

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

Board Packet for September 2025



September 5, 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 September 11, 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

September 11, 2025, 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

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|--------|-------|--|
| 25-126 | I. | Call to Order |
| 25-127 | II. | Public Comment Policy & Procedures |
| 25-128 | III. | Approval of Minutes: August 14, 2025 Library Board of Trustees Meeting |
| 25-129 | IV. | Staff Presentation: Summer at Your Library 2025 – Claudia Piper |
| 25-130 | V. | Financial Statements and Summaries: August 2025 – Kris Shoemaker |
| 25-131 | VI. | Dashboard: August 2025 – Erica Grant |
| 25-132 | | Strategic Plan: August 2025 – Erica Grant |
| 25-133 | VII. | Action Items: Consent Agenda |
| 25-134 | VIII. | Action Items: Non-Consent Agenda |
| 25-135 | IX. | Discussion and Possible Action Items |
| 25-136 | X. | Information |
| 25-137 | | Director's Report |
| 25-138 | | Public Comment: Non-Agenda Items |
| | XI. | Adjournment |

Next Meeting Dates:

October 9, 2025: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801
November 13, 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.

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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
September 11, 2025**

Call to Order

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Board of Trustees Meeting
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Public Comment Policy

**ORANGE COUNTY LIBRARY SYSTEM
Public Comment and Conduct of Meetings Policy and Procedures**

Effective Date: October 1, 2013 (Approved by the Board of Trustees on September 11, 2013)

Objective: The objective of this policy is to establish standard procedures to ensure an opportunity for broad public participation in decision-making.

Policy Statement: It is the intent of this policy that the deliberations and actions of the Board of Trustees of the Orange County Library System ("OCLS") be conducted and taken openly in order that the public and relevant stakeholders may be fully informed and intelligently advised as to the conduct of public business by the Board of Trustees.

Definitions: For the purpose of this policy, the following definitions shall prevail:

1. A "meeting" is a gathering of a quorum of the membership of the Board of Trustees, or any board or commission of OCLS for the purpose of receiving information relating to public business, or for discussion of public business, or for official action upon a proposition related to public business.
2. A "regular meeting" is a meeting held pursuant to a schedule of such meetings as approved by a board or commission to conduct public business or otherwise discuss or act upon matters of public interest.
3. A "special meeting" is any meeting other than a regular meeting held by a board or commission. A "special meeting" is held for the purpose of addressing matters requiring the immediate attention of a board or commission or for the purpose of addressing matters which the board or commission has determined are best addressed at a special meeting. When a special meeting is called, the presiding officer of the board or commission shall specifically state the purpose of the meeting and the board or commission shall address only those matters for which the meeting was called.
4. A "board or commission" shall refer to the Board of Trustees of OCLS and any other board or commission now existing or created in the future by the Board of Trustees or OCLS.
5. The "presiding officer" shall mean, in the case of the Board of the Directors the chair and in all other cases shall be the chair of a particular OCLS board or commission.
6. "Board of Trustees" shall refer to the Board of Trustees of OCLS.

Meetings:

1. Location. All meetings of the Board of Trustees and any other board or commission shall be held in a suitable location and shall be open to the public as required by law. The only exception to the requirement that meetings be open to the public shall be an executive session scheduled for those purposes expressly recognized by law.
2. Regular Meetings. The Board of Trustees and the other boards and commissions shall hold regular monthly meetings as designated by the Board of Trustees or the other boards and commissions.

Public Notice. OCLS shall give public notice of the schedule of meetings and shall state the dates, times and places for such meetings. Public notice of any special meeting or of any reconvened meeting shall be given before such meeting. Public notice shall be given by posting the date and time of the meetings on the OCLS website, the public bulletin boards at all OCLS locations and the Orange County Administration Building. Notice will also be published in the Orlando Sentinel as required by Section 189.417 of the Florida Statutes.

Conduct of Meetings:

1. The presiding officer shall preserve order and decorum at all meetings.
2. When considering matters upon which the board or commission will take action the presiding officer shall receive comments from the public.
3. During any board or commission meeting, board and commission members shall maintain order and decorum.
4. OCLS staff and citizens must be recognized by the presiding officer before speaking or asking questions. The purpose of this requirement is so that there is order and so that the recording equipment will properly record all comments made by individuals wishing to comment on a specific subject.
5. All comments must be made from the podium which is located in the OCLS meeting room or by other reasonable accommodations in any other location in which a board or commission meeting is held, and shall address the subject of the agenda item. Individuals that appear before any board or commission are required to state their legal name and their actual address for the public record. The purpose of this requirement is so that they are properly reflected in any board or commission minutes and are available for future reference.
6. As a board or commission considers consent agenda items, emergency items, items involving official acts that involve no more than a ministerial act, approval of minutes, ceremonial proclamations and other similar items, the presiding officer may, at his discretion, or at the direction of a majority of the board or commission, accept comments from those in attendance.

Public Participation and Comment: In order to comply with Section 286.0114 of the Florida Statutes, OCLS hereby establishes a Public Comment Policy applicable to all boards and commissions to allow members of the public an opportunity to address boards and commissions. In addition to public hearings, a special time is hereby set aside at all board and commission meetings for the purpose of receiving comments and suggestions from members of the public. All comments made during any Public Comment period shall be subject to the following procedures:

1. OCLS allocates up to 30 minutes at the end of each board or commission meeting for citizens who wish to appear before that board or commission to make a request of that board or commission, voice a complaint or concern, express an opinion, or for some other type of recognition. The presiding officer will divide the time equally between all who have signed up to speak; but in no case may a citizen speak longer than three minutes. A Public Comment period not to exceed 30 minutes will be held during any board or commission meeting. The presiding officer may permit additional time to a given speaker on a case-by-case basis.
2. Public comments of items listed on the agenda will occur just prior to the Board's discussion and action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda.
3. When a board or commission considers matters during a public meeting upon which it will take action, no action shall be taken until the presiding officer requests and receives comments from the public.
4. Persons who wish to make a statement during the Public Comment period will register on a Notice of Intent to Speak Form which will be available 30 minutes before the start of the meeting. Information

included on the Notice of Intent to Speak forms will be included in the Board Meeting Minutes and thus become public record. No one will be allowed to have his or her name placed on the list by telephone request to OCLS staff.

5. Each person who signed up to speak will have up to three minutes to make his or her statement. Speakers will be acknowledged by the presiding officer in the order which the Notice of Intent to Speak Form was received by the Board of Trustee's administrative assistant. Speakers shall address that board or commission from the podium, and not approach that board or commission or OCLS staff. Speakers will begin their statement by first stating their legal name and actual address.
6. Statements are to be directed to the board or commission as a whole, and not to individuals. Public comment is not intended to require a board or commission to provide an answer to the speaker. Discussions between speakers and members of the audience will not be allowed.
7. Speakers will be courteous in their language and presentation.
8. Only one speaker will be acknowledged at a time. In the event a group of persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's concerns. Likewise, in the event the number of persons wishing to attend the hearing exceeds the capacity of the meeting place, one or more delegates shall be selected to speak on behalf of each group. If the time period expires before all persons who have signed up get to speak, those names will be carried over to the next Public Comment period, or if the presiding officer consents, these comments can be heard at that meeting.
9. Any action on items brought up during the Public Comment period will be at the discretion of that board or commission. No board or commission will take any action on subject matter for which it has not had the opportunity to fully investigate and gather complete information.
10. These same rules shall apply to all boards and commissions.

Decorum: The presiding officer shall preserve strict order and decorum at all meetings.

1. In conducting business, boards and commissions are committed to the principles of civility, honor, and dignity. Individuals appearing before boards and commission are requested to observe the same principles when making comments on items and issues presented to a given board or commission for its consideration.
2. Staff members and citizens are required to use proper language when addressing a board or commission or the audience. Staff members and citizens shall not use profanity or cursing, aggressive or threatening behavior when addressing the board or commission or other participants. All comments are directed to the presiding officer and not to individual members of the board or commission or to the audience. No personal verbal attacks toward any individual will be allowed during the conduct of a board or commission meeting. The presiding officer may have individual(s) removed from the podium and/or meeting chambers if such conduct persists after a warning has been issued.
3. All members of a board or commission shall accord the utmost courtesy to each other, staff, and the public members appearing before the board or commission and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities. During board or commission meetings, cell phones are to be turned off or silenced. Use of cell phones by board or commission members and staff for talking, texting, emailing or otherwise will not be allowed during meetings while at the dais, except for emergency communications, research, or during breaks.

Waiver of Rules: The board or commission may, at any time, waive all or a portion of these rules of procedure during the course of a meeting. Provided however, that any such waiver shall only be done upon a motion and majority approval of the waiver by members of the board or commission present and voting. Such waivers shall

only be granted to insure the protection of the right of members of the public to be given a reasonable opportunity to be heard before a board or commission takes official action on a proposition.

Training: Periodic training for Sunshine Law requirements will be scheduled by OCLS for board and commission members.

Penalties: Any action taken at a meeting not open to the public, whether intentional or unintentional, is void. The law provides penalties for not complying with the Sunshine Law including criminal penalties, removal from the board position, fines up to \$500, and an award of reasonable attorney's fees against the board found to have violated the Sunshine Law.

**Orange County Library System
Board of Trustees Meeting
September 11, 2025**

Approval of Minutes

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

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

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

Library Board Present: Crockett Bohannon (7/1); Ashley Cisneros Mejia (9/0 – City); Venessa Tomlin (7/0); Sharon Smoley (7/3)

Library Board Absent: Nicole Benjamin (9/3 – City)

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

- 25-104 I. Call to Order**
 President Bohannon called the meeting to order at 6:04 p.m.
- 25-105 II. Public Comment Policy & Procedures**
- 25-106 III. Approval of Minutes: July 10, 2025 Library Board of Trustees Meeting**
 Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to approve the minutes for the July 10, 2025 Library Board of Trustees Meeting.
 Motion carried 4-0.
- 25-107 IV. Staff Presentation: Final FY 2025 – 2026 Budget Changes – Steve Powell**
 Director Powell briefed the Board regarding changes to the final FY 2025 – 2026 Budget. He stated that the final budget will increase by \$554,400 and the total of ad valorem revenues will be \$78,8000,000.
- 25-108 V. Financial Statements and Summaries: July 2025 – Kris Shoemaker**
 CFO Shoemaker reported to the Board that \$69,452,437, or 94.6% of the budget of ad valorem taxes have been received thus far. This is in line with year-to-date expectations. The library budgeted \$73,425,000 for Ad Valorem Taxes in FY 2024 – 2025, based on property tax values, a millage rate of 0.3748, and a 5% statutory deduction.
- 25-109 VI. Dashboard: July 2025 – Sara Gonzalez**
 Chief of Lifelong Learning Gonzalez reported that the door count was flat (less than 1% or about 1,000 customers), card registrations were down 6%, but checkouts were up 1%. Digital usage continues to grow with a 17% increase in usage compared to July 2024. 349,592 items were checked out which, is an average of 11,653 items per day.

Attendance for events and classes has decreased by 12%. A key factor affecting the summer statistics this year is the change to the Orange County Public Schools' Summer BreakSpot program. Due to budget cuts at OCPS, the program's duration was reduced from one hour to 30 minutes at participating branches.

Offsite Contacts were highlighted this month. This includes Website Visits, which are down 4% from last year, as well as Questline Interactions, which are down 6% from last year. This is attributed to the increase received last year during

early voting, which drives both traffic to the site, and phone calls to Questline. Website Visits have also decreased as more and more customers are using the library app.

July marked the second month the library app was available. Throughout the month, there was an average 169 downloads per day. To date, 18,737 people have installed the app, 15,650 from Apple and 3,087 from Android.

CLL Gonzalez also shared a sweet moment witnessed by OPL Library Information Associate Chris Druhan: "Today while working in the Youth Services department, a young boy, around 9 years old, came up to receive his goodie bag for participating in the summer reading program. As he looked inside, he became emotional upon finding a box of crayons, sharing that it was something he needed for school. His father smiled and said, "I told you it would be worth it to read this summer!" The young boy then came over and gave me a big hug – grateful and excited for what he had received."

25-110

Strategic Plan: July 2025 – Sara Gonzalez

CLL Gonzalez shared a highlight that the library accomplished this month for the strategic plan which supported the goal of "Be Connected."

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. In support of this celebration, the Friends of the Library generously voted to fund the purchase of books that were given to each child who attended, ensuring they left with not only wonderful memories, but also a book of their own to keep.

25-111

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.

25-112

Board Meeting Schedule FY 2025 – 2026

The Board approved the FY 2025 – 2026 Board Meeting Schedule.

25-113

Annual Plan of Service for FY 2025 – 2026: Lynette Schimpf

The Board approved the FY 2025 – 2026 Annual Plan of Service.

25-114

Branch Janitorial Services Contract: Kris Shoemaker

The Board authorized 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.

25-115

Data Center Server Upgrade: Thomas Beaver

The Board authorized staff to execute a contract with CDW-G for \$348,939, and approved the project budget of \$373,365, which includes a \$24,426 contingency.

25-116

Goldenrod Commerce Lease Agreement: Danielle King

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

- 25-117 Horizon West Branch Furniture Purchase: Danielle King**
The Board authorized staff to execute a contract with Commercial Design Services for \$398,590, and approved the project budget of \$426,500, which includes a \$27,910 contingency.
- 25-118 South Trail Branch Carpet Replacement Project: Leasha Tavernier**
The Board authorized 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, and they approved the project of \$115,100.00, which includes a \$7,580.00 contingency.
- 25-119 Orange County Library District Fiscal Year 2025 – 2026 Millage and Budget Approval: Steve Powell**
The Board approved the FY 2025 – 2026 Operating, Capital Projects, Sinking and Permanent Fund budgets for the Library District, and they voted to recommend to the Governing Board that the Library District's millage rate be maintained at .3748 for FY 2025 – 2026.
- 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**
Trustee Smoley reported that she and Director Powell met to review the quarterly progress of his goals, and she reported that he continues to exceed expectations. President Bohannon invited the Board to attend Director Powell's annual evaluation, which is scheduled for September 29.
- 25-124 Director's Report**
The 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, and foot traffic was strong, with 1,742 people attending. Retail Operations Specialist & Volunteer Coordinator, Brett Van Wagner uses strategic scheduling, and this sale coincided with the End of Summer Celebration at the Orlando Public Library.
- To measure the progress under the Be Welcoming and Be Connected pillars of the Strategic Plan, the Library 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 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, the 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.

Director Powell shared a highlight [video](#) celebrating the Library's 20-year partnership with Leu Gardens.

25-125

Public Comment: Non-Agenda Items

XI. Adjournment

Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:35 p.m.

Next Meeting Dates:

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

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**Orange County Library System
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September 11, 2025**

Staff Presentation

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September 11, 2025**

**Financial Statements
& Summaries**

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

Project Summaries:

Horizon West Branch Library: Project-to-date costs are \$12,515,114 or 45.9% of the \$27,275,000 approved project budget.

Lake Nona Branch Library: Project-to-date costs are \$1,628,957 or 6.3% of the \$25,965,000 approved project budget. Note: The City of Orlando is paying the construction portion of the cost (approximately \$20,183,864) up front and the Library will reimburse actual costs to the City within one year after receiving the Certificate of Occupancy.

OPL Roof Replacement: Project-to-date costs are \$2,214,914 or 48.7% 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 \$18,263 or 13.5% 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 \$73,861,449, or 100.6% 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 August, we received \$202,490 or 202.5% of budgeted revenue.

Meeting Rooms:

The Library budgeted \$30,000 for meeting room revenues for FY 2024-25. Through August, we received \$49,058 or 163.5% of budgeted revenues.

Faxes:

The Library budgeted \$15,000 for fax revenues and has received \$22,028 or 146.9.0% year-to-date.

Copy and Prints:

The Library budgeted \$180,000 for these services in FY 2024-25. We received \$217,350 or 120.7% of budget through August.

Passport Facility & Photo Fees:

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2024-25. Through August, we received \$17,714 or 147.6% of budgeted revenues.

Other:

Through August we have received \$36,085 or 515.5% of the budget. This includes \$35,806 in proceeds from the John Green signature author event. The John Green event proceeds will be placed in reserves to fund future events.

Fees and Lost Materials:

Revenues from Fees and Lost Materials through August are \$69,936 or 145.7% of budget.

Investment Earnings:

As of the time of these reports, we have not received our August 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 August we have received \$172,221 or 344.4% of the budget. This includes \$99,721 towards their annual stipend plus \$72,500 to cover the cost of hosting the John Green Author event.

Contributions-Other:

Through August we have received \$414,874 or 829.7% 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 August we have received \$78,720 or 100.0% of the budget.

Miscellaneous:

Through August we have received \$59,263 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 \$1,375,000 or 72.4% 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 \$10,584 or 17.6% of budget.

Delivery & Postage:

The Delivery and Postage Expenditures are at 78.6% of the budget, which is in line with the FY allocation.

Insurance:

The Insurance Expenditures are at 71.4% of budget, which is in line with for the FY allocation.

Property Appraiser Fees:

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

Supplies – Hardware/Software:

The expenditures in this category are at 6.8% of budget. This account is for any electronic-related purchase with a unit cost of less than \$1,000.

Supplies – Programming:

The expenditures in this category are at \$344,350. 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 60.9% 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 \$4,070,043 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

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	8,890,402	\$ 9,302,952	(\$8,997,048)
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	-	-	-	752,638	\$ 752,638	(\$497,362)
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	\$9,894,847	\$12,515,114	(\$14,759,886)

Lake Nona Project Budget
Expenditures As of 8-31-2025

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	-	-	-	444,676	444,676	(\$805,324)
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	\$444,676	\$884,676	(\$4,896,460)
Total Project Costs		\$25,965,000	\$0	\$25,965,000	\$440,000	\$255,247	\$489,034	\$444,676	\$1,628,957	(\$24,336,043)

Orlando Public Library Roof Replacement Project Budget

Expenditures As of 08-31-2025

	Original Budget	Change Order	Revised Budget	FY 25 Actual	Variance
Project Code 22-007					
Bowhead	\$2,801,925	\$ -	\$2,801,925	\$1,534,859	(\$1,267,066)
Owner Direct Materials	1,450,000	-	1,450,000	680,055	(\$769,945)
Contingency	297,675	-	297,675	-	(297,675)
Project Costs	\$4,549,600	\$ -	\$4,549,600	\$2,214,914	(\$2,334,686)

Orlando Public Library Exterior Lighting Project Budget

Expenditures As of 8-31-2025

	Original Budget	Change Order	Revised Budget	FY 24 Actual	FY 25 Actual	Project Total	Variance
Project Code 22-005							
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)

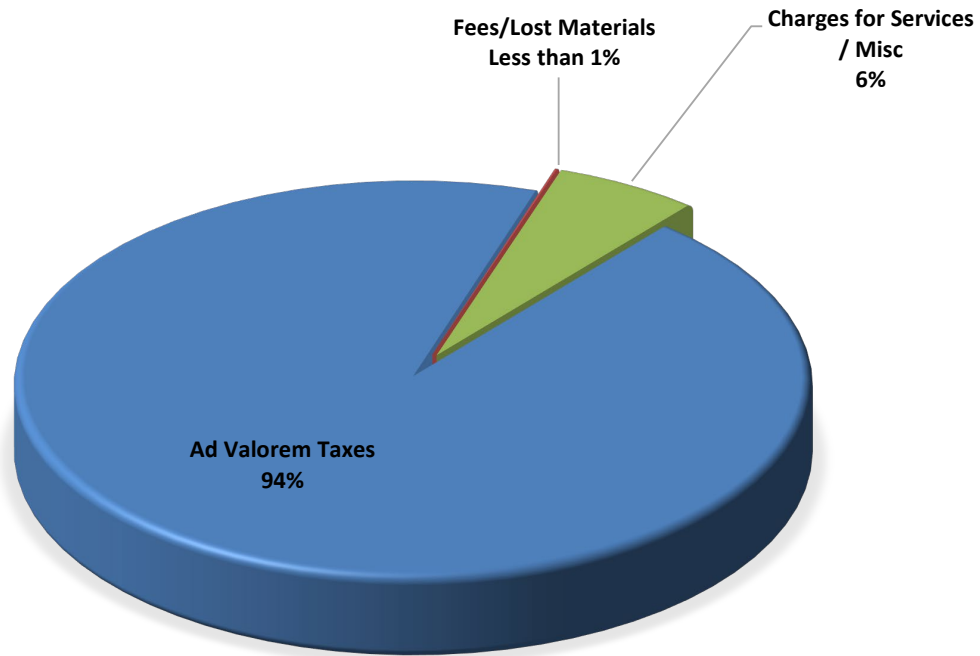
Southwest Lighting Replacement Project Budget

Expenditures As of 8-31-2025

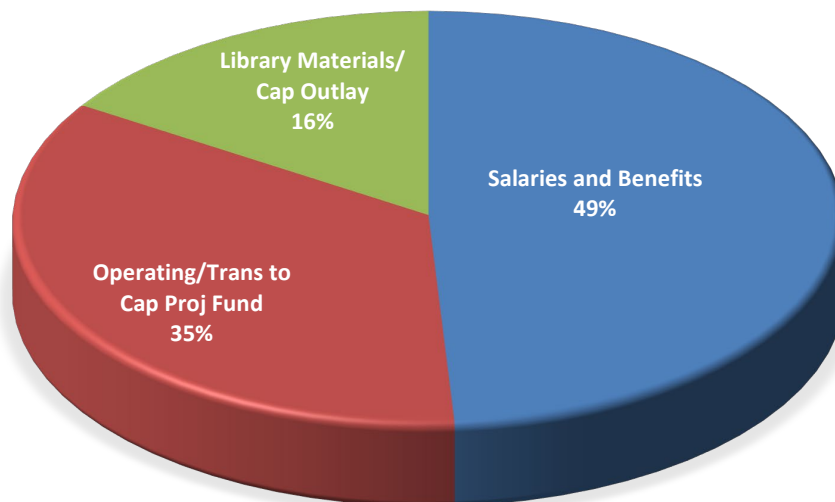
	Original Budget	Change Order	Revised Budget	FY 2025 Actual	Variance
<u>Project Code 24-010</u>					
Ruby Builders	\$104,400	\$0	\$104,400	\$0	(\$104,400)
Engineering	11,500	0	11,500	8,825	(2,675)
Owner Supplied Materials	10,500	0	10,500	9,438	(1,062)
Contingency	8,850	0	8,850	0	(8,850)
Project Costs	\$135,250	\$0	\$135,250	\$18,263	(\$116,987)

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Eleven Months Ended August 31, 2025

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Eleven Months Ended August 31, 2025**

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
AD VALOREM TAXES	73,425,000	73,861,449	100.6%
INTERGOVERNMENTAL			
Federal & State Grants	795,000	629,379	79.2%
CHARGES FOR SERVICES			
Fee Cards	100,000	202,490	202.5%
PC Express (\$1 for 1 hour)	700	2,692	384.6%
Classes	-	210	-
Meeting Rooms	30,000	49,058	163.5%
Faxes	15,000	22,028	146.9%
Ear Buds & Jump Drives	2,500	2,966	118.6%
Bag Sales	3,000	2,668	88.9%
Copy & Prints	180,000	217,350	120.7%
Passport Facility & Photo Fees	12,000	17,714	147.6%
Other	7,000	36,085	515.5%
	<u>350,200</u>	<u>553,261</u>	<u>158.0%</u>
FEES & LOST MATERIALS	48,000	69,936	145.7%
MISCELLANEOUS			
Investment Earnings	1,166,500	2,638,034	226.1%
Sales of Surplus Property	5,000	4,935	98.7%
Contributions - Friends of Library	50,000	172,221	344.4%
Contributions - Others	50,000	414,874	829.7%
Internet Rebate	78,720	78,720	100.0%
Grants & Awards	15,000	6,412	42.7%
Miscellaneous	35,000	59,263	169.3%
	<u>1,400,220</u>	<u>3,374,459</u>	<u>241.0%</u>
TRANSFER FR PROP APPRAISER	50,000	119,237	238.5%
TRANSFER FR TAX COLLECTOR	582,000	0	0.0%
TOTAL REVENUES	<u><u>76,650,420</u></u>	<u><u>78,607,721</u></u>	<u><u>102.6%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Eleven Months Ended August 31, 2025

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
SALARIES & BENEFITS			
Salaries	28,475,000	23,430,706	82.3%
Medicare Taxes	425,000	333,039	78.4%
Defined Contribution Pension Plan	2,150,000	1,757,303	81.7%
Defined Benefit Pension Plan	1,900,000	1,375,000	72.4%
Money Purchase Pension Plan	1,850,000	1,523,455	82.3%
Life and Health Insurance (Employees)	4,875,000	3,844,919	78.9%
Worker's Compensation	150,000	164,015	109.3%
Unemployment Compensation	60,000	10,584	17.6%
Retiree Health Care (OPEB)	650,000	324,904	50.0%
Parking & Bus Passes	300,000	243,931	81.3%
	<u>40,835,000</u>	<u>33,007,856</u>	<u>80.8%</u>
OPERATING			
Professional Services	550,000	239,635	43.6%
Other Contractual Services	3,000,000	2,007,823	66.9%
Other Contract. Serv.- Janitorial	520,000	403,503	77.6%
Training and Travel	250,000	113,250	45.3%
Telecommunication	650,000	249,162	38.3%
Delivery and Postage	1,600,000	1,258,305	78.6%
Utilities	1,150,000	791,723	68.8%
Rentals and Leases	1,660,000	1,243,971	74.9%
Insurance	925,000	660,150	71.4%
Repairs and Maintenance/Leasehold Improvements	1,925,000	1,951,111	101.4%
IT Subscriptions/Maintenance Contracts	1,855,000	1,915,720	103.3%
Copying/Printing	400,000	280,333	70.1%
Promotional Activities	500,000	471,062	94.2%
Property Appraiser's Fee	741,000	727,380	98.2%
Tax Collector's Fee	1,500,000	1,477,336	98.5%
Supplies	1,400,000	508,636	36.3%
Supplies-Hardware/Software	850,000	57,711	6.8%
Supplies-Programming	-	344,350	-
Memberships	20,000	14,140	70.7%
	<u>19,496,000</u>	<u>14,715,301</u>	<u>75.5%</u>
CAPITAL OUTLAY			
Building and Improvements	9,000,000	4,070,043	45.2%
Equipment and Furniture	1,000,000	319,715	32.0%
Hardware/Software	1,875,000	454,400	24.2%
	<u>11,875,000</u>	<u>4,844,158</u>	<u>40.8%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	15,000	47,573	317.2%
Materials - Other	6,356,400	5,469,155	86.0%
	<u>6,371,400</u>	<u>5,516,728</u>	<u>86.6%</u>
TRANSFER TO CAPITAL PROJECTS FUND	5,000,000	7,916,666	158.3%
TRANSFER TO SINKING/EARR FUND	500,000	791,666	158.3%
TOTAL EXPENDITURES	<u><u>84,077,400</u></u>	<u><u>66,792,375</u></u>	<u><u>79.4%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Eleven Months Ended August 31, 2025

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
REVENUES			
Investment Earnings	125,000	1,956,064	1564.9%
Transfer from Operating Fund	5,000,000	7,916,666	158.3%
Reserves	43,600,000	-	0.0%
TOTAL REVENUES	48,725,000	9,872,730	20.3%
EXPENDITURES			
New Horizon West Branch	24,725,000	9,138,166	37.0%
New Branch FFE	1,000,000	-	0.0%
New Branch Materials	1,000,000	1,197,314	119.7%
New Lake Nona Branch	1,500,000	-	0.0%
Reserves	20,500,000	(462,750)	-2.3%
TOTAL EXPENDITURES	48,725,000	9,872,730	20.3%

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Eleven Months Ended August 31, 2025

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
REVENUES			
Investment Earnings	50,000	258,652	517.3%
Transfer from Operating Fund	500,000	791,666	158.3%
Reserves	5,357,000	-	0.0%
TOTAL REVENUES	5,907,000	1,050,318	17.8%
EXPENDITURES			
Reserves-Building and Improvements	4,157,000	739,152	17.8%
Reserves-Horizon West Contract	1,000,000	177,809	17.8%
Reserves-Horizon West Demo	250,000	44,452	17.8%
Reserves-Technology	500,000	88,905	17.8%
TOTAL EXPENDITURES	5,907,000	1,050,318	17.8%

ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Eleven Months Ended August 31, 2025

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
REVENUES			
Investment Earnings	25,000	38,152	152.6%
Investment Fair Value	-	85,100	-
Reserves	1,096,000	-	0.0%
TOTAL REVENUES	1,121,000	123,252	11.0%
EXPENDITURES			
Equipment	75,000	34,805	46.4%
Reserves	1,046,000	88,447	8.5%
TOTAL EXPENDITURES	1,121,000	123,252	11.0%

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

ASSETS

Cash on Hand	15,763
Equity in Pooled Cash	748,934
Equity in Pooled Investments	56,282,144
Accounts Receivable	2,636
Inventory	151,527
Prepays	333,156
Other Assets - Deposits	<u>2,941</u>

TOTAL ASSETS	<u><u>57,537,101</u></u>
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ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
August 31, 2025

LIABILITIES

Accounts Payable	45,865
Retainage Payable	109,269
Accrued Wages Payable	557,405
Accrued Sales Tax	447
Accrued Fax Tax	59
Accrued N. Carolina St. Income Tax	660
Employee Payroll Deductions:	
Dental Insurance	3,272
Optional Life	(733)
Vision Plan	(11)
Weight Watchers	516
Short Term Disability	91
Accident/Critical/Hospital	4,023
Miscellaneous	1,811
Staff Association	3,276
Due To Friends of the Library	2,451
TOTAL LIABILITIES	728,401

FUND BALANCE

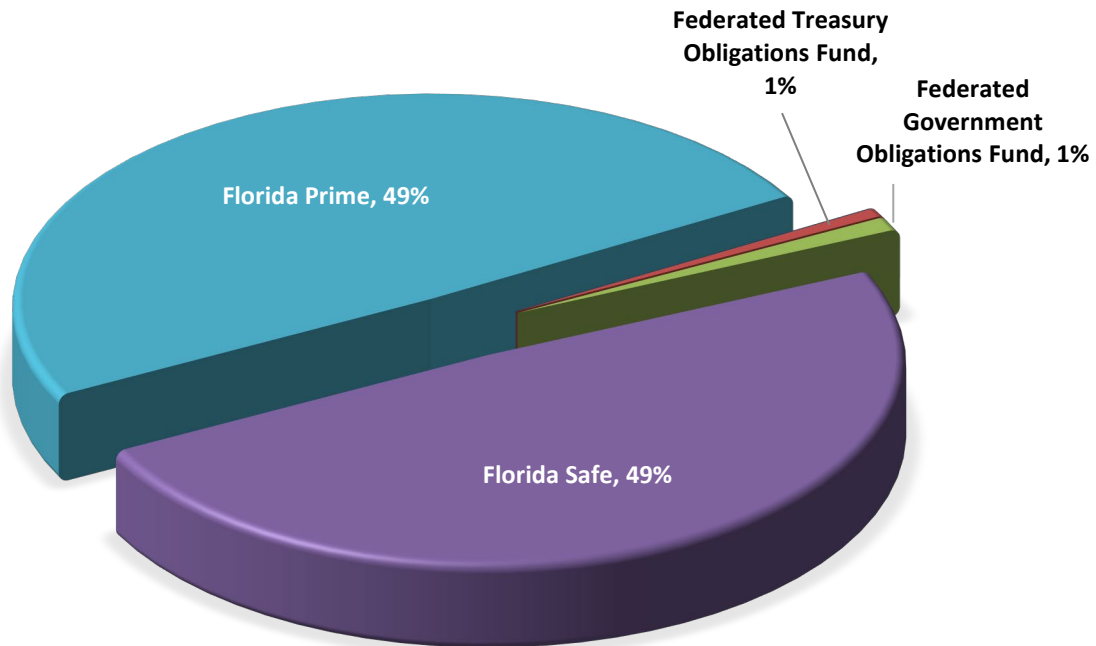
Nonspendable:	
Inventory	151,527
Prepaid Items and Deposits	336,097
Annetta O'B Walker Trust Fund	4,000
A.P. Phillips Memorial Fund	100,000
Willis H. Warner Memorial Fund	33,712
Perce C. and Mary M. Gullett Memorial Fund	19,805
Committed:	
Vivian Esch Estate Fund	44,198
Edmund L. Murray Estate Fund	724,689
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	39,462,375
Current Year Revenue over Expenditures	11,815,346
TOTAL FUND BALANCE	56,808,700
TOTAL LIABILITIES & FUND BALANCE	57,537,101

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
August 31, 2025

	BALANCE 07/31/25	RECEIPTS	DISBURSE	BALANCE 08/31/25
OPERATING				
Equity in Pooled Cash	2,987,962	4,445,684	6,684,712	748,934
Equity in Pooled Investments	56,268,835	221,642	208,333	56,282,144
	59,256,797	4,667,326	6,893,045	57,031,078
CAPITAL PROJECTS				
Equity in Pooled Investments	49,235,022	183,796	-	49,418,818
SINKING				
Equity in Pooled Investments	7,353,687	235,396	-	7,589,083
SELF FUNDED HEALTH				
Equity in Pooled Cash	1,404,330	426,131	486,028	1,344,433
Claims Payment Checking Account	73,000	454,943	454,943	73,000
Equity in Pooled Investments	4,961,776	18,523	-	4,980,299
	6,439,106	899,597	940,971	6,397,732

ORANGE COUNTY LIBRARY DISTRICT
GENERAL POOLED INVESTMENTS
August 31, 2025

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	780,860
Federated Government Obligations Fund	1,255,252
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	57,958,843
Florida Safe-HW Demo Fund	274,716
Florida Prime (SBA)	<u>58,000,673</u>
TOTAL	<u><u>118,270,344</u></u>

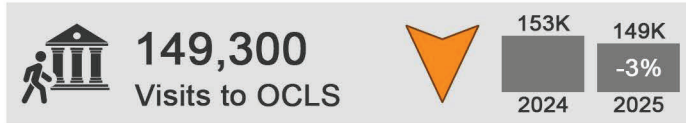


**Orange County Library System
Board of Trustees Meeting
September 11, 2025**

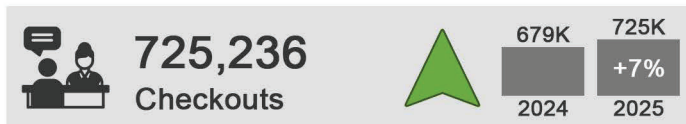
Dashboard

Monthly Report: August 2025

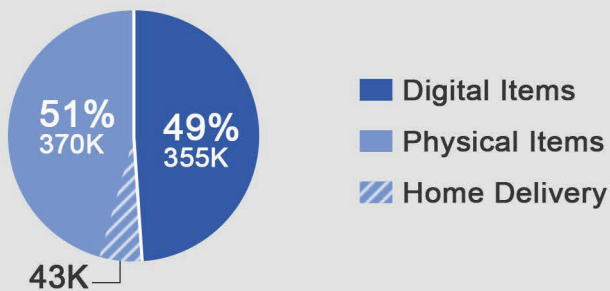
People



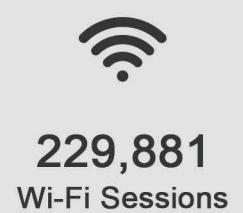
Collection



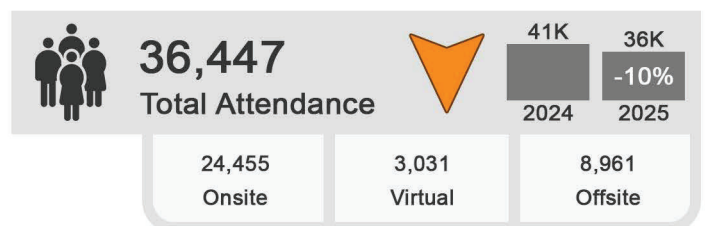
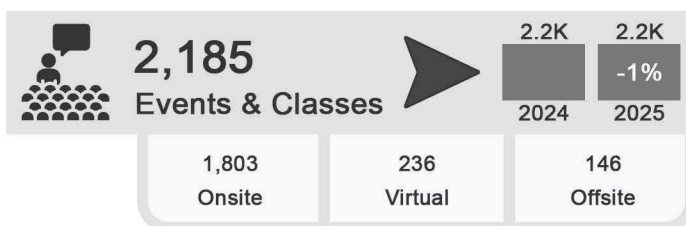
Checkouts by Collection Type



Spotlight: Internet Access



Events & Classes



Customer Feedback

Jamie H., a South Creek Branch customer, shared that OCLS is the best. He and his children use the library often, enjoying digital titles on Libby and Hoopla — especially The Spiderwick Chronicles. He also loves the new OCLS app. The library has everything he needs.

- Jamie H., South Creek Customer (Shared by OCLS Staff)

**Orange County Library System
Board of Trustees Meeting
September 11, 2025**

Strategic Plan Update

ORANGE COUNTY LIBRARY SYSTEM

Strategic Plan Update for August 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.
 - In August, Book Club Facilitators met to review areas of support and provide feedback, including input on title selections for library-use book bundles. The first bundles for Staff-Led Book Clubs have now been selected and ordered, allowing staff to offer customers new 2025 releases in their groups.
 - Youth Services staff updated a training presentation with a voiceover recording outlining best practices and a framework for homeschool programs; this resource will be posted in the youth program repository for staff access.
 - Adult Services offered live virtual Career Academy programs on résumé writing and interview skills.
 - The first boxes for the two Orange Crate for Seniors series were delivered, each including promotional materials from the Events and Programs Department to highlight upcoming senior citizen events. The cozy mysteries box also featured a library mystery activity for participants.
 - MPR collaborated with other departments by providing building tours. In August, two OPL Customer Service employees received tours training and shadowed live tours. MPR and Development also hosted the Synchrony Foundation for a behind-the-scenes visit to OPL.
 - Melrose Center photography instructors offered “Back to School Photos” at Alafaya and South Creek, where children received free digital portraits to share with family and friends.
- Partner with more organizations willing to host offsite library events and resources.
 - The Community Engagement leadership team has drafted and submitted for approval a formal process for evaluating potential partnerships, as well as an annual review framework for assessing existing partnerships.
 - CED leadership visited Certus at Waterford Lakes, a memory care facility, to meet with their team. The storytellers will start offering services at the site in October. Additionally, the staff has linked the Certus group with the Training and Development team to explore potential staff training opportunities.

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

- Evaluate the customer experience in public spaces.

- The West Oaks Branch streamlined browsing and genealogy collection navigation by adding clear, descriptive labels to help users find resources faster.
 - The Hiawasse Branch added sensory stepping-colored tiles to the children's area. Almost immediately, children began changing around the tiles to produce a variety of patterns.
 - MPR installed additional 11x17" poster holders on the OPL 2nd floor display cube to provide additional dedicated space to display program posters. MPR is creating drafts for poster templates to allow for easy-to-read promotion of program series on one poster.
 - The Melrose Audio team worked with MPR to provide quick start guides for the popular sound booths in Spanish, Haitian-Creole and Portuguese.
 - Across the system, locations have hosted a variety of programs and activities that provided sensory experiences for library customers. The South Trail and Southeast Branches hosted multiple "Caregiver Connect: Stay and Play" events where caregivers and their little ones engaged with sensory toys and with one another. During August the Windermere Branch offered "Toddler Sensory Playtime" for children ages 18-36 months. The Winter Garden Branch incorporated sensory activities such as bubble playtime and musical instruments into their end of summer celebration.
- 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.
 - CED Social Workers have created resource packets and procedures that OCLS staff can use to provide relevant and timely information about SNAP and reemployment assistance available to customers. These packets are accessible to location managers.
 - UCF- CARD (Center for Autism and Related Disabilities) visited OCLS to provide training to staff working with youth. Additional resources in English and Spanish were shared for attendees to provide to customers.
 - Youth Services staff has completed the "Resources for Families Impacted by Incarceration" LibGuide and it has been made available for customer access on the website. <https://guides.ocls.org/familiesofincarceration>
- 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.
 - **Community Engagement Department staff reconnected with Orange Technical College to resume visits to ESOL classes, presenting on library services and providing opportunities for attendees to sign up for a library card. The department also hosted a Cuisine Corner event at Valencia West, offering students an engaging break from their day.**
 - **Structural changes were implemented in the School Partnership Program, with liaisons assigned to schools within proximity of their work location. Youth Services and Community Engagement staff added academic resource flyers in Spanish and Haitian Creole to the program hub for use by all liaisons.**
 - **Following the realignment of schools into geographic areas, three Alafaya staff members attended back-to-school events at Riverdale Elementary, Bonnevill Elementary, and Lawton Chiles Elementary, providing library information to more than 400 students and caregivers.**
 - **Community Engagement and Youth Services staff developed and shared a back-to-school resource memo and flyers with Head Start communities to promote youth literacy and connect families of early learners with the library. Recipients were also notified about Library Card Sign-Up Month in September.**
 - **The Melrose Center developed field trip experiences for high school students, highlighting resources in Performing Arts, Game Development, and the Makerspace.**
- Support partnerships with health and wellness organizations.
 - **CED staff brought four library events to AdventHealth and Nemours Children's Hospital, reaching 154 people. The team also attended three community events hosted by local health and wellness partners, promoting the library to 94 attendees.**
 - **MPR promoted three yoga classes with Go With the Flow Yoga, one healthy cooking segment with Chef Mira, one Qigong class, and one Adult ADHD class with AdventHealth on Facebook. MPR also promoted the Examine+ Database on both Instagram and Facebook.**
- Leverage partnerships to enhance services.

Activity: Explore ways to foster higher engagement rates.

- Focus on connecting with different segments of the community.
 - During the month of August, the Community Engagement Department visited 43 senior facilities and community spaces, reaching more than 622 individuals with library activities and creative workshops. They also connected with three new assisted living and memory care facilities to schedule regular storyteller visits for residents.
 - Community Engagement also hosted three events for teens this month. Outreach social workers established connections with Pathlight Home, which provides services to the unhoused, and AMI Kids, which focuses on providing services to young people aged 16 to 24.
 - Additional efforts to connect with teens and seniors included the Community Engagement Department's attendance at a Back to School Event at the OCPs Global Family Welcome Center, several homeschool-centric programs hosted by the Alafaya Branch, and Melrose Center's work with local nonprofit organization Children Enriched with Opportunities to offer game-design classes to the nonprofit's Summer Break Career Campers.
 - The Marketing and Public Relations Department collaborated with several community partners this month to market initiatives:
 - The department worked with the Dr. Phillips Center for the Performing Arts to promote DogMan the Musical via social media. Tickets for this event will be available through the library's Local Wanderer program.
 - Marketing supported Orlando Family Stage in its 100-year giveaway, distributing 300 rubber ducks to all 15 locations as part of a county-wide scavenger hunt that gave customers a chance to win free tickets to a performance.
 - Marketing worked with Leu Gardens to shoot video to highlight the library's new affinity card, which features Florida pollinators. The card will be available to cardholders in September.
 - MPR is currently working on several paid advertising partnerships with Central Florida Public Media and WUCF Jazz radio. The department is also implementing a September-December campaign at UCF Student Union focused on Get Your Card ads and free digital resources ads; MPR is discussing student advertising with the UCF Athletics department.
- Create challenges, contests, and initiatives for customers who use library services.
 - Many branches leveraged scavenger hunts as interactive tools to promote discovery and encourage exploration of library resources. Southwest recorded 194 participants in its monthly youth scavenger hunt, while South Trail, North Orange, Southeast, and Hiawassee each hosted themed hunts tied to literacy, seasonal celebrations, or bilingual engagement.
 - Other creative initiatives included Winter Garden's "Guess the Page Count" challenge and Windermere's interactive book-to-film display. Windermere also celebrated the start of the school year with an "I Spy" bulletin board and themed display, contributing to the circulation of over 80 back-to-school titles in less than two weeks.
 - In addition to branch-led initiatives, the Marketing and Public Relations team introduced a new Florida Pollinators affinity card, complete with a commercial,

social campaign, stickers, and bookmarks. The card was created to boost library card signups while celebrating Florida's unique environment.

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

- Seek partnerships with organizations willing to collaborate on marketing initiatives.
 - **The Marketing and Public Relations Department collaborated with several community partners this month to market initiatives:**
 - **MPR worked with the Dr. Phillips Center for the Performing Arts to promote DogMan the Musical via social media. Tickets for this event will be available through the library's Local Wanderer program.**
 - **Marketing also supported Orlando Family Stage in its 100-year giveaway, distributing 300 rubber ducks to all 15 locations as part of a county-wide scavenger hunt that gave customers a chance to win free tickets to a performance.**
 - **Marketing also worked with Leu Gardens to shoot video to highlight the library's new affinity card, which features Florida pollinators. The card will be available to cardholders in September, which is National Library Card Sign Up Month.**
 - **MPR is working on several paid advertising partnerships with Central Florida Public Media and WUCF Jazz radio. The department is also implementing a September-December campaign at UCF Student Union focused on Get Your Card ads and free digital resources ads; MPR is discussing student advertising with the UCF Athletics department. Advertising discussions with other outlets, including the Apopka Voice, Orlando Sentinel, Clear Channel and Cox Media continue.**
 - **During August, some success with a new digital advertising outlet from Clear Channel is already proving to get results – in just a few weeks' time, our analytics indicated that more than 650 clickthroughs to the website can be attributed to the Clear Channel campaign.**
 - **MPR collaborated with Jeremiah's Italian Ice to distribute more than 1,500 Jeremiah's bookmarks at OCLS locations during September. The bookmarks include a coupon for a free small item at Jeremiah's treat (no purchase necessary), and the bookmarks promote reading with language that reads: "A book is a cool pond of knowledge waiting for you to leap in."**
- Expand multicultural marketing, communications and offerings.
 - **Marketing and Public Relations continued developing targeted ads for Clear Channel in Spanish, and is also continuing to develop a mailing list for bi-lingual branch-specific mailers to non-cardholder new residents in Orange County.**
 - **MPR is writing a new Spanish-language commercial for CMG Radio HITS for September.**
- Conduct research to determine why people are not using OCLS and use data collected to create responsive campaigns.

BE FORWARD-THINKING

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

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

- Conduct consumer insight research to evaluate existing and new opportunities for services and resources.
- Evaluate and improve current data collection.

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

- Utilize qualitative and quantitative data to ensure resources are meeting the needs of individual communities.
 - **MPR met with Data & User Services to refine plan for new resident mailer.**
 - **Select items identified as grubby by collectionHQ at Alafaya were replaced by copies identified as low circulating at Washington Park. Transfer reporting and procedures have been established. A process is in place to evaluate the initial effectiveness of the project next month.**
- Utilize data to evaluate the success of programming and classes.
 - **Senior programming and class statistics were reviewed and discussed during the monthly Adult Services meeting to identify trends and opportunities.**
 - **The Winter Garden Branch increased the offerings of sewing and project-based fiber arts classes in response to customer feedback.**
 - **Youth Services staff completed a comprehensive training track to support the evaluation rubrics, which are now live and available for staff to use. At the August managers' meeting, Youth Services staff presented the rubrics, explained how they were developed, demonstrated how to use them, and shared supporting materials. Youth programming staff from across the system contributed to creating the trainings, which are designed to help staff better understand each of the age groups the programs serve.**
- Develop core programming focused on different segments of the community.
 - **OCLS continues to expand programming that meets the needs of specific community segments, including preschoolers, teens, seniors, homeschoolers, and new Americans.**
 - **Fairview Shores introduced Barks and Books, a preschool series for ages 3–5, while Chickasaw launched new Homeschool Spanish and Technology classes in**

response to customer demand. Teen programming remained strong across multiple branches, with events like Teen Art Adventures, Dungeons & Dragons, and book clubs offered at South Creek, North Orange, Southeast, Windermere, and Winter Garden.

- Senior-focused programs were held systemwide, including Chair Yoga, Coffee and Dominoes, Fiber Arts, and new technology classes like Painting with Microsoft Paint. Adult Services launched a Senior Technology Track and partnered with Youth Services to implement standardized chess programs for all ages.
- Citizenship Inspired classes were offered at six locations, helping prepare customers for the naturalization process and supporting civic engagement.

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

- Evaluate the digital customer experience.
 - Demonstrations to showcase Unified Discovery Layer products were completed by four vendors and have been evaluated and scored by the RFP selection team.
 - The mobile app continues to grow in usage with an additional 5,609 downloads during August. Customers also used the app to place 17,503 holds on items, renew 5,210 items and check out 608 items.
- Evaluate and update customer satisfaction measurement tools.
- Evaluate the obstacles that customers face when accessing the library.
- Review and update Board approved library policies.

BE EMPOWERED

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

Activity: Clarify paths for upward mobility.

- Create career pathways for staff development.
- Increase opportunities for more cross-departmental/branch experiences.
 - To support collaboration and professional growth, staff participated in cross-departmental and branch experiences throughout the system.
 - Adult Services visited Southeast and Hiawassee to learn more about local adult programming. South Creek and Southeast hosted visiting staff through the Employee Exchange Experience, offering opportunities to observe programs and share ideas.
 - Community Engagement led a live training on the new Tabling Guidelines Manual, focusing on outreach and school partnerships. Marketing and Public Relations hosted leaders from OPL Circulation and Customer Service to strengthen internal connections and explore future collaboration.
 - MPR's Digital Marketing Coordinator visited the Windermere Branch to meet with staff and film branch-specific activities for social media.

Activity: Strengthen internal communication.

- Centralize internal systems including HR, IT and Finance platforms.
 - This month's HRIS Project highlights centered on payroll and benefits data conversion and training for our dual punching period. We partnered with Surety Systems to begin the conversion of payroll and benefits data from our current payroll platform to UKG Ready.
 - The Training and Development Manager provided a training session for managers and materials for staff in preparation for the upcoming dual punching period, which begins on 09/07/25. During this phase, staff at select locations will begin clocking in/out, approving timesheets, and entering time-off requests in both UKG Ready and Executime until we're live in UKG Ready. By the 09/21/2025 pay period, all staff will be participating in the dual punching process.
- Redesign the Orange Peel for enhanced usability.

Activity: Prioritize employee engagement and well-being.

- Explore staff recognition and awards program.

- **After the conclusion of Summer at Your Library 2025, the Events and Programs Department Head recognized the individual achievements of the team members who contributed to this year's initiative during a weekly department meeting.**
- **From the various customer surveys, the Windermere Branch recognized staff with positive feedback from various customer surveys on their staff bulletin board.**
- **Evaluate ways to provide team-building sessions.**
 - **The Southwest branch participated in a monthly bucket list team builder, sharing things they have accomplished and what they're looking forward to doing. This sparked many great conversations amongst team members. The activity was shared with several other branches/departments and was well received.**
 - **Chickasaw staff participated in a Codenames team-building activity designed to strengthen on-the-spot thinking, trust, and collaboration. Using one-word clues to guide teammates, the activity encouraged clear, concise, and strategic communication. It also helped staff practice tailoring their language to their audience to enhance customer service interactions.**
 - **The South Creek Branch hosted a mental wellness week for staff. The meeting room was use to create a space separate from work, and staff were given board games and other activities to participate in team building.**
 - **The North Orange team participated in a team builder focused on enhancing bonds through several small activities to learn fun facts, share praise for each other, and improve communication.**
 - **Winter Garden staff created a custom magnet with their names, which they use to vote in weekly polls. Winter Garden Managers have noted lively discussion between staff about the poll topics.**
 - **The Acquisition Services team completed a team building exercise that contained a list of events you would do, would never do, and have done. Results were shared among staff.**
 - **This month Eatonville manager worked with the leads at her location to plan upcoming team-building sessions.**
 - **To foster team engagement with creativity, the Hiawasse team participated in coloring a 65" x 46" coloring sheet. They took sections of it, claimed as their own to then color and watch the results unfold once it was completed.**
- **Explore ways to offer professional development opportunities.**
- **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
September 11, 2025**

**Action Items:
Consent Agenda
None**

**Orange County Library System
Board of Trustees Meeting
September 11, 2025**

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

**Orange County Library System
Board of Trustees Meeting
September 11, 2025**

**Discussion & Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
September 11, 2025**

Information

**Orange County Library System
Board of Trustees Meeting
September 11, 2025**

Director's Report

Director's Report: September 2025

OCLS Mobile App Success: Downloads of the OCLS app remain strong, with more than **21,500 users** downloading it via Apple and Android app stores by the end of August.

Major Milestone Achieved: In August, we officially **crossed 100,000 unique authenticated users in a single month** for the first time. This represents significant growth:

- Current FY 2024-2025 average: **93,700+ unique users per month**
- Previous record (FY 2011-2012): 86,000 average unique users per month
- This metric tracks users who authenticate their library card at least once per month and has been steadily rising over the past four years

Connecting with Legislators

Monitoring Legislative Activity: We are closely monitoring developments in Tallahassee regarding property taxes, as **most of our operating revenue comes from ad valorem property taxes**. Any reductions will directly impact our budget.

Proactive Advocacy Efforts: Chief Marketing and Public Relations Officer Erin Sullivan and I have been actively meeting with Orange County delegation members to ensure they understand our community value. Despite increased property values generating more tax revenue, we continue expanding the system and improving facilities **without raising our millage rate**.

Completed Meetings:

- **August 11:** Sen. Kristen Arrington at Orlando Public Library
- **August 28:** Rep. Rita Harris near her district office

Scheduled Meetings:

- Reps. Johanna Lopez and Anna Eskamani

Working to Schedule:

- Reps. Paula Starke and Doug Bankson

Upcoming Dates

October 21: Orange County Delegation meeting

I will be presenting at the annual public meeting of the delegation, during which government entities present testimony on issues important to county residents.

Public Budget Hearings:

- **September 16** at 5:01 p.m.
- **September 30** at 5:01 p.m.
- **Location:** Orange County Administration Building
 - Available for in-person attendance or viewing on Orange TV

**Orange County Library System
Board of Trustees Meeting
September 11, 2025**

**Public Comment:
Non-Agenda Items**