

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

**Board Packet for March 2025**



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

March 7, 2025

To: Crockett Bohannon, President  
Nicole Benjamin, Vice President  
Ashley Cisneros Mejia, Trustee  
Sharon Smoley, 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, Kelly Martinez Semrad, 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 March 13, 2025 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**

March 13, 2025 ~ 6:00 p.m.

Orlando Public Library  
101 East Central Boulevard  
Orlando, Florida 32801

- 25-030 I. **Call to Order**
- 25-031 II. **Public Comment Policy & Procedures**
- 25-032 III. **Approval of Minutes: February 13, 2025 Library Board of Trustees Meeting**
- 25-033 IV. **Staff Presentation: Youth Services – Claudia Piper**
- 25-034 V. **Financial Statements and Summaries:**
  - **February 2025**
  - **Annual Investment Report – FY 2024**
- 25-035 VI. **Dashboard: February 2025 – Danielle King**
- 25-036 **Strategic Plan: February 2025 – Danielle King**
- 25-037 VII. **Action Items: Consent Agenda**
- 25-038 Branches Network Hardware Refresh: Thomas Beaver
- 25-039 **Action Items: Non-Consent Agenda – None**
- 25-040 VIII. **Discussion and Possible Action Items**
- 25-041 IX. **Information**
- 25-042 Director’s Report
- 25-043 **Public Comment: Non-Agenda Items**
- X. **Adjournment**

**Next Meeting Dates:**

April 10, 2025: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801

May 2025: Meeting Cancelled

June 12, 2025 Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801

**Section 286.0105, Florida Statutes, states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.**

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*Seksyon 286.0105, Lwa Florida, deklare ke si yon moun decide fè apèl kont nenpòt desizyon ki te pran pa yon tablo, ajans, oswa komisyon ki gen rapò ak nenpòt pwoblèm konsidere nan yon reyinyon oswa*

*yon odyans, li pral bezwen yon dosye sou pwosedi yo, e ke, pou rezon sa yo, li ka bezwen asire ke yon dosye vèbal nan pwosedi yo fèt, ki dosye gen ladan temwayaj ak prèv ki montre apèl la dwe baze.*

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*Si tiene problemas de audición o del habla, puede comunicarse con los números de teléfono anteriores marcando 711.*

*Orange County pa fè diskriminasyon sou baz ras, koulè, orijin nasyonal, sèks, laj, relijyon, andikap oswa sitiyan fanmi. Moun ki gen kesyon oswa enkyetid konsènan non diskriminasyon, moun ki bezwen asistans espesyal dapre Lwa Ameriken andikape yo (ADA), ak moun ki bezwen asistans nan lang (gratis) ta dwe kontakte Kowòdonatè Tit VI/Nondiscrimination nan [access@ocfl.net](mailto:access@ocfl.net) oswa lè yo rele 3-1-1 (407-836-3111). Si w gen pwoblèm pou tande oswa pou w pale, ou ka kontakte nimewo telefòn ki anwo yo lè w konpoze 711.*

**Orange County Library System  
Board of Trustees Meeting  
March 13, 2025**

**Call to Order**

**Orange County Library System  
Board of Trustees Meeting  
March 13, 2025**

**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  
March 13, 2025**

**Approval of Minutes**

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

**February 13, 2025 ~ 6:00 p.m.**

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

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

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

Administration Absent: Danielle King

- 25-013 I. **Call to Order**  
 President Bohannon called the meeting to order at 6:01 p.m.
- 25-014 II. **Public Comment Policy & Procedures**
- 25-015 III. **Approval of Minutes: January 9, 2025 Library Board of Trustees Meeting**  
 Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to approve the minutes for the January 9, 2025 Library Board of Trustees Meeting.  
 Motion carried 4-0.
- 25-016 IV. **Staff Presentation: Adult Services – Vanessa Neblett**  
 Trustee Tomlin arrived at 6:04 p.m.
- 25-017 V. **Financial Statements and Summaries:  
 September FY 2024 – Final  
 January 2025**  
 CFO Shoemaker reported on some of the various capital projects such as the Main Library Roof Replacement, OPL’s Exterior Lighting Upgrade, OPL’s Front Entrance Improvements and other system-wide improvements. The \$161,955 expended so far, is primarily related to the OPL first floor renovation Design, the West Oaks HVAC replacement and the North Orange remediation.  
  
 He further stated that the auditors gave the library’s FY 2024 Annual Comprehensive Financial Report a clean bill of health and that this would not have been possible without Finance Manager Lovevia Williams and the Finance Team. He thanked them for all their dedication and hard work.
- 25-018 VI. **Dashboard: January 2025 – Sara Gonzalez**  
 Chief of Lifelong Learning Gonzalez reviewed some of the highlights from January. Door count is down 7%, card registrations are up 1%, and checkouts are up 3%. For events and classes, offerings were up 4%, and attendance was down 8%. The Winter Garden Branch was closed for a refresh beginning on January 7<sup>th</sup>. This accounts for a large portion of the small drops in multiple statistics, which was expected.  
  
 She also explained a small change to the Dashboard this month. The display for Events and Classes was adjusted to show the raw numbers for onsite, virtual, and offsite event offerings and attendance. This change makes it easier to track trends in each category, rather than relying on percentages of the total.

As mentioned at the January board meeting, the food box distribution program, in partnership with Second Harvest Food Bank, came to an end. This program, which began in April 2023, operated at five branches—South Trail, Chickasaw, Fairview Shores, North Orange, and Hiawassee. Originally intended as a summer initiative, it was extended three times due to its success. Unfortunately, the program ended on November 26, 2024, when additional funding was unavailable. Its conclusion will likely impact us for the remainder of the year.

January was another record-breaking month for digital usage, with a 12% increase in usage compared to January 2024. Both OverDrive and Hoopla set total monthly usage records. OverDrive's usage totaled 248,917 checkouts. The previous high record was in December 2024 with 229,279 checkouts. Hoopla's usage totaled 46,052. The previous high record was in October 2024 with 41,438 checkouts.

The spotlight this month is Offsite Contacts, consisting of website visits and Questline Interactions. Both numbers are three-month totals (Nov, Dec, Jan): Website visits were up 16% year over year and Questline Interactions were up 7%.

Two customer comments below, demonstrate the ongoing impact of the library's programs and services, reflecting their continued support and benefit to the community:

"OCLS offers great classes for Citizenship. The sessions I attended with Mila P. was a great experience of learning, it was excellent. Thank you for helping so many people to achieve our dream come true. Being able to obtain American Citizenship." - Southeast Customer

"The Eatonville Branch has become such a valuable resource for the community! The dedicated staff really makes a difference, offering support and guidance. It is a place for learning, connection and even creativity - where people can find not only educational tools but also a sense of belonging."  
- Eatonville Customer

25-019

### **Strategic Plan: January 2025 – Sara Gonzalez**

Below, are some highlights of the accomplishments for each of the primary goals of the Strategic Plan:

#### Be Welcoming

Youth Services reached out to Operation New Hope, a local nonprofit that provides reentry resources for people impacted by incarceration. Staff met in January to discuss what materials would be most beneficial for families and opportunities for resource sharing.

#### Be Connected

Marketing and Public Relations worked with Data and User Services to discuss best ways to reach non-cardholders to survey them about their consideration of the library. The departments agreed to reach out to Gale for an updated Analytics on Demand dashboard for OCLS. The product gives the library access to demographic data and contact information for people who are non-cardholders. The information can be used to create direct mail campaigns that reach out to individuals, and digital campaigns that target ZIP codes where households with library cardholders are low.

#### Be Forward-Thinking

Home Delivery has begun testing the use of text messaging for holds pickup with a small sample of customers. Testing of this service has been successful so far.

Be Empowered

The Training and Development department sent inquiries regarding career paths and best practices to the Urban Libraries Council and Learning Roundtable distribution lists and various libraries.

- 25-020 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.
- 25-21 **Orlando Public Library Exterior Lighting Upgrade: Kris Shoemaker**  
The Board authorized the Director/CEO to execute a contract with Gomez Construction Company for \$602,435 and to approve the project of \$747,268 which includes a \$42,171 contingency.
- 25-22 **Southwest Author Event Request to Serve Alcohol: Leasha Tavernier**  
The Board approved the serving of alcoholic beverages in accordance with the Board-approved policy at the event on April 11, 2025, at the Southwest Branch Library.
- 25-023 **Action Items: Non-Consent Agenda – None**
- 25-024 VIII. **Discussion and Possible Action Items**  
President Bohannon announced that the May 8 Board Meeting coincides with the IOA Corporate 5K run, that will be held at Lake Eola. He stated that this happens every year and that in the past, it has been nearly impossible for the Board to arrive in time for the meetings, as many roads are closed and traffic is heavy. Alternative options were discussed, and the Board decided to cancel the meeting. Trustee Smoley, seconded by Trustee Tomlin, moved to cancel the May 8, 2025 Library Board of Trustees meeting. Motion 5-0.
- 25-025 IX. **Information**
- 25-026 **Director's Goals: 1<sup>st</sup> Quarter Update: Sharon Smoley**  
Trustee Smoley reported that everything is on track and that there are no concerns with Director Powell's progress with his goals.
- 25-027 **Director's Report**  
There is exciting news from Horizon West. The first concrete pour for the Horizon West Branch took place early in the morning on January 31. Here is [a video clip](#) of some of the action.
- The first Lillian Louise Pharr author series event was held on January 24 at the Dr. Phillips Center. It was a very successful event, drawing more than 1,200 people to hear bestselling author John Green talk about everything from his time growing up in Orlando, to his work to combat tuberculosis in underdeveloped countries, to the inspirations behind some of the characters in his books. This event was made possible thanks to a bequest from the estate of Orlando tennis legend Roger Pharr, who asked that the funds be used to create a literary series in honor of his mother. The bequest was made to the Friends of the Orange County Library System, who sponsor the series.
- An author has been chosen for the annual Romance Wine and Chocolate author event, which is hosted each year at the Chickasaw Branch. This year's speaker is bestselling author Abby Jiminez, whose titles include *Friend Zone* and *Happily Ever After Play List*. She is also the owner of the bakery Nadia Cakes and has won several Food Network competitions, including *Cupcake Wars* in 2013. It is expected that this will be a very popular edition of Romance Wine and Chocolate.

February is Black History Month, and as with every year, the library is hosting the African American Read-In here at the Orlando Public Library. The event, which is held in conjunction with the 35<sup>th</sup> annual National African American Read-In, features local politicians, news personalities and influencers reading and performing works by African American authors, poets, artists and musicians. This year's lineup includes Congressman Maxwell Frost, Orange County Mayor Jerry Demings, Orlando City Commissioner Bakari Burns, WESH 2 News Anchor Summer Knowles and more. This year's event will be held on the stage in the Melrose Center on February 16 at 2 p.m.

Every year, the Eatonville Branch participates in the ZORA! Festival, which takes place in downtown Eatonville in January. On January 31, during the festival's Education Day, the Eatonville Branch hosted Newbery Medal-winning author Jerry Craft for an author meet and greet. Craft is the author of the graphic novel *New Kid*, which tells the story of an African American 12-year-old boy trying to adjust to life in a private school that is predominantly white. More than 75 people came to listen to Craft, who now lives in Lake Nona, talk about his work. Before the event, he was interviewed by WKMG's Crystal Moyer about his appearance and [here is some of the video](#).

25-028 Annual Comprehensive Financial Report FY 2023 - 2024

25-029 **Public Comment: Non-Agenda Items**

X. **Adjournment**

Vice President Benjamin, seconded by Trustee Smoley, moved to adjourn the meeting. Motion carried 5-0.

President Bohannon adjourned the meeting at 6:42 p.m.

**Next Meeting Dates:**

March 13, 2025: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801

April 10, 2025: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801

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**Orange County Library System  
Board of Trustees Meeting  
March 13, 2025**

**Staff Presentation**



**Orange County Library System  
Board of Trustees Meeting  
March 13, 2025**

**Financials**

**Orange County Library System  
FY 2024-25 Financial Statement Highlights  
Five Months Ended February 28, 2025**

**Project Summaries:**

Horizon West Branch Library: Project-to-date costs are \$5,514,147 or 20.2% 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 (1) year after receiving the Certificate of Occupancy.

**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 \$50,719,518 or 69.1% of the budget, which is what we anticipated year-to-date as most taxpayers pay between November and March.

**State Aid/ State and Federal Grants:**

The Library budgeted \$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 February, we received \$72,365 or 72.4% of budgeted revenue.

**Meeting Rooms:**

The Library budgeted \$30,000 for meeting room revenues for FY 2024-25. Through February, we received \$18,166 or 60.6% of budgeted revenues.

**Faxes:**

The Library budgeted \$15,000 for fax revenues and has received \$8,530 or 56.9% year-to-date.

**Passport Facility & Photo Fees:**

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2024-25. Through February, we received \$7,570 or 63.1% of budgeted revenues.

Copy and Prints:

The Library budgeted \$180,000 for these services in FY 2024-25. We received \$78,364 or 43.5% of budget through February, which is slightly lower than anticipated.

Fees and Lost Materials:

Revenues from Fees and Lost Materials through February are \$18,751 or 39.1% of budget.

Investment Earnings:

As of the time of these reports, we have not received our February 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-Friends of The Library:

Through February we have received \$117,743 or 235.5% of the budget. This includes \$45,243 towards their annual stipend plus \$72,500 to cover the cost of hosting the John Green Author event.

Contributions-Other:

Through February we have received \$55,007 or 110.0% of the budget. We received Window World's \$50,000 donation to support the 2025 Summer At Your Library (SAYL) programs.

Internet Rebate:

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

Transfer From Property Appraiser:

This account is used to record the reimbursement of unused funds from the Property Appraiser's Office for the previous fiscal year. The Library typically receives a one-time payment in the first quarter of the fiscal year. For FY 2024-25 we have received \$119,237 or 238.5% of the budget.

Transfer From Tax Collector:

This account is used to record our revenue share from the Tax Collector's Office. The Library typically receives this funding in the last quarter of the fiscal year. So far in FY 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 \$625,000 or 32.9% 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 \$81,908 or 54.6% of budget. These costs are paid quarterly in advance.

Unemployment Compensation:

The Unemployment Compensation Expenditures are at \$6,846 or 11.4% of budget.

Delivery & Postage:

The Delivery and Postage Expenditures are at 35.8% of the budget, which is in line for the FY allocation.

Insurance:

The Insurance Expenditures are at 41.7% 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 73.6% of budget. These costs are paid quarterly in advance.

Supplies Hardware Software:

The expenditures in this category are at 3.1% of budget. This account is for any electronic-related purchase with a unit cost of less than \$1,000.

Supplies – Programming:

The expenditures in this category are at \$82,629. 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-Programming are 23.2% 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 \$764,680 expended so far is primarily related to the First Floor Renovation Design, West Oaks HVAC Replacement and North Orange Remediation.

## Horizon West Project Budget

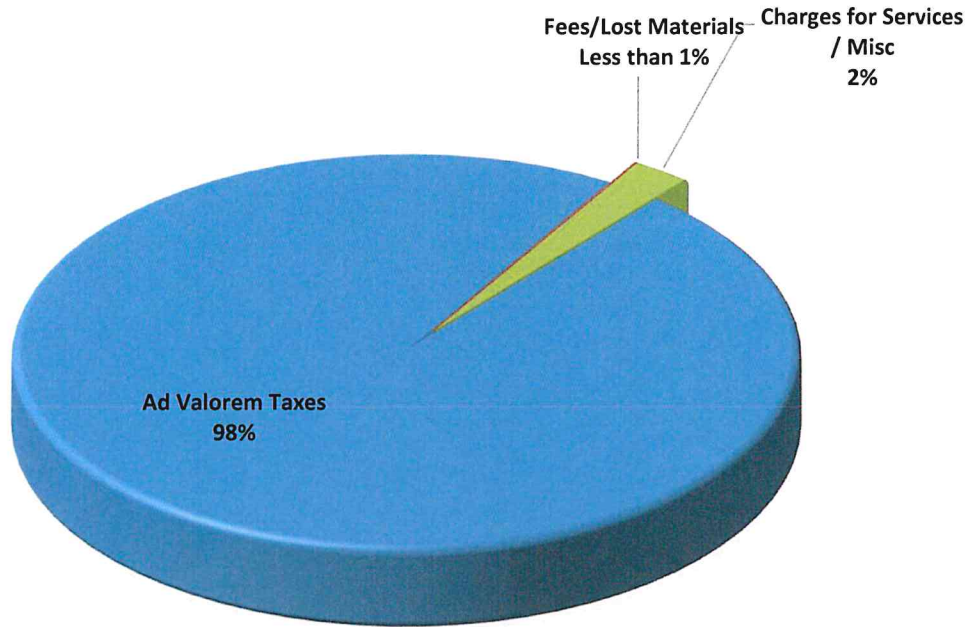
Project Code 20-010	Vendor	Original Budget	Change Order	Revised Budget	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Actual	Total Actuals	Variance
Demo Fund	Orange County	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000	\$ -
Design Team	Borrelli & Partners	1,554,944	-	1,554,944	54,793	567,246	671,293	42,595	\$ 1,335,927	(\$219,017)
Pre-construction Consulting	H.J. High Orange County	117,961	-	117,961	2,050	26,398	89,513	-	\$ 117,961	\$ -
Permitting & Impact Fees	H.J. High County	1,500,000	-	1,500,000	8,450	-	60,074	84,333	\$ 152,857	(\$1,347,143)
Construction	TBD	18,300,000	-	18,300,000	-	-	412,550	2,310,648	\$ 2,723,198	(\$15,576,802)
Threshold & Other Testing	TBD	150,000	-	150,000	-	-	-	1,526	\$ 1,526	(\$148,474)
FF & E	TBD	1,752,095	-	1,752,095	-	-	-	-	\$ -	(\$1,752,095)
Opening Day Collection	TBD	1,250,000	-	1,250,000	-	-	-	\$ 454,779	\$ 454,779	(\$795,221)
Wildlife Mitigation	FWC & Others	650,000	-	650,000	-	-	477,900	-	\$ 477,900	(\$172,100)
Contingency		1,750,000	-	1,750,000	-	-	-	-	-	(\$1,750,000)
<b>Project Costs</b>		<b>\$27,275,000</b>	<b>-</b>	<b>\$27,275,000</b>	<b>\$315,293</b>	<b>\$593,644</b>	<b>\$1,711,330</b>	<b>\$2,893,880</b>	<b>\$5,514,147</b>	<b>(\$21,760,853)</b>

**Lake Nona Project Budget**  
**Expenditures As of 2-28-2025**

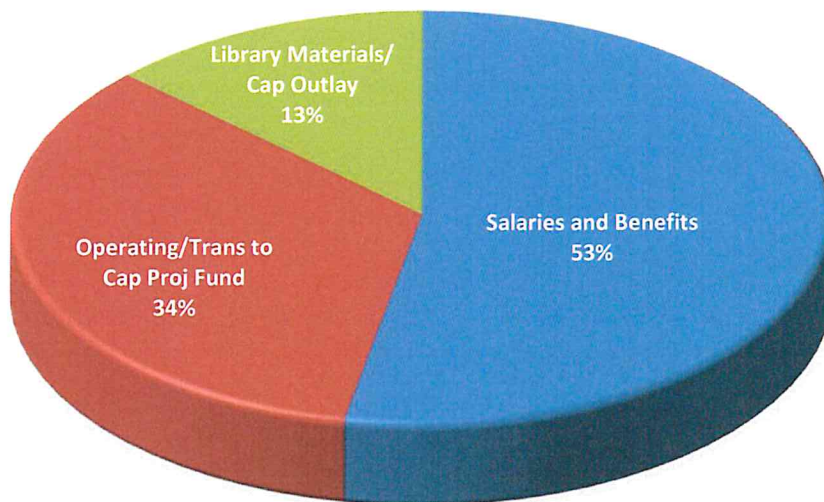
<b>Project Code 23-002</b>	<b>Vendor</b>	<b>Original Budget</b>	<b>Change Order</b>	<b>Revised Budget</b>	<b>FY 22 Actual</b>	<b>FY 23 Actual</b>	<b>FY 24 Actual</b>	<b>FY 25 Actual</b>	<b>Total Actuals</b>	<b>Variance</b>
<b>Payable to the City of Orlando</b>										
Project Management Fee	City of 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)
<b>Total Payable to the City of Orlando</b>		<b>\$20,183,864</b>	<b>\$0</b>	<b>\$20,183,864</b>	<b>\$0</b>	<b>\$255,247</b>	<b>\$489,034</b>	<b>\$0</b>	<b>\$744,281</b>	<b>(\$19,439,583)</b>
<b>Library Direct Cost</b>										
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)
<b>Total Library Direct Cost</b>		<b>\$5,781,136</b>	<b>\$0</b>	<b>\$5,781,136</b>	<b>\$440,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$440,000</b>	<b>(\$5,341,136)</b>
<b>Total Project Costs</b>		<b>\$25,965,000</b>	<b>\$0</b>	<b>\$25,965,000</b>	<b>\$440,000</b>	<b>\$255,247</b>	<b>\$489,034</b>	<b>\$0</b>	<b>\$1,184,281</b>	<b>(\$24,780,719)</b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**Operating Fund**  
**Five Months Ended February 28, 2025**

**REVENUES**



**EXPENDITURES**



**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND REVENUE SUMMARY  
Five Months Ended February 28, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(5 months= 41.7%)</b>
<b>AD VALOREM TAXES</b>	73,425,000	50,719,518	69.1%
<b>INTERGOVERNMENTAL</b>			
Federal & State Grants	795,000	-	0.0%
<b>CHARGES FOR SERVICES</b>			
Fee Cards	100,000	72,365	72.4%
PC Express (\$1 for 1 hour)	700	951	135.8%
Classes	-	60	-
Meeting Rooms	30,000	18,166	60.6%
Faxes	15,000	8,530	56.9%
Ear Buds & Jump Drives	2,500	1,089	43.5%
Bag Sales	3,000	870	29.0%
Copy & Prints	180,000	78,364	43.5%
Passport Facility & Photo Fees	12,000	7,570	63.1%
Other	7,000	109	1.6%
	<u>350,200</u>	<u>188,074</u>	<u>53.7%</u>
<b>FEES &amp; LOST MATERIALS</b>	48,000	26,117	54.4%
<b>MISCELLANEOUS</b>			
Investment Earnings	1,166,500	698,102	59.8%
Sales of Surplus Property	5,000	4,635	92.7%
Contributions - Friends of Library	50,000	117,743	235.5%
Contributions - Others	50,000	55,007	110.0%
Internet Rebate	78,720	-	0.0%
Grants & Awards	15,000	202	1.3%
Miscellaneous	35,000	54,898	156.9%
	<u>1,400,220</u>	<u>930,587</u>	<u>66.5%</u>
<b>TRANSFER FR PROP APPRAISER</b>	50,000	119,237	238.5%
<b>TRANSFER FR TAX COLLECTOR</b>	582,000	-	0.0%
<b>TOTAL REVENUES</b>	<u><u>76,650,420</u></u>	<u><u>51,983,533</u></u>	<u><u>67.8%</u></u>



**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND EXPENDITURE SUMMARY  
Five Months Ended February 28, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(5 months= 41.7%)</b>
<b>SALARIES &amp; BENEFITS</b>			
Salaries	28,475,000	10,870,266	38.2%
Medicare Taxes	425,000	154,521	36.4%
Defined Contribution Pension Plan	2,150,000	815,271	37.9%
Defined Benefit Pension Plan	1,900,000	625,000	32.9%
Money Purchase Pension Plan	1,850,000	710,596	38.4%
Life and Health Insurance (Employees)	4,875,000	1,714,255	35.2%
Worker's Compensation	150,000	81,908	54.6%
Unemployment Compensation	60,000	6,846	11.4%
Retiree Health Care (OPEB)	650,000	147,684	22.7%
Parking & Bus Passes	300,000	111,429	37.1%
	<u>40,835,000</u>	<u>15,237,776</u>	<u>37.3%</u>
<b>OPERATING</b>			
Professional Services	550,000	137,135	24.9%
Other Contractual Services	3,000,000	814,367	27.1%
Other Contract. Serv.- Janitorial	520,000	169,928	32.7%
Training and Travel	250,000	45,717	18.3%
Telecommunication	650,000	109,615	16.9%
Delivery and Postage	1,600,000	572,023	35.8%
Utilities	1,150,000	301,062	26.2%
Rentals and Leases	1,660,000	633,838	38.2%
Insurance	925,000	385,579	41.7%
Repairs and Maintenance/Leasehold Improvements	1,925,000	956,649	49.7%
IT Subscriptions/Maintenance Contracts	1,855,000	1,274,468	68.7%
Copying/Printing	400,000	109,486	27.4%
Promotional Activities	500,000	159,144	31.8%
Property Appraiser's Fee	741,000	545,535	73.6%
Tax Collector's Fee	1,500,000	1,014,390	67.6%
Supplies	1,400,000	242,273	17.3%
Supplies-Hardware/Software	850,000	26,558	3.1%
Supplies-Programming	-	82,629	-
Memberships	20,000	13,164	65.8%
	<u>19,496,000</u>	<u>7,593,560</u>	<u>38.9%</u>
<b>CAPITAL OUTLAY</b>			
Building and Improvements	9,000,000	764,680	8.5%
Equipment and Furniture	1,000,000	173,456	17.3%
Hardware/Software	1,875,000	46,010	2.5%
	<u>11,875,000</u>	<u>984,146</u>	<u>8.3%</u>
<b>LIBRARY MATERIALS</b>			
Materials - Restricted Contributions	15,000	-	0.0%
Materials - Other	6,356,400	2,606,837	41.0%
	<u>6,371,400</u>	<u>2,606,837</u>	<u>40.9%</u>
<b>TRANSFER TO CAPITAL PROJECTS FUND</b>			
	5,000,000	2,083,333	41.7%
<b>TRANSFER TO SINKING/EARR FUND</b>			
	500,000	208,333	41.7%
<b>TOTAL EXPENDITURES</b>	<b><u>84,077,400</u></b>	<b><u>28,713,985</u></b>	<b><u>34.2%</u></b>

**ORANGE COUNTY LIBRARY DISTRICT  
CAPITAL PROJECTS FUND  
Five Months Ended February 28, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(5 months= 41.7%)</b>
<b>REVENUES</b>			
Investment Earnings	125,000	852,233	681.8%
Transfer from Operating Fund	5,000,000	2,083,333	41.7%
Reserves	43,600,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>48,725,000</b>	<b>2,935,566</b>	<b>6.0%</b>
<b>EXPENDITURES</b>			
New Horizon West Branch	24,725,000	2,435,057	9.8%
New Branch FFE	1,000,000	-	0.0%
New Branch Materials	1,000,000	454,779	45.5%
New Lake Nona Branch	1,500,000	-	0.0%
Reserves	20,500,000	45,730	0.2%
<b>TOTAL EXPENDITURES</b>	<b>48,725,000</b>	<b>2,935,566</b>	<b>6.0%</b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**SINKING FUND**  
**Five Months Ended February 28, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(5 months= 41.7%)</b>
<b>REVENUES</b>			
Investment Earnings	50,000	105,707	211.4%
Transfer from Operating Fund	500,000	208,333	41.7%
Reserves	5,357,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>5,907,000</b>	<b>314,040</b>	<b>5.3%</b>
<b>EXPENDITURES</b>			
Reserves-Building and Improvements	4,157,000	221,003	5.3%
Reserves-Horizon West Contract	1,000,000	53,164	5.3%
Reserves-Horizon West Demo	250,000	13,291	5.3%
Reserves-Technology	500,000	26,582	5.3%
<b>TOTAL EXPENDITURES</b>	<b>5,907,000</b>	<b>314,040</b>	<b>5.3%</b>

**ORANGE COUNTY LIBRARY DISTRICT  
PERMANENT FUND  
Five Months Ended February 28, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(5 months= 41.7%)</b>
<b>REVENUES</b>			
Investment Earnings	25,000	16,026	64.1%
Investment Fair Value	-	13,646	-
Reserves	1,096,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>1,121,000</b>	<b>29,672</b>	<b>2.6%</b>
<b>EXPENDITURES</b>			
Equipment	75,000	-	0.0%
Reserves	1,046,000	29,672	2.8%
<b>TOTAL EXPENDITURES</b>	<b>1,121,000</b>	<b>29,672</b>	<b>2.6%</b>

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND  
BALANCE SHEET - ASSETS  
February 28, 2025**

**ASSETS**

Cash on Hand	15,763
Equity in Pooled Cash	3,177,367
Equity in Pooled Investments	65,484,490
Accounts Receivable	79
Due from Pond	(70)
Inventory	151,527
Prepays	235,745
Other Assets - Deposits	<u>7,500</u>

**TOTAL ASSETS** **69,072,401**

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND**  
**BALANCE SHEET - LIABILITIES & FUND BALANCE**  
**February 28, 2025**

**LIABILITIES**

Accounts Payable	342,833
Accrued Wages Payable	455,060
Accrued Sales Tax	502
Accrued Fax Tax	67
Accrued N. Carolina St. Income Tax	630
Employee Payroll Deductions:	
Dental Insurance	1,177
Optional Life	(711)
Vision Plan	116
Weight Watchers	516
Short Term Disability	91
Accident/Critical/Hospital	528
Staff Association	6,819
Due To Friends of the Library	1,870
<b>TOTAL LIABILITIES</b>	<b>809,498</b>

**FUND BALANCE**

Nonspendable:	
Inventory	151,527
Prepaid Items and Deposits	243,245
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	39,591,035
Current Year Revenue over Expenditures	23,269,547
<b>TOTAL FUND BALANCE</b>	<b>68,262,903</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>69,072,401</b>

**ORANGE COUNTY LIBRARY DISTRICT  
MONTHLY ROLLOVER  
February 28, 2025**

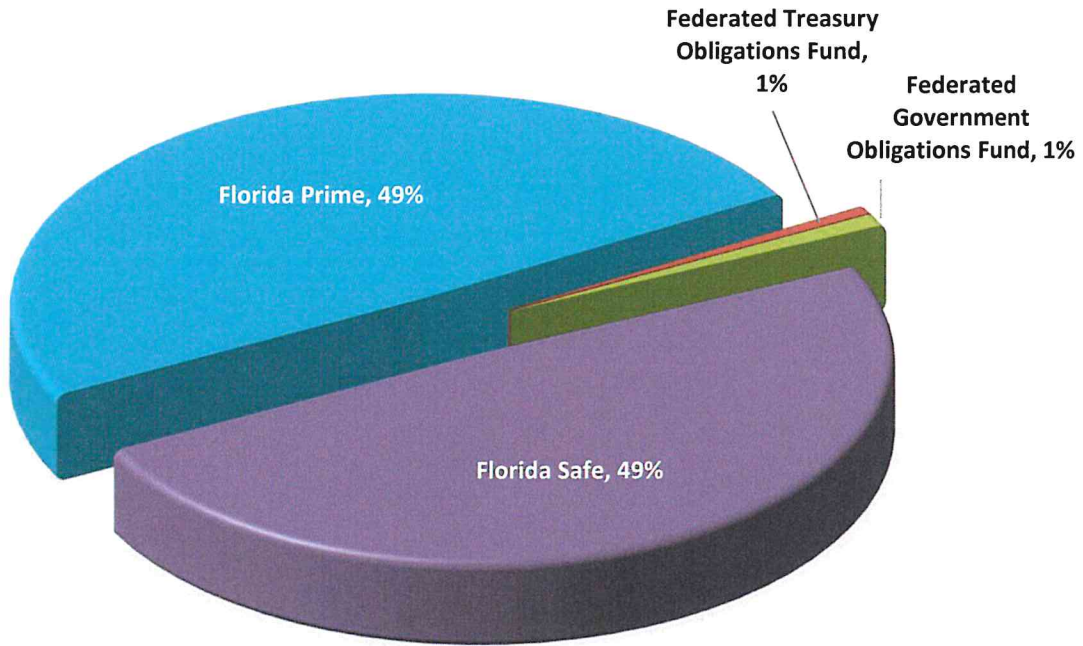
	<u>BALANCE</u> <u>01/31/25</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> <u>02/28/25</u>
<b>OPERATING</b>				
Equity in Pooled Cash	6,613,249	16,012,400	19,448,282	3,177,367
Equity in Pooled Investments	51,349,911	14,176,246	41,667	65,484,490
	<b>57,963,160</b>	<b>30,188,646</b>	<b>19,489,949</b>	<b>68,661,857</b>
<b>CAPITAL PROJECTS</b>				
Equity in Pooled Investments	54,118,679	205,695	-	54,324,374
<b>SINKING</b>				
Equity in Pooled Investments	6,785,501	67,378	-	6,852,879
<b>SELF FUNDED HEALTH</b>				
Equity in Pooled Cash	1,682,587	368,403	360,994	1,689,996
Claims Payment Checking Account	73,000	299,841	299,841	73,000
Equity in Pooled Investments	4,854,682	18,451	-	4,873,133
	<b>6,610,269</b>	<b>686,695</b>	<b>660,835</b>	<b>6,636,129</b>



# ORANGE COUNTY LIBRARY DISTRICT GENERAL POOLED INVESTMENTS

February 28, 2025

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
<b>MONEY MARKET FUNDS</b>	
Federated Treasury Obligations Fund	764,865
Federated Government Obligations Fund	1,229,478
<b>LOCAL GOVERNMENT INVESTMENT POOLS</b>	
Florida Safe	64,633,210
Florida Safe-HW Demo Fund	268,842
Florida Prime (SBA)	64,638,482
<b>TOTAL</b>	131,534,877





## **Investment Performance – Defined Benefit Pension Plan**

One of the responsibilities of the Plan Administrators, currently CEO Steve Powell, COO Bethany Stone, CFO Kristopher Shoemaker and Finance Manager Lovevia Williams, is to monitor and evaluate the performance of the investment managers. We do this with the assistance of investment consultant Dahab Associates.

Attached is the investment portfolio summary page copied from Dahab's December 31, 2024, Performance Review, which shows the performance of each manager compared to an appropriate index, the overall performance of the portfolio compared to a calculated benchmark, and the market value of each investment.

In calendar year 2024 the portfolio earned 8.8% return on investment (ROI), which is 0.7% lower than the 2024 benchmark of 9.5% and lower than the 15.7% ROI in 2023. The main reason for the lower performance is due to the sluggish 4<sup>th</sup> quarter in 2024, where investments lost approximately \$1M. However, when compared to the rest of the market the 2024 portfolio was in the 75<sup>th</sup> percentile as compared to 2023 being in the 16<sup>th</sup> percentile. Thus, while we earned less ROI percentage wise in 2024, we were in better position than 75% of other portfolios. For the most part, the portfolio held its own against benchmarks and the ones that did not were only minimally different.

As of December 31, 2024, the Defined Benefit Plan had \$60.53 million in assets versus \$48.88 million in liabilities which means the plan was funded 1.238 times (or 123.8% funded), which is beneficial in these uncertain investment times.

Per the National Conference on Public Employee Retirement Systems (NCPERS), nationwide, state, and local governments funded their pension at an average of 0.764 times (or 76.4% funded) for 2024, slightly higher than the 2023 funding rate.

MANAGER PERFORMANCE SUMMARY

Portfolio	Universe	Quarter	FYTD	1 Year	3 Years	5 Years	10 Years	Market Value	%
<b>Total Portfolio</b>	<b>(Public Fund)</b>	<b>-1.6 (72)</b>	<b>-1.6 (72)</b>	<b>8.8 (75)</b>	<b>1.1 (93)</b>	<b>6.3 (74)</b>	<b>6.5 (77)</b>	<b>60,528,245</b>	<b>100.0%</b>
<i>OCLS Blended Index</i>		<i>-2.4</i>	<i>-2.4</i>	<i>9.5</i>	<i>1.6</i>	<i>5.9</i>	<i>6.3</i>		
Vanguard R3000	(Domestic Eq)	2.6 (31)	2.6 (31)	23.8 (25)	8.0 (25)	13.9 (21)	12.6 (21)	15,930,282	26.3%
<i>Russell 3000</i>		<i>2.6</i>	<i>2.6</i>	<i>23.8</i>	<i>8.0</i>	<i>13.9</i>	<i>12.5</i>		
Vanguard Small Cap Index	(SC Core)	1.7 (20)	1.7 (20)	14.3 (25)	3.7 (26)	9.4 (34)	---	11,877,402	19.6%
<i>CRSP US Small Cap Index</i>		<i>1.7</i>	<i>1.7</i>	<i>14.2</i>	<i>3.6</i>	<i>9.3</i>	<i>9.1</i>		
Vanguard International Index	(Intl Eq)	-7.4 (49)	-7.4 (49)	5.3 (48)	0.8 (51)	4.4 (51)	5.2 (57)	3,392,436	5.6%
<i>Blended Global Ex-US Index</i>		<i>-7.8</i>	<i>-7.8</i>	<i>4.2</i>	<i>0.6</i>	<i>4.4</i>	<i>5.3</i>		
Vanguard International Growth	(Intl Eq)	-5.4 (23)	-5.4 (23)	9.8 (20)	-4.2 (85)	7.0 (16)	---	4,031,332	6.7%
<i>MSCI ACWI Ex-US Growth</i>		<i>-7.8</i>	<i>-7.8</i>	<i>5.4</i>	<i>-2.4</i>	<i>3.7</i>	<i>5.7</i>		
Vanguard Emerging Markets	(Emerging Mkt)	-5.4 (24)	-5.4 (24)	11.1 (24)	0.0 (40)	3.1 (47)	---	3,989,827	6.6%
<i>Blended Emerging Markets Index</i>		<i>-6.4</i>	<i>-6.4</i>	<i>11.6</i>	<i>0.3</i>	<i>3.4</i>	<i>4.2</i>		
Vanguard REIT	(REIT)	-7.6 (59)	-7.6 (59)	5.1 (84)	-4.6 (84)	3.1 (88)	5.2 (72)	3,238,574	5.4%
<i>Blended Real Estate Index</i>		<i>-7.6</i>	<i>-7.6</i>	<i>5.1</i>	<i>-4.6</i>	<i>3.1</i>	<i>5.2</i>		
Reams Columbus	(Core Fixed)	-3.4 (92)	-3.4 (92)	1.6 (50)	-1.3 (10)	2.2 (2)	2.8 (3)	17,473,175	28.9%
<i>Bloomberg Aggregate Index</i>		<i>-3.1</i>	<i>-3.1</i>	<i>1.2</i>	<i>-2.4</i>	<i>-0.3</i>	<i>1.4</i>		
Cash		---	---	---	---	---	---	595,217	1.0%
<i>90 Day T Bill</i>		<i>0.7</i>	<i>0.7</i>	<i>3.6</i>	<i>2.3</i>	<i>1.4</i>	<i>1.3</i>		

# ORANGE COUNTY LIBRARY SYSTEM

## GENERAL POOLED INVESTMENT REPORT

### Fiscal Year Ended September 30, 2024

In accordance with the Investment Policy (Policy) approved by the Library Board of Trustees in April 2008, this report is required to be submitted annually to the Library Board. The Policy covers the investment of surplus funds other than pension, deferred compensation, other post-employment benefit plans, and special funds.

#### Type of Investments Held

The following summarizes the investments held as of September 30, 2024:

**Florida Prime** – Florida Prime, which is administered by the State Board of Administration, is an investment pool for local governments. Per the Florida Prime website, there are approximately \$24.05 billion dollars in assets in this fund and it serves 815 local governments across the state. The rate for the fiscal year ranged from 5.33% to 5.64%.

**Florida Safe** – Florida Safe is an investment pool for local governments. The pool invests in U.S. government obligations, agencies, commercial paper, and other high quality short term investments. The rates for the fiscal year ranged from 5.18% to 5.49%.

**Federated Government Obligations Money Market Fund** – The fund invests primarily in a portfolio of short-term U.S. Treasury and government agency securities, including repurchase agreements that are backed by U.S. Treasury and government agency securities. The rates for the fiscal year ranged from 4.79% to 5.23%.

**Federated Treasury Obligations Money Market Fund** – The fund invests primarily in a portfolio of U.S. Treasury securities and repurchase agreements that are backed by U.S. Treasury securities. The rate for the fiscal year ranged from 4.80% to 5.23%.

As of September 30, 2024, the balance in these investments totaled \$107,862,070 of which \$55 million is set aside to fund Horizon West and Lake Nona branch construction. The overall investment yield for the fiscal year was approximately 5.36%.

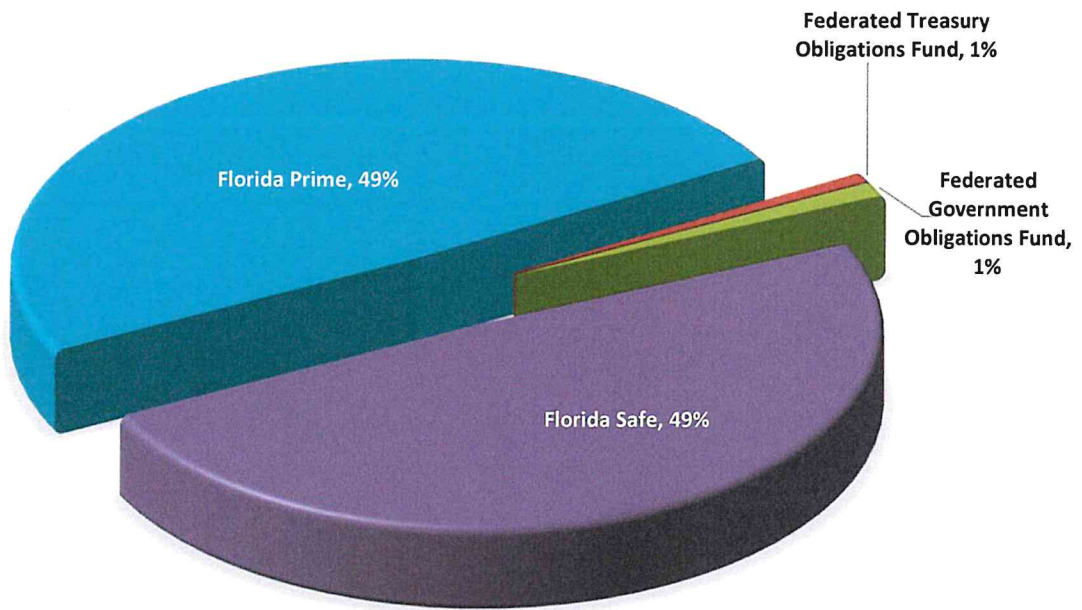
The attached spreadsheet shows investment totals by month for the fiscal year ended September 30, 2024.

**ORANGE COUNTY LIBRARY SYSTEM  
INVESTMENT REPORT  
FISCAL YEAR ENDED SEPTEMBER 30, 2024**

	FEDERATED TREASURY OBLIGATIONS MONEY MARKET FUND	1%	FEDERATED GOVERNMENT OBLIGATIONS MONEY MARKET FUND	1%	40,892,863	49%	41,538,862	49%	84,297,155
					FLORIDA SAFE		FLORIDA PRIME (SBA)		TOTAL INVESTMENTS
OCTOBER	715,473	1%	1,149,957	1%	40,892,863	49%	41,538,862	49%	84,297,155
NOVEMBER	718,641	1%	1,155,042	2%	38,083,510	48%	38,736,562	49%	78,693,755
DECEMBER	721,727	1%	1,159,997	1%	41,259,710	49%	41,921,675	49%	85,063,109
JANUARY	724,924	1%	1,165,139	1%	48,440,157	49%	49,111,800	49%	99,442,020
FEBRUARY	1,170,291	1%	728,124	1%	52,649,200	49%	53,329,733	49%	107,877,348
MARCH	1,175,106	1%	731,118	1%	56,860,103	49%	57,549,820	49%	116,316,147
APRIL	1,175,106	1%	731,118	1%	54,860,103	49%	55,549,820	49%	112,316,147
MAY	737,438	1%	1,185,287	1%	55,355,120	49%	56,064,432	49%	113,342,277
JUNE	740,669	1%	1,190,497	1%	55,607,092	49%	56,325,466	49%	113,863,724
JULY	743,810	1%	1,195,560	1%	53,852,605	49%	54,579,805	49%	110,371,780
AUGUST	747,074	1%	1,200,818	1%	54,101,122	49%	54,838,553	49%	110,887,567
SEPTEMBER	753,411	1%	1,211,044	1%	52,835,222	49%	53,062,393	49%	107,862,070

**ORANGE COUNTY LIBRARY DISTRICT**  
**GENERAL POOLED INVESTMENTS**  
**Fiscal Year Ended September 30,2024**

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
<b>MONEY MARKET FUNDS</b>	
Federated Treasury Obligations Fund	753,411
Federated Government Obligations Fund	1,211,044
<b>LOCAL GOVERNMENT INVESTMENT POOLS</b>	
Florida Safe	52,835,222
Florida Prime (SBA)	<u>53,062,393</u>
<b>TOTAL</b>	<u><u>107,862,070</u></u>



**ORANGE COUNTY LIBRARY SYSTEM**  
**OTHER POST EMPLOYMENT BENEFIT INVESTMENT REPORT**  
**Fiscal Year Ended September 30, 2024**

In accordance with the Investment Policy Statement (Statement) approved by the Library Board of Trustees in September 2010, this report is required to be submitted annually to the Library Board. The Statement refers to the investment of funds in a trust established for Other Post Employment Benefits (OPEB), the most significant of which is retiree health care. The Library adopted a trust agreement prepared by ICMA Retirement Corporation (as of 2021 they are known as MissionSquare Retirement), which is a national firm that only serves public sector employees and employers, and also utilizes mutual funds offered by MissionSquare Retirement as the investments in the trust. In 2024, the Library amended their financial advisor contact with Dahab Associates, Inc. to include full investment consulting services for the Library's OPEB Trust Fund which is managed by MissionSquare Retirement. Based on their review and coordination with MissionSquare, we changed the investment portfolio from MissionSquare funds to Vanguard funds with lower administration fees.

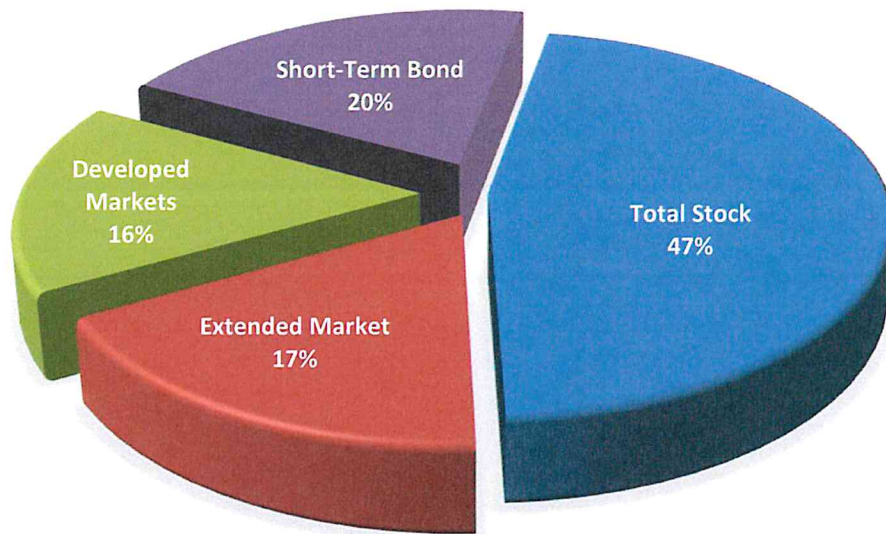
The general guidelines in the Statement are 30% of the investments in fixed income and cash and 70% in domestic and foreign equity securities. As of September 30, 2024, the actual allocations were 20% in fixed income and 80% in equities.

As of September 30, 2024, the balance in these investments totaled \$24,387,691 which fully funds our OPEB liability. The overall investment yield for the fiscal year was 25.82%.



**ORANGE COUNTY LIBRARY SYSTEM**  
**OPEB INVESTMENTS**  
**Fiscal Year Ended September 30, 2024**

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
<b>DOMESTIC EQUITIES</b>	
Vanguard Total Stock	11,367,766
Vanguard Extended Market	4,242,155
<b>INTERNATIONAL EQUITIES</b>	
Vanguard Developed Markets	3,949,737
<b>FIXED INCOME</b>	
Vanguard Short-Term Bond	4,828,033
<b>TOTAL</b>	24,387,691



**ORANGE COUNTY LIBRARY SYSTEM  
SPECIAL FUNDS INVESTMENT REPORT  
Fiscal Year Ended September 30, 2024**

In accordance with the Special Funds Investment Policy Statement (Statement) approved by the Library Board of Trustees in February 2016, this report is required to be submitted annually to the Library Board. The Statement refers to the investment of "Special Funds" such as cash gifts, charitable contributions, donor designated gifts, and other such monies received outside the scope of the funds received by the Library District in its regular course of operations.

Thus far, "Special Funds" consist of the \$500,000 donation received from Mr. Kendrick Melrose in October 2015 and a second donation of \$500,000 in November 2018 for a total donation of \$1,000,000. Per the donation agreement, Mr. Melrose stipulated that the principal remain intact and the earnings from the corpus are designated for upgrades to the Melrose Center.

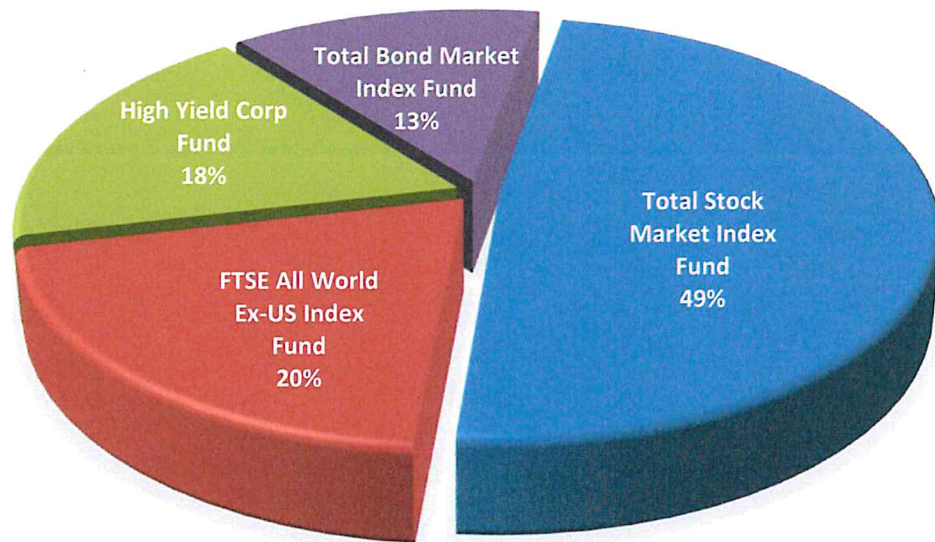
The general guidelines in the Statement are 40% of the investments in fixed income and cash and 60% in domestic and foreign equity securities. As of September 30, 2024, the actual investments, which consist of four Vanguard mutual funds, were 31% in fixed income and 69% in equities.

As of September 30, 2024, the balance in these investments total \$1,623,654. The overall investment yield for the fiscal year was 17.02%.



**ORANGE COUNTY LIBRARY SYSTEM**  
**SPECIAL FUNDS INVESTMENTS**  
**Fiscal Year Ended September 30, 2024**

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
<b>DOMESTIC EQUITIES</b>	
Vanguard Total Stock Market Index Fund	789,995
<b>INTERNATIONAL EQUITIES</b>	
Vanguard FTSE All World Ex-US Index Fund	323,311
<b>FIXED INCOME</b>	
Vanguard High Yield Corporate Fund	294,686
Vanguard Total Bond Market Index Fund	215,662
<b>TOTAL</b>	1,623,654

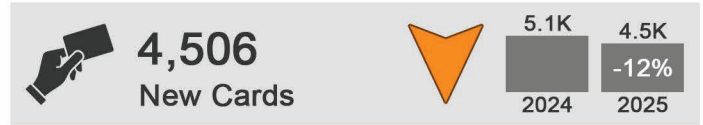
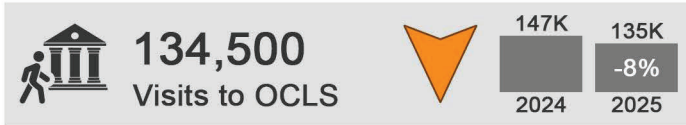


**Orange County Library System  
Board of Trustees Meeting  
March 13, 2025**

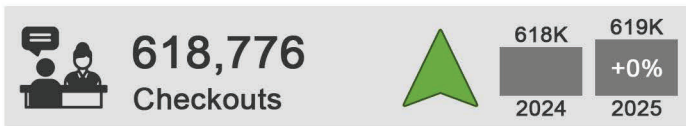
**Dashboard**

# Monthly Report: February 2025

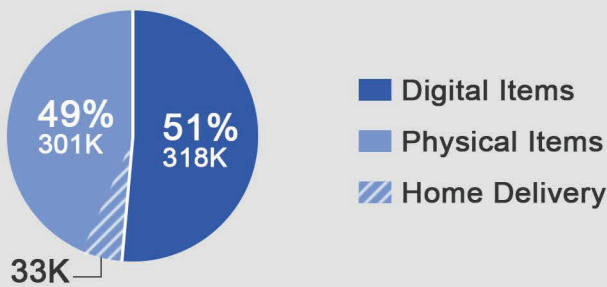
## People



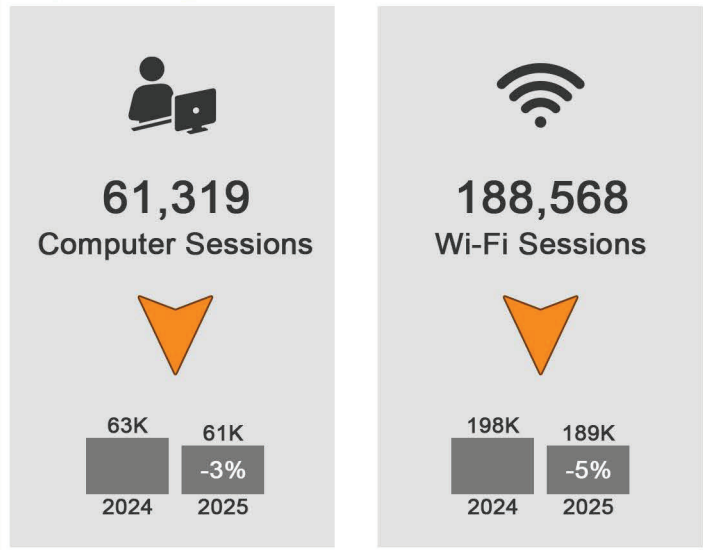
## Collection



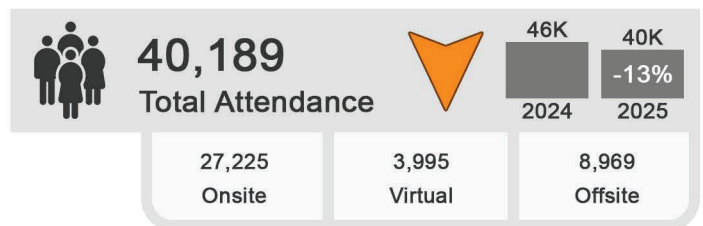
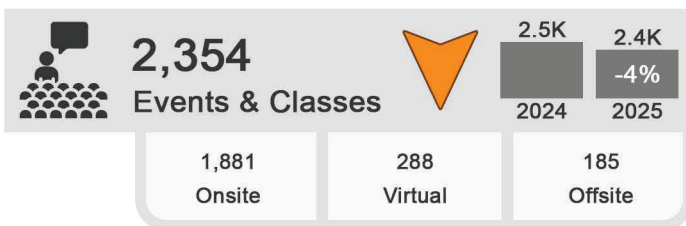
### Checkouts by Collection Type



## Spotlight: Internet Access



## Events & Classes



## Customer Feedback

*A former customer who moved out of state 2 years ago, called the Hiwassee Branch Manager and thanked OCLS for all the years of service provided to him. One of his favorite things about living "all those years" in Orlando was coming to the Hiwassee Branch. According to him, OCLS was his home away from home and was his tax dollars being well spent.*

- Eldrid F., past Hiwassee customer

*"I am very appreciative of all the library's services and for having great partnerships like the American Heart Association."*

- Customer at Summerlake Community heart health event

**Orange County Library System  
Board of Trustees Meeting  
March 13, 2025**

**Strategic Plan Update**

# **ORANGE COUNTY LIBRARY SYSTEM**

## **Strategic Plan Update for February 2025**

### **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.
  - **Melrose staff met with Adult Services and Youth Services staff to discuss Game Design and Video ideas in order to offer more Melrose-based classes at branch locations. Melrose is developing a camp to incorporate an Unreal/LEGO/Fortnite building platform. Youth Services is looking at making a series using Godot, which would provide students with useful experience to take Melrose camps and classes. Melrose staff provided Youth Services staff with documentation to offer a Presenting for the Camera class, based on the Melrose Acting for the Camera class.**
  - **Youth Services staff members reviewed the inventory of borrowed items and created two additional Lego Program Kits and updated resources for the Lego One Scoop Wiki Page.**
  - **Youth Services staff drafted a summer-themed homeschool program that was piloted this month. Staff will finalize the script for systemwide use after testing the lessons and activities.**
- Partner with more organizations willing to host offsite library events and resources.
  - **Community Engagement staff met with several potential partners this month to discuss options to expand offsite library events including Advent Health, the City of Orlando and the Alzheimer's and Dementia Resource Center.**

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

- Evaluate the customer experience in public spaces.
  - **The Washington Park Branch Display Team created sensory experiences in various locations within the branch through thoughtfully designed displays that engage multiple senses. The Adult Sensory Solutions display offers tactile and cognitive engagement with textured anxiety strips, worry stones, metal mind teasers, interactive puzzles, and weekly affirmations.**
  - **MPR is scheduling visits with Branch managers and assistant managers to walk through each location and collaborate on ways to better visually serve branches and customers.**

- **The Alafaya branch repurposed the Right Service computer into a Catalog computer providing customers with an additional location in the branch to search for resources via the catalog.**
- **Winter Garden managers created a new layout for the public computer area to improve accessibility and navigation. The public computer area, printer, and copy machine are now together to increase ease of use.**
- **South Trail collaborated with IT Services to remove two rows of computers and repurpose the tables as dedicated workspaces with power for customers using their laptops. They also designated an accessible row of computers, including a JAWS station, a Video Relay Service (Purple) station, and a Right Service station.**
- **Explore opportunities to optimize accessibility.**
  - **Youth services staff presented information about streamlining age ranges to match other youth programs to branch managers and technology trainers. Classes will now be grouped as Early Learning (3-5 years), Kids (6-12 years), and Teens (13-19). Youth services staff also presented the new format for the long description in the event listing that will detail the required skills, learning objectives, and caregiver agreements that their child meets the learning requirements for each class.**

**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.**
  - **The Training and Development and Community Engagement departments met to discuss options for gathering and sharing content and processes for staff development around social services resources.**
- **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.
- Support partnerships with health and wellness organizations.
  - In partnership with the American Heart Association and HCA Florida Healthcare, OCLS celebrated Heart Month this February. Library staff hosted 25 “Libraries with Heart” events, reaching 289 attendees at programs held in the library and within the community demonstrating how to monitor blood pressure using kits available for checkout at the library.
  - Community Engagement Department (CED) staff presented at the 2025 KidsLib MiniCon in Marion County, showcasing the work that OCLS has done to provide events for children and families at Nemours Children's Hospital and Orlando Health Arnold Palmer Hospital for Children.
  - CED staff met with Advent Health's Child Life Department to discuss their collaborative efforts with other hospitals in the area and explore how they can bring events to their patients and families. Advent Health is enthusiastic about this partnership, and plans are underway for CED staff to visit their facility.
  - CED staff also visited the West Lakes Early Learning Center, run by Advent Health to deliver storytime sessions to 78 children.
  - CED staff hosted the first Arnold Palmer Library Takeover Day of the year on Valentine's Day, which featured an original storytime and a variety of interactive activities, attracting over 300 attendees.
  - The marketing department promoted yoga classes with Go With the Flow Yoga and Mindful Play on Facebook.
- Leverage partnerships to enhance services.
  - The Events Department's Resource Fair Subcommittee met to begin planning the first community resource fair of 2025 which is tentatively scheduled to take place in May.
  - The Development Manager has been actively working on board recruitment to help diversify and strengthen the Friends of the Library board, with the goal of enhancing the Friends' network and building key relationships that could lead to new funding opportunities.

**Activity:** Explore ways to foster higher engagement rates.



- Focus on connecting with different segments of the community.
  - This month, the efforts to offer more programs for seniors continued with events at branches such as Chickasaw, which hosted a Seniors Crochet Community Project, where a group of seniors came together to crochet baby hats to be donated to a local hospital. West Oaks staff held an Art History for Seniors event.
  - The Community Engagement Department visited 10 senior facilities to speak with over 190 people to promote American Heart Month and blood-pressure monitoring kits available to check out through the library.
  - Additionally, Community Engagement visited 27 senior facilities, connecting over 293 people to share information about library resources, storytimes and interactive activities
  - Branches and the Community Engagement Department also continued to focus on outreach to local schools.
    - West Oaks staff offered multiple activities to support local schools, including Literacy Nights for Ocoee Elementary and Wedgefield School, a storytime and tour for three Citrus Elementary first-grade classes, and a tour for families from the Grace Bible Church of Central Florida Preschool.
    - Washington Park staff participated in Literacy Week activities and library resource presentations at Ivey Lane Elementary and Ridgewood Elementary School, while also supporting outreach efforts at Carver Middle School.
    - The Community Engagement Department visited a middle school group at United Cerebral Palsy School to provide activities and to host a teen book club, connecting with over 100 teens in total.
    - Community Engagement brought Bilingual Storytime to Redlands Christian Migrant daycare facility. The storytime and accompanying craft are designed to teach children vocabulary and allow them to practice English.
  - The Community Engagement Outreach Social Worker attended the annual OCPS Spring College and Career Fair, delivering a presentation to 723 attendees over several sessions on post-secondary career paths.
  - To support the focus on engaging more with teens, the Marketing and Public Relations Department conducted photo shoots with teens for use during Women's History Month. The photos, which show teens using the library and reading, are included in the March issue of Books & Beyond magazine and will be used on social media for teen-focused ads.
  - Marketing also met with Cox Media Group and is evaluating a proposal to advertise on digital platforms to target two groups: seniors and teens via apps Nextdoor and Twitch. Nextdoor skews older than most social media apps with a significant audience in the 50 to 64 year age range; Twitch is heavily used by 13 to 20 year olds.
  - Marketing has also scheduled and completed a photo shoot that includes audiobook and technology services. The images will be used for digital ads on the UCF campus that target college-aged customers.
- Create challenges, contests, and initiatives for customers who use library services.

- In February, branches across the system engaged customers through a variety of interactive challenges, contests, and initiatives designed to promote library resources in fun and engaging ways.
  - Scavenger hunts were a popular choice, with Southwest, North Orange, Southeast, Chickasaw, South Trail, Eatonville, and Washington Park offering themed hunts that encouraged participants to explore learning resources, celebrate Black History Month, and discover hidden treasures throughout their libraries.
  - Hiawassee took a creative approach with “Break in Bags,” where teens solved puzzles to unlock prizes while learning about Black inventors and upcoming library events.
  - Windermere brought excitement with an I-Spy game during Fantasy Week and a "Guess How Many Candies" contest that saw 129 participants vying for a sweet reward.
  - Washington Park encouraged creativity and literacy through an Elmo-themed character mailbox activity, while also providing a STEAM sensory station for hands-on learning.
- At the Melrose Center, Legopalooza generated strong interest, with registration boosted by a social media push.

**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 provided Neighbors of Windermere local magazine an editorial on Libraries With Heart to promote blood pressure checkout program and heart healthy habits to the community; editorial article, provided images and ad gave OCLS a full page in the magazine for cost of a quarter-page ad.
  - Through an introduction from CED’s Nathy Corredor, Marketing and Public Relations scheduled and met with EA Sports to discuss providing EA with upcoming OCLS events for their weekly employee e-newsletter. More than 600 EA Sports employees live in Central Florida and receive the e-newsletter.
  - The library’s Digital Marketing Coordinator continued to work with local social media influencers to share content about the library.
  - Marketing and Public Relations is working with Orlando Science Center to support its Mythbusting Misinformation grant-funded project, which is supported by a grant from the Institute for Museum and Library Services. The library and the Orlando Science Center will exchange information that promotes the Science Center’s project, while the Science Center will position the library as a trusted source to get accurate information. The project is currently conducting listening sessions with the help of Central Florida Public Media.
- Expand multicultural marketing, communications and offerings.
  - February was Black History Month, and several branches held programs and events to recognize it.

- **Alafaya held a homeschool program focusing on important Black inventors through history, and also hosted Snack Around the World, a program featuring Haitian snacks, introducing children to a variety of flavors from Haitian culture.**
    - **Windermere created children's and adult displays, hosted the program "Black History Month Heroes," and created passive crafts to celebrate Black History Month. The crafts included a stop light to celebrate Garrett Morgan, who invented the three-position traffic signal, and a program highlighting tennis pro Arthur Ashe, who helped develop the composite tennis racket.**
    - **MPR worked with the African American ERG on a photo shoot of Black librarians to support activities for Black History Month. Members of the ERG also provided blog posts on a variety of topics for Black History Month, increasing the diverse voices on our blog and social media channels.**
    - **Development assembled a series of display cases on the third floor of Orlando Public Library that highlight local Black history, including a case that features items from the African American Museum of Arts in Deland and the Mary S. Harrell Black Heritage Museum.**
  - **Youth Services staff is updating the Mama Gansa materials on the children's wiki, including a refreshed flyer, script, and program outline.**
- **Conduct research to determine why people are not using OCLS and use data collected to create responsive campaigns.**
    - **Marketing and Public Relations is working with Data and User Services to look for areas of focus for marketing activities using data obtained through Gale's Analytics on Demand. The product provides demographic information for both users and non-users, making it possible to do targeted outreach to non-users.**
    - **Marketing and Public Relations is also working with Data and User Services to determine the metrics that will help us measure progress under the current Strategic Plan. We will use data from customer surveys and usage data to evaluate our success with customers, and we will work with a local market-research firm to get an objective evaluation of our brand awareness and visibility, and to find out from non-users why they are not currently using library resources.**

## 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.
  - **The library is working with Mindspot Research to create a survey to gather key community feedback on specific KPIs.**
- Evaluate and improve current data collection.
  - **The Data & User Services department has begun importing statistics into the LibInsight platform.**

**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.
  - **In preparation for measuring the success of the bookmobile, CED leadership is reviewing webinars on designing surveys that focus on outcomes. CED posted on the American Bookmobile & Outreach Services list serve asking for information on how other libraries measure their bookmobile outreach initiatives. To date, four responses have been received.**
- Utilize data to evaluate the success of programming and classes.
  - **The Youth Services Department utilized feedback via Customer comments to adjust the times that homeschool programs and classes are being offered.**
  - **The Winter Garden Branch assessed class statistics from the past two years to identify the best time to offer more senior programs.**
  - **The Southeast Branch concluded the Adulto Empredeor series that was created based on feedback requesting an adult version of the popular BizKids series.**
- Develop core programming focused on different segments of the community.
  - **Teen programming has expanded across multiple locations, introducing new creative and interactive opportunities such as Teen Paint Night, digital art classes, Dungeons & Dragons sessions, and poetry camps. Several branches have also enhanced teen volunteer programs, refining scheduling and activities to encourage engagement and community service.**

- **For seniors, locations are actively tailoring events to support wellness, social engagement, and lifelong learning. Programs such as Bingo, Qigong movement sessions, Chair Yoga, and craft-based social gatherings have seen steady participation. Additionally, initiatives like blood pressure monitoring workshops and real estate/insurance seminars help address the practical needs of older adults.**
- **The Citizenship Inspired series continues to grow, with expanded offerings across locations. Recent sessions have guided numerous participants in navigating the U.S. citizenship process.**
- **Furthermore, the library is exploring chess programming for both adults and children, aiming to build structured opportunities for skill development and social engagement.**

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

- Evaluate the digital customer experience.
  - **The Data & User Services department met with three vendors to discuss their discovery layer products and scheduled product demonstrations with two vendors.**
- Evaluate and update customer satisfaction measurement tools.
  - **The Data & User Services department met to discuss initial plans to rebuild customer service surveys and NPS.**
- Evaluate the obstacles that customers face when accessing the library.
  - **Staff met with Priority Express Parcel (PEP) to discuss the feasibility of providing return services for customers. Based on the PEP feedback, a list of considerations and a draft process were discussed. Challenges to offering the service have been identified.**
- Review and update Board approved library policies.

## 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.
  - **Several departments and locations have made significant progress as part of our ongoing efforts to increase opportunities for more cross-departmental and branch experiences. Employee Enrichment Experiences (EEEs) have been a key focus, with multiple departments creating structured agendas and defined goals to ensure meaningful participation.**
    - **Marketing and Public Relations (MPR) has also strengthened internal engagement by conducting an EEE focused on marketing administration, with more scheduled in the coming weeks.**
    - **Training & Development hosted an EEE, providing participants insight into instructional design, adult learning fundamentals, and department responsibilities.**
  - **Branch and department visits have also expanded, fostering stronger connections and collaboration. Adult Services staff visited Eatonville and North Orange to discuss adult programming, while Youth Services managers and specialists met with branch technology trainers at Alafaya and North Orange. The Community Engagement Department (CED) has also developed a Tabling Guidelines Manual to train staff across the system on best practices for outreach events.**

**Activity:** Strengthen internal communication.

- Centralize internal systems including HR, IT and Finance platforms.
  - **The IT Ticketing System is in the final design stages and is going to be tested by staff in March.**
  - **The HRIS Project is underway. Staff are providing the vendor with current policies, procedures, and data to inform the set-up of the new system.**
  - **The Finance Project is also underway with staff providing current account configurations to inform the set-up of the new system.**
- Redesign the Orange Peel for enhanced usability.

**Activity: Prioritize employee engagement and well-being.**

- Explore staff recognition and awards program.
  - **At the North Orange Branch - In honor of Valentine's Day, staff were encouraged to fill out a small, themed note to some of their peers sharing "I love working with you because \_\_\_\_\_."**
  - **The Adult Services managers implemented recognition of staff at monthly meetings to highlight special accomplishments and extraordinary customer service.**
  - **The Chickasaw managers hosted a "Friendship & Appreciation Day" for the team. Part of the activities for the day included giving recognition messages to staff members.**
  
- Evaluate ways to provide team-building sessions.
  - **Staff across the system have been actively engaging in team-building activities to strengthen collaboration and improve communication. Some highlights from February include:**
    - **South Trail staff participated in a team-building exercise where team members learned the importance of teamwork and communication to achieve process improvement.**
    - **CED Branch Outreach Specialists joined together to participate in a watch party for the rollout of the Summer At Your Library training. Following the training, the team received procedural updates and brainstormed ways to bring the themes and events to partners across the county.**
    - **The Washington Park Moral and Wellness Team hosted a potato potluck in celebration of National Potato Month and took part in the Wellable 'Walk the Wonders Challenge.' In honor of Valentine's Day, they organized a week of activities, including crafting Valentines, painting planter pots, and creating self-care items. They also marked a team member's birthday and worked together to build a garden outside the kids' area, which has since begun to sprout. This initiative fostered team collaboration and provided an opportunity to recognize staff achievements, with former team members visiting to see the garden.**
    - **The South Creek team participated in staff led wellness activities including team walks around the property and yoga sessions. Staff also participated in a Q&A session to learn more about service animals from a trained service animal handler and owner. Other team-building activities included team crossword puzzles, raising butterflies for the branch garden, and Valentine's Day celebrations where staff left messages for each other on cards.**
  
- Explore ways to offer professional development opportunities.
  - **As part of a commitment to professional development, Questline is collaborating with the West Oaks Branch to offer staff an opportunity to visit and learn more about the Genealogy service they provide. For some Questline team members,**

**this will be their first time visiting West Oaks and will allow them to familiarize themselves with the branch and the Genealogy services to better assist our customers.**

- **The Winter Garden Customer Service Lead and Assistant Manager hosted a Questline staff member who learned about branch leadership through an Employee Enrichment Experience (EEE).**
- **Implement a new compensation structure.**
  - **The library's new Pay Structure was rolled out to managers on February 20 and then out to all staff on February 24.**
    - **The goals of the project were:**
      - **Confirm whether positions are competitive when compared to national survey data (PayFactors).**
      - **Confirm positions as Exempt or Non-Exempt.**
      - **Create two new scales – one for library staff and one for support staff.**
      - **Expand the pay bands to at least 40% between the minimum and maximum for all grades.**
    - **The goals of the project were met:**
      - **Technical IT positions were determined to be below market, and all other positions were deemed to be competitive.**
      - **Nine positions were transitioned to Non-Exempt, and all Exempt positions now meet the requirements of the Department of Labor's Fair Labor Standards Act.**
      - **All pay bands are at 40% between the minimum and maximum.**
      - **There are two new pay scales, Library Staff and Support Staff.**
- **Develop and implement a new Director's evaluation form/process/reporting structure.**



**Orange County Library System  
Board of Trustees Meeting  
March 13, 2025**

**Action Items: Consent Agenda**

**Orange County Library System  
Board of Trustees Meeting  
March 13, 2025**

**Branch Network  
Hardware Refresh**

# **BRANCHES NETWORK HARDWARE REFRESH**

## **I. ISSUE STATEMENT**

Library Board approval is needed to proceed with the updating and improvement of network hardware equipment utilized at all library branch locations.

## **II. BACKGROUND**

Last year the IT Services team began a multi-year project to refresh all network equipment utilized by the library. During FY2023-2024, IT completed the upgrade of the network equipment located within the library's data center and Orlando Public Library location. With this equipment active and meeting our expectations the project will continue to now upgrade all branch location network equipment. Once this is complete the entire library network will have upgraded equipment.

This purchase request includes network switches and cabling to improve our branch infrastructure. This infrastructure supports the internet connection and speed at all branch locations. The new equipment will continue to provide fast, stable, and scalable internet to each library branch. The current equipment was purchased in FY2015-2016 and is entering its end-of-life cycle.

## **III. SELECTION PROCESS**

The majority of this purchase falls under the E-Rate program. Per E-Rate rules this purchase was placed as a publicly open bid for 30 days. The IT Services team has worked closely with the Finance Department to ensure this process has been followed and all forms are submitted for E-Rate (Form 470 #250019550).

Staff are expecting this purchase to be rebated at the current rate of 80% and the library would be responsible for 20% if or when it is approved by E-Rate.

This entire expense, without the rebate, was included as part of the FY 2024-2025 Hardware/Software Capital Outlay Budget.

A total of eight (8) bids were received for this purchase and they were ranked based on the lowest pricing provided in the quote. This method was chosen due to the purchase of equipment only.

## **IV. SUMMARY**

Below is an outline of the equipment requested as part of this purchase and the quotes received.

### **Equipment Requested:**

<b><i>Purchase Item</i></b>	<b><i>Amount Requested</i></b>
Branch Network Switches	47
Network Cables/Adapters	45

**Quotes Received (listed alphabetically):**

<b>Vendor</b>	<b>Quote Pricing</b>
Blue Ally	\$ 178,932.22
CDWG	\$ 142,632.00
Coquina Labs	\$ 185,846.49
Electronaca	\$ 194,644.50
Princeton	\$ 262,155.78
RTI	\$ 191,613.00
<b>SHI</b>	<b>\$ 134,231.48</b>
Solvix Solutions	\$ 257,313.00

**The Total Estimated Purchase is \$134,231.48. Staff also ask for a contingency of \$9,500 (7%), and a not to exceed budget of \$143,732.**

**V. CONSIDERATION**

Library staff is requesting that the Board approve the purchase of network hardware to update the library's branch locations from SHI. The estimated cost is \$134,232. Staff also ask for a contingency of \$9,500 (7%), and a not to exceed budget of \$143,732.

Note: A contingency has been added solely for the library to utilize in the event of unforeseen costs occurring as part of this project. There may be miscellaneous hardware required during this installation that will need to be purchased to move forward. These purchases would go through the library's normal purchase policy and not be a part of this E-Rate bid or vendor.

**VI. RECOMMENDATION**

Staff recommends that the Board approve the purchase of network hardware to update the library's branch locations from SHI. The estimated cost is \$134,232. Staff also ask for a contingency of \$9,500 (7%), and a not to exceed budget of \$143,732.

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 25-038**

**BRANCHES NETWORK HARDWARE REFRESH**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 13<sup>th</sup> day of March 2025, at 6:00 pm, prevailing Eastern Daylight Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the purchase of network hardware to update the library's branch locations from SHI. The estimated cost is \$134,232. Staff also ask for a contingency of \$9,500 (7%), and a not to exceed budget of \$143,732.
2. To authorize staff to issue purchase orders to complete the project.
3. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

**Orange County Library System  
Board of Trustees Meeting  
March 13, 2025**

**Action Items:  
Non-Consent Agenda  
None**

**Orange County Library System  
Board of Trustees Meeting  
March 13, 2025**

**Discussion & Possible  
Action Items**

**Orange County Library System  
Board of Trustees Meeting  
March 13, 2025**

**Information**



**Orange County Library System  
Board of Trustees Meeting  
March 13, 2025**

**Director's Report**

## Director's Report: March 2025 Board Meeting

On February 16, the Orlando Public Library hosted the African American Read-In on the Melrose Center stage. This event, aligned with the 34<sup>th</sup> Annual National African American Read-In, saw an impressive turnout of 107 attendees. Together, everyone celebrated African American literature through poetry, story and song, performed by local luminaries, reinforcing our commitment to being a welcoming and culturally connected institution.

On February 19, Youth Services hosted Mayor Buddy's Book Club where students created portals like the one attendees read about in their book *Future Hero: Race to Fire Mountain*. Staff welcomed 66 children and 12 adults from eight City of Orlando Neighborhood Centers. The kids left with a copy of the book club's next read, *Finally Seen* as well as a copy of the sequel to *Race to Fire Mountain - Mission to Shadow Sea*.

The Melrose Center's annual Game Jam and Gaming Expo, held February 27 through March 2, achieved record-breaking success this year. Fifty developers participated, creating 12 new games during the Jam. During the Expo, the public and a panel of judges played the games, and cash prizes were awarded at the event to the winning teams. The Expo attracted 521 attendees, showcasing innovative gaming and creative collaboration. Sponsored by Friends of the Orange County Library System, OMG Labs, Indienomicon, and Employers 4 Change, this forward-thinking event highlighted OCLS' commitment to technology and community engagement.

OCLS is collaborating with the Orange County Regional History Center to commemorate Orlando's 150<sup>th</sup> birthday. The History Center has selected items from the library, including original accession books and a sculpture from the Children's Library, for their Orlando Collected exhibit. Additionally, OCLS will host a display at the Orlando Public Library featuring items curated by the History Center, showcasing notable moments in Orlando's past. This partnership underscores the library's efforts to connect with and celebrate the community's history.

On Monday, Erin Sullivan and Director Powell traveled to Tallahassee for FLA's Library Day, where they met with members of the Orange County delegation. These meetings are an opportunity to advocate for the invaluable contributions libraries make to the community.

Spectrum News 13 recently covered the construction progress of the new Horizon West Branch. The news story highlighted the efforts to meet the community's growth and needs, with the branch set to open in 2026. You can view the story here: [Spectrum News 13 Story](#).

**Orange County Library System  
Board of Trustees Meeting  
March 13, 2025**

**Public Comment:  
Non-Agenda Items**