

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

Board Packet for August 2024



STEVEN POWELL Library Director/Chief Executive Officer

August 3, 2024

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

cc: The Library Governing Board:
The Honorable Mayor Jerry Demings, Chairman of the Library Governing Board,
Members of the Governing Board, Commissioners Nicole Wilson, Christine
Moore, Mayra Uribe, Maribel Gomez Cordero, Emily Bonilla, Michael Scott,
Orange County; and Stephanie Herdocia, City of Orlando.

From: Steve Powell, Library Director / C.E.O.

Re: Library Board of Trustees Meeting

The next meeting of the Library Board of Trustees will be at 6:00 p.m. on August 8, 2024 at the Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

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

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

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

August 8, 2024 ~ 6:00 p.m.

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

- 24-105 I. **Call to Order**
- 24-106 II. **Public Comment Policy & Procedures**
- 24-107 III. **Approval of Minutes:**
July 11, 2024 Library Board of Trustees Meeting
July 19, 2024 Library Board Online Emergency Workshop
- 24-108 IV. **Staff Presentation: Final Budget Changes: Steve Powell**
- 24-109 V. **Financial Statements and Summaries: July 2024**
- 24-110 VI. **Dashboard: July 2024 – Erica Grant**
- 24-111 VII. **Action Items – Consent Agenda:**
- 24-112 Orlando Public Library Roofing Contractor Ranking Approval: Kris Shoemaker
- 24-113 Approval of Library Budget for FY 2024-2025: Steve Powell
- 24-114 Approval of Strategic Plan for FY 2025 to FY 2029: Steve Powell
- 24-115 Approval of Board Meeting Schedule for FY 2024-2025
- 24-116 **Action Item – Non-Consent Agenda:**
- 24-117 Approval of North Orange Branch Remediation Project: Steve Powell
- 24-118 VIII. **Discussion and Possible Action Items**
- 24-119 Statistics Dashboard Proposed Changes: Steve Powell
- 24-120 Director’s Report Proposed Changes: Steve Powell
- 24-121 IX. **Information**
- 24-122 Holiday Schedule for FY 2024-2025
- 24-123 Horizon West Update: Danielle King
- 24-124 Director’s Report
- 24-125 **Public Comment: Non-Agenda Items**
- X. **Adjournment**

Next Meeting Dates: September 12, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- October 2024: TBD

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
August 8, 2024**

Call to Order

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

Public Comment Policy

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

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

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

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

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

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

Meetings:

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

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

Conduct of Meetings:

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

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

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

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

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

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

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

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

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

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

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

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

Approval of Minutes

**July 11, 2024 Library
Board of Trustees Meeting
Minutes**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

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

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (7/0); Nicole Benjamin (10/1 – City); Ashley Cisneros Mejia (10/0 – City); Sharon Smoley (7/4)

Library Board Absent: Venessa Tomlin (6/2)

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

Administration Absent: Erica Grant

- 24-086 I. **Call to Order**
 President Bohannon called the meeting to order at 6:00 p.m.
- 24-087 II. **Public Comment Policy & Procedures**
- 24-088 III. **Approval of Minutes: June 13, 2024 Library Board of Trustees Meeting**
 Vice President Benjamin, seconded by Trustee Cisneros-Mejia, moved to approve the minutes for the June 13, 2024 Library Board of Trustees Meeting. Motion carried 4-0.
- 24-089 IV. **Staff Presentation: FY 2024-2025 Budget: Steve Powell**
 Library Director / CEO Powell presented the FY 2024-2025 budget overview to the Board.
- 24-090 V. **Financial Statements and Summaries: June 2024**
 CFO Shoemaker reported that the financials are in good shape for the final quarter of the fiscal year. He further noted that that just over two million has been spent on the Horizon West project thus far.
- 24-091 VI. **Dashboard: June 2024 – Sara Gonzalez**
 Chief of Lifelong Learning, Sara Gonzalez, shared some highlights from the Dashboard. In June, there was a 7% increase in public computer usage (23,067 vs 21,552 last June), a 4% increase in card registrations, and a 1% (1.42) increase in door count.

Digital checkouts continue to be strong at over 14% (13.84) higher than last May, which is an average daily checkout amount of 9,908. 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.

Event attendance was up 16% (15.64%) over last year. Staff offered a total of 1,498 events with a total attendance of 63,457. Out of those numbers, 58,596 were for in-person and 4,866 were for offsite events. Class attendance is also up by nearly 12% (11.72%) compared to last year.

CLL Gonzalez stated that the Melrose Gallery welcomed 34 visitors on June 27th to the opening of the newest art show, “Nights from Earth by Andi Cates.” The exhibit encourages viewers to take a moment to feel small in the universe, to turn off their

lights, to go outside and to spend some time with the stars. The photos were taken by Melrose Customer Service Lead, Andi Cates, and the exhibit was curated by Melrose Photography Instructors Pedro Berrios and Bre Nax. The photos will be on display through October 31st on the second floor.

Summer at Your Library is having a record-breaking year of sign-ups for kids with 4,300 children participating so far. (Last year, there were just under 3,500 participants.)

Thanks to a generous donation from Friends of the Library, staff were able to purchase books to give away at all locations for any child who signed up for the program. The books are available in English and Spanish, cover all age ranges, a wide variety of topics, and are available while supplies last or until July 13th- which is when staff start handing out goody bags to kids who have read at least 300 minutes. If they complete 600 minutes of reading by the end of the program, they can be entered into a virtual grand prize drawing. There are amazing programs all week long at all locations including Lake Nona and Horizon West. There is also a wonderful SAYL program for adults with classes and programs at all branches and opportunities for adults to read, write book reviews, and be entered to win prizes.

The Summer at Your Library program concludes on July 28th and staff will give the Board an update on the total participation later this fall.

- 24-092 VII. **Action Items – Consent Agenda:**
Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to approve the items on the Consent Agenda. Motion carried 4-0.
- 24-093 **Southeast Branch Library Lease Extension: Bethany Stone**
The Board voted to approve the terms of the fifth renewal of the Southeast Branch Lease Agreement and to authorize staff to execute the fifth renewal of the Lease Agreement with Nisan Realty.
- 24-094 **Construction Manager at Risk Contract for Orlando Public Library First Floor Renovation Project: Kris Shoemaker**
The Board voted to approve the CMAR Services Contract for Pre-construction Services with Gomez Construction in the amount of \$129,735; to approve a contingency fee of \$10,265 and a CMAR Pre-construction Services Budget of \$140,000; and to authorize the Library Director/CEO to execute a CMAR Pre-construction Services Contract with Gomez Construction.
- 24-095 **Approval to Serve Alcohol at Romance, Wine, & Chocolate Event: Bethany Stone**
The Board voted 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.
- 24-096 **Action Item – Non-Consent Agenda:**
- 24-097 **Rules of Conduct: Brian Hayes**
Orlando Public Library Customer Service Manager Hayes, presented to the Board the proposed changes and updates to the Rules of Conduct. Brief discussion ensued and the Board verified that the Library's counsel has reviewed the changes. Trustee Smoley, seconded by Trustee Cisneros Mejia, moved to approve the proposed the revised Rules of Conduct. Motion carried 4-0.

24-098 VIII. **Discussion and Possible Action Items**24-099 **Strategic Plan: Lynette Schimpf & Amanda Standerfer**

Chief Project Officer Schimpf and Fast Forward Libraries Consultant Amanda Standerfer, reviewed the new Strategic Plan with the Board. They announced that the Plan will be brought to the Board for approval and that once approved, the Plan should be ready for implementation in October 2024.

24-100 IX. **Information**24-101 **Director's Goals FY 2024: 3rd Quarter Update**

President Bohannon stated he reviewed the Director's Goals and the Strategic Plan update with Director Powell and that everything is on target, except the goal to enact a new HR system, which is delayed.

24-102 **Strategic Plan FY 2024: 3rd Quarter Update**

As evidenced by the numerous pages in the board packet, all staff are putting considerable time and effort into fulfilling the goals and objectives of the plan. Director Powell thanked all staff very much for their efforts towards fulfilling the library's mission and changing lives.

24-103 **Director's Report**

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

In mid-June, it was announced 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 100 Year Celebration in 2023.

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, staff 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.

There is a new sculpture in one of the front windows of the Orlando Public Library. OCLS is partnering with City Arts Factory and the Downtown Arts District to host the piece, which is part of their Vacant to Vibrant program, and 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."

24-104

Public Comment: Non-Agenda ItemsX. **Adjournment**

Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 7:12 p.m.

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.

July 19, 2024
Library Board Online Emergency
Workshop Meeting Minutes

EMERGENCY ONLINE WORKSHOP ~ MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

July 19, 2024 ~ 4:00 p.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/82589957019>

Meeting ID: 825 8995 7019

Dial by your location

- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 720 707 2699 US (Denver)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)

Library Board Present: Crockett Bohannon; Nicole Benjamin;
Ashley Cisneros Mejia; Sharon Smoley

Library Board Absent: Venessa Tomlin

Administration Present: Steve Powell; Bethany Stone; Kris Shoemaker; Yvonne
Hartley; Danielle King; Lynette Schimpf; Leasha
Tavernier; Sara Gonzalez

Administration Absent: Erin Sullivan; Erica Grant

20-041

Call to Order

President Bohannon called the meeting to order at 4:00 p.m.

20-042

North Orange Branch Remediation Project Budget

Director Powell stated that due to the circumstances, this project will exceed \$100,000 and needs Board approval. He also went over the services needed to complete the project that include:

- Exterior painting, sealing and, caulking.
- Minor roof repairs.
- HVAC repairs and adjustments.
- Storage of furniture and equipment.
- Library moving services.
- Carpet replacement.

- Mold remediation services.
- Interior cleaning and painting.
- Ceiling tiles and insulation replacement.

He further stating that if the Board is not opposed to the work starting, the library goal is to mobilize vendors next week. He also stated that the library is bound by Section 189.015 Fla. Stat. to bring a complete project budget to the Board meeting on August 8, 2024, for approval.

Discussion ensued with the Board accepting a project budget between \$350,000 - \$500,000, further stipulating that if the project is anticipated to exceed \$500,000 the project must stop until the budget is approved by the Board.

Adjournment

President Bohannon adjourned the meeting at 4:15 p.m.

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
August 8, 2024**

Staff Presentation

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

**Financial Statements &
Summaries: July 2024**

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

Project Summaries:

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

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 civil permit has been issued and the building permit is under final review.

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 \$65,879,796 or 96.3% 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 \$701,074 which is 80.1% of the budget.

Fee Cards:

The Library budgeted \$75,000 for Fee Card revenues for FY 2023-24. Through July, we received \$132,885 or 177.2% 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 July, we received \$39,551 or 131.8% of budgeted revenues.

Faxes:

The Library budgeted \$10,000 for fax revenues and has received \$18,066 or 180.7% year-to-date.

Copy and Prints:

The Library budgeted \$75,000 for these services in FY 2023-24. We received \$175,339 or 233.8% of the budget through July 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 July, we received \$8,736 or 72.8% of budgeted revenues.

Other:

The Library budgeted \$500 for these miscellaneous revenues in FY 2023-24. We received \$41,760 or 8,352.0% of the budget through July. 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 July are \$61,672 or 246.7% of the budget.

Investment Earnings:

The Library takes a conservative approach when budgeting for Interest Revenues. As of the time of these reports, we have not received our July 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.

Contributions-Other:

Through July we have received \$56,903 or 113.8% 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 July we have received \$228,042 or 304.1% of the budget. This figure consists of \$78,720 for our annual internet rebate and \$149,322 rebate related to purchasing Board approved upgraded network equipment.

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 \$1,000,000 or 51.9% of budget. The revised estimate based on the actuarial report indicates we will spend approximately \$1.25 million for the account in FY 2023-24.

Worker's Compensation:

The Worker's Compensation Expenditures are at \$124,036 or 95.4% of budget as these payments are paid quarterly in advance.

Unemployment Compensation:

The Unemployment Compensation Expenditures are at (\$448) or -0.9% of budget. The negative amount reflects a refund received from the State.

Delivery & Postage:

The Delivery and Postage Expenditures are at 72.2% 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 8.9% 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 \$197,831. 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 52.2% of the budget.

Building Improvements Expense:

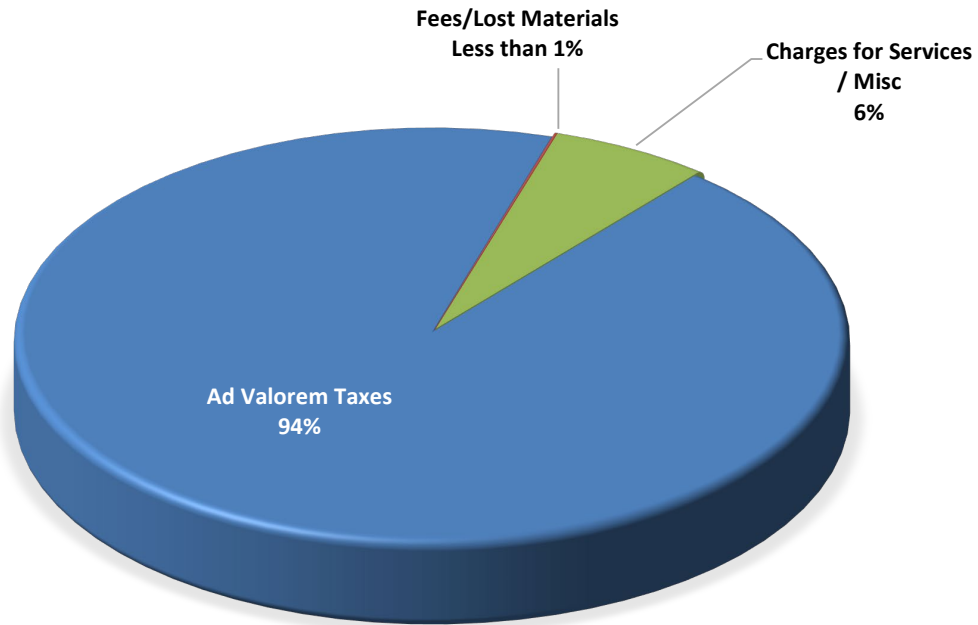
The Library budgeted \$3,250,000 for various building improvement projects such as the materials for the Orlando Public Library Roof Replacement, Upgrade of the Orlando Public Library HVAC Controls, Third Floor Meeting Room Refresh, Orlando Public Library Outdoor Lighting, and Southwest HVAC Replacement. The \$1,593,009 expended so far is primarily related to the HVAC Controls and Third Floor Meeting Room projects.

Horizon West Project Budget
Expenditures As of 07-31-2024

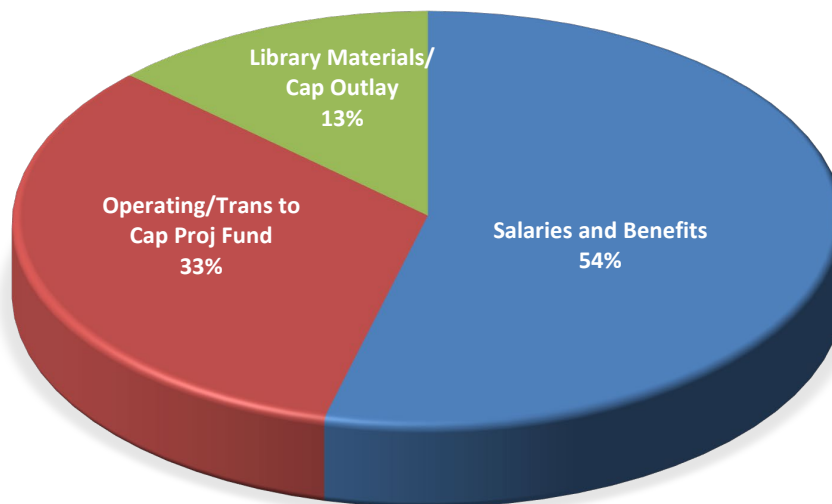
Project Code 20-010	Vendor	Original Budget	Change Order	Revised Budget	FY 22 Actual	FY 23 Actual	FY 24 Actual	Total Actuals	Variance
Demo Fund	Orange County	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ -
Design Team	Borrelli & Partners	1,554,944	-	1,554,944	54,793	567,246	592,883	\$ 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
Ten Months Ended July 31, 2024

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Ten Months Ended July 31, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
AD VALOREM TAXES	68,400,000	65,879,796	96.3%
INTERGOVERNMENTAL			
State & Federal Grant	675,000	84,391	12.5%
State Aid	200,000	616,683	308.3%
CHARGES FOR SERVICES			
Fee Cards	75,000	132,885	177.2%
PC Pass (\$10 for 7 days)	1,000	-	0.0%
PC Express (\$5 for 1 hour)	500	2,160	432.0%
Classes	1,000	390	39.0%
Meeting Rooms	30,000	39,551	131.8%
Faxes	10,000	18,066	180.7%
Ear Buds & Jump Drives	1,500	2,305	153.7%
Bag Sales	1,000	3,158	315.8%
Copy & Prints	75,000	175,338	233.8%
Passport Facility & Photo Fees	12,000	8,736	72.8%
Other	500	41,760	8352.0%
	<u>207,500</u>	<u>424,349</u>	<u>204.5%</u>
FEES & LOST MATERIALS	25,000	61,672	246.7%
MISCELLANEOUS			
Investment Earnings	163,000	2,729,296	1674.4%
Sales of Surplus Property	2,000	5,253	262.7%
Contributions - Friends of Library	85,000	88,028	103.6%
Contributions - Others	50,000	56,903	113.8%
Internet Rebate	75,000	228,042	304.1%
Grants & Awards	20,000	59,610	298.0%
Miscellaneous	75,000	37,796	50.4%
	<u>470,000</u>	<u>3,204,928</u>	<u>681.9%</u>
TRANSFER FR PROP APPRAISER	32,000	106,293	332.2%
TRANSFER FR TAX COLLECTOR	546,500	-	0.0%
TOTAL REVENUES	<u><u>70,556,000</u></u>	<u><u>70,378,112</u></u>	<u><u>99.7%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Ten Months Ended July 31, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
SALARIES & BENEFITS			
Salaries	26,175,000	19,529,194	74.6%
Medicare Taxes	400,000	277,899	69.5%
Defined Contribution Pension Plan	1,975,000	1,464,693	74.2%
Defined Benefit Pension Plan	1,925,000	1,000,000	51.9%
Money Purchase Pension Plan	1,675,000	1,173,382	70.1%
Life and Health Insurance (Employees)	4,350,000	2,949,863	67.8%
Worker's Compensation	130,000	124,036	95.4%
Unemployment Compensation	50,000	(448)	-0.9%
Retiree Health Care (OPEB)	675,000	258,998	38.4%
Parking & Bus Passes	275,000	206,344	75.0%
	<u>37,630,000</u>	<u>26,983,961</u>	<u>71.7%</u>
OPERATING			
Professional Services	450,000	201,593	44.8%
Other Contractual Services	2,585,700	1,765,140	68.3%
Other Contract. Serv.- Janitorial	460,000	319,695	69.5%
Training and Travel	150,000	79,940	53.3%
Telecommunication	612,800	333,245	54.4%
Delivery and Postage	1,500,000	1,082,393	72.2%
Utilities	1,050,000	685,280	65.3%
Rentals and Leases	1,570,000	1,108,553	70.6%
Insurance	750,000	648,343	86.4%
Repairs and Maintenance/Leasehold Improvements	1,775,000	899,540	50.7%
IT Subscriptions/Maintenance Contracts	1,625,000	1,192,838	73.4%
Copying/Printing	355,000	233,638	65.8%
Promotional Activities	500,000	323,122	64.6%
Property Appraiser's Fee	715,000	685,835	95.9%
Tax Collector's Fee	1,380,000	1,294,952	93.8%
Supplies	1,246,500	453,355	36.4%
Supplies-Hardware/Software	700,000	62,483	8.9%
Supplies-Programming	-	197,831	-
Memberships	17,500	15,792	90.2%
	<u>17,442,500</u>	<u>11,583,568</u>	<u>66.4%</u>
CAPITAL OUTLAY			
Building and Improvements	3,250,000	1,593,009	49.0%
Equipment and Furniture	844,500	172,126	20.4%
Hardware/Software	1,275,000	453,094	35.5%
	<u>5,369,500</u>	<u>2,218,229</u>	<u>41.3%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	14,000	7,655	54.7%
Materials - Other	5,100,000	4,466,332	87.6%
	<u>5,114,000</u>	<u>4,473,987</u>	<u>87.5%</u>
TRANSFER TO CAPITAL PROJECTS FUND	4,500,000	4,525,000	100.6%
TRANSFER TO SINKING/EARR FUND	500,000	416,667	83.3%
TOTAL EXPENDITURES	<u><u>70,556,000</u></u>	<u><u>50,201,412</u></u>	<u><u>71.2%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Ten Months Ended July 31, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
REVENUES			
Investment Earnings	75,000	1,708,666	2278.2%
Transfer from Operating Fund	4,500,000	4,525,000	100.6%
Reserves	35,250,000	-	0.0%
TOTAL REVENUES	39,825,000	6,233,666	15.7%
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	5,103,214	20.2%
TOTAL EXPENDITURES	39,825,000	6,233,666	15.7%

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Ten Months Ended July 31, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
REVENUES			
Investment Earnings	25,000	225,650	902.6%
Transfer from Operating Fund	500,000	416,667	83.3%
Reserves	4,607,000	-	0.0%
TOTAL REVENUES	5,132,000	642,317	12.5%
EXPENDITURES			
Reserves-Building and Improvements	3,382,000	423,288	12.5%
Reserves-Horizon West Contract	1,000,000	125,159	12.5%
Reserves-Horizon West Demo	250,000	31,290	12.5%
Reserves-Technology	500,000	62,580	12.5%
TOTAL EXPENDITURES	5,132,000	642,317	12.5%

**ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Ten Months Ended July 31, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
REVENUES			
Investment Earnings	20,000	33,344	166.7%
Investment Fair Value	-	204,387	-
Reserves	1,076,000	-	0.0%
TOTAL REVENUES	1,096,000	237,731	21.7%
EXPENDITURES			
Equipment	75,000	21,167	28.2%
Reserves	1,021,000	216,564	21.2%
TOTAL EXPENDITURES	1,096,000	237,731	21.7%

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

ASSETS

Cash on Hand	15,772
Equity in Pooled Cash	3,399,525
Equity in Pooled Investments	56,214,804
Accounts Receivable	806
Inventory	104,877
Prepays	249,864
Other Assets - Deposits	<u>7,500</u>
TOTAL ASSETS	<u><u>59,993,148</u></u>

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

LIABILITIES

Accounts Payable	58,210
Accrued Wages Payable	1,264,454
Accrued Sales Tax	515
Accrued Fax Tax	82
Accrued N. Carolina St. Income Tax	240
Employee Payroll Deductions:	
Child Support	
Dental Insurance	4,148
Vision Plan	1,371
Weight Watchers	516
Accident/Critical/Hospital	(412)
Staff Association	6,576
Due To Friends of the Library	2,413
TOTAL LIABILITIES	1,338,113

FUND BALANCE

Nonspendable:	
Inventory	104,877
Prepaid Items and Deposits	257,364
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	33,108,545
Current Year Revenue over Expenditures	20,176,700
TOTAL FUND BALANCE	58,655,035
TOTAL LIABILITIES & FUND BALANCE	59,993,148

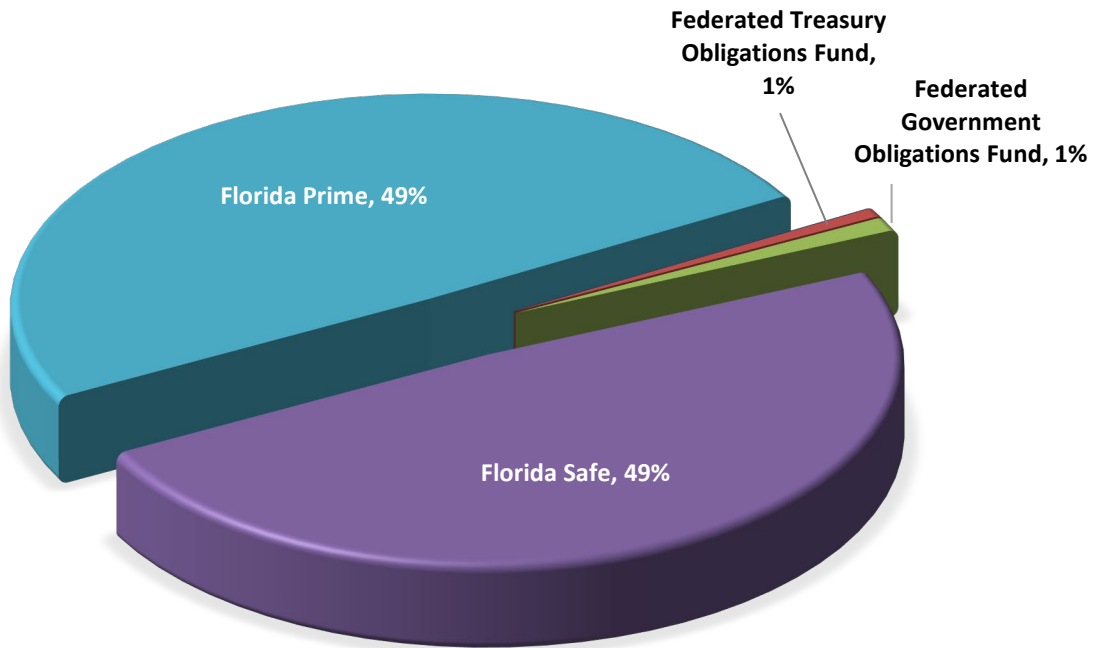
ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
July 31, 2024

	BALANCE 06/30/24	RECEIPTS	DISBURSE	BALANCE 07/31/24
OPERATING				
Equity in Pooled Cash	2,262,092	6,050,414	4,912,981	3,399,525
Equity in Pooled Investments	59,988,710	267,761	4,041,667	56,214,804
	62,250,802	6,318,175	8,954,648	59,614,329
CAPITAL PROJECTS				
Equity in Pooled Investments	43,357,061	193,458	-	43,550,519
SINKING				
Equity in Pooled Investments	5,806,260	67,481	-	5,873,741
SELF FUNDED HEALTH				
Equity in Pooled Cash	1,892,251	328,938	350,688	1,870,501
Claims Payment Checking Account	73,000	317,868	317,868	73,000
Equity in Pooled Investments	4,711,693	21,023	-	4,732,716
	6,676,944	667,829	668,556	6,676,217

ORANGE COUNTY LIBRARY DISTRICT GENERAL POOLED INVESTMENTS

July 31, 2024

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	743,810
Federated Government Obligations Fund	1,195,560
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	53,852,605
Florida Prime (SBA)-HW Demo Fund	261,102
Florida Prime (SBA)	54,318,703
	110,371,780
TOTAL	110,371,780



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

Dashboard: July 2024

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

Action Items: Consent Agenda

- | | |
|--------|--|
| 24-112 | Orlando Public Library Roofing Contractor Ranking Approval |
| 24-113 | Approval of Library Budget for FY 2024-2025 |
| 24-114 | Approval of Strategic Plan for FY 2025 to FY 2029 |
| 24-115 | Approval of Board Meeting Schedule for FY 2024-2025 |

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

**Orlando Public Library Roofing
Contractor Ranking Approval**

ORLANDO PUBLIC LIBRARY ROOFING CONTRACTOR RANKING APPROVAL

I. ISSUE STATEMENT

Library Board approval is needed for the ranking of the roofing contractors for the Orlando Public Library (OPL) Roof Replacement Project.

II. BACKGROUND & SUMMARY

The roof at OPL is over 20 years old, is nearing the end of its useful life, and needs to be replaced. A state-certified roofing contractor is required to perform Roofing Services to remove and replace the existing roof.

Florida Statutes, 287.055 dictates the selection process. The steps used in the process are:

1. Library advertised a Request for Qualifications (RFQ) OCLS-Roof-24-001 for the required services on the Library's Procurement Portal on March 13, 2024, with a due date of June 10, 2024. We also asked Orange County Florida Procurement and the City of Orlando Procurement to notify their registered firms for the specified requested service. The RFQ was also sent to Orange County and the City of Orlando Minority and Women Business Enterprise offices for distribution to their registered firms as well.
2. The Library received five responses to the RFQ. The OCLS Procurement Committee, in this case consisting of Steve Powell, Jim Riedel, Brian Dornbush, Terrence Blake, Javier Fuentes, and Kristopher Shoemaker, created a short list of three qualifying firms, which submitted proposals and satisfied the requirements of the RFQ, for oral presentations.
3. The qualified short-listed firms made an oral presentation to the Procurement Committee on July 15 and 16, 2024 to present their qualifications and experience; to share their proposed approach to our project; to present a proposed timeline; and to answer any questions from the Procurement Committee.
4. The OCLS Procurement Committee determined the following ranking of the presenting firms:

1. BOWHEAD ROOFING	Total Points	90.6
2. ADVANCED ROOFING	Total Points	88.0
3. SUTTER ROOFING	Total Points	77.0

The following steps remain in the process:

5. Library Board approves, modifies, or rejects the Procurement Committee's ranking and authorizes Staff to negotiate a contract with the top-ranked firm for the specified requested services. If that negotiation fails, negotiations begin with the next ranked firm.
6. The Procurement Committee brings the contract back to the Board for approval.
7. Once approved by the Board a contract is executed by the Library Director/CEO.

III. CONSIDERATION

The library is requesting the library board to 1) approve, modify, or reject the Procurement Committee's ranking, 2) authorize staff to negotiate with the firms in order of ranking, and 3) authorize staff to bring the negotiated Roof Services Contract back to the library board for final approval.

IV. RECOMMENDATION

Staff recommends that the library board 1) approve the Procurement Committee's rankings, 2) authorize staff to negotiate with the firms in order of ranking, and 3) authorize staff to bring the negotiated Roofing Services Contract back to the library board for final approval.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-112

ORLANDO PUBLIC LIBRARY ROOFING CONTRACTOR RANKING APPROVAL

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

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the following ranking of roofing contractors:
 1. BOWHEAD ROOFING
 2. ADVANCED ROOFING
 3. SUTTER ROOFING
2. To authorize staff to negotiate a contract with the approved firms in order of rank.
3. To authorize staff is to bring the negotiated Roofing Services Contract back to the library board for final approval.
4. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

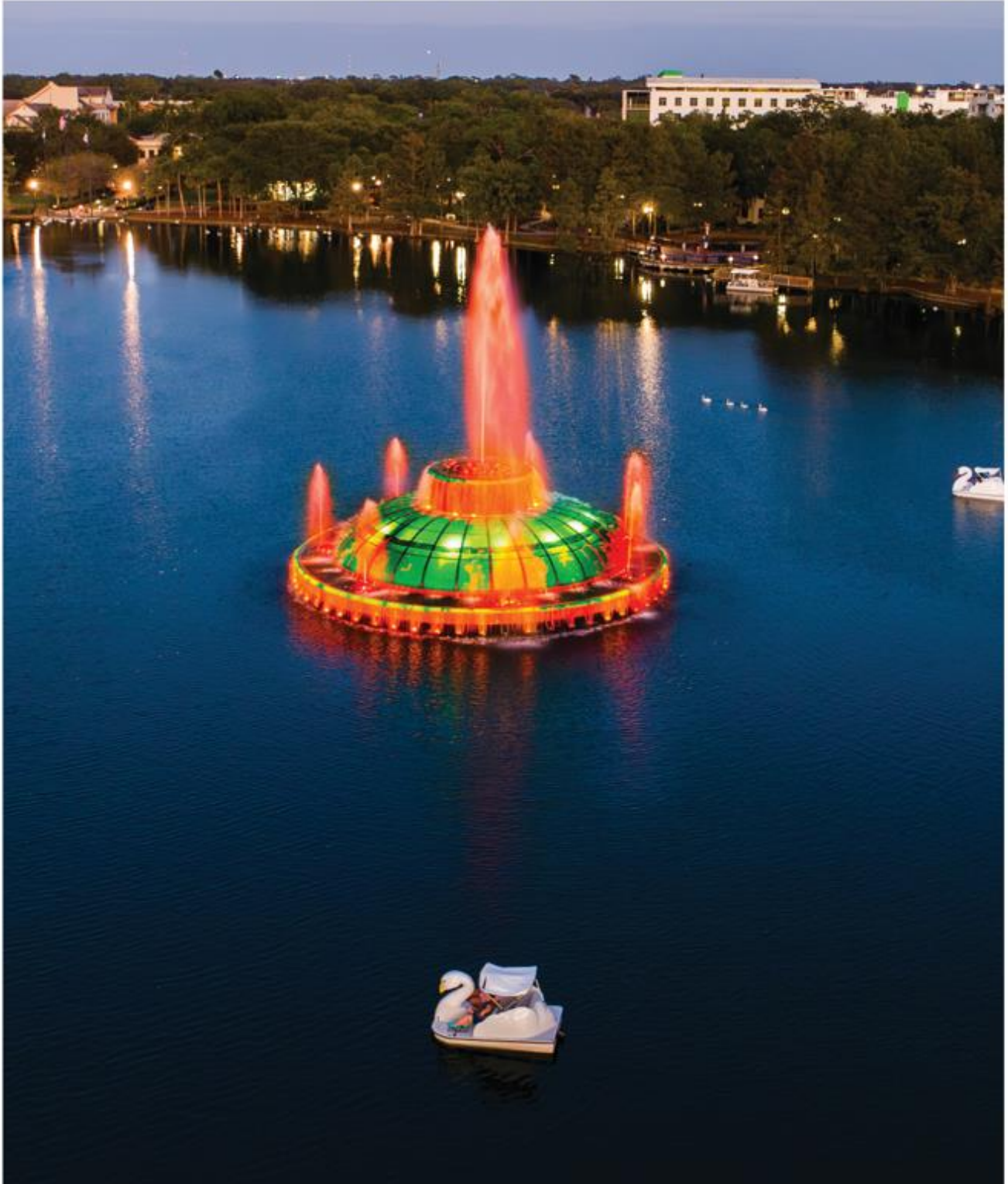
**Orange County Library System
Board of Trustees Meeting
August 8, 2024**

**Approval of Library Budget for
FY 2024-2025**

FINAL AUGUST 8, 2024

ORANGE COUNTY LIBRARY DISTRICT

ANNUAL BUDGET FY 2024-2025



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- 06** Budget Summary
- 07** Certificate of Achievement in Financial Reporting Award
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Director's Message

DATE: August 8, 2024

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

FROM: Steven Powell, Library Director & Chief Executive Officer

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

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

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

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

The FY 2024-2025 budget reflects a 9.5 percent increase over the previous fiscal year. While much of this is due to additional tax revenue, another contributing factor is related to an increase in our reserves, which are the result of strict fiscal oversight.

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

Systemwide Initiatives

Branch Expansion

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

Staffing Resources and Support

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

Continued Development of Local Wanderer and Library of Things Programs

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

Bookmobile

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

Strategic Planning

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

In Closing

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

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

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

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

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

Respectfully submitted,

Steven Powell
Library Director/CEO

Crockett Bohannon, President
Library Board of Trustees

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

Budget Summary

Orange County Library District's fiscal year 2024-2025 budget of \$109,768,420 was developed utilizing the following considerations:

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

Operating Fund Revenues

The library is primarily funded through property tax revenues. For FY 2024-2025, based on the increase in the number of properties and current property values, the library's millage of .3748 will generate \$73,425,000 in tax revenues. This is an increase of 7.3%, or \$5,025,000, more than FY 2023-2024.

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

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

Operating Fund Expenditures

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

Operating Fund Reserves

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

Certificate of Achievement in Financial Reporting Award



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

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

Orange County Library District Governing Board



Orange County Mayor
Jerry Demings



Orange County Commissioner
Nicole Wilson



Orange County Commissioner
Emily Bonilla



Orange County Commissioner
Christine Moore



Orange County Commissioner
Mayra Uribe



Orange County Commissioner
Michael Scott



Orange County Commissioner
Maribel Gomez Cordero



City of Orlando City Clerk
Stephanie Herdocia

Orange County Library District Board of Trustees

Crockett Bohannon,
President
County Appointee



Nicole Benjamin,
Vice President
City Appointee



Ashley Cisneros Mejia,
Trustee
City Appointee



Sharon Smoley
Trustee
County Appointee



Venessa Tomlin
Trustee
County Appointee



Orange County Library District Organizational Chart

ORGANIZATIONAL CHART

DIRECTOR/CHIEF EXECUTIVE OFFICER

ASSISTANT DIRECTOR/CHIEF OPERATING OFFICER

LIFELONG LEARNING

Adult Services
Events & Programs
Melrose Center
Youth Services

NEIGHBORHOOD SERVICES

Community Engagment
Horizon West
Windermere
Winter Garden

Alafaya
Chickasaw
Eatonville
Fairview Shores
North Orange
Southeast

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

IT Design & Development

Acquisitions Services

Orlando Public Library

BUSINESS OPERATIONS

Finance
Facilities & Operations
Construction
Custodial Maintenance

HUMAN RESOURCES

Employee Services
Training & Development

MARKETING & PUBLIC RELATIONS

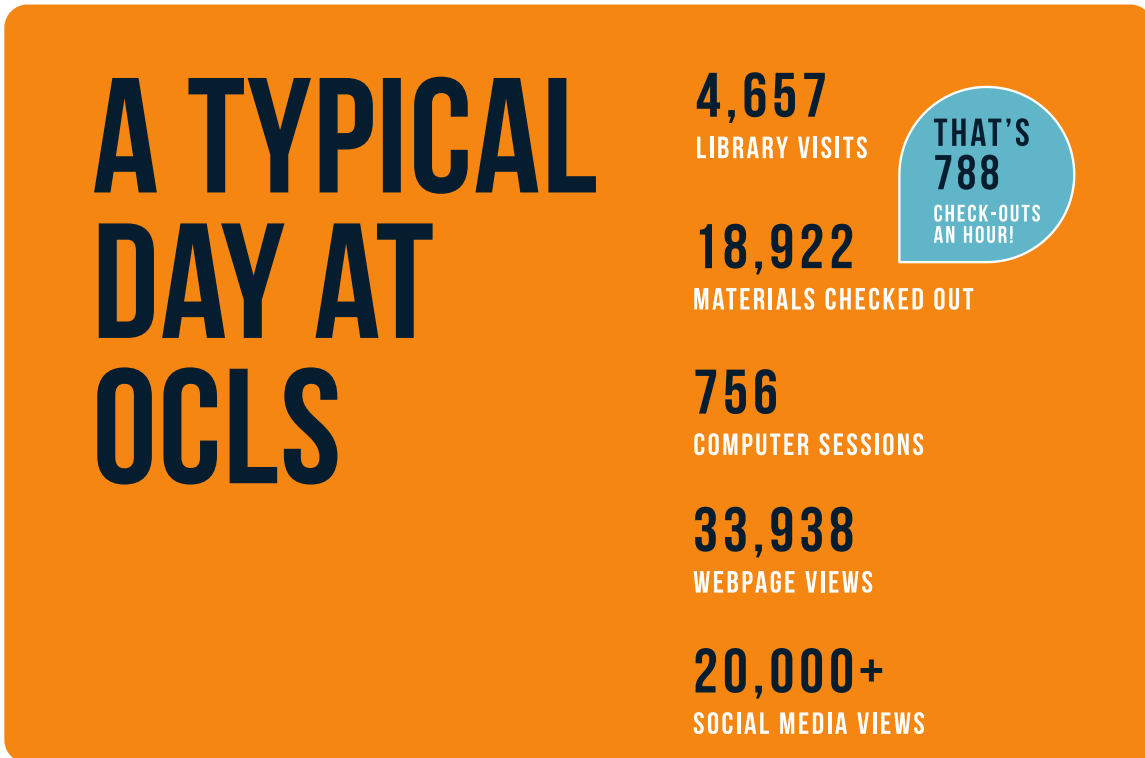
Marketing & Public Relations
Development

INITIATIVES & INSIGHTS

Data & User Services

IT Services

Accomplishments



Overall Increase in Library Use

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

100 Year Celebration

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

Partnership with OUC

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

Golden Brick Award

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

Book Bikes Bring the Library to the People

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

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

New Opportunities for Children and Families

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

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

High School Opportunities for Adults

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

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Partnership with Second Harvest Food Bank

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

Summer at Your Library 2023

During the 2023 Summer at Your Library program, more than 3,400 kids logged more than two million minutes of reading time with OCLS. More than 56,000 people attended a Summer at Your Library event

during June and July 2023, and more than 8,200 free summer lunches were distributed through the Orange County Public Schools Mobile Lunch Program at a library location.

Social Workers at the Library

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

Volunteers Provide a Vital Resource

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

***Orlando Business Journal's* 2023 Healthiest Employers**

American Heart Association 2023 Workplace Health Achievement – Gold Recognition

Best Workplaces for Commuters 2023

***Orlando Sentinel* Top Workplaces 2023**

FY 2022-2023 Statistics



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

Large Donations and Grants Received

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

FY2022-2023: \$50,000

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

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

FY2022-2023: \$100,000

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

FY2022-2023: \$75,538

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

FY2022-2023: \$36,000

Orlando Utilities Commission Book Bike

FY2022-2023: \$8,000

ALA & the FINRA Investor Education Foundation for financial literacy programming

FY2022-2023: \$49,929

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

FY2022-2023: \$59,928

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

FY2022-2023: \$17,500

FY2023-2024: \$14,500

Florida Humanities: Orlando Book Festival Funding

FY2022-2023: \$10,000

FY2023-2024: \$10,000

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

FY2022-2023: \$25,000

FY2023-2024: \$25,000

Florida Municipal Insurance Trust: Safety Grant

FY2022-2023: \$3,112

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

FY2022-2023: \$5,000

National Endowment for the Arts Big Read Grant

FY2022-2023: \$19,000

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

FY2022-2023: \$59,928

City of Orlando Mayor's Matching Grant

FY2022-2023: \$8,000

FY2023-2024: \$6,000

Public Library Association and AT&T Digital Literacy Workshop Training

FY2022-2023: \$7,000

Operating Fund Revenues

	FY 2023-2024 Budget	Increase (Decrease)	% Change	FY 2024-2025 Budget
AD VALOREM TAXES	68,400,000	5,025,000	7.3%	73,425,000
INTERGOVERNMENTAL				
Federal Admin. by State Grant	525,000	0	0.0%	525,000
Federal Agencies Grants	50,000	(30,000)	-60.0%	20,000
State Grants	100,000	(50,000)	-50.0%	50,000
State Aid	200,000	0	0.0%	200,000
County Grants	0	0	0.0%	0
Total Intergovernmental	875,000	(80,000)	-9.1%	795,000
CHARGES FOR SERVICES				
Fee Cards	75,000	25,000	33.3%	100,000
PC Pass	1,000	(1,000)	-100.0%	0
PC Express	500	200	40.0%	700
Classes	1,000	(1,000)	-100.0%	0
Meeting Rooms	30,000	0	0.0%	30,000
Faxes	10,000	5,000	50.0%	15,000
Ear Buds, Jump Drives	1,500	1,000	66.7%	2,500
Bag Sales	1,000	2,000	200.0%	3,000
Copy & Print	75,000	105,000	140.0%	180,000
Passport Facility Fee	12,000	0	0.0%	12,000
Other	500	6,500	1300.0%	7,000
Total Charges for Services	207,500	142,700	68.8%	350,200
LOST MATERIALS	25,000	23,000	92.0%	48,000
MISCELLANEOUS				
Investment Earnings	163,000	1,003,500	615.6%	1,166,500
Sale Surplus Property	2,000	3,000	150.0%	5,000
Contributions - FOL	85,000	(35,000)	-41.2%	50,000
Contributions - Other	50,000	0	0.0%	50,000
Internet Rebate	75,000	3,720	5.0%	78,720
Grants & Awards	20,000	(5,000)	-25.0%	15,000
Miscellaneous (New FY 21)	75,000	(40,000)	-53.3%	35,000
Total Miscellaneous	470,000	930,220	197.9%	1,400,220
TRANSFERS				
TRANSFER FROM PROPERTY APPRAISER	32,000	18,000	56.3%	50,000
TRANSFER FROM TAX COLLECTOR	546,500	35,500	6.5%	582,000
Total Transfers	578,500	53,500	9.2%	632,000
Total Revenues Before Reserves	70,556,000	6,094,420	8.6%	76,650,420
Reserves/Fund Balances	29,697,000	3,421,000	11.5%	33,118,000
TOTAL REVENUES	\$100,253,000	\$9,515,420	9.5%	\$109,768,420

Operating Fund Revenues Highlights

Ad Valorem Taxes (\$73,425,000)

Based on the information provided by Orange County's Office of Management and Budget, property values are up 7.3%. With this increase and no change in the millage rate of .3748, gross tax revenues are \$77,205,865. However, per state budgeting regulations the library must reduce the ad valorem taxes by 5% or \$3,780,865 (rounded).

After the required 5% deduction, budgeted ad valorem tax revenues are up \$5,025,000 to \$73,425,000.

Intergovernmental (\$795,000)

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

Charges For Services (\$350,200)

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

Lost Materials (\$48,000)

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

Miscellaneous (\$1,400,220)

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

Transfers (\$632,000)

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

Reserves (\$33,118,000)

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

Overall, revenue for FY 2024-2025 reflects a \$9,515,420, or 9.5%, increase.

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

Operating Fund Expenditures

	<u>FY 2023-2024 Budget</u>	<u>Increase (Decrease)</u>	<u>% Change</u>	<u>FY 2024-2025 Budget</u>
SALARIES & BENEFITS				
Salaries	26,175,000	2,300,000	8.8%	28,475,000
Medicare Taxes	400,000	25,000	6.3%	425,000
Defined Contribution Pension Plan	1,975,000	175,000	8.9%	2,150,000
Defined Benefit Pension Plan	1,925,000	(25,000)	-1.3%	1,900,000
Money Purchase Pension Plan	1,675,000	175,000	10.4%	1,850,000
Life & Health Insurance (Employees)	4,350,000	525,000	12.1%	4,875,000
Retiree Health Care (OPEB)	675,000	(25,000)	-3.7%	650,000
Worker's Compensation	130,000	20,000	15.4%	150,000
Unemployment Compensation	50,000	10,000	20.0%	60,000
Parking & Bus Passes	275,000	25,000	9.1%	300,000
Total Salaries & Benefits	37,630,000	3,205,000	8.5%	40,835,000
OPERATING				
Professional Services	450,000	100,000	22.2%	550,000
Other Contractual Services	2,585,700	414,300	16.0%	3,000,000
Other Contract. Serv.- Janitorial	460,000	60,000	13.0%	520,000
Training & Travel	150,000	100,000	66.7%	250,000
Telecommunication	612,800	37,200	6.1%	650,000
Delivery & Postage	1,500,000	100,000	6.7%	1,600,000
Utilities	1,050,000	100,000	9.5%	1,150,000
Rentals & Leases	1,570,000	90,000	5.7%	1,660,000
Insurance	750,000	175,000	23.3%	925,000
Repair & Maintenance	1,775,000	150,000	8.5%	1,925,000
Repair & Maint. - Hardware/Software	1,625,000	230,000	14.2%	1,855,000
Copying/Printing	355,000	45,000	12.7%	400,000
Promotional Activities	500,000	0	0.0%	500,000
Property Appraiser's Fee	715,000	26,000	3.6%	741,000
Tax Collector's Fee	1,380,000	120,000	8.7%	1,500,000
Supplies	1,246,500	153,500	12.3%	1,400,000
Supplies-Hardware/Software	700,000	150,000	21.4%	850,000
Memberships	17,500	2,500	14.3%	20,000
Total Operating	17,442,500	2,053,500	11.8%	19,496,000
CAPITAL OUTLAY				
Building & Improvements	3,250,000	5,750,000	176.9%	9,000,000
Equipment & Furniture	844,500	155,500	18.4%	1,000,000
Hardware/Software	1,275,000	600,000	47.1%	1,875,000
Total Capital Outlay	5,369,500	6,505,500	121.2%	11,875,000
LIBRARY MATERIALS				
Materials - Rest. Contributions	14,000	1,000	7.1%	15,000
Materials - Other	5,100,000	1,256,400	24.6%	6,356,400
Total Materials	5,114,000	1,257,400	24.6%	6,371,400
TRANSFERS				
TRANSFER TO CAPITAL PROJECTS	4,500,000	500,000	11.1%	5,000,000
TRANSFER TO SINKING/EARR FUND	500,000	0	0.0%	500,000
Total Transfers	5,000,000	500,000	10.0%	5,500,000
Total Expenditures Before Reserves	70,556,000	13,521,400	17.7%	84,077,400
Reserves	29,697,000	(4,005,980)	-13.5%	25,691,020
TOTAL EXPENDITURES	\$100,253,000	\$9,515,420	9.5%	\$109,768,420

Operating Fund Expenditures Highlights

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Retiree Health Care (\$650,000)

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

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

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

Parking and Bus Passes (\$300,000)

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

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

Operating (\$19,496,000)

Professional Services (\$550,000)

Examples of services charged to this account include the following:

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

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

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

Services charged to this account include the following:

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

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

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

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

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

Training and Travel (\$250,000)

Charges to this account include:

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

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

Telecommunication (\$650,000)

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

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

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

The following are charged to this account:

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

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

Utilities (\$1,150,000)

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

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

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

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

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

Insurance (\$925,000)

Insurance coverage charged to this account includes the following:

- General Liability
- Property

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

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

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

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

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

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

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

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

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

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

Copying/Printing (\$400,000)

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

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

Promotional Activities (\$500,000)

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

Property Appraiser’s Fee (\$741,000)

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

The Property Appraiser’s Office provided its estimated FY 2024-2025 cost of \$741,000, which is a \$26,000 increase compared to last year’s budget.

Tax Collector’s Fee (\$1,500,000)

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

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

Supplies (\$1,400,000)

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

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

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

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

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

Overall, operating expenditures for FY 2024-2025 are up \$2,053,500 or 11.8%.

Capital Outlay (\$11,875,000)

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

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

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

The following are included in the budget for this account:

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

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

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

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

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

Library Materials (\$6,371,400)

The budget for this account covers the purchase of all electronic and physical materials. The \$1,257,400 increase is due to the increased use and cost of digital materials.

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

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

Transfer to Sinking Fund (\$500,000)

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

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

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

Reserves (\$25,691,020)

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

Overall, total expenditures for FY 2024-2025 reflect a \$9,515,420, or 9.5%, increase.

Other Funds

Capital Projects Fund

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

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

Sinking Fund

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

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

Permanent Fund

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

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

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-113**

**RESOLUTION TO APPROVE THE FY 2024-2025 OPERATING, CAPITAL PROJECTS,
SINKING AND PERMANENT FUND BUDGETS AND RECOMMEND TO THE GOVERNING
BOARD THAT THE LIBRARY DISTRICT'S MILLAGE RATE BE MAINTAINED AT 0.3748
FOR FY 2024-2025**

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

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the Final FY 2024-2025 Operating, Capital Projects, Sinking, and Permanent Fund budgets.
2. To recommend to the Governing Board that the Library District's millage rate be maintained at 0.3748 for FY 2024-2025.
3. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

Resolution declared adopted:

Secretary

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

**Approval of Strategic Plan for
FY 2025 to FY 2029**

ORANGE COUNTY LIBRARY SYSTEM STRATEGIC PLAN FY 2025 - 2029

I. ISSUE STATEMENT

Library Board approval is needed for the Library's new five-year Strategic Plan for October 2025 through September 2029 (FY 2025 – 2029).

II. BACKGROUND & SUMMARY

To adapt to future library and business a new Strategic Plan was developed over the past nine months. Also, to remain eligible for annual State Aid to Libraries funding, a current Long-Range Plan must be on file with the State Library of Florida. OCLS received \$616,683 in State Aid for the current fiscal year.

III. CONSIDERATION

The library is requesting that the board approve the new Strategic Plan for FY 2025 – 2029.

IV. RECOMMENDATION

Staff recommends that the library board approve the proposed Strategic Plan for FY 2025 - 2029.

ORANGE COUNTY LIBRARY SYSTEM

Strategic Plan • October 2024 - September 2029

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.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-114**

ORANGE COUNTY LIBRARY SYSTEM STRATEGIC PLAN FY 2025 - 2029

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 8th of August 2024, at 6:00 pm, prevailing Eastern Daylight Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the FY 2025 – 2029 Strategic Plan.
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
August 8, 2024**

**Approval of Board Meeting
Schedule FY 2024-2025**

Meeting Schedule for the Orange County Library District Board of Trustees FY 2025

Approval Pending

All meetings are scheduled for 6:00 p.m. on the second Thursday of the month.

**Meetings will be held at the
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
3rd Floor Albertson Room**

October 10, 2024

April 10, 2025

November 14, 2024

May 8, 2025

December 12, 2024

June 12, 2025

January 9, 2025

July 10, 2025

February 13, 2025

August 14, 2025

March 13, 2025

September 11, 2025

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
August 8, 2024**

**Action Item:
Non-Consent Agenda**

24-117 Approval of North Orange Branch Remediation Project: Steve Powell

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

**Approval of North Orange
Branch Remediation Project**

NORTH ORANGE BRANCH REMEDIATION PROJECT BUDGET

I. ISSUE STATEMENT

Library Board approval is needed to approve the project budget for the North Orange Branch Remediation Project.

II. BACKGROUND & SUMMARY

The North Orange Branch began experiencing a musty odor several months ago. Then in June, library staff enlisted a consultant, and together they have been trying to get to the bottom of the smell at the branch.

The consultant, Terracon, released a report on July 15, 2024, that outlined their findings around high humidity and water intrusion. The report also included the corrective actions needed to address them. Based on the report's findings and recommendations the branch was closed at the end of business on July 16, 2024.

Facilities & Operations Manager Brian Dornbush has been meeting with vendors to review the recommendations and related scope of work, evaluating proposals, and coordinating repairs.

The proposed project budget is:

Service	Cost
Consulting Services	7,430
HVAC Repairs	792
Exterior Sealing	8,681
Exterior Painting	4,280
Roofing Repairs	0
Minor Electrical Work	5,000
Cabinetry	3,375
Collection Moving Services	31,500
Mold Remediation Services	152,529
Furniture Moving/Storage	43,812
Slab Cleaning/Sealing	29,255
Supply/Install Carpeting	60,395
Supply/Install Ceiling Tiles	49,588
Post Remediation Services	12,500
Contingency	20,000
Total Cost	\$429,137

Although this is a large, unexpected expense there is money available in the budget to cover this project.

The HVAC and roof repair work is complete. The exterior sealants are scheduled to start Monday, August 5th, and painting is tentative in the next couple of weeks as well. The remediation contractor is slated to begin by the end of August and work will proceed through September into early October. At this point, it is too early to establish a reopening date.

III. CONSIDERATION

The library is requesting the library board to approve the project budget of \$429,137 and authorize staff to execute contracts as necessary to complete the work.

IV. RECOMMENDATION

Staff recommends that the library board approve the project budget of \$429,137 and authorize staff to execute contracts as necessary to complete the work.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-117

NORTH ORANGE BRANCH REMEDIATION PROJECT BUDGET

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

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the North Orange Branch Remediation Project Budget of \$429,137.
2. To authorize staff to execute contracts as necessary to complete the work.
3. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

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

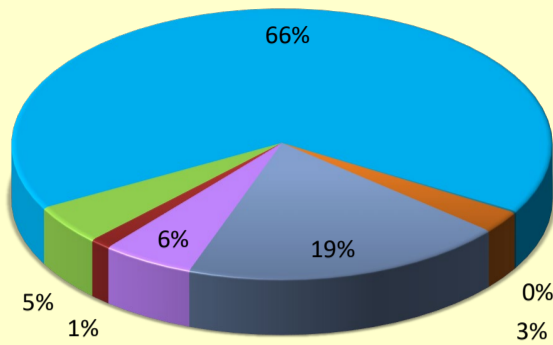
**Discussion & Possible
Action Items**

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

**Statistics Dashboard
Proposed Changes**

Monthly Report for July 2024

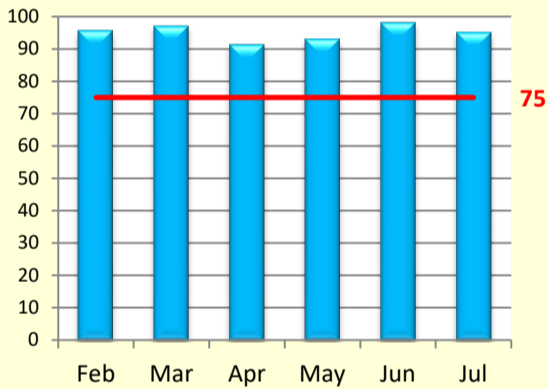
Contacts



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

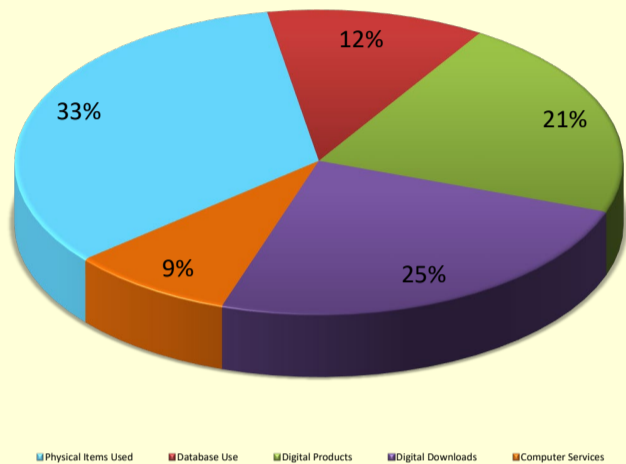
	2024	2023	% change
Door count	170,749	162,312	5.20%
MAYL Packages	39,502	36,159	9.25%
External Web Visits	146,531	168,456	-13.02%
Catalog Searches	2,054,008	462,305	344.30%
Questline Calls	5,707	5,649	1.03%
Social Media	80,686	76,789	5.07%
Electronic Contacts	600,049	520,832	15.21%
TOTAL	3,097,232	1,432,502	116.21%

Net Promoter Score



Resources Accessed

	2024	2023	% Change
Physical Items Used	404,457	400,120	1.08%
Database Use	141,998	137,360	3.38%
Digital Products	260,124	94,567	175.07%
Digital Downloads	299,774	272,638	9.95%
Computer Services	106,018	97,681	8.53%
TOTAL	1,212,371	1,002,366	20.95%

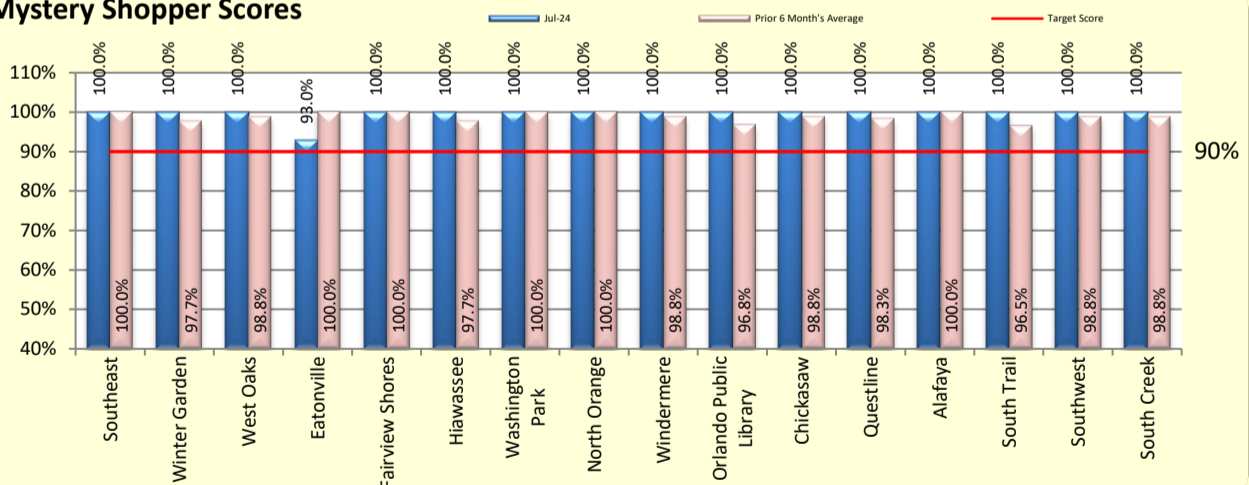


■ Physical Items Used ■ Database Use ■ Digital Products ■ Digital Downloads ■ Computer Services

Users

	2024	2023	% Change
Active Cards	362,943	334,243	8.59%
New Registrations	6,246	6,080	2.73%
VLC Registrations	211,425	256,021	-17.42%
Transactions	949,427	84,688	1021.09%

Mystery Shopper Scores



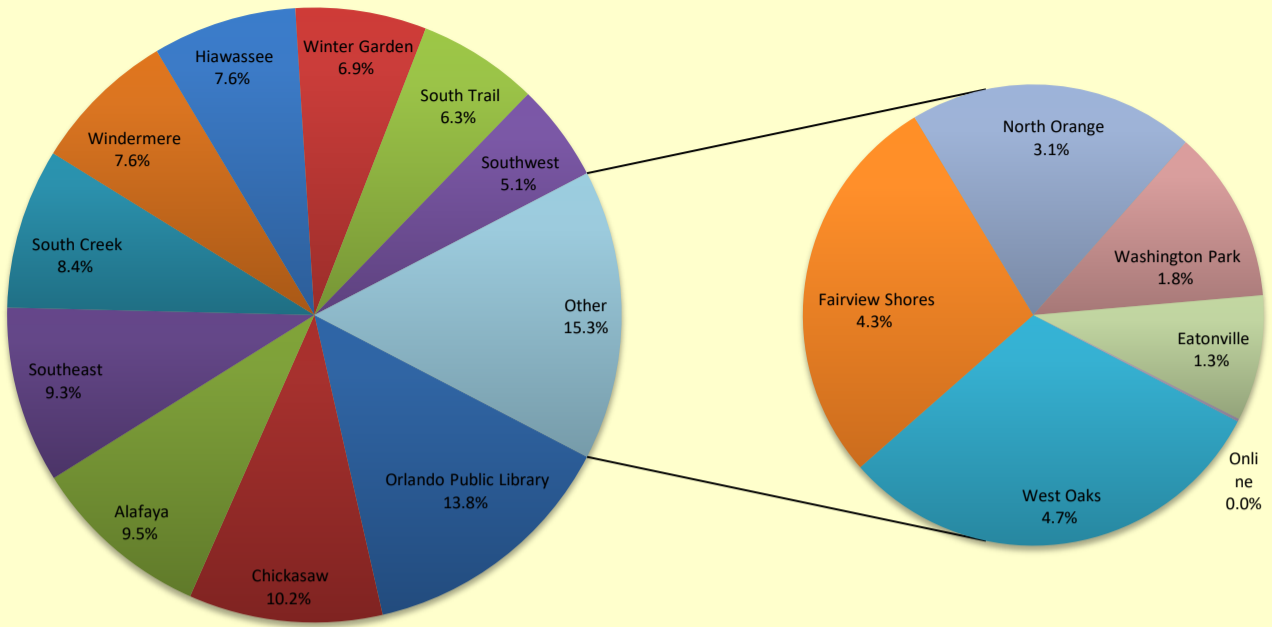
Physical item circulation for July 2024 was 404,457 including renewals. Checkouts for easy books were 27.6% or 46,564 items, juvenile fiction, juvenile non-fiction, and young adult totaled 26.7% or 45,019 items, and adult fiction, non-fiction, and large print combined for 20.7% or 35,077 items. DVDs equaled 10% with 16,848 items circulated.

July 2024 digital checkouts were up 10% over July 2023 with 299,774 total checkouts averaging 9,670 per day. Overdrive continued to be the highest-used resource with 221,100 checkouts for the month. Hoopla set a new monthly record with 39,851 checkouts.

There were 149,384 visits to www.ocls.info last month. Mobile devices accounted for 60%, or 88,670 visits, while desktops and tablets had the remaining 40%, or 60,714 visits.

The book drop returns for July 2024 were 3,628 from Horizon West and 3,058 items from Lake Nona.

Events & Classes by Location



	Event Attendance			Class Attendance		
	2024	2023	% Change	2024	2023	% Change
Orlando Public Library	8,281	7,160	15.7%	1,383	1,193	15.9%
Chickasaw	6,936	5,323	30.3%	204	181	12.7%
Alafaya	6,213	6,195	0.3%	427	161	165.2%
Southeast	6,176	5,081	21.6%	322	318	1.3%
South Creek	5,666	4,791	18.3%	238	155	53.5%
Windermere	5,060	4,219	19.9%	271	314	-13.7%
Hiawassee	4,738	4,418	7.2%	570	177	222.0%
Winter Garden	4,493	3,283	36.9%	334	309	8.1%
South Trail	3,823	4,564	-16.2%	616	161	282.6%
Southwest	3,247	3,663	-11.4%	344	329	4.6%
West Oaks	3,168	2,335	35.7%	133	142	-6.3%
Fairview Shores	2,789	3,299	-15.5%	188	186	1.1%
North Orange	2,048	3,458	-40.8%	103	167	-38.3%
Washington Park	1,232	743	65.8%	62	151	-58.9%
Eatonville	890	737	20.8%	52	66	-21.2%
Online	-	-	0.0%	20	107	-81.3%
TOTAL	64,760	59,269	9.3%	5,267	4,117	27.9%

In July 2024, we hosted 1,507 Events with an attendance of 61,067.

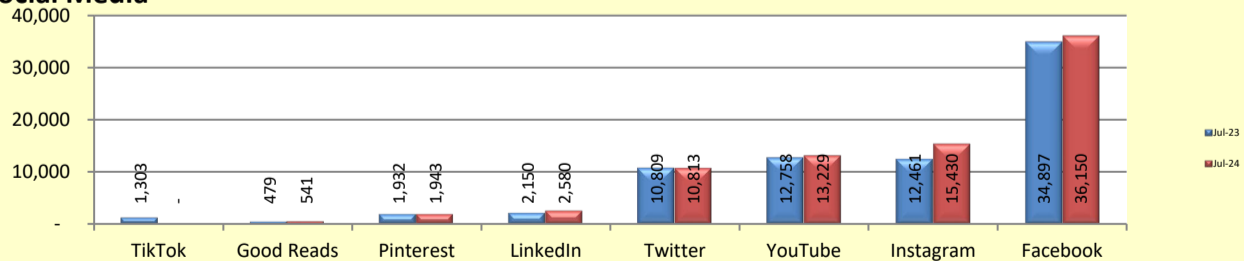
All 15 Orange County Library locations hosted "End of Summer Celebrations" with over 1,582 in attendance, wrapping up a great Summer at Your Library! On 2 July, Yanina from Menestrelli Entertainment hosted "Circus Dog Show" at the Orlando Public Library with 296 customers in attendance. On 7 July, the Melrose Center hosted 249 customers during the "Melrose Pop Festival" with musical performances by Terri Binion, Mugs and Pockets, the Tremolors, Universal Funk Orchestra and Amy Robbins in a Sidecar. On 22 July, The Alafaya branch hosted the "The Wonder of Rainforests with Central FL Zoo" with 215 customers learning about animals from the rainforest. On 11 July, The Chickasaw branch hosted a Community Resource Fair with 132 customers connecting with local community services and resources.

In July 2024, we offered 1,071 classes with an attendance of 5,267. Also in July, we presented 153 Offsite Events reaching 4,191 people, and attended 37 Community Events reaching 3,693 people.

Events/Class Attendance

	2024	2023	% Change
Community Events	3,693	3,879	-4.80%
Events - Adult	24,344	19,478	24.98%
Events - Teen	1,231	1,281	-3.90%
Events - Children	35,492	34,631	2.49%
Technology Classes	5,267	4,117	27.93%
TOTAL	70,027	63,386	10.48%

Social Media



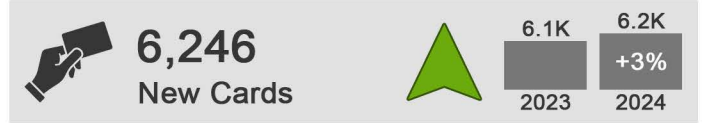
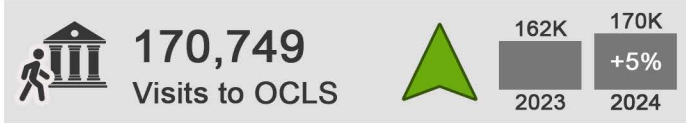
Social media statistics for July 2024 saw a 5.07% increase in growth.

OCLS social media hit an impressive milestone in July with an updated follower count totaling over 80,000 users across nine accounts! Facebook continues to be a leading platform with over 31,800 followers.

July was also the month of the Library Olympic Games! We created a [Pass the Torch trailer](#) featuring several different library staff and library locations to get everyone excited for the main event. The day the Paris Olympics started, we released OCLS's very own [Library Olympic](#)

Monthly Report: July 2024

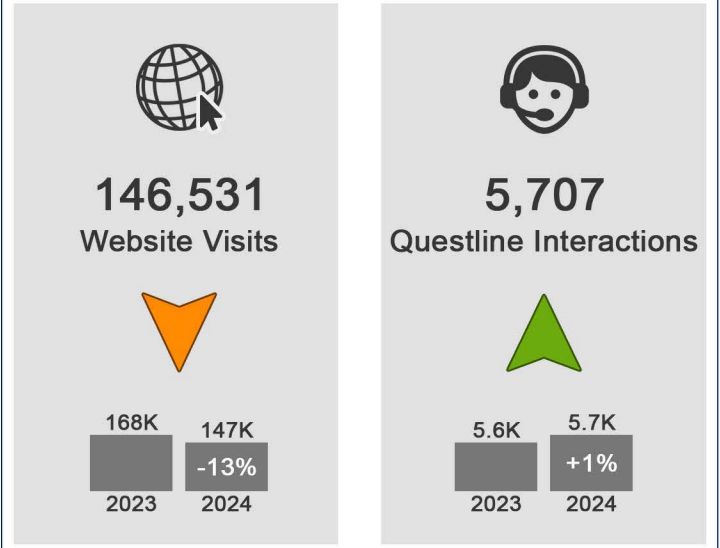
People



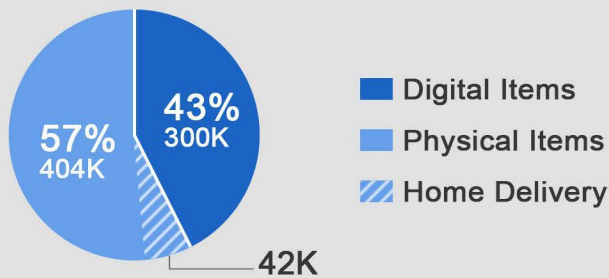
Collection



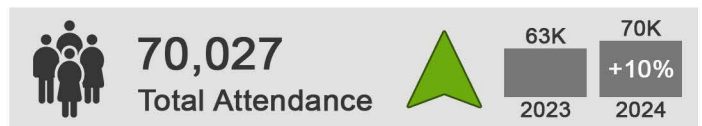
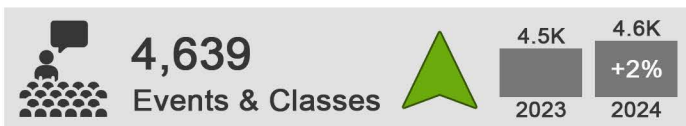
Spotlight: Offsite Contacts



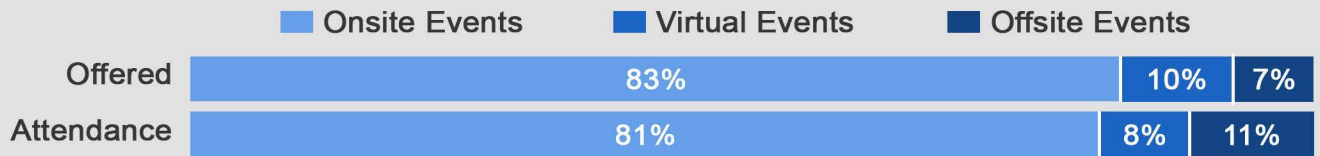
Checkouts by Collection Type



Events & Classes



Event & Class Types



Customer Comment

"I'm so glad the library has so many opportunities for learning new skills and socialization for all ages! I am thrilled the library has wonderful things for myself and my grandchildren."

- Chickasaw Customer

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

**Director's Report
Proposed Changes**

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

Information

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

**Holiday Schedule for
FY 2024-2025**



STEVEN POWELL Library Director/Chief Executive Officer

Closed Days: Fiscal Year 2025 October 1, 2024 – September 30, 2025

Holidays / Events	Closed Dates
Staff Development Day	Friday, November 8, 2024
Thanksgiving Day	Wednesday, November 27, 2024 (Close at 6:00 PM) Thursday, November 28, 2024 (H) Friday, November 29, 2024 (H)
Christmas	Tuesday, December 24, 2024 (H) Wednesday, December 25, 2024 (H)
New Year's	Tuesday, December 31, 2024 (H) Wednesday, January 1, 2025 (H)
Martin Luther King Jr.'s Birthday	Sunday, January 19, 2025 Monday, January 20, 2025 (H)
Easter	Sunday, April 20, 2025
Memorial Day	Sunday, May 25, 2025 Monday, May 26, 2025 (H)
Juneteenth	Thursday, June 19, 2025 (H)
Independence Day	Friday, July 4, 2025 (H)
Labor Day	Sunday, August 31, 2025 Monday, September 1, 2025 (H)

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

Horizon West Update

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

Director's Report



JULY 2024

MARKETING SNAPSHOT

MARKETING



July focused on the completion of Summer at Your Library with billboard, online, print and radio advertising.

Right Service, Right Time ads also ran in print publications and through state-wide radio spots.

To prepare for the on-sale date for "Romance, Wine and Chocolate," advertisements were featured in Bungalower and will continue to run online, in print, and on radio throughout August.

NEWS MEDIA

"Importance of summer reading"
WESH 2, July 3

"Melrose Pop Festival gathers a gang of heady locals to rip it live at the Orlando Public Library"
Orlando Weekly, July 3

"Downtown Orlando hidden treasure offers free job training, more"
WKMG 6, July 4

"Healthiest Employers Named in Florida Awards"
FOX 4 Kansas City, July 8

"Melrose Pop Festival featured Orlando musicians making some righteous noise in the library"
Orlando Weekly, July 9

"Orange County cooling locations open amid summer heat"
FOX 35, July 10

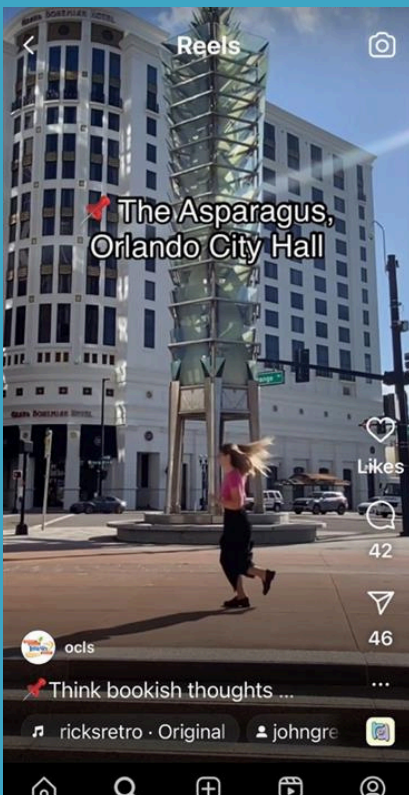
"'Invaluable resource' OCLS members praise ESOL classes at libraries"
WKMG 6, July 11

"NY Times Bestselling Author John Green is coming to Dr. Phillips Center"
Bungalower, July 25

"Bestselling author John Green joins Orlando next year for a live discussion at Dr. Phillips Center"
Orlando Weekly, July 25

"Ways to thrive beyond 55"
The Community Paper, July 30

SOCIAL MEDIA



OCLS announced the Lillian Louise Pharr Endowment Fund's first signature author event in July. With New York Times bestselling author John Green returning to his Central Florida stomping grounds, a location that inspired the setting of his famed book "Paper Towns," we decided to tease the announcement.

We created the video "What do these Central FL Locations have in common?" with a staff member running through iconic locations written in Green's "Paper Towns." It currently has over 28K views. The official announcement was released the following day with over 700 likes and 400 shares across platforms.

Director's Report: August 2024

Summer at Your Library 2024 is now complete. It officially ended on July 28, and all 15 library locations hosted End of Summer Celebrations, drawing more than 1,500 people to wrap up the season with us. July was an incredibly busy month for us overall. We recorded nearly 95,000 customer transactions in July, not counting computer usage. That's the highest number of transactions we have had in a single month since August 2010, when we recorded just over 93,000 transactions.

This month we announced the first author we will bring to Orlando for the inaugural Lillian Louise Pharr Endowment Fund author series. *New York Times* bestselling author John Green will come to the Dr. Phillips Center on January 24, 2025 as our first featured author. This event is made possible thanks to the generous bequest of former Orlando tennis star Roger Pharr, who left more than a million dollars to the Friends of the Library when he passed away in 2022. He requested that the Friends use the money to help the library create a literary series in the name of his mother. We look forward to hosting Green, who grew up in Orlando. Tickets for the event go on sale September 9.

Ten OCLS branches are hosting early voting for the 2024 primary election. From Monday, August 5, through Sunday, August 18, Alafaya, Chickasaw, Fairview Shores, Hiawassee, South Creek, Southeast, Southwest, Washington Park, West Oaks and Winter Garden will be open for voting daily from 9 a.m. to 7 p.m.

OCLS has been asked once again to participate in the annual Mayor's Toy Drive organized by Orange County. Last year was the first year we participated, and the county appreciated our assistance. This year, we will once again accept toy donations at all 15 locations during the drive, which lasts from November 1 through December 9. All toys collected are donated to families in need, distributed through the county's Neighborhood Centers for Families.

Starting this week, the Mary Anne Hodel Friends of the Library Bookstore is closed for a refresh. The store will get new carpeting and paint, as well as a fresh layout. Refresh work begins August 12 and is expected to be completed by August 26. We are also consolidating our retail operations, bringing the inventory from the gift shop into the bookstore, to give customers a one-stop-shop for used books, novelties and library merch. We plan to reopen to the public at the end of August.

Due to the unexpected closure of the North Orange Branch due to water intrusion, we have ordered a standalone book drop, which will be installed later this month outside the branch. This gives customers a convenient way to return materials until we can remediate and reopen North Orange to the public. We have also ordered a book drop to be placed at Fashion Square Mall, for customers who miss the convenience of returning items to the Herndon Branch, which closed in 2020.

Recent System-Wide Events

Community Engagement

- On 8 July, Community Engagement staff visited Blake at Hamlin Memory Care to deliver the first "Our Story Well" program to 20 residents. This program is in development and is tailored to meet the needs of people experiencing cognitive decline.
- On 9 July, Community Engagement staff visited Wayne Densch YMCA summer camp, bringing a "Three Billy Goats Gruff Bridge Building" event to 53 attendees. The kids listened to a book about Bridges and Architecture and discussed different approaches for building

bridges. They then planned out their bridge on a planning sheet, constructed it, then tested its durability.

- On 12 July, Community Engagement staff visited “East End Market,” giving 13 people a respite during lunch with crafts and a pop-up library.
- On 12 and 26 July, a representative from Second Harvest visited the Orlando Public Library to host “SNAP Assistance” hours. This month, they connected with 23 individuals to help complete the application and conduct interviews on the spot.
- On 23 July, Community Engagement staff visited Orlo Vista Park summer camp, bringing a “Bridge Engineer” event to 25 attendees. The kids listened to the *Three Billy Goats Gruff* then used popsicles and clips to construct bridges, finally testing the sturdiness with bean bags.
- On 29 July, Community Engagement staff visited Hunter's Creek Nursing Home & Rehab Center, bringing lively discussion, fun activities, and latest reads to 27 attendees.
- In July, Community Engagement staff hosted the series “Countdown to Kindergarten in Oakland” with 40 attendees over the four events.

Alafaya

- On 1 July, Alafaya hosted “Magic with Mark Alan” where 205 customers were in attendance.
- On 6 July, Alafaya hosted a scavenger hunt that encouraged children to explore the library and find 10 pictures of Hey Duggee camping characters. A total of 139 customers were in attendance.
- On 11 July, Alafaya hosted a “Comedic Science Show” where 130 customers were in attendance.
- On 15 July, Alafaya invited children to go on a “Mad Science Dragon Adventure” using UV light disguises, catapults, and chemistry. A total of 162 customers were in attendance.
- On 16 July, Alafaya hosted a “Pirate and Mermaid Adventure” storytime for children where many dressed up in their pirate or mermaid costumes. A total of 143 customers were in attendance.
- On 18 July, Alafaya hosted presenters from Gatorland for “Meet a Gatorland Wrangler” event. Two hundred and eight customers were present for the educational program.
- On 22 July, Alafaya hosted presenters from the Central Florida Zoo for “The Wonder of Rainforests” educational event. They brought animals who live in the rainforest for children to observe, and each child could touch a tortoise. A total of 215 customers were in attendance.
- On 24 July, “Move and Play” attracted 128 customers through songs, stories, and movements while learning the importance of motion.
- On 28 July, Alafaya hosted the “Summer at Your Library End of Summer Celebration” with 205 in attendance. DJ Stephen provided music and energy, and multiple giveaways were distributed. During the event, three door prize winners were drawn.
- During July, Alafaya had 843 customers participate in the “Choose Your Own Adventure LEGO Story,” an activity that allowed them to vote on the events of a story.

Chickasaw

- On 1 July, Chickasaw Library hosted “Born to be Wild” where 47 attendees were introduced to the wild world of the jungle with songs, activities, and a craft.
- On 3 July, Chickasaw Library presented “Music with Evan and Vanessa.” The attendees enjoyed listening to peaceful music by an award-winning band. There were 91 attendees.
- On 5 July, Chickasaw Library presented “Snake Education with a Twist” where 190 attendees enjoyed an exciting snake show with Professional Snake Handler, Chief Rowley.
- On 8 July, Chickasaw Library presented “Reach for the Stars.” A total of 56 attendees explored the moon and the stars with stories, activities, and a fun sensory art project.

- On 10 July, Chickasaw Library presented “Comedic Science Show: Into the Stars.” A total of 153 attendees learned the science of space while laughing with kooky characters.
- On 11 July, Chickasaw Library hosted “Chickasaw Community Resource Fair.” A total of 132 attendees connected with local community services and learned of all the resources available in their area.
- On 11 July, Chickasaw Library hosted “Introduction to Henna” where 15 attendees learned the timeless art of henna.
- On 12 July, Chickasaw Library presented “Expedition Everglades” where 38 attendees learned about trekking in the swamp and exploring an important wetland in the United States.
- On 15 July, Chickasaw Library presented “Cuentame un-Cuento – Jungle Trek” where 41 attendees enjoyed a bilingual interactive storytime about the jungle.
- On 27 July, Chickasaw Library hosted “DJ City Beat with Dancers.” A total of 114 attendees practiced their dance moves with DJ City Beat.

Eatonville

- On 1 July, Eatonville hosted “Summer Craft and a Snack” for 21 toddlers who enjoyed a summer-inspired craft and a small snack.
- On 3 July, Eatonville partnered with Audubon Center for Birds of Prey to bring “Backyard Birds of Prey” to 25 youth who observed and learned about birds they’ll find in their own backyards.
- On 5 July, Eatonville presented “Amazing Animals” to 35 kids who meet rare, threatened, and endangered species that can be found throughout different lands and animal conservation.
- On 8 July, Eatonville hosted “Teen Clothing Swap: Summer Edition” for 35 youth who enjoyed a fun and guilt-free afternoon of shopping at the library.
- On 11, 18, and 25 July, Eatonville presented “Zero to Five Storytime” for an average of 28 early learners per session.
- On 12 July, Eatonville entertained 54 youth during “Ari’s Magic Show,” an event filled with mesmerizing mind reading and hilarious acts.
- On 16 July, Eatonville offered “DIY Bookmark Craft” to 22 youth who used crafting materials to create custom bookmarks for their summer reading.
- On 19 July, Eatonville hosted “Dance Party with DJ Renee Adams” for 54 attendees who enjoyed learning new dances with the lively, engaging DJ.
- On 26 July, Eatonville held its “Youth End of Summer Celebration,” where 165 guests enjoyed a live performance by DJ City Beats.
- During July, Eatonville distributed 140 “Passive Kits” to tie-in with Summer at Your Library events.

Fairview Shores

- On 2 and 9 July, 116 people attended “Beginner’s Spanish for Kids” classes at Fairview Shores. Caregivers and children interacted and practiced their language skills with rhyme, movement, song, and pronunciation.
- On 3 July, 17 participants learned a fun origami fox fold while enjoying a story during the “Storygami: Sly Fox” program.
- On 9 July, 55 attendees enjoyed Bluey themed stories, songs, and crafts at Fairview Shores’ “Camp Bluey.”
- On 11 July, 23 campers attended “Art Camp and S’mores,” making camp-themed crafts and a snack in celebration of summer adventures.
- On 12 and 17 July, Fairview Shores staff visited Silver Lakes Senior Center, connecting 31 seniors to the library through crafts and technology assistance.

- On 16 July, 11 customers attended “Summer Bingo” where they tested their vocabulary by playing a themed bingo for prizes by matching Spanish translations of items on their cards.
- On 19 July, Fairview Shores staff hosted “Ryder Storytime.” Forty-one people listened to Paw Patrol stories and created a dog-themed craft.
- On 23 July, 31 attendees gathered for campfire tales, songs, and activities at Fairview Shores for “Camp Friendship.”
- On 26 July, 23 participants used their critical thinking skills to solve puzzles and answer riddles in “Escape from Dinoland.”
- During July, Fairview Shores hosted 6 coding classes where 47 customers learned the basics of coding through hands-on instruction and activities.

Hiawassee

- On 3 July, Hiawassee hosted “Spheres Bubble Show” to 210 attendees. Attendees enjoyed spherical bubbles, and some kids were able to join the show by being in a bubble.
- On 10 July, Hiawassee hosted “OrisiRisi African Folklore” to 182 attendees. Attendees heard stories through song about different African cultures then played drums with the performers.
- On 17 July, Hiawassee hosted “Meet a Gatorland Wrangler” to 100 attendees. Attendees learned about alligators and were able to pet one.
- On 23 July, Hiawassee hosted “Mad Science Dragon Adventures” to 68 attendees. Attendees created a dragon story using their imagination with science.
- On 24 July, Hiawassee hosted “Zoo Science Mom” to 130 attendees. Attendees were able to learn about all types of animals that can be house pets.
- On 24 July, Hiawassee hosted “Painting with Georgia” to 29 attendees. Attendees learned about Georgia O’Keefe and painted their own inspired work of art.
- On 27 July, Hiawassee hosted the annual “Community School of the Arts Awards” ceremony to 49 attendees. The kids were given awards and prizes for participating in the online sessions during the summer.
- On 11, 18, and 25 July, Hiawassee hosted “Passport to” series with a total of 52 in attendance with an average of 17 attendees per event. The attendees learned about different countries’ culture, location, people, and food. Each event had activities and sampling of food.
- Throughout July, Hiawassee hosted “Stem Explorer’s Club” had an attendance of 104 with an average of 26 attendees per event. The attendees learned all about different innovations through STEM based activities.
- Throughout July, Hiawassee hosted “Summer Lunch: OCPS Mobile Lunch” and served 343 lunches to children in the community.

Melrose Center

On July 2nd Robert Breuer from WKMG Channel 6 interviewed Melrose customers Luciana Barile and Allison Giles and Customer Service Lead Andi Cates for a story on resources to jumpstart your career. The story was televised on July 4th and is currently available on [Click Orlando](#).

The *Melrose Pop Festival* returned on July 7th with 249 attendees. This year’s event featured musical acts Amy Robbins in a Sidecar, Universal Funk Orchestra, The Tremolords, Mugs and Pockets, and Terri Binion. Marko Torres served as festival host. Ryan Mulcahy provided stage lighting design for each set and joined fellow Video Instructors Gabriel Soltren and Anthony Torres in filming the event. Mike Belancourt and Trevor shared stage tech duties, with Mike also overseeing house audio while Trevor recorded the sets. Andre Harth ushered the multitude of arriving musicians from the loading dock to the green room (Melrose Conference Room.) Robert Jakab, who created the poster and accompanying slideshow on the LED Wall, served as photographer for the day.

Ashley Vazquez-Colon gathered B-roll video throughout the day. Andi Cates and Ruben Cortez represented the Staff Association by providing a concession stand of snacks and drinks. Stephanie Lum picked up snacks and water for the performers and staffed the Melrose Desk throughout the festival along with Sky Saludes, Ashley and Robert. Prep for the festival included significant contributions from everyone above along with assistance from Isra Batista and Drigo Garcia-Salas, Ken Rubby, Ada Huff, Leigh Andrus, Vivi Valencia-Serrano and Byron Wilson. The festival was promoted in the *Orlando Weekly* on [July 3rd](#) with a follow up feature in the *Weekly* on [July 9th](#) with a slideshow of the performances.



This summer's *Second Saturday Improv* shows are featuring long form improv. The July 13th edition, hosted by Marko Torres with Ryan Mulcahy handling stage lighting and audio, featured local troupes Impromptus, DEFCON3 and Midnite Snax performing for 51 attendees.

July closed out Summer At Your Library across OCLS with new summer exclusive classes and workshops at Melrose.

- AUDIO – Trevor Clark offered two additional week-long *Summer Sound Lab: Audio Mixing Workshop Series* that brought ten students together to embark on an immersive journey into the art and science of audio mixing. Trevor gaain teamed up with Mike Belancourt to take over the Makerspace and lead five fabricators on a MIDI Fighter Quest to craft their own dynamic musical controller.
- VIDEO – Anthony Torres and Gabriel Soltren welcomed nine soon-to-be-stars to learn about the ins and outs of *YouTube Live Production*, and another four students to the young adult exclusive *Live Video Production for Teens* and *Green Screen for Teens*. Three 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 8 makers crafting *Adventurers Leg Armor*, while Andrew Jeffries brought five adventurers to the table to *Build a Dice Tower* and create *Modular Dungeon Tiles*. Sky Saludes invited four artists to *Pixel By Numbers* and create a 3D Super Mario art piece.
- PHOTO – Bre Nax and Pedro Berrios brought school picture day to the library. Their visit to the West Oaks Branch saw 16 attendees while 30 attended the Hiawassee Branch event to have a Back-to-School picture taken as a free digital photo to share with family and friends.
- PERFORMING ARTS – Marko Torres taught seven high 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 16 of their caregivers.
- GRAPHIC DESIGN – Robert Jakab helped two 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. Ten kids and teens attended series classes to *Create a Spaceship LEGO Video Game*, *Create an Obby Style Video Game* and *Create an FPS Microgame*.
- FIBER ARTS – Melrose Center partnered with the City of Orlando's Keep Orlando Beautiful Community Services Department to encourage the upcycling of old materials. Valerie Dawson and Michale Sweeney offered an *Introduction to the Sewing Machine* class in the morning, then assisted our partners from City of Orlando with their two *Upcycled Tote Bag* programs for 16 total attendees. Stephanie Rodriguez brought bookbinding to nine students with *Single Sheet Maze Books* and *Tunnel Book* classes.

Indienomicon returned to the Center July 6th for their monthly *Game Demo Day*, a community meetup that drew eight attendees.

The Orlando Pen Club held a community meetup in the Center on July 14th, drawing 37 attendees.

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

Orientations and Assessments

Orientations: 55 Attendees: 155

- Audio 5-22 (1-5 online)
- Photo 4-18
- Video 5-8
- 3D Printer 3-4
- Orion Laser Cutter 5-10
- Silhouette Cameo 2-7
- Glowforge Laser Printer 3-11
- General Orientation 5-25
- Flight Orientation/Assessment 8-20
- Driving Orientation/Assessment 12-21
- VR Learning Station 2-4

Assessments: 33 Attendees: 28

- Audio 12-8
- Photo 4-5
- Video 6-4
- 3D Printer 4-4
- Glowforge 3-3
- Orion Laser Cutter 3-3
- Silhouette Cameo 1-1

In-Person Classes

Classes: 206 Attendees: 618

- Audio 54-160
- Photo 26-60
- Video 40-71
- Makerspace 12-37
- Fiber Arts 30-140
- Performing Arts 14-66
- Game Design 24-76
- Graphic Design 1-2
- Show Production 5-6

Online Classes

Classes: 54 Attendees: 145

- Audio 3-4
- Photo 7-14
- Video 16-32

- Fiber Arts 1-4
- Graphic Design 27-91

There were 12 *Makerspace Open Labs* offered in July, with 199 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 13 *Sewing Open Labs* offered in July, with 177 attendees visiting the Fiber Arts Studio to work on their projects with tools, machines and expert assistance.

There were 10 *Audio Open Labs* in July, with 12 attendees. These sessions allow aspiring artists to receive feedback and assistance from our team of audio engineers.

Throughout July, Juan Rivera had 7 customers visit during 13 days of *Game Development Open Lab*. These sessions allow customers a chance to ask questions and explore the Simulators, VR Learning Stations and Game Design classes and resources.

Studios, Spaces, Simulators

Booked out of Available Studio Sessions, Attendees

- Audio 14 of 15 sessions booked, 23 attendees
 - *The session without attendance was a late cancellation*
- Photo 14 of 18 sessions booked, 30 attendees
 - *Of the 4 sessions without attendance: 2 sessions were on-time cancellations, 1 was a no show, and 1 was a late cancellation*
- Video 8 of 11 sessions booked, 11 attendees
 - *Of the 4 sessions without attendance: 1 was an on-time cancellation, 2 were late cancellations, and 1 was a no show*

Other Bookings:

- Sound Booths - 182
- Podcast Booth - 21
- Editing Bays - 94
- LED Wall - 12
- Rehearsal Space – 9
- Conference Room - 0
- Driving Simulator – 32
- Flight Simulator - 37
- Glowforge Laser Printer - 17
- 3D Printer - 16
- Orion Laser Cutter – 10
- Silhouette Cameo Cutter - 2
- VR Learning Station - 3
- Game Development Workstation – 1
- Simulator Development Rig – 1
- VR Learning Station - 3

We welcomed 167 new Members in July via the [OnDemand Melrose Center General Orientation](#). Combined with our in-person General Orientation attendance of 25, we gained 192 new Members during that period.

Membership for Melrose Meetup groups increased overall in July:

- Orlando Audio 1,331 (+6)
- Orlando Fiber Arts Meetup 1,214 (+9)
- Orlando Digital Media Design 1,755 (+0)
- Orlando Melrose Makers 202 (-1)
- Orlando Out Tonight Theatre 3,127 (+17)
- Orlando Photo+Design 3,864 (+3)
- Orlando Video & Post Production 2,789 (+6)

North Orange

- On 2 July, North Orange hosted “Magic with Mark Alan” with 144 attendees.
- On 3, 10, 17, 24, and 31 July, North Orange hosted a “Balloon Bouquet” art program for teens at the Hope CommUnity Center in Apopka. An average of 11 teens attended each session.
- On 11 July, North Orange hosted “JiggleMan” with 137 attendees.
- During July, North Orange distributed 255 shelf-stable food boxes from “Second Harvest Food Distribution”
- During July, North Orange provided 293 meals to children through the “OCPS Mobile Lunch” program.
- During July, North Orange provided English classes, including “Basic English,” “English for Social Interactions,” and “Writing Clearly Beginner” to 107 students.

Orlando Public Library

- On 2 July, Youth Services staff hosted “Circus Dog Show” where 296 participants enjoyed a special traveling dog show and were entertained by funny and creative dog tricks.
- On 7 July, the Melrose Center hosted “Melrose Pop Festival ‘24” where 249 attendees enjoyed music from Amy Robbins in a Sidecar, Universal Funk Orchestra, The Tremolords, Mugs and Pockets and Terri Binion.
- On 9, July, Youth Services hosted “Amazing Animals” where 115 participants learned about animal conservation, rare animals, and endangered species.
- On 12, July, Youth Services hosted “Music with Mr. Richard” where 65 attendees danced and enjoyed live music.
- On 13 July, the Melrose Center hosted “Second Saturday Improv” where 51 attendees enjoyed long-form improv performances by local troupes Impromptus, DEFCON3 and Midnite Snax.
- On 16 July, Youth Services staff hosted “Meet a Gator Wrangler” where 144 attendees enjoyed meeting an alligator and learned fun facts about snakes, reptiles, and more.
- On 16 July, 59 adult customers learned how and what to declutter in the summertime. They explored a pacing list for any upcoming trips during the virtual “Organizing for Summer Fun!” event.
- On 20 July, 77 customers heard the harmonious blend of the sitar and tabla, at the Orlando Public Library during the “Music in the Library: Sitar and Tabla Duo.”
- On 21 July, Adult Services staff hosted “Fireside Tales: A Cozy Library Read-In” where 11 participants enjoyed light refreshments and campfire stories shared by library staff.

- On 28 July, Youth Services hosted “Youth End of Summer Celebration” where 94 participants celebrated the end of summer and enjoyed a live bubble show.
- On 28 July 104 customers learned how to improve their writing with the virtual event “Ten Ways to Kick Your Writing Up a Notch,” by author Janice Hardy.
- During July, Adult Services staff hosted creative food programs with 20 customers attending to taste and learn about “Geeky Adventures: Recipes Inspired by Video Games” and “Snacks Around the World: Germany.”
- During July, 199 customers attended the 12 “Makerspace Open Lab” sessions in the Melrose Center’s Makerspace.
- During July, 179 customers attended the 12 “Sewing Open Lab” sessions in the Melrose Center’s Fiber Arts Studio.

South Creek

- On 1, 8, 15, and 22 July, South Creek hosted “Storytime Craft” where children and caregivers could create fun crafts between storytimes. There were 377 participants.
- On 2 July, South Creek hosted “Pete the Cat Party” where children and their caregivers could practice early literacy skills with themed stories and crafts. There were 72 attendees
- On 3 July, South Creek hosted “JiggleMan” where 149 attendees enjoyed lots of laughs with this comedic act full of juggling, leaf blowers, and inflatables.
- On 16 July, South Creek hosted “Bubble Playtime” where children and their caregivers enjoyed bubbles and games in our outdoor event space. There were 50 participants.
- On 23 July, South Creek hosted “Little Chef: Beach Day Snack” where preschoolers practiced their kitchen skills while creating their own delicious beach themed treat. There were 61 participants.
- On 24 July, South Creek hosted “Meet a Gatorland Wrangler” for 127 attendees. Participants enjoyed learning about reptiles and other creatures, as well as a meet and greet with a juvenile alligator.
- On 28 June, South Creek hosted the “Youth End of Summer Celebration, Featuring: Amazing Animals,” where customers were introduced to different critters from snakes to African cats. There were 148 attendees.
- Every Monday, South Creek hosted “Caregiver Connect: Stay and Play” where caregivers could interact with each other while their child explores imaginary play with toys and other children. There were 153 attendees.
- Every Monday, South Creek hosted children and caregivers for “Storybook Fun,” “Toddler Time,” and “Tiny Tales.” There were 571 participants.
- Throughout July, South Creek served 1,508 lunches to children through “OCPS Summer Breakspot.”

South Trail

- On 11 July, South Trail staff presented “Critter Quest” to 18 preschoolers who explored the life of insects through stories, songs, and interactive learning stations.
- On 18 July, South Trail staff presented “LEGO STEAM- Free Play” to 17 attendees who played with STEAM-related toy kits, such as LEGOS and K’NEX.
- On 22 July, South Trail hosted “Blades of the Caribbean Pirate,” where 115 attendees were led on a tale of piracy using several artifacts and original period items, such as smallswords and grappling hooks.
- On 27 July, South Trail hosted the “OBT Task Force” which presented safety classes to 37 attendees and handed out free resources and school supplies.

- In July, South Trail staff presented four “Code with Sphero Bolt” programs to 64 participants who used Sphero’s LED matrix to display animations and pictures and used code to move the rolling robot along paths and through mazes.
- In July, South Trail staff presented eight “Citizenship Inspired” classes to 90 attendees who prepared for the Citizenship test by participating in activities, studying provided materials, and practicing with each other.
- In July, South Trail staff distributed 850 Second Harvest Food Bank breakfast and lunch boxes to the local community.
- Throughout July, South Trail hosted “Social Worker @ the Library” where 106 customers received assistance with social and government services.
- Throughout July, South Trail staff presented four “Crafting Corner” programs to 106 participants who created fun adventure-themed crafts such as paper plate flags, friendship bracelets, Olympic torches, and Olympic medals.
- Throughout July, South Trail hosted the OCPS Mobile Lunch Vehicle as part of the Summer Food Service Program and handed out 668 lunches to children and young adults 18 and under.

Southeast

- On 1 July, Southeast hosted “JiggleMan,” where 96 attendees enjoyed a juggling comedy act.
- On 1, 8, 11, 15, 22, and 25 July, Southeast hosted “Pop-Up Program – Bookmark Factory,” where each session, an average of 89 attendees created bookmarks out of book covers.
- On 2, 3, 9, 10, 16, 17, 23 and 24 July, Southeast hosted “Basic English 1,” an average of 30 students learned basic English vocabulary and grammar.
- On 2 and 9 July, Southeast hosted “Spanish from Zero for Beginners,” during which an average of 96 attendees learned basic Spanish.
- On 11 July, Southeast hosted “Animals in Action with Central FL Zoo,” where 128 attendees learned about our animal friends.
- On 15 July, Southeast hosted “Bilingual Comedy Magic Show,” where 115 attendees learned new tricks during an educational magic show.
- On 22 July, Southeast hosted “Amazing Animals,” where 115 attendees learned about interesting animals and met rare and endangered species.
- On 25 July, Southeast hosted “Comedy Maks’ Variety Show,” where 106 attendees were dazzled by a high-energy variety show.
- On 27 July, Southeast hosted the Summer at Your Library End of Summer event with 102 in attendance. Bubbleman provided fun with bubbles. After the event, door prize winners were drawn.
- In July, Southeast distributed 700 STEAM kits and crafts for kids.

Southwest

- On 2 July, the Southwest Branch hosted 85 attendees for “Sing Along with Yehaa Bob” where one of America’s funniest entertainers led the audience in a sing, clap, and laugh along during this high-energy show.
- On 8, 9, and 10 July, 10 teenagers participated in “Paper Possibilities Bookmaking and Paper Structures Camp” where they learned how to create various book and paper structures such as Pop-Up Boxes, Dot Dash Bookbinding, Folded Picture Frames, and Book Belly Bands.
- On 9 July, Southwest hosted the “Comedic Science Show: Into the Stars” where 122 children and adults learned the science of stars, black holes, orbits, and the speed of light all while laughing with kooky characters.

- On 10 July, 55 toddlers and their caregivers enjoyed “Reach for the Moon” where they became astronauts and explored the moon with stories, songs, and rhymes, and created a sensory art project.
- On 12 July, the Southwest Branch hosted “Bilingual Comedy Magic Show” where 107 children and adults learned new tricks in the dynamic and educational bilingual magic show.
- On 13 July, 23 adults and teenagers enjoyed “Beginner Line Dancing” where they learned line dances to all types of music to have fun and exercise their minds and bodies.
- On 19 July, the Southwest Branch hosted 122 attendees for “Meet a Gatorland Wrangler” where families had fun learning about snakes, reptiles, and more up close.
- On 26 July, Southwest had 153 children and adults attend the “Youth End of Summer Celebration Featuring Comedy Mags” where we celebrated the end of Summer at Your Library with cookies and raffled off door prizes.
- On Tuesdays, the Southwest Branch hosted “Mindful Start Family Yoga” for 130 attendees who learned silly and fun yoga poses for kids – a journey filled with puppets and parachute games.
- On Wednesdays, the Southwest branch hosted “LEGO Club” where 286 participants enjoyed unplugging and using their imagination to create different LEGO builds.

Washington Park

- On 2, 16, and 30 July, Washington Park hosted “Animanga Club” for teens. Seventeen participants socialized with like-minded peers in this series focused on anime and manga.
- On 6 and 20 July, Washington Park hosted “The Princess and the Frog” and “Curious George.” Twelve children and caregivers attended each event, where they watched movies and engaged in crafting activities related to the films, creating themed projects to take home.
- On 8 July, Washington Park hosted “Ari’s Magic Show,” where 45 guests enjoyed a captivating, comedic, and interactive magic performance.
- On 11 and 18 July, Washington Park hosted the Rivers Enrichment Group for “Expedition Everglades” and “Bind, Book, Boom!” Twenty-one children and teachers enjoyed imaginary adventures, themed stories, songs, and activities.
- On 11, 18, and 25 July, Washington Park hosted “It’s Sew Easy - Among Us Crewmate Plushie.” Fifteen customers learned basic sewing techniques while building their very own Among Us plushie!
- On 15 July, Washington Park hosted “Music with Evan and Vanessa,” where 31 guests enjoyed a delightful bilingual children’s music performance.
- On 26 July, Washington Park hosted “Amazing Animals” and the “Orange County Sheriff Offices Therapy Dogs” for the Summer at Your Library End of Summer event with 59 in attendance. Participants explored fascinating animals and also had the opportunity to relax, read, and cuddle with an OCSO therapy dog, Pegasus.
- Throughout July, Washington Park hosted “Basic English 1” and “English Conversation,” helping to foster the English language skills of 179 customers.
- Throughout July, Washington Park hosted a “Character Mailbox,” where customers wrote 71 letters to the character of the month, Garfield.
- Throughout July, 150 Washington Park customers engaged with the passive crafts and activities that staff created, including a “Central Florida Animals” Scavenger Hunt, “Create a Gator,” and “Build a Bird’s Nest” crafts to celebrate the summer season.

West Oaks

- On 2 and 25 July, the “Genealogy in the States: Florida” and “Genealogy in the States: California” programs explored research resources and collections with 23 attendees.

- On 3 July, West Oaks staff presented “Snack Around the World: Ukraine” to 23 attendees who learned about the culture and sampled the snacks of Ukraine.
- On 11 July, “Facts vs. Stories Writing for Genealogy” showed 4 participants how to write engaging stories about their family’s history that relatives will want to read.
- On 11, 18, and 25 July, West Oaks hosted “Caregiver Connect: Stay and Play” events where 80 early learners and caregivers mingled and explored imaginary play.
- On 19 and 26 July, West Oaks hosted “Cookies & Milk with a Cop,” events where 84 attendees interacted with local Ocoee Police Officers and listened to themed stories.
- On 28 July, West Oaks hosted a “Youth End of Summer Celebration” as part of the Summer at Your Library festivities. A total of 89 people participated in the activities, including music with a live DJ, games, crafts, and coloring activities.
- In July, West Oaks offered a “Character Mailbox,” where customers wrote 86 letters to the character of the month, Curious George.
- Throughout July, West Oaks staff taught eight English classes, including “Basic English 1,” “Basic English 2,” and “English Conversation Hour” to 75 total attendees.
- Throughout July, West Oaks staff distributed 541 craft kits to families. The kits included projects such as a Hawaiian Lei Necklace, Handprint Bee, Summer Bucket List, Plate Sun, Egg Carton Bug, Pom Pom Popsicle Stick, and Fishbowl take home crafts.

Windermere

- On 1, 2, and 3 July, Windermere hosted “Introduction to LEGO WeDo Camp.” The camp hosted 46 attendees who explored the combination of robotics and LEGO.
- On 1 and 15 July, Windermere hosted the program “Chess Club.” The program hosted 37 attendees who could play and build their skills in chess.
- On 3 July, Windermere hosted “Snake Education with a Twist” with 133 customers in attendance. Live animals were showcased, and families were presented with valuable information on how to spot dangerous snakes.
- On 9 July, Windermere hosted “Homing Pigeons Codebreakers.” The program hosted 32 attendees who did a scavenger hunt throughout the library to find homing pigeons and help break a secret code.
- On 10 July, Windermere had the presenter, “Ari’s Magic Show” with 173 customers in attendance. Families experienced a magic show, and some children assisted in the performance.
- On 19 July, Windermere hosted “Comedic Science Show: Into the Stars” with 122 customers in attendance. Families experienced an educational program that taught kids the fun of science through comedy.
- On 26 July, Windermere hosted “Origami Adventures.” The program hosted 55 attendees who took part in making origami sea creatures.
- On 27 July, Windermere hosted “Youth End of Summer Celebration” to celebrate the children who participated in Summer at Your Library. The program hosted 157 attendees who danced and celebrated their summer achievements.
- Throughout July, Windermere hosted “Story Time” on Thursdays. “Story Time” had an attendance of 515 customers for the month.
- Throughout July, Windermere hosted the Homeschool Program series “Adventures in STEM” to a total of 71 attendees. From paleontology to forensic sciences and biology, this program series gave the participants the opportunity to discover different careers in STEM.

Winter Garden

- On 1, 8, 15, and 22 July, Winter Garden hosted 281 children and caregivers for “Mindful Start Yoga.” Participants practiced breathwork, mindfulness, and movement during these programs.
- On 1, 8, 15, 22, and 29 July, 133 children and their caregivers worked on arts and crafts projects during “Crafternoons.”
- On 2, 9, 11, 16, 18, 23, and 25 July, 135 participants explored the library's tech resources, such as Sphero and snap circuits, during “Tech Exploration.”
- On 3, 10, 17, 24, and 31 July, Winter Garden hosted “Bilingual Storytime” for 269 children and their caregivers. Participants learned early literacy skills through music, movement, and stories featuring Spanish words.
- On 3, 17, and 31 July, Winter Garden hosted “STEAM-Free Play Jr.,” where 158 children and their caregivers built their observation skills, boosted creativity, and developed critical thinking while engaging in STEAM-based play.
- On 5, 12, 19, and 26 July, Winter Garden hosted “Storybook Fun,” “Toddler Time,” and “Tiny Tales” to 661 children and their caregivers.
- On 5, 12, 19, and 26 July, Winter Garden hosted “Caregiver Connect: Stay and Play,” during which 169 children and their caregivers interacted with each other while playing with sensory toys.
- Throughout July, 378 Winter Garden customers wrote to Gru and Girls from Despicable Me through the “Character Mailbox.”
- Throughout July, 310 Winter Garden customers wrote about their summer adventures on a paper balloon and contributed to a community display.
- Throughout July, “Virtual Conversation Hour” and “English from Zero” had 152 participants joining virtually and in-person to practice English as a Second Language.

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

**Public Comment:
Non-Agenda Items**