

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

**Board Packet for January 2026**



January 2, 2026

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 January 8, 2026 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**

January 8, 2026 6:00 p.m.

Orlando Public Library  
101 East Central Boulevard  
Orlando, Florida 32801

- |        |       |  |
|--------|-------|--|
| 26-001 | I.    | Call to Order  |
| 26-002 | II.   | Public Comment Policy & Procedures                                       |
| 26-003 | III.  | Approval of Minutes: December 11, 2025 Library Board of Trustees Meeting |
| 26-004 | IV.   | Staff Presentation: Staff Development Day: Colleen Hooks                 |
| 26-005 | V.    | Financial Statements and Summaries: December 2025: Kris Shoemaker        |
| 26-006 | VI.   | Dashboard: December 2025: Erica Grant                                    |
| 26-007 |       | Annual Plan Update: December 2025: Erica Grant                           |
| 26-008 | VII.  | Action Items: Consent Agenda   |
| 26-009 |       | Consulting for Elevator Modernization: Kris Shoemaker                    |
| 26-010 |       | Wide Area Network Contract Award: Kris Shoemaker                         |
| 26-011 |       | Internet Service Provider Contract Award: Kris Shoemaker                 |
| 26-012 | VIII. | Action Items: Non-Consent Agenda   |
| 26-013 |       | Board Committee Appointments   |
| 26-014 |       | Renaming the Designation of Reserves: Steve Powell                       |
| 26-015 |       | Master Plan Consultant Contract Approval: Steve Powell                   |
| 26-016 | IX.   | Discussion and Possible Action Items                                     |
| 26-017 | X.    | Information  |
| 26-018 |       | Policies Realignment Schedule: Bethany Stone                             |
| 26-019 |       | Board Meeting Email Process: Bethany Stone                               |
| 26-020 |       | Director's Report  |
| 26-021 |       | Public Comment: Non-Agenda Items   |
|        | XI.   | Adjournment  |

**Next Meeting Dates:**

**February 12, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801; ,  
March 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.

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

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

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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  
January 8, 2026**

**Call to Order**

**Orange County Library System  
Board of Trustees Meeting  
January 8, 2026**

**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  
January 8, 2026**

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

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

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

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

Library Board Present: Crockett Bohannon (10/1); Nicole Benjamin (2/1 – City); Ashley Cisneros Mejia (2/0 – City); Venessa Tomlin (10/1)

Library Board Absent: Sharon Smoley (10/4)

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

Administration Absent: Lynette Schimpf; Erin Sullivan

- 25-174 I. Call to Order**  
 President Bohannon called the meeting to order at 6:04 p.m.
- 25-175 II. Public Comment Policy & Procedures**
- 25-176 III. Approval of Minutes: October 9, 2025 Library Board of Trustees Meeting**  
 Vice President Benjamin, seconded by Trustee Tomlin, moved to approve the minutes for the October 9, 2025 Library Board of Trustees Meeting.  
 Motion carried 3-0.
- 25-177 IV. Staff Presentations:**
- **Horizon West Branch: Danielle King**
  - **Lake Nona Branch: Bethany Stone**
- Trustee Cisneros-Mejia arrived at 6:13 p.m.
- 25-178 V. Financial Statements and Summaries: November 2025: Kris Shoemaker**  
 Chief Financial Officer Shoemaker reported that 60% of the Horizon West Branch Library project budget has been spent.
- 25-179 VI. Dashboard: November 2025: Leasha Tavernier**  
 Chief of Neighborhood Services Tavernier reported that some numbers are down compared to last year and that this was expected due to a few contributing factors in November. The South Trail branch closed for improvements and there were several key positions open or in the early process of onboarding during the month.
- Checkouts were up 1% over last November. Digital checkouts continue to increase over last year, with November having a 10% increase.  
 In the spotlight this month is internet access. Computer sessions are up 7% over last November and Wi-Fi sessions were up 269%. The dramatic increase in Wi-Fi usage is because OCLS moved to a new Wi-Fi control and reporting system. The new system counts sessions differently. Whereas previously, it counted one session per visit per person, the new system counts a new session at each access point as a person moves throughout the building. This is the default

setting, and staff are currently exploring other ways to pull reporting from the new system that may be more closely aligned with previous reporting.

Ms. Tavernier shared some customer feedback from a child and parent in a card they sent to the Southwest Branch: *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!*

25-180

### **Annual Plan Update: November 2025: Leasha Tavernier**

Staff continue to make progress in each of the primary goals of the strategic plan. Ms. Tavernier shared one item in the primary goal of *Be Empowered*:

On Saturday, November 22<sup>nd</sup>, 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.

25-181

### **VII. Action Items: Consent Agenda**

Vice President Benjamin, seconded by Trustee Tomlin, moved to approve the items on the Consent Agenda. Motion carried 4-0.

25-182

### **Young Adult Collection Relocation: Bethany Stone**

The Board approved the Young Adult Collection Relocation project budget of \$414,320, which includes a \$27,105 contingency.

25-183

### **Bookmobile Lease Space Renovation Project: Danielle King**

The Board authorized the Director/CEO to execute a contract with Ruby Builders in the amount of \$389,178 for general contractor work and they approved the project budget of \$524,250, which includes a \$34,297 contingency.

25-184

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

25-185

### **Election of Board Officers and Committee Appointments**

President Bohannon tabled committee appointments until next month.

Vice President Benjamin, seconded by Trustee Tomlin, nominated President Bohannon to continue as President. Motion carried 4-0.

President Bohannon, seconded by Trustee Tomlin, nominated Vice President Benjamin to continue as Vice President. Motion carried 4-0.

25-186

### **Policies Realignment: Bethany Stone**

Chief Operating Officer Stone briefed the Board about the new categories and guidelines for library policies. In order 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).

Vice President Benjamin, seconded by Trustee Cisneros-Mejia moved to approve the proposed updated policy governance framework and to authorize staff to implement the review calendar and manage non-board policies accordingly. Motion carried 4-0.

25-187

### **Master Plan Consultants Ranking: Steve Powell**

Director Powell informed the Board about the need of a master plan 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. He gave an overview of the potential master plan consultants ranking and he explained that of the four, the consultant Group 4 Architecture ranked highest and that they have successfully completed similar projects for thirty-three other library systems. He further stated that the Cincinnati Public Library staff are very happy with the work Group 4 Architecture did for them. Brief discussion ensued. Vice President Benjamin, seconded by Trustee Tomlin moved to approve the following ranking of the Consultants:

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

The Board also authorized staff to negotiate a contract with the ranked firms in said order. Motion carried 4-0.

25-188

## **IX. Discussion and Possible Action Items**

25-189

## **X. Information**

25-190

### **Director's Report Staff Development Day**

On November 11<sup>th</sup> the library held the annual Staff Development Day at OPL. Aligned with the 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 the 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 locations participated in the Orange County Public Schools' annual Teach-In month, sharing career experiences with students in classrooms across the district. Their participation helps OCLS to 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 the 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.

### **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 e-book 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, staff worked with Orange County Mayor Jerry Demings' office to produce [a video showcasing](#) the convenience of the OCLS app.

**25-191**

### **Public Comment: Non-Agenda Items**

Mr. Junior Correa and his daughter addressed the Board regarding the importance of access to accelerated reading (AR) books. They stated that she reads these books, and they are labeled AR books at the Alafaya branch, but not at all locations.

### **XI. Adjournment**

Vice President Benjamin, seconded by Trustee Tomlin, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:54 p.m.

### **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**

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yon odyans, li pral bezwen yon dosye sou pwosedi yo, e ke, pou rezon sa yo, li ka bezwen asire ke yon dosye vèbal nan pwosedi yo fèt, ki dosye gen ladan temwayaj ak prèv ki montre apèl la dwe baze.

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**Orange County Library System  
Board of Trustees Meeting  
January 8, 2026**

**Staff Presentation**



**Orange County Library System  
Board of Trustees Meeting  
January 8, 2026**

**Financial Reports & Summaries**

**Orange County Library System  
FY 2025-26 Financial Statement Highlights  
Three Months Ended December 31, 2025**

**Project Summaries:**

Horizon West Branch Library: Project-to-date costs are \$17,072,878 or 62.6% of the \$27,275,000 approved project budget.

Lake Nona Branch Library: Project-to-date costs are \$1,650,791 or 6.4% 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 \$3,667,104 or 80.6% of the \$4,549,600 approved project budget.

South Trail Carpet Replacement: Project-to-date costs are \$97,020 or 84.3% of the \$115,100 approved project budget. This project is complete.

**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 \$21,120,748 or 26.8% 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 December, we received \$42,575 or 28.4% of budgeted revenue.

**Meeting Rooms:**

The Library budgeted \$30,000 for meeting room revenues for FY 2025-26. Through December, we received \$9,152 or 30.5% of budgeted revenues.

**Faxes:**

The Library budgeted \$15,000 for fax revenues and has received \$4,681 or 31.2% year-to-date.

**Copy and Prints:**

The Library budgeted \$190,000 for these services in FY 2025-26. We received \$51,594 or 27.2% of budget through December.

**Passport Facility & Photo Fees:**

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2025-26. Through December, we received \$4,234 or 35.3% of budgeted revenues.

**Fees and Lost Materials:**

Revenues from Fees and Lost Materials through December are \$14,151 or 29.5% of budget.

**Investment Earnings:**

The Library budgeted \$1,176,500 for investment earnings for FY 2025-26. Through December, we received \$293,721 or 25.0% of budgeted revenues. Note: As of the time of these reports, we have not received our December 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 December, we have received \$15,011 or 30.0% of the budget.

**Contributions-Other:**

Through December, we have received \$78,152 or 156.3% of the budget. Note: \$75,791 of which was from the Estate of Daniel Tuckek.

**Internet Rebate:**

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

**Miscellaneous:**

Through December, we have received \$151 or 0.4% 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 \$121,842 or 162.5% of the budget.

**Transfer From Tax Collector:**

This account is used to record our revenue share from the Tax Collector's Office. The Library typically receives this funding in the last quarter of the fiscal year. So far in FY 2025-26 we have received \$-0- or 0% of the budget.

**Expenses:**

**Defined Benefit Pension Plan:**

The Defined Benefit Pension Plan Expenditures are at \$375,000 or 19.2% of budget. This is in line with the estimated FY 2025-26 contribution.

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 21.4% of the budget, which is in line for the FY allocation.

Insurance:

The Insurance Expenditures are at 23.3% 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 51.0% of budget, which is in line with the FY allocation.

Supplies – Hardware/Software:

The expenditures in this category are at 1.4% 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 \$76,188 or 11.0% 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 12.5% 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 \$951,802 expended is primarily related to the First Floor Renovation Design, South Trail Carpet Replacement and OPL Roof Replacement.

Horizon West Project Budget

Expenditures As of 12-31-2025

Project Code 20-010	Vendor	Original Budget	Change Order	Revised Budget	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Actual	Total Actuals	Variance
Demo Fund	Orange County	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$0
Design Team	Borrelli & Partner	1,554,944	\$ -	1,554,944	54,793	567,246	671,293	149,036	18,349	\$ 1,460,718	(\$94,226)
Pre-construction Consulting	H.J. High	117,961	\$ -	117,961	2,050	26,398	89,513	-	-	\$ 117,961	\$0
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	1,800,641	\$ 13,484,033	(\$4,815,967)
ODP	GMP Electric			0						\$ -	\$0
Threshold & Other Testing	TBD	150,000	\$ -	150,000	-	-	-	54,243	444	\$ 54,687	(\$95,314)
FF & E	TBD	1,752,095	\$ -	1,752,095	-	-	-	187,868	125,170	\$ 313,038	(\$1,439,057)
Opening Day Collection	TBD	1,250,000	\$ -	1,250,000	-	-	-	754,901	6,715	\$ 761,616	(\$488,384)
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>\$1,951,319</b>	<b>\$17,072,878</b>	<b>(\$10,202,122)</b>

# Lake Nona Project Budget

## Expenditures As of 12-31-2025

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)
ODP	GMP Electric			0						-	\$0
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	\$0
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	7,296	465,325	(\$784,675)
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>\$8,480</b>	<b>\$906,510</b>	<b>(\$4,874,626)</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>\$8,480</b>	<b>\$1,650,791</b>	<b>(\$24,314,209)</b>

# Orlando Public Library Roof Replacement Project Budget

## Expenditures As of 12-31-2025

	<u>Original Budget</u>	<u>Change Order</u>	<u>Revised Budget</u>	<u>FY 25 Actual</u>	<u>FY 26 Actual</u>	<u>Total Actuals</u>	<u>Variance</u>
<u>Project Code 22-007</u>							
Bowhead	\$2,801,925	\$ -	\$2,801,925	\$1,942,444	\$ 529,289	\$ 2,471,733	(\$330,192)
Owner Direct Materials	1,450,000	-	1,450,000	1,027,185	168,186	1,195,371	(\$254,629)
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>\$ 697,475</b>	<b>\$ 3,667,104</b>	<b>(\$882,496)</b>

## South Trail Branch Carpet Replacement Project Budget

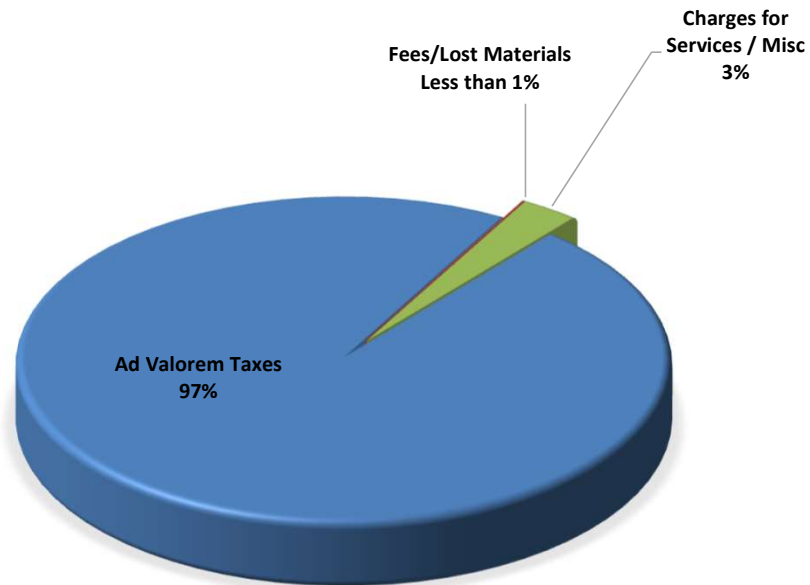
### Expenditures As of 12-31-2025

	<u>Original Budget</u>	<u>Change Order</u>	<u>Revised Budget</u>	<u>FY 26 Actual</u>	<u>Variance</u>
<u>Project Code 25-012</u>					
Carpet Services of Tampa	\$81,270	\$ -	\$81,270	\$ 81,270	\$0
PMI Corporation, Movers	26,250	-	26,250	15,750	(\$10,500)
Contingency	<u>7,580</u>	<u>-</u>	<u>7,580</u>	<u>-</u>	<u>(\$7,580)</u>
<b>Project Costs</b>	\$115,100	\$ -	\$115,100	\$97,020	(\$18,080)

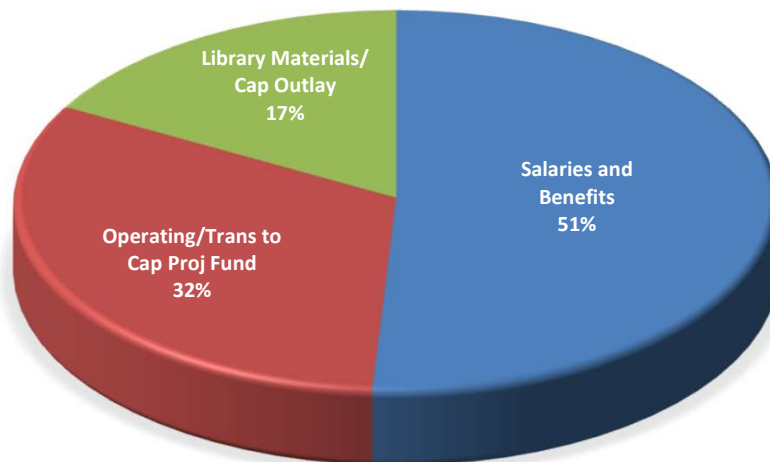


**ORANGE COUNTY LIBRARY DISTRICT**  
**Operating Fund**  
**Three Months Ended December 31, 2025**

**REVENUES**



**EXPENDITURES**



**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND REVENUE SUMMARY**  
**Three Months Ended December 31, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(3 months= 25.0%)</b>
<b>AD VALOREM TAXES</b>	78,800,000	21,120,748	26.8%
<b>INTERGOVERNMENTAL</b>			
Federal & State Grants	500,000	-	0.0%
<b>CHARGES FOR SERVICES</b>			
Fee Cards	150,000	42,575	28.4%
PC Express (\$1 for 1 hour)	1,000	752	75.2%
Classes	300	40	13.3%
Meeting Rooms	30,000	9,152	30.5%
Faxes	15,000	4,681	31.2%
Supplies - Customer	4,900	1,656	33.8%
Co-Working Rooms	5,000	970	19.4%
Copy & Prints	190,000	51,594	27.2%
Passport Facility & Photo Fees	12,000	4,234	35.3%
Other	1,000	15	1.5%
	409,200	115,669	28.3%
<b>FEES &amp; LOST MATERIALS</b>	48,000	14,151	29.5%
<b>MISCELLANEOUS</b>			
Investment Earnings	1,176,500	293,721	25.0%
Sales of Surplus Property	5,000	4,625	92.5%
Contributions - Friends of Library	50,000	15,011	30.0%
Contributions - Others	50,000	78,152	156.3%
Internet Rebate	78,720	-	0.0%
Grants & Awards	15,000	60	0.4%
Miscellaneous	35,000	151	0.4%
	1,410,220	391,720	27.8%
<b>TRANSFER FR PROP APPRAISER</b>	75,000	121,842	162.5%
<b>TRANSFER FR TAX COLLECTOR</b>	641,200	-	0.0%
<b>TOTAL REVENUES</b>	<b>81,883,620</b>	<b>21,764,130</b>	<b>26.6%</b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND EXPENDITURE SUMMARY**  
**Three Months Ended December 31, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(3 months= 25.0%)</b>
<b>SALARIES &amp; BENEFITS</b>			
Salaries	30,750,000	5,839,382	19.0%
Medicare Taxes	450,000	83,296	18.5%
Defined Contribution Pension Plan	2,300,000	437,577	19.0%
Defined Benefit Pension Plan	1,950,000	375,000	19.2%
Money Purchase Pension Plan	2,005,000	426,995	21.3%
Life and Health Insurance (Employees)	6,200,000	1,074,281	17.3%
Worker's Compensation	225,000	42,315	18.8%
Unemployment Compensation	70,000	-	0.0%
Retiree Health Care (OPEB)	800,000	76,826	9.6%
Parking & Bus Passes	350,000	70,648	20.2%
	<u>45,100,000</u>	<u>8,426,320</u>	<u>18.7%</u>
<b>OPERATING</b>			
Professional Services	725,000	74,657	10.3%
Other Contractual Services	3,450,000	466,584	13.5%
Other Contract. Serv.- Janitorial	600,000	92,781	15.5%
Training and Travel	250,000	45,381	18.2%
Telecommunication	675,000	55,489	8.2%
Delivery and Postage	1,750,000	375,130	21.4%
Utilities	1,300,000	164,540	12.7%
Rentals and Leases	1,800,000	442,423	24.6%
Insurance	1,000,000	232,978	23.3%
Repairs and Maintenance/Leasehold Improvements	2,000,000	266,300	13.3%
IT Subscriptions/Maintenance Contracts	2,455,000	463,694	18.9%
Copying/Printing	425,000	50,687	11.9%
Promotional Activities	525,000	94,599	18.0%
Property Appraiser's Fee	750,000	382,262	51.0%
Tax Collector's Fee	1,625,000	422,415	26.0%
Supplies	860,000	117,157	13.6%
Supplies-Hardware/Software	900,000	12,344	1.4%
Supplies-Programming	690,000	76,188	11.0%
Memberships	25,000	22,877	91.5%
	<u>21,805,000</u>	<u>3,858,486</u>	<u>17.7%</u>
<b>CAPITAL OUTLAY</b>			
Building and Improvements	7,000,000	860,582	12.3%
Leasehold Improvement	1,000,000	91,220	9.1%
Equipment and Furniture	1,100,000	8,297	0.8%
Hardware/Software	1,275,000	238,167	18.7%
	<u>10,375,000</u>	<u>1,198,266</u>	<u>11.5%</u>
<b>LIBRARY MATERIALS</b>			
Materials - Restricted Contributions	15,000	-	0.0%
Materials - Other	8,304,400	1,655,224	19.9%
	<u>8,319,400</u>	<u>1,655,224</u>	<u>19.9%</u>
<b>TRANSFER TO CAPITAL PROJECTS FUND</b>	5,500,000	1,375,000	25.0%
<b>TRANSFER TO SINKING/EARR FUND</b>	500,000	125,000	25.0%
<b>TOTAL EXPENDITURES</b>	<u><b>91,599,400</b></u>	<u><b>16,638,296</b></u>	<u><b>18.2%</b></u>

**ORANGE COUNTY LIBRARY DISTRICT**  
**CAPITAL PROJECTS FUND**  
**Three Months Ended December 31, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(3 months= 25.0%)</b>
<b>REVENUES</b>			
Investment Earnings	600,000	360,879	60.1%
Transfer from Operating Fund	5,500,000	1,375,000	25.0%
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>1,735,879</b>	<b>3.7%</b>
<b>EXPENDITURES</b>			
New Horizon West Branch	12,500,000	1,827,279	14.6%
New Branch FFE	1,000,000	118,511	11.9%
New Branch Materials	1,000,000	5,136	0.5%
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	(215,047)	-4.2%
<b>TOTAL EXPENDITURES</b>	<b>47,306,000</b>	<b>1,735,879</b>	<b>3.7%</b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**SINKING FUND**  
**Three Months Ended December 31, 2025**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(3 months= 25.0%)</b>
<b>REVENUES</b>			
Investment Earnings	275,000	62,945	22.9%
Transfer from Operating Fund	500,000	125,000	25.0%
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>187,945</b>	<b>2.3%</b>
<b>EXPENDITURES</b>			
Reserves-Building and Improvements	6,740,000	153,732	2.3%
Reserves-Horizon West Contract	1,000,000	22,809	2.3%
Reserves-Technology	500,000	11,404	2.3%
<b>TOTAL EXPENDITURES</b>	<b>8,240,000</b>	<b>187,945</b>	<b>2.3%</b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**PERMANENT FUND**  
**Three Months Ended December 31, 2025**

	<b><u>ANNUAL BUDGET</u></b>	<b><u>YTD ACTUAL</u></b>	<b><u>(3 months= 25.0%)</u></b>
<b>REVENUES</b>			
Investment Earnings	40,000	4,703	11.8%
Investment Fair Value	-	29,872	-
Reserves For Operations	603,000	-	-
Reserves	1,000,000	-	0.0%
<b>TOTAL REVENUES</b>	<b><u>1,643,000</u></b>	<b><u>34,575</u></b>	<b><u>2.1%</u></b>
<b>EXPENDITURES</b>			
Equipment	75,000	-	0.0%
Reserves For Operations	568,000	-	0.0%
Reserves	1,000,000	34,575	3.5%
<b>TOTAL EXPENDITURES</b>	<b><u>1,643,000</u></b>	<b><u>34,575</u></b>	<b><u>2.1%</u></b>

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

**ASSETS**

Cash on Hand	15,463
Equity in Pooled Cash	18,917,414
Equity in Pooled Investments	30,210,176
Accounts Receivable	73
Inventory	177,366
Prepays	139,588
Other Assets - Deposits	<u>3,776</u>
<b>TOTAL ASSETS</b>	<b><u><u>49,463,856</u></u></b>

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

**LIABILITIES**

Accounts Payable	44,112
Retainage Payable	124,868
Accrued Wages Payable	0
Accrued Sales Tax	464
Accrued Fax Tax	63
Accrued N. Carolina St. Income Tax	420
Employee Payroll Deductions:	
Child Support	
United Appeal	0
Dental Insurance	4,301
Roth IRA	400
Optional Life	2,794
Flex Expend	0
Vision Plan	698
Weight Watchers	0
Short Term Disabillity	259
Accident/Critical/Hospital	1,672
Staff Association	3,960
Due To Friends of the Library	2,157
<b>TOTAL LIABILITIES</b>	<b>186,167</b>

**FUND BALANCE**

Nonspendable:	
Inventory	177,366
Prepaid Items and Deposits	143,365
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	38,787,769
Current Year Revenue over Expenditures	5,125,833
<b>TOTAL FUND BALANCE</b>	<b>49,277,688</b>



**TOTAL LIABILITIES & FUND BALANCE**

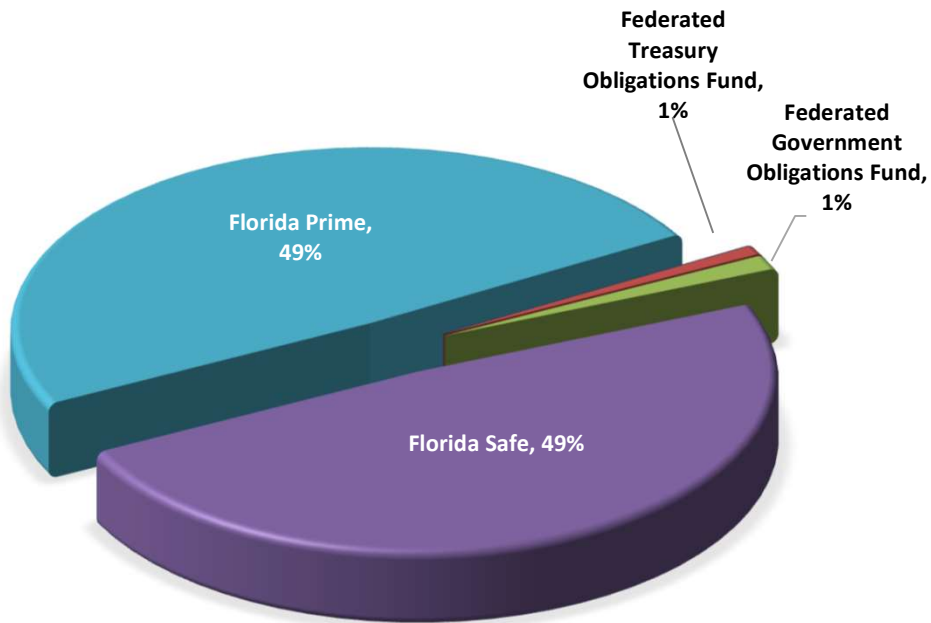
**49,463,856**

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

	<b>BALANCE</b> <b>11/30/25</b>	<b>RECEIPTS</b>	<b>DISBURSE</b>	<b>BALANCE</b> <b>12/31/25</b>
<b>OPERATING</b>				
Equity in Pooled Cash	3,184,678	17,981,418	2,248,682	18,917,414
Equity in Pooled Investments	34,598,773	111,403	4,500,000	30,210,176
	<b>37,783,451</b>	<b>18,092,821</b>	<b>6,748,682</b>	<b>49,127,590</b>
<b>CAPITAL PROJECTS</b>				
Equity in Pooled Investments	<b>50,880,413</b>	<b>630,110</b>	-	<b>51,510,523</b>
<b>SINKING</b>				
Equity in Pooled Investments	<b>8,970,596</b>	<b>72,019</b>	-	<b>9,042,614</b>
<b>SELF FUNDED HEALTH</b>				
Equity in Pooled Cash	1,202,877	482,397	746,925	938,349
Claims Payment Checking Account	73,000	355,558	355,558	73,000
Equity in Pooled Investments	5,035,130	17,076	-	5,052,206
	<b>6,311,007</b>	<b>855,031</b>	<b>1,102,483</b>	<b>6,063,555</b>

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

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
<b>MONEY MARKET FUNDS</b>	
Federated Treasury Obligations Fund	791,334
Federated Government Obligations Fund	1,272,220
<b>LOCAL GOVERNMENT INVESTMENT POOLS</b>	
Florida Safe	46,708,339
Florida Safe-HW Demo Fund	278,594
Florida Prime (SBA)	<u>46,765,033</u>
<b>TOTAL</b>	<u><u>95,815,520</u></u>



**Orange County Library System  
Board of Trustees Meeting  
January 8, 2026**

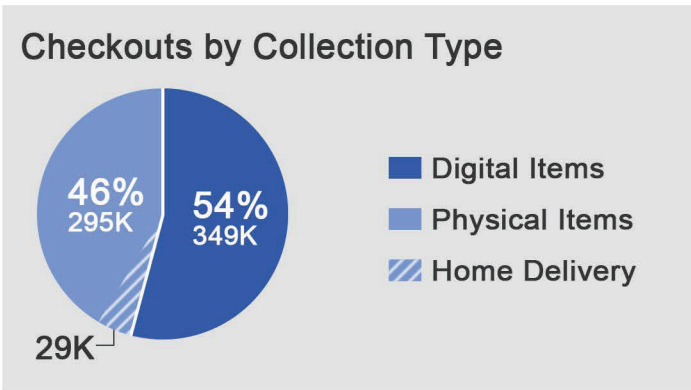
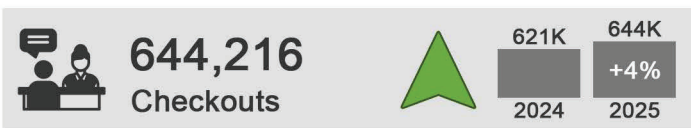
**Dashboard**

# Monthly Report: December 2025

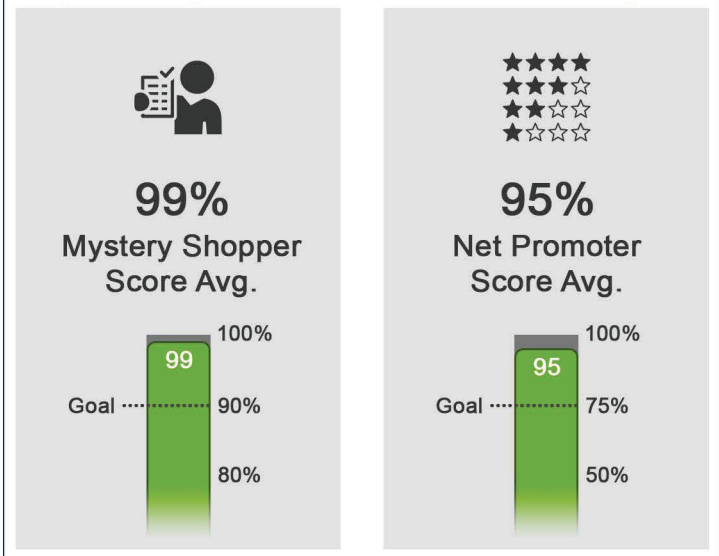
## People



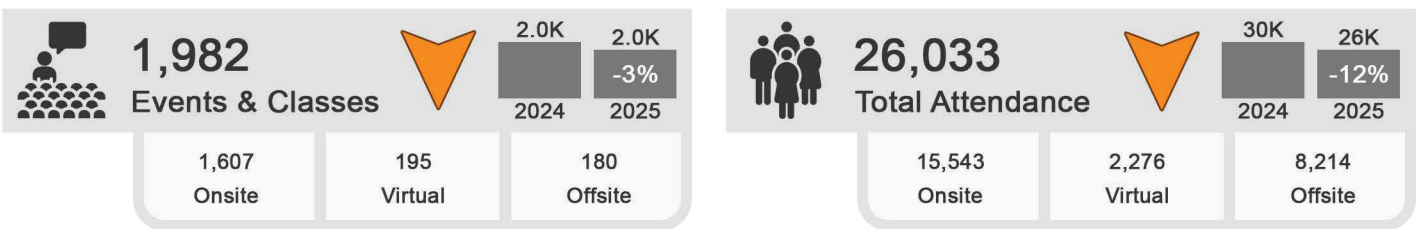
## Collection



## Spotlight: User Ratings



## Events & Classes



## Customer Feedback

*“The library is the best thing that the county provides for us and when you look at your tax dollars and where they are going, I am happiest with the library. I feel like I get my money’s worth with the library and you guys are always so nice.”*

- Unidentified Questline Customer

**Orange County Library System  
Board of Trustees Meeting  
January 8, 2026**

**Annual Plan Update**

# **ORANGE COUNTY LIBRARY SYSTEM**

## **Annual Plan Update for December 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 Community Engagement Department has drafted a site agreement to outline the logistical needs of the bookmobile and serve as an informal contract for future mobile stops. The agreement is currently under legal review.**
- Partner with organizations to share resources.
  - **Youth Services staff met with the Girl Scouts of Citrus Girl Scout Experience team to share current youth programs and classes that align with the STEM Career Badge. The discussion also focused on identifying any additional content needed to fully meet badge requirements. The Girl Scouts team also proposed the creation of a library “fun patch” to recognize participation in other library programs that do not directly correspond to a specific badge.**
  - **In partnership with the Florida Children’s Museum and Orlando Health, the Events and Programs Department coordinated a series of mobile museum programs at four library locations.**
  - **The Events and Programs Department hosted a local author festival at the Orlando Public Library on December 14, featuring and promoting the work of 11 local authors.**

**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 designed, printed, and distributed December and January closure signs and uploaded them to the OP.**
  - **The North Orange Branch updated all end cap signs in December with larger fonts, clearer text, and more detailed information to help staff and customers find materials more efficiently.**
  - **Marketing met with IT Design & Development to plan show schedules in the new Communico Broadcast module to improve digital signage for customers and consulted with the Chiefs of Neighborhood Services to identify branches that need new or relocated screens to increase visibility.**
- 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.
  - **No new activity to report.**
- 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.
  - Youth Services staff attended a Head Start Managers Meeting in late November to share Youth Services and Community Engagement resources and encouraged managers to share this information with centers, teachers, and caregivers.
  - Youth Services managers reviewed and approved the Next Steps template outline for use with additional programs.
  - Ninety-five OCLS school liaisons are now using the communication tracker to log engagement with partner schools, and the School Partnership Program chairs in Youth Services and Community Engagement highlighted the tracker and provided communication guidance during two liaison training sessions this month; the chairs will continue to review the tracker data monthly.
- Support partnerships with health and wellness organizations.
  - The Community Engagement Department presented to the vocational rehabilitation team at the Orlando VA Healthcare System, sharing information about library social workers and other available library resources for clients.
  - The Marketing and Public Relations Department created and posted Facebook events for AdventHealth's health literacy program and two movement classes (yoga and qigong).

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

- Focus on connecting with the senior and teenage segments of the community.
  - Marketing and Public Relations brainstormed and planned new billboards for January through March with messaging aimed at both teens and seniors. The Community Engagement Department hosted 20 offsite senior events this month, including crafts, book clubs, book checkouts, and trivia, and attended two community events to connect seniors with library resources and social worker support. To further the goal of expanding memory care and brain health programming, Community Engagement also provided interactive storytimes at nine memory care and assisted living facilities. In partnership with the Orange County Office on Aging, the Events and Programs Department hosted the LIFE Information for Elders End-of-the-Year Celebration at the Orlando Public Library.

- Senior technology instruction was offered across multiple locations, with several branches providing Senior Skills computer classes and open labs focused on computer basics, mouse and keyboard skills, typing, basic internet safety, and device help. Build Your Computer Mouse Skills and Basic Internet Safety for Seniors were offered at multiple locations. Southeast further expanded access by hosting its first Spanish-language senior technology class, Arte con Microsoft Paint, designed specifically for Spanish-speaking seniors. Fairview Shores hosted a robust series of technology classes for seniors including mouse and keyboard instruction, typing, device advice, and two levels of Windows basics, with an emphasis on building confidence and reducing technology anxiety. Multiple locations hosted Open Labs or Device Advice sessions specifically for seniors. North Orange offered Art with Microsoft Paint for Seniors and Windermere offered Cybersecurity Basics for Seniors using PLA Digital Learn.
- Multiple locations also continued to provide a wide range of creative, social, recreational, and wellness programming for seniors. Fairview Shores hosted Senior Social Hour, while North Orange hosted Tea Social Hour for Adults and Seniors twice during December. Winter Garden hosted Bingo for Seniors as well as the ongoing Silver Stitches weekly fiber arts program. South Trail offered the Seniors Kick Back weekly series, which included clay crafts, odor-free candle making, musical trivia, and adult storytelling. South Creek offered Coffee and Dominoes for Seniors and Let's Get Creative: Decorate a Tote Bag. Chickasaw hosted Line Dancing for Seniors and also presented a Senior Talent Showcase with twelve seniors performing music, dance, comedy, and interactive language puzzles for a large audience. Eatonville presented the Golden Hour Senior Series: Touring Australia, highlighting culture and history. Windermere offered From the Heart: A Crafting Workshop through the LIFE Information for Elders Branching Out Series as well as Chair Yoga for Seniors. West Oaks hosted a Senior DIY Handmade Ornaments program using melted crayons, while Southeast offered Holiday Gift Wrap Ideas for Seniors. Southwest presented Fitness Bingo and Qigong Movement and Breathing, and Alafaya reported Bingo for Seniors as its highlight senior program for the month.
- Teen Zines, Advisory Boards, and volunteer opportunities also continued to be robust across the system. The Teen Volunteering Committee discussed developing an in-person middle school advisory board, exploring appropriate tasks and formats, and several locations expressed interest in hosting the group. Youth Services staff gathered feedback from participants in the Virtual Middle School Advisory Board to help shape the in-person version, and participants expressed enthusiasm about the change. Youth Services staff worked with the High School Advisory Board to review LibGuides and identify ways to expand teen resources. Southeast hosted a teen volunteering opportunity connected to the Terracotta Times teen zine, inviting teens to submit fiction, poetry, art, photography, comics, and reviews. Eatonville hosted its monthly Teen Volunteer Workshop where high school students earned service hours through volunteer tasks, Winter Garden hosted a teen volunteer event, and Alafaya held its monthly

**Orange Slice teen meeting.** Eatonville also continued its monthly teen volunteer workshop to support community service needs for high school students.

- **Teen programs were offered across numerous branches and included social, creative, and technology-focused opportunities. More than one branch hosted Teen Takeover events, including South Creek and South Trail. South Creek also hosted Teen Board Game Meetup, while South Trail offered an air-dry clay craft program for teens. West Oaks hosted Craft Teens, and Southwest presented Geeky Crafts for teens centered on popular fandoms. North Orange hosted Winter Hat Keychains for teens, Chickasaw continued Teen Chess League, and Winter Garden offered Teen Art Jam. Windermere offered six teen programs including a Python Programming Camp and a technology class focused on BandLab Songwriting and rhythm.**
- **Engage customers in library services with system-wide initiatives.**
  - **No new activity to report.**

**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 Development Manager has contacted community members to discuss ways they can participate in the library's future fundraising plans. Additionally, the Development team has distributed bookmarks, stickers, and impact highlights for the Friends of the Library annual appeal, helping to increase visibility and awareness.**
- **Raise the library's visibility through networking and community building.**
  - **The Development Manager attended two networking events and connected with staff from the OCPS Foundation, the Dr. Phillips Center for the Performing Arts, and a local construction company, and invited them to tour the Orlando Public Library.**
  - **Melrose Video Team members attended the Film Florida Board meeting on December 11–12, engaging with the state's primary organization for marketing, professional development, and networking in the screen production industry.**
  - **Youth Services staff attended Leadership Orange and the Orange County Public Schools vendor meeting to discuss use of and access to Virtual Library Cards.**
  - **On December 15, the Eatonville manager attended the first Eatonville Neighborhood Center for Families Community Advisory Board meeting for the 2025–2026 fiscal year, where partners reviewed and discussed goals, objectives, and initiatives to improve services for the Eatonville community.**
  - **Adult Services staff participated in several December networking events, including Orlando 1 Million Cups, Orlando Remembered, and a Foundation for Seminole State College board meeting.**

- **West Oaks' Genealogy Specialist and Branch Outreach Specialist met with the Callahan Neighborhood Association Leadership Team to plan a legacy project for senior community members and introduced them to OCLS resources and the Genealogy Collection.**
- **The South Trail Branch Manager attended her first Oak Ridge Neighborhood Center for Families Community Advisory Committee meeting.**
- **Marketing and Public Relations staff worked with Orange County officials to promote and complete the annual Mayor's Toy Drive, met with Orange County Public Schools marketing staff to explore collaborative marketing and promotion opportunities, and met with Florida Citrus Sports marketing staff about a potential 80th Citrus Bowl display at Orlando Public Library.**
- **South Creek staff hosted a "Gingerbread Build Off" at Meadow Woods Elementary School for 34 attendees.**

## 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.
  - **No new activity to report.**

**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 activity to report.**

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

- Evaluate and update customer satisfaction measurement tools.
  - **An initial draft of the new survey for classes and programs has been created in SurveyMonkey.**
- Explore innovative technologies, ideas and procedures to enhance the customer experience.
  - **Initial configuration of Aspen Discovery is complete, and staff have conducted testing.**

## 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.
  - **The database Examine+ was shared with Acquisitions staff during a department meeting, ensuring that team members were introduced to the resource and its potential applications.**
- Support opportunities for cross-departmental/branch experiences.
  - **No new activity to report.**

**Activity:** Strengthen internal communication.

- Implement a Human Resources Information System (HRIS) and explore feature capabilities.
  - **We are completing year-end tasks in UKG Ready and refining related processes and procedures.**
- Implement Finance Enterprise Software (FES) and explore feature capabilities.
  - **The FES core system for General Ledger, Accounts Payable, and Purchasing is fully functional. Fixed Assets, Grants, and other modules are planned for implementation in spring 2026.**
- Create a Technology Plan.
  - **No new activity to report.**

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

- Explore meaningful ways to celebrate employee contributions.
  - **No new activity to report.**
- Support staff in building connections locally and throughout the system.
  - **No new activity to report.**

**Orange County Library System  
Board of Trustees Meeting  
January 8, 2026**

**Consent Agenda**



**Orange County Library System  
Board of Trustees Meeting  
January 8, 2026**

**Consulting for Elevator  
Modernization**

# **CONSULTING FOR ELEVATOR MODERNIZATION**

## **I. ISSUE STATEMENT**

Library Board approval is needed to approve the project budget for Consulting for Elevator Modernization.

## **II. BACKGROUND & SUMMARY**

The library's six elevators have been very well maintained and meet all current safety requirements. Two of the elevators have been in service since 1966, and four since 1985. Due to the age of some of the major equipment and upcoming new code requirements, all six are due for significant upgrades.

The library needs to contract with a consultant who is a Florida-licensed Certified Elevator Inspector to:

- Conduct a detailed inspection and evaluation of all six elevators to determine current condition, safety, performance, and code compliance.
- Prepare a modernization plan outlining the specific scope of work, recommended upgrades, and code-required improvements for each elevator.
- Develop a modernization schedule and phasing plan to minimize disruption to Library operations.
- Provide cost estimates for the proposed modernization work and obtain Library approval prior to implementation.
- Develop detailed specifications and performance standards for ongoing elevator maintenance services following completion of the modernization.
- Provide a modernization contract for the work, which will include the Library's terms and conditions.
- Assist the Library with preparing and issuing solicitation documents for elevator modernization and maintenance.
- Coordinate all work activities with the Facilities & Operations Manager to ensure safety and minimize impact on Library operations and public access.
- Provide regular progress reports, schedules, and updates to the Facilities & Operations Manager throughout the modernization process.
- Manage any subcontractors and ensure all work is performed in accordance with contract requirements and quality standards.
- Close out the project with the contractor and the city of Orlando.

Florida Statutes 287.057 dictate the Request for Proposals (RFP) process.

1. The library advertised an RFP for Consulting for Elevator Modernization on November 3, 2025. Proposals were due on December 12, 2025.
2. The library received one response to the RFP. The Procurement Committee (Committee) for this project is: Steve Powell, Bethany Stone, Kris Shoemaker, and Brian Dornbush.

3. Per the statute, the proposal was evaluated on the qualifications of the firm and project team, project approach, work plan, price, prior experience with the library, and references that supported the Consultant's experience with similar projects.
4. The Committee met on December 23, 2025, to score the proposals. The consulting firm Lerch Bates was the sole respondent to the RFP. Lerch Bates has completed every prior elevator project in the library, is highly qualified, and has two excellent references.
  - a. Out of 100 possible points, the Committee's average score was 93.

The project budget is:

<b>Lerch Bates Service</b>	<b>Cost</b>
Construction Documents	27,000
Bidding Assistance	3,000
Construction Administration	98,000
Project Closeout	25,000
<b>Total Proposal</b>	<b>153,000</b>
OCLS Contingency (7%)	10,710
<b>Total Project Budget</b>	<b>\$163,710</b>

The library has sufficient funds in the current year's Capital Projects Budget to cover the consulting services project budget.

### **III. CONSIDERATION**

The library is requesting the library board to:

1. Authorize the Director/CEO to execute a contract with Lerch Bates in the amount of \$153,000 for Consulting for Elevator Modernization.
2. Approve the project budget of \$163,710, which includes a \$10,710 contingency.

### **IV. RECOMMENDATION**

Staff recommends that the library board:

1. Authorize the Director/CEO to execute a contract with Lerch Bates in the amount of \$153,000 for Consulting for Elevator Modernization.
2. Approve the project budget of \$163,710, which includes a \$10,710 contingency.

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 26-009**

**CONSULTING FOR ELEVATOR MODERNIZATION**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 8<sup>th</sup> day of January 2026, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

3. To authorize the Director/CEO to execute a contract with Lerch Bates in the amount of \$153,000 for Consulting for Elevator Modernization.
4. To approve the project budget of \$163,710, which includes a \$10,710 contingency.
5. 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  
January 8, 2026**

**Wide Area Network  
Contract Award**

## **WIDE AREA NETWORK CONTRACT AWARD**

### **I. ISSUE STATEMENT**

Library Board approval is needed to award a contract for Wide Area Network (WAN) services.

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

The current WAN services contract has been in place since June 1, 2021, and expires on May 31, 2026, with no remaining extensions. As a result, the contract had to be rebid. The selected vendor will provide WAN services to OPL and the current 14 branches, and to the Lake Nona branch when it opens.

Note: A separate provider will cover the Horizon West branch due to exclusivity in the area.

A Request for Proposal (RFP) was posted publicly on November 4, 2025, with proposals due by December 5, 2025. The posting was on the Library's Procurement Site, shared with the County and City Purchasing and Business Development departments, and with the federal E-Rate database. The library received one response to the RFP. The Library's Procurement Committee met on December 22, 2025, to evaluate and score the proposal.

Based on the criteria set forth in the RFP, Smart City Solutions II earned a score of 93.67 out of 100.

Smart City Solutions II is the library's current WAN service provider, and they have met staff's expectations.

The selected vendor would be awarded a contract with an initial term of three years and two one-year renewals, for a total of five years. Currently, the federal E-Rate program reimburses 80% of the cost of these services.

### **III. CONSIDERATION**

Library staff is requesting that the library board authorize staff to execute a contract for WAN services with Smart City Solutions II, with an initial term of \$78,600 and a five-year total cost of \$393,000, before any applicable E-Rate reimbursement.

### **IV. RECOMMENDATION**

Staff recommends that the library board authorize staff to execute a contract for WAN services with Smart City Solutions II, with an initial term of \$78,600 and a five-year total cost of \$393,000, before any applicable E-Rate reimbursement.

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 26-010**

**WIDE AREA NETWORK CONTRACT AWARD**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 8<sup>th</sup> day of January 2026, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize staff to execute a contract for WAN services with Smart City Solutions II, with an initial term of \$78,600 and a five-year total cost of \$393,000, before any applicable E-Rate reimbursement.
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  
January 8, 2026**

**Internet Service Provider  
Contract Award**



# **INTERNET SERVICE PROVIDER CONTRACT AWARD**

## **I. ISSUE STATEMENT**

Library Board approval is needed to award a contract for an Internet Service Provider (ISP).

## **II. BACKGROUND & SUMMARY**

The current ISP contract has been in place since June 1, 2021, and expires on May 31, 2026, with no remaining extensions. As a result, the contract had to be rebid. The selected vendor will provide Internet to OPL and the current fourteen branches, and to the Lake Nona branch when it opens.

Note: A separate contractor will cover the Horizon West branch due to exclusivity in the area.

A Request for Proposal (RFP) was posted publicly on November 4, 2025, with a proposal due date of December 5, 2025. The posting was on the Library's Procurement Site, shared with the County and City Purchasing and Business Development departments, and with the federal E-Rate database. The Library received two responses to the RFP. The Library's Procurement Committee met on December 22, 2025, to evaluate and score the written proposals.

Based on the criteria set forth in the RFP, the results (alphabetically) are:

Comcast Business, Inc.	45.00
Smart City Solutions II	92.00

Smart City Solutions II is the library's current Internet provider, and they have met staff's expectations.

The selected vendor would be awarded a contract with an initial term of three years and two one-year renewals, for a total of five years. Currently, the federal E-Rate program reimburses 80% of the cost of these services.

## **III. CONSIDERATION**

Library staff is requesting that the library board authorize staff to execute a contract with Smart City Solutions II for ISP, with an initial term of \$22,788 and a five-year total cost of \$113,400, before any applicable E-Rate reimbursement.

## **IV. RECOMMENDATION**

Staff recommends that the library board authorize staff to execute a contract with Smart City Solutions II for ISP, with an initial term of \$22,788 and a five-year total cost of \$113,400, before any applicable E-Rate reimbursement.

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 26-011**

**INTERNET SERVICE PROVIDER CONTRACT AWARD**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 8<sup>th</sup> day of January 2026, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize staff to execute a contract with Smart City Solutions II for ISP, with an initial term of \$22,788 and a five-year total cost of \$113,400, before any applicable E-Rate reimbursement.
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  
January 8, 2026**

**Action Items:  
Non-Consent Agenda**

**Orange County Library System  
Board of Trustees Meeting  
January 8, 2026**

**Board Committee Appointments**

ORANGE COUNTY LIBRARY BOARD OF TRUSTEES  
Orlando, Florida  
By-Laws: Article 6

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  
January 8, 2026**

**Renaming the Designation  
of Reserves**

# **RENAMING THE DESIGNATION OF STRATEGIC PLAN RESERVES**

## **I. ISSUE STATEMENT**

Library Board approval is needed to rename an Operating Fund Reserve account designated for future Strategic Plan expenditures.

## **II. BACKGROUND & SUMMARY**

On September 11, 2003, the Library Board approved merging and renaming two Operating Fund Reserve accounts, Main Library Improvements and Future Branch Development, to a new account called Future Strategic Plan Expenditures and designated \$4,000,000 to the account.

The purpose of designating reserves is to inform the public that the library intends to use those reserves for a specific purpose. Designating reserves or changing such designations requires Library Board approval.

The Future Strategic Plan Expenditures account maintains the same balance today as it did in 2003. The most recent Strategic Plan refresh in 2024 was funded through Operating Funds rather than this reserve. Renaming the reserve to explicitly include the organization's Strategic Plan, Master Plan, and Annual Plan of Service would both better reflect current planning practices and allow funds to be intentionally allocated to the account on an ongoing basis.

The consulting services for the Master Plan Project (MPP) are funded in this year's budget under Other Contractual Services. As the MPP progresses, it does not align with the library's budget process, and opportunities identified by the MPP might not be funded in next year's budget.

Additionally, since implementing the new Strategic Plan, the Annual Plan of Service has become the document that sets the library's strategic direction for its Purpose each year. Staff do their best to forecast the costs of major Annual Plan initiatives during the budget process, but the full scope and cost of initiatives often cannot be determined in advance.

Furthermore, the Strategic Plan is due for re-engagement with the consultant next year, and re-engaging with the Master Planning consultant four years into the plan is considered essential to ensure alignment, momentum, and successful long-term implementation.

## **III. CONSIDERATION**

Library staff are requesting that the library board rename the Future Strategic Plan Expenditures Fund to the Future Master Plan, Strategic Plan, and Annual Plan Expenditures Fund.

## **IV. RECOMMENDATION**

Staff recommends that the library board rename the Future Strategic Plan Expenditures Fund to the Future Master Plan, Strategic Plan, and Annual Plan Expenditures Fund.



**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 26-014**

**RENAMING THE DESIGNATION OF STRATEGIC PLAN RESERVES**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 8th day of January 2026, at 6:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To rename the Future Strategic Plan Expenditures Fund to the Future Master Plan, Strategic Plan, and Annual Plan Expenditures Fund.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

\_\_\_\_\_  
Secretary

**Orange County Library System  
Board of Trustees Meeting  
January 8, 2026**

**Master Plan Consultant  
Contract Approval**

## **MASTER PLAN CONSULTING SERVICES CONTRACT AWARD**

### **I. ISSUE STATEMENT**

Library Board approval is needed to award a contract to a Master Plan Consultant and approve a project budget.

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

On December 11, 2025, this Board approved the ranking of consultants and authorized staff to negotiate a contract for Master Plan Consulting Services with Group 4 Architecture (Group 4).

Group 4 provided contract fees for four somewhat similar projects for comparison with the library's proposal.

<b>Public Library</b>	<b>Population</b>	<b>Fee</b>	<b>Per Capita</b>	<b>Notes</b>
Cuyahoga County	1,250,000	\$355,000	\$0.28	Limited overall (6 months) and limited community engagement
Dallas	1,300,000	\$495,000	\$0.38	No Facilities Condition Assessments Included a Strategic Plan
<b>OCLS</b>	<b>1,400,000</b>	<b>\$526,500</b>	<b>\$0.38</b>	<b>Full scope of services</b>
Louisville Free	630,000	\$270,000	\$0.43	No Facilities Condition Assessments, No technology or community engagement
Austin Public	968,000	\$460,000	\$0.48	Limited technology evaluation Included a Strategic Plan

Library staff worked with Group 4 to finalize the scope of work and pricing structure. Group 4's proposal for services and the project budget are:

<b>Phase</b>	<b>Service</b>	<b>Contract Fee</b>
1A	System + Service Assessments	150,500
1B	Facility Condition Assessments	86,800
1C	Technology	67,200
2	Synthesis	116,600
3	2- Year Master Plan	53,400
4	Community Engagement	14,400
	<b>Total for Basic Services</b>	<b>\$488,900</b>
	Gresham Smith Contract Management	25,600
	Reimbursable Expenses Allowance	12,000
	<b>Total Estimated Cost for Services</b>	<b>\$526,500</b>
	OCLS Contingency (7%)	34,200
	<b>Total Project Budget</b>	<b>\$560,700</b>

The consulting services for the Master Plan Project MPP are funded in this year's budget under Other Contractual Services.

### **III. CONTRACT STRUCTURE:**

The Procurement Committee was aware that Group 4 was not a Florida-licensed architect, and the Request for Qualifications did not stipulate this requirement. During their review, the library's counsel at GrayRobinson noticed the potential conflict and investigated it.

GrayRobinson was advised by the Florida Board of Architecture that foreign (i.e., non-Florida) firms cannot contract directly with owners, as such contracts would constitute the unlicensed practice of architecture. However, foreign firms can contract with a Florida architect of record for consulting services.

In its RFQ response, Group 4 identified the Florida-licensed firm Gresham Smith as a part of its project team if there was a need for Florida-licensed architectural work.

To make this work, the contract structure will be that the library will contract with Gresham Smith, who will take an active role in the project and oversee Group 4's master planning scope of work, as agreed by the library and Group 4. Gresham Smith will also contract with Group 4 to ensure that the scope of work is completed.

GrayRobinson suggested this contract structure, has reviewed all of the contract documents, and is comfortable with the library executing the agreement with Gresham Smith.

### **IV. CONSIDERATION**

The library is requesting the library board to:

1. Authorize the Director/CEO to execute a contract with Gresham Smith in the amount of \$526,500 for Master Plan Consulting Services.
2. Approve the project budget of \$560,700, which includes a \$34,200 contingency.

### **V. RECOMMENDATION**

Staff recommends that the library board:

1. Authorize the Director/CEO to execute a contract with Gresham Smith in the amount of \$526,500 for Master Plan Consulting Services.
2. Approve the project budget of \$560,700, which includes a \$34,200 contingency.

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 26-015**

**MASTER PLAN CONSULTING SERVICES CONTRACT AWARD**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 8<sup>th</sup> day of January 2026, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. Authorize the Director/CEO to execute a contract with Gresham Smith in the amount of \$526,500 for Master Plan Consulting Services.
2. Approve the project budget of \$560,700, which includes a \$34,200 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  
January 8, 2026**

**Discussion & Possible  
Action Items**

**Orange County Library System  
Board of Trustees Meeting  
January 8, 2026**

**Information**

**Orange County Library System  
Board of Trustees Meeting  
January 8, 2026**

**Policies Realignment  
Schedule**



**Orange County Library System  
Board of Trustees Meeting  
January 8, 2026**

**Board Meeting Email Process**

**Orange County Library System  
Board of Trustees Meeting  
January 8, 2026**

**Director's Report**

## Director's Report: January 2026 Board Meeting

As we look back on the first year of implementation of our Strategic Plan, I think we should be proud of what we've accomplished. We made it a priority to ramp up our senior and teen offerings, as well as our outreach, and the results have been worth it. Our overall use and checkouts are up, surveys show that customer satisfaction is high, and we continue to connect with new people through our growing number of off-site events and partnerships. We are currently assembling our 2024-2025 annual report, and some numbers that I think present a nice snapshot of our progress are below.

In FY 2024-2025, we saw:

- **1.8 million** visits to our libraries, up more than 75,000 from the year before
- **7.8 million** checkouts, up more than 240,000 from the year before
- **3 million** checkouts on Overdrive, our most popular ebook and audiobook vendor. Just a few years ago, we were celebrating 1 million downloads per year, and that number has grown exponentially as overall digital use surges
- **26,000** app downloads
- **1,790** offsite programs
- **6,000** teen volunteer hours logged

We'll share more statistics and data from the Annual Report when it's released next week.

### OCLS App

As of January 2, 2026, the app had more than 31,000 downloads.

### Friends of the Library Annual Appeal

The Friends of the Orange County Library System Annual Appeal is nearly complete. The appeal helps the Friends raise funds that they use to support a variety of library programs and initiatives, such as our book giveaways at Head Starts and during our Summer at Your Library Programs. This year's goal for the appeal was \$30,000, and by January 2, the Friends had raised more than \$32,000. We also had more than 207 new donors contribute to the Friends' appeal this year.

### Upcoming Dates

**January 17:** Nicholas Sparks at the Dr. Phillips Center (tickets still on sale)

**January 22:** FLA Library Day in Tallahassee

**January 30:** ZORA! Festival Education Day Meet the Author event: Dhonielle Clayton at the Eatonville Branch

**February 19-22:** Orlando Game Jam and Gaming Expo, Melrose Center

**Orange County Library System  
Board of Trustees Meeting  
January 8, 2026**

**Public Comment:  
Non-Agenda Items**