

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

Board Packet for September 2024



STEVEN POWELL Library Director/Chief Executive Officer

September 6, 2024

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

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

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

Re: Library Board of Trustees Meeting

The next meeting of the Library Board of Trustees will be at 6:00 p.m. on September 12, 2024 at the Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

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

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

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

September 12, 2024 ~ 6:00 p.m.

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

- 24-126 I. **Call to Order**
- 24-127 II. **Public Comment Policy & Procedures**
- 24-128 III. **Approval of Minutes: August 8, 2024 Library Board of Trustees Meeting**
- 24-129 IV. **Staff Presentation: Summer at Your Library: Angela Colas, Claudia Piper, Melanie Higgins, and Jim Myers**
- 24-130 V. **Financial Statements and Summaries: August 2024**
- 24-131 VI. **Dashboard: August 2024 – Danielle King**
- 24-132 VII. **Action Items: Consent Agenda**
- 24-133 Lake Nona Opening Day Collection Purchase: Bethany Stone
- 24-134 **Action Items: Non-Consent Agenda**
- 24-135 Orlando Public Library Roofing Contractor Ranking Approval: Steve Powell
- 24-136 North Orange Remediation Project Budget Update: Steve Powell
- 24-137 VIII. **Discussion and Possible Action Items**
- 24-138 IX. **Information**
- 24-139 Director's Report
- 24-140 **Public Comment: Non-Agenda Items**
- X. **Adjournment**

Next Meeting Dates: October 10, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- November 14, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801

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

In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this proceeding due to a disability as defined by ADA may arrange for reasonable accommodations by contacting the Director's Office on the fifth floor of the Main Library in person or by phone at 407.835.7611 at least two days prior to the meeting.

**Orange County Library System
Board of Trustees Meeting
September 12, 2024**

Call to Order

**Orange County Library System
Board of Trustees Meeting
September 12, 2024**

Public Comment Policy

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

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

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

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

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

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

Meetings:

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

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

Conduct of Meetings:

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

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

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

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

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

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

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

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

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

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

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

**Orange County Library System
Board of Trustees Meeting
September 12, 2024**

**Approval of Minutes:
August 8, 2024 Library Board
of Trustees Meeting**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

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

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (8/0);
 Ashley Cisneros Mejia (11/0 – City);
 Venessa Tomlin (7/2); Sharon Smoley (8/4)

Library Board Absent: Nicole Benjamin (11/2 – City)

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

- 24-105 I. **Call to Order**
 President Bohannon called the meeting to order at 6:00 p.m.
- 24-106 II. **Public Comment Policy & Procedures**
- 24-107 III. **Approval of Minutes:**
July 11, 2024 Library Board of Trustees Meeting
July 19, 2024 Library Board Online Emergency Workshop
 Trustee Smoley, seconded by Trustee Cisneros Mejia, moved to approve the minutes from the July 2024 Library Board meetings. Motion carried 4-0.
- 24-108 IV. **Staff Presentation: Final Budget Changes: Steve Powell**
 Library Director / CEO Powell reviewed the minor changes that were made to the FY2024-2025 Budget that was presented at the May Board Meeting. He further stated that the budget recommendations to the Governing Board will not change.
- 24-109 V. **Financial Statements and Summaries: July 2024**
 CFO Shoemaker, reviewed highlights of the July 2024 Financial Statements and reported that the Lake Nona Project is 93% funded and the Horizon West Project is moving along and that expenses will increase as the Project progresses.
- 24-110 VI. **Dashboard: July 2024 – Erica Grant**
 Chief of Neighborhood Services Grant, reviewed various service measurements with the Board, including:
- In July, there was a 5% increase in door count, a 3% increase in new library card registrations, and a 9% increase in computer services.
- Digital checkouts are 10% higher than last July. Overdrive continues to be the highest used resource with 221,100 checkouts for the month. Hoopla set a new monthly record in July with 39,851 checkouts.
- Event attendance was up by 10% compared to last year. In July 2024, there were 1,507 events offered with an attendance of 61,067. Of these, 4,191 people attended 153 offsite events. Last year, the library offered 1,473 events with an attendance of 55,390.

Class attendance is also up by 28% compared to last year. This year, there were 1,071 classes offered with an attendance of 5,267. In July 2023, there were 997 classes, with an attendance of 4,117.

CNS Grant shared two stories that highlight the impact that the staff has on the community:

The Community Engagement team participated in Leu Gardens' second "Fairy Nights" event in July. The team brought activities for adults and children and shared information about the library. The OUC book bike, adorned with fairy lights, was also present, allowing attendees to register for library cards and check out items.

One of the activities of the evening encouraged children to write a letter to a fairy of their choice and place it in a magical mailbox. After saying some magical words and tapping a wand, they moved to a second mailbox to receive a reply via fairy mail.

The day after the event, a mom who attended with her daughter contacted the library with a glowing message. She said, "You are amazing! The librarians at the Leu Gardens event last night were magical. My six-year-old daughter was completely amazed that fairies were writing to her. Please keep teaching sleight of hand as a core competency in library science. Trickster librarian is a variant I have never encountered before, and I need more of this in my life."

The team also received positive feedback from the Leu Gardens contact. They said, "Everyone with OCLS was amazing. I think my favorite part are the letters. It's just fun to watch." The heartfelt feedback highlights the enchanting impact of the event and underscores the library's commitment to creating magical experiences that inspire and delight the community.

She also shared a comment from a Southeast customer who has been attending the technology classes offered in Spanish. The customer refers to the class as a Spanish Immersion Technology class, though it is a technology class conducted in Spanish.

The customer wrote, "I have taken Spanish Immersion Technology classes, extensively during the summer, with Profesora Brenda Santana. Certainly, at my age of 78, I thought I knew how to listen. However, after attending each class, I have finally discovered that I have developed the following skills: (1) Listening attentively for details. (2) Navigating online instruction. (3) Improving Spanish comprehension and expression. Furthermore, just to sit for an hour and to control the equipment, without any intimidation, is a privilege. I am grateful I have conquered the fear. For that reason, we are never too old to learn new things, especially in this fast-moving technological world. Hopefully, other retirees and schools, would learn and hear, about this free Spanish Immersion Course. What a lifetime gift I have received from Profesora Santana. I sincerely thank her, for her selflessness in helping me and other participants, to acquire the confidence, to continue developing skills in Spanish. Thank you again, Profesora Santana."

This touching testimonial highlights the profound impact of the technology classes and underscores the value of lifelong learning. It serves as an inspiring reminder that it's never too late to acquire new skills and embrace challenges.

24-111 VII. **Action Items – Consent Agenda**

Trustee Smoley requested to pull agenda item #24-112 from the Consent Agenda for discussion. President Bohannon also requested to pull agenda item #24-114 from the Consent Agenda for discussion.

Trustee Smoley, seconded by Trustee Tomlin, moved to approve the remaining items, #24-113 and #24-115, on the Consent Agenda. Motion carried 4-0.

24-112

**Orlando Public Library Roofing Contractor Ranking Approval:
Kris Shoemaker**

Trustee Smoley pulled this item from the Consent Agenda for discussion.

Trustee Smoley questioned the use of an RFQ, (Request for Qualifications) rather than an RFP, (Request for Proposal) for the selection of a roofing contractor.

Discussion ensued regarding the differing processes and staff offered to bring the issue back to the Board with an evaluation by an outside estimator. President Bohannon stated he would be interested in what Guy Haggard, the library's construction counsel at GrayRobinson, thinks and that he would like a deeper understanding of the RFQ process.

Trustee Smoley, seconded by Trustee Cisneros Mejia, moved to table the agenda item and have a presentation with pricing for the top two vendors before making a decision. Motion carried 4-0.

24-113

Approval of Library Budget for FY 2024-2025: Steve Powell

The Board approved the final FY 2024-2025 Operating, Capital Projects, Sinking, and Permanent Fund budgets. The Board also recommends to the Governing Board that the Library District's millage rate be maintained at 0.3748 for FY 2024-2025.

24-114

Approval of Strategic Plan for FY 2025 to FY 2029: Steve Powell

President Bohannon pulled this item from the Consent Agenda for discussion.

President Bohannon indicated that he was looking for the Strategic Plan to include more detail. Staff stated that the action items to achieve the goals will be discussed within each location, branch, and department so that managers can provide their staff the opportunity to be involved in the success of the Plan and OCLS. These action items will be implemented and help all staff to be successful with the Plan. Also, the Board will be given monthly progress reports so that they are kept up to date.

Trustee Smoley, seconded by Trustee Tomlin, moved to approve the Strategic Plan as presented. Motion carried 4-0.

24-115

Approval of Board Meeting Schedule for FY 2024-2025

The Board approved the FY 2024-2025 Board Meeting Schedule.

24-116

Action Item – Non-Consent Agenda

24-117

Approval of North Orange Branch Remediation Project: Steve Powell

There was brief discussion regarding the remediation project. Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to approve the North Orange Branch Remediation Project Budget of \$429,137 and to authorize staff to execute contracts as necessary to complete the work. Motion carried 4-0.

24-118 VIII.

Discussion and Possible Action Items

24-119

Statistics Dashboard Proposed Changes: Steve Powell

Director Powell stated that the proposed, more streamlined Dashboard will provide the Board with a better glance of the metrics that are most used to measure the success of OCLS.

The Board requested information comparing OCLS to like-sized library systems in the country. Director Powell stated that peer comparison can be provided, however, the information available is dated.

24-120

Director's Report Proposed Changes: Steve Powell

Director Powell shared with the Board that the monthly Director's Report will now include the Strategic Plan monthly updates, and this will replace the MPR snapshot and notes about the events provided. He further said that this will not be a growing document, but a monthly highlight.

24-121 IX.

Information

24-122

Holiday Schedule for FY 2024-2025

24-123

Horizon West Update: Danielle King

Chief of Neighborhood Services King, shared that the site permits for the Horizon West Project have been approved by Orange County and the hope is that site work will begin in the near future.

24-123.1

Lake Nona Update: Bethany Stone

COO Stone reported that the City of Orlando has submitted the Lake Nona Project to their permitting department and a new City Project Manager has been assigned. The Project was approved by the City's review committee and approval from the Greater Orlando Aviation Authority, (GOAA) is forthcoming.

24-124

Director's Report

Summer at Your Library 2024 is now complete. It officially ended on July 28, and all 15 library locations hosted End of Summer Celebrations, drawing more than 1,500 people to wrap up the season with us.

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

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

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

The Mary Anne Hodel Friends of the Library Bookstore is closed for a refresh. The store will get new carpeting and paint, as well as a fresh layout. Refresh work begins August 12 and is expected to be completed by August 26. Staff are also consolidating the retail operations, bringing the inventory from the gift shop into the

bookstore, to give customers a one-stop-shop for used books, novelties, and library merchandise. The plan is to reopen to the public at the end of August.

Due to the unexpected closure of the North Orange Branch due to water intrusion, staff have ordered a standalone book drop, which will be installed this coming Monday outside the branch. This gives customers a convenient way to return materials until staff can remediate and reopen North Orange to the public.

A book drop has been ordered to be placed at Fashion Square Mall, for customers who miss the convenience of returning items to the Herndon Branch, which closed in 2020.

24-125

Public Comment: Non-Agenda Items

Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 7:43 p.m.

X. **Adjournment**

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

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**Orange County Library System
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September 12, 2024**

**Staff Presentation:
Summer at Your Library: Angela Colas,
Claudia Piper, Melanie Higgins,
and Jim Myers**

**Orange County Library System
Board of Trustees Meeting
September 12, 2024**

**Financial Statements &
Summaries: August 2024**

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

Project Summaries:

Horizon West Branch Library: The Board approved the \$27,275,000 budget at the April 2024 meeting and the budget summary and actual expenditures are listed on the attached chart. The design is complete, a site permit has been issued, and site work should start in the next couple of weeks.

Operating Fund Revenue & Expenditure Summaries:

Revenues:

Ad Valorem Taxes:

The Library budgeted \$68,400,000 for Ad Valorem Taxes in FY 2023-24 based on property tax values, a millage rate of 0.3748, and a 5% statutory deduction. So far this year, we have received \$68,528,647 or 100.2% of the budget, which is what we anticipated year-to-date as most taxpayers pay between November and March.

State Aid/ State and Federal Grants:

The Library budgeted \$200,000 for State Aid Revenues and \$675,000 from State and Federal Grants in FY 2023-24, based on anticipated funding from the various agencies. We have received \$711,874 which is 81.4% of the budget.

Fee Cards:

The Library budgeted \$75,000 for Fee Card revenues for FY 2023-24. Through August, we received \$151,243 or 201.7% of budgeted revenue. This is slightly higher than the five (5) year average.

Meeting Rooms:

The Library budgeted \$30,000 for meeting room revenues for FY 2023-24. Through August, we received \$45,133 or 150.4% of budgeted revenues.

Faxes:

The Library budgeted \$10,000 for fax revenues and has received \$20,071 or 200.7% year-to-date.

Copy and Prints:

The Library budgeted \$75,000 for these services in FY 2023-24. We received \$194,942 or 259.9% of the budget through August which is a significantly higher percentage than that we received at the same time last year.

Passport Facility & Photo Fees:

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2023-24. Through August, we received \$10,332 or 86.1% of budgeted revenues.

Other:

The Library budgeted \$500 for these miscellaneous revenues in FY 2023-24. We received \$41,828 or 8,365.5% of the budget through August. The majority of the revenue (\$41,204) is the net proceeds from the November 6, 2023, author event. Those funds are in a reserve account to fund future events.

Fees and Lost Materials:

Revenues from Fees and Lost Materials through August are \$67,766 or 271.1% of the budget.

Investment Earnings:

As of the time of these reports, we have not received our August interest-earning statements. We will continue to monitor the investment markets with our investment advisors to ensure the principal of our funds are safe and secure.

Contributions-Other:

Through August we have received \$57,035 or 114.1% of the budget. Window World continued its support of the Summer at Your Library program again this year with another \$50,000 donation for the 2024 program.

Internet Rebate:

Through August we have received \$228,043 or 304.1% of the budget. This figure consists of \$78,720 for our annual internet rebate and \$149,322 rebate related to purchasing Board approved upgraded network equipment.

Transfer From Property Appraiser:

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

Transfer From Tax Collector:

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

Expenses:

Defined Benefit Pension Plan:

The Defined Benefit Pension Plan Expenditures are at \$1,125,000 or 58.4% of budget. The revised estimate based on the actuarial report indicates we will spend approximately \$1.25 million for the account in FY 2023-24.

Worker's Compensation:

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

Unemployment Compensation:

The Unemployment Compensation Expenditures are at \$30 or 0.1% of budget.

Delivery & Postage:

The Delivery and Postage Expenditures are at 79.2% of the budget, which is in line with the FY allocation.

Insurance:

The Insurance Expenditures are at 86.4% of budget, as most of the insurance policies renew in October and must be pre-paid.

Property Appraiser Fees:

The expenditures in this category are at 95.9% of budget. These fees are paid quarterly in advance.

Supplies Hardware Software:

The expenditures in this category are at 9.1% of budget. This account is for any electronic-related purchase with a unit cost of less than \$1,000.

Supplies – Programming:

The expenditures in this category are at \$234,222. This account is for any supplies used for programming, mainly the Summer at Your Library Program. This account is a subset of the Supplies Account. The combined expenditure of Supplies and Supplies-Programming is 60.7% of the budget.

Building Improvements Expense:

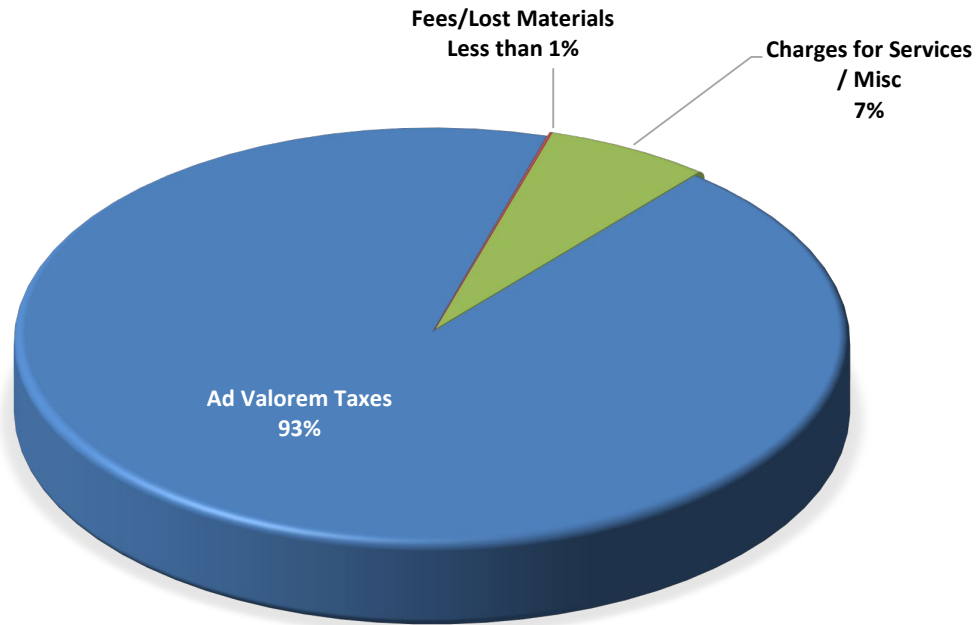
The Library budgeted \$3,250,000 for various building improvement projects such as the materials for the Orlando Public Library Roof Replacement, Upgrade of the Orlando Public Library HVAC Controls, Third Floor Meeting Room Refresh, Orlando Public Library Outdoor Lighting, and Southwest HVAC Replacement. The \$1,632,611 expended so far is primarily related to the HVAC Controls and Third Floor Meeting Room projects.

Horizon West Project Budget
Expenditures As of 08-31-2024

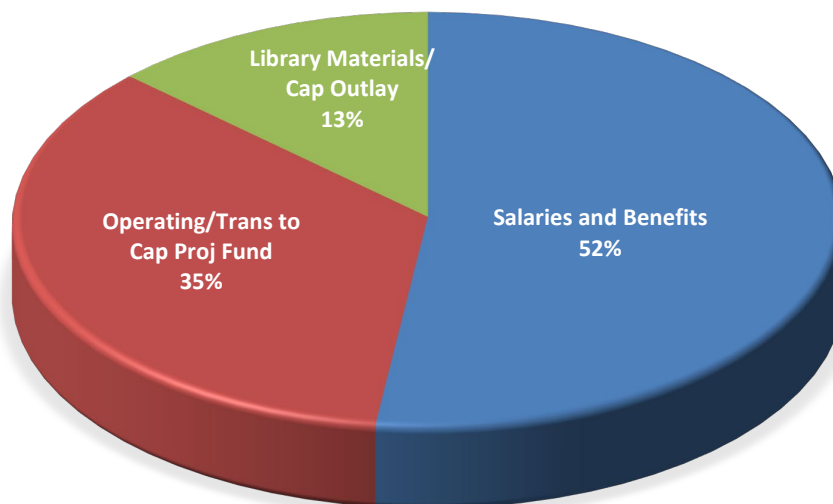
Project Code 20-010	Vendor	Original Budget	Change Order	Revised Budget	FY 22 Actual	FY 23 Actual	FY 24 Actual	Total Actuals	Variance
Demo Fund	Orange County	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ -
Design Team	Borrelli & Partners	1,554,944	-	1,554,944	54,793	567,246	618,111	\$ 1,240,150	(\$314,794)
Pre-construction Consulting	H.J. High	117,961	-	117,961	2,050	26,398	89,513	117,961	\$ -
Permitting & Impact Fees	Orange County	1,500,000	-	1,500,000	8,450	-	58,324	66,774	(\$1,433,226)
Construction	H.J. High	18,300,000	-	18,300,000	-	-	238,120	238,120	(\$18,061,880)
Threshold & Other Testing	TBD	150,000	-	150,000	-	-	-	-	(\$150,000)
FF & E	TBD	1,752,095	-	1,752,095	-	-	-	-	(\$1,752,095)
Opening Day Collection	TBD	1,250,000	-	1,250,000	-	-	-	-	(\$1,250,000)
Wildlife Mitigation	FWC & Others	650,000	-	650,000	-	-	441,900	441,900	(\$208,100)
Contingency		1,750,000	-	1,750,000	-	-	-	-	(\$1,750,000)
Project Costs		\$27,275,000	-	\$27,275,000	\$315,293	\$593,644	\$1,445,969	\$2,354,906	(\$24,920,094)

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Eleven Months Ended August 31, 2024

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Eleven Months Ended August 31, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
AD VALOREM TAXES	68,400,000	68,528,647	100.2%
INTERGOVERNMENTAL			
State & Federal Grant	675,000	95,191	14.1%
State Aid	200,000	616,683	308.3%
CHARGES FOR SERVICES			
Fee Cards	75,000	151,243	201.7%
PC Pass (\$10 for 7 days)	1,000	-	0.0%
PC Express (\$1 for 1 hour)	500	2,472	494.5%
Classes	1,000	470	47.0%
Meeting Rooms	30,000	45,133	150.4%
Faxes	10,000	20,071	200.7%
Ear Buds & Jump Drives	1,500	2,573	171.5%
Bag Sales	1,000	3,359	335.9%
Copy & Prints	75,000	194,942	259.9%
Passport Facility & Photo Fees	12,000	10,332	86.1%
Other	500	41,828	8365.5%
	<u>207,500</u>	<u>472,423</u>	<u>227.7%</u>
FEES & LOST MATERIALS	25,000	67,766	271.1%
MISCELLANEOUS			
Investment Earnings	163,000	2,998,813	1839.8%
Sales of Surplus Property	2,000	5,312	265.6%
Contributions - Friends of Library	85,000	89,376	105.1%
Contributions - Others	50,000	57,035	114.1%
Internet Rebate	75,000	228,043	304.1%
Grants & Awards	20,000	64,610	323.0%
Miscellaneous	75,000	38,300	51.1%
	<u>470,000</u>	<u>3,481,489</u>	<u>740.7%</u>
TRANSFER FR PROP APPRAISER	32,000	106,293	332.2%
TRANSFER FR TAX COLLECTOR	546,500	-	0.0%
TOTAL REVENUES	<u><u>70,556,000</u></u>	<u><u>73,368,492</u></u>	<u><u>104.0%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Eleven Months Ended August 31, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
SALARIES & BENEFITS			
Salaries	26,175,000	21,563,224	82.4%
Medicare Taxes	400,000	306,611	76.7%
Defined Contribution Pension Plan	1,975,000	1,617,244	81.9%
Defined Benefit Pension Plan	1,925,000	1,125,000	58.4%
Money Purchase Pension Plan	1,675,000	1,349,125	80.5%
Life and Health Insurance (Employees)	4,350,000	3,240,278	74.5%
Worker's Compensation	130,000	124,036	95.4%
Unemployment Compensation	50,000	30	0.1%
Retiree Health Care (OPEB)	675,000	284,898	42.2%
Parking & Bus Passes	275,000	229,624	83.5%
	37,630,000	29,840,070	79.3%
OPERATING			
Professional Services	450,000	241,084	53.6%
Other Contractual Services	2,585,700	1,997,967	77.3%
Other Contract. Serv.- Janitorial	460,000	360,477	78.4%
Training and Travel	150,000	90,453	60.3%
Telecommunication	612,800	368,319	60.1%
Delivery and Postage	1,500,000	1,187,317	79.2%
Utilities	1,050,000	780,171	74.3%
Rentals and Leases	1,570,000	1,209,040	77.0%
Insurance	750,000	648,343	86.4%
Repairs and Maintenance/Leasehold Improvements	1,775,000	1,072,220	60.4%
IT Subscriptions/Maintenance Contracts	1,625,000	1,245,885	76.7%
Copying/Printing	355,000	257,849	72.6%
Promotional Activities	500,000	354,312	70.9%
Property Appraiser's Fee	715,000	685,835	95.9%
Tax Collector's Fee	1,380,000	1,347,929	97.7%
Supplies	1,246,500	522,983	42.0%
Supplies-Hardware/Software	700,000	63,507	9.1%
Supplies-Programming	-	234,222	-
Memberships	17,500	29,397	168.0%
	17,442,500	12,697,310	72.8%
CAPITAL OUTLAY			
Building and Improvements	3,250,000	1,632,611	50.2%
Equipment and Furniture	844,500	190,491	22.6%
Hardware/Software	1,275,000	477,715	37.5%
	5,369,500	2,300,817	42.8%
LIBRARY MATERIALS			
Materials - Restricted Contributions	14,000	42,727	305.2%
Materials - Other	5,100,000	4,887,606	95.8%
	5,114,000	4,930,333	96.4%
TRANSFER TO CAPITAL PROJECTS FUND	4,500,000	6,750,000	150.0%
TRANSFER TO SINKING/EARR FUND	500,000	733,333	146.7%
TOTAL EXPENDITURES	70,556,000	57,251,863	81.1%

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Eleven Months Ended August 31, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
REVENUES			
Investment Earnings	75,000	1,909,492	2546.0%
Transfer from Operating Fund	4,500,000	6,750,000	150.0%
Reserves	35,250,000	-	0.0%
TOTAL REVENUES	39,825,000	8,659,492	21.7%
EXPENDITURES			
New Branch	12,500,000	1,446,625	11.6%
New Branch FFE	1,000,000	-	0.0%
New Branch Materials	1,000,000	-	0.0%
Reserves	25,325,000	7,212,867	28.5%
TOTAL EXPENDITURES	39,825,000	8,659,492	21.7%

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Eleven Months Ended August 31, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
REVENUES			
Investment Earnings	25,000	252,529	1010.1%
Transfer from Operating Fund	500,000	733,333	146.7%
Reserves	4,607,000	-	0.0%
TOTAL REVENUES	5,132,000	985,862	19.2%
EXPENDITURES			
Reserves-Building and Improvements	3,382,000	649,686	19.2%
Reserves-Horizon West Contract	1,000,000	192,101	19.2%
Reserves-Horizon West Demo	250,000	48,025	19.2%
Reserves-Technology	500,000	96,050	19.2%
TOTAL EXPENDITURES	5,132,000	985,862	19.2%

**ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Eleven Months Ended August 31, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
REVENUES			
Investment Earnings	20,000	35,465	177.3%
Investment Fair Value	-	233,470	-
Reserves	1,076,000	-	0.0%
TOTAL REVENUES	1,096,000	268,935	24.5%
EXPENDITURES			
Equipment	75,000	26,997	36.0%
Reserves	1,021,000	241,938	23.7%
TOTAL EXPENDITURES	1,096,000	268,935	24.5%

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

ASSETS

Cash on Hand	15,763
Equity in Pooled Cash	795,011
Equity in Pooled Investments	53,940,439
Accounts Receivable	732
Inventory	104,877
Prepays	373,867
Other Assets - Deposits	<u>7,500</u>
TOTAL ASSETS	<u><u>55,238,189</u></u>

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

LIABILITIES

Accounts Payable	114,685
Accrued Wages Payable	493,909
Accrued Sales Tax	509
Accrued Fax Tax	87
Accrued N. Carolina St. Income Tax	600
Employee Payroll Deductions:	
Child Support	
Dental Insurance	11,398
Optional Life	3,736
Vision Plan	4,648
Weight Watchers	516
Short Term Disability	3,176
Accident/Critical/Hospital	(101)
Staff Association	8,147
Due To Friends of the Library	1,916
TOTAL LIABILITIES	643,226

FUND BALANCE

Nonspendable:	
Inventory	104,877
Prepaid Items and Deposits	381,367
Annetta O'B Walker Trust Fund	4,000
A.P. Phillips Memorial Fund	100,000
Willis H. Warner Memorial Fund	33,712
Perce C. and Mary M. Gullett Memorial Fund	19,805
Committed:	
Vivian Esch Estate Fund	44,198
Edmund L. Murray Estate Fund	724,689
Arthur Sondheim Estate Fund	39,941
Strategic Plan	4,000,000
Assigned:	
N. Gaiman/Dr. Phillips Ctr Event Proceeds	41,204
Unassigned	32,984,541
Current Year Revenue over Expenditures	16,116,629
TOTAL FUND BALANCE	54,594,963
TOTAL LIABILITIES & FUND BALANCE	55,238,189

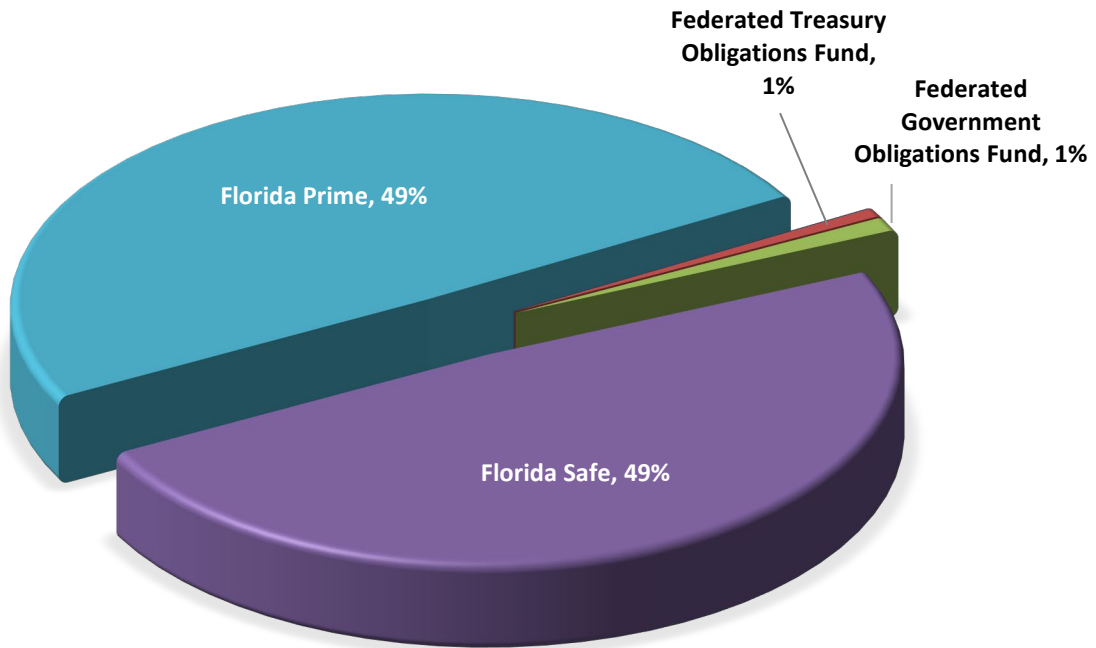
ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
August 31, 2024

	BALANCE 07/31/24	RECEIPTS	DISBURSE	BALANCE 08/31/24
OPERATING				
Equity in Pooled Cash	3,399,525	2,761,267	5,365,781	795,011
Equity in Pooled Investments	56,214,804	267,302	2,541,667	53,940,439
	59,614,329	3,028,569	7,907,448	54,735,450
CAPITAL PROJECTS				
Equity in Pooled Investments	43,550,519	2,424,897	-	45,975,416
SINKING				
Equity in Pooled Investments	5,873,741	343,532	-	6,217,273
SELF FUNDED HEALTH				
Equity in Pooled Cash	1,870,501	330,093	381,699	1,818,895
Claims Payment Checking Account	73,000	363,235	363,235	73,000
Equity in Pooled Investments	4,732,716	21,723	-	4,754,439
	6,676,217	715,051	744,934	6,646,334

ORANGE COUNTY LIBRARY DISTRICT GENERAL POOLED INVESTMENTS

August 31, 2024

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	747,074
Federated Government Obligations Fund	1,200,818
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	54,101,122
Florida Prime (SBA)-HW Demo Fund	262,287
Florida Prime (SBA)	54,576,266
TOTAL	110,887,567

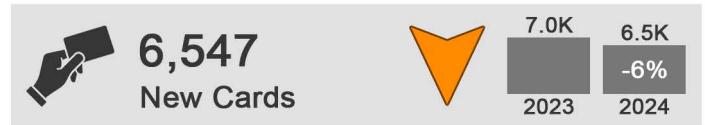
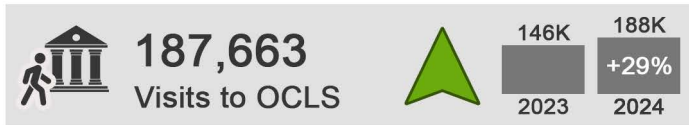


**Orange County Library System
Board of Trustees Meeting
September 12, 2024**

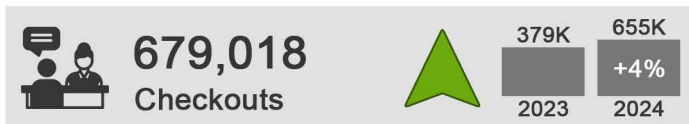
Dashboard: August 2024

Monthly Report: August 2024

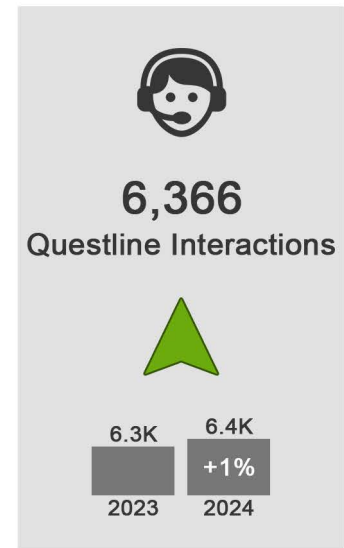
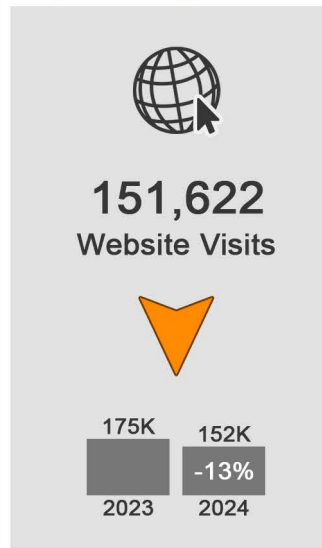
People



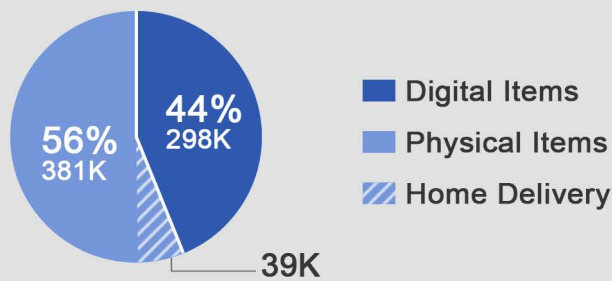
Collection



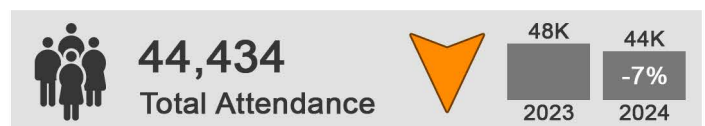
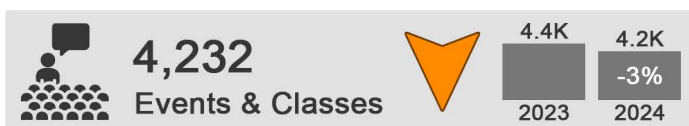
Spotlight: Offsite Contacts



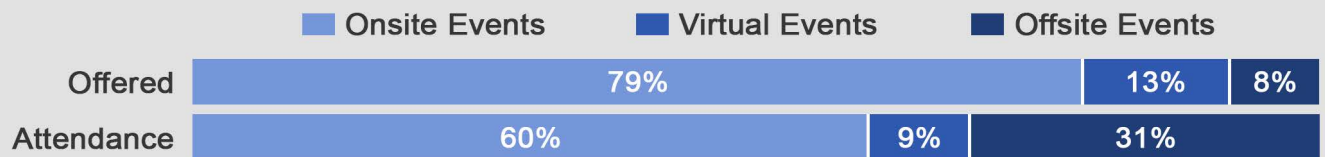
Checkouts by Collection Type



Events & Classes



Event & Class Types

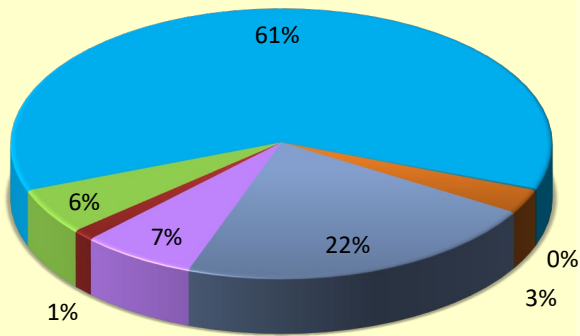


Customer Comment

- "I know before I walk through the door that I will be taken care of by the wonderful people working there!" - West Oaks Customer
- "This is one of the most enjoyable parts of my week!" - Alafaya Virtual Knit and Crochet Meetup Customer

Monthly Report for August 2024

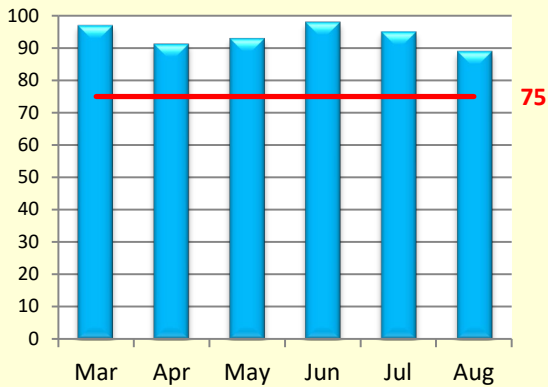
Contacts



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

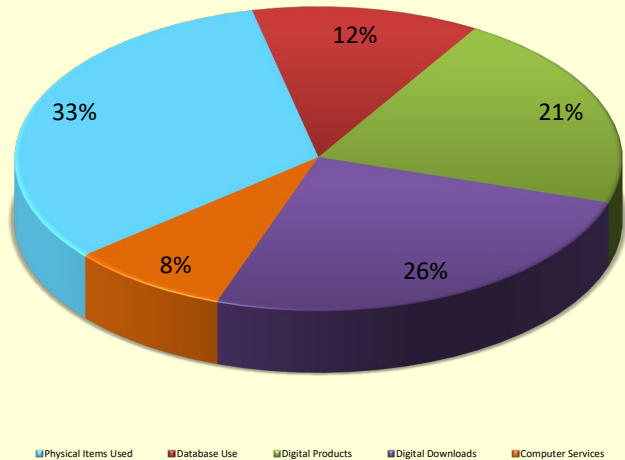
	2024	2023	% change
Door count	187,663	145,522	28.96%
MAYL Packages	36,018	39,216	-8.15%
External Web Visits	151,622	174,614	-13.17%
Catalog Searches	1,683,073	493,625	240.96%
Questline Calls	5,755	5,813	-1.00%
Social Media	79,015	77,103	2.48%
Electronic Contacts	601,743	527,670	14.04%
TOTAL	2,744,889	1,463,563	87.55%

Net Promoter Score



Resources Accessed

	2024	2023	% Change
Physical Items Used	380,528	377,113	0.91%
Database Use	143,195	126,787	12.94%
Digital Products	246,615	94,552	160.82%
Digital Downloads	298,490	277,512	7.56%
Computer Services	99,430	98,015	1.44%
TOTAL	1,168,258	973,979	19.95%

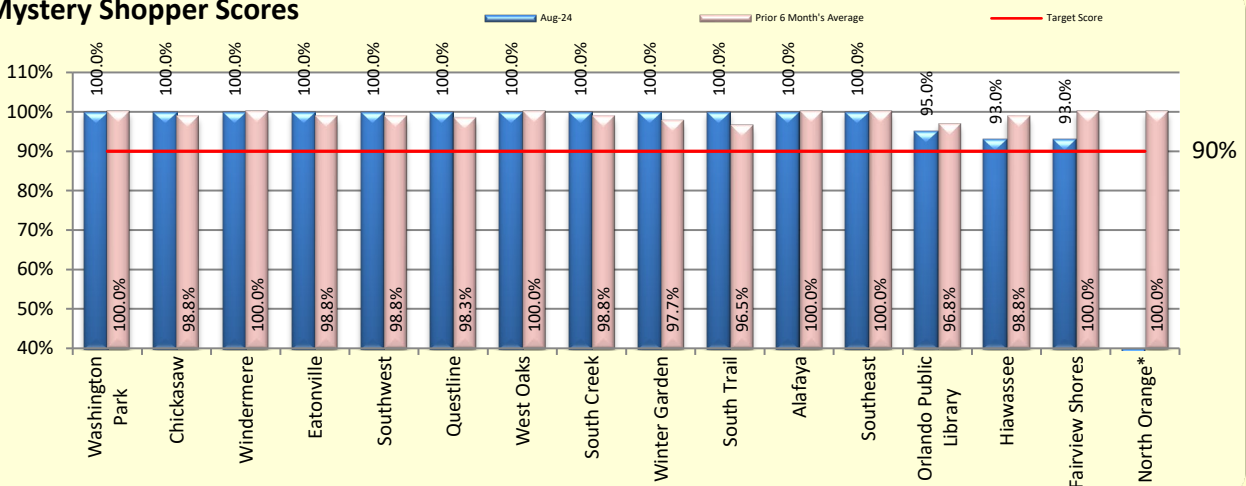


■ Physical Items Used ■ Database Use ■ Digital Products ■ Digital Downloads ■ Computer Services

Users

	2024	2023	% Change
Active Cards	366,812	337,334	8.74%
New Registrations	6,547	6,961	-5.95%
VLC Registrations	206,934	219,586	-5.76%
Transactions	96,209	88,884	8.24%

Mystery Shopper Scores



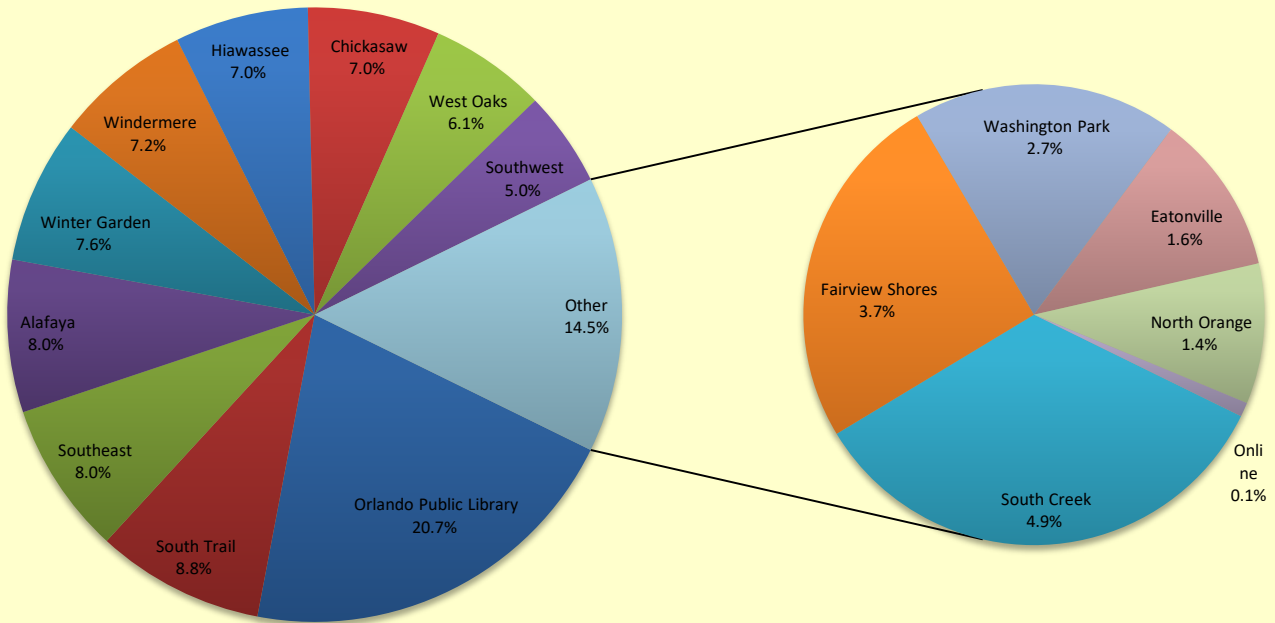
Physical item circulation for August 2024 was 380,528 including renewals. Checkouts for easy books were 29.3% or 43,205 items, juvenile fiction, juvenile non-fiction, and young adult totaled 23.7% or 35,019 items, and adult fiction, non-fiction, and large print combined for 21.9% or 32,412 items. DVDs equaled 9.9% with 14,415 items circulated.

August 2024 saw digital checkouts increase 8% from August 2023, with 298,490 total checkouts averaging 9,629 per day. Overdrive continued to be the most used resource, with 218,757 checkouts for the month. Hoopla set a new monthly record with 40,455 checkouts.

There were 150,070 visits to www.ocls.info last month. Mobile devices accounted for 56%, or 84,425 visits, while desktops and tablets had the remaining 44%, or 65,645 visits.

The book drop returns for August 2024 were 4,250 from Horizon West and 3,344 items from Lake Nona.

Events & Classes by Location



	Event Attendance			Class Attendance		
	2024	2023	% Change	2024	2023	% Change
Orlando Public Library	8,215	8,854	-7.2%	995	1,145	-13.1%
South Trail	3,584	4,866	-26.3%	343	44	679.5%
Southeast	3,300	3,476	-5.1%	271	318	-14.8%
Alafaya	3,236	3,146	2.9%	328	100	228.0%
Winter Garden	3,198	2,461	29.9%	160	102	56.9%
Windermere	3,031	4,429	-31.6%	163	73	123.3%
Hiawassee	2,703	2,842	-4.9%	417	180	131.7%
Chickasaw	2,862	2,601	10.0%	227	160	41.9%
West Oaks	2,569	1,921	33.7%	155	193	-19.7%
Southwest	1,955	2,300	-15.0%	272	301	-9.6%
South Creek	2,094	2,299	-8.9%	105	146	-28.1%
Fairview Shores	1,547	2,105	-26.5%	78	207	-62.3%
Washington Park	1,113	639	74.2%	86	55	56.4%
Eatonville	671	695	-3.5%	57	37	54.1%
North Orange	635	1,968	-67.7%	-	125	-100.0%
Online	-	-	0.0%	64	143	-55.2%
TOTAL	40,713	44,602	-8.7%	3,721	3,329	11.8%

In August 2024, we hosted 1,129 Events with an attendance of 30,082.

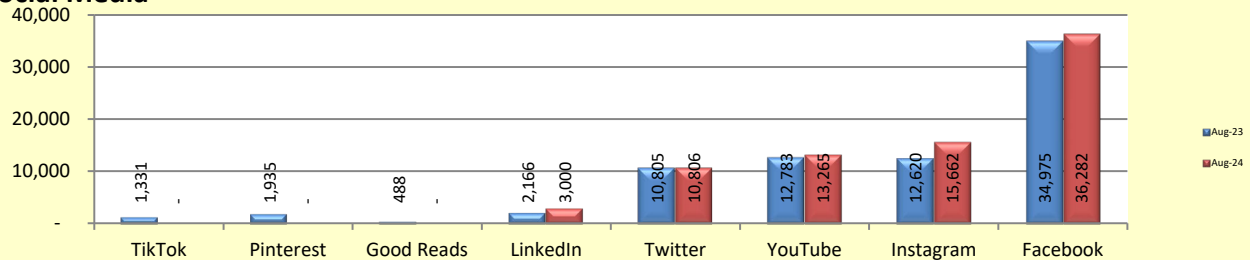
On 6 August, The Windermere branch hosted the Orange County Sheriff's Office for the "OCSO Mobile Video Game Theater" with 101 in attendance. On 10 August, 88 customers could immerse themselves into the history of Polynesia through dances at the Orlando Public Library with the "Polynesia Team". On 7 August, The Chickasaw branch hosted "Toddler Spill and Fill" with 87 customers attended to play with funnels and cups in this children's event. On 17 August, The Orlando Public Library hosted the "Harp and Clarinet Concert" where 67 customers enjoyed the melodic melodies specific to the musical instruments of the Harp and Clarinet. On 15 August, 59 customers enjoyed a lively comedy show at the Melrose Center, where performers make up scenes and stories on the spot.

In August 2024, we offered 1,004 classes with an attendance of 3,721. Also in

Events/Class Attendance

	2024	2023	% Change
Community Events	10,631	11,703	-9.16%
Events - Adult	15,516	15,405	0.72%
Events - Teen	403	418	-3.59%
Events - Children	14,163	17,076	-17.06%
Technology Classes	3,721	3,329	11.78%
TOTAL	44,434	47,931	-7.30%

Social Media



Social media statistics for August 2024 saw a 5.70% increase in growth.

An Instagram post titled "Not me forgetting the alphabet while working at a library" from August 8 has received more than 184,000 views- more than any past OCLS social post. The short video features two library workers shelving while the "A-B-C" song plays. The post was shared nearly 1,000 times and

**Orange County Library System
Board of Trustees Meeting
September 12, 2024**

Action Item: Consent Agenda

**Orange County Library System
Board of Trustees Meeting
September 12, 2024**

**Lake Nona Opening Day
Collection Purchase**

LAKE NONA BRANCH OPENING DAY COLLECTION PURCHASE

I. ISSUE STATEMENT

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

II. BACKGROUND & SUMMARY

The library worked with the city of Orlando to secure a lease for a new library branch in Lake Nona, which the Board of Trustees approved during the June 2022 board meeting. Since then, the library has been working with the City to finalize the design of the new branch and campus.

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

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

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

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

B&T quoted a shelf-ready processing price of \$3.99/per item in addition to the cost of the collection, which will be determined once the titles are selected. The library is projecting the budget not to exceed \$1.25 million. The Board of Trustees approved this ranking and budget during the May 2024 board meeting.

Library staff would like to use this ranking and confirmed with B&T that they would provide the same terms for the Lake Nona opening day collection. This would allow the library to meet the expedited schedule the City is working to achieve.

III. CONSIDERATION

The library is requesting the library board to approve using the same vendor ranking, approve the opening day collection purchase not to exceed \$1.25 million, and authorize staff to execute a contract with Baker & Taylor, LLC to supply the Lake Nona Branch opening day collection.

IV. RECOMMENDATION

Staff recommends that the library board approve using the same vendor ranking, approve the opening day collection purchase not to exceed \$1.25 million, and authorize staff to execute the contract with Baker & Taylor, LLC to supply the Lake Nona Branch opening day collection.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-133**

LAKE NONA BRANCH OPENING DAY COLLECTION PURCHASE

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 12th day of September 2024, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
September 12, 2024**

**Action Items:
Non-Consent Agenda**

**Orange County Library System
Board of Trustees Meeting
September 12, 2024**

**Orlando Public Library Roofing
Contractor Ranking Approval**

ORLANDO PUBLIC LIBRARY ROOFING CONTRACTOR RANKING APPROVAL

I. ISSUE STATEMENT

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

II. BACKGROUND & SUMMARY

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

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

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

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

Bowhead Roofing set themselves apart from the others by demonstrating a thorough understanding of a difficult downtown project. They intend to work at night to get longer work cycles from their crews, minimize road and sidewalk closures, and lessen traffic (debris removal and material deliveries) and noise impacts during library operating hours.

Advanced and Sutter provided good alternatives and solutions for working downtown but did not account for staff access to the basement parking garage or customer access to the Wall Street book return.

The following steps remain in the process:

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

III. CONSIDERATION

The library is requesting the library board to approve, modify, or reject the Procurement Committee's ranking and authorize staff to negotiate with the firms in order of ranking. Staff will bring the negotiated Roof Services Contract back to this Board for approval.

IV. RECOMMENDATION

Staff recommends that the library board approve the Procurement Committee's ranking and authorize staff to negotiate with the firms in order of ranking.

ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-135

ORLANDO PUBLIC LIBRARY ROOFING CONTRACTOR RANKING APPROVAL

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 12th day of September 2024, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the following ranking of roofing contractors:
 1. BOWHEAD ROOFING
 2. ADVANCED ROOFING
 3. SUTTER ROOFING
2. To authorize staff to negotiate a contract with the ranked firms in order of rank.
3. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
September 12, 2024**

**North Orange Remediation
Project Budget Update**

NORTH ORANGE BRANCH REMEDIATION PROJECT BUDGET UPDATE

I. ISSUE STATEMENT

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

II. BACKGROUND & SUMMARY

The Library Board approved a project budget of \$429,137 last month. As work progressed since that meeting the scope of work has changed dramatically and is outlined below.

- Interior sealants were unknown until the floor was thoroughly cleaned and cost \$1,950.
- Interior painting was expected to be minimal and absorbed into the contingency, but with substantial areas of additional drywall remediation the entire interior of the branch needs to be repainted at a cost of \$13,000.
- The remediation costs were increased by \$61,569 due to the necessity to remove and replace all drywall with 24" of the floor, with some areas up to 48", and several overhead areas that were unseen until the entire ceiling was removed.
- The slab cleaning required additional equipment and time to remove resulting in an increased cost of \$12,057.
- The ceiling tile estimate was incomplete when originally submitted and once corrected the cost increased by \$14,958.
- OCLS took on the dumpster expense to save \$350 per load. The total dumpster cost to date is \$1,476 and is being taken from the contingency.

The updated project budget is:

Service	Original Budget	Change Order	Revised Budget
Consulting	7,430	0	7,430
HVAC Repairs	792	0	792
Exterior Sealing	8,681	0	8,681
Interior Sealing	0	1,950	1,950
Exterior Painting	4,280	0	4,280
Interior Painting	0	13,000	13,000
Minor Electrical	5,000	0	5,000
Cabinetry	3,375	0	3,375
Collection Moving	31,500	0	31,500
Remediation	152,529	61,569	214,098
Furniture Move/Store	43,812	0	43,812
Slab Cleaning	29,255	12,057	41,312
Supply/Install Carpet	60,395	0	60,395
Supply/Install Ceiling Tiles	49,588	14,958	64,546
Post Remediation Services	12,500	0	12,500
Contingency	20,000	(1,476)	18,524
Total Costs	\$429,137	\$102,058	\$531,195

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

We do not expect any further charges as the project is at a point where materials have stopped being removed, slab testing is complete, floor sealing can begin, and drywall and ceiling installation work can start.

III. CONSIDERATION

The library is requesting the library board to approve the updated project budget of \$531,195 and authorize staff to execute contracts as necessary to complete the work.

IV. RECOMMENDATION

Staff recommends that the library board approve the updated project budget of \$531,195 and authorize staff to execute contracts as necessary to complete the work.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-136

NORTH ORANGE BRANCH REMEDIATION PROJECT BUDGET UPDATE

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 12th day of September 2024, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the updated North Orange Branch Remediation Project Budget of \$531,195.
2. To authorize staff to execute contracts as necessary to complete the work.
3. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
September 12, 2024**

**Discussion & Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
September 12, 2024**

Information

**Orange County Library System
Board of Trustees Meeting
September 12, 2024**

Director's Report



AUGUST 2024

MARKETING SNAPSHOT

MARKETING



"Pick Your Card" advertising kicked off in August with the introduction of a limited edition art card for National Library Card Sign-up Month. The campaign encourages new library card sign-ups with an eye-catching design. The orange crate and orange blossom card ads run through the month of September as a billboard, in print and digitally. Other August advertising focused on the almost sold-out Romance, Wine & Chocolate, bilingual programming, plant clinics and other gardening programming.

NEWS MEDIA

"Welcome back to school Orange County students"
The Apopka Voice, August 1

"Giant pigeons headed to downtown Orlando. Here's when to expect them."
ClickOrlando, August 6

"City of Orlando nears construction on Lake Nona project with library and more"
OBJ, August 7

"City of Orlando nears construction on Lake Nona project with library"
WFTV 9, August 8

"These libraries offer science, math and language classes for kids, adults for free"
ClickOrlando, August 21

"Best of Orlando, Best Free Stuff: OCLS extras"
Orlando Weekly, August 21

"Orange County Library System unveils limited orange blossom design for Library Card Sign-up Month."
Orlando Weekly, August 27

SOCIAL MEDIA



An original social post on OCLS's Instagram went viral with more than 197,000 views as of this snapshot. The post featured OCLS employees shelving books together when one puts in her airpods. The music switches to a rendition of the "A-B-C Song." The post resonated with library workers; the post's first comment, "The amount of times I whisper parts of the alphabet in a shift alone..." received 621 likes.

LOCAL WANDERER

Our arts and culture pass program welcomed two new partners: the Albin Polasek Museum & Sculpture Gardens and Opera Orlando.

Director's Report: September 2024 Meeting

September is National Library Card Signup Month, and we currently have two promotions running to encourage people to get their cards. First, we have a limited-edition affinity card, designed by one of our talented in-house graphic designers Kelly Williams, that features a vintage orange blossom design inspired by the tradition of decorative orange-crate labels that used to be the hallmark of citrus houses in the region. The card can be requested by signing up or renewing a library card in person during the month of September, while supplies last.

We are also partnering with local comic and record shops for a special giveaway that aligns with the American Library Association's Transformers-themed "Libraries: More Than Meets the Eye" campaign for National Library Card Signup Month. The local shops we are partnering with are giving people a chance to scan a QR code that takes them to more information about Orange County Library System and lets them fill out a form for a chance to win an ALA "Transformers Roll Out with a Library Card" poster or "Reading Comics is Reading" tote bag. Shops we are working with include Epic Comics, Coliseum of Comics Millenia, Gods & Monsters, Park Ave CDs and West Orange Comics & Video Games.

Tickets went on sale on Friday, September 6, for our first annual Lillian Louise Pharr Endowment Fund author event taking place at the Dr. Phillips Center for the Performing Arts on January 24. Our featured author is *New York Times* bestseller John Green, whose titles include *Turtles All the Way Down*, *The Fault in Our Stars*, *Looking for Alaska*, and *Paper Towns*. His newest title is a book of essays called *The Anthropocene Reviewed*. Tickets start at \$30 and proceeds from the event will help us bring more renowned authors to town in the future.

On September 20, the Chickasaw Branch hosts the annual Romance, Wine and Chocolate author event featuring best-selling author Brenda Jackson. Jackson will talk about her newest book, *The Cottage on Pelican Bay*, and the inspiration behind some of her other beloved titles.

September 15 marks the beginning of Hispanic Heritage Month, and multiple library locations are hosting events that celebrate Hispanic culture, music, food and art. For example, the Eatonville Branch is holding an exhibit of photography that focuses on the flavors and aesthetics of Colombian cuisine. *Flavors in Focus: A Culinary Photography Journey* by Juan Claudio Castillo is on display from September 1 through October 31, and on October 12 at noon, the artist will be on hand for a Meet the Artist talk to share insights about his work.

During the month of September, the Orlando Public Library will feature El Mariachi Show, La Calle Band, and Mexican Danza. Branches are planning craft activities, singalongs and Cuisine Corner Junior events to give kids a taste of Hispanic Heritage Month, too.

The Fairview Shores Branch is closed from September 9-22 for repairs, and Winter Garden Branch will undergo a refresh in 2025. Winter Garden will be closed January 6, 2025, through February 15, 2025, and is expected to reopen on Monday, February 17, 2025.

A new library drop box has been installed at the Fashion Square Mall along Highway 50. Ever since the Herndon Branch closed in 2020, we have heard from customers that they would like a more convenient drop-off location for library materials. We hope the box helps alleviate some of their concerns.

Finally, the library is undergoing a rebrand that will be in place on October 1. We have adopted a new logo, which we can reveal to you this evening, but will officially be revealed to the public tomorrow. We are also changing our domain name from a .info extension to a .org extension, to bring it in line with other trusted nonprofit domain extensions. On October 1, we will officially switch over to ocls.org on the public-facing side, and anyone who visits ocls.info will be redirected seamlessly to the new URL. We will use the rebrand to highlight not only the library's fresh new look, but also our new approach to service through our newly adopted strategic plan. Our marketing team is working on a campaign that uses the four pillars of the strat plan – to be welcoming, connected, forward-thinking and empowered – to highlight the work we are doing in those areas. Marketing and advertising pieces will begin to appear on billboard, TV, social media, digital ads, our website and in our locations on October 1.

**Orange County Library System
Board of Trustees Meeting
September 12, 2024**

**Public Comment:
Non-Agenda Items**