

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

**Board Packet for February 2026**



February 6, 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 Herdicia, 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 February 12, 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**  
**February 12, 2026 6:00 p.m.**

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

- 26-022      I.     Call to Order**
- 26-023      II.    Public Comment Policy & Procedures**
- 26-024      III.   Approval of Minutes: January 8, 2026, Library Board of Trustees Meeting**
- 26-025      IV.    Staff Presentation: Master Plan Consultant Group 4**
- 26-026      V.     Financial Statements and Summaries: Kris Shoemaker  
➤ January 2026 Reports**
- 26-027      VI.    Dashboard: January 2026: Sara Gonzalez**
- 26-028              Annual Plan Update: January 2026: Sara Gonzalez**
- 26-029      VII.   Action Items: Consent Agenda**
- 26-030              Request to Serve Alcoholic Beverages at the 19<sup>th</sup> Annual Southwest Author Series Event: Leasha Tavernier**
- 26-031              Orlando Public Library Front Entry Door Replacement: Bethany Stone**
- 26-032      VIII.   Action Items: Non-Consent Agenda - None**
- 26-033      IX.     Discussion and Possible Action Items**
- 26-034      X.     Information**
- 26-035              Director's Evaluation: 1st Quarter Update: Sharon Smoley**
- 26-036              Director's Report**
- 26-037              Public Comment: Non-Agenda Items**
- XI.    Adjournment**

**Next Meeting Dates:**

**March 12, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801;  
April 9, 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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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.

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Orange County pa fè diskriminasyon sou baz ras, koulè, orijin nasyonal, sèks, laj, reliyon, andikap oswa sitiyyasyon 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  
February 12, 2026**

**Call to Order**

**Orange County Library System  
Board of Trustees Meeting  
February 12, 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 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  
February 12, 2026**

**Approval of Minutes:  
January 8, 2026 Library Board  
of Trustees Meeting**

**MEETING MINUTES**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**January 8, 2026 6:00 p.m.**

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

Library Board Present: Crockett Bohannon (1/0); Nicole Benjamin (3/1 – City); Venessa Tomlin (1/0); Sharon Smoley (1/0)

Library Board Absent: Ashley Cisneros Mejia (3/1 – City)

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

- 26-001** I. **Call to Order**  
 President Bohannon called the meeting to order at 6:08 p.m.
- 26-002** II. **Public Comment Policy & Procedures**
- 26-003** III. **Approval of Minutes: December 11, 2025 Library Board of Trustees Meeting**  
 Vice President Benjamin, seconded by Trustee Tomlin, moved to approve the minutes for the December 11, 2025 Library Board of Trustees meeting. Motion carried 4-0.
- 26-004** IV. **Staff Presentation: Staff Development Day: Colleen Hooks**
- 26-005** V. **Financial Statements and Summaries: December 2025: Kris Shoemaker**  
 CFO Shoemaker briefed the Board regarding the progress of the following projects:
- Horizon West Branch Library:  
 To-date costs are \$17,072,878 or 62.6% of the \$27,275,000 approved project budget.
- Lake Nona Branch Library:  
 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:  
 To-date costs are \$3,667,104 or 80.6% of the \$4,549,600 approved project budget.
- South Trail Carpet Replacement:  
 To-date costs are \$97,020 or 84.3% of the \$115,100 approved project budget. This project is complete.
- 26-006** VI. **Dashboard: December 2025: Erica Grant**  
 Chief of Neighborhood Services Grant reported that the door count is up by 1% over last December, and that check-outs are up 4%. She also reported a

significant milestone in digital circulation, OverDrive (the Libby app), hit over 3 million checkouts, closing 2025 with a total of 3,031,554 checkouts. Last year's total was 2,634,583, representing a 15% increase in annual usage.

She informed the Board that Events and Classes offerings were down 3%, from 2,000 last year to 1,950 this year and that attendance dropped by 12%.

One contributing factor to the decline in Events & Classes is a shift in the strategic focus away from scavenger hunts and other take-home passive programming (December 2024 passive activities were 5,157). While passive experiences will continue to be offered, there is now a focus on more active programming this year. Another contributing factor, staff are still in the process of hiring and onboarding a few roles and it is expected that the process to move more quickly now that the holidays are over.

An encouraging metric with steady growth is unique patron transactions, which reflects customers who authenticate their library card at least once a month. In December, 93,571 unique patron transactions were recorded, a 6% increase over last year, suggesting continued and expanding engagement with library services.

This month, there was a spotlight on user ratings. Customer feedback has been overwhelmingly positive. The Mystery Shopper scores averaged 99%, a testament to the excellent customer service provided by staff across all locations. The Net Promoter Score averaged 95%, showing that most customers are enthusiastic about recommending library programs to family and friends.

CNS Grant also shared that beginning in January, OPL's Passport Services expanded to include an additional service day. Passport appointments are now available 5 days a week, Tuesdays, Wednesdays, Thursdays, Saturdays, and Sundays.

Following is a comment received by Questline from a customer: *"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."*

**26-007**

#### **Annual Plan Update: December 2025: Erica Grant**

CNS Grant reported that progress continues to be made across all primary goals of the annual plan, and she highlighted one item from the primary goal of *Be Forward-Thinking*:

In December, the initial configuration of Aspen Discovery, the new online catalog platform, was completed and staff testing was conducted. The testing was successful, and now the next phase of the project is ready, which includes staff training and a public preview of the platform. The platform will enhance the customer experience by improving discoverability and usability within the online catalog.

**26-008**

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

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

26-009

**Consulting for Elevator Modernization: Kris Shoemaker**

The Board authorized the Director/CEO to execute a contract with Lerch Bates in the amount of \$153,000 for Consulting for Elevator Modernization and to approve the project budget of \$163,710, which includes a \$10,710 contingency.

26-010

**Wide Area Network Contract Award: Kris Shoemaker**

The Board authorized 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.

26-011

**Internet Service Provider Contract Award: Kris Shoemaker**

The Board authorized staff to execute a contract with Smart City Solutions II as the internet service provider, with an initial term of \$22,788 and a five-year total cost of \$113,400, before any applicable E-Rate reimbursement.

26-012

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

26-013

**Board Committee Appointments**

President Bohannon, seconded by Trustee Tomlin, nominated Trustee Smoley as chair of the Personnel Committee. Motion carried 4-0.

26-014

**Renaming the Designation of Reserves: Steve Powell**

Director Powell summarized the request to rename the *Future Strategic Plan Expenditures Fund* to the *Future Master Plan, Strategic Plan, and Annual Plan Expenditures Fund*. He explained that 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. Brief discussion ensued. Vice President Benjamin, seconded by Trustee Tomlin, moved to rename the Future Strategic Plan Expenditures Fund to the Future Master Plan, Strategic Plan, and Annual Plan Expenditures Fund. Motion carried 4-0.

26-015

**Master Plan Consultant Contract Approval: Steve Powell**

Director Powell briefed the Board regarding the request to hire Group 4 as the Master Plan consultant and further explained that Group was not a Florida-licensed architect, and the Request for Qualifications did not stipulate this requirement. During review, the library's counsel at GrayRobinson identified 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. However, foreign firms can contract with a Florida architect of record for consulting services. In the 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. The contract structure will be that OCLS will contract with Gresham Smith, which 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. Brief discussion ensued and Vice President Benjamin, seconded by Trustee Tomlin, moved to amend the resolution to include final approval by GrayRobinson will be given before contract approvals. Motion carried 4-0. Trustee Smoley, seconded by Vice President Benjamin, moved to authorize the Director/CEO to execute a contract with Gresham Smith in the amount of \$526,500 for Master Plan Consulting Services, and to approve the project budget of \$560,700, which includes a \$34,200 contingency. Motion carried 4-0.

|        |   |  |
|--------|---|--|
| 26-016 | <b>IX. Discussion and Possible Action Items</b>     | Director Powell informed the Board that a demand letter was sent to former book vendor Baker & Taylor regarding outstanding funds owed to OCLS.  |
|        |   | Director Powell explained that the roofing contractor at Main used a sealant process that entered the building through an air handler and caused several staff members to seek medical attention. He added that an indoor air quality specialist evaluated the area and did not find any problems.   |
| 26-017 | <b>X. Information</b>                               |  |
| 26-018 | <b>Policies Realignment Schedule: Bethany Stone</b> | COO Stone shared the schedule for review of policies that will begin May 2026.   |
| 26-019 | <b>Board Meeting Email Process: Bethany Stone</b>   | COO Stone shared a board meeting app created by IT Design & Development for automating emails to be sent to the Board to verify their availability to attend meetings.   |
| 26-020 | <b>Director's Report</b>                            | Director Powell reviewed the first year of the Strategic Plan implementation. He stated that it was a priority to ramp up senior and teen offerings, as well as outreach, and the results have been worth it. Overall use and checkouts are up, surveys show that customer satisfaction is high, and staff continue to connect with new people through the growing number of off-site events and partnerships.   |
|        |   | Currently the 2024-2025 annual report is being assembled, and some statistics that present a nice snapshot of the progress are below.  |
|        |   | In FY 2024-2025, there were as follows:  |
|        |   | <ul style="list-style-type: none"> <li>• <b>1.8 million</b> visits to OCLS libraries, up more than 75,000 from the year before</li> <li>• <b>7.8 million</b> checkouts, up more than 240,000 from the year before</li> <li>• <b>3 million</b> checkouts on Overdrive, the library's most popular ebook and audiobook platform. Just a few years ago, the library achieved 1 million downloads per year, and that number has grown exponentially as overall digital use surges</li> <li>• <b>26,000</b> app downloads</li> <li>• <b>1,790</b> offsite programs</li> <li>• <b>6,000</b> teen volunteer hours logged</li> </ul> |
|        | <b>OCLS App</b>                                     |  |
|        |   | As of January 2, 2026, the app had more than 31,000 downloads.   |
|        | <b>Friends of the Library Annual Appeal</b>         |  |
|        |   | 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 the book giveaways at Head Starts and during the 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. Also, there were more than 207 new donors contribute to the Friends' appeal this year.   |
|        | <b>Upcoming Dates:</b>                              |  |

**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

**26-021**

**Public Comment: Non-Agenda Items**

**XI. Adjournment**

Vice President Benjamin, seconded by Trustee Tomlin, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:58 p.m.

**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.**

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

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Si tiene problemas de audición o del habla, puede comunicarse con los números de teléfono anteriores marcando 711.

Orange County pa fè diskriminasyon sou baz ras, koulè, orijin nasyonal, sèks, laj, reliyion, andikap oswa sitiayon 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 tandé oswa pou w pale, ou ka kontakte nimewo telefòn ki anwo yo lè w konpoze 711.

**Orange County Library System  
Board of Trustees Meeting  
February 12, 2026**

**Staff Presentation**

**Orange County Library System  
Board of Trustees Meeting  
February 12, 2026**

**Financial Statements  
& Summaries**

**Orange County Library System  
FY 2025-26 Financial Statement Highlights  
Four Months Ended January 31, 2026**

**Project Summaries:**

Horizon West Branch Library: Project-to-date costs are \$17,229,143 or 63.2% of the \$27,275,000 approved project budget.

Lake Nona Branch Library: Project-to-date costs are \$1,664,069 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 \$3,959,399 or 87.1% of the \$4,549,600 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 \$28,955,011 or 36.7% of the budget, which is in line with our year-to-date expectations as payments are normally received from November through March.

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

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

**Fee Cards:**

The library budgeted \$150,000 for Fee Card revenues for FY 2025-26. Through January, we received \$71,125 or 47.4% of budgeted revenue.

**Meeting Rooms:**

The library budgeted \$30,000 for meeting room revenues for FY 2025-26. Through January, we received \$13,513 or 45.0% of budgeted revenues.

**Faxes:**

The library budgeted \$15,000 for fax revenues and has received \$6,803 or 45.4% year-to-date.

**Copy and Prints:**

The library budgeted \$190,000 for these services in FY 2025-26. We received \$71,527 or 37.6% of budget through January.

**Passport Facility & Photo Fees:**

The library budgeted \$12,000 for passport facility and photo revenues for FY 2025-26. Through January, we received \$5,897 or 49.1% of budgeted revenues.

**Fees and Lost Materials:**

Revenues from Fees and Lost Materials through January are \$20,964 or 43.7% of budget.

**Investment Earnings:**

The library budgeted \$1,176,500 for investment earnings for FY 2025-26. Through January, we received \$403,813 or 34.3% of budgeted revenues. Note: As of the time of these reports, we have not received our January 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 January, we have received \$15,011 or 30.0% of the budget.

**Contributions-Other:**

Through January, we have received \$79,805 or 159.6% of the budget. Note: \$75,791 of which was from the Estate of Daniel Tuchek.

**Internet Rebate:**

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

**Miscellaneous:**

Through January, we have received \$301 or 0.9% 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 \$500,000 or 25.0% of budget. This aligns with the estimated FY 2025-26 contribution.

**Workers' Compensation:**

The Worker's Compensation Expenditures are at \$84,629 or 37.6% of budget.

**Unemployment Compensation:**

The Unemployment Compensation Expenditures are at \$55 or 0.1% of budget.

**Delivery & Postage:**

The Delivery and Postage Expenditures are at 28.8% of the budget, which is in line with the FY allocation.

**Insurance:**

The Insurance Expenditures are at 35.9% 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 1.9% 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 \$132,630 or 19.2% of budget. This account is for any supplies used for programming, mainly Summer at Your Library and Community Engagement. This account is a subset of the Supplies Account. The combined expenditure of Supplies and Supplies-Programming is 19.2% of the budget, which is on target.

**Building Improvements Expense:**

The library budgeted \$8,000,000 for various building improvement projects, including 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 \$1,280,840 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 1-31-2026**

| 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             | 18,349             | \$ 1,460,717        | (\$94,227)            |
| 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          | 1,950,171          | \$ 13,633,563       | (\$4,666,437)         |
| 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             | 118,511            | \$ 306,378          | (\$1,445,717)         |
| Opening Day Collection      | TBD                 | 1,250,000           | \$ -         | 1,250,000           | -                | -                | -                  | 754,901             | 20,444             | \$ 775,344          | (\$474,656)           |
| 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>\$2,107,584</b> | <b>\$17,229,143</b> | <b>(\$10,045,857)</b> |

## Lake Nona Project Budget

### Expenditures As of 1-31-2026

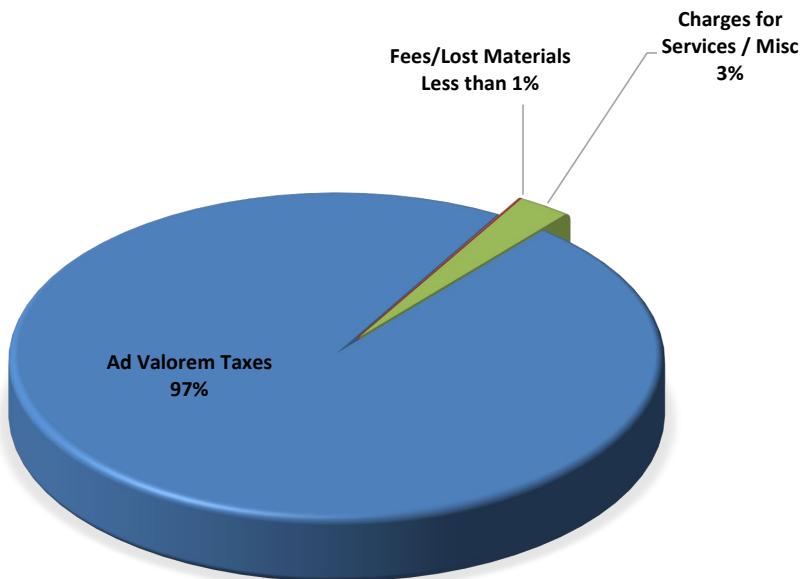
| Project Code 23-002                         | Vendor              | Original Budget     | Change Order | Revised Budget      | FY 22 Actual     | FY 23 Actual     | FY 24 Actual     | FY 25 Actual     | FY 26 Actual    | Total Actuals      | Variance              |
|---|---------------------|---------------------|--------------|---------------------|------------------|------------------|------------------|------------------|-----------------|--------------------|-----------------------|
| <b>Payable to the City of Orlando</b>       |                     |                     |              |                     |                  |                  |                  |                  |                 |                    |                       |
| Project Management Fee                      | City of Orlando     | \$ 852,580          | \$ -         | \$ 852,580          | \$ -             | \$ -             | \$ -             | \$ -             | \$ -            | \$ -               | (\$852,580)           |
| Design Team Building                        | Borrelli + Partners | 1,424,697           | -            | 1,424,697           | -                | 246,059          | 470,222          | -                | -               | 716,281            | (\$708,416)           |
| Design Team Stage                           | Borrelli + Partners | 500,000             | -            | 500,000             | -                | 9,188            | 18,813           | -                | -               | 28,000             | (\$472,000)           |
| Permitting & Impact Fees                    | City of Orlando     | 1,500,000           | -            | 1,500,000           | -                | -                | -                | -                | -               | -                  | (\$1,500,000)         |
| Construction                                | H.J. High           | 15,906,587          | -            | 15,906,587          | -                | -                | -                | -                | -               | -                  | (\$15,906,587)        |
| <b>Total Payable to the City of Orlando</b> |                     | <b>\$20,183,864</b> | <b>\$ -</b>  | <b>\$20,183,864</b> | <b>\$ -</b>      | <b>\$255,247</b> | <b>\$489,034</b> | <b>\$ -</b>      | <b>\$ -</b>     | <b>\$744,281</b>   | <b>(\$19,439,583)</b> |
| <b>Library Direct Cost</b>                  |                     |                     |              |                     |                  |                  |                  |                  |                 |                    |                       |
| Advanced Rent To City                       | City of Orlando     | \$440,000           | \$ -         | \$440,000           | \$440,000        | \$ -             | \$ -             | \$ -             | \$ -            | \$440,000          | \$ -                  |
| Threshold & Other Testing                   | TBD                 | 150,000             | -            | 150,000             | -                | -                | -                | -                | -               | -                  | (\$150,000)           |
| FF&E  | TBD                 | 1,800,000           | -            | 1,800,000           | -                | -                | -                | -                | 1,184           | 1,184              | (\$1,798,816)         |
| Opening Day Collection                      | Baker & Taylor      | 1,250,000           | -            | 1,250,000           | -                | -                | -                | 458,029          | 20,574          | 478,604            | (\$771,396)           |
| 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>\$ -</b>  | <b>\$5,781,136</b>  | <b>\$440,000</b> | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$458,029</b> | <b>\$21,759</b> | <b>\$919,788</b>   | <b>(\$4,861,348)</b>  |
| <b>Total Project Costs</b>                  |                     | <b>\$25,965,000</b> | <b>\$ -</b>  | <b>\$25,965,000</b> | <b>\$440,000</b> | <b>\$255,247</b> | <b>\$489,034</b> | <b>\$458,029</b> | <b>\$21,759</b> | <b>\$1,664,069</b> | <b>(\$24,300,931)</b> |

## Orlando Public Library Roof Replacement Project Budget

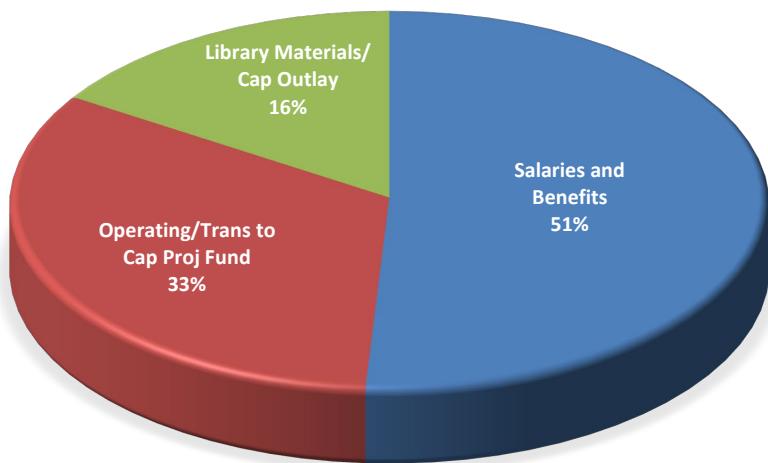
|                            | <b>Original<br/>Budget</b> | <b>Change<br/>Order</b> | <b>Revised<br/>Budget</b> | <b>FY 25<br/>Actual</b> | <b>FY 26<br/>Actual</b> | <b>Total<br/>Actual</b> | <b>Variance</b>    |
|----------------------------|----------------------------|-------------------------|---------------------------|-------------------------|-------------------------|-------------------------|--------------------|
| <b>Project Code 22-007</b> |                            |                         |                           |                         |                         |                         |                    |
| Bowhead                    | \$2,801,925                | \$ -                    | \$2,801,925               | \$1,942,444             | \$ 817,983              | \$ 2,760,427            | \$ (41,498)        |
| Owner Direct Materials     | 1,450,000                  | -                       | 1,450,000                 | 1,027,185               | 171,787                 | \$ 1,198,972            | \$ (251,028)       |
| 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>\$ 989,770</b>       | <b>\$ 3,959,399</b>     | <b>(\$590,201)</b> |

**ORANGE COUNTY LIBRARY DISTRICT  
Operating Fund  
Four Months Ended January 31, 2026**

**REVENUES**



**EXPENDITURES**



**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND REVENUE SUMMARY  
Four Months Ended January 31, 2026**

|                                    | <b>ANNUAL<br/>BUDGET</b> | <b>YTD<br/>ACTUAL</b>    | <b>(4 months=<br/>33.3%)</b> |
|------------------------------------|--------------------------|--------------------------|------------------------------|
| <b>AD VALOREM TAXES</b>            | 78,800,000               | 28,955,011               | 36.7%                        |
| <b>INTERGOVERNMENTAL</b>           |                          |                          |                              |
| Federal & State Grants             | 500,000                  | -                        | 0.0%                         |
| <b>CHARGES FOR SERVICES</b>        |                          |                          |                              |
| Fee Cards                          | 150,000                  | 71,125                   | 47.4%                        |
| PC Express (\$1 for 1 hour)        | 1,000                    | 1,081                    | 108.1%                       |
| Classes                            | 300                      | 80                       | 26.7%                        |
| Meeting Rooms                      | 30,000                   | 13,513                   | 45.0%                        |
| Faxes                              | 15,000                   | 6,803                    | 45.4%                        |
| Supplies - Customer                | 4,900                    | 2,340                    | 47.7%                        |
| Co-Working Rooms                   | 5,000                    | 1,299                    | 26.0%                        |
| Copy & Prints                      | 190,000                  | 71,527                   | 37.6%                        |
| Passport Facility & Photo Fees     | 12,000                   | 5,897                    | 49.1%                        |
| Other                              | 1,000                    | 25                       | 2.5%                         |
|                                    | <b>409,200</b>           | <b>173,690</b>           | <b>42.4%</b>                 |
| <b>FEES &amp; LOST MATERIALS</b>   | 48,000                   | 20,964                   | 43.7%                        |
| <b>MISCELLANEOUS</b>               |                          |                          |                              |
| Investment Earnings                | 1,176,500                | 403,813                  | 34.3%                        |
| Sales of Surplus Property          | 5,000                    | 4,625                    | 92.5%                        |
| Contributions - Friends of Library | 50,000                   | 15,011                   | 30.0%                        |
| Contributions - Others             | 50,000                   | 79,805                   | 159.6%                       |
| Internet Rebate                    | 78,720                   | -                        | 0.0%                         |
| Grants & Awards                    | 15,000                   | 60                       | 0.4%                         |
| Miscellaneous                      | 35,000                   | 301                      | 0.9%                         |
|                                    | <b>1,410,220</b>         | <b>503,615</b>           | <b>35.7%</b>                 |
| <b>TRANSFER FR PROP APPRAISER</b>  | 75,000                   | 121,842                  | 162.5%                       |
| <b>TRANSFER FR TAX COLLECTOR</b>   | <b>641,200</b>           | <b>-</b>                 | <b>0.0%</b>                  |
| <b>TOTAL REVENUES</b>              | <b><u>81,883,620</u></b> | <b><u>29,775,122</u></b> | <b><u>36.4%</u></b>          |

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND EXPENDITURE SUMMARY**

**Four Months Ended January 31, 2026**

|  | <b>ANNUAL<br/>BUDGET</b> | <b>YTD<br/>ACTUAL</b>    | <b>(4 months=</b><br><b>33.3%)</b> |
|--|--------------------------|--------------------------|------------------------------------|
| <b>SALARIES &amp; BENEFITS</b>                 |                          |                          |                                    |
| Salaries                                       | 30,750,000               | 8,446,935                | 27.5%                              |
| Medicare Taxes                                 | 450,000                  | 120,631                  | 26.8%                              |
| Defined Contribution Pension Plan              | 2,300,000                | 633,223                  | 27.5%                              |
| Defined Benefit Pension Plan                   | 1,950,000                | 500,000                  | 25.6%                              |
| Money Purchase Pension Plan                    | 2,005,000                | 564,237                  | 28.1%                              |
| Life and Health Insurance (Employees)          | 6,200,000                | 1,455,238                | 23.5%                              |
| Worker's Compensation                          | 225,000                  | 84,629                   | 37.6%                              |
| Unemployment Compensation                      | 70,000                   | 55                       | 0.1%                               |
| Retiree Health Care (OPEB)                     | 800,000                  | 102,435                  | 12.8%                              |
| Parking & Bus Passes                           | 350,000                  | 95,273                   | 27.2%                              |
|  | <b>45,100,000</b>        | <b>12,002,656</b>        | <b>26.6%</b>                       |
| <b>OPERATING</b>                               |                          |                          |                                    |
| Professional Services                          | 725,000                  | 103,818                  | 14.3%                              |
| Other Contractual Services                     | 3,450,000                | 700,959                  | 20.3%                              |
| Other Contract. Serv.- Janitorial              | 600,000                  | 133,022                  | 22.2%                              |
| Training and Travel                            | 250,000                  | 48,774                   | 19.5%                              |
| Telecommunication                              | 675,000                  | 77,085                   | 11.4%                              |
| Delivery and Postage                           | 1,750,000                | 504,050                  | 28.8%                              |
| Utilities                                      | 1,300,000                | 246,324                  | 18.9%                              |
| Rentals and Leases                             | 1,800,000                | 555,721                  | 30.9%                              |
| Insurance                                      | 1,000,000                | 359,433                  | 35.9%                              |
| Repairs and Maintenance/Leasehold Improvements | 2,000,000                | 392,059                  | 19.6%                              |
| IT Subscriptions/Maintenance Contracts         | 2,455,000                | 1,076,059                | 43.8%                              |
| Copying/Printing                               | 425,000                  | 92,521                   | 21.8%                              |
| Promotional Activities                         | 525,000                  | 150,397                  | 28.6%                              |
| Property Appraiser's Fee                       | 750,000                  | 382,262                  | 51.0%                              |
| Tax Collector's Fee                            | 1,625,000                | 579,100                  | 35.6%                              |
| Supplies                                       | 860,000                  | 165,121                  | 19.2%                              |
| Supplies-Hardware/Software                     | 900,000                  | 16,856                   | 1.9%                               |
| Supplies-Programming                           | 690,000                  | 132,630                  | 19.2%                              |
| Memberships                                    | 25,000                   | 23,408                   | 93.6%                              |
|  | <b>21,805,000</b>        | <b>5,739,599</b>         | <b>26.3%</b>                       |
| <b>CAPITAL OUTLAY</b>                          |                          |                          |                                    |
| Building and Improvements                      | 7,000,000                | 1,189,620                | 17.0%                              |
| Leasehold Improvement                          | 1,000,000                | 91,220                   | 9.1%                               |
| Equipment and Furniture                        | 1,100,000                | 48,438                   | 4.4%                               |
| Hardware/Software                              | 1,275,000                | 300,762                  | 23.6%                              |
|  | <b>10,375,000</b>        | <b>1,630,040</b>         | <b>15.7%</b>                       |
| <b>LIBRARY MATERIALS</b>                       |                          |                          |                                    |
| Materials - Restricted Contributions           | 15,000                   | -                        | 0.0%                               |
| Materials - Other                              | 8,304,400                | 2,134,459                | 25.7%                              |
|  | <b>8,319,400</b>         | <b>2,134,459</b>         | <b>25.7%</b>                       |
| <b>TRANSFER TO CAPITAL PROJECTS FUND</b>       | <b>5,500,000</b>         | <b>1,833,333</b>         | <b>33.3%</b>                       |
| <b>TRANSFER TO SINKING/EARR FUND</b>           | <b>500,000</b>           | <b>166,667</b>           | <b>33.3%</b>                       |
| <b>TOTAL EXPENDITURES</b>                      | <b><u>91,599,400</u></b> | <b><u>23,506,754</u></b> | <b><u>25.7%</u></b>                |

**ORANGE COUNTY LIBRARY DISTRICT  
CAPITAL PROJECTS FUND  
Four Months Ended January 31, 2026**

|                              | <b>ANNUAL<br/>BUDGET</b> | <b>YTD<br/>ACTUAL</b>   | <b>(4 months=</b><br><b>33.3%)</b> |
|------------------------------|--------------------------|-------------------------|------------------------------------|
| <b>REVENUES</b>              |                          |                         |                                    |
| Investment Earnings          | 600,000                  | 538,812                 | 89.8%                              |
| Transfer from Operating Fund | 5,500,000                | 1,833,333               | 33.3%                              |
| Reserve Lake Nona Deposit    | 440,000                  | -                       | 0.0%                               |
| Reserve Horizon West Demo    | 266,000                  | -                       | 0.0%                               |
| Reserves                     | 40,500,000               | -                       | 0.0%                               |
| <b>TOTAL REVENUES</b>        | <b><u>47,306,000</u></b> | <b><u>2,372,145</u></b> | <b><u>5.0%</u></b>                 |
| <b>EXPENDITURES</b>          |                          |                         |                                    |
| New Horizon West Branch      | 12,500,000               | 1,949,680               | 15.6%                              |
| New Branch FFE               | 1,000,000                | 119,844                 | 12.0%                              |
| New Branch Materials         | 1,000,000                | 41,018                  | 4.1%                               |
| 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                | 261,603                 | 5.1%                               |
| <b>TOTAL EXPENDITURES</b>    | <b><u>47,306,000</u></b> | <b><u>2,372,145</u></b> | <b><u>5.0%</u></b>                 |

**ORANGE COUNTY LIBRARY DISTRICT  
SINKING FUND**  
**Four Months Ended January 31, 2026**

|                                    | <b>ANNUAL<br/>BUDGET</b> | <b>YTD<br/>ACTUAL</b> | <b>(4 months=<br/>33.3%)</b> |
|------------------------------------|--------------------------|-----------------------|------------------------------|
| <b>REVENUES</b>                    |                          |                       |                              |
| Investment Earnings                | 275,000                  | 92,916                | 33.8%                        |
| Transfer from Operating Fund       | 500,000                  | 166,667               | 33.3%                        |
| Reserves Horizon West Repairs      | 1,000,000                | -                     | 0.0%                         |
| Reserves                           | 6,465,000                | -                     | 0.0%                         |
| <b>TOTAL REVENUES</b>              | <b><u>8,240,000</u></b>  | <b><u>259,583</u></b> | <b><u>3.2%</u></b>           |
| <b>EXPENDITURES</b>                |                          |                       |                              |
| Reserves-Building and Improvements | 6,740,000                | 212,329               | 3.2%                         |
| Reserves-Horizon West Contract     | 1,000,000                | 31,503                | 3.2%                         |
| Reserves-Technology                | 500,000                  | 15,751                | 3.2%                         |
| <b>TOTAL EXPENDITURES</b>          | <b><u>8,240,000</u></b>  | <b><u>259,583</u></b> | <b><u>3.2%</u></b>           |

**ORANGE COUNTY LIBRARY DISTRICT  
PERMANENT FUND  
Four Months Ended January 31, 2026**

|                           | <b>ANNUAL<br/>BUDGET</b> | <b>YTD<br/>ACTUAL</b> | <b>(4 months=</b><br><b>33.3%)</b> |
|---------------------------|--------------------------|-----------------------|------------------------------------|
| <b>REVENUES</b>           |                          |                       |                                    |
| Investment Earnings       | 40,000                   | 15,712                | 39.3%                              |
| Investment Fair Value     | -                        | 29,758                | -                                  |
| Reserves For Operations   | 603,000                  | -                     | -                                  |
| Reserves                  | 1,000,000                | -                     | 0.0%                               |
| <b>TOTAL REVENUES</b>     | <b><u>1,643,000</u></b>  | <b><u>45,470</u></b>  | <b><u>2.8%</u></b>                 |
| <b>EXPENDITURES</b>       |                          |                       |                                    |
| Equipment                 | 75,000                   | 21,486                | 28.6%                              |
| Reserves For Operations   | 568,000                  | -                     | 0.0%                               |
| Reserves                  | 1,000,000                | 23,984                | 2.4%                               |
| <b>TOTAL EXPENDITURES</b> | <b><u>1,643,000</u></b>  | <b><u>45,470</u></b>  | <b><u>2.8%</u></b>                 |

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND  
BALANCE SHEET - ASSETS  
January 31, 2026**

**ASSETS**

|                              |                          |
|------------------------------|--------------------------|
| Cash on Hand                 | 15,463                   |
| Equity in Pooled Cash        | 8,864,031                |
| Equity in Pooled Investments | 41,812,300               |
| Accounts Receivable          | 29,303                   |
| Inventory                    | 177,366                  |
| Prepaids                     | 271,525                  |
| Other Assets - Deposits      | <u>3,776</u>             |
| <b>TOTAL ASSETS</b>          | <b><u>51,173,764</u></b> |

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND**  
**BALANCE SHEET - LIABILITIES & FUND BALANCE**  
**January 31, 2026**

**LIABILITIES**

|                               |                |
|-------------------------------|----------------|
| Accounts Payable              | 30,229         |
| Retainage Payable             | 138,021        |
| Accrued Wages Payable         | 569,687        |
| Accrued Sales Tax             | 433            |
| Accrued Fax Tax               | 50             |
| Employee Payroll Deductions:  |                |
| Child Support                 | -              |
| Dental Insurance              | 1,686          |
| DCP                           | 4              |
| Optional Life                 | 2,595          |
| Flex Expend                   | -              |
| Vision Plan                   | 295            |
| Short Term Disability         | 15             |
| Accident/Critical/Hospital    | 1,354          |
| Staff Association             | 6,632          |
| Due To Friends of the Library | 2,539          |
| <b>TOTAL LIABILITIES</b>      | <b>753,540</b> |

**FUND BALANCE**

|  |                   |
|--|-------------------|
| Nonspendable:                              |                   |
| Inventory                                  | 177,366           |
| Prepaid Items and Deposits                 | 275,301           |
| 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                                 | 38,655,834        |
| Current Year Revenue over Expenditures     | 6,268,368         |
| <b>TOTAL FUND BALANCE</b>                  | <b>50,420,224</b> |

**TOTAL LIABILITIES & FUND BALANCE**

**51,173,764**

**ORANGE COUNTY LIBRARY DISTRICT**  
**MONTHLY ROLLOVER**  
**January 31, 2026**

|                                 | <b>BALANCE</b>    |                   |                   | <b>BALANCE</b>    |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                 | <b>12/31/25</b>   | <b>RECEIPTS</b>   | <b>DISBURSE</b>   | <b>01/31/26</b>   |
| <b>OPERATING</b>                |                   |                   |                   |                   |
| Equity in Pooled Cash           | 18,917,414        | 7,716,419         | 17,769,802        | 8,864,031         |
| Equity in Pooled Investments    | <u>30,210,176</u> | <u>12,102,125</u> | <u>500,000</u>    | <u>41,812,300</u> |
|                                 | <b>49,127,590</b> | <b>19,818,544</b> | <b>18,269,802</b> | <b>50,676,331</b> |
| <b>CAPITAL PROJECTS</b>         |                   |                   |                   |                   |
| Equity in Pooled Investments    | <b>51,510,523</b> | <b>628,243</b>    | -                 | <b>52,138,766</b> |
| <b>SINKING</b>                  |                   |                   |                   |                   |
| Equity in Pooled Investments    | <b>9,042,614</b>  | <b>71,619</b>     | -                 | <b>9,114,233</b>  |
| <b>SELF FUNDED HEALTH</b>       |                   |                   |                   |                   |
| Equity in Pooled Cash           | 938,349           | 372,500           | 177,323           | 1,133,526         |
| Claims Payment Checking Account | 73,000            | 224,583           | 181,180           | 116,403           |
| Equity in Pooled Investments    | <u>5,052,206</u>  | <u>16,810</u>     | -                 | <u>5,069,016</u>  |
|                                 | <b>6,063,555</b>  | <b>613,893</b>    | <b>358,503</b>    | <b>6,318,945</b>  |

**ORANGE COUNTY LIBRARY DISTRICT  
GENERAL POOLED INVESTMENTS  
January 31, 2026**

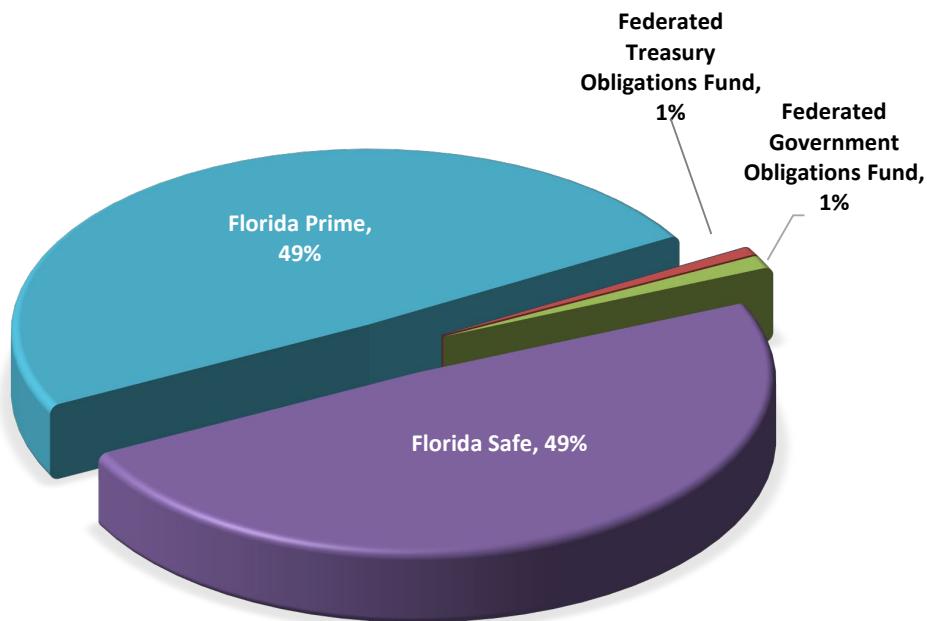
| <u>INVESTMENT TYPE</u> | <u>DOLLARS</u> |
|------------------------|----------------|
|------------------------|----------------|

**MONEY MARKET FUNDS**

|                                       |           |
|---------------------------------------|-----------|
| Federated Treasury Obligations Fund   | 793,798   |
| Federated Government Obligations Fund | 1,276,186 |

**LOCAL GOVERNMENT INVESTMENT POOLS**

|                           |                           |
|---------------------------|---------------------------|
| Florida Safe              | 52,861,493                |
| Florida Safe-HW Demo Fund | 279,507                   |
| Florida Prime (SBA)       | <u>52,923,331</u>         |
| <b>TOTAL</b>              | <b><u>108,134,315</u></b> |



**Orange County Library System  
Board of Trustees Meeting  
February 12, 2026**

**Dashboard**

# Monthly Report: January 2026

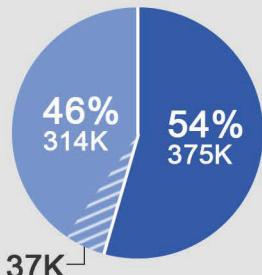
## People



## Collection



### Checkouts by Collection Type



- Digital Items
- Physical Items
- Home Delivery

## Spotlight: Offsite Contacts



## Events & Classes



1,801  
Onsite

217  
Virtual

243  
Offsite



20,240  
Onsite

4,544  
Virtual

12,588  
Offsite

## Customer Feedback

*Dave, a Windermere Branch customer, stated that Charles (branch librarian) has done so much for the kids at the library, especially through Dungeons & Dragons programs. He said that Charles has been incredible with his child who is autistic. He feels so comfortable coming to events and is so happy there is someone like Charles in the system.*

**Orange County Library System  
Board of Trustees Meeting  
February 12, 2026**

**Annual Plan Update**

# **ORANGE COUNTY LIBRARY SYSTEM**

## **Annual Plan Update for January 2026**

### **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 is working to identify additional community partners and neighborhoods that would benefit from bookmobile services. In addition, the two Mobile Services Assistant positions were posted, and both positions have been filled.
- Partner with organizations to share resources.
  - Youth Services staff drafted a "Girl Scout Field Trip" offering to be presented to the Girl Scouts of Citrus as an option for a Girl Scout badge.
  - In partnership with the Florida Children's Museum and Orlando Health, the Events and Programs Department coordinated a series of mobile museum events at four library locations, with a total attendance of 108 customers.
  - The Events and Programs Department partnered with nine community organizations to host a Health and Wellness Resource Fair at the Alafaya branch, which 40 customers attended.

**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 prepared branded Communico Broadcast slides for each location, including welcome slides with days and hours, storyteller/storytime slides with days, times, and age groups, a "Libraries with Heart" slide for the 10 locations with blood pressure monitoring kits, and "Drive Up, Drop Off" slides showing book drop locations.
  - Marketing and Public Relations met with IT Design and Development to prepare for the Broadcast launch, with two screens at Orlando Public Library serving as the Phase 1 rollout, and additional staff training planned so more locations can add content to their TVs in the coming months.
- 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.
  - **Community Engagement distributed a survey to managers to gather feedback and measure staff interest in potential workshop topics. The Social Worker team is finalizing the initial presentation on Social Worker Services available at OCLS.**
- 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 distributed a Head Start Winter Memo with a brief survey to collect educator preferences on communication methods and needed resources, which will guide future outreach and help align services.**
  - **Teen volunteers on the High School Advisory Board participated in a Next Steps demo program and shared feedback on the format and content of the activities.**
  - **OCLS school liaisons continue to use the communication tracker to log engagement with partner schools. As of January, liaisons have attended 166 school events for the 2025–2026 school year. Events include Open House, Teach-In, Literacy Week, STEAM Nights, and other school events as requested.**
- Support partnerships with health and wellness organizations.
  - **The Southeast Branch created a wellness book display focused on clean eating, yoga, and meditation to support the upcoming chair yoga program, "Find Calm: Stress Relief for Busy Days."**
  - **The Marketing and Public Relations Department created a display case next to the Albertson Room to promote senior programs and resources, including health and wellness offerings, to the LIFE Information audience that meets in the Albertson Room.**
  - **The Winter Garden Branch created displays in the children's areas that highlight the weekly "Mindful Start Family Yoga" program, featuring 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.
  - **Senior technology classes continued to be a focus for the system this month. Open Lab classes for seniors were widely offered across multiple locations to provide individualized assistance, cybersecurity guidance, resume support, and opportunities to practice skills. Senior Skills classes were also common and supported foundational learning such as mouse and typing skills, computer basics, basic internet safety, media and artificial intelligence literacy, and creative tools like Microsoft Paint. Several classes were offered bilingually in English and Spanish. Adult Services expanded access to technology education by providing**

off-site senior classes at the Orlando Women's Work Release Center covering Computer Basics and Basic Internet Safety.

- Health, wellness, and lifelong learning programming for Seniors was offered at multiple locations. Movement based programs such as Qigong Movement and Breathing and Chair Yoga for Seniors were hosted at Windermere and Southwest. Educational and lifestyle focused programs addressing topics such as senior living options, fall prevention, fire safety, eco-friendly practices, and food education were offered at locations including North Orange and Hiawassee. Language learning opportunities for seniors, including beginner French and Spanish conversation classes, supported continued engagement. In partnership with the Orange County Office on Aging and AdventHealth University professor Jessica Daly, the Events Department hosted an informational program at the Orlando Public Library focused on helping seniors have clearer conversations with doctors to receive better care.
- Creative and social engagement remained a cornerstone of senior programming, with many locations offering arts, crafts, and social programs. Fiber arts, clay, painting, mixed media, and recycled art programs were offered at locations including Winter Garden, Washington Park, Hiawassee, Southeast, and South Trail. Game based and social programs such as bingo, dominoes, puzzle lounges, coffee socials, and line dancing were also popular across locations, including West Oaks, South Creek, Alafaya, Southeast, and Chickasaw. Eatonville and Washington Park launched their new "Golden Hour Senior Series" programs, focusing on "Happy Birthday Zora honoring Zora Neale Hurston's legacy" and "A World of Color", an interactive art experience.
- Community outreach to seniors and memory care services continued to expand through the Community Engagement Department. CED hosted 23 off site senior events that included crafts, book clubs, trivia, and book checkouts, and also attended community events to share library resources and connect seniors with social worker support. To support the strategic goal of expanding memory care and brain health programming, CED provided 14 interactive storytimes at memory care and assisted living facilities across the county. The department also created Senior Brain Exercise Kits containing scripts, templates, and materials that were distributed to library locations, with West Oaks incorporating these kits into senior programming.
- Teen programs focused on creativity, technology, service, and enrichment. Volunteering opportunities for teens were offered at multiple locations, including Eatonville, South Creek, Hiawassee, Southeast, Alafaya, and Winter Garden, allowing teens to earn community service hours while supporting library programs and activities. Multiple locations offered Teen Art Adventures programs, including South Trail, Southwest, and Winter Garden. Multiple locations also hosted teen zine events.
- Technology and gaming programs were another strong area of teen engagement. Dungeons and Dragons programming for teens was offered at Windermere, Southwest, South Creek, and Alafaya, with offerings that ranged from introductory sessions to character creation and one-shot gameplay. STEM and technology focused classes, including digital art and LEGO based science and

engineering activities, were offered at Windermere and Alafaya. Life skills programming such as Teen Cuisine was offered at North Orange, while Washington Park supported teen wellbeing through a teen focused display promoting mental health awareness.

- Youth Services staff also reviewed existing homeschool program series to identify academic areas that could be expanded to better serve homeschool teens. Based on feedback from middle school advisory boards, Youth Services staff began developing a Canva class targeted to middle graders.
- Marketing and Public Relations brought in teens for a value campaign and Summer at Your Library photoshoot. New print and digital ads, billboards and bus placards featuring teens began appearing this month highlighting services and programs for teens: homework help, Teen Cuisine, test prep, Teen Craft classes and audio and e-books.
- Engage customers in library services with system-wide initiatives.
  - Youth Services received updated proofs and approved all three reading tracker booklets and one sheet tracker.
  - Youth Services received first proofs and submitted edits for all three activities to be used off-site.
  - Acquisitions has ordered the giveaway books for the SAYL program.
  - Adult Services collaborated with librarians across the system to finalize 12 program scripts for adult summer programs. These scripts are now available for all locations to use.
  - Eatonville offered an Open Lab: Resume Writing session for job seekers.
  - Windermere offered the program "Resume Writing." Three Windermere staff members completed the Job Seekers training to learn about upcoming career-support resource offerings.
  - Adult Services provided virtual train-the-trainer sessions for the new four-part Job Seekers series. These sessions were recorded and are available on the Adult Programming Guide.
  - Adult Services offered the new four-part Job Seekers series to customers at the Orlando Public Library.
  - Southeast Technology Trainers offered two workforce development programs, "Search & Apply for Jobs" and "Creando su Resume." These sessions supported community members in improving their job-search skills and creating effective resumes, including Spanish-language assistance with resume preparation.
  - The South Trail Librarian hosted "Career Prep," which explored the skills, strategies, and resources needed to improve career readiness.
  - North Orange hosted a "Resume Resources" program for adults to provide an overview on various library services, such as Resume Maker, to assist customers in creating or updating their resumes.
  - The Fairview Shores branch promoted the Job Seekers program track and delivered job-focused programming, including Improve Your Job Interview Skills, and open labs. These sessions provided direct connections to OCLS career resources, reinforcing the branch as a reliable support space for customers navigating employment transitions.

- Youth Services staff approved presentations on LEGO Spike and LEGO club, and opened registration for the LEGO day of training.
- Youth Services staff sent a reminder to branches to promote the LEGO drive for January, along with a reminder to use the promotional materials created. The Orlando Public Library has received a substantial number of donations to support our LEGO club.
- Eatonville offered a LEGO Spike Essentials program for youth and held a LEGO Club session for 22 youth as part of the branch's after-school activities.
- The South Creek Branch hosted five sessions of "LEGO Education Spike™" with a total attendance of 20. The branch also hosted two "LEGO Club" programs and one "Serious Builders & Gamers – Adult LEGO and Board Game Meetup," with a total of 34 attendees across all events.
- Windermere hosted 3 LEGO® Clubs and 4 LEGO® Education Spike™ Prime classes. There were 56 customers in attendance across the programs and classes.
- West Oaks hosted two "LEGO Education Spike Prime" technology classes. These sessions used hands-on activities to explore science and engineering concepts.
- In January, Southwest hosted its weekly "LEGO Club," with an average of 70 attendees using their imagination to build their own LEGO creations.
- The Southwest Branch hosted two "LEGO Education Spike Essentials" classes, where attendees built and programmed machines with LEGO.
- Chickasaw Branch hosted a LEGO Club program for children. Participants were challenged to build their own models and display them in the public area for community viewing.
- Alafaya hosted 14 LEGO classes and programs in January, including Build LEGO Video Games and LEGO Digital Builds.
- Hiawassee hosted the LEGO Education Spike Essentials: Great Adventures program for children, using the template provided by Youth Services. This ensured the program was delivered consistently with system-wide standards and supported engaging, hands-on learning for participants.
- The Southeast Branch offered two LEGO Education Spike classes, allowing children to practice STEAM concepts in a hands-on setting. The branch also offered a challenge-based LEGO Club event, providing additional opportunities for children to engage in creative problem-solving and collaborative learning.
- The South Trail Branch hosted LEGO Club and LEGO Education Spike Prime, where participants used their imaginations to build unique designs.
- North Orange participated in the system-wide "LEGO Club Donation Drive." Additionally, the branch hosted "LEGO Spike Prime" and "LEGO One Scoop" programs in January.
- Winter Garden Branch hosted a biweekly LEGO Club, held 2 LEGO Spike classes, and posted information in the branch about the systemwide LEGO Donation Drive.
- Hiawassee presented the LEGO Education Spike (Ages 6–12) – Essentials: Great Adventures program. A parent who attended shared that they thought the program was very cool and wanted to purchase the same set for home use.

- Promoted literary engagement by moving children's books that matched monthly seasonal themes to the front of the checkout queue. For January 2026, the Home Delivery team prioritized checking out books on Martin Luther King Jr., Ramadan, and Lunar New Year.
- Youth Services staff hosted a demo of the Kids Comic Club program for attendees of the January Middle School Advisory Board to gather feedback and ideas for future books and activities.
- Youth Services staff approved the final version of the refreshed 1,000 Books Before Kindergarten tracker.
- Eatonville promoted and registered families for its upcoming Prime Time Family Reading series.
- Eatonville maintained book displays to promote the "An Evening with Nicholas Sparks" and "Meet the Author Dhonielle Clayton" for the annual ZORA! Fest Education Day lineup.
- The South Creek branch promoted "An Evening with Author Nicholas Sparks" with a featured book display. The branch also placed flyers and bookmarks in public areas to support the event promotion.
- Three staff members from the South Creek branch attended the "Best of Book List Meeting" to discuss changes and next steps. The South Creek Librarian was selected as the committee chair for youth materials.
- Acquisitions posted the "Nicholas Sparks – Making you fall in love and cry since 1996" carousel of titles in Libby from January 2–18, 2026, which resulted in 150 checkouts and 9 holds. In addition, a campaign box was posted at the top of Libby for "See Nicholas Sparks 1/17/26," which included a direct link to the event pages.
- Windermere promoted the Nicolas Sparks author event and created a book display to offer read-alike recommendations to customers.
- The Community Engagement Department hosted two book clubs and a StoryWalk experience at off-site locations across the county, reaching 218 people. OCLS professional storytellers presented 48 storytimes for audiences of all ages, reaching more than 3,000 people.
- The West Oaks Librarian hosted a horror book club and facilitated discussion of books in this genre.
- The Southwest branch organized a display of Nicholas Sparks materials to promote an upcoming author event. In addition to the materials, a read-alike display was created and was very popular with customers.
- Acquisitions ordered over 400 LEGO books to promote LEGOpalooza in March. All locations will now have updated materials to promote these events and increase engagement with the collection.
- Two book clubs were held at the Alafaya Branch this month.
- In partnership with the Development Department and the Friends of the Orange County Library System, the Events and Programs Department hosted the second installment of the Lillian Louise Pharr Signature Author Series, featuring Nicholas Sparks. The event took place at the Dr. Phillips Center for the Performing Arts and welcomed 523 guests.

- **Hiawassee's librarian prepared and submitted a summarized selection of titles from the America 250 booklist for inclusion in the final draft. This final version was submitted to both the Orange County Library System and Florida Humanities for review and consideration.**
- **The South Trail Branch promoted 1000 Books Before Kindergarten during the weekly Family Play and Connect event, distributing reading trackers to guardians.**
- **The North Orange Branch hosted Clay Springs Elementary for its "Literacy Night," where families learned about OCLS resources, classes, programs, and literacy initiatives, including "1,000 Books Before Kindergarten."**
- **Winter Garden created displays to promote the upcoming Nicholas Sparks author event and the OCLS Writers Conference.**
- **Winter Garden Branch set up a display in the children's area with handouts about the "1000 Books Before Kindergarten" initiative to encourage caregivers to participate.**
- **Hiawassee created a display to promote the "An Evening with Author: Nicholas Sparks" event, featuring a selection of his books and movies. The display also includes a QR code that customers can use to purchase event tickets.**
- **Hiawassee's librarian, in conjunction with the Librarians as Learning Leaders group, contributed to the development of the Best Books of 2025: Kids list and the America 250 Book List for Florida Humanities.**
- **Melrose Audio Production instructors hosted "Live in the Room: Hands-On Multitrack Recording Meetup" on January 21, giving participants the opportunity to work with a live band and learn proper mic placement, signal routing, and session management.**
- **The Makerspace introduced the xTool P3 laser cutter and the xTool F2 Ultra Laser Engraver to the lineup, to expand offerings and better help credentialed customers realize their creative vision.**
- **MPR collaborated with IT D&D to structure brand and location-specific "shows" in Communico Broadcast. MPR staff received training from IT D&D on Broadcast implementation and contributed to the first OPL staff Broadcast training, providing support on brand standards/guidelines. MPR Admin continued working with IT Services to identify screen needs across the system and order appropriate screens.**
- **All teams at Orlando Public Library that contribute to digital signage have received training on Broadcast. Each trainee now has permission to update their shows in Broadcast, and all shows for Orlando Public Library and the branches are configured according to the strategy developed with Marketing & Public Relations.**

**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 Project Coordinator is preparing a grant application to the Parikh Giving Alliance to secure funding for Local Wanderer.**

- The Development Manager is participating in Connect DTO, the Downtown Orlando Partnership's networking and educational series for emerging downtown leaders in Orlando.
- An initial OCLS grant application process has been created and is under review.
- Raise the library's visibility through networking and community building.
  - The Chief Marketing and Public Relations Officer and the Assistant Director met with 10 state legislators and aides in Tallahassee during Florida Library Association's Library Day in the Capitol, sharing updates on library activities and distributing copies of the library's Annual Report.
  - Marketing and Public Relations is coordinating with the City of Orlando to provide public meeting spaces for city activities while City Hall is under renovation.
  - Several members of the Admin team attended the Orlando Economic Partnership's holiday open house event to maintain community and business connections.
  - Marketing and Public Relations sent district-specific library information to the offices of nine elected officials to promote branch activities and strengthen relationships with policymakers.
  - The South Trail Branch Manager attended the monthly Orange Blossom Trail Development Board meeting, engaging with community representatives and Orange Blossom Trail Next staff.
  - Alafaya staff participated in literacy nights at three local schools and hosted Head Start for storytime and an elementary school field trip.
  - Adult Services staff attended multiple January networking events, including Orlando 1 Million Cups, Orlando Remembered, and the College Park Historical Society.
  - The Melrose Game Development team secured monetary sponsorships for the upcoming Orlando Game Jam from EA Sports Tiburon, Unity, and the Orlando Unreal Engine Community.
  - The West Oaks Branch Librarian served as a judge at Thornebrooke Elementary School's annual spelling bee.
  - The Development Manager joined the 2026 Connect DTO cohort and attended the first session of the six-month program focused on downtown Orlando's growth and civic engagement.
  - South Creek staff attended Literacy Night at Freedom High School on January 28 to connect with local teens.
  - Youth Services staff represented OCLS at Leadership Orange and Florida Library Youth Program meetings.
  - The Chickasaw Branch Manager attended Literacy Night at Cypress Springs Elementary, where 101 attendees learned about library services and completed a take-home craft activity.

## 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.
  - **A contract with the Master Plan consultant and architect has been signed. The kick-off meeting for the Master Plan took place on January 28, 2026. The consultants are planning their first insight visits, including a focus group and meetings, in February.**

**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 completed the final draft of the new survey. The next step is to review this draft with stakeholders to gather feedback and confirm alignment with project goals.**
- Explore innovative technologies, ideas and procedures to enhance the customer experience.
  - **A public preview of the new Aspen Discovery catalog launched, and the team is collecting feedback from staff and patrons. Staff training is complete. The project is in the final stages of refining the catalog before the full launch.**

## 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 posted an announcement calling for volunteers for LEGOpalooza 2026.**
  - **One staff member from the Home Delivery team volunteered to assist at the LEGOpalooza event.**

**Activity:** Strengthen internal communication.

- Implement a Human Resources Information System (HRIS) and explore feature capabilities.
  - **No new activity to report.**
- Implement Finance Enterprise Software (FES) and explore feature capabilities.
  - **The Finance team is entering the second phase of implementation, with new modules scheduled for deployment between March 2026 and September 2026. At that time, the system will be fully installed and operating.**
- Create a Technology Plan.
  - **No new activity to report.**

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

- Explore meaningful ways to celebrate employee contributions.
  - **Eatonville staff who received a 100% Mystery Shop rating in January were celebrated during a team meeting and on the Kudos Board in the staff area.**
  - **Youth Services staff continued to post positive notes about each other on the digital shout-out board.**
  - **West Oaks staff participated in an internal display board that highlighted and celebrated one another's efforts. Team members recognized colleagues by writing a short note of appreciation when a co-worker contributed to the team's success.**

- A kudos board has been set up in the Adult Services Department, where monthly kudos are posted.
  - The Southwest Branch continued its employee-of-the-month recognition program and its Kudos board, where staff can write positive notes about one another.
  - The Circulation Department repurposed the Staff Day Super Mario-themed flag pole into a Kudos flag pole by creating Nintendo-themed cutouts for staff to write and post their kudos on the flag. Staff read the kudos aloud at each staff meeting.
  - The South Trail staff updated the staff bulletin board with staff recognition, staff shout-outs, passive team-building activities, and a question of the week.
  - Southeast staff were acknowledged for their accomplishments throughout the month on the dedicated recognition board in the workroom, which also featured positive feedback from customer satisfaction surveys.
  - Hiawassee updated the monthly board with the latest Mystery Shopper score and recognized staff achievements. This ensured that performance results and staff contributions were clearly communicated and visible to staff.
  - The Customer Service Department launched a monthly recognition program using a large bulletin board to highlight individual and team achievements. In January, the entire team participated in an annual reflection activity, sharing individual accomplishments from 2025 and team goals for 2026. The board also displayed internal staff kudos and customer survey feedback.
  - North Orange staff and managers continue to share kudos during staff meetings and add positive customer comments to the "Branch Wins" board in the staff workroom.
  - The Fairview Shores branch continues to recognize excellent customer service by creating posters that congratulate staff who earn 100% on Mystery Shops.
- 
- Support staff in building connections locally and throughout the system.
    - **No new activity to report.**

**Orange County Library System  
Board of Trustees Meeting  
February 12, 2026**

**Action Items: Consent Agenda**

**Orange County Library System  
Board of Trustees Meeting  
February 12, 2026**

**Request to Serve Alcohol**

## **REQUEST TO SERVE ALCOHOLIC BEVERAGES**

### **19<sup>TH</sup> ANNUAL SOUTHWEST AUTHOR EVENT**

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

Library Board approval is needed to serve alcoholic beverages during the Southwest Author Event at the Southwest Branch Library.

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

On Friday, April 24, 2026, the Southwest Branch Library will host an after-hours author event in partnership with the Dr. Phillips Rotary Club. The event represents a longstanding collaboration with the Rotary in providing community programs and other enhancements to the facility. The Library would like to serve wine and beer at this event. As stated in the adopted Alcoholic Beverage Policy (please see below), Board approval is required to serve alcoholic beverages.

***Library Alcoholic Beverage Policy*** (Revised and Approved by the Library Board of Trustees 8/12/04)

Alcoholic Beverages may be served for the purpose of fundraising and various Library-sponsored development and promotions projects or approved events when the following requirements are met:

- \*The event is sponsored by the Library or Library approved
- \*The Library Board of Trustees has approved alcoholic beverages to be served, and
- \*A licensed bartender, caterer, or other entity which provides liquor liability insurance coverage,
  - is engaged to serve beverages, and

\*The bartender, caterer, or other entity executes an agreement that shall:

1. Hold the Library harmless and indemnify the Library against liability arising from alcoholic beverages willfully and unlawfully served to a person who is not of lawful drinking age or knowingly served to a person habitually addicted to the use of any or all alcoholic beverages; and
2. Require the bartender, caterer, or other entity to comply with all County, State, and Federal laws governing the service of alcoholic beverages.

#### **III. CONSIDERATION**

The library is asking the library board to approve the serving of alcoholic beverages in accordance with the Board-approved policy at the Southwest Author Event at the Southwest Branch Library.

#### **IV. RECOMMENDATION**

Library Staff recommends that the library board approve the serving of alcoholic beverages in accordance with the Board-approved policy at the Southwest Author Event at the Southwest Branch Library.

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 26-030**

**REQUEST TO SERVE ALCOHOLIC BEVERAGES  
AT THE 19<sup>TH</sup> ANNUAL SOUTHWEST AUTHOR SERIES EVENT**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 12<sup>th</sup> day of February 2026, at 6:00 pm, prevailing Eastern Time.

**PRESENT:**

**ABSENT:**

The Board Resolves:

1. To approve the serving of alcoholic beverages in accordance with the Board-approved policy at the event on April 24, 2026, at the Southwest Branch Library.
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  
February 12, 2026**

**Orlando Public Library Front  
Entry Door Replacement**

**ORLANDO PUBLIC LIBRARY**  
**FRONT ENTRY DOOR REPLACEMENT PROJECT AND PROJECT BUDGET APPROVAL**

**I. ISSUE STATEMENT**

Library Board approval is needed for the Orlando Public Library (OPL) Front Entry Door Replacement Project and Project Budget.

**II. BACKGROUND & SUMMARY**

The front entry door system at OPL has reached the end of its useful life and needs to be replaced. Additionally, the new door system will be relocated to align with the building facade and eliminate the nook created by the existing doors.

This project is part of the larger OPL First Floor Renovation Project (OPL First Floor) and is being expedited to address safety and security concerns caused by the nook.

In July 2024, library staff contracted with Borrelli + Partners to lead the architectural and engineering team and with Gomez Construction Company (Gomez) to lead the construction effort for the OPL First Floor.

Both firms and library staff met with City of Orlando Permitting Officials in October 2025 and received verbal approval to replace and relocate the doors and to submit a permit application.

The library is requesting an overall Budget of \$375,828 for the project as follows:

| <b>Service</b>                   | <b>Cost</b>      |
|----------------------------------|------------------|
| Gomez                            | 337,222          |
| Owner Provided Materials/Permits | 15,000           |
| 7% Construction Contingency      | 23,606           |
| <b>Total Project Budget</b>      | <b>\$375,828</b> |

The library budgeted \$7 million for Capital Projects this year, and this project is included in that budget.

**III. CONSIDERATION:**

Library staff are requesting the library board:

1. Authorize the Director/CEO to execute a contract with Gomez for \$337,222.
2. Approve the project of \$375,828, which includes a \$23,606 contingency.

**IV. RECOMMENDATION:**

Staff recommends that the library board:

1. Authorize the Director/CEO to execute a contract with Gomez for \$337,222.
2. Approve the project of \$375,828, which includes a \$23,606 contingency.

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 26-031**

**ORLANDO PUBLIC LIBRARY**  
**FRONT ENTRY DOOR PROJECT AND PROJECT BUDGET APPROVAL**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 12<sup>th</sup> day of February 2026 at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. Authorize the Director/CEO to execute a contract with Gomez Construction Company for \$337,222.
2. Approve the project of \$375,828, which includes a \$23,606 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  
February 12, 2026**

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

**Orange County Library System  
Board of Trustees Meeting  
February 12, 2026**

**Discussion & Possible  
Action Items**

**Orange County Library System  
Board of Trustees Meeting  
February 12, 2026**

**Information**

**Orange County Library System  
Board of Trustees Meeting  
February 12, 2026**

**Director's Evaluation:  
1<sup>st</sup> Quarter Update**

**Orange County Library System  
Board of Trustees Meeting  
February 12, 2026**

**Director's Report**

## Director's Report for February 2026 BOT Meeting

### OCLS in Tallahassee

On January 22, Florida Library Association hosted Library Day in Tallahassee. Assistant Director Bethany Stone and Chief Marketing and Public Relations Officer Erin Sullivan attended and visited 10 members of the Orange County delegation to talk about our work in the community. They shared copies of the Annual Report, as well as updates about the bookmobile, Horizon West and Lake Nona. They were received warmly by legislators, some of whom shared photos of the visit on their social media pages, highlighting the library as a community resource.

### Stakeholder Props

Last week, we received an email from Rep. Rita Harris, who wrote: "We truly appreciate the work you do every day to serve our community, expand access to learning, and create welcoming spaces for people of all ages. We are grateful for your partnership and for everything you do to strengthen our neighborhoods."

### Bookmobile

The Bookmobile is on track to arrive in Orlando next month. We anticipate holding a ribbon-cutting and unveiling in April. We'll have more details about when and where that will take place for you soon.

### OCLS App

Our app continues to gain new users. As of February 1, there were more than 32,000 unique downloads.

### January event highlights

- **Lillian Louise Pharr Author Series: An Evening with New York Times Bestselling Author Nicholas Sparks** drew more than 500
- **OCLS Writers Conference** had more than 500 virtual attendees
- **Meet the Author: Dhonielle Clayton**, who was part of the 2025 ZORA! Festival Education Day was held at Eatonville Branch and drew more than 50 people

### Friends of the Library End-of-Year highlights

- End of Year Appeal raised more than \$35,000
- January book sale raised more than \$5,000
- As of December 31, 2025, the FOL had more than 800 members

### Upcoming dates:

- **Feb. 15: African American Read-In** at the Melrose Center
- **Feb 19-22: Orlando Game Jam and Gaming EXPO** in the Melrose Center
- **April 24: Southwest Author Series featuring Tess Gerritsen** at the Southwest Branch

In January, we released our Annual Report for Fiscal Year 2024-2025. As part of our effort to showcase our impact, we released both a print and a video version of the report. You have a copy of the print version at your seat, and to wrap up tonight, here is the accompanying video. <https://youtu.be/p-JoXx6d8sk?si=j0SCRIOiygQei5Zc>

**Orange County Library System  
Board of Trustees Meeting  
February 12, 2026**

**Public Comment:  
Non-Agenda Items**