

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

Board Packet for September 2026

**Orange County Library System
Board of Trustees Meeting
September 10, 2026**

Call to Order



September 4, 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 September 10, 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

September 10, 2026 6:00 p.m.

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

- 26-134 I. Call to Order**
- 26-135 II. Public Comment Policy & Procedures**
- 26-136 III. Approval of Minutes:**
- **Library Board of Trustees Meeting: August 13, 2026**
 - **Finance Committee Meeting: August 13, 2026**
 - **Finance Committee Meeting: August 31, 2026**
 - **Personnel Committee Meeting: August 31, 2026**
- 26-137 IV. Staff Presentation: Summer at Your Library 2026 – Silence Bourn**
- 26-138 V. Financial Statements and Summaries: August 2026 – Lovevia Williams**
- 26-139 VI. Dashboard: August 2026 – Sara Gonzalez**
- 26-140 Annual Plan Update: August 2026 – Sara Gonzalez**
- 26-141 VII. Action Items: Consent Agenda**
- 26-142** South Creek Branch HVAC Replacement: Kris Shoemaker
- 26-143** Winter Garden Branch HVAC Replacement: Kris Shoemaker
- 26-144** Assignment of Plan Administrators: Steve Powell
- 26-145** Defined Benefit Pension Plan Investment Policy Statement: Steve Powell
- 26-146** Other Post-Employment Benefits Plan Investment Policy Statement: Steve Powell
- 26-147 VIII. Action Items: Non-Consent Agenda**
- 26-148** Integrated Library System Upgrade: Lynette Schimpf
- 26-149 IX. Discussion and Possible Action Items**
- 26-150 X. Finance Committee Meeting: 6:30 p.m.**
- 26-151 XI. Information**
- 26-152** Holiday & Closed Days Schedule: FY 2026-2027
- 26-153** Personnel Committee Update: Sharon Smoley
- 26-154** Director's Report
- 26-155** Public Comment: Non-Agenda Items
- XII. Adjournment**

Next Meeting Dates:

October 8, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801;
November 12, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801

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

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

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

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

**Orange County Library System
Board of Trustees Meeting
September 10, 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
September 10, 2026**

Approval of Minutes

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

August 13, 2026 6:00 p.m.

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

Library Board Present: Crockett Bohannon (8/0);
 Ashley Cisneros Mejia (10/3 – City);
 Venessa Tomlin (8/1); Sharon Smoley (8/1)

Library Board Absent: Nicole Benjamin (10/5 – City)

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

Administration Absent: Lynette Schimpf

- 26-112 I. Call to Order**
 President Bohannon called the meeting to order at 6:02 p.m.
- 26-113 II. Public Comment Policy & Procedures**
- 26-114 III. Approval of Minutes:**
- **Library Board of Trustees Meeting: July 9, 2026**
 - **Finance Committee Meeting: August 3, 2026**
- Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to approve the minutes. Motion carried 4-0.
- 26-115 IV. Staff Presentation: Orange County Library Foundation: Erin Sullivan**
 Chief Marketing and Public Relations Officer Sullivan gave a brief presentation regarding the Foundation. The Board asked about the progress, and she stated that the Foundation should hopefully be ready in six months.
- 26-116 V. Financial Statements and Summaries: July 2026: Kris Shoemaker**
 Chief Financial Officer Shoemaker reported that \$661,815 in State Aid was received for FY 2025 – 2026.
- He also reviewed the progress with the branch projects: The Horizon West branch library's project-to-date costs are \$21,704,470 or 79.6% of the \$27,275,000 approved project budget. The Lake Nona branch library's project-to-date costs are \$1,968,654 or 7.6% of the \$25,965,000 approved project budget. As a 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.
- 26-117 VI. Dashboard: July 2026: Danielle King**
 Chief of Neighborhood Services, King shared some highlights of the July statistics. She stated that checkouts increased by 9% this month, representing more than 63,000 additional items checked out compared to July 2025. Demand for digital materials continues to grow, with digital circulation up 19% over last year. A new usage record was set across several digital platforms, including OverDrive, Hoopla, and Kanopy. Total digital usage reached a record-setting

416,226 checkouts, surpassing the previous record of 392,289, which was set last month.

The spotlight metric this month shows a decrease in website and Questline usage. However, this decline can likely be attributed to the convenience and accessibility of the OCLS mobile app. Since its launch, the app has recorded 42,915 first-time downloads. In July alone, customers used the app to place more than 14,000 holds, renew over 10,000 items, and check out nearly 600 items.

When reviewing attendance figures, it is important to note that Summer BreakSpot lunch distributions were not included in this year's attendance statistics. BreakSpot functions similarly to a passive service rather than a library program, with OCLS serving as a host site for Orange County Public Schools. This summer, OCPS distributed 8,536 meals to children through OCLS locations. If the passive and summer breakspot numbers are removed from last year's numbers, attendance would be up by approximately 2,000.

This month's customer feedback is from Monica F., a Winter Garden customer who submitted a 5 star Google Review:

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 linked in 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 2x's weekly.

26-118

Annual Plan Update: July 2026: Danielle King

CNS King shared the following Annual Plan of Service highlight for *Be Welcoming*: The Social Workers developed and launched a social worker libguide for staff. The guide supports the OCLS Social Worker Program by providing library staff with centralized access to social worker schedules, appointment booking information, recorded workshops, and curated resources to better assist customers. Since launching the resource, the guide has received more than 1,100 staff views.

26-119

VII. Action Items: Consent Agenda

The Board pulled all items from the consent agenda for discussion.

26-120

Board Meeting Schedule: FY 2026 – 2027

Trustee Smoley requested for monthly board meetings to be cancelled if there are not any agenda items needing a vote. President Bohannon stated that monthly meetings are important as these provide a time for the public to participate in the meetings and communicate with the Board. Trustee Tomlin also stressed the importance of showing up and being present. Director Powell reviewed the bylaws, which state that meetings shall be held monthly.

The July 2027 virtual Finance Committee meeting date was updated on the schedule due to a conflict with a holiday. Trustee Smoley, seconded by Trustee Tomlin, moved to approve the meeting schedules for FY 2026 – 2027. Motion carried 4-0.

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:**
Trustee Smoley, seconded by Trustee Tomlin, moved to approve the Annual Plan of Service for FY 2026 – 2027. Motion carried 4-0.
- 26-124 Landscaping and Ground Maintenance Contract: Kris Shoemaker**
Brief discussion ensued regarding contract renewals and extensions. Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to approve the Procurement Committee's rankings; to 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 and 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. Motion carried 4-0.
- 26-125 Transfer of Unrestricted Estate Gift Funds to the Orange County Library Foundation: Steve Powell**
The Board asked questions regarding the OCL Foundation formation, bylaws and the transfer of unrestricted estate gift funds. Director Powell stated that the matrix for appointing foundation board members is still in development and potential members who are active in philanthropy are being sought. He also announced that the foundation has the opportunity to participate in a Junior Achievement Biz Town program in Lake Nona, which requires a \$250,000 buy-in that would include the addition of the foundation's logo and participation. It is expected that the program will reach tens of thousands of students in the area of Orange, Osceola and Brevard Counties, and that the foundation and OCLS would greatly benefit from the exposure. Discussion ensued about the funding and formation of the foundation. Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to approve \$250,000 in funding for the foundation to participate in the Lake Nona Junior Achievement program with further foundation discussion forthcoming. Motion carried 4-0.
- 26-126 VIII. Action Items: Non-Consent Agenda**
- 26-127 Gratuities & Gifts Policy: Bethany Stone**
Trustee Smoley, seconded by Trustee Cisneros Mejia, moved to approve the updated Gratuities and Gifts Policy. Motion carried 4-0.
- 26-128 Orange County Library District Fiscal Year 2026 – 2027 Budget and Millage Approval: Steve Powell**
Director Powell gave an updated presentation regarding the final budget. Trustee Cisneros Mejia, seconded by Trustee Tomlin, moved to approve the FY 2026-2027 Operating Fund Budget for the Library District and to recommend to the Governing Board that the Library District's millage rate be maintained at .3748 for FY 2026-2027. Motion carried 4-0.
- 26-129 IX. Discussion and Possible Action Items**
- 26-130 X. Finance Committee Meeting: 6:30 p.m.**
This meeting was cancelled.
- 26-131 XI. Information**

26-132

Director's Report**Partnership Update:**

CareerSource of Central Florida has been a library partner for many years, and staff are 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 the library's purpose. The partnership is currently in a soft-launch phase, and staff 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:

On Wednesday, Chris Carmody and Robert Stuart from GrayRobinson met with the Admin team to provide legislative updates. The team was especially interested in their insights on Amendment 3. While enthusiasm in Tallahassee is not as strong as it was when it was first discussed, polls still show enough support for the measure to keep it viable. Polls indicate that people approve of Amendment 3, as long as it doesn't have a major impact on services that are important to them. This means that clear referendum language will be a critical factor in how the measure is received. Mr. Carmody says he thinks the state of the economy leading up to Election Day will be a deciding factor for many voters. They expect that after the primary, there will be a stronger response from sheriffs and fire unions about the impact Amendment 3 may have on public safety. Staff will continue to monitor the situation and keep the Board informed of any new developments.

Construction Updates:

Some of the Board joined us for the kickoff of the Orlando Public Library's first-floor renovation project on July 23. There were about 50 local business leaders, elected officials, and media outlets on hand for the event, where plans were revealed 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. Staff are also getting close to announcing a grand opening date for Horizon West and it remains 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

In Closing:

As part of the Strategic Plan, staff are focusing on offering more programs for seniors and teens. To support that effort, several branches are offering Bingo programs, which have proven very popular. Here's a [video](#) that was recently made to show how the program is being received by customers.

26-133

Public Comment: Non-Agenda Items

XII. Adjournment

Trustee Smoley, seconded by Trustee Tomlin, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 7:19 p.m.

Next Meeting Dates:

September 10, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801

October, 2026: To Be Determined

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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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.

CANCELLED
MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
Finance Committee Meeting ~ In-Person
August 13, 2026 6:30 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

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.

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

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

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

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

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

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

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

Finance Committee Meeting
August 31, 2026 10:00 a.m.

Via Zoom

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Board Present: Ashley Cisneros Mejia; Sharon Smoley

Board Absent: Crockett Bohannon; Nicole Benjamin; Venessa Tomlin

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

I. Call to Order

The OCLS Finance Committee was not called to order due to the absence of the committee chair, President Bohannon. No vice chair or temporary chair was designated to preside. At 10:06 a.m., Trustees Cisneros Mejia and Smoley briefly discussed upcoming topics on the September Board Meeting agenda, as well as the location of the South Creek branch and the age of the Winter Garden branch. Because the meeting was not called to order, no official business was transacted. The meeting ended at 10:30 a.m.

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Steve Powell Library Director/CEO



Personnel Committee Meeting Minutes

Monday, August 31, 2026, 10:30 AM

Personnel Committee:	Sharon Smoley, Personnel Committee Chair
Members Present:	Sharon Smoley, Ashley Cisneros Mejia
Library Administration:	Steve Powell, Director/Chief Executive Officer
Present:	Yvonne Hartley, Chief Human Resources Officer

The purpose of the meeting was to conduct a review of Director/CEO Steve Powell's job performance. At 10:32 AM, Trustee Smoley noted that she reviewed Director Powell's third quarter evaluation and asked if he would like to share any additional highlights.

Director/CEO Powell highlighted his accomplishments which include the Master Plan project, the bookmobile, implementation of the UKG Expense Tracker module, as well as efforts to raise the library's profile in the community through his presentation at the State of Lake Nona event. He also discussed continued efforts to improve communication with staff, including two Town Halls. Director/CEO Powell concluded his update with a recap of the construction projects.

The discussion ended at 10:43 AM.

**Orange County Library System
Board of Trustees Meeting
September 10, 2026**

Staff Presentation

**Orange County Library System
Board of Trustees Meeting
September 10, 2026**

**Financial Statements
& Summaries**

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

Project Summaries:

Horizon West Branch Library: Project-to-date costs are \$21,867,986 or 80.2% of the \$27,275,000 approved project budget.

Lake Nona Branch Library: Project-to-date costs are \$1,972,061 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.

OPL First Floor Renovation: Project-to-date costs are \$1,303,852 or 5.83% of the \$22,375,000 approved project budget.

Operating Fund Revenue & Expenditure Summaries:

Revenues:

Ad Valorem Taxes:

The Library budgeted \$78,800,000 for Ad Valorem Taxes in FY 2025-26 based on property tax values, a millage rate of 0.3748, and a 5% statutory deduction. During FY 2025-26, we received \$79,207,790 or 100.5% of the budget.

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 August, we received \$325,735 or 217.2% of budgeted revenue.

Meeting Rooms:

The Library budgeted \$30,000 for meeting room revenues for FY 2025-26. Through August, we received \$51,936 or 173.1% of budgeted revenues.

Faxes:

The Library budgeted \$15,000 for fax revenue and has received \$24,797 or 165.3%, year-to-date.

Copy and Prints:

The Library budgeted \$190,000 for these services in FY 2025-26. We received \$256,965, or 135.2% of the budget through August.

Passport Facility & Photo Fees:

The Library budgeted \$12,000 for passport facility and photo revenues for FY 2025-26. Through August, we received \$23,939 or 199.5% of budgeted revenues.

Other:

The Library budgeted \$1,000 for other revenue for FY 2025-26. Through August, we have received \$10,495 or 1,049.5% 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 August are \$79,710 or 166.1% of budget.

Investment Earnings:

The Library budgeted \$1,176,500 for investment earnings for FY 2025-26. Through August, we received \$2,158,007 or 183.4% of budgeted revenues. Note: As of the time of these reports, we have not received our August interest-earning statements.

Contributions-Friends of The Library:

Through August, we have received \$149,855 or 299.7% 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 August, we have received \$188,853 or 377.7% of the budget. Note: \$75,791 of which was from the Estate of Daniel Tuckek and \$50,000 from Window World for their SAYL sponsorship.

Internet Rebate:

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

Miscellaneous:

Through August, we have received \$40,736 or 116.4% 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 \$1,375,000 or 70.5% of budget. This is in line with the estimated FY 2025-26 contribution.

Workers' Compensation:

The Workers' 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 78.8% 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 5.6% of budget. This account is for any electronics-related purchase with a unit cost of less than \$1,000.

Supplies – Programming:

The expenditures in this category are at \$378,046 or 54.8% of budget. This account is for any supplies used for programming, mainly Summer at Your Library and Community Engagement.

Memberships:

The expenditures in this category are at \$32,002 or 128.0% 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 \$2,694,324 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 the previous Board presentation, any underspent operating funds would be transferred to the Capital Projects

Fund to cash-fund future projects. Through August, we have transferred \$12,500,000, or 227.3% 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 presentations, any underspent funds from operating would be transferred to the Sinking Fund to cash fund future projects. Through August, we have transferred \$1,000,000, or 200.0% of the budget.

Transfer To Self Insurance Fund:

During the month of August, 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 8-31-2026

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	158,441	\$ 1,600,809	\$45,865
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	6,314,523	\$ 17,997,915	(\$302,085)
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	89,104	\$ 844,005	(\$405,995)
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	\$ 6,746,427	\$ 21,867,986	\$ (5,407,014)
Percent Spent					1.16%	2.18%	6.27%	45.83%	24.73%	80.18%	

Lake Nona Project Budget
Expenditures As of 8-31-2026

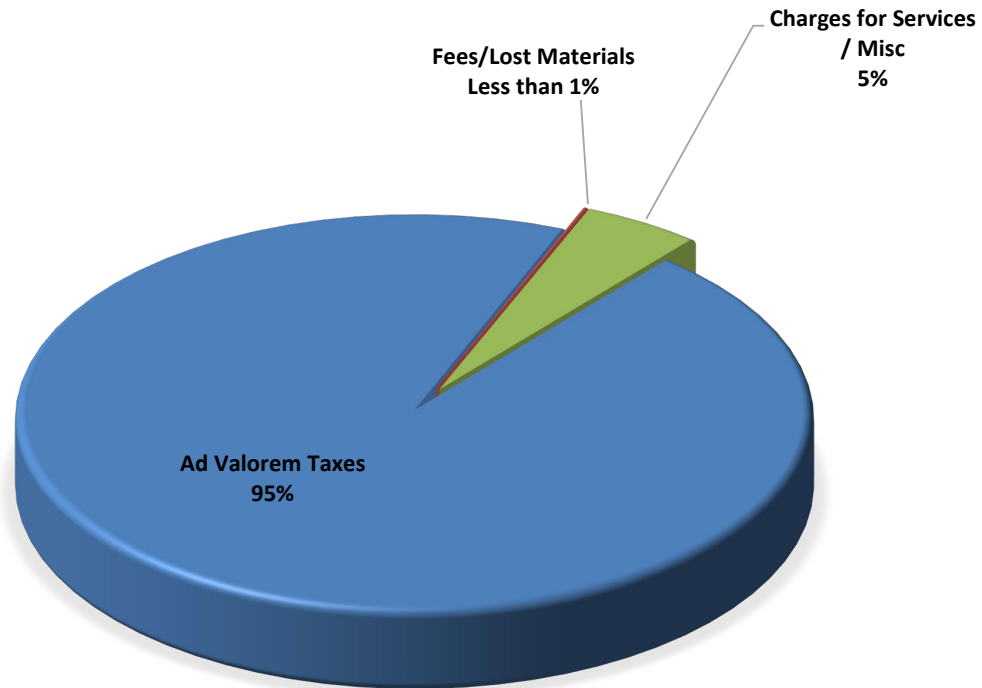
Project Code 23-002	Vendor	Original Budget	Change Order	Revised Budget	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Actual	Total Actuals	Variance
Payable to the City of Orlando											
Project Management Fee	City of Orlando	\$ 852,580	\$ -	\$ 852,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(\$852,580)
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	-	-	-	-	191,305	191,305	(\$1,608,695)
Opening Day Collection	Baker & Taylor	1,250,000	-	1,250,000	-	-	-	458,029	138,445	596,475	(\$653,525)
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	\$329,751	\$1,227,780	(\$4,553,356)
Total Project Costs		\$25,965,000	\$ -	\$25,965,000	\$440,000	\$255,247	\$489,034	\$458,029	\$329,751	\$1,972,061	(\$23,992,939)
Percent Spent					1.69%	0.98%	1.88%	1.76%	1.27%	7.60%	

Orlando Public Library First Floor Renovation Project Budget

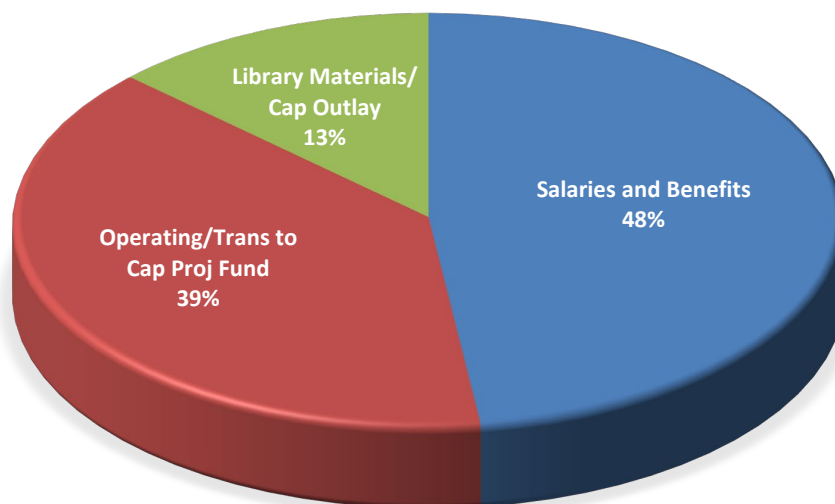
Project Code 24-001	Vendor	Original Budget	Change Order	Revised Budget	FY 24 Actual	FY 25 Actual	FY 26 Actual	Total Actual	Variance
Design Team	Borrelli	\$1,200,000	\$ -	\$1,200,000	\$ 16,872	\$ 507,421	\$ 427,906	\$ 952,199	\$ (247,801)
Pre-construction Consulting	Gomez	140,000	-	140,000	-	20,750	108,984	129,734	(10,266)
Permitting & Impact Fees	City of Orlando	500,000	-	500,000	-		27,102	27,102	(472,898)
Construction	Gomez	16,827,363		16,827,363	-	-	132,053	132,053	(16,695,310)
Owner Provided Material	TBD	1,000,000		1,000,000	-	-	52,414	52,414	(947,586)
Threshold & Other Testing	Terracon	250,000		250,000	10,350	-	-	10,350	(239,650)
FF & E	TBD	1,250,000	-	1,250,000	-	-	-	-	(1,250,000)
Contingency		1,207,637	-	1,207,637	-	-	-	-	(1,207,637)
Project Costs		\$22,375,000	\$ -	\$22,375,000	\$ 27,222	\$ 528,171	\$ 748,459	\$ 1,303,852	\$ (21,071,148)
Percent Spent					0.12%	2.36%	3.35%	5.83%	

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Eleven Months Ended August 31, 2026

REVENUES



EXPENDITURES



**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Eleven Months Ended August 31, 2026**

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
AD VALOREM TAXES	78,800,000	79,207,790	100.5%
INTERGOVERNMENTAL			
Federal & State Grants	500,000	661,815	132.4%
CHARGES FOR SERVICES			
Fee Cards	150,000	325,735	217.2%
PC Express (\$1 for 1 hour)	1,000	3,651	365.1%
Classes	300	605	201.7%
Meeting Rooms	30,000	51,936	173.1%
Faxes	15,000	24,797	165.3%
Supplies - Customer	4,900	7,479	152.6%
Co-Working Rooms	5,000	6,045	120.9%
Copy & Prints	190,000	256,965	135.2%
Passport Facility & Photo Fees	12,000	23,939	199.5%
Other	1,000	10,495	1049.5%
	409,200	711,647	173.9%
FEES & LOST MATERIALS	48,000	79,710	166.1%
MISCELLANEOUS			
Investment Earnings	1,176,500	2,158,007	183.4%
Sales of Surplus Property	5,000	4,630	92.6%
Contributions - Friends of Library	50,000	149,855	299.7%
Contributions - Others	50,000	188,853	377.7%
Internet Rebate	78,720	-	0.0%
Grants & Awards	15,000	3,490	23.3%
Miscellaneous	35,000	40,736	116.4%
	1,410,220	2,545,571	180.5%
TRANSFER FR PROP APPRAISER	75,000	121,842	162.5%
TRANSFER FR TAX COLLECTOR	641,200	-	0.0%
TOTAL REVENUES	81,883,620	83,328,375	101.8%

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Eleven Months Ended August 31, 2026

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
SALARIES & BENEFITS			
Salaries	30,750,000	25,263,937	82.2%
Medicare Taxes	450,000	360,011	80.0%
Defined Contribution Pension Plan	2,300,000	1,894,633	82.4%
Defined Benefit Pension Plan	1,950,000	1,375,000	70.5%
Money Purchase Pension Plan	2,005,000	1,662,227	82.9%
Life and Health Insurance (Employees)	6,200,000	4,248,340	68.5%
Worker's Compensation	225,000	169,258	75.2%
Unemployment Compensation	70,000	417	0.6%
Retiree Health Care (OPEB)	800,000	281,697	35.2%
Parking & Bus Passes	350,000	260,170	74.3%
	<u>45,100,000</u>	<u>35,515,690</u>	<u>78.7%</u>
OPERATING			
Professional Services	725,000	596,672	82.3%
Other Contractual Services	3,450,000	2,247,189	65.1%
Other Contract. Serv.- Janitorial	600,000	445,722	74.3%
Training and Travel	250,000	130,443	52.2%
Telecommunication	675,000	204,542	30.3%
Delivery and Postage	1,750,000	1,378,613	78.8%
Utilities	1,300,000	795,358	61.2%
Rentals and Leases	1,800,000	1,331,346	74.0%
Insurance	1,000,000	617,485	61.7%
Repairs and Maintenance/Leasehold Improvements	2,000,000	1,241,447	62.1%
IT Subscriptions/Maintenance Contracts	2,455,000	1,702,556	69.4%
Copying/Printing	425,000	304,947	71.8%
Promotional Activities	525,000	495,517	94.4%
Property Appraiser's Fee	750,000	764,524	101.9%
Tax Collector's Fee	1,625,000	1,584,156	97.5%
Supplies	860,000	484,492	56.3%
Supplies-Hardware/Software	900,000	50,407	5.6%
Supplies-Programming	690,000	378,046	54.8%
Memberships	25,000	32,002	128.0%
	<u>21,805,000</u>	<u>14,785,464</u>	<u>67.8%</u>
CAPITAL OUTLAY			
Building and Improvements	7,000,000	2,212,283	31.6%
Leasehold Improvement	1,000,000	482,041	48.2%
Equipment and Furniture	1,100,000	105,621	9.6%
Hardware/Software	1,275,000	682,357	53.5%
	<u>10,375,000</u>	<u>3,482,302</u>	<u>33.6%</u>
LIBRARY MATERIALS			
Materials - Restricted Contributions	15,000	40,203	268.0%
Materials - Other	8,304,400	6,298,671	75.8%
	<u>8,319,400</u>	<u>6,338,874</u>	<u>76.2%</u>
TRANSFER TO CAPITAL PROJECTS FUND	5,500,000	12,500,000	227.3%
TRANSFER TO SINKING/EARR FUND	500,000	1,000,000	200.0%
TRANSFER TO SELF INSURANCE FUND	-	1,158,209	0.0%
TOTAL EXPENDITURES	<u><u>91,599,400</u></u>	<u><u>74,780,539</u></u>	<u><u>81.6%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Eleven Months Ended August 31, 2026

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
REVENUES			
Investment Earnings	600,000	1,735,668	289.3%
Transfer from Operating Fund	5,500,000	12,500,000	227.3%
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	14,235,668	30.1%

EXPENDITURES			
New Horizon West Branch	12,500,000	6,444,991	51.6%
New Branch FFE	1,000,000	324,613	32.5%
New Branch Materials	1,000,000	227,560	22.8%
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	7,155,757	140.8%
TOTAL EXPENDITURES	47,306,000	14,235,668	30.1%

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Eleven Months Ended August 31, 2026

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
REVENUES			
Investment Earnings	275,000	297,170	108.1%
Transfer from Operating Fund	500,000	1,000,000	200.0%
Reserves Horizon West Repairs	1,000,000	-	0.0%
Reserves	6,465,000	-	0.0%
TOTAL REVENUES	8,240,000	1,297,170	15.7%
EXPENDITURES			
Reserves-Building and Improvements	6,740,000	1,061,035	15.7%
Reserves-Horizon West Contract	1,000,000	157,423	15.7%
Reserves-Technology	500,000	78,712	15.7%
TOTAL EXPENDITURES	8,240,000	1,297,170	15.7%

ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Eleven Months Ended August 31, 2026

	ANNUAL BUDGET	YTD ACTUAL	(11 months= 91.7%)
REVENUES			
Investment Earnings	40,000	40,285	100.7%
Investment Fair Value	-	146,104	-
Reserves For Operations	603,000	-	0.0%
Reserves	1,000,000	-	0.0%
TOTAL REVENUES	1,643,000	186,389	11.3%
EXPENDITURES			
Equipment	75,000	60,808	81.1%
Reserves For Operations	568,000	-	0.0%
Reserves	1,000,000	125,581	12.6%
TOTAL EXPENDITURES	1,643,000	186,389	11.3%

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

ASSETS

Cash on Hand	16,104
Equity in Pooled Cash	7,441,637
Equity in Pooled Investments	45,484,227
Accounts Receivable	97
Inventory	177,366
Prepays	383,641
Other Assets - Deposits	<u>3,776</u>

TOTAL ASSETS	<u><u>53,506,848</u></u>
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ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
August 31, 2026

LIABILITIES

Accounts Payable	34,697
Ramp-Credit Card Payable	34,643
Retainage Payable	3,474
Accrued Wages Payable	717,596
Accrued Sales Tax	666
Accrued Fax Tax	92
Employee Payroll Deductions:	
Dental Insurance	1,758
Optional Life	647
Vision Plan	(1,410)
Short Term Disability	(965)
Accident/Critical/Hospital	2,666
Staff Association	9,831
Due To Friends of the Library	3,461
TOTAL LIABILITIES	807,156

FUND BALANCE

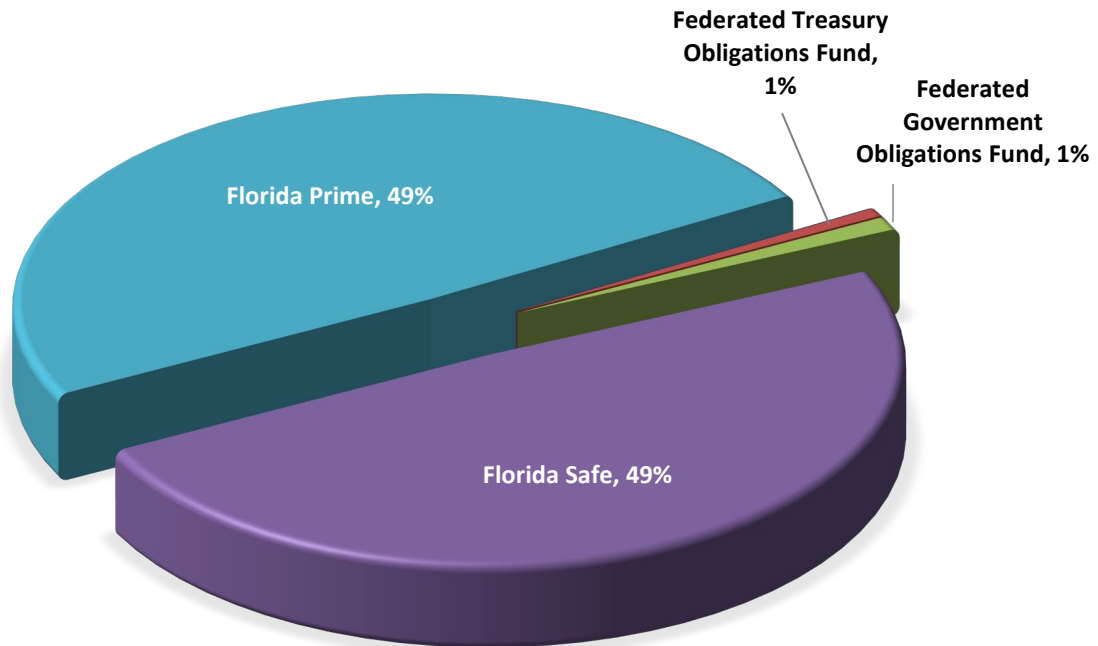
Nonspendable:	
Inventory	177,366
Prepaid Items and Deposits	387,418
Annetta O'B Walker Trust Fund	4,000
A.P. Phillips Memorial Fund	100,000
Willis H. Warner Memorial Fund	33,712
Perce C. and Mary M. Gullett Memorial Fund	19,805
Committed:	
Vivian Esch Estate Fund	44,198
Edmund L. Murray Estate Fund	724,689
Arthur Sondheim Estate Fund	39,941
Future Mast Plan, Strategic Plan & Annual Plan Expend.	4,000,000
Assigned:	
N. Gaiman/Dr. Phillips Ctr Event Proceeds	41,204
J. Green/Dr. Phillips Ctr Event Proceeds	35,806
N. Sparks/Dr. Phillips Ctr Event Proceeds	10,104
OCLS Foundation	697,831
Unassigned	37,835,782
Current Year Revenue over Expenditures	8,547,836
TOTAL FUND BALANCE	52,699,692
TOTAL LIABILITIES & FUND BALANCE	53,506,848

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
August 31, 2026

	BALANCE 07/31/26	RECEIPTS	DISBURSE	BALANCE 08/31/26
OPERATING				
Equity in Pooled Cash	3,624,596	8,964,934	5,147,893	7,441,637
Equity in Pooled Investments	53,301,430	182,797	8,000,000	45,484,227
	56,926,026	9,147,731	13,147,893	52,925,864
CAPITAL PROJECTS				
Equity in Pooled Investments	61,884,243	2,104,623	-	63,988,866
SINKING				
Equity in Pooled Investments	10,037,116	114,655	-	10,151,771
SELF FUNDED HEALTH				
Equity in Pooled Cash	360,388	540,174	490,196	410,366
Claims Payment Checking Account	116,403	452,334	452,334	116,403
Equity in Pooled Investments	5,164,487	16,582	-	5,181,069
	5,641,278	1,009,090	942,530	5,707,838

ORANGE COUNTY LIBRARY DISTRICT
GENERAL POOLED INVESTMENTS
August 31, 2026

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	810,190
Federated Government Obligations Fund	1,302,472
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	61,251,539
Florida Safe-HW Demo Fund	285,595
Florida Prime (SBA)	<u>61,156,137</u>
TOTAL	<u><u>124,805,933</u></u>

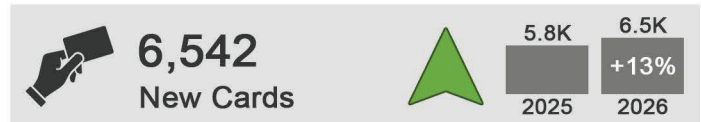
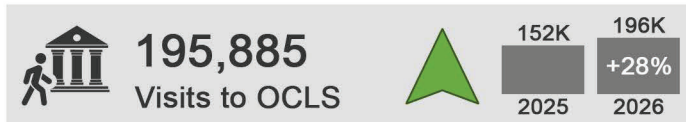


**Orange County Library System
Board of Trustees Meeting
September 10, 2026**

Dashboard

Monthly Report: August 2026

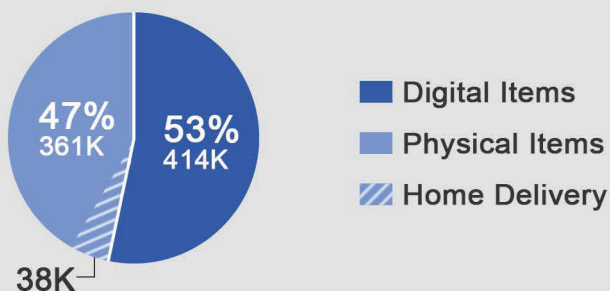
People



Collection



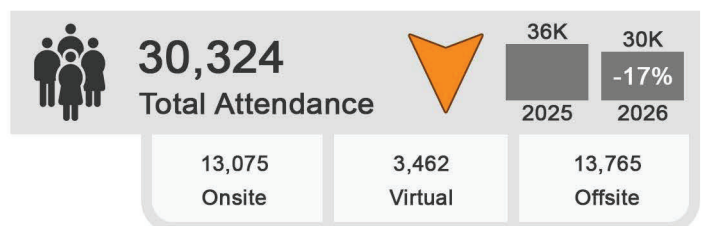
Checkouts by Collection Type



Spotlight: Internet Access



Events & Classes



Customer Feedback

"I am writing to praise Cindy for her incredible support during a recent visit. As first-time users of the microfilm and microfiche equipment, we were so grateful for her patience, generosity, and vast knowledge. She guided us through the entire process and made our experience seamless and enjoyable. Cindy is an exceptional librarian and a true asset to the Central Florida community. Because of her wonderful assistance, we look forward to returning often to use this resource!"

– Alexandra M., Orlando Public Library customer, regarding Adult Services librarian Cindy B.

**Orange County Library System
Board of Trustees Meeting
September 10, 2026**

Annual Plan Update

ORANGE COUNTY LIBRARY SYSTEM

Annual Plan Update for August 2026

Purpose Statement:

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

GOAL: BE WELCOMING

Objective: We will provide excellent customer service, create inviting spaces and ensure accessibility so the community feels welcome at OCLS.

Activity: Provide additional ways to access library services throughout the county.

- Expand in-demand library services so that they are accessible to more people in the community.
 - The Community Engagement Mobile Team continues to prepare for the arrival of the Bookmobile. This month, the team visited 9 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 358 community members, circulated library materials, and supported many individuals in registering for library cards.
 - Adult Services drafted an on-demand video to help staff and customers learn more about registering for classes and exploring course tracks.
- Partner with organizations to share resources.
 - On August 5, the Events Department partnered with WUCF to host a hands-on program at Eatonville, helping families build kindergarten-ready skills through play and exploration with the On My Way to K initiative.
 - The Events Department partnered with Eliot Kleinberg at the North Orange Branch to learn how hurricanes work and how they have affected Florida, with a special focus on the great 1928 storm.
 - The Events Department hosted GreenFest sustainability resource fair hosted at the South Creek branch on August 21.

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

- Evaluate the customer experience in public spaces.
 - Graphics redesigned replacement hanging signs for all locations to reflect the updated branding and a clean, visually accessible look. Graphics is accepting print requests from all locations and is preparing signs for printing. The Southwest and Eatonville branches have both submitted requests for the updated signage.
 - Windermere created a book display to support the system-wide volunteering theme for August.
- Explore opportunities to optimize accessibility.

- **The Marketing and Public Relations Department updated floor maps and signage at the Orlando Public Library to reflect collection changes during the first floor renovation period.**

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

- Establish best practices to support underserved populations.
 - **In August, the OCLS Social Worker Guide received 106 additional views, indicating continued staff engagement. The Community Engagement Department was also contacted about hosting a session during Staff Day to highlight the guide and increase awareness of the resources available to staff.**
- Implement systemwide expectations and training based on the Customer Service Story.

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.
- Support partnerships with health and wellness organizations.
 - The Community Engagement Department attended a Back-to-School event hosted by Nemours Children's Hospital. Staff connected with 97 attendees, engaging families in conversations about library offerings and helping increase awareness of available resources and support services.
 - The Events and Programs Department hosted a representative from AdventHealth University who discussed common caregiver challenges, effective communication with healthcare providers, and available support resources.
 - The Hiawassee Branch created a book display promoting the Libraries with Heart initiative. The display featured materials on cardiovascular health and prominently highlighted the library's blood pressure monitor kits that are available for checkout.
 - The Marketing and Public Relations Department promoted 6 wellness classes and events including yoga, qigong, organizing an emergency plan and caregiving 101 via social media.
 - The Windermere Branch created a wellness display featuring materials on yoga to promote yoga events at the branch and around the library system.

Activity: Explore ways to foster higher engagement rates.

- Focus on connecting with the senior and teenage segments of the community.
 - MPR created and distributed a video highlighting teen volunteers and the opportunities available to middle and high school students to volunteer both virtually and in-person. The videos were distributed on socials and through Nextdoor. The August issue of Books & Beyond included a two page spread on OCLS' Teen Volunteer League, highlighting the opportunities available with a specific focus on teen zines. Development wrote a blog highlighting a senior volunteer that was highlighted on the website and through socials. MPR conducted a photo and video shoot for the new fall advertising campaign, Your Library. Big Value., that features a senior adult customer.
 - OCLS offered a wide range of technology classes for seniors across library branches in August. Several locations focused on foundational computer skills: South Creek, Eatonville, and the Orlando Public Library each hosted Build Your

Computer Mouse Skills and Build Your Typing Skills classes, while the Southwest Branch offered Build Your Computer Mouse Skill in August. Computer Basics classes were held at West Oaks during August, at the Chickasaw Branch (two sessions at the Union Park Neighborhood Center for Families), at South Trail as Computadora Básica, and at North Orange as Computadora Básica (Español). Device Advice for Seniors was offered at Fairview Shores across three sessions, at North Orange, and at the Orlando Public Library. Internet skills were covered through Windermere's Internet Level 1 for Seniors - Fundamentals and the Orlando Public Library's Basic Internet Safety class. The Southwest Branch also offered iPad Basics for Seniors, the Chickasaw Branch introduced a class on Using Media and AI Literacy Tools for Seniors, and North Orange offered Arte con Microsoft Paint (Español) as part of its four senior classes. Open Lab: Ask a Tech sessions were held weekly at Alafaya and also offered at the Orlando Public Library. Winter Garden hosted three additional technology classes for seniors, one in Spanish and two in English, and Southeast offered two classes in August, delivered in both English and Spanish, that helped older adults build digital skills, gain confidence using online tools, and support continued digital engagement and lifelong learning in the community.

- Senior programs were also varied and popular across locations. The Events Department partnered with IDEAS For US and Fleet Farming to provide training on preparing gardens for extreme weather events, including flood management, disaster preparedness, and adapting gardens to withstand storms. In partnership with a Certified Senior Housing Professional and as part of the Smarter Senior Seminar Series, the North Orange Branch hosted a session where attendees learned what they need to have in place as they age, including wills, trusts, estate planning, directives, power of attorney, and probate. The Events Department partnered with the Legal Aid Society of the Orange County Bar Association to present information on key estate planning tools, including wills, power of attorney, and advance directives, at the Chickasaw Branch. The Washington Park floating Technology Trainer presented virtual language learning computer classes for seniors during the Early Voting period. These sessions provided older adults with instruction on using digital tools to support language learning while also accommodating the unique scheduling and access needs associated with Early Voting.
- In August, Home Delivery staff prepared and sent out subscription boxes for the Orange Crate for Seniors participants.
- Senior programming this month emphasized wellness, lifelong learning, and community connection across branches. Movement and mindfulness classes were well represented, with Windermere offering Chair Yoga for Seniors and Qigong Movement and Breathing, North Orange offering Yoga for Adults and Seniors, and the Southwest Branch hosting its own session of Qigong Movement and Breathing, where seniors explored the ancient practice through breathing and exercise. Cognitive engagement was supported through Senior Brain Stretch at Windermere, North Orange, and Eatonville, and Senior Brain Games at Winter Garden. Creative and craft-based programs were popular as well: Windermere

held Color & Unwind for Seniors and Senior Art Expressions, the Chickasaw Branch hosted a Senior Crochet Meetup where attendees worked on projects and built community, Hiawassee offered Senior Cork Craft with attendees creating their own coasters and trivets, and South Trail's weekly Seniors Kick Back series featured a Tie Dye Totebag session and a special showing of "To Sir with Love." Social and recreational programs included Bingo for Seniors at West Oaks in August, continued strong attendance for Senior Bingo at Alafaya, and a Senior Ice Cream Social at Winter Garden. Additional offerings rounded out the month's programming: Windermere hosted In-Person: Beginner French for Seniors, North Orange's ten senior programs also included the Smarter Senior Seminar Series: Legal, and the Community Engagement Department hosted over 40 offsite events for seniors, including crafts, cuisine corners, book checkouts, and social worker support.

- Teen programming this month spanned creative arts, volunteering, gaming, and writing opportunities across branches. Art and craft programs were widely offered, including Teen Art Adventures: Coloring Time at South Creek, three teen art programs at Windermere (among them Teen Fiber Arts: Kumihimo), Crochet Level 1 at North Orange, a teen fiber art program at Alafaya, and Design Graphics Using Photoshop at South Trail. Volunteering opportunities were also a strong focus, with two teen volunteer events at Winter Garden, a Teen Volunteering Hour at North Orange, Teen Volunteering at South Trail, and Eatonville's monthly Teen Volunteering workshop for high school students. Gaming and tabletop programs included Gamers Guild: Teen Board Game Meetup at South Creek, Teen Tabletop How-To at Fairview Shores as part of its regularly scheduled teen programming, and Let's Play Dungeons & Dragons at South Trail. Writing and content creation were represented by Hiawassee's Clementine Chronicles event, where young adults created content for the Hiawassee teen newsletter, and Alafaya's monthly Orange Slice teen literary journal. Rounding out the month, North Orange also offered Teen Cuisine: No-Bake Breakfast Bites as part of its four teen programs.
 - The Development Manager discussed next steps for getting Outreach Volunteers trained and onboarded when she met with the CED managers during their quarterly meeting. The Retail Operations Specialist & Volunteer Coordinator is starting to review the new outreach training that was created and is working on notes to share with the CED managers about how it might be adapted for volunteer training.
- Engage customers in library services with system-wide initiatives.
 - Staff connected with customers to distribute Summer at Your Library (SAYL) prizes, ensuring participants received their awards and had a positive experience with the program. Managers also completed the SAYL survey to share their feedback, providing input that will help evaluate and improve future SAYL initiatives.
 - The Eatonville manager completed the Events & Programs Department SAYL survey and provided feedback on Youth programs, Adult programs, events hosted by outside presenters, and marketing.

- **The Fairview Shores Branch Technology Trainer offered two sessions of "Improve Your Job Interview Skills."**
- **The "Career Development and Business Books" curated list in OverDrive has had 79 checkouts in August so far. There have been a total of 317 checkouts since it was first posted.**
- **Windermere offered "Improve Your Job Interview Skills - Job Seekers Series."**
- **Adult Services offered a four-week Job Seekers series designed to support customers in their job search.**
- **North Orange hosted "Databases for Job Seekers" in August.**
- **The South Trail Branch librarian hosted "Open Lab - Job Seekers," which explored resources available to improve career readiness. The South Trail Branch technology trainer presented "Prepare for Your Job Search," "Build and Perfect Your Resume," "Search and Apply for Jobs," and "Improve Your Job Interview Skills" online.**
- **In August, the Southwest Branch hosted "Build & Perfect Your Resume," which allowed customers to learn tips and tricks for creating their resumes.**
- **The West Oaks technology trainer offered the class "Build & Perfect Your Resume – Job Seekers Series" in August.**
- **The Eatonville tech trainer offered the "Build & Perfect Your Resume" class to share career-support resources through the OCLS Job Seekers Program track.**
- **Adult Services offered four programs in the Job Seekers Series at the Orlando Public Library to support community members in their job search efforts.**
- **The Fairview Shores Branch hosted four "LEGO Education SPIKE Prime" classes and one "LEGO Club" program.**
- **South Creek hosted "LEGO Club," "LEGO Education Spike Prime: Science & Engineering – Reacting to Lines" program, and "Serious Builders & Gamers: Adult LEGO and Board Game Meetup."**
- **Windermere offered 3 "LEGO Club" programs in August to 52 customers and 2 "LEGO Education Spike™" classes to 36 customers.**
- **In August, the Southwest Branch hosted two sessions of "LEGO Education Spike Prime: Science & Engineering" and "LEGO Club," allowing customers to participate in hands-on learning.**
- **The Eatonville Tech Trainer offered the "LEGO Education Spike Prime: Science & Engineering" program twice for children. The Youth Program Specialist continued to offer the monthly "LEGO Club" for the town's afterschool program.**
- **South Trail Branch presented "LEGO Club" and "LEGO Education Spike Essentials" events where participants used their imaginations to build unique designs.**
- **The North Orange Branch hosted four LEGO programs, including "LEGO Club" and "LEGO Spike Essentials".**
- **Hiawassee hosted two "LEGO Education Spike Essentials" programs this month: Carnival Games and Great Adventures.**
- **West Oaks hosted a "LEGO Education Spike Prime: Science & Engineering" class twice in August.**
- **Winter Garden Branch hosted one "LEGO Education Spike" class.**

- The "LEGO Club" continued to be held weekly at Alafaya, in addition to four "LEGO Education Spike" and two "LEGO Build Video Games" classes.
- Southeast hosted two "LEGO SPIKE Great Adventures" classes that provided engaging, hands-on STEM learning for children and families. These programs encouraged collaboration, creativity, problem-solving, and technology exploration, while also strengthening connections among participants and the library.
- In August, Home Delivery staff moved the following holds to the front of the queue: children's books related to Back-to-School, as well as books on the Sunshine State Reading Lists and Florida Teens Reading list for 2026-2027.
- Five members of the Home Delivery staff continue to read and evaluate books for both the Adult Best of Books and the Kids Best of Books committees.
- The Fairview Shores Branch continued to replenish the "1000 Books Before Kindergarten" booklets in the children's area to encourage caregivers to participate.
- Book Club Sets continue to be used throughout the system with much success. Customers have greatly enjoyed discussing popular titles at their Book Clubs without waiting for lengthy holds.
- Several curated lists were posted in OverDrive. A list titled "I Volunteer!" was created to support the August volunteering theme, has had 27 checkouts so far. In recognition of National Wellness Month in August, a "Be Well" list has generated 228 checkouts. The "Backlist Bestsellers" list, which highlights older bestselling titles that patrons may have missed, has resulted in 425 checkouts.
- Windermere created a seasonal back-to-school children's displays to encourage checkouts and promote literacy initiatives for "1000 Books Before Kindergarten."
- The South Trail Branch promoted virtual Author Talks with Paula Johnson, Lucy Foley, and Beronda Montgomery through flyers and MagicInfo.
- The 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.
- The Community Engagement department hosted multiple book clubs across the county and completed the "Countdown to Kindergarten" sessions for children staying at the Homeless Coalition.
- The Winter Garden Branch created a display in the children's area with handouts about the "1000 Books Before Kindergarten" initiative to encourage caregivers to participate.
- The Southwest branch continued promoting the "1000 Books Before Kindergarten" initiative in the children's area.
- Hiawassee hosted an August book club event where attendees discussed "The Ministry of Time" by Kalia Bradley.
- The Chickasaw Branch Book Club hosted a meeting focused on discussing the book "Mad Honey" by Jodi Picoult. Forty members attended the event.
- The "Downtown Book Club" met in August to discuss Katherine Center's "The Shippers." Katherine Center will be the featured author of Romance, Wine, and Chocolate in September.

- In August, Southeast continued to promote the “1000 Books Before Kindergarten” initiative with a dedicated display in the children’s area. The display reminded parents and caregivers to join the initiative, supporting their child’s early learning and encouraging regular use of library services.

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

- Seek opportunities with individuals, organizations and agencies that can help expand the library’s fundraising footprint.
 - The Development team and Grants Specialist prepared a grant proposal to Synchrony for a \$5,000 community grant, seeking funding to support and expand the Local Wanderer partnership with the Audubon Center for Birds of Prey and increase community access to local cultural and educational experiences.
 - The Development Manager led a tour of the Orlando Public Library for a local business leader to showcase summer youth programming and discuss philanthropic priorities and partnership opportunities, then invited the visitor to the renovation plan reveal event, resulting in several new business and community connections for ongoing cultivation and future partnerships.
 - The Grants Specialist continued configuring the Grants Module, with setup scheduled for completion in late September.
- Raise the library’s visibility through networking and community building.
 - The Washington Park Branch Manager appeared live on WESH Channel 2 to promote the Ready Set Learn Back to School resource event, explaining its purpose, resources, and activities for students and families.
 - Staff from Alafaya, Chickasaw, Hiawassee, South Creek, Fairview Shores, and South Trail branches took part in OCPS back to school and Meet the Teacher events, and the Southwest Branch liaison delivered resource flyers and library card sign-up information to Palm Lake Elementary.
 - The Fairview Shores Technology Trainer visited Silver Lakes Senior Living Community to provide technology help and promote the Senior Skills Class Course Track.
 - Windermere staff met with the Town’s Communications Specialist to plan future collaborations that support the library system and the community.
 - The South Trail Branch Manager attended the monthly Orange Blossom Trail Development Board meeting to engage with local businesses, community partners, and OBT Next staff.
 - The Eatonville manager and Melrose Center staff represented Orange County Library System at the Florida Public Relations Association’s 2026 Golden Image Awards, receiving the Golden Image Award of Distinction and Judge’s Creativity Award for the Eatonville History Preservation Project.
 - The West Oaks librarian met with the media specialist at Innovation Montessori of Ocoee to plan future collaborations and partnerships between the library and the school.

- **Alafaya staff attended the August East Orange Community Center meeting and supported Early Voting throughout August.**
- **Adult Services staff joined multiple August networking events, including the Mayor's Committee on Livability & Healthy Aging, Orlando 1 Million Cups, the Seminole State Foundation Membership Committee, and the National Center for Simulation Modeling, Simulation & Training.**
- **A Chief of Neighborhood Services attended the Leadership Orlando Alumni event, "Listening to Leaders: Leading Through Innovation."**
- **The Development Manager met with and networked alongside peers from Second Harvest Food Bank, Lighthouse Central Florida, UF's New Worlds Reading Initiative, the Association of Fundraising Professionals Central Florida Chapter, Charitable Gift Planners of Central Florida, and Orange County Communicators.**
- **The Development Project Coordinator attended a DOP networking event at Spectrum Reach, connected with professionals from several organizations, and later hosted the Director of Sales from Buffalo Lodging Associates at the Orlando Public Library for a tour and overview of library work.**
- **Marketing and Public Relations staff attended the monthly Orange County Communicators meeting and the Orlando Weekly Best of Orlando 2026 celebration, where the library received the Best Use of Public Funds award.**
- **Marketing staff also attended Community Paper's 37th Anniversary Celebration and met with leadership and staff to review current promotional efforts and explore future editorial opportunities.**

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.
 - **Three vendors—Innovative Interfaces, SirsiDynix, and Bywater Solutions—presented their respective products (Polaris, Symphony, and Koha) to the ILS selection committee. These presentations helped the committee learn more about each integrated library system and begin evaluating which option would best meet the library’s needs.**
- Evaluate and improve current data collection.
 - **The Data Analytics Specialist continued training sessions with a vendor to further develop skills and ensure effective use of the analytics tools. In addition, the specialist created a custom dashboard displaying key marketing performance indicators for the Marketing and Public Relations Department, providing staff with improved access to relevant data for decision-making and evaluation.**
- Create a Master Plan.
 - **The Master Plan consultants continued work on the technology reports and facility condition reports. Bureau Veritas presented an introduction to the AssetCalc program for asset and inventory management.**

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.
- Utilize data to evaluate the success of programming and classes.
 - **The Data Analytics Specialist started working on the Summer at Your Library attendance statistics and created preliminary charts and graphs to support this analysis. These visualizations were used to generate initial findings about program participation.**

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

- Evaluate and update customer satisfaction measurement tools.

- **The Data and User Services Department presented the new survey to OCLS instructors during their meeting. This presentation introduced the survey's purpose and content to the instructors and provided an opportunity for initial questions and feedback.**
- Explore innovative technologies, ideas and procedures to enhance the customer experience.

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.
 - On August 13th and 14th the Training and Development Team facilitated a beta-test session of the Crisis Prevention Institute's Verbal Intervention Training. The class of 12 attendees was comprised of library customer service leads and social workers who will provide feedback on the course content. Their feedback will be used for final adjustments to the course, and it will roll out systemwide with quarterly offerings in 2027.
 - The Training and Development Team also provided two trainings on OCLS Resources this month, with a Resource of the Month video on the Talking Books program, and a Database of the Month video highlighting the Morningstar Investing Center database.
 - In August, the Customer Service Department focused on training related to the LinkedIn Learning database. The training was designed to help staff become comfortable navigating LinkedIn Learning and understanding its features so they could confidently recommend it and assist customers using this resource. To complete the training, staff were assigned to watch a brief introductory video through SumTotal and explore the database in order to answer questions in an associated Microsoft Form.
 - The Washington Park Librarian presented an overview of the MorningStar Database and the Talking Books resource during a team meeting. Following the presentation, she sent an email encouraging all team members to complete the SumTotal training for MorningStar and to view the SumTotal video on Talking Books, and asked them to email her and the Branch Manager upon completion to confirm 100% participation.
 - 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.
 - North Orange provided staff with training on how to address common customer service questions and issues with the goal of "Finding a Yes." Staff explored Reader's Advisory scenarios supported by Novelist+ and the OCLS Catalog; Staff learned about the High- & Middle- School Advisory boards as alternatives when the branch is at capacity for teen volunteers; and staff researched and created a

customer resource of local notaries to quickly direct individuals to where they can find the service in the community.

- **The Winter Garden branch manager hosted a team training session to review the Libby app. The training included an overview of the app and highlighted several features that customers may find helpful.**
- Support opportunities for cross-departmental/branch experiences.
 - **Invites were sent to the staff selected for the Adult Programs Committee's inaugural meeting in September. Each branch location along with Adult Services and Community Engagement Departments will have a representative.**

Activity: Strengthen internal communication.

- Implement a Human Resources Information System (HRIS) and explore feature capabilities.
- Implement Finance Enterprise Software (FES) and explore feature capabilities.
- Create a Technology Plan.

Activity: Prioritize employee engagement and well-being.

- Explore meaningful ways to celebrate employee contributions.
 - **South Creek continues to use the kudos board created by staff to recognize their coworkers. Management also uses the board and adds the kudos to staff members' Halogen journals.**
 - **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. Staff contributions to OCLS social media were added to the branch bulletin board.**
 - **The Customer Service Department created the August monthly recognition board to highlight volunteering and community involvement and invited staff to make it a collaborative space. Staff added their own volunteer experiences and information about organizations and causes that were important to them, and used the board to learn more about causes that were meaningful to their coworkers. The department also recognized five staff members individually with a Certificate of Achievement for their work in onboarding eight new Library Information Associates to the department.**
 - **The Southwest Branch continued its Employee of the Month and Kudos board initiatives.**
 - **South Trail Branch staff updated the staff bulletin board with staff recognition, staff shout outs, passive team building activities, and a question of the week.**
 - **During August, the Acquisitions department recognized the Direct Order Assistant as the department's "Behind the Stacks" honoree on the Acquisitions bulletin board.**
- Support staff in building connections locally and throughout the system.

**Orange County Library System
Board of Trustees Meeting
September 10, 2026**

**Action Items:
Consent Agenda**

**Orange County Library System
Board of Trustees Meeting
September 10, 2026**

**South Creek Branch
HVAC Replacement**

SOUTH CREEK BRANCH HVAC REPLACEMENT

I. ISSUE STATEMENT

Library Board approval is needed to award the South Creek Branch HVAC Replacement contract.

II. BACKGROUND & SUMMARY

The South Creek Branch, constructed in 2002, is served by two air handling units, each supported by two air-cooled condensing units with dual refrigerant circuits. This equipment is original to the facility and has reached the end of its useful life.

The library engaged C&S Engineering to evaluate the existing system and design a replacement. The project includes replacing the air handlers and condensers, installing new controls and sensors, modifying ductwork, providing any required electrical upgrades, and incorporating the required R-454B refrigerant ventilation components.

To maintain consistency with the library's existing HVAC infrastructure, the replacement system will utilize Trane equipment and controls. The library contacted the two local certified Trane dealers, MSI and Greens Energy Services (Greens). MSI declined to participate due to workload constraints.

The library posted a Notice of Intent to Sole Source with Greens on its Procurement Portal for the required 15-day period and received no objections.

The equipment procurement and preparation process is expected to take 12 to 16 weeks, with installation scheduled for early 2027. The library is requesting an overall budget as outlined below.

Vendor	Description	Cost
C&S Engineering	System Design, Oversight and Commissioning	\$6,800
Greens Energy	Equipment, Installation and Permits	\$567,773
OCLS	Contingency 4%	\$25,000
Project Total		\$599,573

III. CONSIDERATION

The library is requesting the library board to:

1. Authorize staff to execute a contract with Greens for \$567,773.
2. Approve the project budget of \$599,573, which includes a \$25,000 contingency.

IV. RECOMMENDATION

Staff recommends that the library board:

1. Authorize staff to execute a contract with Greens for \$567,773.
2. Approve the project budget of \$599,573, which includes a \$25,000 contingency.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 26-142**

SOUTH CREEK BRANCH HVAC REPLACEMENT

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 10th of September 2026 at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize staff to execute a contract with Greens Energy Services for \$567,773.
2. To approve the project budget of \$599,573, which includes a \$25,000 contingency.
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
September 10, 2026**

**Winter Garden Branch
HVAC Replacement**

WINTER GARDEN BRANCH HVAC REPLACEMENT

I. ISSUE STATEMENT

Library Board approval is needed to award the Winter Garden Branch HVAC Replacement contract.

II. BACKGROUND & SUMMARY

The Winter Garden Branch, constructed in 2005, is served by two air handling units, each supported by two air-cooled condensing units with dual refrigerant circuits. This equipment is original to the facility and has reached the end of its useful life.

The library engaged C&S Engineering to evaluate the existing system and design a replacement. The project includes replacing the air handlers and condensers, installing new controls and sensors, modifying ductwork, providing any required electrical upgrades, and incorporating the required R-454B refrigerant ventilation components.

To maintain consistency with the library's existing HVAC infrastructure, the replacement system will utilize Trane equipment and controls. The library contacted the two local certified Trane dealers, MSI and Greens Energy Services (Greens). MSI declined to participate due to workload constraints.

The library posted a Notice of Intent to Sole Source with Greens on its Procurement Portal for the required 15-day period and received no objections.

The equipment procurement and preparation process is expected to take 12 to 16 weeks, with installation scheduled for early 2027. The library is requesting an overall budget as outlined below.

Vendor	Description	Cost
C&S Engineering	System Design, Oversight and Commissioning	\$6,800
Greens Energy	Equipment, Installation and Permits	\$597,898
OCLS	Contingency 4%	\$25,000
Project Total		\$629,698

III. CONSIDERATION

The library is requesting the library board to:

1. Authorize staff to execute a contract with Greens for \$597,898.
2. Approve the project budget of \$629,698, which includes a \$25,000 contingency.

IV. RECOMMENDATION

Staff recommends that the library board:

1. Authorize staff to execute a contract with Greens for \$597,898.
2. Approve the project budget of \$629,698, which includes a \$25,000 contingency.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 26-143**

WINTER GARDEN BRANCH HVAC REPLACEMENT

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 10th of September 2026 at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize staff to execute a contract with Greens Energy Services for \$597,898.
2. To approve the project budget of \$629,698, which includes a \$25,000 contingency.
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
September 10, 2026**

**Assignment of Plan
Administrators**

ASSIGNMENT OF PLAN ADMINISTRATORS

I. ISSUE STATEMENT

Library Board approval is required to appoint administrators for the library's pension, deferred compensation, and other benefit plans.

II. BACKGROUND & SUMMARY

The library administers the following plans on behalf of Library staff:

Defined Benefit Pension Plan – Traditional retirement plan covering full-time employees hired before January 1, 2007.

Other Post-Employment Benefit Plan – The plan pays retirees for certain health care costs, including premiums for dependent insurance coverage, on a pre-tax basis.

Defined Contribution Pension Plan – An account-based plan, similar to a 401(k) plan in the private sector, provided to all employees in lieu of Social Security participation.

Money Purchase Pension Plan – an account-based plan, similar to a 401(k), provided to full-time employees hired on or after January 1, 2007.

457(b) Deferred Compensation Plan – The plan allows employees to defer a portion of their taxable compensation.

Each of the above plans is administered in accordance with a separate plan document. While the duties vary from plan to plan, each plan document provides for the role of administrator.

The key responsibilities of the plan administrators are:

- Interpret and construe the provisions of the plan, decide any disputes that may arise regarding participants' rights, and, in general, direct the administration of the plan.
- Determine the eligibility of any individual to participate in the plan.
- Maintain all necessary records for the administration of the plan.

With respect to the Defined Benefit Pension Plan and the Other Post-Employment Benefit Plan, the administrators also monitor the investment managers' performance.

The administrators consult with professionals, including investment advisors, actuaries, and pension attorneys, as needed to administer the plans.

While the Library purchases fiduciary insurance to cover a portion of the plans' assets, the library employees who serve as administrators have personal liability and receive no additional compensation for serving in this capacity.

The current Board-approved resolution, Appointment of Plan Administrators, was approved on June 13, 2019, due to two retirements.

A similar resolution should have been brought to this board in January 2022 upon the director's retirement, in August 2022 upon the appointment of the new director, and again in October 2022 upon the appointment of the new assistant director/COO.

Since June 2019, the plan administrators have been Director/CEO Steve Powell, Assistant Director/COO Bethany Stone, and CFO Kris Shoemaker.

Rather than returning to this board each time an administrator's name changes, staff proposes that the board approve plan administrators by position.

III. CONSIDERATION

The library is requesting that the library board approve the plan administrators for the Defined Benefit Pension Plan, Other Post-Employment Benefit Plan, Defined Contribution Pension Plan, Money Purchase Pension Plan and the 457(b) Deferred Compensation Plan as the Director/CEO, Assistant Director/COO and the Chief Financial Officer.

IV. RECOMMENDATION

Staff recommends that the library board approve the plan administrators for the Defined Benefit Pension Plan, Other Post-Employment Benefit Plan, Defined Contribution Pension Plan, Money Purchase Pension Plan and the 457(b) Deferred Compensation Plan as the Director/CEO, Assistant Director/COO and the Chief Financial Officer.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 26-144**

ASSIGNMENT OF PLAN ADMINISTRATORS

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 10th day of September 2026, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the plan administrators for the Defined Benefit Pension Plan, Other Post-Employment Benefit Plan, Defined Contribution Pension Plan, Money Purchase Pension Plan and the 457(b) Deferred Compensation Plan as the Director/CEO, Assistant Director/COO and the Chief Financial Officer.
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
September 10, 2026**

**Defined Benefit Pension Plan
Investment Policy Statement**

DEFINED BENEFIT PENSION PLAN INVESTMENT POLICY STATEMENT

I. ISSUE STATEMENT

Library Board approval is needed to adopt revisions to the Defined Benefit Pension Plan Investment Policy Statement.

II. BACKGROUND & SUMMARY

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

The consultant overseeing investments for this plan is Dahab Associates, Inc. (Dahab). Dahab is an independent, SEC-registered institutional investment consulting firm based in Bay Shore, New York. They have a diverse range of over 80 clients, including public funds, Taft-Hartley funds, corporations, endowments, foundations, and wealthy families, with over \$17 billion in assets under advisement.

Dahab reviewed the existing Investment Policy Statement for the Defined Benefit Pension Plan and made minor changes to Section 6, Investment Performance Measures.

III. CONSIDERATION

Library staff are requesting the Library Board to approve the revised Defined Benefit Pension Plan Investment Policy Statement.

IV. RECOMMENDATION

Staff recommends that the Library Board approve the revised Defined Benefit Pension Plan Investment Policy Statement.

DEFINED BENEFIT PENSION PLAN
FOR EMPLOYEES OF THE
ORANGE COUNTY LIBRARY DISTRICT

INVESTMENT POLICY STATEMENT



Restated September 2026

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1. INTRODUCTION

This Investment Policy Statement (IPS) serves several important functions for the Defined Benefit Pension Plan (Plan) for Employees of the Orange County Library District (District). Those functions include:

- Providing a structure for managing Plan investments.
- Documenting Plan investment objectives.
- Listing authorized Plan investments.
- Defining Plan investment performance measures.
- Documenting the roles of the Plan Administrator, Investment Managers, and Investment Consultant regarding Plan investments.
- Complying with Section 112.661, Florida Statutes, which requires that the investments of any local retirement plan be consistent with a written investment policy.
- Complying with Section 215.47 (1)-(8), (10) and (16), Florida Statutes, relating to appropriate plan investments and constraints.
- Complying with Florida Statute Section 112.662, Chapter 2023-28, when selecting investments, only pecuniary factors may be considered, and the interests of the participants and beneficiaries of the system may not be subordinate to other objectives.

It is the intent of this IPS to be sufficiently specific to be meaningful and flexible enough to be practical.

For purposes of this Investment Policy Statement (IPS), the “Plan Administrator” refers to the District’s Director, Assistant Director, and Chief Financial Officer, who are appointed by the Library Board of Trustees to serve as plan administrators under the terms of the Plan. The Administrators are responsible for administering this IPS, including monitoring investment performance and compliance with its provisions, and taking appropriate action when the investment policies articulated in this IPS are not being followed.

2. FIDUCIARY STANDARDS

Although not governed by the Employee Retirement Income Security Act of 1974 (ERISA), ERISA’s “prudent man” standard of care is hereby adopted as the standard to be applied in the management of the Plan’s investment portfolio. The Plan Administrator and all of its agents shall comply with the fiduciary standards contained in ERISA Section 404(a) (1) (A)-(C), 29 U.S.C. Section 1104 (a) (1) (A)-(C), set forth below:

ERISA Section 404 – Fiduciary Duties

(a)(1) A fiduciary shall discharge his duties with respect to the Plan solely in the interest of the participants and beneficiaries and –

(A) for the exclusive purpose of:

- (i) providing benefits to participants and their beneficiaries; and
- (ii) defraying reasonable expenses of administering the plan;

(B) with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims;

(C) by diversifying the investments of the Plan so as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.

In addition to the foregoing ERISA fiduciary standard, the Plan Administrator shall be governed by the “prudent investor” rule codified in Section 518.11, Florida Statutes.

3. INVESTMENT OBJECTIVES

The Plan’s investments shall be allocated in a manner designed to:

- Pay all benefits and expenses in a timely manner.
- Maintain a reasonable funding cushion for (1) possible future increases in benefits and/or expenses and (2) a reduction in the future return earned on investments.
- Provide a long-term investment return greater than the Plan’s actuarial interest rate assumption.

4. AUTHORIZED INVESTMENTS

Authorized investments for the Plan include the following asset classes and investment vehicles:

- (a) Cash and cash equivalents
- (b) Money Market mutual funds
- (c) Other mutual funds
- (d) Exchange-traded funds (ETF)

- (e) Commingled funds
- (f) Separate accounts
- (g) Domestic and foreign equity securities
- (h) Federal, state and local government fixed income securities
- (i) Corporate bonds
- (j) Real estate investment trusts (REIT)
- (k) Stable value funds

5. **INVESTMENT GUIDELINES**

The following asset allocation guidelines (current market value) have been established for the Plan:

Asset Class	Guideline	Range		Benchmark
		Low	High	
Domestic equity	40%	25%	55%	Russell 3000 Index
International equity	12.5%	10%	15%	MSCI EAFE Index
Emerging markets equity	12.5%	10%	15%	MSCI EM Index
Equity REITs	5%	0%	10%	NAREIT REIT
Fixed income & cash equivalents	30%	20%	50%	BBC Aggregate Index

Although new Plan contributions will be used to maintain the appropriate balance and achieve the above-referenced benchmark, it may occasionally be necessary to transfer securities between investment accounts.

The following guidelines and restrictions shall apply to all separate account investment manager portfolios and, to the extent practical, to institutional share-class mutual funds and institutional commingled vehicles:

A. Equity Securities:

All equity investments shall be limited to fully and easily negotiable equity securities. Domestic securities should be listed on one or more of the recognized U.S. national stock exchanges (including NASDAQ).

A single corporate issuer within an investment manager's equity portfolio is limited to the greater of 5% of the equity portfolio or 150% of the percentage represented by the market index.

An investment manager's equity portfolio can hold no more than 5% (current market value) of a single issuing company's outstanding stock.

Investments in the shares of companies that have been publicly traded for less than one year are limited to no more than 10% of an investment manager's equity portfolio.

B. Fixed Income Securities

Investments in all corporate fixed income securities must hold a rating of at least BB and the average rating of the portfolio must hold a rating of at least AA- by a recognized bond rating service.

The duration of the fixed income portfolio should be less than 150% of the duration of the Bloomberg Barclays Aggregate Bond Index.

No more than 5% (current market value) of an investment manager's fixed income portfolio shall be invested in the securities of any single corporate issuer.

Investments in mortgage securities must be rated at least A by a recognized bond-rating service, and the average rating of the mortgage sub-portfolio must be at least AA. Holdings of mortgage derivative securities are permitted if they are identified to the Plan Administrator, are prudently well-diversified, contain no leverage, and are rated at least AA.

Investment in fixed income securities issued by foreign governments is limited to the greater of 5% of the fixed income portfolio or the percentage represented by the market index.

There is no limit imposed on investments in fixed income securities issued directly by the United States Government or any Agency or instrumentality thereof.

C. Cash Equivalent Securities

The investment managers may invest in a money market fund offered by the custodian or in other money market funds that comply with Securities and Exchange Commission Rule 2a7. In addition, the investment managers may invest in individual fixed-income securities with maturities of less than 13 months; further, such securities must hold one of the top two credit ratings from a nationally recognized credit rating agency.

6. INVESTMENT PERFORMANCE MEASURES

A. Total Plan Performance Measures

1. The performance of the Plan will be measured over rolling three- and five-year periods. These periods are considered sufficient to accommodate the market cycles experienced with investments.
2. Plan performance will be compared to a calculated benchmark defined as a 40% investment in the Russell 3000 Index, a 25% investment in the MSCI EAFE Index, **a 5% investment in the NAREIT REIT Index and a 30% investment in the BBC Aggregate Index.**
3. On a relative basis, it is expected that the Plan's return will rank **near or** above average when compared to a representative universe of other, similarly managed portfolios.
4. On an absolute basis, it is expected that the total return (net of manager fees) of the Plan will reasonably achieve the actuarial interest rate assumption over long-term periods.

B. Domestic Stock Performance Measures

1. **The Large-cap equity component of the portfolio is** expected to meet or exceed the return of the Russell 1000 Index **or to rank in the top 40th percentile of a universe of similar equity managers over three- and five-year periods.** Large-cap equity should represent approximately two-thirds of the domestic equity allocation.
2. **The Small-cap equity component of the portfolio is** expected to meet or exceed the return of the Russell 2000 Index **or to rank in the top 40th percentile of a universe of similar equity managers over three- and five-year periods.** Small-cap equity should represent approximately one-third of the domestic equity allocation.

C. International Stock Performance Measures

The International equity component of the portfolio is expected to meet or exceed the return of the MSCI EAFE Index **or to rank in the top 40th percentile of a universe of similar international equity managers over three- and five-year periods.** While the EAFE Index contains no emerging market country allocation, the chosen manager may hold up to 20% of the portfolio, well-diversified among such countries.

D. Fixed Income Performance Measures

The fixed income portion of the portfolio is expected to meet or exceed the return of the Bloomberg Barclays Aggregate index or to rank in the top 40th percentile of a universe of investment-grade or fixed income managers over three- and five-year periods.

7. RESPONSIBILITIES OF INVESTMENT MANAGERS

Within the guidelines and restrictions set forth herein, each investment manager is to be granted full investment discretion with respect to the assets under its management.

The investment managers shall discharge their responsibilities as if the Plan were governed by ERISA's fiduciary responsibility provisions. Although ERISA does not apply to the Plan as a governmental Plan, the fiduciary provisions of ERISA are imposed upon each investment manager, whose performance shall conform to ERISA's statutory provisions, rules, regulations, interpretations, and case law. Each investment manager shall acknowledge, in writing, that it is a named fiduciary of the Plan.

Each investment manager is expected to provide any reasonable information requested by the Plan Administrator or the investment consultant on the Plan Administrator's behalf. At a minimum, each manager shall provide a quarterly report detailing its investment activity, the portfolio's current value, and any changes in investment philosophy or strategy. Each investment manager is expected to meet periodically with the Plan Administrator or the Plan Administrator's designated representatives to review investment performance and philosophy.

Unless otherwise provided by the Plan's custodian, each investment manager will monitor portfolio activity to minimize uninvested cash balances. However, each investment manager shall be responsible only for the assets it manages.

Each investment manager will be responsible for reviewing the monthly valuations provided by the Plan's custodian and for noting, in writing, any significant discrepancies between those valuations and the valuations provided in its own reports.

8. RESPONSIBILITIES OF THE INVESTMENT CONSULTANT

Responsibilities of the investment consultant include: independent performance measurement of the Plan managers; monitoring managers' compliance with the investment guidelines set forth herein; recommendations regarding asset allocation and manager changes; and assistance with investment education. The consultant's quarterly reports on the Plan's investment activities shall be public records and shall be submitted to the Plan Administrator.

The investment consultant will also notify the Plan Administrator when allocations may need to be reviewed and/or rebalanced.

9. RESPONSIBILITIES OF THE PLAN ADMINISTRATOR

The responsibilities of the Plan Administrator include appointing and monitoring the performance of the investment consultant, actuary, external auditor, pension counsel, and any other relevant service providers to the Plan. In making investment decisions, the Plan Administrator shall exercise prudence as defined in Section 2 of this IPS. The Plan Administrator shall also act solely in the interest of the active Plan participants and beneficiaries.

A central duty of the Plan Administrator is to monitor investment results through regular reviews and analyses. The Plan Administrator shall also take appropriate action if the Plan's objectives are not being met or if the investment policies articulated in this IPS are not being followed.

10. CRITERIA FOR INVESTMENT MANAGER REVIEW

A. Specific Criteria

The following guidelines are used to evaluate the ongoing performance of an investment manager. Based on notification from the investment consultant, if any of the following occurs, the investment manager may be notified of the Plan Administrator's concern:

1. The investment manager's performance falls below the 40th percentile in the universe ranking and trails its benchmark for three consecutive quarters.
2. The manager's performance standard deviation exceeds 125% of that of the comparable market. This statistic will be measured over rolling three- and five-year periods relative to the manager's specific performance benchmark. If the manager does not yet have three years of performance history, the measure will begin after the initial year of performance.
3. Departure of any key personnel.
4. Any change in basic investment philosophy by the manager
5. Failure to observe the security quality restrictions in Section 5

The Plan Administrator shall consider the circumstances and consult with the Investment Consultant when determining whether notification to the manager is appropriate.

B. Discharge for any reason

Independent of the above criteria, the Plan Administrator may discharge a manager for any reason, provided that the manager's contract's reasonable notice provisions are observed.

11. COMMUNICATIONS

- A. The custodian shall notify the Plan Administrator of all Plan transactions and, if applicable, forward all proxies to the investment manager within ten calendar days. On a monthly basis, the custodian shall provide an accounting statement that includes a summary of all receipts and disbursements, as well as the cost and market value of all assets.
- B. On a quarterly basis, the investment manager shall provide a written report to the Plan Administrator and the investment consultant affirming compliance with the security restrictions in Section 5 above and summary of common stock diversification. In addition, the manager shall deliver a report each quarter detailing the following: the Plan's quarterly and cumulative performance; adherence to the investment policy; attribution of the latest quarter's performance; a forecast of the market and economy (if the manager normally makes such forecasts); portfolio analysis and characteristics; and current portfolio assets.

- C. The investment manager shall also furnish written investment reports to the Plan Administrator and Investment Consultant within 45 days of each quarter end. These reports should focus primarily on the latest quarter and year-to-date performance and related information. The Plan Administrator may schedule personal presentations. The investment manager will provide immediate written and telephone notice to the Plan Administrator and Investment Consultant of any significant market-related or non-market-related event, including, but not limited to, any deviation from the guidelines set forth in Section 5 above.
- D. The investment manager will disclose any securities that are not in compliance with Section 5 in each quarterly report.
- E. If the Plan owns securities that complied with Section 5 at the time of purchase but are subsequently downgraded, the investment manager will dispose of such securities at the earliest prudent time.
- F. The investment manager's quarterly report will list separately any security whose price per share or unit has declined by 25% from the prior quarter end. Each listing should include the specific percentage decline for each such stock.
- G. Equity managers shall report annually to the Plan Administrator and the investment consultant regarding proxies (if applicable), presenting the issues, votes, and dates, and providing written explanations for all proxies not voted.
- H. Investment managers shall assist in preparing required reports and shall annually confirm to the Board their compliance with Chapter 2023-28.

12. OTHER FACTORS

A. Expected Annual Rate of Return

For each actuarial valuation, the Plan Administrator shall determine the expected annual rate of return for the current year, for each of the next several years, and for the long term. The expected returns shall be filed with the Florida Department of Management Services, the Orange County Library District, and the Plan's actuary.

B. Third Party Custodial Agreements & Master Repurchase Agreements

Plan investments shall be held in trust by a third-party custodian. Investments shall be purchased, sold, and held in the name of the trustee for the benefit of the Plan. The Plan does not invest in repurchase agreements.

C. Bidding Requirements

Bidding does not apply to the investments authorized under this IPS.

D. Internal Controls

Internal controls shall include the following:

- The IPS and all changes shall be presented to the Library Board of Trustees for approval.
- Library staff, other than the Plan Administrator, shall reconcile investment statements.
- The Plan Administrator shall consult with the investment consultant at least biannually to review the IPS and investment decisions.
- The District's external auditors shall review the internal controls as part of the annual audit of the District's financial statements.

E. Continuing Education

Based on discussions with the investment consultant and other advisors, the Plan Administrator shall continue educational efforts on investment matters and the Plan Administrator's responsibilities. Further, the Plan Administrator shall attend available seminars relevant to managing the Plan.

F. Reporting

The investment consultant shall prepare an annual report for the Library Board of Trustees summarizing the Plan's investment activities. The report shall include the rate of return, income earned, and market value as of the report date for each investment.

G. Valuation and Illiquid Investments

Annually, the Plan Administrator shall disclose to the Florida Department of Management Services and the Library Board of Trustees each investment for which a generally recognized market is not available. Each disclosure shall include an explanation of how the fair market value was determined and a statement that the value complies with applicable state and federal requirements. Any such investments shall comply with the criteria set forth in Section 215.47(6), Florida Statutes, except that submission to the Investment Advisory Council is not required.

13. ADMINISTRATOR SIGNATURES

Signature: _____

Date: _____

Name Typed: Steve Powell

Position: Director/CEO

Signature: _____

Date: _____

Name Typed: Bethany Stone

Position: Assistant Director/COO

Signature: _____

Date: _____

Name Typed: Kris Shoemaker

Position: Chief Financial Officer

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 26-145**

DEFINED BENEFIT PENSION PLAN INVESTMENT POLICY STATEMENT

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 10th day of September 2026, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the revised Defined Benefit Pension Plan Investment Policy Statement.
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
September 10, 2026**

**Other Post-Employment
Benefits Plan Investment
Policy Statement**

OTHER POST-EMPLOYMENT BENEFITS PLAN INVESTMENT POLICY STATEMENT

I. ISSUE STATEMENT

Library Board approval is needed to adopt revisions to the Other Post-Employment Benefits Plan Investment Policy Statement.

II. BACKGROUND & SUMMARY

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

The consultant overseeing investments for this plan is Dahab Associates, Inc. (Dahab). Dahab is an independent, SEC-registered institutional investment consulting firm based in Bay Shore, New York. They have a diverse range of over 80 clients, including public funds, Taft-Hartley funds, corporations, endowments, foundations, and wealthy families, with over \$17 billion in assets under advisement.

Dahab reviewed the existing Investment Policy Statement for the Other Post-Employment Benefits Plan and made minor changes in Section 5, Investment Guidelines.

III. CONSIDERATION

Library staff are requesting the Library Board to approve the revised Other Post-Employment Benefits Plan Investment Policy Statement.

IV. RECOMMENDATION

Staff recommends that the Library Board approve the revised Other Post-Employment Benefits Plan Investment Policy Statement.

OTHER POST-EMPLOYMENT BENEFITS PLAN
FOR EMPLOYEES OF THE
ORANGE COUNTY LIBRARY DISTRICT

INVESTMENT POLICY STATEMENT



**ORANGE COUNTY
LIBRARY SYSTEM**

Restated September 2026

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1. INTRODUCTION

Under Governmental Accounting Standards Board Statement No. 45, all local governments are required to recognize the cost of other post-employment benefits (OPEB) during an employee's tenure rather than the "Pay as You Go" system that was common in the past. In accordance with the Library Board's approval, the Orange County Library District (District) established a trust to fund these benefits, the most significant of which is retiree health care. The assets in the Trust can be used only to pay other post-employment benefits and related expenses.

The purpose of this Investment Policy Statement (IPS) is to set forth fiduciary standards, investment objectives, authorized investments, and investment guidelines for the investment of the Trust's assets.

The intent of this IPS is to be sufficiently specific to be meaningful and flexible enough to be practical.

For purposes of this Investment Policy Statement (IPS), the "Plan Administrator" or "Administrators" refers to the District's Director, Assistant Director, and Chief Financial Officer, who are appointed by the Library Board of Trustees to serve as plan administrators under the terms of the Plan. The Administrators are responsible for administering this IPS, including monitoring investment performance and compliance with its provisions, and taking appropriate action when the investment policies articulated in this IPS are not being followed.

2. FIDUCIARY STANDARDS

Although not governed by the Employee Retirement Income Security Act of 1974 (ERISA), ERISA's "prudent man" standard of care is hereby adopted as the standard for managing the Trust's investment portfolio. The Administrators and all of their agents shall comply with the fiduciary standards contained in ERISA Section 404(a)(1)(A)-(C), 29 U.S.C. Section 1104(a)(1)(A)-(C), set forth below:

ERISA Section 404-Fiduciary duties

(a)(1) A fiduciary shall discharge his duties with respect to the Trust solely in the interest of the participants and beneficiaries and –

(A) for the exclusive purpose of:

- (i) providing benefits to participants and their beneficiaries; and
- (ii) defraying reasonable expenses of administering the trust;

(B) with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims;

(C) by diversifying the investments of the Trust so as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.

3. INVESTMENT OBJECTIVES

The Trust's investments shall be allocated in a manner designed to:

- Pay all benefits and expenses in a timely manner.
- Maintain a reasonable funding cushion for (1) possible future increases in benefits and/or expenses and (2) a reduction in the future return earned on investments.
- Provide a long-term investment return greater than the actuarial investment rate assumption.

4. AUTHORIZED INVESTMENTS

Authorized investments for the Trust include the following asset classes and investment vehicles:

- (a) Cash and cash equivalents
- (b) Mutual funds
- (c) Exchange-traded funds (ETF)
- (d) Commingled funds
- (e) Separate accounts
- (f) Domestic and foreign equity securities
- (g) Federal, state and local government fixed income securities
- (h) Corporate bonds
- (i) Real estate investment trusts (REIT)
- (j) Stable value funds

5. INVESTMENT GUIDELINES

The following asset allocation guidelines (current market value) have been established for the Trust:

Asset Class	Guideline	Range	
		Low	High
Domestic equity securities	65%	40%	80%
Foreign equity securities	15%	0%	25%
Fixed income & cash securities	20%	10%	60%

6. REPORTING

The Chief Financial Officer shall provide the Library Board of Trustees with an annual investment report detailing the amounts and types of investments held during the year.

7. ADMINISTRATOR SIGNATURES

Signature: _____

Date: _____

Name Typed: Steve Powell

Position: Director/CEO

Signature: _____

Date: _____

Name Typed: Bethany Stone

Position: Assistant Director/COO

Signature: _____

Date: _____

Name Typed: Kris Shoemaker

Position: Chief Financial Officer

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 26-146**

OTHER POST-EMPLOYMENT BENEFITS PLAN INVESTMENT POLICY STATEMENT

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 10th day of September 2026, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the revised Other Post-Employment Benefits Plan Investment Policy Statement.
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
September 10, 2026**

**Action Items:
Non-Consent Agenda**

**Orange County Library System
Board of Trustees Meeting
September 10, 2026**

**Integrated Library
System Upgrade**

INTEGRATED LIBRARY SYSTEM UPGRADE

I. ISSUE STATEMENT

Library Board approval is needed to rank vendors and proceed with engaging a vendor to configure, implement, and migrate the library to a new Integrated Library System (ILS).

II. BACKGROUND & SUMMARY

An ILS is integral to the operations of all library systems. An ILS provides numerous modules, including Acquisitions, Cataloging, Circulation, Patron, Serials, and more, through which transactions take place, from checking out items to ordering materials and beyond.

OCLS used Data Research Associates (DRA) before upgrading to Millennium by Innovative in 2003. Millennium was a significant upgrade, offering new features and processes not available in DRA and increasing operational efficiency. In 2011, OCLS upgraded again and migrated to Sierra by Innovative, which OCLS continues to use today.

Over the past decade, the library technology landscape has evolved significantly, with a wide range of enhancements and services now available that could help OCLS deliver a more effective and modern ILS experience. OCLS's current ILS no longer fully supports the breadth of services needed by staff and customers to deliver an optimal library experience.

The library advertised a Request for Proposal (RFP) for an ILS on April 30, 2026. Sealed written proposals were due on June 29, 2026.

The library received seven responses to the RFP and five qualified for scoring. The Procurement Committee (Committee) for this project is: Bethany Stone, Erica Grant, Thomas Beaver, Laurlei Kolvitz, Jon Crowley, Olga Rodriguez, Jo Ann Sampson, David Noe, Amy VanSchaik.

The Committee met on July 30, 2026, to score the proposals and short-list a minimum of three Vendors. The Committee short-listed the following three Vendors (alphabetically) for oral presentations:

ByWater Solutions, ILS: Koha
Innovative, ILS: Polaris
SirsiDynix, ILS: Symphony

The short-listed vendors delivered full-day oral presentations between August 21, 2026, and August 27, 2026. Each vendor was provided with a script to guide their presentation, and Committee members were given an opportunity to ask questions.

The Committee then met on September 2, 2026, to score and rank the vendors' presentations. The final ranking is:

- | | |
|---------------------------------|------|
| 1. Innovative, ILS: Polaris | 5992 |
| 2. ByWater Solutions, ILS: Koha | 5363 |
| 3. SirsiDynix, ILS: Symphony | 4148 |

All three Vendors provided in-depth presentations. Innovative, ILS: Polaris most closely met all of the requirements of the evaluation criteria. It has a highly usable interface and intuitive modules that will improve efficiency for the many processes that library staff perform every day.

A breakdown of the pricing submitted by each short-listed vendor is provided below:

Vendor	First Year Cost	Total 5-Year Cost
Innovative	\$261,564	\$1,045,239
ByWater	\$156,980	\$441,098
SirsiDynix	\$299,722	\$953,993

Currently, the library's ILS annual cost is \$242,270. The 5-year cost of ownership for 2026 – 2030 would be \$1,338,695.

Library staff is requesting approval of a total project budget of \$1,063,539, which includes Innovative's five-year cost of \$1,045,239 and a contingency of 7% equaling \$18,300**.

**A contingency has been added solely for the library to use in the event of unforeseen costs arising from this project. Migrating information, systems, and data is complex, especially when the data includes Personally Identifiable Information and circulation records. Third-party experts may need to be engaged to help with the migration from the current legacy system. Being able to adjust quickly to the project's needs will help ensure this sensitive project is completed successfully and within timeline expectations.

III. CONSIDERATION

Library staff is requesting the library board to:

1. Approve the ranking of the short-listed vendors.
2. Approve the project budget of \$1,063,539, that includes Innovative's five-year cost of \$1,045,239 and a contingency of \$18,300.
3. Authorize the Library Director/CEO to execute a contract with Innovative.

IV. RECOMMENDATION

Staff recommends that the library board:

1. Approve the ranking of the short-listed vendors.
2. Approve the project budget of \$1,063,539, that includes Innovative's five-year cost of \$1,045,239 and a contingency of \$18,300.
3. Authorize the Library Director/CEO to execute a contract with Innovative.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 26-148**

INTEGRATED LIBRARY SYSTEM UPGRADE

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 10th of September 2026, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the ranking of the short-listed vendors.
2. To approve the project budget of \$1,063,539, that includes Innovative's five-year cost of \$1,045,239 and a contingency of \$18,300.
3. To authorize the Library Director/CEO to execute a contract with Innovative.
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
September 10, 2026**

**Discussion & Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
September 10, 2026**

Finance Committee Meeting

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

Finance Committee Meeting
September 10, 2026

In-Person

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

- I. Call to Order**
- II. Discussion**
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.

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

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

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

El Condado de Orange no discrimina por motivos de raza, color, origen nacional, sexo, edad, religión, discapacidad o situación familiar. Aquellos que tengan preguntas o inquietudes sobre la no discriminación, aquellos que requieran asistencia especial según la Ley de Estadounidenses con Discapacidades (ADA) y aquellos que requieran asistencia lingüística (gratuita) deben

comunicarse con el Coordinador de No Discriminación/Título VI en access@ocfl.net o llamando 3-1-1 (407-836-3111).

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

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

**Orange County Library System
Board of Trustees Meeting
September 10, 2026**

Information

**Orange County Library System
Board of Trustees Meeting
September 10, 2026**

Holiday & Closed Day Schedule



STEVEN POWELL Library Director/Chief Executive Officer

**Closed Days: Fiscal Year 2027
October 1, 2026 – September 30, 2027**

Holidays / Events	Closed Dates
Staff Development Day	Friday, November 13, 2026
Thanksgiving Day	Wednesday, November 25, 2026 (Close at 6:00 PM) Thursday, November 26, 2026 (H) Friday, November 27, 2026 (H)
Christmas	Thursday, December 24, 2026 (H) Friday, December 25, 2026 (H)
New Year's	Thursday, December 31, 2026 (H) Friday, January 1, 2027 (H)
Martin Luther King Jr.'s Birthday	Sunday, January 17, 2027 Monday, January 18, 2027 (H)
Easter	Sunday, March 28, 2027
Memorial Day	Sunday, May 30, 2027 Monday, May 31, 2027 (H)
Independence Day	Sunday, July 4, 2027 Monday, July 5, 2027 (H)
Labor Day	Sunday, September 5, 2027 Monday, September 6, 2027 (H)

**Orange County Library System
Board of Trustees Meeting
September 10, 2026**

**Personnel Committee Update:
Sharon Smoley**

**Orange County Library System
Board of Trustees Meeting
September 10, 2026**

Director's Report

Director's Report: September 2026

Partnership Update

Our partnership with the Orange County Innovation Center is now underway. The first two classes our instructors led there were Unity Fundamentals on September 9 and Adobe Express on September 10. We're in the process of hiring staff to expand offerings at the Innovation Center, a newly opened collaborative hub that provides the community with access to professional-grade equipment and programming for makers and innovators. It is located on West Colonial Drive near the Hiawassee Branch.

First Floor Update

We've taken the first steps toward our first-floor renovation. Library Central has been cleared and closed to the public. The collection has been redistributed to other areas of the building, and we've added signage to help people find what they're looking for. The next step is to install the construction wall.

As part of this process, we have also moved CDs to the Vault, where customers can request them for checkout.

August highlights

- 114,172 unique customer transactions
- 44,997 app downloads
- 19,101 people attended a library event
- 2,857 people attended a library class
- 5,436 people interacted with the library at an offsite event in the community

Upcoming dates

- **Sept. 13:** Orlando Literary Expo, Alafaya Branch, 2 P.M.
- **Sept. 25:** Romance, Wine & Chocolate, featuring author Katherine Center, Chickasaw Branch, 7 P.M. Once again, this event sold out on the first day tickets went on sale.
- **Oct. 19 - Nov. 1:** Early voting, multiple branches
- **Nov. 3:** Election Day, multiple branches
- **Nov. 13:** Staff Development Day

On My Way to K

On August 5, the Eatonville Branch hosted On My Way to K, a workshop presented in partnership with WUCF to help caregivers feel more confident preparing their children for kindergarten. The program uses play and exploration to help kids develop early literacy, math, executive functioning, and social-emotional skills. The activities are designed to be easy for parents to recreate at home. We hope to plan more of these events at additional branches in the future. LINK: https://youtu.be/UY3INb4SH0U?si=hhrJ_-BRTNV7NMGO

**Orange County Library System
Board of Trustees Meeting
September 10, 2026**

**Public Comment:
Non-Agenda Items**