

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

Board Packet for June 2026



June 5, 2026

To: Crockett Bohannon, President
Nicole Benjamin, Vice President
Ashley Cisneros Mejia, Trustee
Venessa Tomlin, Trustee
Sharon Smoley, 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 June 11, 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

June 11, 2026 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

- 26-080 I. Call to Order
- 26-081 II. Public Comment Policy & Procedures
- 26-082 III. Approval of Minutes:
- Library Board of Trustees Meeting: May 14, 2026
 - Finance Committee Meeting: May 14, 2026
 - Finance Committee Meeting: June 1, 2026
- 26-083 IV. Staff Presentation: Melrose Center Golden Brick Award: Stephanie Lum & Juan Rivera
- 26-084 V. Financial Statements and Summaries: May 2026: Kris Shoemaker
- 26-085 VI. Dashboard: May 2026: Sara Gonzalez
- 26-086 Annual Plan Update: May 2026: Sara Gonzalez
- 26-087 VII. Action Items: Consent Agenda
- 26-088 VIII. Action Items: Non-Consent Agenda
- 26-089 IX. Discussion and Possible Action Items
- 26-090 X. Finance Committee Meeting
- 26-091 XI. Information
- 26-092 Director's Report
- 26-093 Public Comment: Non-Agenda Items
- XII. Adjournment

Next Meeting Dates:

July 9, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801.

August 13, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801.

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

La Sección 286.0105 de los Estatutos de la Florida establece que si una persona decide apelar cualquier decisión tomada por una junta, agencia o comisión con respecto a cualquier asunto considerado en una reunión o audiencia, necesitará un registro de los procedimientos y que, para tal

fin, es posible que deba asegurarse de que se haga un registro literal de los procedimientos. cuyo expediente incluye los testimonios y las pruebas en que se basará la apelación.

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

Orange County does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or family status. Those with questions or concerns about nondiscrimination, those requiring special assistance under the Americans with Disabilities Act (ADA), and those requiring language assistance (free of charge) should contact the Title VI/Nondiscrimination Coordinator at access@ocfl.net or by calling 3-1-1 (407-836-3111). If you are hearing or speech impaired, you may reach the phone numbers above by dialing 711.

El Condado de Orange no discrimina por motivos de raza, color, origen nacional, sexo, edad, religión, discapacidad o situación familiar. Aquellos que tengan preguntas o inquietudes sobre la no discriminación, aquellos que requieran asistencia especial según la Ley de Estadounidenses con Discapacidades (ADA) y aquellos que requieran asistencia lingüística (gratuita) deben comunicarse con el Coordinador de No Discriminación/Título VI en access@ocfl.net o llamando 3-1-1 (407-836-3111).

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, 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
June 11, 2026**

Call to Order

**Orange County Library System
Board of Trustees Meeting
June 11, 2026**

Public Comment Policy

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

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

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

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

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

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

Meetings:

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

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

Conduct of Meetings:

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

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

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

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

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

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

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

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

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

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

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

**Orange County Library System
Board of Trustees Meeting
June 11, 2026**

Approval of Minutes

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

May 14, 2026 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (5/0); Venessa Tomlin (5/1);
Sharon Smoley (5/1)

Library Board Absent: Nicole Benjamin (7/3 – City);
Ashley Cisneros Mejia (7/2 – City)

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

Administration Absent: Danielle King

- 26-068 I. Call to Order**
President Bohannon called the meeting to order at 6:02 p.m.
- 26-069 II. Public Comment Policy & Procedures**
- 26-070 III. Approval of Minutes:**
- **Personnel Committee Meeting: April 7, 2026**
 - **Library Board of Trustees Meeting: April 9, 2026**
 - **Personnel Committee Meeting: April 17, 2026**
 - **Finance Committee Meeting: May 4, 2026**
- Trustee Smoley, seconded by Trustee Tomlin, moved to approve the minutes.
Motion carried 3-0.
- 26-071 IV. Staff Presentation: Bookmobile, Horizon West and Lake Nona Update: Bethany Stone**
COO Stone briefed the Board with project updates and reported that plans are underway for forthcoming grand opening events.
- 26-072 V. Financial Statements and Summaries: April 2026 ~ Kris Shoemaker**
CFO Shoemaker briefed the Board on the current state of revenues, expenditures and project budgets.
- 26-073 VI. Dashboard: April 2026: Leasha Tavernier**
Chief of Neighborhood Services Tavernier gave the Board an overview of the April statistics. She reported that checkouts were up 3% over last April and the trend of digital item circulation continues to grow. Digital checkouts were up 12% over last April with over 376,000 items used.

She reported that events and class attendance was up by 6% with 2,000 more attendees at events over last April. While fewer events were offered, the difference is nominal. Fifteen fewer events were provided this April and those are accounted for by the April 25th closure at OPL due to the Puerto Rican Parade and Festival. For context, a typical day of events and classes at OPL is over 15, so these would have been more without the closure. Overall, achieving

a 6% increase in attendance despite a slight decrease in offerings is a very positive outcome.

In the spotlight this month is offsite contacts. Both website visits and Questline interactions are down, and this is not unexpected in these areas with the rollout of the OCLS app since the app is now another way for customers to interact with library services. Speaking of the app, more people are discovering it with 1,113 apple downloads and 367 android downloads in April.

There are two customer comments to share this month. The first is from customer Grace G., *Dear Librarians, Thank you so much for everything you do! I am so grateful for all of the OCLS Services, but especially book delivery, Libby, and Hoopla! I saved over \$1,500 last year and over \$600 this year vs buying new. Thank you!* The second comment comes from radio station XL106.7, the hosts were celebrating 407 Day and read comments sent to the station. One comment was *Orlando has the best library system in the country.*

- 26-074 Annual Plan Update: April 2026: Leasha Tavernier**
CNS Tavernier highlighted an event under the primary goal of *Be Connected*: The library launched the annual Friends of the Library Head Start Book giveaway event, visiting 26 locations to provide books and storytime sessions to 1,815 children enrolled in Head Start.
- 26-075 VII. Action Items: Consent Agenda**
Trustee Tomlin, seconded by Trustee Smoley, moved to approve the items on the Consent Agenda. Motion carried 3-0.
- 26-076 South Trail Branch Lease Extension: Leasha Tavernier**
The Board approved the terms of the fourth amendment to the lease agreement with Orange Blossom Associates, LLC., and authorized staff to execute the fourth amendment to the lease agreement with Orange Blossom and Associates, LLC.
- 26-077 Lake Nona Furniture Purchase: Bethany Stone**
The Board authorized staff to execute a contract with BOS for \$466,385.87, and approved the project budget of \$499,032.87, which includes a \$32,647 contingency.
- 26-078 VIII. Action Items: Non-Consent Agenda**
- 26-079 IX. Discussion and Possible Action Items**
- 26-080 PROPOSED Orange County Library District Budget FY 2026-2027: Steve Powell**
Director Powell gave the Board a thorough review of the proposed budget for the FY 2026 – 2027. Trustee Smoley asked that the Finance Committee be included in next year’s timeline.
- 26-081 Finance Committee Formation**
The Board adjourned the meeting at 6:55 p.m. and convened as the Finance Committee. Trustee Smoley, seconded by Trustee Tomlin, moved to approve the virtual and in-person Finance Committee meeting schedules. Motion carried 3-0.

Trustee Smoley, seconded by Trustee Tomlin, moved to nominate President Bohannon as the Finance Committee chair. Motion carried 3-0. The Finance Committee meeting was adjourned at 7:04 p.m.

The May Board meeting was reconvened at 7:04 p.m.

26-082

X. Information

26-083

Director's Report Master Plan Survey Update

Staff recently met with the consultants supporting the Master Planning project to review preliminary survey data. Participation exceeded expectations, with more than 6,000 online responses, over 180 staff surveys completed, and around 350 in-person responses at events.

Notable Recognitions

OCLS received several recognitions this past month:

- The Florida Library Association (FLA), selected Fairview Shores Branch Librarian Ashton Maggard as the recipient of the 2026 Outstanding New Librarian Award.
- Maria Guerrero, board member of the Friends of the Orange County Library System, was named FLA's Outstanding Citizen for her dedicated support of OCLS. She has dedicated over 15 years championing the Orange County Library System as a Friends of the Library board member and arts advocate.
- Melrose Center received a Golden Brick Award in the Technology and Innovation category from the Downtown Orlando Partnership for the 2025 Orlando Game Jam.

April Event Highlights

- Southwest Author Series: More than 150 attendees heard author Tess Gerritson speak at the Southwest Branch.
- Battle of the Books: Over 140 students who read Sunshine State Young Readers Award titles participated in this lively literary competition at Orlando Public Library.
- The Story Beneath the Story: This virtual program with author Janice Hardy attracted more than 125 attendees and focused on using dialogue to reveal hidden character motives.

Upcoming Dates

- June 1: Summer at Your Library begins
- June 11–12: Southern Fried Poetry Slam events at Melrose Conference Room and Orlando Public Library third-floor meeting rooms

App Engagement

There have been more than 37,000 app downloads to date.

Community Engagement

On April 11, Horizon West Branch Manager Lelia Higgins represented OCLS at the American Heart Association's Orlando Heart Ball. Her participation reflects the ongoing partnership between OCLS and the AHA.

User Impact Story

The Marketing and Public Relations Department has been looking for unique stories that highlight the unexpected value that customers find at the library.

[Here](#) is a video featuring Breanna Covington, a WWE wrestler who also goes by the name Layla Diggs. She uses the sewing studios to make her costumes.

26-084

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

Trustee Tomlin, seconded by Trustee Smoley, moved to adjourn the meeting. Motion carried 3-0. President Bohannon adjourned the meeting at 7:08 p.m.

Next Meeting Dates:

June 11, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801;

July 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.

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

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

Orange County does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or family status. Those with questions or concerns about nondiscrimination, those requiring special assistance under the Americans with Disabilities Act (ADA), and those requiring language assistance (free of charge) should contact the Title VI/Nondiscrimination Coordinator at access@ocfl.net or by calling 3-1-1 (407-836-3111). If you are hearing or speech impaired, you may reach the phone numbers above by dialing 711.

El Condado de Orange no discrimina por motivos de raza, color, origen nacional, sexo, edad, religión, discapacidad o situación familiar. Aquellos que tengan preguntas o inquietudes sobre la no discriminación, aquellos que requieran asistencia especial según la Ley de Estadounidenses con Discapacidades (ADA) y aquellos que requieran asistencia lingüística (gratuita) deben comunicarse con el Coordinador de No Discriminación/Título VI en access@ocfl.net o llamando 3-1-1 (407-836-3111).

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, 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.

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

Finance Committee Meeting ~ In-Person
May 14, 2026 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon; Venessa Tomlin; Sharon Smoley

Library Board Absent: Nicole Benjamin; Ashley Cisneros Mejia

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

Administration Absent: Danielle King

Call to Order

The Finance Committee meeting was called to order at 6:55 p.m.

Trustee Smoley, seconded by Trustee Tomlin, moved to approve the virtual and in-person Finance Committee meeting schedules. Motion carried 3-0.

Trustee Smoley, seconded by Trustee Tomlin, moved to nominate President Bohannon as the Finance Committee chair. Motion carried 3-0.

Adjournment

The Finance Committee meeting was adjourned at 7:04 p.m.

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

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

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

Orange County does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or family status. Those with questions or concerns about nondiscrimination, those requiring special assistance under the Americans with Disabilities Act (ADA), and those requiring language assistance (free of charge) should contact the Title VI/Nondiscrimination Coordinator at access@ocfl.net or by calling 3-1-1 (407-836-3111). If you are hearing or speech impaired, you may reach the phone numbers above by dialing 711.

El Condado de Orange no discrimina por motivos de raza, color, origen nacional, sexo, edad, religión, discapacidad o situación familiar. Aquellos que tengan preguntas o inquietudes sobre la no discriminación, aquellos que requieran asistencia especial según la Ley de Estadounidenses con Discapacidades (ADA) y aquellos que requieran asistencia lingüística (gratuita) deben comunicarse con el Coordinador de No Discriminación/Título VI en access@ocfl.net o llamando 3-1-1 (407-836-3111).

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, relijyon, andikap oswa sityasyon 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.

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 or by calling 3-1-1 (407-836-3111). If you are hearing or speech impaired, you may reach the phone numbers above by dialing 711.

El Condado de Orange no discrimina por motivos de raza, color, origen nacional, sexo, edad, religión, discapacidad o situación familiar. Aquellos que tengan preguntas o inquietudes sobre la no discriminación, aquellos que requieran asistencia especial según la Ley de Estadounidenses con Discapacidades (ADA) y aquellos que requieran asistencia lingüística (gratuita) deben comunicarse con el Coordinador de No Discriminación/Título VI en access@ocfl.net o llamando 3-1-1 (407-836-3111).

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, relijyon, andikap oswa sitiyasyon 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
June 11, 2026**

Staff Presentation

**Orange County Library System
Board of Trustees Meeting
June 11, 2026**

**Financial Statements
& Summaries**

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

Project Summaries:

Horizon West Branch Library: Project-to-date costs are \$20,673,386 or 75.8% of the \$27,275,000 approved project budget.

Lake Nona Branch Library: Project-to-date costs are \$1,829,327 or 7.1% 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.

Bookmobile Leased Space Renovation: Project-to-date costs are \$448,148 or 85.5% of the \$524,250 approved project budget. The project is complete.

Operating Fund Revenue & Expenditure Summaries:

Revenues:

Ad Valorem Taxes:

The Library budgeted \$78,800,000 for Ad Valorem Taxes in FY 2025-26 based on property tax values, a millage rate of 0.3748, and a 5% statutory deduction. During FY 2025-26, we received \$71,567,960 or 90.8% 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 May, we received \$199,985 or 133.3% of budgeted revenue.

Meeting Rooms:

The Library budgeted \$30,000 for meeting room revenues for FY 2025-26. Through May, we received \$36,957 or 123.2% of budgeted revenues.

Faxes:

The Library budgeted \$15,000 for fax revenue and has received \$17,156 or 114.4%, year-to-date.

Copy and Prints:

The Library budgeted \$190,000 for these services in FY 2025-26. We received \$180,311 or 94.9% of budget through May.

Passport Facility & Photo Fees:

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2025-26. Through May, we received \$17,426 or 145.2% of budgeted revenues.

Other:

The Library budgeted \$1,000 for other revenue for FY 2025-26. Through May, we have received \$10,264 or 1,026.4% of budgeted Revenues. This includes \$10,104 from the Nicholas Sparks event, which will be reserved for future author events.

Fees and Lost Materials:

Revenues from Fees and Lost Materials through May are \$54,010 or 112.5% of budget.

Investment Earnings:

The Library budgeted \$1,176,500 for investment earnings for FY 2025-26. Through May, we received \$1,344,928 or 114.3% of budgeted revenues. Note: As of the time of these reports, we have not received our May interest-earning statements.

Contributions-Friends of The Library:

Through May, we have received \$127,437 or 254.9% of the budget. In addition to their monthly contribution, the Friends provided \$30,000 towards the development of the OCLS APP and \$42,556 from the Roger Pharr Endowment Fund to sponsor the Nicholas Sparks Event.

Contributions-Other:

Through May, we have received \$137,026 or 274.1% of the budget. Note: \$75,791 of which was from the Estate of Daniel Tucheck and \$50,000 from Window World for their SAYL sponsorship.

Internet Rebate:

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

Miscellaneous:

Through May, we have received \$28,583 or 81.7% 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 \$1,000,000 or 51.3% of budget. This is in line with the estimated FY 2025-26 contribution.

Workers' Compensation:

The Worker's Compensation Expenditures are \$126,944 or 56.4% of budget.

Unemployment Compensation:

The Unemployment Compensation Expenditures are \$489 or 0.7% of budget.

Delivery & Postage:

The Delivery and Postage Expenditures are at 57.4% of the budget, which is in line with anticipated spending thus far in the year.

Insurance:

The Insurance Expenditures are at 49.1% of budget.

Property Appraiser Fees:

The expenditures in this category are at 101.9% of budget. These fees are paid in advance and this is the total cost for the fiscal year.

Supplies – Hardware/Software:

The expenditures in this category are at 4.3% 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 \$279,272 or 40.5% of budget. This account is for any supplies used for programming, mainly Summer at Your Library and Community Engagement.

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 \$2,151,257 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 5-31-2026

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	50,873	\$ 1,493,241	(\$61,703)
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	1,760	\$ 154,687	(\$1,345,313)
Construction	H.J. High	18,300,000	\$ -	18,300,000	-	-	412,550	11,270,842	5,274,207	\$ 16,957,598	(\$1,342,402)
Threshold & Other Testing	Ardaman & Assoc	150,000	\$ -	150,000	-	-	-	54,243	2,550	\$ 56,792	(\$93,208)
FF & E	CDS & Others	1,752,095	\$ -	1,752,095	-	-	-	187,868	152,441	\$ 340,309	(\$1,411,786)
Opening Day Collection	B&T/Ingram/Others	1,250,000	\$ -	1,250,000	-	-	-	754,901	69,997	\$ 824,898	(\$425,102)
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	\$5,551,827	\$20,673,386	(\$6,601,614)
Percent Spent					1.16%	2.18%	6.27%	45.83%	20.36%	75.80%	

Lake Nona Project Budget
Expenditures As of 5-31-2026

<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	-	-	-	-	129,935	129,935	(\$1,670,065)
Opening Day Collection	Baker & Taylor	1,250,000	-	1,250,000	-	-	-	458,029	57,081	515,111	(\$734,889)
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	\$187,017	\$1,085,046	(\$4,696,090)
Total Project Costs		\$25,965,000	\$ -	\$25,965,000	\$440,000	\$255,247	\$489,034	\$458,029	\$187,017	\$1,829,327	(\$24,135,673)
Percent Spent					1.69%	0.98%	1.88%	1.76%	0.72%	7.05%	

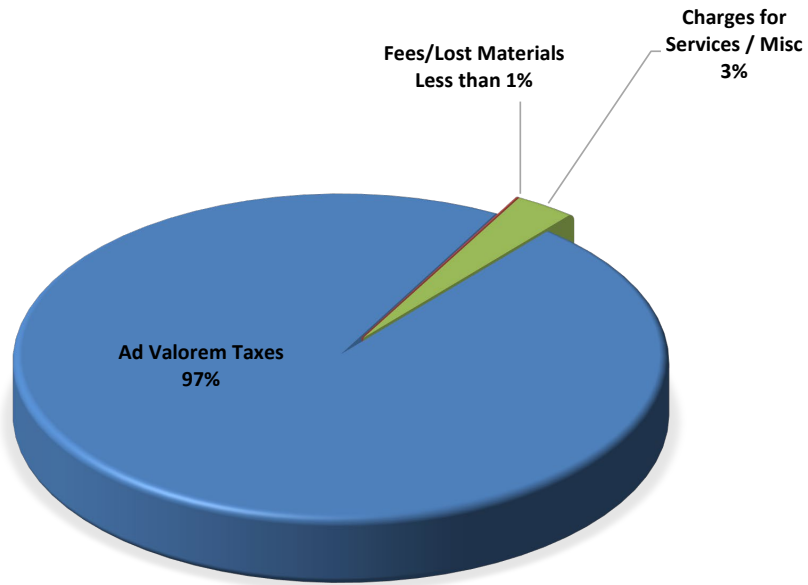
Bookmobile Lease Space Renovation Project

Expenditures As of 5-31-2026

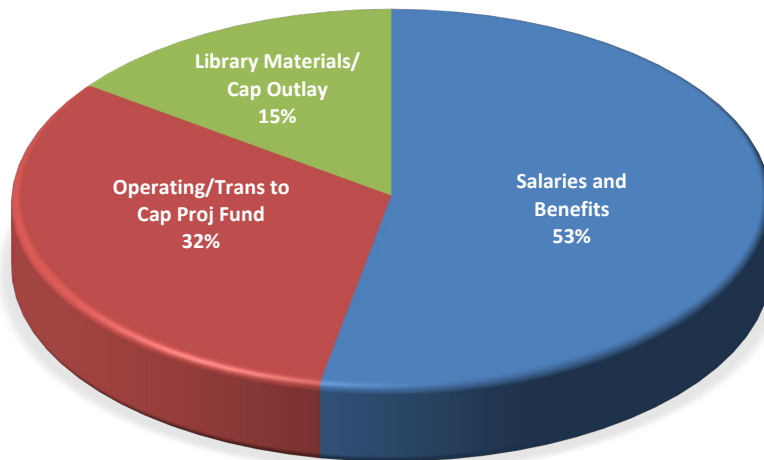
	<u>Original Budget</u>	<u>Change Order</u>	<u>Revised Budget</u>	<u>FY 25 Actual</u>	<u>FY 26 Actual</u>	<u>Total Actual</u>	<u>Variance</u>
<u>Project Code 25-013</u>							
Song & Associates	\$ 60,775	\$ -	\$ 60,775	\$ 9,618	\$ 44,849	\$ 54,467	\$ (6,308)
Ruby Builders	389,178	-	389,178	-	390,051	390,051	873
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	\$ 437,854	\$ 448,148	(\$76,102)
Percent Spent				1.96%	83.52%	85.48%	

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Eight Months Ended May 31, 2026

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Eight Months Ended May 31, 2026**

	ANNUAL BUDGET	YTD ACTUAL	(8 months= 66.7%)
AD VALOREM TAXES	78,800,000	71,567,960	90.8%
INTERGOVERNMENTAL			
Federal & State Grants	500,000	-	0.0%
CHARGES FOR SERVICES			
Fee Cards	150,000	199,985	133.3%
PC Express (\$1 for 1 hour)	1,000	2,455	245.5%
Classes	300	230	76.7%
Meeting Rooms	30,000	36,957	123.2%
Faxes	15,000	17,156	114.4%
Supplies - Customer	4,900	5,091	103.9%
Co-Working Rooms	5,000	4,120	82.4%
Copy & Prints	190,000	180,311	94.9%
Passport Facility & Photo Fees	12,000	17,426	145.2%
Other	1,000	10,264	1026.4%
	<u>409,200</u>	<u>473,995</u>	<u>115.8%</u>
FEES & LOST MATERIALS	48,000	54,010	112.5%
MISCELLANEOUS			
Investment Earnings	1,176,500	1,344,928	114.3%
Sales of Surplus Property	5,000	4,625	92.5%
Contributions - Friends of Library	50,000	127,437	254.9%
Contributions - Others	50,000	137,026	274.1%
Internet Rebate	78,720	-	0.0%
Grants & Awards	15,000	3,490	23.3%
Miscellaneous	35,000	28,583	81.7%
	<u>1,410,220</u>	<u>1,646,089</u>	<u>116.7%</u>
TRANSFER FR PROP APPRAISER	75,000	121,842	162.5%
TRANSFER FR TAX COLLECTOR	<u>641,200</u>	<u>-</u>	<u>0.0%</u>
TOTAL REVENUES	<u><u>81,883,620</u></u>	<u><u>73,863,896</u></u>	<u><u>90.2%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Eight Months Ended May 31, 2026**

	ANNUAL BUDGET	YTD ACTUAL	(8 months= 66.7%)
SALARIES & BENEFITS			
Salaries	30,750,000	18,382,666	59.8%
Medicare Taxes	450,000	262,200	58.3%
Defined Contribution Pension Plan	2,300,000	1,378,535	59.9%
Defined Benefit Pension Plan	1,950,000	1,000,000	51.3%
Money Purchase Pension Plan	2,005,000	1,182,954	59.0%
Life and Health Insurance (Employees)	6,200,000	3,041,556	49.1%
Worker's Compensation	225,000	126,944	56.4%
Unemployment Compensation	70,000	489	0.7%
Retiree Health Care (OPEB)	800,000	204,871	25.6%
Parking & Bus Passes	350,000	189,620	54.2%
	<u>45,100,000</u>	<u>25,769,835</u>	<u>57.1%</u>
OPERATING			
Professional Services	725,000	372,884	51.4%
Other Contractual Services	3,450,000	1,468,370	42.6%
Other Contract. Serv.- Janitorial	600,000	316,377	52.7%
Training and Travel	250,000	87,002	34.8%
Telecommunication	675,000	149,864	22.2%
Delivery and Postage	1,750,000	1,004,768	57.4%
Utilities	1,300,000	557,966	42.9%
Rentals and Leases	1,800,000	996,410	55.4%
Insurance	1,000,000	491,030	49.1%
Repairs and Maintenance/Leasehold Improvements	2,000,000	869,977	43.5%
IT Subscriptions/Maintenance Contracts	2,455,000	1,434,067	58.4%
Copying/Printing	425,000	215,315	50.7%
Promotional Activities	525,000	329,305	62.7%
Property Appraiser's Fee	750,000	764,524	101.9%
Tax Collector's Fee	1,625,000	1,431,359	88.1%
Supplies	860,000	367,883	42.8%
Supplies-Hardware/Software	900,000	38,622	4.3%
Supplies-Programming	690,000	279,272	40.5%
Memberships	25,000	30,069	120.3%
	<u>21,805,000</u>	<u>11,205,064</u>	<u>51.4%</u>
CAPITAL OUTLAY			
Building and Improvements	7,000,000	1,669,216	23.8%
Leasehold Improvement	1,000,000	482,041	48.2%
Equipment and Furniture	1,100,000	57,181	5.2%
Hardware/Software	1,275,000	681,639	53.5%
	<u>10,375,000</u>	<u>2,890,077</u>	<u>27.9%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	15,000	5,554	37.0%
Materials - Other	8,304,400	4,290,523	51.7%
	<u>8,319,400</u>	<u>4,296,077</u>	<u>51.6%</u>
TRANSFER TO CAPITAL PROJECTS FUND	5,500,000	3,666,667	66.7%
TRANSFER TO SINKING/EARR FUND	500,000	333,333	66.7%
TOTAL EXPENDITURES	<u><u>91,599,400</u></u>	<u><u>48,161,053</u></u>	<u><u>52.6%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Eight Months Ended May 31, 2026

	ANNUAL BUDGET	YTD ACTUAL	(8 months= 66.7%)
REVENUES			
Investment Earnings	600,000	1,200,267	200.0%
Transfer from Operating Fund	5,500,000	3,666,667	66.7%
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	4,866,934	10.3%
EXPENDITURES			
New Horizon West Branch	12,500,000	5,305,410	42.4%
New Branch FFE	1,000,000	232,450	23.2%
New Branch Materials	1,000,000	127,078	12.7%
New Lake Nona Branch	27,000,000	56,340	0.2%
Reserve Lake Nona Deposit	440,000	-	0.0%
Reserve Horizon West Demo	282,000	-	0.0%
Reserves	5,084,000	(854,344)	-16.8%
TOTAL EXPENDITURES	47,306,000	4,866,934	10.3%

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Eight Months Ended May 31, 2026

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(8 months= 66.7%)</u>
REVENUES			
Investment Earnings	275,000	206,863	75.2%
Transfer from Operating Fund	500,000	333,333	66.7%
Reserves Horizon West Repairs	1,000,000	-	0.0%
Reserves	6,465,000	-	0.0%
TOTAL REVENUES	<u>8,240,000</u>	<u>540,196</u>	<u>6.6%</u>
EXPENDITURES			
Reserves-Building and Improvements	6,740,000	441,859	6.6%
Reserves-Horizon West Contract	1,000,000	65,558	6.6%
Reserves-Technology	500,000	32,779	6.6%
TOTAL EXPENDITURES	<u>8,240,000</u>	<u>540,196</u>	<u>6.6%</u>

**ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Eight Months Ended May 31, 2026**

	ANNUAL BUDGET	YTD ACTUAL	(8 months= 66.7%)
REVENUES			
Investment Earnings	40,000	28,312	70.8%
Investment Fair Value	-	106,609	-
Reserves For Operations	603,000	-	0.0%
Reserves	1,000,000	-	0.0%
TOTAL REVENUES	1,643,000	134,921	8.2%

EXPENDITURES			
Equipment	75,000	46,760	62.3%
Reserves For Operations	568,000	-	0.0%
Reserves	1,000,000	88,161	8.8%
TOTAL EXPENDITURES	1,643,000	134,921	8.2%

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

ASSETS

Cash on Hand	15,470
Equity in Pooled Cash	10,196,390
Equity in Pooled Investments	60,420,452
Accounts Receivable	117
Inventory	177,366
Prepays	305,309
Other Assets - Deposits	<u>3,776</u>
TOTAL ASSETS	<u><u>71,118,880</u></u>

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

LIABILITIES

Accounts Payable	57,067
Retainage Payable	18,666
Accrued Wages Payable	1,178,089
Accrued Sales Tax	614
Accrued Fax Tax	88
Employee Payroll Deductions:	
Dental Insurance	32
Optional Life	(845)
Vision Plan	(1,794)
Short Term Disability	(1,623)
Accident/Critical/Hospital	(1,945)
Staff Association	13,131
Due To Friends of the Library	2,702
TOTAL LIABILITIES	1,264,182

FUND BALANCE

Nonspendable:	
Inventory	177,366
Prepaid Items and Deposits	309,086
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 Expend.	4,000,000
Assigned:	
N. Gaiman/Dr. Phillips Ctr Event Proceeds	41,204
J. Green/Dr. Phillips Ctr Event Proceeds	35,806
Unassigned	38,622,048
Current Year Revenue over Expenditures	25,702,843
TOTAL FUND BALANCE	69,854,698
TOTAL LIABILITIES & FUND BALANCE	71,118,880

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
May 31, 2026

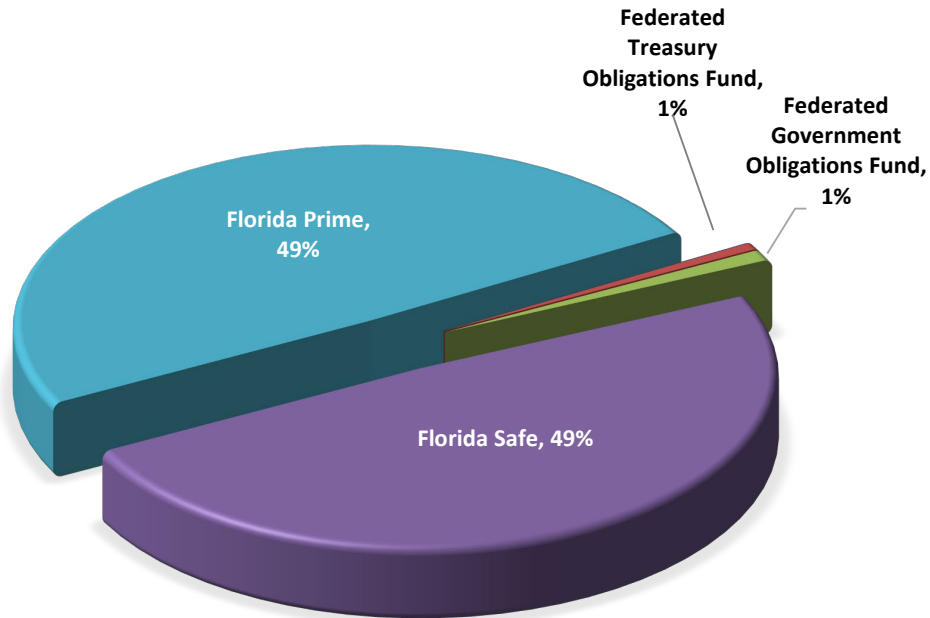
	BALANCE			BALANCE
	04/30/26	RECEIPTS	DISBURSE	05/31/26
OPERATING				
Equity in Pooled Cash	10,706,449	4,316,890	4,826,949	10,196,390
Equity in Pooled Investments	60,730,848	189,604	500,000	60,420,452
	71,437,297	4,506,494	5,326,949	70,616,842
CAPITAL PROJECTS				
Equity in Pooled Investments	54,001,021	624,223	-	54,625,244
SINKING				
Equity in Pooled Investments	9,324,399	70,424	-	9,394,823
SELF FUNDED HEALTH				
Equity in Pooled Cash	658,614	517,269	549,861	626,022
Claims Payment Checking Account	116,403	525,401	525,401	116,403
Equity in Pooled Investments	5,116,376	15,848	-	5,132,224
	5,891,393	1,058,518	1,075,262	5,874,649

ORANGE COUNTY LIBRARY DISTRICT

GENERAL POOLED INVESTMENTS

May 31, 2026

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	803,073
Federated Government Obligations Fund	1,291,086
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	63,555,179
Florida Safe-HW Demo Fund	282,941
Florida Prime (SBA)	<u>63,640,465</u>
TOTAL	<u><u>129,572,744</u></u>

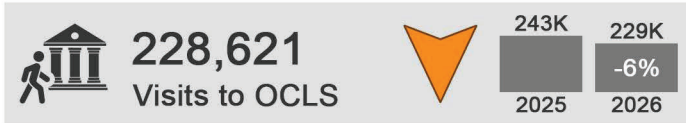


**Orange County Library System
Board of Trustees Meeting
June 11, 2026**

Dashboard

Monthly Report: May 2026

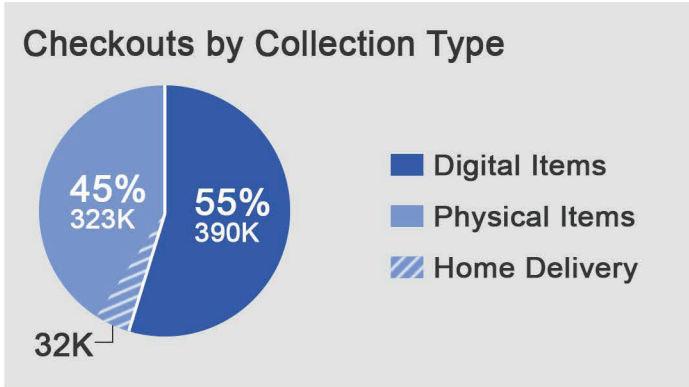
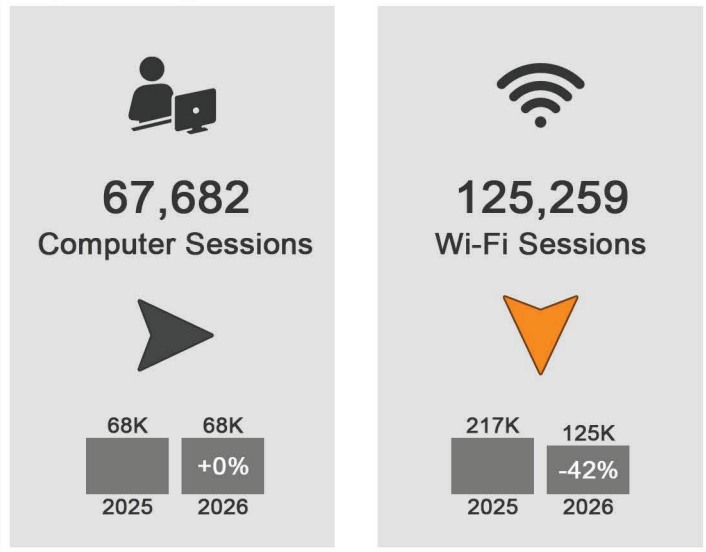
People



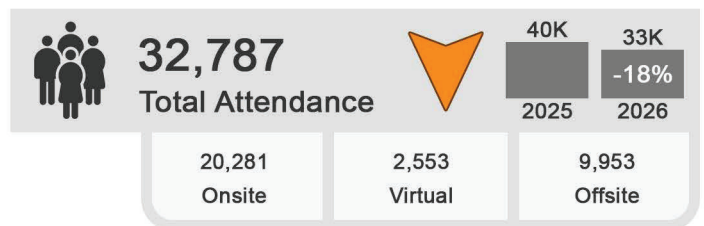
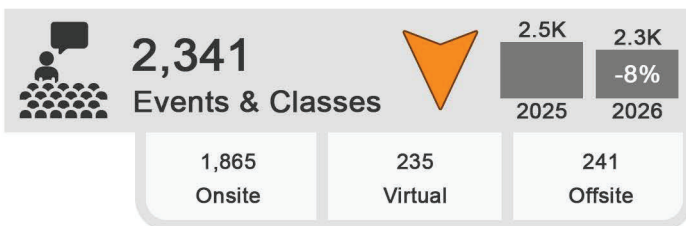
Collection



Spotlight: Internet Access



Events & Classes



Customer Feedback

“Kudos to the Orange County Library and to instructors Miss Brenda and Miss Carmen for their Spanish-language offerings. Learning a new language boosts mental sharpness and opens doors to meaningful connection. It’s a gem of a program and a perfect reminder of why public libraries matter.”

–Unnamed contributor, *Orlando Sentinel*, 5/15/26, Ticked Off: The Flip Side section.

**Orange County Library System
Board of Trustees Meeting
June 11, 2026**

Annual Plan of Service

ORANGE COUNTY LIBRARY SYSTEM

Annual Plan Update for May 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 Adult Services team planned on-demand content for career resources and sewing machine maintenance, which will be created and launched in August.**
 - **Many mobile stops have been scheduled, and partners are in place as the mobile team awaits delivery of the new bookmobile. In the interim, the Community Engagement department continues identifying additional partners and priority areas where library access is limited, helping ensure a consistent and expanded future service schedule.**
- Partner with organizations to share resources.
 - **The Events Department hosted Wah Lum Kung Fu Temple at the Orlando Public Library, where a diverse team of professional performers presented a lion dance, as well as kung fu and tai chi demonstration performances.**
 - **The Events Department hosted the Local Author Festival at the Orlando Public Library, where 77 attendees engaged with 11 local authors.**

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

- Evaluate the customer experience in public spaces.
 - **During Hiwassee Branch's May team meetings, managers shared the OCLS Style Guide with staff who create program and event promotions to standardize flyers and other materials with OCLS brand standards, and also provided tips on proper formatting and Canva best practices.**
 - **Marketing and Public Relations updated the first- and second-floor maps at Orlando Public Library to show that YA and Manga collections are now on the second floor, and created signs indicating that the new second-floor study pods are intended for teens.**
- Explore opportunities to optimize accessibility.
 - **All library locations completed an accessibility tools survey, enabling the Accessibility Tool Evaluation Committee to finalize the tool validation phase of the project and establish a comprehensive inventory of tools available across all**

library locations.

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

- Establish best practices to support underserved populations.
 - **The Community Engagement team developed a LibGuide to house recorded workshops and additional resources to help staff serve customers when a social worker is not available. The team submitted this guide to leadership for review. Once approved, it will serve as a centralized hub for ongoing staff support and training materials.**
- 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 and Community Engagement presented at a Head Start Kindergarten Transition Conference, where caregivers learned about library services and Summer at Your Library events and signed up for library cards on their phones.
 - School Partnership Program chairs asked liaisons by email to update the tracker and event entries with any remaining visit details so the year's information is complete.
- Support partnerships with health and wellness organizations.
 - The Events and Programs Department hosted a representative from UF/IFAS Extension Orange County, who led a program on how to read food labels, understand serving sizes, and interpret percent daily values to support healthier and more informed food choices.
 - 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 144 people.
 - South Creek created a display around the senior program "Berry Good Breakfast Parfait" to promote healthy eating habits.
 - The Marketing and Public Relations Department promoted five health and wellness programs through social media.

Activity: Explore ways to foster higher engagement rates.

- Focus on connecting with the senior and teenage segments of the community.
 - Marketing & Public Relations featured the LIFE Information for Elders Dancing for Joy program and the Seniors Kick Back Finance seminar in the May issue of Books & Beyond, promoted the Seniors First Art Show on social media, and ran a senior-focused Value billboard on five digital boards across Orange County during May. For teens in May, they featured Teen Finance and Teen Art classes in Books & Beyond, ran print and digital value ads featuring teens, promoted Teen Finance classes in two advertorial articles, and promoted a Teen Boba cooking class on social media. The youth SAYL commercial began running across all

platforms; it features teens and uses a teen voiceover to better connect with this audience.

- The Fairview Shores branch offered two sessions of "Art with Microsoft Paint" for seniors. South Creek hosted two senior technology classes in May focused on improving mouse and typing skills. West Oaks offered the Senior Embroidery Level 1 – Beginner Level program twice in May. The Chickasaw Branch hosted a series of basic computer class for seniors in Spanish at the Union Park Neighborhood Center for Families. Adult Services offered senior technology classes at the Beardall Senior Center on Art with Microsoft Paint and Microsoft Office. Adult Services also offered a variety of senior technology classes at the Orlando Public Library, including Build Your Computer Mouse Skill, Build Your Typing Skill, Basic Internet Safety, Using Media & AI Literacy Tools, and Device Advice. Winter Garden offered five technology classes for seniors in English and two technology classes for seniors in Spanish. Hiawassee Branch hosted two technology classes in May as part of the branch's Senior Skills program series: Computer Basics and Basic Internet Safety. Hiawassee Branch's technology trainer also conducted two outreach classes for seniors in collaboration with Adult Services at the Orlando Women's Work Release Center. The South Trail Branch presented "Computadora Basica," "Seguridad Basica en Internet," "Utilizacion de Medios y Herramientas de IA," and "Using Media & AI Literacy Tools" classes for seniors. In May, Southeast staff delivered two targeted sessions: "Utilizando Medios y Herramientas de Inteligencia Artificial" and "Using Media & AI Literacy Tools." Alafaya held weekly Open Lab: Ask a Tech sessions for seniors. Southwest Branch hosted Computer Basics for Seniors, allowing customers to become more comfortable with using the computer. North Orange hosted several technology classes for seniors in both English and Spanish, including "Build Your Computer Mouse Skill," "Seguridad Básica en Internet," and "Device Advice."
- Seniors First celebrated its 60th anniversary at the South Trail branch with an exhibition of artwork created by Seniors First clients as part of the virtual program Project Connect. In partnership with the Office of Aging, the Events Department hosted a presenter from Paving the Way Foundation to help grandparents recognize online dangers and learn how to protect their grandchildren from harm. South Creek hosted a senior program in May called "Berry Good Breakfast Parfait". The Community Engagement Department hosted over 35 offsite events for seniors, including crafts, cuisine corners, book checkouts, and social worker support. The Community Engagement Department provided interactive storytimes for seniors at 15 memory care and assisted living facilities across the county. The West Oaks Branch offered several programs for older adults, including a senior genealogy class, a senior art class, and Bingo for Seniors. These activities were designed to provide educational, creative, and social opportunities for the senior community. The Fairview Shores branch hosted three programs for seniors: "Line Dancing for Seniors," "Libraries with Heat: Monitor Your Blood Pressure," and "Your Story: Senior Scrapbook." The Chickasaw Branch hosted two Line Dancing for Seniors programs on the first and

third Mondays in May. Washington Park's Technology Trainer presented English learning computer class on Saturdays for seniors. The class focused on helping older adults build both basic computer skills and confidence using technology while improving their English language abilities. The Winter Garden librarian hosted a "Senior Tea" event. Hiawassee Branch hosted four programs for seniors in May: Seniors Celebrate Cinco de Mayo, Maximize Your Retirement, Senior Snacks: Asian Market, and Senior Brain Stretch. South Trail Branch offered Seniors Kick Back, a series of weekly events where older adults explore a variety of interests. This month's events included Papier-Mache Lanterns, Smarter Senior Seminar Series -Financial Ways to Survive, and Tie-Dye Totebag. Bingo continued to be highly attended at Alafaya this month. Southwest Branch hosted Qigong Movement & Breathing where attendees learned mindful breathing and movement practices to help relax. The Fairview Shores Branch provided regularly scheduled programming for teens, which included "Let's Play Magic the Gathering" They also offered "Teen Cuisine: Boba Tea." South Creek hosted two teen programs that featured tabletop games and coloring activities. Chickasaw hosted Teen Chess League sessions for teens on the first and third Mondays in May. The West Oaks Branch offered two Teen Pause & Play programs and also provided a teen volunteering opportunity through The Pulp Pages. Washington Park's Teen DIY Society continued to grow in popularity, with increasing numbers of teens participating. Teens were especially enthusiastic about creating their own tissue paper textured art, which helped drive engagement and interest in the program. The Winter Garden Branch hosted two teen volunteer events. During these events, teen volunteers assisted with library tasks and earned one hour of community service for their participation in each event. Hiawassee Branch hosted three programs for teens: Teen Fiber Arts: Kumihimo, Teen Movie & Snacks, and Teen Volunteering. Southeast staff continued to host Teen Zine, which supports teen self-expression and artistic exploration through independent publishing, as well as the Teen Book Club, which promotes reading engagement and thoughtful discussion among participants. Alafaya offered its monthly Orange Slice teen literary journal. South Trail Branch hosted three events for teens including "Teen Takeover," "Next Step for Teens: Personal Finance," and "Teen Art Adventures: Korean Pottery." Southwest Branch hosted its monthly teen program. This month, teens were able to participate in Teen Art Adventures: Paper Portraits. North Orange hosted two teen fiber arts programs: "Crochet Corner to Corner" and "Crochet Cherry Bag Charm".

- The Volunteer Coordinator and Retail Operations Aide began hosting Volunteer Info Sessions to recruit new volunteers to support OCLS in the Friends Bookstore, as docent tour guides, as branch volunteers, and for outreach initiatives.
- Engage customers in library services with system-wide initiatives.
 - A promotional display was added to the South Creek branch display case to advertise SAYL. Flyers and other promotional materials received to promote SAYL are posted throughout the branch.

- Throughout May, the Community Engagement department promoted Summer at Your Library events and resources in communities and partner locations across the county. These combined outreach efforts reached more than 1,950 people.
- Washington Park's Youth Program Specialist strategically displayed one of the branch's largest Summer at Your Library (SAYL) promotional posters in the front window facing the Orange County Health Department's Women, Infants, and Children (WIC) office. This intentional effort increased the visibility of the library and our SAYL programs to families within the community and generated direct customer engagement, with multiple individuals visiting the branch to learn more about Washington Park's SAYL offerings.
- Winter Garden branch promoted upcoming Summer at Your Library events using flyers, bookmarks, and in-library displays.
- Adult Services distributed the new Adult Summer at Your Library reading tracker booklets and promotional bookmarks to all library locations.
- South Trail staff began promoting Summer at Your Library by wearing pins, displaying posters, flyers, and bookmarks, and using talking points while assisting customers.
- The Acquisitions Department continued to process Sunshine State books in a timely manner as they were received, ensuring they were quickly made available to customers to fulfill existing holds.
- The Southeast branch actively supported and promoted Summer at Your Library (SAYL) by maximizing Youth and Adult Services resources and ensuring consistent community engagement. Promotional materials, including bookmarks, posters, and flyers, were strategically placed in high-traffic areas as they were received through PEP, increasing visibility and accessibility for customers. Staff were equipped with key program information through multiple SAYL presentations, which strengthened internal readiness to promote and support the initiative. Outreach efforts also extended beyond the branch, with SAYL promoted directly to parents and students at the Sun Blaze Elementary School event on May 19, 2026, further expanding awareness and reinforcing community connections.
- Hiawassee staff continue to verbally promote Summer at Your Library 2026 to customers, and have begun decorating the branch with creative, summer-themed displays. A decorated book display has been set up to hold free books for children that will be distributed throughout the summer, starting June 1.
- North Orange created a summer countdown board, hosted in the public area, to generate awareness and excitement for the upcoming Summer at Your Library event.
- The Fairview Shores Branch Technology Trainer offered two sessions of "Open Lab- Job Seekers Resume Writing." The Fairview Shores Branch Librarian offered "Improve Your Job Interview Skills."
- In May, the South Creek branch hosted the career resource class, "Improve Your Job Interview Skills."
- The Chickasaw Library hosted a "Build & Perfect Your Resume" workshop for adults.

- The West Oaks technology trainer offered two classes to promote career-support resources. As part of the Job Seekers Series, the trainer presented the Resume class and the Search and Apply for Jobs class.
- Washington Park's Librarian and Technology Trainer created promotional materials to highlight the upcoming Job Seekers classes scheduled for May and to share information about local job fairs. These materials were placed near the public computers and designed to increase awareness of available employment resources and opportunities in the community.
- Hiawassee Branch hosted three career-support classes as part of the branch's Job Seekers program series: Prepare for Your Job Search, Build & Perfect Your Resume, and Search & Apply for Jobs.
- Southeast offered the class "Improve Your Job Interview Skills," providing participants with practical strategies to strengthen interview techniques, increase confidence, and enhance competitiveness in the job market.
- The South Trail technology trainer presented "Open Lab - Job Seekers" to assist customers with creating their resume, practicing their interview skills, or searching for job openings as part of the Job Seekers series.
- In May, the Alafaya branch offered the class "Build & Perfect Your Resume."
- In May, the Southwest Branch hosted the program "Improve Your Job Interview Skills," which allowed customers to practice answering interview questions and explore library databases for interview tips.
- North Orange offered a class on "Resume Resources" that highlighted library services, including Resume Maker.
- The Fairview Shores Branch hosted four "LEGO Education SPIKE™ Essentials: Great Adventures" classes and one "LEGO Club" program.
- West Oaks hosted two "LEGO Spike" classes this month, providing participants with hands-on learning and creative building opportunities. Through these programs, attendees were able to engage directly with the materials, explore problem-solving skills, and experiment with innovative designs in a supportive environment.
- In May, the Chickasaw Branch hosted a "LEGO Club" program for children.
- In May, South Creek hosted an adult LEGO program, a kids' "LEGO Spike Prime" class, and "LEGO Club."
- Winter Garden Branch hosted a biweekly "LEGO Club" and offered two "LEGO Spike" classes.
- LEGO Club continued to be held weekly at Alafaya, in addition to the four LEGO Spike classes and one Homeschool Tech LEGO Digital Builds class held in May.
- In May, Southeast staff facilitated two "LEGO Spike Great Adventures" sessions that provided hands-on, STEM-focused learning experiences and encouraged creativity, problem-solving, and collaboration among participants. The branch also hosted its monthly "LEGO Club" session, further expanding opportunities for interactive, play-based learning.
- South Trail Branch presented "LEGO Club" and "LEGO Education Spike" events, where participants used their imaginations to build unique designs.

- Hiawassee Branch hosted two "LEGO Education Spike Prime: Science & Engineering" programs and one "LEGO Club" program in May.
- In May, the Southwest "LEGO Club" continued to meet weekly.
- In May, the Southwest Branch hosted two "LEGO Education Spike Essentials: Great Adventures" classes.
- The North Orange Branch hosted three LEGO programs in May, including "LEGO Education Spike Prime" and "LEGO Club".
- Fairview Shores Branch continued to replenish the "1000 Books Before Kindergarten" booklets in the children's area to encourage caregivers to participate.
- The West Oaks Branch promoted the "1000 Books Before Kindergarten" initiative in the children's area and collected two completed book sheets during the month. The West Oaks librarian also continued reading and evaluating titles for possible inclusion on the Best Books of 2026 list.
- The Chickasaw Branch hosted its monthly book club meeting, featuring the book Harlem Rhapsody.
- The Community Engagement department hosted multiple book clubs across the county. In addition, the team brought literacy activities to children staying at the Homeless Coalition, expanding access to reading and learning opportunities within the community.
- The Fairview Shores Branch fostered literary engagement by offering "Central Florida Book Club."
- Acquisitions sent out seven Book Club Sets to support Adult Book Clubs throughout the system. Acquisitions also processed two Spanish Book Clubs to expand our offerings.
- Winter Garden Branch created a display in the children's area with handouts about the "1000 Books Before Kindergarten" initiative to encourage caregivers to participate.
- In May, the Hiawassee Book Club met virtually to discuss The Locked Door by Freida McFadden.
- Adult Services began discussions with book club leaders about a staff book club focused on readers' advisory titles and topics. The Downtown Book Club had its biggest gathering yet with the selection of Dungeon Crawler Carl by Matt Dinniman in support of the author's June virtual author event.
- The South Trail Branch promoted "1000 Books Before Kindergarten" during the weekly "Family Play and Connect," sharing the new reading trackers with guardians and highlighting them among the Children's Collection.
- South Trail Branch promoted virtual Author Talk: Nir Eyal
- Reshape Your Beliefs and Unlock Your True Potential via flyers and MagicInfo.
- Forty-two staff members from branch locations received training on using Broadcast for digital displays. IT Services began preparing the Broadcast PCs for deployment across the library system.
- In May, the Home Delivery department moved a variety of holds to the front of the queue, including books listed on the Sunshine State Reading Lists and the

Florida Teens Reading list for 2026-2027.

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

- Seek opportunities with individuals, organizations and agencies that can help expand the library's fundraising footprint.
 - **The Development Manager attended a Florida Library Association session on building a fundraising pipeline and networked with other library fundraising professionals to gather best practices, and also attended the Central Florida County Communicators meeting to learn about Rosen Hotels & Resorts' corporate giving and connect with professionals interested in supporting community organizations and public service institutions.**
 - **The Development Project Coordinator and Grants Specialist are preparing and submitting a grant proposal to the Corneila T. Bailey Foundation to support the Local Wanderer program.**

- Raise the library's visibility through networking and community building.
 - **OCLS sent multiple staff members to the Florida Library Association conference in Orlando in May to present, network, and learn from peers.**
 - **Fairview Shores and South Trail branch librarians presented a poster session on the America 250 Book List project at FLA and shared this work again at the May Librarians as Lifelong Learners meeting and the 2026 FLA conference.**
 - **The Chief Marketing and Public Relations Officer presented at FLA on best practices for communicating through partnerships and telling the library's story in the media.**
 - **Community Engagement staff led a "Beyond Library Walls: Bringing Programs to Medical Spaces" workshop at FLA, supported by a Community Engagement manager who documented the event for the Communications Committee.**
 - **The West Oaks genealogist promoted genealogy services at a Daughters of the American Revolution meeting on May 19, and West Oaks staff attended the May 13–15 FLA conference, shared key takeaways with colleagues, and adopted a new story-sharing idea.**
 - **Chickasaw Branch staff supported the New Worlds Read initiative and promoted the Summer at Your Library reading challenge at an offsite liaison event at Cypress Springs Elementary.**
 - **Youth Services staff completed Leadership Orange, shared new resources with colleagues, and took part in Florida Library Youth Program meetings.**
 - **Washington Park's Branch Youth Program Specialist distributed Summer at Your Library promotional buttons for staff to wear, increasing visibility and conversations about upcoming youth activities.**
 - **Adult Services staff attended several April networking events, including the Seminole State Foundation Board of Directors, Orlando 1 Million Cups, the College Park Historical Society, Orlando Remembered, and the FLA Annual Conference.**

- **The Winter Garden manager joined the monthly Urban Library Council meeting to discuss the use of artificial intelligence in library services and a session on outreach and programming.**
- **A Hiawassee Branch staff member promoted branch programs, Summer at Your Library 2026, and library resources at Pinewood Elementary's Cultural Day, engaging with about 125 attendees.**
- **Alafaya staff participated in Bithlo and East Orange Community Center meetings and delivered a Head Start storytime.**
- **The Southwest Branch Manager attended a Vibrant West Orange community meeting focused on supporting seniors in the Dr. Phillips area.**
- **The South Trail Branch Manager attended the monthly OBT Development Board meeting to connect with local businesses and partners and joined the quarterly Oak Ridge NCF Advisory Board meeting with OCPS, NCF, and Head Start to discuss community needs.**
- **Marketing and Public Relations staff represented OCLS at the Central Florida Communicators meeting to share Summer at Your Library information and attended the District 1 Leadership Council meeting.**

GOAL: BE FORWARD-THINKING

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

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

- Evaluate existing and new opportunities for services and resources.
 - **No new activity to report.**
- Evaluate and improve current data collection.
 - **No new activity to report.**
- Create a Master Plan.
 - **The Master Plan consultants presented a status update of their findings to administrators and managers. The consultants continue to analyze data collected through surveys and facility assessments.**

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.
 - **No new activity to report.**
- Explore innovative technologies, ideas and procedures to enhance the customer experience.
 - **No new activity to report.**

GOAL: BE EMPOWERED

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

Activity: Foster a culture of growth and development.

- Provide training and development opportunities that support staff and system-wide efforts.
 - The Fairview Shores Librarian also strengthened internal communication by delivering weekly "Industry News" updates and a "Database of the Week" email that highlighted valuable OCLS resources and tools for staff. In addition, he fostered a culture of continuous development by sharing a daily "PLA Early Literacy Tip of the Day" email aligned with the PLA Early Literacy OCLS calendar.
 - During a recent team meeting, Washington Park's librarian provided an overview of various databases available through the library. The presentation helped staff better understand the range of resources offered and how they can be used to support patrons' information needs.
 - At the branch's monthly team meetings, a Hiwassee staff member presented on the database Kanopy. The staff member explained the benefits of Kanopy for both customers and staff, with a focus on how this database can support library programs such as movie screenings and youth storytimes.
 - The North Orange branch trained staff on Talking Books to better help customers with disabilities navigate available library resources beyond eBooks and audiobooks and understand why they might choose one option over the other.
 - The Customer Service Department assigned the team to complete training on the OCLS database "Press Reader" and to complete a questionnaire based on hands-on exploration of the database. This work focused on becoming familiar with the database's features and functionality through direct use.
 - South Trail staff explored the database of the month "Gale Legal Forms" and the SumTotal training "ABCs of the AED." Staff also participated in Rules of Conduct training presented by the managers and completed their BreakSpot required training.
 - In May, Home Delivery staff completed the SumTotal training Back Safety in Office Environments.
 - Southeast staff members presented OCLS resources and databases to strengthen staff knowledge and skills through consistent, team-based trainings. The resources highlighted in May included automotive repair resources for customer assistance, as well as key career-support databases such as Peterson's Career Prep and the Encyclopedia of Career and Vocational Guidance. These staff-led trainings equipped team members with practical tools to support customers' educational and workforce development needs.

- Support opportunities for cross-departmental/branch experiences.
 - **The staff association supported connections across the system with a new contest, Design-a-Duck! Locations were invited to paint, dress, and decorate a 5-inch rubber duck to compete for a staff celebration with their favorite treats.**
 - **The People's Choice winner, selected through the OCLS Facebook page, was the Southwest Branch, and the Staff Association Pick winner was the Marketing and Public Relations Department. Congratulations!**

Activity: Strengthen internal communication.

- Implement a Human Resources Information System (HRIS) and explore feature capabilities.
 - **A new UKG Ready dashboard was created for administrators, streamlining their view and creating a user-friendly approach for approving time off requests and timesheets. The new dashboard includes My Mailbox, Timesheet Tasks, My Accrual Balances, UKG Ready App, and My Sticky Notes widgets. We are exploring options for other dashboards and will roll out options for managers and staff once testing is complete.**
- Implement Finance Enterprise Software (FES) and explore feature capabilities.
 - **Reporting capabilities are progressing.**
 - **Fixed Asset Module is under review.**
 - **Grants Management Module training is scheduled to begin at the end of June.**
- Create a Technology Plan.
 - **No new activity to report.**

Activity: Prioritize employee engagement and well-being.

- Explore meaningful ways to celebrate employee contributions.
 - **In May, managers added celebrations and anniversaries to the bulletin board in the staff breakroom. This helped highlight important milestones and recognize staff members in a shared, visible space.**
 - **Hiawassee staff continues to update the workroom bulletin board with kudos sticky notes that recognize fellow staff members for their helpfulness and contributions to the team. One Hiawassee staff member received a 100% Mystery Shopper score in May; their name and score were added to the recognition bulletin board.**
 - **The Southeast Branch continues to foster a culture of recognition by regularly updating the recognition board that highlights both individual and team successes. The board features positive comments from customer service surveys and is supplemented by individual kudos shared via email.**
 - **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.**

- **The Acquisitions department continued to recognize staff contributions by posting weekly processing statistics on a bulletin board, showing the number of items processed each week. The team also received these statistics during a weekly Friday morning meeting, where they celebrated processing more than 10,000 items in April.**
 - **The Southwest Branch continued its employee of the month recognition program and its Kudos board, where staff can write positive notes about each other.**
 - **In May, the Customer Service Department focused the monthly recognition board on readers' advisory for Young Adult titles, in alignment with the opening of the second floor. The board also featured internal staff kudos, highlighting individual accomplishments.**
 - **North Orange repurposed an interactive display from National Library Week that asked customers to write on sticky notes, "How does the library bring you joy?" Staff curated the best comments, especially those praising staff, and posted them in our workroom. Comments included, "I love the staff because without them there would be no library," and "Wonderful, friendly, helpful staff."**
- **Support staff in building connections locally and throughout the system.**
 - **No new activity to report.**

**Orange County Library System
Board of Trustees Meeting
June 11, 2026**

**Action Items:
Consent Agenda ~ None**

**Orange County Library System
Board of Trustees Meeting
June 11, 2026**

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

**Orange County Library System
Board of Trustees Meeting
June 11, 2026**

**Discussion & Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
June 11, 2026**

Finance Committee Meeting

**Orange County Library System
Board of Trustees Meeting
June 11, 2026**

Information

**Orange County Library System
Board of Trustees Meeting
June 11, 2026**

Director's Report

Director's Report: June 2026

Summer at Your Library

Summer at Your Library kicked off on June 1 and runs through July 26, and we got started with some good press from Orlando Weekly, which reported on the fact that kids who sign up for our Summer Reading Challenge will receive a free book to take home, courtesy of the Friends of the Orange County Library System. Prizes for the summer reading challenge were underwritten once again by Window World of Orlando.

May Statistical Highlights

- 105,701 unique customer transactions
- 38,911 app downloads
- 25,858 people attended a library event
- 3,400 people attended a library class
- 3,529 people interacted with the library at an offsite event in the community

Legislative Update

At the end of May, we received an email from Gray Robinson letting us know that the governor had called for a special session to begin June 1 to address property taxes. They shared with us the text of his proposed legislation, and OCLS responded by sending letters to our delegation members to urge them to consider the impact not just on our library system, but on libraries across the state that will experience funding shortfalls if drastic tax cuts are made. The text of the letter is below.

On June 2, the Florida Legislature voted to send Gov. Ron DeSantis' proposal to overhaul property taxes to voters in November. If passed, the measure will increase property-tax exemptions on homesteaded properties to \$150,000 beginning January 1, 2027; in 2028, property tax exemptions will be increased to \$250,000 in assessed value.

Before the vote, an amendment was proposed to Rep. Anna Eskamani to protect funding for libraries; unfortunately, her amendment did not pass. But the discussion about the value of libraries on the floor is worth listening to. Video link: https://www.linkedin.com/posts/annaveskamani_rep-eskamani-attempted-to-amend-the-governors-activity-7467641901249273857-5yO6?utm_source=share&utm_medium=member_desktop&rcm=ACoAAA0VXXEB7REe7nAm7BDan7q1pNXpMbxGhoo

OCLS Letter to the Orange County Delegation

May 27, 2026

Dear Legislator,

As the Legislature prepares to return to Tallahassee for a special session to address Gov. DeSantis' proposal to reduce or eliminate property taxes for many Floridians, I wanted to share a perspective that deserves careful consideration: the impact this proposal could have on public libraries. I know we have met and discussed this with you before, but now that the governor has put forth a proposal, it's important to be clear about what the implications are for public libraries not just in this county, but across the state.

Most libraries rely heavily on property tax revenue to provide essential services. These include early learning support for children, workforce development programs for adults, gathering spaces for seniors, and access to technology, literacy, and educational resources for all residents.

Locally, the Orange County Library System depends primarily on ad valorem taxes to fund operations, with our millage representing approximately 2% of the average homeowner's overall property tax bill. For this modest investment that every taxpayer makes, the library provides significant value, serving as a community hub for neighborhood meetings, offering vital resources for families and young children, and ensuring free access to thousands of books, e-books, audiobooks, and digital services.

Even for those who do not take advantage of library services directly, there is value in having a strong public library system in every community. Libraries play a critical role in strengthening communities and supporting property values by enhancing quality of life. We provide all of this without charging fees, ensuring equitable access for every resident. That amounts to fewer kids on the street after school lets out for the day, more safe places that senior residents can go for free, more places for the unemployed to get training for real-world skills, and more gathering spaces for HOAs, not-for-profits, small businesses and social clubs.

We recognize and appreciate the hard work you and your colleagues have undertaken during this legislative session to help Florida thrive. As you consider this proposal, we respectfully ask that you also consider its broader implications for public library systems, not only in Orange County, but across the state. While larger systems like ours may be able to adapt, many smaller and less-resourced libraries could face significant challenges.

I am concerned about a future in which access to libraries is limited primarily to those living in wealthier communities, which is likely to be the outcome in some parts of the state should drastic tax reductions be enacted. Public libraries have long been a cornerstone of equal opportunity, and preserving that access is essential to maintaining strong, connected communities across Florida.

Please let me know how the Orange County Library System can be a resource to you as you evaluate this issue.

With respect and appreciation for your service,

Steve Powell
Library Director/CEO
Orange County Library System

**Orange County Library System
Board of Trustees Meeting
June 11, 2026**

**Public Comment:
Non-Agenda Items**