

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

Board Packet for December 2024



STEVEN POWELL Library Director/Chief Executive Officer

December 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 December 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

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

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

- 24-161 I. **Call to Order**
- 24-162 II. **Public Comment Policy & Procedures**
- 24-163 III. **Approval of Minutes: November 14, 2024 Library Board of Trustees Meeting**
- 24-164 IV. **Staff Presentation: Staff Day: Colleen Hooks**
- 24-165 V. **Financial Statements and Summaries: November 2024**
- 24-166 VI. **Dashboard: November 2024 – Leasha Tavernier**
- 24-167 **Strategic Plan: November 2024 – Leasha Tavernier**
- 24-168 VII. **Action Items: Consent Agenda**
- 24-169 Continuing Construction Manager at Risk Services Contract: Kris Shoemaker
- 24-170 Continuing Architectural and Structural Engineering Services Contract:
Kris Shoemaker
- 24-171 Continuing Mechanical, Electrical, and Plumbing Services Contract:
Kris Shoemaker
- 24-172 **Action Items: Non-Consent Agenda**
- 24-173 Approve the Winter Garden Branch Refresh and Restroom Renovation Project:
Kris Shoemaker
- 24-174 Approve the Purchase to Upgrade Finance Software: Kris Shoemaker
- 24-175 Approve the Orlando Public Library Roof Replacement Project: Kris Shoemaker
- 24-176 VIII. **Discussion and Possible Action Items**
- 24-177 IX. **Information**
- 24-178 Director's Report
- 24-179 **Public Comment: Non-Agenda Items**
- X. **Adjournment**

**Next Meeting Dates: January 9, 2025 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801
--- February 13, 2025 ~ 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
December 12, 2024**

Call to Order

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

Approval of Minutes

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

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

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (11/0); Nicole Benjamin (1/0 – City);
 Ashley Cisneros Mejia (1/0 – City);
 Venessa Tomlin (11/2); Sharon Smoley (11/4)

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

- 24-141 I. **Call to Order**
 President Bohannon called the meeting to order at 6:01 p.m.
- 24-142 II. **Public Comment Policy & Procedures**
- 24-143 III. **Approval of Minutes: September 12, 2024 Library Board of Trustees Meeting**
 Trustee Smoley, seconded by Trustee Tomlin, moved to approve the minutes of the
 September 12, 2024 Library Board of Trustees Meeting. Motion carried 5-0.
- 24-144 IV. **Staff Presentations:**
Division of Human Resources:
Yvonne Hartley, Neal Persaud and Colleen Hooks
Marketing & Public Relations:
Leigh Andrus and Ingrid Paramapoonya
- 24-145 V. **Financial Statements and Summaries:**
September 2024
October 2024
 CFO Shoemaker reviewed the September and October 2024 financial reports, and
 he reported that 10% of the Horizon West project budget and 32% of the North
 Orange project budget have been spent.
- 24-146 VI. **Dashboard:**
September 2024 – Bethany Stone
October 2024 – Bethany Stone
FY 2024 Circulation & Door Count Report
 COO Stone reviewed the September and October reports, as well as the
 year-end circulation and door count report. She explained that the decrease
 in September visits and events can be attributed to the North Orange
 closure and the closure at Fairview Shores for carpet installation. She also
 reported that in October 10 locations were early voting sites and the door
 count was up by 75%, with 110,000 additional visitors who may have never been to
 a library location. Attendance at classes and events were down by design, as
 these were cancelled at early voting sites. To supplement for the cancellations,
 virtual and pop-up events were offered. The year-end circulation report showed
 a 10% increase over last fiscal year, while the year-end door count increased
 almost 6%.

She also reported that the Community Engagement Department has developed a great partnership with the Arnold Palmer Hospital for Women and Children and the contact there gave the newly formed Department a glowing compliment. It will be great for staff to be able to share the compliment when reaching out to new partners. Brief discussion ensued regarding offsite and outreach events in the community, which help to reach individuals who may not be able to go to a physical location.

- 24-147 VII. **Action Items: Consent Agenda**
Vice President Benjamin, seconded by Trustee Tomlin, moved to approve the items on the Consent Agenda. Motion carried 5-0.
- 24-148 **Approval of the Annual Plan of Service FY 2025: Steve Powell**
The Board approved the FY 2024 – 2025 Annual Plan of Service.
- 24-149 **Eatonville Branch Lease Renewal: Erica Grant**
The Board approved the terms of the second five-year term lease extension with the Town of Eatonville; and authorized staff to execute the second five-year lease extension with the Town of Eatonville; and to authorize staff to execute an amended lease agreement that includes two (2) additional five (5) year renewal options.
- 24-150 **Action Items: Non-Consent Agenda**
- 24-151 **Election of Board Officers and Committee Appointments**
Trustee Smoley, seconded by Trustee Tomlin, nominated President Bohannon to continue as President. Motion carried 5-0.
- President Bohannon, seconded by Trustee Tomlin, nominated Vice President Benjamin to continue as Vice President. Motion carried 5-0.
- President Bohannon, seconded by Vice President Benjamin, nominated Trustee Smoley to continue as the Personnel Committee chair. Motion carried 5-0.
- 24-152 **Guaranteed Maximum Price and Project Budget Approval for the Construction of the Lake Nona Branch: Bethany Stone**
COO Stone presented the budget for the Lake Nona branch project. She stated that previously, the Library Board authorized staff to finalize and execute a lease agreement with the City of Orlando for a branch library in the Lake Nona community. A key component of the lease is the option for the library to purchase the city's interest in the library building and stage area, negating the need to pay the City fixed and stage area rent. She also stated that all parties involved have met and completed the design and planning phases of the project and that the final price will not exceed \$25,965,000. The project will be fully funded by the completion of construction in 2026. Brief discussion ensued.
- Trustee Cisneros Mejia, seconded by Trustee Smoley, moved to approve the Lake Nona Branch Construction Project Budget of \$25,965,000 and to authorize Library staff to approve the Guaranteed Maximum Price and total project budget with the City of Orlando. Motion carried 5-0.
- 24-153 **Procurement and Implementation of a Human Resources Information System: Yvonne Hartley and Thomas Beaver**
Chief Human Resources Officer Hartley and I.T. Services Department Head Beaver reviewed the proposal to purchase a human resources information system to replace the current platforms that are currently used.

Trustee Smoley, seconded by Trustee Tomlin, moved to approve the ranking of the short-listed vendors; to approve a project budget of \$345,667 that includes the Vertosoft/UKG price of \$323,052 and a 7% contingency of \$22,615; and to authorize the Director/CEO to execute a contract with Vertosoft/UKG. Motion carried 5-0.

- 24-154 **Director's Evaluation & Personnel Committee Meeting: Evaluation & Minutes Approval: Sharon Smoley**
 President Bohannon and Trustee Smoley met with Director Powell and recommended that he receives a far exceed requirements rating for his outstanding job performance during the evaluation period. Trustee Smoley, seconded by Trustee Benjamin, moved to approve Director Powell's evaluation and the committee minutes. Motion carried 5-0.
- 24-155 VIII. **Discussion and Possible Action Items**
 The Board talked about lobbying state lawmakers during legislative days in Tallahassee. They learned that GrayRobinson, the Library's general counsel, handles lobbying for OCLS. Director Powell mentioned he would look for contracts related to lobbying and legal services.
- 24-156 IX. **Information**
- 24-157 **Strategic Plan FY 2024 – 4th Quarter Update: Erin Sullivan**
 Chief Marketing and Public Relations Officer Sullivan gave an overview of the accomplishments and expansion of services that are reflected in the final quarterly report of the FY 2024 Strategic Plan.
- 24-158 **Director's Goals FY 2024 – 4th Quarter Update**
 The Director's Goals were reviewed in-depth at the Personnel Committee Meeting on November 5, 2024, and were not discussed.
- 24-159 **Strategic Plan FY 2025 – October Update**
 Director Powell gave the following update to the Board:
BE WELCOMING
- Explore opportunities to optimize accessibility.
 - **The Marketing and Public Relations Department met with the OPL Customer Service Department to plan cross-training on meeting room reservations and payment processing, aiming to enhance walk-up reservation and cash payment experiences.**
- BE CONNECTED**
- Support partnerships with health and wellness organizations.
 - **The Community Engagement Department staff met with representatives at Nemours Children's Hospital to discuss staffing updates at the hospital, schedule revisions, and ideas for additional events throughout the coming year.**
 - **Community Engagement connected with the new project lead for the Florida Department of Health (FDOH)-Orange County's Florida Healthy Baby Initiative.**
- BE FORWARD-THINKING**
- Evaluate the digital customer experience.
 - **IT Design & Development staff are finalizing details of a contract with Communico to implement their Connect app.**

BE EMPOWERED

- Explore ways to offer professional development opportunities.
 - **Library leadership is evaluating organizational memberships to determine if individual memberships might better serve staff who want to be more involved in a professional organization.**

24-160

Director's Report

On October 29, Director Powell was invited to present to the Learning Institute for Elders (LIFE) at UCF, a group that offers lifelong learning opportunities and community experiences for adults aged 50 and up. The LIFE group usually attracts audiences of 200 to 300 people for its presentations, held in the Pegasus Ballroom on the UCF campus. Presentations are also live-streamed to an audience of 100 to 150 people who watch from home. The topic he was asked to cover was Breaking Down Barriers: How a Focus on Outreach and Equity Make Orange County Library System More Accessible to All. He talked about the library's past, and its focus on outreach going all the way back to the first bookmobile and traced the progress to the current effort to bring library programming into the community. It was an incredibly engaged group who had multiple questions after the presentation was complete. Thanks to the Community Engagement Department, which sent staff to host two information tables at the event so people could learn more about OCLS resources, sign up for library cards and engage with us in person.

LIFE at UCF also brought a group of 25 of its members to tour the Orlando Public Library, with an emphasis on Melrose Center resources, on November 7. Approximately half of the group had never come downtown to see this location in person before, and several of them signed up for their first Orange County Library System cards at the end of the tour.

Last week, on Tuesday, November 5, staff launched a new storytime event at the Orlando Executive Airport. Ever since the Herndon Branch closed in 2020, staff have heard from the community that they miss having library events for children nearby. This partnership with the Greater Orlando Airport Authority will bring storytimes for children to the community on the first Tuesday of each month.

A wonderful opportunity to partner with Sally Ride Elementary School was presented recently, thanks to Trustee Ashley Cisneros Mejia. During the week of December 16-20, students from Sally Ride will have the opportunity to talk to astronauts living at the International Space Station. In partnership with Amateur Radio on the ISS, students will get to interview an astronaut for a special event that will be live-streamed throughout the school. OCLS is hoping to stream the event at some locations so the community can watch the interview live. Staff have also teamed up with the school to support space-themed educational programming by bringing a book bike and the Community Engagement Department to the school leading up to the event. Staff will help promote the event to the community, so people are aware of how to watch the interview. This is a unique opportunity to partner with an elementary school where many students come from families with limited incomes.

Yesterday OCLS officially broke ground at Horizon West. It has been a long time coming, and it's great to finally make progress on this branch. There is also a rescheduled date of December 3 for the groundbreaking at Lake Nona.

24-161

Public Comment: Non-Agenda Items**X. Adjournment**

Vice President Benjamin, seconded by Trustee Tomlin, moved to adjourn the meeting. Motion carried 5-0. President Bohannon adjourned the meeting at 7:43 p.m.

Next Meeting Dates: December 12, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- January 9, 2025 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801

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

**Financial Statements &
Summaries:
November 2024**

Orange County Library System
FY 2024-25 Financial Statement Highlights
Two Months Ended November 30, 2024

Project Summaries:

Horizon West Branch Library: Project to-date costs are \$2,859,258 or 10.5% of the \$27,275,000 approved project budget.

Lake Nona Branch Library: Project to-date costs are \$1,184,281 or 4.6% of the \$25,965,000 approved project budget. Note: The City of Orlando is paying the construction portion of the cost (approximately \$20,183,864) up front and the Library will reimburse actual costs to the City within one year after receiving Certificate of Occupancy.

North Orange Remediation: Project to-date costs are \$186,321 or 35.1% of the \$531,195 approved project budget. The project is complete, and the branch is open, we are waiting on the final invoices to pay.

Operating Fund Revenue & Expenditure Summaries:

Revenues:

Ad Valorem Taxes:

The Library budgeted \$73,425,000 for Ad Valorem Taxes in FY 2024-25 based on property tax values, a millage rate of 0.3748, and a 5% statutory deduction. So far this year, we have received \$2,670,334 or 3.6% 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 \$665,000 for State Aid Revenues and \$130,000 for other State and Federal Grants in FY 2024-25, based on anticipated funding from the various agencies. We have received \$0 which is 0.0% of the budget.

Fee Cards:

The Library budgeted \$100,000 for Fee Card revenues for FY 2024-25. Through November, we received \$14,165 or 14.2% of budgeted revenue.

Meeting Rooms:

The Library budgeted \$30,000 for meeting room revenues for FY 2024-25. Through November, we received \$4,315 or 14.4% of budgeted revenues.

Faxes:

The Library budgeted \$15,000 for fax revenues and have received \$2,392 or 15.9% year-to-date.

Passport Facility & Photo Fees:

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2024-25. Through November, we received \$2,639 or 22.0% of budgeted revenues.

Copy and Prints:

The Library budgeted \$180,000 for these services in FY 2024-25. We received \$23,334 or 13.0% of budget thru November which are slightly lower than anticipated.

Fees and Lost Materials:

Revenues from Fees and Lost Materials thru November are \$6,597 or 13.7% of budget.

Investment Earnings:

As of the time of these reports, we have not received our November 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 November we have received \$861 or 1.7% of the budget.

Internet Rebate:

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

Transfer From 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 2024-25 we have received \$-0- or 0.00% of the budget.

Expenses:

Defined Benefit Pension Plan:

The Defined Benefit Pension Plan Expenditures are at \$250,000 or 13.2% of budget. The revised estimate based on the actuarial report indicates we will spend approximately than \$1.5 million for the account in FY 2024-25.

Worker's Compensation:

The Worker's Compensation Expenditures are at \$40,954 or 27.3% of budget. These costs are paid quarterly in advance.

Unemployment Compensation:

The Unemployment Compensation Expenditures are at \$246 or 0.4% of budget.

Delivery & Postage:

The Delivery and Postage Expenditures are at 14.3% of the budget, which is in line for the FY allocation.

Insurance:

The Insurance Expenditures are at 26.8% of budget, as a majority of the insurance policies renew in October and November and have to be pre-paid.

Property Appraiser Fees:

The expenditures in this category are at 49.1% of budget, which is in line with the budget.

Supplies Hardware Software:

The expenditures in this category are at 0.2% of budget. This account is for any electronic-related purchase with a unit cost of less than \$1,000.

Supplies – Programming:

The expenditures in this category are at \$42,337. This account is for any supplies used for programming, mainly Summer At Your Library (SAYL) and Community Engagement. This account is a

sub-set of the Supplies Account. The combined expenditure of Supplies and Supplies-Programing are 9.6% of the budget, which is on target.

Building Improvements Expense:

The Library budgeted \$9,000,000 for various building improvement projects such as the Main's Roof Replacement, OPL's Exterior Lighting Upgrade, OPL's Front Entrance Improvements, OPL's First Floor Renovation Design, Winter Garden Refresh, West Oaks HVAC Replacement and other system wide improvements. The \$74,108 expended so far is primarily related to the First Floor Renovation Design.

Horizon West Project Budget
Expenditures As of 11-30-2024

Project Code 20-010	Vendor	Original Budget	Change Order	Revised Budget	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 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	671,293	-	\$ 1,293,332	(\$261,612)
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	-	60,074	11,031	\$ 79,555	(\$1,420,445)
Construction	H.J. High	18,300,000	-	18,300,000	-	-	412,550	227,959	\$ 640,509	(\$17,659,491)
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	-	-	477,900	-	\$ 477,900	(\$172,100)
Contingency		1,750,000	-	1,750,000	-	-	-	-	-	(\$1,750,000)
Project Costs		\$27,275,000	-	\$27,275,000	\$315,293	\$593,644	\$1,711,330	\$238,990	\$2,859,258	(\$24,415,742)

Lake Nona Project Budget
Expenditures As of 11-30-2024

Project Code 23-002	Vendor	Original Budget	Change Order	Revised Budget	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Actual	Total Actuals	Variance
Payable to the City of Orlando										
Project Management Fee	City of Orlando	\$ 852,580	\$ -	\$ 852,580	\$ -	\$ -	\$ -	\$ -	\$ -	(\$852,580)
Design Team Building	Borrelli + Partners	1,424,697	-	1,424,697	-	246,059	470,222	-	716,281	(\$708,416)
Design Team Stage	Borrelli + Partners	500,000	-	500,000	-	9,188	18,813	-	28,000	(\$472,000)
Permitting & Impact Fees	City of Orlando	1,500,000	-	1,500,000	-	-	-	-	-	(\$1,500,000)
Construction	H.J. High	15,906,587	-	15,906,587	-	-	-	-	-	(\$15,906,587)
Total Payable to the City of Orlando		\$20,183,864	\$0	\$20,183,864	\$0	\$255,247	\$489,034	\$0	\$744,281	(\$19,439,583)
Library Direct Cost										
Advanced Rent To City	City of Orlando	\$440,000	\$ -	\$440,000	\$440,000	\$ -	\$ -	\$ -	\$440,000	\$ -
Threshold & Other Testing	TBD	150,000	-	150,000	-	-	-	-	-	(\$150,000)
FF&E	TBD	1,800,000	-	1,800,000	-	-	-	-	-	(\$1,800,000)
Opening Day Collection	Baker & Taylor	1,250,000	-	1,250,000	-	-	-	-	-	(\$1,250,000)
Wildlife Mitigation	FWC & Others	500,000	-	500,000	-	-	-	-	-	(\$500,000)
Contingency		1,641,136	-	1,641,136	-	-	-	-	-	(\$1,641,136)
Total Library Direct Cost		\$5,781,136	\$0	\$5,781,136	\$440,000	\$0	\$0	\$0	\$440,000	(\$5,341,136)
Total Project Costs		\$25,965,000	\$0	\$25,965,000	\$440,000	\$255,247	\$489,034	\$0	\$1,184,281	(\$24,780,719)

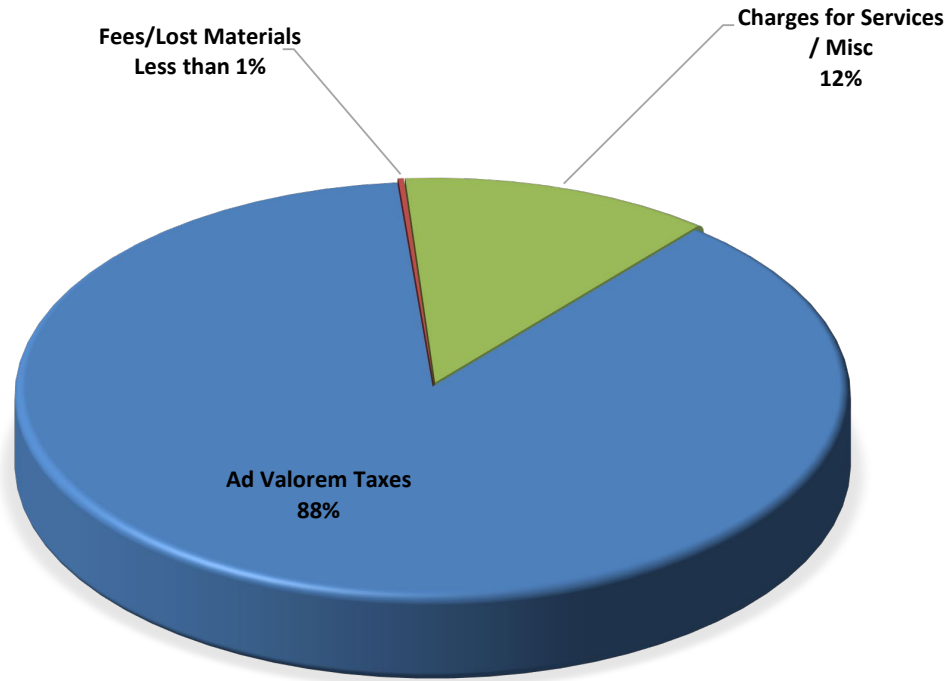
North Orange Remediation Project Budget

Expenditures As of 11-30-2024

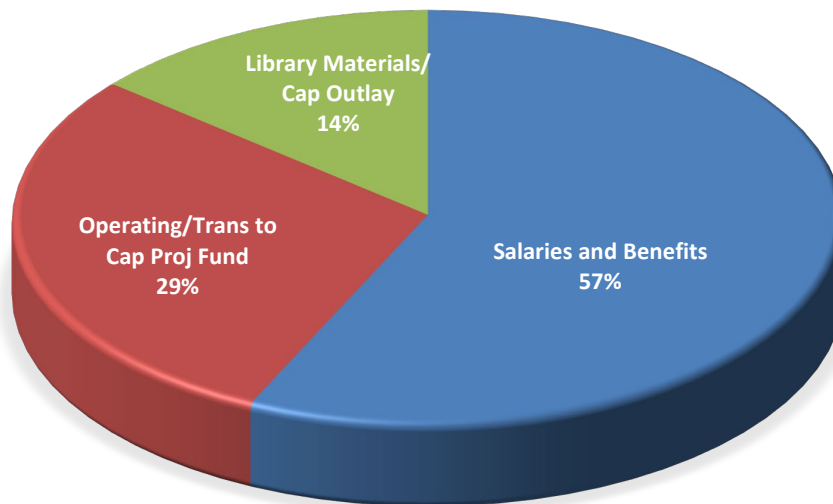
	<u>Original Budget</u>	<u>Change Order</u>	<u>Revised Budget</u>	<u>FY 24 Actual</u>	<u>FY 25 Actual</u>	<u>Variance</u>
<u>Project Code 24-009</u>						
Remediation	\$201,714	\$61,569	\$263,283	\$12,380	-	(\$250,903)
Sealing Painting	12,961	27,007	39,968	16,556	3,895	(\$19,517)
Flooring	60,395	-	60,395	-	63,852	\$3,457
Ceiling	49,588	14,958	64,546	61,346	-	(\$3,200)
Moving	75,312	-	75,312	-	20,250	(\$55,062)
Other	9,167	-	9,167	4,667	3,375	(\$1,125)
Contingency	20,000	(1,476)	18,524	-	-	(18,524)
Project Costs	\$429,137	\$ 102,058	\$531,195	\$94,949	\$91,372	(\$344,874)

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Two Months Ended November 30, 2024

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Two Months Ended November 30, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(2 months= 16.7%)
AD VALOREM TAXES	73,425,000	2,670,334	3.6%
INTERGOVERNMENTAL			
Federal & State Grants	795,000	-	0.0%
CHARGES FOR SERVICES			
Fee Cards	100,000	14,165	14.2%
PC Express (\$1 for 1 hour)	700	338	48.3%
Meeting Rooms	30,000	4,315	14.4%
Faxes	15,000	2,392	15.9%
Ear Buds & Jump Drives	2,500	401	16.0%
Bag Sales	3,000	133	4.4%
Copy & Prints	180,000	23,334	13.0%
Passport Facility & Photo Fees	12,000	2,639	22.0%
Other	7,000	30	0.4%
	<u>350,200</u>	<u>47,747</u>	<u>13.6%</u>
FEES & LOST MATERIALS	48,000	6,597	13.7%
MISCELLANEOUS			
Investment Earnings	1,166,500	175,031	15.0%
Sales of Surplus Property	5,000	200	4.0%
Contributions - Friends of Library	50,000	-	0.0%
Contributions - Others	50,000	861	1.7%
Internet Rebate	78,720	-	0.0%
Grants & Awards	15,000	-	0.0%
Miscellaneous	35,000	1,201	3.4%
	<u>1,400,220</u>	<u>177,293</u>	<u>12.7%</u>
TRANSFER FR PROP APPRAISER	50,000	119,237	238.5%
TRANSFER FR TAX COLLECTOR	582,000	-	0.0%
	<u>582,000</u>	<u>0</u>	<u>0.0%</u>
TOTAL REVENUES	<u><u>76,650,420</u></u>	<u><u>3,021,208</u></u>	<u><u>3.9%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY**

Two Months Ended November 30, 2024

	ANNUAL BUDGET	YTD ACTUAL	(2 months= 16.7%)
SALARIES & BENEFITS			
Salaries	28,475,000	4,527,699	15.9%
Medicare Taxes	425,000	64,559	15.2%
Defined Contribution Pension Plan	2,150,000	339,579	15.8%
Defined Benefit Pension Plan	1,900,000	250,000	13.2%
Money Purchase Pension Plan	1,850,000	257,300	13.9%
Life and Health Insurance (Employees)	4,875,000	634,632	13.0%
Worker's Compensation	150,000	40,954	27.3%
Unemployment Compensation	60,000	246	0.4%
Retiree Health Care (OPEB)	650,000	59,074	9.1%
Parking & Bus Passes	300,000	43,296	14.4%
	<u>40,835,000</u>	<u>6,217,339</u>	<u>15.2%</u>
OPERATING			
Professional Services	550,000	45,461	8.3%
Other Contractual Services	3,000,000	243,481	8.1%
Other Contract. Serv.- Janitorial	520,000	54,079	10.4%
Training and Travel	250,000	13,842	5.5%
Telecommunication	650,000	40,367	6.2%
Delivery and Postage	1,600,000	229,114	14.3%
Utilities	1,150,000	90,329	7.9%
Rentals and Leases	1,660,000	322,694	19.4%
Insurance	925,000	248,310	26.8%
Repairs and Maintenance/Leasehold Improvements	1,925,000	163,561	8.5%
IT Subscriptions/Maintenance Contracts	1,855,000	217,609	11.7%
Copying/Printing	400,000	33,427	8.4%
Promotional Activities	500,000	51,636	10.3%
Property Appraiser's Fee	741,000	363,690	49.1%
Tax Collector's Fee	1,500,000	53,407	3.6%
Supplies	1,400,000	92,026	6.6%
Supplies-Hardware/Software	850,000	1,778	0.2%
Supplies-Programming	-	42,337	-
Memberships	20,000	2,278	11.4%
	<u>19,496,000</u>	<u>2,309,426</u>	<u>11.8%</u>
CAPITAL OUTLAY			
Building and Improvements	9,000,000	74,108	0.8%
Equipment and Furniture	1,000,000	17,042	1.7%
Hardware/Software	1,875,000	21,310	1.1%
	<u>11,875,000</u>	<u>112,460</u>	<u>0.9%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	15,000	-	0.0%
Materials - Other	6,356,400	1,370,862	21.6%
	<u>6,371,400</u>	<u>1,370,862</u>	<u>21.5%</u>
TRANSFER TO CAPITAL PROJECTS FUND	5,000,000	833,333	16.7%
TRANSFER TO SINKING/EARR FUND	500,000	83,333	16.7%
TOTAL EXPENDITURES	<u><u>84,077,400</u></u>	<u><u>10,926,753</u></u>	<u><u>13.0%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Two Months Ended November 30, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(2 months= 16.7%)
REVENUES			
Investment Earnings	125,000	221,964	177.6%
Transfer from Operating Fund	5,000,000	833,333	16.7%
Reserves	43,600,000	-	0.0%
TOTAL REVENUES	48,725,000	1,055,297	2.2%
EXPENDITURES			
New Horizon West Branch	24,725,000	238,990	1.0%
New Branch FFE	1,000,000	-	0.0%
New Branch Materials	1,000,000	-	0.0%
New Lake Nona Branch	1,500,000	-	0.0%
Reserves	20,500,000	816,307	4.0%
TOTAL EXPENDITURES	48,725,000	1,055,297	2.2%

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Two Months Ended November 30, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(2 months= 16.7%)
REVENUES			
Investment Earnings	50,000	27,491	55.0%
Transfer from Operating Fund	500,000	83,333	16.7%
Reserves	5,357,000	-	0.0%
TOTAL REVENUES	5,907,000	110,824	1.9%
EXPENDITURES			
Reserves-Building and Improvements	4,157,000	77,992	1.9%
Reserves-Horizon West Contract	1,000,000	18,761	1.9%
Reserves-Horizon West Demo	250,000	4,690	1.9%
Reserves-Technology	500,000	9,381	1.9%
TOTAL EXPENDITURES	5,907,000	110,824	1.9%

**ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Two Months Ended November 30, 2024**

	ANNUAL BUDGET	YTD ACTUAL	(2 months= 16.7%)
REVENUES			
Investment Earnings	25,000	2,158	8.6%
Investment Fair Value	-	31,106	-
Reserves	1,096,000	-	0.0%
TOTAL REVENUES	1,121,000	33,264	3.0%
EXPENDITURES			
Equipment	75,000	-	0.0%
Reserves	1,046,000	33,264	3.2%
TOTAL EXPENDITURES	1,121,000	33,264	3.0%

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
November 30, 2024**

ASSETS

Cash on Hand	15,763
Equity in Pooled Cash	4,761,954
Equity in Pooled Investments	33,143,308
Accounts Receivable	3,586
Due from Other Funds	7,000
Inventory	151,527
Prepays	251,862
Other Assets - Deposits	<u>7,500</u>

TOTAL ASSETS

38,342,500

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
November 30, 2024

LIABILITIES

Accounts Payable	76,998
Accrued Wages Payable	1,160,988
Accrued Sales Tax	410
Accrued Fax Tax	76
Accrued N. Carolina St. Income Tax	514
Employee Payroll Deductions:	
Child Support	
Dental Insurance	4,283
Optional Life	4,140
Vision Plan	(144)
Weight Watchers	516
Short Term Disability	4,846
Accident/Critical/Hospital	1,325
Staff Association	(709)
Due To Friends of the Library	1,446
TOTAL LIABILITIES	1,254,689

FUND BALANCE

Nonspendable:	
Inventory	151,527
Prepaid Items and Deposits	259,362
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	39,574,918
Current Year Expenditures over Revenue	(7,905,545)
TOTAL FUND BALANCE	37,087,811
TOTAL LIABILITIES & FUND BALANCE	38,342,500

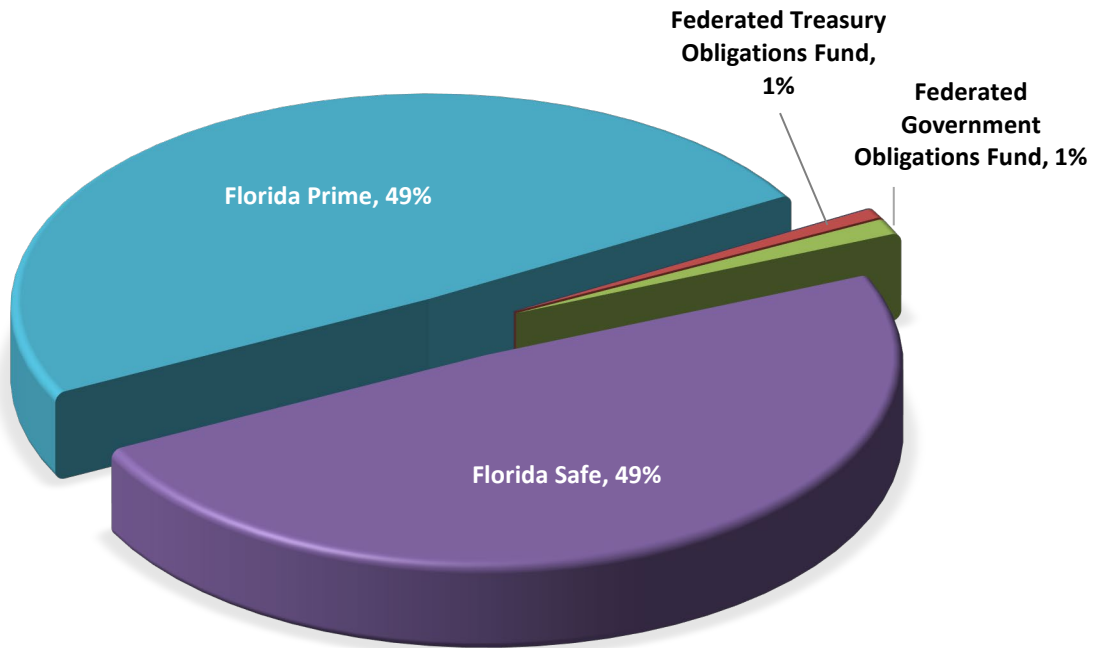
**ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
November 30, 2024**

	BALANCE 10/31/24	RECEIPTS	DISBURSE	BALANCE 11/30/24
OPERATING				
Equity in Pooled Cash	702,551	8,634,653	4,575,250	4,761,954
Equity in Pooled Investments	39,427,127	174,515	6,458,334	33,143,308
	40,129,678	8,809,168	11,033,584	37,905,262
CAPITAL PROJECTS				
Equity in Pooled Investments	53,057,800	638,074	-	53,695,874
SINKING				
Equity in Pooled Investments	6,580,557	69,148	-	6,649,705
SELF FUNDED HEALTH				
Equity in Pooled Cash	1,593,510	328,878	374,252	1,548,136
Claims Payment Checking Account	73,000	361,724	361,724	73,000
Equity in Pooled Investments	4,796,587	20,095	-	4,816,682
	6,463,097	710,697	735,976	6,437,818

ORANGE COUNTY LIBRARY DISTRICT GENERAL POOLED INVESTMENTS

November 30, 2024

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	756,440
Federated Government Obligations Fund	1,215,922
 LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	48,034,962
Florida Safe-HW Demo Fund	265,712
Florida Prime (SBA)	48,032,533
 TOTAL	 98,305,569

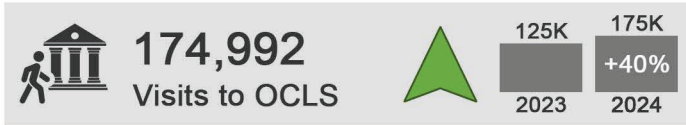


**Orange County Library System
Board of Trustees Meeting
December 12, 2024**

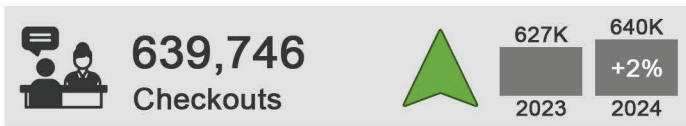
Dashboard: November 2024

Monthly Report: November 2024

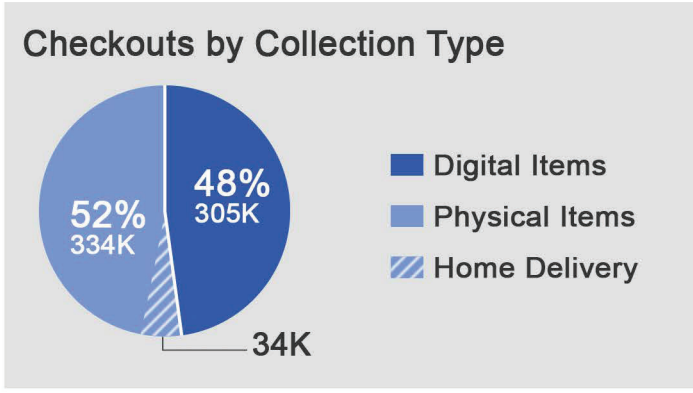
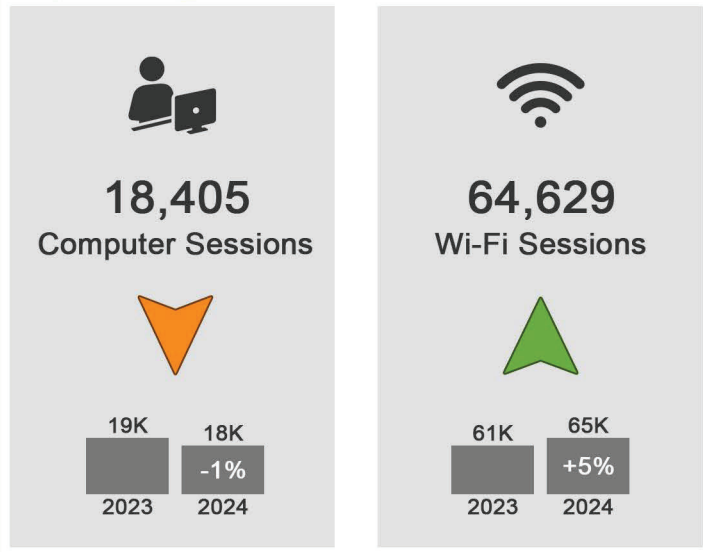
People



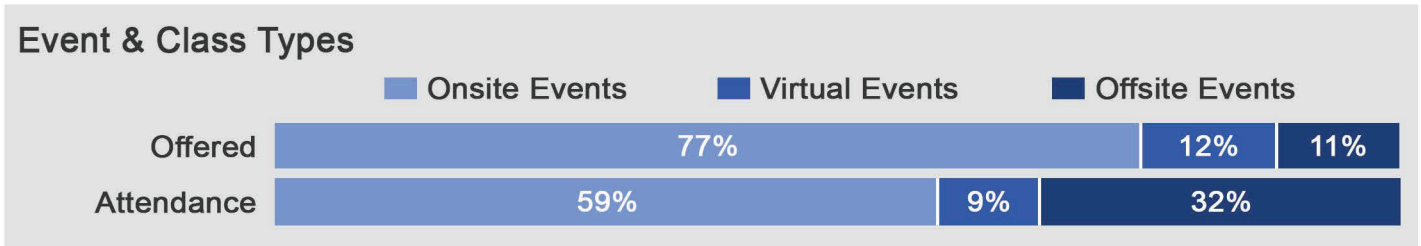
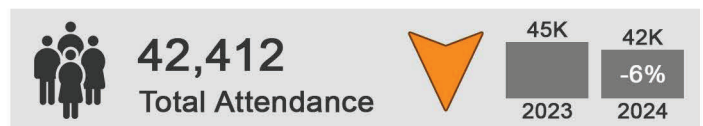
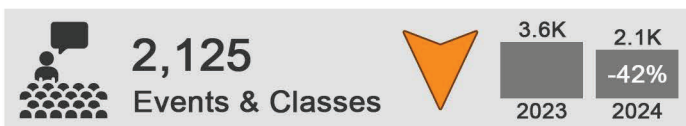
Collection



Spotlight: Internet Access



Events & Classes



Customer Comment

"I'm so glad the Chickasaw Branch hosted the Comrades and Coffee event. The staff was amazingly kind and 100% in on caring for these veterans. They listened intently as each veteran shared their story. Many who spoke had no place to go, and this helped fill a void for them. THANK YOU to the Chickasaw staff!"

- Chickasaw Customer

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

**Strategic Plan Update:
November 2024**

ORANGE COUNTY LIBRARY SYSTEM

Strategic Plan Update for NOVEMBER 2024

Purpose Statement:

**Enriching lives through experiences and opportunities
to learn, grow and connect.**

BE WELCOMING

Objective: We will provide excellent customer service, create inviting spaces and ensure accessibility so the community feels welcome at OCLS.

Activity: Provide additional ways to access library services throughout the county.

- Expand in-demand library services so that they are accessible to more people in the community.
 - In early November 2024, OPL Circulation Department staff developed a Drive-Up Window Initiative for re-opening the OPL Drive-Up Window and starting on November 18, 2024, the DUW officially opened during business hours seven days a week.
- Partner with more organizations willing to host offsite library events and resources.
 - The Community Engagement Department hosted the first of what will become a monthly Family Storytime and book bike visit to the Orlando Executive Airport. The event was well attended by 22 people, and our partners at GOAA are interested in growing the event selection.

Activity: Regularly access interior spaces to maximize usage and accommodate a variety of user experiences and needs.

- Evaluate the customer experience in public spaces.
 - North Orange adjusted the locations of the AWE stations and public computers in the children's area to allow caregivers to be side by side with their children.
 - Washington Park has rearranged the furniture in the branch to create a more inviting atmosphere, increasing accessibility to wall and floor outlets and improving the circulation of periodicals by making them more visible.
- Explore opportunities to optimize accessibility.
 - The meeting room form has been updated to include a QR code for each meeting room; the QR code helps access all meeting room policies, identifies meeting room availability, allows cardholders to reserve and pay for their room, and empowers customers to identify the room that best fits their needs.

Activity: Focus on customer service training that addresses the needs of Orange County residents.

- Provide staff training for best practices of how to support underserved populations.
 - **On November 6, the Community Engagement Department hosted staff from the Neighborhood Center for Families at the Hiawassee Branch. 14 NCF staff members shared information about the services they provide to the community with the CED team to develop a deeper relationship and more meaningful partnership.**
- Implement systemwide expectations and training based on the Customer Service Story.

BE CONNECTED

Objective: We will promote engagement, facilitate partnerships and generate awareness so the community feels connected to OCLS.

Activity: Intentionally invest in meaningful relationships and partnerships with organizations that are aligned with the library's purpose.

- Support partnerships with local educational institutions to promote services.
 - Multiple efforts have been made by the Community Engagement Department to connect with local higher education institutes to collaborate. The CED team:
 - Traveled to meet the UCF Mighty Knights group of 55 for their annual trip to the farm, providing a storytime and songs.
 - Joined Valencia College twice during their annual International Games events by bringing hands-on technology experiences like VR headsets and Sphero Robots, and again to provide a relaxation crafting opportunity to 32 students.
 - Visited Full Sail for a monthly networking summit, connecting 25 with students.
- Support partnerships with health and wellness organizations.
 - Community Engagement staff hosted the second annual Halloween-themed Arnold Palmer Take-Over Day, complete with a broadcast of original stories and all-day activities available for patients and their friends. This event connected with 268 people.
 - CED joined the True Health Community Resource Fair, connecting with 96 attendees by offering crafting opportunities and information on library resources.
 - CED attended Yoga Fest by Heartfulness Orlando, bringing the book bike and books, library information and information on the Library of Things Blood Pressure kits to 207 attendees.
- Leverage partnerships to enhance services.
 - The Events Department conducted a pre-planning meeting to discuss tabling events for the upcoming year. This meeting inspired the creation of an interdepartmental Resource Fair Committee that will take the lead on large tabling events in the future.

Activity: Explore ways to foster higher engagement rates.

- Focus on connecting with different segments of the community.

- **The Chickasaw Branch hosted a Veterans Meet and Greet, which gave 12 seniors a chance to connect, share stories and talk about their experiences, and brought a workshop to seniors at the Gentry Park Senior Community that taught 15 attendees how to make sugar scrubs infused with essential oils.**
- **Fairview Shores Branch staff participated in an OCPS Teach-In, providing library-centric presentations to students at Magnolia School, Orlando Gifted Academy, Carver Middle School, and Evans High School.**
- **The Community Engagement Department visited 13 senior facilities and connected with more than 280 people, bringing storytimes, interactive activities and library resources right to their doorsteps.**
- **Create challenges, contests, and initiatives for customers who use library services.**
 - **OCLS has energized communities with creative challenges and activities highlighting library resources and services. Scavenger hunts have been particularly successful, drawing participants of all ages.**
 - **North Orange’s scavenger hunts saw over 125 participants.**
 - **Windermere’s attracted 126 customers searching for hidden ghosts.**
 - **Winter Garden engaged 294 children in a scavenger hunt as they searched for hidden items in the children’s area.**
 - **Washington Park’s dino-themed activities and Southeast’s bilingual artifact hunt added unique, educational, and culturally enriching experiences to the mix.**
 - **Collaborative efforts between Youth Services and the Melrose Center have also laid the groundwork for future large-scale events. Plans for the revamped Lego contest, now named Legopalooza, include a new teenage group, partnerships with local schools, and exciting sponsorships.**
 - **The library’s outreach initiatives through CED brought programming to over 190 teens through partnerships with organizations like the YMCA and BETA Alternative School, demonstrating a commitment to serving all segments of the community.**

Activity: Pursue opportunities to raise visibility of OCLS in the community.

- **Seek partnerships with organizations willing to collaborate on marketing initiatives.**
 - **Marketing and Public Relations meets regularly with the Orange County Regional History Center to collaborate on joint marketing initiatives.**

- **The Development team is working with Local Wanderer partners to share library collateral at their venues, and Orlando Family Stage now has Local Wanderer info on site.**
- **To ensure that our messages are getting into smaller community-based publications, the Marketing team ran ads for the new rebranding campaign in the Orlando Times special section for the Florida Classic.**
- Expand multicultural marketing, communications and offerings.
 - **Youth programming specialists created two new scripts for Arab-American Heritage Month: Bright Stories: Arab American Heritage Month (for babies) and Teen Art Adventures: Arabic Tile Art (for teens).**
 - **Windermere Branch hosted a Basic English II cultural night program. The program celebrated various cultures around the world through presentations. Attendees were invited to participate by sharing their cultures.**
- Conduct research to determine why people are not using OCLS and use data collected to create responsive campaigns.

BE FORWARD-THINKING

Objective: We will provide and explore services and technology to deliver relevant experiences for the community.

Activity: Use data to provide responsive services that evolve and grow with the community.

- Conduct consumer insight research to evaluate existing and new opportunities for services and resources.
- Evaluate and improve current data collection.
 - MPR is analyzing historical open rates and click-through rates and cross-referencing with subject lines and the day/time sent to plan the structure of future e-newsletter marketing.
 - Data & User Services staff began training for the library's new statistics gathering tool, LibInsight, to prepare for the software implementation.

Activity: Review programs, services and collection offerings to ensure that the library meets community needs.

- Utilize qualitative and quantitative data to ensure resources are meeting the needs of individual communities.
 - Staff met with collectionHQ to learn about updated features and better understand how to utilize the data. They then began collecting information from users to determine training needs.
- Utilize data to evaluate the success of programming and classes.
 - The rubrics that the Youth Service Department developed for kids (6-12) and teens (13-18) programming were approved for sharing with managers.
 - Multiple branches used statistics to refine program offerings this month. After analyzing program statistics, Winter Garden started offering "Little Chef" and a monthly baby program, and Windermere has placed its LEGO Club programs on hiatus due to declining attendance.
- Develop core programming focused on different segments of the community.
 - Teen programming is being refreshed with creative activities such as Windermere's Dungeons and Dragons sessions, South Creek's "Falling for

Heartstopper” and “Let’s Crochet: Sunflower Earrings,” and Winter Garden’s “Let’s Paint Miniatures” program for homeschoolers.

- **Citizenship Inspired programs continue to provide critical resources for those preparing for naturalization.**
 - **South Trail supported 52 participants with test preparation and interview practice.**
 - **Southeast and Windermere celebrated multiple successes, with several participants passing their citizenship tests.**
 - **The initiative is growing, with Eatonville and Winter Garden staff preparing to offer classes in the coming months and new team members being trained to host in-person and virtual sessions.**

- **Senior-focused programming is also underway, with events like Winter Garden’s “Bingo for Seniors” and South Creek’s “Preparing for Retirement: Getting Organized” helping older adults connect and learn.**

Activity: Evaluate the user journey in all aspects of library service.

- Evaluate the digital customer experience.
 - **The contract for the Connect app from Communico is under review and a project plan has been drafted.**

- Evaluate and update customer satisfaction measurement tools.

- Evaluate the obstacles that customers face when accessing the library.
 - **IT will install GoToConnect for Home Delivery staff involved in testing the software for text notifications.**

 - **Volunteers from the Home Delivery Department have met to discuss providing opportunities for homebound customers to return materials via PEP.**

BE EMPOWERED

Objective: We will enhance our employee training structure, support professional development and improve internal communication so OCLS staff are adaptable to community needs.

Activity: Clarify paths for upward mobility.

- Create career pathways for staff development.
- Increase opportunities for more cross-departmental/branch experiences.
 - The library system has strengthened cross-departmental and branch collaboration through initiatives like Employee Enrichment Experiences (EEEs), which allow staff to learn from other roles and departments. Examples include:
 - Windermere staff gaining insights into acquisitions.
 - Southeast hosted branch visitors for circulation and youth programming.
 - MPR hosted a Fairview Shores staff member who contributed to the holiday display plans.
 - Efforts to foster collaboration extend further, with Adult Services implementing a branch visit schedule and the Summer at Your Library Committee bringing together staff to develop impactful systemwide programs. Meanwhile, the Customer Service Department is refining EEE processes to ensure meaningful, goal-oriented experiences that empower staff and enhance connections across the library system.

Activity: Strengthen internal communication.

- Centralize internal systems including HR, IT and Finance platforms.
 - A project to select a Human Resources Information System has been underway for several months. Staff finalized the vendor rankings and on November 14, 2024, presented their findings and recommendations to the Board and gained approval to move forward with a system provided by Vertosoft/UKG.
 - A project to create an IT ticketing system has been underway for a couple of months, and the Data & User Services, IT Design & Development, and IT Services teams are finalizing the configuration and testing the new system.
- Redesign the Orange Peel for enhanced usability.

Activity: Prioritize employee engagement and well-being.

- Explore staff recognition and awards program.
 - **The South Creek Branch saw the return of the Kudos board, where staff could share thanks to their team members. The kudos were displayed in the staff break room for all to read.**
 - **The Community Engagement Department leadership sends a monthly email recap which includes a section called "Sharing Good Things." This section, which often includes pictures, highlights the team's wins, stories, and interactions with the community and each other.**
 - **As part of Staff Development Day, staff successfully expanded the Employee of the Year award from one to two. One winner is from a customer-facing department/location, and the other works in a behind-the-scenes department/location. This ensures a broader representation of contributions across the organization. In addition to the Employees of the Year we issued a variety of recognition and awards, including:**
 - **Staff Picks - Picky Award**
 - **Health, Safety, and Wellness Award**
 - **Mystery Shopper Award**
 - **Best Display Award**
 - **Best Bulletin Award**

- Evaluate ways to provide team-building sessions.
 - **Team-building efforts include activities held on Staff Day as well as ongoing opportunities offered throughout the month by various departments and branches. Staff Day Activities included:**
 - **Adult Services staff enjoyed Jurassic Jeopardy as a team-building activity on Staff Day.**
 - **Windermere staff participated in two activities at Staff Day and also a branch team-building activity following Staff Day to build a dinosaur.**
 - **Southeast staff planned and implemented a two-part dinosaur-themed team-building session as part of Staff Development Day.**
 - **Winter Garden Managers facilitated an activity where staff passed around a sheet of paper with their name and anonymously wrote positive things about each other.**
 - **The Events Department worked together to create their own miniature dinosaur-themed chia gardens. Staff members displayed their gardens in a communal space in the office and monitored growth in the weeks following Staff Day.**
 - **CED staff collaborated on both the pumpkin contest submission and the department flag for Staff Day.**

 - **Other Team-Building Activities**

- Southwest began a “get to know me” team-building activity which will run over the next several months.
 - Staff at Windermere participated in various team-building activities throughout the month.
 - Youth Services Technology Trainer Olivia Okolue spearheaded a team-building exercise where she taught the department how to create no-sew lanyards.
 - The Youth Services Department hosted a Friendsgiving potluck and craft session to celebrate the season of fun, food, and gratitude.
 - Staff led two team-building activities to create displays within the branch:
 - Staff created their own book buddy where they shared their favorite picture book and juvenile novel to display in the children's area.
 - Staff created their own paper gingerbread character to display at the customer service desk. Participants enjoyed having projects to show their creativity and share a little about themselves.
 - West Oaks staff utilize the break room bulletin board to offer passive team-building activities. November’s activity prompt was “No Place Like Home.” The prompt encourages staff members to share a story of their favorite home décor.
 - Acquisitions, along with Home Delivery staff, participated in a game of Heads Up, taking turns as the guesser and describers.
 - Acquisitions held a week-long step challenge where everyone was encouraged to walk an extra step from the day before and chart their progress.
 - CED staff met for a quarterly meeting to celebrate their first year as a team and connect through stories and shared experiences.
- Explore ways to offer professional development opportunities.
 - All five of our active Employee Resource Groups met in person for the first-time during Staff Day for a networking session. 48 ERG members attended this session, which ended with a Kahoot trivia game sponsored by the newest resource group, the Black and African American ERG.
 - The Black and African American ERG met for a separate meeting in November to elect their chairperson and begin planning how they want to operate as a group. It was a strong start for this newly launched ERG.

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

Action Items: Consent Agenda

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

**Continuing Construction
Manager at Risk Services
Contract**

CONTINUING CONSTRUCTION MANAGER AT RISK SERVICES FIRM SELECTION

I. ISSUE STATEMENT:

Library Board approval is needed to approve the ranking of Construction Manager at Risk (CMAR) firms and authorize staff to negotiate and execute a Continuing Services Contract (Contract) for CMAR services.

II. BACKGROUND:

The library consistently has a list of large and small projects that require CMAR services. The library board approved Contracts on November 14, 2019, and the library implemented them in December. Those Contracts were for three years with two one-year renewals.

By maintaining a Contract, the library already knows the contractor, saves between 16 and 20 weeks in selection time per project, and maintains consistency in construction quality.

The CMAR firms selected for this Contract are bound by Florida Statute 287.055 titled, Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services.

Under 287.055(2)(g)1 the statute sets the maximum estimated cost per project at \$7.5 million (and adjusted for the CPI every July 1). Any project costing over \$7.5 million would require a separate RFQ process.

Under this Contract, there are no minimum payment guarantees. The firms are only paid when they perform and complete projects for the library.

Any projects with an estimated cost in excess of \$100,000 will be brought to this board for approval.

III. SELECTION PROCESS:

The selection process for this Contract is dictated by Florida Statute 287.055 and is outlined in the attached document **OCLS Continuing Services and Construction Projects Procurement Procedure**.

The Procurement Committee (Committee) for CMAR Services consisted of Steve Powell, Bethany Stone, Brian Dornbush, Jim Riedel, Terrence Blake, Javier Fuentes, and Kristopher Shoemaker.

IV. SUMMARY:

On July 15, 2024, the library issued RFQ OCLS-24-003 for CMAR services and responses were due September 16, 2024. The library received responses to the RFQ from Gomez Construction Company (Gomez), H.J. High Construction (High), Johnson & Laux Construction (Johnson), and Ruby Builders Inc (Ruby).

On October 17, 2024, the Committee reviewed the responses and scored the firms as follows:

1. Gomez 93.67
2. High 94.83
3. Johnson 92.16
4. Ruby 90.33

All four contractors qualified for and made oral presentations to the Committee on November 11, 2024. After hearing all the presentations and discussing the evaluation criteria stipulated in the RFQ that included Qualifications of the Firm, Qualifications of Key Personnel, Proposed Approach, and Schedule/Timetable), the Committee ranked the firms as follows:

1. Gomez 96.67
2. Johnson 95.00
3. Ruby 92.83
4. High 91.00

The Contract issued under this approval will be for five years with two one-year renewals.

V. CONSIDERATION:

Library staff is requesting the library board:

1. Approve the ranking of the firms.
2. Authorize the Director/CEO to negotiate and execute Contracts with each of the ranked firms.

VI. RECOMMENDATION:

Staff recommends that the library board:

1. Approve the ranking of the firms.
2. Authorize the Director/CEO to negotiate and execute Contracts with each of the ranked firms.

OCLS CONTINUING SERVICES AND CONSTRUCTION PROJECTS
PROCUREMENT PROCEDURE

The document below outlines the library's procurement procedure following Florida Statute 287.055.

Chapter 287 PROCUREMENT OF PERSONAL PROPERTY AND SERVICES

287.055 Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties.—

(1) SHORT TITLE.—This section shall be known as the “Consultants’ Competitive Negotiation Act” [CCNA].

OVERVIEW:

OCLS follows the CCNA process to select Construction Manager at Risk (CMAR) Services, Mechanical, Electrical, and Plumbing Engineering (MEP) Services, and Architectural and Structural Engineering (A&E) Services.

OCLS also uses this process for construction projects. Recent examples include Horizon West Branch CMAR and A&E services, Orlando Public Library Roof Replacement, and Orlando Public Library First Floor Renovation Project.

(2) DEFINITIONS.—For purposes of this section:

(3) PUBLIC ANNOUNCEMENT AND QUALIFICATION PROCEDURES.—

The Procurement Committee develops a Request for Qualifications (RFQ) regarding the specific project.

The library advertises the RFQ for the required services on the library's website. The RFQ is also sent to Orange County and the City of Orlando Procurement Offices and Minority and Women Business Enterprise Offices for distribution to their registered firms.

(d) Each agency shall evaluate professional services, including capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and other factors determined by the agency to be applicable to its particular requirements.

(4) COMPETITIVE SELECTION.—

(a) For each proposed project, the agency shall evaluate current statements of qualifications and performance data on file with the agency, together with those that may be

submitted by other firms regarding the proposed project, and shall conduct discussions with, and may require public presentations by, no fewer than three firms regarding their qualifications, approach to the project, and ability to furnish the required services.

STEP 1 SUBMISSION REVIEW

OCLS uses the following language in its Issue Statement: The Procurement Committee reviews the firms' submissions and creates a short list of firms that will then give an oral presentation.

(b) The agency shall select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the agency shall consider such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. The agency may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations under subsection (5).

STEP 2 ORAL PRESENTATIONS

Each of the qualifying short-listed firms makes an oral presentation to the Procurement Committee to present their qualifications and experience, share their proposed approach to the project, present a proposed timeline and answer any questions from the Committee.

STEP 3 BOARD APPROVAL – FIRM RANKING

At this point, after oral presentations, the Procurement Committee ranks the firms and brings that ranking to the Board to approve, modify, or reject. Staff also request authorization to negotiate a contract with the top-ranked firm. If those negotiations fail, negotiations continue in the Board-approved ranked order.

In the case of Continuing Services, the Board approves the ranking of the firms and then work is distributed between the firms.

(5) COMPETITIVE NEGOTIATION.—

(a) The agency shall negotiate a contract with the most qualified firm for professional services at compensation which the agency determines is fair, competitive, and reasonable. In making such determination, the agency shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity.

(b) Should the agency be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the agency determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The agency shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the agency must terminate negotiations. The agency shall then undertake negotiations with the third most qualified firm.

STEP 4 BOARD APPROVAL – CONTRACT

For negotiated contracts greater than \$100,000, staff brings the contract to the Board for approval and requests authorization to execute the contract.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-169**

CONTINUING CONSTRUCTION MANAGER AT RISK SERVICES FIRM SELECTION

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 December 2024, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the ranking of the firms.
2. To authorize the Director/CEO to negotiate and execute Contracts with each of the ranked firms.
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
December 12, 2024**

**Continuing Architectural &
Structural Engineering Services
Contract**

**CONTINUING ARCHITECTURAL AND STRUCTURAL ENGINEERING
SERVICES FIRM SELECTION**

I. ISSUE STATEMENT:

Library Board approval is needed to approve the ranking of Architectural and Structural Engineering (A&E) firms and authorize staff to negotiate and execute a Continuing Services Contract (Contract) for A&E services.

II. BACKGROUND:

The library consistently has a list of large and small projects that require A&E services. The library board approved Contracts on November 14, 2019, and the library implemented them in December. Those Contracts were for three years with two one-year renewals.

By maintaining a Contract, the library already knows the architect, structural engineer, and interior designer, which saves between 16 and 20 weeks in selection time per project and maintains consistency in construction quality.

The A&E firms selected for this Contract are bound by Florida Statute 287.055 titled, Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services.

Under 287.055(2)(g)1 the statute sets the maximum estimated cost per project at \$7.5 million (and adjusted for the CPI every July 1). Any project costing over \$7.5 million would require a separate RFQ process.

Under this Contract, there are no minimum payment guarantees. The firms are only paid when they perform and complete projects for the library.

Any projects with an estimated cost in excess of \$100,000 will be brought to this board for approval.

III. SELECTION PROCESS:

The selection process for this Contract is dictated by Florida Statute 287.055 and is outlined in the attached document **OCLS Continuing Services and Construction Projects Procurement Procedure**.

The Procurement Committee (Committee) for A&E Services consisted of Steve Powell, Bethany Stone, Brian Dornbush, Jim Riedel, Terrence Blake, Javier Fuentes, and Kristopher Shoemaker.

IV. SUMMARY:

On July 8, 2024, the library issued RFQ OCLS-24-002 for A&E services and responses were due September 9, 2024. The library received responses to the RFQ from Borrelli + Partners (Borrelli), KMF Architects (KMF) and Song & Associates (Song).

On October 3, 2024, the Committee reviewed the responses and scored the firms as follows:

1. Borrelli 95.00
2. KMF 92.83
3. Song 92.67

All three firms qualified for and made oral presentations to the Committee on October 21, 2024. After hearing all the presentations and discussing the evaluation criteria stipulated in the RFQ that included Qualifications of the Firm, Qualifications of Key Personnel, Proposed Approach, and Schedule/Timetable), the Committee ranked the firms as follows:

1. Borrelli 94.50
2. KMF 92.67
3. Song 90.83

The Contract issued under this approval will be for five years with two one-year renewals.

V. CONSIDERATION:

Library staff is requesting the library board:

1. Approve the ranking of the firms.
2. Authorize the Director/CEO to negotiate and execute Contracts with each of the ranked firms.

VI. RECOMMENDATION:

Staff recommends that the library board:

1. Approve the ranking of the firms.
2. Authorize the Director/CEO to negotiate and execute Contracts with each of the ranked firms.

**OCLS CONTINUING SERVICES AND CONSTRUCTION PROJECTS
PROCUREMENT PROCEDURE**

The document below outlines the library's procurement procedure following Florida Statute 287.055.

Chapter 287 PROCUREMENT OF PERSONAL PROPERTY AND SERVICES

287.055 Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties.—

(1) SHORT TITLE.—This section shall be known as the “Consultants’ Competitive Negotiation Act” [CCNA].

OVERVIEW:

OCLS follows the CCNA process to select Construction Manager at Risk (CMAR) Services, Mechanical, Electrical, and Plumbing Engineering (MEP) Services, and Architectural and Structural Engineering (A&E) Services.

OCLS also uses this process for construction projects. Recent examples include Horizon West Branch CMAR and A&E services, Orlando Public Library Roof Replacement, and Orlando Public Library First Floor Renovation Project.

(2) DEFINITIONS.—For purposes of this section:

(3) PUBLIC ANNOUNCEMENT AND QUALIFICATION PROCEDURES.—

The Procurement Committee develops a Request for Qualifications (RFQ) regarding the specific project.

The library advertises the RFQ for the required services on the library's website. The RFQ is also sent to Orange County and the City of Orlando Procurement Offices and Minority and Women Business Enterprise Offices for distribution to their registered firms.

(d) Each agency shall evaluate professional services, including capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and other factors determined by the agency to be applicable to its particular requirements.

(4) COMPETITIVE SELECTION.—

(a) For each proposed project, the agency shall evaluate current statements of qualifications and performance data on file with the agency, together with those that may be

submitted by other firms regarding the proposed project, and shall conduct discussions with, and may require public presentations by, no fewer than three firms regarding their qualifications, approach to the project, and ability to furnish the required services.

STEP 1 SUBMISSION REVIEW

OCLS uses the following language in its Issue Statement: The Procurement Committee reviews the firms' submissions and creates a short list of firms that will then give an oral presentation.

(b) The agency shall select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the agency shall consider such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. The agency may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations under subsection (5).

STEP 2 ORAL PRESENTATIONS

Each of the qualifying short-listed firms makes an oral presentation to the Procurement Committee to present their qualifications and experience, share their proposed approach to the project, present a proposed timeline and answer any questions from the Committee.

STEP 3 BOARD APPROVAL – FIRM RANKING

At this point, after oral presentations, the Procurement Committee ranks the firms and brings that ranking to the Board to approve, modify, or reject. Staff also request authorization to negotiate a contract with the top-ranked firm. If those negotiations fail, negotiations continue in the Board-approved ranked order.

In the case of Continuing Services, the Board approves the ranking of the firms and then work is distributed between the firms.

(5) COMPETITIVE NEGOTIATION.—

(a) The agency shall negotiate a contract with the most qualified firm for professional services at compensation which the agency determines is fair, competitive, and reasonable. In making such determination, the agency shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity.

(b) Should the agency be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the agency determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The agency shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the agency must terminate negotiations. The agency shall then undertake negotiations with the third most qualified firm.

STEP 4 BOARD APPROVAL – CONTRACT

For negotiated contracts greater than \$100,000, staff brings the contract to the Board for approval and requests authorization to execute the contract.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-170**

**CONTINUING ARCHITECTURAL AND STRUCTURAL ENGINEERING
SERVICES FIRM SELECTION**

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 December 2024, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the ranking of the firms.
2. To authorize the Director/CEO to negotiate and execute Contracts with each of the ranked firms.
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
December 12, 2024**

**Continuing Mechanical,
Electrical & Plumbing Services
Contract**

CONTINUING MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES FIRM SELECTION

I. ISSUE STATEMENT:

Library Board approval is needed to approve the ranking of Mechanical, Electrical, and Plumbing Engineering (MEP) firms and authorize staff to negotiate and execute a Continuing Services Contract (Contract) for MEP services.

II. BACKGROUND:

The library consistently has a list of large and small projects that require MEP services. The library board approved Contracts on November 14, 2019, and the library implemented them in December. Those Contracts were for three years with two one-year renewals.

By maintaining a Contract, the library already knows the contractor, saves between 16 and 20 weeks in selection time per project, and maintains consistency in construction quality.

The MEP firms selected for this Contract are bound by Florida Statute 287.055 titled, Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services.

Under 287.055(2)(g)1 the statute sets the maximum estimated cost per project at \$7.5 million (and adjusted for the CPI every July 1). Any project costing over \$7.5 million would require a separate RFQ process.

Under this Contract, there are no minimum payment guarantees. The firms are only paid when they perform and complete projects for the library.

Any projects with an estimated cost in excess of \$100,000 will be brought to this board for approval.

III. SELECTION PROCESS:

The selection process for this Contract is dictated by Florida Statute 287.055 and is outlined in the attached document **OCLS Continuing Services and Construction Projects Procurement Procedure**.

The Procurement Committee (Committee) for MEP Services consisted of Steve Powell, Bethany Stone, Brian Dornbush, Jim Riedel, Terrence Blake, Javier Fuentes, and Kristopher Shoemaker.

IV. SUMMARY:

On July 8, 2024, the library issued RFQ OCLS-24-001 for MEP services and responses were due September 9, 2024. The library received responses to the RFQ from C&S Consulting (C&S), Hanson Engineering (Hanson) and TLC Engineering (TLC).

On October 4, 2024, the Committee reviewed the responses and scored the firms as follows:

1. C&S 92.33
2. Hanson 97.67
3. TLC 94.83

All three firms qualified for and made oral presentations to the Committee on October 21, 2024. After hearing all the presentations and discussing the evaluation criteria stipulated in the RFQ that included Qualifications of the Firm, Qualifications of Key Personnel, Proposed Approach, and Schedule/Timetable), the Committee ranked the firms as follows:

1. TLC 94.83
2. C&S 92.33
3. Hanson 86.67

The Contract issued under this approval will be for five years with two one-year renewals.

V. CONSIDERATION:

Library staff is requesting the library board:

1. Approve the ranking of the firms.
2. Authorize the Director/CEO to negotiate and execute Contracts with each of the ranked firms.

VI. RECOMMENDATION:

Staff recommends that the library board:

1. Approve the ranking of the firms.
2. Authorize the Director/CEO to negotiate and execute Contracts with each of the ranked firms.

**OCLS CONTINUING SERVICES AND CONSTRUCTION PROJECTS
PROCUREMENT PROCEDURE**

The document below outlines the library's procurement procedure following Florida Statute 287.055.

Chapter 287 PROCUREMENT OF PERSONAL PROPERTY AND SERVICES

287.055 Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties.—

(1) SHORT TITLE.—This section shall be known as the “Consultants’ Competitive Negotiation Act” [CCNA].

OVERVIEW:

OCLS follows the CCNA process to select Construction Manager at Risk (CMAR) Services, Mechanical, Electrical, and Plumbing Engineering (MEP) Services, and Architectural and Structural Engineering (A&E) Services.

OCLS also uses this process for construction projects. Recent examples include Horizon West Branch CMAR and A&E services, Orlando Public Library Roof Replacement, and Orlando Public Library First Floor Renovation Project.

(2) DEFINITIONS.—For purposes of this section:

(3) PUBLIC ANNOUNCEMENT AND QUALIFICATION PROCEDURES.—

The Procurement Committee develops a Request for Qualifications (RFQ) regarding the specific project.

The library advertises the RFQ for the required services on the library's website. The RFQ is also sent to Orange County and the City of Orlando Procurement Offices and Minority and Women Business Enterprise Offices for distribution to their registered firms.

(d) Each agency shall evaluate professional services, including capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and other factors determined by the agency to be applicable to its particular requirements.

(4) COMPETITIVE SELECTION.—

(a) For each proposed project, the agency shall evaluate current statements of qualifications and performance data on file with the agency, together with those that may be

submitted by other firms regarding the proposed project, and shall conduct discussions with, and may require public presentations by, no fewer than three firms regarding their qualifications, approach to the project, and ability to furnish the required services.

STEP 1 SUBMISSION REVIEW

OCLS uses the following language in its Issue Statement: The Procurement Committee reviews the firms' submissions and creates a short list of firms that will then give an oral presentation.

(b) The agency shall select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the agency shall consider such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. The agency may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations under subsection (5).

STEP 2 ORAL PRESENTATIONS

Each of the qualifying short-listed firms makes an oral presentation to the Procurement Committee to present their qualifications and experience, share their proposed approach to the project, present a proposed timeline and answer any questions from the Committee.

STEP 3 BOARD APPROVAL – FIRM RANKING

At this point, after oral presentations, the Procurement Committee ranks the firms and brings that ranking to the Board to approve, modify, or reject. Staff also request authorization to negotiate a contract with the top-ranked firm. If those negotiations fail, negotiations continue in the Board-approved ranked order.

In the case of Continuing Services, the Board approves the ranking of the firms and then work is distributed between the firms.

(5) COMPETITIVE NEGOTIATION.—

(a) The agency shall negotiate a contract with the most qualified firm for professional services at compensation which the agency determines is fair, competitive, and reasonable. In making such determination, the agency shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity.

(b) Should the agency be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the agency determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The agency shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the agency must terminate negotiations. The agency shall then undertake negotiations with the third most qualified firm.

STEP 4 BOARD APPROVAL – CONTRACT

For negotiated contracts greater than \$100,000, staff brings the contract to the Board for approval and requests authorization to execute the contract.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-171**

**CONTINUING MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING
SERVICES FIRM SELECTION**

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 December 2024, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the ranking of the firms.
2. To authorize the Director/CEO to negotiate and execute Contracts with each of the ranked firms.
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
December 12, 2024**

**Action Items:
Non-Consent Agenda**

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

**Approve the Winter Garden
Branch Refresh & Restroom
Renovation Project**

**APPROVAL OF WINTER GARDEN BRANCH REFRESH
AND RESTROOM RENOVATION PROJECT**

I. ISSUE STATEMENT:

Library Board approval is needed for the Winter Garden Branch Refresh and Restroom Renovation Project.

II. BACKGROUND & SUMMARY:

The Winter Garden Branch opened in 2005, and the facility has been well-used. The branch is well maintained, and outside of regular maintenance, the only big project was interior painting several years ago.

A program to renovate restrooms and refresh branches started in August 2019 and Winter Garden is the only branch over 10 years old that has not been refreshed.

Facilities staff will manage the refresh, which includes new paint, carpet, reception desk furniture, and terrazzo polishing. Staff will utilize existing trade vendor contracts for the refresh.

While the refresh is happening, Johnson-Laux Construction (Johnson) will renovate the public and staff restrooms. Johnson is currently one of three Construction Managers at Risk firms under contract for continuing construction services, and this will be their fifth project.

The project budget is:

Refresh Services	Cost
Painting	23,790
Flooring	59,571
FF&E	63,661
Moving	31,500
Restroom Services	
Johnson	284,856
Owner Provided Materials	68,457
Design & Permits	28,790
5% Contingency	28,031
Total Project Budget	\$588,656

The library set aside \$550,000 in the current budget for this project.

III. CONSIDERATION:

Library staff is requesting the library board:

1. Authorize the Director/CEO to execute a contract with Johnson for \$284,856.
2. Approve the project of \$588,656 which includes a \$28,031 contingency.

IV. RECOMMENDATION:

Staff recommends that the library board:

1. Authorize the Director/CEO to execute a contract with Johnson for \$284,856.
2. Approve the project of \$588,656 which includes a \$28,031 contingency.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-173**

**APPROVAL OF WINTER GARDEN BRANCH REFRESH
AND RESTROOM RENOVATION PROJECT**

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 December 2024, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize the Director/CEO to execute a contract with Johnson-Laux Construction for \$284,856.
2. To approve the project of \$588,656 which includes a \$28,031 contingency.
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
December 12, 2024**

**Approve the Purchase to
Upgrade Finance Software**

APPROVE THE PURCHASE TO UPGRADE FINANCE SOFTWARE

I. ISSUE STATEMENT:

Library Board approval is needed to authorize the purchase to upgrade the existing Finance software to the Finance Enterprise Software (FES) platform.

II. BACKGROUND:

The library has subscribed to CentralSquare's NaviLine finance and payroll software since 1998. The Finance Department also uses Cognos Analytics reporting software and MRI Software LLC's Real Asset Management fixed asset software for its accounting and financial reporting needs.

The NaviLine version in place is from 1998 and results in a significant administrative burden on the Finance Team. Some examples are:

1. The Naviline reports are basic in and cannot be exported to Excel or scheduled to run automatically and be distributed via email. The reports are displayed as either a text or PDF file, resulting in a format that does not allow analytical analysis.
2. The monthly Financial Statements in the board packets take approximately five hours to produce (running and printing the reports, re-keying data into an Excel sheet, verifying the re-keying, and then reviewing). In an FES, staff estimate that the time would be reduced to two hours.
3. The monthly expenditure detail and summary reports Finance provides to Information Services, Marketing and Acquisitions take about four hours to run, save to PDF, and email to specific staff. In an FES, these reports can run at night and be emailed daily, weekly or monthly with no additional Finance staff time.

Since NaviLine and the other software systems are outdated and do not interact with each other to pass data, having a robust FES that can handle all of the library's financial recording and reporting needs will benefit the entire library. It will save time, reduce redundancy, limit errors, and improve productivity.

CentralSquare's FES is a responsive cloud-based platform that is easy to use and configure. It has configurable workspaces and dashboards that can be tailored to each user's role to display the information they want to see quickly. FES features advanced analytics and robust workflow automation tools built around all of the library's processes.

III. SELECTION PROCESS:

Over the last year, the Finance team has reviewed several software products, such as SAGE, NetSuite and Microsoft's Dynamic 365. Although these products can work in government environments, they are mainly designed for commercial business accounting.

Central Square provided the Finance team with a full-day demonstration of FES features and reporting capability, and the team was impressed with the entire system and its user interface.

CentralSquare's FES is the only software reviewed with a built-in API for sharing data directly with UKG's Human Resources Information System, which was approved last month.

The library's Purchasing Policy allows for Sole-Source Purchases when it is determined that competitive bidding is not feasible or not advantageous to the library. Library staff feel that upgrading the Finance software meets these conditions of the Policy:

- FES is an additional product and service needed to complete an ongoing task or to supplement an existing system.
- Compatibility is the overriding consideration for purchasing that specific item or service, or the purchase matches an existing product or service.
- The library has a compelling and valid interest in selecting a particular vendor.

Florida Statute 287.057(3)(c) states, "Commodities or contractual services available only from a single source may be excepted from the competitive-solicitation requirements. If an agency believes that commodities or contractual services are available only from a single source, the agency shall electronically post a description of the commodities or contractual services sought for at least 15 business days."

To comply with the statute, the library posted the solicitation on November 26, 2024, which will run through December 11, 2024.

IV. SUMMARY:

The Library and CentralSquare have had a great working relationship over the years, which is why staff are asking to upgrade from CentralSquare Naviline to CentralSquare FES.

Implementation Cost	\$196,190
Subscription Cost	\$115,725
Total Cost Year 1	\$311,915
Year 2	\$115,725
Year 3	\$115,725
Year 4	\$120,354
Year 5	\$126,372

CentralSquare's original implementation price was \$299,228, but it will provide a discount of \$103,038 if a contract is signed before January 1, 2025.

Currently, the library spends \$64,231 (Naviline \$49,691, Cognos Analytics \$9,974 and MRI Asset Management \$4,566) on the three systems. Although there are cost overlaps in the first year, the new FES will only increase spending by \$51,494 per year, not including the labor savings due to streamlined workflows and automatic processes.

The library included \$300,000 in this year's budget to upgrade Finance software.

V. CONSIDERATION:

Library staff is requesting the library board to:

1. Approve the purchase to upgrade to CentralSquare's Finance Enterprise Software.

2. Approve a project budget of \$333,749, which includes CentralSquare's cost of \$311,915 and a 7% contingency of \$21,834.
3. Authorize the Director/CEO to execute a contract with CentralSquare.

**A contingency has been added solely for the library to utilize in the event of unforeseen costs occurring as part of this project. Third-party experts may need to be engaged to help migrate from the current legacy system. Being able to adjust to the project's needs quickly will help ensure this project is completed successfully and within timeline expectations.

VI. RECOMMENDATION:

Staff recommends that the library board:

1. Approve the purchase to upgrade to CentralSquare's Finance Enterprise Software.
2. Approve a project budget of \$333,749, which includes CentralSquare's cost of \$311,915 and a 7% contingency of \$21,834.
3. Authorize the Director/CEO to execute a contract with CentralSquare.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-174**

APPROVE THE PURCHASE TO UPGRADE FINANCE SOFTWARE

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 December 2024, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the purchase to upgrade to CentralSquare's Finance Enterprise Software.
2. To approve a project budget of \$333,749, which includes CentralSquare's cost of \$311,915 and a 7% contingency of \$21,834.
3. To authorize the Director/CEO to execute a contract with CentralSquare.
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
December 12, 2024**

**Approve the
Orlando Public Library Roof
Replacement Project**

**APPROVAL FOR THE ORLANDO PUBLIC LIBRARY ROOF REPLACEMENT
AND PROJECT BUDGET**

I. ISSUE STATEMENT

Library Board approval is needed for the Orlando Public Library (OPL) Roof Replacement Project and Project Budget.

II. BACKGROUND & SUMMARY

The roof at OPL is over 20 years old and nearing the end of its useful life. Although it has been well maintained, it needs to be replaced. A state-certified roofing contractor is required to replace the roof.

On September 12, 2024, the board approved the following ranking and authorized the staff to negotiate with the top-ranked contractor, Bowhead Roofing (Bowhead). If library staff were not able to successfully negotiate with the top-ranked contractor, then negotiations would move to the second-ranked contractor and so on.

1. Bowhead Roofing
2. Advanced Roofing
3. Sutter Roofing

Bowhead and the library had extensive negotiations to obtain the agreed-upon price of \$2,801,925. Owner-supplied materials are estimated at \$1,450,000, bringing the roof replacement cost to \$4,251,925.

The library also asked KMF Architects, the architect of record for the project, to provide an estimate. Their estimate was \$4,250,000. Additionally, the library asked a third-party construction estimator, School Planning & Design Management, to estimate the project. Their estimate was \$4,359,622.

Both estimates are close to or above the replacement cost of \$4,251,925. When asked, both estimators agree that, based on the scope of the project, Bowhead's price is fair and reasonable.

The project budget is:

Line Item	Cost
Bowhead	2,801,925
Owner Direct Materials Purchase	1,450,000
7% Contingency	297,675
Total Project Budget	\$4,549,600

The library allocated \$3,500,000 for the roofing project in this year's budget. Staff are confident that the balance, \$1,049,600, can be made up for due to potential underspending in other accounts.

III. CONSIDERATION:

Library staff is requesting the library board:

1. Authorize the Director/CEO to execute a contract with Bowhead for \$2,801,925.
2. Approve the project of \$4,549,600 which includes a \$297,675 contingency.

IV. RECOMMENDATION:

Staff recommends that the library board:

1. Authorize the Director/CEO to execute a contract with Bowhead for \$2,801,925.
2. Approve the project of \$4,549,600 which includes a \$297,675 contingency.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 24-175**

**APPROVAL FOR THE ORLANDO PUBLIC LIBRARY ROOF REPLACEMENT
AND PROJECT BUDGET**

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

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize the Director/CEO to execute a contract with Bowhead for \$2,801,925.
2. To approve the project of \$4,549,600 which includes a \$297,675 contingency.
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
December 12, 2024**

**Discussion & Possible
Action Items**

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

Information

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

Director's Report

Director's Report: December 2024 BOT Meeting

On December 3, we participated in the ceremonial groundbreaking for the Lake Nona Branch and Southeast Government Center. We joined Mayor Buddy Dyer, Commissioner Jim Gray, GOAA CEO Kevin Thibault and Orlando Police Department Chief Eric Smith at McCoy Community Park to turn some dirt and share plans with the community for the new facility. Trustee Ashley Cisneros Mejia represented OCLS beautifully, sharing with residents that this library was truly a collaborative effort between elected officials, community leaders and stakeholders who worked together to overcome challenges to bring the Lake Nona Branch to life. Thank you, Ashley!

At our November Managers Meeting, we hosted guest presenter Vicki Landon, Administrator for Orange County Arts & Cultural Affairs. The County and City are undergoing a process to update the region's Cultural Plan, and they invited OCLS to participate in the process. We have a member on the CANVAS Cultural Plan steering committee, and Vicki came to our meeting to survey our managers about our arts and cultural programming and how the library can be integrated into the CANVAS plan. As we seek to be more connected to the community, it's vital that we participate in conversations about the future of our city and county, so I'm glad we have a seat at the table.

The Florida Library Association, our statewide advocacy organization, recently released its preliminary legislative platform for 2025. The primary focuses will be on the State Aid to Libraries Grant Program, the Public Library Construction Grant Program, library cooperative program grants, support for academic libraries, and workforce diploma programs. Two areas of focus that OCLS is very invested in are the workforce diploma program, which helps fund our online high school diploma programs, and the Construction Grant Program, for which we currently have applications for Lake Nona and Horizon West. Every session, FLA hosts a Library Day in Tallahassee, which we attend. Libraries around the state visit their legislators to ask for support for key library initiatives and the FLA platform. This year's Library Day takes place March 10-11, 2025, but before the session begins, we are working to get in front of the delegation to prepare legislators with information to support these important initiatives.

The Mayor's Holiday Toy Drive is in full swing, and last week our team was on site with the County for the FOX 35 warehouse event, which is featured live on *Good Day Orlando* to promote the drive to the community. Our participation was highlighted multiple times throughout the warehouse broadcast, to encourage people to drop their donations off at a convenient library location. This is our second year participating in the drive, and so far, we have collected more than 450 toys for families in need.

One last item for you tonight – as you know, our libraries provide a wide array of offerings for adults interested in learning new skills, or just trying out something new. Recently, WKMG's Crystal Moyer visited Orlando Public Library to take part in a plant clinic, where she talked with people who attended and even tried to cultivate her own green thumb. Here's the story that aired.

<https://www.clickorlando.com/news/local/2024/11/27/fall-winter-ideal-gardening-time-in-florida-ocls-offers-free-plant-clinics-to-help-improve-green-thumb/>

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

**Public Comment:
Non-Agenda Items**