MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
October 19, 2026 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present:	Crockett Bohannon (9/0); Nicole Benjamin (1/0 – City); Venessa Tomlin (9/2); Sharon Smoley (9/1)
Library Board Absent:	Ashley Cisneros Mejia (1/1 – City)
Administration Present:	Steve Powell; Bethany Stone; Kris Shoemaker; Yvonne Hartley; Danielle King; Erica Grant; Leasha Tavernier; Sara Gonzalez; Erin Sullivan; Lynette Schimpf

26-156 **I. Call to Order**
President Bohannon called the meeting to order at 6:01 p.m.

26-157 **II. Public Comment Policy & Procedures**

26-158 **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**
- **Finance Committee Meeting: October 5, 2026**
- **Personnel Committee Meeting: October 5, 2026**

Trustee Tomlin seconded by Trustee Smoley moved to approve the minutes. Motion carried 4-0

26-159 **IV. Staff Presentation: Summer at Your Library 2026 – Silence Bourn**
Youth Services Manager Bourn gave a presentation summarizing Summer at Your Library 2026.

26-160 **V. Financial Statements and Summaries: September 2026**
Chief Financial Officer Shoemaker reported that our total revenue for September was $84.01 million, and our expenses came in at $79.19 million. He also shared updates on the budgets for construction projects.

26-161 **VI. Dashboard: September 2026 – Leasha Tavernier**
Chief Neighborhood Services Tavernier shared that checkouts were up 6% over last September and the trend of growth continues in circulation of digital items with those accounting for 54% of total checkouts. Digital checkouts were up 11% over last September. A daily usage record was set in Hoopla on September 30th with 3,497 items checked out.

Attendance for events and classes was down and this was anticipated as the focus is now on offering in-person, active experiences over passive programs. If the passive programs from 2025 were removed, attendance would have been up by approximately 1,000.

In the spotlight this month is “User Ratings.” CNS Tavernier shared that staff exceeded the goal percentages in both the Mystery Shopper and Net Promoter scores. This is a great reflection of the positive experiences staff create for customers.

This month’s customer feedback is from the South Trail Branch: During an Open Lab, Ibrahim, the technology trainer at the branch, helped a customer with his new computer, walking him through all the basics and showing him how to access his Google account. The customer had never used Google photos, only the Gallery on his cell phone. When he opened Google photos, there were images from his old phone, including photographs of his wife in Columbia from the late ‘70s. He started crying because his wife had passed, and he never thought he would have access to those photos ever again.

26-162 **Annual Plan Update: September 2026 – Leasha Tavernier**
As the fiscal year ends, this is the final annual plan update for FY 2025-2026. The highlighted item falls under the primary goal of *Be Connected*: The library received a $5,000 grant from Synchrony to support the Local Wanderer partnership with the Audubon Center for Birds of Prey, allowing the purchase of 500 additional tickets, expanding access for Orange County residents; this is the third year OCLS has received this grant for Local Wanderer.

26-163 **VII. Action Items: Consent Agenda**
Trustee Benjamin, seconded by Trustee Tomlin, moved to approve the items on the Consent Agenda. Motion carried 4-0

26-164 **South Creek Branch HVAC Replacement: Kris Shoemaker**
The Board authorized staff to execute a contract with Greens Energy Services for $567,773, and approved the project budget of $599,573, which includes a $25,000 contingency.

26-165 **Winter Garden Branch HVAC Replacement: Kris Shoemaker**
The Board authorized staff to execute a contract with Greens Energy Services for $597,898, and approved the project budget of $629,698, which includes a $25,000 contingency.

26-166 **Assignment of Plan Administrators: Steve Powell**
The Board approved 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.

26-167 **Defined Benefit Pension Plan Investment Policy Statement: Steve Powell**
The Board approved the revised Defined Benefit Pension Plan Investment Policy Statement.

26-168 **Other Post-Employment Benefits Plan Investment Policy Statement: Steve Powell**
The Board approved the revised Other Post-Employment Benefits Plan Investment Policy Statement.

26-168 **South Creek Branch Mill and Pave Project: Kris Shoemaker**
The Board approved the project budget of $134,690, which includes an $8,540 contingency, and authorized staff to issue a purchase order to Hall Company, Inc.

26-169 **West Oaks Branch Mill and Pave Project: Kris Shoemaker**
The Board approved the project budget of $111,800, which includes a $7,100 contingency, and authorized staff to issue a purchase order to Hall Company, Inc.

26-171 **VIII. Action Items: Non-Consent Agenda**

26-172 **Orlando Public Library First Floor Renovation Asbestos Abatement: Bethany Stone**
Chief Operating Officer Stone provided details regarding the asbestos abatement required as part of the First Floor Renovation Project. The work will be performed by a licensed contractor working under the project's GC, Gomez Construction, and will not affect staff or customers. The overall project budget will remain the same and will be applied to the contingency.

Trustee Smoley, seconded by Trustee Tomlin made a motion to approve the change order. The Board approved the change order in the amount of $223,843, and authorized staff to execute the change order with Gomez Construction. Motion carried 4-0.

26-173 **Integrated Library System Upgrade: Jon Crowley**
Data & User Services Department Head Crowley presented the process for the Integrated Library System upgrade. This system is responsible for acquisition, cataloging, patron accounts, circulation, digital services and more. An RFP was issued in April, and proposals were received and scored. Product demonstrations followed and were scored across seven (7) categories.

Trustee Smoley, seconded by Trustee Tomlin, made a motion to approve the Integrated Library System upgrade. The Board approved the ranking of the short-listed vendors, approved the project budget of $1,063,539, that includes Innovative's five-year cost of $1,045,239 and a contingency of $18,300, and authorized the Library Director/CEO to execute a contract with Innovative.

26-174 **IX. Discussion and Possible Action Items**

26-175 **X. Finance Committee Meeting: 6:30 p.m.**

26-176 **XI. Information**

26-177 **Holiday & Closed Days Schedule: FY 2026-2027**

26-178 **Personnel Committee Update: Sharon Smoley**
Personnel Committee Chair Trustee Smoley shared that the committee met on August 31, 2026, and October 5, 2026, to review Director Powell's evaluation. She will provide the final document from the October meeting. Trustee Smoley expressed that she is very pleased that Director Powell is exceeding expectations across the board and that we are in a great position for next year.

26-179 **Director's Report**

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.

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.

Budget hearings
The Library Governing Board held two public hearings on September 15 and 29 and approved the library's Fiscal Year 2026-2027 millage and budget.

Amendment 3
The Friends of the Orange County Library System have joined other Friends groups statewide to educate voters about the potential impacts of Amendment 3. They have launched a communications campaign that includes social media posts and emails to Friends members, informing them that if the measure is passed, it will result in reduced funding for library services. They're urging their followers to educate themselves and vote on November 3.

September highlights
- 113,888 unique customer transactions
- 46,806 app downloads
- 28,529 people attended a library event
- 3,221 people attended a library class
- 7,852 people interacted with the library at an offsite event in the community

Upcoming dates
- **October 19:** Early voting begins
- **November 13:** Staff Development Day

In Closing
At long last, we had our grand opening for the Horizon West Branch on October 10 at 10 AM. We held a ribbon-cutting and a day of family-friendly activities to welcome the community to our first new library location since opening the Chickasaw Branch more than 11 years ago. Horizon West Branch will also host early voting beginning on October 19.

I thought you might like a behind-the-scenes look at one aspect of opening a new library – loading the shelves with books. Our media specialist, Jesse Draus, set up an iPad to capture a time-lapse video of the process.
LINK: **https://youtu.be/gZmz14wiRYw?si=TfdWtyY7pN0VEf_4**

And we have a second video tonight that sums up the Horizon West Grand Opening. LINK: **https://youtu.be/-t6tvXjdThc?si=D4lg0A7w-4-TilS6**

26-180 Public Comment: Non-Agenda Items

XII. Adjournment
Trustee Somley, seconded by Trustee Tomlin, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:45 p.m.

Next Meeting Dates:
November 12, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801;
December 10, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801.

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

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

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

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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.