

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

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

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

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

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

Administration Absent: Sara Gonzalez

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

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

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

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

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

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

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

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

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

2. Song & Associates
3. KMF Architects

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

24-040

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

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

24-041

West Oaks HVAC Replacement Project: Kris Shoemaker

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

24-042 VIII.

Discussion and Possible Action Items

24-043 IX.

Information

24-044

Director's Report

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

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

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

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

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

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

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

24-045

Public Comment: Non-Agenda Items

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

X. **Adjournment**

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

Next Meeting Dates:

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

May 2, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

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

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.