# 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**

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| 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 3-1 with Trustee Smoley voting no.

**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.

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 sitiyasyon fanmi. Moun ki gen kesyon oswa enkyetid konsènan non diskriminasyon, moun ki bezwen

asistans espesyal dapre Lwa Ameriken andikape yo (ADA), ak moun ki bezwen asistans nan lang (gratis) ta dwe kontakte Kowòdonatè Tit VI/Nondiscrimination nan access@ocfl.net oswa lè yo rele 3-1-1 (407-836-3111).  Si w gen pwoblèm pou tande oswa pou w pale, ou ka kontakte nimewo telefòn ki anwo yo lè w konpoze 711.