January 3, 2020

To: Lisa Franchina, President
   Marucci Guzmán, Vice President
   Ted Maines, Trustee
   Richard Maladecki, Trustee
   Nicole Benjamin, Trustee

cc: The Library Governing Board:
The Honorable Mayor Jerry Demings, Chairman of the Library Governing Board,
Members of the Governing Board, Commissioners Betsy VanderLey, Christine Moore,
Mayra Uribe, Maribel Gomez Cordero, Emily Bonilla, Victoria Siplin, Orange County;
and Ana Palenzuela, City of Orlando.

From: Mary Anne Hodel, Director

Re: Library Board of Trustees Meeting

The next meeting of the Library Board of Trustees will be at 6:00 p.m. on Thursday,
January 9, 2020; Eatonville Branch Library; 200 East Kennedy Boulevard; Eatonville, Florida 32751;
407.835.READ (7323).

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: Aurora Realin - Liaison, Nominating Board ~ City of Orlando
AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
January 9, 2020 ~ 6:00 p.m.
Eatonville Branch Library
200 East Kennedy Boulevard
Eatonville, Florida 32751
407.835.READ (7323)

20-001  I.  Call to Order

II.  Public Comment Policy & Procedures

20-002  III.  Approval of Minutes:  Library Board of Trustees Meeting ~
            December 11, 2019

20-003  IV.  Staff Presentations:  Eatonville Welcome:  Patrice Florence-Walker

20-004  V.  Financial Statements and Summaries:
          ➢ Final FY 2019 Financial Statements
          ➢ December 2019 Financial Statements

20-005  VI.  Dashboard:  December 2019

20-006  VII.  Action Items

20-007  VIII.  Discussion and Possible Action Items

20-008  20-009  Director’s Goals FY 2020:  1st Quarter Update ~ Trustee Nicole Benjamin
20-009.1  Strategic Plan FY 2020:  1st Quarter Update
          Customer Resolution Procedure:  Isa Vogel

20-010  IX.  Information

20-011  Director’s Report

20-012  X.  Public Comment:  Non-Agenda Items

X.  Adjournment

Next Meeting Dates:  February 13, 2020 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 ---
March 12, 2020 ~ Orlando Public Library – Melrose Conference Room; 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
January 9, 2020

Call to Order
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
January 9, 2020

Approval of Minutes: Library Board of Trustees Meeting
December 11, 2019
MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
December 11, 2019 ~ WEDNESDAY
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

Library Board Present: Lisa Franchina (12/0); Marucci Guzmán (12/1); Ted Maines (3/0 - City); Richard Maladecki (12/0); Nicole Benjamin (3/0 – City)
Administration Present: Mary Anne Hodel; Debbie Tour; Danielle King; Steve Powell; Ricardo Viera; Bethany Stone; Kris Shoemaker; Milinda Neusaenger

19-162 I. Call to Order
President Maladecki called the meeting to order at 6:03 p.m.

II. Public Comment Policy & Procedures

19-163 III. Approval of Minutes: Library Board of Trustees Meeting ~ November 14, 2019
Trustee Maines, seconded by Trustee Franchina, moved to approve the minutes for the November 14, 2019 Library Board of Trustees Meeting. Motion carried 4-0.

19-164 IV. Staff Presentations: Melrose Update Video ~ Steve Powell

19-165 V. Financial Statements and Summaries: November 2019
CFO Shoemaker gave the Board an update regarding the Branch renovation projects. He reported that the Southwest and South Trail projects have been completed and that the Southeast project is in progress. He also introduced new Construction and Contract Manager, Billy Warren to the Board.

19-166 VI. Dashboard: November 2019
COO Powell updated the Board regarding the Macmillan Publishing embargo on e-books. So far, only one title has been impacted.

19-167 VII. Action Items

19-168 Resolution Honoring Library Board of Trustee Lisa Franchina
Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando on the 11th day of December, 2019, at 6:00 pm, prevailing Eastern Time.

PRESENT: Richard Maladecki; Marucci Guzmán; Ted Maines; Lisa Franchina

1. Whereas Lisa Franchina has dedicated 8 years faithfully serving on the Orange County Library System Board of Trustees from January 2012 to December 2019;
2. Whereas Lisa Franchina served as President of the Library Board of Trustees from November 2015 to October 2019;
3. Whereas Lisa Franchina provided wise counsel and strong leadership as the Library System grew and developed;
4. Whereas Lisa Franchina strongly supported the Library System’s programs and services with ideas, suggestions and advice;
5. Whereas Lisa Franchina never failed to make her many decisions solely for the community’s benefit;

6. And whereas her legacy is one of service and commitment;

Now be it resolved that the Orange County Library System Board of Trustees publicly recognize, honor, thank and congratulate Lisa Franchina for her excellent and amazing service to the Orange County Library System. AYES: 4

Orange County Deputy Chief of Staff, Carol Burkett recognized Lisa Franchina on behalf of Orange County Mayor Jerry Demings. She thanked and congratulated Ms. Franchina for her dedicated 8 years of service on the Library Board. Ms. Burkett stated that Ms. Franchina has tirelessly worked to promote and strengthen the Library System for all of our citizens in the City of Orlando and Orange County. She has actively promoted the Library at every opportunity and has steadfastly supported the very best services for all of our residents. She understands the continuing and evolving role of the library in our dynamic community.

19-169

Resolution Honoring Library Board of Trustee Ted Maines

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando on the 11th day of December, 2019, at 6:00 pm, prevailing Eastern Time.

PRESENT: Richard Maladecki; Marucci Guzmán; Ted Maines; Lisa Franchina

The following was offered by Trustee Franchina and supported by Vice President Guzmán:

1. Whereas Ted Maines has dedicated 11 years and 5 months faithfully serving on the Orange County Library System Board of Trustees from July 2008 to December 2019;

2. Whereas Ted Maines served as Vice President of the Library Board of Trustees from November 2009 to October 2012;

3. Whereas Ted Maines served as President of the Library Board of Trustees from November 2012 to October 2015;

4. Whereas Ted Maines provided steady guidance and strong leadership as the Library System grew and developed;

5. Whereas Ted Maines diligently supported the Library System’s programs and services for the community’s benefit;

6. And whereas his legacy is one of service and commitment;

Now be it resolved that the Orange County Library System Board of Trustees publicly recognize, honor, thank and congratulate Ted Maines for his excellent and amazing service to the Orange County Library System. AYES: 4

Orlando Mayor Buddy Dyer presented Ted Maines with a proclamation from the City of Orlando, congratulating and thanking Mr. Maines for his 11+ years of dedicated service to the Orange County Library System.

President Maladecki stated to Trustees Franchina and Maines that they have served as inspiration to him both through their actions demonstrating care and great sense of pride while serving on the Library Board.

Trustee Benjamin arrived at 6:23 p.m.
VIII. **Discussion and Possible Action Items**
Trustee Maines broached the subject of how Staff approach customers who are autistic and how they handle situations when the customer may cause a disruption to other customers in the library. The Board noted the training that had previously been provided and the online training that is also available. They discussed providing further, more comprehensive training, to help Staff to know how to better respond to disruptions and to deescalate a situation. Discussion ensued and Director Hodel stated she would like to pursue more training for Staff, because it is the Staff’s intention that the Library is a welcoming place for everyone. Trustee Maines requested for the record to reflect that the Library did nothing wrong in the handling of the reported social media complaint.

IX. **Information**

**Director’s Report**
- The Library has received the right of entry to the two parcels in Horizon West, preparatory to the testing of both, so the Library can better make a selection between the two.
- The deadline for the Melrose Awards submission was Monday. We received 42 submissions, one more than last year. The vetting and subsequent voting will then take place, prior to the awards ceremony in February.
- Plans are underway to expand taking passport applications on Sundays, in the near future.
- Southeast Branch has passed the plumbing inspection, so work can proceed to finish the bathrooms renovations.
- Danielle King has been tapped as one of nine selectors for the American Library Association’s Libraries Build Business grant project. She, along with the other members of the national committee, will review and select the winners of the ALA for Business grants. OCLS is very proud to have Danielle be a part of this important group. The library was asked to participate due to our strong reputation for having successful initiatives in supporting local opportunities for business ventures.

**Public Comment: Non-Agenda Items**
Jonathan Blount – Orange County Resident and Library Card Holder, spoke to the Board regarding homelessness.

X. **Adjournment**
President Maladecki adjourned the meeting at 7:03 p.m. MB LF motion carried 5-0.

**Next Meeting Dates:** January 9, 2020 ~ Eatonville Branch Library; 200 East Kennedy Boulevard; Eatonville, Florida 32751.
--- February 13, 2020 ~ 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
January 9, 2020

Staff Presentation:
Eatonville Welcome
Patrice Florence-Walker
Financials Statements & Summaries:

- Final FY 2019 Financial Statements
- December 2019 Financial Statements
Operating Fund Revenue & Expenditure Summaries:

Revenues:

*Ad Valorem Taxes:*  
The Library budgeted $43,905,000 for Ad Valorem Taxes in FY 2018-19 based on property tax values, millage rate of 0.3748 and a 5% statutory deduction. So far this year we have received $44,157,999 or 100.6% of the budget. This revenue is 9.6% higher than the same time in FY 2017-18.

*State Aid:*  
The Library budgeted $982,000 for State Aid Revenues in FY 2018-19 based on FY 2017-18 actuals. We received $830,417 from the State in April, which will be the total allotment for FY 2018-19, based on the Legislature’s funding for this year.

*PC Pass and PC Express:*  
Revenues from PC Pass and PC Express are at 72.3% and 67.8% respectively of budget. The main reason for lower actuals is that the Library started to offer free Wi-Fi in 2018. For the FY 2019-20 budget, these revenues are budgeted lower.

*Faxes and Scans:*  
Revenues from Faxes and Scans are at 90.8% and 121.4% respectively of budget. Combined, these two accounts are 100.8% of budget.

*Passport Facility & Photo Fees:*  
This is a new revenue source for the Library. We started offering Passport Application Processing along with Photos on September 11th. The $2,228 received in September is only for 2 weeks of service.

*Fines and Lost Materials:*  
Revenues from Fines and Lost Materials are at 111.6% of budget. The increase in use of digital materials which are not subject to being late or lost fees is resulting in a decreased revenue from fines and lost materials. This trend will continue into the future.

*Investment Earnings:*  
The Library takes a conservative approach when budgeting for Interest Revenues as the investment markets can be, and have been, quite volatile. While we appreciate the current investment market results 317.8% above budget, 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 future interest earnings to decline in the current low interest rate environment.

*Internet Discount:*  
This account is used to record a “rebate” we receive from the Federal Government, based on our purchases of Internet Connectivity Equipment. This “rebate” is based on purchases and an extensive application process between July 1st and June 30th of each year. The Library received $78,207 or 99.0% of the budgeted revenues, this is a 59.8% reduction vs FY 2017-18 revenues.

*Transfer From Tax Collector:*  
This account is used to record our revenue share from the Tax Collector Office. This revenue was received in October in the amount of $409,429 or 102.4% of budget and was recorded as a revenue for FY 2018-19.
Expenses:

**Defined Benefit Pension Plan:**
The Defined Benefit Pension Plan Expenditures are at 138.7% of the budget. This Plan is a traditional retirement plan covering full time employees hired prior to January 1, 2007. This Plan closed to new employees starting in January 2007. Contributions to the Plan are actuarially determined at the beginning of each calendar year. As noted in the March 31, 2019 financial statements, this fund experienced an unfavorable investment return in calendar year 2018.

**Retiree Health Care (OPEB):**
The Retiree Health Care (OPEB) expenditures are at 129.6% of the budget. This plan tracks the healthcare cost of our retirees. FY 2018-19 actuals are 29.8% higher than FY 2017-18 and 6.5% higher than the 5 year average. The increase is based on revised actuarial estimates based on retiree healthcare supplement approved by the Board in March 2019.

**Professional Services:**
The Professional Services Expenditures are at 90.5% of budget.

**Other Contractual Services:**
The Other Contractual Services Expenditures are at 97.1% of budget. The expenditures in this include such services as police service, banking fees, Brinks services, marketing and programming.

**Rentals and Leases:**
The expenditures in this category through September are at 87.5% of budget. The main reason is that we had budgeted funds to lease a facility in the Horizon West area, which did not materialize.

**Repairs and Maintenance:**
The expenditures in this category relate to the maintenance of the Library’s facilities and equipment. Through September, we have expended 118.2% of the budget. We overspent this account by $208,789. The major reason for the over spending is the recent failures of various HVAC systems, which cost approximately $148,000 to repair/replace the HVAC units. Additionally, we have had extensive roof repairs costing approximately $60,000. We have also incurred approximately $40,000 of unexpected electrical repairs and data cable installations.

**Supplies:**
The expenditures in this category are at 132.6% of budget. We overspent this expenditure item by $179,298. The main reasons for the over expenditure were the 5th floor cubicles and furniture (which was ordered as part of the project in FY 17-18 but did not arrive and get billed until November of 2019), Fairview Shores furniture, some new staff chairs throughout the Library as they had exceeded their useful life and needed to be replaced, as well as additional supplies needed for program materials, library cards and tattle tapes. The off-setting account is Building Improvements.

**Supplies Hardware/Software:**
The expenditures in this category are at 124.1% of budget. We overspent this expenditure item by $84,334. The main reason for the over expenditure is the lower cost of replacement computers. We anticipated the computers to exceed the $1,000 capitalization threshold, but they came in under that limit and thus are considered Supplies. The off-setting account is Hardware/Software, which is underspent by $216,299.

**Building Improvements Expense:**
The Library budgeted $1,500,000 to expand the South Creek Branch, which did not occur in FY 2018-19. We also budgeted $350,000 for the Emergency Generator Replacement Project, of which the design occurred in FY 2018-19 and construction will occur in FY 2019-20. Similarly, we budgeted for $335,000 to renovate the restrooms at the South Trail and Southeast Branches. The design occurred in FY 2018-19 and construction has occurred in FY 2019-20.

**Summary:** For FY 2018-19 revenues exceeded budget by $744,473 and expenses were $1,469,796 less than budget, for a net increase to reserves of $2,214,269 which will be used for future budgets.
## ORANGE COUNTY LIBRARY DISTRICT
### OPERATING FUND REVENUE SUMMARY
#### Twelve Months Ended September 30, 2019
Final

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<th>ANNUAL BUDGET</th>
<th>YTD ACTUAL</th>
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<td>Replace Library Cards</td>
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<td>Copy &amp; Vending</td>
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<td>Sales of Surplus Property</td>
<td>-</td>
<td>7,802</td>
<td>-</td>
</tr>
<tr>
<td>Contributions - Friends of Library</td>
<td>61,000</td>
<td>63,948</td>
<td>104.8%</td>
</tr>
<tr>
<td>Contributions - Others</td>
<td>20,000</td>
<td>18,376</td>
<td>91.9%</td>
</tr>
<tr>
<td>Internet Rebate</td>
<td>79,000</td>
<td>78,207</td>
<td>99.0%</td>
</tr>
<tr>
<td>Grants &amp; Awards</td>
<td>20,000</td>
<td>45,632</td>
<td>228.2%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>50,000</td>
<td>76,777</td>
<td>153.6%</td>
</tr>
<tr>
<td></td>
<td>430,000</td>
<td>926,322</td>
<td>215.4%</td>
</tr>
<tr>
<td><strong>TRANSFER FR PROP APPRAISER</strong></td>
<td>10,000</td>
<td>17,469</td>
<td>174.7%</td>
</tr>
<tr>
<td><strong>TRANSFER FR TAX COLLECTOR</strong></td>
<td>400,000</td>
<td>409,429</td>
<td>102.4%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>46,820,000</td>
<td>47,564,473</td>
<td>101.6%</td>
</tr>
</tbody>
</table>
### ORANGE COUNTY LIBRARY DISTRICT
### OPERATING FUND EXPENDITURE SUMMARY
### Twelve Months Ended September 30, 2019
### Final

<table>
<thead>
<tr>
<th>Category</th>
<th>Annual Budget</th>
<th>YTD Actual</th>
<th>(12 months=100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARIES &amp; BENEFITS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>17,762,000</td>
<td>17,021,919</td>
<td>95.8%</td>
</tr>
<tr>
<td>Medicare Taxes</td>
<td>258,000</td>
<td>250,986</td>
<td>97.3%</td>
</tr>
<tr>
<td>Defined Contribution Pension Plan</td>
<td>1,333,000</td>
<td>1,325,383</td>
<td>99.4%</td>
</tr>
<tr>
<td>Defined Benefit Pension Plan</td>
<td>700,000</td>
<td>970,762</td>
<td>138.7%</td>
</tr>
<tr>
<td>Money Purchase Pension Plan</td>
<td>839,000</td>
<td>821,256</td>
<td>97.9%</td>
</tr>
<tr>
<td>Life and Health Insurance (Employees)</td>
<td>3,127,000</td>
<td>2,859,376</td>
<td>91.4%</td>
</tr>
<tr>
<td>Retiree Health Care (OPEB)</td>
<td>540,000</td>
<td>700,000</td>
<td>129.6%</td>
</tr>
<tr>
<td>Worker's Compensation</td>
<td>115,000</td>
<td>111,928</td>
<td>97.3%</td>
</tr>
<tr>
<td>Unemployment Compensation</td>
<td>20,000</td>
<td>3,300</td>
<td>16.5%</td>
</tr>
<tr>
<td>Parking &amp; Bus Passes</td>
<td>225,000</td>
<td>216,957</td>
<td>96.4%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>24,919,000</td>
<td>24,281,867</td>
<td>97.4%</td>
</tr>
<tr>
<td><strong>OPERATING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Services</td>
<td>240,000</td>
<td>217,094</td>
<td>90.5%</td>
</tr>
<tr>
<td>Other Contractual Services</td>
<td>1,775,000</td>
<td>1,724,088</td>
<td>97.1%</td>
</tr>
<tr>
<td>Other Contract. Serv.- Janitorial</td>
<td>340,000</td>
<td>337,392</td>
<td>99.2%</td>
</tr>
<tr>
<td>Training and Travel</td>
<td>75,000</td>
<td>87,354</td>
<td>116.5%</td>
</tr>
<tr>
<td>Telecommunication</td>
<td>300,000</td>
<td>257,859</td>
<td>86.0%</td>
</tr>
<tr>
<td>Delivery and Postage</td>
<td>1,086,000</td>
<td>1,056,963</td>
<td>97.3%</td>
</tr>
<tr>
<td>Utilities</td>
<td>950,000</td>
<td>896,725</td>
<td>94.4%</td>
</tr>
<tr>
<td>Rentals and Leases</td>
<td>1,323,000</td>
<td>1,157,087</td>
<td>87.5%</td>
</tr>
<tr>
<td>Insurance</td>
<td>330,000</td>
<td>295,872</td>
<td>89.7%</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>1,150,000</td>
<td>1,358,789</td>
<td>118.2%</td>
</tr>
<tr>
<td>Repairs &amp; Maint. - Hardware/Software</td>
<td>880,000</td>
<td>874,799</td>
<td>99.4%</td>
</tr>
<tr>
<td>Copying/Printing</td>
<td>255,000</td>
<td>266,197</td>
<td>104.4%</td>
</tr>
<tr>
<td>Property Appraiser's Fee</td>
<td>325,000</td>
<td>376,453</td>
<td>115.8%</td>
</tr>
<tr>
<td>Tax Collector's Fee</td>
<td>890,000</td>
<td>869,345</td>
<td>97.7%</td>
</tr>
<tr>
<td>Supplies</td>
<td>550,000</td>
<td>729,298</td>
<td>132.6%</td>
</tr>
<tr>
<td>Supplies-Hardware/Software</td>
<td>350,000</td>
<td>434,334</td>
<td>124.1%</td>
</tr>
<tr>
<td>Memberships</td>
<td>20,000</td>
<td>12,487</td>
<td>62.4%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>10,839,000</td>
<td>10,952,136</td>
<td>101.0%</td>
</tr>
<tr>
<td><strong>CAPITAL OUTLAY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building and Improvements</td>
<td>2,875,000</td>
<td>1,036,594</td>
<td>36.1%</td>
</tr>
<tr>
<td>Equipment and Furniture</td>
<td>150,000</td>
<td>300,129</td>
<td>200.1%</td>
</tr>
<tr>
<td>Hardware/Software</td>
<td>550,000</td>
<td>333,701</td>
<td>60.7%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3,575,000</td>
<td>1,670,424</td>
<td>46.7%</td>
</tr>
<tr>
<td><strong>LIBRARY MATERIALS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials - Restricted Contributions</td>
<td>10,000</td>
<td>13,462</td>
<td>134.6%</td>
</tr>
<tr>
<td>Materials - Other</td>
<td>4,500,000</td>
<td>4,180,315</td>
<td>92.9%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4,510,000</td>
<td>4,193,777</td>
<td>93.0%</td>
</tr>
<tr>
<td><strong>TRANSFER TO CAPITAL PROJECTS FUND</strong></td>
<td>3,300,000</td>
<td>4,300,000</td>
<td>130.3%</td>
</tr>
<tr>
<td><strong>TRANSFER TO SINKING/EARR FUND</strong></td>
<td>-</td>
<td>275,000</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>47,143,000</td>
<td>45,673,204</td>
<td>96.9%</td>
</tr>
</tbody>
</table>
Operating Fund Revenue & Expenditure Summaries:

Revenues:

Ad Valorem Taxes:
The Library budgeted $48,020,000 for Ad Valorem Taxes in FY 2019-20 based on property tax values, millage rate of 0.3748 and a 5% statutory deduction. So far this year, we have received $24,358,166 or 50.7% of the budget, which is on target as the majority of the taxes are received in the December through March timeframe.

State Aid:
The Library budgeted $830,000 for State Aid Revenues in FY 2019-20 and is based on FY 2018-19 actuals. We receive these funds in the April/May timeframe based on the Legislature’s funding.

County Grant:
The Library budgeted $500,000 for County Grant Revenues in FY 2019-20 and is based the maximum allotment to be received from the Citizen’s Review Panel Grant for the Biz Kids Program. The program officially starts in January 2020 and the funding will be granted approximately monthly and will be based on a per student hour basis. Thus we may not receive the full grant funding. The $753 in revenue received is for set-up costs allowable under the grant.

Fee Cards:
The Library budgeted $18,000 for Fee Card revenues for FY 2019-20. Through December 2019, we received $4,950 or 27.5% of the budgeted revenue, which is on target. This is slightly higher than revenues received through December 2018.

Meeting Rooms:
The Library budgeted $55,000 for meeting room revenues for FY 2019-20. Through December 2019, we received $14,201 or 25.8% of the budgeted revenues, which is on target.

Faxes and Scans:
Revenues from Faxes and Scans are at 19.8% and 17.2% respectively of budget. These revenues are in line with the last 5 years average through December.

Passport Facility & Photo Fees:
This is a new revenue source for the Library after the budget was submitted. We started offering Passport Application Processing along with Photos on September 11, 2019. We received $5,750 for these services through December 2019.

Copy and Vending:
The Library budgeted $225,000 for these services in FY 2019-20. We received $45,062 through the month of December 2019, which is higher than revenues received through December 2018. Note that the Southwest Branch was closed for the month of October and South Trail Branch was closed for the month of November and the Southeast Branch was closed in December.

Fines and Lost Materials:
Revenues from Fines and Lost Materials through December 2019 are $116,264 or 19.4% of budget. The typical trend is for these revenues to be decreasing, due to increased usage of digital media.

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 these reports, we have not received our December 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 decline in the current low interest rate environment.
**Internet Rebate:**
This account is used to record a “rebate” we receive from the Federal Government, based on our purchases of Internet Connectivity Equipment. This “rebate” is based on purchases and an extensive application process between July 1st and June 30th of each year. The Library typically receives this funding in the last quarter of the fiscal year.

**Transfer From Tax Collector:**
This account is used to record our revenue share from the Tax Collector Office. The Library typically receives this funding in the last quarter of the fiscal year.

**Expenses:**

**Defined Benefit Pension Plan:**
The Library budgeted $850,000 for FY 2019-20 and through December 2019 has expended $282,084 of 33.2% of the budget. The actuals are based on revised actuarial estimates, which are not provided until after the budget is submitted.

**Worker’s Compensation:**
The Worker’s Compensation Expenditures are at 39.9% of budget, as these payments are paid quarterly in advance.

**Delivery & Postage:**
The Delivery and Postage Expenditures are at 27.0% of the budget due to timing of payments.

**Utilities:**
The utilities expenditures reflect 14.9% of budget being expended as of December. This is due to the timing of the various utility bills not being received in time to be paid in the month of December.

**Insurance:**
The Insurance expenditures are at 89.9% of budget as the insurance policies renew in the Fall and have to be pre-paid.

**Membership:**
The expenditures in this category are at 47.3% of budget, mainly due to the FLA annual membership fee of $6,000 being paid in October.

**Building Improvements Expense:**
The Library budgeted $2,323,000 for various building improvement projects such as the Southwest, South Trail and Southeast restroom renovations and the Emergency Generator Replacement Project. The Southwest restroom renovation is complete and awaiting final billing. The South Trail restroom project is also complete, awaiting final billing. The Southeast restroom project is complete and awaiting final billing. The Emergency Generator Replacement Project started December 2, 2019. The $885,824 incurred so far includes $390,652 for the restroom projects (see attached project summary sheet). The balance is budgeted capitalized maintenance expenditures for items reaching the end of their useful life, such as roof replacement, painting, carpet and security cameras.
## ORANGE COUNTY LIBRARY DISTRICT
### OPERATING FUND REVENUE SUMMARY
#### Three Months Ended December 31, 2019

<table>
<thead>
<tr>
<th>Section</th>
<th>Annual Budget</th>
<th>YTD Actual</th>
<th>(3 months= 25.0%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AD VALOREM TAXES</strong></td>
<td>48,020,000</td>
<td>24,358,166</td>
<td>50.7%</td>
</tr>
<tr>
<td><strong>INTERGOVERNMENTAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State &amp; Federal Grant</td>
<td>50,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>State Aid</td>
<td>830,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>County Grants</td>
<td>500,000</td>
<td>753</td>
<td>0.2%</td>
</tr>
<tr>
<td><strong>CHARGES FOR SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee Cards</td>
<td>18,000</td>
<td>4,950</td>
<td>27.5%</td>
</tr>
<tr>
<td>PC Pass ($10 for 7 days)</td>
<td>2,000</td>
<td>738</td>
<td>36.9%</td>
</tr>
<tr>
<td>PC Express ($5 for 1 hour)</td>
<td>4,000</td>
<td>1,225</td>
<td>30.6%</td>
</tr>
<tr>
<td>Classes</td>
<td>6,000</td>
<td>1,071</td>
<td>17.9%</td>
</tr>
<tr>
<td>Meeting Rooms</td>
<td>55,000</td>
<td>14,201</td>
<td>25.8%</td>
</tr>
<tr>
<td>Faxes</td>
<td>55,000</td>
<td>10,893</td>
<td>19.8%</td>
</tr>
<tr>
<td>Scans</td>
<td>30,000</td>
<td>5,167</td>
<td>17.2%</td>
</tr>
<tr>
<td>Ear Buds &amp; Jump Drives</td>
<td>6,000</td>
<td>1,495</td>
<td>24.9%</td>
</tr>
<tr>
<td>Bag Sales</td>
<td>3,500</td>
<td>784</td>
<td>22.4%</td>
</tr>
<tr>
<td>Replace Library Cards</td>
<td>30,000</td>
<td>4,897</td>
<td>16.3%</td>
</tr>
<tr>
<td>Copy &amp; Vending</td>
<td>225,000</td>
<td>45,062</td>
<td>20.0%</td>
</tr>
<tr>
<td>Passport Facility &amp; Photo Fees</td>
<td>-</td>
<td>5,750</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Services</strong></td>
<td>437,000</td>
<td>96,344</td>
<td>22.0%</td>
</tr>
<tr>
<td><strong>FINES &amp; LOST MATERIALS</strong></td>
<td>600,000</td>
<td>116,264</td>
<td>19.4%</td>
</tr>
<tr>
<td><strong>MISCELLANEOUS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>350,000</td>
<td>29,846</td>
<td>8.5%</td>
</tr>
<tr>
<td>Sales of Surplus Property</td>
<td>2,000</td>
<td>265</td>
<td>13.3%</td>
</tr>
<tr>
<td>Contributions - Friends of Library</td>
<td>60,000</td>
<td>24,012</td>
<td>40.0%</td>
</tr>
<tr>
<td>Contributions - Others</td>
<td>20,000</td>
<td>2,487</td>
<td>12.4%</td>
</tr>
<tr>
<td>Internet Rebate</td>
<td>80,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Grants &amp; Awards</td>
<td>40,000</td>
<td>7,550</td>
<td>18.9%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>70,000</td>
<td>4,430</td>
<td>6.3%</td>
</tr>
<tr>
<td><strong>Total Miscellaneous</strong></td>
<td>622,000</td>
<td>68,590</td>
<td>11.0%</td>
</tr>
<tr>
<td><strong>TRANSFER FR PROP APPRAISER</strong></td>
<td>12,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>TRANSFER FR TAX COLLECTOR</strong></td>
<td>400,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>51,471,000</td>
<td>24,640,117</td>
<td>47.9%</td>
</tr>
</tbody>
</table>
# ORANGE COUNTY LIBRARY DISTRICT
## OPERATING FUND EXPENDITURE SUMMARY
### Three Months Ended December 31, 2019

<table>
<thead>
<tr>
<th>SALARIES &amp; BENEFITS</th>
<th>ANNUAL BUDGET</th>
<th>YTD ACTUAL</th>
<th>(3 months=25.0%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>18,603,000</td>
<td>4,763,048</td>
<td>25.6%</td>
</tr>
<tr>
<td>Medicare Taxes</td>
<td>276,000</td>
<td>67,623</td>
<td>24.5%</td>
</tr>
<tr>
<td>Defined Contribution Pension Plan</td>
<td>1,382,000</td>
<td>357,230</td>
<td>25.8%</td>
</tr>
<tr>
<td>Defined Benefit Pension Plan</td>
<td>850,000</td>
<td>282,084</td>
<td>33.2%</td>
</tr>
<tr>
<td>Money Purchase Pension Plan</td>
<td>939,000</td>
<td>245,552</td>
<td>26.2%</td>
</tr>
<tr>
<td>Life and Health Insurance (Employees)</td>
<td>3,326,000</td>
<td>737,804</td>
<td>22.2%</td>
</tr>
<tr>
<td>Retiree Health Care (OPEB)</td>
<td>724,000</td>
<td>180,818</td>
<td>25.0%</td>
</tr>
<tr>
<td>Worker's Compensation</td>
<td>125,000</td>
<td>49,871</td>
<td>39.9%</td>
</tr>
<tr>
<td>Unemployment Compensation</td>
<td>14,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Parking &amp; Bus Passes</td>
<td>221,000</td>
<td>52,093</td>
<td>23.6%</td>
</tr>
<tr>
<td><strong>Total Salaries &amp; Benefits</strong></td>
<td><strong>26,460,000</strong></td>
<td><strong>6,736,123</strong></td>
<td><strong>25.5%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPERATING</th>
<th>ANNUAL BUDGET</th>
<th>YTD ACTUAL</th>
<th>(3 months=25.0%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td>236,000</td>
<td>34,530</td>
<td>14.6%</td>
</tr>
<tr>
<td>Other Contractual Services</td>
<td>1,981,000</td>
<td>326,497</td>
<td>16.5%</td>
</tr>
<tr>
<td>Other Contract. Serv.- Janitorial</td>
<td>349,000</td>
<td>59,335</td>
<td>17.0%</td>
</tr>
<tr>
<td>Training and Travel</td>
<td>115,000</td>
<td>17,685</td>
<td>15.4%</td>
</tr>
<tr>
<td>Telecommunication</td>
<td>300,000</td>
<td>52,835</td>
<td>17.6%</td>
</tr>
<tr>
<td>Delivery and Postage</td>
<td>1,135,000</td>
<td>306,012</td>
<td>27.0%</td>
</tr>
<tr>
<td>Utilities</td>
<td>971,000</td>
<td>144,785</td>
<td>14.9%</td>
</tr>
<tr>
<td>Rentals and Leases</td>
<td>1,476,000</td>
<td>301,090</td>
<td>20.4%</td>
</tr>
<tr>
<td>Insurance</td>
<td>346,000</td>
<td>311,179</td>
<td>89.9%</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>1,252,000</td>
<td>375,337</td>
<td>30.0%</td>
</tr>
<tr>
<td>Repairs &amp; Maint. - Hardware/Software</td>
<td>950,000</td>
<td>253,460</td>
<td>26.7%</td>
</tr>
<tr>
<td>Copying/Printing</td>
<td>262,000</td>
<td>51,724</td>
<td>19.7%</td>
</tr>
<tr>
<td>Property Appraiser's Fee</td>
<td>395,000</td>
<td>105,663</td>
<td>26.8%</td>
</tr>
<tr>
<td>Tax Collector's Fee</td>
<td>961,000</td>
<td>487,203</td>
<td>50.7%</td>
</tr>
<tr>
<td>Supplies</td>
<td>794,000</td>
<td>251,090</td>
<td>31.6%</td>
</tr>
<tr>
<td>Supplies-Hardware/Software</td>
<td>475,000</td>
<td>15,559</td>
<td>3.3%</td>
</tr>
<tr>
<td>Supplies-Programming</td>
<td>-</td>
<td>29,824</td>
<td>-</td>
</tr>
<tr>
<td>Memberships</td>
<td>20,000</td>
<td>9,450</td>
<td>47.3%</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>12,018,000</strong></td>
<td><strong>3,133,332</strong></td>
<td><strong>26.1%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAPITAL OUTLAY</th>
<th>ANNUAL BUDGET</th>
<th>YTD ACTUAL</th>
<th>(3 months=25.0%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building and Improvements</td>
<td>2,323,000</td>
<td>885,824</td>
<td>38.1%</td>
</tr>
<tr>
<td>Equipment and Furniture</td>
<td>143,000</td>
<td>62,595</td>
<td>43.8%</td>
</tr>
<tr>
<td>Hardware/Software</td>
<td>670,000</td>
<td>79,592</td>
<td>11.9%</td>
</tr>
<tr>
<td><strong>Total Capital Outlay</strong></td>
<td><strong>3,136,000</strong></td>
<td><strong>1,028,011</strong></td>
<td><strong>32.8%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIBRARY MATERIALS</th>
<th>ANNUAL BUDGET</th>
<th>YTD ACTUAL</th>
<th>(3 months=25.0%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials - Restricted Contributions</td>
<td>10,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Materials - Other</td>
<td>4,680,000</td>
<td>1,446,365</td>
<td>30.9%</td>
</tr>
<tr>
<td><strong>Total Library Materials</strong></td>
<td><strong>4,690,000</strong></td>
<td><strong>1,446,365</strong></td>
<td><strong>30.8%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSFER TO CAPITAL PROJECTS FUND</th>
<th>ANNUAL BUDGET</th>
<th>YTD ACTUAL</th>
<th>(3 months=25.0%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4,000,000</strong></td>
<td>1,000,000</td>
<td>25.0%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSFER TO SINKING/EARR FUND</th>
<th>ANNUAL BUDGET</th>
<th>YTD ACTUAL</th>
<th>(3 months=25.0%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>500,000</td>
<td>125,000</td>
<td>25.0%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL EXPENDITURES</th>
<th>ANNUAL BUDGET</th>
<th>YTD ACTUAL</th>
<th>(3 months=25.0%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50,804,000</td>
<td>13,468,831</td>
<td>26.5%</td>
<td></td>
</tr>
</tbody>
</table>
## ORANGE COUNTY LIBRARY DISTRICT
### CAPITAL PROJECTS FUND
#### Three Months Ended December 31, 2019

<table>
<thead>
<tr>
<th></th>
<th>ANNUAL BUDGET</th>
<th>YTD ACTUAL</th>
<th>(3 months= 25.0%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>100,000</td>
<td>20,689</td>
<td>20.7%</td>
</tr>
<tr>
<td>Transfer from Operating Fund</td>
<td>4,000,000</td>
<td>1,000,000</td>
<td>25.0%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>4,100,000</td>
<td>1,020,689</td>
<td>24.9%</td>
</tr>
</tbody>
</table>

|                        |               |            |                   |
| **EXPENDITURES**       |               |            |                   |
| New Branch             | 375,000       | -          | 0.0%              |
| Reserves               | 3,725,000     | 1,020,689  | 27.4%             |
| **TOTAL EXPENDITURES** | 4,100,000     | 1,020,689  | 24.9%             |
# ORANGE COUNTY LIBRARY DISTRICT
## SINKING FUND
### Three Months Ended December 31, 2019

<table>
<thead>
<tr>
<th></th>
<th>ANNUAL BUDGET</th>
<th>YTD ACTUAL</th>
<th>(3 months= 25.0%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>8,000</td>
<td>1,698</td>
<td>21.2%</td>
</tr>
<tr>
<td>Transfer from Operating Fund</td>
<td>500,000</td>
<td>125,000</td>
<td>25.0%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>508,000</td>
<td>126,698</td>
<td>24.9%</td>
</tr>
</tbody>
</table>

|                      |               |            |                   |
| **EXPENDITURES**     |               |            |                   |
| Reserves-Building and Improvements | 417,000 | 104,002    | 24.9%             |
| Reserves - Technology | 91,000      | 22,696     | 24.9%             |
| **TOTAL EXPENDITURES** | 508,000   | 126,698    | 24.9%             |
ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Three Months Ended December 31, 2019

<table>
<thead>
<tr>
<th></th>
<th>ANNUAL BUDGET</th>
<th>YTD ACTUAL</th>
<th>(3 months= 25.0%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>25,000</td>
<td>44,238</td>
<td>177.0%</td>
</tr>
<tr>
<td>Reserves</td>
<td>25,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>50,000</td>
<td>44,238</td>
<td>88.5%</td>
</tr>
</tbody>
</table>

|                     |               |            |                   |
| **EXPENDITURES**    |               |            |                   |
| Equipment           | 50,000        | -          | 0.0%              |
| Reserves            | -             | 44,238     | -                 |
| **TOTAL EXPENDITURES** | 50,000   | 44,238     | 88.5%             |
# ORANGE COUNTY LIBRARY DISTRICT
## OPERATING FUND
### BALANCE SHEET - ASSETS
#### December 31, 2019

<table>
<thead>
<tr>
<th>ASSETS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash on Hand</td>
<td>19,785</td>
</tr>
<tr>
<td>Equity in Pooled Cash</td>
<td>460,794</td>
</tr>
<tr>
<td>Equity in Pooled Investments</td>
<td>25,771,907</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>3,000</td>
</tr>
<tr>
<td>Interest Receivable</td>
<td>10,328</td>
</tr>
<tr>
<td>Inventory</td>
<td>123,866</td>
</tr>
<tr>
<td>Prepaids</td>
<td>117,365</td>
</tr>
<tr>
<td>Other Assets-Deposits</td>
<td>9,865</td>
</tr>
</tbody>
</table>

**TOTAL ASSETS**  
26,516,910
# ORANGE COUNTY LIBRARY DISTRICT
## OPERATING FUND
### BALANCE SHEET - LIABILITIES & FUND BALANCE
#### December 31, 2019

<table>
<thead>
<tr>
<th>LIABILITIES</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>240,309</td>
</tr>
<tr>
<td>Accrued Wages Payable</td>
<td>521,450</td>
</tr>
<tr>
<td>Accrued Sales Tax</td>
<td>1,734</td>
</tr>
<tr>
<td>Accrued Fax Tax</td>
<td>226</td>
</tr>
<tr>
<td>Employee Payroll Deductions:</td>
<td></td>
</tr>
<tr>
<td>United Appeal</td>
<td>44</td>
</tr>
<tr>
<td>Dental Insurance</td>
<td>655</td>
</tr>
<tr>
<td>Optional Life</td>
<td>2,520</td>
</tr>
<tr>
<td>Vision Plan</td>
<td>1,528</td>
</tr>
<tr>
<td>Weight Watchers</td>
<td>728</td>
</tr>
<tr>
<td>Short Term Disability</td>
<td>696</td>
</tr>
<tr>
<td>Daughters of American Revolution</td>
<td>139</td>
</tr>
<tr>
<td>Staff Association</td>
<td>169</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td><strong>770,198</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FUND BALANCE</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonspendable:</td>
<td></td>
</tr>
<tr>
<td>Inventory</td>
<td>123,866</td>
</tr>
<tr>
<td>Prepaid Items and Deposits</td>
<td>127,230</td>
</tr>
<tr>
<td>Annetta O'B Walker Trust Fund</td>
<td>4,000</td>
</tr>
<tr>
<td>A.P. Phillips Memorial Fund</td>
<td>100,000</td>
</tr>
<tr>
<td>Willis H. Warner Memorial Fund</td>
<td>33,712</td>
</tr>
<tr>
<td>Perce C. and Mary M. Gullett Memorial Fund</td>
<td>19,805</td>
</tr>
<tr>
<td>Committed:</td>
<td></td>
</tr>
<tr>
<td>Vivian Esch Estate Fund</td>
<td>44,198</td>
</tr>
<tr>
<td>Edmund L. Murray Estate Fund</td>
<td>724,689</td>
</tr>
<tr>
<td>Arthur Sondheim Estate Fund</td>
<td>39,941</td>
</tr>
<tr>
<td>Strategic Plan</td>
<td>4,000,000</td>
</tr>
<tr>
<td>Unassigned</td>
<td>9,357,985</td>
</tr>
<tr>
<td>Current Year Revenue over Expenditures</td>
<td>11,171,286</td>
</tr>
<tr>
<td><strong>TOTAL FUND BALANCE</strong></td>
<td><strong>25,746,712</strong></td>
</tr>
</tbody>
</table>

**TOTAL LIABILITIES & FUND BALANCE** | **26,516,910**
ORANGE COUNTY LIBRARY DISTRICT  
MONTHLY ROLLOVER  
December 31, 2019

<table>
<thead>
<tr>
<th></th>
<th>11/30/19</th>
<th>RECEIPTS</th>
<th>DISBURSE</th>
<th>12/31/19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity in Pooled Cash</td>
<td>1,550,853</td>
<td>20,745,095</td>
<td>21,835,154</td>
<td>460,794</td>
</tr>
<tr>
<td>Equity in Pooled Investments</td>
<td>8,129,393</td>
<td>18,017,514</td>
<td>375,000</td>
<td>25,771,907</td>
</tr>
<tr>
<td></td>
<td>9,680,246</td>
<td>38,762,609</td>
<td>22,210,154</td>
<td>26,232,701</td>
</tr>
<tr>
<td><strong>SINKING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity in Pooled Investments</td>
<td>875,124</td>
<td>42,455</td>
<td>-</td>
<td>917,579</td>
</tr>
<tr>
<td><strong>CAPITAL PROJECTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity in Pooled Investments</td>
<td>10,482,011</td>
<td>342,855</td>
<td>-</td>
<td>10,824,866</td>
</tr>
<tr>
<td><strong>SELF FUNDED HEALTH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity in Pooled Cash</td>
<td>664,143</td>
<td>255,667</td>
<td>165,655</td>
<td>754,155</td>
</tr>
<tr>
<td>Claims Payment Checking Account</td>
<td>72,000</td>
<td>127,609</td>
<td>127,609</td>
<td>72,000</td>
</tr>
<tr>
<td>Equity in Pooled Investments</td>
<td>4,272,076</td>
<td>3,943</td>
<td>-</td>
<td>4,276,019</td>
</tr>
<tr>
<td></td>
<td>5,008,219</td>
<td>387,219</td>
<td>293,264</td>
<td>5,102,174</td>
</tr>
</tbody>
</table>
ORANGE COUNTY LIBRARY DISTRICT
GENERAL POOLED INVESTMENTS
December 31, 2019

INVESTMENT TYPE | DOLLARS
---|---
US TREASURY SECURITIES | 12,993,656
MONEY MARKET FUNDS | 
- Federated Treasury Obligations Fund | 676,563
- Federated Government Obligations Fund | 1,087,665
LOCAL GOVERNMENT INVESTMENT POOLS | 
- Florida Safe | 13,654,945
- Florida Prime (SBA) | 13,377,542
TOTAL | 41,790,371
# OCLS Restroom Renovation Project Budget

## Expenditures As of 12-31-2019

<table>
<thead>
<tr>
<th></th>
<th>Original Budget</th>
<th>Change Order</th>
<th>Revised Budget</th>
<th>Actual</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Southwest</strong></td>
<td>Project Code 20-001</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ruby Builders</td>
<td>$131,706</td>
<td>$10,447</td>
<td>$142,153</td>
<td>$142,153</td>
<td>$0</td>
</tr>
<tr>
<td>Owner Provided Materials</td>
<td>42,200</td>
<td>0</td>
<td>42,200</td>
<td>41,477</td>
<td>(723)</td>
</tr>
<tr>
<td>Contingency</td>
<td>17,400</td>
<td>(10,447)</td>
<td>6,953</td>
<td>0</td>
<td>(6,953)</td>
</tr>
<tr>
<td><strong>Project Costs</strong></td>
<td>$191,306</td>
<td>$0</td>
<td>$191,306</td>
<td>$183,630</td>
<td>($7,676)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Original Budget</th>
<th>Change Order</th>
<th>Revised Budget</th>
<th>Actual</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>South Trail</strong></td>
<td>Project Code 20-003</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ruby Builders</td>
<td>$159,701</td>
<td>$5,312</td>
<td>$165,013</td>
<td>$165,013</td>
<td>$0</td>
</tr>
<tr>
<td>Owner Provided Materials</td>
<td>50,840</td>
<td>0</td>
<td>50,840</td>
<td>34,795</td>
<td>(16,045)</td>
</tr>
<tr>
<td>Contingency</td>
<td>21,050</td>
<td>(5,312)</td>
<td>15,738</td>
<td>0</td>
<td>(15,738)</td>
</tr>
<tr>
<td><strong>Project Costs</strong></td>
<td>$231,591</td>
<td>$0</td>
<td>$231,591</td>
<td>$199,808</td>
<td>($31,783)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Original Budget</th>
<th>Change Order</th>
<th>Revised Budget</th>
<th>Actual</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Southeast</strong></td>
<td>Project Code 20-005</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ruby Builders</td>
<td>$147,199</td>
<td>$2,700</td>
<td>$149,899</td>
<td>$324</td>
<td>($149,575)</td>
</tr>
<tr>
<td>Owner Provided Materials</td>
<td>48,354</td>
<td>0</td>
<td>48,354</td>
<td>6,890</td>
<td>(41,464)</td>
</tr>
<tr>
<td>Contingency</td>
<td>19,550</td>
<td>(2,700)</td>
<td>16,850</td>
<td>0</td>
<td>(16,850)</td>
</tr>
<tr>
<td><strong>Project Costs</strong></td>
<td>$215,103</td>
<td>$0</td>
<td>$215,103</td>
<td>$7,214</td>
<td>($207,889)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Original Budget</th>
<th>Change Order</th>
<th>Revised Budget</th>
<th>Actual</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Branches</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ruby Builders</td>
<td>$438,606</td>
<td>$18,459</td>
<td>$457,065</td>
<td>$307,490</td>
<td>($149,575)</td>
</tr>
<tr>
<td>Owner Provided Materials</td>
<td>141,394</td>
<td>0</td>
<td>141,394</td>
<td>83,162</td>
<td>(58,232)</td>
</tr>
<tr>
<td>Contingency</td>
<td>58,000</td>
<td>(18,459)</td>
<td>39,541</td>
<td>0</td>
<td>(39,541)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$638,000</td>
<td>$0</td>
<td>$638,000</td>
<td>$390,652</td>
<td>($247,348)</td>
</tr>
</tbody>
</table>
**Change Orders:**

1. Change restroom stalls to no-peek and higher walls for all 3 branches - Approved
   - $8,706

2. Permit fees for all three branches - Approved
   - $3,725

3. Southwest masonry work - Approved
   - $6,028
Orange County Library System
Board of Trustees Meeting
January 9, 2020

Dashboard: December 2019
Overall, digital usage was up 9% comparing December 2019 with 191,557 uses to December 2018 which had 175,851 uses.

The final 2019 total checkouts in OverDrive was 1,532,064. Last year the total was 1,342,649 which means we had a 14% increase in OverDrive usage. The increase of 189,415 more checkouts translates to 519 checkouts for each day of the year.

We added Bibliotheca’s cloudlibrary app to our list of resources, which gives you mobile checkout capabilities and access to popular e-books and digital audiobooks by using your smartphone. Mobile checkout is like having a personal self-check machine. Find the items you want, scan the library barcodes into the app, choose checkout, go to the Fastlane checkout station to deactivate the items and you are on your way. The Express Collection allows you to discover and borrow e-books and digital audiobooks. Popular titles are available for seven-day checkout with no holds or renewals so you may see a title that has a long hold list in another app instantly available here. There were 216 checkouts from the Express Collection last month.
### Events & Classes by Location

#### Event Attendance

<table>
<thead>
<tr>
<th>Location</th>
<th>2019</th>
<th>2018</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orlando Public Library</td>
<td>4,577</td>
<td>4,278</td>
<td>7.0%</td>
</tr>
<tr>
<td>Winter Garden</td>
<td>2,442</td>
<td>1,390</td>
<td>75.7%</td>
</tr>
<tr>
<td>Alafaya</td>
<td>2,111</td>
<td>1,916</td>
<td>10.2%</td>
</tr>
<tr>
<td>South Creek</td>
<td>1,968</td>
<td>1,480</td>
<td>33.0%</td>
</tr>
<tr>
<td>Southwest</td>
<td>1,931</td>
<td>1,655</td>
<td>16.8%</td>
</tr>
<tr>
<td>Chickasaw</td>
<td>1,441</td>
<td>1,379</td>
<td>4.6%</td>
</tr>
<tr>
<td>North Orange</td>
<td>1,411</td>
<td>1,549</td>
<td>-8.9%</td>
</tr>
<tr>
<td>Fairview Shores</td>
<td>1,247</td>
<td>870</td>
<td>43.3%</td>
</tr>
<tr>
<td>Windermere</td>
<td>1,314</td>
<td>844</td>
<td>57.6%</td>
</tr>
<tr>
<td>South Trail</td>
<td>886</td>
<td>621</td>
<td>43.8%</td>
</tr>
<tr>
<td>Herndon</td>
<td>789</td>
<td>645</td>
<td>21.7%</td>
</tr>
<tr>
<td>West Oaks</td>
<td>601</td>
<td>505</td>
<td>18.7%</td>
</tr>
<tr>
<td>Hiwassee</td>
<td>416</td>
<td>417</td>
<td>-0.2%</td>
</tr>
<tr>
<td>Eatonville</td>
<td>428</td>
<td>309</td>
<td>38.5%</td>
</tr>
<tr>
<td>Washington Park</td>
<td>300</td>
<td>529</td>
<td>-43.3%</td>
</tr>
<tr>
<td>Online</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Southeast</td>
<td>-</td>
<td>1,430</td>
<td>-100.0%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>21,866</td>
<td>20,065</td>
<td>9.0%</td>
</tr>
</tbody>
</table>

#### Class Attendance

<table>
<thead>
<tr>
<th>Location</th>
<th>2019</th>
<th>2018</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orlando Public Library</td>
<td>850</td>
<td>736</td>
<td>15.5%</td>
</tr>
<tr>
<td>Winter Garden</td>
<td>142</td>
<td>168</td>
<td>-15.5%</td>
</tr>
<tr>
<td>Alafaya</td>
<td>189</td>
<td>194</td>
<td>-2.6%</td>
</tr>
<tr>
<td>South Creek</td>
<td>178</td>
<td>94</td>
<td>90.4%</td>
</tr>
<tr>
<td>Southwest</td>
<td>195</td>
<td>154</td>
<td>26.6%</td>
</tr>
<tr>
<td>Chickasaw</td>
<td>197</td>
<td>197</td>
<td>0.0%</td>
</tr>
<tr>
<td>North Orange</td>
<td>74</td>
<td>121</td>
<td>-38.8%</td>
</tr>
<tr>
<td>Fairview Shores</td>
<td>227</td>
<td>326</td>
<td>-30.4%</td>
</tr>
<tr>
<td>Windermere</td>
<td>133</td>
<td>100</td>
<td>33.0%</td>
</tr>
<tr>
<td>South Trail</td>
<td>45</td>
<td>113</td>
<td>-60.2%</td>
</tr>
<tr>
<td>Herndon</td>
<td>51</td>
<td>159</td>
<td>-67.9%</td>
</tr>
<tr>
<td>West Oaks</td>
<td>125</td>
<td>90</td>
<td>38.9%</td>
</tr>
<tr>
<td>Hiwassee</td>
<td>121</td>
<td>160</td>
<td>-24.4%</td>
</tr>
<tr>
<td>Eatonville</td>
<td>50</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Washington Park</td>
<td>97</td>
<td>71</td>
<td>36.6%</td>
</tr>
<tr>
<td>Online</td>
<td>26</td>
<td>17</td>
<td>52.9%</td>
</tr>
<tr>
<td>Southeast</td>
<td>252</td>
<td>-100.0%</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>2,700</td>
<td>2,952</td>
<td>-8.5%</td>
</tr>
</tbody>
</table>

### Socia Media

![Social Media statistics graph]

Events/class attendance is up 12.56% compared to last year. We offered 74 more events this year with an increase of 2,165 people in attendance. On 7 December, a total of 112 people attended the South Creek Branch’s Book Sale to find holiday bargains on books and DVDs. The future was bright at the Fairview Shores Branch when 21 people built ships, assembled drones and celebrated a galaxy far, far away during their Star Wars Night on 18 December. On 12 December, the Orlando Public Library welcomed 232 attendees to celebrate the completion of our latest book. See Frosty in My Bathrobe. and meet its author, Candace Fleming. The Eatonville Branch welcomed 202 guests to the Camp Care Wintertastic Road Along & Toy Giveaway on 15 December. The Dickens Holiday Celebration took place on 1 December and 79 people enjoyed festive holiday songs performed by the Orlando Dickens Carolers.

Events Class/Liability

<table>
<thead>
<tr>
<th>Community Events</th>
<th>2019</th>
<th>2018</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orlando Public Library</td>
<td>669</td>
<td>1,233</td>
<td>-45.74%</td>
</tr>
<tr>
<td>Winter Garden</td>
<td>9,609</td>
<td>8,559</td>
<td>12.27%</td>
</tr>
<tr>
<td>Alafaya</td>
<td>728</td>
<td>543</td>
<td>34.07%</td>
</tr>
<tr>
<td>South Creek</td>
<td>11,260</td>
<td>2,952</td>
<td>380.7%</td>
</tr>
<tr>
<td>Southwest</td>
<td>10,000</td>
<td>8,538</td>
<td>17.5%</td>
</tr>
<tr>
<td>Chickasaw</td>
<td>9,530</td>
<td>7,224</td>
<td>32.1%</td>
</tr>
<tr>
<td>North Orange</td>
<td>6,859</td>
<td>4,362</td>
<td>57.8%</td>
</tr>
<tr>
<td>Fairview Shores</td>
<td>8,388</td>
<td>6,562</td>
<td>27.7%</td>
</tr>
<tr>
<td>Windermere</td>
<td>7,112</td>
<td>5,224</td>
<td>35.9%</td>
</tr>
<tr>
<td>Online</td>
<td>1,212</td>
<td>2,042</td>
<td>-41.0%</td>
</tr>
<tr>
<td>Southeast</td>
<td>1,654</td>
<td>1,654</td>
<td>0.0%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>24,566</td>
<td>23,017</td>
<td>6.73%</td>
</tr>
</tbody>
</table>

In general, December is a slower month for our social media channels due to the holidays and our holiday closures. Despite this, some of our channels had spikes in engagement. Our Instagram account had a 21.2% spike in engagement this month. Our Throwback Thursday posts, highlighting different special events and milestones from the past year performed well this month. In particular, our post highlighting the Fairview Shores Branch Grand Opening performed very well and received 116 likes. Our Giving Tuesday video published on IGTV was viewed 468 times and was shared 12 times to Instagram Stories. And our Facebook page saw a 1.5% increase in engagement, as well as a 18.6% increase in impressions. Our followers responded very favorably to the news of the cloudLibrary service coming to OCLS.
Orange County Library System
Board of Trustees Meeting
January 9, 2020

Action Items: None
Orange County Library System
Board of Trustees Meeting
January 9, 2020

Discussion & Possible Action Items
Orange County Library System
Board of Trustees Meeting
January 9, 2020

Director’s Goals FY 2020:
1st Quarter Update
**Director’s Annual Goals:** Each goal has a connection to the dimensions of performance provided on the Director’s Performance Evaluation form.

**FY 2020 ~ 1st Quarter Update**

**Strategic Goal One:** Improve the Customer Experience  
**Performance Dimension:** Customer Service, Facilities, Customer Service Training, Technology

<table>
<thead>
<tr>
<th>Goal: Increase our customer satisfaction</th>
<th>Successful Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve the customer experience</td>
<td>Enhance on-going customer service training</td>
</tr>
<tr>
<td></td>
<td>Evolve the Mystery Shopper program</td>
</tr>
<tr>
<td></td>
<td>Provide inviting facilities</td>
</tr>
<tr>
<td></td>
<td>Enhance on-boarding experience for new customers</td>
</tr>
</tbody>
</table>

**Progress**

- In partnership with UCF Libraries, the class *When Catalog Searching Fails Us, How Do We Find the "Windows, Mirrors and Sliding Glass Doors?" Discover UCF’s Diverse Families Database* was offered at Staff Development Day in November 2019, with approximately 30 attendees. DIVerse Families is a comprehensive bibliography that demonstrates the growing diversity of families in the United States. This type of bibliography provides teachers, librarians, counselors, adoption agencies, children/young adults, and especially parents and grandparents needing to empower their children with materials that reflect their families. Part of this training discussed the importance of inclusiveness in collection development. The database itself includes bibliography/collection development resources on the topics of family relationships, culture/ethnicity, racial diversity, LGBTQ, and disability and health.

- The survey data for the last two years’ worth of new hire orientations have been compiled for analysis. A survey will also be sent to all staff and managers to gather further feedback. Additionally, research on training industry onboarding and orientation best practices has been compiled and questionnaires for onboarding practices from other libraries has been conducted. Analysis will be done to determine possible implementation options based on our specific organizational needs and abilities, and the feedback from staff. The customer service orientation / training schedule for 2020 has been adjusted to every other month, vs monthly to allow for slightly larger class sizes. The curriculum is currently being rewritten / adjusted based on feedback from the first 6 months of classes.

- The Service Story e-learning is part of the first day onboarding learnings for new staff. The customer service orientation is being revamped to allow for more practice scenarios and in-depth discussions.

- We will explore options to increase submissions for the Share Your Story / We Change Lives page of the service story site.

- At the November branch manager meeting, examples of customer service situations were discussed to determine if additional training would be a solution, or if there were other answers to the situations, prompting discussions around handling staff and customer concerns. An activity / exercise on demonstrating ways to tell customers what you can do, vs what you can’t do was completed (Tie into service story behavior - I will customize services and provide options). This was a fun exercise and people commented that they will be doing it with their staff; this is also being incorporated into the new service story curriculum.

- The library is conducting an agile survey on a quarterly basis and comparing the results with the shopper program results to ensure similar experiences are being reported. Staff are evaluating the questions used in the shopper report to ensure they are reflective of the library’s service goals.
Customer Relation Management (CRM) software will be included in the new ILS. Library staff are currently using Analytics on Demand software to track and evaluate library usage.

A committee is being formed to evaluate the benefits of expanding the Mystery Shopper program into technology classes and or library events. The committee will determine whether to pursue this in both classes and events, only one of the categories or neither category.

The Southwest and South Trail branches received new customer service desks as part of their branch refreshes. The desk for the Southeast branch is in progress.

Main circulation staff are currently exploring notary services for customers.

Enhancements for the Lobby Checkout and Book Return areas are still under review. Now that contracts with contractors, architects, and engineers are finalized this project will move into design.

OCLS staff are attending weekly and bi-weekly conference calls with OCLC and other early adopter libraries. These calls include discussions regarding product architecture and development specific to OCLS. There is an ongoing evaluation of Allen County’s “go live” (11/11/2019) and new and improved implementation procedures due to the upcoming “go live” (2/3/2020) of the Anythink Library System.

Executive Edge is currently reviewing all fee schedules.

Passport services kicked off on 9/11/2019. As of 11/25/2019, 105 Passport applications were successfully completed. In addition, Passport Training re-certification for 2020 was conducted by the State Department at the Main Library. OCLS Passport Agents hosted the training and 48 participants attended.

Staff worked with the Graphics Department to design a library card with a key chain card. We are waiting for the next library card order to proceed.

The functionality for subscription fee cards might be included in Wise and will be further evaluated as the ILS replacement project progresses.

The ESL Specialist is currently working on an online basic training module for the staff who will teach ESOL classes. The basic training is 85% complete and edits are being made before it goes live. The subsequent trainings are in the planning phase. Staff who complete the online trainings will also attend a face-to-face training to create brand consistency in our class offerings.

IT has implemented a phishing security and education strategy for staff. On a monthly basis we send a few emails to all staff. The purpose of these emails is to benchmark staff knowledge to recognize emails that are trying to phish for personal information. This information is gathered on a monthly basis and evaluated. Depending on results IT may decide to send certain staff for additional training on this subject.

Staff visited 2 County-owned Horizon West Properties in August 2019. Worked with County Real Estate to obtain Right of Entry (received 12-10-19). Issued Purchase Order for Borrelli and Partners to perform Due Diligence on both parcels to assist in determining which parcel to buy, report due approximately Feb 1, 2020. Appraisals should be finalized by Feb 1, 2020. Based on Due Diligence Report and Appraisals we can make a recommendation to the Board of Trustees in March/April timeframe. Once we select the parcel, it will take 60 - 90 days to close.

For Lake Nona area, Staff had a discussion with Tavistock basically reconfirming our space needs and requirements. The City of Orlando reached out to us in September to see if we would be interested in space at their recently acquired land, but nothing further.

Facilities & Operation Managers Billy Warren and Brian Dornbush have been assigned the task to perform a comprehensive review of the Library’s facilities and their systems to develop a 1, 3, 5 and 10 year look ahead for budgeting purposes. The project is to be completed by March 31, 2020. Part of the assignment is for them to schedule meetings with each Admin in the month of January to assess their needs. The plan will be brought to Admin in April so that we can budget accordingly for FY 2020-21 and future years. The plan will be updated each year, some projects will be moved up, moved back or dropped from the schedule based on funding, return on investment, obsolescence, etc.

| Goal: Provide services that address the needs of the community | Successful Completion |
Progress

- Bibliotheca Fast Lane Pads have been added to all branches and main to allow for faster service. The service features three modules:
  - Mobile Checkout—mobile checkout of physical library items with your smartphone.
  - Assist App—interactive receipts and due date reminders for items checked out using mobile check out and the self-checkout machines.
  - Express Collection—access to popular digital books with a 7-day checkout period and no wait.
- One way of serving local daycares and our youth under the age 5 in their care, is by sending out a professional storyteller to share stories with the children and to leave information about our services. Currently, there are many avenues from which we receive storyteller requests. A new “storyteller request” form is in development and promotional language has been written. The creation of a new online form is an effort to streamline how the community requests a storyteller to visit special events and daycares. A single portal will allow us to provide the community with details they need upfront. This will also allow us to collect better data to analyze and determine which parts of our community we are reaching and to what extent specific areas are utilizing our storytelling services.
- Another way to serve local daycares was demonstrated at the North Orange branch. During the month of October, an Apopka Day Care visited the library and were invited to stay and participate in a Pop-Up Storytime and Craft. A total of 18 kids and 4 Caregivers participated in the event.
- The Youth Education Specialist will lead a committee on the review and the revision of K-Ready. The committee includes staff from youth services and branches.
- In 2020, we will rebrand and expand “Kindergarten Bootcamp.” This one-day event shares with parents the expectations for their children when entering kindergarten and how to practice skills with their child at home in a fun way. The event is scheduled for 2 May, at the Orlando Public Library. On 28 May, the event will be expanded to the Chickasaw Branch. Bilingual English/Spanish promotional materials will be created to better reach families whose first language is not English.
- The annual Youth Art Contest has been expanded to include all grades K-12. In previous years it focused on middle and high school students. The Youth Art Show is scheduled in February, at the Orlando Public Library.
- We are extending the number of locations offering large-scale family events. One example is offering Steve Songs Summer Concert to four locations instead of two. Kindergarten Bootcamp will be offered at the Chickasaw Branch.
- Some locations are exploring ways to add a component to current events to increase attendance. For instance, Chickasaw plans to add taking family photos during some events they offer. Staff from several locations attended the Project Wild training with the Florida Fish and Wildlife Conservation Commission to evaluate adding programs and activities to enhance current and future offerings. Orlando Public Library is planning to extend large events such as Trick or Treat Safe Zone and Potterversary.
- Youth Services reviewed with the social media specialist the target audience, previous attendance, and target attendance goals for each large-scale event to maximize marketing and attendance.
- Two Youth Program Specialists, presented the Staff Day training session, “Passive Shmassive” showcasing numerous examples of passive programming ideas. Examples from a variety of locations were shared, including: collaborative community art projects, scavenger hunts, make and take craft stations, and character mailboxes. A new “Passive
Programming” section of the Children’s Program Bank has been created including a blog feature. The section currently contains 12 sample activities.

- “Caregiver Connect” offers caregivers and children the opportunity to stay and play after regular events. In October and November, the Herndon location had 132 participants. Pop-up playtime and pop-up crafts have been popular in the system. In October, a total of 164 children and caregivers engaged in “Pop-Up Children’s Playtime” at Fairview Shores. Participants created various coloring projects, craft activities, and played with toys designed to help build motor skills. During November and December, the Southwest branch hosted a “Thankful Tree” interactive community display, inviting participants to share what they are thankful for. In November, the “Baseball Scavenger Hunt” encouraged 51 participants to explore the Southwest collection and claim a small prize for completion. Each month children are invited to write a letter to a different book character such as Paddington.

- Using the Public Library Association's, “Every Child Ready to Read” as a foundation for early learning programs, we will be updating our storyline outlines, impacting how 55 programs a week are presented to enhance them as learning experiences for children and caregivers. In order to implement these research-based practices, two OCLS staff members have completed the four-part train-the-trainer series, “Raising the Bar: Integrating Early Childhood Education into Librarian Professional Development.” The training was developed by the New York Public Library, in collaboration with CUNY’s Professional Development Institute and funded by the Institution of Museum and Library Services. Storytellers were selected as the first phase of staff training since they conduct the majority of the early learning programs each week and would have the greatest initial impact. OCLS storytellers have been introduced to the upcoming changes and are excited to participate in future training. Future staff training workshops open to all staff include, “Literacy and Locomotion” in January and “Mother Goose on the Loose / Mama Gansa,” in February.

- Youth Services created a dashboard “snapshot”, listing the number of scripts in each of the eight age-groups and program type categories. Last fiscal year, the Children’s Program Bank included 1,124 program scripts. The current snapshot includes 794 scripts, a reduction of 30%. This reduction was made possible with the assistance of the digital content team, using a method of archiving older/outdated scripts. This provides a more streamlined and simplified version of the Children’s Program Bank wiki.

- Sustainability was a focused trend this quarter. The Orlando Public Library hosted adventurer and activist Rob Greenfield for two events as he shared his year-long project to grow and forage 100% of his food. Beekeeping Basics, helped guests get started in beekeeping, learning about equipment, safe habits and the best type of hive for their needs. Local mushroom expert Jon Martin explained the basics of identifying and searching for local fungi and why they are so important to life on earth at the event, All About Mushrooms.

- Adult Crafting events continue to be popular. Calligraphy for the Holidays at the Alafaya Branch and Handmade Greeting Cards at the West Oaks Branch helped guests with their creativity.

- The Library helped customers prepare for the Holidays at several Cuisine Corner events at various locations. Thankful Thanksgivings provided tips to ensure the Thanksgiving meal was a success. Chef Ha Roda presented, Thịt Bò Bay Môn (Beef Seven Ways) and shared the history and culture of Vietnam through this traditional holiday feast. Yamira Lee Johnson, head chef and founder of Breaking Bread with Mira, demonstrated how to make coquito, a traditional Puerto Rican drink. Stressless Holiday Entertaining helped customers to enjoy the holidays without spending all of their time in the kitchen. And Chef Cristina taught our customers how to make Puerto Rican Polvorones, the sweet melt-in-your-mouth holiday cookies.

- Multiple staff took part in Project WILD training with the Florida Fish and Wildlife Conservation Commission. OCLS staff will be able to offer programs to the Orange County community based on the Project WILD curriculum. “Project WILD is an interdisciplinary conservation and environmental education program emphasizing wildlife.” The programs are geared towards kindergarten through 12th grade.

- The Fairview Shores Branch has been offering various hands-on pop-up classes featuring technology kits such as Oculus VR, iPads, and Legos. The Chickasaw Branch offers 3-D printing, virtual reality, and gaming for the afterschool crowds. Many locations across the
system are offering sewing, knitting, crocheting, and macramé to expand fiber arts offerings. The Friends of the Library recently purchased sewing machines for the Chickasaw, Southwest, North Orange and Windermere Branches due to the popularity of this service. Various locations are partnering with Panda Express to offer Chinese New Year events in February 2020.

- Purchased, configured, and deployed 50 surfaces and accessories for the BizKids grant.
- Launched website accessibility software in ocls.info and the catalog.
- Share Your Library Experience form built and ready for launch.
- Bookeye computer and software was upgraded.
- Three microfilm stations were replaced and upgraded.
- Orange Peel LDAP integration.
- Melrose voting functionality migrated to Drupal.
- Suggest a Title staff view developed.
- Switched wireless print service.
- Staff Picks tabbed section added to Books, Movies, and More
- Adobe 2019 licenses for classrooms are installed.
- The number of schools, classes, teachers, and students participating in our annual “License to Learn” library card drive continues to decline, generating fewer library card registration in year over year comparisons. The 15-year-old Children’s Initiative program has changed over time as well as the school environment. For example, in recent years OCLS introduced the Virtual Library Card first for all students and now it includes educators. Youth Services Manager, Natalie Houston, has undertaken to redesign the Children’s Initiative as her project for the Sunshine State Leadership Institute.

As a result of the additional promotion, a new field trip brochure was sent to the principal of every OCPS elementary school at the beginning of the school year. OCLS Field Trips at the Orlando Public Library are now booked through May 2020. The teachers attending the events express their appreciation for the enthusiasm of the presenters and the thoughtfulness of the lessons presented. OCLS field trip coordinators, continue to revise the program content to include engaging topical books and have added artifacts like a coffee grinder, butter churn, and weaving loom to bring the content to life. Last fiscal year, one field trip training offered focused on kindergarten and 1st-grade field trip content. This year, a second training focused on second-grade and fourth-grade field trip curriculum and was offered to staff in December. Staff gained knowledge, tips, and resources to help them bring these experiences to life for school-age children at their location. The training was to boost their confidence through open discussion and engage in hands-on, interactive activities from curriculum developed by Youth Services that supports the Florida State Standards. All branch youth program specialists were invited to observe and assess for use at their locations, scheduled field trips at the Orlando Public Library. There are at least eight opportunities through the end of the 2019/2020 school year. In future quarters, the field trip curriculum for grades K-4 will be made available to all locations via the wiki.

OCLS has developed a Memorandum of Understanding for use with private schools and Foundation Academy with 471 students signed up for access to the same content as the OCPS Virtual Library Card.

The Chickasaw Branch has been offering photo sessions themed on various seasons such as Halloween and winter. Families are invited into the photo studio and on stage to take family photos. The Melrose video team brought the “Green Screen Experience” to Southeast for their 25th anniversary celebration. From November 14-17, Melrose hosted the first ever “Melrose Game Jam,” a partially after-hours marathon game design event. Teams worked diligently to completely design a working video game from scratch that included the education theme. On the final day, the “Melrose Game Jam Expo” invited visitors to play the games and cast their votes for their favorites. The winning game based on voters was called Dreamscaper.

The library offered nine Pop-up events in the Horizon West area this quarter, with over 300 in attendance. In the second quarter, the library will bring “Zero to Five Storytime” twice monthly, six weeks of “Prime Time Bi-lingual Storytime,” and monthly special presenters. The library has partnered with the Lake Nona Campus, Valencia College to provide library events each month for the Lake Nona community. Since June 2019, we have hosted 5 events in the Lake Nona community with over 500 in attendance. In 2020
there are monthly events planned through the end of July. For more information about upcoming Pop-up events, visit www.ocls.info/library-pop.

- The Fairview Shores Branch hosted “National Night Out” for 250 guests on October 1, 2019. This program was in partnership with the Lee Safe Road Neighborhood, Orange County Sheriff’s Office, Walmart, McDonalds, Planet Fitness, Sam Ash and other local businesses in the community. The event was so successful that the group is planning their next large community event. The Alafaya Branch hosted a week of Disney themed events and classes in December. Events included “Paint with a Disney Artist,” “Haunted Mansion Escape Room,” and many more. The Melrose Center continued to offer “Melrose in the Mix” sessions this quarter. In October, the Austin R&B group The Vapor Caves was featured and played 80s-inspired funk music. In November, Bella Fontella was featured, and she played songs showcasing her unique blend of Hip Hop vocals.

- The 4th annual “Technoween” event took place on October 13, with 354 in attendance for a terrifyingly fun time for the whole family. The event featured a costume contest, horror movie trivia and activities throughout the center, including the Monster Sound Studio, Be a Star of the Silver Scream, Virtual Horror, the Phantom Photo Studio, the Frighteningly Fun Fab Lab and Terror-Vision projection mapping. Exhibitors included Tourist City Ghostbusters, Orlando Science Center, Orlando Cosplay, and Steampunk R2.

- The Events/Programs Department is in the final planning stage for the library’s next signature event. The New York Times best-selling author, Debbie Macomber will be the presenter for the “Library After Hours: An Evening with Debbie Macomber” on January 31, 2020. The Hiawassee Branch is planning their 10th anniversary event scheduled for January 11, 2020. Herndon is planning their mini book festival for summer 2020. The Southwest Branch has secured the author James Grippando for the “15th Annual Southwest Author Event” to take place in April 2020. The Chickasaw Branch will hold the 5th annual “Romance, Wine & Chocolate” after-hours event on Friday, September 4, 2020 and its 5th anniversary celebration on July 18, 2020. In April 2020, South Creek will host the 13th anniversary celebration of “Tertulia Cuatro Gatos” with an after-hours celebration.
Strategic Goal Two: Promote and Strengthen the Library
Performance Dimension: Public Relations, Marketing, Community Outreach, Revenues, Partnerships, Grants, Fundraising, Fiscal Responsibility, Stewardship, Training

<table>
<thead>
<tr>
<th>Goal: Increase Awareness of OCLS</th>
<th>Successful Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market and promote OCLS throughout the service area</td>
<td>Develop Strategic Marketing Plan</td>
</tr>
<tr>
<td></td>
<td>Leverage Customer Testimonials</td>
</tr>
<tr>
<td></td>
<td>Community Outreach for Awareness</td>
</tr>
<tr>
<td></td>
<td>OCLS Employees as Ambassadors</td>
</tr>
</tbody>
</table>

Progress

- In early November, Marketing and Public Relations met with representatives from Cox Media and Entravision, two media partners who helped us advertise our Learn. Grow. Connect. messages in the previous fiscal year. We learned from Cox that our messages about home delivery and sewing programs resonated with our Millennial audiences, while Entravision found that our messages about English Classes and the Melrose Center were popular among Spanish speakers.
- In late November, we met with MindSpot Research to find out how various audiences are interested in the library and which services are most appealing to them. Based on a report they shared with us, interest is growing among Millennials in the following services:
  - TV/Internet Streaming
  - Job Seeking Resources/Career Resources
  - Sound Studio/Video Production Studio Resources
  - Meeting Room/Coworking Spaces
- Audiences aged 35-44 are showing more interest in Small Business Resources and Simulators, and Hispanic audiences expressed a growing interest in Job Seeking/Career Resources, Ebooks and Audiobooks, Fiber Arts and Language Learning.
- Some areas where Mindspot sees the most opportunity for growth with the audiences who responded to their survey are in promoting TV/Internet Streaming Services, Digital Downloads, Language Learning, Life Skills and Self Improvement Workshops, Photography Resources.
- A photoshoot took place at the Chickasaw Branch on December 8 to capture photos that we can use to continue to solidify awareness of our offerings in photography, language learning and other services that resonated with those surveyed.
- Beginning in October, we are exploring the use of native advertising in blogs and radio. We have entered into partnerships with a handful of new media outlets that will use their platforms to share information about the library with their audiences. For example, we are working with the Tasty Chomps blog to place display advertising, and part of the agreement includes blog posts about library events and programs, such as Booktoberfest and Cuisine Corner. We are also working with Orlando Date Night Guide to place display ads, and part of the agreement includes some editorial exposure for library events. We are also working with the radio show A Mediocre Time with Tom and Dan radio show on a monthly sponsorship that includes a social media post and web ad on their website, a monthly segment in which they will do a book review about a title they have checked out from OCLS, and four 30-40 second produced commercials on the podcast and radio show on I Heart Radio’s Real Radio 104.1 FM. In addition, we are working with Playground Magazine to supplement our regular ad agreement with content that runs in the magazine alongside their regular editorial pieces.
- This year, the Digital Media Specialist has made storytelling a component of our Social Media Strategy. This year's goal is for the Marketing Specialist, Digital Media Specialist and Video Production Specialist to diversify our existing storytelling content by producing 1-2 videos that give the full context of a customer's experience using the library.
- Storytelling also plays a central role in this year's Annual Appeal campaign. We have a short video of a customer named Chrispin, a man from Haiti who used sewing classes
offered at the South Trail Branch to hone his language and sewing skills, which helped him get a job as a cast member in Disney's costuming department. The campaign features a video interview with Chrispin, as well as narration from Friends of the Orange County Library System President Joe Goldstein.

- We are also in the final stages of launching our Melrose in the Mix TV series on WUCF. WUCF and OCLS have entered into an agreement to air six episodes of Melrose in the Mix on WUCF TV beginning in January. The series showcases performances by artists who are featured in this live in-studio recording series presented in the Melrose Center, and it also has a video component in which the artists talk about their work and the music scene. Their interviews highlight the role that the Melrose Center plays in the community by showcasing the space and the people who use it to a new audience.

- The Digital Media Specialist has created a goal to expand membership in the library's social media ambassador program by 10 percent in FY 2019-2020, and to explore introducing tools such as a new advocacy email list, and online ambassador application on our website and in-person events that appeal to social media influencers who could help us expand this initiative.

- This year's Social Media Strategy also calls for repurposing user-generated content created by our ambassadors for use in more strategic social media advertising, with a focus on Instagram ads.

- The Community Outreach Coordinator and the Marketing and Public Relations Assistant Manager are evaluating the previous Outreach Committee work and will reconvene the committee in early 2020 to solicit recommendations for ways we can make outreach more effective.

- A trial meeting of an OCLS Toastmasters Club convened on Thursday, December 12. Employees who are interested in signing up for the club, which helps improve public speaking and presentations skills, will pay dues of $45 twice per year.

- Every week OCLS has a social worker onsite to meet one on one with individuals and families at the following locations: North Orange, Fairview Shores, Alafaya, South Trail, and Orlando Public Library. The social worker is available to assist and make referrals on topics such as affordable housing, career skills, counseling/mental health, government services, immigration and much more. During this quarter, the social met with over 530 individuals.

- Various social services events were offered this quarter such as the “Ask a Lawyer: Presented by the Orange County Bar Association,” “Medicare 101,” “Citizenship Inspired,” “Know Your Rights” and the very popular “NACA Home Buying Workshop.” The NACA Workshop was hosted at four locations this quarter and over 265 attended and learned about the home buying process from start to finish. In addition, the Orlando Public Library hosted a “Volunteer Fair” featuring several Central Florida organizations to help inform the community of the wonderful opportunities available.

- Presentations on the virtual library card and resources were given by library staff on August 7th at both the OCPS Media Specialist pre-planning day and the OCPS social studies curriculum day.

- Library staff presented on school and library partnerships at the annual FAME (Florida Association for Media in Education) Conference on November 7th.

<table>
<thead>
<tr>
<th>Goal: Increase Revenue &amp; Partnerships</th>
<th>Successful Completion</th>
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<tr>
<td>Pursue additional revenue streams &amp; Partnerships</td>
<td>Submit multiple grant applications</td>
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<td>Cultivate / Strengthen partnerships</td>
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<td>Supplement ad valorem tax revenues with fundraising</td>
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Progress
In partnership with CareerSource Central Florida, the Herndon Branch will start offering “Veteran Employment Support and Labor Market Information” every month starting in February 2020. A disabled veteran career consultant will be available to assist veterans seeking employment opportunities. Additionally, if the veteran has a significant barrier to employment such as homelessness, prior incarceration, service-connected disability, lack of high school diploma, or recent military discharge, this on-site representative specializes in offering intensive services and one-on-one appointments.

In October, Florida Licensing on Wheels (FLOW) visited the North Orange Branch and provided drivers licenses and motor vehicle assistance to 40 customers. The Branch has a continuous partnership with FLOW and will be offering this service several times throughout the year. The Fairview Shores Branch has a partnership with the Lee Road Safe Neighborhood group. The Branch Manager has met with key individuals from this group including the Orange County Action Manager, representatives from the Sheriff’s Office, and the Victory Church to discuss ways to work together to offer various identified needs in the community.

The library applied for the following grants this quarter:

- Academy Film Craft Grant- $20,000 to provide practical film crafting for diverse filmmakers, with focus on Latinas in Central Florida.
- Anthem Healthy Generations- $5,000 from the Anthem foundation to support programs that raise awareness for, educate on, and encourage new behaviors, resulting in healthy, active lifestyles. This grant was submitted to support programs at the Winter Garden and Southwest locations.
- Prime Time Family Reading Time- $2,500 from the Florida Humanities to support two Prime Time Family Reading Time series in Horizon West and at the Windermere Branch.

The library was awarded the following grants this quarter:

- English for Families- $15,000 was awarded from the Florida Humanities to continue supporting the English for Families series and to expand the offerings to other libraries in the state.

The library was notified that the following grants were not awarded:

- Jerry Kline Community Impact Prize
- Americans and the Holocaust Traveling Exhibition

OCLS is working with the Florida Humanities on an expansion plan for the English for Families series. The goal is to share the curriculum and develop training modules that will be available for other libraries in the state of Florida to use to implement the series in their community. Staff is working on developing the training modules and two Florida libraries will be selected to pilot the series.
Orange County Library System
Board of Trustees Meeting
January 9, 2020

Strategic Plan FY 2020:
1st Quarter Update
Strategic Plan 2020

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

A. Establish an ongoing customer service training program

1. Provide inclusiveness training for all staff

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<tr>
<td>In partnership with UCF Libraries, the class <em>When Catalog Searching Fails Us, How Do We Find the “Windows, Mirrors and Sliding Glass Doors?” Discover UCF’s Diverse Families Database</em> was offered at Staff Development Day in November 2019, with approximately 30 attendees. DIVerse Families is a comprehensive bibliography that demonstrates the growing diversity of families in the United States. This type of bibliography provides teachers, librarians, counselors, adoption agencies, children/young adults, and especially parents and grandparents needing to empower their children with materials that reflect their families. Part of this training discussed the importance of inclusiveness in collection development. The database itself includes bibliography/collection development resources on the topics of family relationships, culture/ethnicity, racial diversity, LGBTQ, and disability and health.</td>
<td>Kristopher Shoemaker</td>
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2. Evaluate on-boarding / orientation program

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<td>The survey data for the last two years’ worth of new hire orientations have been compiled for analysis. A survey will also be sent to all staff and managers to gather further feedback. Additionally, research on training industry onboarding and orientation best practices has been compiled and questionnaires for onboarding practices from other libraries has been conducted. Analysis will be done to determine possible implementation options based on our specific organizational needs and abilities, and the feedback from staff. The customer service orientation / training schedule for 2020 has been adjusted to every other month, vs monthly to allow for slightly larger class sizes. The curriculum is currently being rewritten / adjusted based on feedback from the first 6 months of classes.</td>
<td>Kristopher Shoemaker</td>
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3. Promote the OCLS customer service story
The Service Story e-learning is part of the first day onboarding learnings for new staff. The customer service orientation is being revamped to allow for more practice scenarios and in-depth discussions.

We will explore options to increase submissions for the Share Your Story / We Change Lives page of the service story site.

At the November branch manager meeting, examples of customer service situations were discussed to determine if additional training would be a solution, or if there were other answers to the situations, prompting discussions around handling staff and customer concerns. An activity / exercise on demonstrating ways to tell customers what you can do, vs what you can’t do was completed (Tie in to service story behavior - I will customize services and provide options). This was a fun exercise and people commented that they will be doing it with their staff; this is also being incorporated into the new service story curriculum.

B. Evolve the Mystery Shopper program to be a customer feedback based metric which delivers on customer-centric attributes. Engage in an ongoing program of customer feedback.

1. Evaluate effectiveness of shopper program / content

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<td>The library is conducting an agile survey on a quarterly basis and comparing the results with the shopper program results to ensure similar experiences are being reported. Staff are evaluating the questions used in the shopper report to ensure they are reflective of the library’s service goals.</td>
<td>Bethany Stone</td>
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2. Investigate Customer Relation Management (CRM) software for potential use

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<td>CRM software will be included in the new ILS. Library staff are currently using Analytics on Demand software to track and evaluate library usage.</td>
<td>Bethany Stone</td>
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3. Explore expanding the Mystery Shopper program to include technology classes and library events

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<td>A committee is being formed to evaluate the benefits of expanding the Mystery Shopper program into technology classes and or library events. The committee will determine whether to pursue this in both classes and events, only one of the categories or neither category.</td>
<td>Bethany Stone</td>
<td>12.19</td>
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C. Provide inviting facilities to fulfill community needs

1. Evaluate customer service furniture and space usage

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The Southwest and South Trail branches received new customer service desks as part of their branch refreshes. The desk for the Southeast branch is in progress.

Bibliotheca Fast Lane Pads have been added to all branches and main to allow for faster service. The service features three modules:
- Mobile Checkout- mobile checkout of physical library items with your smartphone.
- Assist App- interactive receipts and due date reminders for items checked out using mobile check out and the self-checkout machines.
- Express Collection-access to popular digital books with a 7-day checkout period and no wait.

2. Evaluate brand consistency and set a standard for branch décor

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<td>Kristopher Shoemaker</td>
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3. Develop and implement wayfinding signage

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4. Explore notary services

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<td>Main circulation staff are currently exploring this service.</td>
<td>Steve Powell</td>
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5. Reconfigure the Main Lobby

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<td>Enhancements for the Lobby Checkout and Book Return areas are still under review. Now that contracts with contractors, architects, and engineers are finalized this project will move into design.</td>
<td>Steve Powell</td>
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D. Enhance the on-boarding experience for new customers

1. Implement a new ILS

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<td>OCLS staff are attending weekly and bi-weekly conference calls with OCLC and other early adopter libraries. These calls include discussions regarding product architecture and development specific to OCLS. There is an ongoing evaluation of Allen County’s “go live” (11/11/2019) and new and improved implementation procedures due to the upcoming “go live” (2/3/2020) of the Anythink Library System.</td>
<td>Steve Powell</td>
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2. Evaluate fines and fees programs
### 3. Implement Passport services at Main

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<td>Passport services kicked off on 9/11/2019. As of 11/25/2019, 105 Passport applications were successfully completed. In addition, Passport Training recertification for 2020 was conducted by the State Department at the Main Library. OCLS Passport Agents hosted the training and 48 participants attended.</td>
<td>Steve Powell</td>
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### 4. Explore new library cards

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<td>Staff worked with the Graphics Department to design a library card with a key chain card. We are waiting for the next library card order to proceed.</td>
<td>Steve Powell</td>
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### 5. Evaluate monthly subscription for fee cards

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<td>The functionality for subscription cards might be included in Wise and will be further evaluated as the ILS replacement project progresses.</td>
<td>Steve Powell</td>
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### Increase awareness of OCLS and what is offered

**A. Develop a strategic marketing plan**

1. Evaluate customer demographics and determine target audiences for OCLS

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In early November, Marketing and Public Relations met with representatives from Cox Media and Entravision, two media partners who helped us advertise our "Learn. Grow. Connect." messages in the previous fiscal year. We learned from Cox that our messages about home delivery and sewing programs resonated with our Millennial audiences, while Entravision found that our messages about English Classes and the Melrose Center were popular among Spanish speakers.

In late November, we met with MindSpot Research to find out how various audiences are interested in the library and which services are most appealing to them. Based on a report they shared with us, interest is growing among Millennials in the following services:

- TV/Internet Streaming
- Job Seeking Resources/Career Resources
- Sound Studio/Video Production Studio Resources
- Meeting Room/Coworking Spaces

Audiences aged 35-44 are showing more interest in Small Business Resources and Simulators, and Hispanic audiences expressed a growing interest in Job Seeking/Career Resources, Ebooks and Audiobooks, Fiber Arts and Language Learning.

Some areas where Mindspot sees the most opportunity for growth with the audiences who responded to their survey are in promoting TV/Internet Streaming Services, Digital Downloads, Language Learning, Life Skills and Self Improvement Workshops, Photography Resources.

A photoshoot took place at the Chickasaw Branch on December 8 to capture photos that we can use to continue to solidify awareness of our offerings in photography, language learning and other services that resonated with those surveyed.

2. Explore new marketing trends and opportunities
Beginning in October, we are exploring the use of native advertising in blogs and radio. We have entered into partnerships with a handful of new media outlets that will use their platforms to share information about the library with their audiences.

For example, we are working with the Tasty Chomps blog to place display advertising, and part of the agreement includes blog posts about library events and programs, such as Booktoberfest and Cuisine Corner. We are also working with Orlando Date Night Guide to place display ads, and part of the agreement includes some editorial exposure for library events. We are also working with the radio show A Mediocre Time with Tom and Dan radio show on a monthly sponsorship that includes a social media post and a monthly segment in which they will do a book review about a title they have checked out from OCLS, and four 30-40 second produced commercials on the podcast and radio show on I Heart Radio’s Real Radio 104.1 FM.

In addition, we are working with Playground Magazine to supplement our regular ad agreement with content that runs in the magazine alongside their regular editorial pieces.

3. Evaluate marketing plan and brand book and fine tune as needed

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<td>The Marketing Specialist will schedule a meeting to review content in both documents and suggest appropriate changes.</td>
<td>Erin</td>
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4. Evaluate multicultural marketing efforts

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<tr>
<td>The Marketing and Public Relations team met in November and December to discuss how to better integrate messages in Spanish into our marketing initiatives.</td>
<td>Erin</td>
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An open call for auditions for the Instagram series These Three Things is scheduled for January, and our team is specifically seeking staff who speak Spanish and other languages to participate.

When the new series of Learn. Grow. Connect. ads and promotional pieces is launched in early 2020, it will include dual messaging in Spanish and English.

In November, we met with Entravision to talk about the results of our previous marketing partnership with them. We are evaluating the data and will use it to decide whether to renew our contract for 2020.

B. Leverage storytelling

1. Explore storytelling as a marketing tool
Progress

This year, the Digital Media Specialist has made storytelling a component of our Social Media Strategy. This year's goal is for the Marketing Specialist, Digital Media Specialist and Video Production Specialist to diversify our existing storytelling content by producing 1-2 videos that give the full context of a customer's experience using the library.

Storytelling also plays a central role in this year's Annual Appeal campaign. We have a short video of a customer named Chrispin, a man from Haiti who used sewing classes offered at the South Trail Branch to hone his language and sewing skills, which helped him get a job as a castmember in Disney's costuming department. The campaign features a video interview with Chrispin, as well as narration from Friends of the Orange County Library System President Joe Goldstein.

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2. Find opportunities to increase user engagement and refine ambassador program

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<td>Erin</td>
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<td>This year's Social Media Strategy also calls for repurposing user-generated content created by our ambassadors for use in more strategic social media advertising, with a focus on Instagram ads.</td>
<td>Sullivan</td>
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C. Community outreach that builds awareness

1. Evaluate and refine standards for successful outreach

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<td>The Community Outreach Coordinator and the Marketing and Public Relations Assistant Manager are evaluating the previous Outreach Committee work and will reconvene the committee in early 2020 to solicit recommendations for ways we can make outreach more effective.</td>
<td>Erin</td>
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2. Cultivate staff to participate in speaking engagements for the library

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A trial meeting of an OCLS Toastmasters Club convenes on Thursday, December 12 from 2-3:30 p.m. in the Magnolia/Palm room of the Orlando Public Library. Employees who are interested in signing up for the club, which helps improve public speaking and presentations skills, will pay dues of $45 twice per year.

D. Empower employees to be ambassadors for OCLS
1. Identify boards and community organizations that library staff could become involved with to strengthen relationship with the community

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<td>Erin Sullivan</td>
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2. Train staff for interviews for TV & radio

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3. Ignite staff library card signup contest campaign

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<td>The Marketing and Public Relations Department has discussed this initiative and some ways it can be accomplished. More action on this project will take place after the New Year.</td>
<td>Erin Sullivan</td>
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Deliver experiences that offer opportunities to help the community learn and grow

A. Kindergarten preparedness
1. Explore offerings to local daycares

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<td>One way of serving local daycares and our youth under the age 5 in their care is by sending out a professional storyteller to share stories with the children and to leave information about our services. Currently, there are many avenues from which we receive storyteller requests. A new “storyteller request” form is in development and promotional language has been written. The creation of a new online form is an effort to streamline how the community requests a storyteller to visit special events and daycares. A single portal will allow us to provide the community with details they need upfront. This will also allow us to collect better data to analyze and determine which parts of our community we are reaching and to what extent specific areas are utilizing our storytelling services. Another way to serve local daycares was demonstrated at the North Orange branch. During the month of October, an Apopka Day Care visited the library and were invited to stay and participate in a Pop-Up Storytime and Craft. A total of 18 kids and 4 Caregivers participated in the event.</td>
<td>Debbie Tour</td>
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2. Evaluate K-Ready and revamp
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#### 3. Explore and implement additional ways to prepare children for Kindergarten

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In 2020, we will rebrand and expand “Kindergarten Bootcamp.” This one-day event shares with parents the expectations for their children when entering kindergarten and how to practice skills with their child at home in a fun way. The event is scheduled for 2 May, at the Orlando Public Library. On 28 May, the event will be expanded to the Chickasaw Branch. Bilingual English/Spanish promotional materials will be created to better reach families whose first language is not English.

### B. Early and family learning

#### 1. Expand current annual large-scale family events to increase attendance

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The annual Youth Art Contest has been expanded to include all grades K-12. In previous years it focused on middle and high school students. The Youth Art Show is scheduled in February, at the Orlando Public Library.

We are extending the number of locations offering large-scale family events. One example is offering Steve Songs Summer Concert to four locations instead of two. Kindergarten Bootcamp will be offered at the Chickasaw Branch.

Some locations are exploring ways to add a component to current events to increase attendance. For instance, Chickasaw plans to add taking family photos during some events they offer. Staff from several locations attended the Project Wild training with the Florida Fish and Wildlife Conservation Commission to evaluate adding programs and activities to enhance current and future offerings. Orlando Public Library is planning to extend large events such as Trick or Treat Safe Zone and Potterversary.

Youth Services reviewed with the social media specialist the target audience, previous attendance, and target attendance goals for each large-scale event to maximize marketing and attendance.

#### 2. Create opportunities for hands-on interactive experiences at each location for walk-in customers
Two Youth Program Specialists, presented the Staff Day training session, “Passive Shmassive” showcasing numerous examples of passive programming ideas. Examples from a variety of locations were shared including: collaborative community art projects, scavenger hunts, make and take craft stations, and character mailboxes. A new “Passive Programming” section of the Children’s Program Bank has been created including a blog feature. The section currently contains 12 sample activities.

“Caregiver Connect” offers caregivers and children the opportunity to stay and play after regular events. In October and November, the Herndon location had 132 participants. Pop-up playtime and pop-up crafts have been popular in the system. In October, a total of 164 children and caregivers engaged in “Pop-Up Children’s Playtime” at Fairview Shores. Participants created various coloring projects, craft activities, and played with toys designed to help build motor skills. During November and December, the Southwest branch hosted a “Thankful Tree” interactive community display, inviting participants to share what they are thankful for. In November, the “Baseball Scavenger Hunt” encouraged 51 participants to explore the Southwest collection and claim a small prize for completion. Each month children are invited to write a letter to a different book character such as Paddington.

3. Develop and provide staff training on early literacy principles and practices

Using the Public Library Association's, “Every Child Ready to Read” as a foundation for early learning programs, we will be updating our storytime outlines, impacting how 55 programs a week are presented to enhance them as learning experiences for children and caregivers.

In order to implement these research-based practices, two OCLS staff members have completed the four-part train-the-trainer series, “Raising the Bar: Integrating Early Childhood Education into Librarian Professional Development”. The training was developed by the New York Public Library, in collaboration with SUNY’s Professional Development Institute and funded by the Institution of Museum and Library Services. Storytellers were selected as the first phase of staff training since they conduct the majority of the early learning programs each week and would have the greatest initial impact. OCLS storytellers have been introduced to the upcoming changes and are excited to participate in future training.

Future staff training workshops open to all staff include, “Literacy and Locomotion” in January and “Mother Goose on the Loose / Mama Gansa,” in February.

4. Evaluate the program wiki and consider revamping for ease of use
Youth Services created a dashboard “snapshot”, listing the number of scripts in each of the eight age-groups and program type categories. Last fiscal year, the Children’s Program Bank included 1,124 program scripts. The current snapshot includes 794 scripts, a reduction of 30%. This reduction was made possible with the assistance of the digital content team, using a method of archiving older/outrated scripts. This provides a more streamlined and simplified version of the Children’s Program Bank wiki.

### C. Provide experiences to enhance life skills

1. Look at current trends for program and class ideas

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Sustainability was a focused trend this quarter. The Orlando Public Library hosted adventurer and activist Rob Greenfield for two events as he shared his year-long project to grow and forage 100% of his food. Beekeeping Basics, helped guests get started in beekeeping, learning about equipment, safe habits and the best type of hive for their needs. Local mushroom expert Jon Martin explained the basics of identifying and searching for local fungi and why they are so important to life on earth at the event, All About Mushrooms.

Adult Crafting events continue to be popular. Calligraphy for the Holidays at the Alafaya Branch and Handmade Greeting Cards at the West Oaks Branch helped guests with their creativity.

The Library helped customers prepare for the Holidays at several Cuisine Corner events at various locations. Thankful Thanksgivings provided tips to ensure the Thanksgiving meal was a success. Chef Ha Roda presented, Thịt Bò Bày Môn (Beef Seven Ways) and shared the history and culture of Vietnam through this traditional holiday feast. Yamira Lee Johnson, head chef and founder of Breaking Bread with Mira, demonstrated how to make coquito, a traditional Puerto Rican drink. Stressless Holiday Entertaining helped customers to enjoy the holidays without spending all of their time in the kitchen. And Chef Cristina taught our customers how to make Puerto Rican Polvorones, the sweet melt-in-your-mouth holiday cookies.

Multiple staff took part in Project WILD training with the Florida Fish and Wildlife Conservation Commission. OCLS staff will be able to offer programs to the Orange County community based on the Project WILD curriculum. “Project WILD is an interdisciplinary conservation and environmental education program emphasizing wildlife.” The programs are geared towards kindergarten through 12th grade.

The Fairview Shores Branch has been offering various hands-on pop-up classes featuring technology kits such as Oculus VR, iPads, and Legos. The Chickasaw Branch offers 3-D printing, virtual reality, and gaming for the afterschool crowds. Many locations across the system are offering sewing, knitting, crocheting, and macramé to expand fiber arts offerings. The Friends of the Library recently purchased sewing machines for the Chickasaw, Southwest, North Orange and Windermere Branches due to the popularity of this service. Various locations are partnering with Panda Express to offer Chinese New Year events in February 2020.

2. Evaluate partnerships and opportunities to connect customers with social services

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Every week OCLS has a social worker onsite to meet one on one with individuals and families at the following locations: North Orange, Fairview Shores, Alafaya, South Trail, and Orlando Public Library. The social worker is available to assist and make referrals on topics such as affordable housing, career skills, counseling/mental health, government services, immigration and much more. During this quarter, the social worker met with over 530 individuals.

In partnership with CareerSource Central Florida, the Herndon Branch will start offering “Veteran Employment Support and Labor Market Information” every month starting in February 2020. A disabled veteran career consultant will be available to assist veterans seeking employment opportunities. Additionally, if the veteran has a significant barrier to employment such as homelessness, prior incarceration, service-connected disability, lack of high school diploma, or recent military discharge, this on-site representative specializes in offering intensive services and one-on-one appointments.

In October, Florida Licensing on Wheels (FLOW) visited the North Orange Branch and provided drivers licenses and motor vehicle assistance to 40 customers. The Branch has a continuous partnership with FLOW and will be offering this service several times throughout the year. The Fairview Shores Branch has a partnership with the Lee Road Safe Neighborhood group. The Branch Manager has met with key individuals from this group including the Orange County Action Manager, representatives from the Sheriff’s Office, and the Victory Church to discuss ways to work together to offer various identified needs in the community.

Various social services events were offered this quarter such as the “Ask a Lawyer: Presented by the Orange County Bar Association,” “Medicare 101,” “Citizenship Inspired,” “Know Your Rights” and the very popular “NACA Home Buying Workshop.” The NACA Workshop was hosted at four locations this quarter and over 265 attended and learned about the home buying process from start to finish. In addition, the Orlando Public Library hosted a “Volunteer Fair” featuring several Central Florida organizations to help inform the community of the wonderful opportunities available.

3. Continue to research, pursue and evaluate grant opportunities
The library applied for the following grants this quarter:

- Academy Film Craft Grant- $20,000 to provide practical film crafting for diverse filmmakers, with focus on Latinas in Central Florida.
- Anthem Healthy Generations- $5,000 from the Anthem foundation to support programs that raise awareness for, educate on, and encourage new behaviors, resulting in healthy, active lifestyles. This grant was submitted to support programs at the Winter Garden and Southwest locations.
- Prime Time Family Reading Time- $2,500 from the Florida Humanities to support two Prime Time Family Reading Time series in Horizon West and at the Windermere Branch.

The library was awarded the following grants this quarter:

- English for Families- $15,000 was awarded from the Florida Humanities to continue supporting the English for Families series and to expand the offerings to other libraries in the state.

The library was notified that the following grants were not awarded:

- Jerry Kline Community Impact Prize
- Americans and the Holocaust Traveling Exhibition

4. Implement system-wide training plan for ESOL offerings

The ESL Specialist is currently working on an online basic training module for the staff who will teach ESOL classes. The basic training is 85% complete and edits are being made before it goes live. The subsequent trainings are in the planning phase. Staff who complete the online trainings will also attend a face-to-face training to create brand consistency in our class offerings.

OCLS is working with the Florida Humanities on an expansion plan for the English for Families series. The goal is to share the curriculum and develop training modules that will be available for other libraries in the state of Florida to use to implement the series in their community. Staff is working on developing the training modules and two Florida libraries will be selected to pilot the series.

D. Provide service delivery via technology

1. Explore and implement alternatives to traditional services
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<tr>
<td>• Purchased, configured, and deployed 50 surfaces and accessories for the BizKids grant.</td>
<td>Ricardo Viera</td>
<td>12.19</td>
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<td>• Launched website accessibility software in ocls.info and the catalog.</td>
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<td>• Share Your Library Experience form built and ready for launch.</td>
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<td>• Book eye computer and software was upgraded.</td>
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<td>• Three microfilm stations were replaced and upgraded.</td>
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<tr>
<td>• Orange Peel LDAP integration.</td>
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<td>• Melrose voting functionality migrated to Drupal.</td>
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<td>• Suggest a Title staff view developed.</td>
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<td>• Switched wireless print service.</td>
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<td>• Staff Picks tabbed section added to Books, Movies, and More</td>
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<td>• Adobe 2019 licenses for classrooms are installed</td>
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2. Update Technology plan

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<td>No update.</td>
<td>Ricardo Viera</td>
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3. Evaluate public PC needs to free up space for workspaces and charging areas

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<td>Ricardo Viera</td>
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4. Implement a phishing network security education strategy for staff

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<td>IT has implemented a phishing security and education strategy for staff. On a monthly basis we send a few emails to all staff. The purpose of these emails is to benchmark staff knowledge to recognize emails that are trying to phishing for personal information. This information is gathered on a monthly basis and evaluated. Depending on results IT, may decide to send certain staff for additional training on this subject.</td>
<td>Ricardo Viera</td>
<td>12.19</td>
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E. Explore new potential locations, project revenues and capital resources to service the community

1. Evaluate sites for acquisition / purchase in Horizon West and Southeast Orange County
Progress | Champion | Updated
--- | --- | ---
Visited 2 County-owned Horizon West Properties in August 2019. Obtained Right of Entry (received 12-10-19). Issued Purchase Order for Borrelli and Partners to perform Due Diligence on both parcels to assist in determining which parcel to buy, report due approximately Feb 1, 2020. Appraisals should be finalized by Feb 1, 2020. Based on Due Diligence Report and Appraisals we can make recommendation to the Board of Trustees in March/April timeframe. Once we select the parcel it will take 60 - 90 days to close.

For Lake Nona area, Mary Anne, Danielle and Kris had a discussion with Tavistock basically reconfirming our space needs and requirements. The City of Orlando has reached out to us in September to see if we would be interested in space at their recently acquired land, but nothing further.

2. Evaluate the need to expand or remodel library facilities

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<td>Billy Warren and Brian Dornbush have been assigned the task to perform a comprehensive review of the Library's facilities and their systems to develop a 1, 3, 5 and 10 year look ahead for budgeting purposes. Project to be completed by March 31, 2020. Part of their assignment is for them to schedule meetings with each Admin in the month of January to assess their needs. Will bring the plan to Admin in April so that we can budget accordingly for FY 2020-21 and future years. The plan will be updated each year, some projects will be moved up, moved back or dropped from the schedule based on funding, return on investment, obsolescence, etc.</td>
<td>Kristopher Shoemaker</td>
<td>12.19</td>
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F. Partner with schools

1. Evaluate the success of the children’s initiative

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| The number of schools, classes, teachers, and students participating in our annual “License to Learn” library card drive continues to decline, generating fewer library card registration in year over year comparisons. The 15-year-old Children’s Initiative program has changed over time as well as the school environment. For example in recent years, OCLS introduced the Virtual Library Card first for all students and now it includes educators.

Youth Services Manager, Natalie Houston, has undertaken to redesign the Children’s Initiative as her project for the Sunshine State Leadership Institute. | Bethany Stone | 12.19 |

2. Evaluate field trip events and develop a plan to roll out to select branches
As a result of the additional promotion, a new field trip brochure was sent to the principal of every OCPS elementary school at the beginning of the school year. OCLS Field Trips at the Orlando Public Library are now booked through May 2020. The teachers attending the events express their appreciation for the enthusiasm of the presenters and the thoughtfulness of the lessons presented. OCLS field trip coordinators continue to revise the program content to include engaging topical books and have added artifacts like a coffee grinder, butter churn, and weaving loom to bring the content to life.

Last fiscal year one field trip training offered focused on kindergarten and 1st-grade field trip content. This year, a second training focused on second-grade and fourth-grade field trip curriculum and was offered to staff in December. Staff gained knowledge, tips, and resources to help them bring these experiences to life for school-age children at their location. The training was to boost their confidence through open discussion and engage in hands-on, interactive activities from curriculum developed by Youth Services that supports the Florida State Standards.

All branch youth program specialists were invited to observe and assess for use at their locations, scheduled field trips at the Orlando Public Library. There are at least eight opportunities through the end of the 2019/2020 school year.

In future quarters, the field trip curriculum for grades K-4 will be made available to all locations via the wiki.

3. Provide educational experiences for educators

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<td>Presentations on the virtual library card and resources were given by library staff on August 7th at both the OCPS Media Specialist pre-planning day and the OCPS social studies curriculum day.</td>
<td>Bethany Stone</td>
<td>12.19</td>
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Library staff presented on school and library partnerships at the annual FAME (Florida Association for Media in Education) Conference on November 7th.

4. Expand library card options for educational facilities

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<td>OCLS has developed a Memorandum of Understanding for use with private schools and Foundation Academy with 471 students signed up for access to the same content as the OCPS Virtual Library Card.</td>
<td>Bethany Stone</td>
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G. Foster Innovation & New Services

1. Investigate and explore new ideas for innovation

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The Library launched a new service called cloudLibrary by Bibliotheca on December 2, 2019. The service features three modules:

- Mobile Checkout- mobile checkout of physical library items with your smart phone.

- Assist App- interactive receipts and due date reminders for items checked out using mobile check out and the self-checkout machines.

- Express Collection-access to popular digital books with a 7-day checkout period and no wait.

The Chickasaw Branch has been offering photo sessions themed on various seasons such as Halloween and winter. Families are invited into the photo studio and on stage to take family photos. The Melrose video team brought the “Green Screen Experience” to Southeast for their 25th anniversary celebration. From November 14-17, Melrose hosted the first ever “Melrose Game Jam,” a partially after-hours marathon game design event. Teams worked diligently to completely design a working video game from scratch that included the education theme. On the final day, the “Melrose Game Jam Expo” invited visitors to play the games and cast their votes for their favorites. The winning game based on voters was called Dreamscaper.

2. Offer Pop-Up library events in targeted communities

The library offered nine Pop-up events in the Horizon West area this quarter, with over 300 in attendance. In the second quarter the library will bring “Zero to Five Storytime” twice monthly, six weeks of “Prime Time Bi-lingual Storytime,” and monthly special presenters. The library has partnered with the Lake Nona Campus, Valencia College to provide library events each month for the Lake Nona community. Since June 2019, we have hosted 5 events in the Lake Nona community with over 500 in attendance. In 2020 there are monthly events planned through the end of July. For more information about upcoming Pop-up events, visit www.ocls.info/library-pop.

3. Continue developing signature events
The Fairview Shores Branch hosted “National Night Out” for 250 guests on October 1, 2019. This program was in partnership with the Lee Safe Road Neighborhood, Orange County Sheriff’s Office, Walmart, McDonalds, Planet Fitness, Sam Ash and other local businesses in the community. The event was so successful that the group is planning their next large community event. The Alafaya Branch hosted a week of Disney themed events and classes in December. Events included “Paint with a Disney Artist,” “Haunted Mansion Escape Room,” and many more. The Melrose Center continued to offer “Melrose in the Mix” sessions this quarter. In October, the Austin R&B group The Vapor Caves was featured and played 80s-inspired funk music. In November, Bella Fontella was featured, and she played songs showcasing her unique blend of Hip Hop vocals.

The 4th annual “Technoween” event took place on October 13, with 354 in attendance for a terrifyingly fun time for the whole family. The event featured a costume contest, horror movie trivia and activities throughout the center, including the Monster Sound Studio, Be a Star of the Silver Scream, Virtual Horror, the Phantom Photo Studio, the Frighteningly Fun Fab Lab and Terror-Vision projection mapping. Exhibitors included Tourist City Ghostbusters, Orlando Science Center, Orlando Cosplay, and Steampunk R2.

The Events/Programs Department is in the final planning stage for the library’s next signature event. The New York Times best-selling author, Debbie Macomber will be the presenter for the “Library After Hours: An Evening with Debbie Macomber” on January 31, 2020. The Hiwassee Branch is planning their 10th anniversary event scheduled for January 11, 2020. Herndon is planning their mini book festival for summer 2020. The Southwest Branch has secured the author James Grippando for the “15th Annual Southwest Author Event” to take place in April 2020. The Chickasaw Branch will hold the 5th annual “Romance, Wine & Chocolate” after-hours event on Friday, September 4, 2020 and its 5th anniversary celebration on July 18, 2020. In April 2020, South Creek will host the 13th anniversary celebration of “Tertulia Cuatro Gatos” with an after-hours celebration.
Orange County Library System
Board of Trustees Meeting
January 9, 2020

Information
Orange County Library System
Board of Trustees Meeting
January 9, 2020

Director’s Report
Director’s Report: January 2020

This year’s Florida Library Association conference takes place in Orlando from May 13-15. So far, two staff proposals for presentations have been accepted for the event. Youth Program Specialist Noraliz Orengo will offer a session about our popular food program for children, ages 3 to 18. Her interactive session will highlight the success we have had with Little Chef and Cuisine Corner Jr., and guide participants in how to facilitate food programs that encourage literacy and creativity using easy recipes and hands-on activities.

Public Relations Administrator Erin Sullivan and Learning Central Department Head Matthew David will also present at this year’s conference. Their presentation is called “What to Say: Representing the Library IRL,” and it will coach library staff on becoming better ambassadors by using day-to-day interactions to effectively promote library services.

In December, Hiawassee Branch Assistant Manager Sara Brown was invited by the county to participate in Mayor Jerry Demings’ first Dr. Martin Luther King Jr. Initiative. She offered a presentation to 30 community stakeholders about library programming that helps promote the ideals of Dr. King through education and literacy. She talked to the group about the library’s “I Have a Dream” program, which introduces children to the King’s life and work, as well as our Black History Month programming and our ongoing commitment to providing materials, experiences and events that promote unity and diversity in our community.

Tune into WUCF at 8:30 on January 24 for the very first televised episode of “Melrose in the Mix.” We have entered into an agreement with WUCF to produce six episodes of the show, which features footage from our live in-studio performance series of the same name. Each episode includes interviews with local musicians who’ve performed in the Melrose Center’s audio studio, as well as highlights from their performances before a live studio audience. This is an exciting opportunity to showcase the outstanding work of our audio studio team, as well as the talent of our local music community. Special thanks to Melrose Center Manager Jim Myers and Media Production Specialist Jesse Draus, who have worked very hard to bring this series to life. After its premier episode, the show will air the third Thursday of each month at 8:30 p.m.

Our end-of-year appeal was a big success this year, raising just over $30,000 to benefit OCLS and the Friends of the Orange County Library System. We framed this year’s appeal around a story about a man named Chrispin, an immigrant from Haiti who took sewing classes at our South Trail Branch. Chrispin had been a tailor in Haiti, but when he arrived in this country, his language skills weren’t strong enough to obtain the kind of job he held when he was in Haiti. He ended up accepting a job in housekeeping at Disney, and he signed up for sewing classes at the South Trail Branch. He used the library’s classes to improve his English-speaking skills, and he was eventually able to obtain a promotion to the costuming department at Disney. His story is the kind that helps people really understand the value libraries bring to the community, and we’re grateful that he was willing to let us share it as part of our 2019 Annual Appeal.

Recent System-Wide Events

Melrose Center

- The Fab Lab team had a busy December, with a series of new workshops – themed especially for the holidays – during the month. On December 1, Merry Makers: Holiday Snowflake invited attendees to use Fab Lab tools (under supervision) to create their own unique snowflake keepsake. We had 49 people attend, 25 of whom were kids. Create a Laser Engraved Cutting Board was offered on December 5 and December 6, with six and five attendees respectively. Create a Laser Engraved Acrylic Sign drew 10 attendees on December 8. Create an Electronic Gingerbread House had two attendees on December 14 and three attendees on December 17.
- The Fab Lab team also hosted a meetup on December 10 with Upcycled Ornaments providing the seven attendees the opportunity to craft their own ornament using discarded electronic parts.
- The Fab Lab hosted nine Makerspace Open Labs during December with a total attendance of 117. There were two Family STEM Saturdays during the month. On December 7, four people (one child) attended, while attendance on December 21 was nine (three children.)
On December 1, Winny Rivas hosted our annual *Holiday Family Photos* event in the Photo Studio. With a wintry backdrop setting the stage, 60 attendees stopped in during the three-hour period for professional portraits. Attendees were instructed to bring a USB drive so they could take the photos home.

It was a great idea to schedule *Holiday Family Photos* and *Merry Makers: Holiday Snowflake* on the same Sunday afternoon, as there was a lot of crossover attendance between the two events.

Also on December 1, we held our final *Melrose in the Mix* session of the year featuring Amy Robbins, with seven people in attendance.

Speaking of *Melrose in the Mix*, we received word in December that the television version of our live recording session series will premiere on WUCF-TV on Thursday, January 24 at 8:30 p.m. The first episode will feature Terri Binion’s most recent session.

The entire Melrose team joined forces on December 11 for our *Creative Community Meetup* event, something we’ve done for the last few years. Since it can be difficult to draw attendees to events in December, we combine our meetup groups into a singular, networking type event. This year, Marko Torres provided some improv games to help break the ice for the 15 attendees.

Robert Jakab held another of his popular *Say It Paint So!* meetups on December 15, leading a full room of 10 through the exercise of creating their own acrylic painting.

On December 12, Juan Rivera led a meetup called *Animated Instagram Stories*, where he taught the seven attendees how to use the timeline tool in Photoshop to create quick animations for Instagram.

Membership for Melrose Meetup groups continued to grow during December:
- Orlando Audio – 1,043 (+11)
- Orlando Digital Media Design – 1,023 (+33)
- Orlando Melrose Makers – 83 (+6)
- Orlando Out Tonight Theatre – 1,919 (+24)
- Orlando Photo+Design – 3,097 (+28)
- Orlando Video & Post Production – 2,250 (+29)

There were three community meetups during December, with attendance as follows:
- Ableton Users Group Orlando – 20
- Orlando Robotics & Makers Club – 6
- Orlando Unity Developers Group – 3

We welcomed 148 new Melrose Members in December, bringing our final 2019 new membership total to 2,387. That number is our highest recorded full calendar year total ever, beating last year’s previous high by 12 people. (Coincidentally, the 2018 total of 2,375 topped the 2017 total by 12 people also.)

We welcomed 4,742 visitors to the Center in December, with 302 people taking advantage of our self-guided tour.

### Alafaya

- On 1 December Andrew Jeffries and Carey Major led the program, “Haunted Mansion Escape Room.” Participants tested their wits to escape the haunted mansion. 64 people attended this event.
- On 2 December Lauren Mathur hosted, “Be A Hero! Go from zero to hero.” During this program the attendees trained to become a hero like Moana and Maui. There were 23 participated.
- On 2 December Kreg Dobzinski held the monthly program, “Drawing Club.” Participants tried out new drawing techniques and experimented with fellow artists. 21 people attended this program.
- On 4 December Michelle Bernabe led, “Bubble Playtime,” during this event children worked on their motor development skills during this interactive bubble class. The class had 73 attendees.
- On 9 December Lauren Mathur led “Baby's First Ornament.” Attendees celebrated the season by making a cute keepsake ornament. There were 29 participants.
- On 10 December, Lauren Mathur hosted, “PBS Kids Time!” During this monthly program participants enjoy a story, craft and a video inspired by a PBS character. This month 45 people attended to celebrate "Clifford the Big Red Dog."
- On 11 December Alafaya Branch hosted, “Lorelei's Lit Lair.” This program focused on recommendations and giveaways. 24 people attended.
- On 14 December Lauren Mathur held a Winter Festival. 34 attendees participated in winter games, crafts, and fun.
On 16 December Lauren Mathur led, “Baby, It's Cold Outside.” During this program participants explored the wonder of winter by engaging in themed sensory activities. There were 47 attendees.

On 16 December Andrew Jeffries hosted, “Maker Monday.” 24 attendees completed challenges, STEM projects and experiments.

On 17 December Carey Major led, “STEAM Playground Science! Technology! Engineering! Art! Math! Playground!” Participants explored basic STEAM concepts through active play. There were 38 attendees.

On 18 December outside presenter My Gym held, “My Gym Mobile Mommy & Me (ages 0-2).” This program had 22 participants.

On 18 December outside presenter My Gym led, “My Gym Mobile Fun & Fitness (ages 3-5).” There were 38 attendees.


On 23 December Andrew Jeffries held, “Cuisine Corner Junior Enjoy easy-to-make treats for the holidays!” 26 People attended this event.

On 28 December Lauren Mathur hosted, “Do You Want to Build a Snowman?” She had 31 people participate in this snowman themed event.

The first week of December Alafaya hosted a special Disney themed week. There were over 550 participants for various programs during this Disney inspired week.

Throughout the month of December, the Alafaya Branch hosted, “Social Worker @ the Library.” During this weekly social worker session attendees learn about social and government services. 29 people met with the social worker.

Throughout the month of December, Priscilla Diaz, Andrew Jeffries, and Diana Rodriguez hosted “English from Zero,” “English Conversation Hour,” “Reading Clearly,” and “Speaking Clearly” at Alafaya. 121 customers attended these classes over the month.

Throughout the month of December, the Alafaya Branch hosted, “Pop-up Crafts.” During these programs 55 participants created a craft.

Throughout the month of December, the Alafaya Branch hosted “Storytime crafts,” on Friday mornings. During this program 116 participants created a craft.

Chickasaw Branch

On 2 December, 25 participants attended “Artsy Toddler.”

On 3 December, 35 participants attended “Tertulia Cuatro Gatos / Spanish Book Club.”

On 10 December, 32 parents and educators learned about OCLS resources at the “Jackson Middle School PTSA Meeting.”

On 11 December, 68 students were engaged at the “Central Florida Zoo Storytime Event.”

On 13 December, 24 participants attended “Wii Love Gaming.”

On 13 December, 25 participants attended “Peppermint Pals.”

On 16 December, 20 participants attended “Party in Your PJs.”

On 18 December, 47 participants attended “Event Photos: Gaming Tournament.”

On 18 December, 34 participants attended “Basic Spanish.”

On 20 December, 15 participants attended “Minute to Win It: Winter Edition.”

During the month of December, a total of 203 kids and teens attended “Afterschool Adventures with Hero Spark.”

During the month of December, an average of 13 participants attended “English from Zero.”

On each Thursday during the month of December, an average of 12 participants attended “Practice Makes Perfect.”

On each Tuesday during the month of December, an average of 25 participants attended “Toddler Time.”

During the month of December, a total of 34 participants attended “Meetup: Crochet Projects.”

On each Tuesday during the month of December, an average of 22 participants attended “Storytime Crafts.”
Eatonville

- In December, Eatonville hosted 4 “Zero to Five Storytime” sessions. A total of 153 attended these events designed to help children develop early literacy skills through stories, movement activities and engaging crafts.
- On 5 December, Manager, Patrice Florence-Walker participated in Healthy Eatonville’s community event “Let’s Have a Heart 2 Heart.” A total of 75 adults attended this health event on how to improve your heart health before and after a stroke. Attendees also learned about the various health resources and materials available at the library.
- On 12 December, from 1:00 pm- 5:00 p.m. Manager, Patrice Florence-Walker partnered with the Altamonte Springs “Barnes & Noble Bookfairs.” Mrs. Walker shared with approximately 105 visitors the many services the library has to offer. Customers visiting the store were encouraged to say “bookfair” at checkout and a percentage of the stores purchases was donated to the Eatonville Branch Library. The library received a Barnes and Noble gift card for $406.00.
- On 11, 12, 14, 18, 19, 27, and 28 Veronica Tinsley hosted various “Technology Classes.” Some of the classes were “Technology Exploration: Virtual Reality, Dash Robots” and “WhizKids: Code with Scratch Jr.” A total of 50 kids attended these STEM type events learning science, technology and coding in a fun and engaging environment.
- On 17 December, the branch hosted “Cuisine Corner: Thit Bo Bay Mon (Beef Seven Ways).” A total of 14 attended this Vietnamese cooking event on the history and culture and how to make spring rolls inspired by Thit Bo Bay Mon.
- On 19 December, Beverley-Ann Galloway, hosted “Let It Snow.” A total of 37 participated in this winter wonderland event of stories and crafts.
- On 19 December, Manager, Patrice Florence-Walker participated in the Neighborhood Center for Families “Candy Cane Wonderland Read Along & Toy Giveaway.” A total of 100 attendees listened to and enjoyed holiday and winter season stories at the Eatonville Boys and Girls Club.
- On 26 December, Patty Brinkman hosted “Cocoa & Craft.” A total of 10 teens attended this movie event of
- On 1- 30 December, Eatonville promoted “Check It Out: Leu Gardens” presenting children who checked out five or more items with a voucher to admit one child for free, per paying adult. A total of 20 kids participated in this check out promotion.

Fairview Shores

- During the month of December, “Zero to Five Storytime” averaged 13 participants on Monday morning. This read-aloud program encourages early literacy skills and includes rhythm and repetition of nursery rhymes, picture books, songs, and flannel board stories.
- During the month of December, an average of 12 children and parents stayed to play after storytime during “Caregiver Connect: Stay & Play” on Monday mornings.
- During the month of December, an average of 13 kids played board, card and video games during “Game Day” on Tuesday afternoons.
- During the month of December, an average of 17 kids and parents enjoyed the “Holiday Film Frenzy” on Wednesday afternoons.
- During the month of December, an average of 17 toddlers and parents attended “Bubble Playtime” for stories, songs and fun play with bubbles.
- On 2 December, 11 customers learned about “Icy Science” while completing fun experiments.
- On 4 December, 14 participants enjoyed a special holiday performance during “The REP Readers Featuring Miracle in Bedford Falls.”
- On 7 December, Branch Librarian Katy Comellas-Deliz attended the Orange County Fire Rescue Station 86 Christmas Outreach and spoke with 151 people about Library services.
- On 9 December, 13 participants made crafts and played games during “Escaping Winter Madness.”
- On 10 December, 27 customers participated in the “Lee Road Safe Neighborhood” meeting.
- On 10 December, 20 customers tried out a new recipe with Chef Karen Ross during “Cuisine Corner: Eggnog Cheesecake Dip.”
• On 10 December, Fairview Shores hosted “Central Florida Book Club” where 28 attendees met to discuss Jason Fagone’s book The Woman Who Smashed Codes.
• On 11 December, 18 preschoolers and parents were engaged with crafts, sensory bins and storytime during “It Doesn’t Snow in Florida.”
• On 16 December, 21 kids and adults constructed their own Gingerbread House masterpieces during “Gingerbread Build-Off.”
• On 18 December, Fairview Shores Branch hosted “Star Wars Night” for 110 Jedis. During this interactive event, customers were invited to take photos with members of the 501st Legion, complete a scavenger hunt, participate in a LEGO Ship Building Challenge and test out their flight skills with drones. Further, customers were invited to make crafts including perler bead ornaments, intergalactic bookmarks, DIY lightsabers and baby Yoda.
• On 19 December, “Tertulia Cuatro Gatos” entertained 18 customers with poetry reading, songs and a literature discussion.
• In December, a total of 81 children and parents engaged in “Pop-Up Crafts” at the library.
• In December, 54 juvenile cardholders participated in “Check It Out: Leu Gardens.”

Herndon
• On 2 December, Joriel Figueroa and Limary Velez hosted “Tummy Time Sensory Play.” Ten customers attended.
• On 4 December, Joriel Figueroa and Maggie Finley hosted “Little Chef: Teddy Bear Toast.” Twenty-one customers attended.
• On 5 December, Limary Velez and Normalee Page hosted “Chilly Critters.” Thirty-one customers attended.
• On 7 December, Maggie Finley hosted “Cocoa & Craft.” Eleven customers attended.
• On 9 December, Joriel Figueroa and Limary Velez hosted “Baby, It’s Cold Outside.” Twenty-one customers attended.
• On 11 December, Senior experts presented “Senior Living.” Nineteen customers attended.
• On 11 December, Joriel Figueroa and Maggie Finley hosted “ Countdown to Winter.” Fifteen customers attended.
• On 12 December, Limary Velez and Normalee Page hosted “Peppermint Pals.” Forty-eight customers attended.
• On 13 December, Limary Velez and Normalee Page hosted “Little Chef: Bean Burritos.” Twelves customers attended.
• On 14 December, Maggie Finley hosted “Gingerbread Build-Off.” Thirty-three customers attended.
• On 14 December, Melissa Ricaurte hosted “Holiday DIY Crafts.” Twenty-two customers attended.
• On 18 December, Joriel Figueroa and Maggie Finley hosted “Happy Noon Year.” Ten customers attended.
• On 18 December, Catherine Porras hosted “Icy Science.” Ten customers attended.
• On 21 December, Emily Thomson hosted “Cookie Decorating.” Seventeen customers attended.
• On 23 December, Joriel Figueroa and Limary Velez hosted “Baby Bash.” Seventeen customers attended.
• On 26 December, Limary Velez and Catherine Porras hosted “Look, I’m a Scientist: Let It Snow!” Sixteen customers attended.
• On 27 December, Limary Velez hosted “Bubble Playtime.” Ten customers attended.
• On 30 December, Limary Velez and Joriel Figueroa hosted “Baby’s First Galaxy Art.” Nineteen customers attended.
• In December, 23 customers participated in “Check It Out: Leu Gardens.”
• In December, 117 kids wrote to their favorite Frozen character with “Character Mailbox.”

Hiawassee
• On 3 December, Hiawassee kicked-off the holiday season with “Holiday DIY Crafts,” 10 customers created handmade decorations, ornaments and simple gifts.
• On 4 and 11 December, Hiawassee hosted “Improve Your English Reading Workshops” in partnership with the Adult Literacy League. An average of 10 participants attended each workshop.
On 7 December, Hiawassee presented “Gifts from the Heart: Cookie Jars” to 18 attendees gathered to assemble cookie jars for the holidays.

On 10 December, Hiawassee celebrated the winter season with “Winder Wonderland” for 13 students gathered to enjoy winter themed stories and crafts.

On 13 December, Hiawassee hosted “Bubble Playtime” for 10 participants who practiced their motor development skills in this interactive bubble class.

On 14 December, Hiawassee hosted “Cuisine Corner: Coquito,” where 15 participants joined Chef Yamira Lee Johnson for a demonstration of how to make the traditional Puerto Rican drink coquito.

On 18 December, Hiawassee served up “Cocoa & a Craft” to 15 guests joined to enjoy cocoa, a movie, and craft.

On 19 December, Hiawassee hosted “Creative Watercolors” for 12 library users desiring to learn the basics of watercolor painting using watercolor pencils and paints.

On 21 December, Hiawassee continued the holiday celebration with “Holiday Showcase: Accordion Craze,” enjoyed by 43 people gathered for a lively showcase of holiday music by the Central Florida Accordion Club.

On 1-31 December, Hiawassee promoted “Check It Out: Leu Gardens” presenting 37 children who checked out five or more items with a voucher to admit one child for free, per paying adult, for daytime garden admission.

The “Dickens Holiday Celebration” took place on 1 December and 79 customers enjoyed festive holiday songs performed by the Orlando Dickens Carolers.

A total of 268 customers attended the 2019 OCLS LEGO® Contest held on 7 December. There were 63 contestants with exciting project entries in age categories from Preschool-Kindergarten, grades 1-3 and 4-6. Prizes included LEGO® kits and tickets to LEGOLAND®, WonderWorks, and Skeletons Museum of Osteology!

The “Volunteer Fair” event on 8 December allowed 72 customers the opportunity to interact with various Central Florida organizations that offer volunteer services to the community.

On 14 December, 51 people enjoyed the musical performance of solo handbell artist Marie M. Loeffler.

The Vermont-based folk duo Hungrytown delighted 29 customers during their musical performance on 14 December.

A total of 64 people attended the Local Author Festival on 15 December and met authors from a variety of genres.

The “Social Worker @ the Library” service assisted 107 customers over 6 sessions at the Orlando Public Library.

The Technology and Education Center (TEC) offered 63 customers a variety of knitting and crochet classes.

A total of 54 customers learned to sew by attending introductory courses on sewing machines, sergers, patterns, and fabrics.

The ESOL classes at the Orlando Public Library welcomed 51 students over 9 sessions.

The TEC offered 15 QuickBooks classes to 53 attendees.

The TEC offered a variety of Adobe classes; total attendance was 17.

The Youth Services staff presented educational field trip sessions to students from Good Shepherd Catholic School on 3 December and Lockhart Elementary on 13 December. Total attendance was 178. Each field trip session included hands-on learning opportunities that incorporate the state’s educational standards.

On 2 December, Dianna Petersen hosted “Puppy Love Craft.” A total of 10 customers attended the event.

On 4 December, “Penguin Party” was presented by Stacey Hancock. A total of 26 customers attended the event.

On 5 December, North Orange hosted, “Can You See What I see? A total of 12 customers attended the event.
On 6 December, Stacey Hancock presented, “Cooking Decorating.” A total of 30 attendees participated.
On 10 December, “Baby, It’s Cold Outside” was presented. A total of 38 customers attended the event.
On 10 December, Maritza Alicea attended the Hope Community Center Outreach. She shared information about the North Orange library programs and classes. A total of 83 people attended the event.
On 12 December, Stacey Lawson hosted, “Hibernation Stations.” A total of 33 customers attended the event.
On 17 December, Stacey Lawson, “Gingerbread Build-off.” A total of 39 customers attended the event.
On 18 December, Stacey Hancock, hosted “Peppermint Pals.” A total of 13 people attended the event.
On 19 December, North Orange hosted, “Homeschool Meet Up.” A total of 13 kids and parents attended the event.
On 21 December, Stacey Hancock presented, “Icy Science.” A total of 29 attendees participated in the event.
On 23 December, Maritza Alicea presented, “DIY Holiday Craft.” A total of 43 attendees participated in the event.
On 26 December, Stacey Lawson presented, “Icy Science.” At total of 13 kids and parents attended the event.
Every Wednesday in December, Emma Henderson and Jolanta Wilson, hosted “Storytime Crafts.” A total of 3 events were held with an average of 50 attendees per event.
Every Monday in December, Darby Harvey, ESOL Instructor presented “English from Zero” A total of 4 classes were taught with an average of 15 attendees per event.
Every Tuesday in December, Wilnelia Lozada presented “Basic Spanish.” A total of 4 classes were taught with an average of 25 attendees per event.
Every Wednesday in December, Darby Harvey, ESOL Instructor presented “Writing Clearly Intermediate.” A total of 3 classes were taught with an average of 10 students.

South Creek
- On 1 December, South Creek hosted 28 friends for winter themed stories and crafts to get into the spirit of colder weather during, “Countdown to Winter.”
- On 1 December, “Hunter’s Creek Community Band” was an enjoyable time music of provided by our very own local band; 45 attended.
- On 6 December, South Creek hosted “Creation and More” where 22 participants learned how to decorate using candles and recycled materials.
- On 2, 3, 9, and 10 December, an average of 27 children and parents attended, “Storytime Crafts” at South Creek. This event is held right after story time to help develop fine motor skills.
- On 4, 11, and 18 December, “Tertulia Cuatro Gatos” hosted their weekly meeting where they read poetry and discussed literature; 146 people enjoyed these cultural events.
- On December 5, 12, and 19, South Creek hosted “Let’s Speak Spanish” with an average of 10 students ready to learn basic language skills for those who speak little to no Spanish.
- On 6 and 13 December, South Creek hosted an average of 9 children and parents as they enjoyed fun, interactive activities during the drop-in event, “Toddler G.A.M.E.S.”
- On 7 December, South Creek hosted their “Annual Book Sale” where 132 of our loyal customers came out to peruse the used books available.
- On 7 December, South Creek hosted 25 attendees for “Meet the Author: James B. Tierney.” Tierney was here introducing his new book, “The Chise Wars.”
- On 7 December, South Creek hosted 35 budding artists as they discovered their creative side during, “ArtMazing.”
- On 8 December, “Tea and Conversation” helped 25 attendees in our community meet new people and build friendships during this social gathering.
- On 11 December, 33 children and parents attended “Hibernation Stations” where we learned about animals that sleep all winter through songs, stories, and crafts.
On 12 December, South Creek hosted 36 friends for cocoa, crafts, and a movie during, “Cocoa & a Craft.”

On 14 December, 44 friends grabbed their gum drops and frosting to construct the gingerbread house of their dreams during, “Gingerbread Build-Off.”

On 15 December, South Creek enjoyed hosting the “Ugly Sweater Ice Cream Social” for 26 customers to fellowship and show off their best ugly sweater.

On 18 December, 55 friends joined us as we created our very own gingerbread houses during “Little Chef: Milk Carton Gingerbread Houses.”

On 19 December, “Chilly Critters” was an event that allowed 18 children 18 months and up and their parents to discover chilly animal friends and their snowy homes through stories, crafts, and games.

On 21 December, 39 participants created handmade decorations, ornaments and simple gifts during “Holiday DIY Crafts.”

On 28 December, South Creek tested 31 participants marshmallow engineering skills during, “Cocoa and Construction.”

Every Monday and Tuesday in December an average of 27 children and parents participated in South Creek’s “Storybook Fun.” This read-aloud program includes folk and animal tales, songs and poetry for children ages 3-5.

On Mondays and Tuesdays in December an average of 41 children and parents attended, “Toddler Time” at South Creek. This event includes stories and activities for children ages 18-36 months.

Every Monday and Tuesday in December an average of 14 children and parents attended, “Tiny Tales” at South Creek. This event includes rhythm and repetition of nursery rhymes to introduce very young children to literature.

On Mondays and Tuesdays in December, South Creek’s ESOL classes, “English Conversation Hour,” “English for Families, “Reading Clearly,” and “Speaking Clearly” brought in 120 participants.

Each Thursday in December, the “Knitting and Crochet Nook” explored fiber arts with an average of 10 participants.

South Trail


Social worker, Andre Morris was missed at South Trail during November. Andre averaged seeing over 13 people during Fridays in December at South Trail.

During December, “English From Zero” averaged 11 people per class.

On 3 December, 23 children participated in “Hibernation Stations.”

On 3 December, 19 people enjoyed “Food Discovery.”

On 6 December, “Crafternoons” had 10 participants.

On 9 December, 14 people had fun at “Cocoa and Construction.”


On 10 December, “Look, I’m a Scientist: Let it Snow!” had 22 in attendance.

On 11 December, “Happy Noon Year” had 22 participants.


On 14 December, 28 people had their photos taken at “Holiday Family Photos.”

On 16 December, “Icy Science” was enjoyed by 24 participants.

On 16 December, Branch Youth Program Specialist, Stephanie Robinson provided a story time to 69 children at the “SOMCA Storytime.”

On 17 December, “The End of the Year Sewing Party” had 27 people in attendance. They modeled the outfits they created and talked about upcoming projects they were starting.

On 26 December, 15 people visited the Branch for a creative cup of cocoa a, a little movie and crafting during the “Cocoa & Craft” event.

On 28 December, 26 visitors celebrated the season during “Milk Carton Gingerbread House” as they built their very own gingerbread houses.
Southwest

- The Community Interactive Display “Thankful Tree” had 75 customers share what they were thankful for this month for a total of 146 for both November and December.
- The Community Interactive Display “Snowman Wish” had 105 customers share what their holiday wishes were.
- Southwest distributed 100 tickets for the Leu Gardens “Check It Out” promotion.
- Cozy English Conversations had 42 adults practice conversational skills in a supportive environment and small groups in the month of December.
- The Branch Librarian, Sandy Mayer, hosted two Book Clubs this month with 22 participants.
- “English From Zero” helped 25 adults in three sessions with situationally focused vocabulary building and conversation skills.
- There were five homeschool programs this month with a total of 86 students and parents who attended.
- 380 children and caregivers participated in Southwest’s weekly story times for babies, toddlers, and preschoolers.
- 241 children and caregivers enjoyed themselves during StoryTime Crafts.
- 93 babies and parents came to the baby programs Mother Goose on the Loose, Baby It’s Cold Outside, and Baby Bookworms.
- Caregiver Connect had 97 children and caregivers stay after baby programs to build community and let their little ones play together during three sessions.
- On 2 December, 68 parents and children attended Chilly Critters to learn about chilly animal friends and their snowy homes.
- On 6 December, 32 parents and children enjoyed the movement-based story time called Stories & Stretches.
- On 9 December, 73 toddlers and their parents used unstructured play to advance their toddler’s physical and cognitive development at Toddler Playground.
- On 16 December, 37 parents and toddlers enjoyed Parachute Play.
- On December 20th, 36 children and parents got to make and decorate milk carton gingerbread houses with frosting and candies.
- On 23 December, 47 parents and children came to enjoy Bubble Playtime at the library.
- On 27 December, 22 children and parents learned early literacy skills through songs, dance, and rhymes at Literacy & Locomotion.
- There were eight sessions of WhizKids during the month of December that covered topics including making pop-up cards, circuitry, and 3D animation with a total of 26 attendees.
- Southwest hosted nine Knitting classes that covered making tiny tree ornaments, gift card holders, and family knitting with a total of 62 students.
- There were 18 entry level Microsoft Office classes for Excel, PowerPoint, and Word with a total of 60 students.
- Southwest had Adobe Photoshop Levels 1-4 in the month of December with a total of 17 people.
- There were four levels of Web Design that were taught this month with a total of 13 people.

Washington Park

- On 7 December, “Writing Clearly Beginner” was hosted at the Washington Park Branch and there were 12 students in attendance for the class.
- On 9 December, Deborah Aponte and Alison Salem presented “Cookie Decorating” at the Washington Park Branch. Eleven children expressed their creativity by decorating a sugary treat.
- On 10 December, Carmen Offutt attended the “Carver Middle School Multilingual Night.” Carmen share information regarding ESOL, BizKids Club, and library card registrations. She spoke with forty-one individuals.
- On 11 December, Janet Schulte attended “Literacy Night at Legends Academy.” Janet shared information regarding Homework Help, BizKids Club, and library card registrations. She spoke with thirty-nine people.
On 23 December, Janet Schulte presented “Fantastic Beaks” at the Washington Park Branch. Ten children learned why there are different kinds of beaks and how birds use them to eat, hunt and gather food.

In December, Washington Park hosted “Character Mailbox” featuring postcards to Llama Llama. Ten children participated by writing letters and sending them through our character mailbox.

In December, 18 children participated in the “Check It Out: Leu Gardens” contest.

In December, 68 children learned about Kwanzaa by completing activity worksheets that coincided with the branch’s display highlighting Kwanzaa.

On Wednesdays in December, “English from Zero” was hosted at the Washington Park Branch. Three classes were taught with a total of 44 students in attendance.

West Oaks

On 3 December the “Fantastic Beaks” event was attended by 12 children and their caregivers, with fun stories and crafts about different kinds of birds.

On 4 December, the “Jumbo Family Game Night” event attracted 14 people who enjoyed playing a life-sized version of the ‘Sorry!’ board game.

On 5 December, library staff hosted the “Writing Clearly Intermediate” class where 10 people practiced their English writing and grammar skills.

On 8 December, library staff presented “Look, I’m a Scientist: Let It Snow!” where 13 preschoolers and their caregivers did fun science experiments about cold weather.

On 9 December, the “West Orange Homeschoolers & Board Games” event attracted 16 people who took the opportunity to not only play games but also connect and socialize around a shared interest.

On 10 December, the “Hibernation Stations” event was attended by 14 preschoolers and their caregivers, at which they had fun participating in different activities centered on hibernating animals.

On 10 December, library staff presented the “Holiday Friendship Bracelets & Keychains” event, at which 13 people learned how to make their own unique bracelet or keychain for a friend.

On 12 December, the “Holiday DIY Crafts” event attracted 15 creative people who enjoyed making holiday decorations, ornaments, and simple gifts.

On 15 December, the “Rock the Wrap: Headwrap Styling Workshop” allowed 21 people to learn different headwrap styling techniques.

On 17 December, the “Happy Noon Year” even was celebrated by 16 preschoolers and their caregivers, who welcomed 2020 a little early.

On 17 December, the “Winter Wonderland” event was attended by 19 people who enjoyed stories, crafts and activities all about winter.

On 18 December, the “Cocoa & a Craft” event allowed 13 people to warm up and enjoy watching a movie, crafting and sipping hot chocolate.

On 27 December, the “Cookies & Milk with a Cop” event welcomed local Ocoee police officers who read stories and answered questions for 11 attendees.

On 28 December, the “Angel Paws to Read” event allowed 14 people to practice their reading skills with a furry listener.

In December, 47 children practiced their writing skills through the library’s “Character Mailbox” by writing a letter to Frosty the Snowman.

In December, creative snowflakes were made by 61 children and shared on our Children’s area bulletin board.

Windermere

On 2 December, “Countdown to Winter” brought 10 children and 8 adults into the library to practice their counting skills while making snowmen.

On 7 December, “English from Zero” brought 11 adults to the library to practice and improve their English.

On 10 December, 19 children and 16 adults came to read stories and make crafts all about kindness with Baby Cow during “Storytime with Chick-fil-A.”
On 12 December, 12 children and adults came to “Writing Workshop with Candace Fleming” to learn about the craft of writing with the Sunshine State author.

On 14 December, “Wishing for Winter” brought snow to the library as 14 children and 8 adults made paper snowflake mobiles and snowmen bookmarks.

On 14 December, 13 children and 10 adults came to read stories to our favorite therapy dog Rocky and his buddies Indy and Meg during “Angel Paws to Read.”

On 14 December, “English from Zero” brought 16 adults to the library to practice and improve their English.

On 16 December, candy and frosting became construction materials during “Little Chef: Milk Carton Gingerbread Houses” where 13 children and 11 adults build tasty gingerbread houses.

On 16 December, “Tis the Season to be Crafty” brought 9 children and 5 adults to the library to make candy cane sleighs with tiny chocolate gifts.

On 17 December, 8 children and 5 adults came to “Tis the Season to be Crafty” to decorate pine cone Christmas trees.

On 21 December, 20 children and 8 adults came to “Holiday Family Photos” to have their photos taken at the library.

On 21 December, “English from Zero” brought 12 adults to the library to practice and improve their English.

During December, “Holiday Wishes” inspired 71 children to write down their wishes for this holiday seasoning, including legos, puppies, and having their family together.

On 23 December, 15 children and 8 adults made sweet sleighs out of chocolate and candy canes during “Candy Cane Sleighs.”

On 23 December, “Get Your Mitts on a Good Book” encouraged 31 children to write down their favorite book on a mitten and share it with others.

On 23 December, “Holiday Coloring Activity” had 83 children participate by coloring an adorable picture of a reindeer and tree.

On 31 December, “Check It Out: Leu Gardens” had a total of 100 tickets distributed for five and over checkouts by juveniles.

Knitting Club: 11 adults and 1 child came to Knitting Club to learn basic knit stitches as well as work on different projects.

Homeschool: Throughout this month there were many classes for homeschool including art, STEM, and language classes with a total of 94 children and 50 adults.

For the week of December 2-7, total attendance for Story Time was 67 children and 67 adults.

For the week of December 9-14, total attendance for Story Time was 74 children and 84 adults.

For the week of December 16-21, total attendance for Story Time was 71 children and 77 adults.

Winter Garden

On 5 December, staff member Chand Persaud welcomed 38 to “Hibernation Stations” for crafts and activities about animals who sleep all winter.

On 5 December, Genevieve Traas and Nadine Nelson visited Library Pop-Up: Horizon West for a chicken themed storytime and crafts.

On 7 December, staff member Brandon Lower hosted “LeGo Block Party” for 13 participants.

On 10 December, Janette Ramos hosted “Bubble Playtime” for 52 attendees.

On 11 December, Erin Reichel hosted “Marshmallow Games” for 26 attendees.

On 14 December, staff member Lydia Silbernagel hosted “Fantastic Beaks” for 13 attendees to learn why there are different kinds of beaks and how birds use them to eat, hunt and gather food.

On 14 December, 40 attendees enjoyed the Library Pop-Up: Horizon West - Outer Space Science with DoDad's Lab.”

On 14 December, staff attended the “New Independence Winter Festival,” speaking to 186 people about library events and services.

On 17 December, staff member Nadine Nelson hosted “Chilly Critters,” welcoming 44 attendees.
• On December 18, Erin Reichel welcomed 22 attendees to test their marshmallow engineering skills during “Cocoa and Construction.”
• On 19 December, Erin Reichel hosted “Count Down to Winter” welcoming 33 attendees to listen to stories and participate in activities and crafts starring popular cold weather friends.
• On 21 December, Rebecca Padrick hosted “Holiday DIY Crafts” for 25 attendees interested in handmade decorations, ornaments or simple gifts for the holiday season.
• On 26 December, Erin Reichel welcomed 18 to “Peppermint Pals.”
• On 26 December, 35 children attended “Read to Sydney,” where they practiced reading to a furry dog.
• On 28 December, Erin Reichel got down to the science of ice and snow during “It Doesn't Snow in Florida.” Attended by 35.
• On 28 December, staff member Nadine Nelson hosted “Winter Wonderland” where 11 attendees participated in winter crafts including a snow globe.
• “Caregiver Connect: Stay and Play” was offered 7 times in December, for an average of 36 attendees per event.
• “Sing-A-Long with Friends” was held on three Tuesdays in December and drew an average of 32 attendees per event.
• “Family Yoga” was held on three occasions at the branch in December, bringing in a total of 41 attendees.
• “Storytime Crafts” was held on four Fridays in December and welcomed an average of 40 participants per event.
• In December, Wednesday and Friday storytimes brought in 675 kids and their guardians.
• Check It Out: Leu Gardens ran throughout December. 61 tickets were distributed.
• In December, Winter Garden’s “Character Mailbox” invited children to write and receive a letter. 92 letters were received and answered.
• From 12/1/19-12/7/19 the Winter Garden branch invited the community to celebrate Wizarding Week with themed events and activities:
  • On 3 December, Janette Ramos hosted “Little Hogwarts,” inviting 42 participants to catch the Hogwarts Express to Little Hogwarts School for young witches and wizards.
  • On 5 December, Janette Ramos welcomed 16 teens and adults for “DIY Magic Wand Pencils.”
  • On 4 December, Jessy Hart hosted “First Year Potion Class” were 38 attendees practiced their potion making skills.
  • On 6 December, Genevieve Traas hosted “Wizarding Crafts” where 18 attendees made wands, house bracelets and bookmarks.
  • Throughout the week the branch hosted a “Hidden Horcrux Scavenger Hunt.” 51 participated.

Library Events

Art Display

Call for Artists: Celebrating the Genius of Women 2020 Art Competition
Women in the Arts Inc and Orange County Library System invite professional female artists to submit their work to be exhibited during Women’s History Month at the library. Selected art will be featured in the upcoming Annual Celebrating the Genius of Women exhibition at Orlando Public Library in March and April 2020. Finalists will be eligible for up to $2,500 in cash prizes for the top three winners. Deadline for entry is Tuesday, January 21, 11 a.m.

OCLS x StoryCorps

Orlando Public Library, Second Floor On Display Through January
Last year, StoryCorps recorded memories told by library customers and staff. In conjunction with Orange County Regional History Center’s Accidental Historian exhibit, this display of Thomas Thorspecken sketches and library photos documents that project.
Back2Basics

Plant Clinic
Winter Garden Branch Thursday, January 2, 3–5 p.m.
Alafaya Branch Thursday, January 9, 2–4 p.m.
Bring your plants, get your soil pH tested and ask questions! Master Gardener Volunteers from the UF/IFAS Orange County Extension Office will be available to answer your gardening questions.

Money Talks for Women
Orlando Public Library, Melrose Center Tuesdays, January 7–28, 6–7:30 p.m.
Learn about library services such as Morningstar Investment Research Center, goal-oriented tools for saving, investing and more.

Cooking Made Easy with MasterClass
Orlando Public Library, Albertson Room Wednesdays, January 8–29, 11 a.m.–12:30 p.m.
In this four-week Masterclass video series, professional chefs will teach you skills and recipes that will help you make gourmet meals in your own home.

Organizing 101
Herndon Branch Saturday, January 11, 11 a.m.
Learn steps to tackle your organizing projects and reduce the clutter, chaos and stress in your life.

Money Matters: Creating Better Spending Habits
Hiawassee Branch Tuesday, January 14, 1:30 p.m.
No matter where you are in life, you can benefit from improving your financial health. Join Wells Fargo and learn strategies to create new habits by budgeting your money.

Introduction to Calligraphy
Southeast Branch Saturday, January 18, 11 a.m.–12:30 p.m.
Hiawassee Branch Monday, January 27, 6–7:30 p.m.
Learn about the origins of calligraphy and get introduced to some materials used to create it. Practice using this form of writing to create endless projects. Registration required.

BizKids Club
BizKids Club
North Orange Branch Wednesdays, January 8–29, 4:30–6 p.m.
Orlando Public Library Sat, January 18 & 25, 10 a.m.–12:30 p.m. & , January 18 & 25, 12:30–3 p.m.
Southeast Branch Sat, January 18 & 25, 10:30 a.m.–1 p.m. & Sat, January 18 & 25, 2–4:30 p.m.
Ready to become an entrepreneur? BizKids Club is a 10-session program to introduce middle school students to the world of business and entrepreneurship. Students will work with instructors and mentors to create a business plan, design marketing materials and launch your business ideas at the Mini BizKids Market, a one-day marketplace where young entrepreneurs debut their innovative inventions and market their services or products. Funding opportunities are available to participants who complete the fun, interactive program designed to develop next generation entrepreneurs and motivate them to innovate and serve their communities. Nutritious snacks and meals will be provided.

Bookclubs
Tertulia Cuatro Gatos / Spanish Book Club
Fairview Shores Branch el jueves, 2 y 15 de enero, 6:30–8:30 p.m.
Chickasaw Branch el martes, 7 de enero, 6:30–8:30 p.m.
South Creek Branch el miércoles, 8–29 de enero, 6:30–8:30 p.m.
La Tertulia Cuatro Gatos se reúne para compartir y discutir poesía, literatura, arte o historia. Todos son bienvenidos. El programa es presentado en español.
Alafaya Book Club

*Persuasion* by Jane Austen
Alafaya Branch    *Thursday, January 9, 7 p.m.*

*Persuasion* is the last novel fully completed by Jane Austen. It was published at the end of 1817, six months after her death. The story concerns Anne Elliot, a young Englishwoman of 27 years, whose family is moving to lower their expenses and get out of debt.

Southeast Book Club

*Things Fall Apart* by Chinua Achebe
Southeast Branch   *Monday, January 13, 6:30 p.m.*

*Things Fall Apart* by Nigerian author Chinua Achebe was published in 1958, the novel’s story chronicles pre-colonial life in the south-eastern part of Nigeria and the arrival of the Europeans during the late 19th century.

Hiawassee Book Club

*Inland* by Téa Obreht
Hiawassee Branch   *Monday, January 13, 6:30–8 p.m.*

Published last year, *Inland* is the second novel from Téa Obreht. The story takes place in the Arizona Territory of 1893 and finds 37-year-old frontierswoman Nora Lark confronting life in the territory without her husband and two elder sons.

Central Florida Book Club

*Fairview Shores Branch    *Tuesday, January 14, 10:15–11:30 a.m.*

This club meets each month to discuss a wide range of books.

Books with a Bite

*South Creek Branch    *Wednesday, January 15, 2 p.m.*

Gather to discuss the books we love and what we’re currently reading over a snack.

Citizenship Inspired

*Hiawassee Branch    *Thursdays, January 2–23, 6–8:30 p.m.*

*South Trail Branch    *Saturdays, January 4–25, 12:30–3:30 p.m.*

*Winter Garden Branch    *Wednesdays, January 8–29, 6:45–8:45 p.m.*

*South Creek Branch    *Tuesday, January 14–28, 2:30–5 p.m.*

This four week series will prepare you to become a U.S. citizen. Learn everything you’ll need to know to pass the U.S. Naturalization (Citizenship) Test and Interview.

Cuisine Corner

*No Passport Required – Screening & Food Tasting*

Orlando Public Library, Library Central   *Sunday, January 12, 7–9 p.m.*

WUCF presents a tasting experience celebrating PBS’s *NO PASSPORT REQUIRED*. Chat about Orlando’s immigrant food culture with Faiyaz Kara, Ricky Ly and Bruno Fonseca. Registration required.

Jackfruit

Orlando Public Library, Cypress Room   *Thursday, January 9, 6:30 p.m.*

Jackfruit has been used in Southeast Asian cuisine for centuries and is now popular among American vegetarians as a natural meat replacement. Joycelyn Bryant will demonstrate how to prepare jackfruit.

Taglish Filipino-American Fare

Orlando Public Library, Cypress Room   *Monday, January 13, 6:30 p.m.*

A tasty trip to the Pacific Ocean with Chef Mike from Taglish, a new Filipino restaurant, who will show you how he combines Filipino delicacies with American classics.
Moroccan Couscous
Orlando Public Library  Saturday, January 18, 2 p.m.
South Creek Branch  Sunday, January 26, 2 p.m.
Enjoy stories, smells and tastes of Morocco with Chef Habiba from Moroccan Breeze. She will prepare her famous couscous and explain the ins and outs of popular Moroccan cuisine.

Turkey Picadillo
Orlando Public Library, Cypress Room  Friday, January 24, 2 p.m.
Chef Cristina will teach how to make turkey picadillo, a classic Latin dish with a healthy twist.

Salts & Oils for Your Health
Orlando Public Library, Cypress Room  Tuesdays, January 7–28, 6:30 p.m.
Yamira Lee Johnson, head chef and founder of Breaking Bread with Mira, will explain various salts, sugars and fats in this four-week series.

A Taste of West Oaks: Fresh or Frozen!
West Oaks Branch  Saturday, January 11, Noon
Are smoothies better if made with fresh fruit or frozen fruit? Find out which is healthier at this tasting and demonstration with library staff.

Better Choices for the New Year
Southwest Branch  Tuesday, January 14, 6 p.m.
Chef Emily Roy from Publix Aprons takes you on a culinary journey as she demonstrates how to make toasted carrot, ginger and turmeric soup.

Quick Soups
Washington Park Branch  Thursday, January 23, 6 p.m.
Chef Karen Ross shares how easy it is to make homemade soups in under 30 minutes. She will make a white bean soup with kale and chorizo as well as a creamy tomato soup.

Dandelion Community Café
Orlando Public Library, Cypress Room  Thursday, January 23, 6:30 p.m.
Chefs from Dandelion Community Café show you how to make vegan dishes for those who want to make more conscious decisions in the new year. Sample delicious dishes that will help you not miss meat.

Genealogy
Tracing Irish Ancestors
West Oaks Branch  Tuesday, January 7, 12:30–2 p.m.
This genealogy research series focuses on researching European ancestors. Whichever country your ancestors are from, learn about types of documents available and research strategies to utilize.

Exploring the Latest DNA Tools on Ancestry.com
West Oaks Branch  Wednesday, January 8, 6:30 p.m.
Explore the latest tools Ancestry.com has developed to assist you in working with your DNA matches.

Genealogy 101
West Oaks Branch  Thursday, January 9, 11 a.m.
This event will introduce you to genealogical terms, techniques and sources. Learn helpful suggestions on how you can begin to research your family’s story.

Researching in NYC: The Five Boroughs
West Oaks Branch  Wednesday, January 15, 6:30 p.m.
Explore the rich research resources and collections that are held in a variety of repositories in the five boroughs of New York City. Discover what records are available and how to use them.
DNA and Genealogy: An Introduction
West Oaks Branch  Thursday, January 16, 11 a.m.
Learn the basics of genetic genealogy and how DNA testing can supplement your traditional genealogical research.

Researching in Newfoundland
West Oaks Branch  Wednesday, January 22, 6:30 p.m.
Explore the rich research resources and collections that are held in a variety of archives and repositories in Newfoundland, Canada. Discover what records are available and how to use them.

Exploring FamilySearch.org
West Oaks Branch  Thursday, January 23, 11 a.m.
FamilySearch is a tremendous and free source for family history research. Learn how to navigate this website and make the most of the information that it contains.

Working on the Railroad: Railroad Records
West Oaks Branch  Wednesday, January 29, 6:30 p.m.
Do you have an ancestor who worked for the railroads? Learn where to turn to discover information about the railroad, its records and where you might find them.

I’ve Done My DNA. Now What?
West Oaks Branch  Thursday, January 30, 11 a.m.
If you have received your autosomal DNA test results and are wondering what to do next then this program is exactly what you need.

Jobseeker
Career Academy: Perfecting Your Résumé
Orlando Public Library, Fourth Floor  Tuesday, January 7, 1:30 p.m.
Get noticed! Elevate your job application with best practices in crafting a resume and cover letter.

Career Academy: Interview Like a Pro
Orlando Public Library, Fourth Floor  Tuesday, January 21, 1:30 p.m.
You’ve landed an interview! Now what? Get tips that will help you to practice and prepare, and to write a memorable thank you letter.

Language
American Sign Language: Level 1A
Herndon Branch  Tuesdays, January 7–28, 4 p.m.
Learn American Sign Language! During the progressive, four-week course, instructors will cover the manual alphabet, numbers, and more. Presented by ASL Services, Inc. Registration required.

American Sign Language: Level 1B
West Oaks Branch  Thursdays, January 9–30, 4:30 p.m.
Over this four-week ASL course, instructors will cover a continuation of ASL Level 1. Participants must have taken Level 1 previously. Presented by ASL Services, Inc. Registration required.

English from Zero
Alafaya Branch  Thursdays, January 2–30, 10:30 a.m.–Noon
Herndon Branch  Wednesday, January 8–29, 6:30 p.m.
South Creek Branch  Monday, January 27, 2:30 p.m.
English from Zero classes are designed for beginning English learners. Each workshop has a specific target topic. See calendar for more information.
Practice Makes Perfect
Fairview Shores Branch  Saturdays, January 4–25, 11 a.m.–12:30 p.m.
South Trail Branch  Tuesday, January 7–28, 5:30–7:30 p.m.
Join other new English speakers for conversational English practice.

Speaking Clearly Beginners
Alafaya Branch  Sunday, January 5–26, 4 p.m.–5:30 p.m.
South Creek Branch  Tuesdays, January 7–28, 7:30 p.m.
Southeast Branch  Monday, January 13–27, 6 p.m.
Speaking Clearly is a pronunciation class for beginners. The class is designed to introduce learners to the basics of the sounds of English for pronunciation.

English Conversation Hour
Winter Garden Branch  Mondays, January 6 & 13, 10:15 a.m.
Alafaya Branch  Tuesday, January 7–28, 6:30 p.m.
West Oaks Branch  Thursday, January 9–30, 6:30–8:15 p.m.
Come practice your English speaking skills during the English Conversation Hour.

Speaking Clearly for Beginners
South Creek Branch  Tuesdays, January 7–28, 7:30 p.m.
Speaking Clearly is a pronunciation class for beginners designed to introduce learners to the basics of the sounds of English for pronunciation.

Reading Clearly Intermediate
Alafaya Branch  Wednesday, January 8–29, 3:30 p.m.
Southeast Branch  Wednesday, January 15–29, 12:45 p.m.
Reading Clearly Intermediate explores English grammar and vocabulary for comprehension and vocabulary development.

Improve Your English Reading Workshop
Hiawassee Branch  Wednesday, January 8–29, 6–8 p.m.
Improve your English conversational skills, vocabulary, pronunciation, and comprehension by reading a book. Enjoy learning and meeting new people in a supportive environment.

Speaking Clearly Intermediate
Southeast Branch  Tuesday, January 14–28, 2–4 p.m.
Speaking Clearly is a pronunciation class for Intermediate speakers designed to introduce learners to the rules of spelling and pronunciation of English words and phrases.

Reading Clearly for Beginners
South Creek Branch  Tuesdays, January 14–28, 6:15 p.m.
Reading Clearly Beginners explores English grammar and vocabulary for comprehension and vocabulary development.

Writing Clearly Intermediate
Southeast Branch  Wednesday, January 15–29, 2 p.m.
Writing Clearly is a grammar and writing course for Intermediate Learner focuses on grammar complex ideas, including sentence structures, phrases, and vocabulary building.

Writing Clearly Beginner
Southeast Branch  Friday, January 17–31, 1 p.m.
Writing for Beginners is designed to introduce learners to the basics of English grammar by focusing on the parts of speech, the organization of sentences, and vocabulary building.
CLASSES FOR ENGLISH SPEAKERS

Let’s Speak Spanish!
South Creek Branch  Thursdays, January 2–30, 4:30 p.m.
Learn basic Spanish. This class will cover days of the week, months, numbers, the alphabet and their sounds as well as the beginning of conjugating verbs.

Basic Spanish
North Orange Branch  Tuesdays, January 7–28, 6:30–8 p.m.
Chickasaw Branch  Wednesdays, January 15–29, 6–8 p.m.
This beginner’s class is a vocabulary workshop for individuals who speak little to no Spanish.

Library events

Tom Hanks Film Festival
Orlando Public Library, Albertson Room  Fridays, January 3–24, 11 a.m.–1 p.m.
In honor of his turn as Mister Rogers in *A Beautiful Day in the Neighborhood*, we present films starring Tom Hanks:
1/3: *Joe Versus the Volcano* (PG)
1/10: *Sleepless in Seattle* (PG)
1/17: *Turner and Hooch* (PG)
1/24: *Apollo 13* (PG)

Ghost Society
Orlando Public Library, Cypress Room  Sunday, January 5, 2 p.m.
The Ghost Society is an open forum hosted by The Beyond Investigators paranormal team. Share your personal experiences, learn what’s new in the field & discuss books and shows in a casual atmosphere.

Orlando Public Library Pokémon League
Orlando Public Library, Albertson Room  Sunday, January 5 & 26, 3 p.m.
Calling all trainers! Join the official Orlando Public Library Pokémon League. Battle with the Pokémon Trading Card Game and more. Trainers of all ages and skill levels welcome.

Community Yoga
West Oaks Branch  Sunday, January 5, 3 p.m.
Yoga is a great way to improve the health of your body and mind. All ages, experience levels and body types are welcome, including those with limited mobility.

Creative Coloring For Adults
Hiawassee Branch  Monday, January 6, 6–8 p.m.
Coloring is a great way to relax and unwind while channeling your inner child. All supplies will be provided, but feel free to bring your favorite colored pencils or markers. Ages 18 and up.

Handmade Greeting Cards
Winter Garden Branch  Thursday, January 9, 6 p.m.
Learn the basic principles of card making using card stock, stamps and more. Supplies are limited. Registration recommended.

Savvy Savers
West Oaks Branch  Saturday, January 11, 1 p.m.
Become a savvy saver by sharing coupons and savings tips at this monthly meeting.

Best Science Fiction & Fantasy Books of 2019
Orlando Public Library, Albertson Room  Sunday, January 12, 1:30–3:30 p.m.
What were the standout science fiction and fantasy books of 2019? Discuss last year’s books with Orlando Area Science Fiction Society (OASFiS) at their monthly meeting.
Tea and Conversation
South Creek Branch  Sunday, January 12, 2–4 p.m.
This monthly social is designed to bring adults together. Share food, tea and stories at this celebration of everyday life and being in the moment.

Beginner Watercolor Techniques
South Trail Branch  Monday, January 13, 6:30 p.m.
Watercolor is an artistic medium like no other. Experiment with the basics of watercolor as we explore a variety of different painting methods to achieve astonishing results.

Making Cards for Hospitalized Kids
Fairview Shores Branch  Tuesday, January 14, 6:30–8:30 p.m.
Hand-craft general and holiday cards for hospitalized kids all over the country. We’ll provide all supplies, but feel free to bring additional supplies.

Introduction to Metal Detecting
Chickasaw Branch  Sunday, January 18, 11 a.m.
Join the Orlando Chapter of the Gold Prospectors Association of America for an intro to metal detecting. Learn about the best equipment to purchase, places to search and common pitfalls to avoid.

Snack and Chat: Auto Insurance 101
Alafaya Branch  Saturday, January 18, 1 p.m.
Discuss the steps to take if you are involved in a motor vehicle accident over a snack.

U.S. Census 2020: What You Need to Know
West Oaks Branch  Wednesday, January 22, 5 p.m.
What is the Census and how is the 2020 Census unique? What questions will you be asked and why do the answers matter? What is the best way to respond and how will your information will be protected?

Art 101: Manga
Orlando Public Library, Albertson Room  Wednesday, January 22, 6:30 p.m.
Take a look at the history of Japanese manga comics. Explore the impact this art style continues to have and create your own manga-style art. Registration required. Recommended for ages 15 and up.

Water Wise Neighbor Program
North Orange Branch  Thursday, January 23, 3–6 p.m.
This program will provide tips on how to become as water efficient as possible. Attendees will receive water conservation devices while supplies last.

Downsizing in Five Easy Steps
Windermere Branch  Thursday, January 23, 6–7:30 p.m.
Discover steps that make downsizing easier to manage. Registration recommended.

Haunted Case Files
West Oaks Branch  Wednesday, January 29, 7 p.m.
TNT Paranormal takes you on a virtual tour of some of their most haunted case files. Discuss some of the claims and stories from those locations, and review some of the data collected.

DeClutter Your Home!
Hiawassee Branch  Thursday, January 30, 10:30 a.m.
Is your home a safe haven or a toxic trap for hazard and falls? Learn how clutter threatens safety in your home and ways that you can declutter.
**DeClutter Your Way to a Better Marriage**
North Orange Branch  
*Thursday, January 30, 1:30 p.m.*
Money can be a source of conflict for couples. Learn strategies to have a healthy, calm conversation about your needs and wants, as well as financial histories, strengths, goals and challenges.

**Creative Watercolors**
Hiawassee Branch  
*Thursday, January 30, 6 p.m.–8 p.m.*
Learn the basics of watercolor painting through the use of watercolor pencils and paint.

**Podcasting: Getting Started**
Orlando Public Library, Albertson Room  
*Thursday, January 30, 6:30 p.m.*
Tell your story, build your platform and have fun by starting a podcast. Nick Georgoudiou, host of *To a Certain Degree*, will discuss what you need to launch your own podcast.

**Melrose**
**Makerspace Open Lab**
Orlando Public Library, Melrose Center  
*Tuesdays, Thursdays, Saturdays*
The Fab Lab is open throughout the day during Makerspace Open Lab. We have the space and tools, you bring your materials and projects.

**Video: Camera and Lens Level 1 & 2**
Orlando Public Library, Melrose Center  
*Friday, January 3, 11:30 a.m.–1 p.m. & 1:30–3 p.m.*  
*Tuesday, January 14, 2–3:30 p.m. & 4–5:30 p.m.*  
*Sunday, January 26, 2–3:30 p.m. & 4–5:30 p.m.*
Make your New Year’s resolution learning higher resolution! These classes have been updated to focus on the Video Studio’s new Blackmagic URSA Mini Pro G2 digital cinema cameras.

**Create a Laser Engraved Planner Stencil**
Orlando Public Library, Melrose Center  
*Sun. January 5, 2–4 p.m. & Sat. January 25, 10 a.m.–Noon*
New year, new you. Get organized with a planner stencil. Create a simple and easy custom laser engraved planner stencil with easy to use software and laser cutter. Materials fee: $5.

**Melrose in the Mix – Christopher Belt**
Orlando Public Library, Melrose Center  
*Saturday, January 11, 3:30–5 p.m.*
Christopher Belt has performed in masterclasses with many of the leading guitarists in the U.S. and Europe. See him perform in the Melrose Audio Studio. Seats are limited. Reserve your seat at ocls.info/melroseinthemix.

**Melrose in the Mix – SKIP & DiViNCi**
Orlando Public Library, Melrose Center  
*Sunday, January 12, 3:30–5 p.m.*
Orlando rapper SKIP and producer/composer extraordinaire DiViNCi join forces to perform and record in the Melrose Center Audio Studio. Seats are limited.

**Modern Parenting**
**Caregiver Connect: Stay and Play**
Windermere Branch  
*Thursdays, January 2–30, 11:45 a.m. & Fridays, January 3–31, 11:45 a.m.*
Winter Garden Branch  
*Friday, January 3–31, 11:30 a.m. & Wednesday, January 8–22, 11:30 a.m.*
Fairview Shores Branch  
*Monday, January 6, 13 & 27, 10:45 a.m.*
Herndon Branch  
*Monday, January 6, 13 & 27, 11:45 a.m. & Tuesday, January 7–28, 11:45 a.m.*
Southwest Branch  
*Wednesday, January 8–29, 11 a.m.*
Orlando Public Library  
*Wednesday, January 8–29, 11:30 a.m.*
Connect with other caregivers to meet and mingle while your little one explores imaginary play with new and old friends.
The Only 4 Things You Need to Know About Breastfeeding
North Orange Branch  Saturday, January 11, 1:30 p.m.
Learn about four things you need to know about breastfeeding. Discuss common misconceptions and outdated information. Spend less time worrying about breastfeeding and more time enjoying your pregnancy.

Parenting: From Toddlers to Teens
Windermere Branch  Thursday, January 16, 6 p.m.
Explore different ways to improve behavior in children of all ages. Learn how to create a calmer environment in the family and create a lasting bond with your child.

Family Zumba
Chickasaw Branch  Wednesday, January 22, Noon
Get your family moving with this energizing workout class. Learn basic Zumba moves to help you dance your way to fitness. Zumba uses dance aerobics for a fun workout. Recommended for children ages 4–13 and adults.

Musical Instruments in Your Kitchen
South Trail Branch  Thursday, January 23, 10:30 a.m.
Washington Park Branch  Monday, January 27, 10:30 a.m.
Discover how you can take various items you already have in your home and turn them into percussion instruments. This tangible workshop features a class art project that you can take home with you.

Music
Ravon Rhoden
Orlando Public Library, Library Central  Sunday, January 5, 2 p.m.
Eatontville Branch  Saturday, January 25, 11 a.m.
Enjoy a live performance by steel pan musician Ravon Rhoden. Ravon is an energetic pannist with an extensive musical repertoire.

OCLS Album of the Month Club: Remain in Light
Orlando Public Library, Albertson Room  Thursday, January 9, 6:30 p.m.
Engaging conversation with fellow music lovers about some of the greatest records ever pressed. Talking Head’s fourth studio album Remain in Light is the month’s album. Ages 16 and up.

Music Club
South Creek Branch  Thursday, January 9, 6:30–8:30 p.m.
Are you ready to rock? We are looking for bands and musicians of all ages to perform in our South Creek Music Club. This is a chance for individuals to perform and share in their musical talents.

Don Black
Hiawassee Branch  Saturday, January 11, 11 a.m.
Saxophonist Don Black will perform as part of Hiawassee Branch’s 10th Anniversary Celebration. Don Black’s approach to music, whether it be it blues, jazz or pop is poetic, rhythmic and soulful.

Sean Gaskell
Orlando Public Library, Library Central  Sunday, January 12, 2 p.m.
Chickasaw Branch  Monday, January 13, Noon
Sean Gaskell will give a performance on the kora, an ancient 21-stringed harp from West Africa. Hear traditional songs that are the heart and soul of the kora’s repertoire and original compositions.
The Anatomy of Music  
West Oaks Branch  Sunday, January 12, 2 p.m.  
Library staff presents an introduction to music where you can learn about the various genres of music and different musical instruments.

The Phantom of the Musical  
West Oaks Branch  Saturday, January 25, 11 a.m.  
Journey behind the scenes to find out the secret “phantom” musicals and traditions that haunt and inspire the musicals that are written today. Sing, dance and learn to be musical theater detectives.

Next Chapter  
Palliative Care: Matching Treatments to Your Goals  
Orlando Public Library, Albertson Room  Thursday, January 16, 12:10 p.m.  
Gain an understanding of the core services and clinical competencies within palliative and hospice care. This seminar is part of the monthly LIFE Information for Elders series. To register, call 407.836.7446.

Senior Scams  
Southwest Branch  Wednesday, January 22, 10:30 a.m.–12:30 p.m.  
Fraud specialists will provide information on senior scams. Registration recommended.

Data Security  
Orlando Public Library, Albertson Room  Thursday, January 23, 1 p.m.  
Attorney Brian Wagner of Mateer Harbert: Attorneys at Law shares important considerations to protect your data. Ensure you have crucial information to protect yourself from identity fraud and other scams.

Sunshine State Authors  
Sunshine State Author Series – Nic Stone  
Nic Stone is an African American New York Times best-selling author of young adult and middle grade fiction. She was born and raised in a suburb of Atlanta, Georgia and has a degree in Psychology from Spelman College. Her debut novel, Dear Martin, tells the story of high-schooler Justyce as he attempts to figure out his place in the world by exploring the life of Dr. Martin Luther King. Dear Martin was a finalist for the William C. Morris award and received a starred review from Booklist. Sponsored in part by the State of Florida, Department of State, Division of Cultural Affairs and the Florida Council on Arts and Culture.

Meet the Author  
Eatonville Branch  Friday, January 31, 10:30 a.m.  
Meet Nic Stone at ZORA! Festival with a book sale and signing to follow.

Writing Workshop  
Southwest Branch  Friday, January 31, 3:30 p.m.  
Nic Stone presents a special writing workshop with tips and tricks to improve your writing for ages 11-18.

TEC-Fiber Arts  
New Year, New Fiber Arts  
With a new year comes fresh fiber arts classes. Discover a new passion for dying, embroidery or macramé.

Let’s Embroider Level 1  
Southwest Branch  Friday, January 3 & 24, 10:30 a.m.–12:30 p.m.  
Orlando Public Library  Tuesday, January 7, 6–7:30 p.m.  
Alafaya Branch  Saturday, January 11, 2:30–4:30 p.m.  
Start hand embroidery today. Learn the basics of using a hoop and needles to create running, back and cross stitches to create a beautiful sampler.
Let’s Macramé Keychain Fobs
Eatonville Branch  Wednesday, January 8, 2:30 p.m.
Southwest Branch  Thursday, January 9, 10:30 a.m.
Alafaya Branch  Saturday, January 18, 3:30 p.m.
Orlando Public Library  Thursday, January 30, 10 a.m.
Start macramé today. Learn the basics of using larks head and half knots to create decorative key chain fobs.

Fabric Dyeing with Natural Materials
Orlando Public Library  Sunday, January 26, 4 p.m.
Create gorgeous yellow and orange dyes with onion skins. Learn how to re-purpose kitchen scraps to create natural dyes for fabric and yarn.

Catch Onto Crochet
Create anything you can imagine with just a hook and yarn. From your first stitches to creating accessories, garments and toys, there’s a class for you at the library.

Let’s Crochet Level 1
Winter Garden Branch  Friday, January 3, 2–3:30 p.m.
West Oaks Branch  Saturday, January 4, 10:30 a.m.–Noon & Monday, January 6, 10:30 a.m.–Noon
Orlando Public Library  Sunday, January 5, 1:30–3 p.m. & Tuesday, January 21, 6–7:30 p.m.
North Orange Branch  Wednesday, January 8, 10:30 a.m.–Noon
Start crocheting today. Learn to chain and single crochet stitch to create bookmark perfect for your favorite books.

Let’s Crochet Granny Squares
Fairview Shores Branch  Saturday, January 4, 3:15–4:45 p.m.
Orlando Public Library  Tuesday, January 14, 6–7:30 p.m.
West Oaks Branch  Wednesday, January 15, 10:30 a.m.–Noon
Washington Park Branch  Thursday, January 30, 5:30–7 p.m.
Crochet a classic granny square. Granny squares are the foundation of many blankets, bags and sweaters. Learn how to crochet in circles and then use increase stitches to make a square.

Let’s Crochet Amigurumi Oranges
West Oaks Branch  Wednesday, January 22, 10:30 a.m.–12:30 p.m.
Orlando Public Library  Sunday, January 26, 1:30–3 p.m.
Winter Garden Branch  Friday, January 31, 2–3:30 p.m.
Crochet cute amigurumi stuffed toys. Learn the basics of amigurumi, including crocheting 3D shapes in the round and embroidering facial features.

Sew Fabulous
Take your sewing machine for a spin! Learn the basics of using sewing machines, patterns and fabric, and make your first project.

Sewing: Introduction to the Sewing Machine
Orlando Public Library  January 3, 4, 13 & 21, @ 10 a.m.–Noon & January 12, 3:30–5:30 p.m.
West Oaks Branch  Friday, January 3, 2–4 p.m. & Friday, January 17, 10:30 a.m.–12:30 p.m.
Washington Park Branch  Monday, January 6, 10 a.m.–Noon & Saturday, January 11, 2–4 p.m.
Ever wanted to make your own custom clothes, home decor, costumes or accessories? Join us in this basic sewing class and learn about sewing safety, basic sewing machine skills and stitching seams.
Sewing: Pillowcase  
Orlando Public Library  
Saturday, January 11, 3:30–5:30 p.m. & Wednesday, January 15, 10 a.m.—Noon  
West Oaks Branch  
Friday, January 24, 10:30 a.m.—12:30 p.m.  
Create a classic pillowcase with a contrasting cuff. Professionally finish your project with French seams, while practicing straight stitches. Students are required to bring fabric.

Sewing: Patterns and Fabric  
Orlando Public Library, Sewing Studio  
January 14, 10 a.m.—Noon & January 26, 3:30–5:30 p.m.  
Reading the hieroglyphics on a sewing pattern can be quite intimidating. Learn to read a professional sewing pattern, how to layout fabric and prepare material for a project.

TEC-Technology  
Produce More in 2020  
Make 2020 your most productive year with Microsoft Office solutions. Whether you’re calculating profits, marketing innovative products or communicating new ideas, there’s an office product perfect for your project.

Need more Office?

Microsoft PowerPoint Level 1  
Herndon Branch  
Thursday, January 2, 10:30 a.m.  
Chickasaw Branch  
Wednesday, January 8, 10:15 a.m.  
Winter Garden Branch  
Wednesday, January 8, 10:15 a.m.  
Hiwassee Branch  
Thursday, January 16, 2 p.m.  
South Creek Branch  
Saturday, January 18, 10:15 a.m.  
North Orange Branch  
Tuesday, January 21, 10:15 a.m.  
West Oaks Branch  
Tuesday, January 21, 2 p.m.  
Alafaya Branch  
Tuesday, January 21, 6 p.m.  
Identify the basic features and tools to get you started. Learn how to create a presentation by using templates, text and picture files.

Microsoft Word Level 1  
Hiwassee Branch  
Thursday, January 2, 2 p.m.  
South Creek Branch  
Saturday, January 4, 10:15 a.m.  
Chickasaw Branch  
Tuesday, January 7, 10:15 a.m.  
Alafaya Branch  
Tuesday, January 7, 6 p.m.  
Washington Park Branch  
Wednesday, January 8, 1:30 p.m.  
Fairview Shores Branch  
Wednesday, January 8, 6:30 p.m.  
Herndon Branch  
Thursday, January 9, 10:30 a.m.  
Winter Garden Branch  
Monday, January 13, 4:15 p.m. & Wednesday, January 29, 10:15 a.m.  
West Oaks Branch  
Tuesday, January 14, 10:30 a.m.  
Orlando Public Library  
Tuesday, January 21, 10 a.m.  
North Orange Branch  
Thursday, January 23, 10:15 a.m.  
Create polished documents in Microsoft Word. Navigate the Word user interface and apply basic word processing techniques to create a formatted letter.

Microsoft Excel Level 1  
Winter Garden Branch  
Monday, January 6, 4:15 p.m. & Wednesday, January 15, 10:15 a.m.  
Chickasaw Branch  
Monday, January 6, 6:15 p.m. & Wednesday, January 22, 6:15 p.m.  
North Orange Branch  
Tuesday, January 7, 10:15 a.m.  
West Oaks Branch  
Tuesday, January 7, 10:30 a.m.  
Hiwassee Branch  
Tuesday, January 7, 5:30 p.m.  
Fairview Shores Branch  
Tuesday, January 7, 6:30 p.m.  
Orlando Public Library  
Monday, January 13, 6:30 p.m. & Tuesday, January 14, 10 a.m.  
Herndon Branch  
Tuesday, January 14, 2:30 p.m. & Friday, January 24, 10:30 a.m.  
Alafaya Branch  
Tuesday, January 14, 6 p.m.  
South Creek Branch  
Wednesday, January 29, 10:15 a.m.  
Start using Excel today. Input, format and save data in spreadsheets. Calculate data with basic formulas.
Microsoft Access Level 1
Fairview Shores Branch  Thursday, January 9, 6:30–8 p.m.
Orlando Public Library  Friday, January 10, 10–11:30 a.m.
South Creek Branch  Wednesday, January 15, 10:15–11:45 a.m.
Herndon Branch  Saturday, January 18, 10:15–11:45 a.m.
West Oaks Branch  Tuesday, January 21, 10:30 a.m.–Noon
North Orange Branch  Thursday, January 23, 5–6:30 p.m.
Winter Garden Branch  Monday, January 27, 4:15 p.m.
Learn database concepts and terminology. Learn flat and relational database concepts and create a simple database with multiple tables.

Getting Started with Blogs
Hiawassee Branch  Monday, January 6, 2 p.m.
Orlando Public Library  Saturday, January 11, 10–11:30 a.m.
North Orange Branch  Saturday, January 11, 10:15 a.m.
Alafaya Branch  Saturday, January 11, 1 p.m.
West Oaks Branch  Wednesday, January 15, 2 p.m.
Share your recipes or travels with others by starting your own blog. Learn to add content, images and video to a post. Change the appearance of your blog with simple theme tools.

Create Websites Using WordPress
Alafaya Branch  Wednesday, January 8, 2 p.m.
North Orange Branch  Saturday, January 11, 11:30 a.m.
West Oaks Branch  Wednesday, January 15, 3:30 p.m.
Orlando Public Library  Tuesday, January 21, 3 p.m.
Learn how to build your own website. Start with WordPress, which offers lots of options for skinning your site the way you want it.

Photoshop Level 1
Hiawassee Branch  Wednesday, January 8, 2 p.m.
Alafaya Branch  Friday, January 10, 1–2:30 p.m.
Orlando Public Library  Friday, January 24, 10–11:30 a.m.
Herndon Branch  Tuesday, January 28, 2:30–4 p.m.
West Oaks Branch  Wednesday, January 29, 2–3:30 p.m.
North Orange Branch  Thursday, January 30, 5–6:30 p.m.
Learn about the functionality of Photoshop and explore the environment. Become familiar with using selection and editing tools.

Introduction to Digital Photography
Alafaya Branch  Wednesday, January 8, 6 p.m.
Learn the art of composing and framing your shot. Experiment with the ISO, shutter speed and aperture settings on a simulated DSLR camera and feel the power it gives you.

The Macomber Miracle
Library After Hours: An Evening with Debbie Macomber
Orlando Public Library, Library Central  Friday, January 31, 7:30 p.m.
New York Times best-selling author, Debbie Macomber, will share the inspiration behind her stories and the process of bringing them to life on the page.

Writers Corner
Top 10 Mistakes New Fiction Writers Make
Alafaya Branch  Wednesday, January 8, 7 p.m.
Learn to catch the most common blunders new fiction writers make. Author Kerry Evelyn will share the 10 most surprising things that are integral to a successful career in the publishing industry.
OCLS Writers Group
Orlando Public Library, Magnolia Room  Sunday, January 12, 4 p.m.
Join your fellow writers for critique, discussion and camaraderie. Writers of all genres and experience are welcome. Please attend one meeting before submitting a piece for critique.

Writing Wednesday
Southwest Branch  Wednesday, January 15, 7–8:30 p.m.
 Writers of all types and levels are encouraged to attend this structured writing time and light refreshments in our reading area.

The Write Mindset
Orlando Public Library, Albertson Room  Thursday, January 16, 6:30 p.m.
It’s important for a writer to develop the correct mindset to create longevity within their career. Author and editor Racquel Henry will discuss some of the components needed for a proper mindset.

OCLS Writers Conference
Orlando Public Library, Albertson Room  Saturday, January 25, 9:30 a.m.–5 p.m.
Obtain the tools and knowledge needed to reach your writing and publishing goals this year. Authors and publishing professionals will teach workshops on a range of topics.

YS-Children
Cookies and Milk with a Cop
West Oaks Branch  Friday, January 3, 10:30 a.m.
North Orange Branch  Saturday, January 18, 11 a.m.
Bring your kids to meet our local police officers and enjoy a story, cookies and milk. This is a great chance to interact with officers in a fun and informative environment.

Fuel, Fun, Fitness
Chickasaw Branch  Friday, January 3, 3:30 p.m.
Winter Garden Branch  Wednesday, January 8, 3:30 p.m.
Fairview Shores Branch  Monday, January 13, 4 p.m.
Hiawassee Branch  Tuesday, January 14, 6:30 p.m.
Orlando Public Library  Wednesday, January 29, 2:15 p.m.
Eatonville Branch  Thursday, January 30, 3:30 p.m.
Windermere Branch  Thursday, January 30, 3:30 p.m.
South Creek Branch  Thursday, January 30, 4 p.m.
Washington Park Branch  Thursday, January 30, 4:30 p.m.
What are the best foods to eat to fuel your body before a fun workout? Get ready, eat a snack and get active.

LEGO Block Party
Winter Garden Branch  Saturday, January 4, 10:30 a.m.
Winter Garden Branch  Tuesday, January 14, 6:30 p.m.
Is there anything you can’t build with LEGO? Let’s find out! LEGO bricks will be provided but cannot go home with you.

Angel Paws to Read
Herndon Branch  Saturday, January 4, 11 a.m.
North Orange Branch  Saturday, January 11, 11 a.m.
Orlando Public Library  Saturday, January 11, 11:30 a.m.
Windermere Branch  Saturday, January 11, 11:30 a.m.
Alafaya Branch  Saturday, January 25, 11:30 a.m.
Practice your reading skills by reading aloud to a lovable, furry listener. Be An Angel Therapy Dogs Ministry presents this reading program for children featuring certified therapy dogs.
Drawing Club  
Alafaya Branch  
Monday, January 6, 4:30 p.m.
Try out new drawing techniques each month and experiment with your fellow artists. Recommended for upper elementary, tweens and teens. Space is limited. Registration required.

Superhero Science  
West Oaks Branch  
Tuesday, January 7, 5 p.m.
There is more to superheroes than what meets the eye. Explore the science behind their powers through hands-on activities that will transform your mind!

Scrapbook  
Southwest Branch  
Wednesday, January 8, 3 p.m.
Get inspired by picture book artist Lois Ehlert and create your own collage using scraps and found items.

DIY Chia Pets  
Fairview Shores Branch  
Thursday, January 9, 4 p.m.
Decorate, dig and seed your very own potted plant pet, then take it home and watch it grow.

Mayor Buddy's Book Club Discussion Group  
Orlando Public Library  
Thursdays, January 9 & 23, 4:30 p.m.
Join Mayor Buddy’s Book Club weekly discussion group to talk, meet other book club members, share experiences and have fun. Recommended for upper elementary, tween and teen.

Wii Love Gaming  
Chickasaw Branch  
Fridays, January 10 & 24, 3:30 p.m.
If you love gaming like we love gaming, come get your game on at the library. Join us for action-packed fun with the Nintendo Wii and more.

I Have a Dream  
Winter Garden Branch  
Saturday, January 11, 10:30 a.m.
Eatonville Branch  
Monday, January 13, 3:30 p.m.
Winter Garden Branch  
Wednesday, January 15, 3:30 p.m.
Washington Park Branch  
Wednesday, January 15, 4 p.m.
South Trail Branch  
Wednesday, January 15, 4:30 p.m.
Herndon Branch  
Saturday, January 18, 10:30 a.m.
Orlando Public Library  
Saturday, January 18, 3 p.m.
Fairview Shores Branch  
Monday, January 27, 4 p.m.
Chickasaw Branch  
Friday, January 31, 3:30 p.m.
Celebrate the life and dreams of Martin Luther King Jr. by making crafts inspired by your own dreams, the importance of peace and togetherness.

Afternoon Art  
Alafaya Branch  
Saturday, January 11, 2 p.m.
Discover an art adventure. Learn about an artist and artistic style and then create your own masterpiece.

Icy Science  
South Creek Branch  
Saturday, January 11, 2:30 p.m.
Combine ice, cold and fun for experiments that will make your teeth chatter.

Building Boredom Busters  
Windermere Branch  
Monday, January 13, 3:30 p.m.
Beat those winter doldrums by building fun boredom busters.
Building Challenge
Alafaya Branch  Monday, January 13, 4:30 p.m.
Discover different building challenges each month, using things like LEGO, K’Nex, Keva blocks and more. Recommended for upper elementary, tweens and teens. Space is limited. Registration required.

Feeling Good
South Trail Branch  Monday, January 13, 4:30 p.m.
Chickasaw Branch  Friday, January 17, 3:30 p.m.
West Oaks Branch  Tuesday, January 21, 5 p.m.
Hiawassee Branch  Tuesday, January 21, 6:30 p.m.
Winter Garden Branch  Saturday, January 25, 10:30 a.m.
Eatonville Branch  Wednesday, January 29, 3:30 p.m.
Learn some chill skills with self calming techniques, tips and tricks.

A Poppin’ Party
West Oaks Branch  Tuesday, January 14, 5 p.m.
Let’s get it poppin’ and celebrate National Popcorn Day with a poppin’ good time that will include games, activities and a POPular treat.

String Art
Fairview Shores Branch  Thursday, January 16, 4 p.m.
Ever wondered how something as simple as string can be transformed into an amazing piece of art? Come to the library to find out all while putting your creative hands to work. Recommended for upper elementary, tweens and teens.

Hobby Hunters
South Creek Branch  Saturday, January 18, 2:30 p.m.
Tired of doing the same old boring thing? Take the chance to explore a variety of exciting activities and find your new favorite hobby.

Maker Monday
Alafaya Branch  Monday, January 20, 4:30 p.m.
Discover the maker in you as we complete challenges, STEM projects and experiments. Recommended for upper elementary, tweens and teens. Registration required.

Cuisine Corner Junior: Wake-Up Waffles
Orlando Public Library  Tuesday, January 21, 3:15 p.m.
Craving that perfect breakfast meal before you run out to school? Learn how to make simple and delicious waffles with a topping twist for when you’re on the go.

Pinch Pots
South Trail Branch  Tuesday, January 21, 4:30 p.m.
A pinch of creativity goes a long way. Participants will learn a new art technique as they create a clay pot to paint and keep. Recommended for upper elementary and tweens.

Painted Tissue Paper Art
Southwest Branch  Wednesday, January 22, 3 p.m.
Do you see what I see? Create a unique piece of art using painting tissue paper inspired by the work of Eric Carle.

Year of the Rat
Winter Garden Branch  Wednesday, January 22, 3:30 p.m.
Ring in the Chinese New Year at the library. Enjoy stories, crafts and activities to kick off the Year of the Rat.
Construction Toys for Kids
Herndon Branch  Saturday, January 25, 2 p.m.
Learn the basics of building and learning with Snap Circuits, K’NEX and Magformers.

Perfect Puzzles
South Creek Branch  Saturday, January 25, 2:30 p.m.
Create our own jigsaw puzzles. Registration recommended.

17th Century Life in America
Orlando Public Library  Monday, January 27, 3:15 p.m.
Travel back in time and find out what life was like for Native Americans and Pilgrims living in the 1600s.

Book Bingo
South Trail Branch  Monday, January 27, 4:30 p.m.
Bingo! You could win a book to take home.

Yarn Doodles
Winter Garden Branch  Monday, January 27, 6:30 p.m.
Design a unique work of art using yarn as your medium. Recommended for upper elementary.

Collage and Color
South Trail Branch  Tuesday, January 28, 4:30 p.m.
Poetry, stories, collage and color all come together to celebrate Ashley Bryan.

Folk Art Arpilleras
Fairview Shores Branch  Thursday, January 30, 4 p.m.
Learn about folk art arpilleras from Chile and Peru and create one of your own.

Arctic Tales
Orlando Public Library  Friday, January 31, 3 p.m.
Brrrr! Zip up your jacket and get ready for some cold weather stories, activities and crafts from the top of the world. Recommended for lower elementary.

YS-Early Learning-Baby
Mother Goose on the Loose
Fairview Shores Branch  Fridays, January 3, 10, 24 & 31, 10:30 a.m.
Southwest Branch  Wednesdays, January 15 & 29, 10:30 a.m.
Using rhymes, songs, puppets, musical instruments and more, we will be interacting together to help develop important pre-literacy skills in our littlest ones.

Baby Bash
Herndon Branch  Monday, January 6, 11 a.m.
Bring your baby to our fun series where we will sing, play and work on developing motor skills.

Baby Bookworms
Southwest Branch  Wednesday, January 8, 10:30 a.m.
Read! Learn! Play! Introduce your baby to important literacy practices that encourage learning and developmental growth.
Baby Animals: In the Snow
Orlando Public Library  Monday, January 13, 10 a.m.
Herndon Branch  Monday, January 13, 11 a.m.
South Creek Branch  Thursday, January 16, 10:30 a.m.
Fairview Shores Branch  Friday, January 17, 10:30 a.m.
Southwest Branch  Wednesday, January 22, 10:30 a.m.

Explore baby animals in the winter with your little one. Listen to a story and learn through sensory play all while warming up to new friends.

Baby Games
Herndon Branch  Monday, January 27, 11 a.m.
Alafaya Branch  Tuesday, January 28, 10:30 a.m.

Support your baby’s physical, social and emotional learning through play and build thinking, communication and language skills.

YS-Early Learning-Preschool
Dance Party!
Chickasaw Branch  Thursday, January 2, 11 a.m.
Herndon Branch  Wednesday, January 8, 10:30 a.m.

Get up off the floor say the magic words – “Dance Party!” Recommended for toddlers and preschoolers.

Happy Noon Year
North Orange Branch  Thursday, January 2, 11 a.m.
Orlando Public Library  Friday, January 3, 11:30 a.m.
Fairview Shores Branch  Tuesday, January 7, 10:30 a.m.

Make some noise and ring in the noon year with your little ones. Celebrate with fun and games and an exciting countdown at noon.

Cuentame un Cuento
Chickasaw Branch  Friday, January 3, 11 a.m.

Enjoy bilingual stories and crafts for children. The library provides an interactive storytime in English and Spanish suitable for speakers of either languages. The whole family is welcome.

Rescue Patrol
Hiawassee Branch  Friday, January 3, 11 a.m.
Windermere Branch  Monday, January 6, 10:30 a.m.
North Orange Branch  Thursday, January 9, 11 a.m.
South Creek Branch  Saturday, January 11, 10:30 a.m.
Chickasaw Branch  Wednesday, January 15, 11 a.m.
Eatonville Branch  Tuesday, January 28, 10:30 a.m.
Herndon Branch  Wednesday, January 29, 10:30 a.m.
Southwest Branch  Friday, January 31, 10:30 a.m.

All paws on deck! No job is too big; no kid is too small. We are off on a mission to learn, laugh and play with stories and activities inspired by Nick Jr.’s TV Series, Paw Patrol.

Red, Yellow, Blue
North Orange Branch  Monday, January 6, 11 a.m.

Adventure into the world of color as we share stories, songs and activities starring the three primary colors, red, yellow and blue.

Alphabet Adventures
Alafaya Branch  Tuesday, January 7, 10:30 a.m.

Practice the alphabet with exciting stories and fun activities.
Build an Asana
Orlando Public Library  Friday, January 10, 10:30 a.m.
Namaste. Practice your yoga poses, center your breathing and create new moves to improve health and happiness.

Zoo Zen
Hiawassee Branch  Friday, January 10, 11 a.m.
Herndon Branch  Saturday, January 11, 2 p.m.
South Trail Branch  Tuesday, January 21, 10:15 a.m.
Winter Garden Branch  Tuesday, January 21, 10:30 a.m.
South Creek Branch  Wednesday, January 22, 10:30 a.m.
Southwest Branch  Friday, January 24, 10:30 a.m.
Alafaya Branch  Saturday, January 25, 2 p.m.
Chickasaw Branch  Monday, January 27, 11 a.m.
Fairview Shores Branch  Tuesday, January 28, 10:30 a.m.
It’s time for an introduction to yoga with zoo animals and friends. Learn fun movements as you go on a wild and magical journey full of movement and stories.

PBS Kids Time!
Alafaya Branch  Tuesday, January 14, 10:30 a.m.
Every month we learn and explore with our favorite PBS characters. Enjoy a story, craft and episode.

Fancy Nancy Tea Party
North Orange Branch  Tuesday, January 14, 11 a.m.
It’s time to get fancy with our favorite girl, Nancy. Wear your fanciest clothes and join us for stories, activities and crafts that will be magnifique.

Polygon Wild!
West Oaks Branch  Tuesday, January 14, 11 a.m.
We’re going wild for shapes! Learn about our many sided friends with fun hands on activities and stories.

Storybook STEAM
Southwest Branch  Friday, January 17, 10:30 a.m.
Listen to a story and complete a STEAM challenge. Challenges will invite preschoolers to imagine, plan, create and improve upon a story-related project.

Big Fish, Little Fish
North Orange Branch  Friday, January 17, 11 a.m.
Splish, splash, splosh! Fish and his friends are ready to play. Swim into stories, activities and crafts.

Help the Earth
Herndon Branch  Wednesday, January 22, 10:30 a.m.
You’re not too little to help the Earth. Let’s celebrate Earth with stories and crafts that honor our planet.

Lots of Dots
Winter Garden Branch  Thursday, January 23, 10:30 a.m.
Some dots are big. Some dots are small. Some dots fly. Some dots fall. Enjoy stories, activities and crafts around us all.

Rutti-Tutti-Frutti Fun!
Orlando Public Library  Friday, January 24, 10:30 a.m.
Have a berry good time celebrating fruits with stories and activities.
Chinese Tales
North Orange Branch  
**Tuesday, January 28, 11 a.m.**
Enjoy animal fables, crafts and activities at this celebration of Chinese tales.

**Year of the Rat**
Alafaya Branch  
**Wednesday, January 29, 10:30 a.m.**
Ring in the Chinese New Year at the library! Enjoy stories, crafts and activities to kick off the Year of the Rat.

E is for Elephant
South Creek Branch  
**Thursday, January 30, 10:30 a.m.**
Enjoy stories and engage in hands-on learning activities to celebrate the largest land mammal.

All Aboard!
Chickasaw Branch  
**Thursday, January 30, 11 a.m.**
Chugga-chugga choo-choo, all aboard! Become a conductor and join us for trainloads of stories and crafts.

Rough Tough Trucks
North Orange Branch  
**Thursday, January 30, 11 a.m.**
Beep beep! Vroom vroom! Let’s zoom together to the world of rough and tough trucks with songs, stories and crafts.

Little Chef
Registration and adult participation is required.

**Little Chef: Crazy About Congee**
Hiawassee Branch  
**Tuesday, January 7, 6:30 p.m.**
Windermere Branch  
**Tuesday, January 21, 10:30 a.m.**
South Trail Branch  
**Saturday, January 25, 2 p.m.**
South Creek Branch  
**Wednesday, January 29, 10:30 a.m.**
Your little one will use their scooping, mixing and layering skills to top off their classic Chinese rice porridge.

**Little Chef: Monster Foodie**
Alafaya Branch  
**Saturday, January 11, 11:30 a.m.**
Learn about recipes and then make your own Sesame Street Foodie Truck snack!

**Little Chef: Banana Pudding**
Herndon Branch  
**Wednesday, January 15, 10:30 a.m.**
West Oaks Branch  
**Sunday, January 26, 3 p.m.**
You’ll go BANANAS for our banana pudding! Bring your little one for mixing, mashing and stacking as they create this classic recipe.

**Little Chef: Ice Ice Igloo**
South Creek Branch  
**Wednesday, January 15, 10:30 a.m.**
You’re never too young to get your start in the kitchen. Can apples and marshmallows turn into ice and igloos? Join us in the kitchen to find out.

**Little Chef: Skippyjon Jones**
Herndon Branch  
**Thursday, January 16, 10:30 a.m.**
Joins us as we spread, cut and layer a kittylicious snack inspired by our favorite gatito, Skippyjon Jones!

**Little Chef: Snowman Cookies**
Orlando Public Library  
**Friday, January 31, 10:30 a.m.**
Get cozy as we build a snowman with wintry sweets and enjoy it paired with a cup of hot chocolate.
YS-Early Learning-Toddler

Bubble Playtime
Fairview Shores Branch  Thursdays, January 2–30, 10:30 a.m.
Winter Garden Branch  Tuesday, January 7, 10:30 a.m.
Alafaya Branch  Wednesday, January 8, 10:15 & 10:45 a.m.
Herndon Branch  Friday, January 10, 10:30 a.m.
Southwest Branch  Monday, January 27, 10:30 am.
Help your child with their motor-development skills in this interactive bubble class. Recommended for toddlers and preschoolers.

Sleepy Bear
Herndon Branch  Thursday, January 2, 10:30 a.m.
Southwest Branch  Monday, January 6, 10:30 a.m.
North Orange Branch  Tuesday, January 7, 11 a.m.
South Creek Branch  Thursday, January 9, 10:30 a.m.
Winter Garden Branch  Thursday, January 9, 10:30 a.m.
Hiawassee Branch  Friday, January 24, 11 a.m.
Chickasaw Branch  Wednesday, January 29, 11 a.m.
Zzzzz … Winter is here and it is time to hibernate. Interact and explore animal patterns as we snuggle into dreamland. Recommended for toddlers and preschoolers.

Parachute Play
Winter Garden Branch  Thursday, January 2, 10:30 & 11 a.m.
North Orange Branch  Friday, January 24, 11 a.m.
Winter Garden Branch  Tuesday, January 28, 10:30 & 11 a.m.
Bring your toddlers for a special parachute playtime. Enjoy rhymes, songs and tons of parachute fun.

Stories & Stretches
Southwest Branch  Friday, January 3, 10:30 a.m.
Discover a movement storytime focusing on motor development that is filled with stories, songs and fun. Recommended for toddlers and preschoolers.

Storytime Crafts
Winter Garden Branch  Friday, January 3–31, 10:30 a.m.
South Creek Branch  Monday, January 6 & 13, 10:30 a.m.
Chickasaw Branch  Tuesday, January 7–28, 10:35 a.m.–Noon
North Orange Branch  Wednesday, January 8–29, 10:30 a.m.–Noon
Drop in before and after storytime to create a make-and-take craft. Recommended for toddlers and preschoolers.

Fingers, Toes, Hands & Feet
North Orange Branch  Friday, January 3, 11 a.m.
Winter Garden Branch  Tuesday, January 14, 10:30 a.m.
Chickasaw Branch  Thursday, January 16, 11 a.m.
Herndon Branch  Thursday, January 23, 10:30 a.m.
South Creek Branch  Thursday, January 23, 10:30 a.m.
South Trail Branch  Tuesday, January 28, 10:15 a.m.
Clap and stomp at this event filled with a bit of messy art and play.

Birds Birds Birds!
Alafaya Branch  Monday, January 6, 10:30 a.m.
Your little one can hear some bird stories and make a pine cone bird feeder to take home.
Move Like the Animals
Chickasaw Branch Monday, January 6, 11 a.m.
South Trail Branch Tuesday, January 7, 10:15 a.m.
North Orange Branch Friday, January 10, 11 a.m.
Orlando Public Library Wednesday, January 15, 10:30 a.m.
Winter Garden Branch Thursday, January 16, 10:30 a.m.
South Creek Branch Saturday, January 25, 10:30 a.m.
Herndon Branch Thursday, January 30, 10:30 a.m.
Hiawassee Branch Friday, January 31, 11 a.m.
Can you hop like a frog? Waddle like a penguin? Run like a cheetah? See if you can move like the animals do. Recommended for toddlers and preschoolers.

Traffic JAM!
Orlando Public Library Wednesday, January 8, 10:30 a.m.
West Oaks Branch Tuesday, January 21, 11 a.m.
It’s time for a tough truck party with a celebration of things that go, go, go! Recommended for toddlers and preschoolers.

Germs, Germs Go Away!
South Creek Branch Wednesday, January 8, 10:30 a.m.
Herndon Branch Thursday, January 9, 10:30 a.m.
Alafaya Branch Monday, January 13, 10:30 a.m.
South Trail Branch Tuesday, January 14, 10:15 a.m.
Chickasaw Branch Friday, January 17, 11 a.m.
Hiawassee Branch Friday, January 17, 11 a.m.
Fairview Shores Branch Tuesday, January 21, 10:30 a.m.
North Orange Branch Tuesday, January 21, 11 a.m.
West Oaks Branch Tuesday, January 28, 11 a.m.
Winter Garden Branch Thursday, January 30, 10:30 a.m.
Wash, wash, wash your hands, soap will make them clean. Scrub the germs until they come off to make them nice and clean. Recommended for toddlers and preschoolers.

Toddler Playground
Chickasaw Branch Wednesday, January 8, 11 a.m.
Southwest Branch Monday, January 13, 10:30 a.m.
Toddlers use unstructured play to advance their physical and cognitive development and to have FUN!

Celebrate with Dora and Friends
Chickasaw Branch Thursday, January 9, 11 a.m.
Grab your backpacks and let’s go, vámanos! Hear stories inspired by Dora the Explorer and her amigos. Recommended for toddlers and preschoolers.

Literacy & Locomotion
Southwest Branch Friday, January 10, 10:30 a.m.
Help your child learn by playing as we weave early literacy practices into fun interactive stories, songs, rhythm and dance. Recommended for toddlers and preschoolers.

SMART Start
Chickasaw Branch Friday, January 10, 11 a.m.
Create hands-on early learning adventures observing science, math and art in a sensory-rich environment. Dress for a mess. Recommended for toddlers and preschoolers.
**Toddler G.A.M.E.S.**  
South Creek Branch     *Fridays, January 10–31, 2 p.m.*  
Growing, Active, Musical, Educational, Silly (G.A.M.E.S.) – join us for a super fun interactive event for your little ones.

**On the Farm with The Little Red Hen**  
Chickasaw Branch     *Monday, January 13, 11 a.m.*  
Explore the farm with stories, interactive stations and a craft. Recommended for toddlers and preschoolers.

**Artsy Toddler**  
North Orange Branch     *Mondays, January 13 & 27, 11 a.m.*  
Paint, paste, glue, stamp and create! Young children will enjoy stories, songs and exploring age-appropriate art experiences.

**Oodles of Noodles**  
North Orange Branch     *Thursday, January 16, 11 a.m.*  
Let’s play and get creative with pasta! Shake’em, stack’em or string’em to craft fun art and a good time! Recommended for toddlers and preschoolers.

**STEAM Playground**  
Alafaya Branch     *Tuesday, January 21, 10:30 a.m.*  
Science! Technology! Engineering! Art! Math! Playground! Explore basic STEAM concepts through active play. Recommended for toddlers and preschoolers.

**Guitar Sing-a-long**  
Alafaya Branch     *Wednesday, January 22, 10:30 a.m.*  
Join us for a brief sing-a-long to familiar songs along with live guitar for you and your toddler.

**Toddler Carnival**  
Orlando Public Library     *Wednesday, January 22, 10:30 a.m.*  
Come one, come all! Step right up with your little one to enjoy magnificent carnival games and a festive themed story.

**Ready, Set, Sail**  
Chickasaw Branch     *Wednesday, January 22, 11 a.m.*  
Ahoy! Explore the seas filled with stories and activities. Recommended for toddlers and preschoolers.

**Puffins Climb, Penguins Rhyme**  
North Orange Branch     *Thursday, January 23, 11 a.m.*  
Waddle with us up to Iceland and back down to Antarctica. Warm up with cozy stories, chill activities and cool crafts. Recommended for toddlers and preschoolers

**Play With Me**  
Chickasaw Branch     *Friday, January 24, 11 a.m.*  
Little ones are invited to bring their favorite person to this special event. Read, sing, craft and come dressed for a mess with your extraordinary caregivers.

**Seuss-a-palooza**  
Hiawassee Branch     *Tuesday, January 28, 6:30 p.m.*  
Celebrate the world of Dr. Seuss with carnival-style fun filled with whimsical stories, activities and more. Recommended for toddlers and preschoolers.
Cardboard Box Play!
Orlando Public Library Wednesday, January 29, 10:30 a.m.
Fuel your creativity with a cardboard box. Explore imaginary places with friends during an interactive storytime and free play. Recommended for toddlers and preschoolers.

Pirates and Princesses
Chickasaw Branch Friday, January 31, 11 a.m.
Ahoy, mateys! Come to our royal romp full of swashbuckling stories, side-splitting sea shanties and other fantastic fun. Recommended for toddlers and preschoolers.

Pom Pom Party
North Orange Branch Friday, January 31, 11 a.m.
What can you do with a pom pom? Come party with us and discover all kinds of ways to use those fluffy, puffy pom poms!

YS-Family
Stretch Across the Universe
Washington Park Branch Thursday, January 2, 2:30 p.m.
South Trail Branch Monday, January 6, 4:30 p.m.
Chickasaw Branch Thursday, January 23, 11 a.m.
Herndon Branch Saturday, January 25, 1 p.m.
Transform into a meteor, a shooting star or even the moon. Gather the family for a space themed introduction to yoga.

Kingdom of Board-om
Alafaya Branch Thursday, January 2, 6:30–8 p.m.
Come one, come all and join the Kingdom of Board-om as we explore both classic board games and the cutting edge of current gaming.

ArtMazing
South Creek Branch Saturday, January 4, 2:30 p.m.
Unleash your inner artist and discover your creative side in this monthly all ages event. Inspiration is a must!

Fantastic Family Fitness Fiasco
Fairview Shores Branch Monday, January 6, 4 p.m.
Eatonton Branch Thursday, January 16, 3:30–5 p.m.
Windermere Branch Thursday, January 16, 4 p.m.
Herndon Branch Saturday, January 25, 3 p.m.
Get moving and work together with your family to complete challenges and have fun.

Pajama Party
Alafaya Branch Monday, January 6, 6 p.m.
Put on your PJs and join us for a nighttime story time. Enjoy stories and songs for the whole family.

Kids Yoga
West Oaks Branch Tuesday, January 7, 11 a.m.
Yoga helps develop focus and concentration, practice good posture, clear the mind and strengthen the mind-body connection. Recommended for families.

Jumbo Family Game Night
South Trail Branch Tuesday, January 7, 4:30 p.m.
Windermere Branch Wednesday, January 8, 6:30 p.m.
Orlando Public Library Saturday, January 11, 3:30 p.m.
Winter Garden Branch Monday, January 13, 6 p.m.
Eatonville Branch  
Tuesday, January 14, 4–7 p.m.
West Oaks Branch  
Wednesday, January 15, 4:30 p.m.
Washington Park Branch  
Wednesday, January 29, 4 p.m.

It’s time for fun on a massive scale. We’ll be recreating a family board game with you as the game pieces.

**Pajama Tales**
Fairview Shores Branch  
Wednesday, January 8–29, 6:30 p.m.

Get comfy and cozy. Wear your jammies, bring your favorite stuffed animal and join us for an evening of stories, rhymes and songs.

**Family Coloring**
Winter Garden Branch  
Saturday, January 25, 2:30–4 p.m.

It’s family coloring time. Let your creative juices flow while spending time with your family and friends. Coloring pages and coloring materials provided.

**Frugal Feasts**
South Trail Branch  
Thursday, January 30, 5 p.m.

Learn to make cheap, healthy and filling meals for your family. Supplies limited. Registration required.

**YS-Teen/Tween**
**Afterschool Adventures with Hero Spark**
Chickasaw Branch  
Mondays–Thursdays, 3:30–5:30 p.m.
Orlando Public Library  
Mondays–Thursdays, 3:30–5:30 p.m.
South Trail Branch  
Mondays–Thursdays, 3:30–5:30 p.m.

Gaming and homework help collide at the library. Complete your homework with the help of a tutor, and then join your peers for awesome gaming adventures. The adventure begins on Monday, January 6. Afterschool Adventures will not meet on Monday, January 20.

**DIY | 365**
Herndon Branch  
Friday, January 3, 3 p.m.
Winter Garden Branch  
Monday, January 6, 6 p.m.
Washington Park Branch  
Wednesday, January 22, 4 p.m.

Create your own personal calendar with 365 ideas to keep you happy, healthy and active the entire year.

**Seeing 20/20 in 2020**
Herndon Branch  
Saturday, January 4, 3 p.m.
Washington Park Branch  
Monday, January 6, 2:30 p.m.
Southwest Branch  
Monday, January 13, 3:30 p.m.
Eatonville Branch  
Tuesday, January 21, 3:30 p.m.
Fairview Shores Branch  
Thursday, January 23, 4 p.m.

Don’t be blindsided in the new year! Create a clear picture for where you want to go with a vision board.

**New Year, New You**
Washington Park Branch  
Wednesday, January 8, 4 p.m.
Herndon Branch  
Saturday, January 11, 3:30 p.m.

It’s a new year and there’s a new you. It’s a little like the old you, only better! Learn tips and tricks to getting the new year started right.

**Canvas Wall Art**
Orlando Public Library  
Tuesday, January 14, 3:15 p.m.

Brighten your walls with a stunning piece of art made with your very own creativity. Supplies limited. Registration required.
<table>
<thead>
<tr>
<th>Event</th>
<th>Location</th>
<th>Date/Time</th>
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| Roller Coaster Engineers     | Washington Park   | Thursday, January 16, 4:30 p.m.
| Herndon Branch               |                   | Saturday, January 18, 3 p.m.  |
| Eatonville Branch            |                   | Thursday, January 23, 3:30 p.m. |
| Windermere Branch            |                   | Thursday, January 23, 3:30 p.m. |

Hang on, it’s going to be a wild ride! Twist and turn paper materials to create your very own roller coaster.

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<tr>
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<tbody>
<tr>
<td>Ninja Challenge</td>
<td>Fairview Shores</td>
<td>Tuesday, January 21, 4 p.m.</td>
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Test your limits and challenge friends with these action-packed ninja activities. Only one can be the ultimate ninja warrior.

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<tbody>
<tr>
<td>Wreck This Art</td>
<td>Hiawassee Branch</td>
<td>Saturday, January 25, 2:30 p.m.</td>
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For anyone who’s ever wished to but had trouble starting or finishing a drawing or sketch, comes the Wreck This Art Challenge.

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<tbody>
<tr>
<td>Battle of the Cupcakes</td>
<td>West Oaks Branch</td>
<td>Tuesday, January 28, 5 p.m.</td>
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Test your cupcake decorating skills and compete against your friends for cupcake glory.

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<th>Event</th>
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<tbody>
<tr>
<td>Sew Avocado</td>
<td>Orlando Public</td>
<td>Thursday, January 30, 3:15 p.m.</td>
</tr>
</tbody>
</table>

Learn how to hand-sew a tiny, ridiculously cute avocado plushy to keep. Supplies limited. Registration required.
Orange County Library System
Board of Trustees Meeting
January 9, 2020

Public Comment:
Non-Agenda Items