

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

**Board Packet for May 2024**



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**STEVEN POWELL** Library Director/Chief Executive Officer

April 26, 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 May 02, 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**

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

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

- 24-060 I. **Call to Order**
- 24-061 II. **Public Comment Policy & Procedures**
- 24-062 III. **Approval of Minutes:**
- **Library Board of Trustees Meeting – April 11, 2024**
  - **Board Strategic Plan Retreat – April 13, 2024**
- 24-063 IV. **Staff Presentation: Social Worker Services Video: Danielle King**
- 24-064 V. **Financial Statements and Summaries: April 2024**
- 24-065 VI. **Dashboard: April 2024 – Danielle King**
- 24-066 VII. **Action Items – Consent Agenda:**  
Horizon West Opening Day Collection Purchase: Bethany Stone
- 24-067 VIII. **Discussion and Possible Action Items**  
PRELIMINARY Orange County Library District Annual Budget FY 2024-2025:  
Steve Powell
- 24-068 IX. **Information**
- 24-069 **Director’s Goals FY 2024: 2<sup>nd</sup> Quarter Update – Sharon Smoley**
- 24-070 **Director’s Report**
- 24-071 **Public Comment: Non-Agenda Items**
- X. **Adjournment**

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

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  
May 02, 2024**

**Call to Order**

**Orange County Library System  
Board of Trustees Meeting  
May 02, 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  
May 02, 2024**

**Approval of Minutes:**

- **Library Board of Trustees Meeting – April 11, 2024**
- **Board Strategic Plan Retreat – April 13, 2024**

**MEETING MINUTES**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**

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

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

Library Board Present: Crockett Bohannon (4/0); Nicole Benjamin (7/1 – City); Ashley Cisneros Mejia (7/0 – City); Venessa Tomlin (3/1)

Library Board Absent: Sharon Smoley (4/2)

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

- 24-046 I. **Call to Order**  
 President Bohannon called the meeting to order at 6:01 p.m.
- 24-047 II. **Public Comment Policy & Procedures**
- 24-048 III. **Approval of Minutes: Library Board of Trustees Meeting – March 14, 2024**  
 Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to approve the minutes for the March 14, 2024 Library Board of Trustees meeting. Motion carried 4-0.
- 24-049 IV. **Staff Presentation: WKMG Video – the Art of Storytelling: Erin Sullivan**
- 24-050 V. **Financial Statements and Summaries: March 2024**  
 Chief Financial Officer Shoemaker reported that the renovations of the 3<sup>rd</sup> floor meeting rooms and hallway have been completed. He also reported that the Melrose sound booth project has also been completed and the final Inspection was conducted and the Certificate of Occupancy was received in March 2024.
- 24-051 VI. **Dashboard: March 2024 – Bethany Stone**  
 Chief Operating Officer Stone shared some highlights from March usage around the system. It was a very strong month that saw gains over 2023 in almost every service area. Library door count was up over 20% and along with the increased visitors, physical item circulation (physical items checked out from the library) also increased by almost 10%. In addition, new card registration increased by 12%.

In March, there were over 1300 events offered with an attendance of just under 41,000. Of those attending, 33,460 attended an in-person event and 7,285 attended an event presented offsite.

Digital checkouts were up 20% over last March with just under 300,000 checkouts. That is an average of 9,635 per day – it's important to show its continued growth and another way the Library is reaching residents without the need to visit one of the locations. It's a perfect example of the library's tagline and demonstrates to library customers how the library will meet you there.

On March 23, customers Kamila and Carlos Resto received their READING Paws certificates and reading medallions for participating in 12 of OCLS's monthly READING Paws events for the 2023 calendar year. The Reading Paws facilitator Sheila Roberts shared that the siblings are already well on their way to participating

in as many events in 2024. She also shared that she is happy to see Carlos' hesitancy to read dramatically improve, as well as his comfort with the dogs Halo and Doc.

COO Stone also shared a video that Media Production Specialist, Jesse Draus created highlighting OCLS' longest-serving staff member, Liz Powell. Liz currently works as a circulation clerk at the South Trail Branch. She recently received her 55-year certificate, which was presented to her by Director Powell. Liz was hired in 1968 and has worked under 5 library directors. For a little perspective – in the Library's 100-year history, there have only been 6 library directors at OCLS.

24-052 VII.

**Action Items – Consent Agenda:  
OCLS Network Hardware Refresh: Thomas Beaver**

Vice President Benjamin, seconded by Trustee Tomlin moved to approve the purchase of network hardware to update the library's Data Center and Orlando Public Library from SHI at an estimated cost of \$229,772, a contingency of \$11,500, and a not-to-exceed budget of \$241,272, and to authorize staff to issue purchase orders to complete the project. Motion carried 4-0.

24-053

**Non-Consent Agenda:  
Guaranteed Maximum Price and Project Budget Approval for the Construction of the Horizon West Branch: Danielle King**

Chief of Neighborhood Services King presented the GMP and Project Budget for the Horizon West construction to the Board. She stated that due diligence was done to assess the figures are indeed in line with similar projects. Brief discussion ensued regarding the budget and the project. Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to approve the Guaranteed Maximum Price with H.J. High Construction Company at an estimated cost of \$18,300,000, to approve the Horizon West Branch Construction Budget of \$27,275,000, and to authorize the Director/CEO to execute the Guaranteed Maximum Price contract with H.J. High Construction Company. Motion carried 4-0.

President Bohannon highly praised staff for doing such a tremendous job to keep the Horizon West branch project moving forward. He also thanked the Board, former Board Members, Borelli + Partners Architects, HJ High Construction, and all of the Orange County Commissioners for their support of the project.

24-054 VIII.

**Discussion and Possible Action Items**

24-055 IX.

**Information**

24-056

**Strategic Plan FY 2024: 2<sup>nd</sup> Quarter Update**

The strategic plan is a successful work in progress so far this year. Thanks to everyone's hard work, every objective but one (smart home integration), made steps forward during the last quarter. Director Powell thanked all staff for their efforts.

24-057

**Director's Goals FY 2024: 2<sup>nd</sup> Quarter Update – Sharon Smoley**

This agenda item has been tabled until next month.

24-058

**Director's Report**

On March 30<sup>th</sup>, 107 customers gathered in the Melrose Center to participate in the Women in the Arts Expo. Attendees, which included artists, arts administrators, and representatives from various arts organizations, networked and learned about the different roles in the art scene. Katherine Page, the Curator of Art and Education at the Mennello Museum of American Art, joined the dynamic discussion to share insights about her work as a curator and educator. Other art organizations in

attendance included the Orlando Museum of Art, Art & History Museums of Maitland, Rollins Museum of Art, and the Hannibal Square Heritage Center, among others.

During March, OCLS hosted multiple staff retreats as part of the Strategic Planning process. Retreats were open to all staff, and they were offered in both virtual and in-person formats so staff could gather as much feedback as possible about the work OCLS does and how it is done. There was a fantastic turnout at the retreats, with 129 staff attending 1 of 8 in-person sessions and 171 attending the virtual session, for a total of 300 participants in all. We conducted one of the retreats in Spanish, to make them accessible to staff who preferred to have that option. We had 11 staff attend the Spanish-language retreat, and we received feedback that they were very appreciative to have been included.

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

OCLS celebrated National Library Week (April 7 – 14). Every year, the American Library Association encourages libraries to highlight what they do to bring value to their communities during this week. Every day of the week, the Marketing and Public Relations Department posted a new blog about a library service or initiative to help showcase the work at OCLS. Staff shared messages on social media and will close the week with an exciting author event – New York Times bestselling author Lauren Groff will be at the Southwest Branch the evening of April 12 for the annual Southwest Author Series presented by the Rotary Club of Dr. Phillips. Staff are happy to report that the event is completely sold out.

And finally, a friendly reminder that the Strategic Plan Board Retreat is on April 13 from 10:00 am to 1:00 pm in the Albertson Room.

24-059

### **Public Comment: Non-Agenda Items**

#### **X. Adjournment**

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

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

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**MEETING MINUTES**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**

**April 13, 2024 ~ 10:00 a.m.**

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

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

Library Staff Present: Lynette Schimpf; Milinda Neusaenger

The Strategic Plan Board Retreat began at 10:10 a.m.

Amanda Standerfer of Fast Forward Libraries, LLC, facilitated the retreat and guided the Board through discussion, feedback and ideas concerning the development of a new OCLS Strategic Plan.

The retreat was adjourned at 12:58 p.m.

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**Orange County Library System  
Board of Trustees Meeting  
May 02, 2024**

**Staff Presentation:  
Social Worker Services Video**

**Orange County Library System  
Board of Trustees Meeting  
May 02, 2024**

**Financial Statements  
& Summaries:  
April 2024**

**Orange County Library System**  
**FY 2023-24 Financial Statement Highlights**  
**Seven Months Ended April 24, 2024**  
**(Partial Month)**

**Note:** These financial reports are as of April 24, 2024, and the full April 2024 statements will be issued at the June Board of Trustees Meeting.

**Project Summaries:**

**Melrose Center Sound Booth Project:** This project added three sound/recording booths, one of which is ADA compatible, and relocated the existing two. A Certificate of Occupancy was issued in March 2024.

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

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

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

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

**Operating Fund Revenue & Expenditure Summaries:**

**Revenues:**

**Ad Valorem Taxes:**

The Library budgeted \$68,400,000 for Ad Valorem Taxes in FY 2023-24 based on property tax values, a millage rate of 0.3748, and a 5% statutory deduction. So far this year, we have received \$59,548,338 or 87.1% 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 \$80,296 which is 9.2% of the budget.

**Fee Cards:**

The Library budgeted \$75,000 for Fee Card revenues for FY 2023-24. Through April, we received \$87,635 or 116.8% of budgeted revenue. This is slightly lower than the five (5) year average.

**Meeting Rooms:**

The Library budgeted \$30,000 for meeting room revenues for FY 2023-24. Through April, we received \$25,386 or 84.6% of budgeted revenues.



**Faxes:**

The Library budgeted \$10,000 for fax revenues and has received \$11,682 or 116.8% year-to-date.

**Copy and Prints:**

The Library budgeted \$75,000 for these services in FY 2023-24. We received \$115,562 or 154.1% of budget through April which is a slightly higher percentage than what we received at the same time last year.

**Passport Facility & Photo Fees:**

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2023-24. Through April, we received \$4,038 or 33.6% of budgeted revenues.

**Other:**

The Library budgeted \$500 for these miscellaneous revenues in FY 2023-24. We received \$41,460 or 8,292.0% of budget through April. This represents the net proceeds from the November 6, 2023, author event. These funds are in a reserve account to fund future signature events.

**Fees and Lost Materials:**

Revenues from Fees and Lost Materials through April are \$33,457 or 133.8% of budget.

**Investment Earnings:**

The Library takes a conservative approach when budgeting for Interest Revenues as the investment markets can be, and have been, quite volatile. As of the time of these reports, we have not received our April interest-earning statements. We will continue to monitor the investment markets with our investment advisors to ensure the principal of our funds are safe and secure. We anticipate interest earnings to remain low in the current interest rate environment.

**Contributions-Other:**

Through April we have received \$55,601 or 111.2% of the budget. Window World continued its support of the Summer at Your Library program again this year with another \$50,000 donation for the 2024 program.

**Internet Rebate:**

Through April we have received \$-0- or 0.0% of the budget. This revenue is normally received in the last quarter of the fiscal year.

**Transfer From Property Appraiser:**

This account is used to record our revenue share from the Property Appraiser's Office. The Library typically receives this funding in the first quarter of the fiscal year. We have received \$106,293 or 332.2% of the budget.

**Transfer From Tax Collector:**

This account is used to record our revenue share from the Tax Collector's Office. The Library typically receives this funding in the last quarter of the fiscal year. So far in FY 2023-24 we have received \$-0- or 0.00% of the budget.

**Expenses:**

**Defined Benefit Pension Plan:**

The Defined Benefit Pension Plan Expenditures are at \$625,000 or 32.5% of budget. The revised estimate based on the actuarial report indicates we will spend approximately \$1.25 million for the account in FY 2023-24.

*Worker's Compensation:*

The Worker's Compensation Expenditures are at \$93,038 or 71.6% of budget as these payments are paid quarterly in advance.

*Unemployment Compensation:*

The Unemployment Compensation Expenditures are at (\$782) or -1.6% of budget. The negative amount reflects a refund received from the State.

*Delivery & Postage:*

The Delivery and Postage Expenditures are at 50.6% of the budget, which is in line with the FY allocation.

*Insurance:*

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

*Property Appraiser Fees:*

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

*Supplies Hardware Software:*

The expenditures in this category are at 6.2% 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 \$95,760. This account is for any supplies used for programming, mainly the Summer at Your Library Program. This account is a sub-set of the Supplies Account. The combined expenditure of Supplies and Supplies-Programming is 31.4% 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 \$1,284,316 expended so far is primarily related to the HVAC Controls and Third Floor Meeting Room projects.

## OPL Third Floor Meeting Room Project Budget

### Expenditures As of 4-22-2024

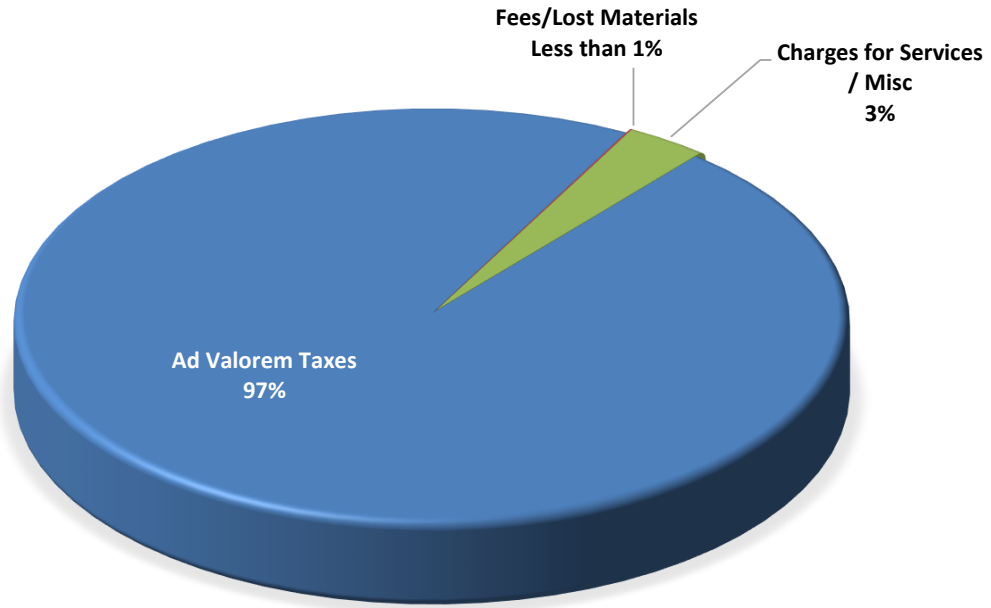
	<u>Original Budget</u>	<u>Change Order</u>	<u>Revised Budget</u>	<u>FY 23 Actual</u>	<u>FY 24 Actual</u>	<u>Variance</u>
<u>Project Code 23-003</u>						
Johnson Laux	\$663,694	\$0	\$663,694	\$0	\$667,381	\$3,687
Architectural Fees	65,170	0	65,170	51,093	11,470	(2,607)
Owner Provided Materials	6,136	0	6,136	0	20,742	14,606
Contingency	15,000	0	15,000	0	0	(15,000)
<b>Project Costs</b>	<b>\$750,000</b>	<b>\$0</b>	<b>\$750,000</b>	<b>\$51,093</b>	<b>\$699,593</b>	<b>\$686</b>

**Horizon West Project Budget**  
**Expenditures As of 04-22-2024**

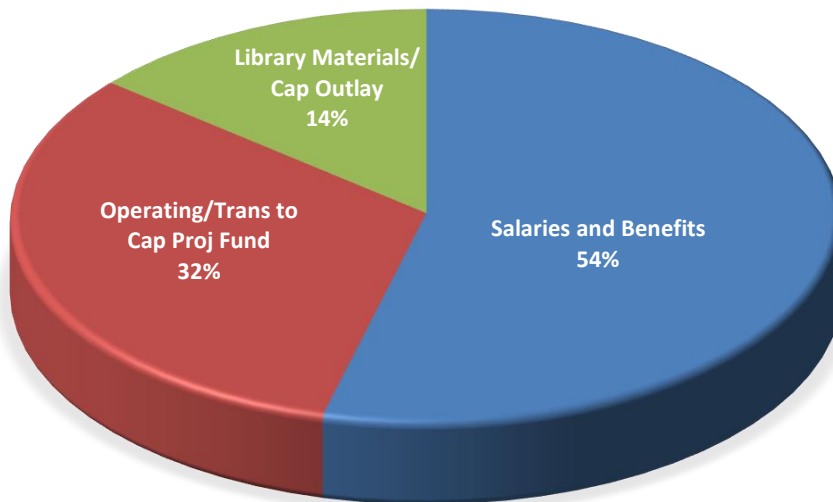
<b>Project Code 20-010</b>	<b>Vendor</b>	<b>Original Budget</b>	<b>Change Order</b>	<b>Revised Budget</b>	<b>FY 22 Actual</b>	<b>FY 23 Actual</b>	<b>FY 24 Actual</b>	<b>Total Actuals</b>	<b>Variance</b>
Demo Fund	Orange County	\$250,000	\$ -	\$250,000	\$250,000	\$ -	\$ -	\$250,000	\$ -
Design Team	Borrelli & Partners	1,554,944	-	1,554,944	54,793	567,246	472,703	1,094,742	(\$460,202)
Pre-construction Consulting	H.J. High	117,961	-	117,961	2,050	26,398	60,023	88,471	(\$29,490)
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	-	-	321,900	321,900	(\$328,100)
Contingency		1,750,000	-	1,750,000	-	-	-	-	(\$1,750,000)
<b>Project Costs</b>		<b>\$27,275,000</b>	<b>-</b>	<b>\$27,275,000</b>	<b>\$315,293</b>	<b>\$593,644</b>	<b>\$860,126</b>	<b>\$1,769,063</b>	<b>(\$25,505,937)</b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**Operating Fund**  
**Seven Months Ended April 24, 2024**

**REVENUES**



**EXPENDITURES**



**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND REVENUE SUMMARY  
Seven Months Ended April 24, 2024**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(7 months= 58.3%)</b>
<b>AD VALOREM TAXES</b>	68,400,000	59,548,338	87.1%
<b>INTERGOVERNMENTAL</b>			
State & Federal Grant	675,000	80,296	11.9%
State Aid	200,000	-	0.0%
<b>CHARGES FOR SERVICES</b>			
Fee Cards	75,000	87,635	116.8%
PC Pass (\$10 for 7 days)	1,000	-	0.0%
PC Express (\$5 for 1 hour)	500	1,254	250.8%
Classes	1,000	180	18.0%
Meeting Rooms	30,000	25,386	84.6%
Faxes	10,000	11,682	116.8%
Ear Buds & Jump Drives	1,500	1,413	94.2%
Bag Sales	1,000	2,149	214.9%
Copy & Prints	75,000	115,562	154.1%
Passport Facility & Photo Fees	12,000	4,038	33.6%
Other	500	41,540	8308.0%
	<u>207,500</u>	<u>290,839</u>	<u>140.2%</u>
<b>FEES &amp; LOST MATERIALS</b>	25,000	39,582	158.3%
<b>MISCELLANEOUS</b>			
Investment Earnings	163,000	1,366,593	838.4%
Sales of Surplus Property	2,000	5,116	255.8%
Contributions - Friends of Library	85,000	59,196	69.6%
Contributions - Others	50,000	55,601	111.2%
Internet Rebate	75,000	-	0.0%
Grants & Awards	20,000	4,500	22.5%
Miscellaneous	75,000	25,941	34.6%
	<u>470,000</u>	<u>1,516,947</u>	<u>322.8%</u>
<b>TRANSFER FR PROP APPRAISER</b>	32,000	106,293	332.2%
<b>TRANSFER FR TAX COLLECTOR</b>	546,500	-	0.0%
<b>TOTAL REVENUES</b>	<u><u>70,556,000</u></u>	<u><u>61,582,295</u></u>	<u><u>87.3%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND EXPENDITURE SUMMARY  
Seven Months Ended April 24, 2024**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(7 months= 58.3%)</b>
<b>SALARIES &amp; BENEFITS</b>			
Salaries	26,175,000	13,572,664	51.9%
Medicare Taxes	400,000	193,096	48.3%
Defined Contribution Pension Plan	1,975,000	1,017,951	51.5%
Defined Benefit Pension Plan	1,925,000	625,000	32.5%
Money Purchase Pension Plan	1,675,000	825,729	49.3%
Life and Health Insurance (Employees)	4,350,000	2,012,568	46.3%
Worker's Compensation	130,000	93,038	71.6%
Unemployment Compensation	50,000	(782)	-1.6%
Retiree Health Care (OPEB)	675,000	181,299	26.9%
Parking & Bus Passes	275,000	141,079	51.3%
	37,630,000	18,661,642	49.6%
<b>OPERATING</b>			
Professional Services	450,000	149,317	33.2%
Other Contractual Services	2,585,700	1,161,081	44.9%
Other Contract. Serv.- Janitorial	460,000	206,649	44.9%
Training and Travel	150,000	42,811	28.5%
Telecommunication	612,800	228,867	37.3%
Delivery and Postage	1,500,000	759,580	50.6%
Utilities	1,050,000	450,408	42.9%
Rentals and Leases	1,570,000	809,143	51.5%
Insurance	750,000	516,706	68.9%
Repairs and Maintenance/Leasehold Improvements	1,775,000	557,467	31.4%
IT Subscriptions/Maintenance Contracts	1,625,000	774,070	47.6%
Copying/Printing	355,000	151,650	42.7%
Promotional Activities	500,000	155,403	31.1%
Property Appraiser's Fee	715,000	514,376	71.9%
Tax Collector's Fee	1,380,000	1,191,153	86.3%
Supplies	1,246,500	295,799	23.7%
Supplies-Hardware/Software	700,000	43,284	6.2%
Supplies-Programming	-	95,760	-
Memberships	17,500	12,732	72.8%
	17,442,500	8,116,256	46.5%
<b>CAPITAL OUTLAY</b>			
Building and Improvements	3,250,000	1,284,316	39.5%
Equipment and Furniture	844,500	77,792	9.2%
Hardware/Software	1,275,000	190,790	15.0%
	5,369,500	1,552,898	28.9%
<b>LIBRARY MATERIALS</b>			
Materials - Restricted Contributions	14,000	592	4.2%
Materials - Other	5,100,000	3,201,478	62.8%
	5,114,000	3,202,070	62.6%
<b>TRANSFER TO CAPITAL PROJECTS FUND</b>	4,500,000	2,825,000	62.8%
<b>TRANSFER TO SINKING/EARR FUND</b>	500,000	291,667	58.3%
<b>TOTAL EXPENDITURES</b>	<b>70,556,000</b>	<b>34,649,533</b>	<b>49.1%</b>

**ORANGE COUNTY LIBRARY DISTRICT  
CAPITAL PROJECTS FUND  
Seven Months Ended April 24, 2024**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(7 months= 58.3%)</b>
<b>REVENUES</b>			
Investment Earnings	75,000	931,619	1242.2%
Transfer from Operating Fund	4,500,000	2,825,000	62.8%
Reserves	35,250,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>39,825,000</b>	<b>3,756,619</b>	<b>9.4%</b>
<b>EXPENDITURES</b>			
New Branch	12,500,000	860,782	6.9%
New Branch FFE	1,000,000	-	0.0%
New Branch Materials	1,000,000	-	0.0%
Reserves	25,325,000	2,895,837	11.4%
<b>TOTAL EXPENDITURES</b>	<b>39,825,000</b>	<b>3,756,619</b>	<b>9.4%</b>



**ORANGE COUNTY LIBRARY DISTRICT  
SINKING FUND  
Seven Months Ended April 24, 2024**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(7 months= 58.3%)</b>
<b>REVENUES</b>			
Investment Earnings	25,000	122,694	490.8%
Transfer from Operating Fund	500,000	291,667	58.3%
Reserves	4,607,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>5,132,000</b>	<b>414,361</b>	<b>8.1%</b>
<b>EXPENDITURES</b>			
Reserves-Building and Improvements	3,382,000	273,065	8.1%
Reserves-Horizon West Contract	1,000,000	80,741	8.1%
Reserves-Horizon West Demo	250,000	20,185	8.1%
Reserves-Technology	500,000	40,370	8.1%
<b>TOTAL EXPENDITURES</b>	<b>5,132,000</b>	<b>414,361</b>	<b>8.1%</b>

**ORANGE COUNTY LIBRARY DISTRICT  
PERMANENT FUND  
Seven Months Ended April 24, 2024**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(7 months= 58.3%)</b>
<b>REVENUES</b>			
Investment Earnings	20,000	16,665	83.3%
Investment Fair Value	-	155,740	-
Reserves	1,076,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>1,096,000</b>	<b>172,404</b>	<b>15.7%</b>
 <b>EXPENDITURES</b>			
Equipment	75,000	11,544	15.4%
Reserves	1,021,000	160,860	15.8%
<b>TOTAL EXPENDITURES</b>	<b>1,096,000</b>	<b>172,404</b>	<b>15.7%</b>

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND  
BALANCE SHEET - ASSETS  
April 24, 2024**

**ASSETS**

Cash on Hand	15,763
Equity in Pooled Cash	6,675,715
Equity in Pooled Investments	59,247,688
Accounts Receivable	52
Inventory	104,877
Prepays	123,578
Other Assets - Deposits	<u>7,500</u>
<b>TOTAL ASSETS</b>	<b><u><u>66,175,173</u></u></b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND**  
**BALANCE SHEET - LIABILITIES & FUND BALANCE**  
**April 24, 2024**

**LIABILITIES**

Accounts Payable	65,710
Accrued Wages Payable	670,950
Accrued Sales Tax	508
Accrued Fax Tax	98
Accrued N. Carolina St. Income Tax	240
Due To Friends of the Library	2,905
Employee Payroll Deductions:	
Dental Insurance	8,888
Optional Life	2,355
Vision Plan	1,765
Weight Watchers	516
Short Term Disability	2,107
Accident/Critical/Hospital	378
Staff Association	7,656
<b>TOTAL LIABILITIES</b>	<b>764,076</b>

**FUND BALANCE**

Nonspendable:	
Inventory	104,877
Prepaid Items and Deposits	131,078
Annetta O'B Walker Trust Fund	4,000
A.P. Phillips Memorial Fund	100,000
Willis H. Warner Memorial Fund	33,712
Perce C. and Mary M. Gullett Memorial Fund	19,805
Committed:	
Vivian Esch Estate Fund	44,198
Edmund L. Murray Estate Fund	724,689
Arthur Sondheim Estate Fund	39,941
Strategic Plan	4,000,000
Assigned:	
N. Gaiman/Dr. Phillips Ctr Event Proceeds	41,204
Unassigned	33,234,831
Current Year Revenue over Expenditures	26,932,762
<b>TOTAL FUND BALANCE</b>	<b>65,411,097</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>66,175,173</b>

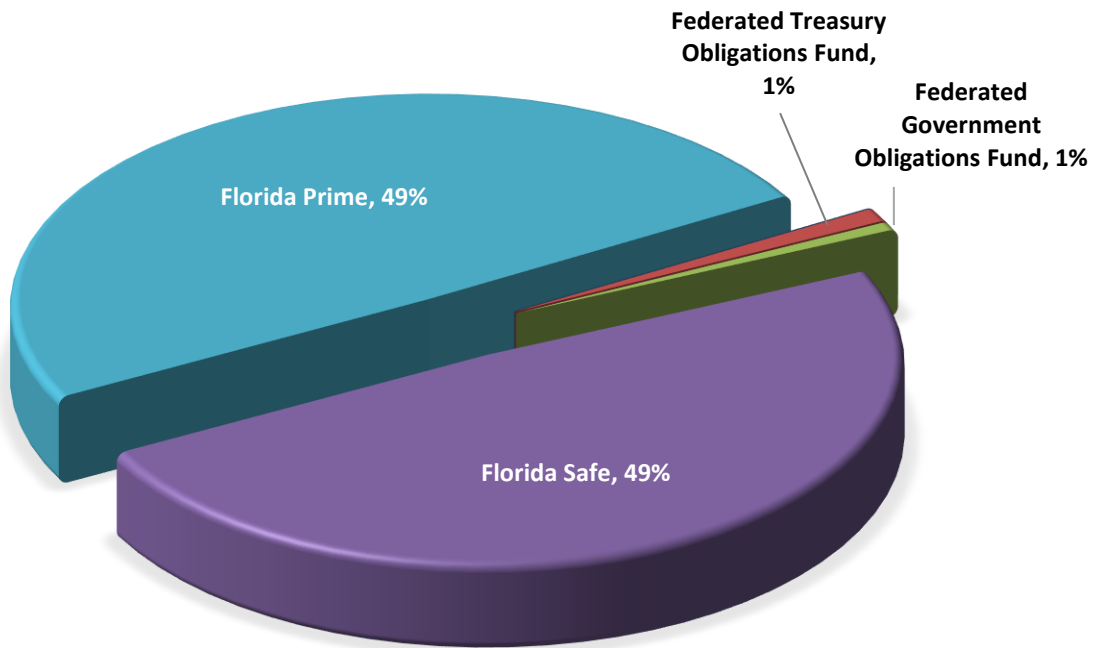
**ORANGE COUNTY LIBRARY DISTRICT**  
**MONTHLY ROLLOVER**  
**April 24, 2024**

	<b>BALANCE</b> <b>03/31/24</b>	<b>RECEIPTS</b>	<b>DISBURSE</b>	<b>BALANCE</b> <b>04/30/24</b>
<b>OPERATING</b>				
Equity in Pooled Cash	1,581,439	8,817,417	3,723,141	6,675,715
Equity in Pooled Investments	63,764,355		4,516,667	59,247,688
	<b>65,345,794</b>	<b>8,817,417</b>	<b>8,239,808</b>	<b>65,923,403</b>
<b>CAPITAL PROJECTS</b>				
Equity in Pooled Investments	<b>42,299,572</b>	<b>475,000</b>	-	<b>42,774,572</b>
<b>SINKING</b>				
Equity in Pooled Investments	<b>5,604,202</b>	<b>41,667</b>	-	<b>5,645,869</b>
<b>SELF FUNDED HEALTH</b>				
Equity in Pooled Cash	2,305,356	323,806	375,375	2,253,787
Claims Payment Checking Account	73,000	353,976	353,976	73,000
Equity in Pooled Investments	4,648,018	-	-	4,648,018
	<b>7,026,374</b>	<b>677,783</b>	<b>729,351</b>	<b>6,974,805</b>

# ORANGE COUNTY LIBRARY DISTRICT GENERAL POOLED INVESTMENTS

April 24, 2024

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
<b>MONEY MARKET FUNDS</b>	
Federated Treasury Obligations Fund	1,175,106
Federated Government Obligations Fund	731,118
 <b>LOCAL GOVERNMENT INVESTMENT POOLS</b>	
Florida Safe	54,860,103
Florida Prime (SBA)-HW Demo Fund	256,471
Florida Prime (SBA)	55,293,349
 <b>TOTAL</b>	 112,316,147



**Orange County Library System  
Board of Trustees Meeting  
May 02, 2024**

**Dashboard: April 2024**

**Please Note:  
The April 2024 Dashboard  
reports are not included in the  
packet and will be available  
May 01, 2024**

**Orange County Library System  
Board of Trustees Meeting  
May 02, 2024**

**Action Item – Consent Agenda:**  
Horizon West Opening Day Collection Purchase



# **HORIZON WEST BRANCH OPENING DAY COLLECTION PURCHASE**

## **I. ISSUE STATEMENT**

Library Board approval is needed to authorize staff to enter into a contract with Baker & Taylor, LLC (B&T) to purchase and deliver an opening day collection for the Horizon West Branch.

## **II. BACKGROUND & SUMMARY**

The library worked with Orange County to secure a lease for a new library branch in Horizon West and the Board of Trustees approved that lease during the June 2022 board meeting. Since that time the library has finalized the design of the branch and secured the Project Budget Approval for construction during the April 2024 board meeting.

On February 23, 2024, the library issued a Request For Proposals from vendors to provide a shelf-ready opening day collection for the Horizon West Branch. Vendors were tasked with demonstrating that they could work with the Acquisitions Department in selecting, processing, and delivering the approximately 50,000-item collection.

OCLS received three written proposals. The procurement committee met on April 19, 2024, and evaluated each of the proposals on key criteria, including scope of work, qualifications & experience, references, project schedule, and cost & fees. The committee determined the following ranking.

1. Baker & Taylor, LLC	94.33
2. Brodart Company	90.00
3. Ingram Library Services, LLC.	80.33

After discussion, the procurement committee agreed that B&T was the most qualified to supply the Horizon West opening day collection. B&T had a clear understanding of the scope of work and met the qualifications for qualification, references, timeliness, and price.

B&T quoted a shelf-ready processing price of \$3.99/per item in addition to the cost of the collection, which will be determined once the titles are selected. The library is projecting the budget not to exceed \$1.25 million.

## **III. CONSIDERATION**

The library is requesting the library board to 1) approve the vendor ranking, 2) approve the opening day collection purchase not to exceed \$1.25 million, and 4) authorize staff to execute a contract with Baker & Taylor, LLC to supply the Horizon West Branch opening day collection.

## **IV. RECOMMENDATION**

Staff recommends that the library board 1) approve the vendor ranking, 2) approve the opening day collection purchase not to exceed \$1.25 million, and 3) authorize staff to execute the contract with Baker & Taylor, LLC to supply the Horizon West Branch opening day collection.

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 24-066**

**HORIZON WEST BRANCH OPENING DAY COLLECTION PURCHASE**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 2<sup>nd</sup> day of May 2024, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the vendor ranking.
2. To approve the opening day collection purchase not to exceed \$1.25 million.
3. To authorize staff to execute a contract with Baker & Taylor, LLC to supply the Horizon West Branch opening day collection.
4. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

**Orange County Library System  
Board of Trustees Meeting  
May 02, 2024**

**Discussion & Possible  
Action Item**

**PRELIMINARY**  
**Orange County Library District**  
**Annual Budget FY 2024-2025**

## PRELIMINARY OPERATING FUND REVENUES

	FY 2023-2024 Budget	Increase (Decrease)	% Change	FY 2024-2025 Budget
<b>AD VALOREM TAXES</b>	<b>68,400,000</b>	<b>4,377,600</b>	<b>6.4%</b>	<b>72,777,600</b>
<b>INTERGOVERNMENTAL</b>				
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
<b>Total Intergovernmental</b>	<b>875,000</b>	<b>(80,000)</b>	<b>-9.1%</b>	<b>795,000</b>
<b>CHARGES FOR SERVICES</b>				
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
<b>Total Charges for Services</b>	<b>207,500</b>	<b>142,700</b>	<b>68.8%</b>	<b>350,200</b>
<b>LOST MATERIALS</b>	<b>25,000</b>	<b>23,000</b>	<b>92.0%</b>	<b>48,000</b>
<b>MISCELLANEOUS</b>				
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
<b>Total Miscellaneous</b>	<b>470,000</b>	<b>930,220</b>	<b>197.9%</b>	<b>1,400,220</b>
<b>TRANSFERS</b>				
TRANSFER FROM PROPERTY APPRAISER	32,000	18,000	56.3%	50,000
TRANSFER FROM TAX COLLECTOR	546,500	35,500	6.5%	582,000
<b>Total Transfers</b>	<b>578,500</b>	<b>53,500</b>	<b>9.2%</b>	<b>632,000</b>
<b>Total Revenues Before Reserves</b>	<b>70,556,000</b>	<b>5,447,020</b>	<b>7.7%</b>	<b>76,003,020</b>
<b>Reserves/Fund Balances</b>	29,697,000	3,421,000	11.5%	33,118,000
<b>TOTAL REVENUES</b>	<b>\$100,253,000</b>	<b>\$8,868,020</b>	<b>8.8%</b>	<b>\$109,121,020</b>

## PRELIMINARY OPERATING FUND EXPENDITURES

	FY 2023-2024 Budget	Increase (Decrease)	% Change	FY 2024-2025 Budget
<b>SALARIES &amp; BENEFITS</b>				
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
<b>Total Salaries &amp; Benefits</b>	<b>37,630,000</b>	<b>3,205,000</b>	<b>8.5%</b>	<b>40,835,000</b>
<b>OPERATING</b>				
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	(15,000)	-2.1%	700,000
Tax Collector's Fee	1,380,000	120,000	8.7%	1,500,000
Supplies	1,246,500	153,500	12.3%	1,400,000
Supplies-Hardware/Software	700,000	150,000	21.4%	850,000
Memberships	17,500	2,500	14.3%	20,000
<b>Total Operating</b>	<b>17,442,500</b>	<b>2,012,500</b>	<b>11.5%</b>	<b>19,455,000</b>
<b>CAPITAL OUTLAY</b>				
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
<b>Total Capital Outlay</b>	<b>5,369,500</b>	<b>6,505,500</b>	<b>121.2%</b>	<b>11,875,000</b>
<b>LIBRARY MATERIALS</b>				
Materials - Rest. Contributions	14,000	1,000	7.1%	15,000
Materials - Other	5,100,000	650,000	12.7%	5,750,000
<b>Total Materials</b>	<b>5,114,000</b>	<b>651,000</b>	<b>12.7%</b>	<b>5,765,000</b>
<b>TRANSFERS</b>				
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
<b>Total Transfers</b>	<b>5,000,000</b>	<b>500,000</b>	<b>10.0%</b>	<b>5,500,000</b>
<b>Total Expenditures Before Reserves</b>	<b>70,556,000</b>	<b>12,874,000</b>	<b>17.7%</b>	<b>83,430,000</b>
<b>Reserves</b>	29,697,000	(4,005,980)	-13.5%	25,691,020
<b>TOTAL EXPENDITURES</b>	<b>\$100,253,000</b>	<b>\$8,868,020</b>	<b>8.8%</b>	<b>\$109,121,020</b>

**Orange County Library System  
Board of Trustees Meeting  
May 02, 2024**

**Information**

**Orange County Library System  
Board of Trustees Meeting  
May 02, 2024**

**Director's Goals FY 2024:  
2<sup>nd</sup> Quarter Update**



**Orange County Library System  
Board of Trustees Meeting  
May 02, 2024**

**Director's Report**



APRIL 2024

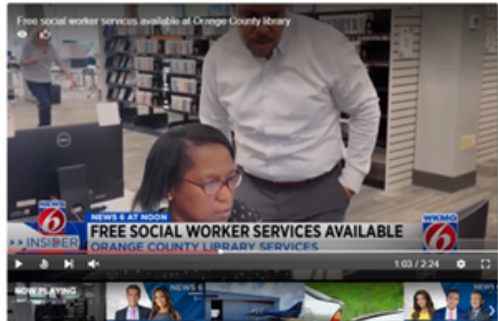
# MARKETING SNAPSHOT

## MARKETING

## NEWS MEDIA

### Free social worker services offered at these Central Florida libraries, no card required

1-on-1 assistance for employment, counseling, food assistance, housing and more



WKMG aired a story April 24 featuring a South Trail branch patron whose life was changed for the better through the services and assistance of our social workers.

This story is part of our leveraged media buy relationship with WKMG's Crystal Moyer.

"Solar Eclipse 2024: Where to take in the spectacle in Central Florida"  
ClickOrlando, April 2

"It's National Library Week at Orange County Library System"  
*The Orlando Times*, April 4

"Got a library card? Orange County libraries giving free WonderWorks passes with signups, renewals"  
ClickOrlando, April 5

"Where to watch solar eclipse in Orlando"  
Fox35 Orlando, April 5

"Libraries hosting solar eclipse viewing parties in Central Fla."  
WESH 2, April 5

"Visiting the South Creek Library Community Garden-Earth Day 2024"  
Spot On Florida, April 19

"Free social worker services offered at these Central Florida libraries, no card required"  
ClickOrlando, April 24

"Events honoring AANHPI Heritage Month, 'Star Wars' among May offerings at Orange County Library System"  
ClickOrlando, April 25

Our awareness campaign for Summer at Your Library began in April with billboards, print, online, TV and radio.

In April, a Spanish-language radio campaign began running on Exitos 96.5 FM with "Meet You There" messaging emphasizing that getting a card and accessing library services is free.

## SOCIAL MEDIA

OCLS's Instagram account was recognized by the Florida Authors & Book Lovers Bookstagram Awards as the 2024 Best Florida Library. Out of the 13 libraries nominated, followers, fans and customers "voted" for OCLS by commenting and tagging our account most often. The premise of the award was to call out the libraries fostering thriving online communities to inspire creativity and reading in innovative ways.



## Director's Report: May 2024

On April 11, Youth Services hosted the Orange County Public Schools High School Battle of the Books, in which 96 students and their teachers participated in a fun reading competition at Orlando Public Library.

Battle of the Books consisted of teams from 13 schools from around Orange County. Students competed in escape rooms themed around titles from the Florida Teens Read list, and the challenges tested how much the students knew about each title on the list. After a final battle on the main stage in Library Central, Edgewater High School emerged victorious and claimed the trophy.

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

On April 8, the Eatonville Branch had a visit from Congressman Maxwell Frost, who came out to attend an eclipse-viewing party being hosted in honor of the annular eclipse. The Eatonville Branch hosted a program that taught kids about the eclipse and gave them a chance to color their own eclipse headbands. The Congressman didn't hesitate to sit at a table with the kids and color his own headband, which he wore outside to watch the eclipse at its height.

On April 25, we hosted a Take Our Children to Work Day for all OCLS families. Employees with children ages 8-15 were invited to bring their kids with them to work for the day, to experience tours, and activities, and a chance to see the kinds of jobs their parents, grandparents, or guardians do. We had 31 kids participate in this year's event, systemwide.

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

### Recent System-Wide Events Community Engagement

- On 1 April, the OUC book bike teamed up with our storyteller to visit Leu Gardens. A total of 331 people attended storytimes, 12 people registered for cards, and 25 items were checked out.

- On 2 April, Community Engagement staff visited the Orlando Science Center and connected with 22 attendees for a morning of fun, stories, and activities.
- On 4 April, Community Engagement staff visited Tangelo Park Rosen Preschool and 20 attendees to read stories in celebration of the upcoming Earth Day.
- On 7 April, Community Engagement Storytellers visited the Orlando Museum of Art for “Art in Bloom @ OMA” to deliver a springtime story to 28 attendees.
- On 12 April, Community Engagement staff visited the East End Market where they connected with 31 visitors who browsed a selection of romance books available for check out.
- On 18 April, Community Engagement staff visited the Pine Hills Multicultural Center and lead 57 attendees in an art activity.

### **Alafaya**

- On 2 April, Alafaya hosted “How Does a Seed Grow?” Fifty-nine customers attended this interactive program celebrating Earth Day.
- On 4 April, Alafaya featured Lebanon in its monthly series, “Homeschool Snacks Around the World” with 29 attending.
- On 6 April, Alafaya hosted “Orange Slices.” Nineteen teenagers earned volunteer hours while working on the monthly journal featuring original stories, poems and artwork.
- On 6 April, Alafaya hosted “LEGO One Scoop” with 16 customers building original creations.
- On 7 April, Alafaya hosted the first in a series “How to Read Music” an adult program with 10 in attendance.
- On 8 April, Alafaya hosted an “Eclipse Viewing Party” with over 500 attending. Participants were able to do crafts, watch the eclipse and space launches in the meeting room, or venture outside to watch with glasses provided.
- On 9 April, Alafaya hosted “Teddy Bear Storytime” in celebration of National Library Week. Fifty customers attended this interactive preschool with songs and rhymes.
- During April, Alafaya virtually hosted “Sesame Street Storytime” every Monday, averaging 40 attendees.
- During April, Alafaya staff hosted “Bluey Week” and over 400 attended programs centered around the beloved character including “Calypso’s Classroom,” “Bluey Storytimes,” and “Bluey Fest!”
- During April, over 370 students attended ESOL classes at Alafaya either virtually or in-person.

### **Chickasaw**

- On 3 April, Chickasaw hosted “Hello Spring!” Fifty-five preschoolers and their caregivers participated in a storytime, themed crafts, and sensory stations.
- On 8 April, Chickasaw hosted an “Eclipse Viewing Party” with 366 attendees. Customers were able to watch the livestream event and participate in related crafts.
- On 8, 9, 10, and 11 April, Chickasaw presented “Celebrate National Library Week” with 55 attendees who participated in a scavenger hunt around the library.
- On 9, 10, 11, and 12 April, Chickasaw hosted “Meet the Stars of our Library” to celebrate National Library Week. Chickasaw staff pictures were highlighted, and customers recognized a library worker and their contributions. Sixty-eight staff kudos were received from customers visiting the library, showing their appreciation of the staff.

- On 17 April, Chickasaw hosted “Little Bugs,” where 33 preschoolers and their caregivers learned about their favorite bugs with interactive stations for all.
- On 22 April, Chickasaw presented an “Earth Day Storywalk” with 75 attendees who read a story and participated in an Earth Day-themed craft.
- During April, Chickasaw staff distributed 680 Second Harvest Food Bank boxes to the local community.
- During April, over 236 students attended ESOL classes at Chickasaw.
- In April, Chickasaw staff distributed 400 craft kits to families. The kits included Build-a-Bot, Moon and Stars Mobile, Astronaut crafts, and an Earth Day activity packet.

### **Eatonville**

- On 1 April, Eatonville presented “April Fools!” to 17 youth gathered to celebrate the silliest holiday by engaging in wacky activities and learning the history of the day.
- On 2 April, Eatonville offered “Little Chef: PB&J Spiders” to 17 preschoolers who spread and stacked ingredients to make a friendly, delicious spider.
- On 8 April, Eatonville hosted “Eclipse Viewing Party” for 90 attendees who enjoyed eclipse themed activities and stepped outside together to view the eclipse in real-time.
- On 9 April, Eatonville celebrated Earth Day with “Help! I’m Endangered” for 20 children who learned about giant pandas, gorillas, Brazilian three-toed sloths, and other endangered species.
- On 11 April, Eatonville presented “All About Amphibians” to 23 after schoolers gathered to celebrate National Frog Month.
- On 16 April, Eatonville welcomed Central Florida Zoo for “Creatures of the Night,” where 23 youth discovered adaptations that allow nocturnal animals to be successful in the dark
- On 17 April, Eatonville offered “How Does a Seed Grow?” for 29 Pre-K students who gathered to celebrate Earth Day.
- On 18 April, Eatonville hosted “Kids’ Film Club: Dr. Suess’ The Lorax” for 22 children who enjoyed the movie and learned the importance of protecting the environment.
- On 20 April, Eatonville staff represented OCLS at Macedonia Missionary Baptist Church’s Health Fair where 91 people learned about library initiatives, resources, services, programs, and classes.
- On 20 April, Eatonville staff represented OCLS at Leonard & Marjorie Williams Family YMCA’s Healthy Kids Day where 90 people learned about library initiatives, resources, services, programs, and classes.

### **Fairview Shores**

- On 2, 9, 16, and 23 April, 149 customers attended “Beginner’s Spanish for Kids” at Fairview Shores and learned vocabulary, songs, and pronunciation.
- On 5 April, Fairview Shores staff taught 12 attendees how to create different kinds of flowers using pipe cleaners to form a colorful bouquet as part of the “Pipe Cleaner Flower Bouquet” program.
- On 8 April, 540 attendees joined Fairview Shores staff for an “Eclipse Viewing Party” and enjoyed games, sidewalk chalk art activities, and eclipse glasses provided by Space Science Institute’s STAR Net team.
- On 9 April, Fairview Shores hosted the “Central Florida Book Club” with 20 attendees discussing Barbara Kinsolver’s book “Demon Pepperhead.”

- On 17 April, 16 attendees made eco-friendly flowerpots using aluminum cans and decorated them with character designs during the “DIY SpongeBob Can Planter” program.
- On 18 April, 14 attendees participated in the “LEGO® Club” at Fairview Shores and used their creativity to make and build.
- On 24 April, 28 customers attended “Pirate Adventures” with a voyage to Egypt to learn about mummies and read an Egyptian tale.
- In April, Fairview Shores staff visited with 37 seniors for “Silver Lakes Senior Community Outreach” and played games, made craft projects, and offered technical assistance.
- Throughout April, a total of 52 customers attended the weekly “Caregiver Connect” sessions at Fairview Shores to connect with other caregivers and meet and mingle while little ones explore imaginary play with new and old friends.
- Throughout April, Fairview Shores staff distributed 425 Second Harvest Food Bank boxes to the local community.

### **Hiawassee**

- On 3 April, Hiawassee hosted “Solar Cupcakes” with 16 attendees exploring the aspects of the Sun by modeling them from cupcakes.
- On 4 April, Hiawassee hosted “Sun and Moon Resin Charms” with 12 attendees creating a one-of-a-kind UV resin pendant.
- On 6 April, Hiawassee hosted “Build a Sizzling Solar Oven” with 14 attendees making a yummy treat using the solar oven they constructed.
- On 12 April, Hiawassee hosted “Little Chef: Fluffy Bunny Cakes” with 13 attendees welcoming the spring by making cupcakes into a bunny work of art.
- On 20 April, Hiawassee hosted “1<sup>st</sup> Time Home Buyers Workshop” with 21 adults in attendance learning about the home buying process.
- During April, Hiawassee instructed 15 technology classes spoken in Creole with a total attendance of 192 students.
- During April, Hiawassee hosted two “Crafternoon: Solar Eclipse” with a total of 52 attendees exploring the solar eclipse with crafts and activities.
- During April, Hiawassee hosted two “Lego Block Party” with a total of 33 attendees having fun and being creative with Legos.

### **Melrose Center**

Sound Booths A and B were last available for reservations on October 7<sup>th</sup>. That’s when the relocation and expansion project began, as the original booths were moved from the outside of the Audio Studio west wall to the area formerly known as Tech Central. Two new spaces with ADA accessible ramps and doors were purchased to increase our recording booth resources. After construction, electrical work and completed inspections coordinated by Facilities and Operations followed by equipment installs by Kyle Snodgrass, Sound Booth A and B reopened for customers on April 1<sup>st</sup>. Sound Booth D, the new ADA accessible Sound Booth, opened for reservation on April 15<sup>th</sup>. Through April 24<sup>th</sup>, the Sound Booths have been reserved 119 times, including 10 Sound Booth D reservations during its first 10 days of availability. The photo below from the Sound Booth D reservation page features the universal accessibility symbol. The other new space, the 8x16 foot Podcast Booth, will open in May.



Marko Torres hosted *Second Saturday Improv* on April 13<sup>th</sup> with Ryan Mulcahy running stage lights and audio. The show featured Billy Mehler, Casey Newman, Greg Coleman, Jonathan Andersen, Roo Nafasat, Steven Mangold and Toni Bonaccorso, with 54 people in attendance.

The fourth episode of the *Melrose in the Mix* season aired on WUCF-TV on April 18<sup>th</sup>, with the episode featuring [Run Raquel](#). The episode, filmed and recorded in October, was edited by Ryan Mulcahy, with audio mixed by Trevor Clark.

On April 2<sup>nd</sup>, Gabriel Soltren attended the Plug and Play Orlando ribbon cutting event at UCF. Plug and Play Orlando plans to provide startups with marketing support, facilitating matchmaking sessions where they introduce startup companies to corporate partners for potential deals. Plug and Play founder Safeed Amidi and Orange County Mayor Jerry Demings were among the speakers. Gabriel had the chance to network with some entrepreneurs in attendance to talk about how the Melrose Center might be useful.



On April 17<sup>th</sup>, Anthony Torres and Natalia Gonzalez attended the Artificial Intelligence and its Impact on the Film Industry event at the Florida Film Festival, presented by instructors from Full Sail. Topics covered included quality control of AI, copyright concerns, current AI products and the distinction that AI should only be used as a tool.

Drigo Garcia-Salas began a multi-day Dolby Atmos training program on April 17<sup>th</sup>, as he prepares to earn his Avid Certified Professional Pro Tools Dolby Atmos certification credential. Dolby Atmos will soon be added to Audio Studio. It is a surround sound technology that expands on existing surround sound systems by adding height channels, allowing sounds to be interpreted as three-dimensional objects without horizontal or vertical limitations.

Indienomicon returned to the Center on April 6<sup>th</sup> for their monthly *Game Demo Day*, a community meetup that drew 19 attendees.

The Central Florida Microsoft 365 User Group held their first community meetup in the Center on April 20<sup>th</sup>, drawing seven attendees.

Our April schedule was again filled with in-person and online classes, orientations and assessments. A breakdown thorough April 24<sup>th</sup>:

### **Orientations and Assessments**

**Orientations: 41 Attendees: 113**

- Audio 5-22 (2-8 online)
- Photo 3-6
- Video 7-24
- 3D Printer 3-10
- Orion Laser Cutter 3-11
- Silhouette Cameo 1-2
- Glowforge Laser Printer 3-7
- General Orientation 5-12 (1-1 en Español)
- Flight Orientation/Assessment 6-14
- Driving Orientation/Assessment 0 (Driving Sim currently out of service)
- VR Learning Station 5-5



**Assessments: 38 Attendees: 28**

- Audio 12-9
- Photo 5-1
- Video 8-5
- 3D Printer 8-8
- Glowforge 2-2
- Orion Laser Cutter 2-2
- Silhouette Cameo 1-1

**In-Person Classes****Classes: 111 Attendees: 277**

- Audio 28-48
- Photo 4-11 (Core Photo classes have been revised, to be introduced in May)
- Video 28-50
- Fab Lab 7-15
- Fiber Arts 24-113
- Performing Arts 11-20
- Game Design 6-7
- Show Production 3-13

**Online Classes****Classes: 53 Attendees: 139**

- Audio 4-7
- Photo 3-6
- Video 8-6
- Fiber Arts 1-4
- Game Design 10-61
- Graphic Design 27-55

There were 10 *Makerspace Open Labs* offered through April 24<sup>th</sup>, with 110 customers visiting the Fab Lab. These sessions allow credentialed Members to use the 3D printers, Orion Laser Cutter, Glowforge Laser Printer and Silhouette Cameo machines to complete projects, and provide newcomers the chance to ask Fab Lab Instructors questions about the resources and related classes.

There were nine *Sewing Open Labs* offered through April 24<sup>th</sup>, with 77 attendees visiting the Fiber Arts Studio to work on their projects with tools, machines and expert assistance.

There were four *Audio Open Labs* through April 24<sup>th</sup>, with six attendees. These sessions allow aspiring artists to receive feedback and assistance from our team of audio engineers.

**Studios, Spaces, Simulators through April 24<sup>th</sup>****Booked out of Available Studio Sessions, Attendees**

- Audio 18 of 21 sessions booked, 28 attendees

- Photo 12 of 18 sessions booked, 31 attendees
- Video 11 of 11 sessions booked, 20 attendees

### **Other Bookings:**

- Sound Booths - 119
- Editing Bays - 77
- LED Wall - 4
- Rehearsal Space – 10
- Conference Room - 2
- Driving Simulator – 3 (Driving Sim out of service for much of the month)
- Flight Simulator - 14
- Glowforge Laser Printer - 18
- 3D Printer -13
- Orion Laser Cutter – 2
- Silhouette Cameo - 1
- Game Development Workstation – 5
- VR Learning Station - 4

We welcomed 154 new Members through April 24<sup>th</sup> via the [OnDemand Melrose Center General Orientation](#). Combined with our in-person General Orientation attendance of 12, we gained 156 new Members during that period.

Membership for Melrose Meetup groups increased across all groups through April 24<sup>th</sup>:

- Orlando Audio 1,307 (+8)
- Orlando Fiber Arts Meetup 1,193 (+6)
- Orlando Digital Media Design 1,761 (+1)
- Orlando Melrose Makers 204 (+1)
- Orlando Out Tonight Theatre 3,103 (+2)
- Orlando Photo+Design 3,862 (+1)
- Orlando Video & Post Production 2,780 (+27)

### **North Orange**

- On 4 April, North Orange staff attended an open house at Clay Springs Elementary School with a focus on Neurodiversity. They shared program offerings and resources available to the over 100 visitors to the table.
- On 8 April, staff at North Orange hosted an “Eclipse Viewing Party” during the solar eclipse. Glasses provided by Solar Eclipse Activities for Libraries (SEAL) were distributed to over 152 attendees who were able to step outside to view the eclipse live.
- On 10 April, the Central Florida Zoo presented “ZOOper Heroes” with 37 attendees. Families learned about animals with special abilities and adaptations that inspired fictional characters like Spiderman, Batman, and Catwoman.
- On 13 April, a game of “Dungeons and Dragons” was hosted with 11 kids and 8 caregivers.
- On 19 April, North Orange staff hosted “Little Artist” where 32 preschoolers and their caregivers practiced their fine motor skills while developing a work of art.
- Throughout April, the ESL Instructor taught over 12 classes, including “Basic English” and “Writing Clearly” for over 100 English language learners.

- Throughout April, the “Second Harvest” food distribution of non-perishable items was provided to 340 families.

### **South Creek**

- On 2 April, South Creek hosted 28 attendees as they explored science with tasty experiments during “Candy Science.”
- On 5 and 23 April, South Creek hosted “LEGO Club” where participants could explore their creativity through free building. There were 80 attendees.
- On 8 April, South Creek hosted the “Eclipse Viewing Party” in celebration of the Annular Eclipse. During this event customers received solar eclipse glasses, celebrated with chalk drawings and used the Solar Telescope and binoculars to experience the eclipse. There were 166 attendees.
- On 10 April, South Creek hosted “Beginner Spanish Storytime” where 21 attendees were introduced to basic Spanish words and phrases through stories, songs, and play.
- On 11 April, South Creek attended the Hunter’s Creek Middle School’s “Multicultural Night” where they shared resources and information with 117 attendees.
- On 13 April, South Creek hosted “Library Pop-Up: Lake Nona StoryWalk” where participants could enjoy a story at their own pace as they strolled through Randall Park. There were 93 participants.
- On 19 April, South Creek hosted “Teen Board Game Meet Up: D&D Attack Wing,” where participants enjoyed learning the tabletop strategy game. There were 12 participants.
- On 20 April, South Creek hosted “Magic Tree House Adventures,” where 32 attendees explored the classic book series through kid-friendly STEAM activities.
- During April, South Creek hosted four sessions of “AARP Income Tax Assistance 2024-By Appointment.” This service allowed customers to review and submit their taxes with an AARP volunteer, 148 customers took part in this service.
- During April, South Creek hosted the “Eclipse Scavenger Hunt” where customers could receive a pair of eclipse glasses for locating all the items hidden in the branch. There were 272 attendees.

### **South Trail**

- On 3 April, South Trail staff presented “Aprann Ekri Rezime-CV” a class in Haitian Creole in which 27 attendees learned how to write a resume using Word.
- On 4 April, South Trail staff presented “DIY Paper Cacti” to 18 preschoolers who listened to fun stories about cacti and created a 3-D cactus to take home.
- On 6 April, South Trail staff hosted the Central Florida Zoo, which presented “Creatures of the Night” to 10 attendees who learned about nocturnal animals and had the opportunity to interact with some of them.
- On 8 April, South Trail staff presented a “Pop Up Solar Eclipse Viewing Party” to 60 attendees who viewed the eclipse, participated in themed activities, such as creating crafts.
- On 12 April, South Trail presented “Computer Basics Level 2” to 30 attendees who learned how to create, rename, delete, and organize files and folders.
- On 19 April, South Trail staff presented “iPad and iPhone Basics” to 18 participants who learned how to navigate the devices using gestures, install and organize applications, modify settings, and more.

- In April, South Trail staff presented eight “Citizenship Inspired” classes to 98 attendees who prepared for the Citizenship test by participating in activities, studying materials provided, and practicing with each other.
- In April, South Trail staff distributed 850 Second Harvest Food Bank breakfast and lunch boxes to the local community.
- Throughout April, South Trail staff presented a three-part series “PowerPoint” class in Haitian Creole to 94 attendees who learned about basic features and tools, how to use SmartArt and other features to create presentations.

### **Southeast**

- On 1, 4, 8, 11, and 14 April, Southeast hosted “AARP Income Tax Assistance,” where AARP volunteers provided income tax assistance to 165 attendees.
- On 2, 3, 9, 10, 16, 17, 23, and 24 April, Southeast hosted “Basic English 1,” where 219 beginner level students learned vocabulary and basic grammar.
- On 2, 9, 16 and 23 April, Southeast hosted “Spanish from Zero - Basics,” where 200 students were introduced to everyday spoken Spanish.
- On 8 April, Southeast hosted “This Pretty Planet,” where 33 attendees learned about our beautiful planet and how to take care of it through songs, stories and activities.
- On 8 April, Southeast hosted “Eclipse Viewing Party,” where 227 attendees viewed the eclipse and explored the event using a telescope and sunspotter.
- On 15 April, Southeast hosted “Earth Day, Hooray!” where 29 attendees enjoyed nature-friendly stories and crafts.
- In April, Southeast distributed over 400 Earth Day themed STEAM kits and crafts for kids.

### **Southwest**

- On 3 April, the Southwest Branch hosted “Bubble Time” where 36 toddlers and their caregivers enjoyed developing gross-motor skills during this interactive bubble party.
- On 6 April, 13 attendees enjoyed “Beginner Line Dancing” where they learned line dances to all types of music to have fun and exercise their minds and bodies.
- On 8 April, 293 people had fun participating in the “Eclipse Viewing Party” where they stepped outside to view the eclipse in real time, had snacks, and created a craft.
- On 10 April, the Southwest Branch hosted “Toddler Playground” where 68 toddlers and their caregivers used unstructured play to advance their physical and cognitive development while having fun.
- On 10, 17, and 24 April, the Southwest branch hosted “LEGO Club” where 118 participants enjoyed unplugging and using their imagination to create different LEGO builds.
- On 12 April, the Southwest Branch hosted the 17<sup>th</sup> Annual “Southwest Author Series” featuring bestselling author, Lauren Groff, where 89 attendees gathered to listen to the author presentation, purchase books, and meet the author during book signings.
- On 19 April, 205 people visited the Southwest Branch table during the “Sand Lake Elementary Spring Carnival” where they signed up for library cards, received a May calendar of library events, and fun giveaways.
- On Tuesdays in April, the Southwest Branch hosted “Mindful Start Family Yoga” for 149 attendees who learned silly and fun yoga poses for kids – a journey filled with puppets and parachute games.

- On Wednesdays in April, 45 people participated in “Microsoft Excel” technology classes where they learned to navigate through all the features of Excel and how to best utilize Excel by inputting, formatting, calculating, and analyzing data.
- On Thursdays in April, Southwest hosted “Storybook Fun” where 95 preschoolers and their caregivers listened to stories, rhymes, and had fun singing and dancing.

### **Washington Park**

- On 2, 9, 16, and 23 April, Washington Park hosted 275 children and caregivers for “Zero to Five Storytime.”
- On 4, 11, and 18 April, Washington Park hosted “Green Thumbs, Dirty Feet,” “Teddy Bear Storytime,” and “Rescue Patrol” for the Lila Mitchell Head Start. Eighty-two children and teachers enjoyed a set of imaginary adventures, themed stories, songs, and activities.
- On 5 April, Washington Park hosted “Secret Life of Trees.” Twenty children and caregivers celebrated Earth Day through stories, games, and crafts.
- On 8 April, Washington Park hosted an “Eclipse Viewing Party.” The Central Florida Astronomical Society visited the branch and delighted 187 attendees by setting up a substantial telescope at the library. Additionally, participants had the option to engage in crafts, observe the eclipse and space launches in designated children's areas, or step outside to view the spectacle through provided glasses.
- On 10 April, Washington Park hosted “Teen Art Adventures: Plastic Bag Print Making.” Twelve children and caregivers created unpredictable and expressive pieces of art by painting with plastic bags.
- On 17 April, Washington Park hosted “Help the Earth” where 17 participants celebrated Earth Day with stories and crafts meant to honor our planet.
- Throughout April, Washington Park hosted “Basic English 1,” “Introductory English,” and “English Conversation” hour, fostering the English language skills of 158 customers.

### **West Oaks**

- On 6 April, “Art Like Ivan” at West Oaks showed 16 attendees how animals can be artists and encouraged attendees to create works utilizing some of the animals’ techniques.
- On 8 April’s, “Eclipse Viewing Party” at West Oaks, 299 attendees sampled Moon Pies, Sunny D, and Sunchips, played space-themed games, and completed moon and sun-related crafts.
- On 10 April, the “Secret Life of Trees” at West Oaks offered 8 attendees the chance to take to the garden to learn how to estimate the age of a tree and the vital role trees play in our environment.
- On 15 April, “Homeschool Science: Great Li'l Gastropods” at West Oaks staff showed 11 attendees about the various snails and slugs in Florida’s ecosystem as they explored the garden to discover a Rosy Wolfsnail.
- On 17 April, “Arab American Heritage” at West Oaks offered an introduction to the Arabic language and a celebration of Arab culture for the 14 in attendance.
- On 17 April, West Oaks staff offered a Library overview and storytime for 39 of Innovation Montessori School’s first, second, and third-grade students.
- On 20 April, the West Oaks “Plant Swap & Garden Party” event offered 44 plant enthusiasts the chance to take photos at the native plant mural, learn from each other, swap plants, and create newspaper seed pots and pollinator houses.
- On 21 April, 9 attendees of the “Stamped Tea Towels” at West Oaks learned how to make custom kitchen towels with paints and fruit.

- During April, AARP volunteers at West Oaks offered “Income Tax Assistance” to 147 taxpayers.

### **Windermere**

- On 4, 11, and 18 April, Windermere hosted 92 attendees throughout the Homeschool program series “Neighborhood Nature.” The series focuses on Florida nature from invasive species to Florida plants.
- On 8 April, Windermere presented, “Big Sun, Small Moon,” where 39 attendees participated in various educational activities about solar eclipses, including creating a pin hole projector.
- On 8 April, Windermere hosted “Eclipse Viewing Party,” where 48 attendees had access to multiple devices to safely view the eclipse, including a sunspotter telescope.
- On 13 April, Windermere hosted “STEAM Saturday,” where 25 attendees with families with children ages 5-12 explored and played with creative building.
- On 16 April, Windermere Branch visited the Windermere Elder Luncheon, with 44 in attendance, to educate residents about blood pressure kits available for check out from the Library of Things, as well as other unique materials.
- On 16 April, Windermere hosted “Pajama Jamboree,” inviting 17 attendees to wear their pajamas while listening to the story *Have you seen Elephant?* Attendees also enjoyed a craft to create a paper elephant and snacks.
- On 17 April, Windermere presented “Magic Tree House Expeditions: Wild West” online for 12 attendees to immerse them into the story with a captivating presentation.
- In April, Windermere “Basic English 1” and “Basic English 2” classes have had steady participation, with 72 attendees for the month through 18 April.

### **Winter Garden**

- On 1, 8, 15, and 22 April, Winter Garden hosted “Mindful Start Yoga.” Two hundred sixteen children and parents practiced breathwork, mindfulness, and movement during these programs.
- On 3, 10, 17, and 24 April, Winter Garden hosted “Bilingual Storytime” for 176 children and their caregivers. Participants learned early-literacy skills through music, movement and stories featuring Spanish words.
- On 3 and 17 March, Winter Garden hosted the outdoor program “Bubble Playtime” to a total of 90 children and their caregivers. Children developed their gross-motor skills during these interactive bubble parties.
- On 5, 12, and 19 April, Winter Garden hosted “Storybook Fun,” “Toddler Time,” and “Tiny Tales” to 528 children and their caregivers.
- On 5, 12, and 19 April, Winter Garden hosted “Caregiver Connect: Stay and Play,” where 166 children and their caregivers interacted with each other while playing with sensory toys.
- On 6 April, Winter Garden hosted “Dog adoption Event with Polka Dogz Pet Rescue,” where 37 customers met rescue dogs ready for adoption and learned about volunteer opportunities.
- On 8 April, Winter Garden hosted an “Eclipse Party” as part of the Solar Eclipse at Your Library. Three hundred thirty people attended and participated in the activities, which included bubble playtime, asteroid toss, and creating a model of the moon. Attendees had the option of safely viewing the eclipse in the branch’ outdoor fenced-in area with their eclipse glasses, a sun spotter or a pinhole viewer, or viewing the NASA eclipse livestream inside.

- Throughout April, “Virtual Conversation Hour” and “English from Zero” had 102 participants joining virtually and in person to practice English as a Second Language.

**Orange County Library System  
Board of Trustees Meeting  
May 02, 2024**

**Public Comment:  
Non-Agenda Items**