

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

Board Packet for July 2024



STEVEN POWELL Library Director/Chief Executive Officer

July 5, 2024

To: Crockett Bohannon, President
Nicole Benjamin, Vice President
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 July 11, 2024 at the Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

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

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

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

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

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

- 24-086 I. **Call to Order**
- 24-087 II. **Public Comment Policy & Procedures**
- 24-088 III. **Approval of Minutes: June 13, 2024 Library Board of Trustees Meeting**
- 24-089 IV. **Staff Presentation: FY 2024-2025 Budget: Steve Powell**
- 24-090 V. **Financial Statements and Summaries: June 2024**
- 24-091 VI. **Dashboard: June 2024 – Sara Gonzalez**
- 24-092 VII. **Action Items – Consent Agenda:**
 - 24-093 Southeast Branch Library Lease Extension: Bethany Stone
 - 24-094 Construction Manager at Risk Contract for Orlando Public Library First Floor Renovation Project: Kris Shoemaker
 - 24-095 Approval to Serve Alcohol at Romance, Wine, & Chocolate Event: Bethany Stone
- 24-096 **Action Item – Non-Consent Agenda:**
 - 24-097 Rules of Conduct: Brian Haynes
- 24-098 VIII. **Discussion and Possible Action Items**
 - 24-099 Strategic Plan: Lynette Schimpf & Amanda Standerfer
- 24-100 IX. **Information**
 - 24-101 Director's Goals FY 2024: 3rd Quarter Update
 - 24-102 Strategic Plan FY 2024: 3rd Quarter Update
 - 24-103 Director's Report
- 24-104 **Public Comment: Non-Agenda Items**
- X. **Adjournment**

Next Meeting Dates: August 8, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 - -- September 12, 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
July 11, 2024**

Public Comment Policy

**ORANGE COUNTY LIBRARY SYSTEM
Public Comment and Conduct of Meetings Policy and Procedures**

Effective Date: October 1, 2013 (Approved by the Board of Trustees on September 11, 2013)

Objective: The objective of this policy is to establish standard procedures to ensure an opportunity for broad public participation in decision-making.

Policy Statement: It is the intent of this policy that the deliberations and actions of the Board of Trustees of the Orange County Library System (“OCLS”) be conducted and taken openly in order that the public and relevant stakeholders may be fully informed and intelligently advised as to the conduct of public business by the Board of Trustees.

Definitions: For the purpose of this policy, the following definitions shall prevail:

1. A “meeting” is a gathering of a quorum of the membership of the Board of Trustees, or any board or commission of OCLS for the purpose of receiving information relating to public business, or for discussion of public business, or for official action upon a proposition related to public business.
2. A “regular meeting” is a meeting held pursuant to a schedule of such meetings as approved by a board or commission to conduct public business or otherwise discuss or act upon matters of public interest.
3. A “special meeting” is any meeting other than a regular meeting held by a board or commission. A “special meeting” is held for the purpose of addressing matters requiring the immediate attention of a board or commission or for the purpose of addressing matters which the board or commission has determined are best addressed at a special meeting. When a special meeting is called, the presiding officer of the board or commission shall specifically state the purpose of the meeting and the board or commission shall address only those matters for which the meeting was called.
4. A “board or commission” shall refer to the Board of Trustees of OCLS and any other board or commission now existing or created in the future by the Board of Trustees or OCLS.
5. The “presiding officer” shall mean, in the case of the Board of the Directors the chair and in all other cases shall be the chair of a particular OCLS board or commission.
6. “Board of Trustees” shall refer to the Board of Trustees of OCLS.

Meetings:

1. Location. All meetings of the Board of Trustees and any other board or commission shall be held in a suitable location and shall be open to the public as required by law. The only exception to the requirement that meetings be open to the public shall be an executive session scheduled for those purposes expressly recognized by law.
2. Regular Meetings. The Board of Trustees and the other boards and commissions shall hold regular monthly meetings as designated by the Board of Trustees or the other boards and commissions.

Public Notice. OCLS shall give public notice of the schedule of meetings and shall state the dates, times and places for such meetings. Public notice of any special meeting or of any reconvened meeting shall be given before such meeting. Public notice shall be given by posting the date and time of the meetings on the OCLS website, the public bulletin boards at all OCLS locations and the Orange County Administration Building. Notice will also be published in the Orlando Sentinel as required by Section 189.417 of the Florida Statutes.

Conduct of Meetings:

1. The presiding officer shall preserve order and decorum at all meetings.
2. When considering matters upon which the board or commission will take action the presiding officer shall receive comments from the public.
3. During any board or commission meeting, board and commission members shall maintain order and decorum.
4. OCLS staff and citizens must be recognized by the presiding officer before speaking or asking questions. The purpose of this requirement is so that there is order and so that the recording equipment will properly record all comments made by individuals wishing to comment on a specific subject.
5. All comments must be made from the podium which is located in the OCLS meeting room or by other reasonable accommodations in any other location in which a board or commission meeting is held, and shall address the subject of the agenda item. Individuals that appear before any board or commission are required to state their legal name and their actual address for the public record. The purpose of this requirement is so that they are properly reflected in any board or commission minutes and are available for future reference.
6. As a board or commission considers consent agenda items, emergency items, items involving official acts that involve no more than a ministerial act, approval of minutes, ceremonial proclamations and other similar items, the presiding officer may, at his discretion, or at the direction of a majority of the board or commission, accept comments from those in attendance.

Public Participation and Comment: In order to comply with Section 286.0114 of the Florida Statutes, OCLS hereby establishes a Public Comment Policy applicable to all boards and commissions to allow members of the public an opportunity to address boards and commissions. In addition to public hearings, a special time is hereby set aside at all board and commission meetings for the purpose of receiving comments and suggestions from members of the public. All comments made during any Public Comment period shall be subject to the following procedures:

1. OCLS allocates up to 30 minutes at the end of each board or commission meeting for citizens who wish to appear before that board or commission to make a request of that board or commission, voice a complaint or concern, express an opinion, or for some other type of recognition. The presiding officer will divide the time equally between all who have signed up to speak; but in no case may a citizen speak longer than three minutes. A Public Comment period not to exceed 30 minutes will be held during any board or commission meeting. The presiding officer may permit additional time to a given speaker on a case-by-case basis.
2. Public comments of items listed on the agenda will occur just prior to the Board's discussion and action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda.
3. When a board or commission considers matters during a public meeting upon which it will take action, no action shall be taken until the presiding officer requests and receives comments from the public.
4. Persons who wish to make a statement during the Public Comment period will register on a Notice of Intent to Speak Form which will be available 30 minutes before the start of the meeting. Information

included on the Notice of Intent to Speak forms will be included in the Board Meeting Minutes and thus become public record. No one will be allowed to have his or her name placed on the list by telephone request to OCLS staff.

5. Each person who signed up to speak will have up to three minutes to make his or her statement. Speakers will be acknowledged by the presiding officer in the order which the Notice of Intent to Speak Form was received by the Board of Trustee's administrative assistant. Speakers shall address that board or commission from the podium, and not approach that board or commission or OCLS staff. Speakers will begin their statement by first stating their legal name and actual address.
6. Statements are to be directed to the board or commission as a whole, and not to individuals. Public comment is not intended to require a board or commission to provide an answer to the speaker. Discussions between speakers and members of the audience will not be allowed.
7. Speakers will be courteous in their language and presentation.
8. Only one speaker will be acknowledged at a time. In the event a group of persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's concerns. Likewise, in the event the number of persons wishing to attend the hearing exceeds the capacity of the meeting place, one or more delegates shall be selected to speak on behalf of each group. If the time period expires before all persons who have signed up get to speak, those names will be carried over to the next Public Comment period, or if the presiding officer consents, these comments can be heard at that meeting.
9. Any action on items brought up during the Public Comment period will be at the discretion of that board or commission. No board or commission will take any action on subject matter for which it has not had the opportunity to fully investigate and gather complete information.
10. These same rules shall apply to all boards and commissions.

Decorum: The presiding officer shall preserve strict order and decorum at all meetings.

1. In conducting business, boards and commissions are committed to the principles of civility, honor, and dignity. Individuals appearing before boards and commission are requested to observe the same principles when making comments on items and issues presented to a given board or commission for its consideration.
2. Staff members and citizens are required to use proper language when addressing a board or commission or the audience. Staff members and citizens shall not use profanity or cursing, aggressive or threatening behavior when addressing the board or commission or other participants. All comments are directed to the presiding officer and not to individual members of the board or commission or to the audience. No personal verbal attacks toward any individual will be allowed during the conduct of a board or commission meeting. The presiding officer may have individual(s) removed from the podium and/or meeting chambers if such conduct persists after a warning has been issued.
3. All members of a board or commission shall accord the utmost courtesy to each other, staff, and the public members appearing before the board or commission and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities. During board or commission meetings, cell phones are to be turned off or silenced. Use of cell phones by board or commission members and staff for talking, texting, emailing or otherwise will not be allowed during meetings while at the dais, except for emergency communications, research, or during breaks.

Waiver of Rules: The board or commission may, at any time, waive all or a portion of these rules of procedure during the course of a meeting. Provided however, that any such waiver shall only be done upon a motion and majority approval of the waiver by members of the board or commission present and voting. Such waivers shall

only be granted to insure the protection of the right of members of the public to be given a reasonable opportunity to be heard before a board or commission takes official action on a proposition.

Training: Periodic training for Sunshine Law requirements will be scheduled by OCLS for board and commission members.

Penalties: Any action taken at a meeting not open to the public, whether intentional or unintentional, is void. The law provides penalties for not complying with the Sunshine Law including criminal penalties, removal from the board position, fines up to \$500, and an award of reasonable attorney's fees against the board found to have violated the Sunshine Law.

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

**Approval of Minutes:
June 13, 2024
Library Board of Trustees
Meeting**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

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

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (6/0); Nicole Benjamin (9/1 – City); Ashley Cisneros Mejia (9/0 – City); Venessa Tomlin (5/1)

Library Board Absent: Sharon Smoley (6/4)

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

Administration Absent: Steve Powell

- 24-072 I. **Call to Order**
 President Bohannon called the meeting to order at 6:02 p.m.
- 24-073 II. **Public Comment Policy & Procedures**
- 24-074 III. **Approval of Minutes: May 2, 2024 Library Board of Trustees Meeting**
 Vice President Benjamin, seconded by Trustee Tomlin, moved to approve the minutes for the May 2, 2024 Library Board of Trustees meeting. Motion carried 4-0.
- 24-075 IV. **Staff Presentation: Marketing & Public Relations Department: Jenn Schock and Leigh Andrus**
- 24-076 V. **Financial Statements and Summaries: May 2024**
 Chief Financial Officer Kris Shoemaker reported that the OPL meeting rooms have exceeded the budgeted revenues even though two rooms were closed for renovations. He also reported that for the fourth year, Window World has donated \$50,000 to help support the Summer At Your Library program and staff are very appreciative of their continued support.
- 24-077 VI. **Dashboard: May 2024 – Leasha Tavernier**
 Chief of Neighborhood Services Tavernier reported the following:
- In May, there was an 11% increase in public computer usage, a 10% increase in card registrations, and a 9% increase in door count.
 - Digital checkouts continue to be strong which were over 15% higher than last May, which is an average daily checkout amount of 9,736. Overdrive and Hoopla use was up 18% over last year and Hoopla had a record-setting month with 38,437 checkouts.
 - Event attendance was up 18% over last year. A total of 1,305 events was offered with a total attendance of 36,743. Out of those numbers, 30,666 were for in-person and 6,077 were for offsite events. Class attendance is also up by 34% compared to last year.
 - CNS Tavernier shared a story that highlights a long-standing library partnership. For many years OCLS has collaborated with local Head Starts by providing storytime events and book giveaways funded through the Friends of the Library. This year, OCLS purchased 1,590 books to distribute to each child enrolled in Head Start. Throughout April and May, the Community Engagement Department visited all 23 Head Starts to present storytimes and deliver the book entitled *10*

Wiggly, Wiggly Caterpillars. On April 24th FOL board member Fred Harvey attended the event and helped hand out the books. Head Start is a federally funded program that has been around for nearly 60 years. It was created to provide education, health and social services for preschool-aged children in low-income families. In this program, children receive an essential educational head start before entering their elementary school years. Staff are happy and proud of the contributions OCLS makes to support this beneficial program.

- The next story highlights how important the day-to-day assistance provided by our frontline staff can be to a person. At one of our branches, a clerk Nathalie served a customer who needed assistance with scanning, emailing, and uploading documents. The customer appeared to be very upset when she approached Nathalie. Nathalie gently asked her to take a deep breath and the customer was able to explain that she needed to provide documents to her lawyer. Nathalie assisted her through the process, and the customer was so grateful that she hugged Nathalie. Sometime later, Nathalie was at Walmart with her sister. The customer saw Nathalie's sister and mistaking her for Nathalie, hugged the sister who graciously accepted the hug. Nathalie then rejoined her sister, and the customer apologized, expressing her sincere gratitude to Nathalie for assisting her that day.

- 24-078 VII. **Action Items – Consent Agenda:**
Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to approve the two items on the Consent Agenda. Motion carried 4-0.
- 24-079 **Hiawassee Lease Extension: Leasha Tavernier**
The Board approved the terms of the second renewal of the Lease Agreement and to authorize staff to execute the second renewal of the Lease Agreement with Highland Lakes Center, LLC.
- 24-080 **Orlando Public Library First Floor Renovation Project Design Services Contract: Kris Shoemaker**
The Board approved the Design Services Contract with Borrelli + Partners in the amount of \$1,095,182 and approved a contingency fee of \$90,416 for the Design Services Budget of \$1,200,000 and they authorized the Library Director/CEO to execute a Design Services Contract with Borrelli + Partners.
- 24-081 VIII. **Discussion and Possible Action Items**
- 24-082 IX. **Information**
- 24-083 **Preliminary Orange County Library District Annual Budget for FY 2024-2025**
- 24-084 **Director's Report**
Assistant Director & COO Bethany Stone reported the following:
- 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 the library 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 books. 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 23rd, 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.
- The annual Summer at Your Library program is underway. It began 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 the Summer Reading Challenge will receive a free book to take home. Hopefully, the effort will promote literacy and a love of books in the kids in the community, and staff are very grateful to the Friends and Window World for their support.

24-085

Public Comment: Non-Agenda Items

X. Adjournment

Vice President Benjamin, seconded by Trustee Tomlin, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:27 p.m.

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.

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

**Staff Presentation:
FY 2024-2025 Budget
Steve Powell**



Orange County Library District Budget Work Session FY 2024-2025 July 11, 2024

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Presentation Outline


- Organizational Structure
- Initiatives
 - Branch Expansion
- A Typical Day at OCLS
- Statistics
- Accomplishments
- Proposed Operating Budget
- Recommendations




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Library 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*

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Library Board of Trustees

Crockett Bohannon,
President
County Appointee

Nicole Benjamin,
Vice President
City Appointee

Ashley Cisneros Mejia,
Trustee
City Appointee

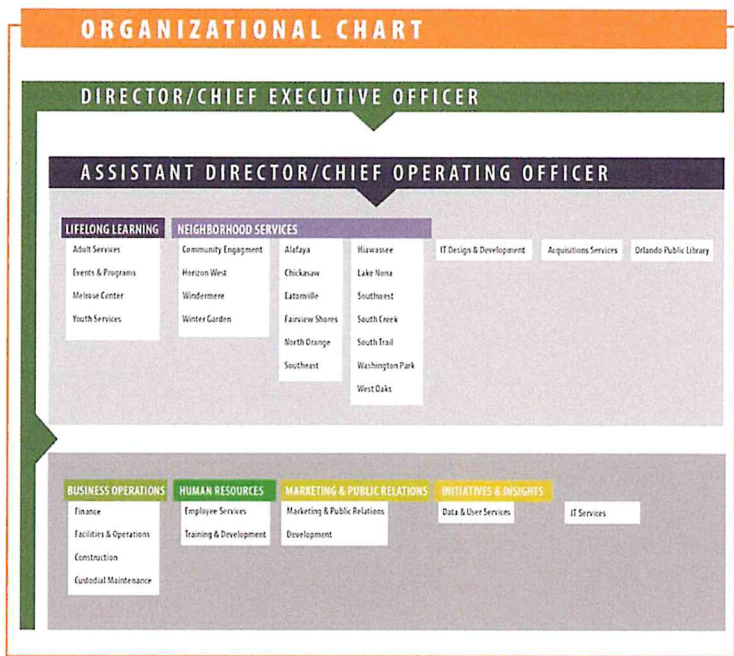
Venessa Tomlin
Trustee
County Appointee



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System Initiatives

- Staffing Resources and Support
- Local Wanderer & Library of Things
- Book Bikes & Bookmobile
- Strategic Planning
- 100 Years of Service



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Branch Expansion

- Horizon West
 - Permit
 - Groundbreaking
 - Open Late Summer 2025
- Lake Nona
 - Still in Design
 - Timelines TBD



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A TYPICAL DAY AT OCLS

4,657
LIBRARY VISITS

THAT'S 788
CHECK-OUTS AN HOUR!

18,922
MATERIALS CHECKED OUT

756
COMPUTER SESSIONS


33,938
WEBPAGE VIEWS

20,000+
SOCIAL MEDIA VIEWS

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Statistics

1,699,695
LIBRARY VISITS

6,906,449
TOTAL NUMBER OF MATERIALS CHECKED OUT

433,915
MATERIALS DELIVERED TO HOMES

2,976,444
ITEMS DOWNLOADED

3,930,005
PHYSICAL MATERIALS CHECKED OUT

“YOU ARE A LIFELINE FOR OUR FAMILY”
- CUSTOMER MESSAGE

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System Accomplishments

- 100 Year Celebration
- Partnership with OUC
- Golden Brick Award
- Book Bikes
- Excel Adult High School
- Volunteers at OCLS



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System Accomplishments

- New Opportunities for Children and Families
 - UCF Mighty Knights
 - Arnold Palmer Hospital
- Second Harvest Food Bank
- Summer at Your Library 2023
- Social Workers



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Operating Fund Budget FY 2024-2025

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Budget Summary

- The FY 2024-2025 budget of \$109,768,420 was developed using these considerations:
 - Branch expansion is underway in the Horizon West and Lake Nona communities
 - 4% raises for 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

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Operating Fund Revenues

	<u>FY2023-2024</u>	<u>\$ Change</u>	<u>% Change</u>	<u>FY2024-2025</u>
Ad Valorem Taxes	68,400,000	5,025,000	7.3	73,425,000
Intergovernmental	875,000	(80,000)	(9.1)	795,000
Charges for Services	207,500	142,700	68.8	350,200
Lost Materials	25,000	23,000	92.0	48,000
Miscellaneous	470,000	930,220	197.9	1,400,220
Transfers	578,500	53,500	9.2	632,000
Sub-Total Revenues	<u>70,556,000</u>	<u>6,094,420</u>	<u>8.6</u>	<u>76,650,420</u>
Reserves	<u>29,697,000</u>	<u>3,421,000</u>	<u>11.5</u>	<u>33,118,000</u>
Total Revenues	\$ 100,253,000	\$ 9,515,420	9.5%	\$ 109,768,420

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Operating Fund Expenditures

	<u>FY 2023-2024</u>	<u>\$ Change</u>	<u>% Change</u>	<u>FY 2024-2025</u>
Salaries & Benefits	37,630,000	3,205,000	8.5	40,835,000
Operating	17,442,500	2,053,500	11.8	19,496,000
Capital Outlay	5,369,500	6,505,500	121.2	11,875,000
Library Materials	5,114,000	1,257,400	24.6	6,371,400
Transfer to Capital Projects Fund	4,500,000	500,000	11.1	5,000,000
Transfer to Sinking Fund	500,000	-	0.0	500,000
 Sub-Total Expenditures	 <u>70,556,000</u>	 <u>13,521,400</u>	 <u>17.7</u>	 <u>84,077,400</u>
 Reserves	 <u>29,697,000</u>	 <u>(4,005,980)</u>	 <u>(13.5)</u>	 <u>25,691,020</u>
 Total Expenses	 \$ 100,253,000	 \$ 9,515,420	 9.5%	 \$ 109,768,420

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Recommendations

Approve the fiscal year 2024-2025 proposed millage rate of 0.3748 for the Orange County Library District.

Approve the fiscal year 2024-2025 proposed budget for the Orange County Library District.

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Questions

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

**Financial Statements &
Summaries: June 2024**

**Orange County Library System
FY 2023-24 Financial Statement Highlights
Nine Months Ended June 30, 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.

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 \$64,736,398 or 94.6% of the budget, which is what we anticipated year-to-date as most taxpayers pay between November and March.

State Aid/ State and Federal Grants:

The Library budgeted \$200,000 for State Aid Revenues and \$675,000 from State and Federal Grants in FY 2023-24, based on anticipated funding from the various agencies. We have received \$84,391 which is 9.6% of the budget. (Note: The library was awarded \$616,683 in State/Federal Funding which should be received in July).

Fee Cards:

The Library budgeted \$75,000 for Fee Card revenues for FY 2023-24. Through June, we received \$119,285 or 159.0% of budgeted revenue. This is slightly higher than the five (5) year average.

Meeting Rooms:

The Library budgeted \$30,000 for meeting room revenues for FY 2023-24. Through June, we received \$34,958 or 116.5% of budgeted revenues.

Faxes:

The Library budgeted \$10,000 for fax revenues and has received \$16,351 or 163.5% year-to-date.

Copy and Prints:

The Library budgeted \$75,000 for these services in FY 2023-24. We received \$158,476 or 211.3% of the budget through June which is a significantly 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 June, we received \$7,191 or 59.9% of budgeted revenues.

Other:

The Library budgeted \$500 for these miscellaneous revenues in FY 2023-24. We received \$41,705 or 8,341.0% of the budget through June. The majority of the revenue (\$41,204) 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 June are \$55,497 or 222.0% 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 June 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 June we have received \$56,781 or 113.6% 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 \$875,000 or 45.5% 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 \$124,036 or 95.4% 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 65.0% of the budget, which is in line with the FY allocation.

Insurance:

The Insurance Expenditures are at 86.4% 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 8.3% 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 \$168,952. 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 46.9% of the budget.

Building Improvements Expense:

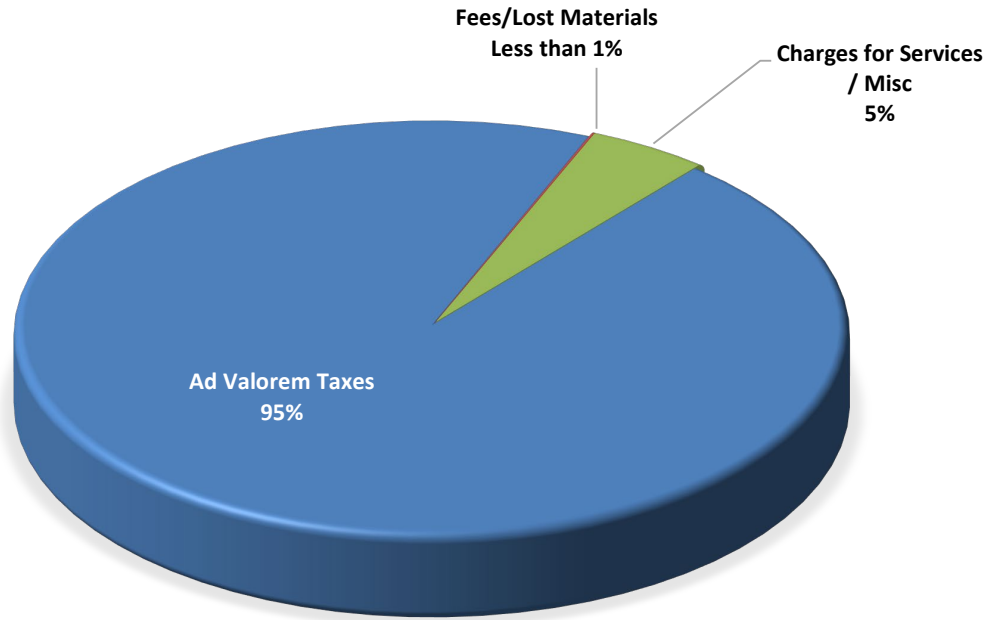
The Library budgeted \$3,250,000 for various building improvement projects such as the materials for the Orlando Public Library Roof Replacement, Upgrade of the Orlando Public Library HVAC Controls, Third Floor Meeting Room Refresh, Orlando Public Library Outdoor Lighting, and Southwest HVAC Replacement. The \$1,379,373 expended so far is primarily related to the HVAC Controls and Third Floor Meeting Room projects.

Horizon West Project Budget
Expenditures As of 06-30-2024

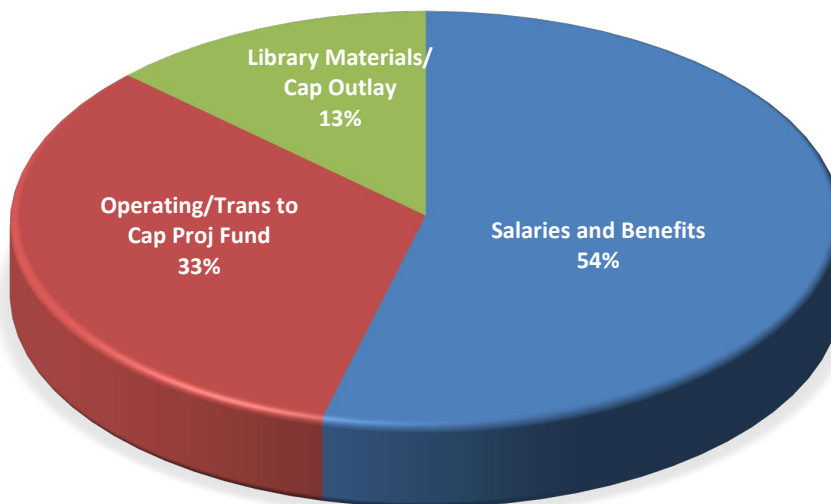
Project Code 20-010	Vendor	Original Budget	Change Order	Revised Budget	FY 22 Actual	FY 23 Actual	FY 24 Actual	Total Actuals	Variance
Demo Fund	Orange County	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ -
Design Team	Borrelli & Partners	1,554,944	-	1,554,944	54,793	567,246	592,883	\$ 1,214,922	(\$340,022)
Pre-construction Consulting	H.J. High	117,961	-	117,961	2,050	26,398	89,513	117,961	\$ -
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	\$1,129,796	\$2,038,733	(\$25,236,267)

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Nine Months Ended June 30, 2024

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Nine Months Ended June 30, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(9 months= 75.0%)
AD VALOREM TAXES	68,400,000	64,736,398	94.6%
INTERGOVERNMENTAL			
State & Federal Grant	675,000	84,391	12.5%
State Aid	200,000	-	0.0%
CHARGES FOR SERVICES			
Fee Cards	75,000	119,285	159.0%
PC Pass (\$10 for 7 days)	1,000	-	0.0%
PC Express (\$5 for 1 hour)	500	1,941	388.2%
Classes	1,000	320	32.0%
Meeting Rooms	30,000	34,958	116.5%
Faxes	10,000	16,351	163.5%
Ear Buds & Jump Drives	1,500	2,063	137.5%
Bag Sales	1,000	2,846	284.6%
Copy & Prints	75,000	158,476	211.3%
Passport Facility & Photo Fees	12,000	7,191	59.9%
Other	500	41,705	8341.0%
	<u>207,500</u>	<u>385,136</u>	<u>185.6%</u>
FEES & LOST MATERIALS	25,000	55,497	222.0%
MISCELLANEOUS			
Investment Earnings	163,000	2,458,046	1508.0%
Sales of Surplus Property	2,000	5,252	262.6%
Contributions - Friends of Library	85,000	66,404	78.1%
Contributions - Others	50,000	56,781	113.6%
Internet Rebate	75,000	-	0.0%
Grants & Awards	20,000	49,610	248.0%
Miscellaneous	75,000	35,397	47.2%
	<u>470,000</u>	<u>2,671,490</u>	<u>568.4%</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>68,039,205</u></u>	<u><u>96.4%</u></u>

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

Nine Months Ended June 30, 2024

	ANNUAL BUDGET	YTD ACTUAL	(9 months= 75.0%)
SALARIES & BENEFITS			
Salaries	26,175,000	17,502,885	66.9%
Medicare Taxes	400,000	249,039	62.3%
Defined Contribution Pension Plan	1,975,000	1,312,719	66.5%
Defined Benefit Pension Plan	1,925,000	875,000	45.5%
Money Purchase Pension Plan	1,675,000	1,057,764	63.2%
Life and Health Insurance (Employees)	4,350,000	2,630,238	60.5%
Worker's Compensation	130,000	124,036	95.4%
Unemployment Compensation	50,000	(543)	-1.1%
Retiree Health Care (OPEB)	675,000	233,098	34.5%
Parking & Bus Passes	275,000	184,214	67.0%
	<u>37,630,000</u>	<u>24,168,450</u>	<u>64.2%</u>
OPERATING			
Professional Services	450,000	189,196	42.0%
Other Contractual Services	2,585,700	1,572,335	60.8%
Other Contract. Serv.- Janitorial	460,000	281,070	61.1%
Training and Travel	150,000	71,521	47.7%
Telecommunication	612,800	298,716	48.7%
Delivery and Postage	1,500,000	974,455	65.0%
Utilities	1,050,000	613,325	58.4%
Rentals and Leases	1,570,000	1,009,173	64.3%
Insurance	750,000	648,343	86.4%
Repairs and Maintenance/Leasehold Improvements	1,775,000	822,694	46.3%
IT Subscriptions/Maintenance Contracts	1,625,000	1,032,266	63.5%
Copying/Printing	355,000	207,425	58.4%
Promotional Activities	500,000	272,332	54.5%
Property Appraiser's Fee	715,000	685,835	95.9%
Tax Collector's Fee	1,380,000	1,294,927	93.8%
Supplies	1,246,500	415,912	33.4%
Supplies-Hardware/Software	700,000	58,054	8.3%
Supplies-Programming	-	168,952	-
Memberships	17,500	15,232	87.0%
	<u>17,442,500</u>	<u>10,631,763</u>	<u>61.0%</u>
CAPITAL OUTLAY			
Building and Improvements	3,250,000	1,379,373	42.4%
Equipment and Furniture	844,500	106,417	12.6%
Hardware/Software	1,275,000	443,095	34.8%
	<u>5,369,500</u>	<u>1,928,885</u>	<u>35.9%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	14,000	7,068	50.5%
Materials - Other	5,100,000	4,152,471	81.4%
	<u>5,114,000</u>	<u>4,159,539</u>	<u>81.3%</u>
TRANSFER TO CAPITAL PROJECTS FUND	4,500,000	3,775,000	83.9%
TRANSFER TO SINKING/EARR FUND	500,000	375,000	75.0%
TOTAL EXPENDITURES	<u><u>70,556,000</u></u>	<u><u>45,038,637</u></u>	<u><u>63.8%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Nine Months Ended June 30, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(9 months= 75.0%)
REVENUES			
Investment Earnings	75,000	1,514,561	2019.4%
Transfer from Operating Fund	4,500,000	3,775,000	83.9%
Reserves	35,250,000	-	0.0%
TOTAL REVENUES	39,825,000	5,289,561	13.3%
EXPENDITURES			
New Branch	12,500,000	1,130,452	9.0%
New Branch FFE	1,000,000	-	0.0%
New Branch Materials	1,000,000	-	0.0%
Reserves	25,325,000	4,159,109	16.4%
TOTAL EXPENDITURES	39,825,000	5,289,561	13.3%

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Nine Months Ended June 30, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(9 months= 75.0%)
REVENUES			
Investment Earnings	25,000	199,817	799.3%
Transfer from Operating Fund	500,000	375,000	75.0%
Reserves	4,607,000	-	0.0%
TOTAL REVENUES	5,132,000	574,817	11.2%
EXPENDITURES			
Reserves-Building and Improvements	3,382,000	378,805	11.2%
Reserves-Horizon West Contract	1,000,000	112,007	11.2%
Reserves-Horizon West Demo	250,000	28,002	11.2%
Reserves-Technology	500,000	56,003	11.2%
TOTAL EXPENDITURES	5,132,000	574,817	11.2%

**ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Nine Months Ended June 30, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(9 months= 75.0%)
REVENUES			
Investment Earnings	20,000	26,346	131.7%
Investment Fair Value	-	186,207	-
Reserves	1,076,000	-	0.0%
TOTAL REVENUES	1,096,000	212,553	19.4%
EXPENDITURES			
Equipment	75,000	14,224	19.0%
Reserves	1,021,000	198,329	19.4%
TOTAL EXPENDITURES	1,096,000	212,553	19.4%

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
June 30, 2024**

ASSETS

Cash on Hand	15,763
Equity in Pooled Cash	2,262,092
Equity in Pooled Investments	59,988,710
Accounts Receivable	726
Inventory	104,877
Prepays	249,824
Other Assets - Deposits	<u>7,500</u>
TOTAL ASSETS	<u><u>62,629,492</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
June 30, 2024**

LIABILITIES

Accounts Payable	110,135
Accrued Wages Payable	1,024,213
Accrued Sales Tax	581
Accrued Fax Tax	107
Accrued N. Carolina St. Income Tax	720
Employee Payroll Deductions:	
Optional Life	2,416
Vision Plan	(896)
Weight Watchers	516
Short Term Disability	2,256
Accident/Critical/Hospital	288
Staff Association	7,950
Due To Friends of the Library	2,302
TOTAL LIABILITIES	1,150,588

FUND BALANCE

Nonspendable:	
Inventory	104,877
Prepaid Items and Deposits	257,324
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	33,108,586
Current Year Revenue over Expenditures	23,000,568
TOTAL FUND BALANCE	61,478,904
TOTAL LIABILITIES & FUND BALANCE	62,629,492

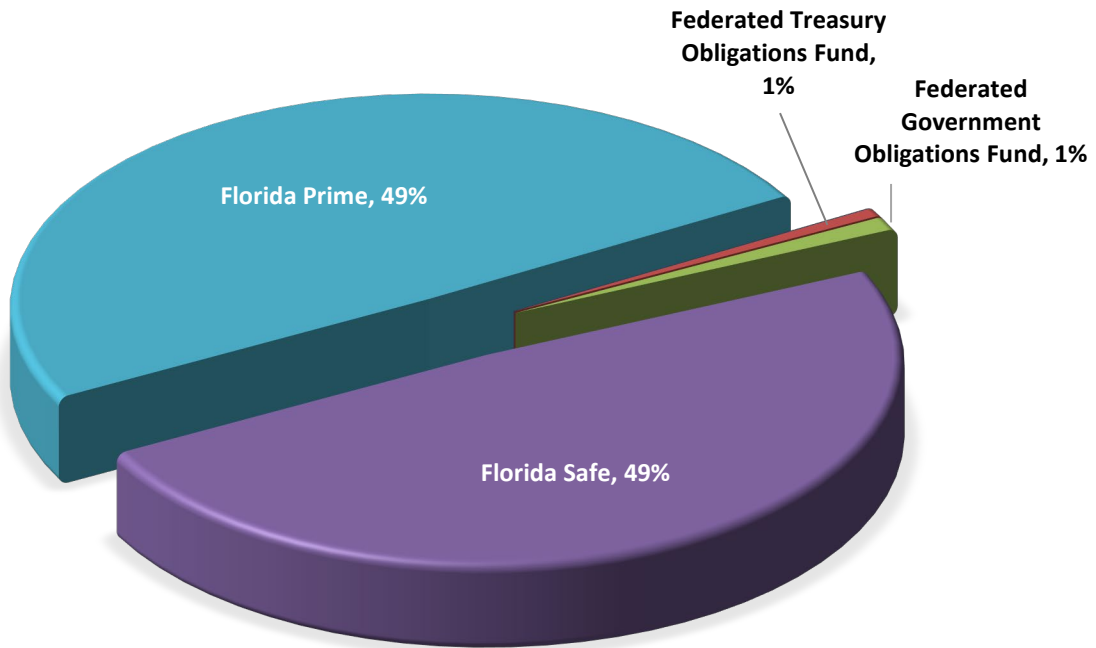
ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
June 30, 2024

	BALANCE 05/31/24	RECEIPTS	DISBURSE	BALANCE 06/30/24
OPERATING				
Equity in Pooled Cash	4,137,859	2,497,200	4,372,967	2,262,092
Equity in Pooled Investments	59,755,368	275,008	41,666	59,988,710
	63,893,227	2,772,208	4,414,633	62,250,802
CAPITAL PROJECTS				
Equity in Pooled Investments	43,158,505	198,556	-	43,357,061
SINKING				
Equity in Pooled Investments	5,738,289	67,971	-	5,806,260
SELF FUNDED HEALTH				
Equity in Pooled Cash	1,909,108	305,149	322,006	1,892,251
Claims Payment Checking Account	73,000	394,139	394,139	73,000
Equity in Pooled Investments	4,690,115	21,578	-	4,711,693
	6,672,223	720,866	716,145	6,676,944

ORANGE COUNTY LIBRARY DISTRICT GENERAL POOLED INVESTMENTS

June 30, 2024

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	740,669
Federated Government Obligations Fund	1,190,497
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	55,607,092
Florida Prime (SBA)-HW Demo Fund	259,954
Florida Prime (SBA)	56,065,512
TOTAL	113,863,724

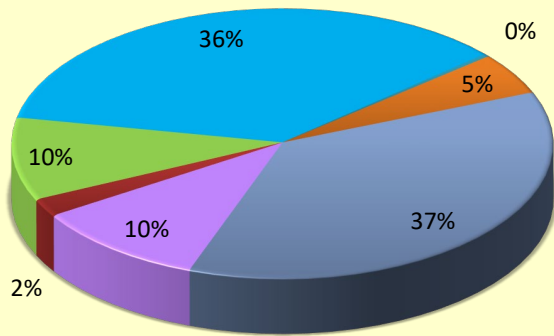


**Orange County Library System
Board of Trustees Meeting
June 13, 2024**

Dashboard: June 2024

Monthly Report for June 2024

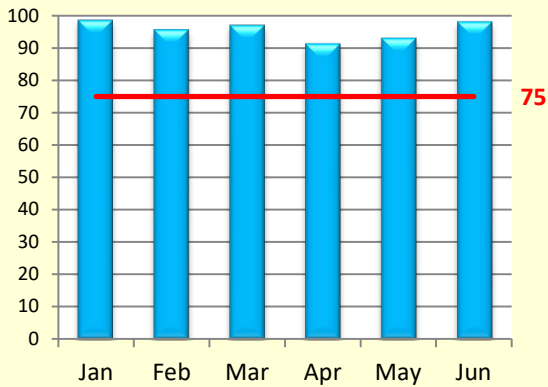
Contacts



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

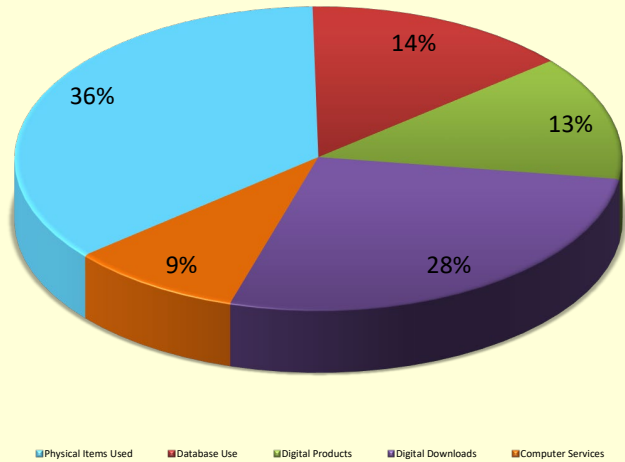
	2024	2023	% change
Door count	164,685	159,543	3.22%
MAYL Packages	33,799	36,153	-6.51%
External Web Visits	156,542	173,844	-9.95%
Catalog Searches	564,137	468,222	20.48%
Questline Calls	5,295	5,752	-7.95%
Social Media	79,627	76,358	4.28%
Electronic Contacts	580,317	515,011	12.68%
TOTAL	1,584,402	1,434,883	10.42%

Net Promoter Score



Resources Accessed

	2024	2023	% Change
Physical Items Used	388,918	394,096	-1.31%
Database Use	155,362	159,490	-2.59%
Digital Products	144,588	125,188	15.50%
Digital Downloads	297,250	261,109	13.84%
Computer Services	100,103	95,403	4.93%
TOTAL	1,086,221	1,035,286	4.92%

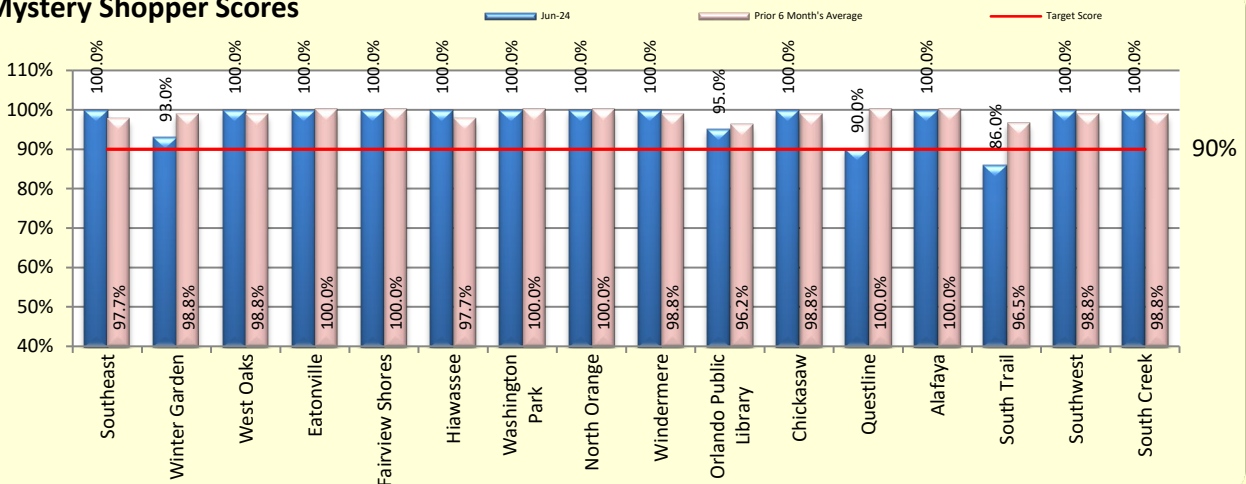


■ Physical Items Used ■ Database Use ■ Digital Products ■ Digital Downloads ■ Computer Services

Users

	2024	2023	% Change
Active Cards	358,881	335,791	6.88%
New Registrations	6,905	6,629	4.16%
VLC Registrations	211,597	256,018	-17.35%
Transactions	92,983	82,974	12.06%

Mystery Shopper Scores



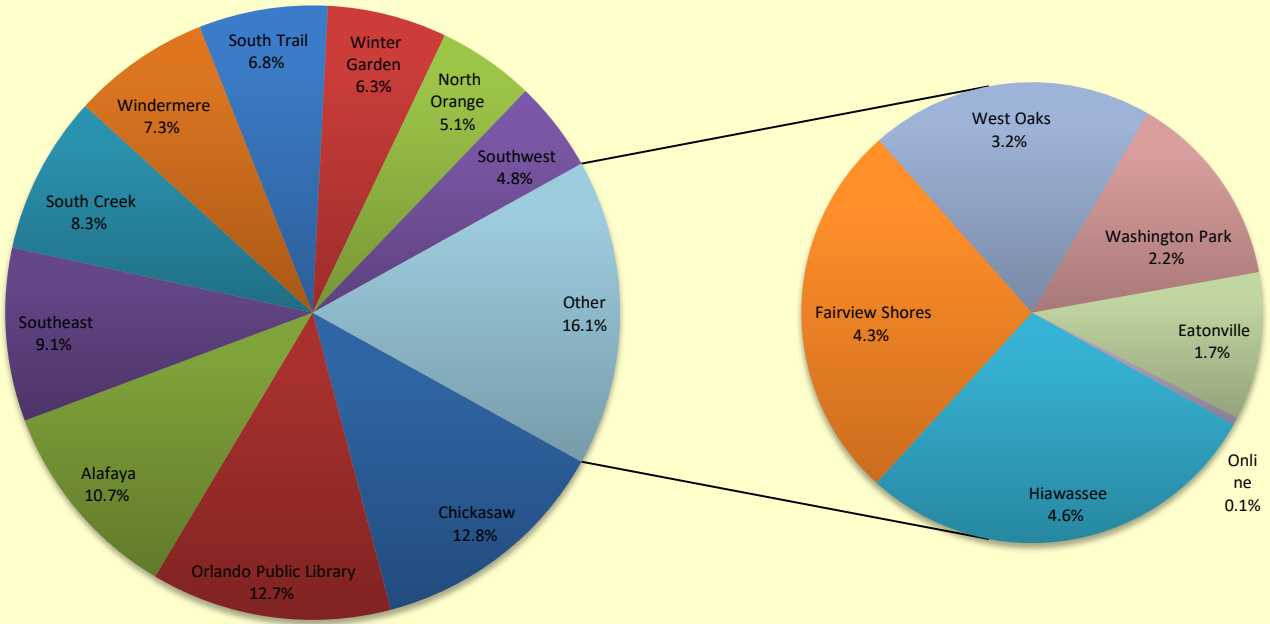
Physical item circulation for June 2024 was 388,918 including renewals. Checkouts for easy books were 28.5% or 47,148 items, juvenile fiction, juvenile non-fiction, and young adult totaled 27.5% or 45,261 items, and adult fiction, non-fiction, and large print combined for 20.2% or 33,361 items. DVDs equaled 9.1% with 15,123 items circulated.

June 2024 digital checkouts were up 14% over June 2023 with 297,250 total checkouts averaging a record high 9,908 per day. Overdrive continued to be the highest-used resource with 216,446 checkouts for the month. Hoopla was up 24% over last June with 38,091 checkouts.

There were 155,948 visits to www.ocls.info last month. Mobile devices accounted for 61%, or 95,679 visits, while desktops, tablets and Smart TVs had the remaining 39%, or 60,269 visits.

The book drop returns for June 2024 were 3,149 from Horizon West and 2,999 items from Lake Nona.

Events & Classes by Location



	Event Attendance			Class Attendance		
	2024	2023	% Change	2024	2023	% Change
Chickasaw	8,809	6,941	26.9%	237	216	9.7%
Orlando Public Library	7,609	5,499	38.4%	1,311	1,159	13.1%
Alafaya	7,098	5,414	31.1%	448	169	165.1%
Southeast	5,983	4,865	23.0%	439	471	-6.8%
South Creek	5,653	4,721	19.7%	222	271	-18.1%
Windermere	4,759	3,549	34.1%	360	364	-1.1%
South Trail	3,999	3,736	7.0%	779	252	209.1%
Winter Garden	4,014	4,054	-1.0%	410	428	-4.2%
North Orange	3,432	3,238	6.0%	160	162	-1.2%
Southwest	3,083	3,931	-21.6%	272	308	-11.7%
Hiwassee	3,121	2,975	4.9%	141	91	54.9%
Fairview Shores	2,880	3,258	-11.6%	147	223	-34.1%
West Oaks	2,150	2,359	-8.9%	111	254	-56.3%
Washington Park	1,488	651	128.6%	81	101	-19.8%
Eatonville	1,120	1,028	8.9%	56	127	-55.9%
Online	-	-	0.0%	59	88	-33.0%
TOTAL	65,198	56,219	16.0%	5,233	4,684	11.7%

In June 2024, we hosted 1,498 Events with an attendance of 63,457.

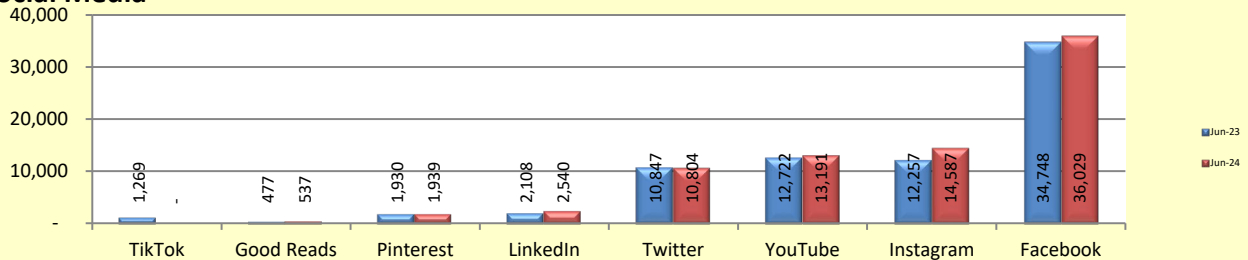
Summer at Your Library kicked off this month! During June, the library welcomed back the very popular "Spheres Bubble Show" at 14 locations throughout the system, with a total attendance of 2,265. On 20 June, 274 customers met different animal ambassadors including lizards and bugs during the "Zoo Mom" event at the Alafaya Branch. The Hiwassee Branch hosted "Jiggleman" on 26 June and 227 customers enjoyed this jumping juggling comedy act! On 11 June, 216 customers enjoyed a fun magical time with "Magician Glen Foster" at the Winter Garden Branch. Throughout the month of June, Orange County Public Schools Food & Nutrition Services offered free meals to children and young adults under 18. The events were offered at the following OCLS branches: Chickasaw, Fairview Shores, Hiwassee, North Orange, South Creek, and South Trail with a total attendance of 8,715.

In June 2024, we offered 1,044 classes with an attendance of 5,233. Also in June, we presented 154 Offsite Events reaching 4,861 people, and attended 28 Community Events reaching 1,741 people.

Events/Class Attendance

	2024	2023	% Change
Community Events	1,741	1,664	4.63%
Events - Adult	24,655	19,977	23.42%
Events - Teen	1,303	1,004	29.78%
Events - Children	37,499	33,574	11.69%
Technology Classes	5,233	4,684	11.72%
TOTAL	70,431	60,903	15.64%

Social Media



Social media statistics for June 2024 saw a 4.28% increase in growth.

In June, we published our first promotional video for the Library Of Things newest item: [Citizen Science Kits!](#) The video encourages customers to reconnect with the world by tracking their environmental observations, which will later be shared with real scientists. The response from followers is overwhelmingly positive, with commenters writing, "The library is killing it this year!!" and "Y'all just keep offering more and more AWESOME activities!! We can't keep up!" The video has over 11K views, 90 likes and 22 shares across Instagram and Facebook.

We also featured the team at the Alafaya Branch in a Sabrina Carpenter [lip-sync video](#) to the song "Espresso," starring Branch Outreach Specialist Kali Anthony, master puppeteer and Librarian Lauren Mathur, and Branch Shelving Clerk Anthony Williams. The lip-sync features storyline puppet Millie, who helps staff lip-sync, "I'm working late, 'cause I'm a librarian," and wholesome shenanigans ensue. This video has over 6K views, 259 likes and 35 shares.

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

Consent Agenda:

- 24-093 Southeast Branch Library Lease Extension
- 24-094 Construction Manager at Risk Contract for Orlando Public Library First Floor Renovation Project
- 24-095 Approval to Serve Alcohol at Romance, Wine, & Chocolate Event

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

**Southeast Branch Library
Lease Extension**

SOUTHEAST BRANCH LEASE EXECUTION

I. ISSUE STATEMENT

Board approval is required for staff to execute the fifth (5th) renewal of the Lease Agreement with Nisan Realty for the Southeast Branch location.

II. BACKGROUND & SUMMARY

On August 3, 1994, the Library entered into a lease with Dalfen Terracotta Enterprises, Inc. (now Nisan Realty) to lease approximately 13,310 square feet of space at 5575 South Semoran Blvd. for their Southeast Branch. The lease has been extended four (4) times in the last thirty (30) years and the current lease ends in February of 2025.

The landlord and the Library have negotiated a lease which is for a five (5) year term with one (1) five (5) year extension available (for a total of 10 years). The rental rate increases 3.5% per year for years 2025 thru 2029, and 4% at the renewal. The month of February 2025 rental will be deferred and if all other months are paid on-time it will be waived. There is a rent/community association maintenance (CAM) fee that will vary yearly. This fee has been reasonable and consistent over the last leases.

III. CONSIDERATION

The library is requesting the library board to 1) approve the terms of the fifth (5th) renewal of the Lease Agreement, and 2) authorize staff to execute the fifth (5th) renewal of the Lease Agreement with Nisan Realty.

IV. RECOMMENDATION

Staff recommends that the library board 1) approve the terms of the fifth (5th) renewal of the Lease Agreement, and 2) authorize staff to execute the fifth (5th) renewal of the Lease Agreement with Nisan Realty.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-093**

SOUTHEAST 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 11th of July, 2024, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the terms of the fifth (5th) renewal of the Lease Agreement
2. To authorize staff to execute the fifth (5th) renewal of the Lease Agreement with Nisan Realty.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

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

**Construction Manager at Risk
Contract for Orlando Public Library
First Floor Renovation Project**

CONSTRUCTION MANAGER AT RISK CONTRACT
FOR ORLANDO PUBLIC LIBRARY FIRST FLOOR RENOVATION PROJECT

I. ISSUE STATEMENT:

Library Board approval is needed to authorize staff to enter into a Construction Manager at Risk (CMAR) Contract with Gomez Construction (Gomez) for Pre-construction Services for the Orlando Public Library (OPL) First Floor Renovation Project.

II. BACKGROUND & SUMMARY:

On March 14, 2024, the Board approved Gilbane Building Company (Gilbane) as the first ranked contractor for the OPL First Floor Renovation Project and authorized staff to negotiate a CMAR contract, which includes Pre-construction Services.

Library staff and Gilbane were unable to come to terms for Pre-construction Services and on May 20, 2024, with the assistance and under advisement from counsel at GrayRobinson, terminated negotiations with Gilbane.

Library staff reached out to the second ranked contractor, Gomez, and asked for a proposal for Pre-construction Services. On June 3, 2024, staff accepted Gomez's proposal of \$129,735.

Library staff are requesting a contingency of \$10,265 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 Pre-construction Services is \$140,000 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 CMAR Services Contract for Pre-construction Services with Gomez in the amount of \$129,735.
- 2) Approve a contingency fee of \$10,265 and a CMAR Pre-construction Services Budget of \$140,000.
- 3) Authorize the Library Director/CEO to execute a CMAR Pre-construction Services Contract with Gomez.

IV. STAFF RECOMMENDATION:

Staff recommend that the Board approve the CMAR Services Contract for Pre-construction Services, contingency fee, and authorize the Library Director/CEO to execute a CMAR Services Contract for Pre-construction Services with Gomez Construction.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-094

CONSTRUCTION MANAGER AT RISK (CMAR) 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 11th day of July 2024, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the CMAR Services Contract for Pre-construction Services with Gomez Construction in the amount of \$129,735.
2. To approve a contingency fee of \$10,265 and a CMAR Pre-construction Services Budget of \$140,000.
3. Authorize the Library Director/CEO to execute a CMAR Pre-construction Services Contract with Gomez Construction.
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**

**Approval to Serve Alcohol at
Romance, Wine & Chocolate Event**

REQUEST TO SERVE ALCOHOLIC BEVERAGES ROMANCE, WINE, AND CHOCOLATE EVENT

I. ISSUE STATEMENT

Library Board approval is needed to serve alcoholic beverages during the Romance, Wine, and Chocolate Event at the Chickasaw Branch Library.

II. BACKGROUND & SUMMARY

On Friday, September 20, 2024, the Chickasaw Branch Library will host an after-hours romance author event. The Library hosted its first Romance, Wine, and Chocolate event in 2016 at the Alafaya Branch and in 2019, it moved the Chickasaw Branch. The Library would like to serve wine at this event. As stated in the adopted Alcoholic Beverage Policy (please see below), Board approval is required to serve alcoholic beverages.

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

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

- The event is sponsored by the Library or Library approved
- The Library Board of Trustees has approved alcoholic beverages to be served, and
- A licensed bartender, caterer, or other entity which provides liquor liability insurance coverage, is engaged to serve beverages, and
- The bartender, caterer, or entity executes an agreement that shall:
 1. Hold the Library harmless and indemnify the Library against liability arising from alcoholic beverages willfully and unlawfully served to a person who is not of lawful drinking age or knowingly served to a person habitually addicted to the use of any or all alcoholic beverages; and
 2. Require the bartender, caterer, or other entity to comply with all County, State, and Federal laws governing the service of alcoholic beverages.

III. CONSIDERATION

The library is asking the library board to approve the serving of alcoholic beverages in accordance with the Board-approved policy at the Romance, Wine, and Chocolate Event at the Chickasaw Branch Library.

IV. RECOMMENDATION

Library Staff recommends that the library board approve the serving of alcoholic beverages in accordance with the Board-approved policy at the Romance, Wine, and Chocolate Event at the Chickasaw Branch Library.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-095**

ROMANCE, WINE, & CHOCOLATE EVENT – REQUEST TO SERVE ALCOHOL

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

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the serving of alcoholic beverages in accordance with the Board-approved policy at the event on September 20, 2024, at the Chickasaw Branch Library.
2. 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**

Action Item: Non-Consent Agenda

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

Rules of Conduct: Brian Hayes

RECOMMENDED REVISIONS TO THE RULES OF CONDUCT – JULY 2024

I. ISSUE STATEMENT

Library Board approval is required for staff to implement recommended revisions to the Library Rules of Conduct (ROC).

II. BACKGROUND & SUMMARY

The Orange County Library System adopted the ROC to protect the right of individuals to access Library materials, services, and programs; to protect the right of Library staff to conduct Library business and pursue the goals of the Library's Mission without improper interference; to protect the right of customers and employees to enter and exit the Library's property without impediment, annoyance, or distraction from non-library activities; and to protect Library materials and facilities from harm.

In December 2021, the Board approved a significant revision of the ROC as part of a strategic initiative to review the rules from the customer perspective. In February 2023, the Board approved an operational amendment to the ROC to remove a portion of a rule that prohibited customers from bringing in trash bags. During this meeting, it was reaffirmed that the Library is committed to continually reviewing the ROC to ensure that it is fulfilling its purpose.

A group of OCLS leaders with diverse backgrounds and institutional knowledge were tasked with reviewing and recommending changes to the ROC. Their research included gathering both information from other library systems and feedback from staff, including the DEIA Committee. The Committee then implemented changes and proposed the new ROC to the Admin team. After some debate and a few changes, the ROC was sent to GrayRobinson, the Library's counsel, for review. The Library's attorney at GrayRobinson approved the reviewed ROC and that version is proposed for approval.

ROC Review Committee Members:

- Martiza Alicea
- Brian Haynes
- Jim Myers
- Peter Pamphile
- Jessica Pinkowski

The goal of the Library is to create a healthy, safe, and comfortable environment for customers and staff. The revisions to the ROC do not diminish their effectiveness while making their enforcement more user-friendly from both staff and the customer's perspective. If approved, the changes will take effect in the Fall of 2024.

III. CONSIDERATION

The Library is requesting the library board approve the revised Rules of Conduct as proposed.

IV. RECOMMENDATION

Staff recommends that the Library Board approve the revised Rules of Conduct as proposed.

Rules of Conduct

Effective: TBD 2024

The Orange County Library System has adopted the Rules of Conduct to protect the right of individuals to access Library materials, services, and programs; to protect the right of Library staff to conduct Library business and pursue the goals of the Library's Mission without improper interference; to protect the right of customers and employees to enter and exit the Library's property without impediment, annoyance, or distraction from non-Library activities; and to protect Library materials and facilities from harm.

The Rules of Conduct apply to all Library premises, including buildings, interior and exterior, and all grounds controlled and operated by the Orange County Library System. The Rules of Conduct apply to all individuals in or on the Library premises. Anyone returning to an Orange County Library System facility during a trespass period will have one year added to the original trespass period. Any individual who re-enters the location from which they have an active Trespass Warning is subject to arrest.

Rules 1-20 - Individuals will be given a First Warning for the first offense, a Second Warning for the second offense, and upon a third offense, will be issued a Trespass Warning and required to leave the Library premises and prohibited from future use of all Library facilities and services for one year for the following actions:

1. Fail to comply with or ignore a directive of a Library staff member or security officer.
2. Engage in any conduct that disrupts or interferes with the normal operation of the Library or that disturbs Library staff or individuals. Such conduct includes but is not limited to: inappropriate language (not directed at staff or other customers), comments, gestures, unreasonably loud talking or boisterous physical behavior.
3. Use personal electronic equipment, including but not limited to phones, tablets, headphones, or computers at a volume that interferes with the normal operation of the Library.
4. Fail to maintain control of personal items by leaving them unattended for 15 minutes or more. Items left unattended for 30 minutes may be removed from the premises for the safety of staff and customers.
5. Bring into the Library visible bedding. Blankets for small children are acceptable.

6. Loiter in posted areas.
7. Use tobacco products, electronic cigarettes, vapes and similar devices.
8. Fail to properly checkout Library materials, follow computer access procedures, or comply with established Library lending procedures.
9. Attempt to enter any area designated as a "Staff" area.
10. Improperly use Library restrooms, including but not limited to; washing or drying clothes, bathing or shaving.
11. Fail to wear shoes, tops, and bottoms at all times on Library premises. Exceptions will be made for children in strollers, carriers, infant seats and other carrying devices.
12. Sell merchandise or services; solicit customers or employees for money, donations, attention, votes, political support, or signatures in or on Library premises except in conjunction with a Library-sponsored activity or program.
13. Distribute or post written materials in or on Library premises.
14. Bring animals in or on the Library premises, other than those approved as service animals or for the purpose of Library approved events or programs.
15. Use bicycles, skates, skateboards, or scooters in or on Library premises. Bicycles and scooters must be parked in designated areas.
16. Eat meals, hot foods or items with strong aromas in the Library. These include but are not limited to pizza, fast food, and sandwiches. Snack items are permitted such as chips, pretzels, fruit, and granola bars. All drinks must be in an enclosed container.
17. Eat any food including snack items around or while using Library computers.
18. Unless part of a Library program or in an area designated for children, lie down on any floor, table, or seat in the Library or sit or recline on the floor.
19. Parents or caregivers who fail to follow the Library's Unattended Children Policy, which requires that "a responsible adult or caregiver must accompany children 10 years of age or younger while they are using the Library."

20. Fail to comply with posted age restrictions in designated youth areas.

Rules 21-25 - Individuals will be immediately issued a Trespass Warning and required to leave the Library premises and prohibited from future use of all Library facilities and services for three years for the following actions:

21. Are under the influence of, consume, possess, sell, or distribute any alcoholic beverage as defined under Chapter 561 of the Florida Statutes or any controlled substance as defined under Chapter 893 of the Florida Statutes.

22. Intentionally destroy, damage, or deface any Library or other individual's property.

23. Engage in the use of any type of open flame.

24. Loiter on Library premises during closed hours.

25. Commit theft, or attempt to remove library materials by concealment, removal of barcodes/security devices, or by any means other than authorized checkout procedures.

Rules 26-30 - Individuals will be immediately issued a Trespass Warning and required to leave the Library premises and prohibited from future use of all Library facilities and services for five years for the following actions:

26. Verbally, physically, or sexually abuse or harass any Library staff member or individual. This includes but is not limited to staring, leering, voyeurism, unwelcome touching, threatening physical harm or conduct that poses an immediate threat to the safety of Library staff and individuals.

27. Engage in any sexual conduct as defined under Chapter 800 of the Florida Statutes.

28. Unlawfully carry or illegally use weapons, firearms, slung shots, electric weapons or devices, remote stun guns, destructive devices, or explosives of any kind inside the Library or on Library premises.

29. Commit assault or battery as defined under Chapter 784 of the Florida Statutes.

30. Commit or attempt to commit any activity that would constitute a violation of any federal law, state statute, or local ordinance (other than those described in Rules 21-25.)

Violations of Rules 21-30 will be immediately reported to the appropriate law enforcement agency.

The following issues are not considered Rules of Conduct violations, but require the individual to leave the Library until such time as the issue is resolved:

- Individuals whose bodily hygiene is offensive so as to constitute a significant nuisance to others.
- Individuals with belongings that inhibit the use of the library for others, are impediments to access, or pose safety concerns. Shopping carts are not permitted on Library premises.
- Individuals who continue to sleep or give the appearance of sleeping after receiving two warnings from staff will be required to leave the building for the day.

Photography and Filming

Individuals or organizations seeking to use camera equipment on Library premises for photoshoots, filmmaking, recording interviews, or other activity that might impact normal operations must first gain approval from the Marketing & Public Relations Department, or in their absence location management.

Procedure for Appeals

A written appeal must be received through any of the options listed below within 30 days of the trespass issue date.

By mail:

Orange County Library System
Trespass Review Committee
101 E. Central Blvd.
Orlando, FL 32801

Through email:

comments@ocls.info with the subject line "Trespass Appeal"

Through the web form:

ocls.info/appeal

Please provide an email address or mailing address in your appeal at which the Library may correspond with you. The Trespass Review Committee will review timely filed appeals and make a recommendation to the Director, who will respond in writing within 30 days of the receipt of the appeal.

Revised May 2024

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-097**

RECOMMENDED REVISIONS TO THE RULES OF CONDUCT – JULY 2024

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

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the revised Rules of Conduct as proposed.
2. 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 Item

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

**Strategic Plan:
Lynette Schimpf & Amanda Standerfer**

ORANGE COUNTY LIBRARY SYSTEM

Strategic Plan

October 2024 - September 2029

LEARN. GROW. CONNECT.



407-835-7323 | ocls.info




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INTRODUCTION

Orange County Library System (OCLS) is a lifelong resource for the community, serving more than 1.4 million residents through our 15 locations across the county. To align its resources with the emerging priorities of the community, OCLS has undergone a comprehensive strategic planning process with feedback from the community and stakeholders.

The strategic plan is organized around four goals, each supported by an objective and activities. The plan will guide decision making and resource allocation over the next five years. Activities will be reviewed, evaluated, and updated annually to ensure the library is making progress towards plan goals.

By implementing a new strategic plan, OCLS will renew its commitment to:

BE WELCOMING

We will provide excellent customer service, create inviting spaces, and ensure accessibility so the community feels welcome at OCLS.

BE CONNECTED

We will promote engagement, facilitate partnerships, and generate awareness so the community feels connected to OCLS.

BE FORWARD-THINKING

We will provide and explore services and technology to deliver relevant experiences for the community.

BE EMPOWERED

We will enhance our employee training structure, support professional development, and improve internal communication so OCLS staff are adaptable to community needs.



OUR PROCESS

Orange County Library System initiated the strategic-planning process in August 2023. [Fast Forward Libraries LLC](#) was engaged to facilitate the planning process in three phases: Learn, Dream, Do.

The Learn phase entailed gathering community feedback through a community survey, focus groups, and interviews. In January 2024, more than 7,500 people responded to our online community survey in English, Spanish, Portuguese, and Haitian Creole. In January and February, 155 people took part in focus groups, and 29 internal and external stakeholders were interviewed. Focus groups and interviews were conducted in English, Spanish, and Haitian Creole. Fast Forward Libraries created a Learning Report that included context through community Census data and library data as well as data analysis from the community survey and focus groups.

In the Dream phase (March and April 2024), retreat sessions were held with staff members, Trustees, and the library's leadership team to review the Learning Report and provide feedback on possible goals and objectives. Following these retreats, a draft Strategic Plan was developed for and reviewed by the Planning and Leadership Teams.

This document, presented to the library board for approval in September 2024, includes the goals, objectives, and initial activities that will guide Orange County Library System through the Do phase, as the library executes its vision for the future.



PURPOSE STATEMENT

Enriching lives through experiences and opportunities to learn, grow, and connect.

BE WELCOMING

OBJECTIVE

We will provide excellent customer service, create inviting spaces, and ensure accessibility so the community feels welcome at OCLS.

ACTIVITIES

- Provide additional ways to access library services throughout the county.
- Regularly assess interior spaces to maximize usage and accommodate a variety of user experiences and needs.
- Focus on customer service training that addresses the needs of Orange County residents.



BE CONNECTED

OBJECTIVE

We will promote engagement, facilitate partnerships, and generate awareness so the community feels connected to OCLS.

ACTIVITIES

- Intentionally invest in meaningful relationships and partnerships with organizations that are aligned with the library's purpose.
- Explore ways to foster higher engagement rates.
- Pursue opportunities to raise visibility of OCLS in the community.



BE FORWARD-THINKING

OBJECTIVE

We will provide and explore services and technology to deliver relevant experiences for the community.

ACTIVITIES

- Use data to provide responsive services that evolve and grow with the community.
- Review programs, services and collection offerings to ensure that the library meets community needs.
- Evaluate the user journey in all aspects of library service.



BE EMPOWERED

OBJECTIVE

We will enhance our employee training structure, support professional development, and improve internal communication so OCLS staff are adaptable to community needs.

ACTIVITIES

- Clarify paths for upward mobility.
- Strengthen internal communication.
- Prioritize employee engagement and well-being.





LIBRARY LOCATIONS

ALAFAYA BRANCH

12000 E. Colonial Drive
Orlando, FL 32826

CHICKASAW BRANCH

870 N. Chickasaw Trail
Orlando, FL 32825

EATONVILLE BRANCH

200 E. Kennedy Blvd.
Eatonville, FL 32751

FAIRVIEW SHORES BRANCH

902 Lee Road, Suite 26
Orlando, FL 32810

HIAWASSEE BRANCH

7391 W. Colonial Drive
Orlando, FL 32818

NORTH ORANGE BRANCH

1211 E. Semoran Blvd.
Apopka, FL 32703

ORLANDO PUBLIC LIBRARY

101 E. Central Blvd.
Orlando, FL 32801

SOUTH CREEK BRANCH

1702 Deerfield Blvd.
Orlando, FL 32837

SOUTH TRAIL BRANCH

4600 S. Orange Blossom Trail
Orlando, FL 32839

SOUTHEAST BRANCH

5575 S. Semoran Blvd.
Orlando, FL 32822

SOUTHWEST BRANCH

7255 Della Drive
Orlando, FL 32819

WASHINGTON PARK BRANCH

5151 Raleigh St., Suite A
Orlando, FL 32811

WEST OAKS BRANCH AND GENEALOGY CENTER

1821 E. Silver Star Road
Ocoee, FL 34761

WINDERMERE BRANCH

530 Main St.
Windermere, FL 34786

WINTER GARDEN BRANCH

805 E. Plant St.
Winter Garden, FL 34787

FUTURE LIBRARY LOCATIONS:

Horizon West
Lake Nona

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

Information

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

**Director's Goals FY 2024:
3rd Quarter Update**

Director's Goals FY 2023 – 2024

3rd Quarter Update

GOALS

1. Develop and Implement a New Strategic Plan

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

1st Quarter

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

2nd Quarter

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

3rd Quarter

04/15/2024 The final retreats with the Board (03/13) and Admin Team took place.
04/24/2024 First draft of the Strategic Plan outline was introduced to the Admin Team.
05/22/2024 Strategic Plan outline refined and activities added.
05/28/2024 Draft Purpose Statements discussed
06/18/2024 Admin met with FastForward to review the Draft Strategic Plan and the plan to introduce the Draft Plan to the Board in July.
06/25/2024 The Strategic Plan Team finalized their changes to the Draft Plan.
06/26/2024 Admin finalized their changes to the Draft Plan.
06/27/2024 FastForward delivered their final version of the Draft Plan that includes the new Purpose Statement.

2. Create and Implement a New Statistics Dashboard

1st Quarter

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

2nd Quarter

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

3rd Quarter

04/16/2024 Reviewed KPIs and a first pass at data visualization.

05/15/2024 Reviewed the second pass at data visualization.

06/28/2024 Received updated version of data visualization for review.

3. Identify, Design, and Order a Bookmobile**1st Quarter**

10/30/2023 Posted RFP

11/20/2023 Posted vendors' questions with responses

12/05/2023 Finalized RFP scoring rubric

12/19/2023 Reference checks complete

12/28/2023 Scoring and ranking complete

2nd Quarter

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

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

03/27/2024 Goal completed.

3rd Quarter

05/02/2024 Meeting with Mathews Specialty Vehicles to finalize interior and exterior specifications.

4. Identify and Select an Enterprise Resource Planning (Finance and Human Resources) System**1st Quarter**

11/17/2023 Finalized Project Brief

2nd Quarter

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

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

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

3rd Quarter

04/29/2024 After several staff meetings the project goal should be:

Identify and Select a Human Resources Information System (HRIS) and an Enterprise Resource Planning System (ERP).

The HRIS would replace up to 10 existing applications in Human Resources and the ERP would replace up to six applications and add a procurement platform for Finance.

05/15/2024 The project managers continued meeting with different vendors to evaluate software platforms and bring evaluations back to the team.

05/30/2024 Draft RFP complete.

06/26/2024 RFP finalized by staff and sent to Counsel for review.

5. Review and Update Board Approved Library Policies

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

1st Quarter

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

2nd Quarter

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

3rd Quarter

04/30/2024 Completed a draft proposal for the Board to consider.

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

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

1st Quarter

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

2nd Quarter

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

3rd Quarter

04/30/2024 During April, Admins and the consultant continued to review job descriptions.

05/31/2024 During May, Admins and the consultant continued to review job descriptions.

06/30/2024 During June, Admins and the consultant continued to review job descriptions with a focus on exempt versus non-exempt status for positions in some support departments.

CAPITAL PROJECTS

1. Horizon West Branch

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

1st Quarter

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

2nd Quarter

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

3rd Quarter

04/01/2024 Opening Day Collection RFPs were received from three vendors.
 04/05/2024 Finalized GMP
 04/05/2024 Finalized project budget
 04/11/2024 The Board approved the GMP contract with contractor HJ High and approved the project budget.
 04/30/2024 During April the permit was reviewed by Orange County and comments were addressed by the architect and other consultants.
 05/02/2024 The Board approved the purchase of the Opening Day Collection.
 05/31/2024 During May, the permit process continued, interior finishes were reviewed and clarified, and a review of the FF&E package started.
 06/13/2024 Finalized the furniture package and associated RFP.

2. Lake Nona Branch

- a. Continue the design process

1st Quarter

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

2nd Quarter

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

3rd Quarter

04/15/2024 The contractor delivered a construction estimate based on the 60% plans.
 04/30/2024 During April, reviewed and clarified exterior elevations and landscaping.
 05/31/2024 During May, reviewed and clarified interior elevations and finishes and plaza design requirements.
 06/11/2024 Finalized ceiling elevations and finishes and reviewed updated plaza features.
 06/24/2024 Finalized plaza design requirements.

3. Main Library Third Floor Meeting Rooms Refresh

- a. Complete the work on time and within budget

1st Quarter

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

2nd Quarter

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

4. Main Library Exterior Lighting Project

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

1st Quarter

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

2nd Quarter

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

3rd Quarter

05/03/2024 The architect delivered 100% construction documents and submitted for a building permit.

5. Main HVAC Controls

- a. Complete the work on time and within budget

1st Quarter

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

2nd Quarter

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

3rd Quarter

The project is 75% complete and is on track to be completed by the September 30, 2024 deadline.

6. Main Library Roof Replacement Project

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

1st Quarter

11/16/2023 Permitting in progress

2nd Quarter

03/13/2024 Roofing Contractor Services RFQ advertised

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

3rd Quarter

05/15/2024 During April and May, contractors made site visits to confirm the project scope and evaluate logistics.

06/10/2024 Received five responses to the RFQ.

06/26/2024 Ranked the contractor's proposals.

06/27/2024 Established dates and times for presentations by the three top-ranked contractors.

7. Main Library First Floor Renovation Project

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

1st Quarter

11/30/2023 Posted advertisement for Construction Manager At Risk

12/01/2023 Posted advertisement for Design and Engineering Services

12/13/2023 Construction Manager at Risk (CMAR) walkthrough

12/14/2023 Architect and Engineer (A&E) walkthrough

2nd Quarter

02/02/2024 Architect and contractor responses due

02/29/2024 Architect oral presentations

03/01/2024 Architect ranking announced

03/05/2024 Contractor oral presentations

03/12/2024 Contractor ranking announced

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

3rd Quarter

04/18/2024 Received Borrelli + Partners, the first-ranked architect, design proposal.

05/02/2024 Accepted Borrelli's proposal and sent it to Counsel for review.

05/20/2024 Terminated negotiations with Gilbane, the first-ranked contractor.

05/29/2024 Received Gomez Construction's, the second-ranked contractor, pre-construction proposal.

06/03/2024 Accepted Gomez's proposal and sent it to Counsel for review.

06/13/2024 The Board approved the architect's design proposal.

06/24/2024 Announced town hall meetings with staff for feedback regarding the project.

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

**Strategic Plan FY 2024:
3rd Quarter Update**

Orange County Library System Strategic Plan 2024 – 3rd Quarter Update

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

A. Establish an ongoing customer service training program

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

Progress	Champion	Updated
We continue to make progress with the Haitian Creole for Library Staff course. This training has been finalized and will be sent to our translators for review.	Yvonne Hartley	7.24
We are making progress toward the goal of developing the Haitian Creole for Library Staff course. The Training and Development team has identified staff to participate on the committee, review content, and facilitate the course. Work in the design phase for this multicourse online series for staff continues and is expected to roll out next quarter.	Yvonne Hartley	4.24
The Training Department is evaluating content for the Haitian Creole for Library Staff course, and will form a committee to assist in reviewing the content and participate in facilitating the course.	Yvonne Hartley	12.23

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

Progress	Champion	Updated
The “DiverseSpeak: Uniting Our Narratives” series continues to be a valuable resource for staff. Additional listening sessions are scheduled in August.	Yvonne Hartley	7.24
The “DiverseSpeak: Uniting Our Narratives” series launched in February and continues to explore a range of topics, aligning with our monthly cultural and heritage celebrations. Upcoming sessions are scheduled for April and June.	Yvonne Hartley	4.24
The DEIA Specialists created a series of listening sessions to encourage conversations between staff with varied perspectives and experiences which will launch in February 2024. This series of conversations – “DiverseSpeak: Uniting Our Narratives” will be held bi-monthly and cover various topics.	Yvonne Hartley	12.23

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

Progress	Champion	Updated
The “Bias-Free Hiring” training was presented to managers and the Employee Services team continues to evaluate our hiring practices.	Yvonne Hartley	7.24

Progress	Champion	Updated
We continue to evaluate our hiring practices and as part of that effort, the Talent Acquisition Specialist and DEIA Specialists developed a presentation focused on learning what bias is, the different types of biases in hiring, and how to identify them. The “Bias-Free Hiring” presentation was given to the Spectrum assistant managers in March and will be presented to all managers in April.	Yvonne Hartley	4.24
The Employee Services department has begun evaluating our hiring practices.	Yvonne Hartley	12.23

4. Implement manager training on best practices for hiring, onboarding, and retention

Progress	Champion	Updated
The Training & Development and Employee Services departments collaborated to create the “Hiring Best Practices” training. This was presented to managers in May focusing on hiring, onboarding, and retention. This manager training series will continue with more topics scheduled in July and September.	Yvonne Hartley	7.24
We are planning an engaging and relevant training series for managers this year which will kick off with the “Hiring Best Practices” training scheduled in May. In this training, managers will receive guidance, resources, and tips for navigating the hiring process from advertising a job to retaining the best staff.	Yvonne Hartley	4.24
The Employee Services and Training Departments are working together to create manager training that includes best practices for recruiting, hiring, and onboarding. In addition to this training, a series of quarterly communications will be sent to managers with tips for hiring and retaining the best employees.	Yvonne Hartley	12.23

B. Provide inviting facilities to fulfill community needs

1. Evaluate PEP pickup location(s) in East Orange County

Progress	Champion	Updated
The Library is working through arrangements to place a drop box near Fashion Square Mall to serve the residents who use East Colonial Drive. In addition, the Executive Edge Committee is continuing to seek out locations in East and West Orange County to place additional drop boxes.	Bethany Stone	7.24
Executive Edge is continuing to seek out possible locations across the county for additional library pickup locations. They are also continuing to gather information from the	Bethany Stone	4.24

Progress	Champion	Updated
library's courier service PEP and initiating conversations with potential partners.		
The Executive Edge team is heading this project and looking into possible additional PEP pickup locations across Orange County. They are reaching out to stakeholders and evaluating locations, costs, and workflows.	Bethany Stone	12.23
	Kristopher Shoemaker	12.23
2. Manage Design and Construction of Horizon West Branch		
Progress	Champion	Updated
Environmental services and relocations are complete. CMAR Contract and GMP negotiated and ready for signature. Waiting on building permit to start construction.	Kristopher Shoemaker	6.24
The Library is working with HJ High on the Guaranteed Maximum Price (GMP) and the total project budget. Both are scheduled to be submitted at the April 2024 Board Meeting.	Kristopher Shoemaker	3.24
As of 12/31/23 the Horizon West Branch was 90% designed. The CMAR was working on the GMP for the project. Civil, stormwater and endangered species permits/applications were applied for as of 12/31/23. 100% Design and GMP expected by March 1, 2024.	Kristopher Shoemaker	12.23
	Kristopher Shoemaker	12.23
3. Manage Design and Construction of Lake Nona Branch		
Progress	Champion	Updated
The design process is ongoing and is expected to be completed later this year.	Kristopher Shoemaker	6.24
As of 03/31/24 the Lake Nona Branch is 60% designed, Expect 100% drawing and GMP in late Summer 2024.	Kristopher Shoemaker	3.24
The Lake Nona Branch project is being managed by the City of Orlando in connection with their SEGS facility on	Kristopher Shoemaker	12.23

Progress	Champion	Updated
<p>Dowden Road. Note: Since this project is on GOAA property all plans must be reviewed and approved by GOAA and some are subject to FAA review and approval, which adds to the review and approval process.</p> <p>As of 12/31/23 the City and the Library have agreed to a site plan and the Lake Nona Branch was approximately 25% desinged.</p>		
	Kristopher Shoemaker	12.23
4. Award Contract for Main Roof Replacement		
Progress	Champion	Updated
<p>The Library received five (5) responses to the RFQ. The Procurement Committee will bring the three (3) best-qualified respondents to the August Board Meeting. Project construction is anticipated to begin in October/November.</p>	Kristopher Shoemaker	6.24
<p>On March 29, 2024 the Library held a pre-response meeting with twelve (12) roofing companies. These companies have until June 10, 2024 to submit their qualifications, from which the Library will bring the three (3) best qualified to the Board for approval and then will negotiate price of the project. Tentative Project start day is first week of October with completion day of May 1, 2025.</p>	Kristopher Shoemaker	3.24
<p>As of 12/31/23, we received 100% drawings and a specification book for the project. The City is reviewing the permit.</p> <p>The permit is expected to be approved in the 2nd quarter of FY 24.</p> <p>The RFQ and proposed contract for the Roofing Contractor have been reviewed and approved by legal and the Invitation for Bid (IFB) for the roofing materials will be submitted for legal review in January 2024.</p> <p>Anticipate issuing the IFB for roofing materials in February 2024 with an award by May 2024. The Roofing Contractor RFP will follow in the Summer of 2024.</p> <p>The project is anticipated to start in the Fall of 2024.</p>	Kristopher Shoemaker	12.23

5. Manage Main HVAC Control Project

Progress	Champion	Updated
As of June 26, 2024, the project is about 85% complete and is on track to be completed by September 30, 2024.	Kristopher Shoemaker	6.24
As of 3/31/24 this project is about 65% complete and will be completed by 9/30/24.	Kristopher Shoemaker	3.24
<p>This first part of the project updates the controls on 13 air handling units from pneumatic to digital, updates the Main Library’s building control units, and creates a new “central plant” using Trane Tracer SC+ & Synchrony Control System. Also, as part of this project, the building control units at the West Oaks, Alafaya, Winter Garden, and South Creek branches will be upgraded allowing those systems to connect to the central plant.</p> <p>The second part of the project will be proposed in FY2025-26 and FY2026-27 to upgrade the air conditioning distribution systems to digital controls.</p> <p>The first part of the project started in October 2023 and as of 12/31/23, it was 25% complete. We anticipate the project to be completed in the Summer of 2024.</p>	Kristopher Shoemaker	12.23

6. Manage 3rd Floor Meeting Room Refresh Project

Progress	Champion	Updated
Project is now complete.	Kristopher Shoemaker	6.24
This project was completed by the 3/31/24 deadline and was on budget. There are a few punch list items that will be addressed over the next few weeks.	Kristopher Shoemaker	3.24
<p>This project refreshes the Cypress, Magnolia, and Palm meeting rooms on the Library’s third floor and the nearby hallway.</p> <p>The refresh includes removing the current coffered ceiling in the meeting rooms; installing new LED lighting, carpeting, and wall finishes in the meeting rooms and hallway; enhancing the air conditioning; replacing the operable wall between the Magnolia and Palm meeting rooms; painting the duct work to match the ceiling; and changing the sprinklers per fire code.</p> <p>As of 12/31/23, the City approved the permits, the contractor was selected and materials were ordered. Due to material delivery delays, the project start date was moved from November 27, 2023 to January 8, 2024, with a completion date of April 2024.</p>	Kristopher Shoemaker	12.23

C. Enhance the on-boarding experience for new customers

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

Progress	Champion	Updated
Information gathered from the New Customer Surveys is being filtered through the appropriate departments to determine any next steps. The Library will survey customers who received library cards using the new online registration process to determine what led them to the Library and to register for a card.	Bethany Stone	6.24
The team is continuing to evaluate the information gathered in the New Customer Survey and discuss opportunities and possibilities using the survey moving forward.	Bethany Stone	4.24
A team is being formed to evaluate the current new customer survey and determine the next steps. Input from the MPR Department, Data & User Services Department, and other stakeholders will be used in determining what information from customers will be most useful in moving forward.	Bethany Stone	12.23

2. Explore the development of a digital access card

Progress	Champion	Updated
On Wednesday, May 29, the new online registration form for resident and reciprocal borrowers went live. The new process allows a customer to receive and begin using their new library card barcode minutes after completing the form. During the month of June 2551 cards were created using this new automated process.	Bethany Stone	6.24
Work creating the customer-driven online registration process/access is moving forward. The team is also looking at providing customers with additional options for self-managing an existing account online.	Bethany Stone	4.24
The I.T. Design and Development Department is coordinating the effort to create a digital access card for customers that would work in conjunction with customer-driven online registration. The team is meeting with the Senior UX Designer, the ILS Administrator, and the Circulation Department leadership to determine what is needed to take the next steps.	Bethany Stone	12.23

Increase awareness of OCLS and what is offered

A. Develop a strategic marketing plan

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

Progress	Champion	Updated
The Meet You There campaign established three goals: 1. Increase overall Brand Visibility	Erin Sullivan	7.24

Progress	Champion	Updated
<p>2. Increase customer consideration by re-engaging existing users with targeted email marketing, social media and the library's owned media to increase interest in upcoming events, classes and programs.</p> <p>3. Increase card signups by and consideration by people who may not currently have a library card</p> <p>During the last quarter, the campaign has resulted in:</p> <ul style="list-style-type: none"> • Four different Meet You There ads running on seven digital billboards, which have received more than 6 million impressions per month (approx 18,000,000 for the quarter) • 19 ads for Summer At Your Library that ran in seven different print publications • A Summer At Your Library commercial that ran on WKMG Channel 6 throughout the last quarter • New this quarter are Spanish-language Meet You There ads running on Exitos 96.5 FM, radio focused on library card signups. 80 spots have aired per month <p>Library usage has been increasing, and in June 2024, the library saw an increase of 10,000 unique customers over the month of June 2023.</p> <p>Library card signups have also been trending upward. New registrations in May were 5,643 -- slightly more than 10 percent over what we received in May 2023.</p> <p>Marketing and Public Relations will more fully evaluate the Meet You There campaign at the conclusion of Fiscal Year 2023-2024.</p>		
<p>The Meet You There campaign launched in January 2024.</p> <p>The campaign aims to connect with the community by highlighting OCLS' upcoming developments that make it easier to connect with library services. The Marketing and Public Relations Department will create upbeat, friendly messaging that shows people ways the library has adapted its services to be more relatable, as well as physically and culturally accessible. MPR will place special focus on the library's Community Engagement Department, library branch expansion and services that meet customers at their current place in life. The campaign will cast the library as a welcoming community partner that makes its programs convenient, easy and inclusive.</p> <p>Goals</p> <p>Increase overall Brand Visibility</p> <p>Increase customer consideration by re-engaging existing users with targeted email marketing, social media and the</p>	<p>Erin Sullivan</p>	<p>4.24</p>

Progress	Champion	Updated
<p>library's owned media to increase interest in upcoming events, classes and programs.</p> <p>Increase card signups by and consideration by people who may not currently have a library card</p> <p>Tactics Use Meet You There collateral to create excitement, visibility and awareness about what's currently happening at the library (Community Engagement, new branches, cultural events, etc.), among both existing users and prospective customers.</p> <p>Marketing will work with Data and User Services to craft a 30-60-90 day email messaging plan to reach customers who have signed up for cards, to encourage use and engagement.</p> <p>Leverage advertising relationships to generate new card signups.</p> <p>Seek out earned media opportunities to share library stories and information with general public.</p>		
<p>For 2024, a marketing campaign called Meet You There will focus on the various ways OCLS is expanding its reach into the community. One component of the campaign is branch expansion. We will use print ads, social media, press releases and digital ads to share information and updates with the community about our plans for Lake Nona and Horizon West.</p>	Erin Sullivan	12.23
2. Work with DEIA Specialists to establish best practices for marketing to a diverse and growing community		
Progress	Champion	Updated
<p>In the last quarter, Marketing and Public Relations began coordinating with DEIA specialists to review marketing kit materials distributed to all branches. Additionally, MPR and DEIA have met to discuss and review the topics and signage for monthly displays that all branches are required to use. Updates to outdated signage were made with input from the DEIA specialists.</p>	Erin Sullivan	7.24
<p>DEIA video has launched and has been shared at board meetings and in meetings with staff.</p> <p>Photo volunteer signup form has been established that gives staff an opportunity to opt in to represent the library on a variety of cultural themes.</p>	Erin Sullivan	3.24

Progress	Champion	Updated
<p>Several meetings between DEIA and Marketing and Public Relations have taken place this quarter. The goals of these meetings have been to:</p> <p>Help the DEIA Specialists understand MPR's processes for recruiting staff to participate in photos, videos and marketing materials</p> <p>Work with DEIA Specialists to provide feedback on designs for monthly book displays, marketing kits and other systemwide marketing materials</p> <p>Assist the DEIA Specialists in planning a video for staff to introduce the systemwide DEIA initiative</p> <p>The meetings have resulted in a completed video, the launch of a database of staff members interested in modeling for photos and videos to honor different cultural celebrations, and a review of monthly display signage.</p>	Erin Sullivan	12.23

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

Progress	Champion	Updated
<p>We have discontinued our use of Patron Point, and we are looking at another email marketing option to replace it.</p>	Erin Sullivan	6.24

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

<p>An initial training meeting was held to introduce Marketing and Public Relations staff to the product, but deployment is currently on hold, pending improvements to some Patron Point features.</p>	Erin Sullivan	12.23
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4. Develop plan to market opening of two new branches

Progress	Champion	Updated
<p>The plan briefly outlined by Marketing and Public Relations in the previous update remains current and is ready for implementation once we have an updated timeline for groundbreaking and construction.</p> <p>We have established relationships with media outlets near Horizon West to prepare for advertising and media pitches, and we have created and updated the Horizon West Updates page on our website, where information about the new branch will live as we have news to share about our progress.</p> <p>https://ocls.info/horizon-west-updates/</p>	Erin Sullivan	7.24
<p>The Marketing and Public Relations Team has met with Chief Neighborhood Services Officer Danielle King to discuss plans for groundbreaking. A simple "Coming Soon" poster design has been created to share once we have a date for the event. The team is working on a simple but short media pitch to generate interest in the groundbreaking. The team will share b-roll of the event with TV news, and photos with Horizon West Happenings social media and Horizon West Magazine, Orlando Sentinel and West Orange Times and Observer.</p> <p>MPR has also met with Data and User Services to talk about creating an e-newsletter for Horizon West to keep the community who signed up to receive updates engaged and informed as progress is made.</p> <p>The Horizon West Updates page on the library's website will become a destination for general Horizon West updates and information.</p>	Erin Sullivan	3.24
<p>On January 10, a meeting with Borrelli and Associates and H.J. High to discuss plans for what a groundbreaking at Horizon West will look like. A date for groundbreaking has not been established yet.</p> <p>The marketing team has already begun some preliminary planning to share information with the public about Horizon West, and some marketing of the branch and its features is being included in the Meet You There marketing campaign. A more formal plan will be fleshed out as details emerge, and that plan can be used as the framework for our marketing for Lake Nona.</p>	Erin Sullivan	12.23

B. Leverage storytelling

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

Progress	Champion	Updated
<p>The Community Engagement Department continues to be the focus of a monthly feature in <i>Books and Beyond</i>. This quarter, the magazine featured profiles of the following Branch Outreach Specialists:</p> <p>May: Lianne Velez</p> <p>June: Kali Anthony</p> <p>July: Natasha Rosa</p> <p>A brief schedule of Community Outreach Events and Book Bike appearances accompanies the profiles each month.</p> <p>The Meet You There campaign continues to provide us with opportunities to highlight the different ways the library engages with the community. For example, in June the Marketing Specialist pitched a story about the Community Engagement Department's partnership with Arnold Palmer Hospital to WKMG. A reporter attended one of the library's takeover days, during which library staff bring experiences to children and families staying in the hospital, and interviewed staff and patients about how the experience makes a difference for them.</p>	<p>Erin Sullivan</p>	<p>7.24</p>
<p>Marketing and Public Relations will highlight Community Engagement in each issue of <i>Books & Beyond</i> by publishing a short profile of a Branch Outreach Specialist every month, along with a listing of Outreach Events and book bike appearances taking place in the community. The effort kicked off in January as part of the library's Meet You There marketing campaign, with a cover story in <i>Books & Beyond</i> about how the library is making it easier for Orange County residents to access its resources by meeting them where they are at -- economically, culturally, or geographically.</p> <p>The Branch Outreach Specialist profiles will also be shared on social media, so the community can become familiar with the faces they see representing the library in public and know where library resources can be found at an off-site location.</p> <p>When the Community Engagement Department has an initiative page on the OCLS website, that will become a destination where more information about the library's Community Engagement initiative will live.</p> <p>So far, the following Branch Outreach Specialists have been profiled in <i>Books & Beyond</i> and social media:</p> <p>January: Arthur Ugalde</p>	<p>Erin Sullivan</p>	<p>4.24</p>

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

<p>The new Meet You There integrated marketing campaign focuses heavily on the library's Community Engagement Department and its activities. The first phase of the plan includes messaging about the library's book bicycle and Community Engagement Department, and print and digital ads are already circulating, as is a Meet You There video, which emphasizes the library's commitment to meet customers wherever they are.</p> <p>The campaign's messaging will cycle through several iterations, focusing on various aspects of community engagement, including mobile services, cultural programming that makes the library feel more accessible to everyone, community engagement and new branch development.</p>	Erin Sullivan	12.23
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2. Pitch at least one community engagement story to the media each quarter

Progress	Champion	Updated
<p>This quarter, WKMG produced three stories about library services and events:</p> <p>On April 24, WKMG's Crystal Moyer highlighted a success story from the OCLS Social Worker program.</p> <p>On May 29, WKMG's Crystal Moyer talked to library customers and Second Harvest Food Bank representative Erika Spence about the food box program available in branches.</p> <p>On June 19, WKMG's Crystal Moyer talked to Eatonville resident Ruthi Critton about what having the library in the community meant to her during a Juneteenth event at the branch. Spectrum News 13 also covered this event.</p> <p>On June 22, WESH 2 News did a story on Yarnfit, a library community art project that invites people to participate in creating a large-scale fiber-arts project that will be on display at library locations once it is completed.</p> <p>After the Second Harvest story aired on WKMG, Telemundo 31 requested an interview about the program. Fairview Shores Branch Manager Jessica Pinkowski filmed an interview on June 13 about the Second Harvest</p>	Erin Sullivan	7.24

Progress	Champion	Updated
food boxes and Summer BreakSpot lunch program. Air date to be determined.		
<p>This quarter, two stories on community engagement were pitched and produced by WKMG.</p> <p>On February 24, WKMG's Crystal Moyer did a story on Local Wanderer; "Get Free Passes for Family Attractions From This Central Florida Library System" aired on TV and online.</p> <p>On March 27, in honor of National Storytellers Day, WKMG's Crystal Moyer did a story on how the library's storytellers engage people in libraries and in the community: "Florida Storytellers Have History of Inspiring Young, Wise Readers."</p>	Erin Sullivan	4.24
<p>In November, Marketing and Public Relations used the library's 100 Year Celebration, and official November 8 birthday, to pitch a story about how the library has continued to evolve to meet community needs. One big focus of the pitch was to share recent changes to the library's services to reduce barriers to usage and upcoming changes on the horizon that will continue to make the library more accessible to all, including the introduction of the Community Engagement Department, mobile services, new branch development, and cultural offerings that make the library more inclusive.</p> <ul style="list-style-type: none"> • On November 8, NPR affiliate station WMFE picked up the pitch and published a radio feature and accompanying blog post: "Orange County Library System turns 100, still finding ways to be an 'agent of service,'" WMFE, Nov. 8 • On November 8, Clickorlando.com (WKMG's website) published a blog post: "Orange County's library system turns 100. Here are 10 surprising services it offers," ClickOrlando.com, Nov. 8 • On December 21, <i>Orlando Sentinel</i> published an editorial on the library's value to Orange County: "Editorial: Library embarks on its next 100 years as a community treasure," <i>Orlando Sentinel</i>, Dec. 21 • On January 12, 2024, <i>Community Paper</i> conducted an interview with Community Engagement Department Head Genevieve Traas, for a future story on the library's book bicycles and community engagement efforts. 	Erin Sullivan	12.23

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

Progress	Champion	Updated
<p>This quarter, Marketing and Public Relations posted 14 blogs. These covered various topics, including:</p> <ul style="list-style-type: none"> • Local Wanderer partners like the Art and History Museums of Maitland and the Holocaust Memorial Resource and Education Center of Central Florida • A Q&A with artist Jamile B. Johnson, whose work was on display at the Orlando Public Library from April through July 2024 • The new Community Garden at the South Creek Branch • Various awards won by the library in the first half of 2024 • A series of posts during National Library Week highlighting unexpected library services offered by OCLS, such as the Melrose Center and the Book Bike 	Erin Sullivan	7.24
<p>Between January 1, 2024 and April 1, 2024, the Marketing and Public Relations Department published 15 posts to the library's blog. In addition to the monthly note from Library Director Steve Powell, there were posts introducing new partners to the Local Wanderer program, including Hannibal Square Heritage Center and the Orlando Philharmonic, a post about how the library's book bike has been bringing library materials into a 55+ community in Winter Garden, a post about the South Creek Branch's new community garden, a post about a new language-learning platform the library offers for children, and a post about the Women in the Arts Expo being hosted in the Melrose Center during Women's History Month.</p> <p>During National Library Week, April 7-13, 2024, the department plans to post one new blog daily about various aspects of library work and service.</p>	Erin Sullivan	4.24
<p>Stories from Books & Beyond are published in the OCLS blog, for easier sharing on social media. In 2024, Marketing and Public Relations is increasing the number and type of stories that will appear in Books & Beyond, so that people who may not receive the print publication are able to access those stories, which highlight library services, staff and stories.</p> <p>Marketing and Public Relations is also working with the Community Engagement Department Head to bring more exposure to the work of their team by publishing blog posts about their efforts and their staff members.</p>	Erin Sullivan	12.23

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

Progress	Champion	Updated
<p>In Q2 of FY23-24, OCLS published over 500 pieces of content across the library's social media channels, including Instagram, Facebook, X, LinkedIn and YouTube. The content pillars outlined below filter ideas to help the algorithm categorize content to get information in front of our ideal customer. This strategy has helped increase engagement by 1.2% compared to Q2 of FY22-23.</p> <p>Educate Share valuable and interesting library information with followers to help them Learn, Grow and Connect with the library.</p> <ul style="list-style-type: none"> •Orange Crate subscription box •Sashiko hand-sewing video •AARP Tax Assistance •Solar Eclipse Events •New Local Wanderer Partner: Leu Gardens •International Women's Day: Introducing the women of OCLS •Introducing new ALS language learning in Mango <p>Entertain Post content that will entertain followers and make content resonate with them to increase engagement and shares. Includes collaborative posts with library partners.</p> <ul style="list-style-type: none"> •Vlog Style video: Book Thrifting for book sale and OUC Book Bike at Orlando Farmers Market. •Weekly Meme on Facebook related to bookish problems and library services. •Library Mascot Squirt video series: Neal the seal trend, predicting the Super Bowl, AARP Tax assistance •Instagram Reel Trends: top posts include, Padro Pascal sound (65.8K views, 2677 likes, 912 shares, 142 saves), Hiawasee and OPL age comparison (9,420 views, 342 likes, 33 shares, 11 saves), Taylor Swift "When my friends sign-up for a library card" (7,461 views, 263 likes, 74 shares, 12 saves) <p>Inspire/Relate Show your audience that the library understands their struggles and inspires library usage and advocacy.</p> <ul style="list-style-type: none"> •Meet You There promo video •Monthly Job opportunities at OCLS and CFEC Job Fair opportunities •English for Families testimonial video •Melrose Center 10-Year anniversary video •Community Outreach Spotlights: 	<p>Erin Sullivan</p>	<p>7.24</p>

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

Progress	Champion	Updated
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Inspire/Relate

Show your audience that the library understands their struggles and inspires library usage and advocacy. Posts included:

- Your Library, Your Voice Survey
- Monthly Job opportunities at OCLS and CFEC Job Fair opportunities
- Instagram Reel Trends: top posts include "Happy Birthday Cards" OCLS 100 (5,936 views, 187 likes, 19 shares), It's Our Birthday notable people in the community saying HBD to the library (4,870 views, 293 likes, 29 shares) What's your go-to bookmark? (5,115 views, 147 likes, 33 shares).

A new Marketing Manager was hired in January 2024, and she will work with the Digital Marketing Specialist to plan content that supports the pillar strategy.	Erin Sullivan	12.23
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C. Community outreach that builds awareness

1. Develop outreach plan for new community engagement department

Progress	Champion	Updated
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In the third quarter, the team attended over 63 Community Events, connecting with over 8,000 people, and hosted over 364 Outreach Events, bringing library programming to over 11,000 people. The Social Worker team assisted over 1,100 people, and over 5,000 people attended a library storytime in their community. The team connected with new partners and opportunities in the community, including the monthly Ocoee Community Market and Need to Read, Inc.	Danielle King	6.24
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The Community Engagement team continued to explore new partnership opportunities, including working with the UCF Mighty Knights, United Against Poverty, and expanding offerings to Leu Gardens, among others. In the second quarter, the team attended 68 Community Events, connecting with over 7,000 people and hosted 348 offsite events, bringing library programming to over 11,500 people. The Social Worker team provided assistance to over 900 people and over 6,000 people attended a library storytime in their community.	Danielle King	4.24
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The Community Engagement leadership team has been working to bring the larger work groups of Storytellers, Social Workers, and Outreach staff together. This is inclusive of developing regular communication channels and updating policies and procedures for each group. By the end of the first quarter most of the basic infrastructure for the department had been set, including the creation of calendars and reporting structure. Each of the larger work groups are collaborating on a goal statement which they will present in a January meeting to the department.	Danielle King	12.23
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Progress	Champion	Updated
Guidelines for establishing and maintaining partnerships have been created and the team is actively working to create regular outreach events across the county. In the first quarter, the team attended 108 Community Events, connecting with 10,993 people, and hosted 342 Offsite Events, connecting with 13,114 people.		

2. Roll out the OCLS book bike service

Progress	Champion	Updated
During the third quarter, the two bikes traveled to 16 different events, connected with over 2,200 people, checked out items, and registered numerous people for cards. This quarter, the book bike began visiting the Orange County Regional History Center for 3rd Thursday events and Leu Gardens each month for storytimes.	Danielle King	6.24
During the second quarter, the book bike saw more visits out into the community as the team explored methods of use and established new partnerships. The two bikes travelled to 18 different outreach events, connected with 1,980 people, checked out 105 items and registered numerous people for cards. The OUC bike spent a long weekend at the Orlando Science Center for the Spark STEAM event, their largest of the year. The OUC bike now makes monthly trips to Lake Eola and the East End Market to sign people up for cards and check out items, as well as regular trips to the Orlando Philharmonic. The Winter Garden bike continues to visit Hyde Park Village, Horizon West, and the town of Oakland.	Danielle King	4.24
OCLS has two book bikes that bring books and services to the community. The first bike, sponsored by the Sorosis of Orlando Woman's Club made its debut in July 2023. The second bike, sponsored by OUC, debuted in November 2023 to coincide with their 100-year celebration. The Community Engagement Department (CED) developed bike safety training for all staff who would use the book bikes. All outreach staff and other key staff members across the system will have completed this training by the end of January 2024. Staff who have completed the training are using the book bikes for outreach events and a calendar has been created to track and book the bikes.	Danielle King	12.23
The Sorosis Club bike, housed at the Winter Garden Branch, makes regular trips to the Oakland Farmers Market and the Hyde Park Village, in addition to other events each month. The OUC book bike made its debut on November 8th at the City of Orlando STEAM Night. It was also on display at the OUC Half Marathon held at Lake Eola and the OUC Family Day at the Regional History Center.		

3. Research, design and purchase a bookmobile

Progress	Champion	Updated
<p>OCLS staff met with the Matthews Specialty Vehicles (MSV) team on May 2, 2024, to discuss the initial project setup. The goal of the meeting was to review and confirm specifications for the bookmobile. MSV staff explained that after the project setup, they will be working behind the scenes to set up the project for production. These processes include engineering, procurement, and production slotting. They also shared that touch points may have several months between them, and communication increases as the project moves through active production.</p>	<p>Danielle King</p>	<p>6.24</p>
<p>The bookmobile vendor ranking was brought to the Library Board of Trustees meeting for approval on January 11, 2024. The procurement committee determined the following ranking:</p> <ol style="list-style-type: none"> 1. Matthews Specialty Vehicle 2. Farber Specialty Vehicle 3. LDV, Inc. <p>It was determined that Matthews Specialty Vehicles was the most qualified to design and build OCLS' bookmobile. They had a clear understanding of the scope of work, and met the qualifications for quality, timeliness, references, and price. The Library Board approved the project, approved the vendor ranking, approved the budget of \$363,000 and authorized staff to execute a contract with Matthews Specialty Vehicles. OCLS worked with Matthews on contract negotiation and an agreement was signed on March 27, 2024.</p>	<p>Danielle King</p>	<p>4.24</p>
<p>The library formed a new Community Engagement Department in March 2023, whose mission is to bring library services, programs, and materials into the community through outreach. A library bookmobile will be part of this effort to help remove barriers for community members who may not have access to library services.</p> <p>In January 2023, the Sorosis of Orlando Woman's Club generously donated \$100,000 to be used to support mobile services, including bringing back a bookmobile to Orange County residents. OCLS matched this donation and committed another \$100,000 in the budget for the bookmobile. The Community Engagement management team researched various bookmobiles and wrote an RFP for the design and build of a bookmobile. The RFP was posted publicly on October 30, 2023, with a due date of December 15, 2023.</p> <p>OCLS received five written proposals from vendors. The procurement committee met on December 28, 2023, and evaluated each of the proposals on key criteria which</p>	<p>Danielle King</p>	<p>12.23</p>

Progress	Champion	Updated
included scope of work, qualifications & experience, references, project schedule, and cost & fees. The vendor ranking will be brought to the January 2024 Library Board of Trustees meeting for approval. Following Board approval, staff will execute a contract with the selected vendor.		

D: Create a business intelligence strategy

1. Design data models required

Progress	Champion	Updated
In addition to building out functionality in PowerBI, the Data and User Services department is continuing to vet other library-specific data analytics products, including LibraryIQ and LibInsight, that could help consolidate and visualize a variety of disparate statistics.	Lynette Schimpf	7.24
The Data and User Services department continue to evaluate and learn about all OCLS current data collection processes and systems. This information and analysis continue to build on knowledge of understanding in order to eventually build proper data models moving forward.	Lynette Schimpf	3.24
OCLS is leaning towards Power BI and once it is active and training complete, the Data and User Services department will begin evaluating data modeling needs.	Lynette Schimpf	12.23

2. Design data collection workflows

Progress	Champion	Updated
The Data and User Services department is continuing its conversations with other departments in order to optimize data collection workflows. The Data and User Services department will be meeting with MPR to discuss their marketing statistics collection methodology and how they leverage Google Analytics.	Lynette Schimpf	7.24
The Data and User Services department evaluated the Customer Interaction Statistics process. The workflow to collect this data was redesigned to be a more efficient and accurate process. This new process was successfully relaunched as "Reference Statistics" in March 2024.	Lynette Schimpf	3.24
The Data and User Services department is currently evaluating the collection workflow for Customer Interaction Statistics (CIS). They plan to implement the new CIS process in March.	Lynette Schimpf	12.23
The Data and User Services department is currently documenting OCLS statistics and collection methodologies in order to evaluate all datapoints and redesign collection workflows.		

3. Create data infrastructure

Progress	Champion	Updated
The Data and User Services department is testing PowerBI and other 365 products to evaluate opportunities to build an organized and centralized data infrastructure.	Lynette Schimpf	7.24
The Data and User Services department continue to learn the capabilities of Power BI and how this program can best serve OCLS as we explore data collection processes. PowerBI is currently being utilized to build out infrastructure for statistics and will be utilized to build a new Board of Trustees dashboard in 2024.	Lynette Schimpf	3.24
The newly hired Data Analytics Specialist is in the process of learning Power BI and has indicated this system as a strong possibility for OCLS business intelligence needs	Lynette Schimpf	12.23

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

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

A. Kindergarten preparedness

1. Expand caregiver connect targeting specific age groups.

Progress	Champion	Updated
During Summer at Your Library 2024, staff at the Orlando Public Library piloted offering Caregiver Connect after toddler and preschool programs; they previously only occurred after baby programs. This addition will continue through fall toddler and preschool programming. Additionally, Youth Services staff are launching “Adventures in Homeschooling” in August, an opportunity for homeschool caregivers to connect while students are engaged in an activity.	Sara Gonzalez	6.24
In the second quarter, the Youth Services department assessed potential locations for expanding Caregiver Connect.	Sara Gonzalez	3.24
In the first quarter, the Youth Services Department surveyed Caregiver Connect programs systemwide to identify the geographical and attendance demographics. It will use this data to develop a systemwide survey and metrics for identifying areas of growth.	Sara Gonzalez	12.23

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

Progress	Champion	Updated
This quarter, the Youth Education Specialist worked with a Branch Outreach Specialist to revise and update	Sara Gonzalez	6.24

Progress	Champion	Updated
<p>“Countdown to Kindergarten” for offsite use. The Branch Outreach Specialist hosted all six weeks of “Countdown to Kindergarten” at Shining Stars Academy for 206 children and 11 adults. On May 1, the Youth Education Specialist hosted a training for the Community Engagement Department on how to host the new mobile version of the program. Seven outreach specialists observed the offsite program to see it in practice.</p>		
<p>In the second quarter, the Youth Services Department completed the evaluation of its Countdown to Kindergarten materials and is developing training for an offsite option of the series. The Youth Services Department will hold a training session for all Outreach Specialists next quarter.</p>	Sara Gonzalez	3.24
<p>In the first quarter, the Youth Services Department evaluated the existing Countdown to Kindergarten materials to identify mobility and accessibility options when hosting the initiative systemwide. The Youth Services Department is exploring options for expanding Countdown to Kindergarten to include bilingual, virtual, and offsite offerings.</p>	Sara Gonzalez	12.23

B. Early and family learning

1. Evaluate and expand teen offerings.

Progress	Champion	Updated
<p>In evaluating the library’s teen programming, the Youth Education Specialist gathered data from the teen program offerings from June 2023 to May 2024. This data provided insights regarding the number of teen programs offered, annual peek programming times, attendance, programming popularity, and engagement. This analysis has identified key data points the Youth Services Department will use to guide programming improvements and expansions over the next quarter. The library hosted 530 teen programs across 12 locations, achieving a 70% attendance rate with an average of 10 teens per program. The programs with the highest attendance included passive crafts, outreach opportunities/school-based events, teen volunteering, and summer presentations. Peak engagement from teens was observed in March, June, and July, whereas the lowest engagement occurred in January, August, April, and May, suggesting that school breaks and testing periods significantly influence attendance patterns. This summer, staff debuted “Teen Cuisine,” a teen cooking program that will continue into the fall.</p>	Sara Gonzalez	6.24

Progress	Champion	Updated
In February, the Youth Services Department hosted a special focus group that connected seven members of the Teen Advisory Board with the Strategic Planning Committee. The teens provided valuable insights into the needs and interests of teen customers.	Sara Gonzalez	3.24
The Youth Services Department expanded teen engagement by facilitating the OCLS High School Advisory Board's participation in a focus group hosted by the Strategic Planning Committee. The data generated from this focus group will provide the committee with data on their distinct programming and learning needs.	Sara Gonzalez	12.23

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

Progress	Champion	Updated
In this quarter, the Youth Services Manager created a rubric for managers to evaluate early learning events. The rubric utilizes best practices from ALA's Early Literacy Enhanced Storytime Checklist and the NYPL Core Body of Knowledge for Early Childhood Educators. It focuses on program preparedness, classroom management, DEIA aspects, early literacy practices, and family engagement. The rubric will allow managers to evaluate their staff on program presentation by providing clear benchmarks and facilitating opportunities to collaborate with the Youth Services Department for additional training and support.	Sara Gonzalez	6.24
In the second quarter, the Youth Services Department manager started to design training and evaluation metrics for youth programming.	Sara Gonzalez	3.24
In the first quarter, the Youth Services Department manager held one-on-one meetings with Youth Program Specialists and Librarians systemwide and assessed OCLS's existing process for creating and evaluating youth programming. Throughout the fiscal year, the Youth Services Department will utilize this data to design training and evaluation metrics for youth programming.	Sara Gonzalez	12.23

C. Provide experiences to enhance life skills

1. Explore opportunities to expand offerings to older adults

Progress	Champion	Updated
Throughout the 3rd quarter, the Events and Programs Department explored opportunities to expand offerings to older adults by partnering with the Orange County Office of Aging to bring two series and several stand-alone events to the Library. At the Orlando Public Library, the Events team offered	Leasha Tavernier	6.24

Progress	Champion	Updated
<p>the Life Information for Elders series and presented: Meal Planning and Nutritional Tips for Elders - LIFE Information for Elders 21 Mistakes to Avoid as a Caregiver - LIFE Information for Elders How to Protect Yourself from Fraud? - LIFE Information for Elders At the Southeast Branch the Events team offered the Life Information for Elders Branching Out Series: How to Recognize Different Signs of Elder Abuse and Neglect - LIFE Information for Elders Branching Out Series Health Events were presented and marketed to older adults at the Southwest Branch each month during the quarter: Qigong Movement and Breathing The Events team also offered several stand-alone events for older adults at the Orlando Public Library and various branch locations: Legal Concerns in Today's Environment - Keeping Seniors in the Know Classical Music & Painting Therapeutic Pottery Program Job Strategies for Mature Workers Music in the Library: Going Back in Time with Shannon Rae Additionally, events were provided for older adults offsite. Southwest Branch staff visited the Memory Care Center at Brookdale Assisted Living Facility five times this quarter to present basic fitness and brain activities to residents. Fairview Shores visited the Silver Lakes Community Center to offer classes and events to seniors including Device Advice, memory-building games, arts, and crafts. The Community Engagement Department hosted over 48 events for seniors this quarter. The team hosted a variety of adult storytimes, craft-based activities and lead cooking classes, among other offerings. Events were offered monthly at partner locations like Hunter's Creek Nursing & Rehab Center and The View Senior Center. Senior storytimes were offered each month at locations like Blake at Hamline and Summit of Winter Garden.</p>		
<p>The Events and Programs Department explored opportunities to expand offerings to older adults by partnering with the Orange County Office of Aging to bring two series and several stand-alone events to the Library.</p>	<p>Leasha Tavernier</p>	<p>3.24</p>

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

- **How to Maintain a Healthy Brain - LIFE Information for Elders**
- **Transportation Safety for Seniors - LIFE Information for Elders**
- **What Parks and Recreation Have to Offer - LIFE Information for Elders**

At the Hiawasse Branch the Events team offered the Life Information for Elders Branching Out Series:

- **Maintaining Healthy Relationships with Your Adult Children - LIFE Information for Elders Branching Out Series**

Health Events were presented and marketed to older adults at the Southwest Branch each month during the quarter:

- **Qigong Movement and Breathing**
- **Beginner Line Dancing**

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

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

Additionally, events were provided for older adults offsite:

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

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

Leasha
Tavernier

12.23

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

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

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

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

Additionally, events were provided for older adults offsite:

- The Fairview Shores Branch visited Silver Lakes Village and hosted events that included bingo games and craft activities. The Southwest Branch visited the Memory Care Center at Brookdale Senior Living to lead mental and physical fitness classes for residents.
- The Community Engagement Department hosted events for seniors, including a variety of technology classes, device advice, interactive history lessons, and lead cooking classes. Events were offered at partner locations like Claudia Allen Senior Center, Brookdale Senior Center, and Sanitas Medical Center.

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

Progress	Champion	Updated
<p>In this quarter, the Youth Services Department onboarded a Youth Technology Specialist. He sent out a survey to trainers in the system to see what classes have been working well in the branches, what trainers would like to see updated, what needs to be archived, and what kinds of new classes they would like to see. He has evaluated the current curriculum list and identified the first round of 22 classes to be archived at the end of summer based on attendance, popularity, and how current the technology was. He is working with trainers to prioritize the remaining classes to be updated or revamped. The Adult Services department continues to update adult class content including translating class content into Spanish. Eleven trainers from nine locations are currently participating in the project. Eight classes have been updated, eight classes</p>	<p>Leasha Tavernier</p>	<p>6.24</p>

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

3. Continue to explore grant/award opportunities

Progress	Champion	Updated
<p>The library explored multiple grant opportunities this quarter. The library was awarded a grant totaling \$43,659.51 from the American Heart Association. The funds were used to purchase AEDs for all library locations. The Eatonville Branch received \$500 in funding from the Black History Committee of Orange County, Inc. to cover the cost of awards, prizes and giveaways for the Kuumba Storytelling Expo held on</p>	<p>Leasha Tavernier</p>	<p>7.24</p>

Progress	Champion	Updated
<p>Saturday, June 22. The library applied for but was not awarded a \$10,000 Florida Humanities Community Project Grant.</p> <p>The Library won a John Cotton Dana Library Public Relations Award for outstanding public relations for our 100 Year Celebration marketing campaign. The award is managed by the American Library Association's Core Division and EBSCO Information Services and include a \$10,000 grant from the H.W. Wilson Foundation.</p>		
<p>The library was awarded the Thinking Money for Kids Program Kit from the American Library Association and the FINRA Investor Foundation. The Program Kit is a collection of vetted resources to help libraries teach financial education concepts for children ages 3 to 12, both in the library and in children's homes.</p> <p>The library applied for the \$1,200 Latino Poetry: Place We Call Home Grant from the Library of America with support from the National Endowment for the Humanities to fund scholar-moderated discussions and other events.</p>	Leasha Tavernier	3.24
<p>The library applied for the Florida Humanities Book Festival Grant to help fund the 2024 Orlando Book Festival Keynote Speaker. The library was awarded the \$10,000 Grant in November.</p>	Leasha Tavernier	11.23

D. Provide service delivery via technology

1. Evaluate scanner and fax services

Progress	Champion	Updated
<p>During this quarter, we were able to test multiple different printers and determined a model to replace our current public printing stations. We already have a couple of library locations testing out these printers in production. The remaining locations are scheduled to be migrated before the end of August and all public printers will be on an upgraded model. This will allow for better, faster printing for our customers at all locations.</p> <p>We are continuing to investigate the scanning and faxing services but no further updates are available at this time.</p>	Steve Powell	6.24
<p>Reports continue to be set up for measuring metrics around our services. As these continue, IT Services has also been evaluating the tech stack for our public services. Currently new and updated printers are being tested for improved experience and capabilities for our customers. These printers will be refreshed once testing has been confirmed with our systems.</p> <p>Multiple vendor meetings have been set up to explore additional faxing and scanner services. This will help explore opportunities in this space for an update to the current</p>	Steve Powell	3.24

Progress	Champion	Updated
<p>infrastructure or a replacement of systems to offer more features for customers.</p>		
<p>The current initiative for our evaluation is focused around increased reporting metrics for usage of our scanning and fax machines. These metrics will help provide insight into how often particular machines are being used, which features are used the most frequently, and even help show machines that may need maintenance or replacement. Currently the frequency and type of reports have been determined and the IT team is working with vendors to automate these reports each month. Once the reports are set up we will focus on making sure any equipment adjustments considered while moving forward will align with how these are utilized and ensure that our updates will benefit our customers.</p>	Steve Powell	12.23
2. Finalize contract/start network and network hardware replacement		
Progress	Champion	Updated
<p>This last quarter we received the new hardware for the datacenter. Migration plans are finished and this hardware refresh started this last month. Currently, the critical network equipment was targeted for replacement first and has already been completed. Among other components, the library is now running an updated firewall that allows for greater bandwidth for staff and customers while also adding redundancy to decrease the risk of component failure causing network outages or service degradation. During the next year, the remaining network equipment will begin to get replaced at all library locations throughout the county.</p>	Steve Powell	6.24
<p>We have started the procurement phase for our new network hardware. Last quarter we detailed out our desired network map with equipment models needed. With most of this hardware applicable to the ERate process we applied for this during Q2. Multiple bids were received and a decision was made on proceeding. Once everything is finalized and approved for the purchase the IT Services team will begin to receive the equipment. This will then begin the implementation and migration process for the network.</p>	Steve Powell	3.24
<p>During the last quarter we met with multiple vendor teams which helped the IT team narrow down the specific network architecture desired. Network equipment has been tested with a replicated network of how a migration would be performed and shows that the equipment decided on will meet our needs. The IT team also performed bandwidth analysis of current and future traffic expectations to plan this hardware to enable us to grow and continue to provide great service for staff and customers. With the testing completed, model finalization is underway and during this upcoming quarter we will be starting the procurement process and moving forward with kicking off our network hardware refresh throughout this year.</p>	Steve Powell	12.23

3. Explore smart home integration with library services

Progress	Champion	Updated
No update for this quarter.	Steve Powell	6.24
No update for this quarter.	Steve Powell	3.24
No update for this quarter.	Steve Powell	12.23

E. Partner with schools

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

Progress	Champion	Updated
The Youth Services Department Head has been in communication with OCPS to gather dates for a master calendar of school events where OCLS could be present.	Sara Gonzalez	6.24
Based on feedback from recent community surveys, additional opportunities to partner with school groups on themed events is being developed and will be implemented next quarter.	Sara Gonzalez	3.24
On October 19, 2023, the Youth Services Department partnered with Lake Eola Charter School to host "LEC's Literacy Night." It provided a curated book tasting and technology exploration for 38 attendees at the Orlando Public Library. In December, Melrose hosted 15 AV students from SunRidge Middle School. Melrose staff led the group through activities in front of and behind the camera in the Video Studio, and also worked a production station set up at the LED Wall where the group learned about virtual production techniques.	Sara Gonzalez	12.23

2. Evaluate the effectiveness of the school liaison program.

Progress	Champion	Updated
In this quarter the School Partnership Program became a collaborative initiative between the Community Engagement Department and the Youth Services Department. Staff from both departments met with their managers to discuss how the partnership had been working and how they wished to move forward with how liaisons were distributed across the county and how to communicate more effectively with schools. CED and YS met with admin to discuss changes for the new school year. The School Partnership Program Committee sent a survey to current school liaisons to evaluate their geographic proximity to their schools, how well their schools have engaged with them, and	Sara Gonzalez	6.24

Progress	Champion	Updated
what kind of engagement they have requested (tabling, storytimes, activities, etc.).		
To evaluate the effectiveness of the school liaison program and gather data on the liaison's recent experience, the Youth Services Department is developing a survey to be sent to school liaisons next quarter.	Sara Gonzalez	3.24
During the week of November 13-17, 2023, OCPS hosted Teach-In events. OCLS school liaisons visited 37 schools and interacted with 4,122 students and staff, leading to an annual increase of 3 schools and 1,824 additional students. To evaluate the effectiveness of the school liaison program and gather data on the liaison's recent experience, the Youth Services Department is developing a survey to be shared systemwide.	Sara Gonzalez	12.23

F. Foster Innovation & New Services

1. Continue to expand the library of things collection

Progress	Champion	Updated
During this quarter, the Library of Things team researched the best way to support the collection. They contacted libraries with robust collections to get their advice and best practices. In addition, the team researched various vendors that could support the collection. The team attended informational sessions with vendors and asked them specific questions to see if they could meet the OCLS collection needs. In June, in partnership with the City of Ocoee, the West Oaks Branch began loaning disc golf sets as part of the Library of Things Collection.	Erica Grant	6.24
The Library of Things committee worked on expanding the collection by adding Citizen Science Kits. The kits contain everything needed to gather data for a specific science project, encourages participation in the scientific method, and allows families to contribute to real-world research by sharing their findings with scientific organizations. Launched April 1, OCLS has four different kits available at each location: Exploring Biodiversity, Measuring Light in the Night, Observing Pollinators, and ZomBee Hunting. The blood pressure monitor kits donated by the American Heart Association (AHA) have circulated 134 times since the beginning of the program. February was American Heart Month and OCLS partnered with the American Heart Association and HCA Florida Healthcare to expand the Libraries with Heart program. In addition to offering blood	Erica Grant	4.24

Progress	Champion	Updated
<p>pressure monitoring kits for checkout, trained OCLS staff hosted in-person programs at several branches and in the community on how to properly take and monitor your blood pressure. 250 people attended these hands-on demonstrations. The goal of the program is to educate communities about heart-healthy habits and to increase access to blood pressure monitors. On February 27, Dr. Lee from HCA Florida Healthcare made a special appearance at the Eatonville Branch's blood pressure event. 34 community members participated in Eatonville's event including Eatonville's Mayor Angie Gardner and Eatonville's Chief Administrative Officer and staff.</p> <p>The Library of Things website got a new look this quarter and now features materials carousels for ease of use for customers and staff.</p>		
<p>The Library of Things collection expanded this quarter with the addition of fiber art kits. On October 16, 2023, each location received 6 aluminum crochet kits, 2 ergonomic crochet kits, 6 circular knitting kits, and 2 straight needle knitting kits. The goal of the fiber art kits is to encourage customers to take the fiber art classes and then check out the kits to practice at home. This quarter, 72 kits have been checked out.</p> <p>The American Heart Association (AHA) donated an additional 40 blood pressure monitor kits in October. The kits were distributed to the Windermere, Eatonville, and Community Engagement Department. In addition, in December the AHA donated an additional 25 kits to be distributed to more locations. The kits are currently being processed and will be sent out to their home location in January. Staff from AHA hosted a train the trainer session for OCLS staff on how to use the blood pressure monitors. Staff from the adult services department and the community engagement department used this training to develop a script for staff to use to provide programming for the community on heart health. Two community events sharing information on to use the blood pressure monitor kits were held in October and November. There was a total of 134 attendees for both events.</p>	Erica Grant	12.23
2. Evaluate outdoor programming at select locations		
Progress	Champion	Updated
<p>During this quarter, several of our locations highlighted the effectiveness of our outdoor programming through various events and activities that attracted significant community participation. Many library locations across the system hosted Eclipse Viewing Parties, attracting</p>	Erica Grant	7.24

Progress	Champion	Updated
<p>3,872 attendees across 16 events. At the Orlando Public Library, 392 people gathered at Heritage Square Park to view the eclipse and engage in related activities in partnership with the Orange County Regional History Museum. The Washington Park Branch featured a telescope set up by the Central Florida Astronomical Society, and the Eatonville Branch had Congressman Maxwell Frost join the festivities. Additionally, the branches organized various educational programs leading up to the eclipse, distributing solar viewing glasses to participants.</p> <p>In addition to the eclipse events, the Winter Garden Branch hosted various activities, including "Bubble Playtime," which attracted 133 children and caregivers, and an "Eclipse Party" attended by over 300 people, featuring activities like bubble playtime, asteroid toss, and moon model creation. The West Oaks Branch offered multiple outdoor programs, including "Digging in the Dirt," nature walks, and themed events like "Earth Day Birthday," "The Secret Life of Trees," and "Bird Watchers." Other branches such as Windermere, Chickasaw, South Trail, North Orange, Alafaya, and Southeast also held eclipse viewing events and outdoor programs, engaging thousands of participants in educational and recreational activities throughout the quarter.</p>		
<p>The continued evaluation of outdoor programming has underscored the innovative approaches branches employ to actively involve their communities in our outdoor spaces. Chickasaw, Windermere, and Winter Garden have collectively hosted 19 programs that served 786 participants in their outdoor space. Programs like "Parachute Play," "StoryWalk," and "Eggstravaganza" attracted families to the library, fostering community engagement and participation.</p> <p>The South Creek staff were delighted to make use of their newly acquired outdoor space. Throughout the second quarter, they orchestrated a diverse array of programs, such as "Bubble Playtime," "Kid's Field Day," and "South Creek Plant Swap." Among these, the "Plant a Butterfly Garden" program stood out, highlighting the space's potential. This preschool event involved children in an immersive storytime followed by hands-on participation in the garden, where they planted milkweed and flowers to attract butterflies. Throughout this quarter, South Creek offered 7 outdoor events for 179 attendees.</p>	Erica Grant	4.24
<p>The evaluation of outdoor programming at select locations highlights various engaging activities conducted during this quarter. Nine viewing parties were organized across different</p>	Erica Grant	12.23

Progress	Champion	Updated
<p>library locations, attracting 1377 attendees to view the October Annular Eclipse. Winter Garden featured outdoor events such as “Parachute Play” and “Bubble Playtime” throughout the quarter for 164 participants. In complement to our diverse outdoor programs, the West Oaks branch proudly unveiled its newly completed outdoor mural. This vibrant masterpiece serves as a distinctive backdrop, enhancing the outdoor space and providing another compelling reason to enjoy the beauty of the garden.</p> <p>Notably, South Creek focused on enhancing their outdoor space by installing six raised garden beds for spring programs. Staff initiated planting activities and cultivated seeds, vegetables, herbs, and flowers to deepen their understanding of gardening. Facility improvements included the installation of a new exit door for customers to access the patio space and an additional security camera for enhanced coverage. Future outdoor programs are already in the planning stages, with scheduled events anticipated for March 2024.</p>		

3. Explore offering notary services

Progress	Champion	Updated
<p>After continued exploration, offering notary services does not appear to be a feasible option for the library. Several critical factors contribute to this finding, including logistical challenges in staffing, increased liability, and the complexities of implementation. Additionally, the cost of training staff to meet the required standards further complicates this initiative. It is in the best interest of the library and our customers to focus on our core services, where we can maintain the highest level of service and excellence.</p>	<p>Erica Grant</p>	<p>7.24</p>
<p>As we continue to explore providing notary services, logistical challenges are an ongoing concern. Maintaining consistent delivery of this service presents limitations that would need to be addressed. At this time, a reasonable solution has not been found, but we will continue to explore this idea as we look for ways to support the community we serve.</p>	<p>Erica Grant</p>	<p>4.24</p>
<p>The potential inclusion of notary services in the library's range of services is an ongoing conversation. There are logistic and liability issues to consider regarding the implementation of this service. These factors are actively under examination as we work towards a comprehensive understanding of the feasibility and implications involved.</p>	<p>Erica Grant</p>	<p>12.23</p>

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

Director's Report

MARKETING SNAPSHOT

MARKETING



OCLS created utility bill inserts to reach more than 125,000 Orange County Utilities customers with “Get Your Card” and “Summer at Your Library” messaging during June. This concept is being replicated for an October OUC bill insert for nearly 100,000 customers.

NEWS MEDIA

- “Orange County things to do” Orlando Sentinel, June 6
- “Brainfood: Squirrel Talk” Orange Observer, June 6
- “Where to celebrate Juneteenth in Central Florida in 2024” Spectrum News 13, June 14
- “5th Generation Eatonville native shares history, pride at Juneteenth event” WKMG 6, June 19
- “Meet photographer Georgia Wilson at the Winter Garden Branch Library” Orange Observer, June 19
- “Art lovers: Embark on a journey to an enchanted forest with this community art project in Orange County” WESH 2, June 22
- “Orange County Library System hosting kindergarten prep program” Orange Observer, June 26

SOCIAL MEDIA



Representative Anna V. Eskamani joined Eatonville Branch for a Juneteenth-inspired concert by Grammy-nominated artist Fyutch. She posted about the event, "What an incredible artist who brings history to life for our young people! Honored to have witnessed it at the Eatonville @OCLS."

LOCAL WANDERER

Addition Financial Arena at UCF generously donated tickets for Paw Patrol Live! in August. OCLS card holders can reserve family 4-packs of tickets for this show beginning in July.

Director's Report

Over the past several weeks, Bethany Stone, Kris Shoemaker, and I met with the library's governing board members to review some of the highlights of our previous fiscal year and to present our proposed 2024-2025 fiscal year budget. I'm happy to report that all of our meetings went well, and our governing board expressed support for our programs and initiatives.

The library's Summer at Your Library program is in full swing at all of our locations, and this year's events are proving to be outstanding. With a mix of returning presenters and new offerings, our summer programs have buildings bustling with activity. So far, we have had 4,149 signups for Summer at Your Library, which exceeds our total from 2023 – and we still have weeks to go before summer is over.

In mid-June, we learned that Orange County Library System is the recipient of a John Cotton Dana Award, presented by the American Library Association, Ebsco, and the H.W. Wilson Foundation. The award is given at the American Library Association's annual conference to recognize outstanding library public relations campaigns. Winners receive a certificate and a \$10,000 cash prize from the H.W. Wilson Foundation. OCLS was recognized for its Proud Past, Bright Future campaign, which boosted the library's profile in the community during the 2023 100 Year Celebration.

The Southeast Branch hosted three new Spanish immersion Excel classes, which were attended by 45 students who are learning to speak Spanish. Throughout the course, attendees received handouts in Spanish and an Excel vocabulary list in both English and Spanish, which helped them develop a deeper understanding of both the language and the software program. This unique approach enhances Spanish-language fluency and also equips students with practical technical knowledge, helping them be more effectively prepared for a competitive global job market.

During May and June, the Marketing and Public Relations Department worked with Orange County utilities to include library fliers in bills mailed to customers. The simple double-sided sheet included QR codes for library card signup on one side and Summer at Your Library registration on the other, so it was able to be relevant to both cardholders and people who have not yet signed up for a card. Due to a technical error with Google Analytics, we were unable to capture stats for May, but during the month of June, the QR codes were used more than 225 times to access card signup and summer-program resources.

When you walked into the building this evening, you may have noticed that we have a new sculpture in one of the front windows of the Orlando Public Library. We are partnering with City Arts Factory and the Downtown Arts District to host the piece, which is part of their Vacant to Vibrant program, which is working to fill unexpected places around downtown Orlando with art installations. The sculpture, Sk8iator, is made of discarded skateboards and features the positive message that, "Just because you may be broken now, it does not mean that you will still be broken in the future."

Recent System-Wide Events: Community Engagement

- On 10 June, Community Engagement staff visited Tangelo Park Rosen Preschool to deliver a storytime to 18 attendees.

- On 14 June, Community Engagement staff visited Bithlo Community Park to provide hands-on programming to 42 children attending summer camp there.
- On 5 June, Community Engagement staff hosted a resource table, activity, and pop-up library at the United Against Poverty member market, connecting with 74 people.
- On 18 June, Community Engagement staff visited the Juvenile Detention Center, connecting with 35 people to share a storytime and SAYL activities.
- On 21 June, Community Engagement staff joined Leu Gardens for the return of “Fairy Nights” and engaged 351 people. The team brought crafts for adults and children and shared information about the library. The OUC book bike was also on hand, complete with a set of fairy lights to allow people to register for cards and check out items.
- On 28 June, Community Engagement staff returned to Arnold Palmer for a library takeover day filled with activities and a storytime broadcast throughout Arnold and Winnie Palmer Hospitals. The team engaged with 173 individuals for activities, and the storytime reached 158.

Alafaya

- On 3 June, Alafaya hosted “Comedy Maks Variety Show” as a part of the Summer at Your Library program. There were 169 attendees.
- On 5 June, Alafaya hosted the interactive and fun-filled “Bubble Playtime,” which saw 133 children and adults singing, dancing, and moving to the bubble beats.
- On 10 June, Alafaya hosted the enlightening “Peruvian Music and Dance” for 130 customers. This cultural celebration entertained and educated the audience about Peru’s rich history and culture through its songs and movements.
- On 11 June, Alafaya hosted “Superhero Adventure” with a story time featuring Supergirl. The 109 in attendance were also able to design their own mask.
- On 13 June, “Spheres Bubble Show” presented an interactive, visual, and music extravaganza to 272 customers.
- On 15 June, Alafaya hosted “Galaxy of Adventure” with a special guest appearance by a Jedi librarian. Sixty-seven customers enjoyed learning about the force and making lightsabers.
- On 17 June, Alafaya hosted “Dance Party with DJ Renae Adams” with 190 in attendance. The program concluded with a conga line and limbo dance.
- On 18 June, Alafaya hosted “Princess Adventure” with 184 customers attending.
- On 20 June, Alafaya hosted “Zoo Mom Science,” where 274 customers learned about science and got to touch a real snake.

Chickasaw

- On 10 June, Chickasaw Library presented “Let’s Go Camping,” where 49 attendees enjoyed setting out on an adventure to explore the great outdoors.
- On 12 June, Chickasaw Library hosted “Jiggleman,” where 205 attendees enjoyed a fun jumping, juggling comedy act.
- On 14 June, Chickasaw Library presented “Mr. Harley’s Kids Concert.” A total of 143 attendees danced along to rockin’ tunes.
- On 17 June, Chickasaw Library hosted “Origami Adventures,” where 55 attendees learned how to fold Origami Sea creatures and created an underwater story with every fold.

- On 21 June, Chickasaw Library presented “Canvas Art with Maps,” during which 25 attendees learned how to make decorative canvas wall art with repurposed maps.
- On 22 June, Chickasaw Library presented “Adventure of the Lost Treasure by Science Heroes,” during which 87 attendees helped bring the story to life by conducting exciting science experiments.
- On 24 June, Chickasaw Library hosted “Bird Watchers.” A total of 55 attendees embarked on a journey into the colorful world of birds.
- Every Tuesday in June, Chickasaw Library hosted “Messy Science.” A total of 102 attendees conducted fun and messy experiments while learning about chemical reactions and more.
- In June, Chickasaw staff distributed 680 Second Harvest food boxes to the local community.
- Throughout June, Chickasaw served 3,271 lunches to children through “OCPS Summer Breakspot.”

Eatonville

- On 6, 13, 20, and 27 June, Eatonville presented “Zero to Five Storytime,” a series that provided valuable early learning experiences to an average of 28 young learners per session.
- On 7 June, Eatonville hosted “Spheres Bubble Show,” where 113 attendees were amazed by a spectacular bubble and light show.
- On 11 June, Eatonville facilitated a “Library Tour” for 36 students from Academy Prep.
- On 13 June, Eatonville hosted “Teen Clothing Swap: Summer Edition” for 37 youth, who enjoyed a fun and guilt-free afternoon of shopping at the library.
- On 14 June, Eatonville presented “WONGA! LET’S GO! African Drum and Dance Fun!” to 53 youth who were inspired by dancing and drumming.
- On 18 June, Eatonville, in collaboration with the Town of Eatonville, presented “A Journey Towards Freedom,” a reflective journey surrounding Juneteenth and its connection to the “Town that Freedom Built.” This event brought together 52 library customers in a shared Juneteenth educational experience.
- On 19 June, Eatonville represented OCLS at Mayor Jerry Deming’s “Orange County Juneteenth Celebration,” where 179 attendees visited the library’s table for information about OCLS resources, services, programs, classes, and initiatives.
- On 21 June, Eatonville hosted Grammy-nominated “Fyutch” for 75 children, who enjoyed a Juneteenth-inspired concert with songs about community, Black history, and culture.
- On 22 June, Eatonville partnered with the Eatonville Boys & Girls Club to host “Kuumba Storytelling Expo,” where 90 guests enjoyed a talent exhibition celebrating freedom and equality.
- On 28 June, Eatonville presented “Zoo Mom Science” to 50 youth gathered to learn about alligators, lizards, tree frogs, creepy bugs, and slithering snakes.

Fairview Shores

- On 3 June, the Fairview Shores Branch celebrated its fifth anniversary at its current location. A special musical performance by the bilingual duo “Evan and Vanessa” was enjoyed by 44 attendees.

- On 4 June, 29 customers attended “Camp Bluey,” where campers played games, sang songs, and created crafts based on the popular television show.
- On 7 June, 13 customers attended “Crafternoons: Jellyfish Lanterns.” Families built jellyfish lanterns with a variety of colorful strings, bowls, and popsicle sticks.
- On 10 June, 15 participants attended “PALS (Puppets at the Library),” where children and their caregivers enjoyed a puppet show, a book reading, and a fun craft.
- On 11, 18, and 25 June, a total of 106 participants attended “Beginning Spanish” Class. Attendees learned Spanish vocabulary for verbs, colors, and the days of the week through song, dance, and rhyme.
- On 12 June, Fairview Shores hosted “Seed Art,” a unique opportunity for 23 customers to use a variety of seeds to decorate a cardboard snail and an owl, creating a unique take-home art project.
- On 18 June, Fairview Shores celebrated Juneteenth by hosting “Freedom and Juneteenth.” Eleven customers learned about the history of the holiday while making a craft.
- On 20 June, 16 attendees made their summer wardrobe staple at the “Tie Dye Bandana” program.
- On 21 June, Fairview Shores celebrated Caribbean American Heritage Month with “Caribbean Snorkel Babies.” During this story time, 15 attendees discovered a Caribbean coral reef through song and play.
- Throughout June, Fairview Shores hosted three coding classes, during which 25 participants solved code challenges, created algorithms, and debugged their codes.

Hiawassee

- On 3 June, Hiawassee hosted a pop-up program “Space Helmet,” in which the participants made their own space helmets in honor of Summer at Your Library. There were 23 attendees.
- On 3, 10, 17, and 24 June, Hiawassee hosted “STEM Explorer’s Club,” where 114 participants learned about a new STEM topic every week and conducted experiments and demonstrations.
- On 5 June, Hiawassee hosted “Amazing Animals,” where 130 participants enjoyed learning about animals found in different lands and animal conservation.
- On 12 June, Hiawassee hosted “Magician Glen Foster,” where 106 participants enjoyed magical mayhem and were entertained with illusions.
- On 15 June, Hiawassee hosted “Caribbean Culture Celebration with Ravon Rhoden,” where 93 participants enjoyed a live performance by a steelpan musician, a parade, tastings, crafts, and other festivities that honored Caribbean American Heritage Month.
- On 18 June, Hiawassee hosted “Campfire Stories and Games,” where 17 attendees gathered around a fake campfire to listen to stories, play games, and sing.
- On 21 June, Hiawassee hosted “Little Chef: Campfire Adventures,” during which 22 preschoolers and 11 adults made smores.
- On 21 June, Hiawassee hosted “Game On at the Library!” where 12 participants played new and classic video games.
- On 26 June, Hiawassee hosted “Jiggleman,” where 227 attendees enjoyed a jumping juggling act.

- Throughout June, Hiawassee served 458 lunches to children through “OCPS Mobile Lunch.”

The Melrose Center

The Melrose Center welcomed the [Orlando Gay Chorus](#) on June 3rd for a special cabaret show at the Melrose Stage. A selection of solo, duo and group performances by one of the country’s largest mixed LGBTQ+ choruses were enjoyed by 52 attendees. Ryan Mulcahy handled stage lighting while Trevor Clark oversaw stage audio.



June kicked off Summer At Your Library across OCLS with new summer exclusive classes and workshops at Melrose.

- AUDIO - Trevor Clark offered a new week-long *Summer Sound Lab: Audio Mixing Workshop Series* that brought nine students together to embark on an immersive journey into the art and science of audio mixing. Trevor then teamed up with Mike Belancourt to take over the Makerspace and lead six fabricators on a MIDI Fighter Quest to craft their own dynamic musical controller. On June 2nd, Mike and Trevor engineered *Hip Hop Workshop with E-Turn* in the Audio Studio, as the local Hip Hop star led four attendees through the history of the art form and the chance to create and rap bars over an original beat.

- VIDEO – Anthony Torres and Gabriel Soltren welcomed seven soon-to-be-stars to learn about the ins and outs of *YouTube Live Production*, and another eight students to the young adult exclusive *Live Video Production for Teens* and *Green Screen for Teens*. Eighteen kids and families met online over three days with Ryan Mulcahy to *Make a LEGO Movie*. The attendees learned to use LEGO to build a story in pre-production, execute the instructions in production, and wrap up using software to construct the film in post-production.
- MAKERSPACE – Jose Gonzalez hosted foamsmithing workshops for cosplay adventurers with 11 makers crafting *Fairy Queen Horns*, while Andrew Jeffries brought four adventurers to the table to *Make Custom Board Games*. Sky Saludes celebrated Asteroid Day with 10 crafters during their *Meteor Maker* programs for kids and their caregivers.
- PHOTO – Bre Nax revived one of the oldest photographic printing processes for three students in *Cyanotype Photography for Kids*, and with Pedro Berrios taught *Camera Basics for Kids* to eight children aged 9-12. Pedro also offered *Camera Basics for Teens* to an additional five students throughout June.
- PERFORMING ARTS – Marko Torres taught six middle school kids to build confidence for the stage, relieve anxiety or just have fun playing in the five-day *Youngblood Improv* series that culminated in a show for 10 of their caregivers.
- GRAPHIC DESIGN – Robert Jakab helped seven kids aged 10-12 to *Create Custom Pokemon Cards* for their ultimate deck.
- GAME DESIGN – Juan Rivera offered a series of in person camps for budding game designers. Eight teens attended the *Create a Spaceship LEGO Video Game Camp* and an additional 10 students attended three-part Blender workshops on *Animating in Blender* and *Modeling in Blender*.
- FIBER ARTS – The Fiber Arts studio hosted the Youth Services department throughout the month to offer classes for kids and teens, while the Melrose Fibert Arts instructors began building momentum for the upcoming Yarnfiti installation with 15 students in *Yarnfiti Faerie Flowers* and *Yarnfiti Meetups* with Stephanie Rodriguez and *Loom Knit Enchanted Gnomes* with Valerie Dawson.

June 21st saw the premiere of [Melrose Pop Festival – A Concert Film](#), documenting the 2023 Melrose Pop Festival with performances by Eugene Snowden, Beth McKee, Marc With a C, Hannah Stokes, Oak Hill Drifters, Milk Carton Superstars and Marko Torres. The livestream premiere was watched by 80 viewers and featured some of the musicians in the chat. The 2024 Melrose Pop Festival will take place on Sunday, July 7th with an eclectic bill that brings together some of the local music community's most beloved acts.

Pedro Berrios and Bre Nax curated the latest Melrose Gallery exhibit, *Nights From Earth*, which opened on June 27th. The exhibit features the work of Melrose Customer Service Lead Andi Cates and encourages viewers to take a moment to feel small in the universe, to turn off their lights, go outside and spend some time with the stars. The opening was attended by 34 people. The show will be on display through October 31st.



The sixth and final episode of the 2024 *Melrose in the Mix* season aired on WUCF-TV June 27th, with the session featuring indie Hip-Hop artist [EyeQ](#). The session was recorded and filmed in March on the Melrose Stage, with the interview captured in the Audio Studio. Ryan Mulcahy edited the episode for broadcast, with Trevor Clark mixing audio.

This summer's *Second Saturday Improv* shows are featuring long form improv. The June 8th edition, hosted by Marko Torres with Ryan Mulcahy handling stage lighting and audio, featured local troupes The Daydream, Fly and Four First Names performing for 53 attendees.

Indienomicon returned to the Center on June 1st for their monthly *Game Demo Day*, a community meetup that drew 13 attendees.

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

Orientations and Assessments

Orientations: 65 Attendees: 170

- Audio 4-13 (2-11online)
- Photo 4-12
- Video 4-9
- 3D Printer 5-20
- Orion Laser Cutter 3-9
- Silhouette Cameo 2-6
- Glowforge Laser Printer 3-7
- General Orientation 5-32 (1-0 en Español)
- Flight Orientation/Assessment 10-17
- Driving Orientation/Assessment 15-25
- VR Learning Station 7-9

Assessments: 41 Attendees: 38

- Audio 13-11
- Photo 5-7
- Video 6-3
- 3D Printer 8 -8
- Glowforge 7-7

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

In-Person Classes

Classes: 177 Attendees: 618

- Audio 44-125
- Photo 22-46
- Video 30-65
- Makerspace 14-70
- Fiber Arts 24-109
- Performing Arts 13-69
- Game Design 24-122
- Graphic Design 2-7
- Show Production 4-5

Online Classes

Classes: 46 Attendees: 160

- Audio 6-26
- Photo 4-6
- Video 11-62
- Fiber Arts 3-7
- Graphic Design 22-59

There were 12 *Makerspace Open Labs* offered in June, with 164 customers visiting the Makerspace. 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 12 *Sewing Open Labs* offered in June, with 162 attendees visiting the Fiber Arts Studio to work on their projects with tools, machines and expert assistance.

There were 2 *Audio Open Labs* offered in June, with 4 attendees visiting the Audio Learning Lab to work on their projects with software, equipment and expert assistance.

Studios, Spaces, Simulators

Booked out of Available Studio Sessions, Attendees

- Audio 20 of 23 sessions booked, 35 attendees
 - *Of the 3 sessions without attendance, all were late cancellations*
- Photo 11 of 14 sessions booked, 31 attendees
 - *Of the 3 sessions without attendance: 2 sessions were unclaimed and 1 was a no show*
- Video 11 of 12 sessions booked, 30 attendees
 - *The session without attendance was an on time cancellation*

Other Bookings:

- Sound Booths - 180
- Podcast Booth - 21
- Editing Bays - 97

- LED Wall - 10
- Rehearsal Space – 18
- Conference Room - 4
- Driving Simulator – 21
- Flight Simulator - 30
- Glowforge Laser Printer - 20
- 3D Printer - 18
- Orion Laser Cutter – 2
- Silhouette Cameo Cutter - 3
- VR Learning Station - 4

We welcomed 221 new Members in June via the [OnDemand Melrose Center General Orientation](#). Combined with our in-person General Orientation attendance of 32, we gained 253 new Members during that period.

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

- Orlando Audio 1,325 (+0)
- Orlando Fiber Arts Meetup 1,205 (+12)
- Orlando Digital Media Design 1,755 (-4)
- Orlando Melrose Makers 203 (-1)
- Orlando Out Tonight Theatre 3,110 (-2)
- Orlando Photo+Design 3,861 (+4)
- Orlando Video & Post Production 2,783 (+2)

North Orange

- On 4 June, North Orange hosted “Spheres Bubble Show” with 148 attendees.
- On 8 June, North Orange hosted “Camp Tie Dye: T-shirts” with 34 attendees who created their own unique designs.
- On 11 June, the North Orange Branch hosted “Pirate Tales! Storytelling Show” with 101 attendees.
- On 12 and 26 June, the North Orange branch visited the Hope Community Center to teach “Diseña un Bouquet de Cumpleaños con Globos – Design a Birth Bouquet with Balloons” for approximately 12 adults each session. The program was taught entirely in Spanish.
- On 14 June, North Orange hosted “Little Artist” for preschoolers with 39 attendees.
- On 18 June, North Orange hosted “Sing Along with Yehaa Bob” with 114 attendees.
- On 27 June, the North Orange Branch hosted the educational “Zoo Mom Science” with 122 attendees, providing an engaging and educational experience.
- On 27 June, North Orange hosted “Meet a Gatorland Wrangler” with 126 attendees who met various reptiles, including Walter, the three-year-old alligator.
- Throughout June, the North Orange Branch distributed 497 lunches through the “Summer Lunch – OCPS Mobile Lunch” program.

Orlando Public Library

- On 1 June, the library kicked off Summer at Your Library with PBS “Mega Wow” star Katie Nguyen, customers participated in science and learned how to experiment with colors, there were 185 attendees.
- On 3 June, the Melrose Center welcomed the Orlando Gay Chorus for a special cabaret performance. 52 people came to enjoy one of the largest mixed LGBTQ+ choruses in the country.
- On 4 June, Youth Services hosted “JiggleMan: where 168 children and their families enjoyed a side-splitting juggling comedy act with leaf blowers, balls of all sizes, and giant suits.
- On 2 June, 88 customers participated in the “Local Author Festival” at the Orlando Public Library. Customers met and greeted local authors from a variety of genres.
- On 8 June, the “Second Saturday Improv Show” returned to the Melrose Stage with long form improv showcasing local troupes The Daydream, Fly and Four First Names performing for 53 attendees.
- On 9 June, Youth Services hosted “Pirate Tales! Storytelling Show” where 46 attendees enjoyed pirate stories filled with a treasure chest full of props and costumes, and vivid scenery.
- On 9 June, Adult Services staff hosted “Caribbean-American Heritage Month: Trivia & Crafts” where 15 participants enjoyed learning about Caribbean-American heritage, history, and culture, with trivia and making a Caribbean-flag-inspired beaded bracelet.
- On 11 June, Youth Services hosted “Spheres Bubble Show” where 152 attendees watched master bubble performer, Blaise Ryndes, blow gigantic bubbles and create liquid fireworks.
- During 11 June through 13 June, 18 kids and families met online to “Make a LEGO Movie”. The attendees learned to use LEGO to build a story in pre-production, execute the instructions in production, and wrap up using software to construct the film in post-production.
- On 13 June, 36 customers enjoyed a thrilling discussion during the “Author Talk with Freida McFadden” as she discussed her books, *The Housemaid is Watching* and *The Housemaid’s Secret*.
- On 18 June, Youth Services hosted “Fyütch” where 61 children and their families enjoyed a Juneteenth-inspired concert where grammy nominated artist, Fyütch sang songs about Black history and culture through the blend of hip hop, soul, R&B and pop.
- On 20 June, 55 customers joined Lenora Spence, Consumer Advocate, of the Division of Consumer Services as she provided information on scams, fraud and consumer protection for seniors and caregivers during the event “How to Protect Yourself from Fraud?”
- On 25 June, Youth Services hosted “The Wonders of Rainforests with Central FL Zoo” where 162 participants were transported to the rainforests of the world with interactive activities.
- On 27 June, the Melrose Gallery welcomed 34 visitors to their newest show, “Nights From Earth”. The exhibit encourages viewers to take a moment to feel small in the universe, to turn off their lights, go outside and spend some time with the stars. The photos will be on display through October 31st.

- During June, Adult Services Staff attended the National Association of Social Workers Annual Conference and the Florida Association of Counties Conference and promoted Right Service at the Right Time to a total of 303 attendees.
- During the month of June, the Events and Programs Department celebrated Caribbean American Heritage Month with live performances by steel pan musician Ravon Rhoden, where 93 customers attended the Hiwassee performance at the Caribbean Culture Celebration, followed by 88 customers at the Orlando Public Library.
- During June, Adult Services staff hosted Pride Crafting Programs, with 15 customers participating in creating with UV resin, paint, paper, and yarn.
- During June, 28 customers enhanced their skills using Microsoft Office Suite by taking a variety of Adult Services in-person and online classes.
- During June, 53 customers enhanced their coding and web design skills by taking various Adult Services in-person and online classes.

South Creek

- On 1 June, South Creek hosted the “South Creek Summer at Your Library Kickoff,” where attendees could learn more about summer programming, register for summer reading, and create a tasty sundae to celebrate. There were 55 attendees.
- On 4 June, South Creek hosted “Critter Quest,” during which 62 participants explored the lives of insects through stories and songs.
- On 5 June, South Creek hosted “Magician Glen Foster.” where 186 attendees enjoyed a comedy of magic illusions.
- On 7 June, South Creek hosted “Origami Adventures,” where children learned to fold sea creature-themed origami for their underwater stories. There were 42 participants.
- On 12 June, South Creek hosted “Sphere’s Bubble Show,” where 207 attendees enjoyed spectacular bubble sculptures and interactive tricks.
- On 13 June, South Creek hosted “Celebrate Father’s Day,” where children and caregivers enjoyed stories and crafts celebrating the fathers in their lives. There were 63 participants.
- On 18 June, South Creek hosted “Bubble Playtime,” a program in which children and their caregivers’ enjoyed bubbles and activities in the branch’s outdoor event space. There were 77 attendees.
- Every Monday in June, South Creek hosted children and caregivers for “Storybook Fun,” “Toddler Time,” and “Tiny Tales.” There were 535 participants.
- Every Monday in June, South Creek hosted “Storytime Crafts,” a time when children and caregivers could create fun crafts between storytimes. There were 350 participants.
- Throughout June, South Creek served 1,649 lunches to children through “OCPS Summer Breakspot.”

South Trail

- On 5, 12, and 26 June, South Trail hosted “Mindful Play Learning: Yoga for preschoolers” to 63 participants who learned playful yoga poses.

- On 11 June, South Trail hosted a financial coach who presented “Edikasyon Finansye- Financial Literacy” to 11 Haitian Creole speakers who learned basic financial concepts.
- On 13 June, South Trail staff presented “Lego Steam: Free Play” to 25 participants who explored and played with STEAM-related toys.
- On 20 June, South Trail staff presented “Let’s Go Camping” to 24 attendees who engaged in fun stories and activities about camping.
- On 21 June, South Trail staff presented “Search and Apply for Jobs” to 28 attendees, who learned how to use various Internet resources to search for and apply for jobs.
- On 27 June, South Trail staff presented “Video Game Design: Role Playing Games (Ages 10-12)” to 20 attendees who designed their own role-playing video games.
- On Fridays in June, South Trail hosted “Caregiver Connect: Stay and Play,” where 70 participants met with other caregivers to meet and mingle while their little ones explored imaginary play.
- In June, South Trail staff presented seven “Citizenship Inspired” classes to 101 attendees, who prepared for the Citizenship test by participating in activities, studying the materials provided, and practicing with each other.
- Throughout June, South Trail staff presented four “Crafting Corner” programs to 150 participants who created fun adventure-themed crafts such as dinosaur suncatchers, 3D hot air balloons, paper plate campfires, and paper compasses.
- In June, South Trail staff distributed 680 Second Harvest Food Bank breakfast and lunch boxes to the local community.

Southeast

- On 1 and 8 June, Southeast hosted Citizenship Inspired, where an average of 15 attendees prepared for the U.S. citizenship test by participating in activities, studying the materials provided, and practicing with each other.
- On 3 June, Southeast hosted “Zoo Mom Science,” which attracted 152 participants who wanted to learn about animals.
- On 3, 4, 10, 11, 17, 18, 24, and 25 June, “Hola Amigos’ – Spanish from Zero for Kids with Ms. Brenda,” where an average of 80 attendees learned basic Spanish.
- On 4, 11, 18, and 25 June, “Bilingual Interactions with Ms. Brenda” took place, during which an average of 40 attendees practiced learning English or Spanish together with other learners.
- On 4, 11, 18, and 25 June, Southeast hosted “Spanish from Zero for Beginners with Ms. Brenda,” during which an average of 55 attendees learned basic Spanish.
- On 4, 5, 11, 12, 18, and 26 June, Southeast hosted “Basic English 1,” during which an average of 36 attendees learned basic English.
- On 6 June, Southeast hosted “Spheres Bubble Show,” which attracted 157 participants.
- On 13 June, Southeast hosted “Meet a Gatorland Wrangler,” which attracted 208 participants who learned about reptiles.
- On 13 June, Southeast hosted “Alligator Craft,” which attracted 213 participants who created art related to the day’s SAYL event.
- On 27 June, Southeast hosted “Snake Education with A Twist,” which attracted 149 participants.

Southwest

- On 7 June, the Southwest Branch hosted “Adventures of the Lost Treasure by Science Heroes,” in which 130 attendees joined a treasure-hunting adventure deep within the jungle as they helped conduct exciting science experiments.
- On 15 June, the Southwest Branch hosted 169 attendees for the “Spheres Bubble Show,” in which Blaise Ryndes, a master bubble performer, blew gigantic bubbles and created “liquid fireworks” that amazed the audience.
- On 21 June, Southwest hosted “Zoo Mom Science,” in which 131 attendees learned about animals in this unique and exciting program. They also had the chance to view several animals and even touch a snake.
- On 24, 25, and 26 June, 9 teenagers participated in “Hand Sewing Sashiko Camp,” where they learned how to sew beautiful geometric Sashiko patterns. This included learning how to thread a needle, make a quilter’s knot, hand sew the running stitch, and use surface weaving techniques.
- On 25 June, the Southwest Branch hosted 109 attendees for “JiggleMan,” who provided lots of laughter with his jumping, juggling comedy act, where he used awesome music, leaf blowers, balls of all sizes, and a giant suit.
- On 26 June, 39 toddlers and their caregivers enjoyed a staycation luau during “Aloha, Toddlers!” where they made lei necklaces and had tropical island fun.
- On 27 June, the Southwest Branch had 10 adults participate in the “Southwest Book Club,” where they discussed Sarah Penner’s suspenseful historical fiction novel *The London Séance Society*.
- On Tuesdays in June, the Southwest Branch hosted “Mindful Start Family Yoga” for 153 attendees who learned silly and fun yoga poses for kids – a journey filled with puppets and parachute games.
- On Wednesdays in June, the Southwest branch hosted “LEGO Club,” where 236 participants enjoyed unplugging and using their imagination to create different LEGO builds.
- On Thursdays in June, Southwest hosted “Storybook Fun,” where 239 preschoolers and their caregivers listened to stories and rhymes and had fun singing and dancing.

Washington Park

- On 3 June, Washington Park hosted “The Wonder of Rainforests with Central FL Zoo,” during which 90 children and caregivers learned and met real rainforest animals through activities and amazing biofacts.
- On 4, 11, 18, and 25 June, Washington Park hosted 162 children and caregivers for “Zero to Five Storytime.”
- On 5, 12, and 26 June, Washington Park hosted “BizKids Club,” where 7 customers were introduced to business and entrepreneurship.
- On 13, 20, and 27 June, Washington Park hosted the Rivers Enrichment Group for “DIY Pride,” “Celebrate Juneteenth,” and “Storm the Castle.” Fifty-one children and teachers enjoyed imaginary adventures, themed stories, songs, and activities.
- On 17 June, Washington Park hosted “Spheres Bubble Show,” during which 84 children and caregivers enjoyed a comedic and mysterious fusion of art, science, and magic.

- On 20 June, Washington Park staff presented at the Florida Department of Corrections “F.A.C.E. I.T.” event, where 16 participants discovered library and community resources.
- On 24 June, Washington Park hosted “WONGA! LET’S GO! African Drum and Dance Fun!” for 97 children and caregivers who enjoyed a storytelling performance of the earth through dancing and rhythmic drumming.
- Throughout June, Washington Park hosted “Basic English 1” and “English Conversation,” helping to foster the English language skills of 190 customers.
- Throughout June, Washington Park hosted a “Character Mailbox,” where customers wrote 35 letters to the character of the month, Scooby-Doo!
- Throughout June, 153 Washington Park customers engaged with the passive crafts and activities that staff created, including a “Camping Adventure” Scavenger Hunt, “Pride Garland,” and “Celebrate Juneteenth Wreath” crafts to celebrate the summer season.

West Oaks

- On 3 June, West Oaks hosted “Pirate Tales! Storytelling Show,” where 152 attendees heard pirate stories brought to life with colorful props, vivid scenery, and parrot puppets.
- On 7 June, West Oaks staff presented “Snack Around the World: France” to 28 attendees who learned about France’s culture, history, and cuisine.
- On 7 and 21 June, “Cookies & Milk with a Cop” at West Oaks had Ocoee Police Department Officers reading favorite tales to 67 attendees.
- On 8 and 15 June, West Oaks hosted “Introduction to the Sewing Machine” and “Sewing: Zippered Pouch,” where 8 participants, including kids and teens, learned basic sewing techniques.
- On 13 June, the virtual “20 Unique Websites for Genealogy Research” walked 16 attendees through great resources for family history research.
- On 18 June, “Move Like the Animals” had 37 attendees hopping like frogs, waddling like penguins, and running like cheetahs as they learned about these fascinating animals.
- On 18 June, the “Genealogy Myths and Legends” virtual program helped 10 researchers dispel common myths and discover the possible nuggets of truth behind them as they conducted their family research.
- On 20 June, the “That’s LIT: Lord of the Rings” program at West Oaks offered 18 attendees the chance to discuss notable literary friendships and create a fanciful Hobbit door.
- On 22 June, “Canvas Art with Maps” showed 11 attendees how to make beautiful artwork using old maps.
- Throughout June, “English Conversation Hour,” “Basic English Level 1,” and “Basic English Level 2” had 44 participants practice English as a Second Language.

Windermere

- On 3, 4, and 5 June, Windermere hosted the “LEGO WeDo Vehicle Camp,” during which 53 attendees created six design elements that featured engineering and functionality in vehicles.
- On 4 June, the “Plant Clinic” visited the Windermere Branch Library. The master gardeners shared best practices with 10 customers.

- On 5 June, Windermere hosted their first outside presenter for Summer at Your Library, “Zoo Mom Science.” The event had 136 attendees who explored animals such as a baby alligator and a large banana python.
- On 6, 13, 20, and 27 June, Windermere hosted the homeschool series program, “Adventures in Flying.” This series had 132 attendees who learned about aerodynamics through airplanes, balloons, rockets, and kites.
- On 7 June, Windermere hosted “Amazing Animals,” with 110 in attendance.
- On 14 June, Windermere hosted the virtual technology program “Code with Minecraft: Adventurer.” This online class engaged 28 attendees who solved code challenges to explore, gather resources, create algorithms, and debug codes.
- On 15 June, Windermere hosted “Treasure Map Making” for 35 potential pirates to create one-of-a-kind treasure maps.
- On 21 June, Windermere hosted “Spheres Bubble Show,” during which 174 children and their caregivers enjoyed an interactive bubble show.
- On 25 June, Windermere hosted the program “There’s a Bug in my Garden” for 34 attendees who learned about colors and counting through singing, reading, and a fun craft.
- Every Thursday in June, Windermere hosted “Story Time,” which 688 children and caregivers attended.

Winter Garden

- On 3 June, Winter Garden hosted “Read to Sydney” for 23 participants, who practiced their literacy skills by reading one-on-one to a therapy dog.
- On 3, 10, 17, and 24 June, Winter Garden hosted 313 children and caregivers for “Mindful Start Yoga.” Participants practiced breathwork, mindfulness, and movement during these programs.
- On 3, 10, 17, and 24 June, 85 children and their caregivers worked on arts and crafts projects during “Crafternoons.”
- On 4, 6, 11, 13, 18, 20, 25, and 27 June, 234 participants explored the library's tech resources, such as Sphero and snap circuits, during “Tech Exploration.”
- On 5, 12, and 26 June, Winter Garden hosted “Bilingual Storytime” for 126 children and their caregivers. Participants learned early literacy skills through music, movement, and stories featuring Spanish words.
- On 5, 12, and 26 June, Winter Garden hosted “Sensory Free Play,” where 77 children and their caregivers built their motor skills, boosted creativity, and developed independent thinking with sensory play.
- On 7, 14, 21, and 28 June, Winter Garden hosted “Storybook Fun,” “Toddler Time,” and “Tiny Tales” to 613 children and their caregivers.
- On 7, 14, 21, and 28 June, Winter Garden hosted “Caregiver Connect: Stay and Play,” during which 139 children and their caregivers interacted with each other while playing with sensory toys.
- Throughout June, 350 Winter Garden customers wrote to Joy and Anxiety from Inside Out 2 through the “Character Mailbox.”
- Throughout June, “Virtual Conversation Hour” and “English from Zero” had 120 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**