

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

Board Packet for July 2026



July 2, 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 July 9, 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

July 9, 2026 6:00 p.m.

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

- | | | |
|---------------|--------------|--|
| 26-094 | I. | Call to Order |
| 26-095 | II. | Public Comment Policy & Procedures |
| 26-096 | III. | Approval of Minutes: <ul style="list-style-type: none">• Library Board of Trustees Meeting: June 11, 2026• Finance Committee Meeting: July 6, 2026 (forthcoming) |
| 26-097 | IV. | Staff Presentation: Master Plan Update: Group 4 Architecture and Gresham Smith |
| 26-098 | V. | Financial Statements and Summaries: June 2026: Kris Shoemaker |
| 26-099 | VI. | Dashboard: June 2026: Erica Grant |
| 26-100 | | Annual Plan Update: June 2026: Erica Grant |
| 26-101 | VII. | Action Items: Consent Agenda |
| 26-102 | | Request to Serve Alcohol at the Romance, Wine & Chocolate Event: Bethany Stone |
| 26-103 | | Communico Contract Renewal: Bethany Stone |
| 26-104 | VIII. | Action Items: Non-Consent Agenda |
| 26-105 | | Guaranteed Maximum Price and Project Budget Approval for the Orlando Public Library First Floor Renovation Project: Bethany Stone |
| 26-106 | | Alcohol Service Policy: Bethany Stone |
| 26-107 | IX. | Discussion and Possible Action Items |
| 26-108 | X. | Finance Committee Meeting |
| 26-109 | XI. | Information |
| 26-110 | | Director's Report |
| 26-111 | | Public Comment: Non-Agenda Items |
| | XII. | Adjournment |

Next Meeting Dates:

August 13, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801.
September 10, 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).

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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
July 9, 2026**

Call to Order

**Orange County Library System
Board of Trustees Meeting
July 9, 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
July 9, 2026**

Approval of Minutes

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

June 11, 2026 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (6/0);
 Ashley Cisneros Mejia (8/2 – City);
 Venessa Tomlin (6/1); Sharon Smoley (6/1)

Library Board Absent: Nicole Benjamin (8/4 – City)

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

Administration Absent: Erica Grant

- 26-080 I. Call to Order**
 President Bohannon called the meeting to order at 6:03 p.m.
- 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**
- Trustee Smoley, seconded by Trustee Tomlin, moved to approve the minutes for the three meetings. Motion carried 4-0.
- 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**
 CFO Shoemaker reported that 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 thus far is primarily related to the first-floor renovation design, South Trail carpet replacement, Bookmobile leased space renovation and the OPL roof replacement.
- 26-085 VI. Dashboard: May 2026: Sara Gonzalez**
 Chief of Lifelong Learning Gonzalez shared some highlights from the May dashboard, as well as some insights into those statistics.
- Checkouts were up 5% over last May and the growth trend of digital items circulation continues. Digital checkouts were up 12% over last May with over 389,000 items used. Which is, again, a new record for monthly digital usage. This record was recently broken in March 2026 with 379,104 items utilized.
- Attendance at events and classes was down by 18%. Notably, OCLS hosted the Orlando Book Festival last year but, not this year. Historically, this event has

been funded by a Florida Humanities grant, which unfortunately wasn't available in time to support it this year. Another contributing factor to the decline in events & classes is the strategic shift away from scavenger hunts and other take-home, passive programming. These continue to be offered, but now the focus is on more active programming.

In the spotlight this month is internet access. Computer sessions were flat from 2025 to 2026 while WiFi sessions decreased by 42%. This is once again due to the change in the way WiFi sessions are calculated, and this discrepancy will continue in comparing the numbers until 2027.

CLL Gonzalez shared two customer comments: The first one, *Kudos to the Orange County Library and to instructors Ms. Brenda and Ms. Carmen for their Spanish-language offerings. Learning a new language boosts mental sharpness and opens doors to meaningful connections. It's a gem of a program and a perfect reminder of why public libraries matter.* This was published in the Orlando Sentinel on May 15th in the "Ticked Off: The Flip Side" section.

The second comment was sent via e-mail to the Youth Services department regarding the "1,000 Books Before Kindergarten" program: *Just wanted to share... Hannah (age 1) has Down syndrome, and I have been told if I can teach her to read by kindergarten, the world will view her as competent. I'm grateful to our library system for all the resources available to both my children. My son, Luke (age 6) completed his challenge before his third birthday and currently reads at a 10th grade level, as per a recent assessment/STAR test. Hannah is very interested in books, and adores her visits to the Windermere branch, where she is always greeted by the happiest, kindest people. My family just wants you to know how much we appreciate you and the OCLS.*

26-086

Annual Plan Update: May 2026: Sara Gonzalez

CLL Gonzalez highlighted an event under the primary goal of *Be Connected*: Seniors First celebrated its 60th anniversary with an exhibition of artwork at the South Trail branch. The artwork was created by ten Seniors First clients as part of the virtual program Project Connect.

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

This meeting was cancelled.

26-091

XI. Information

26-092

Director's Report

Summer at Your Library

Summer at Your Library kicked off on June 1 and runs through July 26, and the library got started with some good press from the Orlando Weekly, which reported on the fact that kids who sign up for the 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 generously underwritten once again by Window World of Orlando.

May Statistical Highlights

OCLS had the highest number of unique customers ever, with 105,701, approximately 5,000 more than any other month.

Legislative Update

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

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 [watching](#).

26-093

Public Comment: Non-Agenda Items

XII. Adjournment

Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:44 p.m.

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.

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**Orange County Library System
Board of Trustees Meeting
July 9, 2026**

Staff Presentation

**Orange County Library System
Board of Trustees Meeting
July 9, 2026**

**Financial Statements
& Summaries**

**Orange County Library System
FY 2025-26 Financial Statement Highlights
Nine Months Ended June 30, 2026**

Project Summaries:

Horizon West Branch Library: Project-to-date costs are \$20,690,613 or 75.9% of the \$27,275,000 approved project budget.

Lake Nona Branch Library: Project-to-date costs are \$1,908,960 or 7.4% of the \$25,965,000 approved project budget. Note: The City of Orlando is paying the construction portion of the cost (approximately \$20,183,864) up front and the Library will reimburse actual costs to the City within one year after receiving the Certificate of Occupancy.

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 \$74,652,928 or 94.7% 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 June, we received \$237,635 or 158.4% of budgeted revenue.

Meeting Rooms:

The Library budgeted \$30,000 for meeting room revenues for FY 2025-26. Through June, we received \$41,821 or 139.4% of budgeted revenues.

Faxes:

The Library budgeted \$15,000 for fax revenue and has received \$19,604 or 130.7%, year-to-date.

Copy and Prints:

The Library budgeted \$190,000 for these services in FY 2025-26. We received \$205,113 or 108.0% of budget through June.

Passport Facility & Photo Fees:

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2025-26. Through June, we received \$19,518 or 162.6% of budgeted revenues.

Other:

The Library budgeted \$1,000 for other revenue for FY 2025-26. Through June, we have received \$10,294 or 1,029.4% 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 June are \$62,605 or 130.4% of budget.

Investment Earnings:

The Library budgeted \$1,176,500 for investment earnings for FY 2025-26. Through June, we received \$1,778,340 or 151.2% of budgeted revenues. Note: As of the time of these reports, we have not received our June interest-earning statements.

Contributions-Friends of The Library:

Through June, we have received \$135,107 or 270.2% 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 June, we have received \$187,496 or 375.0% of the budget. Note: \$75,791 of which was from the Estate of Daniel Tuckek and \$50,000 from Window World for their SAYL sponsorship.

Internet Rebate:

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

Miscellaneous:

Through June, we have received \$32,170 or 91.9% 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 \$1,125,000 or 57.7% 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 64.4% 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 4.8% of budget. This account is for any electronic-related purchase with a unit cost of less than \$1,000.

Supplies – Programming:

The expenditures in this category are at \$281,812 or 40.8% of budget. This account is for any supplies used for programming, mainly Summer at Your Library and Community Engagement.

Memberships:

The expenditures in this category are at \$30,152 or 120.6% of budget. The overage is related to joining the Urban Libraries Council after the budget was adopted.

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 \$2,250,666 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 6-30-2026

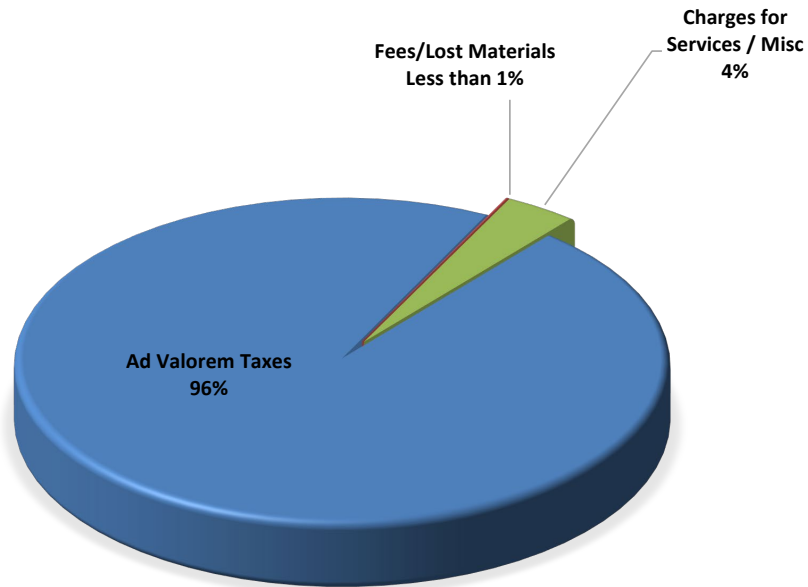
Project Code 20-010	Vendor	Original Budget	Change Order	Revised Budget	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Actual	Total Actuals	Variance
Demo Fund	Orange County	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -
Design Team	Borrelli & Partners	1,554,944	\$ -	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	1,936	\$ 154,863	(\$1,345,137)
Construction	H.J. High	18,300,000	\$ -	18,300,000	-	-	412,550	11,270,842	5,283,093	\$ 16,966,485	(\$1,333,515)
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	159,316	\$ 347,184	(\$1,404,911)
Opening Day Collection	B&T/Ingram/Others	1,250,000	\$ -	1,250,000	-	-	-	754,901	71,285	\$ 826,186	(\$423,814)
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	\$5,569,053	\$20,690,613	(\$6,584,387)
Percent Spent					1.16%	2.18%	6.27%	45.83%	20.42%	75.86%	

Lake Nona Project Budget
Expenditures As of 6-30-2026

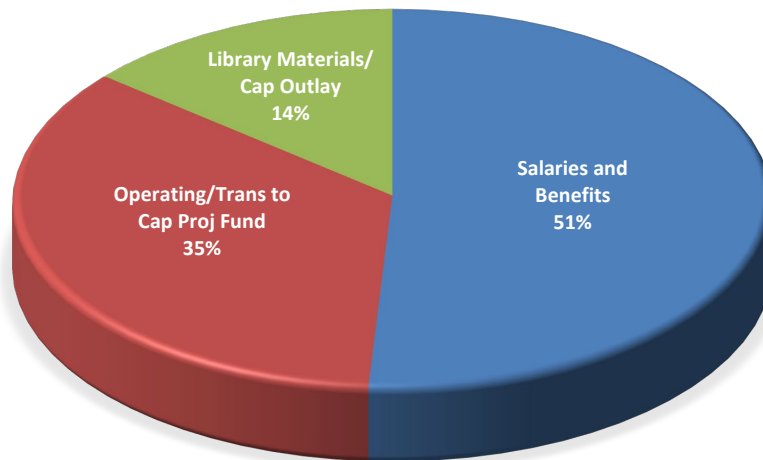
Project Code 23-002	Vendor	Original Budget	Change Order	Revised Budget	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Actual	Total Actuals	Variance
Payable to the City of Orlando											
Project Management Fee	City of Orlando	\$ 852,580	\$ -	\$ 852,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(\$852,580)
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	-	-	-	-	130,588	130,588	(\$1,669,412)
Opening Day Collection	Baker & Taylor	1,250,000	-	1,250,000	-	-	-	458,029	136,061	594,091	(\$655,909)
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	\$266,649	\$1,164,679	(\$4,616,457)
Total Project Costs		\$25,965,000	\$ -	\$25,965,000	\$440,000	\$255,247	\$489,034	\$458,029	\$266,649	\$1,908,960	(\$24,056,040)
Percent Spent					1.69%	0.98%	1.88%	1.76%	1.03%	7.35%	

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Nine Months Ended June 30, 2026

REVENUES



EXPENDITURES



ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Nine Months Ended June 30, 2026

	ANNUAL BUDGET	YTD ACTUAL	(9 months= 75.0%)
AD VALOREM TAXES	78,800,000	74,652,928	94.7%
INTERGOVERNMENTAL			
Federal & State Grants	500,000	-	0.0%
CHARGES FOR SERVICES			
Fee Cards	150,000	237,635	158.4%
PC Express (\$1 for 1 hour)	1,000	2,859	285.9%
Classes	300	300	100.0%
Meeting Rooms	30,000	41,821	139.4%
Faxes	15,000	19,604	130.7%
Supplies - Customer	4,900	5,891	120.2%
Co-Working Rooms	5,000	4,754	95.1%
Copy & Prints	190,000	205,113	108.0%
Passport Facility & Photo Fees	12,000	19,518	162.6%
Other	1,000	10,294	1029.4%
	409,200	547,789	133.9%
FEES & LOST MATERIALS	48,000	62,605	130.4%
MISCELLANEOUS			
Investment Earnings	1,176,500	1,778,340	151.2%
Sales of Surplus Property	5,000	4,625	92.5%
Contributions - Friends of Library	50,000	135,107	270.2%
Contributions - Others	50,000	187,496	375.0%
Internet Rebate	78,720	-	0.0%
Grants & Awards	15,000	3,490	23.3%
Miscellaneous	35,000	32,169	91.9%
	1,410,220	2,141,227	151.8%
TRANSFER FR PROP APPRAISER	75,000	121,842	162.5%
TRANSFER FR TAX COLLECTOR	641,200	-	0.0%
TOTAL REVENUES	81,883,620	77,526,391	94.7%

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Nine Months Ended June 30, 2026

	ANNUAL BUDGET	YTD ACTUAL	(9 months= 75.0%)
SALARIES & BENEFITS			
Salaries	30,750,000	20,743,024	67.5%
Medicare Taxes	450,000	295,871	65.7%
Defined Contribution Pension Plan	2,300,000	1,555,563	67.6%
Defined Benefit Pension Plan	1,950,000	1,125,000	57.7%
Money Purchase Pension Plan	2,005,000	1,319,258	65.8%
Life and Health Insurance (Employees)	6,200,000	3,423,879	55.2%
Worker's Compensation	225,000	126,944	56.4%
Unemployment Compensation	70,000	489	0.7%
Retiree Health Care (OPEB)	800,000	230,479	28.8%
Parking & Bus Passes	350,000	212,390	60.7%
	<u>45,100,000</u>	<u>29,032,897</u>	<u>64.4%</u>
OPERATING			
Professional Services	725,000	485,027	66.9%
Other Contractual Services	3,450,000	1,697,474	49.2%
Other Contract. Serv.- Janitorial	600,000	347,758	58.0%
Training and Travel	250,000	107,703	43.1%
Telecommunication	675,000	166,817	24.7%
Delivery and Postage	1,750,000	1,127,688	64.4%
Utilities	1,300,000	627,820	48.3%
Rentals and Leases	1,800,000	1,106,524	61.5%
Insurance	1,000,000	491,030	49.1%
Repairs and Maintenance/Leasehold Improvements	2,000,000	1,004,414	50.2%
IT Subscriptions/Maintenance Contracts	2,455,000	1,460,601	59.5%
Copying/Printing	425,000	244,932	57.6%
Promotional Activities	525,000	365,809	69.7%
Property Appraiser's Fee	750,000	764,524	101.9%
Tax Collector's Fee	1,625,000	1,493,059	91.9%
Supplies	860,000	395,411	46.0%
Supplies-Hardware/Software	900,000	42,798	4.8%
Supplies-Programming	690,000	281,812	40.8%
Memberships	25,000	30,152	120.6%
	<u>21,805,000</u>	<u>12,241,353</u>	<u>56.1%</u>
CAPITAL OUTLAY			
Building and Improvements	7,000,000	1,768,625	25.3%
Leasehold Improvement	1,000,000	482,041	48.2%
Equipment and Furniture	1,100,000	103,744	9.4%
Hardware/Software	1,275,000	685,984	53.8%
	<u>10,375,000</u>	<u>3,040,394</u>	<u>29.3%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	15,000	7,003	46.7%
Materials - Other	8,304,400	4,979,975	60.0%
	<u>8,319,400</u>	<u>4,986,978</u>	<u>59.9%</u>
TRANSFER TO CAPITAL PROJECTS FUND	5,500,000	7,125,000	129.5%
TRANSFER TO SINKING/EARR FUND	500,000	625,000	125.0%
TOTAL EXPENDITURES	<u><u>91,599,400</u></u>	<u><u>57,051,622</u></u>	<u><u>62.3%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Nine Months Ended June 30, 2026

	ANNUAL BUDGET	YTD ACTUAL	(9 months= 75.0%)
REVENUES			
Investment Earnings	600,000	1,374,377	229.1%
Transfer from Operating Fund	5,500,000	7,125,000	129.5%
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	8,499,377	18.0%

EXPENDITURES			
New Horizon West Branch	12,500,000	5,319,682	42.6%
New Branch FFE	1,000,000	234,014	23.4%
New Branch Materials	1,000,000	207,347	20.7%
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	2,681,994	52.8%
TOTAL EXPENDITURES	47,306,000	8,499,377	18.0%

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Nine Months Ended June 30, 2026

	ANNUAL BUDGET	YTD ACTUAL	(9 months= 75.0%)
REVENUES			
Investment Earnings	275,000	236,620	86.0%
Transfer from Operating Fund	500,000	625,000	125.0%
Reserves Horizon West Repairs	1,000,000	-	0.0%
Reserves	6,465,000	-	0.0%
TOTAL REVENUES	8,240,000	861,620	10.5%
EXPENDITURES			
Reserves-Building and Improvements	6,740,000	704,771	10.5%
Reserves-Horizon West Contract	1,000,000	104,566	10.5%
Reserves-Technology	500,000	52,283	10.5%
TOTAL EXPENDITURES	8,240,000	861,620	10.5%

ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Nine Months Ended June 30, 2026

	ANNUAL BUDGET	YTD ACTUAL	(9 months= 75.0%)
REVENUES			
Investment Earnings	40,000	30,798	77.0%
Investment Fair Value	-	169,039	-
Reserves For Operations	603,000	-	0.0%
Reserves	1,000,000	-	0.0%
TOTAL REVENUES	1,643,000	199,837	12.2%
EXPENDITURES			
Equipment	75,000	57,438	76.6%
Reserves For Operations	568,000	-	0.0%
Reserves	1,000,000	142,399	14.2%
TOTAL EXPENDITURES	1,643,000	199,837	12.2%

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
June 30, 2026

ASSETS

Cash on Hand	15,411
Equity in Pooled Cash	8,741,523
Equity in Pooled Investments	56,864,152
Accounts Receivable	64
Inventory	177,366
Prepays	300,425
Other Assets - Deposits	<u>3,776</u>
TOTAL ASSETS	<u><u>66,102,717</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
June 30, 2026

LIABILITIES

Accounts Payable	22,513
Retainage Payable	741
Accrued Wages Payable	1,433,418
Accrued Sales Tax	661
Accrued Fax Tax	84
Employee Payroll Deductions:	
Dental Insurance	2,574
Optional Life	(897)
Vision Plan	802
Short Term Disability	(1,918)
Accident/Critical/Hospital	1,628
Miscellaneous	450
Staff Association	12,763
Due To Friends of the Library	3,273
TOTAL LIABILITIES	1,476,092

FUND BALANCE

Nonspendable:	
Inventory	177,366
Prepaid Items and Deposits	304,202
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
OCLS Foundation	697,831
Unassigned	37,929,102
Current Year Revenue over Expenditures	20,474,769
TOTAL FUND BALANCE	64,626,625
TOTAL LIABILITIES & FUND BALANCE	66,102,717

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
June 30, 2026

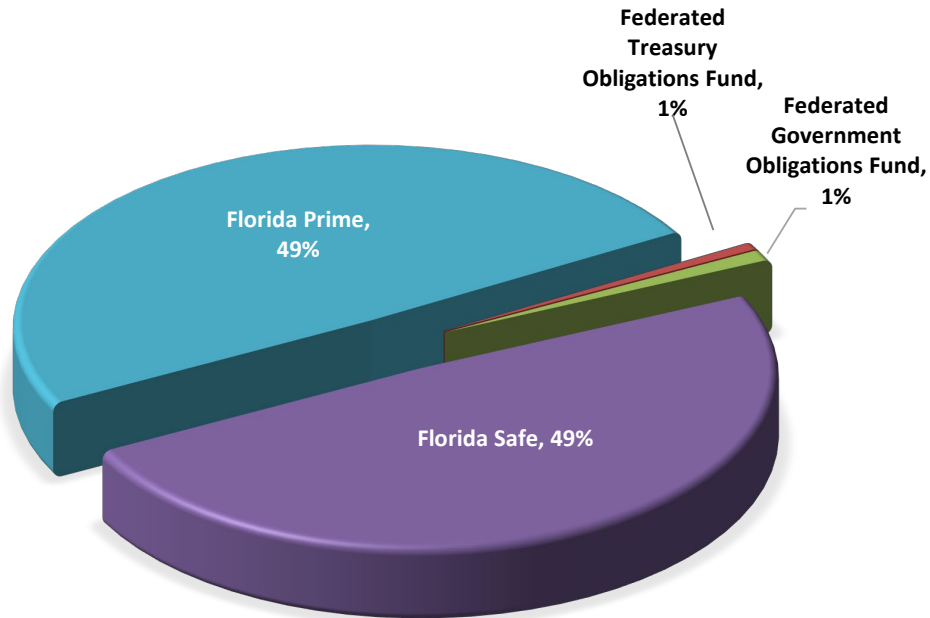
	BALANCE 05/31/26	RECEIPTS	DISBURSE	BALANCE 06/30/26
OPERATING				
Equity in Pooled Cash	10,196,390	3,349,419	4,804,286	8,741,523
Equity in Pooled Investments	60,420,452	193,700	3,750,000	56,864,152
	70,616,842	3,543,119	8,554,286	65,605,675
CAPITAL PROJECTS				
Equity in Pooled Investments	54,625,244	3,630,652	-	58,255,896
SINKING				
Equity in Pooled Investments	9,394,823	321,417	-	9,716,240
SELF FUNDED HEALTH				
Equity in Pooled Cash	626,022	387,437	489,834	523,625
Claims Payment Checking Account	116,403	481,887	481,887	116,403
Equity in Pooled Investments	5,132,224	16,322	-	5,148,546
	5,874,649	885,646	971,721	5,788,574

ORANGE COUNTY LIBRARY DISTRICT

GENERAL POOLED INVESTMENTS

June 30, 2026

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	805,454
Federated Government Obligations Fund	1,294,899
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	63,754,237
Florida Safe-HW Demo Fund	283,827
Florida Prime (SBA)	<u>63,846,417</u>
TOTAL	<u><u>129,984,834</u></u>

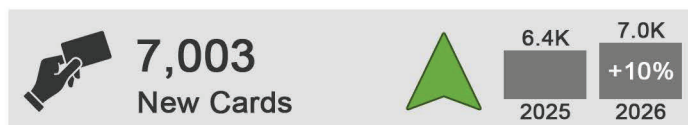
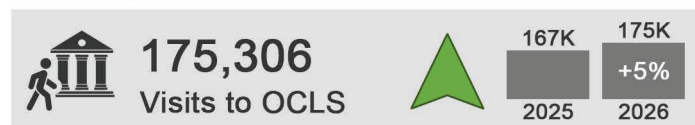


**Orange County Library System
Board of Trustees Meeting
July 9, 2026**

Dashboard

Monthly Report: June 2026

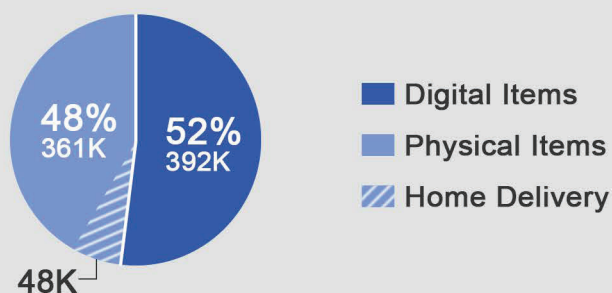
People



Collection



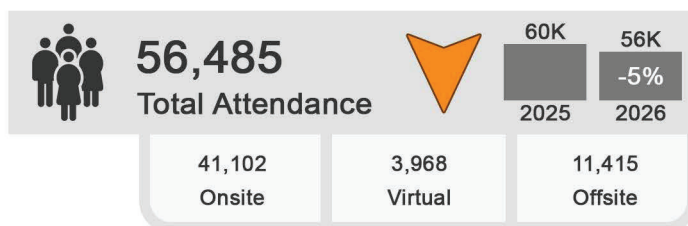
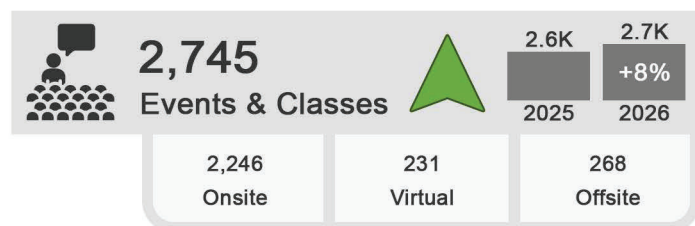
Checkouts by Collection Type



Spotlight: User Ratings



Events & Classes



Customer Feedback

"During my program today, Homemade Play Dough for Seniors, one of our customers shared his excitement for the program. He had surgery on his hand, and one of his physical therapists told him that a great way to help increase his hand strength was to put play dough in a glove for a mess-free way to work out those muscles and build dexterity. He brought gloves with him to make one during the class and brought enough to share with the other participants!"

— Kayla, North Orange Branch staff member

**Orange County Library System
Board of Trustees Meeting
July 9, 2026**

Annual Plan Update

ORANGE COUNTY LIBRARY SYSTEM

Annual Plan Update for June 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.
 - **Community Engagement's Mobile team is actively preparing for the upcoming bookmobile arrival by organizing the warehouse and the collection to ensure readiness. In the interim, the team continues to make regular community stops at select partner locations, bringing a cart of books to maintain service and engagement. These visits are helping refine logistics while also building familiarity and excitement among customers in advance of the bookmobile launch.**
- Partner with organizations to share resources.
 - **In partnership with The Creative Box Project, the Events Department hosted a 6-week art education program for children ages 6–12. Each week, participants received a curated art box with materials and a positive affirmation aligned with themed creative prompts. The program included weekly guided group sessions led by a visual artist and educator, where students explored the fundamentals of art, self-expression, and creativity in a supportive and encouraging environment.**

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

- Evaluate the customer experience in public spaces.
 - **Marketing and Public Relations improved systemwide signage by distributing SAYL Book Display signs and branch-specific SAYL posters that highlight performances, activities, and lunch bus visits at all locations.**
 - **At Orlando Public Library, Marketing and Public Relations created and posted signage directing customers to relocated collections and updated floor maps to reflect these changes.**
 - **The North Orange Branch installed new signage from the Community Engagement Department to show the current availability of the Social Worker.**
 - **The Windermere Branch used themed signs and flyers to promote upcoming presenters for Summer at Your Library.**
- Explore opportunities to optimize accessibility.

- **Marketing and Public Relations is developing an updated Value campaign for the fall/winter focused on clear, concise, easy-to-read information.**
- **North Orange updated the signage on its JAWS Computer to better communicate to customers that the computer is accessible to low-vision users.**

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

- **Establish best practices to support underserved populations.**
 - **Community Engagement social workers collaborated to develop the first informational workshop for library staff across the system. The workshop is designed to strengthen staff understanding of social worker roles and processes, and to equip them with the information needed to connect customers with available social services and library-based support. The workshop is now available for staff access on the new OCLS Social Workers LibGuide.**
 - **The Community Engagement Department launched the OCLS Social Workers Guide, a centralized resource to help staff connect customers with social worker services. The guide offers helpful tools to prepare customers for appointments, including downloadable pamphlets outlining what to bring, recorded informational workshops, and print-on-demand resources. It also includes links to OCLS Resource Guides found on the OCLS website that provide information on a wide variety of community resources to support customers.**
- **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.
 - no updates
- Support partnerships with health and wellness organizations.
 - The Community Engagement Department hosted library takeover days at Nemours Children's Hospital, AdventHealth for Children, and Arnold Palmer Hospital for Children. These events featured activities and storytimes that brought Summer at Your Library to children and families during their stay.
 - The Events and Programs Department hosted a representative from AdventHealth University who discussed a whole-person approach to medicine that supports physical, emotional, and spiritual well-being.
 - The Marketing and Public Relations Department promoted AdventHealth's Holistic and Integrative Health virtual program.

Activity: Explore ways to foster higher engagement rates.

- Focus on connecting with the senior and teenage segments of the community.
 - Marketing and Public Relations highlighted teen SAYL activities in 5 June advertorial articles (Neighbors publications in Windermere, Lake Nona, Avalon Park, Dr. Phillips/Bay Hill and Waterford Lakes. Seniors are featured on two OCLS Brand Value billboards in market.
 - Multiple locations hosted technology classes for seniors, including: "Microsoft Paint," "Computer Basics," "Basic Internet Safety," "Build Your Computer Mouse Skills," and "Build Your Typing Skills." South Creek, South Trail, Southeast and Eatonville held classes in both English and Spanish. West Oaks offered the program "Using Media & AI Literacy Tools – Senior Skills." This program focused on helping senior participants build skills in understanding media and using artificial intelligence tools more confidently and effectively. North Orange hosted "Device Advice," a technology class that allows seniors to attend an open lab wherein they can troubleshoot technology questions with the technology trainer. Alafaya held weekly Open Lab: Ask a Tech sessions for seniors. Adult Services also offered a variety of senior technology classes at the Orlando Public Library. As part of the Job Seekers series, Windermere offered the class "Prepare for Your Job Search."

- Multiple locations also offered Senior-specific programs this month. Eatonville offered "Fireside Tales - A Campy Read-In" for seniors as part of Summer at Your Library. The Fairview Shores branch hosted "Line Dancing for Seniors," which invite them to exercise their bodies and minds. South Creek hosted a Summer At Your Library program for seniors where attendees made play-dough using cooking ingredients. North Orange hosted "Senior Brain Stretch", "Home Made Play Dough for Seniors" and "Yoga" throughout the month of June. The Winter Garden Branch offered four programs for seniors: Sticker By Number for Seniors, Senior Brain Stretch, Patriotic Sand Art for Seniors, and Coffee and Crosswords for Seniors. West Oaks offered a Bingo program for seniors. Hiawassee hosted two senior-focused programs as part of Summer at Your Library: "Ocean Luminaries for Seniors" and "Play Dough for Seniors." Hiawassee hosted the first three programs in the "Easy Eats for Seniors" summer series. The Community Engagement Department hosted over 23 offsite events for seniors, including crafts, cuisine corners, book checkouts, and social worker support. They also provided interactive storytimes for seniors at 14 memory care and assisted living facilities across the county. The Southwest Branch hosted "Qigong Movement & Breathing," where attendees practiced breathing and mindfulness techniques to help balance their energy. Senior Bingo continued to be highly attended at Alafaya. 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 "Play Dough for Seniors", "Name That Tune Bingo", "Art 101: Neoplasticism", and "Summer Sleep Pillow". Southeast staff hosted "Desarrolla Confianza Financiera – VIDA Información para Adultos Mayores," a Spanish-language financial literacy session that helped seniors build confidence in managing their finances. Eatonville offered a "Cuisine Corner: Breakfast Barista Overnight Oats" session as part of the monthly Golden Hour Senior Series. Windermere offered "Chair Yoga for Seniors," "Name That Tune Bingo for Seniors - Summer at Your Library," and "In-Person: Beginner Seniors French".
- Locations also offered a myriad of programs for teens during the month of June. South Creek offered four teen programs: board games, anime painting, ice cream making, and DJ beat making. The Fairview Shores Branch continued to provide regularly scheduled programming for teens, which included "Let's Play Magic the Gathering" and "Teen Tabletop How-To." During Summer at Your Library, they have also hosted eight additional teen programs, including: "Teen Escape Room: The Gogmore Cabin Cryptid," "Teen Fiber Arts: Kumihimo," "Pressed Floral Art Workshop," and "Teen Cuisine: Summer Refreshers." Eatonville offered two teen programs, "Next Step for Teens: Personal Finance" and a "Pressed Floral Art Workshop." North Orange hosted several teen programs in June: "Crochet Lemon Tote," "Crochet Photo Card Holder," "Crochet Fruit Friend," and "Teen Cuisine: Mini Shortcakes." The Winter Garden Branch hosted several teen programs: "Make Your Own Zine," "Teen Art Adventures: Florida Wildlife Painting." "Teen in the Kitchen," "Next Steps for Teens: Interviewing with Confidence," and two Teen Volunteering events. West Oaks offered two opportunities for teens to volunteer and hosted two teen programs focused on

games and crafts. Hiawassee hosted four teen programs: "Teen Art Adventures: Tropical Paper Bouquets"; "Teen Cuisine: Mini Strawberry Shortcakes"; and two Teen Volunteering events. The Southwest Branch hosted "Making Beats with DJ City Beat" where attendees learned what it takes to be a DJ by mixing their own music beats. They also offered "Teen Art Adventures: Solar Powered Photography" where participants explored different art techniques to create their own solar-powered masterpiece. Alafaya offered its monthly Orange Slice teen literary journal, as well as three teen art programs. The South Trail Branch hosted four events for teens including "Next Steps for Teens: Write a Resume," "Teen Cuisine: Summer Refreshers," "Next Steps for Teens: Interviewing with Confidence," and "Teen Fiber Arts: Kumihimo." Southeast's monthly teen programming included the regular Teen Zine session, "Teen Cuisine: Ice Cream," "Teen Art Adventures: Solar-Powered Photography" and "Tropical Paper Bouquets," and "Teen Fiber Arts: Kumihimo". Eatonville offered its monthly teen volunteering workshop for high school students seeking to meet their customer service goals for college. Windermere offered multiple teen programs including "Teen Cuisine: Summer Refreshers - Summer at Your Library," "Python Programming Basics Level 1," "Next Steps for Teens: Write a Resume - Summer at Your Library," "Teen Art Adventures: Florida Wildlife Painting," and "Dungeons & Dragons - Teen - One Shot." Youth Services worked with the High School Advisory Board to identify content for the new "Banking for Beginners" and "First Job 101" Libguide tabs and have created draft tabs to consolidate the curated resources.

- Engage customers in library services with system-wide initiatives.
 - Eatonville Library promoted SAYL to community partners, including Denton Johnson Center, eSTEAMED Learning, LaShaundra's Tots, EDNA, Brownstone Academy, Orlando STEAM, LaPetite Academy, and Thomas Leadership Academy.
 - The School Partnership Committee sent out a survey to liaisons to learn about how they engaged with their schools regarding SAYL. As of today, there are over 7,000 logged sign-ups, which is close to the total number of sign-ups (7,567) that we had by the end of summer 2025.
 - Fairview Shores branch managers continued to use the strategies and tools they used last month to promote SAYL, such as restocking promo materials and sharing programming through word-of-mouth. In addition, Fairview Shores staff created displays to promote SAYL adult and teen programming. They have also begun preparing for the End of Summer Celebration, including creating bookmarks that were added to all goodie bags, and designing station-based activities that will be supported by staff.
 - Hiawassee staff continue to promote Summer at Your Library throughout the branch. The Branch Customer Service Lead created a unique book display near the circulation desk to hold the summer giveaway books and encourage customers to sign up for the reading challenges. Staff also created several summer-themed book and bulletin board displays to further promote Summer at Your Library. At each Summer at Your Library presenter event, staff promote the

next week's presenter and encourage attendees to sign up for the summer reading challenges by hosting a dedicated Summer at Your Library information table at the branch entrance.

- The Winter Garden branch promoted upcoming Summer at Your Library events using flyers, bookmarks, e-newsletters, and in-library displays.
- North Orange staff continued to actively promote participation in Summer at Your Library programs and reading challenges to customers through the use of displays, flyers, and more.
- Adult Services shared information and answered questions on Adult Summer at Your Library for both the Orlando Public Library's Customer Service and Circulation teams during their team meetings in June.
- The Acquisitions department continues to process books ordered from the Sunshine State reading lists, ensuring that customers have access to summer reading materials ahead of the 2026–27 school year.
- The Southwest Branch created a painted window display in the children's area to promote Summer at Your Library. The display featured a beach scene with several summer characters designed by the Graphics department.
- The Southwest Branch promoted the Summer at Your Library sign-up and book giveaway at all programs in June. Participation was so strong that all of the books for kids and teens were distributed.
- The Events Department continued to grow participation in Summer At Your Library by offering targeted programs for teens, including Make Your Own Zine, Anime Art Class, Making Beats with DJ City Beat, Pressed Floral Art Workshop, Zumba for Teens, Acrylic Painting, Polynesian Dance Class, and Cuisine Corner: Global Street Food at Home for Teens.
- The Community Engagement team actively promoted Summer at Your Library at community events in June, connecting with more than 430 people.
- The Community Engagement team also hosted summer-themed outreach events for people of all ages across the county. In June, 134 events reached 4,564 people, including offsite SAYL presenters at the Orlando Executive Airport and Dockside in Lake Nona, which reached 587 people.
- The Alafaya Summer at Your Library Engagement Team executed on ideas to increase participation. The Alafaya team promoted reading tracker sign-up to customers throughout the first month of SAYL.
- Melrose staff expanded the number of summer-exclusive classes offered in June, with 21 classes provided across all instructional pods. In addition, three teen-focused summer youth groups visited the Center for field trips and tours, while another local summer camp attended online graphic design classes led by library staff.
- South Trail staff continued to promote Summer at Your Library by wearing pins, displaying posters, flyers, and bookmarks throughout the branch, and using talking points while assisting customers.
- The Southeast promoted Summer at Your Library through internal coordination and programming for all age groups. Adult programming included five events: Summer Wreath Hat, Mexican Street Corn Deep Dive, Gardening for Seniors,

Personal Crest for Seniors, and Summer Upcycle Container Craft. Staff distributed SAYL adult signup booklets, trackers, and bookmarks at branch events and displayed them on bookshelves, display tables, and customer service areas to increase visibility.

- **All staff at Windermere wore "Ask me about Summer at Your Library" buttons to encourage conversations with customers. Staff also proactively talked with customers about upcoming programs. The branch provided June and July calendars early so customers could see all events. The education for events by staff led to an increase in attendance for summer presenter programs.**
- **Acquisitions created a carousel for Libby titled "Career Development and Business". There have been 370 checkouts from this curated list so far.**
- **To promote career resources, Eatonville offered the following classes: Prepare for Your Job Search, Build and Perfect Your Resume, and Search & Apply for Jobs.**
- **The Fairview Shores Branch Technology Trainer offered two sessions of "Prepare for Your Job Search." The Fairview Shores Branch Librarian offered "Job Seekers Spotlight: LinkedIn Learning."**
- **South Creek staff offered two career support classes in English and Spanish that focused on resume building.**
- **Hiawassee hosted one career-support class titled "Improve Your Job Interview Skills - Job Seekers Series."**
- **The West Oaks trainer offered "Open Lab – Job Seekers" to promote the library's career-support resources.**
- **Adult Services offered four programs in the Job Seekers Series at the Orlando Public Library to support community members in their job search efforts.**
- **Adult Services also offered two Job Seekers Series programs off-site at the Orlando Women's Work Release Center.**
- **The Southwest librarian hosted a "Job Seekers Spotlight" program that provided a brief overview and live demonstration of the four main career databases available through the library.**
- **The Southwest Technology Trainer taught "Build and Perfect Your Resume" in June, where attendees learned how to clearly present their unique talents and skills in their resumes.**
- **The South Trail technology trainer presented "Open Lab - Job Seekers" where customers could create their resume, practice their interview skills, or search for job openings and "Prepare for Your Job Search" to provide hands-on worksheets and strategies to help customers reflect on their goals and identify their skills as part of the Job Seekers series.**
- **Southeast promoted career-support resources in June by offering a targeted technology class to assist customers with professional development, "Build and Perfect Your Resume." Class attendees gained practical skills to improve their employment prospects, demonstrating the library's ongoing commitment to supporting workforce development in the community.**
- **Windermere offered "Improve Your Job Interview Skills" as a part of the Job Seekers Series in May.**

- Eatonville offered the Job Seeker series workshops "Search and Apply for Jobs" and "Build & Perfect Your Resume."
- Eatonville offered "LEGO Club," "LEGO Education Spike Prime: Beach Buggy," and "LEGO Education Spike Prime: Brick Beach Cleanup."
- The Fairview Shores Branch hosted four scheduled "LEGO® Education SPIKE™ Prime" classes and one "LEGO Club" program.
- South Creek staff hosted five LEGO learning programs for adults and children, including "LEGO Spike" and "LEGO Club."
- Hiawassee hosted three LEGO-themed programs for Summer at Your Library: one "LEGO Club" session and two "LEGO Education Spike Prime: Brick Beach Cleanup" programs.
- Winter Garden Branch hosted a biweekly "LEGO Club," offered two "LEGO Spike" classes, and offered one "LEGO Digital Builds" class.
- The North Orange Branch hosted seven LEGO programs in June, including "LEGO Club" and "LEGO Spike Essentials".
- In June, West Oaks hosted three "LEGO Club" programs, five "LEGO Spike Essentials: Great Adventures" classes, and three "LEGO Digital Builds" classes.
- The Southwest Branch hosted its weekly "LEGO Club," where attendees used their imaginations to build their own LEGO creations.
- The Southwest Technology Trainer offered six "LEGO Education" classes in June, where attendees built and programmed their own LEGO machines.
- "LEGO Club" continued to be held weekly at Alafaya, in addition to the eight "LEGO Spike," two "LEGO WeDo," and one "LEGO Digital Build" in June.
- Melrose staff offered a three-day "Online: Make a LEGO Movie" series for kids, with attendees learning to use LEGO to build a story in pre-production, follow instructions in production, and wrap up by using software to construct the film in post-production.
- South Trail Branch presented "LEGO Digital Builds" and "LEGO Education Spike" events where participants used their imaginations to build unique designs.
- Southeast offered four "LEGO Spike Great Adventures" classes in June, giving participants opportunities to explore robotics and coding with interactive "LEGO Spike" kits. The location also hosted two "LEGO Club" sessions, where children and families gathered to build, collaborate, and share their creations in a fun, supportive environment.
- Windermere offered 7 LEGO classes and 4 "LEGO Clubs" throughout June. Classes included "LEGO Digital Builds," "LEGO Education Spike Essentials: Great Adventures," and "LEGO Education Spike Essentials: Amusement Parks - Summer at Your Library."
- Eatonville hosted its monthly "LEGO Club" and offered "LEGO Spike Essentials" activities.
- Libby curated lists with summer and travel themes were created and promoted, resulting in 305 checkouts.
- Youth Services staff met with Next Chapters to begin the affiliate process. Youth Services staff presented rolling out the Next Chapter Book Club systemwide for teens and asked that managers reply by June 30 if they were interested in hosting

the book club at their locations. Youth Services will proceed with purchasing affiliate licences for those that are interested after June 30.

- In June, Home Delivery staff moved the following holds to the front of the queue: children's books related to Caribbean American Heritage Month, Father's Day, and Independence Day as well as books on the Sunshine State Reading Lists and Florida Teens Reading list for 2026-2027.
- The Fairview Shores Branch fostered literary engagement by offering and promoting "Central Florida Book Club."
- The Fairview Shores Branch continued to replenish the "1000 Books Before Kindergarten" booklets in the children's area to encourage caregivers to participate.
- 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 June, West Oaks received three new participation forms for the "1000 Books Before Kindergarten" program. During the month, the West Oaks librarian also continued to read and evaluate titles for possible inclusion in the Best Books of 2026 list.
- Alafaya's monthly Book Club was hosted in June.
- The Community Engagement department hosted multiple book clubs across the county, and the mobile team provided literacy activities for children staying at the Homeless Coalition, expanding access to reading and learning opportunities in the community.
- 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.
- The Downtown Book Club met in June to discuss Nir Eyal's Beyond Belief. Nir Eyal took part in a virtual author event in May.
- Windermere supported the "1,000 Books before Kindergarten" initiative by supplying booklets and helpful trifold for customers to make their selections in the branch.
- Eatonville hosted a panel discussion on Zora Neale Hurston's best-known works, "Their Eyes Were Watching God," in partnership with Orlando Shakespeare Theatre.

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 completed the Connect DTO program, building relationships with downtown business leaders through monthly collaboration sessions.

- The Development Manager is identifying and profiling local corporate prospects whose philanthropic priorities align with the library's mission, and has scheduled meetings with Travel & Leisure and Foley 5 Construction.
- The grants specialist is pursuing several grant opportunities, has begun training on the grants module in the new FES system, and has started developing the related workflow.
- Raise the library's visibility through networking and community building.
 - The Development Manager attended a Charitable Gift Planners of Central Florida workshop on Donor Advised Funds, met with peers from local organizations, and scheduled a follow-up meeting with staff at the Central Florida Foundation.
 - The Fairview Shores Manager attended the Lee Road Safe Neighborhood meeting and promoted upcoming events and summer reading challenges for all ages.
 - Youth Services staff met with an editor from School Library Journal/Library Journal to discuss OCLS youth programs and classes.
 - Eatonville partnered with the Literary Arts Council of Central FL, Inc. to host Revive Zora, the kick-off event for the Annual Southern Fried Poetry Slam Festival in Orlando, drawing 210 attendees to an after-hours program. The Southern Fried Poetry Slam also hosted multiple events at Orlando Public Library in Melrose Center and the third floor meeting rooms.
 - The Winter Garden Branch Manager attended a Customer Experience Leaders meeting hosted by the Urban Libraries Council.
 - The West Oaks Manager attended the Orlando Chapter Daughters of the American Revolution General Membership Meeting on June 6, 2026, and the West Oaks Genealogy Specialist co-hosted a Daughters of the American Revolution workshop with the Winter Garden Chapter.
 - Melrose staff appeared on the Tom & Dan LIVE podcast on June 2 to promote improv classes, shows, and library services.
 - Alafaya staff participated in the June East Orange Community Center meeting.
 - Adult Services staff joined several April networking events, including the Seminole State Foundation Board of Directors, Orlando 1 Million Cups, Orlando Remembered, and the Mayor's Committee on Livability and Healthy Aging.
 - The South Trail Branch Manager attended the monthly OBT Safety Task Force and OBT Development Board meetings, engaging with local businesses, community partners, and OBT Next staff.
 - Community Engagement staff presented a workshop at the Southwest Florida Library Network event on OCLS initiatives supporting memory care and brain health for seniors and shared best practices with regional library professionals.
 - A Community Engagement staff member was invited to join the Children's Cabinet, a Central Florida committee that meets monthly to collaborate, share resources, and support services for children and families.
 - The Community Engagement Assistant Manager was selected as Vice Chair of the Florida Library Association Communications Committee for the 2026–2027 term.

- **Marketing and Public Relations attended the June County Communicators meeting, coordinated with the county emergency operations center on hurricane season protocols, and attended the June District 1 Leadership Council meeting.**
- **The Chief of Neighborhood Services, serving as Chairperson of the Citizen Review Panel for Human Services, leads the evaluation of funding proposals from local nonprofits and provides funding recommendations to the Board of County Commissioners.**
- **The Eatonville Manager and community stakeholders led a breakout session at the 2026 Florida Library Association Annual Conference on the Eatonville History Preservation Project and community quilt, with the Eatonville youth program specialist moderating.**
- **The Windermere Branch partnered with the Town of Windermere to use Town Hall for select outside presenter dates, allowing more customers to attend programs.**

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.
 - **A consultation was scheduled with Springshare, the LibInsight vendor, to support further development and enhancement of how the library uses the platform.**
- Create a Master Plan.
 - **The Master Plan consultants have completed the assessment phase and have begun the synthesis phase, where they are analyzing all of the input gathered.**

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 updates**
- Utilize data to evaluate the success of programming and classes.
 - **The Data and User Services Department met with the Adult Services and Youth Services departments to gain a clearer understanding of the “Summer at Your Library” processes and the related workflows. During these discussions, the teams also clarified the expected outputs for the data analysis, ensuring that reporting needs and evaluation goals were well defined and aligned across departments.**
 - **The Data and User Services Department met with the Adult Services Department to gain a clearer understanding of the library’s technology classes. During the meeting, the teams discussed the types of trends Adult Services wanted to track and identified the specific data points that should be analyzed to support this work.**
 - **The Data and User Services Department met with the Youth Services Department to determine the goals for analyzing data related to bilingual programs.**

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.
 - **No new activity to report.**
- Support opportunities for cross-departmental/branch experiences.
 - **Community Engagement has developed the Community Event Tabling Guide, a comprehensive resource designed to support staff in confidently representing the library in the community. To further support staff participation, a live virtual training is scheduled for June 30 to introduce the guide and provide practical guidance for tabling outreach. The session will be recorded and made available for staff who are unable to attend live, ensuring ongoing access to training and resources.**

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.
 - **Grants Module implementation began in June, with the module expected to be fully functional by 09-30-26.**
- Create a Technology Plan.
 - **No new activity to report.**

Activity: Prioritize employee engagement and well-being.

- Explore meaningful ways to celebrate employee contributions.
 - **South Creek staff regularly add their kudos messages to the monthly recognition bulletin board.**
 - **Adult Services staff redesigned and updated a recognition area to celebrate individual and team accomplishments, including positive feedback, thank-you messages, and completed projects.**

- **The Fairview Shores branch continues to recognize excellent customer service by creating posters that congratulate staff who earn 100% on Mystery Shops and displaying them on a bulletin board.**
- **Eatonville staff continue to use the kudos board to share praise and give shout-outs to colleagues who go above and beyond on tasks and projects.**
- **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 June, and their name and score were added to the recognition bulletin board.**
- **In June, West Oaks staff anniversaries were recognized with a new post on the bulletin board in the staff breakroom.**
- **North Orange staff used the Branch Wins board to share kudos and positive comments from customers, such as a coloring sheet from a young customer that read, "Your library is the best." Staff also shared a customer service story during a branch meeting that helped staff better understand the impact library programming has on the surrounding community.**
- **The Customer Service Department highlighted a Library Information Associate who oversees the "Accelerated Reader" labeling for the Children's Department on their recognition bulletin board. In addition, the department created a designated area for general staff kudos to highlight individual and team successes.**
- **The Southwest Branch continued its Employee of the Month and Kudos board initiatives.**
- **South Trail staff updated the staff bulletin board with staff recognition, staff shout-outs, passive team-building activities, and a question of the week.**
- **At Southeast, the team is reinforcing a structured monthly recognition process by regularly acknowledging staff mentioned in Customer Service Surveys. Their achievements appear on the Staff Recognition Board and are supported by congratulatory emails that highlight their contributions. A separate Internal Kudos Board continues to be actively used to recognize peer-to-peer support, especially during high-demand periods and complex projects, helping to maintain a culture of appreciation and collaboration.**
- **Support staff in building connections locally and throughout the system.**
 - **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 treat.**
 - **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.**

**Orange County Library System
Board of Trustees Meeting
July 9, 2026**

Action Items: Consent Agenda

**Orange County Library System
Board of Trustees Meeting
July 9, 2026**

Request to Serve Alcohol

REQUEST TO SERVE ALCOHOLIC BEVERAGES **ROMANCE, WINE, AND CHOCOLATE EVENT**

I. ISSUE STATEMENT

Library Board approval is needed to serve alcoholic beverages during the Romance, Wine, and Chocolate Event at the Horizon West Branch Library.

II. BACKGROUND & SUMMARY

On Friday, September 25, 2026, the Horizon West Branch Library will host an after-hours romance author event. The Library hosted its first Romance, Wine, and Chocolate event in 2016 at the Alafaya Branch and in 2019, it moved to the Chickasaw Branch. With the opening of the Horizon West Branch, the event is moving and will be the first signature event in the new, larger meeting room. The Library would like to serve wine at this event. As stated in the adopted Alcoholic Beverage Policy (please see below), Board approval is required to serve alcoholic beverages.

III. CONSIDERATION

The library is asking the library board to approve the serving of alcoholic beverages in accordance with the Board-approved policy at the Romance, Wine, and Chocolate Event at the Horizon West Branch Library.

IV. RECOMMENDATION

Library Staff recommends that the library board approve the serving of alcoholic beverages in accordance with the Board-approved policy at the Romance, Wine, and Chocolate Event at the Horizon West Branch Library.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 26-102**

**REQUEST TO SERVE ALCOHOLIC BEVERAGES
ROMANCE, WINE, & CHOCOLATE EVENT**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 9th of July 2026, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the serving of alcoholic beverages in accordance with the Board-approved policy at the event on September 25, 2026, at the Horizon West Branch Library.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
July 9, 2026**

Communico Contract Renewal

COMMUNICO CONTRACT RENEWAL

I. ISSUE STATEMENT

Library Board approval is required to authorize a five-year subscription renewal contract with Communico for the Library's integrated customer services platform.

II. BACKGROUND & SUMMARY

The Communico platform has been used systemwide by customers and staff since 2017 to provide online event registration, room reservations, appointment scheduling, and related customer engagement services. In 2025, the library implemented the digital signage module and the mobile app, providing customers with a centralized mobile experience for accessing library services.

The current agreement expires in July 2026. Renewing the subscription will ensure continuity of these essential services, including product support, maintenance, and software updates.

With the addition of the digital signage and mobile app modules, the annual cost of the Communico platform now exceeds the Library Board's \$100,000 approval threshold, requiring Board approval of this five-year renewal agreement.

The negotiated renewal pricing is summarized below.

Module	Standard Price	Negotiated Discount (Years 1–3)	Annual Cost (Years 1–3)	Annual Cost (Years 4–5)
Control Panel	\$36,300	(\$18,800)	\$17,500	\$20,125
Event & Program Management	\$29,470	(\$14,470)	\$15,000	\$17,250
Room Management	\$29,470	(\$14,470)	\$15,000	\$17,250
Digital Signage	\$29,470	(\$14,470)	\$15,000	\$17,250
Appointment Management	\$29,470	(\$14,470)	\$15,000	\$17,250
Mobile App	\$64,400	(\$16,900)	\$47,500	\$54,625
Total	\$218,580	(\$93,580)	\$125,000	\$143,750

Communico has provided a negotiated annual discount of \$93,580 during the first three years of the agreement. Beginning in Year 4, the annual subscription increases to \$143,750, where it remains through Year 5.

The Friends of the Orange County Library System have committed to contributing \$23,000 annually toward the cost of the mobile app throughout the five-year agreement.

Contract Years	Communico Contract	Friends Contribution	OCLS Net Annual Cost
Years 1–3	\$125,000	(\$23,000)	\$102,000
Years 4–5	\$143,750	(\$23,000)	\$120,750

A five-year agreement provides pricing stability, minimizes administrative effort associated with more frequent renewals, and ensures continued access to a platform that has become integral to services provided to library customers and to internal operations.

III. CONSIDERATION

Library staff is requesting that the Board:

1. Approve the contract renewal for Years 1 – 3 at \$102,000 per year
2. Approve the contract renewal for Years 4 – 5 at \$120,750 per year
3. Authorize library staff to execute the contract renewal with Communico

IV. RECOMMENDATION

Staff recommends that the Library Board:

1. Approve the contract renewal for Years 1 – 3 at \$102,000 per year
2. Approve the contract renewal for Years 4 – 5 at \$120,750 per year
3. Authorize library staff to execute the contract renewal with Communico

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 26-103**

COMMUNICO CONTRACT RENEWAL

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 9th day of July 2026, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the contract renewal for Years 1 – 3 at \$102,000 per year.
2. To approve the contract renewal for Years 4 – 5 at \$120,750 per year.
3. To authorize library staff to execute the contract renewal with Communico.
4. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
July 9, 2026**

**Action Items:
Non-Consent Agenda**

**Orange County Library System
Board of Trustees Meeting
July 9, 2026**

**Guaranteed Maximum Price and
Project Budget Approval:
Orlando Public Library First
Floor Renovation Project**

**GUARANTEED MAXIMUM PRICE AND PROJECT BUDGET APPROVAL
FOR THE ORLANDO PUBLIC LIBRARY FIRST FLOOR RENOVATION PROJECT**

I. ISSUE STATEMENT

Library Board approval is required to authorize staff to enter into a Guaranteed Maximum Price (GMP) contract with Gomez Construction Company (Gomez) and to approve the budget for the Orlando Public Library First Floor Renovation Project (Project).

II. BACKGROUND & SUMMARY

At the March 14, 2024, meeting, the Library Board authorized staff to negotiate a Construction Manager at Risk (CMAR) contract with the top-ranked contractor, Gomez, for the Project. At the July 11, 2024, meeting, the Library Board authorized staff to execute the CMAR contract with Gomez for Pre-Construction Services.

Since then, Gomez has provided pre-construction services and attended meetings with staff and the architect, Borrelli + Partners (Borrelli), to design the Project. Services included construction budget tracking, scheduling and planning, constructability review, value engineering, bidder pre-qualification, and permit acquisition.

Once the design was finalized and the necessary construction plans and specifications were prepared, Gomez determined a GMP by obtaining multiple bids for each subcontractor discipline. Gomez's GMP is \$16,827,363 and final completion for construction is tentatively scheduled for the fall-winter of 2027.

The Library also provided the same construction plans and specifications to the project estimator, Alliance Design & Construction, Inc. (Alliance). Alliance serves on the design team assembled by Borrelli, and their estimate for the GMP is \$17,074,357. Alliance's estimate is \$246,994 higher than Gomez's proposal, confirming that Gomez's pricing is inline with expectations.

Library staff have been working with Borrelli and Gomez to design the new spaces and define equipment and furniture needs. Library staff have sufficient information to recommend to the Board a comprehensive project budget based on the full scope of the developed plans and specifications.

The library is requesting an overall budget as outlined below.

Category	Vendor	Budget
Design Team	Borrelli	1,200,000
Pre-construction Consulting	Gomez	140,000
Permitting & Impact Fees	City of Orlando	500,000
Construction	Gomez	16,827,363
Owner Provided Material	TBD	1,000,000
Threshold & Other Testing	TBD	250,000
FF&E	TBD	1,250,000

Total Budget		21,167,363
Project Contingency 7%		1,207,637
Total Requested Budget		22,375,000

The money for the Project is saved in the Capital Projects Fund and is fully funded. Library staff will bring contracts exceeding \$100,000, such as FF&E contracts, to the Board for approval. The total requested budget is \$22,375,000.

III. CONSIDERATION

The library is requesting the Board:

1. Approve the Guaranteed Maximum Price with Gomez for \$16,827,363
2. Approve the Total Requested Budget of \$22,375,000
3. Authorize the Director/CEO to execute the Guaranteed Maximum Price contract with Gomez

IV. RECOMMENDATION

Staff recommends that the Board:

1. Approve the Guaranteed Maximum Price with Gomez for \$16,827,363
2. Approve the Total Requested Budget of \$22,375,000
3. Authorize the Director/CEO to execute the Guaranteed Maximum Price contract with Gomez

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 26-105**

**GUARANTEED MAXIMUM PRICE AND PROJECT BUDGET APPROVAL
FOR THE ORLANDO PUBLIC LIBRARY FIRST FLOOR RENOVATION PROJECT**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 9th day of July 2026, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the Guaranteed Maximum Price with Gomez for \$16,827,363.
2. To approve the Total Requested Budget of \$22,375,000.
3. To authorize the Director/CEO to execute the Guaranteed Maximum Price contract with Gomez Construction.
4. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
July 9, 2026**

Alcohol Service Policy

ALCOHOL SERVICE POLICY

I. ISSUE STATEMENT

Library Board approval is needed to adopt revisions to the Alcohol Service Policy governing the service of alcoholic beverages at Library-sponsored and Library-approved events.

II. BACKGROUND & SUMMARY

The Orange County Library System periodically reviews its policies to ensure they remain current, clearly written, and aligned with operational needs and legal requirements. The existing policy governing the service of alcoholic beverages at Library events has been reviewed and updated to improve clarity, establish consistent terminology, and outline responsibilities associated with alcohol service.

The revised policy:

1. Clarifies the circumstances under which alcoholic beverages may be served at Library events.
2. Establishes approval requirements and responsibilities for event organizers and serving entities.
3. Provides compliance standards and a framework for ongoing policy review.

The substantive requirements for serving alcoholic beverages remain consistent with the Library's current practice, including Board approval of alcohol service and the use of licensed and insured serving entities. The revisions primarily improve organization, readability, and administrative consistency.

III. CONSIDERATION

Library staff are requesting the Library Board to approve the revised Alcohol Service Policy.

IV. RECOMMENDATION

Staff recommend that the Library Board approve the revised Alcohol Service Policy.

ALCOHOL SERVICE POLICY

Effective Date: July 10, 2026. Pending approval.

Approval Date: July 9, 2026. Pending approval.

Approved By: Library Board of Trustees

Purpose

The purpose of this policy is to set the conditions under which alcoholic beverages may be served at Library-sponsored or Library-approved events while minimizing legal, financial, and safety risks to the Library.

Scope & Applicability

This policy applies to all Library-sponsored or Library-approved events at which alcoholic beverages are served. It applies to Library staff, volunteers, event organizers, vendors, and any third-party entities engaged by the Library to serve alcoholic beverages.

Definitions

- Library-Approved Event: An event organized and hosted by the Library.
- Library-Sponsored Event: An event organized by a third-party and hosted by the Library.
- Licensed Bartender, Caterer or Serving Entity: An individual or entity legally authorized to serve alcoholic beverages with proof of liquor liability insurance.
- Liquor Liability Insurance: Insurance coverage that protects against claims arising from the service of alcoholic beverages.

Policy Statement

Alcoholic beverages may be served at Library-sponsored or Library-approved events only when all requirements outlined in this policy are met.

Requirements

1. The event is sponsored by or approved by the Library.
2. The Library Board of Trustees approves alcohol service.
3. A licensed bartender, caterer, or qualified entity with commercial general liability insurance, liquor liability insurance, workers' compensation insurance, automobile liability insurance, and umbrella/excess liability insurance as outlined in **Exhibit A** is engaged.

Roles & Responsibilities

- Library Board of Trustees: Approves or denies requests for alcoholic beverages to be served at Library events.
- Library Staff/Event Organizers: Ensure compliance with this policy.
- Licensed Bartender, Caterer, or Serving Entity: Serve alcoholic beverages in compliance with applicable laws.

Insurance Adjustments

The Library Director/CEO or the Library Board of Trustees may, based on the nature of the event and its risk profile, modify, waive, increase, or otherwise adjust any insurance requirement stated in **Exhibit A**, including limits, types of coverage, and endorsement forms.

Compliance & Enforcement

Failure to comply may result in the denial of approval, the cancellation of events, or the termination of contracts or employment.

Review & Revision Schedule

The Library Board of Trustees will reaffirm this policy every three years.

Exhibit A

The Library's Alcohol Service Policy requires that bartenders, caterers, or serving entities (Vendor) carry insurance with applicable limits and ensures that the Orange County Library District (OCLD) is named as an additional insured on all applicable policies.

Commercial general liability (CGL) insurance

- \$1 million per occurrence and \$2 million in the aggregate.
- The OCLD should be named as an additional insured on the Vendor's CGL policy

Liquor Liability Insurance

- Liquor liability insurance must be required as separate coverage because standard CGL policies commonly contain absolute liquor liability exclusions that preclude coverage for claims arising from the sale or furnishing of alcoholic beverages.

Workers' Compensation and Employers' Liability Insurance

- Workers' compensation policy should meet Florida statutory limits.
- Employers' liability component with limits of at least \$100,000 per accident, \$100,000 per employee, and a \$500,000 policy limit for disease.

Automobile Liability Insurance

- Auto liability insurance with a combined single limit of at least \$1 million.

Umbrella / Excess Liability Insurance

- Umbrella or excess liability policy providing at least \$1 million to \$5 million in additional coverage over the primary CGL, liquor liability, and auto liability policies.

Certificate of Insurance, Additional Insured Endorsements

- The Vendor delivers the certificate of insurance prior to commencing services, naming the OCLD as an additional insured on the CGL, liquor liability, and automobile liability policies.
- The Vendor's insurance carriers waive all rights of subrogation against the OCLD.
- The Vendor provides at least 30 days' advance written notice to the OCLD of any cancellation or material change in coverage.
- Vendor's coverage is to be maintained in full force during the services and for a "tail period" following expiration of the coverage for a minimum of one year after the service agreement ends.
- Vendor's policies are rated A- or better by A.M. Best.
- Vendor's staff possess all required skills, licenses, and qualifications under Florida law for performing food and alcohol service.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 26-106**

ALCOHOL SERVICE POLICY

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 9th day of July 2026, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the revised Alcohol Service Policy
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
July 9, 2026**

**Discussion & Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
July 9, 2026**

Finance Committee Meeting

**Orange County Library System
Board of Trustees Meeting
July 9, 2026**

Information

**Orange County Library System
Board of Trustees Meeting
July 9, 2026**

Director's Report

Director's Report for July 2026 Board Meeting

Summer at Your Library

We are a little more than halfway through our Summer at Your Library Program, and we have already surpassed last year's total signups for our Summer Reading Challenge. Last year's total number of signups was 7,567. This year, we already have 7,605 kids participating in the challenge, with three weeks to go before summer is over.

June Statistical Highlights

- 109,000 unique customer transactions
- 40,798 app downloads
- 47,663 people attended a library event
- 5,580 people attended a library class
- 3,242 people interacted with the library at an offsite event in the community

Legislative Update

We are continuing to monitor the property-tax referendum proposal, which is now being called Amendment 3. We have educated staff about the state statutes that outline how public entities may respond to ballot initiatives and shared talking points so they can accurately address public inquiries about the proposed amendment.

Our Friends of the Orange County Library System, which is an independent nonprofit organization, is planning to educate their members and the public via an email and social media campaign arming people with information about the proposal and its potential impact on all municipal entities in Orange County, including libraries.

On July 6, the Friends of Miami-Dade Public Library are hosting a town hall discussion of Friends groups to organize a public-education campaign about the impact the referendum may have on libraries statewide. Members of our Friends board will attend.

On July 9, our Marketing and Public Relations staff will meet with Orange County communicators from multiple agencies to discuss a coordinated effort to share vital information about property taxes with the public. Meanwhile, our latest round of marketing efforts emphasizes the value that libraries return to the community, with a "Your Library, Big Value" tagline and reminders in our Books & Beyond magazine about the wide variety of services cardholders can access at no cost.

In Closing

Finally, I'll close with good news. First, we have committed to opening Horizon West in September. The exact date is to be determined, but the branch is quickly nearing completion.

Next, our hospital takeover days continue to be inspirational and supportive for families with children facing serious illness. I want to share this [video](#) from our most recent hospital takeover at Arnold Palmer Hospital in June.

**Orange County Library System
Board of Trustees Meeting
July 9, 2026**

**Public Comment:
Non-Agenda Items**