

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

Board Packet for October 2025



October 3, 2025

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

cc: The Library Governing Board:
 The Honorable Mayor Jerry Demings, Chairman of the Library Governing Board, Members of the Governing Board, Commissioners Nicole Wilson, Christine Moore, Mayra Uribe, Maribel Gomez Cordero, Kelly Martinez Semrad, Michael Scott, Orange County; and Stephanie Herdocia, City of Orlando.

From: Steve Powell, Library Director / C.E.O.

Re: Library Board of Trustees Meeting

The next meeting of the Library Board of Trustees will be at 6:00 p.m. on October 9, 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

October 9, 2025, 6:00 p.m.

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

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|---------------|--------------|---|
| 25-139 | I. | Call to Order |
| 25-140 | II. | Public Comment Policy & Procedures |
| 25-141 | III. | Approval of Minutes: September 11, 2025 Library Board of Trustees Meeting |
| 25-142 | IV. | Staff Presentation: Human Resources: UKG Ready Software Update: Colleen Hooks |
| 25-143 | V. | Financial Statements and Summaries: September 2025 – Kris Shoemaker |
| 25-144 | VI. | Dashboard: September 2025 – Bethany Stone |
| 25-145 | | Annual Plan Update: September 2025 – Bethany Stone |
| 25-146 | VII. | Action Items: Consent Agenda |
| 25-147 | VIII. | Action Items: Non-Consent Agenda |
| 25-148 | | Election of Board Officers and Committee Appointments |
| 25-149 | | Director's Evaluation & Personnel Committee Meeting: Evaluation & Minutes Approval – Sharon Smoley |
| 25-150 | IX. | Discussion and Possible Action Items |
| 25-151 | | Policies Realignment – Bethany Stone |
| 25-152 | X. | Information |
| 25-153 | | Orange County Delegation Presentation: Steve Powell |
| 25-154 | | Director's Report |
| 25-155 | | Public Comment: Non-Agenda Items |
| | XI. | Adjournment |

Next Meeting Dates:

November 13, 2025: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801
December 11, 2025: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801

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

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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
October 9, 2025**

Call to Order

**Orange County Library System
Board of Trustees Meeting
October 9, 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
October 9, 2025**

**Approval of Minutes:
September 11, 2025 Library
Board of Trustees Meeting**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
September 11, 2025, 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (8/1); Ashley Cisneros Mejia (10/0 – City); Venessa Tomlin (8/0); Sharon Smoley (8/3)

Library Board Absent: Nicole Benjamin (10/4 – City)

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

Administration Absent: Danielle King; Sara Gonzalez

- 25-126 I. Call to Order**
 President Bohannon called the meeting to order at 6:00 p.m.
- 25-127 II. Public Comment Policy & Procedures**
- 25-128 III. Approval of Minutes: August 14, 2025 Library Board of Trustees Meeting**
 Trustee Smoley, seconded by Trustee Tomlin, moved to approve the minutes for the August 14, 2025 Library Board of Trustees meeting. Motion carried 4-0.
- 25-129 IV. Staff Presentation: Summer at Your Library 2025 – Claudia Piper**
- 25-130 V. Financial Statements and Summaries: August 2025 – Kris Shoemaker**
 CFO Shoemaker reported that the library budgeted \$73,425,000 for ad valorem taxes and so far, this year OCLS has received \$73,861,449, or 100.6% of the budget, which is in line with year-to-date expectations. Brief discussion ensued regarding transferring funds to the capital projects fund for future improvements and projects.
- 25-131 VI. Dashboard: August 2025 – Erica Grant**
 Chief of Neighborhood Services Grant shared some highlights from the August statistics, along with some insights.
- Visits to the library were down 3% compared with last year. This decline was anticipated. In August 2024, OCLS hosted early voting at ten locations. This year, only one location hosted an early voting special election, and it had a low turnout. Early voting last year also boosted new card registrations, which dipped this year without the additional traffic. In addition, the library was closed an extra day this August for the Labor Day holiday, which did not occur in 2024. While visits were slightly lower, circulation continues to grow. Checkouts rose to 725,236, up 7% from last year. August was also a record-setting month for digital use, with a 19% increase compared to last August. Already this year, there have been nearly 2 million checkouts through OverDrive.

Program attendance was down 10% compared with August 2024. A variety of factors contributed to this decrease. Last year, OCLS participated in two large community events that added to program attendance. This year, staff were unable to attend those events because the Community Outreach Department lost four of its Branch Outreach Specialists to other departments, limiting their staffing capacity. In addition, the Eatonville Branch was closed for two weeks during a restroom refresh, which accounted for a reduction of just over 500 program and event attendees.

Internet Access remains strong. In August, over 71,000 computer sessions and nearly 230,000 Wi-Fi sessions were logged, both slightly higher than last year. There has also been a strong adoption of the new OCLS app. In August, there were 5,609 downloads, bringing the total since it launched in May to over 21,500.

Overall, these statistics reflect the library's continued role as a vital community resource while also showing the expected variations tied to elections, holiday schedules, and staffing shifts.

CNS Grant shared the following comment from Jamie H., a South Creek customer, who said: "*OCLS is the best.*" He and his children regularly enjoy digital titles on Libby and Hoopla, especially *The Spiderwick Chronicles*. He also praised the new app, saying the library has everything he needs.

25-132

Strategic Plan: August 2025 – Erica Grant

CNS Grant highlighted the following strategic plan accomplishment, which supported the goal of "Be Welcoming:"

In August, youth programming staff advanced *Be Welcoming* goal by improving how staff present program information to customers. Script templates for new youth programs were updated with detailed short and long descriptions, including learning objectives and activities. This ensures families can make better-informed decisions when signing up for programs. Staff have already assessed more than 800 scripts in the digital repository and are actively updating content to meet these new standards.

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

OCLS Mobile App Success: In addition to the downloads of the OCLS app remaining strong, with more than 21,500 users downloading it, there has been an average of 300 more holds per day. Last month we saw 17,500 holds placed via the app.

Major Milestone Achieved: In August, OCLS has 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: Staff 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 Director Powell have been actively meeting with Orange County delegation members to ensure they understand OCLS' community value. Despite increased property values generating more tax revenue, staff continue expanding the system and improving facilities without raising the 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

Director Powell 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

On August 21, WESH 2 interviewed Youth Services librarian Elena Gonzalez to talk about the wide range of support tools and services available to kids to help prepare them for the school season. [The video can be found here.](#)

25-138

Public Comment: Non-Agenda Items

XI. Adjournment

Trustee Smoley, seconded by Trustee Tomlin, moved to adjourn the meeting. Motion carried 4-0.

President Bohannon adjourned the meeting at 6:31 p.m.

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

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**Orange County Library System
Board of Trustees Meeting
October 9, 2025**

Staff Presentation

**Orange County Library System
Board of Trustees Meeting
October 9, 2025**

**Financial Statements &
Summaries: September 2025**

**Orange County Library System
FY 2024-25 Financial Statement Highlights
Twelve Months Ended September 30, 2025
Preliminary**

Project Summaries:

Horizon West Branch Library: Project-to-date costs are \$13,819,225 or 50.7% of the \$27,275,000 approved project budget.

Lake Nona Branch Library: Project-to-date costs are \$1,640,402 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 \$2,349,456 or 51.6% of the \$4,549,600 approved project budget.

OPL Exterior Lighting: Project-to-date costs are \$668,258 or 89.4% 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. During FY 2024-25 we received \$74,285,485, or 101.2% 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 September, we received \$230,415 or 230.4% of budgeted revenue.

Meeting Rooms:

The Library budgeted \$30,000 for meeting room revenues for FY 2024-25. Through September, we received \$54,768 or 182.6% of budgeted revenues.

Faxes:

The Library budgeted \$15,000 for fax revenues and has received \$23,778 or 158.5.0% year-to-date.

Copy and Prints:

The Library budgeted \$180,000 for these services in FY 2024-25. We received \$241,561 or 134.2% of budget through September.

Passport Facility & Photo Fees:

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2024-25. Through September, we received \$19,236 or 160.3% of budgeted revenues.

Other:

Through September, we have received \$36,115 or 515.9% of the budget. This includes \$35,806 in proceeds from the John Green signature author event. The John Green event proceeds are in reserves to fund future events.

Fees and Lost Materials:

Revenues from Fees and Lost Materials through September are \$77,129 or 160.7% of budget.

Investment Earnings:

As of the time of these reports, we have not received our September interest-earning statements. We will continue to monitor the investment markets in consultation with our investment advisors to ensure the principal of our funds remains safe and secure.

Contributions-Friends of The Library:

Through September, we have received \$189,019 or 378.0% of the budget. This includes \$116,519 towards their annual stipend plus \$72,500 to cover the cost of hosting the John Green Author event.

Contributions-Other:

Through September, we have received \$415,300 or 830.6% 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 September, we have received \$225,544 or 286.5% of the budget. This includes \$78,200 rebate for ISP/WAN service and \$147,344 in network equipment rebates.

Miscellaneous:

Through September, we have received \$59,197 or 169.1% of the budget. This includes \$37,000 reimbursement from the Supervisor of Elections and \$16,000 rebate from 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 \$1,500,000 or 78.9% of budget. This was the required FY 2024-25 contribution based on the actuarial report.

Workers' Compensation:

The Worker's Compensation Expenditures are at \$164,015 or 109.3% of budget.

Unemployment Compensation:

The Unemployment Compensation Expenditures are at \$10,584 or 17.6% of budget.

Delivery & Postage:

The Delivery and Postage Expenditures are at 86.0% of the budget, which is in line for the FY allocation.

Insurance:

The Insurance Expenditures are at 71.4% of budget.

Property Appraiser Fees:

The expenditures in this category are at 98.2% of budget, which is in line with the FY allocation.

Supplies – Hardware/Software:

The expenditures in this category are at 8.7% of budget. This account is for any electronic-related purchase with a unit cost of less than \$1,000.

Supplies – Programming:

The expenditures in this category are at \$366,837. 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 is 66.5% of the budget, which is on target.

Building Improvements Expense:

The Library budgeted \$9,000,000 for various building improvement projects such as the OPL's Roof Replacement, OPL's Exterior Lighting Upgrade, OPL's Front Entrance Improvements, OPL's First Floor Renovation Design, Winter Garden Refresh, West Oaks HVAC Replacement and other system-wide improvements. The \$4,583,364 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.

Transfer To Capital Projects Fund:

The expenditures in this category are at 300.0% of budget, which is \$10 million more than FY 2024-25 allocation. The additional funding will be used for future capital projects such as the OPL First Floor Renovation project and branch renovations.

Transfer To Sinking Fund:

The expenditures in this category are at 400.0% of budget, which is \$1.5 million more than FY 2024-25 allocation. The additional funding will be used for emergency repairs such as the roof replacement or damages to facilities due to natural disasters while waiting on insurance funds.

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	129,962	\$ 1,423,294	(\$131,650)
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	9,988,298	\$ 10,400,848	(\$7,899,152)
Threshold & Other Testing	TBD	150,000	\$ -	150,000	-	-	-	53,798	\$ 53,798	(\$96,202)
FF & E	TBD	1,752,095	\$ -	1,752,095	-	-	-	187,868	\$ 187,868	(\$1,564,227)
Opening Day Collection	TBD	1,250,000	\$ -	1,250,000	-	-	-	754,628	\$ 754,628	(\$495,372)
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	\$11,198,958	\$13,819,225	(\$13,455,775)

Lake Nona Project Budget
Expenditures As of 9-30-2025 Preliminary

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	-	-	-	456,121	456,121	(\$793,879)
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	\$456,121	\$896,121	(\$4,885,015)
Total Project Costs		\$25,965,000	\$0	\$25,965,000	\$440,000	\$255,247	\$489,034	\$456,121	\$1,640,402	(\$24,324,598)

Orlando Public Library Roof Replacement Project Budget

Expenditures As of 09-30-2025 Preliminary

	Original Budget	Change Order	Revised Budget	FY 25 Actual	Variance
<u>Project Code 22-007</u>					
Bowhead	\$2,801,925	\$ -	\$2,801,925	\$1,534,859	(\$1,267,066)
Owner Direct Materials	1,450,000	-	1,450,000	814,597	(\$635,403)
Contingency	297,675	-	297,675	-	(297,675)
Project Costs	\$4,549,600	\$ -	\$4,549,600	\$2,349,456	(\$2,200,144)

Orlando Public Library Exterior Lighting Project Budget

Expenditures As of 9-30-2025 Preliminary

	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	-	611,401	611,401	3,057
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	\$618,686	\$668,258	(\$79,010)

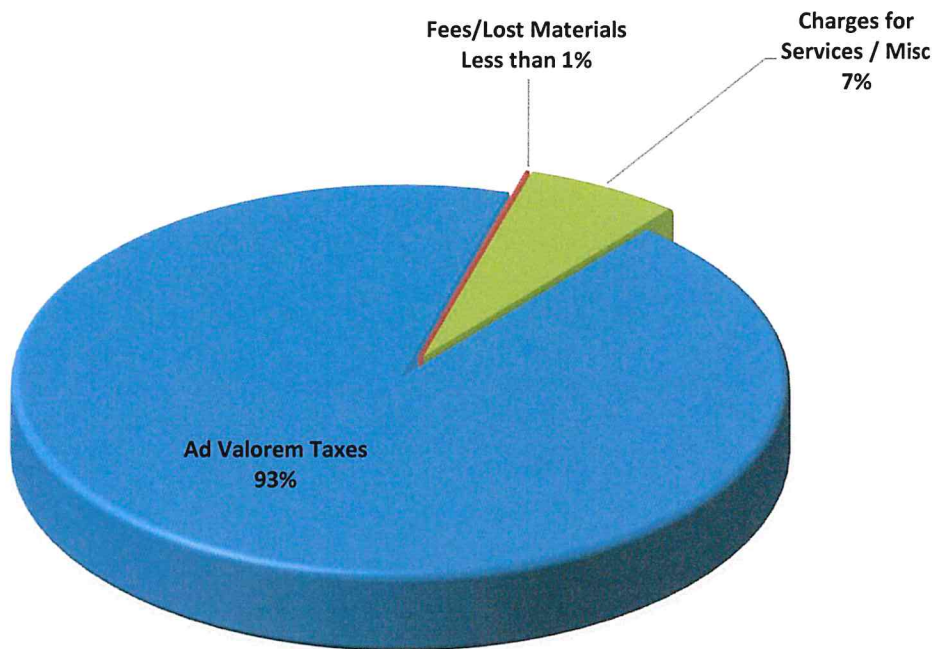
Southwest Lighting Replacement Project Budget

Expenditures As of 09-30-2025 Preliminary

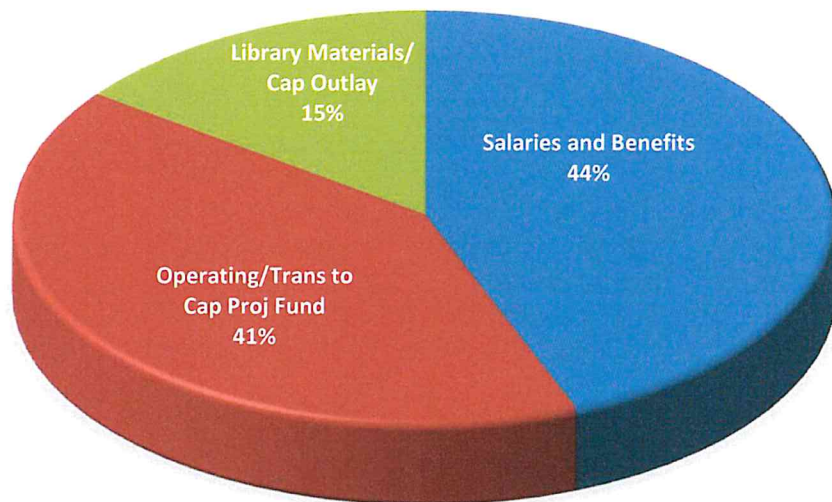
	Original Budget	Change Order	Revised Budget	FY 2025 Actual	Variance
<u>Project Code 24-010</u>					
Ruby Builders	\$104,400	\$0	\$104,400	\$0	(\$104,400)
Engineering	11,500	0	11,500	8,825	(2,675)
Owner Supplied Materials	10,500	0	10,500	9,438	(1,062)
Contingency	8,850	0	8,850	0	(8,850)
Project Costs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

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Twelve Months Ended September 30, 2025
Preliminary

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Twelve Months Ended September 30, 2025
Preliminary**

	ANNUAL BUDGET	YTD ACTUAL	(12 months= 100.0%)
AD VALOREM TAXES	73,425,000	74,285,485	101.2%
INTERGOVERNMENTAL			
Federal & State Grants	795,000	629,379	79.2%
CHARGES FOR SERVICES			
Fee Cards	100,000	230,415	230.4%
PC Express (\$1 for 1 hour)	700	2,918	416.9%
Classes	-	220	-
Meeting Rooms	30,000	54,768	182.6%
Faxes	15,000	23,778	158.5%
Ear Buds & Jump Drives	2,500	3,240	129.6%
Bag Sales	3,000	2,899	96.6%
Copy & Prints	180,000	241,561	134.2%
Passport Facility & Photo Fees	12,000	19,236	160.3%
Other	7,000	36,115	515.9%
	<u>350,200</u>	<u>615,150</u>	<u>175.7%</u>
FEES & LOST MATERIALS	48,000	77,129	160.7%
MISCELLANEOUS			
Investment Earnings	1,166,500	2,922,569	250.5%
Sales of Surplus Property	5,000	5,135	102.7%
Contributions - Friends of Library	50,000	189,019	378.0%
Contributions - Others	50,000	415,300	830.6%
Internet Rebate	78,720	225,544	286.5%
Grants & Awards	15,000	11,572	77.1%
Miscellaneous	35,000	59,197	169.1%
	<u>1,400,220</u>	<u>3,828,336</u>	<u>273.4%</u>
TRANSFER FR PROP APPRAISER	50,000	119,237	238.5%
TRANSFER FR TAX COLLECTOR	<u>582,000</u>	<u>0</u>	<u>0.0%</u>
TOTAL REVENUES	<u><u>76,650,420</u></u>	<u><u>79,554,716</u></u>	<u><u>103.8%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Twelve Months Ended September 30, 2025
Preliminary

	ANNUAL BUDGET	YTD ACTUAL	(12 months= 100.0%)
SALARIES & BENEFITS			
Salaries	28,475,000	24,823,047	87.2%
Medicare Taxes	425,000	352,668	83.0%
Defined Contribution Pension Plan	2,150,000	1,861,729	86.6%
Defined Benefit Pension Plan	1,900,000	1,500,000	78.9%
Money Purchase Pension Plan	1,850,000	1,647,188	89.0%
Life and Health Insurance (Employees)	4,875,000	4,166,353	85.5%
Worker's Compensation	150,000	164,015	109.3%
Unemployment Compensation	60,000	10,584	17.6%
Retiree Health Care (OPEB)	650,000	354,441	54.5%
Parking & Bus Passes	300,000	268,051	89.4%
	<u>40,835,000</u>	<u>35,148,076</u>	<u>86.1%</u>
OPERATING			
Professional Services	550,000	253,431	46.1%
Other Contractual Services	3,000,000	2,216,574	73.9%
Other Contract. Serv.- Janitorial	520,000	435,537	83.8%
Training and Travel	250,000	122,347	48.9%
Telecommunication	650,000	273,226	42.0%
Delivery and Postage	1,600,000	1,376,121	86.0%
Utilities	1,150,000	862,226	75.0%
Rentals and Leases	1,660,000	1,349,267	81.3%
Insurance	925,000	660,150	71.4%
Repairs and Maintenance/Leasehold Improvements	1,925,000	2,019,293	104.9%
IT Subscriptions/Maintenance Contracts	1,855,000	1,970,044	106.2%
Copying/Printing	400,000	307,946	77.0%
Promotional Activities	500,000	537,692	107.5%
Property Appraiser's Fee	741,000	727,380	98.2%
Tax Collector's Fee	1,500,000	1,485,817	99.1%
Supplies	1,400,000	563,476	40.2%
Supplies-Hardware/Software	850,000	73,592	8.7%
Supplies-Programming	-	366,837	-
Memberships	20,000	14,140	70.7%
	<u>19,496,000</u>	<u>15,615,096</u>	<u>80.1%</u>
CAPITAL OUTLAY			
Building and Improvements	9,000,000	4,583,364	50.9%
Equipment and Furniture	1,000,000	346,730	34.7%
Hardware/Software	1,875,000	545,801	29.1%
	<u>11,875,000</u>	<u>5,475,895</u>	<u>46.1%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	15,000	48,855	325.7%
Materials - Other	6,356,400	5,961,787	93.8%
	<u>6,371,400</u>	<u>6,010,642</u>	<u>94.3%</u>
TRANSFER TO CAPITAL PROJECTS FUND	5,000,000	15,000,000	300.0%
TRANSFER TO SINKING/EARR FUND	500,000	2,000,000	400.0%
TOTAL EXPENDITURES	<u>84,077,400</u>	<u>79,249,708</u>	<u>94.3%</u>

ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Twelve Months Ended September 30, 2025
Preliminary

	ANNUAL BUDGET	YTD ACTUAL	(12 months= 100.0%)
REVENUES			
Investment Earnings	125,000	2,139,880	1711.9%
Transfer from Operating Fund	5,000,000	15,000,000	300.0%
Reserves	43,600,000	-	0.0%
TOTAL REVENUES	48,725,000	17,139,880	35.2%
EXPENDITURES			
New Horizon West Branch	24,725,000	10,274,611	41.6%
New Branch FFE	1,000,000	165,675	16.6%
New Branch Materials	1,000,000	1,210,749	121.1%
New Lake Nona Branch	1,500,000	-	0.0%
Reserves	20,500,000	5,488,845	26.8%
TOTAL EXPENDITURES	48,725,000	17,139,880	35.2%

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Twelve Months Ended September 30, 2025
Preliminary

	ANNUAL BUDGET	YTD ACTUAL	(12 months= 100.0%)
REVENUES			
Investment Earnings	50,000	286,493	573.0%
Transfer from Operating Fund	500,000	2,000,000	400.0%
Reserves	5,357,000	-	0.0%
TOTAL REVENUES	5,907,000	2,286,493	38.7%
EXPENDITURES			
Reserves-Building and Improvements	4,157,000	1,609,100	38.7%
Reserves-Horizon West Contract	1,000,000	387,082	38.7%
Reserves-Horizon West Demo	250,000	96,770	38.7%
Reserves-Technology	500,000	193,541	38.7%
TOTAL EXPENDITURES	5,907,000	2,286,493	38.7%

ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Twelve Months Ended September 30, 2025
Preliminary

	ANNUAL BUDGET	YTD ACTUAL	(12 months= 100.0%)
REVENUES			
Investment Earnings	25,000	40,517	162.1%
Investment Fair Value	-	121,518	-
Reserves	1,096,000	-	0.0%
TOTAL REVENUES	1,121,000	162,035	14.5%
EXPENDITURES			
Equipment	75,000	34,805	46.4%
Reserves	1,046,000	127,230	12.2%
TOTAL EXPENDITURES	1,121,000	162,035	14.5%

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
September 30, 2025
Preliminary

ASSETS

Cash on Hand	15,763
Equity in Pooled Cash	3,774,464
Equity in Pooled Investments	41,283,542
Accounts Receivable	4,510
Inventory	151,527
Prepays	235,838
Other Assets - Deposits	<u>2,941</u>
TOTAL ASSETS	<u><u>45,468,585</u></u>

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

LIABILITIES

Accounts Payable	38,502
Retainage Payable	109,269
Accrued Wages Payable	(910)
Accrued Sales Tax	426
Accrued Fax Tax	49
Accrued N. Carolina St. Income Tax	924
Employee Payroll Deductions:	
Dental Insurance	4,896
Optional Life	1,858
Flex Spending	(77)
Vision Plan	2,134
Weight Watchers	516
Short Term Disability	2,725
Accident/Critical/Hospital	7,162
Miscellaneous	1,811
Ben-DCP	(521)
Ben-Money Purchase 401A	(625)
Roth 457B	(60)
Staff Association	178
Due To Friends of the Library	1,965
TOTAL LIABILITIES	170,222

FUND BALANCE

Nonspendable:	
Inventory	151,527
Prepaid Items and Deposits	238,779
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	39,559,696
Current Year Revenue over Expenditures	<u>305,007</u>
TOTAL FUND BALANCE	45,298,364
TOTAL LIABILITIES & FUND BALANCE	<u><u>45,468,585</u></u>

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
September 30, 2025
Preliminary

	BALANCE 08/31/25	RECEIPTS	DISBURSE	BALANCE 09/30/25
OPERATING				
Equity in Pooled Cash	748,934	14,688,171	11,662,641	3,774,464
Equity in Pooled Investments	56,282,144	209,732	15,208,334	41,283,542
	57,031,078	14,897,903	26,870,975	45,058,006
CAPITAL PROJECTS				
Equity in Pooled Investments	49,418,818	183,817	-	49,602,635
SINKING				
Equity in Pooled Investments	7,589,083	1,236,174	-	8,825,257
SELF FUNDED HEALTH				
Equity in Pooled Cash	1,344,433	347,514	534,277	1,157,670
Claims Payment Checking Account	73,000	500,388	500,388	73,000
Equity in Pooled Investments	4,980,299	18,524	-	4,998,823
	6,397,732	866,426	1,034,665	6,229,493

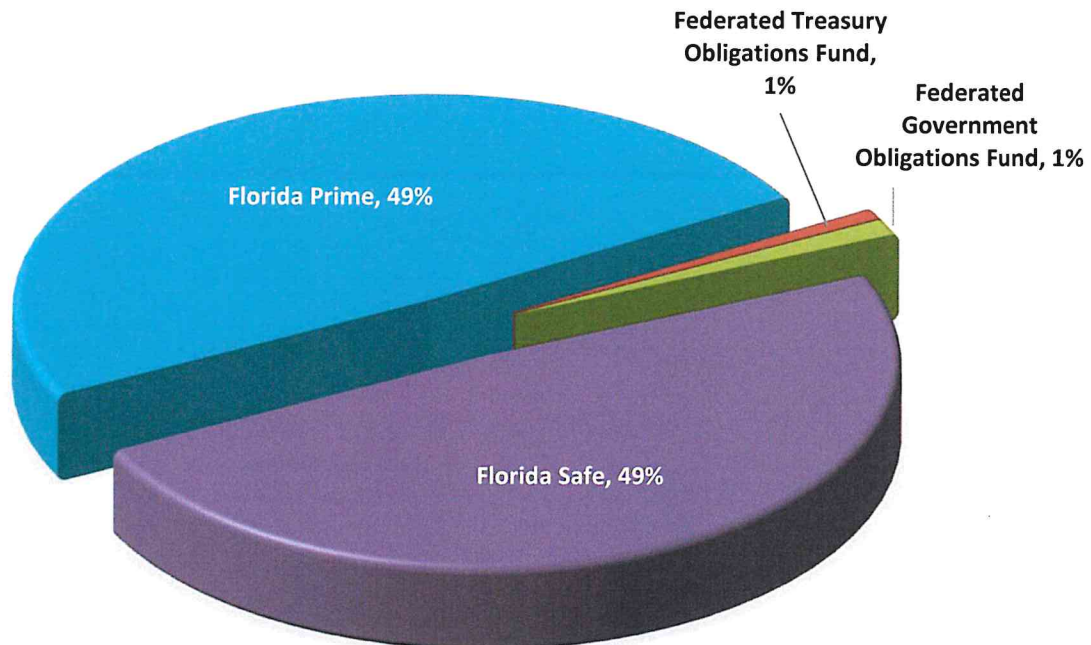
ORANGE COUNTY LIBRARY DISTRICT

GENERAL POOLED INVESTMENTS

September 30, 2025

Preliminary

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	783,605
Federated Government Obligations Fund	1,259,693
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	51,171,686
Florida Safe-HW Demo Fund	275,725
Florida Prime (SBA)	51,219,549
TOTAL	<u><u>104,710,258</u></u>

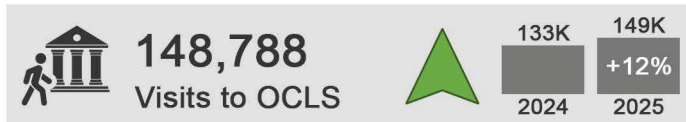


**Orange County Library System
Board of Trustees Meeting
October 9, 2025**

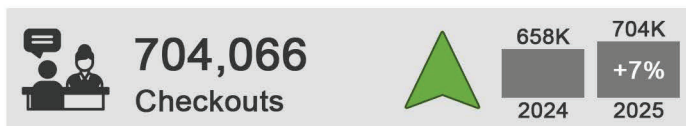
Dashboard: September 2025

Monthly Report: September 2025

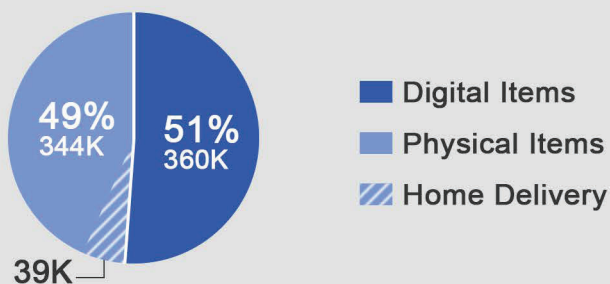
People



Collection



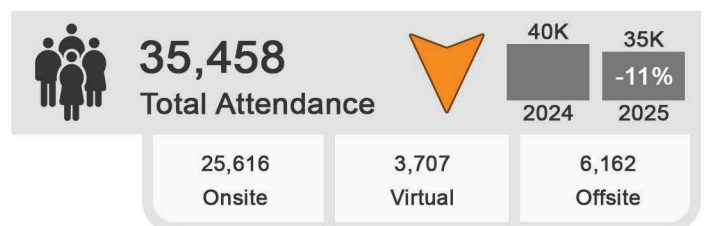
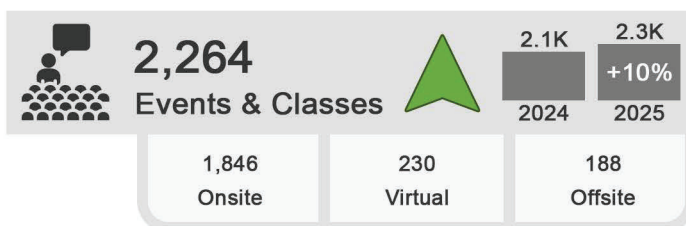
Checkouts by Collection Type



Spotlight: User Ratings



Events & Classes



Customer Feedback

Deborah Newberry expressed her gratitude for the outstanding support she received from staff on the 4th floor at OPL. She is studying for the CERT exam to become a volunteer assisting local first responders. Ms. Newberry said she couldn't have made it through without their kindness, patience, and assistance — they truly made her feel everything was going to be okay.

- Deborah Newberry, OPL Customer (Shared by Questline)

**Orange County Library System
Board of Trustees Meeting
October 9, 2025**

**Annual Plan Update:
September 2025**

ORANGE COUNTY LIBRARY SYSTEM

Strategic Plan Update for September 2025

Purpose Statement:

**Enriching lives through experiences and opportunities
to learn, grow and connect.**

BE WELCOMING

Objective: We will provide excellent customer service, create inviting spaces and ensure accessibility so the community feels welcome at OCLS.

Activity: Provide additional ways to access library services throughout the county.

- Expand in-demand library services so that they are accessible to more people in the community.
 - Melrose Center photography instructors offered “Back to School Photos” at the Fairview Shores branch on September 6th, where 13 kids received a free digital photo to share with family and friends.
 - Marketing & Public Relations conducted five building tours in September, collaborating with internal departments to tailor information to tour participants.
 - To support Book Club programs at every branch, three book bundle titles have been received. Special "Book Club" labels have been ordered to help distinguish these sets from regular circulating copies, and planning for distribution and loan policies will begin next quarter.
- Partner with more organizations willing to host offsite library events and resources.
 - The formal process for evaluating potential partnerships, as well as an annual review framework for assessing existing partnerships, has been approved for CED. Plans are underway to meet with individual staff members to review partnerships, time allocation, and initiate the annual review process.
 - CED met with the UCF office of Community Engagement and Partnerships to explore collaboration potential at community events.
 - CED connected with the OCPS Wellness & Communications department, serving OCPS staff and families. CED will be present at an upcoming event and will also explore new opportunities to bring library resources to OCPS staff.
 - CED coordinated with MPR, Melrose, and Youth Services to host the September Central Florida Interagency Council Committee Meeting. This meeting brings together local organizations dedicated to improving access to information and services for individuals with unique abilities.

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 Hiawassee and South Trail branches worked with IT to rearrange computers to allow for easier access for customers using mobility devices. These changes have helped facilitate increased usage of computer resources by library customers.

- The West Oaks branch removed three storage cabinets which allowed for increased access to tables and seating by customers. The Hiawassee branch designated an area for a community puzzle by repurposing some library furniture and setting up a space in the center of the branch for customer use. The Southwest Branch evaluated the layout in the back section of the branch and created two seating areas with chairs that allow for group work. Each area is set up to ensure accessibility within the space and allows customers with mobility devices to pass through the area safely.
 - Windermere reevaluated their Easy section and moved all small books into new furniture for customers to browse. This has made the smaller books easier for customers to see and the branch has already seen an increase in circulation.
 - Chickasaw added exterior signage indicating where to return items. This has alleviated confusion among customers who previously searched for the outdoor book drop and has improved the overall customer experience.
 - MPR worked with the Orange County Regional History Center to change assets in an Orlando Remembered display at OPL.
 - The Southeast, North Orange and Winter Garden branches offered Caregiver Connects programs providing caregivers and their little ones the opportunity to engage with sensory toys.
- 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.
- Implement systemwide expectations and training based on the Customer Service Story.

BE CONNECTED

Objective: We will promote engagement, facilitate partnerships and generate awareness so the community feels connected to OCLS.

Activity: Intentionally invest in meaningful relationships and partnerships with organizations that are aligned with the library's purpose.

- Support partnerships with local educational institutions to promote services.
- Support partnerships with health and wellness organizations.
 - **Community Engagement staff brought library events to 4 offsite locations, including AdventHealth and Nemours Children's Hospitals, a daycare run by AdventHealth, and a senior group run by AdventHealth, reaching 78 people. The team also attended 4 community events hosted by local health and wellness partners, promoting the library to 343 attendees.**
 - **The Marketing department produced a video detailing the partnership between OCLS and the UCF Mighty Knights program for children with complex communication and motor needs. OCLS promoted via Facebook: three yoga classes with Go With the Flow Yoga, one healthy cooking segment with Chef Mira, one Qigong class and one AdventHealth Prepping for Cold and Flu Season class; and promoted GreenFest on Instagram and Facebook and collaborated with @Ideasfor.orlando for a GreenFest recap on Instagram.**
- Leverage partnerships to enhance services.

Activity: Explore ways to foster higher engagement rates.

- Focus on connecting with different segments of the community.
 - **Teen Engagement: Community Engagement Department hosted three dedicated events for teens, reaching 25 participants in the last quarter, while Marketing and Public Relations continued its successful Twitch ad campaign promoting gaming and maker resources. The campaign, which started earlier this year, has performed very well, with a 97 percent completion rate. Marketing also placed ads in all Dr. Phillips High School Playbills, promoting homework help, and it used earned media stories to promote the driving simulator as a resource for teens learning to drive.**
 - **Senior Outreach: Staff met with the Beardall Senior Center leadership to plan on-site programming. Melrose Game Development staff will be offering recurring VR Headset Orientations through the end of the year. Marketing expanded its WUCF sponsorship to include jazz programming popular with seniors and advertised in the Orlando Sentinel's Orange Extra section. Community Engagement also**

connected with over 652 seniors through visits to 39 senior facilities and community spaces.

- **Cross-Promotional Partnerships:** In September, Marketing and Public Relations collaborated with multiple community organizations, including the Orange County Regional History Center (WESH feature), Leu Gardens (social media videos), and UCF Athletics (cross-promotions). Throughout the fiscal year, MPR partnered with more than 20 arts, education, health, and cultural organizations to extend the library's reach.
 - **College and Young Adult Engagement:** Throughout this fiscal year, Marketing implemented seasonal digital ad campaigns in the UCF Student Union, promoting audiobooks, study tools, and library card sign-ups.
 - **Literary Community Engagement:** Chickasaw Branch hosted a successful Romance, Wine & Chocolate event featuring bestselling author Abby Jimenez, fostering community among romance readers.
 - **Enhanced Customer Engagement Tools:** Design & Development collaborated on plans to improve user notifications via email, SMS, and calendar integrations, supporting more personalized access to library events and resources.
- **Create challenges, contests, and initiatives for customers who use library services.**
 - **In September, branches and departments continued to engage customers through creative challenges, contests, and initiatives that highlight the value of library services. At Southwest, the return of Book Bingo, now with a fall theme, encouraged readers of all ages to expand beyond their regular genres, boosting circulation and fostering discovery. Several branches hosted scavenger hunts that invited children and families to explore collections in fun and educational ways. West Oaks drew 73 children with its “Musical Instruments Scavenger Hunt,” North Orange celebrated National Dog Week with a “Furry Friends” hunt, Hiawassee created activities around building the “Perfect Sandwich” and Hispanic folklore, Windermere joined the national “Fat Bear Week” with a bear-themed scavenger hunt and educational tabling, and Winter Garden challenged customers with a “Guess the Book” contest.**
 - **System-wide initiatives also gained momentum. Youth Services and the Melrose Center finalized plans for LEGOpalooza in 2026, while Melrose’s Yarnfit: Stitched Together project brought together nine locations and culminated in a Fall Fiber Festival featuring local guilds and vendors, with space-themed community art displays now featured at multiple branches. In addition, Marketing and Public Relations launched a new pollinator-themed affinity card during Library Card Sign-Up Month, supported by a strong promotional campaign.**

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

- **Seek partnerships with organizations willing to collaborate on marketing initiatives.**
 - **MPR added new online community news site, Orlando Shine, to our advertising relationships. Through its ambassador program, Shine is featuring two OCLS programs or events each month in its blog and socials. We added an annual**

agreement with the Orlando Sentinel for a digital campaign targeted to new residents of Orange County and print advertising in the Orange Extra. We expanded community-based advertising to include ad buys in three additional publications (Orlando Parenting, Baldwin Park Living and Butler Chain Living) and leveraged two of those to each include a 500-word OCLS editorial in each issue.

- Expand multicultural marketing, communications and offerings.
 - Youth Services staff created an updated Mama Gansa script template and example to be put in the Children's wiki, and Windermere hosted a Mexican Folk Art program to celebrate Mexican Independence Day and Hispanic Heritage Day.
 - During the course of this fiscal year, Marketing and Public Relations balanced ad buys to better reflect the multicultural makeup of the county, with dedicated TV and radio ad placements and a five-month Direct Out of Home campaign all in Spanish.
- Conduct research to determine why people are not using OCLS and use data collected to create responsive campaigns.
 - MPR received and reviewed the third quarter survey data from Mindspot Research and adjusted designs for billboards based on consumer feedback. Lack of awareness continues to be one of the primary reasons people report that they are not using the library (43 percent of respondents in the third quarter reported that this is why they haven't used library services recently), followed by lack of time (25 percent) and what Mindspot calls passive disengagement (28 percent). Looking ahead to the new fiscal year, our marketing focus will be on specific services and offerings, rather than broader programming themes, which should help build awareness. Mindspot also reports that advertising recall is on the upswing, with 38 percent of those surveyed indicating that they have seen library advertising (up from 25 percent in the previous quarter).

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.
 - **Data and User Services made significant progress in LibInsight by uploading key statistics and generating informative graphs.**

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 the new Data & User Services staff member to discuss current MPR data gathering and needs.**
 - **49 "dead" items from Washington Park were transferred to Alafaya to replace their grubby copies. There were 43 circulations/renewals of those items in the first month after transfer. Another collection set has been identified for transfer. We are also looking at items marked for withdrawal from Eatonville that could be good candidates for replacing grubby copies at other locations.**
- Utilize data to evaluate the success of programming and classes.
 - **The South Trail managers and the branch librarian used feedback from customer surveys obtained during the summer's "Craft & Chat" senior program series to help shape programming content for the new "Seniors Kick Back" series.**
 - **After listening to feedback from customers, Windermere expanded Homeschool Jr. programs.**
 - **In response to customer feedback, the Winter Garden Fiber Arts Instructor began planning a four-week sewing series for beginners, which will begin in October.**
- Develop core programming focused on different segments of the community.
 - **In September, OCLS advanced core programming for seniors, teens, adults, and families. Senior engagement increased with new series, including Seniors Kick Back at South Trail, bilingual bingo at Southeast, chair yoga at Windermere, and technology and social programs offered across several branches. Teen programming expanded with creative activities, including the Teen Art Jam at Winter Garden, zine contributions at Southeast, and flexible volunteer**

opportunities at Windermere and Eatonville. Adult Services launched a Senior Technology Course Track and prepared a new Job Seeker program to support employment seekers. Systemwide initiatives included Citizenship Inspired classes and new chess programming for both adults and children. These programs highlight the library's commitment to meeting the diverse needs of the community through engaging, inclusive offerings.

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

- Evaluate the digital customer experience.
 - **OCLS selected Grove to provide the library's new unified discovery layer Aspen. The contract between Grove and OCLS was negotiated and signed, and the implementation planning process has started. Aspen will integrate physical and digital resources into a single search platform and enhance access to library materials.**
- Evaluate and update customer satisfaction measurement tools.
 - **A project charter for the Survey project was created with an expanded scope of Survey oversight of SurveyMonkey.**
- Evaluate the obstacles that customers face when accessing the library.
 - **The Library came to an agreement with Avalon Park Group to install a new library dropbox in Tanja King Park in Avalon Park. Installation details and dates are still being finalized.**
- Review and update Board approved library policies.
 - **Bethany and Steve finalized a project charter and an initial approach to the project.**

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.
 - Staff across departments and branches have expanded opportunities to learn from one another and strengthen collaboration. Adult Services and Youth Services staff visited multiple branches, including Chickasaw, Fairview Shores, South Creek, Southwest, Washington Park, and Hiawassee, to share programming updates, shadow classes, and provide support on technology and community needs. Marketing and Public Relations deepened its cross-departmental connections by holding monthly meetings with Data and User Services, inviting colleagues from Youth and Adult Services into creative planning sessions, and collaborating with HR on recruitment efforts.
 - Several departments hosted open house events. Home Delivery welcomed Questline staff for tours and presentations, while also visiting branches such as Alafaya and West Oaks to explain how delivery services support customers. Acquisitions hosted Questline staff and presented to Customer Service staff to share insights into Collection Development and Technical Services. Branches also created hands-on learning opportunities through Employee Enrichment Experiences: South Creek hosted Adult Services staff to shadow a librarian, while Hiawassee scheduled an EEE for Retail Operations staff to explore branch operations and participate in programs like Citizenship Inspired.

Activity: Strengthen internal communication.

- Centralize internal systems including HR, IT and Finance platforms.
 - The new accounting system's Phase I implementation is nearly complete with Purchasing, Accounts Payable, Journal Entries and reporting ready for an October 1, 2025, start date. Other modules, such as fixed assets, grants, and inventory, will be phased in throughout FY 2025-26.
 - As we get ready for our official launch of UKG Ready, we are planning to roll out implementation in phases, starting with the Timekeeping and Attendance module. To prepare, a dual punching period began on 9/7/25 involving 50 % of staff at select locations and continued on 9/21 with 100% of staff clocking in/out (if non-exempt), approving timesheets, and entering time-off requests in both UKG Ready and our current time and attendance system.

In addition to this dual punching period, we are continuing to build out other modules of the system.

- Redesign the Orange Peel for enhanced usability.

Activity: Prioritize employee engagement and well-being.

- Explore staff recognition and awards program.
 - **CED staff met in September for their quarterly meeting, where staff were celebrated for wins and accomplishments.**
 - **Southwest continued our Employee of the Month program as well as our Kudos board to recognize staff that go above and beyond.**
 - **The South Trail team participated in weekly “shout-outs” where staff shared kudos for one another at the end of each staff huddle.**
- Evaluate ways to provide team-building sessions.
 - **The training and development team built a database of team building activities that include clear objectives, discussion questions, materials lists and participant guides. There are over 50 activities on the topics of communication, connection, cooperation, dealing with change, creativity, and morale and support. It also includes facilitation tips and guidelines for successfully running a team building session for managers.**
- 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
October 9, 2025**

**Action Items:
Consent Agenda - None**

**Orange County Library System
Board of Trustees Meeting
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**Action Items:
Non-Consent Agenda**

**Orange County Library System
Board of Trustees Meeting
October 9, 2025**

**Election of Board Officers &
Committee Appointments**

ORANGE COUNTY LIBRARY BOARD OF TRUSTEES

Orlando, Florida

By-Laws: Articles 5 & 6

ARTICLE 5

Officers of the Board

Section 1. The officers of the Board shall consist of a president, a vice president and a secretary/treasurer, each of whom shall be elected for a term of one year at the first regular meeting in each fiscal year. The officers shall serve for one year or until successors are elected. In case of a vacancy in the office of president, the vice-president shall fill the office of president. In the case of vacancy in the office of vice president or treasurer, the Board shall elect a member to fill the unexpired term.

Section 2. The president shall preside at the meetings of the Board and perform such duties as the Board may direct.

Section 3. The vice president shall perform the duties of the president in the absence or unavailability of the president.

Section 4. The secretary/treasurer shall see that all proceedings of the Board are recorded faithfully.

ARTICLE 6

Committees of the Board

Section 1. Standing Committees. The president shall have the power to establish standing committees to act in all advisory capacity to the Board. Standing committees are: Personnel, Finance, Planning, and Marketing. Terms for appointees to these committees are for one year, unless otherwise stated at the time of appointment. A standing committee should be made up of at least one member of the Board and other members of the public. Committee appointments will be approved by the Board.

Section 2. Advisory Committees: Ad hoc advisory committees may be established at the suggestion of the president and with the approval of the Board. Each ad hoc advisory committee will be made up of at least one Board Member. Members of the public may be appointed to the committee with the approval of the Board. Terms for the committee and the appointees are to be determined at the time the committee is created and the appointments are made.

Section 3. Members of the public who may agree to serve on an advisory committee must agree to abide by the Standard Rules of Conduct set forth in Chapter 112.313 of the Florida Statutes.

Current Library Board of Trustees Committees & Chairs

Finance Committee:

Chair: TBD

Marketing Committee:

Chair: TBD

Personnel Committee:

Chair: Sharon Smoley

Planning Committee:

Chair: TBD

**Orange County Library System
Board of Trustees Meeting
October 9, 2025**

**Director's Evaluation &
Personnel Committee Meeting:
Approval of Evaluation
& Minutes**



Personnel Committee Meeting

September 29, 2025, 1:00 PM – 2:10 PM

Personnel Committee:	Sharon Smoley, Personnel Committee Chair
Members Present:	Sharon Smoley, Crockett Bohannon, Nicole Benjamin, Ashley Cisneros Mejia, Venessa Tomlin
Library Administration:	Steve Powell, Director/Chief Executive Officer
Present:	Yvonne Hartley, Chief Human Resources Officer

Prior to the meeting, the Director's evaluation form was provided to the Personnel Committee.

The purpose of the meeting was to conduct the annual performance evaluation of Director/CEO Steve Powell.

Committee Chair Sharon Smoley opened the meeting at 1:03 PM. She praised Director Powell for doing a great job and stated that he is proficient in every area. She is pleased with the new consolidated Director evaluation process.

Director Powell gave a review of his performance, highlighting the implementation of a new Strategic Plan, and new HR and Finance systems. He discussed development efforts and provided updates on facilities planning, community engagement, and financial management. Also included in his review were the library's digital collection and outreach programs, a successful Summer at Your Library initiative, and technology advancements such as the new OCLS app.

The Personnel Committee discussed communication strategies, particularly in response to public issues, and emphasized the desire to compare OCLS with similar library systems.

The recommendations of the Personnel Committee to the Library Board of Trustees are summarized as follows:

1. Rate Director/CEO Powell's overall performance as Far Exceeds Requirements.
2. Consistent with the FY25 Compensation Plan for staff, award Director Powell 60 hours of PTO based on his overall Far Exceeds Requirements rating.

The meeting adjourned at 2:10 PM

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

proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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

Seksyon 286.0105, Lwa Florida, deklare ke si yon moun deside fè apèl kont nenpòt desizyon ki te pran pa yon tablo, ajans, oswa komisyon ki gen rapò ak nenpòt pwoblèm konsidere nan yon reyinyon oswa yon odyans, li pral bezwen yon dosye sou pwosedi yo, e ke, pou rezon sa yo, li ka bezwen asire ke yon dosye vèbal nan pwosedi yo fèt, ki dosye gen ladan temwayaj ak prèv ki montre apèl la dwe baze.

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

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 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
October 9, 2025**

**Discussion & Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
October 9, 2025**

Policies Realignment

**Orange County Library System
Board of Trustees Meeting
October 9, 2025**

Information

**Orange County Library System
Board of Trustees Meeting
October 9, 2025**

**Orange County
Delegation Presentation**

**Orange County Library System
Board of Trustees Meeting
October 9, 2025**

Director's Report

Director's Report: October 2025 Board of Trustees Meeting

OCLS Mobile App

The mobile app continues to perform strongly, with **nearly 26,500 downloads** across Apple and Android platforms, including 5,000 downloads for September.

Major Milestone Achieved

Last month, we officially crossed 100,000 unique authenticated users in a single month for the first time. Well, we did it again, with **100,098 unique cards authenticated in September**.

Connecting with Legislators

In September, we met with Reps. Johanna Lopez, Anna Eskamani, Paula Starke, Doug Bankson, and staff from Rep. RaShon Young's office. Discussions remain positive as we monitor property tax reform hearings taking place in Tallahassee.

Recognition

Once again, OCLS has been recognized as a Top Workplace by the Orlando Sentinel Media Group for 2025.

Master Plan Progress

We received **11 responses** to our RFQ for the master plan. The committee will now rank proposals to select finalists for the next phase.

New Drop Box in Avalon Park

A new slab for our **Avalon Park drop box** has been poured, which means we will soon be able to install a new book drop box in Avalon Park. This will be the fourth box we have placed in the community.

Advertising Impact

Mindspot Research reports a significant increase in advertising recall – 38% of respondents remembered seeing OCLS ads this quarter, up from 24% in the previous quarter.

Additional survey highlights:

- **Visitor Satisfaction:** 98% rated their experience highly (up from 93%).
- **Welcoming Environment:** 90% felt welcomed at OCLS.
- **Emotional Connection:** 90% reported a sense of belonging (up from 83%).
- **Future Usage Intent:** Rose to 88%, from 78% last quarter.

Key Dates

- **October 21:** Orange County Delegation Meeting
- **January 21–22, 2026:** Library Legislative Day in Tallahassee

Melrose Center Spotlight

We're proud to share this WESH 2 segment featuring our Melrose Center Assistant Manager discussing the **Melrose Film Festival** and other resources in the Center:

<https://www.wesh.com/article/melrose-film-festival-showcase-39-imaginative-short-films-filmmakers/68014799>

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