

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

Board Packet for March 2026



March 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 Herdocia, City of Orlando.

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

Re: Library Board of Trustees Meeting

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

March 12, 2026 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

- 26-038 I. Call to Order
- 26-039 II. Public Comment Policy & Procedures
- 26-040 III. Approval of Minutes: February 12, 2026, Library Board of Trustees Meeting
- 26-041 IV. Staff Presentation: Events & Programs Department: Christine Lindler
- 26-042 V. Financial Statements and Summaries: Kris Shoemaker
- February 2026 Reports
 - Annual Investment Report – FY 2025-2026
- 26-043 VI. Dashboard: February 2026: Bethany Stone
- 26-044 Annual Plan Update: February 2026: Bethany Stone
- 26-045 VII. Action Items: Consent Agenda - None
- 26-046 VIII. Action Items: Non-Consent Agenda
- 26-047 Resolution to Honor Elizabeth Powell Upon Her Retirement: Leasha Tavernier
- 26-048 IX. Discussion and Possible Action Items
- 26-049 X. Information
- 26-050 Director's Evaluation: 1st Quarter Update: Sharon Smoley
- 26-051 Director's Report
- 26-052 Public Comment: Non-Agenda Items
- XI. Adjournment

Next Meeting Dates:

April 9, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801;
May 14, 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.

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Orange County pa fè diskriminasyon sou baz ras, koulè, orijin nasyonal, sèks, laj, relijyon, andikap oswa sitiyaasyon fanmi. Moun ki gen kesyon oswa enkyetid konsènan non diskriminasyon, moun ki bezwen asistans espesyal dapre Lwa Ameriken andikape yo (ADA), ak moun ki bezwen asistans nan lang (gratis) ta dwe kontakte Kowòdonatè Tit VI/Nondiscrimination nan access@ocfl.net oswa lè yo rele 3-1-1 (407-836-3111). Si w gen pwoblèm pou tande oswa pou w pale, ou ka kontakte nimewo telefòn ki anwo yo lè w konpoze 711.

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

Call to Order

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Board of Trustees Meeting
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Public Comment Policy

**ORANGE COUNTY LIBRARY SYSTEM
Public Comment and Conduct of Meetings Policy and Procedures**

Effective Date: October 1, 2013 (Approved by the Board of Trustees on September 11, 2013)

Objective: The objective of this policy is to establish standard procedures to ensure an opportunity for broad public participation in decision-making.

Policy Statement: It is the intent of this policy that the deliberations and actions of the Board of Trustees of the Orange County Library System (“OCLS”) be conducted and taken openly in order that the public and relevant stakeholders may be fully informed and intelligently advised as to the conduct of public business by the Board of Trustees.

Definitions: For the purpose of this policy, the following definitions shall prevail:

1. A “meeting” is a gathering of a quorum of the membership of the Board of Trustees, or any board or commission of OCLS for the purpose of receiving information relating to public business, or for discussion of public business, or for official action upon a proposition related to public business.
2. A “regular meeting” is a meeting held pursuant to a schedule of such meetings as approved by a board or commission to conduct public business or otherwise discuss or act upon matters of public interest.
3. A “special meeting” is any meeting other than a regular meeting held by a board or commission. A “special meeting” is held for the purpose of addressing matters requiring the immediate attention of a board or commission or for the purpose of addressing matters which the board or commission has determined are best addressed at a special meeting. When a special meeting is called, the presiding officer of the board or commission shall specifically state the purpose of the meeting and the board or commission shall address only those matters for which the meeting was called.
4. A “board or commission” shall refer to the Board of Trustees of OCLS and any other board or commission now existing or created in the future by the Board of Trustees or OCLS.
5. The “presiding officer” shall mean, in the case of the Board of the Directors the chair and in all other cases shall be the chair of a particular OCLS board or commission.
6. “Board of Trustees” shall refer to the Board of Trustees of OCLS.

Meetings:

1. Location. All meetings of the Board of Trustees and any other board or commission shall be held in a suitable location and shall be open to the public as required by law. The only exception to the requirement that meetings be open to the public shall be an executive session scheduled for those purposes expressly recognized by law.
2. Regular Meetings. The Board of Trustees and the other boards and commissions shall hold regular monthly meetings as designated by the Board of Trustees or the other boards and commissions.

Public Notice. OCLS shall give public notice of the schedule of meetings and shall state the dates, times and places for such meetings. Public notice of any special meeting or of any reconvened meeting shall be given before such meeting. Public notice shall be given by posting the date and time of the meetings on the OCLS website, the public bulletin boards at all OCLS locations and the Orange County Administration Building. Notice will also be published in the Orlando Sentinel as required by Section 189.417 of the Florida Statutes.

Conduct of Meetings:

1. The presiding officer shall preserve order and decorum at all meetings.
2. When considering matters upon which the board or commission will take action the presiding officer shall receive comments from the public.
3. During any board or commission meeting, board and commission members shall maintain order and decorum.
4. OCLS staff and citizens must be recognized by the presiding officer before speaking or asking questions. The purpose of this requirement is so that there is order and so that the recording equipment will properly record all comments made by individuals wishing to comment on a specific subject.
5. All comments must be made from the podium which is located in the OCLS meeting room or by other reasonable accommodations in any other location in which a board or commission meeting is held, and shall address the subject of the agenda item. Individuals that appear before any board or commission are required to state their legal name and their actual address for the public record. The purpose of this requirement is so that they are properly reflected in any board or commission minutes and are available for future reference.
6. As a board or commission considers consent agenda items, emergency items, items involving official acts that involve no more than a ministerial act, approval of minutes, ceremonial proclamations and other similar items, the presiding officer may, at his discretion, or at the direction of a majority of the board or commission, accept comments from those in attendance.

Public Participation and Comment: In order to comply with Section 286.0114 of the Florida Statutes, OCLS hereby establishes a Public Comment Policy applicable to all boards and commissions to allow members of the public an opportunity to address boards and commissions. In addition to public hearings, a special time is hereby set aside at all board and commission meetings for the purpose of receiving comments and suggestions from members of the public. All comments made during any Public Comment period shall be subject to the following procedures:

1. OCLS allocates up to 30 minutes at the end of each board or commission meeting for citizens who wish to appear before that board or commission to make a request of that board or commission, voice a complaint or concern, express an opinion, or for some other type of recognition. The presiding officer will divide the time equally between all who have signed up to speak; but in no case may a citizen speak longer than three minutes. A Public Comment period not to exceed 30 minutes will be held during any board or commission meeting. The presiding officer may permit additional time to a given speaker on a case-by-case basis.
2. Public comments of items listed on the agenda will occur just prior to the Board's discussion and action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda.
3. When a board or commission considers matters during a public meeting upon which it will take action, no action shall be taken until the presiding officer requests and receives comments from the public.
4. Persons who wish to make a statement during the Public Comment period will register on a Notice of Intent to Speak Form which will be available 30 minutes before the start of the meeting. Information

included on the Notice of Intent to Speak forms will be included in the Board Meeting Minutes and thus become public record. No one will be allowed to have his or her name placed on the list by telephone request to OCLS staff.

5. Each person who signed up to speak will have up to three minutes to make his or her statement. Speakers will be acknowledged by the presiding officer in the order which the Notice of Intent to Speak Form was received by the Board of Trustee's administrative assistant. Speakers shall address that board or commission from the podium, and not approach that board or commission or OCLS staff. Speakers will begin their statement by first stating their legal name and actual address.
6. Statements are to be directed to the board or commission as a whole, and not to individuals. Public comment is not intended to require a board or commission to provide an answer to the speaker. Discussions between speakers and members of the audience will not be allowed.
7. Speakers will be courteous in their language and presentation.
8. Only one speaker will be acknowledged at a time. In the event a group of persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's concerns. Likewise, in the event the number of persons wishing to attend the hearing exceeds the capacity of the meeting place, one or more delegates shall be selected to speak on behalf of each group. If the time period expires before all persons who have signed up get to speak, those names will be carried over to the next Public Comment period, or if the presiding officer consents, these comments can be heard at that meeting.
9. Any action on items brought up during the Public Comment period will be at the discretion of that board or commission. No board or commission will take any action on subject matter for which it has not had the opportunity to fully investigate and gather complete information.
10. These same rules shall apply to all boards and commissions.

Decorum: The presiding officer shall preserve strict order and decorum at all meetings.

1. In conducting business, boards and commissions are committed to the principles of civility, honor, and dignity. Individuals appearing before boards and commission are requested to observe the same principles when making comments on items and issues presented to a given board or commission for its consideration.
2. Staff members and citizens are required to use proper language when addressing a board or commission or the audience. Staff members and citizens shall not use profanity or cursing, aggressive or threatening behavior when addressing the board or commission or other participants. All comments are directed to the presiding officer and not to individual members of the board or commission or to the audience. No personal verbal attacks toward any individual will be allowed during the conduct of a board or commission meeting. The presiding officer may have individual(s) removed from the podium and/or meeting chambers if such conduct persists after a warning has been issued.
3. All members of a board or commission shall accord the utmost courtesy to each other, staff, and the public members appearing before the board or commission and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities. During board or commission meetings, cell phones are to be turned off or silenced. Use of cell phones by board or commission members and staff for talking, texting, emailing or otherwise will not be allowed during meetings while at the dais, except for emergency communications, research, or during breaks.

Waiver of Rules: The board or commission may, at any time, waive all or a portion of these rules of procedure during the course of a meeting. Provided however, that any such waiver shall only be done upon a motion and majority approval of the waiver by members of the board or commission present and voting. Such waivers shall

only be granted to insure the protection of the right of members of the public to be given a reasonable opportunity to be heard before a board or commission takes official action on a proposition.

Training: Periodic training for Sunshine Law requirements will be scheduled by OCLS for board and commission members.

Penalties: Any action taken at a meeting not open to the public, whether intentional or unintentional, is void. The law provides penalties for not complying with the Sunshine Law including criminal penalties, removal from the board position, fines up to \$500, and an award of reasonable attorney's fees against the board found to have violated the Sunshine Law.

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

Approval of Minutes

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

February 12, 2026 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (2/0); Nicole Benjamin (4/1 – City);
Ashley Cisneros Mejia (4/1 – City);
Sharon Smoley (2/0)

Library Board Absent: Venessa Tomlin (2/1)

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

Administration Absent: Erica Grant

- 26-022 I. Call to Order**
President Bohannon called the meeting to order at 6:04 p.m.
- 26-023 II. Public Comment Policy & Procedures**
- 26-024 III. Approval of Minutes: January 8, 2026, Library Board of Trustees Meeting**
Vice President Benjamin, seconded by Trustee Smoley, moved to approve the minutes for the January 8, 2026 Library Board of Trustees Meeting.
Motion carried 4-0
- 26-025 IV. Staff Presentation: Master Plan Consultant Group 4**
The consultants, Group 4, gave the Board an overview of their process to facilitate OCLS in creating and implementing a Master Plan.
- 26-026 V. Financial Statements and Summaries: Kris Shoemaker**
> **January 2026 Reports**
Chief Financial Officer Shoemaker reported that the Horizon West Branch project costs to date are \$17,229,143 or 63.2% of the \$27,275,000 budget. He also reported that the Lake Nona Branch project costs to date are \$1,664,069 or 6.4% of the \$25,965,000 approved project budget. He further clarified that 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 of receiving the certificate of occupancy for the facility.
- 26-027 VI. Dashboard: January 2026: Sara Gonzalez**
Chief of Lifelong Learning Gonzalez reported to the Board that the door count was up by 2% over last January, and that checkouts were up 3%.

She also reported that the events and classes offered were down 6%, from 2,400 last year to 2,300 this year. Event & Class attendance dropped by 4%. Fewer events were offered this year because of vacancies in key positions at multiple locations, including multiple Youth Program Specialists. Many of these are staff who are moving into open positions at new branch locations. This doesn't reflect true staff loss, just a shift in personnel locations.

Last month, the Board asked for a comparison of attendance numbers between virtual, offsite and in-person programs. Last year, OCLS offered 1,873 in-person programs, and this year 1,801 were offered, representing a 4% decrease. Attendance for in-person programs declined from 24,153 to 20,240, a 16% decrease. Last year there were 331 virtual programs compared to 217 this year, a 34% decrease, while virtual attendance dropped from 5,851 to 4,544, a 22% decrease. Offsite programs increased from 200 last year to 243 this year, a 21% increase, and attendance at offsite events rose from 8,801 to 12,588, reflecting a 43% increase.

Offsite Contacts: Website visits are down 2% and Questline interactions are down 17% from 2025. It is expected that website visits will continue to trend downward as the OCLS app grows in popularity. The app has been downloaded 32,806 times. Regarding Questline, the days immediately following the New Year holiday generated a higher contact volume in 2025 compared to 2026. In 2025, most organizations reopened in the days following New Year's Day, whereas in 2026, the days after the holiday fell on a Friday and Saturday. Many businesses were closed these days, and staff believe some customers assumed the library was closed as well. As a result, the second day after New Year's Day in 2026 saw 106 fewer calls than on the same day in 2025.

CLL Gonzalez highlighted a comment received from some Windermere Branch customers. They said, "*Charles (Windermere Branch Librarian), has done so much for 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.*"

Comments like this reflect the dedication of OCLS staff and the positive impact the library continues to have on the community.

26-028

Annual Plan Update: January 2026: Sara Gonzalez

Staff continue to make progress across all primary goals of the strategic plan, and the highlighted item this month is included in the primary goal of *Be Welcoming*:

In partnership with the Florida Children's Museum & Orlando Health, OCLS coordinated a series of mobile museum events at four branches, serving 108 customers. These events are scheduled to continue throughout the spring.

26-029

VII. Action Items: Consent Agenda

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

26-030

Request to Serve Alcoholic Beverages at the 19th Annual Southwest Author Series Event: Leasha Tavernier

The Board approved the serving of alcoholic beverages in accordance with the Board-approved policy at the event on April 24, 2026, at the Southwest Branch Library.

26-031

Orlando Public Library Front Entry Door Replacement: Bethany Stone

The Board authorized the Director/CEO to execute a contract with Gomez Construction Company for \$337,222, and they approved the project budget of \$375,828, which includes a \$23,606 contingency.

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**

This agenda item was tabled until next month.

26-036

Director's Report

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 ten members of the Orange County delegation to talk about the library's 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, staff 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. It is anticipated there will be a ribbon-cutting and unveiling in April. Details about when and where that will take place are forthcoming.

Annual Report FY 2024-2025

In January, the Annual Report for Fiscal Year 2024-2025 was released. As part of the effort to showcase OCLS's impact, both print and video versions of the report were released. Here is the [video](#).

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 2026 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

26-037

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

Trustee Smoley, seconded by Trustee Cisneros-Mejia, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 7:08 p.m.

Next Meeting Dates:

March 12, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801;
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Staff Presentation

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Financial Reports

**Orange County Library System
FY 2025-26 Financial Statement Highlights
Five Months Ended February 28, 2026**

Project Summaries:

Horizon West Branch Library: Project-to-date costs are \$18,116,925 or 66.4% of the \$27,275,000 approved project budget.

Lake Nona Branch Library: Project-to-date costs are \$1,707,648 or 6.5% 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 \$4,023,007 or 88.4% of the \$4,549,600 approved project budget.

Bookmobile Leased Space Renovation: Project-to-date costs are \$230,855 or 44.1% of the \$524,250 approved project budget.

Operating Fund Revenue & Expenditure Summaries:

Revenues:

Ad Valorem Taxes:

The Library budgeted \$78,800,000 for Ad Valorem Taxes in FY 2025-26 based on property tax values, a millage rate of 0.3748, and a 5% statutory deduction. During FY 2025-26, we received \$46,668,640, or 59.2% of the budget, in line with our year-to-date expectations, as payments are typically 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 February, we received \$103,650 or 69.1% of budgeted revenue.

Meeting Rooms:

The Library budgeted \$30,000 for meeting room revenues for FY 2025-26. Through February, we received \$19,797 or 66.0% of budgeted revenues.

Faxes:

The Library budgeted \$15,000 for fax revenue and has received \$9,134, or 60.9%, year-to-date.

Copy and Prints:

The Library budgeted \$190,000 for these services in FY 2025-26. We received \$96,571 or 50.8% of budget through February.

Passport Facility & Photo Fees:

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2025-26. Through February, we received \$8,678 or 72.3% of budgeted revenues.

Fees and Lost Materials:

Revenues from Fees and Lost Materials through February are \$29,869 or 62.2% of budget.

Investment Earnings:

The Library budgeted \$1,176,500 for investment earnings for FY 2025-26. Through February, we received \$516,907 or 43.9% of budgeted revenues. Note: As of the time of these reports, we have not received our February interest-earning statements.

Contributions-Friends of The Library:

Through February, we have received \$62,759 or 125.5% of the budget. Note: The Friends provided \$30,000 towards the development of the OCLS APP.

Contributions-Other:

Through February, we have received \$82,627 or 165.3% of the budget. Note: \$75,791 of which was from the Estate of Daniel Tuckek.

Internet Rebate:

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

Miscellaneous:

Through February, we have received \$28,465 or 81.3% of the budget. Note: \$27,122 of which was a "cash back rebate" from Truist from our corporate credit card.

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 \$625,000 or 32.1% of budget. This is in line with the estimated FY 2025-26 contribution.

Workers' Compensation:

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

Unemployment Compensation:

The Unemployment Compensation Expenditures are \$164 or 0.2% of budget.

Delivery & Postage:

The Delivery and Postage Expenditures are at 36.2% 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 1st 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 2.3% 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 \$167,750 or 24.3% of budget. This account is for any supplies used for programming, mainly Summer at Your Library and Community Engagement. This account is a sub-set of the Supplies Account. The combined expenditure of Supplies and Supplies-Programming is 25.8% of the budget, which is on target.

Building Improvements Expense:

The Library budgeted \$8,000,000 for various building improvement projects such as the OPL's Roof Replacement, OPL's Front Entrance Improvements, OPL's First Floor Renovation Design, various HVAC Replacements and other system-wide improvements. The \$1,384,643 expended is primarily related to the First Floor Renovation Design, South Trail Carpet Replacement, Bookmobile Leased Space Renovation and OPL Roof Replacement.

Horizon West Project Budget
Expenditures As of 2-28-2026

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	44,791	\$ 1,487,159	(\$67,785)
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	2,796,311	\$ 14,479,703	(\$3,820,297)
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	126,321	\$ 314,188	(\$1,437,907)
Opening Day Collection	TBD	1,250,000	\$ -	1,250,000	-	-	-	754,901	27,835	\$ 782,735	(\$467,265)
Wildlife Mitigation	FWC & Others	650,000	\$ -	650,000	-	-	477,900	-	-	\$ 477,900	(\$172,100)
Contingency		1,750,000	\$ -	1,750,000	-	-	-	-	-	-	(\$1,750,000)
Project Costs		\$27,275,000	\$ -	\$27,275,000	\$315,293	\$593,644	\$1,711,330	\$12,501,292	\$2,995,366	\$18,116,925	(\$9,158,075)

Lake Nona Project Budget
Expenditures As of 2-28-2026

<u>Project Code 23-002</u>	<u>Vendor</u>	<u>Original Budget</u>	<u>Change Order</u>	<u>Revised Budget</u>	<u>FY 22 Actual</u>	<u>FY 23 Actual</u>	<u>FY 24 Actual</u>	<u>FY 25 Actual</u>	<u>FY 26 Actual</u>	<u>Total Actuals</u>	<u>Variance</u>
Payable to the City of Orlando											
Project Management Fee	City of Orlando	\$ 852,580	\$ -	\$ 852,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(\$852,580)
Design Team Building	Borrelli + Partners	1,424,697	-	1,424,697	-	246,059	470,222	-	-	716,281	(\$708,416)
Design Team Stage	Borrelli + Partners	500,000	-	500,000	-	9,188	18,813	-	-	28,000	(\$472,000)
Permitting & Impact Fees	City of Orlando	1,500,000	-	1,500,000	-	-	-	-	-	-	(\$1,500,000)
Construction	H.J. High	15,906,587	-	15,906,587	-	-	-	-	-	-	(\$15,906,587)
Total Payable to the City of Orlando		\$20,183,864	\$ -	\$20,183,864	\$ -	\$255,247	\$489,034	\$ -	\$ -	\$744,281	(\$19,439,583)
Library Direct Cost											
Advanced Rent To City	City of Orlando	\$440,000	\$ -	\$440,000	\$440,000	\$ -	\$ -	\$ -	\$ -	\$440,000	\$ -
Threshold & Other Testing	TBD	150,000	-	150,000	-	-	-	-	-	-	(\$150,000)
FF&E	TBD	1,800,000	-	1,800,000	-	-	-	-	38,927	38,927	(\$1,761,073)
Opening Day Collection	Baker & Taylor	1,250,000	-	1,250,000	-	-	-	458,029	26,411	484,440	(\$765,560)
Wildlife Mitigation	FWC & Others	500,000	-	500,000	-	-	-	-	-	-	(\$500,000)
Contingency		1,641,136	-	1,641,136	-	-	-	-	-	-	(\$1,641,136)
Total Library Direct Cost		\$5,781,136	\$ -	\$5,781,136	\$440,000	\$ -	\$ -	\$458,029	\$65,338	\$963,367	(\$4,817,769)
Total Project Costs		\$25,965,000	\$ -	\$25,965,000	\$440,000	\$255,247	\$489,034	\$458,029	\$65,338	\$1,707,648	(\$24,257,352)

Orlando Public Library Roof Replacement Project Budget

Expenditures As of 2-28-2026

	<u>Original Budget</u>	<u>Change Order</u>	<u>Revised Budget</u>	<u>FY 25 Actual</u>	<u>FY 26 Actual</u>	<u>Total Actual</u>	<u>Variance</u>
<u>Project Code 22-007</u>							
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	235,395	1,262,580	(187,420)
Contingency	297,675	-	297,675	-	-	-	(297,675)
Project Costs	\$4,549,600	\$ -	\$4,549,600	\$2,969,629	\$ 1,053,378	\$ 4,023,007	(\$526,593)

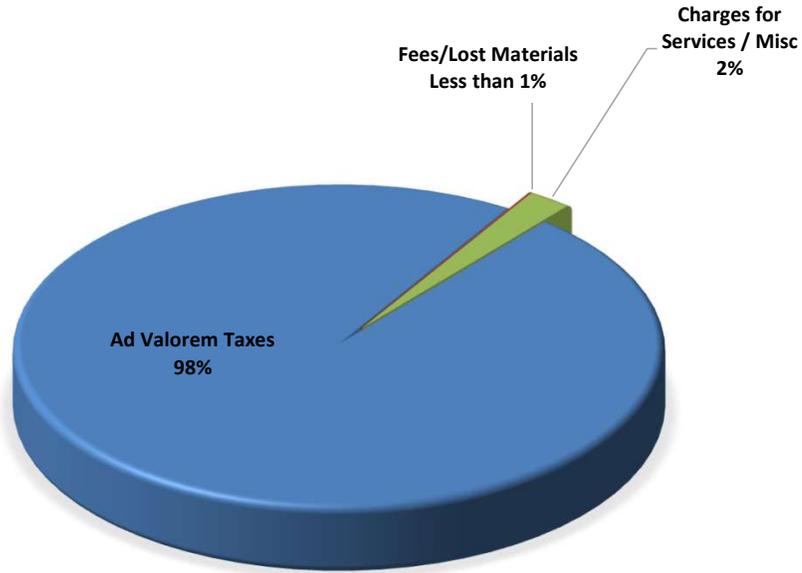
Bookmobile Lease Space Renovation Project

Expenditures As of 2-28-2026

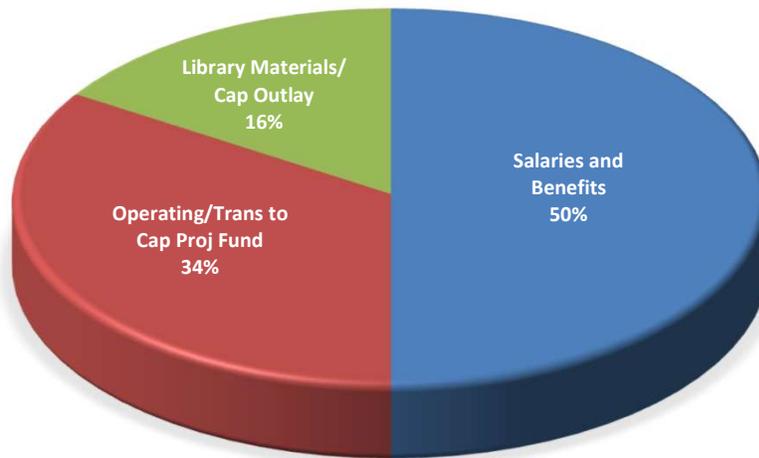
	Original Budget	Change Order	Revised Budget	FY 25 Actual	FY 26 Actual	Total Actual	Variance
<u>Project Code 25-013</u>							
Song & Associates	\$60,775	\$ -	\$60,775	\$9,618	\$ 44,448	\$ 54,066	\$ (6,709)
Ruby Builders	389,178	-	389,178	-	173,158	173,158	(216,020)
Owner Provided Materials	15,000	-	15,000	676	2,955	3,631	(11,369)
Furniture Fixtures	25,000	-	25,000	-	-	-	(25,000)
Contingency	34,297	-	34,297	-	-	-	(34,297)
Project Costs	\$524,250	\$ -	\$524,250	\$10,294	\$ 220,561	\$ 230,855	(\$293,395)

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Five Months Ended February 28, 2026

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Five Months Ended February 28, 2026**

	ANNUAL BUDGET	YTD ACTUAL	(5 months= 41.7%)
AD VALOREM TAXES	78,800,000	46,668,640	59.2%
INTERGOVERNMENTAL			
Federal & State Grants	500,000	-	0.0%
CHARGES FOR SERVICES			
Fee Cards	150,000	103,650	69.1%
PC Express (\$1 for 1 hour)	1,000	1,372	137.2%
Classes	300	150	50.0%
Meeting Rooms	30,000	19,797	66.0%
Faxes	15,000	9,134	60.9%
Supplies - Customer	4,900	2,975	60.7%
Co-Working Rooms	5,000	1,724	34.5%
Copy & Prints	190,000	96,571	50.8%
Passport Facility & Photo Fees	12,000	8,678	72.3%
Other	1,000	55	5.5%
	<u>409,200</u>	<u>244,106</u>	<u>59.7%</u>
FEES & LOST MATERIALS	48,000	29,869	62.2%
MISCELLANEOUS			
Investment Earnings	1,176,500	516,907	43.9%
Sales of Surplus Property	5,000	4,625	92.5%
Contributions - Friends of Library	50,000	62,759	125.5%
Contributions - Others	50,000	82,627	165.3%
Internet Rebate	78,720	-	0.0%
Grants & Awards	15,000	3,060	20.4%
Miscellaneous	35,000	28,465	81.3%
	<u>1,410,220</u>	<u>698,443</u>	<u>49.5%</u>
TRANSFER FR PROP APPRAISER	75,000	121,842	162.5%
TRANSFER FR TAX COLLECTOR	641,200	-	0.0%
TOTAL REVENUES	<u><u>81,883,620</u></u>	<u><u>47,762,900</u></u>	<u><u>58.3%</u></u>

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

Five Months Ended February 28, 2026

	ANNUAL BUDGET	YTD ACTUAL	(5 months= 41.7%)
SALARIES & BENEFITS			
Salaries	30,750,000	9,994,079	32.5%
Medicare Taxes	450,000	142,507	31.7%
Defined Contribution Pension Plan	2,300,000	749,391	32.6%
Defined Benefit Pension Plan	1,950,000	625,000	32.1%
Money Purchase Pension Plan	2,005,000	698,993	34.9%
Life and Health Insurance (Employees)	6,200,000	1,862,615	30.0%
Worker's Compensation	225,000	84,629	37.6%
Unemployment Compensation	70,000	164	0.2%
Retiree Health Care (OPEB)	800,000	128,044	16.0%
Parking & Bus Passes	350,000	118,098	33.7%
	<u>45,100,000</u>	<u>14,403,520</u>	<u>31.9%</u>
OPERATING			
Professional Services	725,000	143,912	19.8%
Other Contractual Services	3,450,000	895,614	26.0%
Other Contract. Serv.- Janitorial	600,000	186,041	31.0%
Training and Travel	250,000	58,296	23.3%
Telecommunication	675,000	95,396	14.1%
Delivery and Postage	1,750,000	632,979	36.2%
Utilities	1,300,000	330,579	25.4%
Rentals and Leases	1,800,000	665,557	37.0%
Insurance	1,000,000	359,433	35.9%
Repairs and Maintenance/Leasehold Improvements	2,000,000	459,350	23.0%
IT Subscriptions/Maintenance Contracts	2,455,000	1,187,874	48.4%
Copying/Printing	425,000	118,823	28.0%
Promotional Activities	525,000	192,685	36.7%
Property Appraiser's Fee	750,000	382,262	51.0%
Tax Collector's Fee	1,625,000	933,373	57.4%
Supplies	860,000	231,746	26.9%
Supplies-Hardware/Software	900,000	21,039	2.3%
Supplies-Programming	690,000	167,750	24.3%
Memberships	25,000	27,993	112.0%
	<u>21,805,000</u>	<u>7,090,702</u>	<u>32.5%</u>
CAPITAL OUTLAY			
Building and Improvements	7,000,000	1,384,643	19.8%
Leasehold Improvement	1,000,000	264,747	26.5%
Equipment and Furniture	1,100,000	48,438	4.4%
Hardware/Software	1,275,000	425,619	33.4%
	<u>10,375,000</u>	<u>2,123,447</u>	<u>20.5%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	15,000	-	0.0%
Materials - Other	8,304,400	2,596,062	31.3%
	<u>8,319,400</u>	<u>2,596,062</u>	<u>31.2%</u>
TRANSFER TO CAPITAL PROJECTS FUND	5,500,000	2,291,667	41.7%
TRANSFER TO SINKING/EARR FUND	500,000	208,333	41.7%
TOTAL EXPENDITURES	<u><u>91,599,400</u></u>	<u><u>28,713,731</u></u>	<u><u>31.3%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Five Months Ended February 28, 2026**

	ANNUAL BUDGET	YTD ACTUAL	(5 months= 41.7%)
REVENUES			
Investment Earnings	600,000	709,460	118.2%
Transfer from Operating Fund	5,500,000	2,291,667	41.7%
Reserve Lake Nona Deposit	440,000	-	0.0%
Reserve Horizon West Demo	266,000	-	0.0%
Reserves	40,500,000	-	0.0%
TOTAL REVENUES	47,306,000	3,001,127	6.3%

EXPENDITURES			
New Horizon West Branch	12,500,000	2,822,467	22.6%
New Branch FFE	1,000,000	135,464	13.5%
New Branch Materials	1,000,000	54,245	5.4%
New Lake Nona Branch	27,000,000	29,933	0.1%
Reserve Lake Nona Deposit	440,000	-	0.0%
Reserve Horizon West Demo	282,000	-	0.0%
Reserves	5,084,000	(40,981)	-0.8%
TOTAL EXPENDITURES	47,306,000	3,001,127	6.3%

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Five Months Ended February 28, 2026**

	ANNUAL BUDGET	YTD ACTUAL	(5 months= 41.7%)
REVENUES			
Investment Earnings	275,000	122,277	44.5%
Transfer from Operating Fund	500,000	208,333	41.7%
Reserves Horizon West Repairs	1,000,000	-	0.0%
Reserves	6,465,000	-	0.0%
TOTAL REVENUES	8,240,000	330,610	4.0%
EXPENDITURES			
Reserves-Building and Improvements	6,740,000	270,426	4.0%
Reserves-Horizon West Contract	1,000,000	40,123	4.0%
Reserves-Technology	500,000	20,061	4.0%
TOTAL EXPENDITURES	8,240,000	330,610	4.0%

**ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Five Months Ended February 28, 2026**

	ANNUAL BUDGET	YTD ACTUAL	(5 months= 41.7%)
REVENUES			
Investment Earnings	40,000	18,105	45.3%
Investment Fair Value	-	63,414	-
Reserves For Operations	603,000	-	-
Reserves	1,000,000	-	0.0%
TOTAL REVENUES	1,643,000	81,520	5.0%
EXPENDITURES			
Equipment	75,000	22,436	29.9%
Reserves For Operations	568,000	-	0.0%
Reserves	1,000,000	59,084	5.9%
TOTAL EXPENDITURES	1,643,000	81,520	5.0%

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
February 28, 2026**

ASSETS

Cash on Hand	15,470
Equity in Pooled Cash	11,487,064
Equity in Pooled Investments	51,416,563
Accounts Receivable	632
Inventory	177,366
Prepays	282,013
Other Assets - Deposits	<u>3,776</u>
TOTAL ASSETS	<u><u>63,382,884</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
February 28, 2026

LIABILITIES

Accounts Payable	24,592
Retainage Payable	145,704
Accrued Wages Payable	0
Accrued Sales Tax	520
Accrued Fax Tax	68
Employee Payroll Deductions:	
Dental Insurance	(903)
DCP	866
MPP	(360)
Optional Life	2,566
Vision Plan	(2,289)
Short Term Disability	(243)
Accident/Critical/Hospital	1,063
Staff Association	8,145
Due To Friends of the Library	2,131
TOTAL LIABILITIES	181,860

FUND BALANCE

Nonspendable:	
Inventory	177,366
Prepaid Items and Deposits	285,789
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
Future Mast Plan, Strategic Plan & Annual Plan Expends.	4,000,000
Assigned:	
N. Gaiman/Dr. Phillips Ctr Event Proceeds	41,204
J. Green/Dr. Phillips Ctr Event Proceeds	35,806
Unassigned	38,645,346
Current Year Revenue over Expenditures	19,049,169
TOTAL FUND BALANCE	63,201,025

TOTAL LIABILITIES & FUND BALANCE **63,382,884**

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
February 28, 2026

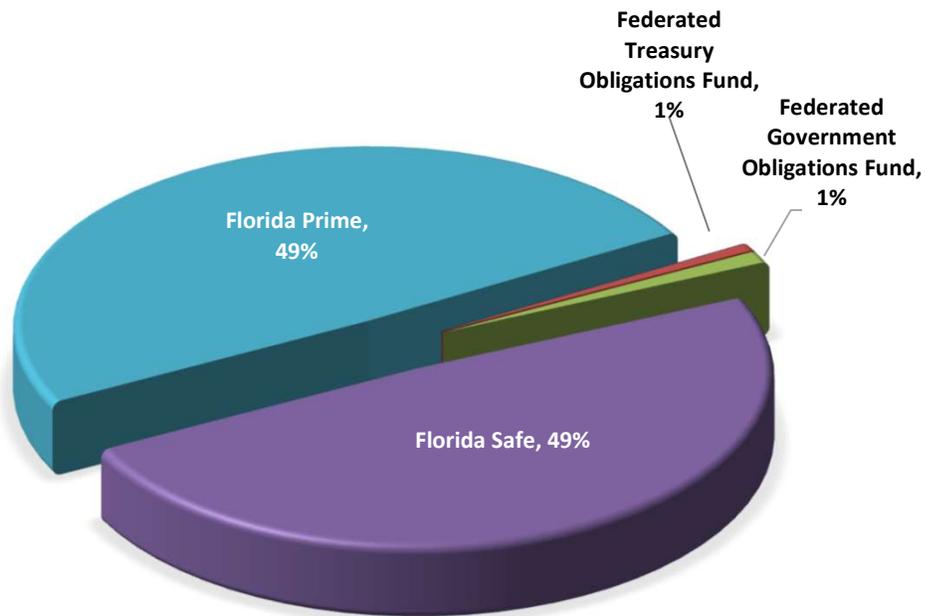
	<u>BALANCE</u> <u>01/31/26</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> <u>02/28/26</u>
OPERATING				
Equity in Pooled Cash	8,864,031	17,499,830	14,876,797	11,487,064
Equity in Pooled Investments	41,812,300	10,104,263	500,000	51,416,563
	50,676,331	27,604,093	15,376,797	62,903,627
CAPITAL PROJECTS				
Equity in Pooled Investments	52,138,766	625,556	-	52,764,322
SINKING				
Equity in Pooled Investments	9,114,233	71,019	-	9,185,252
SELF FUNDED HEALTH				
Equity in Pooled Cash	1,133,526	542,784	822,253	854,057
Claims Payment Checking Account	116,403	449,749	449,749	116,403
Equity in Pooled Investments	5,069,016	16,397	-	5,085,413
	6,318,945	1,008,930	1,272,002	6,055,873

ORANGE COUNTY LIBRARY DISTRICT

GENERAL POOLED INVESTMENTS

February 28, 2026

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	796,200
Federated Government Obligations Fund	1,280,049
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	58,013,606
Florida Safe-HW Demo Fund	280,396
Florida Prime (SBA)	<u>58,081,299</u>
TOTAL	<u><u>118,451,550</u></u>



Annual Investment Report

ORANGE COUNTY LIBRARY SYSTEM GENERAL POOLED INVESTMENT REPORT Fiscal Year Ended September 30, 2025

In accordance with the Investment Policy (Policy) approved by the Library Board of Trustees in April 2008, this report is required to be submitted annually to the Library Board. The Policy covers the investment of surplus funds other than pension, deferred compensation, other post-employment benefit plans, and special funds.

Type of Investments Held

The following summarizes the investments held as of September 30, 2025:

Florida Prime – Florida Prime, which is administered by the State Board of Administration, is an investment pool for local governments. Per the Florida Prime website, there are approximately \$24.55 billion dollars in assets in this fund and it serves 858 local governments across the state. The rate for the fiscal year ranged from 4.39% to 5.04%.

Florida Safe – Florida Safe is an investment pool for local governments. The pool invests in U.S. government obligations, agencies, commercial paper, and other high quality short term investments. The yield at the end of fiscal year September 30, 2025 was 4.27%

Federated Government Obligations Money Market Fund – The fund invests primarily in a portfolio of short-term U.S. Treasury and government agency securities, including repurchase agreements that are backed by U.S. Treasury and government agency securities. The rates for the fiscal year ranged from 4.01% to 4.72%.

Federated Treasury Obligations Money Market Fund – The fund invests primarily in a portfolio of U.S. Treasury securities and repurchase agreements that are backed by U.S. Treasury securities. The rate for the fiscal year ranged from 3.98% to 4.70%.

As of September 30, 2025, the balance in these investments totaled \$105,110,056 of which \$40 million is set aside to fund Horizon West and Lake Nona branch construction. The overall investment yield for the fiscal year was approximately 4.48%.

The attached spreadsheet shows investment totals by month for the fiscal year ended September 30, 2025.

**ORANGE COUNTY LIBRARY SYSTEM
INVESTMENT REPORT
FISCAL YEAR ENDED SEPTEMBER 30, 2025**

	FEDERATED TREASURY OBLIGATIONS MONEY MARKET FUND		FEDERATED GOVERNMENT OBLIGATIONS MONEY MARKET FUND		FLORIDA SAFE		FLORIDA PRIME (SBA)		TOTAL INVESTMENTS
OCTOBER	753,412	1%	1,211,044	1%	50,570,622	49%	51,326,993	49%	103,862,071
NOVEMBER	756,440	1%	1,215,922	1%	48,300,674	49%	48,032,533	49%	98,305,569
DECEMBER	759,270	1%	1,220,475	1%	52,492,919	49%	52,227,365	49%	106,700,029
JANUARY	762,113	1%	1,225,052	1%	57,693,448	49%	57,428,159	49%	117,108,772
FEBRUARY	764,865	1%	1,229,478	1%	64,902,052	49%	64,638,482	49%	131,534,877
MARCH	767,348	1%	1,233,456	1%	62,103,323	49%	61,842,479	49%	125,946,606
APRIL	770,087	1%	1,237,861	1%	62,342,161	49%	62,085,119	49%	126,435,228
MAY	772,739	1%	1,242,139	1%	62,565,433	49%	62,313,982	49%	126,894,293
JUNE	775,472	1%	1,246,542	1%	60,795,810	49%	60,551,176	49%	123,369,000
JULY	778,117	1%	1,250,812	1%	58,014,418	49%	57,775,973	49%	117,819,320
AUGUST	780,860	1%	1,255,252	1%	58,233,559	49%	58,000,673	49%	118,270,344
SEPTEMBER	786,218	1%	1,263,937	1%	51,644,745	49%	51,415,156	49%	105,110,056

ORANGE COUNTY LIBRARY DISTRICT
GENERAL POOLED INVESTMENTS
Fiscal Year Ended September 30,2025

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
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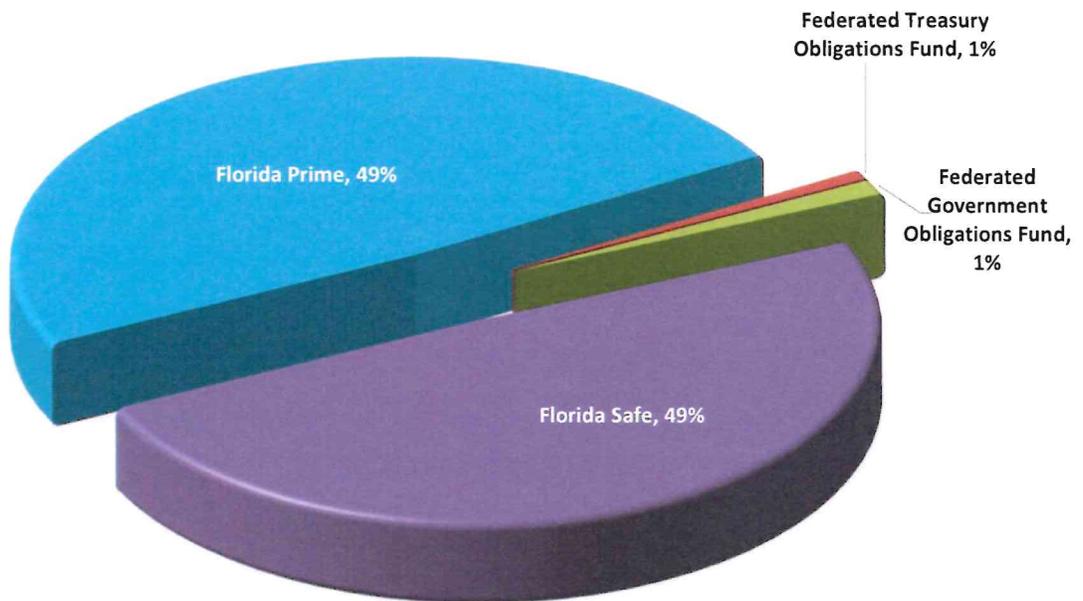
MONEY MARKET FUNDS

Federated Treasury Obligations Fund	786,218
Federated Government Obligations Fund	1,263,937

LOCAL GOVERNMENT INVESTMENT POOLS

Florida Safe	51,644,745
Florida Prime (SBA)	<u>51,415,156</u>

TOTAL	<u><u>105,110,056</u></u>
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ORANGE COUNTY LIBRARY SYSTEM
OTHER POST EMPLOYMENT BENEFIT INVESTMENT REPORT
Fiscal Year Ended September 30, 2025

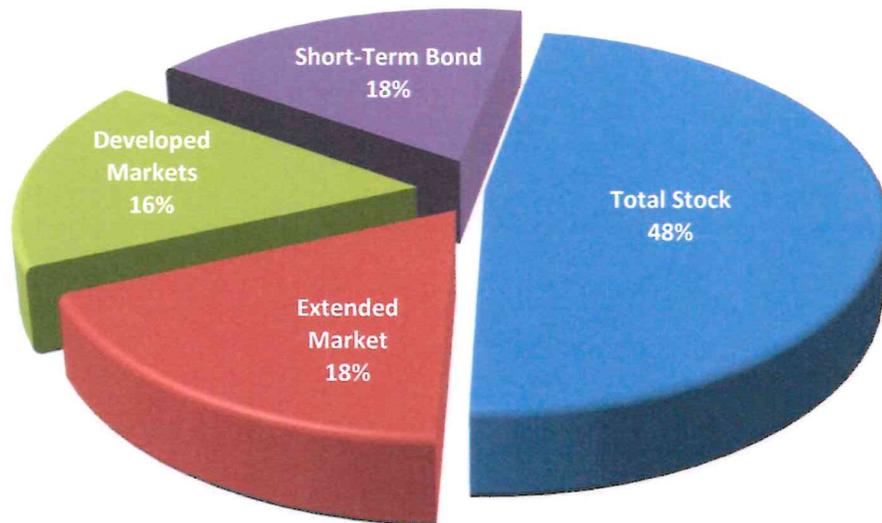
In accordance with the Investment Policy Statement (Statement) approved by the Library Board of Trustees in September 2010, this report is required to be submitted annually to the Library Board. The Statement refers to the investment of funds in a trust established for Other Post Employment Benefits (OPEB), the most significant of which is retiree health care. The Library adopted a trust agreement prepared by ICMA Retirement Corporation (as of 2021 they are known as MissionSquare Retirement), which is a national firm that only serves public sector employees and employers, and also utilizes mutual funds offered by MissionSquare Retirement as the investments in the trust. In 2024, the Library amended their financial advisor contact with Dahab Associates, Inc. to include full investment consulting services for the Library's OPEB Trust Fund which is managed by MissionSquare Retirement. Based on their review and coordination with MissionSquare, we changed the investment portfolio from MissionSquare funds to Vanguard funds with lower administration fees.

The general guidelines in the Statement are 30% of the investments in fixed income and cash and 70% in domestic and foreign equity securities. As of September 30, 2025, the actual allocations were 18% in fixed income and 82% in equities.

As of September 30, 2025, the balance in these investments totaled \$27,686,019 which fully funds our OPEB liability. The overall investment yield for the fiscal year was 14.54%.

ORANGE COUNTY LIBRARY SYSTEM
OPEB INVESTMENTS
Fiscal Year Ended September 30, 2025

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
DOMESTIC EQUITIES	
Vanguard Total Stock	13,216,474
Vanguard Extended Market	4,895,507
INTERNATIONAL EQUITIES	
Vanguard Developed Markets	4,596,325
FIXED INCOME	
Vanguard Short-Term Bond	4,977,713
TOTAL	27,686,019



**ORANGE COUNTY LIBRARY SYSTEM
SPECIAL FUNDS INVESTMENT REPORT
Fiscal Year Ended September 30, 2025**

In accordance with the Special Funds Investment Policy Statement (Statement) approved by the Library Board of Trustees in February 2016, this report is required to be submitted annually to the Library Board. The Statement refers to the investment of "Special Funds" such as cash gifts, charitable contributions, donor designated gifts, and other such monies received outside the scope of the funds received by the Library District in its regular course of operations.

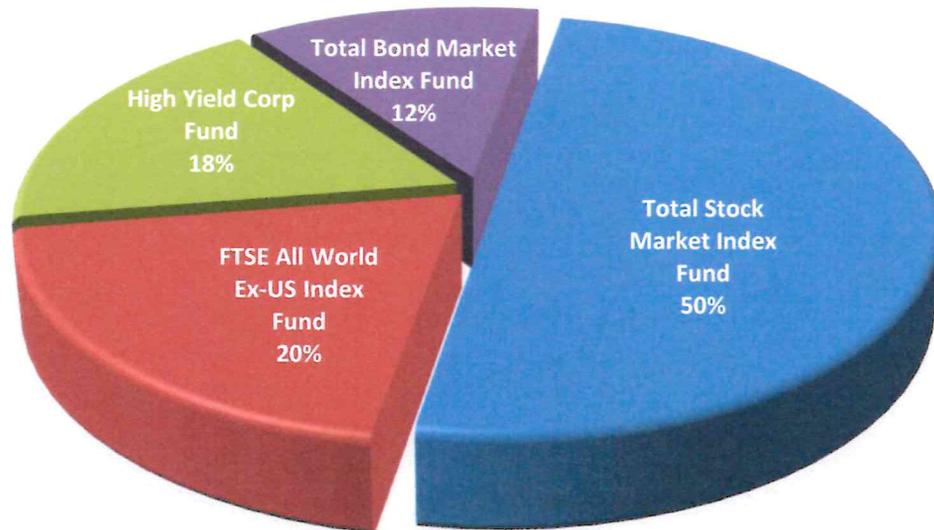
Thus far, "Special Funds" consist of the \$500,000 donation received from Mr. Kendrick Melrose in October 2015 and a second donation of \$500,000 in November 2018 for a total donation of \$1,000,000. Per the donation agreement, Mr. Melrose stipulated that the principal remain intact and the earnings from the corpus are designated for upgrades to the Melrose Center.

The general guidelines in the Statement are 40% of the investments in fixed income and cash and 60% in domestic and foreign equity securities. As of September 30, 2025, the actual investments, which consist of four Vanguard mutual funds, were 30% in fixed income and 70% in equities.

As of September 30, 2025, the balance in these investments total \$1,769,293. The overall investment yield for the fiscal year was 13.7%.

ORANGE COUNTY LIBRARY SYSTEM
SPECIAL FUNDS INVESTMENTS
Fiscal Year Ended September 30, 2025

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
DOMESTIC EQUITIES	
Vanguard Total Stock Market Index Fund	883,372
INTERNATIONAL EQUITIES	
Vanguard FTSE All World Ex-US Index Fund	348,231
FIXED INCOME	
Vanguard High Yield Corporate Fund	315,826
Vanguard Total Bond Market Index Fund	221,864
TOTAL	1,769,293

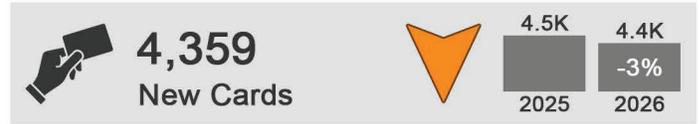
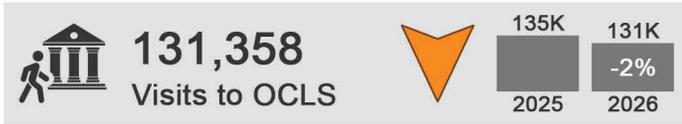


**Orange County Library System
Board of Trustees Meeting
March 12, 2026**

Dashboard

Monthly Report: February 2026

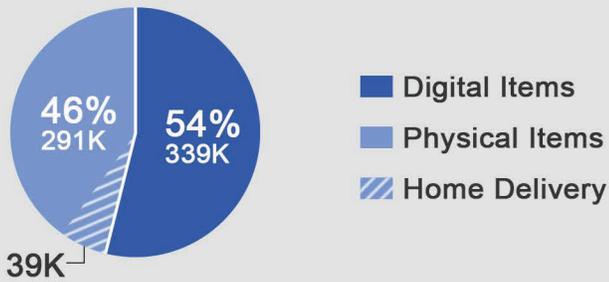
People



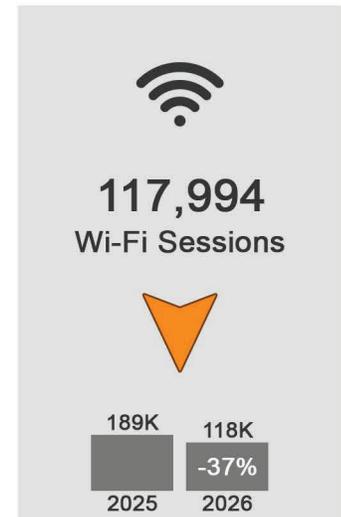
Collection



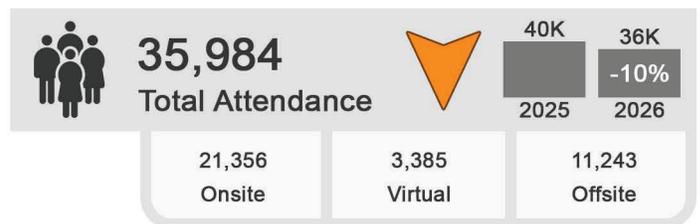
Checkouts by Collection Type



Spotlight: Internet Access



Events & Classes



Customer Feedback

"Ashley's 3D Sculpting with Nomad was Fantastic! Ashley is a skilled instructor who made me comfortable learning new terminology and digital skills. Time flew by as Ashley led me through the exercise to create a character. Ashley's teaching style was engaging, and her interpersonal skills are outstanding! Well done Ashley!"

- Anonymous Melrose Center customer regarding Ashley Vazquez Colon

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

Annual Plan Update

ORANGE COUNTY LIBRARY SYSTEM

Annual Plan Update for February 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 distributed 17 invitations to prospective monthly partner sites across the county to explore opportunities for Mobile Library visits in areas without nearby branches. Several organizations responded positively, and staff have already completed or scheduled site visits to discuss program goals, space needs, and community engagement opportunities in more detail.**
- Partner with organizations to share resources.
 - **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, serving 105 customers.**

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

- Evaluate the customer experience in public spaces.
 - **Windermere used Marketing and Public Relations-created signage to set up two book displays in the adult and children's collections to celebrate February's African American Read-In.**
 - **New equipment has been purchased and received, and IT Services will refresh each location with an updated copy/scan station in the upcoming months.**
 - **As part of the current ERate cycle, IT Services has purchased new access points for each location and will deploy them once received to improve Wi-Fi for customers and staff.**
 - **In response to customers having difficulty finding events, such as LIFE Information for Elders, happening at the Orlando Public Library, Marketing and Public Relations added directional signage from the elevators to the meeting rooms and began using an A-frame outside the front doors to guide people inside for key events such as book sales and the African American Read-In.**
- Explore opportunities to optimize accessibility.
 - **The Accessibility Tool Evaluation Committee convened to begin a comprehensive review of accessibility tools and features available at all library locations. This**

initial meeting focused on outlining the scope of the project and establishing next steps.

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

- Establish best practices to support underserved populations.
 - **Community Engagement received the completed surveys from managers and identified three potential workshop topics, along with managers' preferred methods for sharing the content with their staff. A template for workshop formatting has been created, the content for the first workshop has been finalized, and two social workers are finalizing their scripts before moving into the recording stage.**
 - **A social worker is collaborating with a library worker to develop a public-facing LibGuide to provide staff with reliable, vetted community resource information.**
- 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.
 - **116 OCLS school liaisons are now utilizing the communication tracker to log engagement with partner schools. 41 Orange County Public Schools are responding regularly to liaison communication at this time, as indicated by liaisons using the tracker.**
 - **Youth Services staff completed four scripts using the new template to launch the Next Steps for Teens series: Level Up Through Community Service, Personal Finance, Write a Resume, and Interviewing with Confidence.**
- Support partnerships with health and wellness organizations.
 - **Community Engagement staff brought library events to both Advent Health Children's Hospital and Arnold Palmer Hospital for Children this month. Participants took part in a full day of crafts, games, stories, and family activities inspired by innovators from Black history.**
 - **Community Engagement staff hosted 18 heart health programs in the community this month, reaching more than 420 people through the Libraries with Heart - Blood Pressure Kit checkout program, sponsored by HCA Florida Healthcare.**
 - **Marketing and Public Relations promoted Libraries with Heart programming through Broadcast slides at participating branches, homepage promotion on ocls.org, news media pitches and social media promotions.**
 - **Windermere created a display for heart month with an interactive element where customers could share what makes their heart happy. Staff also created two children's book displays to highlight books we "love" and books that support heart health.**
 - **Eatonville promoted heart month with a book display that included information about Blood Pressure Kits available for checkout. The display also featured marketing materials for both the Eatonville and Washington Parks Spring Cleaning for the Soul events, along with tips for maintaining a healthy heart.**
 - **Washington Park promoted heart health by creating the Give Us Your Heart experience and display for customers. Customers were invited to share a little love by writing down what they love most about Washington Park, what they do to keep their heart healthy, and the title of their favorite book or movie.**
 - **Fairview Shores created a heart month display promoting the collection of wellness-related books.**

- Hiawassee created a display on heart health and healthy aging that highlighted materials focused on heart health and overall wellness for older adults. The display also promoted the blood pressure kits that are available for checkout.
- West Oaks created a heart health awareness display in support of heart month. The display highlighted key information and resources to promote cardiovascular wellness and encourage community members to learn more about heart health.
- North Orange created a heart month display of materials that promote heart-healthy eating and activities.
- South Creek promoted heart health through a dual display featuring both fiction and non-fiction books. This approach highlighted a range of materials to engage customers with heart health-related information and stories.
- Southeast created a wellness display that featured heart-related materials and resources.
- South Trail created a community connect activity for customers to share how they will take care of their heart, a promotion of the blood pressure monitors to check out, and a display showcasing books promoting heart health.
- Southwest created a heart month display with books about heart health, fitness, and heart conscious recipes.

Activity: Explore ways to foster higher engagement rates.

- Focus on connecting with the senior and teenage segments of the community.
 - Multiple branches expanded senior technology programming in February. "Build Your Computer Mouse Skill" and "Build Your Typing Skill" were offered at Fairview Shores, Southwest, Winter Garden, and South Trail branches. Winter Garden and South Trail also offered Spanish-language versions of these classes, as did North Orange and Southeast branches. "Basic Internet Safety" was offered at Windermere, North Orange, and Winter Garden, as well as offsite at the Orlando Women's Work Release Center. "Computer Basics" was offered at Winter Garden and South Trail (in Spanish). "Using Media & AI Literacy Tools" was offered at Eatonville and Winter Garden. Washington Park hosted On-Demand Open Lab sessions for seniors on two Saturday afternoons, and Alafaya held two Open Labs for Seniors. Chickasaw offered a weekly series of beginner-to-intermediate computer classes. West Oaks offered three computer classes. North Orange hosted six total technology classes, including "Device Advice" and a Spanish-language typing class. Winter Garden also offered "Ask a Tech" and "Computer Basics." Adult Services staff additionally provided offsite technology classes twice at the Beardall Senior Center, covering Microsoft Office and basic internet safety, as well as at the Orlando Women's Work Release Center.
 - Several branches hosted wellness and social programming for older adults. Dominoes was offered at both Chickasaw and South Creek. Bingo was offered at Chickasaw, West Oaks, Alafaya, and South Creek. Chair yoga was offered at Windermere. Washington Park hosted "Spring Cleaning for the Soul," which included meditation, positive affirmations, and on-site blood pressure

screenings. Blood pressure monitoring was also a focus at Windermere who hosted "Libraries with Heart: Monitor your Blood Pressure" and Fairview Shores who hosted "Creating a Medical Binder for Seniors — Heart Health". Windermere additionally offered "Cuisine Corner" featuring heart-healthy recipes in recognition of American Heart Month, "Senior Brain Stretch," and "Beginner French for Seniors". Winter Garden hosted one "Senior Brain Stretch." Chickasaw hosted two "Beginner Line Dancing for Heart Health" programs. North Orange hosted a "Tea Social Hour" and weekly yoga. South Creek offered "Loving Healthy Hearts." Hiawassee offered three Valentine's-themed programs: "Valentine's Around the World," "Heart Wreaths," and "Creative Coloring." Eatonville presented "Remembering Motown" as part of its Golden Hour Senior Series. The Southwest Branch hosted "Qigong Movement & Breathing" in January. The South Trail Branch hosted its ongoing "Seniors Kick Back" series, featuring DIY puzzles, a film screening of "In the Heat of the Night" with discussion, and dry point printmaking. The Events Department also partnered with the Smarter Senior Seminar Series to host an informational event at South Trail on senior living choices, presented by a Certified Senior Housing Professional. Southeast offered Crochet Level 1, Crochet Level 2, and Bilingual Bingo. West Oaks hosted DIY greeting card activities. The Community Engagement Department hosted 25 offsite senior events, including crafts, book clubs, book checkouts, and social worker support, and provided interactive storytimes at 12 memory care and assisted living facilities.

- Teen programming spanned arts, recreation, volunteering, and wellness across many branches. Volunteering opportunities were offered at Eatonville, West Oaks, Winter Garden, and Hiawassee. Literary and creative publications were a theme at Alafaya, Southeast, and West Oaks. Art programs included Washington Park's two-part "DIY Clay Hibiscus Flower Tray," and Hiawassee's "Teen Art Adventures: Sew in Love" and "Teen Art Adventures: Doodle Art,". Board games and tabletop programming were offered at South Creek, Fairview Shores, and Chickasaw. Social and special events included the Southwest Branch's "Palentine's Day Party," North Orange's "Teen Cuisine: Dress Up Your Ramen," South Trail's "Teen Takeover" and "The Greatest: Muhammad Ali," Alafaya's "Empowerment & Wellness Session for Teens," and Southeast's "Rebuild Yourself" mental wellness workshop, organized by the Events & Programs Department. Windermere offered "Dungeons & Dragons - Teen One Shot." Marketing and Public Relations conducted a teen photo shoot for Summer at Your Library and produced new teen and senior billboards and print ads under the "One Card, Unlimited Value" brand campaign. Youth Services staff developed the first of 12 scripts for in-person middle school advisory boards.
- Engage customers in library services with system-wide initiatives.
 - The Summer at Your Library one-sheet reading tracker is being translated into Spanish for staff to print on demand. The new reading challenge booklet has been completed and is ready to be ordered. The youth services and community

engagement department heads met to discuss how many of each activity would need to be printed for off-site use.

- In February, the South Creek team began promoting the Summer at Your Library program during scheduled school field trips. Staff used these visits to introduce students, teachers, and parents to upcoming summer activities and encourage participation.
- Alafaya created a SAYL engagement team to brainstorm ways to promote at the branch prior to summer.
- In February, Windermere offered the technology class "Build & Perfect Your Resume" and the program "Improve Your Job Interview Skills."
- South Creek's tech trainer offered two career-support technology classes in February. These sessions focused on building digital skills to support community members' job search and career development.
- In February, Adult Services offered all four classes in the Job Seekers series at the Orlando Public Library.
- Eatonville promoted career-support resources by offering "Search & Apply for Jobs" and "Resume Writing" classes through the Job Seekers Program Track.
- In February, West Oaks offered two classes designed to support job seekers. These classes focused on helping participants build skills and knowledge to improve their employment opportunities.
- The Fairview Shores branch Librarian hosted a program supporting career-support resources, "Job Seekers Spotlight: LearningExpress Library." The Fairview Shores Branch Technology Trainer offered three career resource classes, including "Improve Your Job Interview Skills" and "Open Lab- Resume Writing."
- On February 18th, the Southwest Branch hosted "Prepare for Your Job Search" and "Open Lab - Job Seekers," which allowed customers to ask questions about resume preparation and meet with the Southwest Technology Trainer to learn tips and tricks for their job search.
- The South Trail Branch offered "Prepare for Your Job Search", "Build & Perfect Your Resume," "Search & Apply for Jobs", and "Improve Your Job Interview Skills" as part of the Job Seekers Series.
- The Southeast branch hosted two resume-focused programs, "Build and Perfect Your Resume," followed by "Spotlight: Resume Maker."
- The LEGO drive concluded, and several locations received no bricks. Youth services sent out a spreadsheet to gather information on the success of the LEGO drive and to determine whether any locations need baseplates. The LEGO Day of Training was successfully hosted for staff on February 5, 2026.
- Windermere offered 9 LEGO programs and classes in February, including 3 "LEGO Club" programs.
- South Creek hosted two "LEGO Spike" classes and a "LEGO Club" program, providing hands-on learning and creative activities for youth. Staff also hosted an adult LEGO program that supported lifelong learning through STEM-focused play. Two team members from South Creek volunteered to attend and assist with the LEGOpalooza event at OPL.

- Eatonville hosted its monthly after-school "LEGO Club," and offered two sessions of "LEGO Spike Prime" technology classes.
- The Fairview Shores Branch posted the "LEGOpalooza" promotional flyer and bookmarks to increase customer awareness.
- The Fairview Shores Branch hosted four scheduled "LEGO Education Spike Prime" classes and one "LEGO Club" program. In addition, they promoted the system-wide LEGO Donation Drive using resources provided by Youth Services.
- West Oaks hosted four "LEGO Spike" classes for children and held one "LEGO Club" session. These programs provided hands-on learning opportunities and encouraged creativity, problem-solving, and collaboration among participants.
- Alafaya hosted 12 LEGO classes and programs in February, including "LEGO Education Spike Prime" classes.
- In February, Southwest hosted its weekly "LEGO Club," where attendees had fun using their imaginations to build their own LEGO creations.
- The Southwest Branch hosted two "LEGO Education Spike" classes in February, where attendees built and programmed machines with LEGO.
- Hiawassee hosted the "LEGO Education Spike Essentials: Great Adventures" program for children, using the template provided by Youth Services to ensure consistent delivery with system-wide standards and to support engaging, hands-on learning for participants. In addition to this program, Hiawassee also conducted a LEGO Club event during the month.
- The North Orange Branch hosted two "LEGO Education Spike: Essentials" classes for kids.
- The Winter Garden Branch hosted a biweekly "LEGO Club" and offered two "LEGO Spike" classes.
- The South Trail Branch presented "LEGO Club" and "LEGO Education Spike Essentials," in which participants used their imaginations to build unique designs.
- The South Trail Branch promoted LEGOpalooza during "LEGO Club" and "LEGO Spike Essentials" and displayed them throughout the branch.
- Southeast hosted two "LEGO Spike: Great Adventures" classes. These programs provided hands-on learning experiences that combined creativity, problem-solving, and basic engineering concepts for participating children.
- The Acquisitions team posted a carousel in OverDrive for the "African American Read-In," which generated 247 checkouts.
- Acquisitions worked with Chickasaw and Southwest to roll out the first Book Club Sets for "The Spy Coast" by Tess Gerritsen ahead of the Southwest Author Series.
- The new tracker for 1000 Books Before Kindergarten was approved, printed, received, and is being sent to the branches.
- West Oaks promoted the Finding a Literary Agent program and the Southwest Author Series. The West Oaks librarian joined the Adult Book List Committee and was actively reviewing titles to contribute to the Best of 2026 booklist.
- In conjunction with the 36th Annual National African American Read-In, the Events and Programs Department hosted the African American Read-In in the

Melrose Center with 120 customers, celebrating African American literature through poetry, stories, and songs.

- **The Events Department hosted the “OCLS Writer’s Conference,” with attendees participating in virtual workshops focused on helping writers reach their writing and publishing goals.**
- **In conjunction with the 36th Annual National African American Read-In, the Events and Programs Department hosted the African American Read-In in the Melrose Center, celebrating African American literature through poetry, stories, and songs.**
- **The Southwest branch promoted the Southwest Author Series featuring author Tess Gerritsen through flyers and bookmarks.**
- **Several members of the Southwest Branch are serving on the Best Books List Committee for 2026, contributing to the selection of books that spark deeper literary discovery among customers.**
- **The Southwest Branch created a very popular display for the African American Read-In, displaying books written by and about African Americans.**
- **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.**
- **Winter Garden hosted a display promoting the Southwest Author Series featuring author Tess Gerritsen.**
- **The South Trail Branch promoted 1000 Books Before Kindergarten during the weekly "Family Play and Connect" event, sharing reading trackers with guardians.**
- **The South Trail Branch librarian is contributing to the Best of Book List in both the youth and adult lists.**
- **The Southeast librarian participated in the Best Books 2026 list initiative and contributed to the America 250 list reading selection. These activities supported collection development and reader engagement by identifying and promoting high-quality titles for future programming and community reading opportunities.**
- **Melrose Audio Instructors installed a new analog mixer console, an analog harmonic EQ, and a Softube plug-in in the Audio Studio control room, increasing resources for users and allowing for new audio mastering classes to be introduced.**
- **The Broadcast system was launched on six televisions at the Orlando Public Library. Two displays experienced uptime issues due to limitations in the televisions’ native web browsers, prompting troubleshooting and evaluation of alternatives, including using external devices to improve reliability. Branch staff training has been rescheduled to occur closer to implementation at their respective locations to ensure timely and effective instruction.**
- **MPR created program and service-related screens for use on Communico Broadcast, including Libraries with Heart, Storytimes, location hours, and Book Drop locations. MPR provided support to IT D&D with floor map graphics and general feedback on shows.**

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 team met with the Grants Specialist to review a potential application for Local Wanderer funding.**
 - **The Development Manager secured a \$50,000 commitment from Window World of Central Florida to support Summer at Your Library 2026 and contacted staff at the Central Florida Foundation to explore additional funding opportunities.**
 - **The Grants Specialist is preparing two grants for OCLS, has finalized a grants process for staff that will be shared in March, and has updated permissions and contact information on the Grants Wiki to reflect the new role.**

- Raise the library's visibility through networking and community building.
 - **A member of the Melrose Video Production Team represented Orange County Library System at the Film Florida Committee & Council Meeting, connecting with the state's main screen production organization, which has pledged to support film festivals for its members in the coming year. Another team member served on the advisory board for the Digital Cinema Production program at Orange Technical College, South Campus, offering industry insight.**
 - **Youth Services staff represented OCLS at Leadership Orange and the Florida Library Youth Program meetings, strengthening ties with local youth-serving organizations.**
 - **The Chickasaw Branch partnered with the Korean Art Group to display 12 art pieces throughout the branch, highlighting Korean culture and celebrating the Lunar New Year.**
 - **South Creek's Customer Service Lead presented at Southwood Elementary School about available library resources, strengthening the library's connection with the school community and increasing awareness of services among students and staff.**
 - **Alafaya staff attended STEAM Night at Avalon Elementary and the monthly community partners event at the East Orange Community Center to promote library services and programs.**
 - **The Fairview Shores manager attended the Lee Road Safe Neighborhood meeting and shared library resources and upcoming events, while the assistant manager attended International Night at Lakemont Elementary School on February 24 and shared library resources with 165 children and their families.**
 - **The Eatonville manager met weekly with a team from Orlando Shakes to plan a collaborative program focused on Zora Neale Hurston's "Their Eyes Were Watching God."**
 - **A West Oaks librarian attended the monthly Citrus School meeting to review the school improvement plan and promote library events, and the West Oaks Genealogy Specialist presented on the Adams-Onís Treaty of 1819 and the**

America 250 commemoration at the Winter Garden Daughters of the American Revolution Chapter meeting, highlighting related library initiatives.

- **The Development Manager attended the second session of Connect DTO to network with sports and entertainment leaders in downtown Orlando, while the Volunteer Coordinator & Retail Specialist registered for the Florida Library Association conference to connect with other volunteer coordinators and learn best practices to strengthen OCLS volunteer programs.**
- **Adult Services staff participated in several February networking events, including Orlando 1 Million Cups, Orlando Remembered, and the College Park Historical Society, and attended the Mayor's Committee on Livability & Healthy Aging bi-monthly meeting to share information about activities and resources for seniors.**
- **The South Trail Branch Manager attended the monthly Orange Blossom Trail Safety Task Force and Orange Blossom Trail Development Board meetings, engaging with community representatives and OBT Next staff.**
- **Fairview Shores staff attended Literacy Night events at Lake Weston Elementary and Lockhart Elementary, where 84 attendees learned about library services and completed a take-home craft activity.**
- **Marketing and Public Relations arranged an interview with Orange County Parks and Recreation tied to their participation in the February LIFE on the Big Screen program, highlighting how libraries and parks work together and the benefits they provide.**
- **The Marketing and Public Relations team scheduled the Library Director to meet with all members of the OCLS Governing Board to review the 2026–2027 annual budget proposal, and the Library Director, Assistant Director, and Chief Marketing and Public Relations Officer attended a networking event at the Gray Robinson law firm.**
- **Marketing and Public Relations attended the February Orange County Communicators meeting, where they distributed library collateral, updated the group on library events, and coordinated with the County to be included in asset distribution for the county rebrand.**

GOAL: BE FORWARD-THINKING

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

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

- Evaluate existing and new opportunities for services and resources.
 - **IT Services distributed surveys to all departments and locations to gather feedback on the software suites provided to staff. Follow-up interviews are now underway to clarify survey responses and address additional questions. This process will help guide decisions as software offerings continue to be evaluated and improved.**
- Evaluate and improve current data collection.
 - **Data & User Services is collecting information from Marketing and Public Relations and other stakeholders to plan a LibInsight dashboard that tracks marketing KPIs.**
- Create a Master Plan.
 - **The Master Plan consultants visited OCLS in February and presented at the managers' meeting and to the Board of Trustees. They sent requests for information and statistics, which OCLS staff compiled and returned. They also submitted an initial staff survey for approval. A kick-off meeting has been scheduled in March with Bureau Veritas, the consultants responsible for the Facility Condition Assessment.**

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.
 - **Data & User Services has completed the final draft of the new survey for classes and events. The survey is designed to gather consistent, actionable feedback that will help measure outcomes, assess impact, and inform future planning. The survey was presented to the Chief of Lifelong Learning for review.**

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

- Evaluate and update customer satisfaction measurement tools.
 - **Internal reports have been created in the ticket system to showcase metrics for each department and location. These reports will help managers see tickets still needing attention, overall IT assistance provided to the location, and trends in the category of tickets they are opening.**

- Explore innovative technologies, ideas and procedures to enhance the customer experience.
 - **The catalog transitioned from WebPAC to Aspen Discovery on February 10. Data & User Services is collecting feedback from users to assess their experience with Aspen Discovery and to identify any needed adjustments or improvements.**

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.
 - **Eatonville Customer Service Tech trained the team on how to submit Staff Picks to encourage staff participation in the initiative to share staff-created book reviews with library customers.**
 - **The West Oaks librarian provided training and guidance on using Novelist Plus during a team huddle meeting. This session helped staff become more familiar with the resource and better prepared to support customers in using it.**
 - **Adult Services met with the Training Department to discuss topics for the development of training opportunities on OCLS resources for staff. Talking Books will be the first topic that will be developed and shared with staff.**

- Support opportunities for cross-departmental/branch experiences.
 - **Youth Services staff hosted Summer at Your Library training for managers and all staff in February, informing them of upcoming changes and reinforcing the importance of the reading challenge to prevent summer slide. Youth Services staff made an announcement calling for volunteers for the Best Books committees for both adults and children.**
 - **Acquisitions ordered five new Book Club Sets to support America 250 Themed Book Clubs throughout the system.**
 - **CED hosted a training session for new Horizon West staff and a newly onboarded manager, introducing them to best practices for tabling outreach and the full range of tools and resources available to support successful off-site engagement.**

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

- Create a Technology Plan.
 - **No new activity to report.**

Activity: Prioritize employee engagement and well-being.

- Explore meaningful ways to celebrate employee contributions.
 - **In February, the Customer Service Department created a monthly recognition board, "Love Your Library, Love Your Heart," to celebrate staff, highlight titles honoring Black History Month, and promote heart-related library resources. Staff participated by submitting kudos through a Microsoft Form and by sharing resources on pink heart cutouts displayed on the board.**
 - **West Oaks staff continued to contribute gold stars to a recognition board, acknowledging and celebrating outstanding internal customer service provided by their coworkers.**
 - **Hiawassee updated the monthly board with the latest Mystery Shopper score and included recognition of staff achievements. This ensured that performance results and staff contributions were clearly communicated and visible to staff.**
 - **The Southwest Branch continued its employee of the month recognition program and its Kudos board where staff can write positive notes about each other.**
 - **The South Trail staff updated the staff bulletin board with staff recognition, staff shout outs, passive team building activities, and a question of the week.**
 - **Throughout the month, Southeast staff were recognized for their accomplishments on the dedicated recognition board in the workroom. A special acknowledgment highlighted a team member who successfully stepped in to host two children's programs when the Youth Program Specialist was unexpectedly out and also covered two English language classes when the ESOL Instructor was absent, ensuring continuity of service for families and students. In addition, positive feedback from customer satisfaction surveys was posted on the board, showcasing staff contributions and reinforcing a strong culture of appreciation and teamwork.**

- Support staff in building connections locally and throughout the system.
 - **No new activity to report.**

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

**Action Items:
Consent Agenda**

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

**Action Items:
Non-Consent Agenda**

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 26-047**

RESOLUTION TO HONOR ELIZABETH (LIZ) POWELL UPON HER RETIREMENT

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

PRESENT:

ABSENT:

The Board Resolves:

1. Whereas Liz Powell has dedicated 57 years working with the Orange County Library System and has continuously embodied the values of the System: Creativity, Integrity, Respect, Collaboration, Learning, Excellence and Service;
2. Whereas Liz Powell served in several capacities and departments since 1968, with the latest being Branch Customer Service Associate at the South Trail Branch;
3. Whereas Liz Powell consistently strived to provide excellent customer service to all internal and external customers;
4. Whereas Liz Powell rarely missed a shift unexpected in her 57 years;
5. Whereas Liz Powell had only been late to work once and only then because the bus broke down;
6. Whereas Liz Powell has adapted to and grown with all the changes at OCLS;
7. Whereas Liz Powell demonstrated the library purpose of enriching lives through experiences and opportunities to learn, grow, and connect;
8. Whereas her dedication and years of service to the System are unparalleled and might never be duplicated;

Now be it resolved that the Orange County Library System Board of Trustees publicly recognizes, honors, thanks, and congratulates Elizabeth Powell for her excellent and steadfast service to the Orange County Library System. The Board wishes her well upon her retirement and the next chapter in her life.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

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

**Resolution to Honor Elizabeth
Powell Upon Her Retirement**

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

**Discussion & Possible
Action Items**

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

Information

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

**Director's Evaluation:
1st Quarter Update**

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

Director's Report

Director's Report for March 2025 Board Meeting

Summer Reading Support

Window World of Central Florida has pledged to support the library's annual Summer at Your Library program with a donation of \$50,000. The funds will be used to provide prizes and incentives for kids who participate in our annual reading challenge. This will be Window World's sixth year of sponsoring Summer at Your Library, and the company's combined donations to OCLS total \$300,000.

Bookmobile Update

We are preparing for the arrival of our Bookmobile at the end of this month. OCLS hasn't had a bookmobile on the road since the 1970s, when home delivery was introduced and the last bookmobile was retired. As the County has grown, we've had many requests for service in areas where transportation challenges make library access limited. The bookmobile will bring library materials, events, classes, WiFi and other services to communities, helping us bridge that access gap. We are planning a ribbon cutting for the bookmobile on April 29 on the front lawn of the Dr. Phillips Center for the Performing Arts.

Targeted Marketing

In addition to digital and streaming ads targeting seniors and teens, our Marketing and Public Relations Department has launched a direct mail campaign to households with addresses not linked to an OCLS library card. The mailers, which promote library card signups, were sent to 1,100 households in the area around the Hiawassee Branch. Because a larger number of Haitian Creole speakers live in the area, the mailer is bilingual. We are also working with the Sentinel to do a companion digital ad campaign targeting the same area to amplify the library card signup message. When we have data about how much interest the mailer generated, we will use that to plan our next direct-mail campaign focused on another branch location.

App

The OCLS app had more than 34,000 downloads by the end of February.

February Event Highlights

African American Read-In: February 15, more than 120 people visited the Melrose Center for a celebration of art and literature by African American creators. This year's event took a slightly different approach than in previous years, focusing more on youth and children's literature.

Orlando Game Jam: February 19-22, 46 participants created games in the Melrose Center. On Sunday at the Melrose Gaming Expo, the public was invited to play the games and vote for a winner. More than 240 people attended the Expo. This collaborative, community-driven event brings together creators and residents in a shared, participatory experience. Our video this evening is an interview with WESH Sunrise about the event, featuring Melrose Center Senior Digital Media Design Instructor Juan Rivera. <https://www.wesh.com/article/orlando-game-jam-orlando-gaming-expo-feb-19-22/70327465>

Director's Report for March 2025 Board Meeting

Upcoming dates

March 16-21: Renaissance Fairview, a week of Renaissance Faire-themed programs at Fairview Shores Branch

March 29: LEGOpalooza 2026 at Orlando Public Library, Melrose Center

April 24: Southwest Author Series featuring Tess Gerritsen at Southwest Branch

April 29: Bookmobile Ribbon Cutting at Dr. Phillips Center for the Performing Arts.

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

**Public Comment:
Non-Agenda Items**