

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

Board Packet for July 2025



STEVEN POWELL Library Director/Chief Executive Officer

July 3, 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 July 10, 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

July 10, 2025, 6:00 p.m.

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

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|---------------|--------------|--|
| 25-089 | I. | Call to Order |
| 25-090 | II. | Public Comment Policy & Procedures |
| 25-091 | III. | Approval of Minutes: June 12, 2025 Library Board of Trustees Meeting |
| 25-092 | IV. | Staff Presentation: Melrose Center – Jim Myers |
| 25-093 | V. | Financial Statements and Summaries: June 2025 |
| 25-094 | VI. | Dashboard: June 2025 – Danielle King |
| 25-095 | | Strategic Plan: June 2025 – Danielle King |
| 25-096 | VII. | Action Items: Consent Agenda |
| 25-097 | | Orlando Public Library First Floor Renovation Project Design Services Amendment #1: Bethany Stone |
| 25-098 | | Southwest Branch Lighting Replacement Project: Leasha Tavernier |
| 25-099 | VIII. | Action Items: Non-Consent Agenda: None |
| 25-100 | IX. | Discussion and Possible Action Items |
| 25-101 | X. | Information |
| 25-102 | | Director's Report |
| 25-103 | | Public Comment: Non-Agenda Items |
| | XI. | Adjournment |

Next Meeting Dates:

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

September 11, 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 sitiyaasyon 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
July 10, 2025**

Call to Order

**Orange County Library System
Board of Trustees Meeting
July 10, 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
July 10, 2025**

Approval of Minutes

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

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

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (5/1); Nicole Benjamin (7/2 – City); Ashley Cisneros Mejia (7/0 – City); Venessa Tomlin (5/0); Sharon Smoley (5/2)

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

- 25-072 I. Call to Order**
 President Bohannon called the meeting to order at 6:03 p.m.
- 25-073 II. Public Comment Policy & Procedures**
- 25-074 III. Approval of Minutes: April 10, 2025 Library Board of Trustees Meeting**
 Trustee Tomlin, seconded by Vice President Benjamin, moved to approve the minutes for the April 10, 2025 Library Board of Trustees Meeting.
 Motion carried 4-0.
- 25-075 IV. Staff Presentations:**
 Development Department ~ Jenn Schock
 Employee Engagement Survey ~ Yvonne Hartley
- 25-076 V. Financial Statements and Summaries: May 2025**
 Chief Financial Officer Shoemaker reported to the Board that the six projects currently underway, are progressing as anticipated. These projects are as follows: the Horizon West Branch Library; the Lake Nona Branch Library; the OPL Roof Replacement; the OPL Exterior Lighting; the Winter Garden Refresh; and the West Oaks HVAC Replacement.

 He also reported that OCLS received Window World's \$50,000 donation to support the 2025 Summer at Your Library programs, as well as \$100,000 from the estate of Henry Doose.
- 25-077 VI. Dashboard: May 2025 – Leasha Tavernier**
 Chief of Neighborhood Services Tavernier reported to the Board that the door count is up 1% over last year, card registrations are down 6%, and checkouts are up 2% with 12,000 more checkouts. For events and classes, offerings were up 6% over last year, and attendance was down 9%. With the conclusion of the food box distribution partnership with Second Harvest Food Bank staff are not surprised to see some statistics down. It accounts for a large portion of the drop in attendance for events as well as affected card registrations as the program brought new people into the library. The good news is that existing customers are using the library as one can see with the increase in checkouts.

She also reported a 15% increase in digital usage compared to May 2024. Both Overdrive and Kanopy set total monthly usage records. OverDrive checkouts totaled 253,766. The previous high record was in March 2025 with 249,427 checkouts. Kanopy checkouts totaled 6,558, with the previous high record being in July 2024 with 6,335 checkouts.

The spotlight this month is internet access. Computer sessions are down 2% and Wi-Fi sessions are not significantly different than last year. It has been discussed before that staff are seeing more people come into the library with their own devices, so these numbers are not a surprise.

The following compliment is an example of recent customer feedback. This story demonstrates the ongoing impact OCLS programs, services, and staff have on library customers: "Niurka changed my life and future." Cathy Lalas, a South Trail Branch customer, expressed her tremendous gratitude about staff member Niurka Olivera De Ojeda to the branch's manager. She explained that Niurka had patiently helped her locate a CNA study guide which prepared her to pass the competency exam. Cathy became a Certified Nursing Assistant in March 2025.

Trustee Smoley arrived at 6:23 p.m.

25-078

Strategic Plan: May 2025 – Leasha Tavernier

CNS Tavernier stated that staff continue to make forward progress for each of the primary goals of the Strategic Plan. One of the items highlighted falls under the primary goal of *Be Forward-Thinking*. The library's smartphone app is now available for both Apple and Android devices. It is currently in a soft rollout - as staff get familiar with the app. The plan is to start a marketing campaign later this month to inform the public. To date, 582 (471 apple, 111 Android) people have installed the app.

25-079

VII. Action Items: Consent Agenda

Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to approve the items on the Consent Agenda. Motion carried 5-0.

25-080

Eatonville Branch Restroom Renovation Project: Erica Grant

The Board authorized the Director/CEO to execute a contract with Ruby Builders in the amount of \$86,112 for general contractor work, and they authorized the Director/CEO to execute a contract with ReSource Flooring & Maintenance in the amount of \$37,040 for the tile work, and they approved the project of \$139,100, which includes a \$9,100 contingency.

25-081

Request to Serve Alcohol at the Romance, Wine & Chocolate Event: Erica Grant

The Board approved the serving of alcoholic beverages, in accordance with the Board-approved policy, at the event on September 26, 2025, to be held at the Chickasaw Branch Library.

25-082

Public Computer Purchase: Thomas Beaver

The Board approved the purchase of updated public computers from Dell for all library locations. The estimated cost is \$151,526.10. The Board also approved a contingency of \$7,500 (5%), and a not to exceed budget of \$159,026, and they authorized staff to issue purchase orders to complete the project.

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**

Director Powell gave an overview of the preliminary budget for FY 2026 to the Board. He stated that only figures are expected to change with the final budget that will be presented later in August.

There was brief discussion regarding the creation of a future master plan, which will include an outline of where libraries will best serve Orange County communities.

25-086 X. Information

25-087 Director's Report

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.

On May 17, the library hosted the annual Orlando Book Festival at Orlando Public Library. The event featured 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 the interview can be found [here](#).

25-088 Public Comment: Non-Agenda Items

XI. Adjournment

Trustee Tomlin, seconded by Vice President Benjamin, moved to adjourn the meeting. Motion carried 5-0. President Bohannon adjourned the meeting at 7:15 p.m.

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

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**Orange County Library System
Board of Trustees Meeting
July 10, 2025**

Staff Presentation

**Orange County Library System
Board of Trustees Meeting
July 10, 2025**

**Financial Statements &
Summaries ~ June 2025**

**Orange County Library System
FY 2024-25 Financial Statement Highlights
Nine Months Ended June 30, 2025**

Project Summaries:

Horizon West Branch Library: Project-to-date costs are \$10,163,195 or 37.3% of the \$27,275,000 approved project budget.

Lake Nona Branch Library: Project-to-date costs are \$1,335,653 or 5.1% 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 \$1,912,908 or 42.1% of the \$4,549,600 approved project budget.

OPL Exterior Lighting: Project-to-date costs are \$519,173 or 69.5% of the \$747,268 approved project 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 \$67,985,857, or 92.6% of the budget, which is in line with our year-to-date expectations.

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 \$629,379 which is 79.2% of the budget.

Fee Cards:

The Library budgeted \$100,000 for Fee Card revenues for FY 2024-25. Through June, we received \$154,965 or 155.0% of budgeted revenue.

Meeting Rooms:

The Library budgeted \$30,000 for meeting room revenues for FY 2024-25. Through June, we received \$38,183 or 127.3% of budgeted revenues.

Faxes:

The Library budgeted \$15,000 for fax revenues and has received \$17,697 or 118.0% year-to-date.

Copy and Prints:

The Library budgeted \$180,000 for these services in FY 2024-25. We received \$173,991 or 96.7% of budget through June.

Passport Facility & Photo Fees:

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2024-25. Through June, we received \$14,416 or 120.1% of budgeted revenues.

Other:

Through June we have received \$36,051 or 515.0% 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.

Fees and Lost Materials:

Revenues from Fees and Lost Materials through June are \$57,111 or 119.0% of budget.

Investment Earnings:

As of the time of these reports, we have not received our June 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 June 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 June we have received \$414,537 or 829.1% of the budget. We received Window World's \$50,000 donation to support the 2025 Summer at Your Library programs as well as \$306,318 from the estate of Henry Doose.

Internet Rebate:

Through June 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 June we have received \$57,765 or 165.0% of the budget. This includes \$37,000 reimbursement from the Supervisor of Elections and \$16,000 rebate from the Truist e-payables program.

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 \$1,125,000 or 59.2% 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 \$164,015 or 109.3% 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 64.5% of the budget, which is in line for the FY allocation.

Insurance:

The Insurance Expenditures are at 71.4% 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 5.9% 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 \$242,441. 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 49.0% 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 \$3,471,328 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 6-30-2025

| 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 | 110,053 | \$ 1,403,385 | (\$151,559) |
| 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 | 6,643,725 | \$ 7,056,275 | (\$11,243,725) |
| Threshold & Other Testing | TBD | 150,000 | - | 150,000 | - | - | - | 24,186 | \$ 24,186 | (\$125,814) |
| 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 | - | - | - | 658,369 | \$ 658,369 | (\$591,631) |
| 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 | \$7,542,928 | \$10,163,195 | (\$17,111,805) |

Lake Nona Project Budget
Expenditures As of 6-30-2025

| 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 | - | - | - | - | - | (\$15,906,587) |
| Total Payable to the City of Orlando | | \$20,183,864 | \$0 | \$20,183,864 | \$0 | \$255,247 | \$489,034 | \$0 | \$744,281 | (\$19,439,583) |
| Library Direct Cost | | | | | | | | | | |
| Advanced Rent To City | City of Orlando | \$440,000 | \$ - | \$440,000 | \$440,000 | \$ - | \$ - | \$ - | \$440,000 | \$ - |
| Threshold & Other Testing | TBD | 150,000 | - | 150,000 | - | - | - | - | - | (\$150,000) |
| FF&E | TBD | 1,800,000 | - | 1,800,000 | - | - | - | - | - | (\$1,800,000) |
| Opening Day Collection | Baker & Taylor | 1,250,000 | - | 1,250,000 | - | - | - | 151,372 | 151,372 | (\$1,098,628) |
| 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 | \$151,372 | \$591,372 | (\$5,189,764) |
| Total Project Costs | | \$25,965,000 | \$0 | \$25,965,000 | \$440,000 | \$255,247 | \$489,034 | \$151,372 | \$1,335,653 | (\$24,629,347) |

Orlando Public Library Roof Replacement Project Budget

Expenditures As of 6-30-2025

| | Original Budget | Change Order | Revised Budget | FY 25 Actual | Variance |
|------------------------|----------------------------|-------------------------|---------------------------|-------------------------|----------------------|
| Project Code 22-007 | | | | | |
| Bowhead | \$2,801,925 | \$ - | \$2,801,925 | \$1,295,367 | (\$1,506,559) |
| 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 | \$1,912,908 | (\$2,636,692) |

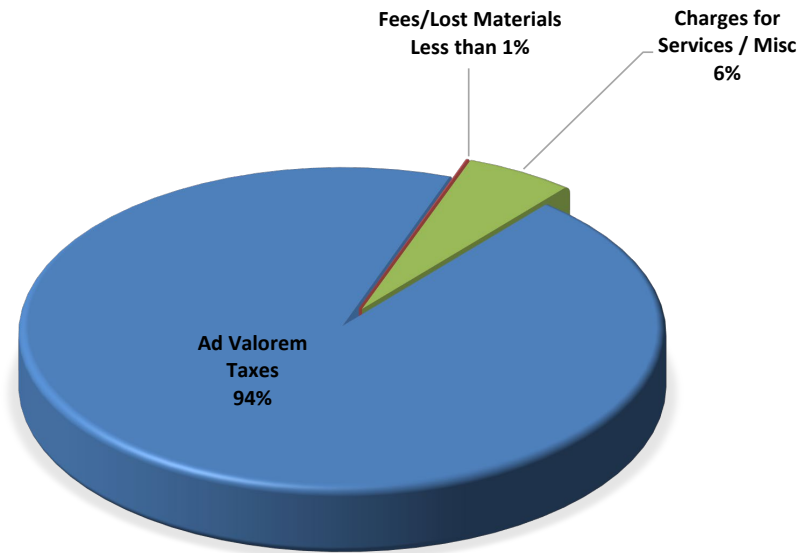
Orlando Public Library Exterior Lighting Project Budget

Expenditures As of 6-30-2025

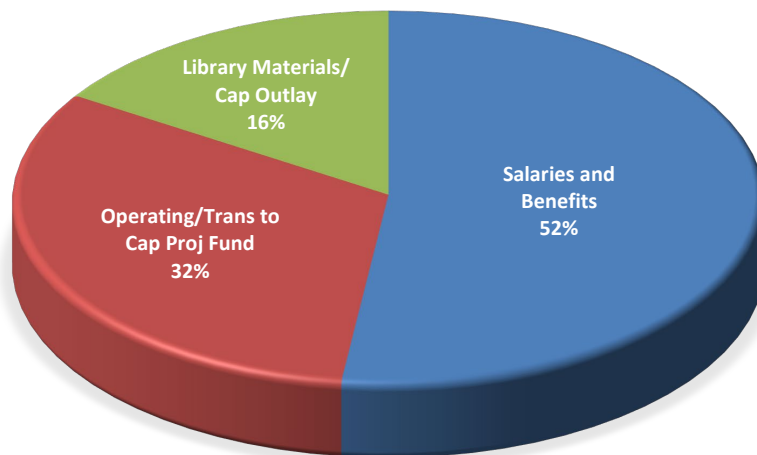
| | Original Budget | Change Order | Revised Budget | FY 25 Actual | Variance |
|----------------------------|----------------------------|-------------------------|---------------------------|-------------------------|--------------------|
| <u>Project Code 22-005</u> | | | | | |
| KMF Architects | \$49,662 | \$ - | \$49,662 | \$0 | (\$49,662) |
| Cost Estimator Fees | 8,000 | - | 8,000 | 3,400 | (\$4,600) |
| Gomez | 602,435 | - | 602,435 | 513,552 | (\$88,883) |
| Owner Provided Materials | 45,000 | - | 45,000 | 2,221 | (\$42,779) |
| Contingency | 42,171 | - | 42,171 | - | (42,171) |
| Project Costs | \$747,268 | \$ - | \$747,268 | \$519,173 | (\$228,095) |

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Nine Months Ended June 30, 2025

REVENUES



EXPENDITURES



ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Nine Months Ended June 30, 2025

| | ANNUAL BUDGET | YTD ACTUAL | (9 months= 75.0%) |
|------------------------------------|--------------------------|-----------------------|------------------------------|
| AD VALOREM TAXES | 73,425,000 | 67,985,857 | 92.6% |
| INTERGOVERNMENTAL | | | |
| Federal & State Grants | 795,000 | 629,379 | 79.2% |
| CHARGES FOR SERVICES | | | |
| Fee Cards | 100,000 | 154,965 | 155.0% |
| PC Express (\$1 for 1 hour) | 700 | 2,077 | 296.7% |
| Classes | - | 150 | - |
| Meeting Rooms | 30,000 | 38,183 | 127.3% |
| Faxes | 15,000 | 17,697 | 118.0% |
| Ear Buds & Jump Drives | 2,500 | 2,304 | 92.2% |
| Bag Sales | 3,000 | 2,110 | 70.3% |
| Copy & Prints | 180,000 | 173,991 | 96.7% |
| Passport Facility & Photo Fees | 12,000 | 14,416 | 120.1% |
| Other | 7,000 | 36,051 | 515.0% |
| | 350,200 | 441,944 | 126.2% |
| FEES & LOST MATERIALS | 48,000 | 57,111 | 119.0% |
| MISCELLANEOUS | | | |
| Investment Earnings | 1,166,500 | 2,182,066 | 187.1% |
| Sales of Surplus Property | 5,000 | 4,885 | 97.7% |
| Contributions - Friends of Library | 50,000 | 133,433 | 266.9% |
| Contributions - Others | 50,000 | 414,537 | 829.1% |
| Internet Rebate | 78,720 | 0 | 0.0% |
| Grants & Awards | 15,000 | 6,312 | 42.1% |
| Miscellaneous | 35,000 | 57,765 | 165.0% |
| | 1,400,220 | 2,798,998 | 199.9% |
| TRANSFER FR PROP APPRAISER | 50,000 | 119,237 | 238.5% |
| TRANSFER FR TAX COLLECTOR | 582,000 | 0 | 0.0% |
| TOTAL REVENUES | 76,650,420 | 72,032,525 | 94.0% |

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Nine Months Ended June 30, 2025

| | ANNUAL BUDGET | YTD ACTUAL | (9 months= 75.0%) |
|--|--------------------------|--------------------------|------------------------------|
| SALARIES & BENEFITS | | | |
| Salaries | 28,475,000 | 19,184,924 | 67.4% |
| Medicare Taxes | 425,000 | 272,860 | 64.2% |
| Defined Contribution Pension Plan | 2,150,000 | 1,438,870 | 66.9% |
| Defined Benefit Pension Plan | 1,900,000 | 1,125,000 | 59.2% |
| Money Purchase Pension Plan | 1,850,000 | 1,211,108 | 65.5% |
| Life and Health Insurance (Employees) | 4,875,000 | 3,114,863 | 63.9% |
| Worker's Compensation | 150,000 | 164,015 | 109.3% |
| Unemployment Compensation | 60,000 | 7,199 | 12.0% |
| Retiree Health Care (OPEB) | 650,000 | 265,831 | 40.9% |
| Parking & Bus Passes | 300,000 | 200,291 | 66.8% |
| | <u>40,835,000</u> | <u>26,984,961</u> | <u>66.1%</u> |
| OPERATING | | | |
| Professional Services | 550,000 | 211,261 | 38.4% |
| Other Contractual Services | 3,000,000 | 1,576,015 | 52.5% |
| Other Contract. Serv.- Janitorial | 520,000 | 314,710 | 60.5% |
| Training and Travel | 250,000 | 91,874 | 36.7% |
| Telecommunication | 650,000 | 202,501 | 31.2% |
| Delivery and Postage | 1,600,000 | 1,032,669 | 64.5% |
| Utilities | 1,150,000 | 601,593 | 52.3% |
| Rentals and Leases | 1,660,000 | 1,035,636 | 62.4% |
| Insurance | 925,000 | 660,150 | 71.4% |
| Repairs and Maintenance/Leasehold Improvements | 1,925,000 | 1,665,020 | 86.5% |
| IT Subscriptions/Maintenance Contracts | 1,855,000 | 1,580,160 | 85.2% |
| Copying/Printing | 400,000 | 224,747 | 56.2% |
| Promotional Activities | 500,000 | 377,849 | 75.6% |
| Property Appraiser's Fee | 741,000 | 727,380 | 98.2% |
| Tax Collector's Fee | 1,500,000 | 1,359,824 | 90.7% |
| Supplies | 1,400,000 | 443,443 | 31.7% |
| Supplies-Hardware/Software | 850,000 | 50,390 | 5.9% |
| Supplies-Programming | - | 242,441 | - |
| Memberships | 20,000 | 13,600 | 68.0% |
| | <u>19,496,000</u> | <u>12,411,263</u> | <u>63.7%</u> |
| CAPITAL OUTLAY | | | |
| Building and Improvements | 9,000,000 | 3,471,328 | 38.6% |
| Equipment and Furniture | 1,000,000 | 317,032 | 31.7% |
| Hardware/Software | 1,875,000 | 317,384 | 16.9% |
| | <u>11,875,000</u> | <u>4,105,744</u> | <u>34.6%</u> |
| LIBRARY MATERIALS | | | |
| Materials - Restricted Contributions | 15,000 | 4,236 | 28.2% |
| Materials - Other | 6,356,400 | 4,512,821 | 71.0% |
| | <u>6,371,400</u> | <u>4,517,057</u> | <u>70.9%</u> |
| TRANSFER TO CAPITAL PROJECTS FUND | 5,000,000 | 3,750,000 | 75.0% |
| TRANSFER TO SINKING/EARR FUND | 500,000 | 375,000 | 75.0% |
| TOTAL EXPENDITURES | <u>84,077,400</u> | <u>52,144,025</u> | <u>62.0%</u> |

ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Nine Months Ended June 30, 2025

| | ANNUAL BUDGET | YTD ACTUAL | (9 months= 75.0%) |
|------------------------------|--------------------------|-----------------------|------------------------------|
| REVENUES | | | |
| Investment Earnings | 125,000 | 1,592,900 | 1274.3% |
| Transfer from Operating Fund | 5,000,000 | 3,750,000 | 75.0% |
| Reserves | 43,600,000 | - | 0.0% |
| TOTAL REVENUES | 48,725,000 | 5,342,900 | 11.0% |
| EXPENDITURES | | | |
| New Horizon West Branch | 24,725,000 | 6,880,516 | 27.8% |
| New Branch FFE | 1,000,000 | - | 0.0% |
| New Branch Materials | 1,000,000 | 809,741 | 81.0% |
| New Lake Nona Branch | 1,500,000 | - | 0.0% |
| Reserves | 20,500,000 | (2,347,357) | -11.5% |
| TOTAL EXPENDITURES | 48,725,000 | 5,342,900 | 11.0% |

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Nine Months Ended June 30, 2025

| | <u>ANNUAL BUDGET</u> | <u>YTD ACTUAL</u> | <u>(9 months= 75.0%)</u> |
|------------------------------------|---------------------------------|------------------------------|-------------------------------------|
| REVENUES | | | |
| Investment Earnings | 50,000 | 206,071 | 412.1% |
| Transfer from Operating Fund | 500,000 | 375,000 | 75.0% |
| Reserves | 5,357,000 | - | 0.0% |
| TOTAL REVENUES | <u>5,907,000</u> | <u>581,071</u> | <u>9.8%</u> |
| EXPENDITURES | | | |
| Reserves-Building and Improvements | 4,157,000 | 408,924 | 9.8% |
| Reserves-Horizon West Contract | 1,000,000 | 98,370 | 9.8% |
| Reserves-Horizon West Demo | 250,000 | 24,592 | 9.8% |
| Reserves-Technology | 500,000 | 49,185 | 9.8% |
| TOTAL EXPENDITURES | <u>5,907,000</u> | <u>581,071</u> | <u>9.8%</u> |

ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Nine Months Ended June 30, 2025

| | <u>ANNUAL BUDGET</u> | <u>YTD ACTUAL</u> | <u>(9 months= 75.0%)</u> |
|---------------------------|---------------------------------|------------------------------|-------------------------------------|
| REVENUES | | | |
| Investment Earnings | 25,000 | 28,654 | 114.6% |
| Investment Fair Value | - | 18,382 | - |
| Reserves | <u>1,096,000</u> | <u>-</u> | <u>0.0%</u> |
| TOTAL REVENUES | <u><u>1,121,000</u></u> | <u><u>47,036</u></u> | <u><u>4.2%</u></u> |
| EXPENDITURES | | | |
| Equipment | 75,000 | 25,026 | 33.4% |
| Reserves | <u>1,046,000</u> | <u>22,010</u> | <u>2.1%</u> |
| TOTAL EXPENDITURES | <u><u>1,121,000</u></u> | <u><u>47,036</u></u> | <u><u>4.2%</u></u> |

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
June 30, 2025**

ASSETS

| | |
|------------------------------|--------------|
| Cash on Hand | 15,763 |
| Equity in Pooled Cash | 3,472,821 |
| Equity in Pooled Investments | 62,246,324 |
| Accounts Receivable | 26,283 |
| Inventory | 151,527 |
| Prepays | 258,432 |
| Other Assets - Deposits | <u>7,500</u> |

| | |
|---------------------|---------------------------------|
| TOTAL ASSETS | <u><u>66,178,650</u></u> |
|---------------------|---------------------------------|

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
June 30, 2025

LIABILITIES

| | |
|------------------------------------|------------------|
| Accounts Payable | 36,216 |
| Retainage Payable | 90,446 |
| Accrued Wages Payable | 1,159,504 |
| Accrued Sales Tax | 568 |
| Accrued Fax Tax | 86 |
| Accrued N. Carolina St. Income Tax | 792 |
| Employee Payroll Deductions: | |
| Dental Insurance | - |
| Optional Life | 1,214 |
| Vision Plan | (820) |
| Weight Watchers | 516 |
| Short Term Disability | 2,086 |
| Accident/Critical/Hospital | (522) |
| Miscellaneous | 1,811 |
| Staff Association | 1,919 |
| Due To Friends of the Library | 2,978 |
| TOTAL LIABILITIES | 1,296,794 |

FUND BALANCE

| | |
|---|-------------------|
| Nonspendable: | |
| Inventory | 151,527 |
| Prepaid Items and Deposits | 265,932 |
| 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 | 39,532,542 |
| Current Year Revenue over Expenditures | 19,888,500 |
| TOTAL FUND BALANCE | 64,881,856 |
| TOTAL LIABILITIES & FUND BALANCE | 66,178,650 |

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
June 30, 2025

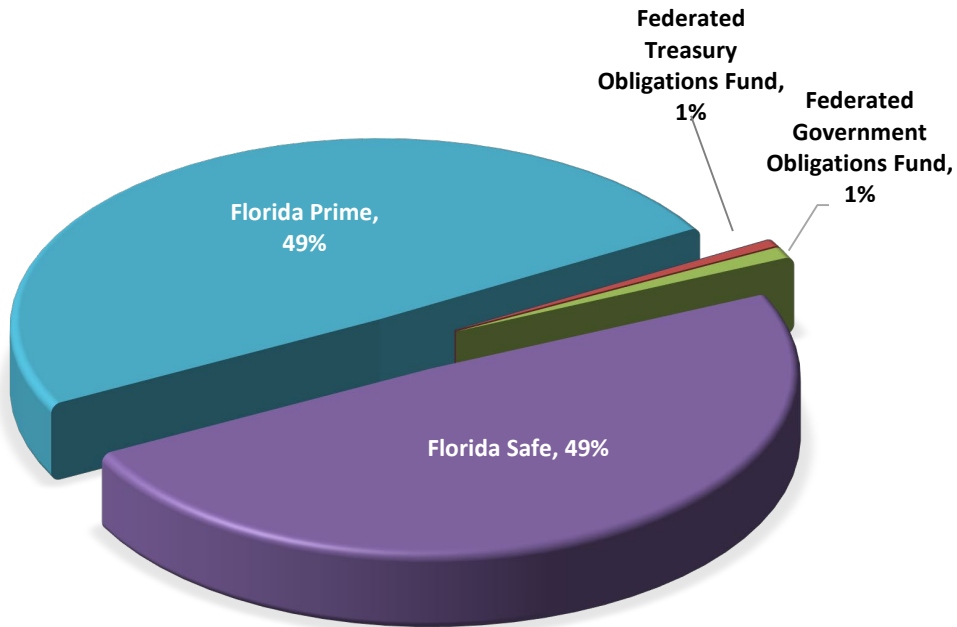
| | BALANCE 05/31/25 | RECEIPTS | DISBURSE | BALANCE 06/30/25 |
|---------------------------------|-----------------------------------|------------------|------------------|-----------------------------------|
| OPERATING | | | | |
| Equity in Pooled Cash | 2,817,362 | 6,211,481 | 5,556,022 | 3,472,821 |
| Equity in Pooled Investments | 66,040,855 | 247,135 | 4,041,667 | 62,246,324 |
| | 68,858,217 | 6,458,616 | 9,597,689 | 65,719,145 |
| CAPITAL PROJECTS | | | | |
| Equity in Pooled Investments | 48,875,962 | 182,843 | - | 49,058,805 |
| SINKING | | | | |
| Equity in Pooled Investments | 7,051,885 | 67,970 | - | 7,119,854 |
| SELF FUNDED HEALTH | | | | |
| Equity in Pooled Cash | 1,609,410 | 349,830 | 472,103 | 1,487,136 |
| Claims Payment Checking Account | 73,000 | 437,620 | 437,620 | 73,000 |
| Equity in Pooled Investments | 4,925,591 | 18,426 | - | 4,944,017 |
| | 6,608,001 | 805,876 | 909,723 | 6,504,154 |

ORANGE COUNTY LIBRARY DISTRICT

GENERAL POOLED INVESTMENTS

June 30, 2025

| <u>INVESTMENT TYPE</u> | <u>DOLLARS</u> |
|--|---------------------------|
| MONEY MARKET FUNDS | |
| Federated Treasury Obligations Fund | 775,472 |
| Federated Government Obligations Fund | 1,246,542 |
| LOCAL GOVERNMENT INVESTMENT POOLS | |
| Florida Safe | 60,523,071 |
| Florida Safe-HW Demo Fund | 272,739 |
| Florida Prime (SBA) | <u>60,551,176</u> |
| TOTAL | <u><u>123,369,000</u></u> |



**Orange County Library System
Board of Trustees Meeting
July 10, 2025**

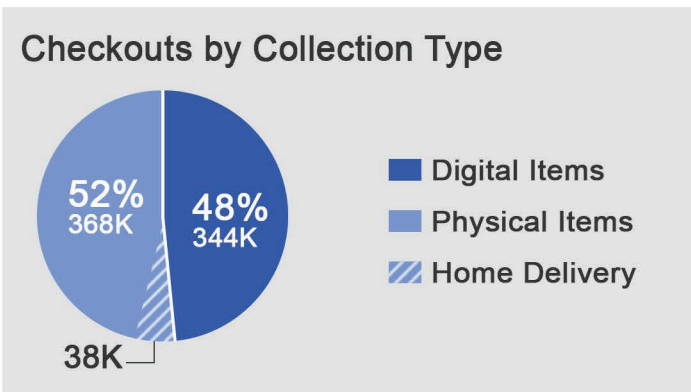
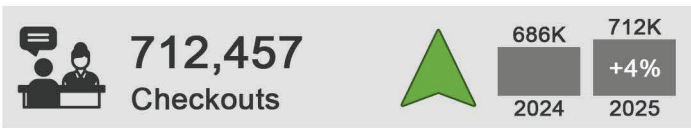
Dashboard: June 2025

Monthly Report: June 2025

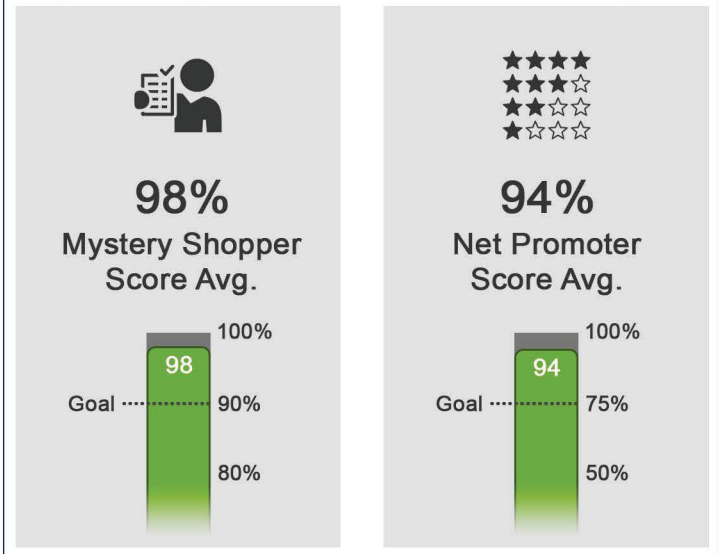
People



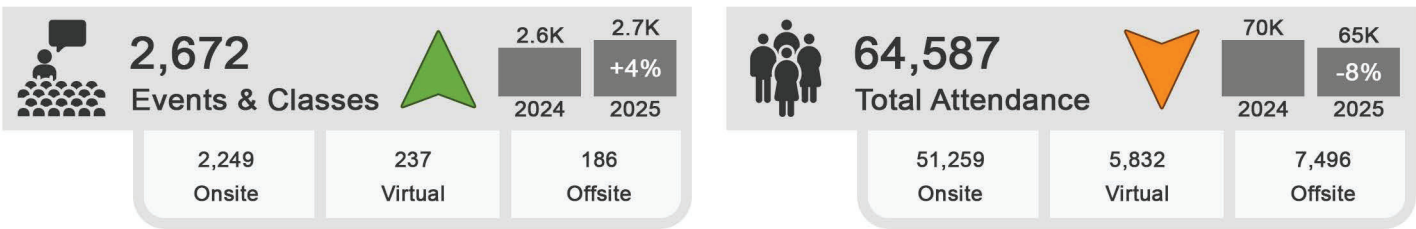
Collection



Spotlight: User Ratings



Events & Classes



Customer Feedback

“In a world full of pricey streaming apps and constant screen time, OCLS is the ultimate free subscription. It’s educational, fun, and rooted in something deeper: community, imagination, and access for all. We love it. We use it. We tell everyone about it.”

- Gregory Engeler, Winter Garden customer

**Orange County Library System
Board of Trustees Meeting
July 10, 2025**

**Strategic Plan Update:
June 2025**

ORANGE COUNTY LIBRARY SYSTEM

Strategic Plan Update for June 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.
 - Youth Services staff created and recorded a presentation outlining best practices and framework for homeschool programs to be reviewed by managers before posting for staff. Youth Services staff created a Lego Club Script and Wiki page with updated promotional materials and program materials. They also reviewed contents of Lego themed borrowed items and are reviewing Lego donations received from branches.
- Partner with more organizations willing to host offsite library events and resources.
 - Community Engagement Department (CED), Human Resources, and Winter Garden staff collaborated to present career resources, job preparedness, and information about working at the library to teens at the Center for Independent Living.
 - Chief of Neighborhood Services and CED leadership met with officials at the Orange County Jail to explore options for expanding their partnership and providing more services to inmates.
 - CED staff connected with 4 local organizations to discuss the potential to begin or expand library services.
 - CED staff also participated in the 27th Annual Family Café event for individuals with disabilities and their families. While there, the team networked with other local organizations, sharing information about services offered.

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

- Evaluate the customer experience in public spaces.
 - MPR identified, updated, and replaced signage on the OPL 4th floor to be consistent with the Rebrand.
 - New public computer tables were installed at OPL, each accommodating three PCs while offering customers a greater sense of privacy. The updated layout has enhanced the space's openness and overall appeal.
 - The Hiawasse Branch installed multi-color liquid floor tiles that allow kids to explore different colors by stepping and jumping on them. The sensory activity of spreading the colors within the tiles makes unique patterns as they play. The South Trail Branch hosted "Play-Dough Sensory Play Lab," where kids learned how to make play-dough and allowed parents to explore the importance of

sensory play and its connection to mindfulness with their children. The Winter Garden staff created various art-themed decorations to display around the branch, promoting Summer at Your Library.

- Charging hubs were installed at the Southeast Branch's public computer stations to provide customers with easy access, while also allowing cables to remain neatly secured under each station.
- Staff at the Southwest Branch noticed that customers frequently sat on the floor in the graphic novel section. To improve the user experience for customers reading graphic novels in the library, a chair and side table were placed in the graphic novel area and have been highly utilized.
- Explore opportunities to optimize accessibility.
 - Following additional training by F&O on correctly opening and closing the Magnolia/Palm meeting room wall, the Marketing & Public Relations Assistant Manager created an easy-to-follow infographic with clear instructions on the process. MPR office staff are scheduled to receive additional hands-on training to reduce issues with the wall.
 - Script templates for new youth programs have been updated with detailed short and long descriptions that include learning objectives and activities to enable customers to make better informed decisions when signing up for programs. Youth programming staff have assessed over 800 scripts in the digital repository and are in the process of updating content, implementing these new standards.

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.
 - A new model for the School Partnership Program (SPP) has been adopted. Community Engagement and Youth Services staff developed a communication and rollout plan, inclusive of an OP Announcement for all staff. The new SPP model will be in place for the next school year in August 2025.
 - Community Engagement staff connected with 47 Valencia students at the east and west campuses to provide a cooking class for students.
- Support partnerships with health and wellness organizations.
 - CED staff kicked off the summer at Arnold Palmer and Nemours Children's Hospitals with Library Takeover Days, bringing Summer at Your Library Events and experiences to 377 attendees.
 - MPR videographer and Marketing Manager attended CED's library takeover event at Arnold Palmer Hospital for Children on Friday, June 13, to gather new b-roll and interviews about OCLS' partnership with the children's hospital and patient/family reactions to the library presence.
 - MPR promoted three yoga classes with Go With the Flow Yoga, two healthy cooking segments with Chef Mira, a Teen Zumba exercise class, and the OCPS summer lunch bus program on Facebook and Instagram.
- Leverage partnerships to enhance services.

Activity: Explore ways to foster higher engagement rates.

- Focus on connecting with different segments of the community.
 - This month, our Community Engagement Department hosted five events for teens, reaching 150 people, visited 23 senior facilities reaching more than 340 people, and visited the Redlands Christian Migrant daycare facility, sharing resources with more than 45 people.
 - Community Engagement is also collaborating with Pineloch Elementary School to provide assistance to immigrant families during the summer.
 - Melrose Center hosted the Center for Independent Living on June 4 for a for a special tour and programming for teens in the Step Ahead Career Camps. Students learned about Melrose resources, as well as career and small business opportunities that can be supported through Melrose offerings. Melrose also

hosted a group of 74 Summer Break Career Campers through a local nonprofit called Children Enriched with Opportunities.

- **Marketing and Public Relations met with the organizers of the 2026 Southern Fried Poetry Slam, which will be held in Orlando, to look for ways to help support the event. The organizers plan to use the library's meeting spaces to host planning meetings. Other opportunities will be explored as they arise.**
- **Create challenges, contests, and initiatives for customers who use library services.**
 - **Branches across the system implemented a range of creative activities to deepen customer engagement and promote library resources.**
 - **North Orange launched a community art project aligned with the Summer at Your Library theme "Color Your World," resulting in over 120 submissions now displayed in the children's area.**
 - **Alafaya's weekly Shredded Book Cover Challenge drew more than 50 participants, encouraging ongoing visits and interaction with the collection.**
 - **Scavenger hunts at South Trail, Southeast, and Winter Garden invited customers to explore library spaces and materials in a fun and educational way.**
 - **Windermere introduced multiple initiatives, including a Juvenile Fiction checkout challenge and thematic displays that encouraged browsing and circulation.**
 - **Southwest engaged youth through a bookmark design contest and a scavenger hunt that highlighted popular children's authors.**
 - **Fairview Shores enhanced its monthly scavenger hunt by incorporating questions about library services, helping to build awareness of the library offerings.**
 - **In addition, system-wide planning is underway for next year's Lego event, and Acquisitions provided incentives for a Libby-themed social media contest to further promote digital resources.**

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

- **Seek partnerships with organizations willing to collaborate on marketing initiatives.**
 - **Marketing and Public Relations continues to work with local publications the Apopka Voice and Apopka Chief to focus on marketing North Orange Branch offerings. MPR is also working on an agreement with local publication Butler Chain Living on an annual ad contract.**
 - **Marketing is also working with local radio station WDBO on establishing recurring segments on the Sunday morning public affairs show highlighting library events and offerings. In June, WDBO interviewed the library's Chief Marketing and Public Relations Officer about Summer at Your Library, the Local Author's Festival, the launch of the library's new app, and the Leu Gardens 20th Anniversary event scheduled for July.**
 - **Marketing and the Community Engagement Department are working with Mayor Buddy Dyer's office on highlighting the 20-year anniversary of the library's**

storytelling program at Leu Gardens. On July 7, the mayor will attend the special event that has been organized in coordination with Leu Gardens. Marketing is working with the Mayor's office on coordinating media coverage for the event.

- Other social media collaborations we had in June:
 - A popular Orlando Instagram account, @lemonhearted (82.4k followers), reposted our "Summer Lunch" informational post to her story, which greatly boosted awareness of the program as well as the number of shares.
 - A collaborative post with the podcast "A Mediocre Time with Tom & Dan" (10.2k followers), where they interviewed Jim Myers about the resources offered at Melrose.
 - A collaborative post with "Book Club After Dark Podcast" (19.8k followers) where they show off their local branch.
 - An upcoming collaborative post on June 30 with Leu Gardens to promote our 20 years of storytimes celebration.
- Expand multicultural marketing, communications and offerings.
 - Marketing and Public Relations continued its Spanish-language Direct Out of Home ad campaign in the two ZIP codes adjacent to the North Orange Branch.
 - Marketing also shared six social posts (Facebook and Instagram) and four Facebook events about Caribbean American Heritage Month events, books and programming.
 - All locations created Pride and Caribbean American Heritage Month book displays in June.
- Conduct research to determine why people are not using OCLS and use data collected to create responsive campaigns.
 - In June, we confirmed with Mindspot that we wanted to pursue another round of surveys to measure awareness, brand visibility and customer consideration. The results should be available to us in early July, and we will compare them to the first round of surveys conducted by Mindspot to look for trends, progress and patterns.

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.
 - **MPR met with IT Design & Development to collaborate on a redesign of the “Welcome” email for new card holders. The plan will potentially allow for A/B testing of a more interactive and graphical email interface for customers.**
- Utilize data to evaluate the success of programming and classes.
 - **Based on program attendance from last year's SAYL program, in June the Southwest Branch expanded its Monday afternoon school-age offerings from every other week to every week.**
 - **Winter Garden Managers evaluated class statistics to identify best days and times to offer additional fiber arts classes. They have expanded to up to two offerings four days a week. In response to customer surveys, they have also begun offering one program for early learners on Wednesday afternoons.**
 - **Youth Services staff has developed the framework for the training track to support the programming rubrics and is finalizing the creation of the presentations for managers and staff.**
 - **Youth Services managers reviewed 2024 Summer at Your Library statistics and compared them with current engagement trends to design the programming calendar for 2025 Summer at Your Library and are now monitoring for outcomes. Additionally, new technology curriculum, such as LEGO Spike Education and BandLab, have been deployed systemwide and managers are monitoring engagement.**
- Develop core programming focused on different segments of the community.

- To support the strategic goal of developing core programming tailored to various community segments, branches and departments across the system delivered a broad range of offerings focused on teens, seniors, and citizenship support.
- Teen programming saw renewed emphasis through creative and interest-driven events.
 - North Orange introduced teen-focused programs such as Japanese Swordsmanship and American Sign Language.
 - South Trail offered a robust mix of six teen events, including BandLab songwriting and cupcake decorating.
 - Southeast engaged teens through volunteer opportunities, such as assembling craft packs and contributing to the teen zine Terracotta Times.
 - Winter Garden responded to teen interest in creative outlets by hosting a stained-glass bookmark workshop and launching bimonthly volunteer pop-ups.
 - Windermere offered a diverse lineup of teen programs ranging from crochet and sewing to Dungeons & Dragons.
 - South Creek hosted teen events, including a book club, an artist club, and board game meetups.
 - Youth Services also completed a comprehensive evaluation of 200 existing teen programs, updating or retiring them based on current best practices, and began developing a new volunteer resource guide in collaboration with Alafaya staff.
- Senior-focused programming also expanded across the system.
 - The Community Engagement Department presented an Emergency Preparedness workshop to 26 seniors.
 - Adult Services partnered with the Downtown YMCA to offer a Device Advice session.
 - Winter Garden launched a weekly fiber arts meetup, providing a space for seniors to connect and share skills.
 - Hiawassee continued its consistent Tuesday morning senior sessions with steady growth in attendance.
 - South Creek hosted six senior events, offering a range of activities from crochet to charcuterie.
 - Events and Programs hosted themed programs such as sensory play labs and improv workshops, further enriching options for this audience.
- Additionally, Windermere and Hiawassee supported adult learners through ongoing Citizenship Inspired classes, helping customers navigate the path to U.S. citizenship.

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

- Evaluate the digital customer experience.
 - A soft rollout of the library's smartphone Connect app started on June 2, allowing staff to become familiar with its features before the official marketing campaign for its wide release began on June 23. As of the end of June, the app had been installed by 3,554 people.

- **The RFP evaluation committee for a new discovery service scored vendor proposals and selected four vendors to move forward with live presentations.**
- Evaluate and update customer satisfaction measurement tools.
 - **The Data and User Services Department Head is working on creating a project charter for the survey update project.**
- Evaluate the obstacles that customers face when accessing the library.
- Review and update Board approved library policies.

BE EMPOWERED

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

Activity: Clarify paths for upward mobility.

- Create career pathways for staff development.
- Increase opportunities for more cross-departmental/branch experiences.
 - **Departments and branches continued to foster collaboration across the system by creating opportunities for staff to learn from and engage with one another.**
 - **Adult Services staff visited the West Oaks and Windermere branches in June to meet with local staff and discuss adult learning offerings.**
 - **Youth Services conducted a support visit to the Windermere Branch, where their technology specialist reviewed current successes and identified areas for growth.**
 - **The Community Engagement Department launched a system-wide effort to expand outreach skills by creating a Tabling Guidelines Manual and coordinating virtual training for staff interested in school partnerships and community events.**
 - **Home Delivery hosted an open house for Customer Service staff from the Orlando Public Library, providing an inside look at department operations. Attendees expressed appreciation for the opportunity to see how different parts of the system work together.**
 - **Marketing and Public Relations further supported cross-departmental engagement by welcoming a branch staff member to their Graphics team through the Employee Enrichment Experience (EEE) and collaborating with IT Design & Development on the launch of the OCLS mobile app. Their Digital Marketing Coordinator also visited North Orange to meet with staff and film branch activities for social media content.**

Activity: Strengthen internal communication.

- Centralize internal systems including HR, IT and Finance platforms.
 - **We are continuing to make steady progress with the HRIS implementation, advancing through each phase of the core system modules.**
 - **The HR module has been fully built and is now in the production phase. Additional support sessions are scheduled throughout July to address any outstanding needs.**
 - **The Timekeeping and Accrual module is in the build phase.**
 - **The Payroll module is currently in the discovery and build phases.**
 - **Our first discovery call for the Benefits module is scheduled for July.**

- Testing is ongoing across all modules to ensure that functionality and integration meet the library's needs.
- The IT Ticketing System is fully live, and the old ticketing system is closed. So far, there has been positive feedback for the new system.
- The Finance Enterprise Software Project continues to progress.
- Redesign the Orange Peel for enhanced usability.

Activity: Prioritize employee engagement and well-being.

- Explore staff recognition and awards program.
 - **The South Trail team participated in weekly "shout-outs" where staff shared kudos for one another at the end of each staff huddle.**
 - **In June, the Southwest Branch continued its employee of the month program, highlighting a new staff member and their accomplishments.**
 - **Winter Garden Managers encouraged staff to share Kudos about each of their team members on sticky notes throughout the month. Staff collected the notes they received and selected the one that meant the most.**
- Evaluate ways to provide team-building sessions.
 - **In June, staff at the Southwest Branch participated in fun activities including an I Spy game, guessing riddles, and a crossword puzzle.**
 - **July's team-building promotes kindness and appreciation among staff by encouraging staff to write anonymous notes to one another. These thoughtful messages are shared via paper buckets posted on the staff room bulletin board.**
 - **To encourage team building, the South Creek branch hosted board game sessions for staff to enjoy. Additionally, a summer BINGO card was created for staff to complete.**
 - **Staff at Windermere participated in the community art project themed to the Color Our World Summer at Your Library programming. The art project, created by customers and staff, is displayed in the library for SAYL.**
 - **The Melrose Center team celebrated art and the onset of summer with a space themed magic window crafting session on June 3rd**
 - **Chair Yoga Bingo was introduced as a June activity for department staff to participate in. Staff completed one of the stretches during a meeting to begin filling in their bingo cards. Staff are encouraged to complete a line on their card to earn a bingo.**
- Explore ways to offer professional development opportunities.
 - **A Customer Service Associate participated in an Employee Enrichment Experience in the Marketing and Public Relations Department, getting a behind the scenes view of our advertising, both in print publications and social media, and how the "fresh" vision and style for the library was initially developed.**
- 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
July 10, 2025**

**Action Items:
Consent Agenda**

**Orange County Library System
Board of Trustees Meeting
July 10, 2025**

**Orlando Public Library 1st Floor
Renovation Project Design
Services: Amendment #1**

ORLANDO PUBLIC LIBRARY FIRST FLOOR RENOVATION PROJECT
DESIGN SERVICES CONTRACT AMENDMENT #1

I. ISSUE STATEMENT:

Library Board approval is needed for the Orlando Public Library (OPL) First Floor Renovation Project Design Services Contract Amendment 1.

II. BACKGROUND & SUMMARY:

On March 14, 2024, the Board approved Borrelli + Partners (Borrelli) as the first-ranked architect for the OPL First Floor Renovation Project.

On June 13, 2024, the Board approved the OPL First Floor Renovation Project Design Services Contract Budget of \$1,200,000.

The scope of the current contract is focused on design and engineering services for the interior spaces of the first floor. To fully re-envision the first floor, the architect proposes incorporating the front entry canopy and sidewalk into the renovation project.

Alongside the renovation design process, the library was working with a second architectural firm to evaluate the replacement, location, and security of the existing front door entry system.

Library staff support expanding the project to include the canopy and sidewalk. Staff also plan to incorporate the evaluation of the front entry system into the renovation project.

The proposed Amendment 1 design costs are \$77,985 for the canopy and sidewalk, and \$26,887 for relocating the front entry, totaling \$104,872. Staff are also requesting a contingency of \$7,628, which would bring the additional design costs to \$112,500.

The addition of Amendment 1 will increase the total design costs for the project to \$1,312,500 as outlined below:

| OPL First Floor Renovation Project | |
|---|--------------------|
| Approved Design Services | Costs |
| Design Fees | 1,095,182 |
| Reimbursables | 14,402 |
| Contingency | 90,416 |
| Approved Budget | \$1,200,000 |
| | |
| Amendment 1 Design Services | Costs |
| Canopy and Hardscape Design | 77,985 |
| Front Entry Relocation | 26,887 |
| Contingency | 7,628 |
| Amendment 1 Total | \$112,500 |
| | |
| Total Amended Project Budget | \$1,312,500 |

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

III. CONSIDERATION:

Library staff is requesting the library board to:

1. Approve Amendment 1 design services budget of \$112,500, which includes a \$7,628 contingency.
2. Approve the amended design services budget for the OPL First Floor Renovation Project of \$1,312,500.
3. Authorize the Director/CEO to execute Amendment 1 with Borrelli for \$104,872.

IV. RECOMMENDATION:

Staff recommends that the library board:

1. Approve Amendment 1 design services budget of \$112,500, which includes a \$7,628 contingency.
2. Approve the amended design services budget for the OPL First Floor Renovation Project of \$1,312,500.
3. Authorize the Director/CEO to execute Amendment 1 with Borrelli for \$104,872.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 25-097**

**ORLANDO PUBLIC LIBRARY FIRST FLOOR RENOVATION PROJECT
DESIGN SERVICES CONTRACT AMENDMENT #1**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 10th day of July 2025, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve Amendment 1 design services budget of \$112,500, which includes a \$7,628 contingency.
2. To approve the amended design services budget for the OPL First Floor Renovation Project of \$1,312,500.
3. To authorize the Director/CEO to execute Amendment 1 with Borrelli for \$104,872.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
July 10, 2025**

**Southwest Branch Lighting
Replacement Project**

SOUTHWEST BRANCH LIGHTING REPLACEMENT PROJECT

I. ISSUE STATEMENT:

Library Board approval is needed for the Southwest Branch Lighting Replacement Project.

II. BACKGROUND & SUMMARY:

The Southwest Branch opened in 1989, and the facility has been well-used and well-maintained. The lights were updated in 2009 and are near the end of their useful life. The project will replace the existing florescent lights with new LED panels. This will provide for a cleaner look, enhanced lighting controls, and energy cost savings.

Facilities staff will work alongside Ruby Builders, one of the library's continuing services contractors for the project, which includes removing the existing lights and installing new lights and ceiling tiles.

The project is expected to take about six weeks to complete and will occur in August or September 2025, pending the availability of the ceiling tiles.

The project budget is:

| Project Services | Cost |
|-----------------------------|------------------|
| Ruby Builders | 104,400 |
| Engineering | 11,500 |
| Owner Supplied Materials | 10,500 |
| | |
| 7% Contingency | 8,850 |
| | |
| Total Project Budget | \$135,250 |

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 for \$104,400.
2. Approve the project budget of \$135,250, which includes a \$8,850 contingency.

IV. RECOMMENDATION:

Staff recommends that the library board:

1. Authorize the Director/CEO to execute a contract with Ruby Builders for \$104,400
2. Approve the project of \$135,250, which includes a \$8,850 contingency.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 25-098**

SOUTHWEST BRANCH LIGHTING REPLACEMENT 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 10th day of July 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 for \$104,400.
2. To approve the project of \$135,250, which includes a \$8,850 contingency.
3. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
July 10, 2025**

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

**Orange County Library System
Board of Trustees Meeting
July 10, 2025**

**Discussion & Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
July 10, 2025**

Information

**Orange County Library System
Board of Trustees Meeting
July 10, 2025**

Director's Report

Director's Report for July 2025 Board Meeting

During the month of June, Chief Operating Officer Bethany Stone, Chief Financial Officer Kris Shoemaker, and I have been meeting with our Governing Board to go over highlights from the past year and present our budget proposal for 2025-2026. I'm happy to report that our meetings have gone well, and we have received a lot of positive feedback from our County Commissioners and Mayor Demings about the work we've been doing in the community.

Our app launch has been successful. Starting with a soft launch in early June, we quickly saw customers downloading it from the Apple and Android app stores. But the real momentum began on June 23, when we publicly announced the app and started marketing it. Currently, over 2,700 customers have downloaded it from the Apple App Store, and more than 780 people have downloaded it for Android devices. Since the official launch, we've been averaging about 250 downloads of the app each day.

We have recently announced the names of the authors coming to town for our biggest and most popular author events. On Friday, September 26, the Chickasaw Branch will host bestselling author Abby Jimenez (*Say You'll Remember Me, Just for the Summer*) as the featured speaker for Romance, Wine and Chocolate. Tickets go on sale on August 1. On January 17, 2026, we will host author Nicholas Sparks (*The Notebook, Nights in Rodanthe*) at the Dr. Phillips Center for the Performing Arts for the second annual Lillian Louise Pharr author series event. Tickets will go on sale on October 3.

Every year, when the legislative session ends, some of our elected officials like to use library locations to host mobile office hours for constituents. This summer, we are hosting mobile office hours for Rep. Erica Booth, Rep. Rita Harris, Rep. Anna Eskamani and Sen. Kristen Arrington.

Partnerships are one of the most impactful ways we reach the community, and in July, we mark 20 years of hosting storytimes with city partner Leu Gardens. On July 7, we worked with the City of Orlando to mark the occasion. Mayor Buddy Dyer and his wife Susie attended the event (wearing OCLS logo polo shirts) and sat in on a storytime. The media were in attendance to cover the event, as well, raising the profile of our relationship with this beloved Orlando garden. Friends of the Orange County Library System contributed to the event by donating books that were given away to children in attendance.

Finally, I just wanted to share a video showing progress in Horizon West. This drone fly-through, shot by H.J. High, gives you an idea of how construction is advancing.

**Orange County Library System
Board of Trustees Meeting
July 10, 2025**

**Public Comment:
Non-Agenda Items**