

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

Board Packet for August 2026



August 7, 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 August 13, 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

August 13, 2026 6:00 p.m.

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

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|---------------|--------------|---|
| 26-112 | I. | Call to Order |
| 26-113 | II. | Public Comment Policy & Procedures |
| 26-114 | III. | Approval of Minutes: <ul style="list-style-type: none">• Library Board of Trustees Meeting: July 9, 2026• Finance Committee Meeting: August 3, 2026 |
| 26-115 | IV. | Staff Presentation: Orange County Library Foundation: Erin Sullivan |
| 26-116 | V. | Financial Statements and Summaries: July 2026: Kris Shoemaker |
| 26-117 | VI. | Dashboard: July 2026: Danielle King |
| 26-118 | | Annual Plan Update: July 2026: Danielle King |
| 26-119 | VII. | Action Items: Consent Agenda |
| 26-120 | | Board Meeting Schedule: FY 2026 – 2027 |
| 26-121 | | Finance Committee Meeting Schedules ~ Virtual & In-Person: FY 2026 – 2027 |
| 26-122 | | Personnel Committee Meeting Schedule ~ Virtual: FY 2026 – 2027 |
| 26-123 | | Annual Plan of Service for FY 2026-2027: Lynette Schimpf |
| 26-124 | | Landscaping and Ground Maintenance Contract: Kris Shoemaker |
| 26-125 | | Transfer of Unrestricted Estate Gift Funds to the Orange County Library Foundation: Steve Powell |
| 26-126 | VIII. | Action Items: Non-Consent Agenda |
| 26-127 | | Gratuities & Gifts Policy: Bethany Stone |
| 26-128 | | Orange County Library District Fiscal Year 2026 – 2027 Budget and Millage Approval: Steve Powell |
| 26-129 | IX. | Discussion and Possible Action Items |
| 26-130 | X. | Finance Committee Meeting: 6:30 p.m. |
| 26-131 | XI. | Information |
| 26-132 | | Director's Report |
| 26-133 | | Public Comment: Non-Agenda Items |
| | XII. | Adjournment |

Next Meeting Dates:

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

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**Orange County Library System
Board of Trustees Meeting
August 13, 2026**

Call to Order

**Orange County Library System
Board of Trustees Meeting
August 13, 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
August 13, 2026**

Approval of Minutes

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

July 9, 2026 6:00 p.m.

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

Library Board Present: Crockett Bohannon (7/0); Nicole Benjamin (9/4 – City); Venessa Tomlin (7/1); Sharon Smoley (7/1)

Library Board Absent: Ashley Cisneros Mejia (9/3 – City)

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

Administration Absent: Danielle King; Erin Sullivan

- 26-094 I. Call to Order**
President Bohannon called the meeting to order at 6:07 p.m.
- 26-095 II. Public Comment Policy & Procedures**
- 26-096 III. Approval of Minutes:**
- **Library Board of Trustees Meeting: June 11, 2026**
 - **Finance Committee Meeting: July 6, 2026**
- Trustee Tomlin, seconded by Vice President Benjamin, moved to approve the minutes. Motion carried 4-0.
- 26-097 IV. Staff Presentation: Master Plan Update: Group 4 Architecture and Gresham Smith**
Group 4 Architecture and Gresham Smith gave an update on the progress of the Master Plan. They identified OCLS strengths, such as being user-friendly, convenient and community focused. They also identified weaknesses, like smaller branches when compared to peer libraries. Brief discussion ensued.
- 26-098 V. Financial Statements and Summaries: June 2026: Kris Shoemaker**
CFO Shoemaker reported that the Horizon West branch project costs to-date are \$20,690,613 or 75.9% of the project budget. He also reported that the Lake Nona branch project costs to-date are \$1,908,960 or 7.4% of the project budget.
- 26-099 VI. Dashboard: June 2026: Erica Grant**
Chief of Neighborhood Services Erica Grant reported that June was the start of *Summer at Your Library*, and the dashboard reflects an uptick in community engagement with increases in visits, new library cards, and circulation. Door count was up 5% over last June, and new card registrations increased 10%, indicating more first-time users to OCLS. Checkouts also increased by 7%, and digital circulation continues to grow,

with digital checkouts increasing 14%, to more than 392,000 items over last year.

Attendance was down 5% compared with last June, and the change aligns with the intentional reduction of passive programming in favor of more active, staff-led experiences. Events and classes offered increased by 8% over last June. Last year, passive programming accounted for approximately 6,900 attendees, making it a significant factor in the year's attendance comparison.

This month's spotlight is *User Ratings* and the mystery shopper score averaged 98%, well above the 90% goal. The *Net Promoter Score* averaged 95%, a slight increase from 94% last June. These measures reflect consistently strong customer service satisfaction across the system.

CNS Grant shared a story that reflects the impact programs can have on community members. Kayla at the North Orange branch shared, "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 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!"

26-100

Annual Plan Update: June 2026: Erica Grant

CNS Grant reported that progress continues for each of the primary goals of the annual plan and she highlighted one item which falls under the goal of *Be Connected*: The Eatonville branch partnered with the Literary Arts Council of Central Florida, Inc. to host *Revive Zora*. This was a kick-off event for the Annual *Southern Fried Poetry Slam Festival* in Orlando, which brought 210 attendees to an after-hours program. Throughout the festival, additional events were held at OPL in the Melrose Center and the third-floor meeting rooms.

26-101

VII. Action Items: Consent Agenda

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

26-102

Request to Serve Alcohol at the Romance, Wine & Chocolate Event: Bethany Stone

The Board approved the serving of alcoholic beverages in accordance with the Board-approved policy at an event on September 25, 2026, at the Horizon West Branch Library.

26-103

Communico Contract Renewal: Bethany Stone

The Board approved the contract renewal for years 1 to 3 at \$102,000 per year, the contract renewal for years 4 and 5 at \$120,750 per year, and authorized library staff to execute the contract renewal with Communico.

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

Trustee Smoley, seconded by Trustee Tomlin, moved to approve the Guaranteed Maximum Price with Gomez Construction for \$16,827,363; to approve the total requested budget of \$22,375,000; and to authorize the Director/CEO to execute the Guaranteed Maximum Price contract with Gomez Construction.
Motion carried 4-0.

26-106 Alcohol Service Policy: Bethany Stone

Vice President Benjamin, seconded by Trustee Tomlin, moved to approve the revised Alcohol Service Policy. Motion carried 4-0.

26-107 IX. Discussion and Possible Action Items

26-108 X. Finance Committee Meeting

This meeting was cancelled.

26-109 XI. Information

**26-110 Director's Report
Summer at Your Library**

Director Powell reported that the *Summer at Your Library* program is a little more than halfway over, and this year's signups for the Summer Reading Challenge have already surpassed last year's total signups of 7,567. This year, there have been 7,605 kids participating in the challenge, with three weeks to go before the summer program ends.

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

The Administration continues to monitor the property-tax referendum proposal, which is now being called Amendment 3. Staff have been educated 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.

The 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 hosted 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 the OCLS Friends board attended.

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

Budget Meetings

All of the budget meetings with the Governing Board went well, and these concluded when staff met with Commissioner Wilson earlier in the day.

In Closing

Director Powell informed the Board that a commitment has been made to open the Horizon West branch in September. The exact date is to be determined, but the branch is near completion.

He also reported that the OCLS hospital takeover days continue to be inspirational and supportive for families with children facing serious illnesses. He shared a [video](#) from the most recent hospital takeover at Arnold Palmer Hospital in June.

26-111

Public Comment: Non-Agenda Items

XII. Adjournment

Vice President Benjamin, seconded by Trustee Tomlin, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 7:14 p.m.

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.

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MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

Finance Committee Meeting
August 3, 2026 10:00 a.m.

Via Zoom

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Board Present: Crockett Bohannon; Nicole Benjamin; Ashley Cisneros Mejia

Board Absent: Venessa Tomlin; Sharon Smoley

Administration Present: Steve Powell; Bethany Stone; Kris Shoemaker; Erin Sullivan;
Milinda Neusaenger

Call to Order

President Bohannon called the meeting to order at 10:00 a.m.

The Board inquired about the suspension of the fee card program. Director Powell explained that during Covid, there was a surge in fee card purchases based on a social media post. It has been determined that OCLS cannot subsidize library service outside of the service area and thus the program was terminated.

The Board also inquired about the formation of the library foundation, and they requested for the foundation bylaws to be shared with them once they are created.

President Bohannon adjourned the meeting at 10:33 a.m.

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

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

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

**Orange County Library System
Board of Trustees Meeting
August 13, 2026**

Staff Presentation

**Orange County Library System
Board of Trustees Meeting
August 13, 2026**

**Financial Statements
& Summaries**

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

Project Summaries:

Horizon West Branch Library: Project-to-date costs are \$21,704,470 or 79.6% of the \$27,275,000 approved project budget.

Lake Nona Branch Library: Project-to-date costs are \$1,968,654 or 7.6% 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 \$76,257,621 or 96.8% of the budget, in line with our year-to-date expectations, as payments are typically received from November through March.

State Aid/ State and Federal Grants:

The Library budgeted \$500,000 for State Aid Revenues and \$0 for other State and Federal Grants in FY 2025-26, based on anticipated funding from the various agencies. We have received \$661,815 which is 132.4% of the budget.

Fee Cards:

The Library budgeted \$150,000 for Fee Card revenues for FY 2025-26. Through July, we received \$277,660 or 185.1% of budgeted revenue.

Meeting Rooms:

The Library budgeted \$30,000 for meeting room revenues for FY 2025-26. Through July, we received \$46,368 or 154.6% of budgeted revenues.

Faxes:

The Library budgeted \$15,000 for fax revenue and has received \$22,240 or 148.3%, year-to-date.

Copy and Prints:

The Library budgeted \$190,000 for these services in FY 2025-26. We received \$228,870 or 120.5% of budget through July.

Passport Facility & Photo Fees:

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2025-26. Through July, we received \$21,475 or 179.0% of budgeted revenues.

Other:

The Library budgeted \$1,000 for other revenue for FY 2025-26. Through July, we have received \$10,354 or 1,035.3% 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 July are \$69,564 or 144.9% of budget.

Investment Earnings:

The Library budgeted \$1,176,500 for investment earnings for FY 2025-26. Through July, we received \$1,973,232 or 167.7% of budgeted revenues. Note: As of the time of these reports, we have not received our July interest-earning statements.

Contributions-Friends of The Library:

Through July, 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 July, we have received \$187,860 or 375.7% of the budget. Note: \$75,791 of which was from the Estate of Daniel Tuchek and \$50,000 from Window World for their SAYL sponsorship.

Internet Rebate:

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

Miscellaneous:

Through July, we have received \$40,623 or 116.1% 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 \$1,250,000 or 64.1% of budget. This is in line with the estimated FY 2025-26 contribution.

Workers' Compensation:

The Worker's Compensation Expenditures are \$169,258 or 75.2% of budget.

Unemployment Compensation:

The Unemployment Compensation Expenditures are \$417 or 0.6% of budget.

Delivery & Postage:

The Delivery and Postage Expenditures are at 71.8% of the budget, which is in line with anticipated spending thus far in the year.

Insurance:

The Insurance Expenditures are at 61.7% 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 5.3% of budget. This account is for any electronic-related purchase with a unit cost of less than \$1,000.

Supplies – Programming:

The expenditures in this category are at \$349,799 or 50.7% 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 \$31,349 or 125.4% 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 \$2,377,758 is primarily related to the First Floor Renovation Design, South Trail Carpet Replacement, Bookmobile Leased Space Renovation and OPL Roof Replacement.

Transfer To Capital Projects Fund:

The Library budgeted \$5,500,000 to be transferred to the Capital Projects Fund to fund Horizon West, Lake Nona, 1st Floor Renovation and future capital projects. As noted in previous Board presentation, any under spent funds from operating would be transferred to the Capital Projects Fund to cash fund future projects. Through July we have transferred \$10,583,333 or 192.4% of the budget.

Transfer To Sinking Fund:

The Library budgeted \$500,000 to be transferred to the Sinking Fund to fund capital maintenance and emergency repairs. As noted in previous Board presentation, any under spent funds from operating would be transferred to the Sinking Fund to cash fund future projects. Through July we have transferred \$916,667 or 183.3% of the budget.

Transfer To Self Insurance Fund:

During the month of July, the Library's Self-Insurance Fund incurred a \$1,158,209 claim. The Library transferred funds from Operations to the Self-Insurance Fund to cover the payment. The Library has "Stop Loss" coverage in place to cover this type of claim, limiting our exposure to \$250,000. However, we have to pay the claim up front and seek reimbursement, which we are doing.

Horizon West Project Budget
Expenditures As of 7-31-2026

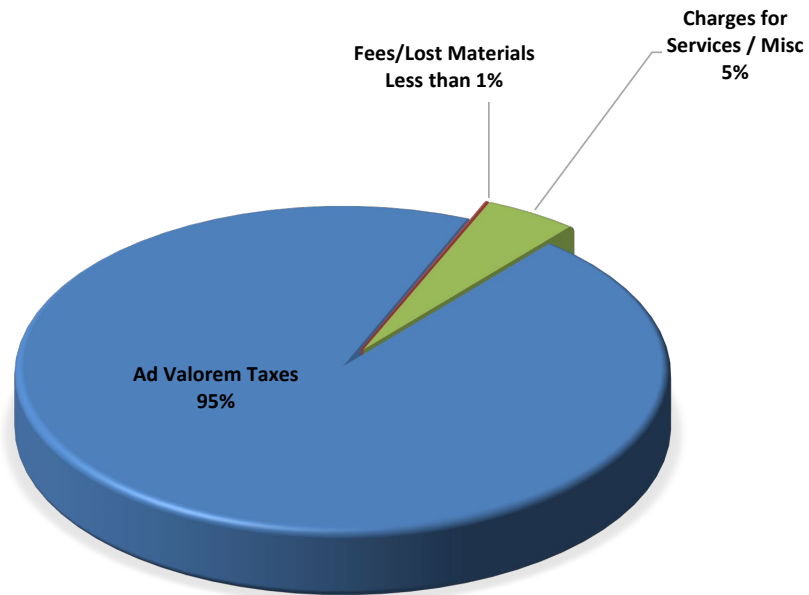
Project Code 20-010	Vendor	Original Budget	Change Order	Revised Budget	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Actual	Total Actuals	Variance
Demo Fund	Orange County	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -
Design Team	Borrelli & Partners	1,554,944	\$ -	1,554,944	54,793	567,246	671,293	149,036	143,958	\$ 1,586,326	\$31,382
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	6,174,160	\$ 17,857,552	(\$442,448)
Threshold & Other Testing	Ardaman & Assoc	150,000	\$ -	150,000	-	-	-	54,243	4,272	\$ 58,514	(\$91,486)
FF & E	CDS & Others	1,752,095	\$ -	1,752,095	-	-	-	187,868	178,151	\$ 366,018	(\$1,386,077)
Opening Day Collection	B&T/Ingram/Others	1,250,000	\$ -	1,250,000	-	-	-	754,901	80,132	\$ 835,033	(\$414,967)
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	\$6,582,609	\$21,704,168	(\$5,570,832)
Percent Spent					1.16%	2.18%	6.27%	45.83%	24.13%	79.58%	

Lake Nona Project Budget
Expenditures As of 7-31-2026

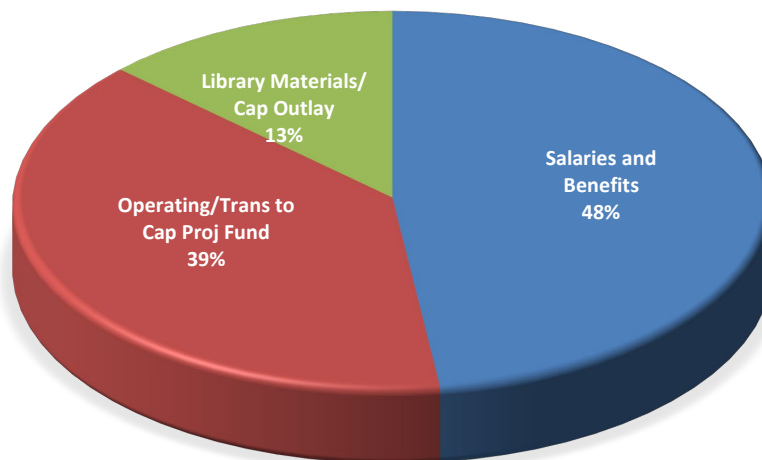
Project Code 23-002	Vendor	Original Budget	Change Order	Revised Budget	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Actual	Total Actuals	Variance
Payable to the City of Orlando											
Project Management Fee	City of Orlando	\$ 852,580	\$ -	\$ 852,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(\$852,580)
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	-	-	-	-	187,928	187,928	(\$1,612,072)
Opening Day Collection	Baker & Taylor	1,250,000	-	1,250,000	-	-	-	458,029	138,415	596,445	(\$653,555)
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	\$326,344	\$1,224,373	(\$4,556,763)
Total Project Costs		\$25,965,000	\$ -	\$25,965,000	\$440,000	\$255,247	\$489,034	\$458,029	\$326,344	\$1,968,654	(\$23,996,346)
Percent Spent					1.69%	0.98%	1.88%	1.76%	1.26%	7.58%	

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Ten Months Ended July 31, 2026

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Ten Months Ended July 31, 2026**

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
AD VALOREM TAXES	78,800,000	76,257,621	96.8%
INTERGOVERNMENTAL			
Federal & State Grants	500,000	661,815	132.4%
CHARGES FOR SERVICES			
Fee Cards	150,000	277,660	185.1%
PC Express (\$1 for 1 hour)	1,000	3,157	315.7%
Classes	300	420	140.0%
Meeting Rooms	30,000	46,368	154.6%
Faxes	15,000	22,240	148.3%
Supplies - Customer	4,900	6,639	135.5%
Co-Working Rooms	5,000	5,562	111.2%
Copy & Prints	190,000	228,870	120.5%
Passport Facility & Photo Fees	12,000	21,475	179.0%
Other	1,000	10,354	1035.4%
	409,200	622,744	152.2%
FEES & LOST MATERIALS	48,000	69,564	144.9%
MISCELLANEOUS			
Investment Earnings	1,176,500	1,973,232	167.7%
Sales of Surplus Property	5,000	4,625	92.5%
Contributions - Friends of Library	50,000	135,107	270.2%
Contributions - Others	50,000	187,860	375.7%
Internet Rebate	78,720	-	0.0%
Grants & Awards	15,000	3,490	23.3%
Miscellaneous	35,000	40,623	116.1%
	1,410,220	2,344,937	166.3%
TRANSFER FR PROP APPRAISER	75,000	121,842	162.5%
TRANSFER FR TAX COLLECTOR	641,200	-	0.0%
TOTAL REVENUES	81,883,620	80,078,523	97.8%

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

Ten Months Ended July 31, 2026

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
SALARIES & BENEFITS			
Salaries	30,750,000	22,953,080	74.6%
Medicare Taxes	450,000	327,076	72.7%
Defined Contribution Pension Plan	2,300,000	1,721,318	74.8%
Defined Benefit Pension Plan	1,950,000	1,250,000	64.1%
Money Purchase Pension Plan	2,005,000	1,522,454	75.9%
Life and Health Insurance (Employees)	6,200,000	3,843,864	62.0%
Worker's Compensation	225,000	169,258	75.2%
Unemployment Compensation	70,000	417	0.6%
Retiree Health Care (OPEB)	800,000	256,088	32.0%
Parking & Bus Passes	350,000	237,840	68.0%
	<u>45,100,000</u>	<u>32,281,395</u>	<u>71.6%</u>
OPERATING			
Professional Services	725,000	586,399	80.9%
Other Contractual Services	3,450,000	2,018,145	58.5%
Other Contract. Serv.- Janitorial	600,000	395,624	65.9%
Training and Travel	250,000	119,306	47.7%
Telecommunication	675,000	186,188	27.6%
Delivery and Postage	1,750,000	1,255,693	71.8%
Utilities	1,300,000	722,726	55.6%
Rentals and Leases	1,800,000	1,220,224	67.8%
Insurance	1,000,000	617,485	61.7%
Repairs and Maintenance/Leasehold Improvements	2,000,000	1,123,578	56.2%
IT Subscriptions/Maintenance Contracts	2,455,000	1,538,550	62.7%
Copying/Printing	425,000	278,833	65.6%
Promotional Activities	525,000	424,484	80.9%
Property Appraiser's Fee	750,000	764,524	101.9%
Tax Collector's Fee	1,625,000	1,525,152	93.9%
Supplies	860,000	441,911	51.4%
Supplies-Hardware/Software	900,000	48,087	5.3%
Supplies-Programming	690,000	349,799	50.7%
Memberships	25,000	31,349	125.4%
	<u>21,805,000</u>	<u>13,648,057</u>	<u>62.6%</u>
CAPITAL OUTLAY			
Building and Improvements	7,000,000	1,895,717	27.1%
Leasehold Improvement	1,000,000	482,041	48.2%
Equipment and Furniture	1,100,000	103,744	9.4%
Hardware/Software	1,275,000	672,017	52.7%
	<u>10,375,000</u>	<u>3,153,519</u>	<u>30.4%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	15,000	7,182	47.9%
Materials - Other	8,304,400	5,603,861	67.5%
	<u>8,319,400</u>	<u>5,611,043</u>	<u>67.4%</u>
TRANSFER TO CAPITAL PROJECTS FUND	5,500,000	10,583,333	192.4%
TRANSFER TO SINKING/EARR FUND	500,000	916,667	183.3%
TRANSFER TO SELF INSURANCE FUND	-	1,158,209	0.0%
TOTAL EXPENDITURES	<u>91,599,400</u>	<u>67,352,223</u>	<u>73.5%</u>

ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Ten Months Ended July 31, 2026

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
REVENUES			
Investment Earnings	600,000	1,546,949	257.8%
Transfer from Operating Fund	5,500,000	10,583,333	192.4%
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	12,130,282	25.6%

EXPENDITURES			
New Horizon West Branch	12,500,000	6,292,170	50.3%
New Branch FFE	1,000,000	315,977	31.6%
New Branch Materials	1,000,000	218,559	21.9%
New Lake Nona Branch	27,000,000	82,747	0.3%
Reserve Lake Nona Deposit	440,000	-	0.0%
Reserve Horizon West Demo	282,000	-	0.0%
Reserves	5,084,000	5,220,829	102.7%
TOTAL EXPENDITURES	47,306,000	12,130,282	25.6%

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Ten Months Ended July 31, 2026

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
REVENUES			
Investment Earnings	275,000	265,843	96.7%
Transfer from Operating Fund	500,000	916,667	183.3%
Reserves Horizon West Repairs	1,000,000	-	0.0%
Reserves	6,465,000	-	0.0%
TOTAL REVENUES	8,240,000	1,182,510	14.4%
EXPENDITURES			
Reserves-Building and Improvements	6,740,000	967,247	14.4%
Reserves-Horizon West Contract	1,000,000	143,509	14.4%
Reserves-Technology	500,000	71,754	14.4%
TOTAL EXPENDITURES	8,240,000	1,182,510	14.4%

ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Ten Months Ended July 31, 2026

	ANNUAL BUDGET	YTD ACTUAL	(10 months= 83.3%)
REVENUES			
Investment Earnings	40,000	37,777	94.4%
Investment Fair Value	-	161,116	-
Reserves For Operations	603,000	-	0.0%
Reserves	1,000,000	-	0.0%
TOTAL REVENUES	1,643,000	198,893	12.1%
EXPENDITURES			
Equipment	75,000	57,438	76.6%
Reserves For Operations	568,000	-	0.0%
Reserves	1,000,000	141,455	14.1%
TOTAL EXPENDITURES	1,643,000	198,893	12.1%

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

ASSETS

Cash on Hand	15,404
Equity in Pooled Cash	3,624,596
Online Cash Manager	1,992
Equity in Pooled Investments	53,301,430
Accounts Receivable	133
Inventory	177,366
Prepays	303,515
Other Assets - Deposits	<u>3,776</u>

TOTAL ASSETS	<u><u>57,428,212</u></u>
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ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
July 31, 2026

LIABILITIES

Accounts Payable	21,313
Ramp-Credit Card Payable	10,716
Retainage Payable	3,474
Accrued Wages Payable	495,037
Accrued Sales Tax	574
Accrued Fax Tax	92
Employee Payroll Deductions:	
Dental Insurance	2,394
Optional Life	661
Vision Plan	(947)
Short Term Disability	(695)
Accident/Critical/Hospital	6,937
Staff Association	6,660
Due To Friends of the Library	3,840
TOTAL LIABILITIES	550,056

FUND BALANCE

Nonspendable:	
Inventory	177,366
Prepaid Items and Deposits	307,292
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
N. Sparks/Dr. Phillips Ctr Event Proceeds	10,104
OCLS Foundation	697,831
Unassigned	37,915,908
Current Year Revenue over Expenditures	12,726,300
TOTAL FUND BALANCE	56,878,156
TOTAL LIABILITIES & FUND BALANCE	57,428,212

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
July 31, 2026

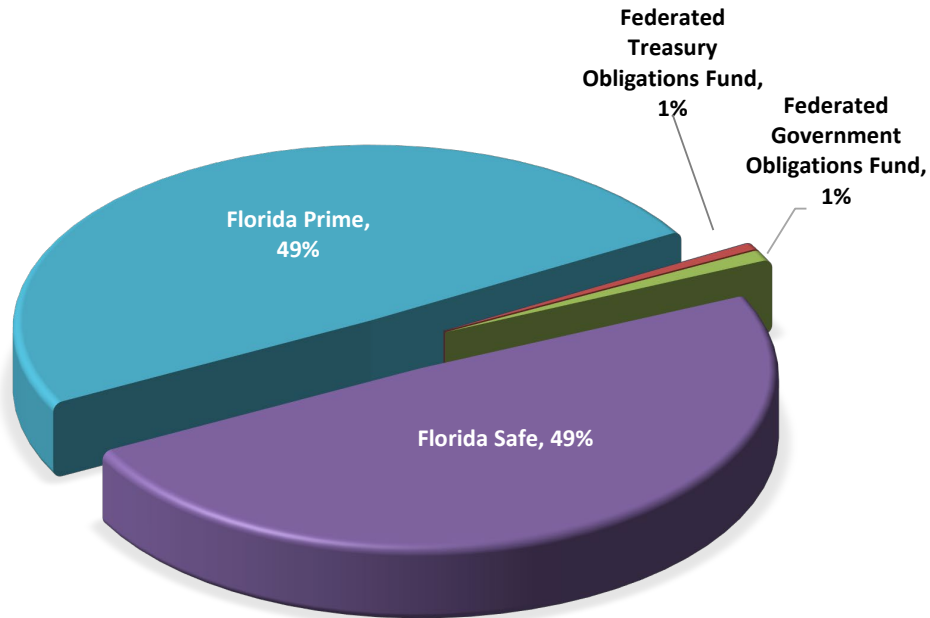
	BALANCE 06/30/26	RECEIPTS	DISBURSE	BALANCE 07/31/26
OPERATING				
Equity in Pooled Cash	8,741,523	1,659,114	6,776,041	3,624,596
Equity in Pooled Investments	56,864,152	187,278	3,750,000	53,301,430
	65,605,675	1,846,392	10,526,041	56,926,026
CAPITAL PROJECTS				
Equity in Pooled Investments	58,255,896	3,628,347	-	61,884,243
SINKING				
Equity in Pooled Investments	9,716,240	320,876	-	10,037,116
SELF FUNDED HEALTH				
Equity in Pooled Cash	523,625	1,566,791	1,730,028	360,388
Claims Payment Checking Account	116,403	1,553,151	1,553,151	116,403
Equity in Pooled Investments	5,148,546	15,941	-	5,164,487
	5,788,574	3,135,883	3,283,179	5,641,278

ORANGE COUNTY LIBRARY DISTRICT

GENERAL POOLED INVESTMENTS

July 31, 2026

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	807,777
Federated Government Obligations Fund	1,298,617
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	63,948,789
Florida Safe-HW Demo Fund	284,693
Florida Prime (SBA)	<u>64,047,400</u>
TOTAL	<u><u>130,387,276</u></u>

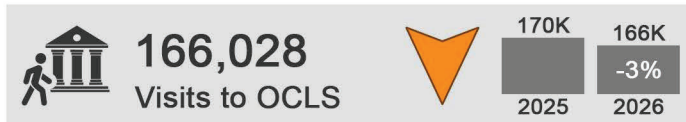


**Orange County Library System
Board of Trustees Meeting
August 13, 2026**

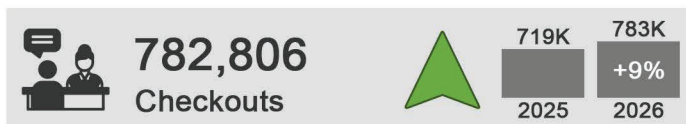
Dashboard

Monthly Report: July 2026

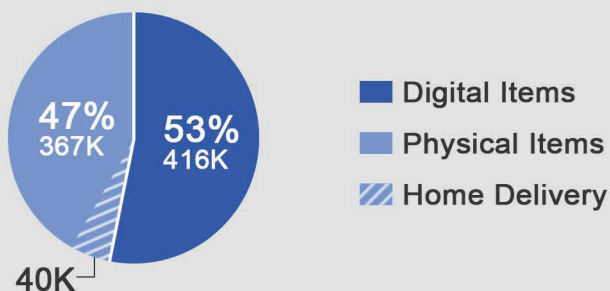
People



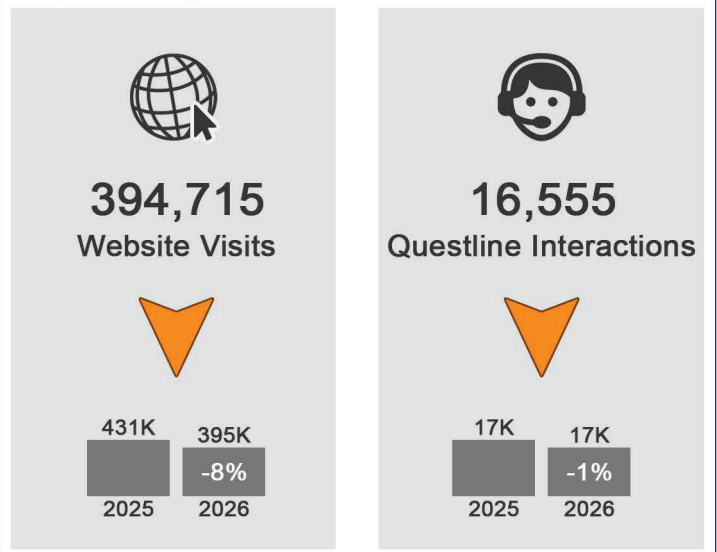
Collection



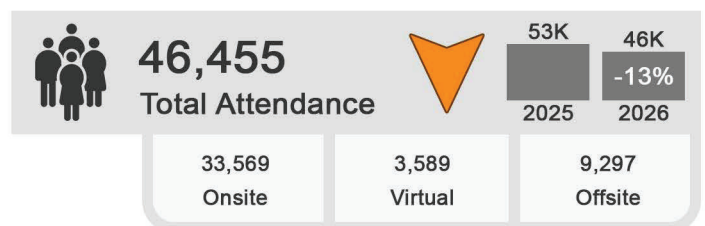
Checkouts by Collection Type



Spotlight: Offsite Contacts



Events & Classes



Customer Feedback

"I love bringing my baby here for story time and stay and plays with the other kiddos. Great, free way to socialize my 16 month old who is an only child. The staff does an interactive reading of a book and then they bring out toys for the kiddos to play with. They also have a really nice children's section with computers, toys, books, coloring sheets etc. Great for the young and old. For myself they offer many free classes and even through them I can access LinkedIn Learning to get online certifications, all for free! The library is always clean and well kept including the bathrooms. Love it here, we visit at least 2xs weekly."

— Monica F., Winter Garden customer, submitted as a 5-star Google Review

**Orange County Library System
Board of Trustees Meeting
August 13, 2026**

Annual Plan of Service Update

ORANGE COUNTY LIBRARY SYSTEM

Annual Plan Update for July 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.
 - **Adult Services drafted the on-demand class on Sewing Machine Maintenance that will benefit both staff and customers.**
 - **The Community Engagement Mobile Team visited 12 future mobile library service locations, using a library van stocked with book carts and interactive activities for participants. Through these outreach efforts, the team engaged with more than 530 community members, circulated library materials, and supported many individuals in registering for library cards.**
- Partner with organizations to share resources.
 - **The Events and Programs Department hosted a local author festival at the Orlando Public Library on June 28, featuring and promoting the work of 11 local authors.**

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

- Evaluate the customer experience in public spaces.
 - **South Creek's Communico Broadcast TV was moved to a more visible location and is now running, showing both systemwide and branch promotions.**
 - **South Creek staff created bulletin board signage to promote ongoing events such as the South Creek Book Club and Gamers Guild, updated the program display board with daily events, and used the new Marketing and Public Relations Early Voting signage.**
 - **Marketing and Public Relations created new book display signs for August and also worked on wayfinding signage for the Orlando Public Library's first floor which will soon undergo construction.**
 - **Washington Park's Technology Trainer created a technology eNewsletter to promote upcoming computer and technology classes, aiming to increase awareness of learning opportunities and boost participation in technology programs.**
- Explore opportunities to optimize accessibility.

- **No new activity to report.**

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

- Establish best practices to support underserved populations.
 - **Community Engagement Social Workers have collaborated to develop content for three additional staff training workshops. One workshop is currently in the final stages of production and will be available to staff soon. The remaining two workshops are on track for completion by the end of the year. Once launched, these trainings will equip staff with practical information and resources to assist customers with social service-related needs when a social worker is not immediately available, helping ensure customers receive timely support and appropriate assistance.**
 - **Since the launch of the OCLS Social Workers Guide on June 19, staff engagement with the resource has been strong. The LibGuide has received more than 1,100 staff views, demonstrating significant interest in and utilization of the centralized resource.**
- 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 South Trail Branch showcased a display highlighting resources related to yoga in association with the weekly family programs "Mindful Play Learning: Yoga Play Lab for Kids."
 - The Marketing and Public Relations department promoted 7 health and wellness programs via social media including yoga, qigong, adult ADHD and healthy cooking classes for adults and teens.
 - The Events and Programs department hosted a representative from AdventHealth University who presented a program on adult ADHD on July 21.

Activity: Explore ways to foster higher engagement rates.

- Focus on connecting with the senior and teenage segments of the community.
 - In July, senior technology programming spanned nearly every branch of the Orange County Library System. West Oaks offered Basic Internet Safety - Senior Skills, designed to help participants build confidence while navigating websites safely and to provide practical skills for using the internet more securely and independently; similarly, the Southwest branch hosted Basic Internet Safety for Seniors, teaching participants how to avoid scams and phishing, and Adult Services offered Basic Internet Safety along with Build Your Computer Mouse Skills, Build Your Typing Skills, Open Lab, and Device Advice at the Orlando Public Library more broadly. Washington Park's Technology Trainers presented an introduction to media and artificial intelligence tools plus Saturday afternoon Open Labs to help older adults strengthen digital skills, explore emerging technology, and receive individualized assistance, while Alafaya held weekly Open Lab: Ask a Tech sessions. For computer fundamentals, Fairview Shores offered Computer Basics and Art with Microsoft Paint; South Creek hosted Art with Microsoft Paint; North Orange ran seven classes including Build Your Typing Skills and Device Advice; and Southeast held two Computer Basics for Seniors classes, one Open Lab session, and a Search and Apply for Jobs class to support online job searching and application skills. Bilingual and Spanish-language

offerings included two technology classes at Winter Garden (one in English, one in Spanish), a series of basic computer classes in Spanish for seniors at Chickasaw Branch, and a full slate at South Trail Branch spanning Desarrollando las Destrezas del Mouse, Computer Basics, Computadora Basica, Seguridad Basica en Internet, Basic Internet Safety, Art with Microsoft Paint, and Utilizacion de Medios y Herramientas de IA. Rounding out the offerings, Windermere provided Microsoft Word Level 2 for Seniors. Adult Services offered several classes designed to improve seniors' typing and mouse skills, as well as teach safe internet practices. They also reached out to the community by providing computer class instruction at a Women's Work Release Center, where seniors were preparing to reenter the workforce.

- Senior programming across the library system emphasized wellness, creativity, social connection, and lifelong learning. On the wellness and movement front, the Southwest Branch hosted Qigong Movement and Breathing, where seniors explored the ancient practice through breathing and exercise, and offered Bankruptcy and Trusts as part of the LIFE Information for Elders Branching Out Series; North Orange included Yoga for Adults and Seniors among its six senior programs; and Washington Park offered Sit and Be Fit alongside its other senior events. Language and educational offerings included Washington Park's Saturday Basic English classes, designed to help older adults build foundational English skills and confidence in everyday communication, as well as its monthly World of Color and Shape and Poetry for Seniors programs; Windermere's In-Person Beginner Seniors French; and Southeast's Puzzles for Seniors, which gave participants a chance to exercise problem-solving skills while engaging socially with peers.
- Creative and craft-based programs were especially popular: West Oaks offered Gardening for Seniors and Name That Tune Bingo for Seniors to support social interaction and lifelong learning; Fairview Shores hosted Line Dancing for Seniors and Gardening for Seniors; Windermere hosted Gardening for Seniors, Name That Tune Bingo for Seniors, and Senior Brain Stretch; Washington Park rounded out its offerings with Beach Art for Seniors, Craft Corner for Seniors, and Fireside Camp Tales for seniors; Hiawassee hosted four Summer at Your Library programs including DIY Photo Frames, Coastal Cookie Creations, Creating a Medical Binder, and Easy Eats: Summer Crunch Salad; South Trail Branch's weekly Seniors Kick Back series featured Untangle with Zentangle, DIY Dreamcatcher, Affirmation Bookmarks, and Honeycomb Resin Pendants; North Orange also offered Dot Painting and Senior Brain Stretch; Chickasaw Branch held a Beginner Line Dancing program on the first and third Mondays; South Creek hosted Refreshing Florida Citrus Mocktails; and Alafaya's Senior Bingo continued to be well attended. Finally, the Community Engagement Department extended senior outreach beyond the branches, hosting more than 23 offsite events including crafts, cuisine corners, book checkouts, and social worker support, and providing interactive storytimes at 11 memory care and assisted living facilities across the county.

- **Additionally, Orange Crate for Seniors began accepting participant applications for the two fall subscription themes, Cozy Mysteries and Out of This World. The fall subscription service will run from August through November.**
- **Teen programming across the library system centered on cooking, art, life skills, and creative expression, with several recurring series appearing at multiple branches. Teen Cuisine classes were especially widespread: West Oaks hosted Teen Cuisine: Mini Strawberry Shortcakes alongside two Teen Pause & Play social and gaming programs; Windermere offered Teen Cuisine: Homemade Honey Butter as part of 8 total teen programs and classes, which also included Teen Art Adventures: Solar-Powered Photography, an Anime Art Class with Jamile Johnson, and Python Programming Basics; Fairview Shores offered Teen Cuisine: Florida Fruit Smoothies; South Creek's Mini Strawberry Shortcakes-SAYL was one of three programs, alongside Make Your Own Zine and Gamers Guild: D&D; South Trail Branch included Teen Cuisine: Florida Fruit Smoothies among its seven teen events; North Orange offered Teen Cuisine: Homemade Honey Butter among its seven programs; and Southeast held weekly Wednesday programs including Teen Cuisine: Cupcake Decorating and Teen Cuisine: Summer Refreshers alongside its monthly Teen Zine Newsletter meeting.**
- **Art and fiber arts programming was similarly popular: Washington Park maintained a robust schedule through Tangerzine, Teen DIY Society and Fiber Arts for Teens; Fairview Shores offered Teen Fiber Arts: Kumihimo and Teen Acrylic Painting: Soaring into Summer alongside a Teen Escape Room: The 80's; the Southwest branch also hosted Teen Fiber Arts: Kumihimo, where teens learned the Japanese art of braiding unique cords; South Trail Branch offered Teen Art Adventures: Tropical Paper Bouquets, Teen Art Adventures: Florida Wildlife Painting, Teen Escape Room: The Fogmore Cabin Cryptid, and Teen Fiber Arts: Needlepoint Bookmarks; Hiawassee hosted a Teen Art Adventures: Florida Wildlife Painting program along with two Teen Volunteering events; Winter Garden held an Anime Art Class plus two Teen Volunteering events; North Orange offered Teen Acrylic Painting and a Summer Series: Crochet Orange Bucket Hat; Alafaya offered its monthly Orange Slice teen literary journal plus two teen art and food programs; and Southeast's weekly programs also included Teen Art Adventures: Florida Wildlife Painting and Teen Art Adventures: Needlepoint Bookmarks.**
- **Life-skills and career-readiness programming rounded out the month: Washington Park's Teens Next Step featured practical guidance on personal finance, and its Technology Trainer presented job seeker classes for teens titled Next Steps; Fairview Shores and North Orange both offered Next Steps for Teens: Interviewing with Confidence; and South Trail Branch offered both Next Steps for Teens: Level Up Through Community Service and Next Steps for Teens: Personal Finance. Separately, Youth Services staff submitted draft tabs to the librarians in charge of the respective guides for review and feedback.**
- **Marketing & Public Relations filmed and edited a teen volunteering video and created assets for social media and paid Nextdoor ads featuring teens. Additionally, MPR created a new billboard for SAT/ACT prep materials featuring a**

teen.

- Engage customers in library services with system-wide initiatives.
 - **The Fairview Shores branch staff promoted the reading challenge at the beginning of every special presenter show. Fairview Shores Assistant Manager updated the location page with a content stream to promote the End of Summer Celebration. An Adult End of Summer Celebration was held to celebrate adult reading and encourage adult participation. The Fairview Shores branch exceeded last year's numbers for both youth and adult tracker participation.**
 - **Washington Park's Branch Manager invited a newly formed local camp group to experience the branch's Summer at Your Library (SAYL) programs and activities. The group's weekly visits introduced additional children to the library while strengthening Washington Park's connection with community youth organizations.**
 - **Melrose staff expanded the number of summer-exclusive classes offered in June, with 19 classes offered across all instructional pods. In addition, two teen focused summer youth groups visited the Center for field trips and tours**
 - **The Winter Garden branch promoted ongoing Summer at Your Library events through flyers, bookmarks, e-newsletters, and in-library displays.**
 - **The Events Department continued to grow participation in Summer At Your Library by offering a range of teen-focused programs. These included Teen Making Beats with DJ City Beat, Teen Anime Art Class, Yoga for Teens, Teen Acrylic Painting, Sketching 101 for Teens, Cuisine Corner Teen Kitchen, Teen Make Your Own Zine, Teen Mexican Folkloric Dance Class, and Zumba for Teens.**
 - **The Community Engagement team actively promoted Summer at Your Library at community events in June, connecting with more than 820 people.**
 - **The Community Engagement team also hosted summer-themed outreach events for people of all ages across the county. In June, 125 events reached 3,633 people, including offsite SAYL presenters at the Orlando Executive Airport and Dockside in Lake Nona, which reached 639 people.**
 - **The Alafaya Summer at Your Library (SAYL) Engagement Team executed on ideas to increase participation. The Alafaya team promoted reading tracker sign-up to customers throughout the second month of SAYL and hosted a well attended Year End Celebration.**
 - **South Trail staff continued to promote Summer at Your Library encouraging customers to turn in their reading trackers to receive their goody bags and grand prize drawings.**
 - **The Southeast Branch supported Summer At Your Library (SAYL) participation throughout July by offering a wide range of programs for adults, children, teens, and families. Adult SAYL programs included Felt Lily Tote Bag, Taste of Turkish Coffee, Summer Fairy Jars, and Printmaking, which provided opportunities for creativity, cultural exploration, and hands-on learning. Youth SAYL offerings included Teen Cuisine, Teen Art Adventures, Preschool Storytime, Toddler Storytime, Family Fun crafts, and rock-painting activities held throughout the month. SAYL at Southeast concluded with an end-of-summer celebration themed**

as a summer camp, Camp Southeast. Collectively, these programs encouraged community engagement, supported literacy and creativity, and offered meaningful opportunities for participants of all ages to connect with the library during the summer.

- Washington Park's Librarian and Technology Trainer presented weekly Job Seeker classes featuring current employment trends, practical strategies, and best practices. These sessions provided participants with tools and knowledge to strengthen their job searches and pursue successful employment outcomes.
- The West Oaks Technology Trainer offered the program "Build & Perfect Your Resume – Job Seekers Series," which promoted the library's career-support resources and helped participants strengthen their job search materials.
- Windermere offered the programs "Build & Perfect Your Resume," and "Search & Apply for Jobs" as a part of the Job Seekers Series.
- The Fairview Shores Branch Technology Trainer offered "Improve Your Job Interview Skills." The Fairview Shores Branch Librarian offered "Search & Apply for Jobs."
- South Creek hosted two teen classes, "Next Steps for Teens: Writing a Resume" and "Next Steps for Teens: Interviewing with Confidence."
- 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 Winter Garden Branch Librarian presented "Build & Perfect Your Resume," a class that helps participants turn their skills and experiences into a strong, job-ready resume.
- In July, the Southwest branch hosted "Build & Perfect Your Resume," a program where customers could create and tailor their resume for their specific job search.
- The South Trail Branch technology trainer presented "Prepare for Your Job Search" as part of the Job Seekers Series.
- The Alafaya Branch hosted "Build & Perfect Your Resume" in July.
- In July, South Creek hosted a "LEGO Club" program with 12 participants. The branch also offered a "LEGO Education Spike Prime: Science & Engineering - Kiki the Dog Project" session with 11 attendees.
- The Fairview Shores Branch hosted 3 scheduled "LEGO Education SPIKE™ Essentials" classes and 1 "LEGO Club" program.
- Windermere hosted 3 "LEGO Clubs" and 4 "LEGO Education Spike Prime" classes.
- This month, West Oaks hosted 2 "LEGO Club" programs, 8 "LEGO Education Spike Prime" classes, and 1 "LEGO Digital Builds" class. These programs provided a variety of hands-on and digital building experiences for participants.
- 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, execute the instructions in production, and wrap up using software to construct the film in post-production.

- Winter Garden Branch hosted a biweekly "LEGO Club," offered 2 "LEGO Spike" classes, and held 1 "LEGO Digital Builds" class.
- The Hiawassee hosted 3 LEGO-themed programs, including "LEGO Club" and "LEGO Education Spike Essentials: Amusement Parks" programs for Summer at Your Library.
- The South Trail Branch presented "LEGO Digital Builds" and summer-themed "LEGO Education Spike" events where participants used their imaginations to build unique designs.
- "LEGO Club" continued to be held weekly at Alafaya, in addition to 10 "LEGO Spike," 3 "LEGO WeDo," 2 "LEGO Digital Build," and 1 "LEGO Build Video Games" classes in July.
- The North Orange Branch hosted 5 LEGO programs, including "LEGO Club" and "LEGO Spike Prime."
- During July, staff at the Southeast location offered 4 "LEGO Spike: Great Adventures" classes, which provided participants with hands-on opportunities to explore coding, engineering, and critical thinking concepts through interactive building activities. In addition, a "LEGO Club" session was held, encouraging creativity, social interaction, and imaginative play among participants and further enriching their overall experiences.
- The Southwest Branch hosted its weekly "LEGO Club," where attendees used their imaginations to build their own LEGO creations.
- The Chickasaw Branch offered a "LEGO Club" program for children.
- The Windermere staff promoted "1000 Books Before Kindergarten" to eligible customers.
- Libby carousels were created for:
- America 250 - 151 checkouts
- The Ocean Is Calling... Books Set at the Beach - 420 checkouts
- It's Summer Time (Kids page) - 33 checkouts
- Poolside Page Turners (Teens page) - 22 checkouts
- YA Beach Reads (Teens page) - 20 checkouts
- In July, Youth Services submitted the application and payment to become and affiliate of the "Next Chapter Book Club."
- In July, Home Delivery staff moved the following holds to the front of the queue: children's books related to Independence Day, as well as books on the Sunshine State Reading Lists and Florida Teens Reading list for 2026-2027.
- Winter Garden Branch hosted a display in the children's area with handouts about the "1000 Books Before Kindergarten" initiative to encourage caregivers to participate.
- The Southwest branch maintained promotion of the "1000 Books Before Kindergarten" initiative in the children's area.
- Hiawassee's Book Club met on July 20 to discuss "The Martha's Vineyard Beach and Book Club" by Martha Hall Kelly.
- The Community Engagement department hosted multiple book clubs across the county and held weekly "Countdown to Kindergarten" sessions for children staying at the Homeless Coalition. The mobile team brought literacy activities to

four locations across the county, expanding access to reading and learning opportunities in the community.

- The Downtown Book Club met in July to discuss Lucy Foley's "The Guest List." Lucy Foley will take part in a virtual author event in August.
- South Trail Branch promoted "1000 Books Before Kindergarten" during the weekly "Family Play and Connect," sharing the reading trackers with guardians and highlighting them among the Children's Collection.
- Alafaya's monthly Book Club was hosted in July.
- South Trail Branch promoted virtual Author Talks: Karin Slaughter, Reyna Grande, and Dr. Marisa Franco via flyers and MagicInfo.
- The branch maintained ongoing promotion of the "1000 Books Before Kindergarten" initiative through a dedicated display in the children's area. This display increased the program's visibility and encouraged families to participate in early literacy activities that supported language development, school readiness, and lifelong reading habits. Continuous promotion of this initiative reinforced the library's commitment to fostering a culture of literacy within the community.
- Chickasaw Branch hosted a book club that featured the novel "The Shippers" by Katherine Center.
- During this month, the IT: Design & Development Department met with the Marketing Manager from Marketing & Public Relations to determine and implement a promotion strategy focused on children and teens for TVs located in the Children's Areas of two library branches. In addition, the Facilities & Operations Department installed all of the Broadcast PCs at each branch location, and the IT: Services Department completed the setup of these PCs, pairing each device with the appropriate channel in Broadcast. As a result of this coordinated work, use of MagicInfo was successfully migrated to the Broadcast platform.

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 strengthened the library's presence in the nonprofit and philanthropic community by meeting and networking with peers from Second Harvest Food Bank, Lighthouse Central Florida, the University of Florida's New Worlds Reading Initiative, the Association of Fundraising Professionals Central Florida Chapter, and Orange County Communicators, which fostered new relationships, shared best practices, and increased awareness of the library's philanthropic initiatives.
 - The Development Manager led a tour of the Orlando Public Library for a local business leader, showcasing summer youth programming and discussing the organization's philanthropic priorities and potential partnership opportunities.
 - The Orlando Public Library hosted a renovation plan reveal event on July 23, where business and community leaders were introduced to plans for the new

Children's Library and first floor reorganizations, resulting in several new connections for ongoing cultivation and future partnerships.

- **The Development Manager strengthened the library's presence in the nonprofit and philanthropic community by meeting and networking with peers from Second Harvest Food Bank, Lighthouse Central Florida, the University of Florida's New Worlds Reading Initiative, the Association of Fundraising Professionals Central Florida Chapter, and Orange County Communicators, which fostered new relationships, shared best practices, and raised awareness of the library's philanthropic initiatives.**
 - **The Development Manager led a tour of the Orlando Public Library for a local business leader, showcasing summer youth programming and discussing the organization's philanthropic priorities and potential partnership opportunities.**
 - **On July 23, a renovation plan reveal event at Orlando Public Library introduced additional business and community leaders to the vision for the new Children's Library and first floor reorganization, resulting in several new connections for ongoing cultivation and future partnerships.**
 - **The Grants Specialist is preparing several grant applications and has started training on the Grants Module. OCLS has been renewed in Sam.Gov, ensuring eligibility for federal funding opportunities.**
- **Raise the library's visibility through networking and community building.**
 - **Washington Park's Technology Trainer launched a monthly Spanish language class three months ago, which has drawn 15 participants and is building an engaged following, showing growing interest in language learning.**
 - **In July, Windermere partnered with the Town of Windermere to host large Summer at Your Library presenters at Town Hall, which expanded event promotion. The Windermere Branch Librarian also established new connections with the Windermere Garden Club for future programs and with the Windermere Police Department to explore a Cookies with a Cop program.**
 - **Two South Creek staff members joined the School Partnership Program and now serve as liaisons to Endeavor Elementary and Wetherbee Elementary Schools.**
 - **Youth Services staff were invited to present in September at the School Library Journal/Library Journal Public Library Youth Services Leadership Summit about Orange County Library System's youth programs.**
 - **Adult Services staff attended several June networking events, including Orlando 1 Million Cups and Orlando Remembered.**
 - **Melrose Game Development staff attended the EA Sports Graduation and Games Showcase, where students presented their completed video games and reflected on their camp experience with families, educators, community leaders, and EA staff.**
 - **The Chickasaw Branch hosted 50 Forsyth Elementary students for a summer field trip that included a branch tour, a presentation on library resources, and literacy-focused activities.**
 - **South Trail Branch managers attended the ribbon cutting for The Enclave at Canopy Park, an affordable housing project funded by Orange County's**

Affordable Housing Trust Fund, alongside county and district leaders. The South Trail Branch Manager also attended the monthly OBT Development Board meeting to help allocate grant funds to local small businesses and engage with community partners and OBT Next staff.

- **The Community Engagement Assistant Manager attended the monthly Children's Cabinet meeting, a Central Florida group that collaborates to support services for children and families.**
- **Alafaya staff participated in the July East Orange Community Center meeting.**
- **MPR and Development staff attended the County Communicator's July meeting and followed up with the County Mayor's office on collaborating around tax-related messaging, and MPR invited city and county communications staff to the OPL renovation reveal on July 23.**

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.
 - **The RFP scoring committee evaluated and scored all submitted proposals and selected the top three vendors—ByWater Solutions, Innovative Interfaces, and SirsiDynix—to move forward to the next phase of the process. These three vendors were invited to participate in in-person presentations as the next step in the evaluation.**
- Evaluate and improve current data collection.
 - **The Data Analytics Specialist participated in two consultation sessions with Springshare to expand their knowledge of LibInsight. These sessions were intended to support the continued expansion and effective use of LibInsight across the organization.**
- Create a Master Plan.
 - **The Master Plan consultants presented a status update to the OCLS Board of Trustees at the July meeting. They are also working on finalizing the facility and condition assessments.**

Activity: Review programs, services and collection offerings to ensure that the library meets community needs.

- Utilize data to ensure resources meet the needs of individual communities.
 - **No new activity to report.**
- Utilize data to evaluate the success of programming and classes.
 - **No new activity to report.**

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

- Evaluate and update customer satisfaction measurement tools.
 - **The Data & User Services Department Head presented the new Class and Program Feedback Survey, which is scheduled to go live in FY2027, to managers at the July All Managers Meeting. The presentation informed managers about the**

upcoming survey and prepared them for its future implementation.

- 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.
 - This month, Washington Park's librarian conducted Science Online database training for all team members. The training ensured that staff were better prepared to use the database's features and to support patrons in accessing reliable science resources.
 - In July, the Customer Service Department completed team training on the OCLS "Gale Books and Authors" database. Staff first watched an assigned introductory video through SumTotal, then explored the database to answer questions in a linked form. The purpose of this exercise was to help staff become more familiar with the database so they can better use these tools to assist customers and demonstrate effective database use.
 - Winter Garden Branch staff reviewed the OCLS Social Worker LibGuide to support service awareness and referrals.
 - At the branch's monthly team meetings, a Hiawassee staff member presented on the Libby database. The library worker explained the benefits of Libby for both customers and staff and gave an overview of the database's features and functions.
 - During the past month, the Circulation Department completed its monthly training. Staff viewed a webinar titled "Mental Resilience: Avoid Burnout with Proven Strategies for Healthier Work-Life Balance" and later discussed the content during a staff meeting. During this discussion, staff shared feedback on the training and identified ways they could implement the advice and strategies presented to support healthier work-life balance and reduce burnout in their daily work.
 - Washington Park's Librarian introduced the HeritageQuest Online resource during a team meeting. Following the presentation, all staff completed the corresponding online training, strengthening the team's ability to connect customers with this valuable resource for genealogical and historical research.
 - The Fairview Shores Librarian strengthened internal communication by delivering weekly "Industry News" updates and a "Database of the Week" email that highlighted valuable OCLS resources and tools for staff. In addition, he fostered a culture of continuous development by sharing a daily "PLA Early Literacy Tip of the Day" email aligned with the PLA Early Literacy OCLS calendar.
- Support opportunities for cross-departmental/branch experiences.

- The Adult Programs Committee has officially been rebooted with a call to all locations for participants. The first meeting is scheduled for September.
- Since the launch of the Community Event Tabling Guide on June 19, staff engagement with the resource has been strong. The LibGuide has received more than 680 staff views. To date, 60 staff members have viewed either the live or recorded tabling training.

Activity: **Strengthen internal communication.**

- Implement a Human Resources Information System (HRIS) and explore feature capabilities.
 - **No new activity to report.**
- Implement Finance Enterprise Software (FES) and explore feature capabilities.
 - **No new activity to report.**
- Create a Technology Plan.
 - **No new activity to report.**

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

- Explore meaningful ways to celebrate employee contributions.
 - 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.
 - Hiawassee staff continue 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 July; their name and score were added to the bulletin board.
 - In July, the Customer Service Department's monthly recognition board highlighted "Summer at Your Library," with a focus on readers' advisory for summer reading. The department also created foil "Certificates of Achievement" to recognize individual staff accomplishments. This month, the team recognized one library worker who received several positive customer surveys and two other library workers who took leadership roles in projects such as scanning and shifting the non-fiction and fiction collections in preparation for the upcoming renovation.
 - The Community Engagement Outreach Team continues to promote a culture of recognition through peer-to-peer kudos shared during monthly team meetings. In addition, the department's assistant manager regularly sends recognition emails that highlight staff accomplishments and team successes, providing ongoing opportunities to celebrate and acknowledge contributions across the department.
 - South Trail staff updated the staff bulletin board with staff recognition, staff shout outs, passive team building activities, and a question of the week.

- **The Acquisitions department continued to recognize one staff member each month on the bulletin board and posted weekly production numbers to encourage and motivate staff.**
- **At Southeast, the team continued to foster a culture of appreciation and recognition throughout July by highlighting staff achievements and positive customer feedback. Customer Service Survey submissions recognizing exceptional service were shared through the Staff Recognition Board and congratulatory emails, ensuring employees received acknowledgment for their contributions. In addition, staff continued to use the internal Kudos Board to recognize and celebrate the support, collaboration, and accomplishments of team members.**
- **The Southwest Branch continued its Employee of the Month and Kudos board initiatives.**
- **Support staff in building connections locally and throughout the system.**
 - **The Staff Association continued to build connections by offering several passive participation activities. These included Craft for Your Local Shelters Day, a collection drive benefiting the Back to Nature Wildlife Refuge, and the Beat the Heat Florida Mall Scavenger Hunt. These activities provided staff with opportunities to connect, support community organizations, and engage with colleagues.**

**Orange County Library System
Board of Trustees Meeting
August 13, 2026**

**Action Items:
Consent Agenda**

**Orange County Library System
Board of Trustees Meeting
August 13, 2026**

**Board Meeting Schedule:
FY 2026 - 2027**

Meeting Schedule for the Orange County Library District Board of Trustees FY 2026 - 2027

All meetings are scheduled for 6:00 p.m. on the second Thursday of the month.

Meetings will be held at the
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
3rd Floor Albertson Room

October 8, 2026

November 12, 2026

December 10, 2026

January 14, 2027

February 11, 2027

March 11, 2027

April 8, 2027

May 13, 2027

June 10, 2027

July 8, 2027

August 12, 2027

September 9, 2027

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.

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

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**Orange County Library System
Board of Trustees Meeting
August 13, 2026**

**Finance Committee Meeting
Schedules Virtual & In-Person:
FY 2026 - 2027**

**Meeting Schedule for the
Orange County Library District Board of Trustees
Finance Committee ~ Virtual
FY 2026 - 2027**

**Unless otherwise noted, all meetings are scheduled for
10:00 a.m. on the first Monday of the month via Zoom.**

Join from PC, Mac, iPad, or Android:

<https://us06web.zoom.us/j/86989136762?pwd=rgyXg9Uiwez6GAZdqakSaZL5cJmAGp.1>

Passcode:054756

Phone one-tap:

+13052241968,,86989136762# US

+16465588656,,86989136762# US (New York)

October 5, 2026

November 2, 2026

December 7, 2026

January 4, 2027

February 1, 2027

March 1, 2027

April 5, 2027

May 3, 2027

June 7, 2027

July 5, 2027

August 2, 2027

August 30, 2027

Subject: OCLS Finances

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

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**Meeting Schedule for the
Orange County Library District Board of Trustees
Finance Committee ~ In-Person
FY 2026 - 2027**

All meetings are scheduled to be held at 6:30 p.m.
during regular Board Meetings

Meetings will be held at the
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
3rd Floor Albertson Room

October 8, 2026	April 8, 2027
November 12, 2026	May 13, 2027
December 10, 2026	June 10, 2027
January 14, 2027	July 8, 2027
February 11, 2027	August 12, 2027
March 11, 2027	September 9, 2027

Subject: OCLS Finances

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

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**Orange County Library System
Board of Trustees Meeting
August 13, 2026**

**Personnel Committee Meeting
Schedule ~ Virtual:
FY 2026 - 2027**

**Meeting Schedule for the
Orange County Library District Board of Trustees
Personnel Committee ~ Virtual
FY 2026 - 2027**

**Unless otherwise noted, all meetings are scheduled for
10:30 a.m. on the first Monday of the month via Zoom.**

Join from PC, Mac, iPad, or Android:

<https://us06web.zoom.us/j/86989136762?pwd=rgyXg9Uiwez6GAZdqakSaZL5cJmAGp.1>

Passcode:054756

Phone one-tap:

+13052241968,,86989136762# US

+16465588656,,86989136762# US (New York)

October 5, 2026

January 4, 2027

April 5, 2027

July 6, 2027

Subject: Director's Evaluation

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

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**Orange County Library System
Board of Trustees Meeting
August 13, 2026**

**Annual Plan of Service:
FY 2026 - 2027**

ORANGE COUNTY LIBRARY SYSTEM ANNUAL PLAN OF SERVICE FOR FY 2025 - 2026

I. ISSUE STATEMENT

Library Board approval is needed for the Library's Annual Plan of Service for October 1, 2026, through September 30, 2027 (FY 2026 – 2027).

II. BACKGROUND & SUMMARY

An Annual Plan of Service ensures the library's near-term commitment to the community and provides direction for staff. Also, to remain eligible for annual State Aid to Libraries funding, a current Annual Plan of Service must be on file with the State Library of Florida. OCLS received \$616,815 in State Aid for the current fiscal year.

III. CONSIDERATION

The library is requesting that the board approve the Annual Plan of Service for FY 2026 – 2027.

IV. RECOMMENDATION

Staff recommends that the library board approve the proposed Annual Plan of Service for FY 2026 – 2027.

ORANGE COUNTY LIBRARY SYSTEM

ANNUAL PLAN OF SERVICE

October 1, 2026 – September 30, 2027

Purpose Statement:

**Enriching lives through experiences and opportunities
to learn, grow and connect.**

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.
 - Explore options for providing additional support for parents and caregivers.
 - Expand outreach and mobile services scope.
 - Evaluate website accessibility and mobile responsiveness and address defects to ensure compliance, usability, and responsiveness across devices.
- Partner with organizations to share resources.
 - Increase themed resource fairs throughout the year based on community need and organizational capacity.
 - Create and foster marketing relationships that bring OCLS messages to new audiences.

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

- Evaluate space usage based on the findings of the master plan.
 - Evaluate public space technology tools to ensure they align with community needs.

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

- Identify and explore learning opportunities that address location-specific needs.
 - Provide team training on customer service resources.

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 to promote and enhance services.
 - Expand upon the success of existing partnerships.
 - Leverage a new partnership with Junior Achievement to extend our reach in the community.
 - Highlight community partnerships through news media and marketing.

Activity: Explore ways to foster higher engagement rates.

- Focus on connecting with the senior and teenage segments of the community.
 - Support and offer regularly scheduled senior activities.
 - Create marketing targeted at senior and teen audiences.
 - Support and offer regularly scheduled teen activities.
- Engage customers in library services with system-wide initiatives.
 - Increase customer awareness and participation in system-wide initiatives.
 - Design and distribute targeted marketing materials and campaigns to increase awareness of and participation in system-wide initiatives.
 - Enhance creative technology initiatives, programs and events.
 - Diversify and expand library volunteer opportunities.

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

- Seek opportunities to expand the library's fundraising footprint.
 - Establish and grow the OCLS Foundation and increase awareness among philanthropic partners and stakeholders.
 - Leverage philanthropic relationships and pursue grant opportunities to expand the library's fundraising footprint.
- Raise the library's visibility through networking and community building.
 - Engage in networking opportunities that promote organizational visibility.
 - Connect with local and library communications professionals to build relationships conducive to collaboration in messaging and marketing.

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.

- Develop actionable plans to expand, improve, and sustain services and resources.
 - Develop a facilities improvement plan based on the Master Plan report.
 - Implement a new Integrated Library Service.
 - Conduct a comprehensive review of the calendar of events software for alignment with current organizational needs.
- Evaluate and improve current data collection.
 - Expand LibInsight implementation system-wide to standardize the collection, analysis, and reporting of library usage.

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.
 - Analyze survey feedback on senior programs and events and prepare a report highlighting key findings.
- Create feedback loops and evaluation processes to guide the development and continuous improvement of programs, classes, and events for all ages.
 - Gather branch feedback at regular intervals to continuously refine and strengthen Lifelong Learning offerings.
 - Strengthen and modernize programming through curriculum evaluation.

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

- Evaluate and update customer satisfaction measurement tools.
 - Evaluate and update remaining surveys, including Customer Satisfaction Survey.
 - Refine the feedback loop between IT and staff to improve focus and support.
- Explore innovative technologies, ideas and procedures.
 - Explore adding digitization stations to select locations to allow the conversion of older media to a digital format.

- Establish a standardized framework for the design, deployment, and ongoing maintenance of surveys.
- Improve customer and staff engagement with library resources by addressing usability gaps, expanding functionality, and establishing processes in Aspen Discovery.
- Pilot and assess AI-driven chatbot capabilities on the library's website to foster opportunities for improving self-service options and access to information.

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.
 - Implement Grants Module.
 - Offer more in-person training opportunities.
- Support opportunities for cross-departmental/branch experiences.
 - Assess and implement financial reporting needs per department.
 - Promote knowledge sharing and collaboration across departments and branches.
 - Provide opportunities for system-wide participation in large-scale events.

Activity: Strengthen internal communication.

- Explore feature capabilities of UKG Ready.
 - Evaluate the remaining UKG modules and create an implementation schedule.
- Provide systemwide communication through multiple channels and platforms.
 - Provide monthly system-wide news, policy and reminder updates to staff.
 - CEO regularly hosts Town Hall meetings.
 - Departments share system-wide projects with staff.

Activity: Prioritize employee engagement and well-being.

- Explore meaningful ways to celebrate employee contributions.
 - Continue the monthly recognition program to celebrate individual and team successes.
 - Develop a work anniversary recognition program with an annual schedule.
- Support staff in building connections locally and throughout the system.
 - Explore additional volunteer opportunities for staff through the Staff Association.
 - Enhance the OCLS wellness initiative.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 26-123**

**ORANGE COUNTY LIBRARY SYSTEM
ANNUAL PLAN OF SERVICE FOR FY 2026 - 2027**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 13th day of August 2026, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the FY 2026 – 2027 Annual Plan of Service.
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
August 13, 2026**

**Landscaping & Ground
Maintenance Contract**

LANDSCAPING AND GROUND MAINTENANCE SERVICES CONTRACT

I. ISSUE STATEMENT

Library Board approval is needed to award the Landscaping and Ground Maintenance Services Contract.

II. BACKGROUND & SUMMARY

The Orlando Public Library and nine branch locations require mowing, edging, shrubbery trimming, fertilizer, mulch, pest control, preventive irrigation maintenance and tree trimming.

The current landscape contract began on October 1, 2021, and is set to expire on September 30, 2026.

On June 3, 2026, the Library issued an Invitation for Bid (IFB) for landscaping and ground maintenance services (Services) on its procurement portal. The IFB was shared with the City of Orlando and Orange County's procurement and business development divisions to promote it.

The IFB was for a five (5)-year contract with a renewal option for another five (5) years.

The IFB was due July 8, 2026. The library had eight interested parties and received four responses. All respondents met the IFB's minimum requirements and had positive references. The contract will be awarded to the lowest responsive and responsible bidder.

The respondents (in alphabetical order) and their proposed fixed annual costs are:

Aero GroundTek, LLC (GroundTek)	\$252,884 per year
OD Green Lawn Service, LLC (OD Green)	\$347,979 per year
Rotolo Consultants, Inc (Rotolo)	\$236,339 per year
Yellowstone Landscape, Inc. (Yellowstone)	\$240,212 per year

GroundTek and OD Green are local companies. Rotolo operates in eight states with over 1,000 employees, and Yellowstone operates in 20 states with over 8,000 employees. All four have offices and clients in the Orlando area.

Note: Costs for additional services are not included in the numbers above, as they are billed on a time-and-materials, as-needed basis.

Although Rotolo had the lowest proposed price, their submission was deemed non-responsible due to pricing irregularities. For example, their annual pest control price was \$125.08, while the other respondents submitted annual costs of over \$1,200.00. We inquired about the low price, and Rotolo responded that their total price of \$236,338.23 would be honored.

Rotolo also quoted several additional services at prices well below those of other respondents and below any market conditions.

On July 29, 2026, the Library's Procurement Committee, consisting of Kris Shoemaker, Brian Dornbush, the Facilities & Operations Department Head, and Javier Fuentes, the Facilities &

Operations Project Coordinator, reviewed and scored the four submissions and issued the following rankings.

- | | |
|--------------------------------|-----------------------|
| 1) Yellowstone Landscape, Inc. | \$240,212 per year |
| 2) Aero GroundTek, LLC | \$252,884 per year |
| 3) Rotolo Consultants, Inc. | \$236,339 per year ** |
| 4) OD Green Lawn Service, LLC | \$347,979 per year |

**Rotolo was considered non-responsible based on the inconsistent pricing, thus the lower ranking.

III. CONSIDERATION

The library is requesting the library board to:

1. Approve the Procurement Committee's rankings.
2. Authorize staff to negotiate and execute a contract with Yellowstone Landscape, Inc., for landscaping and ground maintenance services at a cost not to exceed \$240,212 per year.
3. If staff cannot reach an agreement with Yellowstone, they will negotiate and execute a contract with Aero GroundTek, LLC, for landscaping and ground maintenance services at a cost not to exceed \$252,884 per year.

IV. RECOMMENDATION

Staff recommends that the library board:

1. Approve the Procurement Committee's rankings.
2. Authorize staff to negotiate and execute a contract with Yellowstone Landscape, Inc., for landscaping and ground maintenance services at a cost not to exceed \$240,212 per year.
3. If staff cannot reach an agreement with Yellowstone, they will negotiate and execute a contract with Aero GroundTek, LLC, for landscaping and ground maintenance services at a cost not to exceed \$252,884 per year.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 26-124**

LANDSCAPING AND GROUND MAINTENANCE SERVICES CONTRACT

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 13th of August 2026 at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. Approve the Procurement Committee's rankings.
2. Authorize staff to negotiate and execute a contract with Yellowstone Landscape, Inc., for landscaping and ground maintenance services at a cost not to exceed \$240,212 per year.
3. If staff cannot reach an agreement with Yellowstone, they will negotiate and execute a contract with Aero GroundTek, LLC, for landscaping and ground maintenance services at a cost not to exceed \$252,884 per year.
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
August 13, 2026**

**Transfer of Unrestricted Estate
Gift Funds to the Orange
County Library Foundation**

TRANSFER OF UNRESTRICTED ESTATE GIFT FUNDS TO THE ORANGE COUNTY LIBRARY FOUNDATION

I. ISSUE STATEMENT

Library Board approval is needed to transfer unrestricted estate gift funds from the library to the Orange County Library Foundation (Foundation).

II. BACKGROUND & SUMMARY

Over time, the Orange County Library System has received unrestricted estate gifts and bequests from residents who chose to support the library through their estate plans. These funds were provided without donor restrictions regarding their use.

The Foundation was established to strengthen philanthropic support for the library and to provide a vehicle for charitable giving that will benefit library services, programs, facilities, collections, and strategic initiatives for generations to come. The Foundation provides funding for the library that supplements tax revenue, making programs and services less vulnerable to disruption by forces beyond our control.

As the library's charitable partner, the Foundation is positioned to manage donated funds and maximize their long-term impact on library services.

Staff has identified \$697,831 in unrestricted estate gift funds currently held by the library that could be transferred to the Foundation as foundational "seed money." Those funds are from the estates of:

Carol Ann Coble \$391,512

Henry Doose and Daniel Tuche \$306,319

These funds would provide an initial charitable asset base for the Foundation, enabling it to establish financial capacity, demonstrate organizational strength to prospective donors, and support future fundraising and investment activities.

The funds would remain dedicated to advancing the library's purpose of enriching lives through experiences and opportunities to learn, grow and connect.

The funds have been properly accounted for in the library's Annual Financial Comprehensive Report for the year ended September 30, 2025, under the guidance of the library's auditors.

III. CONSIDERATION

The library is requesting the library board to:

1. Authorize the transfer of \$697,831 to the Orange County Library Foundation.
2. Authorize staff to transfer all future unrestricted estate funds given to the Library to the Orange County Library Foundation.

IV. RECOMMENDATION

Staff recommends that the library board:

1. Authorize the transfer of \$697,831 to the Orange County Library Foundation.
2. Authorize staff to transfer all future unrestricted estate funds given to the Library to the Orange County Library Foundation.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 26-125**

**TRANSFER OF UNRESTRICTED ESTATE GIFT FUNDS
TO THE ORANGE COUNTY LIBRARY FOUNDATION**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 13th of August 2026 at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize the transfer of \$697,831 to the Orange County Library Foundation.
2. To authorize staff to transfer all future unrestricted estate funds given to the Library to the Orange County Library Foundation.
3. 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
August 13, 2026**

**Action Items:
Non-Consent Agenda**

**Orange County Library System
Board of Trustees Meeting
August 13, 2026**

Gratuities & Gift Policy

GRATUITIES AND GIFTS POLICY

I. ISSUE STATEMENT

Library Board approval is needed to adopt revisions to the Gratuities and Gifts Policy governing the ethical standards regarding gratuities and gifts and compliance with applicable Florida law.

II. BACKGROUND & SUMMARY

The Orange County Library District periodically reviews its policies to ensure they remain current, clearly written, and aligned with operational needs and applicable legal requirements.

The Gratuities and Gifts Policy has been revised to better align with the Florida Code of Ethics for Public Officers and Employees (Part III, Chapter 112, Florida Statutes), simplify the policy language, and improve consistency with the library's standardized policy format.

The revised policy:

1. Reinforces the requirement that Trustees and employees comply with applicable Florida ethics laws governing gratuities, gifts, disclosures, and reporting.
2. Incorporates the Florida Code of Ethics by reference rather than restating statutory requirements within the policy.
3. Introduces an Ethics Essentials attachment that provides practical guidance to support employee and Trustee understanding and compliance.
4. Clarifies responsibilities, compliance expectations, and the policy review schedule.

The revisions do not create new ethical requirements beyond those established under Florida law. Instead, they provide a clearer framework for communicating expectations and supporting consistent compliance throughout the organization.

III. CONSIDERATION

Library staff request that the Library Board approve the revised Gratuities and Gifts Policy.

IV. RECOMMENDATION

Staff recommend that the Library Board approve the revised Gratuities and Gifts Policy.

GRATUITIES AND GIFTS POLICY

Effective Date: August 14, 2026. Pending approval.

Approval Date: August 13, 2026. Pending approval.

Approved By: Library Board of Trustees

Purpose

The purpose of this policy is to establish ethical standards regarding gratuities and gifts, preserve the integrity of the Orange County Library District (OCLD), maintain public trust, and ensure compliance with applicable Florida law.

Scope & Applicability

This policy applies to all members of the Library Board of Trustees and all OCLD employees.

Definitions

The provisions of Part III of Chapter 112, Florida Statutes (Code of Ethics for Public Officers and Employees), as amended from time to time, are incorporated herein by reference and shall apply to and govern the conduct of the Library Board of Trustees and all employees in connection with their service to the OCLD.

Policy Statement

The OCLD is committed to maintaining the highest standards of ethical conduct and public trust. Trustees and employees shall comply with all applicable provisions of the Florida Code of Ethics for Public Officers and Employees, including the gift restrictions established in Chapter 112, Florida Statutes. Gifts and gratuities shall not influence, or appear to influence, the impartial performance of official duties.

Ethics Essentials Attachment

The document titled "Gratuities and Gifts Policy – Ethics Essentials for Library Trustees and Employees" (Ethics Essentials) is incorporated into this policy as **Attachment A**. The Ethics Essentials summarizes practical expectations to support compliance with this policy and applicable Florida ethics laws and should be read together with this policy.

Requirements

1. Trustees and employees shall comply with all applicable gift restrictions, disclosure requirements, and reporting obligations established under Chapter 112, Florida Statutes.

2. Any required gift disclosures or filings shall be completed in accordance with applicable Florida law.

Trustees and employees shall review and follow **Attachment A**, Ethics Essentials, as a practical companion to this policy.

Roles & Responsibilities

- Library Board of Trustees: Comply with applicable state ethics laws.
- Library Director/CEO: Ensure OCLD operations are administered in accordance with this policy and applicable law.
- Library Employees: Conduct themselves in accordance with this policy and applicable Florida law.

Compliance & Enforcement

Failure to comply with this policy or applicable Florida law may result in disciplinary action, referral to the appropriate regulatory authority, or other action as permitted by law.

References

- Part III of Chapter 112, Florida Statutes – Code of Ethics for Public Officers and Employees

Review & Revision Schedule

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

ATTACHMENT A

Gratuities and Gifts Policy- Ethics Essentials for Library Trustees and Employees

What This Means for Library Trustees

Trustees should:

- Put the public interest first.
- Disclose conflicts of interest.
- Follow required voting-conflict procedures.
- Avoid using board service for personal, family, or business gain.
- Complete required ethics and financial disclosure obligations.
- Ask for advice from counsel or the Florida Commission on Ethics when uncertain.

What This Means for Library Employees

Employees should:

- Perform duties impartially.
- Avoid conflicts between personal interests and library responsibilities.
- Never use library resources or information for personal benefit.
- Report suspected misconduct through appropriate channels.
- Decline improper gifts, favors, or influence attempts.

Simple Rule of Thumb

Before taking an action, ask:

- Does this benefit the public or me personally?
- Would I be comfortable seeing this reported publicly?
- Could a reasonable person view this as a conflict of interest?
- Have I disclosed any potential conflict?

If the answer raises concerns, seek guidance before proceeding. The goal of Florida's ethics laws is not only to prevent actual wrongdoing but also to maintain public confidence in government institutions, including public libraries.

References

- Chapter 112, Florida Statutes – Code of Ethics for Public Officers and Employees

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 26-127**

GRATUITIES AND GIFTS 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 13th day of August 2026, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the revised Gratuities and Gifts 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
August 13, 2026**

**Orange County Library District
Fiscal Year 2026 – 2027 Budget
& Millage Approval**

FINAL JULY 16, 2026

ORANGE COUNTY LIBRARY DISTRICT

ANNUAL BUDGET FY 2026-2027



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DIRECTOR'S MESSAGE

DATE: July 16, 2026

TO: Orange County Library District Governing Board, Board of Trustees, and Residents

FROM: Steve Powell, Library Director & Chief Executive Officer

SUBJECT: Budget for the Fiscal Year Ending September 30, 2027

As Orange County Library Director, I am pleased to present the fiscal year 2026-2027 budget for the Orange County Library System.

Chapter 80-555, as amended by Chapter 99-486, Laws of Florida, establishes the Orange County Library District as an independent special taxing district charged with providing library services and facilities to Orange County residents, excluding the incorporated areas of Winter Park and Maitland. This budget reflects that responsibility and demonstrates our continued commitment to responsible fiscal stewardship, strategic investment and responsive public service.

In 2024, OCLS completed a comprehensive Strategic Planning process informed by extensive community engagement, staff input, and data analysis. This work resulted in a clear purpose statement and a new Strategic Plan that guides how we allocate resources and deliver services. The plan prioritizes being welcoming, connected, forward-thinking and empowered, providing a framework that aligns library investments with community needs.

Implementation of the Strategic Plan is already yielding measurable results. By making the library more accessible and meeting residents where they are, OCLS has experienced increased usage and engagement across Orange County. This budget supports those efforts by sustaining core services while making targeted investments that improve access, customer experience and operational efficiency.

Community partnerships remain a cost-effective way to extend the library's reach and maximize public value. Longstanding collaborations with organizations like Arnold Palmer Hospital for Children and Orange County Head Start, as well as newer relationships with organizations such as GOAA and Nehrling Gardens, bring library services directly to children and families who may not otherwise be reached. Outreach to older adults through senior centers, assisted-living facilities and memory-care homes ensures continued access to library resources for vulnerable

populations. An increased focus on teens has helped us build the kind of engagement that we hope will result in a lifelong love of learning and libraries.

Major capital investments remain on schedule. We look forward to opening our new Lake Nona and Horizon West branches, expanding library access in two of the County's fastest-growing areas. These facilities are designed as flexible, multi-use community spaces that will support education, workforce development and civic engagement.

Looking ahead, the FY 2026–2027 budget positions OCLS to address future needs. Planned initiatives include the reintroduction of a bookmobile in 2026, the grand opening of new branches, a re-imagined Children's Library at Orlando Public Library, and the development of a long-term facilities master plan to guide growth as Orange County's population continues to expand.

This budget reflects our commitment to serving as a trusted public institution that delivers significant community value while adapting to changing needs.

We are grateful for the continued support of the Board of County Commissioners, the Library Board of Trustees, the Friends of the Library, and the residents we proudly serve.

Respectfully submitted,

Steve Powell
Library Director/CEO,

Crockett Bohannon, President
Library Board of Trustees

CC: Jerry L. Demings, Orange County Mayor
Nicole Wilson, Commissioner District 1
Office, Commissioner District 2
Mayra Uribe, Commissioner District 3
Maribel Gomez Cordero, Commissioner District 4
Kelly Martinez Semrad, Commissioner District 5
Michael Scott, Commissioner District 6
Stephanie Herdocia, City Clerk, City of Orlando
Byron Brooks, County Administrator
Kurt Petersen, Director, Office of Management & Budget
Phil Diamond, Comptroller

PURPOSE STATEMENT

Enriching
lives through
experiences and
opportunities to
learn, **grow**
and **connect**.



EXCELLENCE IN FINANCIAL REPORTING



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Certificate of Achievement for Excellence in Financial Reporting to the Orange County Library District, Orlando, Florida, for its Annual Comprehensive Financial Report for the fiscal year ending September 30, 2024.

The Orange County Library District has received this award for 22 consecutive years.

CURRENT INITIATIVES

Horizon West Branch Library

Progress on our Horizon West Branch has been slow but steady. We anticipate opening sometime in September of 2026.

Lake Nona Branch Library

The long-awaited Lake Nona Branch is on the way, too. If everything falls into place, the branch will open in the fall of 2026.

Bookmobile

Our new bookmobile is in production. Our vendor, Matthews Specialty Vehicles, expects to deliver it soon, and we should be on the road this summer.

Orlando Public Library First Floor Renovation Project

We plan to kick off a major first-floor renovation at the Orlando Public Library this fall. The project will include a new Children's Library, which can become an anchor for families looking for recreational and educational opportunities for kids downtown.

Master Planning

We are in the process of developing a Master Plan to ensure that the library system's resources, facilities, and technology are allocated effectively to meet the evolving needs of our growing community.

Literacy and Literature First

With the introduction of the Lillian Louise Pharr Author Series at the Dr. Phillips Center in January 2025, we have made it a priority to bring high-profile and engaging literary figures to Orange County on a more regular basis. In 2025, we brought renowned author John Green to Steinmetz Hall for the event. We also brought beloved romance author Abby Jimenez to the Chickasaw Branch in September 2025, and we welcomed bestseller Tess Gerritsen to the Southwest Branch in April 2026. We are exploring new opportunities to bring more authors to the area in the coming years, ensuring the community has access to high-quality literacy and literary events for all ages.

KEY FACTORS

Orange County Library District's fiscal year 2026-2027 budget of \$118,187,760 was developed using the following considerations:

- A new branch will open this summer in Horizon West, and a second branch will open this fall in Lake Nona.
- 4% raises for all eligible full- and part-time staff members.
- Capital projects (p.29) are prioritized based on necessity and available funding.
- Master Planning is underway to develop a long-term facilities vision for the next 10–20 years. The key priorities include:
 - Ensuring that library spaces are safe, accessible, welcoming, and comfortable.
 - Designing facilities adaptable to evolving technologies and service models.
 - Allocating resources, facilities, and technology effectively to address changing community needs.
 - Using the plan to prioritize future investments that support learning, connection, and enrichment across the system.

Operating Fund Revenues

The library is primarily funded by property tax revenues. For FY 2026-2027, given the increase in the number of properties and current property values, the library's millage of 0.3748 is projected to generate \$84,370,000 in tax revenue. This represents a 7.1% increase, or \$5,570,000, over FY 2025-2026.

In June 2007, the Florida Legislature enacted legislation reducing the library's millage rate from 0.4325 to 0.3748 for FY 2007-2008. The library has not increased its millage rate since then, and for FY 2026-2027, staff recommends maintaining the millage at 0.3748.

Operating Fund Expenditures

Salaries and benefits account for almost half of the library's expenses. The remaining funds are allocated to operating costs, building improvements, technology hardware and software, equipment, furniture, physical and digital resources, savings for future projects, and emergencies.

Operating Fund Reserves

The increases in reserves result from actual FY 2024-2025 revenues exceeding actual expenditures. The bulk of the excess revenue was allocated to the Capital Projects and Sinking Funds. This allows the library to address current and future branch expansion and to promptly manage emergency repairs resulting from natural disasters or catastrophic failures.

Orange County Library District Governing Board



Orange County Mayor
**Jerry
Demings**



Orange County Commissioner
**Maribel
Gomez Cordero**



Orange County Commissioner
**Nicole
Wilson**



Orange County Commissioner
**Kelly
Semrad**



Orange County Commissioner
**Mayra
Uribe**



Orange County Commissioner
**Michael
Scott**



City of Orlando City Clerk
**Stephanie
Herdocia**

LIBRARY DISTRICT BOARD OF TRUSTEES



Left to Right: President Crockett Bohannon, Vice President Nicole Benjamin, Trustee Sharon Smoley, Trustee Ashley Cisneros Mejia, Trustee Venessa Tomlin

ORGANIZATIONAL CHART

DIRECTOR/CHIEF EXECUTIVE OFFICER

BUSINESS OPERATIONS

Finance
Facilities & Operations
Construction
Custodial Maintenance

HUMAN RESOURCES

Employee Services
Training & Development

INITIATIVES & INSIGHTS

Data & User Services

MARKETING & PUBLIC RELATIONS

Marketing & Public Relations
Development

IT Services

ASSISTANT DIRECTOR/CHIEF OPERATING OFFICER

LIFELONG LEARNING

Adult Services
Events & Programs
Melrose Center
Youth Services

NEIGHBORHOOD SERVICES

Community Engagement
Horizon West
North Orange
Windermere
Winter Garden
West Oaks

Alafaya
Chickasaw
Eatonville
Fairview Shores
Orlando Public Library

Hiawassee
Lake Nona
Southeast
Southwest
South Creek
South Trail
Washington Park

Acquisitions Services

IT Design & Development

ACCOMPLISHMENTS

Increasing Library Usage

In Fiscal Year 2024-2025, OCLS experienced significant growth. For example, library locations saw:

- **1.8 million** visits to our libraries, up more than 75,000 from the year before
- **7.8 million** checkouts, up more than 240,000 from the year before
- **3 million** checkouts on Overdrive, our most popular ebook and audiobook vendor. Just a few years ago, we were celebrating 1 million downloads per year, and that number has grown exponentially as overall digital use surges
- **26,495** app downloads
- **1,790** offsite programs
- **6,000** teen volunteer hours logged

Florida Library Association Awards

OCLS was honored to be recognized in connection with two Florida Library Association Awards in 2025 and 2026. In 2025, Steve Powell was named Administrator of the Year, and the library was also recognized for Communications Excellence. Librarian Ashton Maggard of Fairview Shores was named the Outstanding New Librarian for 2026, and Friends of the Library board member Maria Guerrero was named Outstanding Citizen for 2026.

High School Opportunities for Adults

Excel Adult High School debuted at OCLS in 2023. This program offers library cardholders the opportunity to earn a scholarship to complete their high school credits online and receive an accredited high school diploma. Since the program's launch, the library has offered 80 paid scholarships. Of these, 68 have been awarded, 26 students are currently enrolled, and 32 have graduated, 11 of them since December 2025.

Signature Author Series

On January 17, 2026, the second Lillian Louise Pharr author series event took place at Dr. Phillips Center for the Performing Arts. The series is underwritten by the Friends of the Orange County Library System, which received a million-dollar bequest from the estate of local tennis champion Roger Pharr, who wanted the funds to support literacy initiatives named after his mother. In 2026, we welcomed bestselling author Nicholas Sparks to town for the event, where he spoke to more than 500 people about his new novel, *Remain*.

Update on New Branches

We hoped to open the new Horizon West Branch in time to host some summer programming, but the timeline has changed to opening in September. Our Lake Nona Branch opening is expected to follow, with an anticipated opening in the fall of this year.

AWARDS AND ACKNOWLEDGMENTS

Horizon West Magazine Good Stuff Awards 2025: Best Destination for Fun and Nearby Gem Worth the Drive

Mar Com Awards 2025: One Platinum, two Gold and two Honorable Mentions for Marketing and Public Relations campaigns

Orlando Sentinel Top Workplaces 2025

Florida Library Association Awards 2025: Administrator of the Year Steve Powell and Communications Excellence

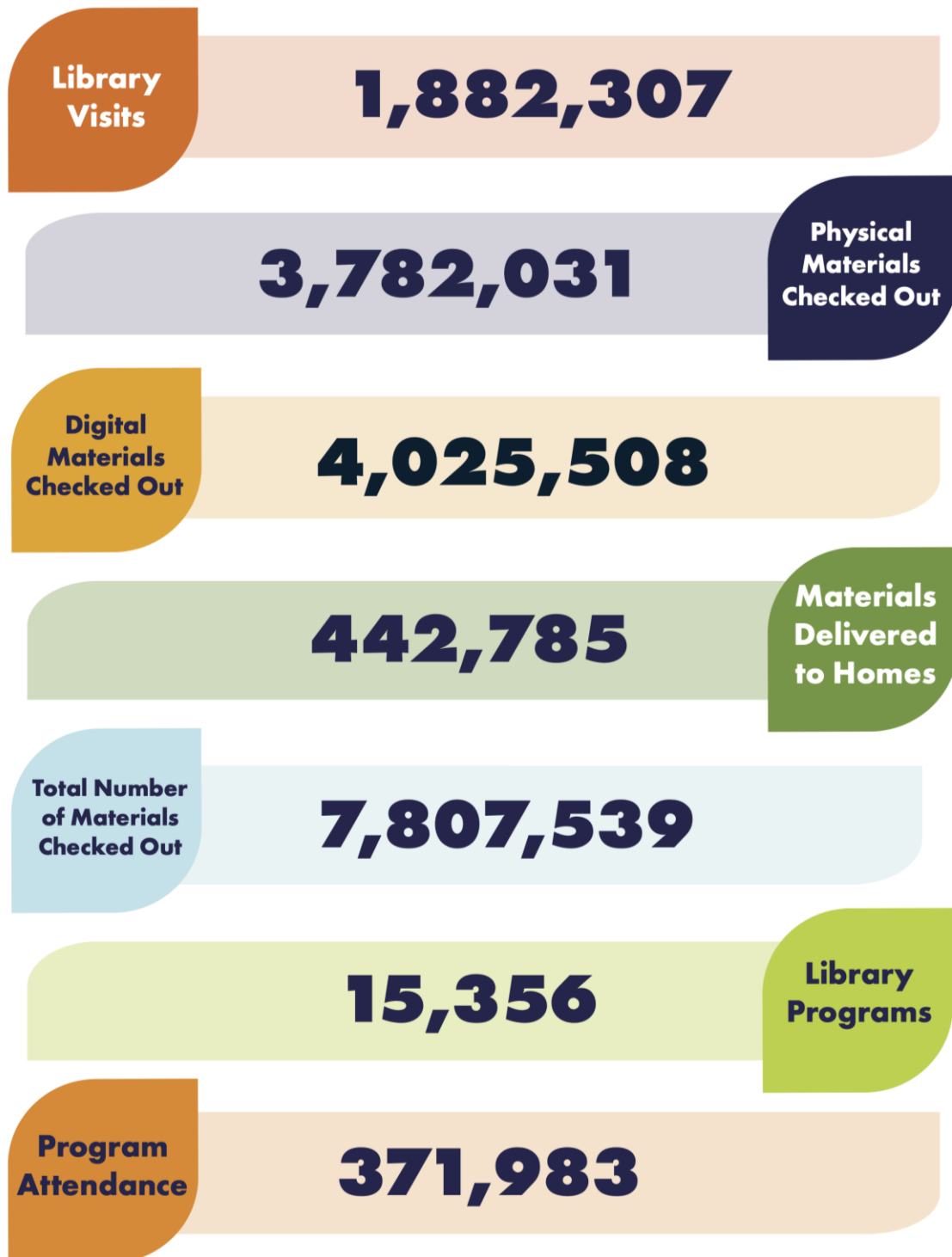
Florida Library Association Awards 2026: Outstanding New Librarian Ashton Maggard and Outstanding Citizen Maria Guerrero

Best Workplaces for Commuters 2025

Orlando Business Journal's 2025 Healthiest Employers

American Heart Association 2025 Workplace Health Achievement – Platinum Recognition

SYSTEMWIDE STATISTICS



Statistics represent the OCLS Fiscal Year 10/1/24-9/30/25

DONATIONS AND GRANTS RECEIVED

Anonymous Donor to support community health and wellness initiatives: \$50,000

Window World of Central Florida to support Summer at Your Library: \$50,000

Henry B. Doose Trust: \$306,319

Friends of the Orange County Library System for Scholarships, Staff Development, and Program Support: \$150,512

Friends of the Orange County Library System for Books & Beyond Publication: \$36,000

Orange County Digital Literacy Training Program: \$49,999

State of Florida Division of Library Services for State Aid to Libraries: \$622,179

Institute of Museum and Library Services and the State of Florida Division of Library Services for Right Service at the Right Time: \$25,352

City of Orlando Mayor's Matching Grant: \$7,500

Florida Humanities for Family Language and Literacy Programs: \$10,800

Florida Municipal Insurance Trust: \$6,000

Synchrony Foundation Grant: \$5,000

Amounts shown represent October 1, 2024 – September 30, 2025

OPERATING FUND REVENUES

	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
AD VALOREM TAXES	78,800,000	5,570,000	7.1%	84,370,000
INTERGOVERNMENTAL GRANTS	500,000	0	0.0%	500,000
CHARGES FOR SERVICES	409,200	(32,200)	-7.9%	377,000
LOST MATERIALS	48,000	27,000	56.3%	75,000
MISCELLANEOUS	1,410,220	689,780	48.9%	2,100,000
TRANSFERS IN	716,200	69,560	9.7%	785,760
SUBTOTAL REVENUES	<u>\$81,883,620</u>	<u>\$6,324,140</u>	<u>7.7%</u>	<u>\$88,207,760</u>
RESERVES/FUND BALANCES	36,076,000	(6,096,000)	-16.9%	29,980,000
TOTAL REVENUES	<u>\$117,959,620</u>	<u>228,140</u>	<u>0.2%</u>	<u>\$118,187,760</u>

REVENUE DETAILS

AD VALOREM TAXES \$84,370,000

Based on the information provided by Orange County's Office of Management and Budget, property values have increased by 7.1%. With this rise and no change in the millage rate of 0.3748, gross tax revenues total \$88,761,095. However, per state budgeting regulations, the library must reduce its ad valorem taxes by 5% or \$4,391,095, leaving \$84,370,000 for budgeting purposes.

AD VALOREM TAXES	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
AD VALOREM TAXES	<u>\$78,800,000</u>	<u>\$5,570,000</u>	<u>7.1%</u>	<u>\$84,370,000</u>

INTERGOVERNMENTAL GRANTS \$500,000

Due to continued uncertainty about federal funding from the Institute of Museum and Library Services and the National Endowment for the Humanities, the library is maintaining its expected revenue from federal agencies at \$0.

State agencies' funding remains at zero dollars. These funds were typically Florida Humanities Grants, funded by the National Endowment for the Humanities.

The state's approved FY 2026-2027 budget includes flat funding for State Aid to Libraries. The library is conservative with this line item and projects \$500,000 in funding.

City and county grant availability and eligibility vary yearly, and the library typically budgets zero dollars. For the current year, the library received a \$7,500 grant from the city of Orlando and a \$49,999 grant from Orange County.

INTERGOVERNMENTAL GRANTS	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
Federal Grants Admin by State Grant	0	0	0.0%	0
Federal Agencies Grants	0	0	0.0%	0
State Agencies Grants	0	0	0.0%	0
State Aid	500,000	0	0.0%	500,000
City and County Agencies Grants	0	0	0.0%	0
TOTAL GRANTS	<u>\$500,000</u>	<u>0</u>	<u>0.0%</u>	<u>\$500,000</u>

CHARGES FOR SERVICES \$377,000

Charges for services are based on current revenue trends. Next year, the Fee Card structure will change, and access to digital materials will be discontinued. The card charge does not offset the cost of the digital materials used by these cardholders. Additionally, people living in the library's service area are waiting longer for those digital materials.

CHARGES FOR SERVICES	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
Fee Cards	150,000	(130,000)	-86.7%	20,000
PC Pass (\$1 for 1 hour)	1,000	2,000	0.0%	3,000
Classes	300	0	0.0%	300
Copy & Print	190,000	52,700	27.7%	242,700
Meeting Rooms	30,000	15,000	50.0%	45,000
Fax	15,000	5,000	33.3%	20,000
Supplies - Customer	4,900	2,100	42.9%	7,000
Co-Working Rooms	5,000	0	0.0%	5,000
Special Events	1,000	9,000	900.0%	10,000
Passport Facility Fee	10,000	10,000	100.0%	20,000
Passport Photo Fee	2,000	2,000	100.0%	4,000
TOTAL CHARGES	<u>\$409,200</u>	<u>(\$32,200)</u>	<u>-7.9%</u>	<u>\$377,000</u>

LOST MATERIALS \$75,000

These increases are based on current revenue trends. Although the library stopped charging overdue fines in October 2022, customers remain responsible for lost or damaged materials and the associated fees to replace them.

LOST MATERIALS	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
TOTAL LOST MATERIAL	<u>\$48,000</u>	<u>\$27,000</u>	<u>56.3%</u>	<u>\$75,000</u>

MISCELLANEOUS **\$2,100,000**

The library is projecting increases to its investments, Friends of the Library support, and miscellaneous revenue.

The library adopts a conservative approach when estimating miscellaneous revenue due to the volatility and unpredictability of investment interest earnings.

MISCELLANEOUS	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
Investment Earnings	1,176,500	573,500	48.7%	1,750,000
Sale Surplus Property	5,000	0	0.0%	5,000
FOL Other	50,000	50,000	100.0%	100,000
Private Grants	0	5,000	0.0%	5,000
Other Contributions	50,000	25,000	50.0%	75,000
Miscellaneous Revenue	35,000	15,000	42.9%	50,000
E-Rate	78,720	21,280	27.0%	100,000
Grants & Awards	15,000	0	0.0%	15,000
TOTAL MISCELLANEOUS	<u>\$1,410,220</u>	<u>\$689,780</u>	<u>48.9%</u>	<u>\$2,100,000</u>

TRANSFERS IN **\$785,760**

The Transfers In are revenue paid to the library by the property appraiser and tax collector, based on overpayments in the previous fiscal year. Because revenue continues to rise, we estimate an increase of \$69,560.

TRANSFERS IN	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
Transfer From Property Appraiser	75,000	25,000	33.3%	100,000
Transfer From Tax Collector	641,200	44,560	6.9%	685,760
TOTAL TRANSFERS IN	<u>\$716,200</u>	<u>\$69,560</u>	<u>9.7%</u>	<u>\$785,760</u>

RESERVES **\$29,980,000**

This is the total amount of Reserves that are eligible for spending. Reserves will be reduced by \$6,096,000 next year, leaving approximately four months of overall expenses in its operating reserves.

RESERVES	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
Reserves	36,076,000	(6,096,000)	-16.9%	29,980,000
TOTAL RESERVES	<u>\$36,076,000</u>	<u>(\$6,096,000)</u>	<u>-16.9%</u>	<u>\$29,980,000</u>

All Revenues except for non-operating revenues, internal service funds, and grant funds include the 5% statutory reduction required by Florida Statute Chapter 129.01.

OPERATING FUND EXPENDITURES

	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
SALARIES & BENEFITS	45,100,000	0	0.0%	45,100,000
OPERATING	21,805,000	0	0.0%	21,805,000
CAPITAL OUTLAY	10,375,000	0	0.0%	10,375,000
LIBRARY MATERIALS	8,319,400	0	0.0%	8,319,400
TRANSFERS OUT	6,000,000	5,574,640	92.9%	11,574,640
SUBTOTAL EXPENDITURES	<u>\$91,599,400</u>	<u>\$5,574,640</u>	<u>6.1%</u>	<u>\$97,174,040</u>
RESERVES	26,360,220	(5,346,500)	-20.3%	21,013,720
TOTAL EXPENDITURES	<u>\$117,959,620</u>	<u>\$228,140</u>	<u>0.2%</u>	<u>\$118,187,760</u>

EXPENDITURES DETAILS

SALARIES & BENEFITS **\$45,100,000**

Salaries and benefits are budgeted flat for next year. The current-year budget included funding for 565 staff, but due to construction delays and vacancies, full-staffing levels were not reached.

The FY 2025-2026 Budget Guidelines from Mayor Demings to Orange County leadership include a 4% salary increase for all non-bargaining unit employees. The library consistently follows the Orange County Budget Guidelines and plans to give all eligible staff a 4% raise.

SALARIES & BENEFITS	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
Salaries	30,750,000	0	0.0%	30,750,000
Medicare Taxes	450,000	0	0.0%	450,000
Defined Contribution Plan	2,300,000	0	0.0%	2,300,000
Defined Benefit Pension Plan	1,950,000	0	0.0%	1,950,000
Money Purchase Plan	2,005,000	0	0.0%	2,005,000
Life & Health Insurance	6,200,000	0	0.0%	6,200,000
Retiree Health Care (OPEB)	800,000	0	0.0%	800,000
Worker's Compensation	225,000	0	0.0%	225,000
Unemployment Compensation	70,000	0	0.0%	70,000
Parking & Bus Passes	350,000	0	0.0%	350,000
TOTAL SALARIES & BENEFITS	<u>\$45,100,000</u>	<u>\$0</u>	<u>0.0%</u>	<u>\$45,100,000</u>

Defined Contribution Plan **\$2,300,000**

Library employees have not participated in Social Security since shortly after the library district was formed in September 1980. Instead, a defined contribution pension plan was established for all staff. The plan requires the library to contribute 7.5% of each employee's bi-weekly salary. Vesting is immediate, and benefits are payable in a lump sum upon termination or retirement.

Defined Benefit Pension Plan \$1,950,000

This Plan is a traditional retirement plan covering full-time employees hired before January 1, 2007.

Contributions to the Plan are actuarially determined at the beginning of each calendar year. The \$50,000 increase in projected contributions for the next fiscal year is due to the anticipated investment valuation as of December 31, 2026.

Money Purchase Plan \$2,005,000

Effective January 1, 2007, all new full-time employees will be enrolled in this Plan. The Plan requires the library to contribute 9% of each employee's biweekly salary. MissionSquare Retirement administers the funds, and employees direct the investments.

Life and Health Insurance \$6,200,000

The library offers two health insurance plans. A narrow-network plan in which the library pays the full amount of medical premiums for employees, and a choice plan in which employees make a nominal contribution toward their premiums, effective with plan year 2027. Under both plans, employees contribute to the cost of dependent coverage.

Under the Affordable Care Act, the library also provides healthcare coverage to part-time employees who average 30 hours or more per week. The employee is responsible for the cost of any dependent coverage, including spouse, children or family.

The library also subsidizes access to virtual healthcare for part-time 24-hour employees and an Employee Assistance Program for all employees, their spouse or partner, dependent children, parents and parents-in-law.

Retiree Health Care \$800,000

Local governments must reflect the true cost of retiree health care during employees' tenure. For employees hired before January 1, 2007, a trust fund was established, and the library has since funded this benefit, similar to a pension, to cover the cost of health care for those retirees. Contributions to the plan are determined actuarially.

In April 2019, the Board approved a Health Retirement Account benefit for employees hired on or after January 2, 2007. The funding for this account is also based on the actuarial report.

There is no projected increase in contributions for the next fiscal year due to the anticipated investment valuation as of December 31, 2026, and the increased cost of healthcare for retirees.

Parking and Bus Passes **\$350,000**

For Orlando Public Library employees, the library leases 200-plus parking spaces in the City of Orlando garage located across from the Orlando Public Library. The library also provides LYNX bus and SunRail passes as an alternative to parking, depending on the employee's preference.

Although parking is free at the branches, when branch staff come downtown, the library pays for their parking.

Overall, salaries and benefits for FY 2026-2027 remain the same at \$45,100,000.

OPERATING **\$21,805,000**

OPERATING	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
Professional Services	725,000	0	0.0%	725,000
Other Contractual Services	3,450,000	0	0.0%	3,450,000
Other Services - Janitorial	600,000	0	0.0%	600,000
Training & Travel	250,000	0	0.0%	250,000
Telecommunication	675,000	0	0.0%	675,000
Delivery & Postage	1,750,000	0	0.0%	1,750,000
Utilities	1,300,000	0	0.0%	1,300,000
Rentals & Leases	1,800,000	0	0.0%	1,800,000
Insurance	1,000,000	0	0.0%	1,000,000
Repair & Maintenance	2,000,000	0	0.0%	2,000,000
R & M - Hardware/Software	505,000	0	0.0%	505,000
Software Subscriptions	1,950,000	0	0.0%	1,950,000
Copying/Printing	425,000	0	0.0%	425,000
Promotional Activities	525,000	0	0.0%	525,000
Property Appraiser's Fee	750,000	0	0.0%	750,000
Tax Collector's Fee	1,625,000	0	0.0%	1,625,000
Permits, Licenses, and Fees	0	0	0.0%	0
Supplies - Miscellaneous	1,550,000	0	0.0%	1,550,000
Supplies - Hardware/Software	900,000	0	0.0%	900,000
Memberships	25,000	0	0.0%	25,000
TOTAL OPERATING	<u>\$21,805,000</u>	<u>\$0</u>	<u>0.0%</u>	<u>\$21,805,000</u>

Professional Services \$725,000

Examples of services charged to this account include the following:

- Actuaries (pension, health insurance, retiree health care)
- Auditors
- Attorneys (general counsel, labor, construction, pension)
- Insurance brokers
- Architect and engineering services

Other Contractual Services \$3,450,000

Services charged to this account include the following:

- Off-duty police officers and security guards
- Bibliographic records
- Branch deliveries
- Bank/credit card fees
- Pre-employment background checks
- Consultants – Master Plan

Other Contractual Services – Janitorial \$600,000

At the Orlando Public Library, the custodians are library employees, but at branches, the library contracts with a private vendor for janitorial services, pressure washing, and carpet and window cleaning.

Training and Travel \$250,000

Charges to this account include:

- Mileage, parking, tolls and travel reimbursements
- Training, seminars and conferences

Telecommunication \$675,000

Telecommunication services include Internet connections, Metro-Ethernet branch connections and Voice-Over Internet Protocol phone services.

Delivery and Postage \$1,750,000

The following are charged to this account:

- Priority Express Parcel for home delivery services

- U.S. Post Office for general mail service and some home delivery items
- Federal Express charges

Utilities \$1,300,000

Included in this account are charges for water, sewer, trash and electricity for all facilities. The library continues to implement water and energy-saving changes.

Additionally, the new Horizon West and Lake Nona branches will be Leadership in Energy & Environmental Design (LEED) Silver Certified. LEED certification demonstrates that buildings exceed standards and are constructed and operated at the highest level of sustainability.

Rentals and Leases \$1,800,000

This account reflects the leasing costs for the South Trail, Fairview Shores, Hiawassee, Southeast, Southwest and Eatonville branches. The library also leases Washington Park and Windermere, but there are no lease charges for those facilities.

Insurance \$1,000,000

Insurance coverage charged to this account includes the following:

- General liability, property and flood
- Public officials
- Employment practices
- Fiduciary (pensions)

There is no change to this account based on guidance from the library's insurance broker.

Repairs and Maintenance \$2,000,000

The library system consists of the Orlando Public Library, 14 existing and two under-construction branches, and a soon-to-be-delivered bookmobile totaling approximately 502,000 square feet. Repairs and routine maintenance include the following services:

- Plumbing, electrical, and heating, ventilation and air conditioning
- Elevator maintenance
- Painters and handyman services
- Landscaping, pressure washing and window cleaning
- Fire alarms and sprinkler systems
- Building security and camera systems

The library takes pride in its well-maintained facilities and equipment, aiming to keep them that way.

Repairs and Maintenance – Hardware/Software \$505,000

This accounting line has been changed to reflect repairs and maintenance of technology and network equipment. Software subscriptions are in a new category.

Software Subscriptions \$1,950,000

This accounting line was introduced in FY 2025-2026 due to new accounting regulations. The library pays for maintenance and service contracts for over 50 software applications.

Examples of items charged to this account include IT-related subscriptions, licenses, maintenance contracts, and application service contracts regarding:

- Library automation system
- Antivirus and Internet filtering software
- Accounting software
- Human resources software platforms

Copying/Printing \$425,000

The library contracts a vendor for printers and all-in-one machines across the system. The library pays per copy, and the vendor supplies, services, and maintains the machines and supplies, except paper. Large print jobs sent to external printers are also charged to this account.

Promotional Activities \$525,000

The costs in this account include television, social media, print, and radio advertisements.

Property Appraiser's Fee \$750,000

The Orange County Property Appraiser determines the value of all properties for each taxing agency in the County for ad valorem tax purposes. In return for providing this service, each taxing agency is charged a portion of the Appraiser's budget.

Tax Collector's Fee \$1,625,000

The Orange County Tax Collector collects taxes from property owners in the county and distributes the tax revenues to the relevant taxing agencies. Historically, the Collector's fee has been 2% of the taxes collected.

Supplies - Miscellaneous \$1,550,000

Examples of supplies used throughout the system and charged to this account include the following:

- Office, janitorial, paper and program supplies

- Local Wanderer access passes
- Furniture and equipment items with a unit cost of less than \$1,000

Supplies – Hardware/Software \$900,000

This account includes technology equipment with a unit cost under \$1,000.

Overall, operating costs for FY 2026-2027 remain the same at \$21,805,000.

CAPITAL OUTLAY \$10,375,000

CAPITAL OUTLAY	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
Building & Improvements	7,000,000	0	0.0%	7,000,000
Leasehold Improvement	1,000,000	0	0.0%	1,000,000
Equipment & Furniture	1,100,000	0	0.0%	1,100,000
Hardware/Software	1,275,000	0	0.0%	1,275,000
TOTAL CAPITAL OUTLAY	<u>\$10,375,000</u>	<u>\$0</u>	<u>0.0%</u>	<u>\$10,375,000</u>

Building and Improvements \$7,000,000

The proposed budget includes the following:

- Winter Garden Branch HVAC Replacement
- South Creek Branch HVAC Replacement
- Orlando Public Library First Floor Renovation Project
- Orlando Public Library HVAC Upgrades
- Orlando Public Library Elevator Modernization
- Orlando Public Library Sidewalk Replacement
- Consulting services for:
 - Access Control Systems Upgrade
 - Security (Intrusion Alarm) Systems Upgrade
 - Security Camera Systems Upgrade
 - Orlando Public Library Fire Alarm and Intercom Upgrade
 - Orlando Public Library Piping Infrastructure

Leasehold Improvements \$1,000,000

This is a new accounting line that covers improvements the library makes at leased locations. These costs were previously recorded as operating expenditures - repair and maintenance.

Equipment and Furniture \$1,100,000

The following are included in the budget for this account:

- Furniture, fixtures and equipment
- Bookmobile

Hardware/Software \$1,275,000

This account includes technology items with a unit cost of more than \$1,000.

Overall, capital outlay expenditures for FY 2026-2027 remain the same at \$10,375,000.

LIBRARY MATERIALS \$8,319,400

The budget for this account covers the purchase of all electronic and physical materials.

LIBRARY MATERIALS	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
Materials - Restricted	15,000	0	0.0%	15,000
Materials	8,304,400	0	0.0%	8,304,400
TOTAL LIBRARY MATERIALS	<u>\$8,319,400</u>	<u>\$0</u>	<u>0.0%</u>	<u>\$8,319,400</u>

TRANSFERS OUT \$11,574,640

The transfer allocations will increase by \$4,990,000. Although projects currently in design or construction are funded, additional funding is needed to support future projects and those resulting from the Master Plan.

TRANSFERS OUT	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
To Capital Projects Fund	5,500,000	5,574,640	101.4%	11,074,640
To Sinking Fund	500,000	0	0.0%	500,000
TOTAL TRANSFERS	<u>\$6,000,000</u>	<u>\$5,574,640</u>	<u>92.9%</u>	<u>\$11,574,640</u>

Transfer to Capital Projects Fund \$11,074,640

To support future branch development and Orlando Public Library renovations, \$11,074,640 will be transferred to the Capital Projects Fund.

Transfer to Sinking Fund \$500,000

The Sinking Fund allows the library to set aside funds for future repairs and replacements of both facilities and technology.

The Horizon West Branch Land Lease with Orange County requires that \$1 million be set aside in this fund to cover immediate repairs to the Horizon West Branch while awaiting insurance proceeds, and that a \$250,000 Demolition Fund be established to assist with the removal of the building when the 85-year lease ends.

The target value for this Fund is 4% of the library's property, plant and equipment, plus the \$1.25 million required by the Horizon West Branch Land Lease.

RESERVES \$21,013,720

The Operating Reserves result from careful planning, conservative spending, and continuous oversight. Although overall expenditures are budgeted to remain the same as last year, the library projects using \$5,346,500 to balance its budget.

RESERVES	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
Reserves	26,360,220	(5,346,500)	-20.3%	21,013,720
TOTAL RESERVES	<u>\$26,360,220</u>	<u>(\$5,346,500)</u>	<u>-20.3%</u>	<u>\$21,013,720</u>

OTHER FUNDS

CAPITAL PROJECTS FUND

The purpose of the Capital Projects Fund is to finance future branch development and major renovations.

	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
REVENUES				
Investment Earnings	600,000	0	0.0%	600,000
Transfer From Operating	5,500,000	5,574,640	101.4%	11,074,640
Reserve Lake Nona Deposit	440,000	0	0.0%	440,000
Reserve Horizon West Demo	266,000	34,000	12.8%	300,000
Reserves/Fund Balance	<u>40,500,000</u>	<u>14,900,000</u>	<u>36.8%</u>	<u>55,400,000</u>
TOTAL REVENUES	<u>\$47,306,000</u>	<u>\$20,508,640</u>	<u>43.4%</u>	<u>\$67,814,640</u>
EXPENDITURES				
Horizon West Branch	12,500,000	(12,500,000)	-100.0%	0
Lake Nona Branch	27,000,000	(2,500,000)	-9.3%	24,500,000
First Floor Renovation	0	12,500,000	0.0%	12,500,000
New Branch FFE	1,000,000	0	0.0%	1,000,000
New Branch Materials	1,000,000	(500,000)	-50.0%	500,000
Reserve Lake Nona Deposit	440,000	0	0.0%	440,000
Reserve Horizon West Demo	282,000	18,000	6.4%	300,000
Reserves For Construction	<u>5,084,000</u>	<u>23,490,640</u>	<u>462.1%</u>	<u>28,574,640</u>
TOTAL EXPENDITURES	<u>\$47,306,000</u>	<u>\$20,508,640</u>	<u>43.4%</u>	<u>\$67,814,640</u>

SINKING FUND

The Sinking Fund was established to manage capital maintenance, repairs or replacements of facilities and technology.

	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
REVENUES				
Investment Earnings	275,000	25,000	9.1%	300,000
Transfer From Operating	500,000	0	0.0%	500,000
Reserves Horizon West Repairs	1,000,000	0	0.0%	1,000,000
Reserves/Fund Balance	<u>6,465,000</u>	<u>3,955,000</u>	<u>61.2%</u>	<u>10,420,000</u>
TOTAL REVENUES	<u>\$8,240,000</u>	<u>\$3,980,000</u>	<u>48.3%</u>	<u>\$12,220,000</u>
EXPENDITURES				
Building Improvements	0	3,000,000	0.0%	3,000,000
Reserves - Building & Improvements	6,740,000	980,000	14.5%	7,720,000
Reserves - Horizon West Contract	1,000,000	0	0.0%	1,000,000
Reserves - Technology	<u>500,000</u>	<u>0</u>	<u>0.0%</u>	<u>500,000</u>
TOTAL EXPENDITURES	<u>\$8,240,000</u>	<u>\$3,980,000</u>	<u>48.3%</u>	<u>\$12,220,000</u>

PERMANENT FUND

The Permanent Fund was established to upgrade the Melrose Center's technology.

	FY 2025-2026 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2026-2027 BUDGET
REVENUES				
Investment Earnings	40,000	22,250	55.6%	62,250
Reserves For Operations	603,000	172,000	28.5%	775,000
Reserves - Restricted	<u>1,000,000</u>	<u>0</u>	<u>0.0%</u>	<u>1,000,000</u>
Total Revenues	<u>\$1,643,000</u>	<u>\$194,250</u>	<u>11.8%</u>	<u>\$1,837,250</u>
EXPENDITURES				
Equipment	75,000	0	0.0%	75,000
Reserves For Operations	568,000	194,250	34.2%	762,250
Reserves - Restricted	<u>1,000,000</u>	<u>0</u>	<u>0.0%</u>	<u>1,000,000</u>
Total Expenditures	<u>\$1,643,000</u>	<u>\$194,250</u>	<u>11.8%</u>	<u>\$1,837,250</u>

**Orange County Library System
Board of Trustees Meeting
August 13, 2026**

**Discussion & Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
August 13, 2026**

Finance Committee Meeting

**Orange County Library System
Board of Trustees Meeting
August 13, 2026**

Information

**Orange County Library System
Board of Trustees Meeting
August 13, 2026**

Director's Report

Director's Report: August 2026 Board Meeting

Partnership Update

CareerSource of Central Florida has been a library partner for many years, and we're happy to announce that they have opened a community hub at the Southeast Branch. CareerSource has been modernizing its operations and has closed its larger physical locations in favor of smaller offices within partner facilities. The Southeast Branch hub is one of two locations in Orange County where people can access career coaching, resume assistance, job-seeking advice, and more. The organization's mission to connect Central Floridians to careers and develop skilled talent for businesses aligns with our purpose. The partnership is currently in a soft-launch phase, and we will promote it to the public once both parties are confident that operations are running smoothly and the hub is ready for increased traffic.

July highlights

- 111,210 unique customer transactions
- 42,882 app downloads
- 38,804 people attended a library event
- 4,641 people attended a library class
- 6,287 people interacted with the library at an offsite event in the community

Legislative Update

Last week, a Leon County Circuit Court judge ruled that the language in Amendment 3 was misleading and ordered it to be rewritten before it can be placed on the November ballot. The judge gave the state 10 days to revise the language, after which opponents will have 10 days to challenge the new draft once it is submitted.

Construction updates

Some of you joined us for the kickoff of the Orlando Public Library's first-floor renovation project on July 23. We had about 50 local business leaders, elected officials, and media outlets on hand for the event, where we revealed plans to expand the Children's Library. Every day, approximately 1,300 people enter the front doors of Orlando Public Library, and about a third visit the Children's Library.

We are also getting close to announcing a grand opening date for Horizon West and remain on track to open in September.

West Oaks Branch Award

On July 11, the West Oaks Branch and Genealogy Center was recognized by the National Society of the Daughters of the American Revolution for its proper use, correct display, and patriotic presentation of the U.S. flag.

Upcoming dates

- **August 3-16:** Early Voting at library locations
- **August 21:** Greenfest at South Creek Branch
- **August 25-28:** West Oaks Branch celebrates 25 years

In Closing

As part of our Strategic Plan, we are focusing on offering more programs for seniors and teens. To support that effort, several of our branches are offering Bingo programs, which have proven very popular. Here's a video we recently made to show how the program is being received by customers. LINK: <https://youtu.be/dUP1HWtuTeg?si=IA1T4bWXBXP2Hdg2>

**Orange County Library System
Board of Trustees Meeting
August 13, 2026**

**Public Comment:
Non-Agenda Items**