

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

**Board Packet for December 2025**



December 5, 2025

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

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

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

Re:           Library Board of Trustees Meeting

The next meeting of the Library Board of Trustees will be at 6:00 p.m. on December 11, 2025 at the Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

If any board member has an item to be brought up for discussion, please call Milinda Neusaenger prior to the meeting, 407.835.7611.

cc:       Racquel Asa-Ching - Liaison, Nominating Board ~ City of Orlando

**AGENDA**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**

**December 11, 2025 6:00 p.m.**

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

- |               |              |  |
|---------------|--------------|--|
| <b>25-174</b> | <b>I.</b>    | <b>Call to Order</b>   |
| <b>25-175</b> | <b>II.</b>   | <b>Public Comment Policy &amp; Procedures</b>  |
| <b>25-176</b> | <b>III.</b>  | <b>Approval of Minutes: October 9, 2025 Library Board of Trustees Meeting</b>  |
| <b>25-177</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>25-178</b> | <b>V.</b>    | <b>Financial Statements and Summaries: November 2025: Kris Shoemaker</b>   |
| <b>25-179</b> | <b>VI.</b>   | <b>Dashboard: November 2025: Leasha Tavernier</b>  |
| <b>25-180</b> |              | <b>Annual Plan Update: November 2025: Leasha Tavernier</b>   |
| <b>25-181</b> | <b>VII.</b>  | <b>Action Items: Consent Agenda</b>  |
| <b>25-182</b> |              | <b>Young Adult Collection Relocation: Bethany Stone</b>  |
| <b>25-183</b> |              | <b>Bookmobile Lease Space Renovation Project: Danielle King</b>  |
| <b>25-184</b> | <b>VIII.</b> | <b>Action Items: Non-Consent Agenda</b>  |
| <b>25-185</b> |              | <b>Election of Board Officers and Committee Appointments</b>   |
| <b>25-186</b> |              | <b>Policies Realignment: Bethany Stone</b>   |
| <b>25-187</b> |              | <b>Master Plan Consultants Ranking: Steve Powell</b>   |
| <b>25-188</b> | <b>IX.</b>   | <b>Discussion and Possible Action Items</b>  |
| <b>25-189</b> | <b>X.</b>    | <b>Information</b>   |
| <b>25-190</b> |              | <b>Director's Report</b>   |
| <b>25-191</b> |              | <b>Public Comment: Non-Agenda Items</b>  |
|               | <b>XI.</b>   | <b>Adjournment</b>   |

**Next Meeting Dates:**

**January 8, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801;**  
**February 12, 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  
December 11, 2025**

**Call to Order**

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

**Staff Presentations**

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

**Financial Statements &  
Summaries: November 2025**



**Orange County Library System  
FY 2025-26 Financial Statement Highlights  
Two Months Ended November 30, 2025**

**Project Summaries:**

Horizon West Branch Library: Project-to-date costs are \$16,079,531 or 59.0% of the \$27,275,000 approved project budget.

Lake Nona Branch Library: Project-to-date costs are \$1,645,079 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 \$3,284,973 or 72.2% of the \$4,549,600 approved project budget.

South Trail Carpet Replacement: Project-to-date costs are \$15,750 or 13.7% of the \$115,100 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 \$2,933,087, or 3.7% of the budget, which is in line with our year-to-date expectations as payments are normally received from November thru 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 November, we received \$22,775 or 15.2% of budgeted revenue.

**Meeting Rooms:**

The Library budgeted \$30,000 for meeting room revenues for FY 2025-26. Through November, we received \$6,008 or 20.0% of budgeted revenues.

**Faxes:**

The Library budgeted \$15,000 for fax revenues and has received \$2,851 or 19.0% year-to-date.

**Copy and Prints:**

The Library budgeted \$190,000 for these services in FY 2025-26. We received \$30,845 or 16.2% of budget through November.

**Passport Facility & Photo Fees:**

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2025-26. Through November, we received \$2,782 or 23.2% of budgeted revenues.

**Fees and Lost Materials:**

Revenues from Fees and Lost Materials through November are \$8,893 or 18.5% of budget.

**Investment Earnings:**

The Library budgeted \$1,176,500 for investment earnings for FY 2025-26. Through October, we received \$140,267 or 11.9% of budgeted revenues. Note: As of the time of these reports, we have not received our November 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 November, we have received \$7,374 or 14.7% of the budget.

**Contributions-Other:**

Through November, we have received \$448 or 0.9% of the budget.

**Internet Rebate:**

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

**Miscellaneous:**

Through November, we have received \$94 or 0.3% 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 \$250,000 or 12.8% 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 14.1% of the budget, which is in line for the FY allocation.

Insurance:

The Insurance Expenditures are at 23.0% 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 0.8% of budget. This account is for any electronic-related purchase with a unit cost of less than \$1,000.

Supplies – Programming:

The expenditures in this category are at \$65,676 or 9.5% of budget. 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 9.1% 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 \$493,116 expended is primarily related to the First Floor Renovation Design and OPL Roof Replacement.

# Horizon West Project Budget

## Expenditures As of 11-30-2025

Project Code 20-010	Vendor	Original Budget	Change Order	Revised Budget	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 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	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	11,270,842	849,743	\$ 12,533,135	(\$5,766,865)
ODP	GMP Electric			0						\$ -	\$0
Threshold & Other Testing	TBD	150,000	\$ -	150,000	-	-	-	54,243	109	\$ 54,352	(\$95,648)
FF & E	TBD	1,752,095	\$ -	1,752,095	-	-	-	187,868	107,130	\$ 294,998	(\$1,457,097)
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>		<b>\$27,275,000</b>	<b>\$ -</b>	<b>\$27,275,000</b>	<b>\$315,293</b>	<b>\$593,644</b>	<b>\$1,711,330</b>	<b>\$12,501,292</b>	<b>\$957,972</b>	<b>\$16,079,531</b>	<b>(\$11,195,469)</b>

### Expenditures As of 11-30-2025

Project Code 23-002	Vendor	Original Budget	Change Order	Revised Budget	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 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)
ODP	GMP Electric			0						-	\$0
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	\$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	-	-	-	-	1,184	1,184	(\$1,798,816)
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)
Total Library Direct Cost		\$5,781,136	\$0	\$5,781,136	\$440,000	\$0	\$0	\$458,029	\$2,769	\$900,798	(\$4,880,338)
Total Project Costs		\$25,965,000	\$0	\$25,965,000	\$440,000	\$255,247	\$489,034	\$458,029	\$2,769	\$1,645,079	(\$24,319,921)

South Trail Branch Carpet Replacement Project Budget

Expenditures As of 11-30-2025

	Original Budget	Change Order	Revised Budget	FY 26 Actual	Variance
Project Code 25-012					
Carpet Services of Tampa	\$81,270	\$ -	\$81,270	\$ 7,750	(\$73,520)
PMI Corporation, Movers	26,250	-	26,250	8,000	(\$18,250)
Contingency	7,580	-	7,580	-	(7,580)
Project Costs	\$115,100	\$ -	\$115,100	\$15,750	(\$99,350)



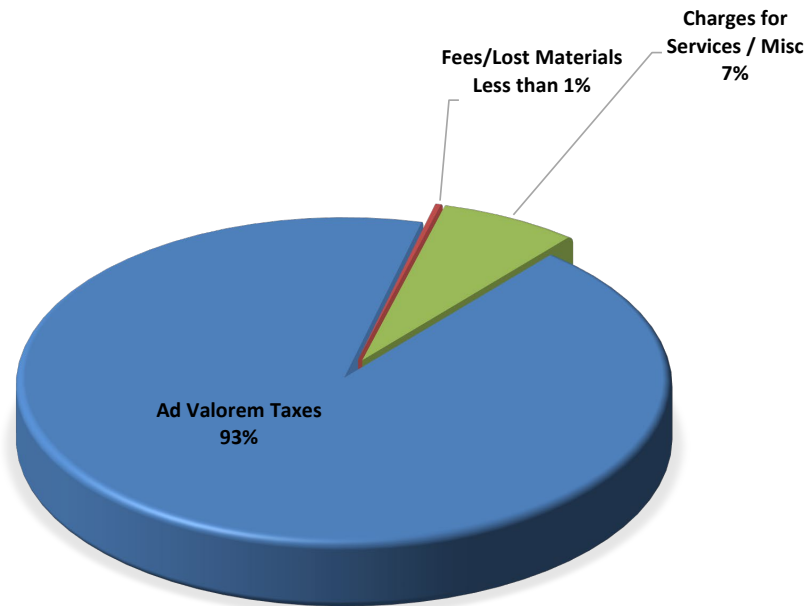
Orlando Public Library Roof Replacement Project Budget

Expenditures As of 11-30-2025

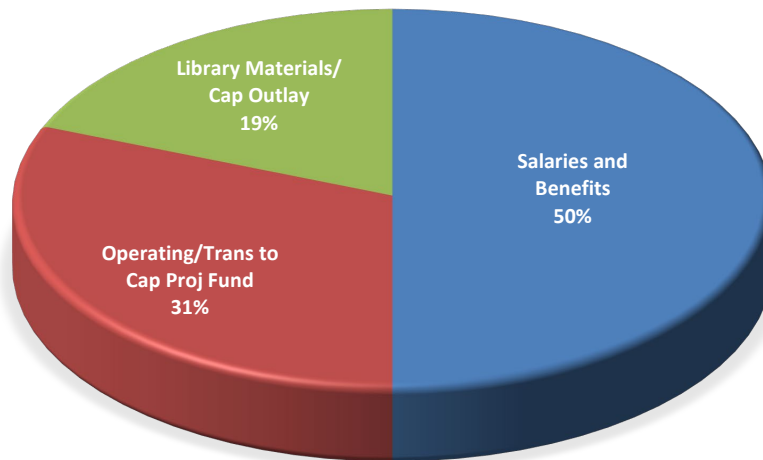
	Original Budget	Change Order	Revised Budget	FY 25 Actual	FY 26 Actual	Variance
Project Code 22-007						
Bowhead	\$2,801,925	\$ -	\$2,801,925	\$1,942,444	\$ 174,796	(\$684,685)
Owner Direct Materials	1,450,000	-	1,450,000	1,027,185	140,547	(\$282,268)
Contingency	297,675	-	297,675	-	-	(297,675)
Project Costs	\$4,549,600	\$ -	\$4,549,600	\$2,969,629	\$ 315,343	(\$1,264,627)

**ORANGE COUNTY LIBRARY DISTRICT**  
**Operating Fund**  
**Two Months Ended November 30, 2025**

**REVENUES**



**EXPENDITURES**





**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND REVENUE SUMMARY**  
**Two Months Ended November 30, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(2 months= 16.7%)</b>
<b>AD VALOREM TAXES</b>	78,800,000	2,933,087	3.7%
<b>INTERGOVERNMENTAL</b>			
Federal & State Grants	500,000	-	0.0%
<b>CHARGES FOR SERVICES</b>			
Fee Cards	150,000	22,775	15.2%
PC Express (\$1 for 1 hour)	1,000	517	51.7%
Classes	300	20	6.7%
Meeting Rooms	30,000	6,008	20.0%
Faxes	15,000	2,851	19.0%
Supplies - Customer	4,900	1,002	20.4%
Co-Working Rooms	5,000	530	10.6%
Copy & Prints	190,000	30,845	16.2%
Passport Facility & Photo Fees	12,000	2,782	23.2%
Other	1,000	10	1.0%
	409,200	67,340	16.5%
<b>FEES &amp; LOST MATERIALS</b>	48,000	8,893	18.5%
<b>MISCELLANEOUS</b>			
Investment Earnings	1,176,500	140,267	11.9%
Sales of Surplus Property	5,000	4,300	86.0%
Contributions - Friends of Library	50,000	7,374	14.7%
Contributions - Others	50,000	448	0.9%
Internet Rebate	78,720	-	0.0%
Grants & Awards	15,000	30	0.2%
Miscellaneous	35,000	94	0.3%
	1,410,220	152,513	10.8%
<b>TRANSFER FR PROP APPRAISER</b>	75,000	-	0.0%
<b>TRANSFER FR TAX COLLECTOR</b>	641,200	-	0.0%
<b>TOTAL REVENUES</b>	<b>81,883,620</b>	<b>3,161,833</b>	<b>3.9%</b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND EXPENDITURE SUMMARY**  
**Two Months Ended November 30, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(2 months= 16.7%)</b>
<b>SALARIES &amp; BENEFITS</b>			
Salaries	30,750,000	3,558,796	11.6%
Medicare Taxes	450,000	50,802	11.3%
Defined Contribution Pension Plan	2,300,000	266,910	11.6%
Defined Benefit Pension Plan	1,950,000	250,000	12.8%
Money Purchase Pension Plan	2,005,000	200,591	10.0%
Life and Health Insurance (Employees)	6,200,000	722,544	11.7%
Worker's Compensation	225,000	42,315	18.8%
Unemployment Compensation	70,000	-	0.0%
Retiree Health Care (OPEB)	800,000	51,218	6.4%
Parking & Bus Passes	350,000	47,823	13.7%
	<u>45,100,000</u>	<u>5,190,999</u>	<u>11.5%</u>
<b>OPERATING</b>			
Professional Services	725,000	32,560	4.5%
Other Contractual Services	3,450,000	259,615	7.5%
Other Contract. Serv.- Janitorial	600,000	32,831	5.5%
Training and Travel	250,000	33,693	13.5%
Telecommunication	675,000	39,230	5.8%
Delivery and Postage	1,750,000	246,210	14.1%
Utilities	1,300,000	95,342	7.3%
Rentals and Leases	1,800,000	209,831	11.7%
Insurance	1,000,000	230,061	23.0%
Repairs and Maintenance/Leasehold Improvements	2,000,000	157,785	7.9%
IT Subscriptions/Maintenance Contracts	2,455,000	311,488	12.7%
Copying/Printing	425,000	40,940	9.6%
Promotional Activities	525,000	55,525	10.6%
Property Appraiser's Fee	750,000	191,131	25.5%
Tax Collector's Fee	1,625,000	58,662	3.6%
Supplies	860,000	75,794	8.8%
Supplies-Hardware/Software	900,000	6,998	0.8%
Supplies-Programming	690,000	65,676	9.5%
Memberships	25,000	21,599	86.4%
	<u>21,805,000</u>	<u>2,164,971</u>	<u>9.9%</u>
<b>CAPITAL OUTLAY</b>			
Building and Improvements	7,000,000	485,366	6.9%
Leasehold Improvement	1,000,000	7,750	0.8%
Equipment and Furniture	1,100,000	1,425	0.1%
Hardware/Software	1,275,000	235,370	18.5%
	<u>10,375,000</u>	<u>729,911</u>	<u>7.0%</u>
<b>LIBRARY MATERIALS</b>			
Materials - Restricted Contributions	15,000	-	0.0%
Materials - Other	8,304,400	1,270,123	15.3%
	<u>8,319,400</u>	<u>1,270,123</u>	<u>15.3%</u>
<b>TRANSFER TO CAPITAL PROJECTS FUND</b>	5,500,000	916,667	16.7%
<b>TRANSFER TO SINKING/EARR FUND</b>	500,000	83,333	16.7%
<b>TOTAL EXPENDITURES</b>	<u><b>91,599,400</b></u>	<u><b>10,356,004</b></u>	<u><b>11.3%</b></u>

**ORANGE COUNTY LIBRARY DISTRICT**  
**CAPITAL PROJECTS FUND**  
**Two Months Ended November 30, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(2 months= 16.7%)</b>
<b>REVENUES</b>			
Investment Earnings	600,000	183,588	30.6%
Transfer from Operating Fund	5,500,000	916,667	16.7%
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>1,100,255</b>	<b>2.3%</b>

<b>EXPENDITURES</b>			
New Horizon West Branch	12,500,000	851,037	6.8%
New Branch FFE	1,000,000	107,130	10.7%
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	139,515	2.7%
<b>TOTAL EXPENDITURES</b>	<b>47,306,000</b>	<b>1,100,255</b>	<b>2.3%</b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**SINKING FUND**  
**Two Months Ended November 30, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(2 months= 16.7%)</b>
<b>REVENUES</b>			
Investment Earnings	275,000	32,583	11.8%
Transfer from Operating Fund	500,000	83,333	16.7%
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>115,916</b>	<b>1.4%</b>
<b>EXPENDITURES</b>			
Reserves-Building and Improvements	6,740,000	94,815	1.4%
Reserves-Horizon West Contract	1,000,000	14,067	1.4%
Reserves-Technology	500,000	7,034	1.4%
<b>TOTAL EXPENDITURES</b>	<b>8,240,000</b>	<b>115,916</b>	<b>1.4%</b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**PERMANENT FUND**  
**Two Months Ended November 30, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(2 months= 16.7%)</b>
<b>REVENUES</b>			
Investment Earnings	40,000	2,358	5.9%
Investment Fair Value	-	25,157	-
Reserves For Operations	603,000	-	-
Reserves	1,000,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>1,643,000</b>	<b>27,515</b>	<b>1.7%</b>

<b>EXPENDITURES</b>			
Equipment	75,000	-	0.0%
Reserves For Operations	568,000	-	0.0%
Reserves	1,000,000	27,515	2.8%
<b>TOTAL EXPENDITURES</b>	<b>1,643,000</b>	<b>27,515</b>	<b>1.7%</b>

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

**ASSETS**

Cash on Hand	15,463
Equity in Pooled Cash	3,184,678
Equity in Pooled Investments	34,598,773
Accounts Receivable	2,082
Inventory	177,366
Prepays	263,976
Other Assets - Deposits	<u>3,776</u>
<b>TOTAL ASSETS</b>	<b><u><u>38,246,115</u></u></b>

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

**LIABILITIES**

Accounts Payable	78,817
Retainage Payable	105,862
Accrued Wages Payable	1,305,590
Accrued Sales Tax	412
Accrued Fax Tax	66
Accrued N. Carolina St. Income Tax	420
Employee Payroll Deductions:	
MissionSquare Liabilities	(201,641)
Optional Life	134
Flex Expend	(5,576)
Vision Plan	(1,960)
Weight Watchers	516
Short Term Disabillity	1,014
Accident/Critical/Hospital	1,605
Staff Association	1,040
Due To Friends of the Library	2,131
<b>TOTAL LIABILITIES</b>	<b>1,288,430</b>

**FUND BALANCE**

Nonspendable:	
Inventory	177,366
Prepaid Items and Deposits	267,752
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	38,663,383
Current Year Expenditures over Revenue	(7,194,171)
<b>TOTAL FUND BALANCE</b>	<b>36,957,685</b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>38,246,115</b>
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**ORANGE COUNTY LIBRARY DISTRICT**  
**MONTHLY ROLLOVER**  
**November 30, 2025**

	<b>BALANCE</b> <b>10/31/25</b>	<b>RECEIPTS</b>	<b>DISBURSE</b>	<b>BALANCE</b> <b>11/30/25</b>
<b>OPERATING</b>				
Equity in Pooled Cash	4,011,789	2,950,930	3,778,041	3,184,678
Equity in Pooled Investments	34,958,507	140,266	500,000	34,598,773
	<b>38,970,296</b>	<b>3,091,196</b>	<b>4,278,041</b>	<b>37,783,451</b>
<b>CAPITAL PROJECTS</b>				
Equity in Pooled Investments	<b>50,238,491</b>	<b>641,922</b>	-	<b>50,880,413</b>
<b>SINKING</b>				
Equity in Pooled Investments	<b>8,896,346</b>	<b>74,249</b>	-	<b>8,970,596</b>
<b>SELF FUNDED HEALTH</b>				
Equity in Pooled Cash	1,344,433	489,675	631,231	1,202,877
Claims Payment Checking Account	73,000	328,927	328,927	73,000
Equity in Pooled Investments	5,016,713	18,417	-	5,035,130
	<b>6,434,146</b>	<b>837,019</b>	<b>960,158</b>	<b>6,311,007</b>

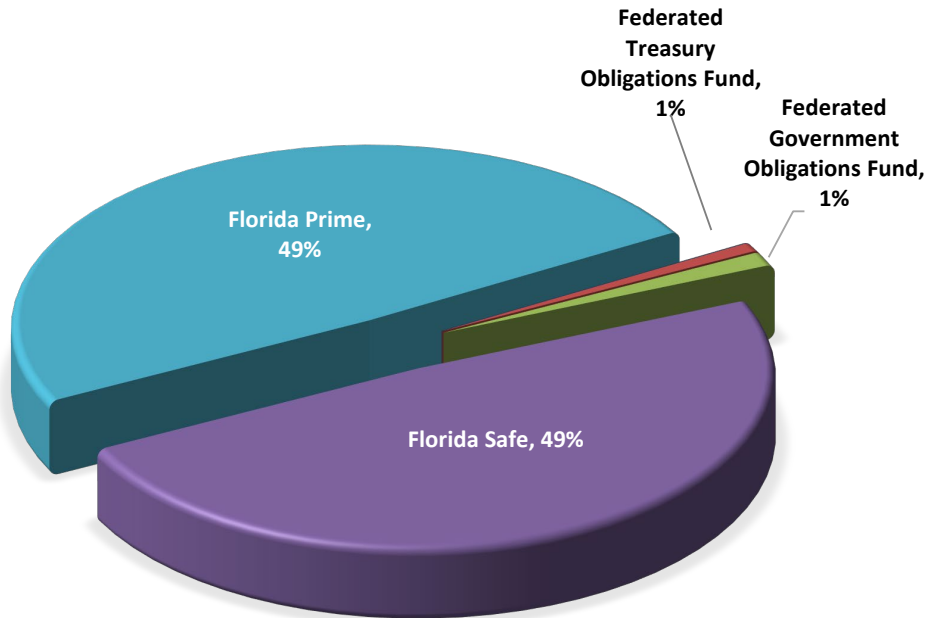


# ORANGE COUNTY LIBRARY DISTRICT

## GENERAL POOLED INVESTMENTS

### November 30, 2025

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
<b>MONEY MARKET FUNDS</b>	
Federated Treasury Obligations Fund	788,855
Federated Government Obligations Fund	1,268,226
<b>LOCAL GOVERNMENT INVESTMENT POOLS</b>	
Florida Safe	48,549,191
Florida Safe-HW Demo Fund	277,675
Florida Prime (SBA)	<u>48,600,965</u>
<b>TOTAL</b>	<u><u>99,484,912</u></u>



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

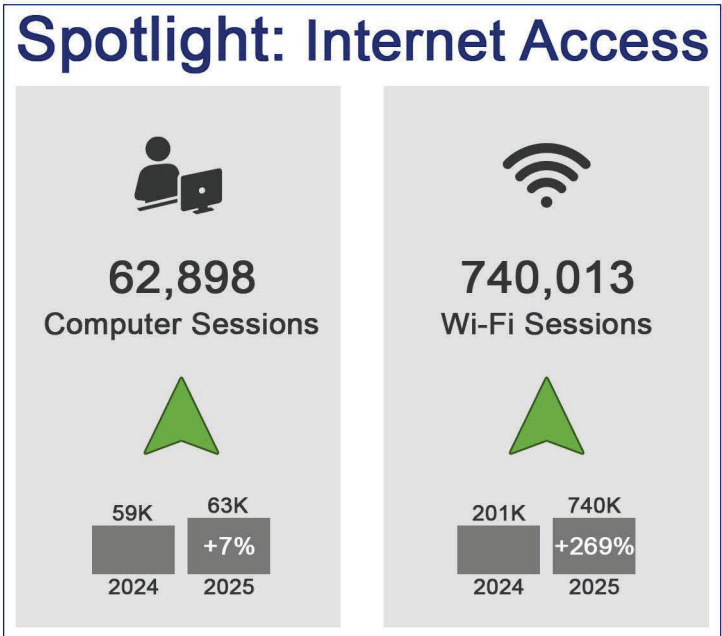
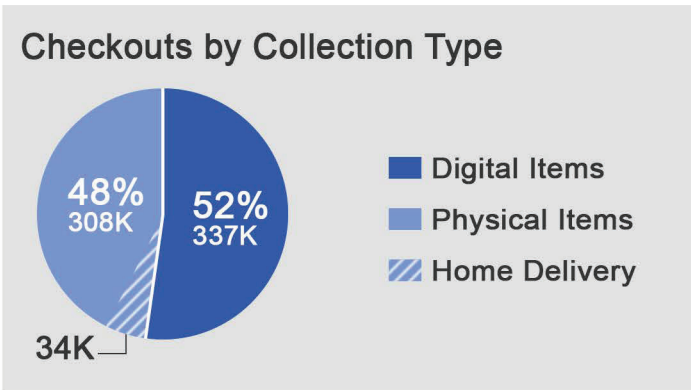
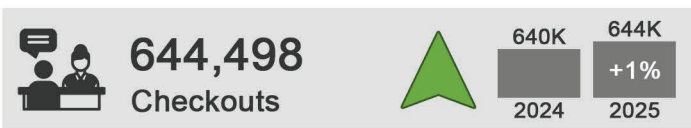
**Dashboard**

# Monthly Report: November 2025

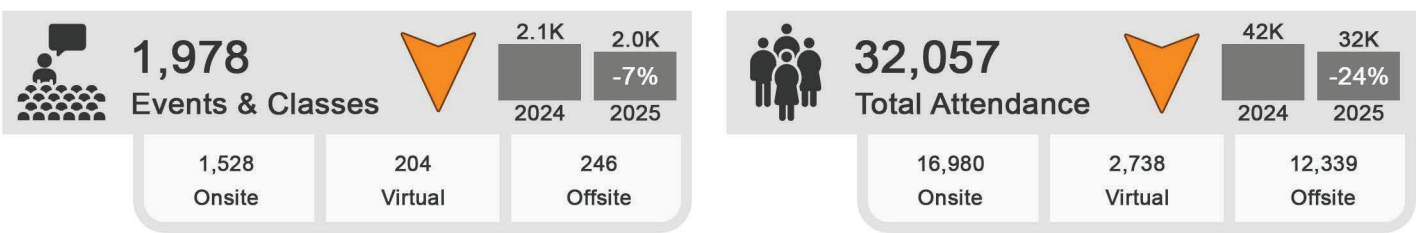
## People



## Collection



## Events & Classes



## Customer Feedback

- “Ms. Debra, I appreciate the nice homeschool classes that you teach. I also like the fun activities. My favorite activity was planting seeds and learning about parts of a plant. My okra has already sprouted. Thank you for being a great teacher.”
- “Debra, I just wanted to sincerely thank you for creating such engaging and fun learning experiences for the homeschool kids. We both look forward to the class time each week. We appreciate you!”

- Brody (child) and Nicole (parent) respectively, Southwest Customers

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

**Annual Plan Update**

# **ORANGE COUNTY LIBRARY SYSTEM**

## **Annual Plan Update for November 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.
  - **Community Engagement reached out to a select group of well-established partners to discuss adding the bookmobile to events the department currently brings to their location. Three of the partners have already replied positively and are awaiting the site agreement.**
- Partner with organizations to share resources.
  - **Youth Services staff met with the Chief Operating Officer and Structured Literacy Specialist from the Reed Charitable Foundation. They discussed next steps for launching training, including setting a budget to present to OCLS in December and establishing a timeline for implementation.**
  - **Youth Services staff met with staff from the Girl Scouts of Citrus, including the CEO, the Director of Girl Scout Experience, and the Director of Member Engagement to discuss a potential OCLS and Girl Scout partnership including supporting badge requirements, field trips, workshops, event promotion, and meeting spaces.**
  - **Youth Services staff coordinated a training hosted by WUCF/ PBS for 19 staff members from the Youth Services and Community Engagement departments on STEM programming based on the popular children's tv shows, "Work It Out Wombats" and "Lyla in the Loop."**
  - **In collaboration with the Florida Children's Museum and Orlando Health, the Events Department organized a series of mobile museum library events at four locations, attracting 127 patrons.**
  - **In collaboration with the Orange County Utilities Water Division, the Events Department hosted a "Water Wise Neighbor" event at the Hiawasse Branch. 30 patrons attended to learn how to maximize water savings at home.**

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

- Evaluate the customer experience in public spaces.
  - **Marketing and Public Relations updated holiday and emergency closure sign templates with a cleaner design and posted new Thanksgiving closure signs at the Orlando Public Library in more conspicuous locations. The department also**

**created and distributed senior-focused display signs for all locations. Additionally, the Marketing Manager is collaborating with IT Design and Development to transition to a new digital signage solution that integrates with existing systems.**

- Explore opportunities to optimize accessibility.
  - **All library locations completed an assessment of their JAWS computer workstations. This assessment confirmed that stations are easily accessible to customers using mobility devices and that large-print keyboards are available and in good working condition.**
  - **The Marketing and Public Relations Department redesigned systemwide Holiday Closure signs with higher contrast for better visibility and readability in response to concerns about visibility through tinted glass at some locations.**

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

- Establish best practices to support underserved populations.
  - **Community Engagement leadership met with the social worker team to gather feedback and discuss potential workshop topics. The conversation focused on identifying areas where staff may need additional support and ensuring that proposed topics align with the social workers' expertise and scope of practice.**
  - **Members of the Community Engagement team completed LibGuide training and began mapping key content areas for this resource. Community Engagement leadership met with the social worker team to gather feedback and ensure the content aligns with staff needs.**
- 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.
  - 69 OCLS school liaisons are now using the communication tracker to log engagement with partner schools. The School Partnership Program chairs continue to monitor data monthly. (Youth Services & Community Engagement)
  - Staff from Youth Services and Community Engagement attended a Head Start Transition Conference and presented to caregivers about library resources for kindergarten readiness. The Head Start Field Operations Supervisor has requested a presentation at a manager's meeting to further explore resources and outreach opportunities.
  - Youth services staff created the first PowerPoint presentation for the Next Steps series (Personal Finance). This will serve as a template for future events as they are developed.
- Support partnerships with health and wellness organizations.
  - The Community Engagement team visited Nemours Children's Hospital to deliver a Zero to Five Storytime & Craft program.
  - The Marketing and Public Relations department promoted four yoga and qigong programs, one AdventHealth program, and one healthy cooking Cuisine Corner program on Facebook.
  - The Winter Garden Branch created displays in the children and adult areas, highlighting the weekly Mindful Start Family Yoga program and books on wellness and mindfulness.

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

- Focus on connecting with the senior and teenage segments of the community.
  - MPR focused on marketing to seniors in November, with digital, print, radio and social campaigns focused on senior programming. Outlets included: Clear Channel billboards mobile retargeting, Google ads, Facebook ads, Nextdoor video ads, digital and email campaign with WUCF, MIX radio, digital ads in Apopka Voice and print ads in Apopka Chief.
  - Senior programs were especially active this month, with participants taking part in technology classes, wellness sessions, creative workshops, and outreach events. Technology learning continued to be a cornerstone of senior engagement



and the Adult Services Department introduced the new technology Senior Skills Course Track to further support this goal. This included classes such as Art with Microsoft Paint, Using Media & AI Literacy Tools, Basic Internet Safety, Build Your Computer Mouse Skills, Computer Basics, and Build Your Typing Skills. Art with Microsoft Paint was offered at multiple branches including Southwest, Southeast, and Eatonville, giving seniors opportunities to explore digital creativity. Similarly, Using Media & AI Literacy Tools appeared in several locations' lineups, including Southwest, Fairview Shores, and Eatonville, supporting seniors in navigating news, social media, and emerging technologies with confidence. Southeast, Fairview Shores, Chickasaw, Eatonville, West Oaks, South Creek, Windermere, and Alafaya all contributed to a strong slate of senior technology education through offerings ranging from Open Labs and basic computer classes to skill-building sessions in typing, mouse use, and general computer navigation. Chickasaw extended access further by teaching Basic Computer Classes for Seniors in Spanish twice a month at the Union Park Neighborhood Center for Families.

- Beyond technology, branches offered a wide range of enrichment programs that supported wellness, creativity, and social connection. Southwest hosted activities such as Fitness Bingo and Qigong, while Winter Garden's weekly Silver Stitches program and West Oaks' birdhouse-painting workshop encouraged hands-on creativity. Hiawassee continued its regular senior programs, Windermere offered Chair Yoga, and North Orange provided bingo, yoga, and a CPR class in Spanish. Alafaya, Winter Garden, and South Creek added variety with offerings like Sew a Frog, Bingo for Seniors, Coffee and Dominoes, and a festive culinary session. South Trail's Seniors Kick Back series introduced topics ranging from urban gardening to tapestry weaving, and Southeast rounded out the month with social and informational events including Coffee and Dominoes, Medicare.gov 101, and the Senior Puzzle Lounge. In collaboration with the Orange County Office on Aging and Legal Aid Society, the Events Department hosted an informational event on Renters' Rights and Obligations at the Orlando Public Library.
- The Community Engagement Department expanded outreach this month, hosting fifteen offsite senior events featuring crafts, book clubs, book checkouts, and trivia, along with participation in two community gatherings to share library resources and connect seniors to social worker support. In support of memory-care initiatives, CED also provided interactive storytimes at seven memory care and assisted living facilities and introduced Brain Health Kits to location managers to support continued program development.
- Teen programming remained active across the system, with several branches supporting creative expression, skill building, and social connection. Teen zine work continued to thrive, with Southeast's Terracotta Times, Washington Park's Tangerzine, West Oaks' teen literary and creative arts magazine program, and Alafaya's Orange Slice all giving teens opportunities to create and publish original work. Hiawassee offered three teen programs in virtual and in-person formats, while South Creek provided four events ranging from crochet and book discussions to board games and polymer clay art. Fairview Shores supported

tabletop gaming through Strategize and Strike! and Magic the Gathering sessions, and Windermere added two teen programs and two classes. North Orange hosted a Teen Cuisine workshop on avocado toast, Winter Garden continued its teen volunteer and art offerings, Eatonville engaged teens through a volunteer workshop, and South Trail delivered a rotating lineup that included Teen Takeover, Native American weaving, fall clay keychains, and needlepoint bookmarks. The Youth Services team further supported teen engagement by developing a script template for a Teen Writers Group, collaborating on plans for an in-person High School Advisory Board, and reviewing all LibGuides and identifying five guides which will be updated with teen specific tabs or content.

- Youth Services staff researched the needs and developmental characteristics associated with middle graders to determine if OCLS programming resources and content currently support this group. Staff is brainstorming additional programming ideas that could be tailored to this group during this significant transitional period. Youth Services also introduced a collections-focused Middle School Advisory Board program at the November board meeting and received positive responses and high engagement from the Advisory Board's 11 middle school participants. This Advisory Board functions to support students in cultivating their interests in literature, library work, communication, and leadership opportunities.
- Engage customers in library services with system-wide initiatives.
  - Youth Services managers met with MPR managers to discuss a marketing strategy for promoting Summer at Your Library, including a social media plan.
  - Youth Services managers submitted all graphics requests for Summer at Your Library materials. They collaborated with marketing managers to refine the new reading tracker for early learners, kids, and teens based on initial proofs.
  - Adult Services organized the Summer at Your Library Adult Programming Committee meeting to create 15 to 20 scripts for summer events. They also partnered with MPR to redesign the Adult Summer Reading Tracker to enhance patron engagement.
  - In November, the Eatonville Branch offered career-support resources, including "Resume Writing" and "Open Lab: Resume Writing" sessions.
  - In November, the West Oaks Branch hosted a "Resume Writing" class where participants learned to plan, create, and format professional resumes.
  - The Fairview Shores Tech Trainer provided a "Resume Help Open Lab" session for job seekers.
  - Adult Services introduced the new Job Seekers Program Track in November to librarians and managers. The first Job Seekers Series programs are scheduled at the Orlando Public Library in January.
  - The Windermere Branch offered "Online Class: Resume Writing" to support customers' career development.
  - The North Orange Branch held a "Resume Resources" class to explore OCLS databases, including Resume Maker.

- In November, the Southwest Branch hosted its weekly "LEGO Club," with an average of 93 attendees creating their own LEGO designs.
- The Southwest Branch hosted three "LEGO Education Spike" classes, where attendees built and programmed machines with LEGO.
- The South Creek Branch hosted three sessions of "LEGO® Education Spike™" with a total attendance of 11. Additionally, they hosted a "LEGO Club" for children with 30 attendees.
- Youth Services staff finalized details for a LEGO drive, created promotional materials, and drafted an announcement email for branches.
- The Fairview Shores Branch Tech Trainer offered several "LEGO® Education Spike™" sessions focusing on creative problem solving and teamwork.
- The West Oaks Branch hosted three "LEGO Education Spike Prime" technology classes, applying science and engineering concepts through hands-on learning.
- The Southeast Branch hosted a "LEGO Education Spike" class and a "LEGO Club" in November.
- The Windermere Branch offered three "LEGO® Clubs" and four "LEGO® Education Spike™ Prime" classes in November 2025 to over 77 customers.
- The Winter Garden Branch hosted two "LEGO Club" programs and a "LEGO Spike Prime" class for kids, promoted with a flyer and in the branch newsletter.
- The Alafaya Branch's 11 "LEGO Education Spike" classes and two "LEGO Club" programs continued to attract strong attendance in November.
- Eatonville's Youth Program Specialist organized a "LEGO Club" event with 20 young participants. The Tech Trainer introduced "LEGO Spike Prime" to 6 attendees.
- The South Trail Branch presented "LEGO Club," where families created unique designs.
- The Southeast team organized a display of Nicholas Sparks materials for an upcoming author event.
- Collection Development featured a list on Libby with personalized recommendations from the Fairview Shores librarian, resulting in over 250 checkouts.
- Collection Development librarians worked with system librarians to finalize the OCLS Best of 2025 book list.
- Youth Services staff hosted the third "Kids Comic Club" program and continue developing a standard script and training presentation.
- The library's subscription to Beanstack ended, transitioning to paper tracking logs. Youth Services staff updated the current log language while creating a new version and provided additional details to the creative team.
- Adult Services discussed establishing a book club at the Orlando Public Library with the Events & Programs Department and informed Acquisitions Services to seek additional items for the collection. An entry was published in Communico for the first meeting on March 18, 2026, with the selection "The Summer Guests" by Tess Gerritsen.
- The Winter Garden Branch created a display for Jane Austen's 250th anniversary and the upcoming Nicholas Sparks event.

- The Winter Garden Branch managers reviewed the "1000 Books Before Kindergarten" initiative with staff and placed handouts in the children's area to encourage participation.
- The South Trail Branch promoted the "Virtual Author Talk: Charles Duhigg" with a book display, flyers, and MagicInfo.
- Acquisitions explored opportunities for staff to provide personalized recommendations for Libby users, promoting the digital collection.
- The implementation schedule for Broadcast was revised. Training for this new platform will begin in December, with phase one of the rollout completing in January. During this phase, digital displays will transition from MagicInfo to Broadcast. A strategy was established for MPR to manage digital signage without manually editing each location's content. The development of the training curriculum is ongoing, and managers have been asked to provide names of staff to be trained next month.

**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 Grants Specialist is researching grant management systems and developing a grant intake form and process. The Development Manager received information on Community Impact Grants from United Arts and initiated collaboration discussions with The Enzian Theater, Desco Teatro, and Theater on the Edge for the Local Wanderer program. The Development Manager also attended a Networking for Good event at the Citrus Club where she was able to establish new connections with the Orange County Public Schools Foundation. The Chief Marketing and Public Relations Officer has been accepted to participate in the city and county's CANVAS Cultural Plan committee for the coming year.
- Raise the library's visibility through networking and community building.
  - Youth Services and Community Engagement staff presented library resources and the OCLS social worker program at the Central Florida Interagency Council Committee meeting in November.
  - The Young Adult Librarian from Youth Services participated in another session of Leadership Orange.
  - Fairview Shores branch staff engaged in school partnerships, including Teach-In events at Lake Weston and Wheatley Elementary schools.
  - West Oaks staff participated in two Teach-In events, providing library resources and card sign-ups to 242 attendees.
  - Adult Services staff attended networking events such as Orlando 1 Million Cups, Orlando Remembered, and Teach-In events at various schools.
  - Employee Services represented OCLS at the CFEC Job Fair, engaging with over 300 candidates, and participated in OrlandoJobs.com CareerFest 2025, interacting with more than 100 applicants for 18 open positions.

- **Head Start visited Alafaya for storytime, and staff participated in Teach-In events at three local schools.**
- **South Creek staff attended Teach-In events, hosted Montessori Way School for a storytime and tour, and shared library resources with students.**
- **The South Trail Branch Manager attended the monthly OBT Development Board meeting to interact with community representatives.**
- **Chief Neighborhood Services Officer Danielle King graduated from Orange County's Mayor's Citizens Academy, gaining insights into local government and engaging with County leadership.**
- **MPR collaborated with the Orange County Mayor's office on the Mayor's Toy Drive initiative and produced a social video promoting the OCLS app.**
- **The Social Media Coordinator partnered with Orlando Ballet on a Goose on the Loose video at Orlando Public Library.**

## 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.
  - **No new activity to report.**
- Evaluate and improve current data collection.
  - **No new activity to report.**
- Create a Master Plan.
  - **The procurement team evaluated presentations from four consultants and ranked Group 4 Architecture as the top choice. The library will present this ranking for approval at the board meeting in December.**

**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.
  - **No new activity to report.**
- Utilize data to evaluate the success of programming and classes.
  - **No new activity to report.**

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

- Evaluate and update customer satisfaction measurement tools.
  - **The team developed new survey questions and is drafting them in SurveyMonkey.**
- Explore innovative technologies, ideas and procedures to enhance the customer experience.
  - **All administrative trainings have been completed, and configuration is progressing on schedule. The transition to the testing and training phase is now underway.**

## 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.
  - **Youth Services staff met with last year's LEGOpalooza judges to discuss potential changes for next year's event and gather feedback. They developed the first draft of the LEGOpalooza events and layout.**
  - **Members of the Community Engagement team completed LibGuide training and began mapping key content areas for a resource that will include tabling manuals, recorded trainings, and other community engagement resources.**
  - **Adult Services held a meeting for the 2026 Summer At Your Library Adult Programs Committee on November 13. The meeting covered ideas for adult programming for the upcoming summer, resources available on the Adult Programs Guide, and deadlines for script submissions. Staff from 10 locations are participating in the committee.**

**Activity:** Strengthen internal communication.

- Implement a Human Resources Information System (HRIS) and explore feature capabilities.
  - **We successfully processed and submitted our first live payroll through UKG Ready on 11/20, marking a key milestone in the implementation timeline. The next phase will focus on deploying the Advanced Scheduler and Expense Tracking modules to further expand system functionality.**
- Implement Finance Enterprise Software (FES) and explore feature capabilities.
  - **Staff have completed two month-end financials in the new FES system and are becoming more comfortable with its reporting capabilities. Training on calendar year-end processes, including 1099 and 1095 generation, is ongoing through December. Phase 2 of the implementation, covering fixed assets, inventory, and grants, begins in March and will be completed by the end of FY 2025-26.**
- Create a Technology Plan.
  - **No new activity to report.**

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

- Explore meaningful ways to celebrate employee contributions.
  - Windermere featured a staff member on their recognition board, highlighting their role as a Youth Program Specialist.
  - Hiawassee redesigned the mystery shopper recognition board for the fiscal year, adding a Staff Shout Outs section for posting kudos to coworkers.
  - Acquisitions updated their bulletin board to showcase team production numbers, emphasizing new records of success.
  - Southeast staff received acknowledgment on their recognition board, featuring positive comments from customer service surveys.
  - Southwest Branch continued its Employee of the Month program and maintained a Kudos board for staff to share positive notes.
  - At West Oaks, the Branch Customer Service Lead introduced a display board for staff appreciation, allowing team members to leave "gold stars" and notes. A monthly gathering will be held to celebrate team successes.
  - North Orange shares staff kudos at weekly meetings and highlights exceptional customer comments on the "Branch Wins" display.
  - Winter Garden Branch staff wrote gratitude notes to each other, posting them on the recognition board. Creative note formats included a song and a word cloud.
  - The Customer Service Department launched a monthly recognition program with a bulletin board celebrating individual and team achievements. In November, several Library Information Associates were honored as part of the "Weeding" Team. The board also featured internal kudos and customer Blue Forms.
  - A thankful board was created for the month of November where staff can post their appreciation, shoutouts and thank yous to their teammates.
- Support staff in building connections locally and throughout the system.
  - On Saturday, November 22, 2025, the Staff Association successfully completed its volunteer project at Second Harvest Food Bank with a total of twenty volunteers participating. Staff members assisted with sorting, organizing, and preparing food donations for distribution throughout the community. The event was well received, and the volunteer team represented the library with professionalism and enthusiasm.
  - The Training and Development team are evaluating course curriculums from ALA and PLA's Navigating Difficult Situations in Public Libraries and A Trauma-Informed Framework for Supporting Patrons workbooks to see how they may be incorporated into the Verbal Intervention content.



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

**Action Items:  
Consent Agenda**

**Orange County Library System  
Board of Trustees Meeting  
December 11, 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 25-182**

**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  
December 11, 2025**

**Bookmobile Lease Space  
Renovation Project**

# **BOOKMOBILE LEASE SPACE RENOVATION PROJECT**

## **I. ISSUE STATEMENT**

Library Board approval is needed for the Bookmobile Lease Space Renovation Project.

## **II. BACKGROUND & SUMMARY**

The library board approved a lease agreement with Golden Moss LLC in August to provide a safe and secure storage unit for the bookmobile.

The bookmobile is scheduled to arrive in March 2026. The storage unit needs to be renovated to accommodate the bookmobile and its collection, equipment, and supplies, ensuring they are accessible and stored with the vehicle in a climate-controlled environment. Improvements to the property will include electrical upgrades, air conditioning, office space, and shelving.

Facilities staff will work with Ruby Builders, one of the library's continuing services contractors, for the renovation.

The project budget is:

<b>Company</b>	<b>Renovation Services</b>	<b>Cost</b>
Song + Associates	Design Services	60,775
Ruby Builders	General Contractor	389,178
OCLS	Miscellaneous Services	15,000
OCLS	Furniture Fixtures Equipment	25,000
7% Contingency		34,297
<b>Total Project Budget</b>		<b>\$524,250</b>

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

## **III. CONSIDERATION**

The library is requesting the library board to:

1. Authorize the Director/CEO to execute a contract with Ruby Builders in the amount of \$389,178 for general contractor work.
2. Approve the project of \$524,250, which includes a \$34,297 contingency.

## **IV. RECOMMENDATION**

Staff recommends that the library board:

1. Authorize the Director/CEO to execute a contract with Ruby Builders in the amount of \$389,178 for general contractor work.
2. Approve the project of \$452,800, which includes a \$29,622 contingency.

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 25-183**

**BOOKMOBILE LEASE SPACE RENOVATION 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 11th day of December 2025, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. Authorize the Director/CEO to execute a contract with Ruby Builders in the amount of \$389,178 for general contractor work.
2. Approve the project of \$524,250, which includes a \$34,297 contingency.
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  
December 11, 2025**

**Action Items:  
Non-Consent Agenda**



**Orange County Library System  
Board of Trustees Meeting  
December 11, 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  
December 11, 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 25-186**

**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  
December 11, 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 25-187**

**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  
December 11, 2025**

**Discussion & Possible  
Action Items**

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

**Information**

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

**Director's Report**

## Director's Report: December 2025

On November 11, we hosted our annual **Staff Development Day** at Orlando Public Library. Aligned with our strategic goal to empower staff to develop skills that help them feel better equipped for their roles at OCLS, the day offered training on topics like serving customers with disabilities, combating burnout, and developing leadership skills. The theme for the day was Nintendo, and staff really got into the spirit, sporting Nintendo character costumes, t-shirts and gear. Kudos to our hard-working Training and Development team for putting together such a positive and productive day.

### OCPS Teach-In

During American Education Week, OCLS staff from many of our locations participated in Orange County Public Schools' annual Teach-In month, sharing career experiences with students in classrooms across the district. Their participation helps us be more connected to both educators and students in the school district.

### Friends of the Library

The Friends of the Orange County Library System launched their Annual Appeal in late November, raising over \$10,000 in the first three weeks toward their \$30,000 goal. The campaign continues through year-end to help the Friends raise money to support library programs and initiatives.

- **Friendsgiving**

The Development Team welcomed 30 Friends members for snacks, games and a book swap in the Albertson Room during a November Friendsgiving event. The goal is to create a culture of engagement and community among Friends members, strengthening their connection to OCLS.

### Community Connections

Staff continued to build relationships and expand outreach. Among the organizations we collaborated with in November:

- Central Florida Interagency Council
- Orlando 1 Million Cups
- Orlando Remembered
- Head Start
- Orlando Ballet
- Orange County Government

In addition, the Staff Association completed a volunteer project at Second Harvest Food Bank on November 22. A group of 22 staff volunteers sorted, organized and prepared food donations for distribution to the community, representing OCLS with professionalism and enthusiasm.

### OCLS App

As of November 30, the OCLS app had more than **30,000 downloads** in the Apple and Android app stores. The app also boasted a 5-star rating in the Apple app store, where several

customers left positive comments about its usefulness and convenience. “The app is so helpful!” one customer wrote. “Books are expensive, and unless I plan on re-reading, I have no reason to purchase them. This app lets you know if it’s available on Libby (my favorite ebook platform) or on hoopla (not so much of a fan) or is available to be sent to you. It’s an easy, simple process. Thank you, OCLS!”

In October, 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>

### **Upcoming Dates**

- **Dec. 16, 2025: Celebrate 80 Years of Impact with Florida Citrus Sports** at Orlando Public Library
- **Jan. 17, 2026: Lillian Louise Pharr Author Series** hosts **Nicholas Sparks** at Dr. Phillips Center.
- **Jan. 22, 2026: Florida Library Association Legislative Day** in Tallahassee. Due to staffing shortages and budget concerns, FLA has shortened this year’s session to one day in the Capitol.

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

**Public Comment:  
Non-Agenda Items**