Orange County Library System
Board of Trustees Meeting

Board Packet for November 2026

Steve Powell Library Director/CEO

ORANGE COUNTY LIBRARY SYSTEM

November 6, 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, Mike Crabb, 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 November 12, 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 Colleen Hooks prior to the meeting, 407.835.7607.

cc: Nishad Khan - Liaison, Nominating Board ~ City of Orlando

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
November 12, 2026 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

26-181	**I.**	**Call to Order**
26-182	**II.**	**Public Comment Policy & Procedures**
26-183	**III.**	**Approval of Minutes:** • **Library Board of Trustees Meeting: October 19, 2026** • **Finance Committee Meeting: November 2, 2026**
26-184	**IV.**	**Staff Presentation: Annual Statistics Review – Bethany Stone**
26-185	**V.**	**Financial Statements and Summaries: October 2026 – Kris Shoemaker**
26-186	**VI.**	**Dashboard: October 2026 – Bethany Stone**
26-187		**Annual Plan Update: October 2026 – Bethany Stone**
26-188	**VII.**	**Action Items: Consent Agenda**
26-189		Elevator Modernization Project: Kris Shoemaker
26-190	**VIII.**	**Action Items: Non-Consent Agenda**
26-191		Public Comment Policy: Bethany Stone
26-192	**IX.**	**Discussion and Possible Action Items**
27-193		Director's Annual Evaluation
26-194	**X.**	**Finance Committee Meeting: 6:30 p.m.**
26-195	**XI.**	**Information**
26-196		Director's Report
26-197		Public Comment: Non-Agenda Items
	XII.	**Adjournment**

Next Meeting Dates:
December 10, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801;
January 14, 2027: 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.

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considerado en una reunión o audiencia, necesitará un registro de los procedimientos y que, para tal fin, es posible que deba asegurarse de que se haga un registro literal de los procedimientos. cuyo expediente incluye los testimonios y las pruebas en que se basará la apelación.

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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.

Orange County Library System Board of Trustees Meeting

November 12, 2026

Call to Order

Orange County Library System
Board of Trustees Meeting
November 12, 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

November 12, 2026

Approval of Minutes

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:
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MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
Finance Committee Meeting
November 2, 2026 10:00 a.m.

Via Zoom

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present:	Crockett Bohannon; Ashley Cisneros Mejia
Administration Present:	Steve Powell; Bethany Stone; Kris Shoemaker; Colleen Hooks

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

The board discussed the master plan project. The board discussed roofing fumes incident and the pending workers compensation claim. The board discussed the elevator modernization project with questions regarding minimizing disruptions to customers. They briefly discussed remaining payments for the the book mobile and the Lake Nona Branch, and the upcoming November 3 election.

Adjournment
President Bohannon adjourned the meeting at 10:13 a.m.

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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.

26-1844

Orange County Library System Board of Trustees Meeting

November 12, 2026

Staff Presentation

26-1855

Orange County Library System Board of Trustees Meeting

November 12, 2026

Financial Statements & Summaries

Orange County Library System
FY 2026-27 Financial Statement Highlights
One Month Ended October 31, 2026

Project Summaries:

Horizon West Branch Library: Project-to-date costs are $22,463,053 or 82.36% of the $27,275,000 approved project budget.

Lake Nona Branch Library: Project-to-date costs are $2,030,212 or 7.82% 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 $1,989,640 or 8.89% of the $22,375,000 approved project budget.

OPL Front Entry Upgrade: Project-to-date costs are $103,799 or 27.62% of the $375,828 approved project budget.

Operating Fund Revenue & Expenditure Summaries:

Revenues:

Ad Valorem Taxes:
The Library budgeted $84,370,000 for Ad Valorem Taxes in FY 2026-27 based on property tax values, a millage rate of 0.3748, and a 5% statutory deduction. During FY 2026-27, we received $-0- or 0.0% 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 2026-27, based on anticipated funding from the various agencies. We have received $-0- which is 0.0% of the budget.

Copy and Prints:
The Library budgeted $242,700 for these services in FY 2026-27. We received $7,468 or 3.1% of budget through October.

Meeting Rooms:
The Library budgeted $45,000 for meeting room revenues for FY 2026-27. Through October, we received $170 or 0.4% of budgeted revenues.

Faxes:
The Library budgeted $20,000 for fax revenue and has received $588 or 2.9%, year-to-date.

Passport Facility & Photo Fees:
The Library budgeted $24,000 for passport facility and photo revenues for FY 2026-27. Through October, we received $1,726 or 7.2% of budgeted revenues.

Fees and Lost Materials:
Revenues from Fees and Lost Materials through October are $3,257 or 4.3% of budget.

Investment Earnings:
The Library budgeted $1,750,000 for investment earnings for FY 2026-27. Through October, we received $-0- or 0.0% of budgeted revenues. Note: As of the time of these reports, we have not received our October interest-earning statements.

Contributions-Friends of The Library:
Through October, we have received $-0- or 0.0% of the budget.

Contributions-Other:
Through October, we have received $99 or 0.1% of the budget.

Internet Rebate:
Through October, we have received $-0- or 0.0% of the budget. These funds are normally received in the last quarter of the FY.

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 2026-27 we have received $-0- or 0.0% 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 2026-27, we have received $-0- or 0% of the budget.

Expenses:

Defined Benefit Pension Plan:
The Defined Benefit Pension Plan Expenditures are at $162,500 or 8.3% of budget. This is in line with the estimated FY 2026-27 contribution.

Workers' Compensation:
The Workers' Compensation Expenditures are $51,158, or 22.7% of budget. These costs are paid quarterly in advance.

Unemployment Compensation:
The Unemployment Compensation Expenditures are $-0- or 0.0% of budget.

Delivery & Postage:
The Delivery and Postage Expenditures are at 7.4% of the budget, which is in line with anticipated spending thus far in the year.

Insurance:
The Insurance Expenditures are at 27.8% of budget. The majority of the insurance premiums are paid in the first quarter of the fiscal year.

Property Appraiser Fees:
The expenditures in this category are at 26.1% of budget. These fees are paid quarterly in advance.

Supplies:
The expenditures in this category are at 0.7% of budget. This account is for non-programming supplies and electronics-related purchases with a unit cost of less than $1,000.

Supplies – Programming:
The expenditures in this category are at $119,317 or 17.3% of budget. This account is for any supplies used for programming, mainly Summer at Your Library and Community Engagement.

Building Improvements Expense:
The Library budgeted $8,000,000 for various building improvement projects such as the OPL's Front Entrance Improvements, various HVAC Replacements, elevator modernization and other system-wide improvements. Expenditures in this category are at $-0- or 0.0% of budget.

Transfer To Capital Projects Fund:
The Library budgeted $11,074,640 to be transferred to the Capital Projects Fund to fund Horizon West, Lake Nona, 1st Floor Renovation and future capital projects. Through October, we have transferred $922,887 or 8.3% of the budget.

Transfer To Sinking/EARR Fund
The Library budgeted $500,000 to be transferred to the Sinking Fund to fund capital maintenance and emergency repairs. Through October, we have transferred $41,667, or 8.3% of the budget.

Horizon West Project Budget

Expenditures As of 10-31-2026

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	FY 27 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	177,674	-	$ 1,620,043	$65,099
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	6,608,424	27,203	$ 18,319,018	$19,018
Threshold & Other Testing	Ardaman & Assoc	150,000	$ -	150,000	-	-	-	54,243	4,713	-	$ 58,955	($91,045)
FF & E	CDS & Others	1,752,095	$ -	1,752,095	-	-	-	187,868	259,570	164,337	$ 611,775	($1,140,320)
Opening Day Collection	B&T/Ingram/Others	1,250,000	$ -	1,250,000	-	-	-	754,901	97,397	240	$ 852,538	($397,462)
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	$ 7,149,713	$ 191,781	$ 22,463,053	$ (4,811,947)
Percent Spent					1.16%	2.18%	6.27%	45.83%	26.21%	0.70%	82.36%	

Lake Nona Project Budget

Expenditures As of 10-31-2026

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	FY 27 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	-	-	-	-	220,915	-	220,915	($1,579,085)
Opening Day Collection	Baker & Taylor	1,250,000	-	1,250,000	-	-	-	458,029	155,156	11,831	625,016	($624,984)
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**	**$376,071**	**$11,831**	**$1,285,931**	**($4,495,205)**
Total Project Costs		**$25,965,000**	$ -	**$25,965,000**	**$440,000**	**$255,247**	**$489,034**	**$458,029**	**$376,071**	**$11,831**	**$2,030,212**	**($23,934,788)**
Percent Spent					1.69%	0.98%	1.88%	1.76%	1.45%	0.05%	7.82%	

Orlando Public Library First Floor Renovation Project Budget

Expenditures As of 10-31-2026

Project Code 24-001	Vendor	Original Budget	Change Order	Revised Budget	FY 24 Actual	FY 25 Actual	FY 26 Actual	FY 27 Actual	Total Actual	Variance
Design Team	Borrelli	$1,200,000	$ -	$1,200,000	$ 16,872	$ 507,421	$ 465,587	$ -	$ 989,880	$ (210,120)
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	29,898	57,000	(443,000)
Construction	Gomez	16,827,363	223,843	17,051,206	-	-	695,461	-	695,461	(16,355,745)
Owner Provided Material	Various	1,000,000		1,000,000	-	-	52,414	54,800	107,214	(892,786)
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	(223,843)	983,794	-	-	-	-	-	(983,794)
Project Costs		$22,375,000	$ -	$22,375,000	$ 27,222	$ 528,171	$ 1,349,549	$ 84,698	$ 1,989,640	$ (20,385,360)
Percent Spent					0.12%	2.36%	6.03%	0.38%	8.89%	

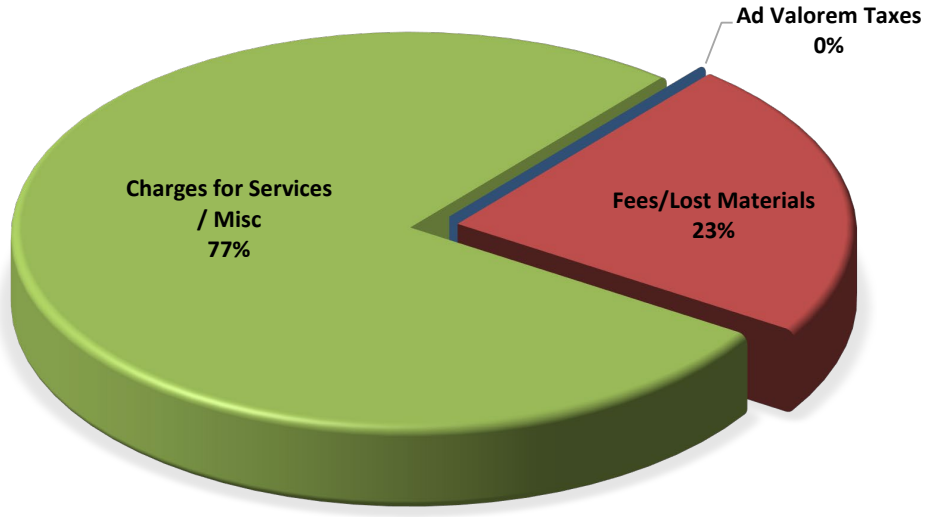
Orlando Public Library Front Entry Door Replacement Project Budget

Expenditures As of 10-31-2026

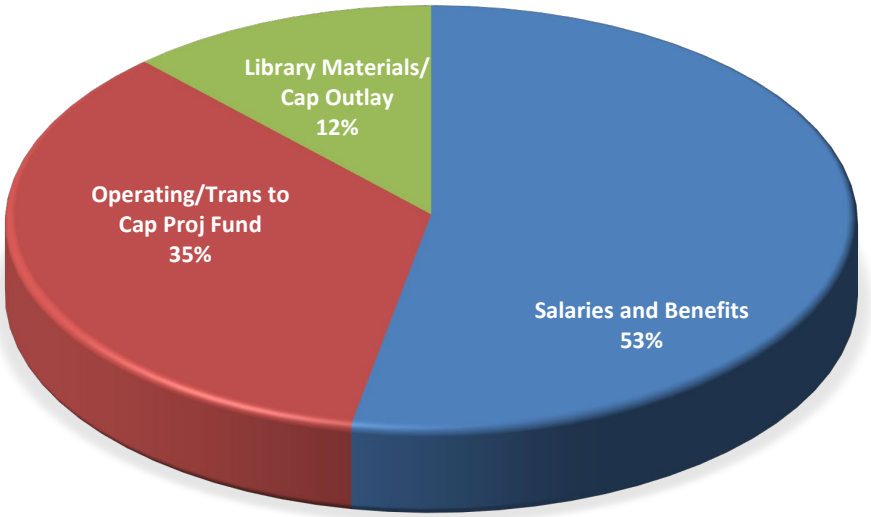
Project Code 24-003	Original Budget	Change Order	Revised Budget	FY 26 Actual	FY 27 Actual	Total Actual	Variance
Gomez	$ 337,222	$ -	$ 337,222	$ 69,487	$ -	$ 69,487	$ (267,735)
Owner Direct Materials/Permits	15,000	-	15,000	27,643	6,669	34,312	19,312
Contingency	23,606	-	23,606	-	-	-	(23,606)
Project Costs	$ 375,828	$ -	$ 375,828	$ 97,130	$ 6,669	$ 103,799	($272,029)
Percent Spent				25.84%	1.77%	27.62%	

ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
One Month Ended October 31, 2026

REVENUES



EXPENDITURES



ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
One Month Ended October 31, 2026

	ANNUAL BUDGET	YTD ACTUAL	(1 month= 8.3%)
AD VALOREM TAXES	84,370,000	-	0.0%
INTERGOVERNMENTAL			
Federal & State Grants	500,000	-	0.0%
CHARGES FOR SERVICES			
Fee Cards	20,000	-	0.0%
Classes	300	-	0.0%
Copy & Prints	242,700	7,468	3.1%
Meeting Rooms	45,000	170	0.4%
Faxes	20,000	588	2.9%
PC Express ($1 for 1 hour)	3,000	271	9.0%
Supplies - Customer	7,000	425	6.1%
Co-Working Rooms	5,000	-	0.0%
Passport Facility & Photo Fees	24,000	1,726	7.2%
Other	10,000	1	0.0%
	377,000	10,649	2.8%
FEES & LOST MATERIALS	75,000	3,257	4.3%
MISCELLANEOUS			
Investment Earnings	1,750,000	-	0.0%
Sales of Surplus Property	5,000	50	1.0%
Contributions - Friends of Library	100,000	-	0.0%
Private Grants & Awards	15,000	114	0.8%
Contributions - Others	80,000	99	0.1%
Internet Rebate	100,000	-	0.0%
Miscellaneous	50,000	43	0.1%
	2,100,000	306	0.0%
TRANSFER FR PROP APPRAISER	100,000	-	0.0%
TRANSFER FR TAX COLLECTOR	685,760	-	0.0%
TOTAL REVENUES	**88,207,760**	**14,212**	**0.0%**

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
One Month Ended October 31, 2026

	ANNUAL BUDGET	YTD ACTUAL	(1 month= 8.3%)
SALARIES & BENEFITS			
Salaries	30,750,000	2,428,388	7.9%
Medicare Taxes	450,000	34,614	7.7%
Defined Contribution Pension Plan	2,300,000	182,129	7.9%
Defined Benefit Pension Plan	1,950,000	162,500	8.3%
Money Purchase Pension Plan	2,005,000	148,652	7.4%
Life and Health Insurance (Employees)	6,200,000	400,567	6.5%
Worker's Compensation	225,000	51,158	22.7%
Unemployment Compensation	70,000	-	0.0%
Retiree Health Care (OPEB)	800,000	30,812	3.9%
Parking & Bus Passes	350,000	24,330	7.0%
	45,100,000	3,463,150	7.7%
OPERATING			
Professional Services	725,000	20,933	2.9%
Other Contractual Services	3,450,000	121,610	3.5%
Other Contract. Serv.- Janitorial	600,000	23,598	3.9%
Training and Travel	250,000	13,960	5.6%
Telecommunication	675,000	14,917	2.2%
Delivery and Postage	1,750,000	128,920	7.4%
Utilities	1,300,000	24,107	1.9%
Rentals and Leases	1,800,000	113,126	6.3%
Insurance	1,000,000	277,572	27.8%
Repairs and Maintenance/Leasehold Improvements	2,000,000	64,279	3.2%
IT Subscriptions/Maintenance Contracts	2,455,000	173,991	7.1%
Copying/Printing	425,000	10,246	2.4%
Promotional Activities	525,000	13,638	2.6%
Property Appraiser's Fee	750,000	196,002	26.1%
Tax Collector's Fee	1,625,000	-	0.0%
Supplies	1,760,000	11,933	0.7%
Supplies-Programming	690,000	119,317	17.3%
Memberships	25,000	17,250	69.0%
	21,805,000	1,345,398	6.2%
CAPITAL OUTLAY			
Building and Improvements	7,000,000	-	0.0%
Leasehold Improvement	1,000,000	-	0.0%
Equipment and Furniture	2,375,000	63,224	2.7%
	10,375,000	63,224	0.6%
LIBRARY MATERIALS			
Materials - Restricted Contributions	15,000	-	0.0%
Materials - Other	8,304,400	759,084	9.1%
	8,319,400	759,084	9.1%
TRANSFER TO CAPITAL PROJECTS FUND	11,074,640	922,887	8.3%
TRANSFER TO SINKING/EARR FUND	500,000	41,667	8.3%
TOTAL EXPENDITURES	**97,174,040**	**6,595,410**	**6.8%**

ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
One Month Ended October 31, 2026

	ANNUAL BUDGET	YTD ACTUAL	(1 month= 8.3%)
REVENUES			
Investment Earnings	600,000	-	0.0%
Transfer from Operating Fund	11,074,640	922,887	8.3%
Reserve Lake Nona Deposit	440,000	-	0.0%
Reserve Horizon West Demo	300,000	-	0.0%
Reserves	55,400,000	-	0.0%
TOTAL REVENUES	**67,814,640**	**922,887**	**1.4%**
EXPENDITURES			
New Horizon West Branch	-	27,290	0.0%
New Lake Nona Branch	24,500,000	-	0.0%
OPL First Floor Renovation	12,500,000	84,698	0.7%
New Branch FFE	1,000,000	164,251	16.4%
New Branch Materials	500,000	12,071	2.4%
Reserve Lake Nona Deposit	440,000	-	0.0%
Reserve Horizon West Demo	300,000	-	0.0%
Reserves	28,574,640	634,577	2.2%
TOTAL EXPENDITURES	**67,814,640**	**922,887**	**1.4%**

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
One Month Ended October 31, 2026

	ANNUAL BUDGET	YTD ACTUAL	(1 month= 8.3%)
REVENUES			
Investment Earnings	300,000	-	0.0%
Transfer from Operating Fund	500,000	41,667	8.3%
Reserves Horizon West Repairs	1,000,000	-	0.0%
Reserves	10,420,000	-	0.0%
TOTAL REVENUES	**12,220,000**	**41,667**	**0.3%**
EXPENDITURES			
Building and Improvements	3,000,000	**-**	
Reserves-Building and Improvements	7,720,000	34,888	0.5%
Reserves-Horizon West Contract	1,000,000	4,519	0.5%
Reserves-Technology	500,000	2,260	0.5%
TOTAL EXPENDITURES	**12,220,000**	**41,667**	**0.3%**

ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
One Month Ended October 31, 2026

	ANNUAL BUDGET	YTD ACTUAL	(1 month= 8.3%)
REVENUES			
Investment Earnings	62,250	-	0.0%
Investment Fair Value	-	-	-
Reserves For Operations	775,000	-	0.0%
Reserves	1,000,000	-	0.0%
TOTAL REVENUES	**1,837,250**	**-**	**0.0%**
EXPENDITURES			
Equipment	75,000	622	0.8%
Reserves For Operations	762,250	(622)	-0.1%
Reserves	1,000,000	-	0.0%
TOTAL EXPENDITURES	**1,837,250**	**-**	**0.0%**

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

ASSETS	
Cash on Hand	16,322
Equity in Pooled Cash	4,755,380
Equity in Pooled Investments	39,833,305
Accounts Receivable	99
Inventory	177,366
Prepaids	319,848
Other Assets - Deposits	3,081
TOTAL ASSETS	**45,105,401**

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
October 31, 2026

LIABILITIES	
Accounts Payable	61,241
Ramp-Credit Card Payable	(6,134)
Retainage Payable	3,474
Accrued Wages Payable	1,190,723
Accrued Sales Tax and Gross Receipts Tax	541
Accrued Fax Tax	77
Employee Payroll Deductions:	
Dental Insurance	-
Optional Life	6,615
Vision Plan	(1,891)
Short Term Disabillity	5,207
Accident/Critical/Hospital	(1,791)
Staff Association	12,038
Due To Friends of the Library	2,139
TOTAL LIABILITIES	**1,272,239**
FUND BALANCE	
Nonspendable:	
Inventory	177,366
Prepaid Items and Deposits	322,930
Annetta O'B Walker Trust Fund	4,000
A.P. Phillips Memorial Fund	100,000
Willis H. Warner Memorial Fund	33,712
Perce C. and Mary M. Gullett Memorial Fund	19,805
Committed:	
Vivian Esch Estate Fund	44,198
Edmund L. Murray Estate Fund	724,689
Arthur Sondheim Estate Fund	39,941
Future Mast Plan, Strategic Plan & Annual Plan Expends.	4,000,000
Assigned:	
N. Gaiman/Dr. Phillips Ctr Event Proceeds	41,204
J. Green/Dr. Phillips Ctr Event Proceeds	35,806
N. Sparks/Dr. Phillips Ctr Event Proceeds	10,104
OCLS Foundation	447,831
Unassigned	44,412,774
Current Year Revenue over Expenditures	(6,581,198)
TOTAL FUND BALANCE	**43,833,162**
TOTAL LIABILITIES & FUND BALANCE	**45,105,401**

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
October 31, 2026

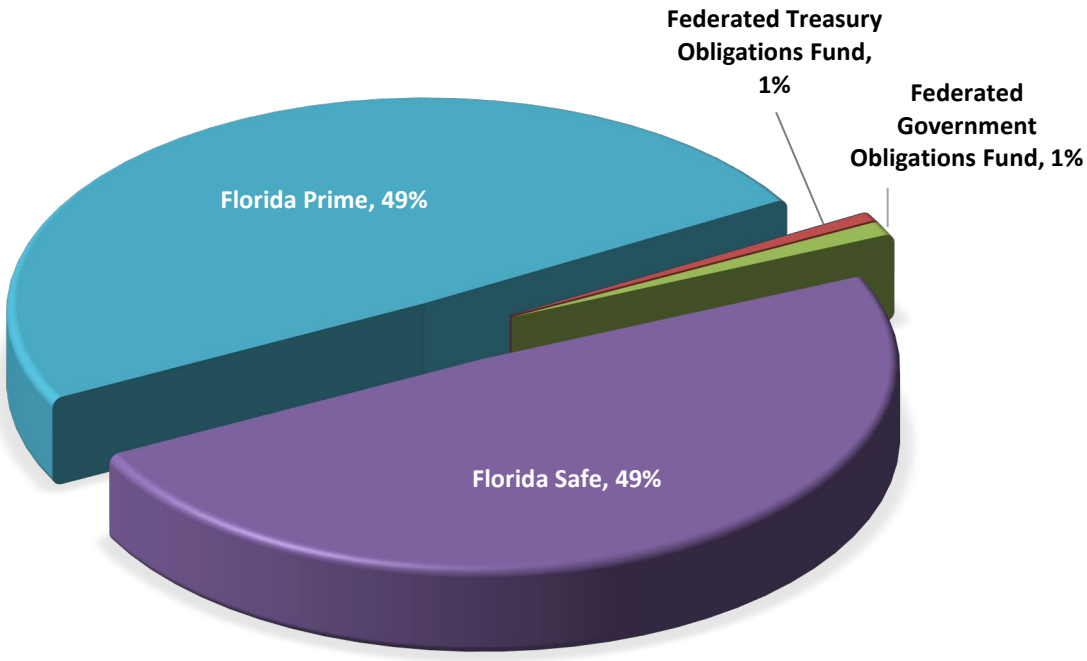
	BALANCE 09/30/26	RECEIPTS	DISBURSE	BALANCE 10/31/26
OPERATING				
Equity in Pooled Cash	2,905,772	6,349,021	4,499,413	4,755,380
Equity in Pooled Investments	45,652,408	145,450	5,964,553	39,833,305
	48,558,180	**6,494,471**	**10,463,966**	**44,588,685**
CAPITAL PROJECTS				
Equity in Pooled Investments	**64,189,188**	**1,127,396**	**-**	**65,316,584**
SINKING				
Equity in Pooled Investments	**10,184,241**	**74,114**	**-**	**10,258,355**
SELF FUNDED HEALTH				
Equity in Pooled Cash	142,051	404,667	523,551	23,167
Claims Payment Checking Account	116,403	402,437	402,437	116,403
Equity in Pooled Investments	5,197,773	16,560	-	5,214,333
	5,456,227	**823,664**	**925,988**	**5,353,903**

ORANGE COUNTY LIBRARY DISTRICT

GENERAL POOLED INVESTMENTS

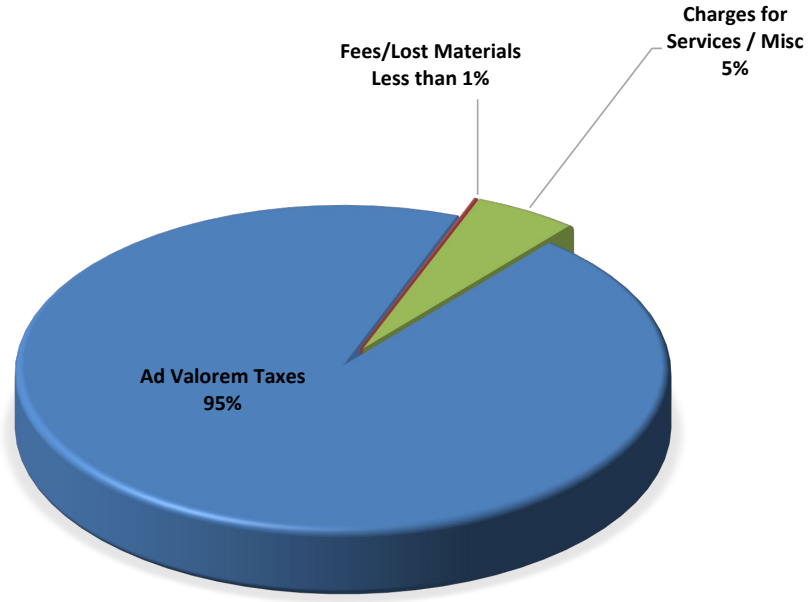
October 31, 2026

INVESTMENT TYPE	DOLLARS
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	815,046
Federated Government Obligations Fund	1,310,234
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	59,104,943
Florida Safe-HW Demo Fund	287,409
Florida Prime (SBA)	59,104,945
TOTAL	120,622,577

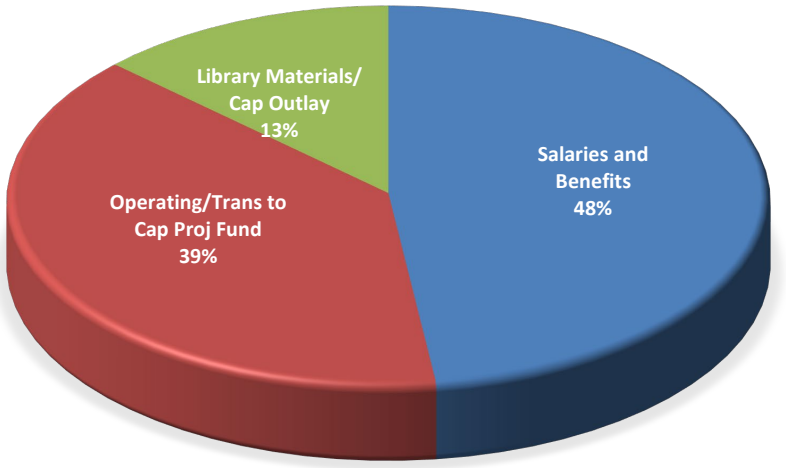


ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
Twelve Months Ended September 30, 2026
Preliminary

REVENUES



EXPENDITURES



ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Twelve Months Ended September 30, 2026
Preliminary

	ANNUAL BUDGET	YTD ACTUAL	(12 months= 100.0%)
AD VALOREM TAXES	78,800,000	79,528,942	100.9%
INTERGOVERNMENTAL			
Federal & State Grants	500,000	661,815	132.4%
CHARGES FOR SERVICES			
Fee Cards	150,000	327,360	218.2%
PC Express ($1 for 1 hour)	1,000	3,954	395.4%
Classes	300	635	211.7%
Meeting Rooms	30,000	57,071	190.2%
Faxes	15,000	27,218	181.5%
Supplies - Customer	4,900	8,191	167.2%
Co-Working Rooms	5,000	7,226	144.5%
Copy & Prints	190,000	284,307	149.6%
Passport Facility & Photo Fees	12,000	26,258	218.8%
Other	1,000	10,494	1049.4%
	409,200	752,714	183.9%
FEES & LOST MATERIALS	48,000	87,684	182.7%
MISCELLANEOUS			
Investment Earnings	1,176,500	2,376,166	202.0%
Sales of Surplus Property	5,000	4,650	93.0%
Contributions - Friends of Library	50,000	149,855	299.7%
Contributions - Others	50,000	193,675	387.3%
Internet Rebate	78,720	62,493	79.4%
Grants & Awards	15,000	8,490	56.6%
Miscellaneous	35,000	61,808	176.6%
	1,410,220	2,857,137	202.6%
TRANSFER FR PROP APPRAISER	75,000	121,842	162.5%
TRANSFER FR TAX COLLECTOR	641,200	-	0.0%
TOTAL REVENUES	**81,883,620**	**84,010,134**	**102.6%**

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Twelve Months Ended September 30, 2026
Preliminary

	ANNUAL BUDGET	YTD ACTUAL	(12 months= 100.0%)
SALARIES & BENEFITS			
Salaries	30,750,000	26,694,656	86.8%
Medicare Taxes	450,000	380,188	84.5%
Defined Contribution Pension Plan	2,300,000	2,001,936	87.0%
Defined Benefit Pension Plan	1,950,000	1,500,000	76.9%
Money Purchase Pension Plan	2,005,000	1,801,806	89.9%
Life and Health Insurance (Employees)	6,200,000	4,617,282	74.5%
Worker's Compensation	225,000	169,258	75.2%
Unemployment Compensation	70,000	417	0.6%
Retiree Health Care (OPEB)	800,000	307,306	38.4%
Parking & Bus Passes	350,000	284,050	81.2%
	45,100,000	37,756,899	83.7%
OPERATING			
Professional Services	725,000	658,337	90.8%
Other Contractual Services	3,450,000	2,440,371	70.7%
Other Contract. Serv.- Janitorial	600,000	480,695	80.1%
Training and Travel	250,000	156,044	62.4%
Telecommunication	675,000	224,722	33.3%
Delivery and Postage	1,750,000	1,501,575	85.8%
Utilities	1,300,000	871,173	67.0%
Rentals and Leases	1,800,000	1,490,914	82.8%
Insurance	1,000,000	617,485	61.7%
Repairs and Maintenance/Leasehold Improvements	2,000,000	1,320,923	66.0%
IT Subscriptions/Maintenance Contracts	2,455,000	1,867,861	76.1%
Copying/Printing	425,000	333,624	78.5%
Promotional Activities	525,000	534,230	101.8%
Property Appraiser's Fee	750,000	764,524	101.9%
Tax Collector's Fee	1,625,000	1,590,579	97.9%
Supplies	860,000	551,897	64.2%
Supplies-Hardware/Software	900,000	51,972	5.8%
Supplies-Programming	690,000	389,278	56.4%
Memberships	25,000	32,776	131.1%
	21,805,000	15,878,980	72.8%
CAPITAL OUTLAY			
Building and Improvements	7,000,000	2,494,579	35.6%
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%
	10,375,000	3,764,598	36.3%
LIBRARY MATERIALS			
Materials - Restricted Contributions	15,000	41,068	273.8%
Materials - Other	8,304,400	6,836,057	82.3%
	8,319,400	6,877,125	82.7%
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%
TRANSFER TO OCLS FOUNDATION	-	250,000	0.0%
TOTAL EXPENDITURES	**91,599,400**	**79,185,811**	**86.4%**

ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Twelve Months Ended September 30, 2026
Preliminary

	ANNUAL BUDGET	YTD ACTUAL	(12 months= 100.0%)
REVENUES			
Investment Earnings	600,000	1,935,991	322.7%
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**	**14,435,991**	**30.5%**
EXPENDITURES			
New Horizon West Branch	12,500,000	6,521,562	52.2%
New Branch FFE	1,000,000	355,133	35.5%
New Branch Materials	1,000,000	237,334	23.7%
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	7,239,215	142.4%
TOTAL EXPENDITURES	**47,306,000**	**14,435,991**	**30.5%**

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Twelve Months Ended September 30, 2026
Preliminary

	ANNUAL BUDGET	YTD ACTUAL	(12 months= 100.0%)
REVENUES			
Investment Earnings	275,000	329,640	119.9%
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**	**1,329,640**	**16.1%**
EXPENDITURES			
Reserves-Building and Improvements	6,740,000	1,087,594	16.1%
Reserves-Horizon West Contract	1,000,000	161,364	16.1%
Reserves-Technology	500,000	80,682	16.1%
TOTAL EXPENDITURES	**8,240,000**	**1,329,640**	**16.1%**

ORANGE COUNTY LIBRARY DISTRICT
PERMANENT FUND
Twelve Months Ended September 30, 2026
Preliminary

	ANNUAL BUDGET	YTD ACTUAL	(12 months= 100.0%)
REVENUES			
Investment Earnings	40,000	42,818	107.0%
Investment Fair Value	-	184,262	-
Reserves For Operations	603,000	-	0.0%
Reserves	1,000,000	-	0.0%
TOTAL REVENUES	**1,643,000**	**227,080**	**13.8%**
EXPENDITURES			
Equipment	75,000	60,333	80.4%
Reserves For Operations	568,000	-	0.0%
Reserves	1,000,000	166,747	16.7%
TOTAL EXPENDITURES	**1,643,000**	**227,080**	**13.8%**

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

ASSETS	
Cash on Hand	16,322
Equity in Pooled Cash	2,905,772
Equity in Pooled Investments	45,652,408
Accounts Receivable	73
Inventory	177,366
Prepaids	270,493
Other Assets - Deposits	3,776
TOTAL ASSETS	**49,026,210**

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

LIABILITIES	
Accounts Payable	18,880
Ramp-Credit Card Payable	(6,134)
Retainage Payable	7,453
Accrued Wages Payable	-
Accrued Sales Tax	630
Accrued Fax Tax	94
Employee Payroll Deductions:	
Dental Insurance	6,019
Optional Life	3,605
Vision Plan	1,462
Short Term Disabillity	2,047
Accident/Critical/Hospital	2,409
Staff Association	10,396
Due To Friends of the Library	3,170
TOTAL LIABILITIES	**50,031**
FUND BALANCE	
Nonspendable:	
Inventory	177,366
Prepaid Items and Deposits	274,269
Annetta O'B Walker Trust Fund	4,000
A.P. Phillips Memorial Fund	100,000
Willis H. Warner Memorial Fund	33,712
Perce C. and Mary M. Gullett Memorial Fund	19,805
Committed:	
Vivian Esch Estate Fund	44,198
Edmund L. Murray Estate Fund	724,689
Arthur Sondheim Estate Fund	39,941
Future Mast Plan, Strategic Plan & Annual Plan Expends.	4,000,000
Assigned:	
N. Gaiman/Dr. Phillips Ctr Event Proceeds	41,204
J. Green/Dr. Phillips Ctr Event Proceeds	35,806
N. Sparks/Dr. Phillips Ctr Event Proceeds	10,104
OCLS Foundation	697,831
Unassigned	37,948,931
Current Year Revenue over Expenditures	4,824,323
TOTAL FUND BALANCE	**48,976,179**
TOTAL LIABILITIES & FUND BALANCE	**49,026,210**

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
September 30, 2026
Preliminary

	BALANCE 08/31/26	RECEIPTS	DISBURSE	BALANCE 09/30/26
OPERATING				
Equity in Pooled Cash	7,441,637	486,512	5,022,377	2,905,772
Equity in Pooled Investments	45,484,227	168,181	-	45,652,408
	52,925,864	**654,693**	**5,022,377**	**48,558,180**
CAPITAL PROJECTS				
Equity in Pooled Investments	**63,988,866**	**200,322**	-	**64,189,188**
SINKING				
Equity in Pooled Investments	**10,151,771**	**32,470**	-	**10,184,241**
SELF FUNDED HEALTH				
Equity in Pooled Cash	410,366	394,959	663,274	142,051
Claims Payment Checking Account	116,403	627,554	627,554	116,403
Equity in Pooled Investments	5,181,069	16,704	-	5,197,773
	5,707,838	**1,039,217**	**1,290,828**	**5,456,227**

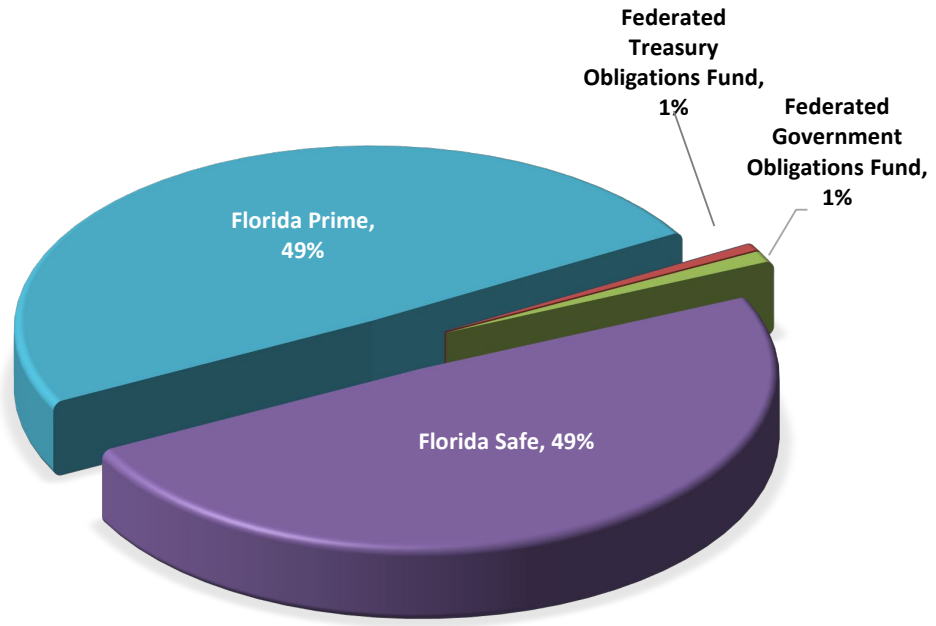
ORANGE COUNTY LIBRARY DISTRICT

GENERAL POOLED INVESTMENTS

September 30, 2026

Preliminary

INVESTMENT TYPE	DOLLARS
MONEY MARKET FUNDS	
Federated Treasury Obligations Fund	812,621
Federated Government Obligations Fund	1,306,364
LOCAL GOVERNMENT INVESTMENT POOLS	
Florida Safe	61,453,950
Florida Safe-HW Demo Fund	286,506
Florida Prime (SBA)	61,364,170
TOTAL	125,223,610



Orange County Library System Board of Trustees Meeting

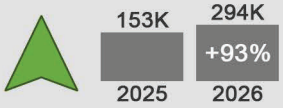
November 12, 2026

Dashboard

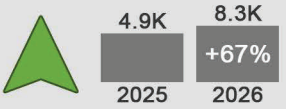
Monthly Report: October 2026

People

294,220
Visits to OCLS

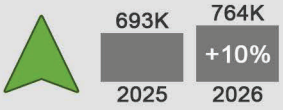


8,250
New Cards

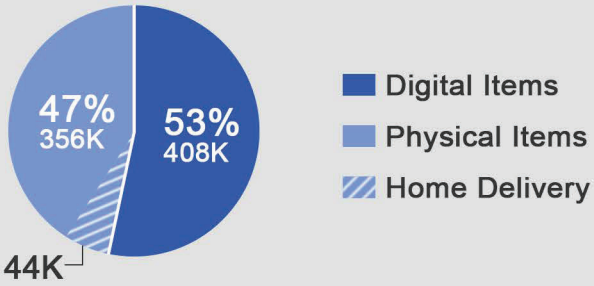


Collection

764,210
Checkouts

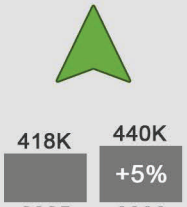


Checkouts by Collection Type



Spotlight: Offsite Contacts

440,210
Website Visits



22,186
Questline Interactions



Events & Classes

2,142
Events & Classes



1,422	340	378
Onsite	Virtual	Offsite

49,481
Total Attendance



24,669	3,635	21,177
Onsite	Virtual	Offsite

Customer Feedback

Excerpt of an email from Emily O. (customer) to Sarah W. (West Oaks Youth Program Specialist)

"... thank you for everything you've done for Oakley over the past two years. You've truly gotten to know Oakley and his personality, and it means so much to me that he's developed such a special bond with you. Seeing him excited to see you and giving you hugs has always made me so happy!

I want to thank you for the patience, kindness, and understanding you've had for him - from learning how to participate in activities to navigating all the big feelings and behaviors that come with being a toddler, you've always made us feel welcomed and accepted at West Oaks Library.

The library has been such a special part of our routine these past two years! We're going to miss our library days and seeing the familiar faces, but I hope you know what a positive impact you've made on both of our lives. We are so grateful for you and all the love and dedication you put into what you do. You truly make a difference in the lives of the little ones and families you work with. In fact- I was filling out Oakley's first day of school sign and when I asked what he wants to be when he grows up, he said 'LIBRARY.'"

26-1877

Orange County Library System Board of Trustees Meeting

November 12, 2026

Annual Plan Update

ORANGE COUNTY LIBRARY SYSTEM

Annual Plan Update for October 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.
    - **Melrose Center instructors offered classes for teen groups at the Orange County Innovation Center. Eighteen students from Great Oaks Village learned to animate a character in Blender, a free and open source 3D creation software popular in building video games. Fourteen Elevate Orlando students from Jones and Evans High Schools learned to make graphic design easy with Adobe Express.**
    - **Community Engagement leadership met with Melrose Center leadership to discuss opportunities to collaborate and bring Melrose services and programming into the community through outreach initiatives and the future Bookmobile. Together, the teams identified several opportunities that can be put into action as soon as the Mobile Library program begins service, building on a shared commitment to expanding access to library resources and programs.**

- Partner with organizations to share resources.
    - **MPR connected Home State Brewing with CED and FOL for an OCLS card signup event at HS Brewing on Nov 21; MPR is collaborating with HS Brewing to promote the event through socials.**

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

- Evaluate space usage based on the findings of the master plan.

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

- Identify and explore learning opportunities that address location-specific needs.
    - **Washington Park staff were trained on the Big Interview database and its valuable career development resources. Staff were also encouraged to complete the corresponding SumTotal training course to strengthen their knowledge and confidence in navigating this resource.**
    - **Circulation Department staff at the Orlando Public Library have been taking a series of courses entitled “Homeless De-escalation.” This month's training focuses on how to avoid conflict.**

- **Eatonville staff were trained on October's Resource of the Month, Orlando Memory, during the October team meeting.**
- **Southwest staff participated in training about the Support Services LibGuide where they learned more about services for customers and the social workers' role within OCLS.**
- **Windermere staff received training on "Resilience in Customer Service."**
- **Hiawassee staff received training on the Gale LegalForms database. The training reviewed the different forms available to cardholders, demonstrated how to navigate the database, and shared strategies for promoting this resource to customers.**
- **Chickasaw staff participated in training focused on improving the customer service experience, anticipating needs, and providing options. They also participated in training focused on being proactive and anticipating customer needs, including internal customers.**
- **South Trail staff completed training on the OCLS Database of the Month "Big Interview," the Resource of the Month "Orlando Memory," and the recorded workshops "Supporting People Experiencing Homelessness," and "Supporting People Experiencing Food Insecurity."**
- **Southeast staff participated in targeted training focused on customer service, safety, and community engagement, including strategic planning, de-escalation techniques, and educational resources available through the AWE Computers platform.**
- **Alafaya staff were trained on claims returns as part of a monthly refresher training initiative.**
- **West Oaks staff received training on best practices for preparing the branch for opening and on proper shelving etiquette. In addition, select staff received training on important aspects of Ocoee history.**
- **Winter Garden staff received training on how to reserve Meeting and Study Rooms and on how to support customers who report that a family member has passed away.**
- **North Orange staff attended a webinar on "Creating a Person-Centered Library: Supporting High-Needs Patrons While Caring For Staff."**
- **OPL Customer Service staff received training focused on the Science Online database. The team watched the Science Online SumTotal training video, explored the database in depth, and then completed and submitted the associated questionnaire.**

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 to promote and enhance services.
  - **The Youth Services Department provided administration with feedback and options for interactive activities and elements that can be incorporated into BizTown's OCLS storefront.**
  - **The marketing team worked with OCPS marketing to promote the magnet school application window on Broadcast screens systemwide.**
  - **Marketing staff attended two meetings with WUCF to identify new ways to cross-promote activities, highlight library services at WUCF events and create a sponsorship and advertising schedule for FY 26/27.**
  - **Development staff continued to increase the visibility and reach of the Local Wanderer program, attracting new participating organizations. Most recently, Blue Man Group partnered with the library to offer its energetic, innovative show to library cardholders as the newest Local Wanderer offering.**
  - **As the Community Engagement Department prepares for the new year, Outreach staff, Social Workers, and the Mobile Services team are working with existing partners to identify additional locations where library services can be offered. Building on the success of current partnership sites, staff are collaborating with partner organizations to explore new opportunities to expand access to programs, resources, and services within the communities they serve.**
  - **The Orange County Library Foundation board has agreed to sponsor an OCLS storefront in BizTown, an experiential learning program by Junior Achievement of Central Florida. Scheduled to launch in 2027 at the JA Eisner Family Dreamers Center in Lake Nona, the program aims to help young learners see themselves as leaders, problem-solvers, and contributors to their communities.**
  - **Marketing promoted Audubon Center for Birds of Prey's Hawks and Haunts Halloween event, Orange County's LIFE Information for Elders October programming, and Orange County History Center's Trick or Treat Safe Zone event through social media and Books & Beyond.**

Activity: **Explore ways to foster higher engagement rates.**

- Focus on connecting with the senior and teenage segments of the community.
  - **In October, the Chickasaw Branch hosted "Beginner Line Dancing" for seniors.**
  - **In October, the Chickasaw Branch hosted "Bingo for Seniors."**

- **In October, Adult Services offered several programs and classes for seniors, including "Basic Internet Safety," "Open Lab," "Using Media & AI Literacy Tools," and "Create a Medical Binder for Seniors."**
- **In October, the Winter Garden Branch offered three senior technology classes: "Arte con Microsoft Paint," "Seguridad Básica en Internet," and "Using Media & AI Literacy Tools."**
- **In October, the Winter Garden Branch offered two senior programs: "Donuts & Dominoes" and "Sticker-by-Number for Seniors."**
- **In October, the Events Department collaborated with the Windermere Branch to schedule "Chair Yoga for Seniors," helping customers build strength, balance, and flexibility while seated.**
- **In October, the West Oaks technology trainer offered two technology classes for seniors: "Basic Internet Safety" and "Computer Basics." These classes helped older adults build foundational computer skills and learn how to stay safe online.**
- **In October, the South Trail Technology Trainer hosted "Basic Internet Safety" for seniors.**
- **In October, the South Trail Branch offered "Seniors Kick Back," a series of weekly events where older adults explore a variety of interests. This month's events included "Book Page Mobile" and "No Sew Felt Watermelon Bag."**
- **In October, Alafaya held two "Open Lab: Ask a Tech" classes for seniors.**
- **In October, Southeast staff offered the senior-focused technology classes "Basic Internet Safety" and "Seguridad Básica en Internet," helping participants build digital literacy skills and confidence in navigating online environments. Southeast also hosted a "Spanish Conversation for Seniors and Beyond" session, creating a welcoming space for older adults to connect with others, strengthen their Spanish language skills, and engage in lifelong learning.**
- **North Orange hosted 18 classes and programs for seniors in October, including "Art with Microsoft Paint," "Basic Internet Safety," "Seguridad Básica en Internet," "Using Media & AI Literacy Tools," "Tea Social Hour for Adults & Seniors," and "Senior Brain Stretch."**
- **In October, Alafaya offered its monthly "Orange Slice" teen literary journal and a teen art program.**
- **Southeast's teens met in October for the monthly "Teen Zine" magazine sessions, which help them connect with their peers through creative writing, content development, and sharing ideas and experiences.**
- **In October, the South Trail Branch hosted five events for teens, including "Teen Cuisine: Kooky Cakes," "BandLab Songwriting: Rhythm," "BandLab Songwriting: Melody," "Teen Art Adventures: Mexican Folk Art," and "Teen Volunteering."**
- **In October, the Events Department hosted an "Empowerment and Wellness Session for Teens," presented by Rebuild Yourself Inc., to help teens make new friends, share experiences, and build connections in a supportive environment.**
- **In October, the Winter Garden Branch hosted "Teen Art Adventures: Japanese Dry Gardens."**
- **The North Orange branch hosted five teen programs and classes, including "Next Steps for Teens: Write a Resume," "Teen Volunteering," "Crochet Dragon Scale**

Dice Bags," and "Teen Cuisine: Fall Harvest Sliders."

- Engage customers in library services with system-wide initiatives.
    - **The Best Books List committee, comprised of 70 staff from throughout the system, completed the Best Books of 2026 Lists.**
    - **MPR promoted the HW Branch to OCLS customers through posters, bookmarks and Broadcast screens at all OCLS locations; inclusion in OCLS e-newsletters; and an ad in the October issue of Books & Beyond. MPR promoted Halloween systemwide by distributing Halloween book display posters and Halloween stickers featuring SAYL characters in costume to all locations and OPL service points. MPR created and distributed book display posters for all locations for Nov-Feb. MPR created and distributed to all locations marketing assets for Pharr Series Author Colson Whitehead.**
    - **South Creek's display committee created a light-hearted, Halloween-themed book display aligned with the B&B theme and delivered a branch-wide scavenger hunt. The South Creek monthly book club met to discuss this month's novel from our collection, Daisy Darker by Alice Feeney.**
    - **Throughout October, the Youth Services Department hosted three Project WILD training sessions for staff, highlighting this national initiative's use of STEM to explore wildlife and ecosystems.**
    - **The Fairview Shores Branch continues to host the monthly Central Florida Book Club.**
    - **Windermere hosted the Windermere Book Club - Paranormal Mystery Thrillers.**
    - **The Winter Garden Branch hosted three adult book clubs in October. Two met in person, and one met virtually. The Winter Garden Branch also hosted one Kids Comic Club.**
    - **Hiawassee staff have promoted upcoming dinosaur-themed programming for DINOvember throughout the month. A creative display teasing a dinosaur-themed scavenger hunt is in place at the circulation desk. Staff created flyers for their individual programs and posted them around the branch. The branch also requested a joint feature in the November Books & Beyond to promote DINOvember programs at both Hiawassee and South Trail.**
    - **As part of the library's recent partnership with the Innovation Center, the Hiawassee Branch has begun displaying flyers that promote events and programs offered at the Center. A flyer advertising a free STEAM event and youth workshops in November is currently posted on the branch's publicity board.**
    - **In October, the Southeast branch fostered community connections through the Southeast Book Club and celebrated the first anniversary of the Southeast Spanish Book Club with a full house. Through the monthly Board Game Bonanza, the branch encouraged social interaction and multigenerational participation with collaborative and recreational board game play. Additionally, creative technology initiatives expanded customer engagement through two LEGO Spike: Great Adventures classes, which introduced participants to coding, problem-solving, and hands-on STEM learning. Canva workshops in October were offered in both**

English and Spanish to help customers build digital design skills through Open Lab: Canva and Conceptos Básicos de Canva.

- **In October, the Youth Services Department hosted two training sessions to prepare facilitators to lead Next Chapter Book Clubs. These book clubs provide weekly opportunities for people with intellectual and developmental disabilities (IDD) to read, learn, and build friendships in a relaxed, community setting.**
- **The Melrose Center added a new Constant Lighting class in the Photo Studio, with new lights and a compatible light filter for portrait photography and general use.**
- **The Chickasaw Branch hosted a staff painting program and displayed the mini pumpkins for customers to vote for their favorites. Voters waiting to vote took pictures of the staff creations and voted for their favorite pumpkins.**
- **In October, the South Creek Branch offered several technology classes, including LEGO Education SPIKE Prime: Rain or Shine, LEGO Education SPIKE Prime: Science & Engineering, Cybersecurity Basics, and Design Characters using Tynker, with 16 attendees. We also offered Canva Basics, Projects, Social Media, and AI Tools. The South Creek team continued its offering of Gamers Guild: Classic Board Games for teens. The South Creek Branch hosted Serious Builders & Gamers - Adult LEGO & Board Game Meetup, and the South Creek staff facilitated Family Puzzle Club.**
- **Southeast hosted the first anniversary celebration of the system's only current Spanish Book Club with a full-house event. The group invited regular Book Club members to join the celebration and recognize the literary stories shared throughout the year.**
- **Washington Park Technology Trainers presented senior-focused technology classes that included an introduction to using media and AI tools. They also offered Saturday afternoon open labs for seniors, providing additional time and support for participants to practice and receive help with their technology needs.**
- **Hiawassee hosted two technology-focused programs for youth: Bring Your Art to Life with AR and LEGO Education Spike Prime: Science & Engineering.**
- **Windermere hosted a Chess Club program.**
- **Hiawassee hosted 16 technology-related programs in English and Haitian Creole for adults. These programs included Introduction to Computers; Microsoft PowerPoint 1; Open Lab - Ask a Tech; Computer Basics 1 and 2; Microsoft Excel 1, 2, and 3; Microsoft Word 2; and Internet Basics 1 and 2.**
- **In October, the Southwest Branch hosted LEGO Club, Chess Club, and LEGO Spike Essential programs.**
- **The South Trail Branch technology trainer hosted Let's Play Dungeons & Dragons: Adventure Begins Board Game.**
- **West Oaks offered a Chess Club program in October.**
- **The Events Department hosted a virtual program on October 6 with a literary agent as the featured speaker. The session covered hidden risks of AI in publishing, including creative dilution, ethical concerns, and threats to writers' careers.**

- **Winter Garden branch offered LEGO Club, Chess Club, and LEGO Spike Essential programs.**
- **The North Orange branch hosted two Family Fun: Chess events during the month of October.**

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

- Seek opportunities to expand the library's fundraising footprint.
  - **Development staff have been working to establish the new Orange County Library Foundation. They have coordinated board activity with the founding members, collaborated with IT Design & Development to launch a new website, and are finalizing the required organizational documents.**
  - **The Development Project Coordinator attended a recent United Arts workshop to learn about opportunities in the organization's upcoming grant cycle.**

- Raise the library's visibility through networking and community building.
  - **Orlando Economic Partnership's Leadership Orlando Class 110 toured Orlando Public Library in October and received a welcome from Library Director Steve Powell. The Chief of Neighborhood Services and Chief of Lifelong Learning attended the class's Graduation Reception later that day.**
  - **The Marketing Manager attended two District 1 Leadership Council meetings in October.**
  - **Youth Services staff attended Leadership Orange and Florida Library Youth Program meetings, while Adult Services staff attended October networking events, including Orlando 1 Million Cups and Orlando Remembered. Game Development and Video Production instructors served on advisory boards for Orange Technical College's 3-D Animation and Digital Cinema Production programs.**
  - **The Community Engagement assistant manager attended the Children's Cabinet of Orange County's October State of the Child meeting to strengthen partnerships and explore collaborations supporting children and families.**
  - **The Eatonville manager attended the quarterly Eatonville NCF Advisory Committee meeting. Alafaya staff attended the October East Orange Community Center meeting.**
  - **Windermere staff hosted an outreach table at Orange Technical College.**
  - **Hiawassee's assistant manager presented library resources at Meadowbrook Middle School's literacy event and staffed a table highlighting homework help, the OCPS virtual library card, and other services.**
  - **The West Oaks librarian introduced elementary classes at Innovation Montessori Ocoee to OCLS materials and services.**
  - **Circulation staff provided additional coverage to fully staff Eolaween. Alafaya staff attended a local elementary school's Trunk or Treat event.**
  - **Events and Programs staff partnered with the Orange County Regional History Center to offer a safe Trick or Treat experience for families.**

- **North Orange partnered with local LEGO building community RenLug to create a Halloween-themed display.**
- **Marketing and Public Relations staff attended the annual Central Florida Communicators meeting on October 21 and connected with communications professionals from Orange County and other Central Florida organizations.**

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.

- Develop actionable plans to expand, improve and sustain services and resources.
    - **The Board of Trustees approved a resolution to move forward with contract negotiations with Clarivate to begin the migration of the ILS from Sierra to Polaris.**

- Evaluate and improve current data collection.

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.
- Create feedback loops and evaluation processes to guide the development and continuous improvement of programs, classes and events for all ages.
    - **No new update to report.**

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

- Evaluate and update customer satisfaction measurement tools.
- Explore innovative technologies, ideas and procedures.
    - **The Data & User Services Department attended AspenCon to connect with other libraries using Aspen as their discovery layer and learn about potential features and hear best practices.**

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.
    - **The grants module in the Finance software is now live. It helps the Grants Specialist track spending of current grant funds in coordination with Finance. This month, the Grants Specialist added the $5,000 Synchrony grant to the module.**

- Support opportunities for cross-departmental/branch experiences.
    - **In October, Home Delivery submitted a recorded training "At Home with Home Delivery" for a session during staff day.**
    - **The Community Engagement Department Outreach Tabling Guide received 113 visits during the month of October as OCLS entered the fall season and participated in numerous community events and outreach opportunities to promote library services. Additionally, in collaboration with Youth Services, Outreach staff hosted a live training session to support employees across the system who will be participating in Teach-In events at OCPS locations. The training was recorded and made available to staff who were unable to attend.**

Activity: **Strengthen internal communication.**

- Explore feature capabilities of UKG Ready.
- Provide systemwide communication through multiple channels and platforms.

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

- Explore meaningful ways to celebrate employee contributions.
    - **The West Oaks Branch October recognition bulletin board highlighted staff achievements by celebrating one staff member named a semi-finalist for Employee of the Year and another who received a Top Picker award.**
    - **The South Trail Branch staff updated the October staff bulletin board with staff recognition, shout-outs, passive team-building activities, and a question of the week.**

- Support staff in building connections locally and throughout the system.

Orange County Library System Board of Trustees Meeting

November 12, 2026

Action Items: Consent Agenda

26-1899

Orange County Library System Board of Trustees Meeting

November 12, 2026

Elevator Modernization Project

ORLANDO PUBLIC LIBRARY ELEVATOR MODERNIZATION & MAINTENANCE

I. ISSUE STATEMENT

Library Board approval is needed to award the Orlando Public Library Elevator Modernization and Maintenance contract.

II. BACKGROUND

The Orlando Public Library's (OPL) elevators were last updated in 2010 and require full modernization to comply with new safety codes effective in 2029. The elevator equipment is also nearing the end of its useful life.

The library engaged Lerch Bates, Inc. (Lerch) to evaluate the existing elevators and to design a replacement plan and scope of work to comply with the new safety codes. The project includes replacing hoist machines, operational controls, the dispatching system, door operating equipment, signal fixtures, some interior finishes, and completely rebuilding the freight elevator car.

On August 17, 2026, the library posted a Request for Proposals (RFP) on its Procurement Portal and shared the RFP with Orange County and the City's procurement and business development departments for distribution to their vendors.

The library held a mandatory pre-bid meeting on August 31, 2026, and site inspections through September 14, 2026, with seven potential vendors (four elevator companies and three contracting firms). The RFP closed on October 15, 2026, and we received four submissions.

- Otis Elevator Company (Otis)
- Skyline Elevator, Inc. (Skyline)
- Southwest Elevator, LLC (Southwest)
- TK Elevator Corporation (TKE)

The committee reviewed the submissions in three parts.

1. The review ensured that the firms met the submission requirements.
2. They reviewed the firm's qualifications, staff qualifications, approach, quality assurance and safety plans, and references, which accounted for 85% of the score.
3. They reviewed the project cost, combining the modernization and the first five years of maintenance, which accounted for 15% of the score and was in a sealed envelope until after the first two reviews were scored.

The Procurement Committee, consisting of staff members Steve Powell, Brian Dornbush, and Orlando Gallegos, and Seth Spring from Lerch, met on November 2, 2026, to score and rank the vendors' proposals.

The results of the scoring (out of 100 points) are below.

Point Allocation	Otis	Skyline	Southwest	TKE
Qualifications, Approach, QA, Safety	53.75	66.00	63.75	78.00
Pricing	9.25	12.00	11.75	6.50
Total Points	**63.00**	**78.00**	**75.50**	**84.50**

The pricing is broken down below.

Pricing	Otis	Skyline	Southwest	TKE
Modernization Cost	2,175,000	2,159,216	1,928,813	2,370,500
Five-Year Maintenance	687,201	471,312	382,284	413,160
Total Five-Year Cost	**$2,862,201**	**$2,630,528**	**$2,311,097**	**$2,783,660**

The final ranking is:

1. TKE 84.50
2. Skyline 78.00
3. Southwest 75.50
4. Otis 63.00

III. SUMMARY

TKE earned the most points after the committee reviewed the firm's qualifications, staff qualifications, approach, quality assurance, safety plans, and references. Although TKE has the highest price for the modernization project, it also has the lowest five-year maintenance cost.

TKE has provided elevator service and maintenance to the library since October 2001. TKE completed a scaled-down modernization of four elevators in 2010 that included new computers and hoist controls. Additionally, they replaced technology components for the oldest two elevators in 2021. The library has been pleased with TKE's response time and quality of work.

The library is requesting an overall budget as outlined below.

Vendor	Description	Cost
Lerch Bates, Inc.	Project Design and Coordination	15,000
TK Elevator Corp.	Modernization	2,370,500
TK Elevator Corp.	Five-Year Maintenance	413,160
OCLS	Owner-Provided Materials/Permits/Inspections	75,000
OCLS	Contingency 7% of Modernization Cost	166,000
Project Total		**$3,039,660**

The equipment procurement and preparation process is expected to take about six months, with the first modernization beginning in May 2027 and the project taking approximately 18-24 months. The approved budget's Capital Outlay expenses include funding for this project.

IV. CONSIDERATION

Staff requests the library board to:

1. Accept the final ranking of the vendors.

2. Authorize staff to negotiate and execute a contract with TK Elevator Corporation. If that negotiation fails, staff will proceed to negotiate with Skyline Elevator Inc. to secure a contract.

3. Approve the project budget of $3,039,660, which includes a $166,000 contingency.

V. RECOMMENDATION

Staff recommends that the library board:

1. Accept the final ranking of the vendors.

2. Authorize staff to negotiate and execute a contract with TK Elevator Corporation. If that negotiation fails, staff will proceed to negotiate with Skyline Elevator Inc. to secure a contract.

3. Approve the project budget of $3,039,660, which includes a $166,000 contingency.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 26-189

ORLANDO PUBLIC LIBRARY ELEVATOR MODERNIZATION & MAINTENANCE

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 12th of November 2026 at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To accept the final ranking of the vendors.

2. To authorize staff to negotiate and execute a contract with TK Elevator Corporation. If that negotiation fails, staff will proceed to negotiate with Skyline Elevator Inc. to secure a contract.

3. To approve the project budget of $3,039,660, which includes a $166,000 contingency.

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

November 12, 2026

Action Items: Non-Consent Agenda

Orange County Library System
Board of Trustees Meeting

November 12, 2026

Public Comment Policyy

PUBLIC COMMENT POLICY

Effective Date: November 13, 2026, pending approval
Approval Date: November 12, 2026, pending approval
Approved By: Library Board of Trustees

Purpose

The purpose of this policy is to establish guidelines for public comment at meetings of the Orange County Library District (OCLD) Board of Trustees, promote transparency and public participation, and ensure compliance with applicable Florida law.

Scope & Applicability

This policy applies to public comment at meetings of the Library Board of Trustees and any other boards or commissions established by the OCLD, as applicable.

Definitions

Public Comment: An opportunity for members of the public to address the Board of Trustees or other applicable boards or commissions regarding matters within their authority.

Presiding Officer: The Chair of the Library Board of Trustees or the individual designated to preside over a meeting.

Policy Statement

The Orange County Library District (OCLD) is committed to conducting public business openly and providing members of the public a reasonable opportunity to be heard in accordance with Florida law.

Public comment shall be conducted in a manner that supports meaningful public participation while maintaining the orderly and effective operation of public meetings.

Requirements

1. Members of the public shall be provided a reasonable opportunity to be heard on propositions before the Board of Trustees or other applicable boards or commissions before official action is taken, as required by Section 286.0114, Florida Statutes.

2. A public comment period shall be provided during regular meetings to allow individuals to address matters within the authority of the Board or commission. Comments regarding agenda items shall generally be received before consideration and action on those items. Comments regarding matters not listed on the agenda shall generally be received near the end of the meeting.

3. Speakers shall generally be allotted up to three minutes each, with up to 30 minutes allocated for the general public comment period. The presiding officer may adjust these limits as appropriate, consistent with applicable law.

4. Individuals wishing to speak shall follow established speaker registration procedures. These procedures shall be administered consistently and shall not unreasonably restrict the public's opportunity to be heard.

5. Speakers shall direct their comments to the Board or commission through the presiding officer and shall refrain from conduct that materially disrupts the meeting. The presiding officer may take reasonable measures to maintain order and decorum.

6. Public comment does not require a response or action by the Board or commission. Matters raised may be referred to the Library Director/CEO or appropriate staff for review or follow-up.

7. The OCLD shall provide reasonable accommodations for individuals with disabilities in accordance with applicable law.

Roles & Responsibilities

- Library Board of Trustees: Provide opportunities for public participation in accordance with this policy and applicable Florida law.
- Presiding Officer: Facilitate public comment and maintain order during meetings.
- Library Director/CEO: Ensure appropriate administrative procedures are established and implemented to support this policy.
- Library Employees: Support the administration of public comment procedures.
- Members of the Public: Follow established procedures and refrain from conduct that materially disrupts meetings.

Compliance & Enforcement

The presiding officer may take reasonable action to address conduct that materially disrupts a public meeting, consistent with applicable law. Public comment procedures shall be administered consistently and without discrimination based on the viewpoint expressed.

References

- Section 286.011, Florida Statutes – Public Meetings and Records
- Section 286.0114, Florida Statutes – Public Meetings; Reasonable Opportunity to Be Heard
- Title II of the Americans with Disabilities Act

Review & Revision Schedule

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

ORANGE COUNTY LIBRARY SYSTEM

Public Comment Guidelines

1 SIGN UP TO SPEAK

Complete a Notice of Intent to Speak form, available 30 minutes before the meeting.

2 WHEN COMMENTS ARE HEARD

Agenda items: before Board consideration.
General comments: near the end of the meeting.

3 SPEAKING TIME

Up to 3 minutes per speaker. The general comment period is up to 30 minutes; adjustments may be made.

4 ADDRESS THE BOARD

Wait to be recognized, speak from the podium, and direct remarks to the Board as a whole.

5 MAINTAIN DECORUM

Please avoid disruptive or threatening behavior. The presiding officer maintains order.

6 BOARD RESPONSE

The Board receives comments but is not required to respond or take action during the meeting.

Public participation is governed by the Board’s adopted policy and applicable Florida law.

PUBLIC COMMENT POLICY

I. ISSUE STATEMENT

Library Board approval is needed to adopt revisions to the Public Comment Policy, which establishes guidelines for public comment at meetings of the Library Board of Trustees and ensures compliance with applicable Florida law.

II. BACKGROUND & SUMMARY

The Orange County Library District periodically reviews its policies to ensure they remain current, clearly written, and aligned with operational needs and applicable legal requirements. The Public Comment Policy has been revised to simplify the language, improve consistency with the library's standardized policy format, and clarify procedures for public participation at Library Board meetings.

The revised policy:

1. Reinforces the Library's commitment to transparency and providing members of the public with a reasonable opportunity to be heard in accordance with Florida law.
2. Streamlines the policy by removing outdated, repetitive, and overly detailed procedural language while retaining essential requirements for public comment.
3. Clarifies expectations for speaker registration, speaking time limits, meeting decorum, and the Board's role in receiving public comments.
4. Clarifies responsibilities for administering public comment procedures and maintaining orderly meetings.
5. Aligns the policy with the library's standardized policy format and establishes a regular review schedule.

The revisions are intended to clarify existing expectations rather than substantially change the public comment process. The updated policy provides a more concise and accessible framework for public participation while supporting the orderly conduct of Board meetings and continued compliance with applicable Florida law.

III. CONSIDERATION

Library staff requests that the Library Board approve the revised Public Comment Policy.

IV. RECOMMENDATION

Staff recommends that the Library Board approve the revised Public Comment Policy.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 26-191

PUBLIC COMMENT POLICY

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 12th day of November 2026, at 6:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the revised Public Comment Policy

2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED: _____

Secretary

Orange County Library System Board of Trustees Meeting

November 12, 2026

Discussion & Possible Action Items

26-19393

Orange County Library System Board of Trustees Meeting

November 12, 2026

Director's Annual Evaluation

Orange County Library System
Board of Trustees Meeting

November 12, 2026

Finance Committee Meeting

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
Finance Committee Meeting
November 12, 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 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.

26-19595

Orange County Library System Board of Trustees Meeting

November 12, 2026

Information

Orange County Library System Board of Trustees Meeting

November 12, 2026

Director's Report

Director's Report November 2026 Board Meeting

Amendment 3

On Election Day, Florida voters approved Amendment 3, which increases the homestead exemption on the assessed value of qualified residential properties and lowers the cap on commercial properties. Our plans for the current year, including construction projects, will move forward. The administration team has been following the issue closely and is assessing its implications for library operations.

We expect the reduction in property tax revenue to affect the library's budget beginning October 1, 2027. Preliminary budget discussions are underway and will continue over the next several months as we evaluate the amendment's impact. While our funding will change, our responsibility under the statute that established OCLS remains the same: to provide library services to residents of the Orange County Library District. How we fulfill that responsibility will need to adapt in the coming years, but our commitment to serving the community remains unchanged.

Voting at OCLS

During the 2026 election cycle, 11 library locations served as early voting sites, welcoming 116,380 voters. Our partnership with the Supervisor of Elections reflects the library's role in supporting civic participation and providing accessible public spaces that serve the broader community.

Mobile Library

On November 2, we received this message from our project manager at Matthews Specialty Vehicles: "I have some great news: It won't be long now!!!!!!! Your unit was turned over to our Customer Care and delivery team today."

Signature Author

This month, we announced that the 2027 Lillian Louise Pharr Author Series will feature Colson Whitehead, a two-time Pulitzer Prize winner and author of The Nickel Boys, The Underground Railroad, and Cool Machine. Once again, this will be a ticketed event at the Dr. Phillips Center for the Performing Arts.

October Highlights

- 117,905 unique customer transactions
- 49,671 app downloads

- 8,250 new library card signups
- 36,686 library event attendees
- 2,794 library class attendees

Upcoming Dates

- **November 13**: Staff Development Day
- **January 28**: Lillian Louise Pharr Author Series featuring Colson Whitehead

In Closing

To close, I wanted to share this video of Winter Garden Branch customer Karen Aschnbrenner, a high school English teacher and science fiction writer, who shares why she finds the library's accessible materials to be such a valuable resource.
LINK: **https://youtu.be/cU1L0RTiwP4?si=trkOAChK7DykbWOv**

Orange County Library System Board of Trustees Meeting

November 12, 2026

Public Comment: Non-Agenda Items