

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

Board Packet for August 2025



STEVEN POWELL Library Director/Chief Executive Officer

August 8, 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 August 14, 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

August 14, 2025, 6:00 p.m.

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

- | | | |
|---------------|--------------|--|
| 25-104 | I. | Call to Order |
| 25-105 | II. | Public Comment Policy & Procedures |
| 25-106 | III. | Approval of Minutes: July 10, 2025 Library Board of Trustees Meeting |
| 25-107 | IV. | Staff Presentation: Final FY 2025 – 2026 Budget Changes – Steve Powell |
| 25-108 | V. | Financial Statements and Summaries: July 2025 – Kris Shoemaker |
| 25-109 | VI. | Dashboard: July 2025 – Sara Gonzalez |
| 25-110 | | Strategic Plan: July 2025 – Sara Gonzalez |
| 25-111 | VII. | Action Items: Consent Agenda |
| 25-112 | | Board Meeting Schedule FY 2025 – 2026 |
| 25-113 | | Annual Plan of Service for FY 2025 – 2026: Lynette Schimpf |
| 25-114 | | Branch Janitorial Services Contract: Kris Shoemaker |
| 25-115 | | Data Center Server Upgrade: Thomas Beaver |
| 25-116 | | Goldenrod Commerce Lease Agreement: Danielle King |
| 25-117 | | Horizon West Branch Furniture Purchase: Danielle King |
| 25-118 | | South Trail Branch Carpet Replacement Project: Leasha Tavernier |
| 25-119 | | Orange County Library District Fiscal Year 2025 – 2026 Millage and Budget Approval: Steve Powell |
| 25-120 | VIII. | Action Items: Non-Consent Agenda |
| 25-121 | IX. | Discussion and Possible Action Items |
| 25-122 | X. | Information |
| 25-123 | | Personnel Committee Update: Sharon Smoley |
| 25-124 | | Director's Report |
| 25-125 | | Public Comment: Non-Agenda Items |
| | XI. | Adjournment |

Next Meeting Dates:

September 11, 2025: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801

October 9, 2025: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801

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

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Seksyon 286.0105, Lwa Florida, deklare ke si yon moun 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
August 14, 2025**

Call to Order

**Orange County Library System
Board of Trustees Meeting
August 14, 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
August 14, 2025**

**Approval of Minutes:
July 10, 2025
Library Board of Trustees
Meeting**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

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

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (6/1); Nicole Benjamin (8/2 – City);
 Ashley Cisneros Mejia (8/0 – City);
 Venessa Tomlin (6/0)

Library Board Absent: Sharon Smoley (6/3)

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

Administration Absent: Sara Gonzalez

- 25-089 I. Call to Order**
 President Bohannon called the meeting to order at 6:02 p.m.
- 25-090 II. Public Comment Policy & Procedures**
- 25-091 III. Approval of Minutes: June 12, 2025 Library Board of Trustees Meeting**
 Vice President Benjamin, seconded by Trustee Tomlin, moved to approve the minutes for the June 12, 2025 Library Board of Trustees Meeting.
 Motion carried 4-0.
- 25-092 IV. Staff Presentation: Melrose Center – Jim Myers**
- 25-093 V. Financial Statements and Summaries: June 2025**
 CFO Shoemaker reported to the Board that 92.6%, over \$67,000,000, of Ad Valorem Taxes have been received thus far, which is in line with year-to-date expectations. He also reported that over \$414,000 in donations have been received. This includes \$55,000 from Window World for the Summer at Your Library program and \$306,318 from the estate of Henry Doose.
- 25-094 VI. Dashboard: June 2025 – Danielle King**
 Chief of Neighborhood Services King shared a few highlights of the June statistics. Door count was up 1%, card registrations were down 7%, but checkouts were up 4%. Digital usage continues to grow with a 16% increase in usage compared to June 2024. 344,485 items were checked out which is an average of 11,483 items per day.
- Attendance for events and classes decreased by 8%. A key factor affecting the summer statistics this year is the change to the Summer Breakspot Program provided by OCPS. Due to budget cuts at OCPS, the program's duration was reduced from 1 hour to 30 minutes at participating branches. As a result, there was a 44% decline in attendance for the month of June compared to last year.
- She shared that the Mystery Shopper Score program achieved an average score of 98%, with every location earning at least 90% or higher. Furthermore, the

average Net Promoter Score is 94%, based on the survey question, "I would recommend using the library to friends and family."

After a soft roll out of the library's new app on June 2, the marketing campaign was released on June 23rd. As of today, 5,681 people have installed the app, 4,395 from Apple and 1,286 from Android.

Ms. King shared a quote from a Winter Garden customer "In a world full of pricey streaming apps and constant screen time, OCLS is the ultimate free subscription. It's education, fun and rooted in something deeper: community, imagination, and access for all. We love it. We use it. We tell everyone about it."

25-095

Strategic Plan: June 2025 – Danielle King

CNS King shared some highlights that the library accomplished this month for the strategic plan. Both items support the goal of "Be Welcoming."

In efforts to partner with more organizations willing to host offsite library events, the Customer Engagement Department leadership team met with officials at the Orange County Jail to explore options for expanding their partnership and providing more services to inmates.

In efforts to evaluate the customer experience in public spaces, new public PC furniture was installed at the Orlando Public Library, each accommodating three PCs while offering customers a greater sense of privacy. The updated layout has enhanced the space's openness and overall appeal.

25-096

VII. Action Items: Consent Agenda

Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to approve the items on the Consent Agenda. Motion carried 4-0.

25-097

Orlando Public Library First Floor Renovation Project Design Services Amendment #1: Bethany Stone

The Board approved Amendment #1 design services budget of \$112,500, which includes a \$7,628 contingency; and they approved the amended design services budget for the OPL First Floor Renovation Project of \$1,312,500; and authorized the Director/CEO to execute Amendment #1 with Borrelli for \$104,872.

25-098

Southwest Branch Lighting Replacement Project: Leasha Tavernier

The Board authorized the Director/CEO to execute a contract with Ruby Builders for \$104,400; and they approved the project of \$135,250, which includes a \$8,850 contingency.

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

During the month of June, Director Powell, Chief Operating Officer Bethany Stone, and Chief Financial Officer Kris Shoemaker, met with the Governing Board to go over highlights from the past year and present the budget proposal for 2025-2026. He reported that the meetings went well, and they received a lot of positive feedback from the County Commissioners and Mayor Demings about the work OCLS has been doing in the community.

Staff recently announced the names of the authors coming to town for OCLS' 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, OCLS 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 local elected officials like to use library locations to host mobile office hours for constituents. This summer, OCLS is 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 to reach the community, and July marks 20 years of hosting storytimes with city partner Leu Gardens. On July 7, staff worked with the City of Orlando to mark the occasion. Mayor Buddy Dyer and his wife Susie attended the event and sat in on a storytime. The media were in attendance to cover the event, as well, raising the profile of OCLS' 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.

Director Powell shared a video showing progress in Horizon West. This drone fly-through, shot by H.J. High, gives one an idea of how construction is advancing.

25-103

Public Comment: Non-Agenda Items

XI. Adjournment

Vice President Benjamin, seconded by Trustee Tomlin, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:37 p.m.

Next Meeting Dates:

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**Orange County Library System
Board of Trustees Meeting
August 14, 2025**

Staff Presentation

**Orange County Library System
Board of Trustees Meeting
August 14, 2025**

**Financials Statements
& Summaries**

**Orange County Library System
FY 2024-25 Financial Statement Highlights
Ten Months Ended July 31, 2025**

Project Summaries:

Horizon West Branch Library: Project-to-date costs are \$11,087,722 or 40.7% of the \$27,275,000 approved project budget.

Lake Nona Branch Library: Project-to-date costs are \$1,549,475 or 5.9% 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 \$2,091,718 or 45.9% of the \$4,549,600 approved project budget.

OPL Exterior Lighting: Project-to-date costs are \$665,201 or 89.0% of the \$747,268 approved project budget.

Southwest Lighting Replacement: Project-to-date costs are \$15,663 or 11.6% of the \$135,250 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 \$69,452,437, or 94.6% 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 July, we received \$178,465 or 178.5% of budgeted revenue.

Meeting Rooms:

The Library budgeted \$30,000 for meeting room revenues for FY 2024-25. Through July, we received \$42,786 or 142.6% of budgeted revenues.

Faxes:

The Library budgeted \$15,000 for fax revenues and has received \$19,800 or 132.0% year-to-date.

Copy and Prints:

The Library budgeted \$180,000 for these services in FY 2024-25. We received \$195,254 or 108.5% of budget through July.

Passport Facility & Photo Fees:

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2024-25. Through July, we received \$16,023 or 133.5% of budgeted revenues.

Other:

Through July, we have received \$36,050 or 515.0% of the budget. This includes \$35,806 in proceeds from the John Green signature author event. The proceeds from the John Green event will be placed in reserves to fund future events.

Fees and Lost Materials:

Revenues from Fees and Lost Materials through July are \$62,963 or 131.2% of budget.

Investment Earnings:

As of the time of these reports, we have not received our July 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 July, we have received \$165,783 or 331.6% of the budget. This includes \$93,283 towards their annual stipend plus \$72,500 to cover the cost of hosting the John Green Author event.

Contributions-Other:

Through July, we have received \$414,643 or 829.3% 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 July, 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 July, we have received \$59,248 or 169.3% 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 \$1,250,000 or 65.8% 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 \$7,355 or 12.3% of budget.

Delivery & Postage:

The Delivery and Postage Expenditures are at 71.6% 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 with 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 6.6% 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 \$284,805. 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 54.3% 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 \$3,792,765 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 07-31-2025

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	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	7,490,363	\$ 7,902,913	(\$10,397,087)
Threshold & Other Testing	TBD	150,000	-	150,000	-	-	-	35,158	\$ 35,158	(\$114,842)
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	-	-	-	725,286	\$ 725,286	(\$524,714)
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	\$8,467,455	\$11,087,722	(\$16,187,278)

Lake Nona Project Budget
Expenditures As of 7-31-2025

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	-	-	-	-	-	(\$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	-	-	-	365,194	365,194	(\$884,806)
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	\$365,194	\$805,194	(\$4,975,942)
Total Project Costs		\$25,965,000	\$0	\$25,965,000	\$440,000	\$255,247	\$489,034	\$365,194	\$1,549,475	(\$24,415,525)

Orlando Public Library Roof Replacement Project Budget

Expenditures As of 07-31-2025

	Original Budget	Change Order	Revised Budget	FY 25 Actual	Variance
<u>Project Code 22-007</u>					
Bowhead	\$2,801,925	\$ -	\$2,801,925	\$1,411,663	(\$1,390,262)
Owner Direct Materials	1,450,000	-	1,450,000	680,055	(\$769,945)
Contingency	<u>297,675</u>	<u>-</u>	<u>297,675</u>	<u>-</u>	<u>(297,675)</u>
Project Costs	\$4,549,600	\$ -	\$4,549,600	\$2,091,718	(\$2,457,882)

Orlando Public Library Exterior Lighting Project Budget

Expenditures As of 7-31-2025

	Original Budget	Change Order	Revised Budget	FY 24 Actual	FY 25 Actual	Project Total	Variance
<u>Project Code 22-005</u>							
KMF Architects	\$49,662	\$ 1,574	\$51,236	\$ 49,572	\$ 1,664	\$ 51,236	\$ -
Cost Estimator Fees	8,000	-	8,000	-	3,400	3,400	(4,600)
Gomez	602,435	5,909	608,344	-	608,344	608,344	0
Owner Provided Materials	45,000	-	45,000	-	2,221	2,221	(42,779)
Contingency	42,171	(7,483)	34,688	-	-	-	(34,688)
Project Costs	\$747,268	\$ -	\$747,268	\$49,572	\$615,629	\$665,201	(\$82,067)

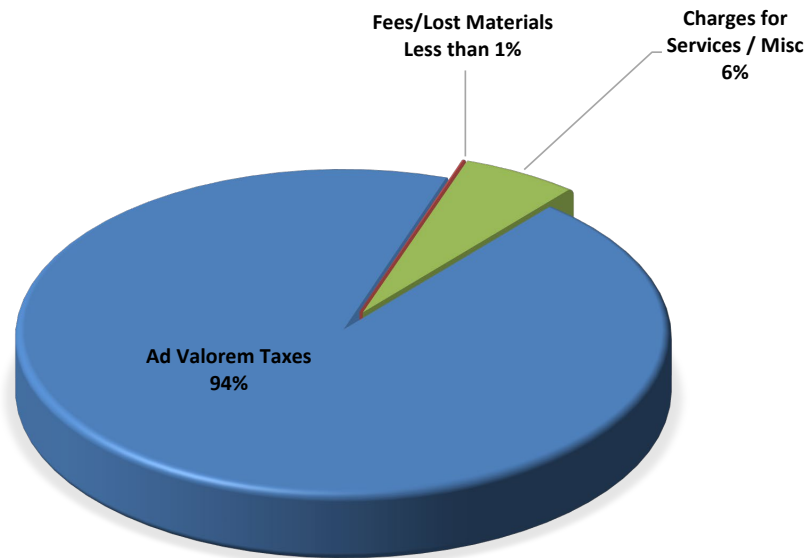
Southwest Lighting Replacement Project Budget

Expenditures As of 7-31-2025

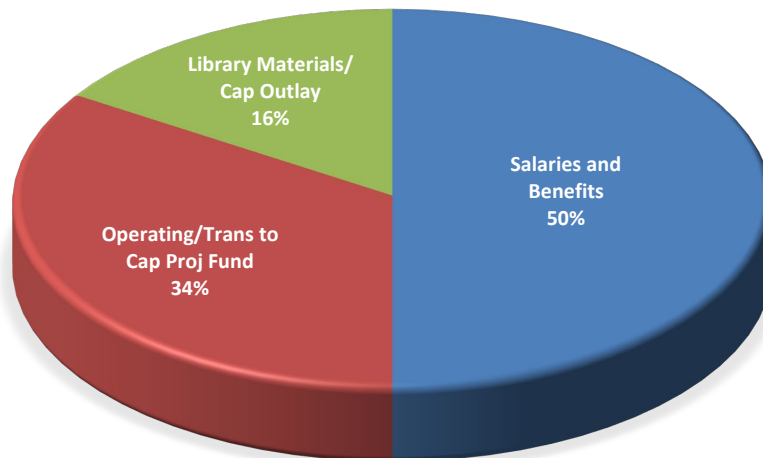
	Original Budget	Change Order	Revised Budget	FY 2025 Actual	Variance
<u>Project Code 24-010</u>					
Ruby Builders	\$104,400	\$0	\$104,400	\$0	(\$104,400)
Engineering	11,500	0	11,500	8,825	(2,675)
Owner Supplied Materials	10,500	0	10,500	6,838	(3,662)
Contingency	8,850	0	8,850	0	(8,850)
Project Costs	\$135,250	\$0	\$135,250	\$15,663	(\$119,587)

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Ten Months Ended July 31, 2025

REVENUES



EXPENDITURES



ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Ten Months Ended July 31, 2025

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
AD VALOREM TAXES	73,425,000	69,452,437	94.6%
INTERGOVERNMENTAL			
Federal & State Grants	795,000	629,379	79.2%
CHARGES FOR SERVICES			
Fee Cards	100,000	178,465	178.5%
PC Express (\$1 for 1 hour)	700	2,365	337.9%
Classes	-	200	-
Meeting Rooms	30,000	42,786	142.6%
Faxes	15,000	19,800	132.0%
Ear Buds & Jump Drives	2,500	2,628	105.1%
Bag Sales	3,000	2,368	78.9%
Copy & Prints	180,000	195,254	108.5%
Passport Facility & Photo Fees	12,000	16,023	133.5%
Other	7,000	36,050	515.0%
	350,200	495,939	141.6%
FEES & LOST MATERIALS	48,000	62,963	131.2%
MISCELLANEOUS			
Investment Earnings	1,166,500	2,414,763	207.0%
Sales of Surplus Property	5,000	4,885	97.7%
Contributions - Friends of Library	50,000	165,783	331.6%
Contributions - Others	50,000	414,643	829.3%
Internet Rebate	78,720	0	0.0%
Grants & Awards	15,000	6,411	42.7%
Miscellaneous	35,000	59,248	169.3%
	1,400,220	3,065,733	218.9%
TRANSFER FR PROP APPRAISER	50,000	119,237	238.5%
TRANSFER FR TAX COLLECTOR	582,000	0	0.0%
TOTAL REVENUES	76,650,420	73,825,688	96.3%

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Ten Months Ended July 31, 2025

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
SALARIES & BENEFITS			
Salaries	28,475,000	21,357,440	75.0%
Medicare Taxes	425,000	303,534	71.4%
Defined Contribution Pension Plan	2,150,000	1,601,809	74.5%
Defined Benefit Pension Plan	1,900,000	1,250,000	65.8%
Money Purchase Pension Plan	1,850,000	1,398,785	75.6%
Life and Health Insurance (Employees)	4,875,000	3,488,796	71.6%
Worker's Compensation	150,000	164,015	109.3%
Unemployment Compensation	60,000	7,355	12.3%
Retiree Health Care (OPEB)	650,000	295,367	45.4%
Parking & Bus Passes	300,000	222,081	74.0%
	<u>40,835,000</u>	<u>30,089,182</u>	<u>73.7%</u>
OPERATING			
Professional Services	550,000	225,730	41.0%
Other Contractual Services	3,000,000	1,824,909	60.8%
Other Contract. Serv.- Janitorial	520,000	362,961	69.8%
Training and Travel	250,000	106,263	42.5%
Telecommunication	650,000	225,832	34.7%
Delivery and Postage	1,600,000	1,145,511	71.6%
Utilities	1,150,000	687,818	59.8%
Rentals and Leases	1,660,000	1,140,003	68.7%
Insurance	925,000	660,150	71.4%
Repairs and Maintenance/Leasehold Improvements	1,925,000	1,755,944	91.2%
IT Subscriptions/Maintenance Contracts	1,855,000	1,806,612	97.4%
Copying/Printing	400,000	255,095	63.8%
Promotional Activities	500,000	426,929	85.4%
Property Appraiser's Fee	741,000	727,380	98.2%
Tax Collector's Fee	1,500,000	1,389,156	92.6%
Supplies	1,400,000	475,599	34.0%
Supplies-Hardware/Software	850,000	55,737	6.6%
Supplies-Programming	-	284,805	-
Memberships	20,000	13,600	68.0%
	<u>19,496,000</u>	<u>13,570,034</u>	<u>69.6%</u>
CAPITAL OUTLAY			
Building and Improvements	9,000,000	3,792,765	42.1%
Equipment and Furniture	1,000,000	317,032	31.7%
Hardware/Software	1,875,000	454,336	24.2%
	<u>11,875,000</u>	<u>4,564,133</u>	<u>38.4%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	15,000	5,993	40.0%
Materials - Other	6,356,400	4,993,212	78.6%
	<u>6,371,400</u>	<u>4,999,205</u>	<u>78.5%</u>
TRANSFER TO CAPITAL PROJECTS FUND	5,000,000	5,833,333	116.7%
TRANSFER TO SINKING/EARR FUND	500,000	583,333	116.7%
TOTAL EXPENDITURES	<u>84,077,400</u>	<u>59,639,220</u>	<u>70.9%</u>

ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Ten Months Ended July 31, 2025

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
REVENUES			
Investment Earnings	125,000	1,770,671	1416.5%
Transfer from Operating Fund	5,000,000	5,833,333	116.7%
Reserves	43,600,000	-	0.0%
TOTAL REVENUES	48,725,000	7,604,004	15.6%
EXPENDITURES			
New Horizon West Branch	24,725,000	7,724,447	31.2%
New Branch FFE	1,000,000	-	0.0%
New Branch Materials	1,000,000	1,003,376	100.3%
New Lake Nona Branch	1,500,000	-	0.0%
Reserves	20,500,000	(1,123,819)	-5.5%
TOTAL EXPENDITURES	48,725,000	7,604,004	15.6%

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Ten Months Ended July 31, 2025

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
REVENUES			
Investment Earnings	50,000	231,581	463.2%
Transfer from Operating Fund	500,000	583,333	116.7%
Reserves	5,357,000	-	0.0%
TOTAL REVENUES	5,907,000	814,914	13.8%
EXPENDITURES			
Reserves-Building and Improvements	4,157,000	573,489	13.8%
Reserves-Horizon West Contract	1,000,000	137,957	13.8%
Reserves-Horizon West Demo	250,000	34,489	13.8%
Reserves-Technology	500,000	68,979	13.8%
TOTAL EXPENDITURES	5,907,000	814,914	13.8%

ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Ten Months Ended July 31, 2025

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
REVENUES			
Investment Earnings	25,000	35,800	143.2%
Investment Fair Value	-	71,588	-
Reserves	1,096,000	-	0.0%
TOTAL REVENUES	1,121,000	107,388	9.6%

EXPENDITURES			
Equipment	75,000	32,324	43.1%
Reserves	1,046,000	75,064	7.2%
TOTAL EXPENDITURES	1,121,000	107,388	9.6%

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

ASSETS

Cash on Hand	15,763
Equity in Pooled Cash	2,987,962
Equity in Pooled Investments	56,268,835
Accounts Receivable	9,077
Inventory	151,527
Prepays	258,742
Other Assets - Deposits	<u>7,500</u>
TOTAL ASSETS	<u><u>59,699,406</u></u>

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

LIABILITIES

Accounts Payable	23,958
Retainage Payable	103,109
Accrued Wages Payable	382,664
Accrued Sales Tax	562
Accrued Fax Tax	90
Accrued N. Carolina St. Income Tax	396
Employee Payroll Deductions:	
Dental Insurance	814
Optional Life	(517)
Vision Plan	58
Weight Watchers	516
Short Term Disability	310
Accident/Critical/Hospital	836
Miscellaneous	1,811
Staff Association	2,270
Due To Friends of the Library	2,705
TOTAL LIABILITIES	519,582

FUND BALANCE

Nonspendable:	
Inventory	151,527
Prepaid Items and Deposits	266,242
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	39,532,232
Current Year Revenue over Expenditures	14,186,468
TOTAL FUND BALANCE	59,179,824
TOTAL LIABILITIES & FUND BALANCE	59,699,406

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
July 31, 2025

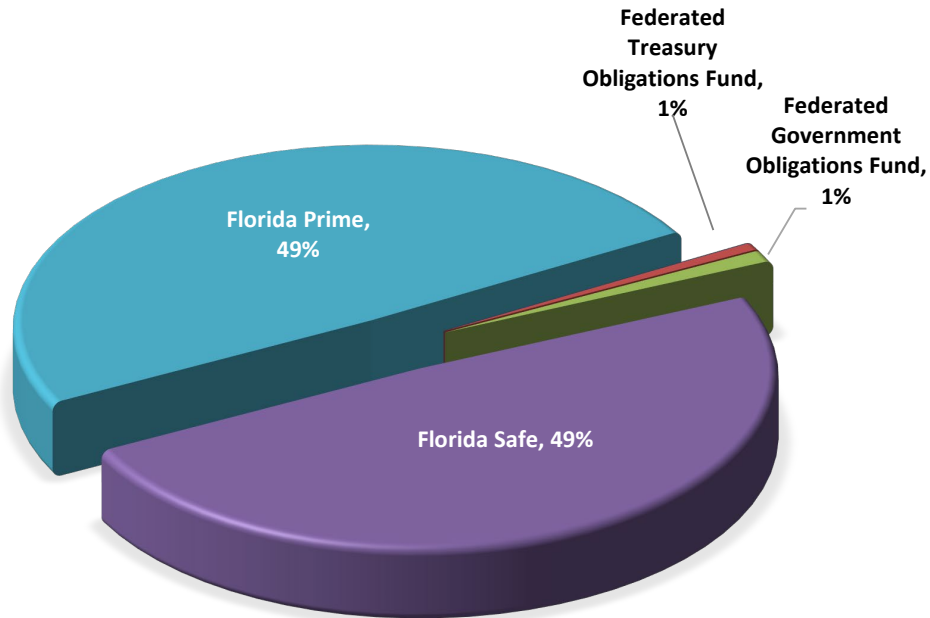
	BALANCE 06/30/25	RECEIPTS	DISBURSE	BALANCE 07/31/25
OPERATING				
Equity in Pooled Cash	3,472,821	7,473,131	7,957,990	2,987,962
Equity in Pooled Investments	62,246,324	230,844	6,208,333	56,268,835
	65,719,145	7,703,975	14,166,323	59,256,797
CAPITAL PROJECTS				
Equity in Pooled Investments	49,058,805	176,217	-	49,235,022
SINKING				
Equity in Pooled Investments	7,119,854	233,833	-	7,353,687
SELF FUNDED HEALTH				
Equity in Pooled Cash	1,487,136	365,685	448,491	1,404,330
Claims Payment Checking Account	73,000	352,876	352,876	73,000
Equity in Pooled Investments	4,944,017	17,759	-	4,961,776
	6,504,153	736,320	801,367	6,439,106

ORANGE COUNTY LIBRARY DISTRICT

GENERAL POOLED INVESTMENTS

July 31, 2025

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	778,117
Federated Government Obligations Fund	1,250,812
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	57,740,709
Florida Safe-HW Demo Fund	273,709
Florida Prime (SBA)	<u>57,775,973</u>
TOTAL	<u><u>117,819,320</u></u>



**Orange County Library System
Board of Trustees Meeting
August 14, 2025**

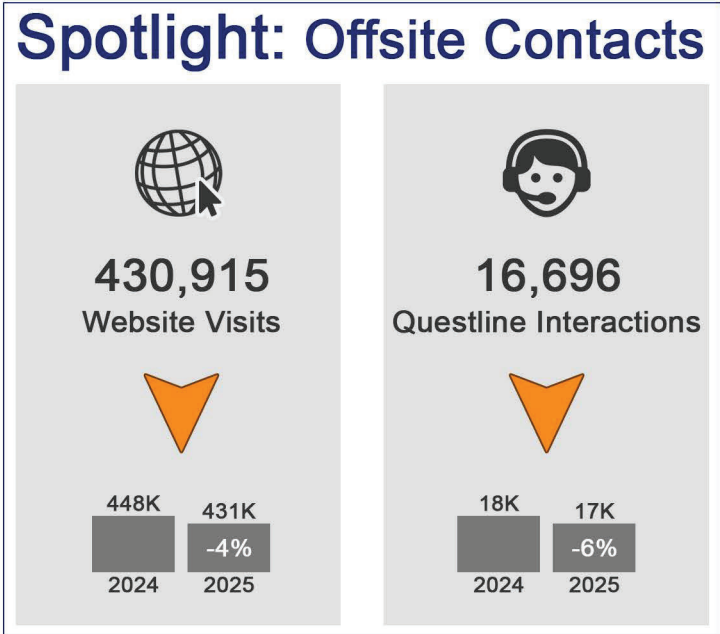
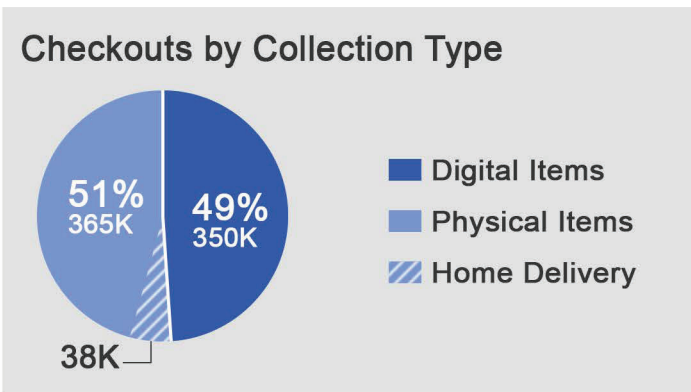
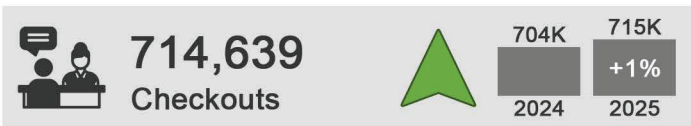
Dashboard

Monthly Report: July 2025

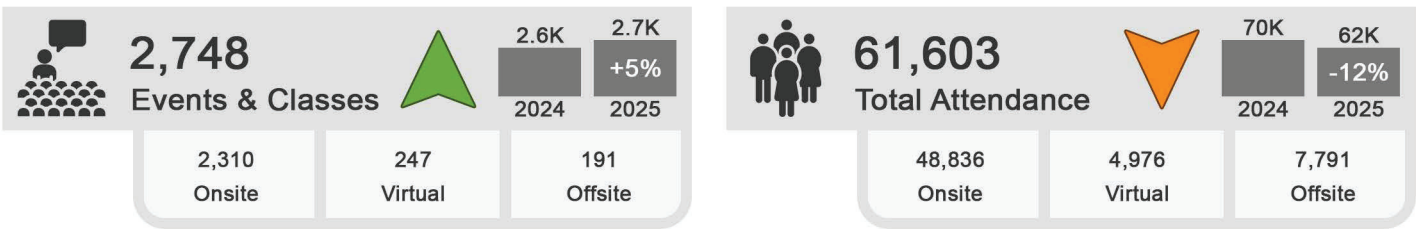
People



Collection



Events & Classes



Customer Feedback

"Thank you so much for sharing the beautiful story created this afternoon with our Memory Care residents. It was a joy to see their engagement and participation during the storytelling and music session. We truly appreciate the effort and heart you put into your new Storytelling for Memory Care program. Opportunities like this make a real difference in our residents' emotional and cognitive well-being, and we're grateful to be part of this meaningful initiative."

- Hunters Creek Nursing and Rehab Center

**Orange County Library System
Board of Trustees Meeting
August 14, 2025**

Strategic Plan Update

ORANGE COUNTY LIBRARY SYSTEM

Strategic Plan Update for July 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 a LEGO club resource page for the children's programming repository. It includes an overview of what the program goals are, how to start a club at a branch, promotional materials, links to supplies, a donation drive guide, program script, and challenge cards.
 - Registration was held for the inaugural Orange Crate for Seniors edition. 32 customers signed up for either the cozy mystery edition or the Florida history edition.
- Partner with more organizations willing to host offsite library events and resources.
 - The Social Worker team connected with "New Hope for Kids" to explore services for families.
 - CED continued the conversation with Orange County Corrections Department to discuss the planning of two book clubs, one for female inmates and one for juveniles, as well as, a story writing workshop.

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

- Evaluate the customer experience in public spaces.
 - Windermere Branch hosted the program "The Sun is Fun" for babies. There were various sensory experiences throughout the program for babies to see, touch, and hear. Southeast Branch provided opportunities for sensory play during 11 Caregiver Connects and five Sensory Free Play sessions. South Trail Branch hosted "Play Dough Sensory Play Lab" where kids learned how to make their own play dough and allowed parents to explore the importance of sensory play and its connection to mindfulness with their children.
- Explore opportunities to optimize accessibility.

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

- Provide staff training for best practices of how to support underserved populations.

- **The social workers completed and shared two resource guides for staff: “How to Apply for SNAP in Florida,” and “How to Apply for Reemployment Assistance Benefits in Florida.” These resources were created to aid staff when assisting customers in need when a social worker is unavailable.**
- 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.
 - The new model for the School Partnership Program (SPP) has been launched and OCLS staff are signing up to participate as school liaisons. The new model allows staff to choose schools that are in proximity to their branches, rather than being scattered across the county, as well redistributes the schools more equitably among staff. Resources and a tabling training have been developed to support staff in their new roles.
- Support partnerships with health and wellness organizations.
 - The Community Engagement staff attended the Health and Wellness Fair for staff at Evermore Resort. OCLS provided card registration and information on library resources for 77 attendees. CED also brought the library to families at Advent Health and Florida Blue locations this month.
 - Chickasaw crochet students completed 48 adult hats for cancer patients, which were delivered to the Orlando Health Cancer Institute in Central Florida. The hats were warmly received by both patients and staff, making this initiative an impactful contribution to the community.
- Leverage partnerships to enhance services.

Activity: Explore ways to foster higher engagement rates.

- Focus on connecting with different segments of the community.
 - In July, the Community Engagement Department hosted four teen events and visited 36 senior facilities and community spaces. They reached over 50 teens and more than 500 seniors through these efforts.
 - Branches also continued to reach out to teens – During July, more than 40 different programs were offered to the teen audience, focusing on everything from Fiber Arts to Nintendo to writing.
 - Marketing and Public Relations also reached out to the teen and young adult audience with a marketing campaign on Twitch, a streaming platform that attracts gamers. In a research survey completed by Mindspot Research, we learned that engagement among teens and young adults has risen this quarter, over the previous quarter. “Notably, young adults (18-24) saw a remarkable approval jump

from 74 percent to 90 percent, indicating growing engagement,” the Mindspot report noted.

- Create challenges, contests, and initiatives for customers who use library services.
 - **Branches across the system implemented a variety of engaging activities to connect customers with library services through challenges, contests, and initiatives. Several locations hosted scavenger hunts that aligned with the Summer at Your Library theme, encouraging exploration of library spaces and collections. These included a carnival-themed hunt at North Orange, a bilingual version at Southeast, and a fruit-themed activity at Winter Garden featuring an educational display.**
 - **Creative contests were also a highlight this summer. Alafaya and Southwest hosted bookmark design contests, with Alafaya receiving 45 entries across four age categories. At Windermere, a Juvenile Fiction checkout challenge rewarded young readers with prizes for borrowing materials. Fairview Shores invited community participation through a collaborative collage of favorite summer reads, reinforcing the "Color Our World" theme.**
 - **The Melrose Center, in partnership with Youth Services, began planning for the 2026 LEGOPalooza event by reviewing past feedback and identifying improvements, laying the groundwork for this exciting event. These efforts reflect the library's commitment to fostering community engagement through creative, inclusive, and interactive programs that promote the use of library resources in meaningful ways.**

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

- Seek partnerships with organizations willing to collaborate on marketing initiatives.
 - **During July, Marketing and Public Relations worked with multiple local influencers to help build awareness and excitement about our new OCLS app. Accounts like @_lostinthelibrary., @bookiesbybrookie, @allofmyfriendsarebooks, @propertyofmadislibrary and @bookclubafterdarkpod collaborated with us to post about the app to their followers.**
 - **We also collaborated with Orlando Family Stage and Leu Gardens to cross promote reading, literacy and the library's partnerships with both organizations. Orlando Family Stage and Leu Gardens regularly hosts the book bike. In July, Leu Gardens and OCLS celebrated 20 years of partnership with a special event and storytime, with a special appearance by Mayor Buddy Dyer and his family. Marketing and Public Relations worked with Mayor Buddy Dyer's office to coordinate media presence at the event, as well as video interviews with the mayor, Commissioner Robert Stuart and customers in attendance at the event.**
- Expand multicultural marketing, communications and offerings.
 - **MPR requested and received data from Clear Channel Communications on Orange County residents' preferred language settings on cell phones, sorted by**

zip code, to better understand language preferences in the communities around branch locations.

- Conduct research to determine why people are not using OCLS and use data collected to create responsive campaigns.
 - **July's report from Mindspot arrived, and it indicated consistently high ratings in customer satisfaction, a slight increase in awareness among the survey respondents, and significant gains in the feeling that OCLS is a welcoming place for the community.**
 - **Areas of opportunity that the report pointed out were less engagement among non-users and lapsed users, indicating that OCLS can be doing more to communicate and connect with people who are not current library card holders, and a decline in the library's Net Promoter Score, "warranting a closer look at service differentiation and communication."**
 - **In response to the data, Marketing and Public Relations has begun work on an email campaign to lapsed users to try to rekindle their interest in the library, and is exploring a direct mail campaign to non-users during National Library Card Signup Month.**

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.
 - **OCLS received the second installment of the Mindspot survey data and is reviewing the report. The data showed some positive changes in awareness among younger users.**
- Evaluate and improve current data collection.
 - **The Data & User Services Department has hired an additional Data Analytics Specialist to increase capacity for data collection and analysis projects and goals.**

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.
 - **Plan created to test cHQ transfer feature to take materials not used at Washington Park and transfer to Alafaya to replace worn items still in use at their location. Meetings with Washington Park and Alafaya managers held. First test of process scheduled for end of July/beginning of August.**
- Utilize data to evaluate the success of programming and classes.
 - **The South Trail managers met with their new YPS to review data for their youth programming over the last 14 months. They observed the days/times and content of events and reviewed attendance stats to determine what had been successful. They used this information to shape August and September program offerings.**
 - **Youth Services staff created a presentation for managers and staff to explain the programming rubrics. The presentation gives an overview of how, when, and why to use the rubric as well as information on how the rubrics were developed.**
- Develop core programming focused on different segments of the community.

- To ensure our programming meets the diverse needs of the community, OCLS locations and departments continue to offer and expand core programming tailored to specific segments, including seniors, teens, and new Americans.
- Senior-focused programming remains a strong system-wide focus. Branches such as South Trail, Winter Garden, Windermere, North Orange, and South Creek offered creative and social engagement opportunities, ranging from fiber arts meetups and “Bad Art” sessions to jewelry-making workshops and wellness classes. The Community Engagement Department introduced a new program, Memory Games for Seniors, which blended dementia-friendly storytelling and music therapy, drawing 37 attendees at a local neighborhood center. The Events and Programs Department also delivered system-wide offerings focused on senior wellness and safety, with sessions on healthy relationships, fraud prevention, and yoga.
- Teen services continue to grow through both ongoing and new offerings. The Events and Programs Department hosted fifteen events during Summer at Your Library, both in person and virtually, covering topics such as beginner makeup application and American Sign Language. Branches including Southeast, South Creek, North Orange, Winter Garden, and Windermere provided targeted programs like escape room challenges, art clubs, volunteer opportunities, and a three-day coding camp. One North Orange participant shared, “This is way more fun playing in-person with other [teens],” reinforcing the value of social and interactive teen engagement.
- In support of our system-wide goal to offer Citizenship Inspired at all locations, Southeast, Winter Garden, and Windermere facilitated multi-session workshops to help guide new Americans through the naturalization process, with consistently strong attendance.

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

- Evaluate the digital customer experience.
 - **The RFP evaluation committee scored Unified Discovery Layer vendor proposals and has selected four vendors to move forward with live product demonstrations.**
- Evaluate and update customer satisfaction measurement tools.
- Evaluate the obstacles that customers face when accessing the library.
 - **Library staff met with Avalon Park Group to begin the process of placing a library dropbox in Avalon Park. The timeline and exact location are still to be determined.**
- 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 New SumTotal package (SMB Essentials) has been added and is available to staff. It includes the option for immersive learning focused on managerial and leadership skills.**
- Increase opportunities for more cross-departmental/branch experiences.
 - **As part of our commitment to strengthening internal collaboration and professional development, several departments and branches have facilitated cross-departmental and cross-location experiences through the Employee Exchange Experience (EEE) and open house opportunities.**
 - **South Creek, Southeast, and the Community Engagement Department (CED) each hosted visiting staff to support onboarding and knowledge sharing. At South Creek, the new Youth Program Specialist (YPS) for South Trail shadowed an experienced YPS to gain hands-on experience and insight into program planning and youth engagement. CED's Assistant Manager also completed a three-day EEE at South Creek to better understand daily branch operations. Similarly, Southeast hosted a staff member transitioning into a YPS role, offering direct exposure to youth programming in action.**
 - **CED coordinated an EEE for a staff member from the Orlando Public Library (OPL), and Acquisition Services hosted an open house for OPL Circulation staff to explore back-of-house functions such as materials processing, lease recalls, and weeding workflows.**
 - **These cross-location experiences promote professional growth, increase understanding of system-wide operations, and help build stronger working relationships across departments. This initiative continues to cultivate a more knowledgeable and connected staff system-wide.**

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. Testing is ongoing across all modules to ensure that functionality and integration meet the library's needs.**
 - **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.
- Evaluate ways to provide team-building sessions.
 - **Eatonville's 3rd quarter team building exercise consisted of the manager and team participating in TEAMWORK - a card game that builds a better team dynamic.**
 - **The South Trail team engaged in a "Who Am I?" team building activity to build camaraderie.**
 - **In July, Southwest staff participated in a "Media to Understand Me" activity, where everyone shared their favorite past and present books, movies, TV shows, music, and more.**
 - **Youth services staff continued meeting to discuss their book club selection, "The Seven and Half Deaths of Evelyn Hardcastle"**
 - **Staff created tie-dye shirts to celebrate summer and the Color Our World theme of Summer at Your Library.**
 - **The North Orange team worked together to create and plan a mid-summer celebration by way of a "Summer BBQ" potluck. Staff brought in several homemade treats and food items on July 10 as recognition for the hard work we have done during the first half of Summer at Your Library.**
 - **Staff filled out a template on Canva with different media (books, movies, etc.) that were meaningful to them. These were displayed in the workroom and staff were able to connect on shared interests.**
- Explore ways to offer professional development opportunities.
 - **Chickasaw staff successfully completed the Teamwork Foundations training on LinkedIn Learning, led by Chris Croft. This course is designed to help staff strengthen collaboration skills, recognize the value each team member brings, boost morale, and consistently deliver high-quality results. It also encourages professional growth and going the extra mile in team settings. Each participant completed a questionnaire and earned a certificate upon completion.**
- 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
August 14, 2025**

**Action Items:
Consent Agenda**

**Orange County Library System
Board of Trustees Meeting
August 14, 2025**

**Board Meeting Schedule
FY 2025-2026**

Meeting Schedule for the Orange County Library District Board of Trustees FY 2025 - 2026

All meetings are scheduled for 6:00 p.m. on the second Thursday of the month.

**Meetings will be held at the
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
3rd Floor Albertson Room**

October 9, 2025	April 9, 2026
November 13, 2025	May 14, 2026
December 11, 2025	June 11, 2026
January 8, 2026	July 9, 2026
February 12, 2026	August 13, 2026
March 12, 2026	September 10, 2026

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 decide fè apèl kont nenpòt desizyon ki te pran pa yon tablo, ajans, oswa komisyon ki gen rapò ak nenpòt pwoblèm konsidere nan yon reyinyon oswa yon odyans, li pral bezwen yon dosye sou pwosedi yo, e ke, pou rezon sa yo, li ka bezwen asire ke yon dosye vèbal nan pwosedi yo fèt, ki dosye gen ladan temwayaj ak prèv ki montre apèl la dwe baze.

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.

El Condado de Orange no discrimina por motivos de raza, color, origen nacional, sexo, edad, religión, discapacidad o situación familiar. Aquellos que tengan preguntas o inquietudes sobre la no discriminación, aquellos que requieran asistencia especial según la Ley de Estadounidenses con Discapacidades (ADA) y aquellos que requieran asistencia lingüística (gratuita) deben comunicarse con el Coordinador de No Discriminación/Título VI en access@ocfl.net o llamando 3-1-1 (407-836-3111).

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

Orange County pa fè diskriminasyon sou baz ras, koulè, orijin nasyonal, sèks, laj, relijyon, andikap oswa sitiyasyon 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
August 14, 2025**

**Annual Plan of Service
FY 2025-2026**

ANNUAL PLAN OF SERVICE FOR FY 2025 - 2026

I. ISSUE STATEMENT

Library Board approval is needed for the Library's Annual Plan of Service for October 1, 2025, through September 30, 2026 (FY 2025 – 2026).

II. BACKGROUND & SUMMARY

An Annual Plan of Service ensures the library's near-term commitment to the community and provides direction for staff. Also, to remain eligible for annual State Aid to Libraries funding, a current Annual Plan of Service must be on file with the State Library of Florida. OCLS received \$616,683 in State Aid for the current fiscal year.

III. CONSIDERATION

The library is requesting that the board approve the Annual Plan of Service for FY 2025 – 2026.

IV. RECOMMENDATION

Staff recommends that the library board approve the proposed Annual Plan of Service for FY 2025 – 2026.

ORANGE COUNTY LIBRARY SYSTEM

ANNUAL PLAN OF SERVICE

October 1, 2025 – September 30, 2026

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.
 - Explore options for providing on-demand technology classes.
 - Partner with organizations to host mobile stops.
- Partner with organizations to share resources.
 - Cultivate expertise-driven partnerships that enrich library programs.
 - Host themed resource fairs that spotlight key customer topics.

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

- Evaluate the customer experience in public spaces.
 - Establish consistency in signage and communications across locations and departments.
 - Evaluate replacement of copy and scanner stations.
 - Update Wi-Fi experience for customers to improve reliability and connection speeds.
- Explore opportunities to optimize accessibility.
 - Create marketing materials that are friendly to customers with disabilities.
 - Evaluate accessibility tools and features at all locations.

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

- Establish best practices to support underserved populations.
 - Facilitate workshops led by social workers to empower staff to better support underserved communities.
 - Develop a resource toolkit for staff to assist customers with social services.
- Implement systemwide expectations and training based on the Customer Service Story.
 - Update the current service story framework.
 - Implement part two of orientation - focused on the service framework, the rules of conduct, and de-escalation best practices.

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.
 - Reimagine the School Partnership Program.
- Support partnerships with health and wellness organizations.
 - Connect with local health and wellness organizations for potential and continued collaboration.
 - Cross-promote wellness initiatives within the system through displays and shared marketing materials.

Activity: Explore ways to foster higher engagement rates.

- Focus on connecting with the senior and teenage segments of the community.
 - Create marketing targeted at senior and teen audiences.
 - Offer senior-specific technology classes.
 - Expand senior-focused event offerings.
 - Explore options for middle-grade focused programs.
 - Provide regularly scheduled senior activities.
 - Provide regularly scheduled teen activities.
 - Increase volunteering opportunities.
- Engage customers in library services with system-wide initiatives.
 - Grow SAYL participation.
 - Promote career-support resources.
 - Drive engagement with LEGO learning programs across the system.
 - Foster literary engagement across the system.
 - Enhance creative technology initiatives, programs and events.
 - Implement new digital signage solution with more capabilities to better inform customers of OCLS' offerings.

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

- Seek opportunities with individuals, organizations and agencies that can help expand the library's fundraising footprint.

- Pursue funding sources to expand Local Wanderer program.
 - Onboard a grant-writing professional to assist with application, oversight and implementation of grants to OCLS.
 - Build inroads with community grant makers, corporate donors and philanthropic community.
- Raise the library's visibility through networking and community building.
 - Engage staff in networking to build community relations that enhance organizational visibility.
 - Connect with city and county communications professionals to build stronger relationships conducive to collaboration in messaging and marketing.

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.

- Evaluate existing and new opportunities for services and resources.
 - Begin the process of evaluating and selecting a new ILS.
 - Evaluate and implement a solution for tracking and managing software solutions used by OCLS to standardize and improve customer offerings.
- Evaluate and improve current data collection.
 - Explore LibInsight feature capabilities for expanded use.
 - Implement a mechanism for tracking anonymous user interaction using tools such as heat maps and Google Tag Manager.
- Create a Master Plan

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

- Utilize data to ensure resources meet the needs of individual communities.
 - Review programs and services to ensure that the library's community engagement efforts meet community needs.
 - Review Wi-Fi and Public PC usage stats to make sure we are offering enough resources to meet customer needs.
- Utilize data to evaluate the success of programming and classes.
 - Use data to analyze Summer at Your Library program attendance, sign-ups and completion rates by location.
 - Review adult technology class attendance for trends.
 - Evaluate bilingual offerings and attendance.

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

- Evaluate and update customer satisfaction measurement tools.
 - Evaluate and update remaining surveys and rebuild to meet established objectives.
 - Implement new IT ticket system feedback metrics to evaluate customer satisfaction and implement proactive changes.

- Explore innovative technologies, ideas and procedures to enhance the customer experience.
 - Evaluate AI options to contribute to a better digital customer experience.
 - Complete implementation of the Discovery platform on the online catalog.
 - Develop and implement a centralized OCLS Services Application Programming Interface (API) that acts as middleware to various OCLS services.
 - Develop standard practices and recommendations for how to use the Microsoft 365 product suite for internal and external collaboration.

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: Foster a culture of growth and development.

- Provide training and development opportunities that support staff and system-wide efforts.
 - Provide support and training for program and class rubrics, guidelines and best practices.
 - Provide team trainings on OCLS resources and tools.
 - Refine the competency model framework and align SumTotal content to create career pathways.
 - Evaluate processes for internal applicant interview feedback and development.
 - Implement a mentorship cohort program for new employees.
 - Crisis Prevention Institute's Verbal Intervention Training offered for staff.
- Support opportunities for cross-departmental/branch experiences.
 - Provide opportunities for systemwide participation in large-scale events.
 - Provide training and tabling outreach experiences for staff.

Activity: Strengthen internal communication.

- Implement a Human Resources Information System (HRIS) and explore feature capabilities.
 - Explore best reporting practices to provide managers with personnel data/statistics.
- Implement Finance Enterprise Software (FES) and explore feature capabilities.
 - Explore best reporting practices to provide managers with financial data/statistics.
- Create a Technology Plan.

Activity: Prioritize employee engagement and well-being.

- Explore meaningful ways to celebrate employee contributions.
 - Create a monthly recognition program to celebrate individual and team successes.

- Evaluate kudos for staff recognition.
- Celebrate work anniversaries with personalized acknowledgements.
- Support staff in building connections locally and throughout the system.
 - Establish staff interest groups.
 - Promote volunteering opportunities for staff.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 25-114**

**ORANGE COUNTY LIBRARY SYSTEM
ANNUAL PLAN OF SERVICE FOR FY 2025 - 2026**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 14th day of August 2025, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the FY 2025 – 2026 Annual Plan of Service.
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
August 14, 2025**

**Branch Janitorial
Services Contract**

BRANCH JANITORIAL SERVICES CONTRACT

I. ISSUE STATEMENT

Library Board approval is needed to award a contract for Branch Janitorial Services.

II. BACKGROUND & SUMMARY

The current contract for Branch Janitorial Services has been in place since October 1, 2020, and expires September 30, 2025, with no remaining extensions. Thus, the contract had to be rebid. The selected vendor will provide nightly cleaning of and day porter service, as needed, to the current 14 branch locations and will add the Horizon West and Lake Nona branches when they open, for a total of 16 locations.

The selected vendor will be awarded a contract with an initial term of three years with two one-year renewals, for an initial period of five years. The contract includes an extension option for up to an additional five years, potentially extending the contract to 10 years.

An RFP was posted publicly on April 28, 2025, with a due date for proposals on June 18, 2025. The Library received eight written responses. The Library's Procurement Committee met on July 9, 2025, to evaluate and score the written proposals. The top three firms were scheduled to give oral presentations.

The following firms provided oral presentations on July 31, 2025. The firms were evaluated and scored on August 1, 2025. Based on the criteria set forth in the RFP, which included scope of work, qualifications and experience, references, and cost & fees, the committee determined the following scores and ranking.

- | | |
|-------------------------------------|-------|
| 1. 3H & 3H, Inc. | 71.75 |
| 2. Sterling Building Services, Inc. | 70.25 |
| 3. Owens Realty Services | 66.75 |

Five-year contract term pricing summary:

Service	3H & 3H Inc.	Sterling	Owens
Janitorial	2,383,155	2,237,325	1,665,660
Day Porter	115,650	135,000	109,440
Total Cost	\$2,498,805	\$2,372,325	\$1,775,100

The committee agreed that 3H & 3H was the most qualified to provide branch janitorial services. They had a clear understanding of OCLS' scope of work, and met the requirements for the qualifications and experience, references, and price.

Additionally, 3H & 3H is the library's current vendor for this service, and they are meeting expectations.

Although Owens had a much lower cost, they did not demonstrate full comprehension of the requirements in their oral presentation, and the pricing reflected such.

III. CONSIDERATION

Library staff is requesting the library board to:

1. Authorize staff to execute the Branch Janitorial Services Contract with 3H & 3H, Inc., with the initial term cost for Janitorial Service of \$2,383,155 and Day Porter Service cost of \$115,650 for a not-to-exceed amount of \$2,498,805.

IV. RECOMMENDATION

Staff recommends that the library board:

1. Authorize staff to execute the Branch Janitorial Services Contract with 3H & 3H, Inc., with the initial term cost for Janitorial Service of \$2,383,155 and Day Porter Service cost of \$115,650 for a not-to-exceed amount of \$2,498,805.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 25-114**

BRANCH JANITORIAL SERVICES CONTRACT

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 14th day of August, 2025, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. Authorize staff to execute the Branch Janitorial Services Contract with 3H & 3H, Inc., with the initial term cost for Janitorial Service of \$2,383,155 and Day Porter Service cost of \$115,650 for a not-to-exceed amount of \$2,498,805.
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
August 14, 2025**

Data Center Server Upgrade

DATA CENTER SERVER UPGRADE

I. ISSUE STATEMENT

Library Board approval is needed to proceed with the replacement and upgrade of the network server infrastructure located in the OPL Data Center.

II. BACKGROUND

The IT Infrastructure team currently supports and maintains an environment of 100+ virtual and physical servers. These servers are responsible for critical components of the organization such as hosting our websites (including “ocls.org”), digital storage for many different departments, and core network functionality for the library. Due to the criticality of this equipment, the team has been working diligently to scope and determine the best course to migrate this infrastructure.

The server hardware utilized right now are all between 3-5 years old, which is the industry standard time for replacement. The library’s current server equipment will be out of support in December 2025. Last year, the current software utilized to support the server infrastructure was acquired by another company, which increased costs by nearly 10x. Due to those concerns, the IT Infrastructure team has been exploring options for a new configuration that would allow more flexibility with management software.

The current data center management preferred vendor, CDW-G, provided diagnostic tests for the team to implement to evaluate and document both current performance and specifications needed. The vendor analyzed the results, and they recommended the setup outlined below. To confirm this setup, the vendor provided the team with contacts at the Orange County Information Systems & Services Division (ISS). OC ISS utilizes this same configuration and provided very positive reviews based on their experience with the vendor and products.

The new server infrastructure includes the storage, computing power, and support necessary to replace the current infrastructure. The included prices cover a total of three years, encompassing full operational, licensing, and maintenance needs of the equipment. Also included is an optional hardware upgrade if we extend our support beyond the three years.

III. SELECTION PROCESS

The IT Infrastructure team collaborated with the current data center vendor, CDW-G, to configure this setup. This vendor has in-depth experience with the library and understands the environment’s needs based on their current support of the equipment. Their assistance included providing, at no cost to the library, engineers to run diagnostics and other tests on the environment to scope the new equipment. This knowledge and support are crucial to execute a successful migration of critical business platforms and sensitive data.

As mentioned, this vendor also has experience with and assisted Orange County Information Systems & Services Division with scoping their current infrastructure. They also connected the team with them to help us confirm how the library might approach and implement the migration. With this move, the library will be using equipment and a configuration very similar to the county, which will afford us valuable contact resources should they be needed.

CDW-G, the library's local vendor, will procure the equipment through Sourcewell—a government agency that offers competitively solicited cooperative contracts for use by state and local governments. Sourcewell collaborated with CDW-G to provide a project quote tailored to the library's needs.

The equipment and migration expenses were planned as part of the current year's Hardware/Software Capital Outlay Budget.

IV. SUMMARY

Below is an outline of CDW-G's quote for the project:

Item	Cost
VM Hosts and backup (3 Years)	\$ 108,965
Backup Server (3 Years)	\$ 43,139
Server Storage	\$ 107,192
Support Subscription (3 years)	\$ 89,643
Storage Install Support	Included
Total Equipment Cost	\$ 348,939
Contingency (7%)	\$ 24,426
Total Project Budget	\$ 373,365

The total quoted cost is \$348,939. Staff also requests a contingency of \$24,426 for a not-to-exceed budget of \$373,365.

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 standard purchasing process.

V. CONSIDERATION

Library staff is requesting that the Board:

1. Authorize staff to execute a contract with CDW-G for \$348,939.
2. Approve the project budget of \$373,365, which includes a \$24,426 contingency.

VI. RECOMMENDATION

Staff recommends that the library board:

1. Authorize staff to execute a contract with CDW-G for \$348,939.
2. Approve the project budget of \$373,365, which includes a \$24,426 contingency.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 25-115**

DATA CENTER SERVER UPGRADE

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 14th of August 2025, at 6:00 pm, prevailing Eastern Daylight Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize staff to execute a contract with CDW-G for \$348,939.
2. To approve the project budget of \$373,365, which includes a \$24,426 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
August 14, 2025**

**Goldenrod Commerce
Lease Agreement**

GOLDENROD BUSINESS CENTER LEASE AGREEMENT

I. ISSUE STATEMENT

Library Board approval is needed to authorize staff to execute a Lease Agreement with Golden Moss, LLC., to provide a safe and secure parking and storage space for the bookmobile.

II. BACKGROUND & SUMMARY

The library bookmobile is scheduled to arrive in March 2026. The bookmobile has specific storage requirements due to its size and electrical needs.

The bookmobile will also have its own collection, equipment, and supplies that need to be accessible and stored with the vehicle in a climate-controlled environment. Currently, there are no suitable storage options available on OCLS property.

After an extensive investigation, library staff determined that a space within the Goldenrod Business Center is the most suitable for the bookmobile's parking and storage needs.

The 2,206 square foot space is located on North Goldenrod Road, which is conveniently situated near the 408 East-West Expressway, providing easy access for travel.

Summary of costs:

Lease Year	Annual Base Rent	Annual Operating	Annual Cost
Months 0 - 3	0.00	0.00	0.00
1	35,295.96	10,368.24	45,664.20
2	36,707.88	10,782.99	47,490.87
3	38,176.20	11,214.31	49,390.51
4	39,703.20	11,662.87	51,366.07
5	41,291.28	12,129.37	53,420.65
6	42,942.96	12,614.56	55,557.52
7	44,660.76	13,119.16	57,779.92
8	46,447.08	13,643.90	60,090.98
9	48,305.04	14,189.68	62,494.72
10	50,237.16	14,757.24	64,994.40
Months 121 - 123	13,061.67	3,836.88	16,898.55

Lease costs for the bookmobile are accounted for in next year's budget.

If the lease is approved, staff will work with the library's continuing services contractors, architects, and engineers to finalize plans to accommodate the bookmobile's parking and storage needs. Those improvements to the property will include electrical upgrades, air conditioning, office space, shelving, and restrooms.

That project budget will be brought to you for approval.

III. CONSIDERATION

The library is requesting the library board to:

1. Authorize staff to execute a Lease Agreement with Golden Moss LLC., to provide a safe and secure storage unit for the bookmobile.

IV. RECOMMENDATION

Staff recommends that the library board:

1. Authorize staff to execute a Lease Agreement with Golden Moss LLC., to provide a safe and secure storage unit for the bookmobile.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 25-116**

GOLDENROD BUSINESS CENTER LEASE AGREEMENT

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 14th day of August, 2025, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize staff to execute a Lease Agreement with Golden Moss LLC., to provide a safe and secure storage unit for the bookmobile
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
August 14, 2025**

**Horizon West Branch
Furniture Purchase**

HORIZON WEST BRANCH FURNITURE PURCHASE

I. ISSUE STATEMENT

Library Board approval is needed to purchase the furniture package for the new Horizon West Branch.

II. BACKGROUND & SUMMARY

On April 11, 2024, the Library Board approved the Horizon West Branch Project Budget, which included \$1,752,095 for furniture, fixtures, and equipment (FF&E). The 20,000 square foot branch will include an outdoor performance area, a children's area, three large meeting rooms, two training rooms, two small study rooms, and a media lab. Furniture such as shelving, end caps, tables, chairs, podiums, and desks needs to be purchased for the space.

As part of its contract, the architect, Borrelli + Partners, along with their interior design subcontractor Kaleidoscope Interior Design, assisted the Library with the furniture selection and bid process as follows:

1. Created a floor plan with a detailed furniture layout.
2. Facilitated the selection of furniture and colors to match the identified needs.
3. Assisted staff in the creation of a furniture bid package document.

An RFP was posted publicly on January 6, 2025, with a due date for proposals on February 17, 2025. Due to anticipated price changes, the procurement committee requested that vendors resubmit an updated pricing list by July 15, 2025. Three vendors resubmitted proposals.

On August 4, 2025, the committee evaluated each of the resubmitted proposals on key criteria, including scope of work, qualifications and experience, references, and cost & fees. The procurement committee determined the following scores and ranking.

1. Commercial Design Services (CDS) - 91
2. BOS Holdings - 84.4
3. Empire Office - 78.4

Pricing summary:

Service	CDS	BOS Holdings	Empire Office
Furniture Cost	360,412	356,806	349,963
Shipping & Handling	13,179	12,605	11,689
Installation	24,999	35,845	34,158
Quoted Cost	\$398,590	\$405,256	\$395,810**

**Empire's bid package was incomplete.

The committee agreed that CDS was the most qualified to provide the furniture package for the Horizon West Branch. CDS had a clear understanding of OCLS' scope of work, and met the requirements for the qualifications and experience, references, and price.

The library is requesting an overall budget of \$426,500 for the project as follows:

Budget Item	Cost
CDS Contract	398,590
Contingency (7%)	27,910
Total Project Budget	\$426,500

III. CONSIDERATION

Library staff is requesting the library board to:

1. Authorize staff to execute a contract with CDS for \$398,590.
2. Approve the project budget of \$426,500, which includes a \$27,910 contingency.

IV. RECOMMENDATION

Staff recommends that the library board:

1. Authorize staff to execute a contract with CDS for \$398,590.
2. Approve the project budget of \$426,500, which includes a \$27,910 contingency.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 25-117**

HORIZON WEST BRANCH FURNITURE PURCHASE

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 14th day of August, 2025, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize staff to execute a contract with Commercial Design Services for \$398,590.
2. To approve the project budget of \$426,500, which includes a \$27,910 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
August 14, 2025**

**South Trail Branch Carpet
Replacement Project**

SOUTH TRAIL BRANCH CARPET REPLACEMENT PROJECT

I. ISSUE STATEMENT:

Library Board approval is needed for the South Trail Carpet Replacement Project.

II. BACKGROUND & SUMMARY:

The South Trail Branch opened in 1996 at its current location, and the facility has been well-used and well-maintained. The branch was renovated in 2019, but the shopping center has had their parking lot resealed several times since then. The multiple resealing's of the parking lot has led to customers tracking the dark sealing product onto the carpet throughout the building.

The library has worked with its carpet cleaning company and the carpet manufacturer attempting to clean the sealant to no avail. Their recommendation is to replace the carpet and to install a larger "walk off" area to help capture the sealant and other debris.

Facilities staff will work alongside Carpet Services of Tampa, the library's preferred flooring vendor, and PMI Corporation, the library's preferred movers to remove all existing carpeting and replace with new of the same colors.

The project is expected to take about two weeks to complete and will occur in October or November 2025, pending the availability of tile materials.

The project budget is:

Recarpeting Project	Cost
Carpet Services of Tampa	\$81,270.00
PMI Corporation, movers	26,250.00
7% Contingency	7,580.00
Total Budget Price	\$115,100.00

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 Carpet Service of Tampa for \$81,270.00 and a contract for PMI Corporation for \$26,250.00.
2. Approve the project of \$115,100.00, which includes a \$7,580.00 contingency.

IV. RECOMMENDATION:

Staff recommends that the library board:

1. Authorize the Director/CEO to execute a contract with Carpet Service of Tampa for \$81,270.00 and a contract for PMI Corporation for \$26,250.00.
2. Approve the project of \$115,046.40, which includes a \$7,526.40 contingency.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 25-115**

SOUTH TRAIL BRANCH CARPET 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 14th day of August 2025, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize the Director/CEO to execute a contract with Carpet Service of Tampa for \$81,270.00 and a contract for PMI Corporation for \$26,250.00.
2. To approve the project of \$115,100.00, which includes a \$7,580.00 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
August 14, 2025**

**Orange County Library District
FY 2025-2026
Millage & Budget Approval**

ORANGE COUNTY LIBRARY DISTRICT

ANNUAL BUDGET FY 2025-2026



TABLE OF CONTENTS

Introduction

- 03** Director's Message
- 05** A Slice of Daily Life at OCLS
- 06** Current Initiatives
- 07** Budget Summary
- 08** Excellence in Financial Reporting

Organizational Structure

- 09** Library District Governing Board
- 10** Library District Board of Trustees
- 11** Organizational Chart

Accomplishments

- 12** Accomplishments
- 15** Statistics
- 16** Donations and Grants Received

Revenues

- 17** Operating Fund Revenues
- 18** Revenue Details

Expenditures

- 22** Operating Fund Expenditures
- 23** Expenditure Details

Fund Balances

- 33** Capital Projects Fund Budget
- 34** Sinking Fund Budget
- 35** Permanent Fund Budget



DIRECTOR'S MESSAGE

DATE: July 17, 2025

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

FROM: Steven Powell, Library Director & Chief Executive Officer

SUBJECT: 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 \$117,959,620 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 \$78,800,000 in tax revenues. This represents an increase of 7.3%, or \$5,375,000, 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 Comprehensive Financial Report 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

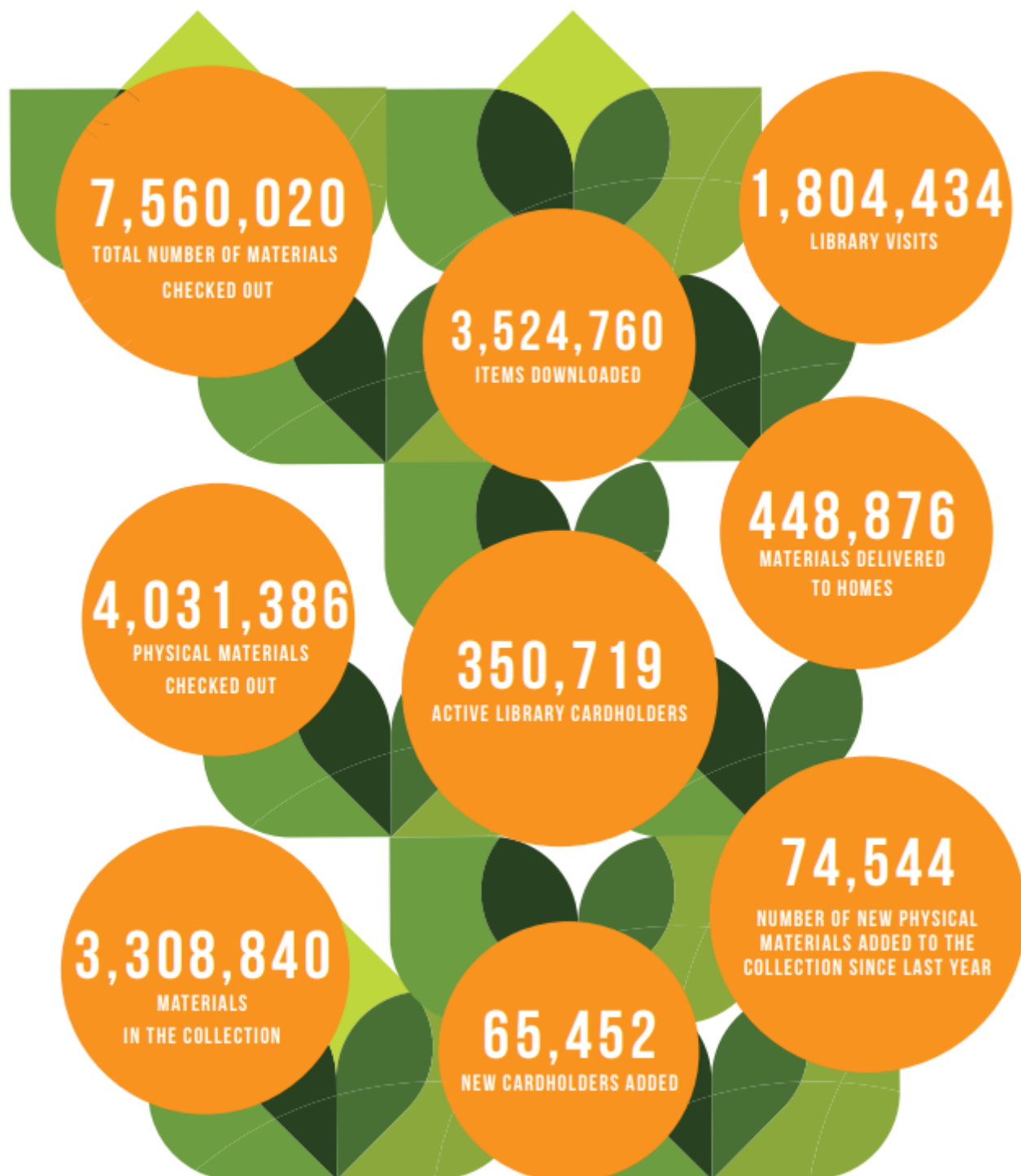
In 2024, 1,266 teens and 55 adults volunteered at an OCLS library, contributing a total of 13,994 volunteer hours. The library's volunteers serve for a variety of reasons – to fulfill the requirements for school scholarships, as part of a college degree program, or simply for the satisfaction of making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

	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
AD VALOREM TAXES	73,425,000	5,375,000	7.3%	78,800,000
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	84,200	13.3%	716,200
SUBTOTAL REVENUES	<u>\$76,650,420</u>	<u>\$5,233,200</u>	<u>6.8%</u>	<u>\$81,883,620</u>
RESERVES/FUND BALANCES	33,118,000	2,958,000	8.9%	36,076,000
TOTAL REVENUES	<u>\$109,768,420</u>	<u>\$8,191,200</u>	<u>7.5%</u>	<u>\$117,959,620</u>

REVENUE DETAILS

AD VALOREM TAXES \$78,800,000

Based on the information provided by Orange County's Office of Management and Budget, property values have increased by 7.4%. With this rise and no change in the millage rate of 0.3748, gross tax revenues total \$82,928,000. However, per state budgeting regulations, the library must reduce its ad valorem taxes by 5% or \$4,128,000, leaving \$78,800,000 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>5,375,000</u>	<u>7.3%</u>	<u>78,800,000</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.

The state's FY 2025-2026 budget includes flat funding for State Aid to Libraries. 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	0.0%	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 **\$716,200**

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	59,200	10.2%	641,200
TOTAL TRANSFERS	<u>\$632,000</u>	<u>\$84,200</u>	<u>13.3%</u>	<u>\$716,200</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

	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	1,948,000	30.6%	8,319,400
TRANSFERS	5,500,000	500,000	9.1%	6,000,000
SUBTOTAL EXPENDITURES	<u>\$84,077,400</u>	<u>7,522,000</u>	<u>8.9%</u>	<u>\$91,599,400</u>
RESERVES	25,691,020	669,200	2.6%	26,360,220
TOTAL EXPENDITURES	<u>\$109,768,420</u>	<u>\$8,191,200</u>	<u>7.5%</u>	<u>\$117,959,620</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.

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 \$8,319,400

The budget for this account covers the purchase of all electronic and physical materials. The \$1,948,000 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	1,948,000	30.6%	8,304,400
TOTAL LIBRARY MATERIALS	<u>\$6,371,400</u>	<u>\$1,948,000</u>	<u>30.6%</u>	<u>\$8,319,400</u>

TRANSFERS **\$6,000,000**

The transfer allocations will increase by \$500,000 to a total of \$6,000,000.

TRANSFERS	FY 2024-2025 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2025-2026 BUDGET
To Capital Projects Fund	5,000,000	500,000	10.0%	5,500,000
To Sinking Fund	500,000	0	0.0%	500,000
TOTAL TRANSFERS	<u>\$5,500,000</u>	<u>\$500,000</u>	<u>9.1%</u>	<u>\$6,000,000</u>

Transfer to Capital Projects Fund **\$5,500,000**

To support future branch development and Orlando Public Library renovations, \$5,500,000 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%	26,360,220
TOTAL RESERVES	<u>\$25,691,020</u>	<u>\$669,200</u>	<u>2.6%</u>	<u>\$26,360,220</u>

OTHER FUNDS

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	500,000	10.0%	5,500,000
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	(\$1,419,000)	-2.9%	\$47,306,000
EXPENDITURES				
Horizon West Branch	24,725,000	(12,225,000)	-49.4%	12,500,000
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	(15,416,000)	-75.2%	5,084,000
TOTAL EXPENDITURES	\$48,725,000	(\$1,419,000)	-2.9%	\$47,306,000

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

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 25-112**

RESOLUTION TO APPROVE THE FY 2025-2026 BUDGET AND MILLAGE RATE

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 14th day of August 2025, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the FY 2025-2026 Operating, Capital Projects, Sinking and Permanent Fund budgets for the Library District.
2. To recommend to the Governing Board that the Library District's millage rate be maintained at **.3748** for FY 2025-2026.
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
August 14, 2025**

**Action Items:
Non-Consent Agenda**

**Orange County Library System
Board of Trustees Meeting
August 14, 2025**

**Discussion & Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
August 14, 2025**

Information

**Orange County Library System
Board of Trustees Meeting
August 14, 2025**

Personnel Committee Update

**Orange County Library System
Board of Trustees Meeting
August 14, 2025**

Director's Report

Director's Report: August 2025 Board Meeting

The launch of the new OCLS app has been an outstanding success. Following the official release on June 23, the app has been downloaded more than 15,000 times as of August 1. It currently boasts a five-star rating in the Apple App Store, signaling strong user satisfaction and early adoption across our community.

Our annual Romance, Wine, and Chocolate event has seen record-setting interest this year. Tickets went on sale August 1 and sold out within minutes. This year's event, taking place September 26 at the Chickasaw Branch, will feature Abby Jimenez, a widely celebrated romance author. The rapid ticket sellout reflects both the strength of the program and the library's growing reputation for delivering high-quality author events.

The Friends of the Library July Book Sale was another major highlight. The weekend sale generated \$5,657, the second-highest total in the past five years, and only the third time during that period that sales have exceeded \$5,000. Foot traffic was strong, with 1,742 people attending, representing a 17 percent increase over April's sale and a 19 percent increase over January's. These gains are tied to strategic scheduling of the sales with prominent downtown or library events (this sale coincided with our End of Summer Celebration at the Orlando Public Library) and enhanced promotion, particularly via social media.

To measure our progress under the Be Welcoming and Be Connected pillars of our Strategic Plan, we've partnered with Mindspot Research to evaluate community awareness and impact. In July, they reported that in the last quarter, OCLS continues to maintain strong satisfaction and community connection. Notably, approval ratings among survey respondents aged 18-24 jumped from 74 percent to 90 percent. This demographic was a focus area for us in the past quarter, with ads and messaging placed on Twitch and an increased focus on teen and young adult programming. Mindspot also suggests room to grow among non-users and lapsed users. In response, our Marketing team is launching a new email campaign to reconnect with inactive and occasional users, in addition to a targeted direct-mail initiative focused on ZIP codes with below-average cardholder rates.

Finally, I'd like to share a highlight from our 20-year partnership with Leu Gardens. In July, we celebrated this milestone with a special event spotlighting our monthly family storytimes, facilitated by the Community Engagement Department. The celebration was attended by Mayor Buddy Dyer and Commissioner Robert Stuart, as well as more than 700 participants from the community. In the video we'll show you tonight, some of our attendees shared reflections about the value of these programs.

You can view that video recap here: <https://youtu.be/PO2gV4YAnt0?si=Eyd0rGnYV9Cg7wCM>

**Orange County Library System
Board of Trustees Meeting
August 14, 2025**

**Public Comment:
Non-Agenda Items**