

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

**Board Packet for November 2025**



November 6, 2025

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

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

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

Re:           Library Board of Trustees Meeting

The next meeting of the Library Board of Trustees will be at 6:00 p.m. on November 13, 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**

**November 13, 2025 6:00 p.m.**

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

- |               |              |  |
|---------------|--------------|--|
| <b>25-156</b> | <b>I.</b>    | <b>Call to Order</b>   |
| <b>25-157</b> | <b>II.</b>   | <b>Public Comment Policy &amp; Procedures</b>  |
| <b>25-158</b> | <b>III.</b>  | <b>Approval of Minutes: October 9, 2025 Library Board of Trustees Meeting</b>  |
| <b>25-159</b> | <b>IV.</b>   | <b>Staff Presentations:</b> <ul style="list-style-type: none"><li>➤ <b>Horizon West Branch: Danielle King</b></li><li>➤ <b>Lake Nona Branch: Bethany Stone</b></li></ul> |
| <b>25-160</b> | <b>V.</b>    | <b>Financial Statements and Summaries: October 2025: Kris Shoemaker</b>  |
| <b>25-161</b> | <b>VI.</b>   | <b>Dashboard: October 2025: Leasha Tavernier</b>   |
| <b>25-162</b> |              | <b>Annual Plan Update: October 2025: Leasha Tavernier</b>  |
| <b>25-163</b> | <b>VII.</b>  | <b>Action Items: Consent Agenda</b>  |
| <b>25-164</b> |              | <b>Young Adult Collection Relocation: Bethany Stone</b>  |
| <b>25-165</b> | <b>VIII.</b> | <b>Action Items: Non-Consent Agenda</b>  |
| <b>25-166</b> |              | <b>Election of Board Officers and Committee Appointments</b>   |
| <b>25-167</b> |              | <b>Policies Realignment: Bethany Stone</b>   |
| <b>25-168</b> |              | <b>Master Plan Consultants Ranking: Steve Powell</b>   |
| <b>25-169</b> | <b>IX.</b>   | <b>Discussion and Possible Action Items</b>  |
| <b>25-170</b> | <b>X.</b>    | <b>Information</b>   |
| <b>25-171</b> |              | <b>Holidays &amp; Closed Days Schedule FY 2025-2026</b>  |
| <b>25-172</b> |              | <b>Director's Report</b>   |
| <b>25-173</b> |              | <b>Public Comment: Non-Agenda Items</b>  |
|               | <b>XI.</b>   | <b>Adjournment</b>   |

**Next Meeting Dates:**

**December 11, 2025: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801**  
**January 8, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801**

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

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

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

Orange County does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or family status. Those with questions or concerns about nondiscrimination, those requiring special assistance under the Americans with Disabilities Act (ADA), and those requiring language assistance (free of charge) should contact the Title VI/Nondiscrimination Coordinator at [access@ocfl.net](mailto: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](mailto:access@ocfl.net) o llamando 3-1-1 (407-836-3111).

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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](mailto: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  
November 13, 2025**

**Call to Order**

**Orange County Library System  
Board of Trustees Meeting  
November 13, 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  
November 13, 2025**

**Approval of Minutes**

**MEETING MINUTES**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**

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

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

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

Library Board Absent: Nicole Benjamin (1/1 – City); Venessa Tomlin (9/1)

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

Administration Absent: Sara Gonzalez

- 25-139 I. Call to Order**  
 President Bohannon called the meeting to order at 6:07 p.m.
- 25-140 II. Public Comment Policy & Procedures**
- 25-141 III. Approval of Minutes: September 11, 2025 Library Board of Trustees Meeting**  
 Trustee Smoley, seconded by Trustee Cisneros Mejia, moved to approve the minutes for the September 11, 2025 Library Board of Trustees Meeting. Motion carried 4-0.
- 25-142 IV. Staff Presentation: Human Resources: UKG Ready Software Update: Colleen Hooks**
- 25-143 V. Financial Statements and Summaries: September 2025 – Kris Shoemaker**  
 CFO Shoemaker reported that the September report is preliminary and will be finalized and included at an upcoming meeting.
- 25-144 VI. Dashboard: September 2025 – Bethany Stone**  
 COO Stone shared highlights from the September statistics, which overall was a very good month. Library visits were up 12% (around 16,000 visits) compared with last year. Checkouts rose to 704,066, up 7% from last year. Just under 40,000 items (39,251) were delivered to customers using MAYL, the home delivery service. Digital use increased by 18% compared to last year. Total digital checkouts for the month were 360,383 which is an average of 12,013 checkouts a day.

In the spotlight this month are user ratings. The mystery shopper score average for this past quarter is 98%. The goal is 90% each month and all locations averaged well above that, which is a testament to the excellent customer service that staff provide to the community. In addition, the Net Promoter Score (NPS), is averaging 93% for the quarter. Any score over 80% is considered world class service.

There is continued strong adoption of the new OCLS app. In September, there were just under 5,000 downloads, bringing the total since the May launch to over 26,500.

Customer Deborah N. called Questline and expressed her gratitude for the outstanding support she received from staff on the 4<sup>th</sup> floor at OPL. She is studying for a CERT exam to become a volunteer assisting local first responders. She said she couldn't have made it through without their kindness, patience and assistance – they truly made her feel everything was going to be ok.

25-145

**Annual Plan Update: September 2025 – Bethany Stone**

COO Stone reported to the Board that as another fiscal year ends and another Annual plan begins, OCLS has successfully executed its goals and objectives, performance measures and standards as per section 189.0694 Florida Statute.

Through a system-wide commitment to Being Welcoming, Connected, Forward-Thinking, and Empowered, OCLS delivered meaningful outcomes that reflect its purpose: enriching lives through experiences and opportunities to learn, grow, and connect. The library expanded access to services across Orange County, strengthened strategic partnerships, enhanced staff development, and significantly increased its visibility and impact within the community.

OCLS remains agile and responsive to community needs, utilizing data-driven strategies to refine programming, enhance accessibility, and foster meaningful connections. The success of this year's goals and objectives reflects the library's ongoing commitment to equity, engagement, and enrichment, as well as its role as a vital resource in building a more connected, informed, and inspired Orange County.

25-146

**VII. Action Items: Consent Agenda**

25-147

**VIII. Action Items: Non-Consent Agenda**

25-148

**Election of Board Officers and Committee Appointments**

This agenda item was tabled until the next meeting.

25-149

**Director's Evaluation & Personnel Committee Meeting:  
Evaluation & Minutes Approval – Sharon Smoley**

Trustee Smoley reported that the entire Board was present for Director Powell's performance evaluation in which he was rated as far exceeds. She congratulated him for his accomplishments and excellent performance. Trustee Cisneros Mejia, seconded by Trustee Smoley moved to approve the Director's evaluation and the minutes for the meeting. Motion carried 3-0.

25-150

**IX. Discussion and Possible Action Items**

25-151

**Policies Realignment – Bethany Stone**

COO Stone briefed the Board about a procedural modification regarding library policies. She stated that policies will be categorized as follows: Board-approved, Legally-guided, and Operational policies. She stated that in November, she will bring an issue statement to the Board to formalize this change and that this will streamline how policies are handled going forward. Brief discussion ensued.

25-152

**X. Information**

25-153

**Orange County Delegation Presentation: Steve Powell**

Director Powell informed the Board of the two-minute presentation that he will be giving to the Orange County Delegation at a forthcoming meeting.

25-154

**Director's Report****New Drop Box in Avalon Park**

A new slab for the Avalon Park drop box has been poured, which means a new book drop box will soon be installed there. This will be the fourth box placed around the community for the convenience of customers.

**Millage and Budget**

On Tuesday, September 30<sup>th</sup>, just after 5:00 pm, the Governing Board, with all members present, unanimously approved the library millage and budget.

**Baker & Taylor Update**

Director Powell gave an update regarding Baker & Taylor, one of the library's longtime book suppliers. Currently, the Horizon West and Lake Nona Opening Day Collections are on order with them. Baker & Taylor has had its struggles over the past several years. The pandemic, a ransomware attack in 2022, and ongoing supply chain issues. Over the past few years, the bulk of purchasing has been shifted away from them and to other suppliers. They were in the process of being acquired by ReaderLink, and the deal was set to close on Friday, September 26<sup>th</sup>. The deal was called off for undisclosed reasons, leaving everyone working there, and their customers, with questions. On Monday, October 6<sup>th</sup>, they suddenly laid off over 500 people and announced they would wind down business operations over the next three months. B&T would have been 200 years old in 2028. Although they faced their troubles, staff remained confident in their everlasting presence in the marketplace and their ability to deliver the opening day collections. The library's contracts with B&T involve them ordering, processing, storing and delivering the items to the branches when these are ready. The contract also requires OCLS to pay for items once they are stored. They are committed to delivering those collections to OCLS as early as next week. The collections will be stored at OPL and will be delivered to the branches when they are ready.

**Melrose Center Spotlight**

Director Powell was proud to share this [WESH 2 segment](#) featuring Melrose Center Assistant Manager Andrew Harth, discussing the Melrose Film Festival and other resources in the Center.

25-155

**Public Comment: Non-Agenda Items****XI. Adjournment**

Trustee Cisneros Mejia, seconded by Trustee Smoley, moved to adjourn the meeting. Motion carried 3-0.

President Bohannon adjourned the meeting at 6:44 p.m.

**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**

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**Orange County Library System  
Board of Trustees Meeting  
November 13, 2025**

**Staff Presentations**

**Orange County Library System  
Board of Trustees Meeting  
November 13, 2025**

**Financials Statements  
& Summaries**



**Orange County Library System**  
**FY 2025-26 Financial Statement Highlights**  
**One Month Ended October 31, 2025**

**Project Summaries:**

Horizon West Branch Library: Project-to-date costs are \$15,148,012 or 55.5% of the \$27,275,000 approved project budget.

Lake Nona Branch Library: Project-to-date costs are \$1,643,895 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 \$3,144,425 or 69.1% of the \$4,549,600 approved project budget.

OPL Exterior Lighting: Project-to-date costs are \$665,201 or 89.1% of the \$747,268 approved project budget.

Southwest Lighting Replacement: Project-to-date costs are \$122,640 or 90.7% of the \$135,250 approved project budget.

**Operating Fund Revenue & Expenditure Summaries:**

**Revenues:**

**Ad Valorem Taxes:**

The Library budgeted \$78,800,000 for Ad Valorem Taxes in FY 2025-26 based on property tax values, a millage rate of 0.3748, and a 5% statutory deduction. During FY 2025-26, we received \$-0-, or 0.0% of the budget, which is in line with our year-to-date expectations as payments are normally received from November through March.

**State Aid/ State and Federal Grants:**

The Library budgeted \$500,000 for State Aid Revenues and \$0 for other State and Federal Grants in FY 2025-26, based on anticipated funding from the various agencies. We have received \$-0-, which is 0% of the budget.

**Fee Cards:**

The Library budgeted \$150,000 for Fee Card revenues for FY 2025-26. Through October, we received \$2,475 or 1.7% of budgeted revenue.

**Meeting Rooms:**

The Library budgeted \$30,000 for meeting room revenues for FY 2025-26. Through October, we received \$350 or 1.2% of budgeted revenues.

**Faxes:**

The Library budgeted \$15,000 for fax revenues and has received \$466 or 3.1% year-to-date.

**Copy and Prints:**

The Library budgeted \$190,000 for these services in FY 2025-26. We received \$6,891 or 3.6% of budget through October.

*Passport Facility & Photo Fees:*

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2025-26. Through October, we received \$1,177 or 9.8% of budgeted revenues.

*Fees and Lost Materials:*

Revenues from Fees and Lost Materials through October are \$2,547 or 5.3% of budget.

*Investment Earnings:*

As of the time of these reports, we have not received our October 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 October, we have received \$-0- or 0% of the budget.

*Contributions-Other:*

Through October, we have received \$-0- or 0% of the budget.

*Internet Rebate:*

Through October, we have received \$-0- or 0% of the budget. These funds are normally received in the last quarter of the FY.

*Miscellaneous:*

Through October, we have received \$-0- or 0% of the budget.

*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 2025-26, we have received \$-0- or 0% 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 2025-26 we have received \$-0- or 0% of the budget.

**Expenses:**

*Defined Benefit Pension Plan:*

The Defined Benefit Pension Plan Expenditures are at \$125,000 or 6.4% of budget. This was the required FY 2025-26 contribution based on the actuarial report.

*Workers' Compensation:*

The Worker's Compensation Expenditures are at \$42,315 or 18.8% of budget.

*Unemployment Compensation:*

The Unemployment Compensation Expenditures are at \$-0- or 0% of budget.

*Delivery & Postage:*

The Delivery and Postage Expenditures are at 7.0% of the budget, which is in line for the FY allocation.

*Insurance:*

The Insurance Expenditures are at 22.6% of budget as most policies renew in the 1<sup>st</sup> quarter of the year.

*Property Appraiser Fees:*

The expenditures in this category are at 25.5% of budget, which is in line with the FY allocation.

*Supplies – Hardware/Software:*

The expenditures in this category are at 0.4% 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 \$42,270. This account is for any supplies used for programming, mainly Summer at Your Library and Community Engagement. This account is a subset of the Supplies Account. The combined expenditure of Supplies and Supplies-Programming is 4.81% of the budget, which is on target.

*Building Improvements Expense:*

The Library budgeted \$8,000,000 for various building improvement projects such as the OPL's Roof Replacement, OPL's Front Entrance Improvements, OPL's First Floor Renovation Design, various HVAC Replacements and other system-wide improvements. The \$197,503 expended is primarily related to the First Floor Renovation Design and OPL Roof Replacement.

**Horizon West Project Budget**  
**Expenditures As of 10-31-2025**

<b>Project Code 20-010</b>	<b>Vendor</b>	<b>Original Budget</b>	<b>Change Order</b>	<b>Revised Budget</b>	<b>FY 22 Actual</b>	<b>FY 23 Actual</b>	<b>FY 24 Actual</b>	<b>FY 25 Actual</b>	<b>FY 26 Actual</b>	<b>Total Actuals</b>	<b>Variance</b>
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	149,036	-	\$ 1,442,369	(\$112,575)
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	11,189,622	52,805	\$ 11,654,977	(\$6,645,023)
Threshold & Other Testing	TBD	150,000	\$ -	150,000	-	-	-	53,798	444	\$ 54,243	(\$95,758)
FF & E	TBD	1,752,095	\$ -	1,752,095	-	-	-	235,262	6,483	\$ 241,746	(\$1,510,349)
Opening Day Collection	TBD	1,250,000	\$ -	1,250,000	-	-	-	754,901	989	\$ 755,889	(\$494,111)
Wildlife Mitigation	FWC & Others	650,000	\$ -	650,000	-	-	477,900	-	-	\$ 477,900	(\$172,100)
Contingency		1,750,000	\$ -	1,750,000	-	-	-	-	-	-	(\$1,750,000)
<b>Project Costs</b>		\$27,275,000	\$ -	\$27,275,000	\$315,293	\$593,644	\$1,711,330	\$12,467,023	\$60,721	\$15,148,012	(\$12,126,988)

**Lake Nona Project Budget**  
**Expenditures As of 10-31-2025**

Project Code 23-002	Vendor	Original Budget	Change Order	Revised Budget	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Actual	Total Actuals	Variance
<b>Payable to the City of Orlando</b>											
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)
<b>Total Payable to the City of Orlando</b>		<b>\$20,183,864</b>	<b>\$0</b>	<b>\$20,183,864</b>	<b>\$0</b>	<b>\$255,247</b>	<b>\$489,034</b>	<b>\$0</b>	<b>\$0</b>	<b>\$744,281</b>	<b>(\$19,439,583)</b>
<b>Library Direct Cost</b>											
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	-	-	-	458,029	1,584	459,614	(\$790,386)
Wildlife Mitigation	FWC & Others	500,000	-	500,000	-	-	-	-		-	(\$500,000)
Contingency		1,641,136	-	1,641,136	-	-	-	-		-	(\$1,641,136)
<b>Total Library Direct Cost</b>		<b>\$5,781,136</b>	<b>\$0</b>	<b>\$5,781,136</b>	<b>\$440,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$458,029</b>	<b>\$1,584</b>	<b>\$899,614</b>	<b>(\$4,881,522)</b>
<b>Total Project Costs</b>		<b>\$25,965,000</b>	<b>\$0</b>	<b>\$25,965,000</b>	<b>\$440,000</b>	<b>\$255,247</b>	<b>\$489,034</b>	<b>\$458,029</b>	<b>\$1,584</b>	<b>\$1,643,895</b>	<b>(\$24,321,105)</b>

# Orlando Public Library Roof Replacement Project Budget

## Expenditures As of 10-31-2025

	Original Budget	Change Order	Revised Budget	FY 25 Actual	FY 26 Actual	Project Total	Variance
Project Code 22-007							
Bowhead	\$2,801,925	\$ -	\$2,801,925	\$1,942,444	\$ 174,796	\$ 2,117,241	\$ (684,685)
Owner Direct Materials	1,450,000	-	1,450,000	1,027,185	-	\$ 1,027,185	\$ (422,815)
Contingency	297,675	-	297,675	-	-	-	(297,675)
<b>Project Costs</b>	<b>\$4,549,600</b>	<b>\$ -</b>	<b>\$4,549,600</b>	<b>\$2,969,629</b>	<b>\$ 174,796</b>	<b>\$ 3,144,426</b>	<b>(\$1,405,174)</b>

## Orlando Public Library Exterior Lighting Project Budget

### Expenditures As of 10-31-2025

	<b>Original Budget</b>	<b>Change Order</b>	<b>Revised Budget</b>	<b>FY 24 Actual</b>	<b>FY 25 Actual</b>	<b>Project Total</b>	<b>Variance</b>
<b>Project Code 22-005</b>							
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	-
Owner Provided Materials	45,000	-	45,000	-	2,221	2,221	(42,779)
Contingency	42,171	(7,483)	34,688	-	-	-	(34,688)
<b>Project Costs</b>	<b>\$747,268</b>	<b>\$ -</b>	<b>\$747,268</b>	<b>\$49,572</b>	<b>\$615,629</b>	<b>\$665,201</b>	<b>(\$82,067)</b>

## Southwest Lighting Replacement Project Budget

### Expenditures As of 10-31-2025

	<b>Original Budget</b>	<b>Change Order</b>	<b>Revised Budget</b>	<b>FY 2025 Actual</b>	<b>Variance</b>
<u>Project Code 24-010</u>					
Ruby Builders	\$104,400	\$0	\$104,400	\$104,377	(\$23)
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)
<b>Project Costs</b>	<b>\$135,250</b>	<b>\$0</b>	<b>\$135,250</b>	<b>\$122,640</b>	<b>(\$12,610)</b>

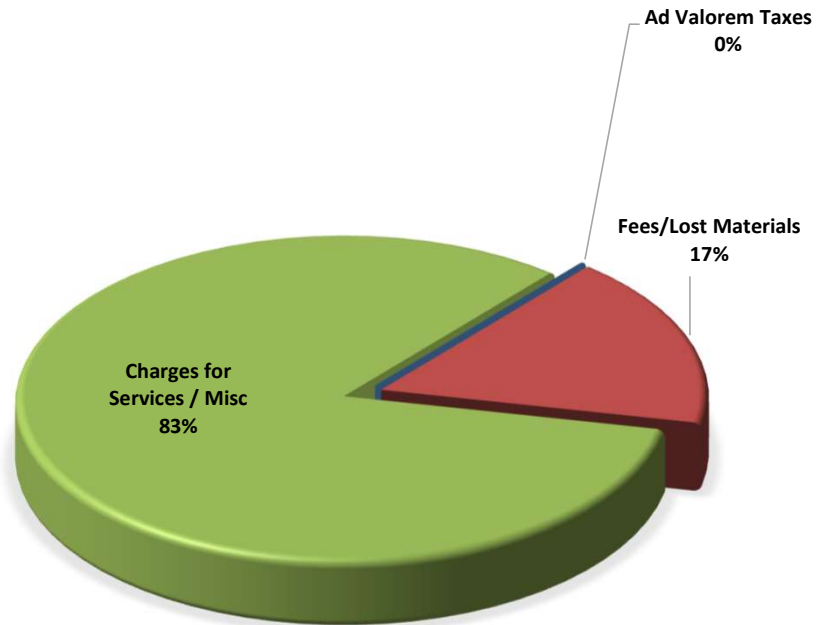


# ORANGE COUNTY LIBRARY DISTRICT

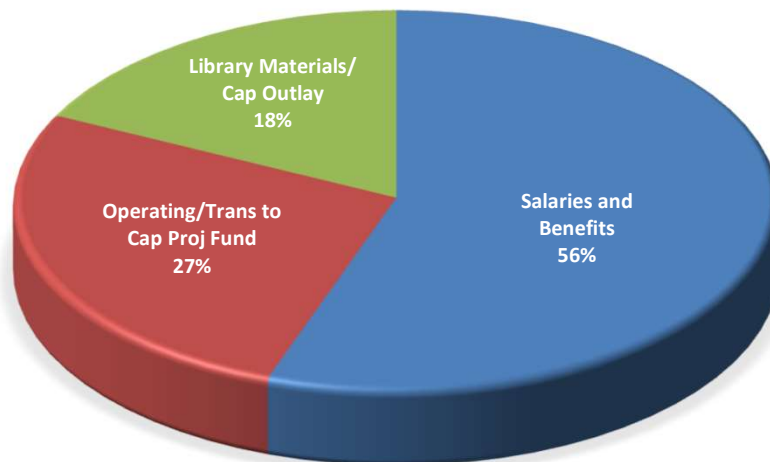
## Operating Fund

One Month Ended October 31, 2025

### REVENUES



### EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND REVENUE SUMMARY**  
**One Month Ended October 31, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(1 months= 8.3%)</b>
<b>AD VALOREM TAXES</b>	78,800,000	0	0.0%
<b>INTERGOVERNMENTAL</b>			
Federal & State Grants	500,000	0	0.0%
<b>CHARGES FOR SERVICES</b>			
Fee Cards	150,000	2,475	1.7%
PC Express (\$1 for 1 hour)	1,000	204	20.4%
Classes	300	0	-
Meeting Rooms	30,000	350	1.2%
Faxes	15,000	466	3.1%
Supplies - Customer	4,900	428	8.7%
Co-Working Rooms	5,000	61	1.2%
Copy & Prints	190,000	6,891	3.6%
Passport Facility & Photo Fees	12,000	1,177	9.8%
Other	1,000	10	1.0%
	409,200	12,063	2.9%
<b>FEES &amp; LOST MATERIALS</b>	48,000	2,547	5.3%
<b>MISCELLANEOUS</b>			
Investment Earnings	1,176,500	0	0.0%
Sales of Surplus Property	5,000	0	0.0%
Contributions - Friends of Library	50,000	0	0.0%
Contributions - Others	50,000	155	0.3%
Internet Rebate	78,720	0	0.0%
Grants & Awards	15,000	30	0.2%
Miscellaneous	35,000	50	0.1%
	1,410,220	235	0.0%
<b>TRANSFER FR PROP APPRAISER</b>	75,000	0	0.0%
<b>TRANSFER FR TAX COLLECTOR</b>	641,200	0	0.0%
<b>TOTAL REVENUES</b>	<b>81,883,620</b>	<b>14,845</b>	<b>0.0%</b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND EXPENDITURE SUMMARY**  
**One Month Ended October 31, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(1 months= 8.3%)</b>
<b>SALARIES &amp; BENEFITS</b>			
Salaries	30,750,000	2,322,117	7.6%
Medicare Taxes	450,000	33,141	7.4%
Defined Contribution Pension Plan	2,300,000	174,159	7.6%
Defined Benefit Pension Plan	1,950,000	125,000	6.4%
Money Purchase Pension Plan	2,005,000	133,721	6.7%
Life and Health Insurance (Employees)	6,200,000	382,625	6.2%
Worker's Compensation	225,000	42,315	18.8%
Unemployment Compensation	70,000	-	0.0%
Retiree Health Care (OPEB)	800,000	25,609	3.2%
Parking & Bus Passes	350,000	22,728	6.5%
	<u>45,100,000</u>	<u>3,261,414</u>	<u>7.2%</u>
<b>OPERATING</b>			
Professional Services	725,000	19,564	2.7%
Other Contractual Services	3,450,000	97,263	2.8%
Other Contract. Serv.- Janitorial	600,000	17,174	2.9%
Training and Travel	250,000	10,686	4.3%
Telecommunication	675,000	15,934	2.4%
Delivery and Postage	1,750,000	122,920	7.0%
Utilities	1,300,000	25,769	2.0%
Rentals and Leases	1,800,000	104,363	5.8%
Insurance	1,000,000	226,226	22.6%
Repairs and Maintenance/Leasehold Improvements	2,000,000	74,818	3.7%
IT Subscriptions/Maintenance Contracts	2,455,000	70,062	2.9%
Copying/Printing	425,000	2,226	0.5%
Promotional Activities	525,000	21,224	4.0%
Property Appraiser's Fee	750,000	191,131	25.5%
Tax Collector's Fee	1,625,000	-	0.0%
Supplies	1,550,000	32,240	2.1%
Supplies-Hardware/Software	900,000	3,289	0.4%
Supplies-Programming	-	42,270	-
Memberships	25,000	-	0.0%
	<u>21,805,000</u>	<u>1,077,158</u>	<u>4.9%</u>
<b>CAPITAL OUTLAY</b>			
Building and Improvements	7,000,000	197,503	2.8%
Leasehold Improvement	1,000,000	-	0.0%
Equipment and Furniture	1,100,000	-	0.0%
Hardware/Software	1,275,000	211,610	16.6%
	<u>10,375,000</u>	<u>409,113</u>	<u>3.9%</u>
<b>LIBRARY MATERIALS</b>			
Materials - Restricted Contributions	15,000	-	0.0%
Materials - Other	8,304,400	620,350	7.5%
	<u>8,319,400</u>	<u>620,350</u>	<u>7.5%</u>
<b>TRANSFER TO CAPITAL PROJECTS FUND</b>	5,500,000	458,333	8.3%
<b>TRANSFER TO SINKING/EARR FUND</b>	500,000	41,667	8.3%
<b>TOTAL EXPENDITURES</b>	<u><b>91,599,400</b></u>	<u><b>5,868,034</b></u>	<u><b>6.4%</b></u>

**ORANGE COUNTY LIBRARY DISTRICT**  
**CAPITAL PROJECTS FUND**  
**One Month Ended October 31, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(1 months= 8.3%)</b>
<b>REVENUES</b>			
Investment Earnings	600,000	-	0.0%
Transfer from Operating Fund	5,500,000	458,333	8.3%
Reserve Lake Nona Deposit	440,000	-	0.0%
Reserve Horizon West Demo	266,000	-	0.0%
Reserves	40,500,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>47,306,000</b>	<b>458,333</b>	<b>1.0%</b>

<b>EXPENDITURES</b>			
New Horizon West Branch	12,500,000	59,288	0.5%
New Branch FFE	1,000,000	-	0.0%
New Branch Materials	1,000,000	2,573	0.3%
New Lake Nona Branch	27,000,000	-	0.0%
Reserve Lake Nona Deposit	440,000	-	0.0%
Reserve Horizon West Demo	282,000	-	0.0%
Reserves	5,084,000	396,472	7.8%
<b>TOTAL EXPENDITURES</b>	<b>47,306,000</b>	<b>458,333</b>	<b>1.0%</b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**SINKING FUND**  
**One Month Ended October 31, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(1 months= 8.3%)</b>
<b>REVENUES</b>			
Investment Earnings	275,000	-	0.0%
Transfer from Operating Fund	500,000	41,667	8.3%
Reserves Horizon West Repairs	1,000,000	-	0.0%
Reserves	6,465,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>8,240,000</b>	<b>41,667</b>	<b>0.5%</b>
<b>EXPENDITURES</b>			
Reserves-Building and Improvements	6,740,000	34,082	0.5%
Reserves-Horizon West Contract	1,000,000	5,057	0.5%
Reserves-Technology	500,000	2,528	0.5%
<b>TOTAL EXPENDITURES</b>	<b>8,240,000</b>	<b>41,667</b>	<b>0.5%</b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**PERMANENT FUND**  
**One Month Ended October 31, 2025**

	<b><u>ANNUAL BUDGET</u></b>	<b><u>YTD ACTUAL</u></b>	<b><u>(1 months= 8.3%)</u></b>
<b>REVENUES</b>			
Investment Earnings	40,000	-	0.0%
Investment Fair Value	-	-	-
Reserves For Operations	603,000	-	-
Reserves	1,000,000	-	0.0%
<b>TOTAL REVENUES</b>	<b><u>1,643,000</u></b>	<b><u>-</u></b>	<b><u>0.0%</u></b>
<b>EXPENDITURES</b>			
Equipment	75,000	-	0.0%
Reserves For Operations	568,000	-	0.0%
Reserves	1,000,000	-	0.0%
<b>TOTAL EXPENDITURES</b>	<b><u>1,643,000</u></b>	<b><u>-</u></b>	<b><u>0.0%</u></b>

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

**ASSETS**

Cash on Hand	15,463
Equity in Pooled Cash	4,047,142
Equity in Pooled Investments	34,958,507
Accounts Receivable	78
Inventory	151,527
Prepays	375,410
Other Assets - Deposits	<u>3,776</u>
<b>TOTAL ASSETS</b>	<b><u><u>39,551,902</u></u></b>

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

**LIABILITIES**

Accounts Payable	(2,476)
Retainage Payable	138,388
Accrued Wages Payable	1,063,910
Accrued Sales Tax	497
Accrued Fax Tax	61
Accrued N. Carolina St. Income Tax	280
Employee Payroll Deductions:	
Dental Insurance	1,800
Optional Life	(1,170)
Flex Expend	(77)
Vision Plan	(499)
Weight Watchers	516
Short Term Disability	(379)
Accident/Critical/Hospital	25
Miscellaneous	0
Staff Association	1,581
Due To Friends of the Library	1,953
<b>TOTAL LIABILITIES</b>	<b>1,204,408</b>

**FUND BALANCE**

Nonspendable:	
Inventory	151,527
Prepaid Items and Deposits	379,186
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	38,626,613
Current Year Revenue over Expenditures	(5,853,189)
<b>TOTAL FUND BALANCE</b>	<b>38,347,494</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>39,551,902</b>

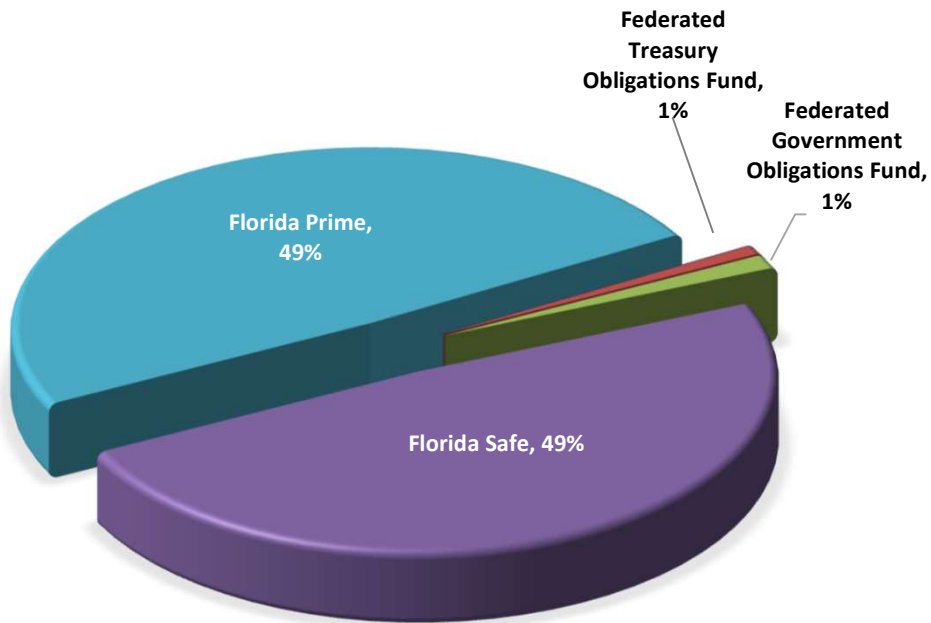


**ORANGE COUNTY LIBRARY DISTRICT**  
**MONTHLY ROLLOVER**  
**October 31, 2025**

	<b>BALANCE</b> <b>09/30/25</b>	<b>RECEIPTS</b>	<b>DISBURSE</b>	<b>BALANCE</b> <b>10/31/25</b>
<b>OPERATING</b>				
Equity in Pooled Cash	3,774,464	7,177,709	6,940,384	4,011,789
Equity in Pooled Investments	41,283,542	174,964	6,500,000	34,958,507
	<b>45,058,006</b>	<b>7,352,673</b>	<b>13,440,384</b>	<b>38,970,296</b>
<b>CAPITAL PROJECTS</b>				
Equity in Pooled Investments	<b>49,602,635</b>	<b>635,856</b>	-	<b>50,238,491</b>
<b>SINKING</b>				
Equity in Pooled Investments	<b>8,825,257</b>	<b>71,089</b>	-	<b>8,896,346</b>
<b>SELF FUNDED HEALTH</b>				
Equity in Pooled Cash	1,157,670	348,008	161,245	1,344,433
Claims Payment Checking Account	73,000	363,554	363,554	73,000
Equity in Pooled Investments	4,998,823	17,890	-	5,016,713
	<b>6,229,493</b>	<b>729,452</b>	<b>524,799</b>	<b>6,434,146</b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**GENERAL POOLED INVESTMENTS**  
**October 31, 2025**

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
<b>MONEY MARKET FUNDS</b>	
Federated Treasury Obligations Fund	786,218
Federated Government Obligations Fund	1,263,937
<b>LOCAL GOVERNMENT INVESTMENT POOLS</b>	
Florida Safe	48,368,054
Florida Safe-HW Demo Fund	276,692
Florida Prime (SBA)	48,415,156
<b>TOTAL</b>	<u><u>99,110,057</u></u>

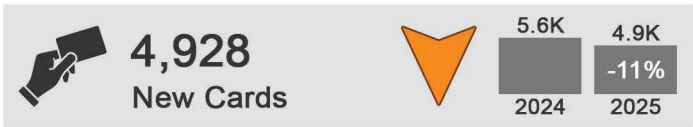
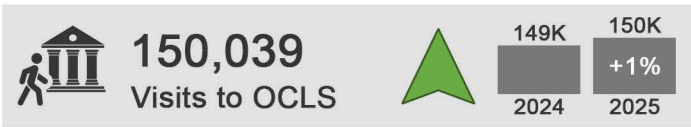


**Orange County Library System  
Board of Trustees Meeting  
November 13, 2025**

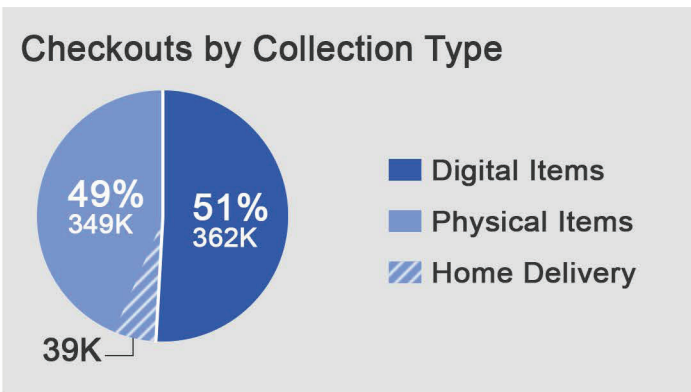
**Dashboard**

# Monthly Report: October 2025

## People



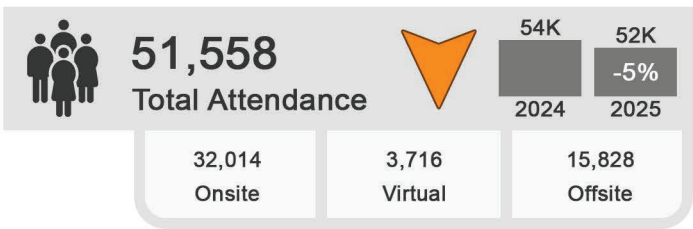
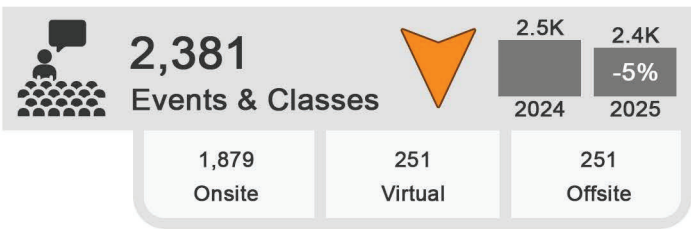
## Collection



## Spotlight: Offsite Contacts



## Events & Classes



## Customer Feedback

“Questline recently received a call from a customer named Diane A., who wanted to share how much the library has supported her throughout her medical journey. She expressed deep gratitude for the Home Delivery service and the Questline team, saying she couldn’t have gotten through it without us. Diane described everyone as kind, caring, and patient. She wanted to make sure we knew just how grateful she is.”

- Diane A., Customer (Shared by Questline)

**Orange County Library System  
Board of Trustees Meeting  
November 13, 2025**

**Annual Plan Update**

# **ORANGE COUNTY LIBRARY SYSTEM**

## **Annual Plan Update for October 2025**

### **Purpose Statement:**

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

## GOAL: BE WELCOMING

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

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

- Expand in-demand library services so that they are accessible to more people in the community.
  - The Mobile Coordinator position has been filled, and the new hire has started in their role. They are meeting with CED leadership to review the project and deliverables. They are also developing foundational documentation and resources, including calendars, tracking tools, and an MOU template to outline requirements from partners for a bookmobile stop.
- Partner with organizations to share resources.
  - The Youth Services Department scheduled a meeting with the Reed Charitable Foundation to discuss staff training and compiled badge options for a potential partnership with Girl Scouts of Citrus. They also clarified training tracks with WUCF for future staff training.
  - On October 24, the Events and Programs Department hosted a senior resource fair at the Southwest Branch with 11 partner organizations and 46 attendees.

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

- Evaluate the customer experience in public spaces.
  - New display signs have been created and distributed to branches, with PDFs available on the Marketing LibGuide, ensuring a consistent systemwide appearance.
  - Marketing is adding program and service photos to the Canva Brand Kit for staff use. They are also testing a new digital signage solution, Broadcast, with IT Design and Development to replace the current Magic Info system.
  - IT Services has received quotes for new copy/scan station equipment to enhance user experience, with purchases and replacements planned. A new wireless controller has been installed, and locations are being transitioned to it for improved network reliability.
- Explore opportunities to optimize accessibility.
  - No new activity to report.

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

- Establish best practices to support underserved populations.
  - **CED leadership collaborated with the Adult Services department to request a LibGuide for content created by social workers. Training is scheduled for key staff responsible for maintaining the LibGuide.**
- Implement systemwide expectations and training based on the Customer Service Story.
  - **No new activity to report.**



## GOAL: BE CONNECTED

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

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

- Support partnerships with local educational institutions to promote services.
  - The School Partnership Program chairs created a communication tracker for school participation, with data entered for August, September, and October, to be reviewed quarterly. Library staff engaged with 165 attendees at the Lake Nona Middle School Fall Festival to promote the library and the new branch.
- Support partnerships with health and wellness organizations.
  - CED staff hosted library takeover days at Nemours Children's Hospital, Advent Health Children's Hospital, and Arnold Palmer Children's Hospital. These events, featuring activities and storytimes, engaged over 380 participants. Additionally, CED staff visited Nemours Children's Hospital to connect with new mothers and babies in the NICU, demonstrating literacy skills through rhymes, repetition, and picture books.
  - The Winter Garden Branch created a display in the children's area highlighting the weekly "Mindful Start Family Yoga" program and books on wellness and mindfulness.
  - The Southwest Branch created a display to advertise the monthly "Nature Walk Book Club" program, where attendees enjoy a casual walk outdoors followed by a discussion of that month's book selection.
  - MPR created a branded Yoga Hero box for the OCLS homepage and App to promote yoga and adjacent programming at branches and online. MPR promoted seven health and wellness programs through Facebook including yoga, qigong, tips for seniors aging at home, breast cancer awareness, and a senior wellness fair.

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

- Focus on connecting with the senior and teenage segments of the community.
  - The library continued its outreach to both teen and senior community members through targeted programs and learning opportunities. The "Get Your Card" campaign reached seniors via billboards and ads, while teens were engaged with homework help promotions and a driving simulator video on Twitch.
  - Youth Services reviewed programming for middle schoolers, gathered feedback through surveys and the Middle School Advisory Board, and scheduled LibGuide

training to support academic success. South Creek hosted teen activities like "Teen Takeover" and "Rock Art," while West Oaks held a teen volunteering event with creative submissions. Southwest offered a "Dungeons and Dragons" adventure. Alafaya's teen program "Orange Slice" and an upcycling program were held, with South Trail offering events such as "Teen Takeover," "DIY Nail Art - Spooky Halloween," and "Spooky Paper Circuits." Other teen programs included "Homeschool Teen" classes at Windermere, art and volunteering events at Winter Garden, and contributions to Southeast's "Teen Zine." At North Orange, teens participated in a space-focused art program, "Constellation Canvas." Weekly tech sessions supported teens' homework and gaming needs at multiple locations.

- Senior technology classes were a focus at multiple locations this month. Windermere offered "Email Basics for Seniors," and the Melrose Game Development Team introduced VR experiences to seniors at the Beardall Senior Center. Fairview Shores and Washington Park provided tech assistance and resources for seniors, including a new "Computer Skills" roadmap with a QR code for class sign-ups. Chickasaw offered "Device Advice" for seniors, and Adult Services launched "Art with Microsoft Paint" classes. The Alafaya Branch held Open Labs, and Senior Basic Technology classes were hosted at the Union Park Neighborhood Center for Families.
  - Senior focused programming also saw success across the system this month. South Creek hosted "Coffee and Dominoes". Windermere held "Chair Yoga for Seniors," and Winter Garden offered weekly fiber arts and Bingo events for seniors. Southeast hosted Spanish conversation sessions, and Southwest hosted a "Smarter Senior Seminar" and a "Senior Resource Fair" planned by the Events and Programs department. The Southwest Branch also presented "Fitness Bingo" and "Qigong Movement & Breathing," while Alafaya and South Trail offered various senior gaming activities. The South Trail Branch offered "Seniors Kick Back," a series of weekly events where older adults explored various interests, including a hands-on headwrapping demonstration, DIY pinatas, and designer picture frames.
  - Outreach Social Workers assisted seniors with Access Lynx applications, while the Community Engagement Department hosted senior events including crafts, book clubs, and trivia at offsite locations. They also provided interactive storytimes at memory care facilities. Brain Health Kits to support cognitive wellness will soon be available at all locations, based on programming developed by the Community Engagement Department. These kits will be available for use at library locations as standalone programs or as warm-up activities to enhance existing offerings.
- Engage customers in library services with system-wide initiatives.
    - In October, staff conducted three "LEGO Education Spike™" technology classes at the West Oaks Branch, with a total attendance of 12 participants.
    - The Windermere Branch hosted two "Homeschool Technology Class - LEGO® Spike™ Essentials" sessions and continued the bi-monthly "Windermere LEGO® Club." The LEGO® Club had 63 attendees this month.

- The South Creek Branch hosted four sessions of "LEGO® Education Spike™" with a total attendance of 19. Additionally, the branch held a "Lego Club" event for 41 attendees.
- The Eatonville Technology Trainer offered LEGO Spike Prime to five attendees.
- The Winter Garden Branch organized two LEGO Club events for children.
- The Southeast Branch hosted one LEGO Club program and one LEGO Education Spike class this month. Participants learned STEAM concepts and engaged in creative problem-solving activities.
- In October, the Southwest Branch hosted its weekly "LEGO Club," where an average of 80 attendees had fun using their imagination to make their own LEGO creations.
- The Alafaya Branch hosted 12 LEGO Technology classes and the biweekly LEGO Club program.
- The South Trail Branch presented two LEGO Clubs where families used their imaginations to build unique designs.
- The South Creek Branch promoted the upcoming author event by displaying marketing materials in public areas. South Creek's Librarian leads two booklist committees: one focused on "Summer at Your Library" and the other on "Best Books of 2025." Both committees focus on titles ranging from children's to young adults.
- Youth Services staff began work on a script template and training presentation for Kids Comic Club. Staff reviewed current program descriptions and provided feedback to refresh and revise language and format. Staff submitted graphics request for new 1k Books tracker.
- The West Oaks Branch displayed promotional material for the Lillian Louise Pharr Signature Author Series, highlighting featured author Nicholas Sparks.
- The Community Engagement Department is collaborating with the Orange County Community Corrections Division to finalize plans for monthly book club events for adult and young adult inmates.
- The Winter Garden Branch set up a display highlighting the upcoming Nicholas Sparks author event.
- The South Trail Branch promoted the Virtual Author Talk featuring Malala Yousafzai through a book display, flyers, and MagicInfo. They also highlighted the 1000 Books Before Kindergarten initiative during the weekly Zero to Five Storytime and Caregiver Connect, distributing reading trackers to guardians. Additionally, the South Trail librarian contributed to the America250 reading list.
- The Southeast team organized a display of Nicholas Sparks materials to promote an upcoming author event. Additionally, the Southeast librarian met with the book list group and submitted a final review for consideration in the 2025 Best Adult Books list.
- At the Orlando Public Library, Adult Services began planning for a new monthly book club for customers. This club will focus on systemwide author events and staff picks. The potential start date is March 2026, featuring a title by the author selected for the Southwest Author Event.

- Youth Services staff evaluated SAYL 2024 participation data to determine a reasonable growth target for the coming year. Additionally, Youth Services staff worked to reimagine the reading tracker for 2025 to encourage engagement with the library throughout the whole summer.
- At the South Creek Branch, the Librarian co-led the Summer At Your Library reading booklist committee for children's, juvenile, and young adult titles.
- Adult Services contacted all locations to recruit volunteers for the Summer at Your Library Adult Programming Committee. Adult Services collaborated with Marketing and Public Relations to redesign the Adult Summer Reading Tracker to enhance customer engagement.
- The IT: Design & Development Department Head and Manager met with the Marketing Manager to assess the digital signage needs of the Marketing and Public Relations Department. A draft listing has been created detailing screens, their locations, and the responsible parties. The team is learning how the Broadcast module functions for creating and displaying digital content and has begun planning the configuration setup, including shows, channels, screens, and permission schemes. A technical issue that previously prevented shows from being displayed and screens from being registered was resolved by the vendor, allowing the team to successfully display a digital promotion on a television screen. The current focus is on revising the implementation schedule, creating a training curriculum, identifying staff to be trained in using Broadcast, and finalizing the configuration plan before execution.
- The Windermere Branch provided online courses on resume writing and enhancing job interview skills.
- The Eatonville Technology Trainer offered "Search & Apply for Jobs" and "Resume Writing" classes.
- Adult Services librarians and trainers are finalizing edits and updates to the four core classes that comprise the new Job Seekers Course Track. These classes will be introduced to librarians at the November Librarians as Learning Leaders Meeting and to technology trainers at the December Systemwide Trainer Meeting.

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

- Seek opportunities with individuals, organizations and agencies that can help expand the library's fundraising footprint.
  - The Grant Specialist position has been filled. The new hire is currently learning about OCLS, researching grant management programs, and developing a grant process.
  - A \$5,000 grant from Synchrony Bank has been received, allowing the addition of the Orlando Science Center to the Local Wanderer program.
  - Suggestions about upcoming grant opportunities have been received from a contact at United Arts. These are being explored by the Development Project Coordinator and the Development Manager.

- **Raise the library's visibility through networking and community building.**
  - **The Library Director/CEO and the Chief Marketing and Public Relations Officer met with multiple members of the Orange County legislative delegation to talk about the value of libraries to the community. The Library Director/CEO also presented to the entire delegation at its annual meeting in October.**
  - **The library's Marketing and Public Relations Department collaborated with the Orange County Mayor's Office to create a promotional video for the OCLS App and participated in various networking and marketing events, including the Mayor's Toy Drive.**
  - **The Melrose Game Development Team attended an advisory meeting at Orange Technical College to discuss updates and industry trends, while a member of the Video Production Team contributed insights at a Digital Cinema Production meeting.**
  - **A literacy event at St. Andrews Catholic School engaged students with scavenger hunts and a golden bookmark prize.**
  - **Library staff provided a tour of the Eatonville Branch to Grace Medical Home representatives.**
  - **A Youth Services staff member joined Leadership Orange and attended two sessions.**
  - **Adult Services engaged with several community organizations to enhance relations, including the Ventura Country Club and the Foundation for Seminole Community College.**
  - **At the Veterans Services 80th Anniversary Fair, 84 attendees visited the library's table.**
  - **Alafaya Branch staff participated in community events such as National Night Out and school festivals, strengthening local connections.**
  - **South Trail Branch managers met with the Oakridge Neighborhood Center for Families coordinator to exchange resources and plan future collaboration.**

## GOAL: BE FORWARD-THINKING

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

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

- Evaluate existing and new opportunities for services and resources.
  - **IT Services has hired a Systems Analyst to identify and implement new standards. Surveys are currently being distributed to each department and location to assess their usage and needs. This information will guide the next phase, where IT will begin standardizing software offerings.**
- Evaluate and improve current data collection.
  - **A mockup of the LibInsight dashboard was submitted to the administration for review. Feedback was provided, and the Data and User Services team has begun finalizing the dashboard.**
- Create a Master Plan.
  - **A Master Plan RFQ was published, and OCLS received 11 responses. The procurement team evaluated the written responses to determine the top five consultants. In-person presentations are scheduled for the end of October and the beginning of November.**

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

- Utilize data to ensure resources meet the needs of individual communities.
  - **The Community Engagement Department has completed the Community Partnership Assessment guide to evaluate current partnerships and optimize resource use. To support this, individual meetings with staff members are being conducted to understand time allocation and work activities. These discussions ensure the assessment aligns with daily operations and strategic goals.**
- Utilize data to evaluate the success of programming and classes.

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

- Evaluate and update customer satisfaction measurement tools.
  - **IT Services has been collecting and reviewing surveys from staff who open tickets with the team. Feedback has been positive, and the new system is**

**functioning more effectively for everyone involved. IT will continue to gather and respond to this feedback to ensure ongoing system improvements.**

- **Data and User Services began analyzing data from the current program and class surveys, as well as interviews conducted by the Senior UX Strategist.**
- **Explore innovative technologies, ideas and procedures to enhance the customer experience.**
  - **IT Services is gathering statistics from each team about the software they use. This will help IT understand the software each team relies on. Once completed, IT will begin standardizing software and provide recommendations for the most commonly used programs.**
  - **A kickoff meeting for the new discovery layer was held with internal stakeholders and Grove to begin implementing Aspen.**

## GOAL: BE EMPOWERED

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

**Activity:** Foster a culture of growth and development.

- Provide training and development opportunities that support staff and system-wide efforts.
  - **No new activity to report.**
- Support opportunities for cross-departmental/branch experiences.
  - **In collaboration with the Orange County Regional History Center and the Youth Services Department, the Events and Programs Department organized the 2025 Trick-or-Treat Safe Zone. This event attracted 2,856 patrons to the Orlando Public Library and offered volunteer opportunities for 67 staff members from various departments and locations throughout the system.**

**Activity:** Strengthen internal communication.

- Implement a Human Resources Information System (HRIS) and explore feature capabilities.
  - **Preparations are underway for our first live payroll with UKG Ready on November 6, 2025. All historical payrolls have been successfully balanced and imported into the system. We will continue our auditing processes to ensure accuracy and are looking forward to a successful Go Live!**
- Implement Finance Enterprise Software (FES) and explore feature capabilities.
  - **Finance Enterprise Software's initial modules of General Journal, Accounts Payable, Purchasing, Budgeting, and Check Writing were successfully implemented on October 13, 2025.**
  - **Additional Modules of Grant Management and Fixed Assets Management will be implemented in the Spring of 2026.**
- Create a Technology Plan.
  - **A draft report for the overall Technology Plan is underway. The current focus is on existing technology within the organization. Asset and project lists are being gathered from the three technology teams and are being formalized into the draft report.**

**Activity:** Prioritize employee engagement and well-being.



- Explore meaningful ways to celebrate employee contributions.
  - **West Oaks staff used the breakroom bulletin board to share positive comments about each other.**
  - **The bulletin board in the Windermere breakroom was updated with quotes from the September survey results to inspire, motivate, and thank staff for their efforts.**
  - **The Eatonville Customer Service Lead installed and decorated a Kudos Board in the staff common area.**
  - **Youth Services staff collaborated to create a virtual bulletin board for staff shoutouts and kudos.**
  - **The South Creek Branch created a new Kudos Board that is regularly used. Submitted kudos are displayed before being added to the staff member's performance journal.**
  - **Individual and team successes are noted on the agenda for monthly Adult Services meetings. A Kudos Board has been created in the Adult Services Department, so that monthly kudos may be posted.**
  - **North Orange created a "Branch Wins" bulletin board to highlight staff kudos and customer compliments.**
  - **The Southwest Branch continued its Employee of the Month recognition program and its Kudos Board, where staff can write positive notes about each other.**
  - **The Customer Service Department used a large bulletin board to create a monthly recognition program celebrating individual and team successes. In October, every staff member was recognized as part of the "Shelf Reading" Team. Along with team recognition, internal staff kudos, and customer Blue Forms were posted on the bulletin board.**
  - **A Staff Spotlight visual celebrating the staff members who earned a 100% score for this month's shop was featured on the Fairview Shores branch workroom bulletin board.**
  - **The Alafaya Branch's team lead initiated Accomplishment of the Month to recognize staff who go the extra mile for both customers and team members.**
  
- Support staff in building connections locally and throughout the system.
  - **No new activity to report.**

**Orange County Library System  
Board of Trustees Meeting  
November 13, 2025**

**Action Items: Consent Agenda**

**Orange County Library System  
Board of Trustees Meeting  
November 13, 2025**

**Young Adult  
Collection Relocation**

## **YOUNG ADULT COLLECTION RELOCATION**

### **I. ISSUE STATEMENT**

Library Board approval is needed for the Young Adult Collection Relocation.

### **II. BACKGROUND & SUMMARY**

In preparation for the upcoming first-floor renovation at the Orlando Public Library, the Young Adult collection will be permanently relocated to the second floor in the space currently occupied by the Melrose Gallery. To accommodate this transition, the area will be updated with new carpeting, enhanced lighting, and the addition of several study pods designated for customers ages 13–18.

Facilities staff will coordinate with multiple vendors to complete these improvements.

The project budget is:

<b>Company</b>	<b>Description</b>	<b>Cost</b>
Ruby Builders	Demolition	16,895
Resource Flooring	Carpet	34,177
Floz-On	Painting	11,650
Frasch	Baffles	9,723
KI	Furniture & seating	92,470
COE	Movers	30,000
CDS Orlando	Cubicle	1,800
Territo Electric	Lighting	183,000
Handyman	Miscellaneous services	7,500
<b>Subtotal</b>		<b>387,215</b>
<b>Contingency 7%</b>		<b>27,105</b>
<b>Total Estimate</b>		<b>\$414,320</b>

The library allocated funds for this project in this fiscal year's budget.

### **III. CONSIDERATION**

The library is requesting the library board to approve the project budget of \$414,320, which includes a \$27,105 contingency.

### **IV. RECOMMENDATION**

Staff recommends that the library board approve the project of \$414,320, which includes a \$27,105 contingency.

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 25-164**

**YOUNG ADULT COLLECTION RELOCATION PROJECT**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 13th day of November, 2025, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. Approve the project budget of \$414,320, which includes a \$27,105 contingency.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

**Orange County Library System  
Board of Trustees Meeting  
November 13, 2025**

**Action Items:  
Non-Consent Agenda**

**Orange County Library System  
Board of Trustees Meeting  
November 13, 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  
November 13, 2025**

**Policies Realignment**

## **POLICIES REALIGNMENT**

### **I. ISSUE STATEMENT:**

Library Board approval is needed to authorize the adoption of a revised policy governance framework that categorizes policies into three groups and establishes a structured review calendar.

### **II. BACKGROUND & SUMMARY:**

Currently, all library policies—strategic, legal, and operational—require Board of Trustees approval. Under the previous process, policies were created and reviewed inconsistently, leaving some outdated or irrelevant.

To streamline governance and ensure compliance, staff propose dividing policies into three categories:

1. Board-Approved Policies – Strategic and governance-level policies requiring board approval (e.g., Rules of Conduct, Purchasing Policy).
2. Legally-Guided Policies – Policies mandated by federal or state law that do not require board approval but will be reported to the board (e.g., ADA Grievance Procedure, Harassment Policy).
3. Operational Policies – Internal procedures and workflows managed by staff (e.g., Meeting Room Policy, Lost and Found Policy).

In addition, staff will create a policy review calendar to ensure regular review and updates. Board-approved policies will return for regular review, while legally guided and operational policies will be reviewed internally and reported to the board.

### **III. CONSIDERATION:**

Library staff is requesting the library board:

1. Approve the adoption of the three-category policy governance framework.
2. Authorize staff to implement the review calendar and manage legally guided and operational policies without requiring board approval, while keeping the board informed of updates and changes to these policies.
3. Maintain board oversight of strategic policies through scheduled reviews.

### **IV. RECOMMENDATION:**

Staff recommends that the library board:

1. Approve the proposed updated policy governance framework.
2. Authorize staff to implement the review calendar and manage non-board policies accordingly.

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 25-167**

**POLICIES REALIGNMENT**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 13<sup>th</sup> day of November 2025, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the proposed updated policy governance framework.
2. To authorize staff to implement the review calendar and manage non-board policies accordingly.
3. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

**Orange County Library System  
Board of Trustees Meeting  
November 13, 2025**

**Master Plan  
Consultants Ranking**

# **MASTER PLAN CONSULTANT RANKING**

## **I. ISSUE STATEMENT**

Library Board approval is needed to rank the Consultants for the Master Plan and to authorize staff to negotiate a contract.

## **II. BACKGROUND & SUMMARY**

The library has never conducted a comprehensive evaluation of the physical condition, functionality, and capacity of the system.

A Master Plan (Plan) is necessary to ensure that library facilities are safe, accessible, and adaptable to evolving technologies and service models. The Plan will also ensure that the library system's resources, facilities, and technology are allocated effectively to address the evolving needs of the expanding community.

The Plan will include:

1. A Facilities Assessment of all 15 library locations to evaluate space needs and workflow analysis of each existing facility and to determine the optimal use of physical space to meet service and collection needs.
2. A Facilities Maintenance and Repair Plan to assess the condition of all 15 facilities the library maintains and to provide a detailed plan for the next 10 (minimum) to 20 (preferred) years.
3. A Construction and Renovation Plan so that the library can strategically plan for future growth and development. These comprehensive assessments will analyze the physical condition, functionality, and capacity of existing library branches, taking into account demographic trends, usage patterns, and community feedback as needed.

Florida Statutes, 287.055, dictates the selection process. The steps used in the process so far:

1. The library advertised a Request for Qualifications (RFQ) for Master Planning Consulting Services on July 11, 2025. Sealed written proposals were due on August 28, 2025.
2. The library received 11 responses to the RFQ. The Procurement Committee (Committee) for this project is: Steve Powell, Bethany Stone, Erica Grant, Kris Shoemaker, Thomas Beaver, and Brian Dornbush.
3. The Committee met on September 30, 2025, to score the proposals and short-list a minimum of three firms. The committee short-listed the following four firms (alphabetically) for oral presentations:
  - Group 4 Architecture
  - LITTLE & Rethinking Libraries
  - Long & Associates
  - Margaret Sullivan Studio

4. The short-listed firms made oral presentations between October 31, 2025, and November 4, 2025, to state their qualifications and experience, their ability to deliver the scope of work, their proposed approach, outline a timeline for the project, and answer Committee members' questions.
5. The committee then met on November 6, 2025, to score and rank the firms. The final ranking is:

1. Group 4 Architecture	94.08
2. LITTLE & ReThinking Libraries	90.58
3. Long & Associates	89.17
4. A Margaret Sullivan Studios	85.25

All four firms provided detailed, thoughtful presentations. Group 4 Architecture's extensive qualifications and experience, proven track record of delivering the scope of work, proposed approach, and project timeline reinforced their score.

The current step in the process is:

6. Library Board approves, modifies, or rejects the Committee's ranking and authorizes staff to negotiate a contract with the top-ranked firm for the specified requested services. If that negotiation fails, negotiations begin with the next-ranked firm.

The following steps remain in the process:

7. The Committee brings the contract back to the Board for approval.
8. Once approved by the Board, the contract is executed by the Library Director/CEO.

### **III. CONSIDERATION**

The library is requesting the library board to approve the Committee's ranking and to authorize staff to negotiate with the firms in order of their ranking. Staff will then present the negotiated contract to this Board for approval.

### **IV. RECOMMENDATION**

Staff recommends that the library board approve the Committee's ranking and authorize staff to negotiate with the firms in order of ranking.

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 25-168**

**MASTER PLAN CONSULTANT RANKING**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 13<sup>th</sup> day of November 2025, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the following ranking of the Consultants:
  1. Group 4 Architecture
  2. LITTLE & ReThinking Libraries
  3. Long & Associates
  4. A Margaret Sullivan Studios
2. To authorize staff to negotiate a contract with the ranked firms in order of rank.
3. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary



**Orange County Library System  
Board of Trustees Meeting  
November 13, 2025**

**Discussion & Possible  
Action Items**

**Orange County Library System  
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**Information**

**Orange County Library System  
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**Holiday & Closed Days  
Schedule FY 2026**



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**STEVEN POWELL** Library Director/Chief Executive Officer

**Closed Days: Fiscal Year 2026  
October 1, 2025 – September 30, 2026**

<b>Holidays / Events</b>	<b>Closed Dates</b>
Staff Development Day	Friday, November 7, 2025
Thanksgiving Day	Wednesday, November 26, 2025 (Close at 6:00 PM) Thursday, November 27, 2025 (H) Friday, November 28, 2025 (H)
Christmas	Wednesday, December 24, 2025 (H) Thursday, December 25, 2025 (H)
New Year's	Wednesday, December 31, 2025 (H) Thursday, January 1, 2026 (H)
Martin Luther King Jr.'s Birthday	Sunday, January 18, 2026 Monday, January 19, 2026 (H)
Easter	Sunday, April 5, 2026
Memorial Day	Sunday, May 24, 2026 Monday, May 25, 2026 (H)
Independence Day	Friday, July 3, 2026 (H) Saturday, July 4, 2026
Labor Day	Sunday, September 6, 2026 Monday, September 7, 2026 (H)

**Orange County Library System  
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**Director's Report**

## Director's Report: November 2025 Board Meeting

October at OCLS was notable for our staff's commitment to growing our community engagement and advocacy efforts. This month, we connected with numerous community partners, supported county initiatives, and received recognition for our marketing efforts.

### Mayor's Toy Drive

The 2025 Orange County Mayor's Toy Drive **launched on November 3**, and OCLS is proud to participate again. Last year, we contributed more than 1,000 toys for the drive.

This year, we will be joined by volunteers from **Synchrony Bank** who will be here on December 1 to assist with sorting and counting toys. Synchrony also donated \$5,000 to support the Local Wanderer, demonstrating its commitment to community partnerships. This initiative underscores our role in meeting community needs during the holiday season while strengthening corporate relationships.

### Advocacy & Legislative Engagement

On October 21, I represented OCLS at the **Orange County Legislative Delegation's annual meeting**, emphasizing the value libraries bring to Florida communities.

I was able to share with the delegation that Florida libraries welcomed **45 million visitors** last year, librarians answered more than 12 million reference questions, and more than 1.4 million people participated in a Florida library summer program.

These figures reinforce the essential role libraries play in education, access to information, and community support.

### Community Connections

During October, staff worked to build relationships and expand outreach. Among the organizations we collaborated with:

- Orange Technical College
- Ventura Country Club
- Grace Medical Home
- Oak Ridge Center for Families
- Orange County Mayor's Office
- Orlando Science Center

These partnerships help us extend library services and resources to diverse audiences across the county.

### Recognition

Our **Marketing and Public Relations team** earned recognition from the Association for Marketing and Communications Professionals' annual **MarCom Awards**.

- **Awards Received:**

- **Platinum:** *Books & Beyond* magazine
- **Gold:** Library rebrand advertising campaign & photography
- **Honorable Mentions:** TV spot & fundraising brochure

### **Spotlight: OCLS App**

We worked with Orange County **Mayor Jerry Demings' office** to produce a video showcasing the convenience of the OCLS app. Mayor Demings described it as *"like having the entire library in the palm of your hand."* <https://youtu.be/hDPTkgFWaWA?si=k986zrMrJ9wAv3lu>

### **Key Dates**

- **November 17:** Friends Annual Appeal launch. Goal: \$30,000 to support library initiatives.
- **January 17, 2026:** Lillian Louise Pharr Author Series hosts Nicholas Sparks at Dr. Phillips Center.
- **January 21–22, 2026:** Library Legislative Day in Tallahassee.

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**Public Comment:  
Non-Agenda Items**