

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

Board Packet for June 2025



STEVEN POWELL Library Director/Chief Executive Officer

June 6, 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 June 12, 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

June 12, 2025, 6:00 p.m.

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

- | | | |
|---------------|--------------|------------------------------------------------------------------------------------------------------------------|
| 25-072 | I. | Call to Order |
| 25-073 | II. | Public Comment Policy & Procedures |
| 25-074 | III. | Approval of Minutes: April 10, 2025 Library Board of Trustees Meeting |
| 25-075 | IV. | Staff Presentations:
Development Department: Jenn Schock
Employee Engagement Survey: Yvonne Hartley |
| 25-076 | V. | Financial Statements and Summaries: May 2025 |
| 25-077 | VI. | Dashboard: May 2025 – Leasha Tavernier |
| 25-078 | | Strategic Plan: May 2025 – Leasha Tavernier |
| 25-079 | VII. | Action Items: Consent Agenda |
| 25-080 | | Eatonville Branch Restroom Renovation Project: Erica Grant |
| 25-081 | | Request to Serve Alcohol at the Romance, Wine & Chocolate Event: Erica Grant |
| 25-082 | | Public Computer Purchase: Thomas Beaver |
| 25-083 | VIII. | Action Items: Non-Consent Agenda: None |
| 25-084 | IX. | Discussion and Possible Action Items |
| 25-085 | | PRELIMINARY Orange County Library District Budget FY 2025-2026:
Steve Powell |
| 25-086 | X. | Information |
| 25-087 | | Director's Report |
| 25-088 | | Public Comment: Non-Agenda Items |
| | XI. | Adjournment |

Next Meeting Dates:

July 10, 2025: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801
August 14, 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.

La Sección 286.0105 de los Estatutos de la Florida establece que si una persona decide apelar cualquier decisión tomada por una junta, agencia o comisión con respecto a cualquier asunto considerado en una reunión o audiencia, necesitará un registro de los procedimientos y que, para tal fin, es posible que deba asegurarse de que se haga un registro literal de los procedimientos. cuyo expediente incluye los testimonios y las pruebas en que se basará la apelación.

Seksyon 286.0105, Lwa Florida, deklare ke si yon moun deside 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.

Orange County does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or family status. Those with questions or concerns about nondiscrimination, those requiring special assistance under the Americans with Disabilities Act (ADA), and those requiring language assistance (free of charge) should contact the Title VI/Nondiscrimination Coordinator at access@ocfl.net or by calling 3-1-1 (407-836-3111). If you are hearing or speech impaired, you may reach the phone numbers above by dialing 711.

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Orange County pa fè diskriminasyon sou baz ras, koulè, orijin nasyonal, sèks, laj, relijyon, andikap oswa sitiasyon 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 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
June 12, 2025**

Call to Order

**Orange County Library System
Board of Trustees Meeting
June 12, 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
June 12, 2025**

Approval of Minutes

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

April 10, 2025 ~ 6:00 p.m.

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

Library Board Present: Nicole Benjamin (6/2 – City); Ashley Cisneros Mejia (6/0 – City); Venessa Tomlin (4/0); Sharon Smoley (4/2)

Library Board Absent: Crockett Bohannon (4/1)

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

- 25-044 I. **Call to Order**
 Vice President Benjamin called the meeting to order at 6:00 p.m.
- 25-045 II. **Public Comment Policy & Procedures**
- 25-046 III. **Approval of Minutes: March 13, 2025 Library Board of Trustees Meeting**
 Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to approve the minutes for the March 13, 2025 Library Board of Trustees Meeting. Motion carried 4-0.
- 25-047 IV. **Staff Presentations:**
Community Engagement: Genevieve Traas
Events & Programs: Vivi Valencia-Serrano and Lydia Silbernagel
- 25-048 V. **Financial Statements and Summaries: March 2025**
 CFO Shoemaker reported to the Board that the contributions from the Friends of the Library event featuring John Green are in a special reserve fund and will be used for future events.
- 25-049 VI. **Dashboard: March 2025 – Bethany Stone**
 The door count and new card signups were down from 2024, but last year was the presidential primary, which means there were two weeks of early voting, during March. There is always a spike in visits and new card registrations with early voting.
- Checkouts were up in March – there was another record-setting increase of digital circulation. This was up 17% over last year and another new monthly record with just under 350,000 checkouts.
- There was a slight decrease in event and class attendance, but as a reminder, Second Harvest Food Bank had to end their food distribution programs with OCLS and that will impact the numbers all year. There were over 41,000 people who attended a program or class with over 30,000 of those attending at a library location.
- The dashboard spotlight this month is user ratings – staff earned a very high 98% average mystery shopper score for the quarter across all locations. In retail/customer service mystery shopping, scores of 90% or higher are generally

considered excellent, so staff are very pleased with an almost perfect average. In addition, the library's net promoter score (that is the score based on customer loyalty and the likelihood of customers recommending a service to others) is averaging 92% for the quarter. In retail/customer service net promoter scores over 70% are considered exceptional so staff take a lot of pride in earning a high NPS score each month.

Finally, customer feedback for the month comes from a Southwest Branch customer: "Rebecca went the extra mile for me on the Open Lab session. She helped me get important papers that needed to be printed and saved the day. This week I was able to use the Excel printed copies to reach my members. It made my life easier and more productive. She is an extremely knowledgeable teacher on navigating in the computer. Just knowing how to send to the printer was helpful. Also, the knowledge we can actually send from home and pick up at the library. The wealth of information I learned in that one session was remarkable. Thank you to Rebecca from the bottom of my heart."

25-050

Strategic Plan: March 2025 – Erin Sullivan

Chief MPR Officer Sullivan briefed the Board regarding the 2nd quarter progress made with the Strategic Plan:

Be Welcoming

Mindspot, a marketing research agency, conducted customer surveys, which resulted in positive feedback from the group regarding their perceived value of OCLS.

Be Connected

Mindspot also determined that teens and seniors are two demographic groups that OCLS can improve marketing to in order to increase engagement. To do that, MRP will market on Twitch to reach teens and on Next Door to reach seniors.

Be Forward Thinking

The Communico Connect app will be used for customers to interact with OCLS services on their phones.

Be Empowered

Eight staff members participated in the Employee Enrichment Experience, (EEE) to job shadow another position that they may be interested in exploring in the future. There were 727 online staff trainings in March.

25-051 VII.

Action Items: Consent Agenda

25-052

Modifications to Group C Retiree Healthcare Benefit Plan

Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to approve the modifications to Group C Healthcare Benefits Plan retroactively, effective as of January 1, 2025. Motion carried 4-0.

25-053

Action Items: Non-Consent Agenda – None

25-054 VIII.

Discussion and Possible Action Items

25-055 IX.

Information

25-056

Director's Report

Director Powell, Chief Operating Officer Bethany Stone, and Chief Marketing and Public Relations Officer Erin Sullivan went to the Orange County Administration building for a meet and greet with County Commissioner Kelly Martinez Semrad. They talked about the services OCLS provides the community, progress on the new branches, and ways to get library information to residents via the commissioner's newsletters. Commissioner Semrad has begun doing mobile office hours at the Fairview Shores Branch to make it easier for constituents to meet with her staff, and her staff reports that it has been a productive partnership.

On March 12, Kaitlyn High and Kim Peters attended the Florida Division of Blind Services District open house for Blind Babies and Children from 10 a.m. to 2 p.m. It was a great opportunity to share what staff members do in [Talking Books](#) here at OCLS and to answer questions about how to access the service.

During National Library Week staff were pleased to have the support of the very popular Kelly's Ice Cream to help celebrate. Kelly's donated 700 gift certificates for free scoops at any of their shops, to be given to people who sign up or renew a card during National Library Week. Staff also collaborated on a social media post with Kelly's to promote the partnership.

Director Powell shared the latest news story from WKMG about the library. Reporter Crystal Moyer came to the Melrose Center to talk to a teen who is using the driving simulator to build confidence behind the wheel. [Here's the story.](#)

25-057

Public Comment: Non-Agenda Items

Staff member Wayne Middleton spoke in opposition to OCLS's decision to end its DEIA initiatives.

X. Adjournment

Trustee Smoley, seconded by Trustee Tomlin, moved to adjourn the meeting. Motion carried 4-0. Vice President Benjamin adjourned the meeting at 7:00 p.m.

Next Meeting Dates:

May 2025:	Meeting Cancelled
June 12, 2025:	Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801
July 10, 2025:	Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801

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**Orange County Library System
Board of Trustees Meeting
June 12, 2025**

Staff Presentations:

Development Department: Jenn Schock
Employee Engagement Survey: Yvonne Hartley

**Orange County Library System
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June 12, 2025**

**Financials Statements &
Summaries: May 2025**

Orange County Library System
FY 2024-25 Financial Statement Highlights
Eight Months Ended May 31, 2025

Project Summaries:

Horizon West Branch Library: Project-to-date costs are \$9,469,660 or 34.7% of the \$27,275,000 approved project budget.

Lake Nona Branch Library: Project-to-date costs are \$1,643,511 or 6.3% 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 the Certificate of Occupancy.

OPL Roof Replacement: Project-to-date costs are \$1,652,215 or 36.3% of the \$4,549,600 approved project budget.

OPL Exterior Lighting: Project-to-date costs are \$84,350 or 11.3% of the \$747,268 approved project budget.

Winter Garden Refresh: Project-to-date costs are \$563,579 or 95.7% of the \$588,656 approved project budget. The project was completed on time and within budget.

West Oaks HVAC Replacement: Project-to-date costs are \$251,507 or 77.4% of the \$325,000 approved project budget. The project was completed on time and within budget.

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 \$66,520,121, or 90.6% of the budget, which is in line with our year-to-date expectations, as most taxpayers typically 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 \$627,579 which is 78.9% of the budget.

Fee Cards:

The Library budgeted \$100,000 for Fee Card revenues for FY 2024-25. Through May, we received \$133,565 or 133.6% of budgeted revenue.

Meeting Rooms:

The Library budgeted \$30,000 for meeting room revenues for FY 2024-25. Through May, we received \$33,047 or 110.2% of budgeted revenues.

Faxes:

The Library budgeted \$15,000 for fax revenues and has received \$15,407 or 102.7% year-to-date.

Passport Facility & Photo Fees:

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2024-25. Through May, we received \$12,408 or 103.4% of budgeted revenues.

Copy and Prints:

The Library budgeted \$180,000 for these services in FY 2024-25. We received \$151,149 or 84.0% of budget through May.

Fees and Lost Materials:

Revenues from Fees and Lost Materials through May are \$49,034 or 102.2% of budget.

Investment Earnings:

As of the time of these reports, we have not received our May 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 May we have received \$133,433 or 266.9% of the budget. This includes \$60,933 towards their annual stipend plus \$72,500 to cover the cost of hosting the John Green Author event.

Contributions-Other:

Through May we have received \$207,789 or 415.6% of the budget. We received Window World's \$50,000 donation to support the 2025 Summer at Your Library programs as well as \$100,000 as a partial draw from the estate of Henry Doose.

Internet Rebate:

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

Miscellaneous:

Through May we have received \$57,586 or 164.5% of the budget. This includes \$37,000 reimbursement from the Supervisor of Elections.

Other:

Through May we have received \$35,966 or 513.8% of the budget. This includes \$35,806 in proceeds from the John Green signature author event. The John Green event proceeds will be placed in reserves to fund future events.

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 \$1,000,000 or 52.6% of budget. The revised estimate, based on the actuarial report, indicates that we will spend less than the allocated \$1.5 million for the account in FY 2024-25.

Workers' Compensation:

The Worker's Compensation Expenditures are at \$123,061 or 82.0% of budget. These costs are paid quarterly in advance.

Unemployment Compensation:

The Unemployment Compensation Expenditures are at \$7,199 or 12.0% of budget.

Delivery & Postage:

The Delivery and Postage Expenditures are at 57.2% of the budget, which is in line for the FY allocation.

Insurance:

The Insurance Expenditures are at 56.8% of budget, which is in line for the FY allocation.

Property Appraiser Fees:

The expenditures in this category are at 98.2% of budget. These costs are paid quarterly in advance.

Supplies – Hardware/Software:

The expenditures in this category are at 5.7% 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 \$202,319. This account is for any supplies used for programming, mainly Summer at Your Library and Community Engagement. This account is a sub-set of the Supplies Account. The combined expenditure of Supplies and Supplies-Programming are 42.5% of the budget, which is on target.

Building Improvements Expense:

The Library budgeted \$9,000,000 for various building improvement projects such as the OPL'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 \$2,703,127 expended is primarily related to the First Floor Renovation Design, West Oaks HVAC Replacement, Winter Garden Refresh, North Orange Remediation and the OPL Roof Project.

Horizon West Project Budget
Expenditures As of 5-31-2025

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	83,795	\$ 1,377,127	(\$177,817)
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	84,403	\$ 152,927	(\$1,347,073)
Construction	H.J. High	18,300,000	-	18,300,000	-	-	412,550	6,059,070	\$ 6,471,620	(\$11,828,380)
Threshold & Other Testing	TBD	150,000	-	150,000	-	-	-	18,013	\$ 18,013	(\$131,987)
FF & E	TBD	1,752,095	-	1,752,095	-	-	-	22,193	\$ 22,193	(\$1,729,903)
Opening Day Collection	TBD	1,250,000	-	1,250,000	-	-	-	581,920	\$ 581,920	(\$668,080)
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	\$6,849,393	\$9,469,660	(\$17,805,340)

Lake Nona Project Budget
Expenditures As of 5-31-2025

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	-	-	-	319,138	319,138	(\$15,587,449)
Total Payable to the City of Orlando		\$20,183,864	\$0	\$20,183,864	\$0	\$255,247	\$489,034	\$319,138	\$1,063,419	(\$19,120,445)
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	-	-	-	140,092	140,092	(\$1,109,908)
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	\$140,092	\$580,092	(\$5,201,044)
Total Project Costs		\$25,965,000	\$0	\$25,965,000	\$440,000	\$255,247	\$489,034	\$459,230	\$1,643,511	(\$24,321,489)

Orlando Public Library Roof Replacement Project Budget

Expenditures As of 5-31-2025

	Original Budget	Change Order	Revised Budget	FY 25 Actual	Variance
<u>Project Code 22-007</u>					
Bowhead	\$2,801,925	\$ -	\$2,801,925	\$1,034,674	(\$1,767,251)
Owner Direct Materials	1,450,000	-	1,450,000	617,541	(\$832,459)
Contingency	297,675	-	297,675	-	(297,675)
Project Costs	\$4,549,600	\$ -	\$4,549,600	\$1,652,215	(\$2,897,385)

Orlando Public Library Exterior Lighting Project Budget

Expenditures As of 5-31-2025

	Original Budget	Change Order	Revised Budget	FY 25 Actual	Variance
<u>Project Code 22-005</u>					
KMF Architects	\$49,662	\$ -	\$49,662	\$0	(\$49,662)
Cost Estimator Fees	8,000	-	8,000	3,400	(\$4,600)
Gomez	602,435	-	602,435	78,729	(\$523,706)
Owner Provided Materials	45,000	-	45,000	2,221	(\$42,779)
Contingency	42,171	-	42,171	-	(42,171)
Project Costs	\$747,268	\$ -	\$747,268	\$84,350	(\$662,918)

Winter Garden Branch Refresh and Restroom Project Budget

Expenditures As of 5-31-2025

	<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>Refresh 24-007</u>						
Painting	\$23,790	\$ -	\$23,790	\$ -	\$27,040	\$3,250
Flooring	59,571	-	59,571	-	101,698	42,127
Furniture and Equipment	63,661	-	63,661	28,938	78,980	44,257
Moving	31,500	-	31,500	-	-	(31,500)
<u>Restroom 24-006</u>						
Johnson	284,856	-	284,856	-	289,287	4,431
Owner Provided Materials	68,457	-	68,457	75	30,365	(38,018)
Design and Permits	28,790	-	28,790	-	7,198	(21,593)
Contingency	<u>28,031</u>	<u>-</u>	<u>28,031</u>	<u>-</u>	<u>-</u>	<u>(28,031)</u>
 Project Costs	 \$588,656	 \$ -	 \$588,656	 \$29,012	 \$534,567	 (\$25,077)

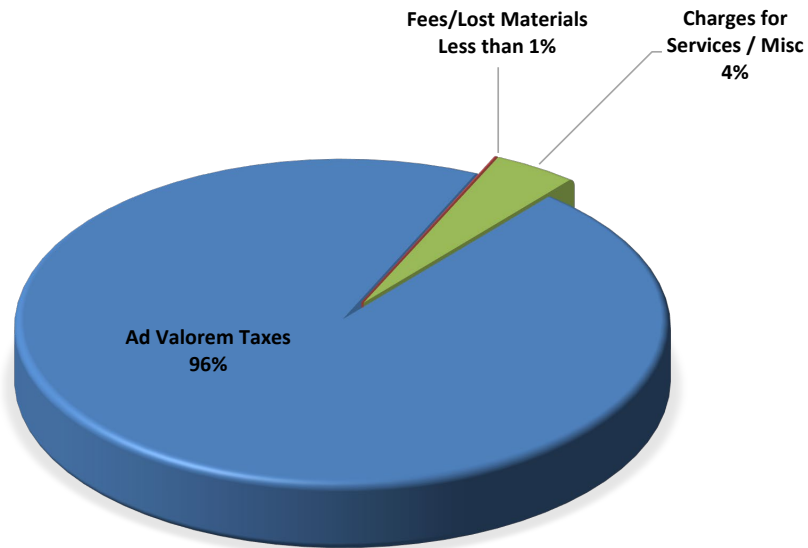
West Oaks HVAC Replacement Project Budget

Expenditures As of 5-31-2025

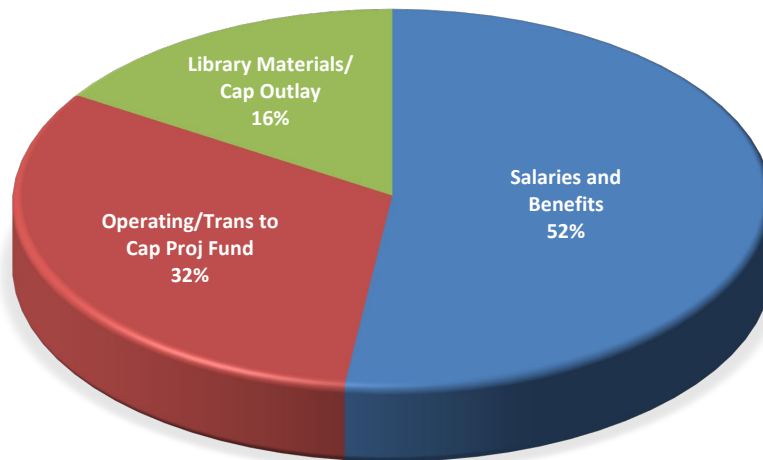
	Original Budget	Change Order	Revised Budget	FY 24 Actual	FY 25 Actual	Variance
<u>Project Code 24-005</u>						
Greens Energy	\$244,707	\$0	\$244,707	\$0	\$244,707	\$0
C & S Engineering	25,000	-	25,000	2,000	4,800	(\$18,200)
Other	25,000	-	25,000	-	-	(\$25,000)
Contingency	30,293	-	30,293	-	-	(\$30,293)
Project Costs	\$325,000	\$0	\$325,000	\$2,000	\$249,507	(\$73,493)

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Eight Months Ended May 31, 2025

REVENUES



EXPENDITURES



ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Eight Months Ended May 31, 2025

	ANNUAL BUDGET	YTD ACTUAL	(8 months= 66.7%)
AD VALOREM TAXES	73,425,000	66,520,121	90.6%
INTERGOVERNMENTAL			
Federal & State Grants	795,000	627,579	78.9%
CHARGES FOR SERVICES			
Fee Cards	100,000	133,565	133.6%
PC Express (\$1 for 1 hour)	700	1,720	245.7%
Classes	-	150	-
Meeting Rooms	30,000	33,047	110.2%
Faxes	15,000	15,407	102.7%
Ear Buds & Jump Drives	2,500	1,941	77.6%
Bag Sales	3,000	1,796	59.9%
Copy & Prints	180,000	151,149	84.0%
Passport Facility & Photo Fees	12,000	12,408	103.4%
Other	7,000	35,966	513.8%
	350,200	387,149	110.6%
FEES & LOST MATERIALS	48,000	49,034	102.2%
MISCELLANEOUS			
Investment Earnings	1,166,500	1,392,028	119.3%
Sales of Surplus Property	5,000	4,885	97.7%
Contributions - Friends of Library	50,000	133,433	266.9%
Contributions - Others	50,000	207,789	415.6%
Internet Rebate	78,720	0	0.0%
Grants & Awards	15,000	6,312	42.1%
Miscellaneous	35,000	57,586	164.5%
	1,400,220	1,802,033	128.7%
TRANSFER FR PROP APPRAISER	50,000	119,237	238.5%
TRANSFER FR TAX COLLECTOR	582,000	0	0.0%
TOTAL REVENUES	76,650,420	69,505,153	90.7%

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Eight Months Ended May 31, 2025

	ANNUAL BUDGET	YTD ACTUAL	(8 months= 66.7%)
SALARIES & BENEFITS			
Salaries	28,475,000	17,168,971	60.3%
Medicare Taxes	425,000	244,181	57.5%
Defined Contribution Pension Plan	2,150,000	1,287,674	59.9%
Defined Benefit Pension Plan	1,900,000	1,000,000	52.6%
Money Purchase Pension Plan	1,850,000	1,085,566	58.7%
Life and Health Insurance (Employees)	4,875,000	2,778,828	57.0%
Worker's Compensation	150,000	123,061	82.0%
Unemployment Compensation	60,000	7,199	12.0%
Retiree Health Care (OPEB)	650,000	236,294	36.4%
Parking & Bus Passes	300,000	179,463	59.8%
	<u>40,835,000</u>	<u>24,111,237</u>	<u>59.0%</u>
OPERATING			
Professional Services	550,000	209,603	38.1%
Other Contractual Services	3,000,000	1,391,185	46.4%
Other Contract. Serv.- Janitorial	520,000	286,095	55.0%
Training and Travel	250,000	77,897	31.2%
Telecommunication	650,000	179,241	27.6%
Delivery and Postage	1,600,000	915,892	57.2%
Utilities	1,150,000	534,167	46.4%
Rentals and Leases	1,660,000	929,873	56.0%
Insurance	925,000	525,436	56.8%
Repairs and Maintenance/Leasehold Improvements	1,925,000	1,529,149	79.4%
IT Subscriptions/Maintenance Contracts	1,855,000	1,497,999	80.8%
Copying/Printing	400,000	197,568	49.4%
Promotional Activities	500,000	311,196	62.2%
Property Appraiser's Fee	741,000	727,380	98.2%
Tax Collector's Fee	1,500,000	1,330,402	88.7%
Supplies	1,400,000	392,842	28.1%
Supplies-Hardware/Software	850,000	48,229	5.7%
Supplies-Programming	-	202,319	-
Memberships	20,000	13,353	66.8%
	<u>19,496,000</u>	<u>11,299,826</u>	<u>58.0%</u>
CAPITAL OUTLAY			
Building and Improvements	9,000,000	2,703,127	30.0%
Equipment and Furniture	1,000,000	246,520	24.7%
Hardware/Software	1,875,000	304,921	16.3%
	<u>11,875,000</u>	<u>3,254,568</u>	<u>27.4%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	15,000	4,005	26.7%
Materials - Other	6,356,400	4,009,875	63.1%
	<u>6,371,400</u>	<u>4,013,880</u>	<u>63.0%</u>
TRANSFER TO CAPITAL PROJECTS FUND	5,000,000	3,333,333	66.7%
TRANSFER TO SINKING/EARR FUND	500,000	333,333	66.7%
TOTAL EXPENDITURES	<u>84,077,400</u>	<u>46,346,177</u>	<u>55.1%</u>

ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Eight Months Ended May 31, 2025

	ANNUAL BUDGET	YTD ACTUAL	(8 months= 66.7%)
REVENUES			
Investment Earnings	125,000	1,408,221	1126.6%
Transfer from Operating Fund	5,000,000	3,333,333	66.7%
Reserves	43,600,000	-	0.0%
TOTAL REVENUES	48,725,000	4,741,554	9.7%
EXPENDITURES			
New Horizon West Branch	24,725,000	6,263,430	25.3%
New Branch FFE	1,000,000	-	0.0%
New Branch Materials	1,000,000	722,012	72.2%
New Lake Nona Branch	1,500,000	-	0.0%
Reserves	20,500,000	(2,243,888)	-10.9%
TOTAL EXPENDITURES	48,725,000	4,741,554	9.7%

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Eight Months Ended May 31, 2025

	ANNUAL BUDGET	YTD ACTUAL	(8 months= 66.7%)
REVENUES			
Investment Earnings	50,000	179,759	359.5%
Transfer from Operating Fund	500,000	333,333	66.7%
Reserves	5,357,000	-	0.0%
TOTAL REVENUES	5,907,000	513,092	8.7%
EXPENDITURES			
Reserves-Building and Improvements	4,157,000	361,084	8.7%
Reserves-Horizon West Contract	1,000,000	86,862	8.7%
Reserves-Horizon West Demo	250,000	21,715	8.7%
Reserves-Technology	500,000	43,431	8.7%
TOTAL EXPENDITURES	5,907,000	513,092	8.7%

ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Eight Months Ended May 31, 2025

	ANNUAL BUDGET	YTD ACTUAL	(8 months= 66.7%)
REVENUES			
Investment Earnings	25,000	26,333	105.3%
Investment Fair Value	-	(43,046)	-
Reserves	1,096,000	-	0.0%
TOTAL REVENUES	1,121,000	(16,713)	-1.5%

EXPENDITURES			
Equipment	75,000	25,026	33.4%
Reserves	1,046,000	(41,739)	-4.0%
TOTAL EXPENDITURES	1,121,000	(16,713)	-1.5%

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
May 31, 2025

ASSETS

Cash on Hand	15,763
Equity in Pooled Cash	2,817,362
Equity in Pooled Investments	66,040,855
Accounts Receivable	26,383
Inventory	151,527
Prepays	260,684
Other Assets - Deposits	<u>7,500</u>
TOTAL ASSETS	<u><u>69,320,074</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
May 31, 2025

LIABILITIES

Accounts Payable	41,525
Retainage Payable	55,670
Accrued Wages Payable	1,061,864
Accrued Sales Tax	476
Accrued Fax Tax	72
Accrued N. Carolina St. Income Tax	528
Employee Payroll Deductions:	
Dental Insurance	-
Optional Life	(1,374)
Vision Plan	(618)
Weight Watchers	516
Short Term Disability	(577)
Accident/Critical/Hospital	(240)
Miscellaneous	1,447
Staff Association	6,345
Due To Friends of the Library	2,109
TOTAL LIABILITIES	1,167,743

FUND BALANCE

Nonspendable:	
Inventory	151,527
Prepaid Items and Deposits	268,184
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
J. Green/Dr. Phillips Ctr Event Proceeds	35,806
Unassigned	39,530,289
Current Year Revenue over Expenditures	23,158,976
TOTAL FUND BALANCE	68,152,331
TOTAL LIABILITIES & FUND BALANCE	69,320,074

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
May 31, 2025

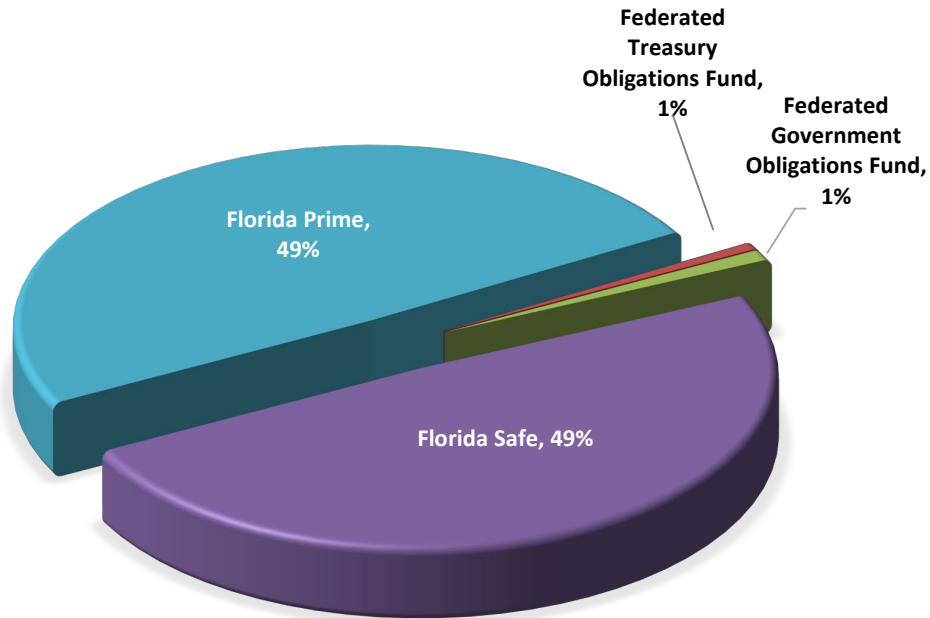
	BALANCE 04/30/25	RECEIPTS	DISBURSE	BALANCE 05/31/25
OPERATING				
Equity in Pooled Cash	4,475,284	4,299,186	5,957,108	2,817,362
Equity in Pooled Investments	65,843,380	239,142	41,667	66,040,855
	70,318,664	4,538,328	5,998,775	68,858,217
CAPITAL PROJECTS				
Equity in Pooled Investments	48,699,143	176,819	-	48,875,962
SINKING				
Equity in Pooled Investments	6,984,933	66,952	-	7,051,885
SELF FUNDED HEALTH				
Equity in Pooled Cash	1,646,316	349,830	386,736	1,609,410
Claims Payment Checking Account	73,000	345,407	345,407	73,000
Equity in Pooled Investments	4,907,772	17,819	-	4,925,591
	6,627,088	713,056	732,143	6,608,001

ORANGE COUNTY LIBRARY DISTRICT

GENERAL POOLED INVESTMENTS

May 31, 2025

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	772,739
Federated Government Obligations Fund	1,242,139
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	62,293,695
Florida Safe-HW Demo Fund	271,738
Florida Prime (SBA)	<u>62,313,982</u>
TOTAL	<u><u>126,894,293</u></u>

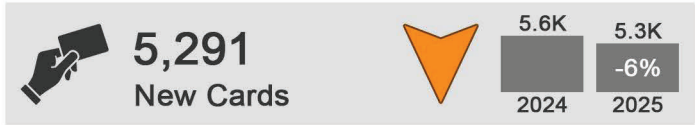
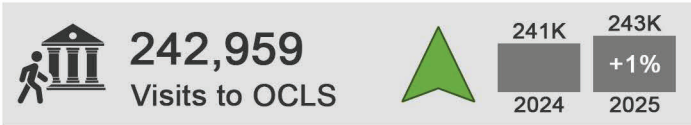


**Orange County Library System
Board of Trustees Meeting
June 12, 2025**

Dashboard

Monthly Report: May 2025

People



**Orange County Library System
Board of Trustees Meeting
June 12, 2025**

Strategic Plan Update

ORANGE COUNTY LIBRARY SYSTEM

Strategic Plan Update for May 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.
 - The Development team has recently met with three new organizations to discuss the possibility of them joining the Local Wanderer program.
 - A master list was created with all of the book clubs currently offered and their facilitators.
 - West Oaks staff utilized the borrowed items offered by the Youth Service Department to request Legos. This enabled them to host two Lego One Scoop programs on April 26 and April 30. A total of 30 people participated in the two events.
 - Adult Services hosted a live virtual Entrepreneur Toolkit (4 Part Series), Career Academy: Interview Like a Pro, and Career Academy: Perfecting Your Resume.
 - In May, MPR updated the tour process to include “OPL Tour” lanyards for participants; lanyards help tour guides easily identify tour participants and keep the group together and lanyards are collected at the end of the tour.
 - Collaboration began with IT D&D and Graphics to create the sign-up page and images for advertising on social media for Orange Crate.
- Partner with more organizations willing to host offsite library events and resources.
 - This month, the Community Engagement leadership toured WUCF to learn more about their programs for the community and how the library can collaborate.
 - Community Engagement also connected with Orlando Family Stage to support their summer theater schedule and are discussing their regular season events as well.
 - Outreach staff have been surveyed and a checklist of criteria needed for successful offsite and tabling events has been created.

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 Alafaya branch moved one of the catalog computers at the service desk to a more visible area, mounting it on the wall by the New & Popular collection.
 - The Southeast Branch requested charging hubs for public computer tables for improved outlet and charger accessibility. T
 - he Southwest Branch reconfigured the public computer area to make it more accessible for customers.

- The South Creek Branch increased branch accessibility by adding large alphabet markers to the children's area so customers can more easily distinguish shelves. Additionally, new signage was placed above the DVD collection shelves.
 - Chickasaw relocated the Juvenile collection to the front of the branch, directly across from the children's area. This change created a more cohesive and intuitive layout for customers.
 - MPR updated and expanded the Marketing LibGuide and presented the changes at the May Managers Meeting. Branches now have access to Canva templates and ready-to-print signs to help maintain clear and consistent customer communication. MPR concluded its visits with Branch managers and assistant managers at each location to discuss marketing needs and collaborate on ways to visually enhance branch and customer service.
- Explore opportunities to optimize accessibility.
 - MPR created an automated daily meeting room report for MPR managers and assistants for clear communication about the day's reservations.

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.
- 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.
 - CED welcomed the UCF Mighty Knights to a new day and time for storytelling at the West Oaks Branch this period. The partners reported that the families enjoyed the expansion of the program and the storyteller's engagement with the families.
 - CED staff completed the annual Friends of the Library Head Start Book Giveaway event, visiting 6 locations so far to bring books and a storytime to 411 children enrolled in Head Start programs.
 - The CED team also visited 6 Head Start locations to share stories, activities, and library resources with 375 children.
 - The local Headstart brought 103 children to storytimes at the Alafaya Branch in May.
 - West Oaks staff promoted Library services at two Innovation Montessori events—meeting with 61 students and caregivers during the High School “Night at the Museum” and connecting with 121 more at the Family Bookfair Night—for a combined outreach to 182 community members.
 - Youth Services and Community Engagement submitted potential models for the school partnership revamp to the administration for review.
- Support partnerships with health and wellness organizations.
 - OCLS Social Workers toured Grace Medical this period to connect with their social service staff for brainstorming session.
 - CED staff hosted an intergenerational event on storytelling for children and their families enrolled in Advent Health's West Lakes Early Learning Center.
 - MPR promoted two Advent Health classes, three yoga classes, and one healthy cooking class on social media. In addition, the Mindful Play yoga classes were highlighted with an interview in Orlando Family Magazine.
- Leverage partnerships to enhance services.
 - This July marks 20 years of OCLS hosting offsite storytimes at Leu Gardens. To celebrate this milestone, the library and Leu Gardens are planning a special anniversary event. In support of this celebration, the Friends have generously voted to fund the purchase of books that will be given to each child who attends, ensuring they leave with not only wonderful memories, but also a book of their own to keep.

- The Events and Programs Department facilitated a Community Resource Fair at the Hiawassee Branch on May 27. The fair hosted 12 community partners and welcomed 10 attendees.
- The Fairview Shores branch co-hosted a job fair that connected the local community to different job opportunities and employers. This was in partnership with the Eatonville & Winter Park Neighborhood for Children and Families and Goodwill Industries. Customers receiving assistance through tech open labs and resume databases were able to showcase their skills.

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

- Focus on connecting with different segments of the community.
 - This month, the Community Engagement Department extended its outreach to seniors by visiting 35 senior facilities and community spaces, making contact with more than 542 people who attended storytelling, trivia and exercise events, as well as creative workshops.
 - Community Engagement also hosted events at the Redlands Christian Migrant Center and four teen-focused events.
 - Marketing and Public Relations connected with a variety of “bookstagrammers” on Instagram, to promote the Orlando Book Festival, Friends of the Orange County Library System and the OCLS home delivery program. Seven influencers shared library content this month. Marketing also shared content from five different authors who posted about the Orlando Book Festival.
 - Marketing also launched a young-adult focused advertising campaign on Twitch in April with a :15 commercial featuring Melrose Center and its game-development resources.
 - Finally, IT Design and Development had a preliminary discussion about what factors might be considered in creating a system that allows customers to receive notifications about upcoming events and classes based on criteria they have selected, including location, audience, category and date.
- Create challenges, contests, and initiatives for customers who use library services.
 - Branches continued to engage customers through interactive challenges and contests that promote library usage. In May, several locations hosted themed scavenger hunts highlighting cultural heritage months, popular book series, and seasonal topics. Southwest continued its Spring Book BINGO activity for children, teens, and adults to encourage circulation. Windermere offered the multi-week Prime Time Family Reading Time program to foster shared reading experiences and encourage ongoing borrowing. Chickasaw invited families to create personalized teacher appreciation cards, while Hiawassee provided Teen Break-in Bags exploring Thai culture. These initiatives supported increased engagement with library materials and services across diverse age groups.

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

- Seek partnerships with organizations willing to collaborate on marketing initiatives.
 - **The Development team is updating promotional materials for Local Wanderer and have created window clings that have been sent to all partner locations to put on display in public areas, such as box office windows and customer service areas.**
 - **Marketing and Public Relations has been working on a targeted marketing campaign focused on driving traffic to the North Orange Branch. Targeted advertising through Apopka Chief and Apopka Voice have resulted in strong web-user acquisition since the campaign started on April 24. Banner ads and QR codes have resulted in 676 visits to ocls.org.**
 - **Marketing also placed ads in two new places, Lake Butler Living and the Fringe Festival program, to advertise Summer at Your Library.**
- Expand multicultural marketing, communications and offerings.
 - **Marketing and Public Relations launched a direct out of home advertising campaign with Cox Media Group targeting ZIP codes close to North Orange Branch; 50 percent of the ads are in Spanish to reflect the language makeup of the community. The ads ran 26,000 times and received 90,000 impressions. The most impressions came from ads running in grocery stores, such as Winn Dixie, WalMart and Key Foods), gyms, and casual dining restaurants.**
 - **All locations celebrated Asian American Pacific Islander and Native Hawaiian Heritage Month with book displays, events and programs.**
- Conduct research to determine why people are not using OCLS and use data collected to create responsive campaigns.
 - **In May, marketing research company Mindspot started the next phase of its data collection for our Community Tracking study, which includes feedback from customer who are not using OCLS services. When we receive the results of our next tracking survey in June, we can compare to the first quarter survey to see if our marketing, outreach and public relations have had an impact on awareness and visibility of OCLS in the community.**

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.

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.
 - CED created a form to collect and store direct partner feedback and photos from strategic initiatives.
 - Acquisitions met with the Overdrive vendor and discussed ways to better highlight areas of our collection with lower engagement and the various services the library offers.
- Utilize data to evaluate the success of programming and classes.
 - The South Trail Branch managers met with their technology trainers to review attendance statistics and customer demand for language-learning tools. As a result, the trainers added more "Open Language Labs" on different days and at different times to meet the needs of adult language learners.
 - The Winter Garden Managers used data and customer feedback to reevaluate their Fiber Arts schedules. They have begun offering classes on Mondays and Wednesdays.
 - Youth Services staff developed training materials aligned to the new programming rubrics to support OCLS managers in identifying successful program practices.
- Develop core programming focused on different segments of the community.
 - Library locations continued to expand programming aimed at teens, seniors, and customers pursuing citizenship. Several branches hosted the Citizenship Inspired series, which saw strong attendance and interest from participants in recurring sessions. Senior-focused programming thrived with offerings such as

Fitness Bingo, Understanding Medicare, technology classes, and culturally themed tea socials at multiple branches. Teen engagement was fostered through activities like Dungeons & Dragons, craft sessions, and life skills classes, alongside renewed efforts to recruit and onboard volunteers system-wide. Additionally, standardized resources were developed for chess programming across all branches to enhance both youth and adult participation. These initiatives reflect the system's commitment to meeting the diverse needs of the community.

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

- Evaluate the digital customer experience.
 - **The library's smartphone Connect app has been thoroughly tested and is ready for a soft launch to staff. A marketing plan has been developed for the wide release of the app and is expected to launch next month.**
- Evaluate and update customer satisfaction measurement tools.
- Evaluate the obstacles that customers face when accessing the library.
 - **Questline is collaborating with IT Services to explore potential enhancements to our call center operations. We are actively engaging with GoToConnect and have scheduled a product demonstration to evaluate their call center capabilities. Our primary goal is to identify solutions that will streamline workflows, improve agent efficiency, and ultimately enhance the overall customer experience.**
- 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.
 - **The Human Resources Manager and Training and Development Manager designed and facilitated the class Handling Inappropriate Comments and Threats for system managers. This interactive training session was offered seven times in May.**
- Increase opportunities for more cross-departmental/branch experiences.
 - **Departments and branches continued to enhance cross-location collaboration through various initiatives. Staff members from Adult Services, Youth Services, Marketing and Public Relations, and Events & Programs conducted rotating visits to branches to gain a deeper understanding of local community needs and available support offerings. The Employee Enrichment Experience (EEE) initiative advanced with finalized agendas, surveys, and active participation from departments including Acquisitions and Community Engagement. Additionally, staff from multiple locations volunteered to help with the Orlando Book Festival, contributing to the success of this large-scale system event. Marketing also collaborated with staff at West Oaks to discuss marketing priorities and gather feedback on ways to better support branch needs. These efforts foster a stronger internal network and promote shared learning throughout the system.**

Activity: Strengthen internal communication.

- Centralize internal systems including HR, IT and Finance platforms.
 - **The new IT ticketing system is in use across the entire system and has received positive feedback so far.**
 - **The HR project is on track, and the vendor, UKG, is currently building the library's dashboard.**
 - **The Finance project is also on track.**
- Redesign the Orange Peel for enhanced usability.

Activity: Prioritize employee engagement and well-being.

- Explore staff recognition and awards program.
 - **The Home Delivery department has focused on making sure comments from customers are being shared with Home Delivery staff so they are aware of the impact their work is having. This month, a customer comment shared at Alafaya was passed along to staff and PEP.**
- Evaluate ways to provide team-building sessions.
 - **Various teams engaged in meaningful activities aimed at fostering team spirit, professional growth, and wellbeing. Below is a snapshot of some of the team building activities from different branches and departments.**
 - **North Orange staff were encouraged to share photos of themselves as a child along with a favorite memory to share with the team. The activity was inspired by "El Dia del Niño" or "Children's Day" which is often celebrated in Mexico and many other Latin American countries. The idea came from staff who regularly enjoy the holiday with their families as a part of their cultural identity.**
 - **Fairview Shores staff built camaraderie over a “Cava” themed pot luck in May. Each staff member brought in an ingredient for creating either a pita sandwich or rice bowl. Staff had the opportunity to spend time together in an informal environment over lunch.**
 - **The South Trail team engaged in a team training to highlight strategies that help staff confidently navigate policy pushback. Staff shared their own practical tips for handling policy disputes**
The South Creek Branch took part in team building activities including matching temporary art and butterfly releases, as well as posed for group photos.
 - **CED staff met in May for the quarterly meeting. Steve spoke to the team then everyone joined in a papermaking session to promote team building and in preparation for hosting the session at Leu Gardens. Following this meeting each team broke out into small work groups to discuss topics specific to their roles and share experiences.**
 - **In conjunction with the Wellable Meditation Challenge, the Windermere staff participated in a meditation session. They were also provided with Mandalas to color to take a mental health break.**
 - **Four staff members from the Windermere Branch participated in the Corporate 5K.**
 - **Youth Services staff (with the help of Orlando Public Library staff) packed 4,100 goodie bags to be distributed for Summer at Your Library. Staff took turns selecting music and choosing ice breaker questions to make the project more enjoyable.**
- Explore ways to offer professional development opportunities.
 - **The Alafaya branch had several staff participate in various trainings offered this month, such as ServSafe Food Handling certifications and Silhouette Cameo Orientation held at OPL for staff. This location also sent the Librarian and Youth Program Specialist to the FLA Conference May 14-16, bringing new ideas to the Alafaya branch.**

- Implement a new compensation structure.
- Develop and implement a new Director's evaluation form/process/reporting structure.

**Orange County Library System
Board of Trustees Meeting
June 12, 2025**

**Action Items:
Consent Agenda**

**Orange County Library System
Board of Trustees Meeting
June 12, 2025**

**Eatonville Branch Restroom
Renovation Project**

APPROVAL OF EATONVILLE BRANCH RESTROOM RENOVATION PROJECT

I. ISSUE STATEMENT:

Library Board approval is needed for the Eatonville Branch Restroom Renovation Project.

II. BACKGROUND & SUMMARY:

The Eatonville Branch opened in 2005, and the facility has been well-used. The branch is well-maintained. Since 2019, we have replaced the roof, and in May 2022, the branch was refreshed. The one area that is not updated is the restrooms.

Facilities staff will work alongside Ruby Builders, one of the library's continuing services contractors, for the refresh, which includes new paint, lighting, tile, and fixtures.

The project is expected to take three weeks to complete and will occur in August or September 2025, pending the availability of tile materials.

The project budget is:

Restroom Renovation	Cost
General Contractor	86,112
Tile Work	37,040
Owner Supplied Materials	6,848
7% Contingency	9,100
Total Project Budget	\$139,100

The library has sufficient funds in the current capital budget for this project.

III. CONSIDERATION:

Library staff is requesting the library board:

1. Authorize the Director/CEO to execute a contract with Ruby Builders in the amount of \$86,112 for general contractor work.
2. Authorize the Director/CEO to execute a contract with ReSource Flooring & Maintenance in the amount of \$37,040 for the tile work.
3. Approve the project of \$139,100, which includes a \$9,100 contingency.

IV. RECOMMENDATION:

Staff recommends that the library board:

1. Authorize the Director/CEO to execute a contract with Ruby Builders in the amount of \$86,112 for general contractor work.
2. Authorize the Director/CEO to execute a contract with ReSource Flooring & Maintenance in the amount of \$37,040 for the tile work.
3. Approve the project of \$139,100, which includes a \$9,100 contingency.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 25-080**

APPROVAL OF EATONVILLE BRANCH 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 June 2025, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize the Director/CEO to execute a contract with Ruby Builders in the amount of \$86,112 for general contractor work.
2. To authorize the Director/CEO to execute a contract with ReSource Flooring & Maintenance in the amount of \$37,040 for the tile work.
3. To approve the project of \$139,100, which includes a \$9,100 contingency.
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
June 12, 2025**

Request to Serve Alcohol

REQUEST TO SERVE ALCOHOLIC BEVERAGES ROMANCE, WINE, AND CHOCOLATE EVENT

I. ISSUE STATEMENT

Library Board approval is needed to serve alcoholic beverages during the Romance, Wine, and Chocolate Event at the Chickasaw Branch Library.

II. BACKGROUND & SUMMARY

On Friday, September 26, 2025, the Chickasaw Branch Library will host an after-hours romance author event. The library hosted its first Romance, Wine, and Chocolate event in 2016 at the Alafaya Branch, and in 2019, it moved to the Chickasaw Branch. The library would like to serve wine at this event. As stated in the adopted Alcoholic Beverage Policy (please see below), Board approval is required to serve alcoholic beverages.

Library Alcoholic Beverage Policy (Revised and Approved by the Library Board of Trustees 8/12/04)

Alcoholic Beverages may be served for the purpose of fundraising and various Library-sponsored development and promotions projects or approved events when the following requirements are met:

- The event is sponsored by the Library or Library approved
- The Library Board of Trustees has approved alcoholic beverages to be served, and
- A licensed bartender, caterer, or other entity which provides liquor liability insurance coverage is engaged to serve beverages, and
- The bartender, caterer, or entity executes an agreement that shall:
 1. Hold the Library harmless and indemnify the Library against liability arising from alcoholic beverages willfully and unlawfully served to a person who is not of lawful drinking age or knowingly served to a person habitually addicted to the use of any or all alcoholic beverages; and
 2. Require the bartender, caterer, or other entity to comply with all County, State, and Federal laws governing the service of alcoholic beverages.

III. CONSIDERATION

The library is asking the library board to approve the serving of alcoholic beverages in accordance with the Board-approved policy at the Romance, Wine, and Chocolate Event at the Chickasaw Branch Library.

IV. RECOMMENDATION

Library Staff recommends that the library board approve the serving of alcoholic beverages in accordance with the Board-approved policy at the Romance, Wine, and Chocolate Event at the Chickasaw Branch Library.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 25-081**

ROMANCE, WINE, & CHOCOLATE EVENT – REQUEST TO SERVE ALCOHOL

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 of June 2025, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the serving of alcoholic beverages in accordance with the Board-approved policy at the event on September 26, 2025, at the Chickasaw Branch Library.
2. 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
June 12, 2025**

Public Computer Purchase

PUBLIC COMPUTER REFRESH

I. ISSUE STATEMENT

Library Board approval is needed to proceed with the replacement and upgrade of public computers utilized by customers at all library locations.

II. BACKGROUND

The public computers currently utilized by our customers at the library were last refreshed in FY2020-2021. These computers are no longer supported by the manufacturer and are scheduled for a refresh this year as part of the library's planned ongoing equipment maintenance. This purchase will allow IT Services to replace all computers that are customer facing. Including computers for general customer use, catalog searching, and learning more about community and library services.

The requested equipment is an All-in-One PC. An All-in-One PC contains all computer components needed for a functioning PC built into a single piece of equipment, including the monitor. This platform is the library's current standard which has been very successful in terms of customer experience and ease of maintenance. The computers in this order will be installed and utilized at each of our library locations.

III. SELECTION PROCESS

We received three quotes for this purchase. This included one submission directly from the manufacturer of the requested equipment (Dell).

This entire expense was planned as part of the FY2024-2025 Hardware/Software Capital Outlay Budget.

IV. SUMMARY

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

Equipment Requested:

<i>Purchase Item</i>	<i>Amount Requested</i>
Dell Pro 24 All-in-One PC	170

Quotes Received (listed alphabetically):

<i>Vendor</i>	<i>Unit Price</i>	<i>Quote Pricing</i>
CDWG	\$ 1,075.00	\$ 182,750.00
Dell	\$ 891.33	\$ 151,526.10
SHI	\$ 1,347.11	\$ 229,008.70

Total Estimated Purchase is \$151,526.10. Staff also ask for a contingency of \$7,500 (5%), and a not to exceed budget \$159,026.

V. CONSIDERATION

Library staff is requesting that the Board approve the purchase of updated public computers for all locations from Dell. The estimated cost is \$151,526.10. Staff also ask for a contingency of \$7,500 (5%), and a not to exceed budget \$159,026.

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 setup or 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 the order from this vendor.

VI. RECOMMENDATION

Staff recommends that the Board approve the purchase of updated public computers for all locations from Dell. The estimated cost is \$151,526.10. Staff also ask for a contingency of \$7,500 (5%), and a not to exceed budget \$159,026.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 25-082**

PUBLIC COMPUTER 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 12th of June 2025, at 6:00 pm, prevailing Eastern Daylight Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the purchase of updated public computers for all library locations from Dell. The estimated cost is \$151,526.10. Staff also ask for a contingency of \$7,500 (5%), and a not to exceed budget \$159,026.
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:

Secretary

**Orange County Library System
Board of Trustees Meeting
June 12, 2025**

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

**Orange County Library System
Board of Trustees Meeting
June 12, 2025**

**Discussion & Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
June 12, 2025**

**Preliminary OCLS Budget:
FY 2025-2026**

PRELIMINARY JUNE 12, 2025

ORANGE COUNTY LIBRARY DISTRICT

ANNUAL BUDGET FY 2025-2026



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DIRECTOR'S MESSAGE

DATE: June 12, 2025

TO: Orange County Library District Governing Board, Board of Trustees, and Residents

FROM: Steven Powell, Library Director & Chief Executive Officer

SUBJECT: PRELIMINARY Budget for the Fiscal Year Ending September 30, 2026

As Orange County Library Director, I am pleased to present the fiscal year 2025-2026 budget. Chapter 80-555, as amended by Chapter 99-486, Laws of Florida, establishes the Orange County Library District as an independent special taxing district, for the purpose of providing library services and facilities in Orange County, Florida, except the incorporated areas of the cities of Winter Park and Maitland.

Over the past several years, we have focused on improving the library experience for our community. We began by reducing barriers to service, allowing more residents to take advantage of our services. We followed that up with a focused approach on meeting people where they are. In the most recent fiscal year, we revisited our Strategic Plan, conducting community surveys to gain a deeper understanding of what our residents want and need from their library system. The result is a modern, actionable plan that prioritizes making our libraries welcoming, connected, forward-thinking, and empowered to serve the community. Although implementation has been underway for less than a year, we are already seeing increased usage and engagement throughout Orange County.

Our partnerships throughout the community continue to thrive. The *Local Wanderer* program, which enables library cardholders to check out passes to local arts and cultural venues, now includes more than 20 participating organizations. We maintain strong relationships with Arnold Palmer Hospital for Children and the Orange County Head Start programs, bringing library programming to children who might not otherwise have access. We also reach older residents through programming at senior centers, assisted living facilities, and memory care homes, ensuring we bring the library to those who can't come to us.

We've made significant strides in modernizing our technology infrastructure, upgrading aging systems and preparing to launch a user-friendly mobile app that will make accessing library services even easier.

This year also marks major progress on our new branches in Lake Nona and Horizon West. Groundbreakings have occurred at both sites, and construction is well underway – the roof is being installed in Horizon West and site work is underway in Lake Nona.

Looking ahead, our proposed budget for fiscal year 2025–2026 reflects Orange County's growth and our commitment to meeting the evolving needs of our community. Among the projects we have planned for the future are the re-introduction of a bookmobile in spring of 2026, the grand opening of our new branches, a re-imagined Children's Library downtown at the Orlando Public Library and a master plan for the future that will help us ensure that as our community grows, we're growing with it.

This budget isn't just about numbers—it's about investing in spaces where people connect, learn, and grow together. We're proud of what we've accomplished and excited about the future we're building for Orange County.

The proposed fiscal year 2025–2026 budget positions the Orange County Library System to become an even more welcoming, connected, forward-thinking, and empowered institution—one that continually strives for excellence in service.

We are deeply grateful for the ongoing support and trust of the Governing Board, Library Board of Trustees, Friends of the Library, and the residents we proudly serve.

Respectfully submitted,

Steve Powell
Library Director/CEO,

Crockett Bohannon, President
Library Board of Trustees

CC: Jerry L. Demings, Orange County Mayor
Nicole Wilson, Commissioner District 1
Christine Moore, Commissioner District 2
Mayra Uribe, Commissioner District 3
Maribel Gomez Cordero, Commissioner District 4
Kelly Martinez Semrad, Commissioner District 5
Michael Scott, Commissioner District 6
Stephanie Herdocia, City Clerk, City of Orlando
Byron Brooks, County Administrator
Kurt Petersen, Director, Office of Management & Budget
Phil Diamond, Comptroller

A SLICE OF DAILY LIFE AT OCLS

4,944

LIBRARY VISITS

21,494

MATERIALS CHECKED OUT

726

COMPUTER SESSIONS

16,160

WEBPAGE VIEWS

17,724

SOCIAL MEDIA VIEWS

260

QUESTIONS ANSWERED

THAT'S

896

CHECK-OUTS
AN HOUR!



CURRENT INITIATIVES

Horizon West Branch Library

On November 13, 2024, we broke ground at Horizon West, and on February 11, 2025, the first concrete pour took place. The branch will be 20,000 square feet and sits on 11 acres in the northeast corner of the 250-acre Horizon West Regional Park. The site is fully underway, the tilt walls are up, and the roof is being installed. We hope to move in early next year, with an opening date to be determined.

Lake Nona Branch Library

At Lake Nona, we are not far behind. We broke ground on December 3, 2024, and site preparation is underway. The branch will be 20,000 square feet and will be located on a shared campus with the city's Southeast Community and Government Center, which will house Commissioner Jim Gray's office, an Orlando Police Department substation, and other city services. It is too early to tell when we can move into the new branch, but we are hopeful for the summer of 2026.

Bookmobile

In Spring 2026, we anticipate delivery of our new bookmobile from Matthews Specialty Vehicles. The bookmobile will be equipped with library materials, as well as Wi-Fi, computers, an exterior screen with speakers, and an awning for shade, allowing us to truly bring a mobile library, complete with programming, technology, and books, to communities where library access is a challenge.

Orlando Public Library First Floor Renovation Project

We are currently rethinking our use of space at the Orlando Public Library. We are specifically reimagining and redesigning our Children's Library, which is currently insufficient to meet the needs and expectations of families that use it. The design process is underway, and a construction timeline is yet to be determined.

Staffing Resources

For fiscal year 2025-2026, staffing is expected to reach an all-time high. This budget allocates resources for 556 positions, 47 of which are designated for the two new branches and the bookmobile.

Master Planning

In the coming fiscal year, we will begin the process of developing a Master Plan to ensure that the library system's resources, facilities, and technology are allocated effectively to meet the evolving needs of our growing community.

BUDGET SUMMARY

Orange County Library District's fiscal year 2025-2026 budget of \$117,405,220 was developed utilizing the following considerations:

- Branch expansion is underway in Horizon West and Lake Nona.
- 5% raises* for all eligible full- and part-time staff.
- The addition of 23 positions to meet library service and business needs.
- Capital projects were prioritized based on necessity and available funding.
- Developing a Master Plan to guide the future of the library.

Operating Fund Revenues

The library is primarily funded through property tax revenues. For FY 2025-2026, considering the increase in the number of properties and current property values, the library's millage of 0.3748 is projected to generate \$78,250,000 in tax revenues. This represents an increase of 6.6%, or \$4,825,000, over FY 2024-2025.

In June 2007, the Florida Legislature passed legislation reducing the library's millage rate from 0.4325 to 0.3748 for FY 2007-2008. The library has not increased its millage rate since that time, and for FY 2025-2026, staff recommend maintaining the millage at 0.3748.

Operating Fund Expenditures

Salaries and benefits account for almost half of the library's expenses. The remaining funds are allocated for physical and digital resources, operating costs, technology hardware and software, building improvements, equipment, furniture, saving for future projects, and emergencies.

Operating Fund Reserves

The increases in reserves result from actual revenues in FY 2023-2024 exceeding actual expenditures. The bulk of the excess revenue was allocated to the Capital Projects and Sinking Funds. This allows the library to address current and future branch expansion, as well as to promptly manage emergency repairs resulting from natural disasters or catastrophic failures.

EXCELLENCE IN FINANCIAL REPORTING



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Certificate of Achievement for Excellence in Financial Reporting to the Orange County Library District, Orlando, Florida, for its annual budget for the fiscal year ending September 30, 2023.

The Orange County Library District has received this award for 21 consecutive years.

LIBRARY DISTRICT GOVERNING BOARD



Orange County Mayor
Jerry Demings



Orange County Commissioner
Nicole Wilson



Orange County Commissioner
Christine Moore



Orange County Commissioner
Mayra Uribe



Orange County Commissioner
Maribel Gomez Cordero



Orange County Commissioner
Kelly Semrad



Orange County Commissioner
Michael Scott



City of Orlando City Clerk
Stephanie Herdocia

LIBRARY DISTRICT BOARD OF TRUSTEES



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

ORGANIZATIONAL CHART

ORGANIZATIONAL CHART

DIRECTOR/CHIEF EXECUTIVE OFFICER

ASSISTANT DIRECTOR/CHIEF OPERATING OFFICER

LIFELONG LEARNING

Adult Services
Events & Programs
Melrose Center
Youth Services

NEIGHBORHOOD SERVICES

Community Engagment
Horizon West
Windermere
Winter Garden

Alafaya
Chickasaw
Eatonville
Fairview Shores
North Orange
Southeast

Hiawassee
Lake Nona
Southwest
South Creek
South Trail
Washington Park
West Oaks

IT Design & Development

Acquisitions Services

Orlando Public Library

BUSINESS OPERATIONS

Finance
Facilities & Operations
Construction
Custodial Maintenance

HUMAN RESOURCES

Employee Services
Training & Development

MARKETING & PUBLIC RELATIONS

Marketing & Public Relations
Development

INITIATIVES & INSIGHTS

Data & User Services

IT Services

ACCOMPLISHMENTS

Florida Library Association Awards

OCLS recently received two awards from the Florida Library Association. The first is for Communications Excellence, for our Meet You There marketing campaign focused on our increased outreach initiatives. The other is the Administrator of the Year Award, recognizing Library Director/CEO Steve Powell for his efforts to make the Orange County Library System more welcoming and accessible to everyone in the community.

High School Opportunities for Adults

Excel Adult High School debuted at OCLS in 2023. This program offers library cardholders the potential to earn a scholarship to complete their high school credits online and receive an accredited high school diploma. The library has offered 50 paid scholarships since the launch of the program. Of these, 41 scholarships have been awarded, 27 students are currently enrolled, and 15 have graduated.

Signature Author Series

On January 24, 2025, the first Lillian Louise Pharr author series event took place at Dr. Phillips Center for the Performing Arts. The series is underwritten by the Friends of the Orange County Library System, which received a million-dollar bequest from the estate of local tennis champion Roger Pharr, who wanted the funds to support literacy initiatives named after his mother. The author we featured for the first event was Orlando native John Green, whose book *The Fault in Our Stars* debuted at No. 1 on *The New York Times* bestseller list.

Orange County Mayor's Toy Drive

In 2024, we participated in the Annual Orange County Mayor's Toy Drive, collecting more than 1,000 toys to be distributed to families in need during the holiday season. This was our second year participating in this community-wide initiative.

Broke Ground on Two New Branches

At long last, we have broken ground on both the Horizon West and Lake Nona branches. Work is underway at Horizon West, where concrete has been poured, walls are in place, and the roof is being installed. Site preparation is taking place at the Southeast Community and Government Center, where the Lake Nona Branch will be co-located.

Deeper Relationships with Schools

In December, we partnered with Sally Ride Elementary School on a project that gave their students the opportunity to conduct a live interview with an astronaut on the International Space Station with the help of the Orlando Amateur Radio Club. The event was live-streamed throughout the school, as well as at select library locations, allowing the community to witness it. Leading up to the interview, library staff teamed up with the school to support space-themed educational programming for the students at Sally Ride, better equipping them for the interview.

Embracing New Opportunities

In November, we launched an exciting new storytime event that takes place at the Orlando Executive Airport. Ever since the Herndon Branch closed in 2020, we have heard from the community that they miss having library events for children nearby. This partnership with the Greater Orlando Airport Authority now brings storytimes for children to the community on the first Tuesday of each month.

Digital Checkouts are Soaring

In 2024, we exceeded 2.6 million checkouts on Libby, a very popular app that allows people to read or listen to ebooks and audiobooks on just about any device. Over the past few years, digital checkouts have been growing significantly. We ended the year with a total of 2,634,583 Libby checkouts – a 16 percent increase over 2023.

John Cotton Dana Award

In 2024, OCLS was the recipient of a John Cotton Dana Library Public Relations Award from the American Library Association for our Proud Past, Bright Future campaign that highlighted our 100 Year Celebration. The award honors libraries for effective communications campaigns in their communities.

A New Strategic Plan

In 2023, we embarked on the process of revisiting everything we do and how we do it. After conducting extensive surveys, focus groups, and visioning sessions where we asked the community to share their ideas about what they wanted from a library system, we adopted our new Strategic Plan in October 2024. The new plan is modern, streamlined and responsive to the feedback we received in our research. It tasks us with maintaining libraries that are welcoming, connected, forward-thinking and empowered to offer Orange County residents the best library services we can provide.

Rebranding

When we launched our new Strategic Plan, we also rebranded our libraries, giving the system a new logo, a refreshed look, and a customer-first approach to our communication that makes people feel like they belong at the library.

Increased Community Engagement

Our Community Engagement Department had a stellar year in Fiscal Year 2023-2024. Between visits with our social workers, storytimes, outreach events, and off-site programs, the department participated in over 4,200 events and programs, reaching more than 150,000 people in the community.

Summer at Your Library 2024

During the 2024 Summer at Your Library program, more than 4,440 participants logged over 2.8 million minutes of reading time with OCLS. We saw 80,985 people attend a Summer at Your Library event during June and July 2024, and more than 14,600 free summer lunches were distributed through the Orange County Public Schools Mobile Lunch Program at a library location. Additionally, with the support of the Friends, over 6,000 books were given to kids.

Volunteers Provide a Vital Resource

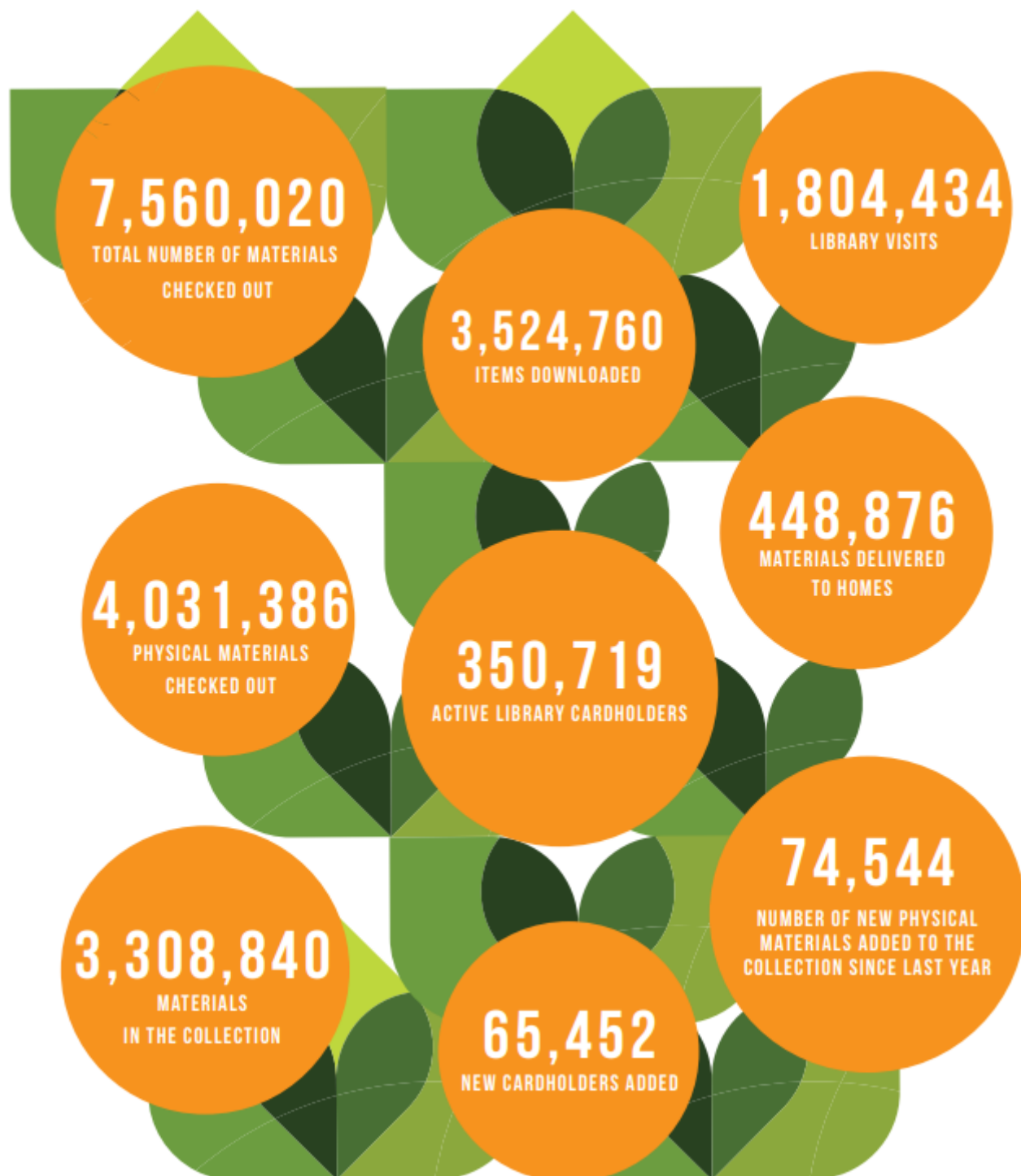
In 2024, 1,266 teens and 55 adults volunteered at an OCLS library, contributing a total of 13,994 volunteer hours. The library's volunteers serve for a variety of reasons – to fulfill the requirements for school scholarships, as part of a college degree program, or simply for the satisfaction of making a difference in the community.

Installed Automated External Defibrillators (AEDs) at All Locations

The library was awarded a grant totaling \$43,659.51 from the American Heart Association. The funds were used to purchase AEDs for all library locations.

Orlando Business Journal's 2024 Healthiest Employers**American Heart Association 2024 Workplace Health Achievement – Platinum Recognition****Best Workplaces for Commuters 2024*****Orlando Sentinel Top Workplaces 2024***

STATISTICS



Statistics represent the OCLS Fiscal Year 10/1/23-9/30/24

Donations and Grants Received

Window World of Central Florida to support the Summer Reading Program: \$50,000

Friends of the Orange County Library System for Scholarships, Staff Development, and Program Support: \$90,699

Friends of the Orange County Library System for Books & Beyond Publication: \$36,000

State of Florida Division of Library Services for State Aid to Libraries: \$616,683

Institute of Museum and Library Services and the State of Florida Division of Library Services for Right Service at the Right Time: \$61,891

American Heart Association for 19 Automated External Defibrillators: \$43,660

Florida Division of Cultural Affairs for the Sunshine State Author Series: \$12,500

American Library Association John Cotton Dana Award: \$10,000

Florida Humanities for Orlando Book Festival: \$10,000

City of Orlando Mayor's Matching Grant: \$7,500

Florida Humanities for Family Literacy Program Prime Time Family Reading: \$6,000

Florida Humanities for Family Literacy Program English for Families: \$6,250

Synchrony Foundation Grant: \$5,000

South Arts for Meet the Author Alicia D. Williams | ZORA! Festival Education Day 2024: \$4,500

Amounts shown represent October 1, 2023 – September 30, 2024

OPERATING FUND REVENUES – PRELIMINARY

	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
AD VALOREM TAXES	73,425,000	4,825,000	6.6%	78,250,000
INTERGOVERNMENTAL GRANTS	795,000	(295,000)	-37.1%	500,000
CHARGES FOR SERVICES	350,200	59,000	16.8%	409,200
LOST MATERIALS	48,000	0	0.0%	48,000
MISCELLANEOUS	1,400,220	10,000	0.7%	1,410,220
TRANSFERS	632,000	79,800	12.6%	711,800
SUBTOTAL REVENUES	<u>\$76,650,420</u>	<u>\$4,678,800</u>	<u>6.1%</u>	<u>\$81,329,220</u>
RESERVES/FUND BALANCES	33,118,000	2,958,000	8.9%	36,076,000
TOTAL REVENUES	<u>\$109,768,420</u>	<u>\$7,636,800</u>	<u>7.0%</u>	<u>\$117,405,220</u>

REVENUE DETAILS

AD VALOREM TAXES \$78,250,000

Based on the information provided by Orange County's Office of Management and Budget, property values have increased by 6.7%. With this rise and no change in the millage rate of 0.3748, gross tax revenues total \$82,324,000. However, per state budgeting regulations, the library must reduce its ad valorem taxes by 5% or \$4,074,000, leaving \$78,250,000 for budgeting purposes.

AD VALOREM TAXES	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
AD VALOREM TAXES	<u>73,425,000</u>	<u>4,825,000</u>	<u>6.6%</u>	<u>78,250,000</u>

INTERGOVERNMENTAL GRANTS \$500,000

Due to uncertainty regarding federal funding from the Institute of Museum and Library Services and the National Endowment for the Humanities, the library is lowering its expected revenue from federal agencies to zero dollars.

State agencies' funding is also being reduced to zero dollars. These funds were typically Florida Humanities Grants from federal funding via the National Endowment for the Humanities.

Although the state's budget is not approved at this point, both the House and Senate have allocated State Aid to Libraries funding. The library is conservative with this line item and projects funding of \$500,000. State Aid funding received this year totaled \$622,179.

City and county grant availability and eligibility vary yearly, and the library typically budgets zero dollars. For the current year, the library received a \$7,500 grant from the city of Orlando.

INTERGOVERNMENTAL GRANTS	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025- 2026 BUDGET
Federal Grants Admin by State Grant	525,000	(525,000)	-100.0%	0
Federal Agencies Grants	20,000	(20,000)	-100.0%	0
State Agencies Grants	50,000	(50,000)	-100.0%	0
State Aid	200,000	300,000	150.0%	500,000
City and County Agencies Grants	0	0	0.0%	0
TOTAL GRANTS	<u>\$795,000</u>	<u>(\$295,000)</u>	<u>-37.1%</u>	<u>\$500,000</u>

CHARGES FOR SERVICES \$409,200

Due to higher-than-expected Fee Card subscriptions, the library is projecting a \$50,000 increase, and because of the high volume of copying and printing projects, a \$10,000 increase as well. So far this year, the Fee Card revenue is \$110,865, and Copy & Print revenue is \$126,962.

In 2020, the library lowered the cost of copying and printing, and the volume increased dramatically.

CHARGES FOR SERVICES	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
Fee Cards	100,000	50,000	50.0%	150,000
PC Pass (\$1 for 1 hour)	0	0	0.0%	0
Classes	0	300	300.0%	300
Copy & Print	180,000	10,000	5.6%	190,000
Meeting Rooms	30,000	0	0.0%	30,000
Fax	15,000	0	0.0%	15,000
PC Express	700	300	42.9%	1,000
Supplies - Customer	5,500	600	-10.9%	4,900
Co-Working Rooms	6,000	(1,000)	-16.7%	5,000
Special Events	1,000	0	0.0%	1,000
Passport Facility Fee	10,000	0	0.0%	10,000
Passport Photo Fee	2,000	0	0.0%	2,000
TOTAL CHARGES	<u>\$350,200</u>	<u>\$59,000</u>	<u>16.8%</u>	<u>\$409,200</u>

LOST MATERIALS \$48,000

Based on current revenue trends, there is no projected increase. Although the library stopped charging overdue fines in October 2022, customers are still responsible for lost or damaged materials and the associated fees.

LOST MATERIALS	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
Fees	3,000	0	0.0%	3,000
Lost Materials	45,000	0	0.0%	45,000
TOTAL LOST MATERIAL	<u>\$48,000</u>	<u>0</u>	<u>0.0%</u>	<u>\$48,000</u>

MISCELLANEOUS **\$1,410,220**

The library is projecting a \$10,000 increase to the Truist Pooled Investment with all other line items remaining unchanged.

The library adopts a conservative approach when estimating miscellaneous revenue due to the volatility and unpredictability of investment interest earnings.

MISCELLANEOUS	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
Truist Pooled Interest	15,000	10,000	66.7%	25,000
Tax Collector Interest (new FY 21)	100,000	0	0.0%	100,000
FV Investment (new FY 21)	1,051,500	0	0.0%	1,051,500
Sale Surplus Property	5,000	0	0.0%	5,000
Friends Other	50,000	0	0.0%	50,000
Other Contributions	50,000	0	0.0%	50,000
Miscellaneous Rev (new FY 21)	35,000	0	0.0%	35,000
E-Rate (new FY 21)	78,720	0	0.0%	78,720
Grants & Awards (new FY 21)	15,000	0	0.0%	15,000
TOTAL MISCELLANEOUS	<u>\$1,400,220</u>	<u>\$10,000</u>	<u>0.7%</u>	<u>\$1,410,220</u>

TRANSFERS **\$711,800**

The Transfers are revenue paid to the library by the property appraiser and tax collector based on over-payments to them in the previous fiscal year. Because revenue continues to go up, we are estimating that the transfers will increase overall by \$79,800.

TRANSFERS	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
Transfer From Property Appraiser	50,000	25,000	50.0%	75,000
Transfer From Tax Collector	582,000	54,800	9.4%	636,800
TOTAL TRANSFERS	<u>\$632,000</u>	<u>\$79,800</u>	<u>12.6%</u>	<u>\$711,800</u>

RESERVES **\$36,076,000**

This is the total of Reserves that are eligible for spending. Reserves will see an increase of \$2,958,000 next year.

The library strives to maintain five to six months of overall expenses in its operating reserves.

RESERVES	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
Reserves	33,118,000	2,958,000	8.9%	36,076,000
TOTAL RESERVES	<u>33,118,000</u>	<u>2,958,000</u>	<u>8.9%</u>	<u>36,076,000</u>

All Revenues except for non-operating revenues, internal service funds, and grant funds include the 5% statutory reduction required by Florida Statute Chapter 129.01.

OPERATING FUND EXPENDITURES – PRELIMINARY

	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
SALARIES & BENEFITS	40,835,000	4,265,000	10.4%	45,100,000
OPERATING	19,496,000	2,309,000	11.8%	21,805,000
CAPITAL OUTLAY	11,875,000	(1,500,000)	-12.6%	10,375,000
LIBRARY MATERIALS	6,371,400	1,893,600	29.7%	8,265,000
TRANSFERS	5,500,000	0	0.0%	5,500,000
SUBTOTAL EXPENDITURES	<u>\$84,077,400</u>	<u>6,967,600</u>	<u>8.3%</u>	<u>\$91,045,000</u>
RESERVES	25,691,020	669,200	2.6%	26,360,220
TOTAL EXPENDITURES	<u>\$109,768,420</u>	<u>\$7,636,800</u>	<u>7.0%</u>	<u>\$117,405,220</u>

EXPENDITURES DETAILS

SALARIES & BENEFITS **\$45,100,000**

Salaries and benefits are set to increase by \$4,265,000 next year due to the addition of staff and higher wages and benefits.

The FY 2025-2026 budget increases total staffing levels from 533 to 556 employees, of which 397 are full-time and 159 are part-time positions, including 22 designated for the new Lake Nona Branch. The Horizon West staff of 22 was included in the current year's budget based on very early construction timelines.

The FY 2025-2026 Budget Guidelines from Mayor Demings to Orange County leadership include a 5% salary increase for all non-bargaining unit employees. The library consistently follows Orange County Budget Guidelines and plans to give all eligible staff a 5% raise.

SALARIES & BENEFITS	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
Salaries	28,475,000	2,275,000	8.0%	30,750,000
Medicare Taxes	425,000	25,000	5.9%	450,000
Defined Contribution Plan	2,150,000	150,000	7.0%	2,300,000
Defined Benefit Pension Plan	1,900,000	50,000	2.6%	1,950,000
Money Purchase Plan	1,850,000	155,000	8.4%	2,005,000
Life & Health Insurance (Employees)	4,875,000	1,325,000	27.2%	6,200,000
Retiree Health Care (OPEB)	650,000	150,000	23.1%	800,000
Worker's Compensation	150,000	75,000	50.0%	225,000
Unemployment Compensation	60,000	10,000	16.7%	70,000
Parking & Bus Passes	300,000	50,000	16.7%	350,000
TOTAL SALARIES & BENEFITS	<u>\$40,835,000</u>	<u>\$4,265,000</u>	<u>10.4%</u>	<u>\$45,100,000</u>

Defined Contribution Plan **\$2,300,000**

Library employees have not participated in Social Security since shortly after the library district was formed in September 1980. Instead, a defined contribution pension plan was established for all staff. The plan requires the library to contribute 7.5% of each employee's bi-weekly salary. Vesting is immediate, and benefits are payable in a lump sum upon termination or retirement.

The \$150,000 increase in this account is due to increased salaries.

Defined Benefit Pension Plan \$1,950,000

This Plan is a traditional retirement plan covering full-time employees hired before January 1, 2007.

Contributions to the Plan are actuarially determined at the beginning of each calendar year. The \$50,000 increase in projected contributions for the next fiscal year is due to the anticipated investment valuation as of December 31, 2025.

Money Purchase Plan \$2,005,000

Effective January 1, 2007, all new full-time employees will be enrolled in this Plan. The Plan requires the library to contribute 9% of each employee's biweekly salary. MissionSquare Retirement administers the funds, and employees direct the investments.

The \$155,000 increase is due to new positions and higher salaries.

Life and Health Insurance \$6,200,000

The library pays the medical and dental premiums for full-time employees, and the employee is responsible for the cost of any dependent coverage: spouse, children, or family.

Under the Affordable Care Act, the library also provides healthcare coverage to part-time employees who average 30 hours or more per week. The employee is responsible for the cost of any dependent coverage, including spouse, children, or family.

The library also subsidizes access to virtual healthcare for part-time 24-hour employees and an Employee Assistance Program for all employees, their spouse or partner, dependent children, parents, and parents-in-law.

The projected increase of \$525,000 is a combination of the projected number of full and part-time employees eligible for the coverage and premium increases.

Retiree Health Care \$800,000

Local governments must reflect the true cost of retiree healthcare during employees' tenures. For employees hired before January 1, 2007, a trust fund was established, and the library has since funded this benefit similarly to a pension to cover the cost of health care for those retirees. Contributions to the plan are determined actuarially.

In April 2019, the Board approved a Health Retirement Account benefit for employees hired on or after January 2, 2007. The funding for this account is also based on the actuarial report.

The \$150,000 increase in projected contributions for the next fiscal year is due to the anticipated investment valuation as of December 31, 2025, and the increased cost of healthcare for retirees.

Parking and Bus Passes **\$350,000**

For Orlando Public Library employees, the library plans to lease 200-plus parking spaces in the City of Orlando garage located across from the Orlando Public Library. The library also provides LYNX bus and SunRail passes as an alternative to parking, depending on the employee's preference.

Although parking is free at the branches, when branch staff come downtown, the library pays for their parking.

This account's budget indicates a \$50,000 increase due to increased staffing levels.

Overall, salaries and benefits for FY 2025-2026 are up \$4,265,000 or 10.4% from \$40,835,000 to \$45,100,000.

OPERATING **\$21,805,000**

OPERATING	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
Professional Services	550,000	175,000	31.8%	725,000
Other Contractual Services	3,000,000	450,000	15.0%	3,450,000
Other Services - Janitorial	520,000	80,000	15.4%	600,000
Training & Travel	250,000	0	0.0%	250,000
Telecommunication	650,000	25,000	3.8%	675,000
Delivery & Postage	1,600,000	150,000	9.4%	1,750,000
Utilities	1,150,000	150,000	13.0%	1,300,000
Rentals & Leases	1,660,000	140,000	8.4%	1,800,000
Insurance	925,000	75,000	8.1%	1,000,000
Repair & Maintenance	1,925,000	75,000	3.9%	2,000,000
R & M - Hardware/Software	1,855,000	(1,350,000)	-72.8%	505,000
Software Subscriptions	0	1,950,000	N/A	1,950,000
Copying/Printing	400,000	25,000	6.3%	425,000
Promotional Activities	500,000	25,000	5.0%	525,000
Property Appraiser's Fee	741,000	9,000	1.2%	750,000
Tax Collector's Fee	1,500,000	125,000	8.3%	1,625,000
Supplies - Miscellaneous	1,400,000	150,000	10.7%	1,550,000
Supplies - Hardware/Software	850,000	50,000	5.9%	900,000
Memberships	20,000	5,000	25.0%	25,000
TOTAL OPERATING	<u>\$19,496,000</u>	<u>2,309,000</u>	<u>11.8%</u>	<u>\$21,805,000</u>

Professional Services **\$725,000**

Examples of services charged to this account include the following:

- Actuaries (pension, health insurance, retiree health care)
- Auditors
- Attorneys (general counsel, labor, construction, pension)
- Insurance brokers
- Architect and engineering services

The \$175,000 increase in the budget for this account is related to architectural and consultant fees for ongoing and upcoming projects.

Other Contractual Services **\$3,450,000**

Services charged to this account include the following:

- Off-duty police officers and security guards

- Bibliographic records
- Branch deliveries
- Bank/credit card fees
- Pre-employment background checks
- Consultants – Master Plan

The \$450,000 increase in the budget is attributed to increased off-duty officer charges, security guards, consulting services, banking fees, and general inflation for these services.

Other Contractual Services – Janitorial \$600,000

At the Orlando Public Library, the custodians are library employees, but at branches, the library contracts with a private vendor for janitorial cleaning services, pressure washing, and carpet and window cleaning.

The \$80,000 increase in the budget for this account is due to contractual cost increases and the opening of two new branches next year.

Training and Travel \$250,000

Charges to this account include:

- Mileage, parking, tolls, and travel reimbursements
- Training, seminars, and conferences

Based on current spending trends, there is no change for these line items.

Telecommunication \$675,000

Telecommunication services include Internet connections, Metro-Ethernet branch connections, and Voice-Over Internet Protocol phone services.

The \$25,000 increase is due to contractual increases and the addition of two new branches.

Delivery and Postage \$1,750,000

The following are charged to this account:

- Priority Express Parcel for home delivery services
- US Post Office for general mail service and some home delivery items
- Federal Express charges

The budget for this account was increased by \$150,000 due to contractual obligations for home delivery services.

Utilities \$1,300,000

Included in this account are charges for water, sewer, trash, and electricity for all facilities. The library continues to implement water and energy-saving changes, such as automatic faucets, LED lighting, programmable thermostats, and motion-activated lights in offices to name a few.

Additionally, the new Horizon West and Lake Nona branches will be Leadership in Energy & Environmental Design (LEED) Silver Certified. LEED certification demonstrates that buildings exceed standards to ensure they are constructed and operated at the highest level of sustainability.

The \$150,000 increase is based on increased utility charges and the addition of two new branches.

Rentals and Leases \$1,800,000

This account reflects the leasing costs of the South Trail, Fairview Shores, Hiawassee, Southeast, Southwest, and Eatonville branches. The library also leases Washington Park and Windermere, but there are no lease charges for those facilities.

The \$140,000 increase is primarily due to contractual increases and lease space to park the new book mobile.

Insurance \$1,000,000

Insurance coverage charged to this account includes the following:

- General liability, property, and flood
- Public officials
- Employment practices
- Fiduciary (pensions)

The \$75,000 increase in this account is based on estimates from our insurance broker

Repairs and Maintenance \$2,000,000

The library system consists of the Orlando Public Library and 14 branches for a total of approximately 460,000 square feet. Repairs and routine maintenance include the following services:

- Plumbing, electrical, and heating, ventilation, and air conditioning
- Elevator maintenance
- Painters and handyman services
- Landscaping
- Fire alarms and sprinkler systems
- Building security and camera systems

The cost of maintaining library facilities and equipment depends on their size; the system is large and will add two new branches, each measuring 20,000 square feet, next year. Furthermore, the library takes pride in its well-maintained facilities and equipment, aiming to keep them that way.

The \$75,000 increase in the budget for this account is due to overall cost increases.

Repairs and Maintenance – Hardware/Software \$505,000

This accounting line has been changed to reflect repairs and maintenance of technology and network equipment. Software subscriptions are in a new category.

The \$1,350,000 decrease is directly related to new accounting regulations.

Software Subscriptions \$1,950,000

This is a new accounting line this year due to new accounting regulations.

Examples of items charged to this account include IT-related subscriptions, licenses, maintenance contracts, and application service contracts regarding:

- Library automation system
- Antivirus and Internet filtering software
- Accounting software
- Human resources software platforms

The library pays for maintenance and service contracts for over 50 software applications. The budget for this new account is \$1,950,000, reflecting a \$600,000 increase over last year's subscription fees.

The increases are related to overlapping finance and human resources as those departments move to new software and increased Internet security protocols.

Copying/Printing \$425,000

The library contracts with a vendor to provide printers and all-in-one machines (fax, scan, print, copy) throughout the system. The library pays for each copy made, and the vendor is responsible for providing the machines, service, and supplies, excluding the paper. Additionally, large print jobs sent to external printers are charged to this account.

The \$25,000 increase is due to cost increases on paper and printing supplies and the addition of new equipment.

Promotional Activities \$525,000

The costs in this account include television, social media, print, and radio advertisements.

A projected increase of \$25,000 to this account is expected for the upcoming year, which is partly due to advertising for the two new branches and the book mobile.

Property Appraiser's Fee \$750,000

The Orange County Property Appraiser determines the value of all properties for each taxing agency in the County for ad valorem tax purposes. In return for providing this service, each taxing agency is charged a portion of the Appraiser's budget.

The Property Appraiser's Office provided its estimated FY 2025-2026 cost of \$750,000, which is a \$9,000 increase compared to last year's budget.

Tax Collector's Fee \$1,625,000

The Orange County Tax Collector collects taxes from property owners in the county and distributes the tax revenues to the relevant taxing agencies. Historically, the Collector's fee has been 2% of the taxes collected.

Due to increased property tax revenues, the budget for this account will rise by \$125,000.

Supplies \$1,550,000

Examples of supplies used throughout the system and charged to this account include the following:

- Office, janitorial, paper, and program supplies
- Local Wanderer access passes
- Furniture and equipment items with a unit cost of less than \$1,000

The \$150,000 increase is due to the rising cost of all types of supplies and furniture.

Supplies – Hardware/Software \$900,000

This account includes technology items with a unit cost of less than \$1,000. The \$50,000 increase is due to the increased number of computers for new branches and increased staffing.

Overall, operating costs for FY 2025-2026 are up \$2,309,000 or 11.8% from \$19,496,000 to \$21,805,000.

CAPITAL OUTLAY **\$11,875,000**

CAPITAL OUTLAY	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
Building & Improvements	9,000,000	(2,000,000)	-22.2%	7,000,000
Leasehold Improvement	0	1,000,000	0.0%	1,000,000
Equipment & Furniture	1,000,000	100,000	10.0%	1,100,000
Hardware/Software	1,875,000	(600,000)	-32.0%	1,275,000
TOTAL CAPITAL OUTLAY	<u>\$11,875,000</u>	<u>(1,500,000)</u>	<u>-12.6%</u>	<u>\$10,375,000</u>

Building and Improvements **\$7,000,000**

The proposed budget includes the following:

- Access Control Systems Upgrade
- Orlando Public Library Roof Replacement
- Orlando Public Library First Floor Renovation Project
- Orlando Public Library Fire Alarm and Intercom Upgrade
- Orlando Public Library Second Floor Refresh
- Orlando Public Library Sidewalk Replacement
- Security (Intrusion Alarm) Systems Upgrade
- Security Camera Systems Upgrade
- Winter Garden HVAC Replacement

Leasehold Improvements **\$1,000,000**

This is a new accounting line and directly relates to improvements the library makes at locations it leases. These costs were previously accounted for under operating expenditures - repair and maintenance.

The library projects it will spend \$1,000,000 on leased facility improvements next year.

Equipment and Furniture **\$1,100,000**

The following are included in the budget for this account:

- Furniture, fixtures, and equipment
- Bookmobile

This \$100,000 increase is attributed to launching the new book mobile.

Hardware/Software \$1,275,000

This account includes technology items with a unit cost of more than \$1,000.

This account is being reduced by \$600,000 due to finance, human resources, and other software being accounted for under the new software subscriptions account in operating costs.

Overall, capital outlay expenditures for FY 2025-2026 are down \$1,500,000 or 12.6% from \$11,875,000 to \$10,375,000.

LIBRARY MATERIALS (\$8,265,000)

The budget for this account covers the purchase of all electronic and physical materials. The \$1,893,600 increase is mainly due to the increased use and cost of digital materials.

LIBRARY MATERIALS	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
Materials - Restricted	15,000	0	0.0%	15,000
Materials	6,356,400	1,893,600	29.8%	8,250,000
TOTAL LIBRARY MATERIALS	<u>\$6,371,400</u>	<u>\$1,893,600</u>	<u>29.7%</u>	<u>\$8,265,000</u>

TRANSFERS **\$5,500,000**

The transfer allocations will remain the same as last year and total \$5,500,000.

TRANSFERS	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
To Capital Projects Fund	5,000,000	0	0.0%	5,000,000
To Sinking Fund	500,000	0	0.0%	500,000
TOTAL TRANSFERS	<u>\$5,500,000</u>	<u>\$0</u>	<u>0.0%</u>	<u>\$5,500,000</u>

Transfer to Capital Projects Fund **\$5,000,000**

To support future branch development and Orlando Public Library renovations, \$5,000,000 is being transferred to the Capital Projects Fund.

Transfer to Sinking Fund **\$500,000**

The Sinking Fund allows the library to set aside funds for future repairs/replacements to both facilities and technology.

The Horizon West Branch Land Lease with Orange County requires that \$1 million be set aside in this Fund to provide for immediate repairs to the Horizon West Branch while waiting on insurance proceeds and a \$250,000 Demolition Fund to assist in the removal of the building when the 85-year lease ends.

The target value for this Fund is 4% of the library's property, plant, and equipment value, plus the \$1.25 million required by Horizon West Branch Land Lease.

RESERVES **\$26,360,220**

The Operating Reserves result from careful planning, conservative spending, and continuous oversight, with the library allocating \$669,200 to reserves.

RESERVES	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
Reserves	25,691,020	669,200	2.6%	26,630,220
TOTAL RESERVES	<u>\$25,691,020</u>	<u>\$669,200</u>	<u>2.6%</u>	<u>\$26,630,220</u>

OTHER FUNDS – PRELIMINARY

CAPITAL PROJECTS FUND

The purpose of the Capital Projects Fund is to fund future branch development and large renovations.

	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
REVENUES				
Investment Earnings	125,000	475,000	380.0%	600,000
Transfer From Operating	5,000,000	0	0.0%	5,000,000
Reserve Lake Nona Deposit	0	440,000	0.0%	440,000
Reserve Horizon West Demo	0	266,000	0.0%	266,000
Reserves/Fund Balance	43,600,000	(3,100,000)	-7.1%	40,500,000
TOTAL REVENUES	\$48,725,000	(\$1,919,000)	-3.9%	\$46,806,000
EXPENDITURES				
Horizon West Branch	24,725,000	(17,725,000)	-71.7%	7,000,000
Lake Nona Branch	1,500,000	25,500,000	1700.0%	27,000,000
New Branch FFE	1,000,000	0	0.0%	1,000,000
New Branch Materials	1,000,000	0	0.0%	1,000,000
Reserve Lake Nona Deposit	0	440,000	0.0%	440,000
Reserve Horizon West Demo	0	282,000	0.0%	282,000
Reserves For Construction	20,500,000	(10,416,000)	-50.8%	10,084,000
TOTAL EXPENDITURES	\$48,725,000	(\$1,919,000)	-3.9%	\$46,806,000

SINKING FUND

The Sinking Fund was established to manage capital maintenance, repairs, or replacements for facilities and technology.

	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
REVENUES				
Investment Earnings	50,000	225,000	450.0%	275,000
Transfer From Operating	500,000	0	0.0%	500,000
Reserves Horizon West Repairs	0	1,000,000	0.0%	1,000,000
Reserves/Fund Balance	5,357,000	1,108,000	20.7%	6,465,000
TOTAL REVENUES	\$5,907,000	\$2,333,000	39.5%	\$8,240,000
EXPENDITURES				
Reserves - Building & Improvements	4,157,000	2,583,000	62.1%	6,740,000
Reserves - Horizon West Contract	1,000,000	0	0.0%	1,000,000
Reserves - Horizon West Demo	250,000	(250,000)	-100.0%	0
Reserves - Technology	500,000	0	0.0%	500,000
TOTAL EXPENDITURES	\$5,907,000	\$2,333,000	39.5%	\$8,240,000

PERMANENT FUND

The Permanent Fund was established to upgrade and enhance the Melrose Center's technology.

	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
REVENUES				
Investment Earnings	25,000	15,000	60.0%	40,000
Reserves For Operations	0	603,000	0.0%	603,000
Reserves - Restricted	1,096,000	(96,000)	-8.8%	1,000,000
Total Revenues	\$1,121,000	\$522,000	46.6%	\$1,643,000
EXPENDITURES				
Equipment	75,000	0	0.0%	75,000
Reserves For Operations	0	568,000	0.0%	568,000
Reserves - Restricted	1,046,000	(46,000)	-4.4%	1,000,000
Total Expenditures	\$1,121,000	\$522,000	46.6%	\$1,643,000

**Orange County Library System
Board of Trustees Meeting
June 12, 2025**

Information

**Orange County Library System
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Director's Report

Director's Report: June 2025

This month, we are in the soft-launch phase of releasing our new Orange County Library System app, available to customers in the Apple and Android app stores.

The app, powered by Communico, makes the library user's experience seamless – rather than having to use the mobile version of our website and various third-party apps to use the library on a mobile device, our new app creates a single destination where people can check out books, reserve meeting rooms, connect with databases, place holds or use audiobooks and ebooks. It even has a self-checkout feature that allows people to scan the barcode on a book and check it out themselves.

The app is built on a platform designed by Communico, which is currently being used by other large library systems including Broward County, Miami Dade County and Cuyahoga County.

We have not promoted it yet, but it is available for download now, so staff can learn to use it and feel comfortable answering customer questions about how to use it. We'll be making a public announcement about its release in the coming weeks and educating the public about its features.

On June 5, a topping out ceremony was held at Horizon West. This is the traditional ceremony that builder's hold when the last structural beam is put in place during construction. We also have a photo of the symbolic tree frame that is going up at Horizon West now, which will be at the library's entryway.



On May 17, we hosted the annual Orlando Book Festival at Orlando Public Library. The event features book signings, author discussion panels, writing workshops and a keynote presentation. This year, more than 140 people attended the keynote, which was presented by bestselling author Brad Meltzer. OCLS Events and Programs Planner Sarah Fisk was featured on WESH Sunrise to talk about the event, and I wanted to share that interview with you. <https://www.wesh.com/article/orlando-book-festival/64791426>

**Orange County Library System
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**Public Comment:
Non-Agenda Items**