Orange County Library System
Board of Trustees Meeting

Board Packet for June 2020
June 5, 2020

To: Richard Maladecki, President
Marucci Guzmán, Vice President
Nicole Benjamin, Trustee
Danielle Levien, Trustee
Crockett Bohannon, Trustee

cc: The Library Governing Board:
The Honorable Mayor Jerry Demings, Chairman of the Library Governing Board,
Members of the Governing Board, Commissioners Betsy VanderLey, Christine Moore,
Mayra Uribe, Maribel Gomez Cordero, Emily Bonilla, Victoria Siplin, Orange County;
and Ana Palenzuela, City of Orlando.

From: Mary Anne Hodel, Director

Re: Library Board of Trustees Meeting

The next meeting of the Library Board of Trustees will be at 6:00 p.m. on Thursday,
June 11, 2020 via Zoom:

Join Zoom Meeting
https://zoom.us/j/98115508176

Meeting ID: 981 1550 8176
Dial by your location
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)

Meeting ID: 981 1550 8176

If any board member has an item to be brought up for discussion, please call
Milinda Neusaenger prior to the meeting, 407.835.7611.

cc: Aurora Realin - Liaison, Nominating Board ~ City of Orlando
AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
June 11, 2020 ~ 6:00 p.m.

Join Zoom Meeting
https://zoom.us/j/98115508176
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+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)

Meeting ID: 981 1550 8176

20-057 I. Call to Order
20-058 II. Public Comment Policy & Procedures
20-059 III. Approval of Minutes:
Emergency Coronavirus Meeting ~ May 8, 2020
Library Board of Trustees Meeting ~ May 14, 2020
20-060 IV. Staff Presentation: Marketing Update ~ Scottie Campbell
20-061 V. Financial Statements and Summaries: May 2020
20-062 VI. Dashboard: May 2020
20-063 VII. Action Items
20-064 Revised Preliminary FY 2021 Budget: Kris Shoemaker
20-065 Main Basement Restroom Project: Kris Shoemaker
20-066 Albertson Room Project: Kris Shoemaker
20-067 VIII. Discussion and Possible Action Items
20-068 IX. Information
20-069 Director’s Report
20-070 Public Comment: Non-Agenda Items

X. Adjournment

Next Meeting Dates: July 9, 2020 ~ Location To Be Determined --- August 13, 2020 ~ Location To Be Determined.

Florida Statutes section 286.0105: If any person desires to appeal any decision with respect to any matter considered at a Library Board of Trustees meeting, such person will need a record of the proceedings; for this purpose, such person may need to ensure that a verbatim record of the proceedings is made to include the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this proceeding due to a disability as defined by ADA may arrange for reasonable accommodations by contacting the Director’s Office on the fifth floor of the Main Library in person or by phone at 407.835.7611 at least two days prior to the meeting.
Call to Order
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 cussing, 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
June 11, 2020

Approval of Minutes:
Emergency Coronavirus Meeting ~ May 8, 2020
Library Board of Trustees Meeting ~ May 14, 2020
EMERGENCY MEETING AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
May 8, 2020 ~ 1:00 p.m.

Join Zoom Meeting
https://zoom.us/j/96857132136

Meeting ID: 968 5713 2136

Dial by your location
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)

Meeting ID: 968 5713 2136

Library Board Present: Richard Maladecki; Marucci Guzmán; Nicole Benjamin; Danielle Levien; Crockett Bohannon
Administration Present: Mary Anne Hodel; Debbie Tour; Danielle King; Steve Powell; Ricardo Viera; Bethany Stone; Kris Shoemaker; Milinda Neusaenger

20-041 Call to Order
President Maladecki called the meeting to call at 1:00 p.m.

20-042 When Will the Orange County Library System Open?
Director Hodel briefed the Board regarding the phased action plan to cautiously open the Libraries to the public. She stated that the plan was created by several Managers to provide safe service for staff and customers. She explained that since all of the ordered personal protection equipment has not been received, the opening of locations will be in stages. Some Branches will open on May 18th, with the rest opening on May 26th and Main on June 1st all at 25% capacity. Staff will offer “grab and go” service to customers – they will get materials for customers and provide the materials at service points. Computer time will be limited to one hour, and staff and customers will be required to use a face covering /mask to cover their mouths and noses. Returned materials will be quarantined for 72 hours. Director Hodel also stated that changes could be made as necessary. Discussion ensued with the Board asking questions regarding the logistics.

President Maladecki adjourned the meeting at 1:32 p.m.

Adjournment

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MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
May 14, 2020 ~ 6:00 p.m.

Join Zoom Meeting
https://zoom.us/j/413603214

Meeting ID: 413 603 214

Dial by your location
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US
+1 301 715 8592 US

Meeting ID: 413 603 214

Library Board Present: Richard Maladecki (4/0); Marucci Guzmán (4/2); Nicole
Benjamin (7/0 – City); Danielle Levien (3/0 - City); Crockett
Bohannon (3/0)

Administration Present: Mary Anne Hodel; Debbie Tour; Danielle King; Steve Powell;
Ricardo Viera; Bethany Stone; Kris Shoemaker;
Milinda Neusaenger

20-043 I. Call to Order
President Maladecki called the meeting to order at 6:05 p.m.

20-044 II. Public Comment Policy & Procedures

20-045 III. Approval of Minutes: Library Board of Trustees Meeting ~ March 12, 2020
Trustee Bohannon, seconded by Vice President Guzmán, moved to approve the minutes for the March 12, 2020 Library Board of Trustees Meeting. Motion carried 5-0.

20-046 IV. Staff Presentation: None

20-047 V. Financial Statements and Summaries: April 2020
CFO Shoemaker gave the Board an overview of the April 2020 financial reports and adjustments that have been made to the Budget due to the coronavirus shutdown.

20-048 VI. Dashboard: April 2020
COO Powell reported to the Board that the April digital online classes and events totaled 138 virtual events, Questline has taken 1,240 calls, and Special Services processed 8,366 items for home delivery.

20-049 VII. Action Items

20-050 Preliminary FY 2021 Budget: Kris Shoemaker
CFO Shoemaker gave the Board an overview of the Budget for FY 2021. Brief discussion ensued. Vice President Guzmán, seconded by Trustee Levien, moved to approve FY 2020-21 Operating, Capital Projects, Sinking/EARR and Permanent Fund budgets and to Recommend to the Governing Board that the Library District’s millage rate be maintained at .3748 for FY 2020-21. Motion carried 5-0.
Pending Approval

President Maladecki informed the Board that Director Hodel has had a change of heart and would like to remain on staff for another year and retire sometime in 2022. He asked the Board if they were in agreement to unaccepting her verbal retirement announcement. Director Hodel stated that many things are up in the air because of the virus and it may prove to be an awkward time for another person to come on board. Brief discussion ensued. Trustee Levien, seconded by Trustee Benjamin, moved to accept Director Hodel’s offer to remain on staff for 12 to 15 months beyond the original retirement date of December 31, 2020. Motion carried 5-0.

20-051  
Southwest Lease Amendment: Bethany Stone
CBO Stone informed the Board that the fifth Southwest lease amendment now allows for the meeting room management to be transferred to Southwest Staff, instead of the Dr. Phillips Foundation. Trustee Bohannon, seconded by Vice President Guzmán, to approve the fifth Southwest lease amendment. Motion carried 5-0.

20-052  VIII. Discussion and Possible Action Items

20-053  Herndon Lease: Danielle King
CBO King informed the Board that the lease for the Herndon Branch with the Greater Orlando Aviation Authority (GOAA), is up for renewal this year. Despite some improvements to the property, there have been chronic issues such as: potholes in the parking lot, sole and anchor tenant in the center, and GOAA remains indecisive of the future of the property. Extensive real estate searches have been made regarding another location, but to no avail. Some shopping centers are not interested in having a library as a tenant. There are two options: renewing the lease for one year or multiple years with the possibility of GOAA terminating the lease early or terminate the lease. The Board discussed the impact on the surrounding communities and the nearby library locations. The Main Library is 3.5 miles away and the Chickasaw Branch is 4.5 miles away from the Herndon location. Vice President Guzmán, seconded by Trustee Benjamin, moved to terminate the Herndon lease with GOAA. Motion carried 5-0.

20-054  IX. Information

20-055  Director’s Report
Director Hodel reported to the Board that Staff have been working hard to offer online classes, events, media interviews, blog posts and preparing for the Summer Reading Program to be offered virtually. The Facilities & Operations Staff have installed plexiglass barriers at service points. Purchasing Specialist, Ken Ruddy has been working hard to obtain personal protection equipment for Staff.

20-056  Public Comment: Non-Agenda Items
There was a request from Mr. Bud Tugly to address the Board, but he was not present.

X. Adjournment
Vice President Guzmán, seconded by Trustee Levien, moved to adjourn the meeting. Motion carried 5-0. President Maladecki adjourned the meeting at 7:29 p.m.

Next Meeting Dates: June 11, 2020 ~ Zoom Online --- July 9, 2020 ~ To Be Determined.

Florida Statutes section 286.0105: If any person desires to appeal any decision with respect to any matter considered at a Library Board of Trustees meeting, such person will need a record of the proceedings; for this purpose, such person may need to ensure that a verbatim record of the proceedings is made to include the testimony and evidence upon which the appeal is to be based.

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Orange County Library System
Board of Trustees Meeting
June 11, 2020

Staff Presentation: Marketing Update
Scottie Campbell
Orange County Library System
Board of Trustees Meeting
June 11, 2020

Financial Statements & Summaries:
May 2020
## OCLS Restroom Renovation Project Budget

### Expenditures As of 5-31-2020

<table>
<thead>
<tr>
<th></th>
<th>Original Budget</th>
<th>Change Order</th>
<th>Revised Budget</th>
<th>Actual</th>
<th>Variance</th>
</tr>
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<tbody>
<tr>
<td><strong>Southwest</strong></td>
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<td><strong>Total</strong></td>
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<td>$0</td>
<td>$638,000</td>
<td>$574,756</td>
<td>($63,244)</td>
</tr>
</tbody>
</table>
Change Orders:

1) Change restroom stalls to no-peek and higher walls for all 3 branches - Approved $8,706

2) Permit fees for all three branches - Approved $5,645

3) Southwest masonry work - Approved $6,028

4) Southeast electrical water heater circuit & emergency fixtures - Approved $2,879

5) Southeast plumbing replace CPVC & water heater - Approved $4,383

6) Southeast HVAC new ductwork - Approved $1,232

7) Southeast additional electrical required by inspector - Approved $2,219

Total Change Orders $31,092
# OCLS Emergency Generator Replacement Project Budget

## Expenditures As of 5-31-2020

<table>
<thead>
<tr>
<th>Project Code 20-009</th>
<th>Original Budget</th>
<th>Change Order</th>
<th>Revised Budget</th>
<th>Actual</th>
<th>Variance</th>
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<td>Source North America (Tank)</td>
<td>$7,085</td>
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<td>$7,085</td>
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<td>$0</td>
</tr>
<tr>
<td>Quest Power Intl. (Generator)</td>
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<td>64,322</td>
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<tr>
<td>Gomez Contraction (Install)</td>
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<td>Other (Permits, MOT, Etc.)</td>
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<td>675</td>
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<td>Contingency</td>
<td>50,000</td>
<td>0</td>
<td>50,000</td>
<td>0</td>
<td>(50,000)</td>
</tr>
</tbody>
</table>

| Project Costs | $520,828 | $0 | $520,828 | $245,120 | ($275,708) |
Project Summaries:
The attached Project Summaries for the three (3) Restroom Projects include all of the costs paid through May 31, 2020, all projects are fully paid. All projects were completed on time and came in under budget by $63,244.

The Emergency Generator Replacement is well underway and is 98% complete as of May 31, 2020. The payment for the May work was processed on June 4, 2020. The only tasks left to perform is the final inspection and sign off from the City Inspector. The expenses listed on the tracking sheet are related to the first phase and second phases of the project and do not reflect the work performed in May. The project will come in under budget.

Operating Fund Revenue & Expenditure Summaries:

Revenues:

Ad Valorem Taxes:
The Library budgeted $48,020,000 for Ad Valorem Taxes in FY 2019-20 based on property tax values, millage rate of 0.3748 and a 5% statutory deduction. So far this year, we have received $45,809,786 or 94.4% of the budget, which is on target as the majority of the taxes are received in the December through March timeframe.

State Aid:
The Library budgeted $830,000 for State Aid Revenues in FY 2019-20 and is based on FY 2018-19 actuals. We have received our FY 2019-20 allocation from the State in the amount of $863,215 or 104.0% of the budget.

County Grant:
The Library budgeted $500,000 for County Grant Revenues in FY 2019-20 and is based the maximum allotment to be received from the Citizen’s Review Panel Grant for the Biz Kids Program. The program officially started in January 2020 and the funding will be granted approximately monthly and will be based on a per student hour basis. Thus, we will not receive the full grant funding. The $67,638 in revenue received is for initial set-up costs as well as classes held between January and March 2020. With the Covid-19 closure, we did not offer classes in April or May. We anticipate receiving less than $70,000 from this grant program due to the curtailment of classes due to Covid-19.

Fee Cards:
The Library budgeted $18,000 for Fee Card revenues for FY 2019-20. Through May 2020, we received $16,480 or 91.6% of the budgeted revenue, which is on target.

Meeting Rooms:
The Library budgeted $55,000 for meeting room revenues for FY 2019-20. Through May 2020, we received $30,485 or 55.4% of the budgeted revenues, which is on target.

Faxes and Scans:
Revenues from Faxes and Scans are at 46.2% and 51.6% respectively of budget. These revenues are down dollar-wise and thus are less as a percent of budget when compared to the last 5 years average through May.

Passport Facility & Photo Fees:
This is a new revenue source for the Library after the budget was submitted. We started offering Passport Application Processing along with Photos on September 11, 2019. We received $15,600 for these services through May 2020.
Copy and Vending:
The Library budgeted $225,000 for these services in FY 2019-20. We received $107,821 through the month of May 2020. Note that the Southwest Branch was closed for the month of October, South Trail Branch was closed for the month of November, the Southeast Branch was closed in December and all branches closed to public March 18, 2020. Five (5) branches opened May 18th; nine (9) branches opened May 26th and the Main Library opened June 1st.

Fines and Lost Materials:
Revenues from Fines and Lost Materials through May 2020 are $293,507 or 48.9% of budget. The typical trend is for these revenues to be decreasing, due to increased usage of digital media. These revenues will be down significantly for FY 2019-20 as OCLS has waived fines from March 18 thru June 1 due to Covid-19.

Investment Earnings:
The Library takes a conservative approach when budgeting for Interest Revenues as the investment markets can be, and have been, quite volatile. As of the time of these reports, we have not received our May interest earning statements. We will continue to monitor the investment markets with our investment advisors to ensure the principal of our funds are safe and secure. We anticipate interest earnings to decline in the current low interest rate and market environment.

Internet Rebate:
This account is used to record a “rebate” we receive from the Federal Government, based on our purchases of Internet Connectivity Equipment. This “rebate” is based on purchases and an extensive application process between July 1st and June 30th of each year. The Library typically receives this funding in the last quarter of the fiscal year.

Transfer From Property Appraiser:
This account is used to record revenues from the Property Appraiser’s Office. Each year, the Library pays a proportional fee to the Property Appraiser based on their estimated operating budget. A true-up of actual costs is performed at the end of the fiscal year, which results in either an amount due back to the Library or an additional amount owed to the Property Appraiser. The $42,363 recorded is a refund from the Property Appraiser for excess fees paid in fiscal year 2019.

Special Note: Due to Covid-19, the Library does not anticipate significant increases in actual revenues for Charges For Services, Interest, Fines and Lost Materials nor in the County Grant Revenue Accounts.

Expenses:

Defined Benefit Pension Plan:
The Library budgeted $850,000 for FY 2019-20 and through May 2020 has expended $659,446 or 77.6% of the budget. The actuals are based on revised actuarial estimates, which are not provided until after the budget is submitted.

Worker’s Compensation:
The Worker’s Compensation expenditures are at 59.8% of budget, as these payments are paid quarterly in advance.

Delivery & Postage:
The Delivery and Postage expenditures are at 66.5% of the budget due to timing of payments.

Utilities:
The utilities expenditures reflect 49.2% of budget being expended as of May. This is due to the timing of the various utility bills not being received in time to be paid in the month of May. Note, the OCLS has implemented energy saving techniques (reduced lighting, reduced HVAC run times and temperatures, etc.) to reduce costs while we are closed.

Insurance:
The Insurance expenditures are at 96.7% of budget as the insurance policies renew in the Fall and have to be pre-paid.
Repairs and Maintenance – Hardware/Software:
The Library budgeted $950,000 for hardware/software repairs and maintenance. Thru May 2020, the Library expended $778,602 or 82.0% of the budget. The primary costs so far are Baker & Taylor subscription fees of $38,000, $35,217 for website software subscription, the annual renewal of $74,524 for Adobe Cloud Licenses and $175,597 paid to Innovative Interfaces for Library software renewal licenses and support. The percentage of budget spent is in line with previous years.

Supplies:
The Library budgeted $794,000 for supplies. Through May 2020 the Library expended $550,250 or 69.3% of the budget. The primary costs are related to new tables and chairs for the three renovated branches as well as chairs system wide that have reached the end of their useful life as well as Covid-19 supplies.

Membership:
The expenditures in this category are at 56.4% of budget, mainly due to the FLA annual membership fee of $6,000 being paid in October.

Building Improvements Expense:
The Library budgeted $2,323,000 for various building improvement projects such as the Southwest, South Trail and Southeast restroom renovations and the Emergency Generator Replacement Project. The restroom projects are complete and fully paid. The Emergency Generator Replacement Project started December 2, 2019 and the first phase to replace the underground storage tank was completed on January 31, 2020. The $1,941,440 incurred so far includes $574,756 for the restroom projects (see attached project summary sheet) and $245,120 has been spent of the Emergency Generator Replacement Project. The balance is budgeted capitalized maintenance expenditures for items reaching the end of their useful life, such as roof replacement, painting, carpet and security cameras.

Equipment and Furniture Expense:
The Library budgeted $143,000 for equipment and furniture. Through May 2020, the Library expended $154,848 or 108.3% of the budget. This is mainly due to replacing branch furniture and fixtures which have reached the end of their useful life. The off-set for the overage is Building & Improvements.

Hardware/Software Expense:
The Library budgeted $670,000 new hardware and software. Through May 2020, the Library expended $410,497 or 61.3% of the budget. This is mainly due to the $216,668 in new server hardware the Board approved in November 2019.
ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Eight Months Ended May 31, 2020

REVENUES

- Ad Valorem Taxes 96%
- Fines 1%
- Charges for Services/Misc 3%

EXPENDITURES

- Salaries and Benefits 52%
- Operating/Trans to Cap Proj Fund 32%
- Library Materials/Cap Outlay 16%
# ORANGE COUNTY LIBRARY DISTRICT
## OPERATING FUND REVENUE SUMMARY
### Eight Months Ended May 31, 2020

<table>
<thead>
<tr>
<th>Source</th>
<th>Annual Budget</th>
<th>YTD Actual</th>
<th>(8 months=66.7%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AD VALOREM TAXES</strong></td>
<td>48,020,000</td>
<td>45,809,786</td>
<td>95.4%</td>
</tr>
<tr>
<td><strong>INTERGOVERNMENTAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State &amp; Federal Grant</td>
<td>50,000</td>
<td>38,846</td>
<td>77.7%</td>
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<tr>
<td>State Aid</td>
<td>830,000</td>
<td>863,215</td>
<td>104.0%</td>
</tr>
<tr>
<td>County Grants</td>
<td>500,000</td>
<td>67,638</td>
<td>13.5%</td>
</tr>
<tr>
<td><strong>CHARGES FOR SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee Cards</td>
<td>18,000</td>
<td>16,480</td>
<td>91.6%</td>
</tr>
<tr>
<td>PC Pass ($10 for 7 days)</td>
<td>2,000</td>
<td>1,628</td>
<td>81.4%</td>
</tr>
<tr>
<td>PC Express ($5 for 1 hour)</td>
<td>4,000</td>
<td>2,700</td>
<td>67.5%</td>
</tr>
<tr>
<td>Classes</td>
<td>6,000</td>
<td>2,541</td>
<td>42.3%</td>
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<tr>
<td>Meeting Rooms</td>
<td>55,000</td>
<td>30,485</td>
<td>55.4%</td>
</tr>
<tr>
<td>Faxes</td>
<td>55,000</td>
<td>25,395</td>
<td>46.2%</td>
</tr>
<tr>
<td>Scans</td>
<td>30,000</td>
<td>15,481</td>
<td>51.6%</td>
</tr>
<tr>
<td>Ear Buds &amp; Jump Drives</td>
<td>6,000</td>
<td>2,676</td>
<td>44.6%</td>
</tr>
<tr>
<td>Bag Sales</td>
<td>3,500</td>
<td>1,780</td>
<td>50.9%</td>
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<tr>
<td>Replace Library Cards</td>
<td>30,000</td>
<td>10,802</td>
<td>36.0%</td>
</tr>
<tr>
<td>Copy &amp; Vending</td>
<td>225,000</td>
<td>107,821</td>
<td>47.9%</td>
</tr>
<tr>
<td>Passport Facility &amp; Photo Fees</td>
<td>-</td>
<td>15,600</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>2,500</td>
<td>655</td>
<td>26.2%</td>
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<tr>
<td></td>
<td>437,000</td>
<td>234,044</td>
<td>53.6%</td>
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<tr>
<td><strong>FINES &amp; LOST MATERIALS</strong></td>
<td>600,000</td>
<td>293,507</td>
<td>48.9%</td>
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<tr>
<td><strong>MISCELLANEOUS</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Investment Earnings</td>
<td>350,000</td>
<td>289,798</td>
<td>82.8%</td>
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<tr>
<td>Sales of Surplus Property</td>
<td>2,000</td>
<td>725</td>
<td>36.3%</td>
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<tr>
<td>Contributions - Friends of Library</td>
<td>60,000</td>
<td>39,925</td>
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<tr>
<td>Contributions - Others</td>
<td>20,000</td>
<td>8,289</td>
<td>41.4%</td>
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<tr>
<td>Internet Rebate</td>
<td>80,000</td>
<td>-</td>
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<tr>
<td>Grants &amp; Awards</td>
<td>40,000</td>
<td>10,450</td>
<td>26.1%</td>
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<tr>
<td>Miscellaneous</td>
<td>70,000</td>
<td>41,995</td>
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<tr>
<td></td>
<td>622,000</td>
<td>391,182</td>
<td>62.9%</td>
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<tr>
<td><strong>TRANSFER FR PROP APPRAISER</strong></td>
<td>12,000</td>
<td>42,363</td>
<td>353.0%</td>
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<tr>
<td><strong>TRANSFER FR TAX COLLECTOR</strong></td>
<td>400,000</td>
<td>-</td>
<td>0.0%</td>
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<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>51,471,000</td>
<td>47,740,581</td>
<td>92.8%</td>
</tr>
<tr>
<td></td>
<td>ANNUAL BUDGET</td>
<td>YTD ACTUAL</td>
<td>(8 months= 66.7%)</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------</td>
<td>------------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>SALARIES &amp; BENEFITS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>18,603,000</td>
<td>11,947,913</td>
<td>64.2%</td>
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<tr>
<td>Medicare Taxes</td>
<td>276,000</td>
<td>169,391</td>
<td>61.4%</td>
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<tr>
<td>Defined Contribution Pension Plan</td>
<td>1,382,000</td>
<td>896,096</td>
<td>64.8%</td>
</tr>
<tr>
<td>Defined Benefit Pension Plan</td>
<td>850,000</td>
<td>659,446</td>
<td>77.6%</td>
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<tr>
<td>Money Purchase Pension Plan</td>
<td>939,000</td>
<td>616,726</td>
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<tr>
<td>Life and Health Insurance (Employees)</td>
<td>3,326,000</td>
<td>1,967,948</td>
<td>59.2%</td>
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<tr>
<td>Retiree Health Care (OPEB)</td>
<td>724,000</td>
<td>482,181</td>
<td>66.6%</td>
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<tr>
<td>Worker's Compensation</td>
<td>125,000</td>
<td>74,806</td>
<td>59.8%</td>
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<tr>
<td>Unemployment Compensation</td>
<td>14,000</td>
<td>-</td>
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</tr>
<tr>
<td>Parking &amp; Bus Passes</td>
<td>221,000</td>
<td>140,601</td>
<td>63.6%</td>
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<tr>
<td></td>
<td>26,460,000</td>
<td>16,955,108</td>
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<tr>
<td><strong>OPERATING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Services</td>
<td>236,000</td>
<td>131,508</td>
<td>55.7%</td>
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<tr>
<td>Other Contractual Services</td>
<td>1,981,000</td>
<td>809,732</td>
<td>40.9%</td>
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<tr>
<td>Other Contract. Serv.- Janitorial</td>
<td>349,000</td>
<td>177,242</td>
<td>50.8%</td>
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<tr>
<td>Training and Travel</td>
<td>115,000</td>
<td>61,785</td>
<td>53.7%</td>
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<tr>
<td>Telecommunication</td>
<td>300,000</td>
<td>147,227</td>
<td>49.1%</td>
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<tr>
<td>Delivery and Postage</td>
<td>1,135,000</td>
<td>755,166</td>
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<td>Utilities</td>
<td>971,000</td>
<td>478,205</td>
<td>49.2%</td>
</tr>
<tr>
<td>Rentals and Leases</td>
<td>1,476,000</td>
<td>796,627</td>
<td>54.0%</td>
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<tr>
<td>Insurance</td>
<td>346,000</td>
<td>334,750</td>
<td>96.7%</td>
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<tr>
<td>Repairs and Maintenance</td>
<td>1,252,000</td>
<td>772,942</td>
<td>61.7%</td>
</tr>
<tr>
<td>Repairs &amp; Maint. - Hardware/Software</td>
<td>950,000</td>
<td>778,602</td>
<td>82.0%</td>
</tr>
<tr>
<td>Copying/Printing</td>
<td>262,000</td>
<td>155,794</td>
<td>59.5%</td>
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<tr>
<td>Property Appraiser's Fee</td>
<td>395,000</td>
<td>317,031</td>
<td>80.3%</td>
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<tr>
<td>Tax Collector's Fee</td>
<td>961,000</td>
<td>916,236</td>
<td>95.3%</td>
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<td>Supplies</td>
<td>794,000</td>
<td>550,250</td>
<td>69.3%</td>
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<tr>
<td>Supplies-Hardware/Software</td>
<td>475,000</td>
<td>137,790</td>
<td>29.0%</td>
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<tr>
<td>Supplies-Programming</td>
<td>-</td>
<td>93,910</td>
<td>-</td>
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<tr>
<td>Memberships</td>
<td>20,000</td>
<td>11,285</td>
<td>56.4%</td>
</tr>
<tr>
<td></td>
<td>12,018,000</td>
<td>7,426,082</td>
<td>61.8%</td>
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<tr>
<td><strong>CAPITAL OUTLAY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building and Improvements</td>
<td>2,323,000</td>
<td>1,941,440</td>
<td>83.6%</td>
</tr>
<tr>
<td>Equipment and Furniture</td>
<td>143,000</td>
<td>154,848</td>
<td>108.3%</td>
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<tr>
<td>Hardware/Software</td>
<td>670,000</td>
<td>410,497</td>
<td>61.3%</td>
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<tr>
<td></td>
<td>3,136,000</td>
<td>2,506,785</td>
<td>79.9%</td>
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<tr>
<td><strong>LIBRARY MATERIALS</strong></td>
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<tr>
<td>Materials - Restricted Contributions</td>
<td>10,000</td>
<td>4,697</td>
<td>47.0%</td>
</tr>
<tr>
<td>Materials - Other</td>
<td>4,680,000</td>
<td>2,847,120</td>
<td>60.8%</td>
</tr>
<tr>
<td></td>
<td>4,690,000</td>
<td>2,851,817</td>
<td>60.8%</td>
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<tr>
<td><strong>TRANSFER TO CAPITAL PROJECTS FUND</strong></td>
<td>4,000,000</td>
<td>2,666,667</td>
<td>66.7%</td>
</tr>
<tr>
<td><strong>TRANSFER TO SINKING/EARR FUND</strong></td>
<td>500,000</td>
<td>250,000</td>
<td>50.0%</td>
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<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>50,804,000</td>
<td>32,656,459</td>
<td>64.3%</td>
</tr>
</tbody>
</table>
ORANGE COUNTY LIBRARY DISTRICT  
CAPITAL PROJECTS FUND  
Eight Months Ended May 31, 2020  

<table>
<thead>
<tr>
<th></th>
<th>ANNUAL BUDGET</th>
<th>YTD ACTUAL</th>
<th>(8 months= 66.7%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>100,000</td>
<td>102,896</td>
<td>102.9%</td>
</tr>
<tr>
<td>Transfer from Operating Fund</td>
<td>4,000,000</td>
<td>2,666,667</td>
<td>66.7%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>4,100,000</td>
<td>2,769,562</td>
<td>67.6%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Branch</td>
<td>375,000</td>
<td>37,570</td>
<td>10.0%</td>
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<tr>
<td>Reserves</td>
<td>3,725,000</td>
<td>2,731,992</td>
<td>73.3%</td>
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<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>4,100,000</td>
<td>2,769,562</td>
<td>67.6%</td>
</tr>
<tr>
<td></td>
<td>ANNUAL BUDGET</td>
<td>YTD ACTUAL</td>
<td>(8 months= 66.7%)</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------</td>
<td>------------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>8,000</td>
<td>8,825</td>
<td>110.3%</td>
</tr>
<tr>
<td>Transfer from Operating Fund</td>
<td>500,000</td>
<td>250,000</td>
<td>50.0%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>508,000</td>
<td>258,825</td>
<td>50.9%</td>
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<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserves-Building and Improvements</td>
<td>417,000</td>
<td>212,461</td>
<td>50.9%</td>
</tr>
<tr>
<td>Reserves - Technology</td>
<td>91,000</td>
<td>46,364</td>
<td>50.9%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>508,000</td>
<td>258,825</td>
<td>50.9%</td>
</tr>
</tbody>
</table>
**ORANGE COUNTY LIBRARY DISTRICT**  
**PERMANENT FUND**  
**Eight Months Ended May 31, 2020**

<table>
<thead>
<tr>
<th></th>
<th>ANNUAL BUDGET</th>
<th>YTD ACTUAL</th>
<th>(8 months= 66.7%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>25,000</td>
<td>(50,023)</td>
<td>-200.1%</td>
</tr>
<tr>
<td>Reserves</td>
<td>25,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>50,000</td>
<td>(50,023)</td>
<td>-100.0%</td>
</tr>
</tbody>
</table>

|                      |               |            |                   |
| **EXPENDITURES**     |               |            |                   |
| Equipment            | 50,000        | 11,437     | 22.9%             |
| Reserves             | -             | (61,460)   | -                 |
| **TOTAL EXPENDITURES** | 50,000        | (50,023)   | -100.0%           |
### ORANGE COUNTY LIBRARY DISTRICT
### OPERATING FUND
### BALANCE SHEET - ASSETS
### May 31, 2020

#### ASSETS

<table>
<thead>
<tr>
<th>Asset</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash on Hand</td>
<td>19,736</td>
</tr>
<tr>
<td>Equity in Pooled Cash</td>
<td>528,497</td>
</tr>
<tr>
<td>Equity in Pooled Investments</td>
<td>29,367,581</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>9,534</td>
</tr>
<tr>
<td>Inventory</td>
<td>123,866</td>
</tr>
<tr>
<td>Prepaids</td>
<td>150,349</td>
</tr>
<tr>
<td>Other Assets-Deposits</td>
<td>9,865</td>
</tr>
</tbody>
</table>

**TOTAL ASSETS**  
30,209,428
ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
May 31, 2020

LIABILITIES
Accounts Payable 139,662
Retainage Payable 28,221
Accrued Wages Payable 379,007
Employee Payroll Deductions:
  United Appeal 312
  Optional Life 1,174
  Dental Insurance 664
  Vision Plan 1,345
  Weight Watchers 516
  Short Term Disability 348
  Daughters of American Revolution 184
  Staff Association (1,551)
TOTAL LIABILITIES 549,882

FUND BALANCE
Nonspendable:
  Inventory 123,866
  Prepaid Items and Deposits 160,214
  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
  Strategic Plan 4,000,000
  Unassigned 9,324,999
  Current Year Revenue over Expenditures 15,084,122
TOTAL FUND BALANCE 29,659,546

TOTAL LIABILITIES & FUND BALANCE 30,209,428
## ORANGE COUNTY LIBRARY DISTRICT
### MONTHLY ROLLOVER
#### May 31, 2020

<table>
<thead>
<tr>
<th></th>
<th>BALANCE 04/30/20</th>
<th>RECEIPTS</th>
<th>DISBURSE</th>
<th>BALANCE 05/31/20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity in Pooled Cash</td>
<td>897,738</td>
<td>2,524,023</td>
<td>2,893,264</td>
<td>528,497</td>
</tr>
<tr>
<td>Equity in Pooled Investments</td>
<td>31,681,925</td>
<td>18,989</td>
<td>2,333,333</td>
<td>29,367,581</td>
</tr>
<tr>
<td></td>
<td>32,579,663</td>
<td>2,543,012</td>
<td>5,226,597</td>
<td>29,896,078</td>
</tr>
<tr>
<td><strong>SINKING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity in Pooled Investments</td>
<td>1,046,088</td>
<td>624</td>
<td>-</td>
<td>1,046,712</td>
</tr>
<tr>
<td><strong>CAPITAL PROJECTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity in Pooled Investments</td>
<td>12,199,060</td>
<td>340,508</td>
<td>-</td>
<td>12,539,568</td>
</tr>
<tr>
<td><strong>SELF FUNDED HEALTH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity in Pooled Cash</td>
<td>913,754</td>
<td>250,294</td>
<td>390,351</td>
<td>773,697</td>
</tr>
<tr>
<td>Claims Payment Checking Account</td>
<td>73,000</td>
<td>366,138</td>
<td>366,138</td>
<td>73,000</td>
</tr>
<tr>
<td>Equity in Pooled Investments</td>
<td>4,291,714</td>
<td>2,559</td>
<td>-</td>
<td>4,294,273</td>
</tr>
<tr>
<td></td>
<td>5,278,468</td>
<td>618,991</td>
<td>756,489</td>
<td>5,140,970</td>
</tr>
</tbody>
</table>
### General Pooled Investments

**May 31, 2020**

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>US Treasury Securities</strong></td>
<td>8,997,929</td>
</tr>
<tr>
<td><strong>MONEY MARKET FUNDS</strong></td>
<td></td>
</tr>
<tr>
<td>Federated Treasury Obligations Fund</td>
<td>679,639</td>
</tr>
<tr>
<td>Federated Government Obligations Fund</td>
<td>1,092,630</td>
</tr>
<tr>
<td><strong>LOCAL GOVERNMENT INVESTMENT POOLS</strong></td>
<td></td>
</tr>
<tr>
<td>Florida Safe</td>
<td>18,273,335</td>
</tr>
<tr>
<td>Florida Prime (SBA)</td>
<td>18,204,601</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>47,248,134</td>
</tr>
</tbody>
</table>

**Graph Representation**

- **Florida Safe, 39%**
- **US Treasury Securities, 19%**
- **Florida Prime, 39%**
- **Federated Treasury Obligations Fund, 1%**
- **Federated Government Obligations Fund, 2%**
Orange County Library System
Board of Trustees Meeting
June 11, 2020

Dashboard: May 2020
Monthly Report for May 2020

Digital usage was up 21% comparing May 2020 to May 2019. Several records were set again in May 2020: last month there were 233,057 digital uses, the previous monthly record was 230,663. This translates to 7,518 uses per day. Kanopy set a monthly record with 3,716 uses and a new daily record of 183 on May 25th. OverDrive also set a new monthly record with 154,173 uses and RBStreaming was used a record 2,982 times. The Bibliotheca cloudLibrary had 449 checkouts for May and totals 2,048 downloads since starting in December 2019.

Melrose instructors created more than 50 virtual events across all Melrose areas which will be presented via Zoom this month. These are modified versions of in-person classes and some new workshop-type content.

Online registration for May 2020 was 1,010 compared to 686 last year. For April and May 2020, there were 2,311 online registrations completed while working from home.
Events & Classes by Location

### Event Attendance

<table>
<thead>
<tr>
<th>Location</th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orlando Public Library</td>
<td>3,068</td>
<td>8,449</td>
<td>-63.7%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online</td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td>22</td>
<td>3900.0%</td>
</tr>
<tr>
<td>Southeast</td>
<td>768</td>
<td>2,112</td>
<td>-63.6%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alafaya</td>
<td>700</td>
<td>2,714</td>
<td>-74.2%</td>
<td></td>
<td>603</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Fairview Shores</td>
<td>400</td>
<td>164</td>
<td>143.9%</td>
<td>7</td>
<td>22</td>
<td>-68.2%</td>
</tr>
<tr>
<td>West Oaks</td>
<td>398</td>
<td>685</td>
<td>-41.9%</td>
<td></td>
<td>152</td>
<td>-96.1%</td>
</tr>
<tr>
<td>Chickasaw</td>
<td>352</td>
<td>1,853</td>
<td>-81.0%</td>
<td></td>
<td>327</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Southwest</td>
<td>306</td>
<td>2,800</td>
<td>-89.1%</td>
<td></td>
<td>258</td>
<td>-100.0%</td>
</tr>
<tr>
<td>South Creek</td>
<td>296</td>
<td>2,595</td>
<td>-88.6%</td>
<td></td>
<td>166</td>
<td>-100.0%</td>
</tr>
<tr>
<td>North Orange</td>
<td>238</td>
<td>2,173</td>
<td>-89.0%</td>
<td></td>
<td>136</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Windermere</td>
<td>220</td>
<td>1,575</td>
<td>-86.0%</td>
<td></td>
<td>102</td>
<td>-100.0%</td>
</tr>
<tr>
<td>South Trail</td>
<td>213</td>
<td>1,503</td>
<td>-85.8%</td>
<td></td>
<td>164</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Winter Garden</td>
<td>187</td>
<td>3,036</td>
<td>-93.8%</td>
<td>12</td>
<td>229</td>
<td>-94.8%</td>
</tr>
<tr>
<td>Eatonville</td>
<td>10</td>
<td>466</td>
<td>-97.9%</td>
<td></td>
<td>48</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Herndon</td>
<td>10</td>
<td>660</td>
<td>-98.5%</td>
<td></td>
<td>158</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Hiawassee</td>
<td></td>
<td>574</td>
<td>-100.0%</td>
<td></td>
<td>240</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Washington Park</td>
<td>10</td>
<td>620</td>
<td>-100.0%</td>
<td></td>
<td>189</td>
<td>-100.0%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>7,166</td>
<td>31,979</td>
<td>-77.6%</td>
<td>905</td>
<td>4,376</td>
<td>-79.3%</td>
</tr>
</tbody>
</table>

### Class Attendance

<table>
<thead>
<tr>
<th>Location</th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orlando Public Library</td>
<td>905</td>
<td>4,376</td>
<td>-79.3%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online</td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td>22</td>
<td>3900.0%</td>
</tr>
<tr>
<td>Southeast</td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alafaya</td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fairview Shores</td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Oaks</td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chickasaw</td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Southwest</td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Creek</td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>North Orange</td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windermere</td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Trail</td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Garden</td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eatonville</td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Herndon</td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hiawassee</td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washington Park</td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>905</td>
<td>4,376</td>
<td>-79.3%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Social Media

- Good Reads: 331, 337, 332, 332, 331
- Pinterest: 397, 326, 324, 316, 312
- Instagram: 1,754, 1,754, 1,754, 1,754, 1,754
- YouTube: 30,539, 20,486, 20,486, 20,486, 20,486
- Twitter: 28,133, 31,793
- Facebook: 28,133

### Events/Class Attendance

<table>
<thead>
<tr>
<th>Year</th>
<th>Community Events</th>
<th>Adults</th>
<th>Teen</th>
<th>Children</th>
<th>Technology Classes</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>0</td>
<td>4,614</td>
<td>22</td>
<td>12,930</td>
<td>905</td>
<td>21,973</td>
</tr>
<tr>
<td>2019</td>
<td>3,155</td>
<td>15,184</td>
<td>68</td>
<td>4,376</td>
<td>4,376</td>
<td>23,903</td>
</tr>
<tr>
<td>% Change</td>
<td>-100.00%</td>
<td>-69.61%</td>
<td>-97.75%</td>
<td>-79.32%</td>
<td>-77.80%</td>
<td></td>
</tr>
</tbody>
</table>

The library offers a wide range of virtual classes and events, with a significant increase in participation from May 2019 to May 2020. Engagements on social media channels have also shown growth, with a particularly notable increase in Instagram stories. The library continues to offer virtual events through May 2020, and the events contribute to the community's engagement and learning.
Orange County Library System
Board of Trustees Meeting
June 11, 2020

Action Items
Orange County Library System
Board of Trustees Meeting
June 11, 2020

Revised Preliminary FY 2021 Budget
TO: Library Board of Trustees

FROM: Kristopher S. Shoemaker, Chief Financial Officer

DATE: June 5, 2020

SUBJECT: FY 2020-21 Budget Approval

During the May 14, 2020 Board Meeting, we presented the Library District’s preliminary Operating, Capital Projects, Sinking and Permanent Fund budgets based on estimated property values, as well as operating revenue and expense and interest revenues. The chart below reflects proposed changes to the Preliminary Budget based reduced funding from the State, Herndon Branch Closure, the CEO staying on through early 2022 and Preliminary Tax Roll Values.

The tables below lists the changes in the Library’s Operating Fund Revenues and Expenses. Note, there are no changes to the Capital Project, Sinking or Permanent Fund budgets.

<table>
<thead>
<tr>
<th>Revenue Category</th>
<th>May</th>
<th>Increase</th>
<th>June</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad Valorem Taxes</td>
<td>$51,363,000</td>
<td>$557,000</td>
<td>$51,920,000</td>
<td>1</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>1,038,000</td>
<td>(200,000)</td>
<td>838,000</td>
<td>2</td>
</tr>
<tr>
<td>Services</td>
<td>275,500</td>
<td>-</td>
<td>275,500</td>
<td></td>
</tr>
<tr>
<td>Fines and Lost Materials</td>
<td>200,000</td>
<td>(100,000)</td>
<td>100,000</td>
<td>3</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>427,000</td>
<td>(5,000)</td>
<td>422,000</td>
<td>4</td>
</tr>
<tr>
<td>XFR From Property Appraiser</td>
<td>12,000</td>
<td>-</td>
<td>12,000</td>
<td></td>
</tr>
<tr>
<td>XFR From Tax Collector</td>
<td>400,000</td>
<td>-</td>
<td>400,000</td>
<td></td>
</tr>
<tr>
<td>Reserves</td>
<td>10,470,000</td>
<td>-</td>
<td>10,470,000</td>
<td></td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$64,185,500</td>
<td>$252,000</td>
<td>$64,437,500</td>
<td></td>
</tr>
<tr>
<td>Expense Category</td>
<td>June Preliminary</td>
<td>Increase (Decrease)</td>
<td>July Recommended</td>
<td>Note</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------</td>
<td>---------------------</td>
<td>------------------</td>
<td>------</td>
</tr>
<tr>
<td>Salaries</td>
<td>$18,945,000</td>
<td>($298,225)</td>
<td>$18,646,775</td>
<td>5</td>
</tr>
<tr>
<td>Medicare Taxes</td>
<td>281,000</td>
<td>(10,620)</td>
<td>270,380</td>
<td>5</td>
</tr>
<tr>
<td>Defined Contribution Pension Plan</td>
<td>1,421,000</td>
<td>(22,490)</td>
<td>1,398,510</td>
<td>5</td>
</tr>
<tr>
<td>Defined Benefit Pension Plan</td>
<td>1,850,000</td>
<td>(21,080)</td>
<td>1,828,920</td>
<td>5</td>
</tr>
<tr>
<td>Money Purchase Pension Plan</td>
<td>982,000</td>
<td>(12,375)</td>
<td>969,625</td>
<td>5</td>
</tr>
<tr>
<td>Life &amp; Health Insurance (Employees)</td>
<td>3,865,000</td>
<td>(57,230)</td>
<td>3,807,770</td>
<td>5</td>
</tr>
<tr>
<td>Retiree Health Care (OPEB)</td>
<td>795,000</td>
<td>(9,050)</td>
<td>785,950</td>
<td>5</td>
</tr>
<tr>
<td>Worker's Compensation</td>
<td>150,000</td>
<td>(3,450)</td>
<td>146,550</td>
<td>5</td>
</tr>
<tr>
<td>Unemployment Comp</td>
<td>25,000</td>
<td>25,000</td>
<td>50,000</td>
<td>6</td>
</tr>
<tr>
<td>Parking &amp; Bus Passes</td>
<td>225,000</td>
<td>(3,210)</td>
<td>221,790</td>
<td>5</td>
</tr>
<tr>
<td>Professional Services</td>
<td>250,000</td>
<td>50,000</td>
<td>300,000</td>
<td>7</td>
</tr>
<tr>
<td>Other Contractual Services</td>
<td>2,050,000</td>
<td>(37,000)</td>
<td>2,013,000</td>
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</tr>
<tr>
<td>Other Contract. Serv.- Janitorial</td>
<td>365,000</td>
<td>(20,000)</td>
<td>345,000</td>
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</tr>
<tr>
<td>Training &amp; Travel</td>
<td>125,000</td>
<td>(1,000)</td>
<td>124,000</td>
<td>8</td>
</tr>
<tr>
<td>Telecommunication</td>
<td>300,000</td>
<td>(5,000)</td>
<td>295,000</td>
<td>8</td>
</tr>
<tr>
<td>Delivery &amp; Postage</td>
<td>1,185,000</td>
<td>-</td>
<td>1,185,000</td>
<td>8</td>
</tr>
<tr>
<td>Utilities</td>
<td>980,000</td>
<td>(20,000)</td>
<td>960,000</td>
<td>8</td>
</tr>
<tr>
<td>Rentals &amp; Leases</td>
<td>1,476,000</td>
<td>(171,930)</td>
<td>1,304,070</td>
<td>8</td>
</tr>
<tr>
<td>Insurance</td>
<td>375,000</td>
<td>25,000</td>
<td>400,000</td>
<td>9</td>
</tr>
<tr>
<td>Repair &amp; Maintenance</td>
<td>1,400,000</td>
<td>(30,000)</td>
<td>1,370,000</td>
<td>8</td>
</tr>
<tr>
<td>Repair &amp; Maint. - Hardware/Software</td>
<td>1,280,000</td>
<td>-</td>
<td>1,280,000</td>
<td></td>
</tr>
<tr>
<td>Copying/Printing</td>
<td>265,000</td>
<td>(3,000)</td>
<td>262,000</td>
<td>8</td>
</tr>
<tr>
<td>Property Appraiser's Fee</td>
<td>425,000</td>
<td>-</td>
<td>425,000</td>
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<tr>
<td>Tax Collector's Fee</td>
<td>1,027,500</td>
<td>10,900</td>
<td>1,038,400</td>
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<tr>
<td>Supplies</td>
<td>775,000</td>
<td>66,760</td>
<td>841,760</td>
<td>11</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------</td>
<td>--------</td>
<td>---------</td>
<td>-----</td>
</tr>
<tr>
<td>Supplies-Hardware/Software</td>
<td>350,000</td>
<td>-</td>
<td>350,000</td>
<td></td>
</tr>
<tr>
<td>Memberships</td>
<td>20,000</td>
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<td>20,000</td>
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<tr>
<td>Building &amp; Improvements</td>
<td>1,750,000</td>
<td>250,000</td>
<td>2,000,000</td>
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</tr>
<tr>
<td>Equipment &amp; Furniture</td>
<td>250,000</td>
<td>50,000</td>
<td>300,000</td>
<td>13</td>
</tr>
<tr>
<td>Hardware/Software</td>
<td>520,000</td>
<td>-</td>
<td>520,000</td>
<td></td>
</tr>
<tr>
<td>Materials - Rest. Contributions</td>
<td>10,000</td>
<td>-</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>Materials - Other</td>
<td>4,800,000</td>
<td>50,000</td>
<td>4,850,000</td>
<td>14</td>
</tr>
<tr>
<td>TRANSFER TO CAPITAL PROJECTS</td>
<td>4,000,000</td>
<td>-</td>
<td>4,000,000</td>
<td></td>
</tr>
<tr>
<td>TRANSFER TO SINKING/EARR FUND</td>
<td>250,000</td>
<td>-</td>
<td>250,000</td>
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<tr>
<td>Reserves</td>
<td>11,418,000</td>
<td>450,000</td>
<td>11,868,000</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$64,185,500</td>
<td>$252,000</td>
<td>$64,437,500</td>
<td></td>
</tr>
</tbody>
</table>

Notes:

1) The Ad Valorem Taxes Revenue is being increased based on the updated appraised property values received June 1, 2020.

2) The Intergovernmental Revenue is being decreased to reflect the anticipated reduction in State Aid due to the State’s budgetary constraints.

3) Fines and Lost Material Revenue is being reduced based on revised projections.

4) The Miscellaneous Revenue is being decreased to reflect the reduction in the E-Rate revenue due to the closure of the Herndon Branch.

5) The Salaries and associated benefits are being reduced to reflect the transfer of 12 Herndon Branch staff to fill vacancies at other locations and to reflect CEO Hodel staying on-board the full FY.

6) Unemployment Compensation cost is being increased in anticipation of higher costs.

7) Professional Services costs are being increased to reflect anticipated higher costs.
8) Contract Services, Janitorial, Travel, Communications, Utilities, Rent, Maintenance, Cop/Printing costs are being reduced to reflect the savings from the closure of Herndon Branch.

9) Insurance is being increase due to anticipated higher costs.

10) Tax Collector Fees are being increased due to higher anticipated tax revenues.

11) Supplies are being increased to reflect additional cost due to Covid-19 (cleaning/disinfecting materials, PPE for staff, etc.).

12) Building Improvements is being increased based on current market rates.

13) Equipment and Furniture is being increased based on updated pricing.

14) Materials – Other is being increased based on anticipated purchases.

15) Reserves are being increased based on changes in revenues and expenses.

Should you have any questions, feel free to contact me.

**Action Requested:** Approve the Library’s FY 2020-21 Revised Preliminary Operating, Capital Projects, Sinking and Permanent Fund Budgets via the enclosed resolution.
Revised Preliminary FY 2021 Library Budget

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 11th of June, 2020, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:


2. Recommend to the Governing Board that the Library District’s millage rate be maintained at .3748 for FY 2020-21.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

_____________________________  Secretary
Orange County Library System
Board of Trustees Meeting
June 11, 2020

Main Basement Restroom Project
General Contractor Contract Approval For The Basement Area Restrooms and Showers at Main Refurbishment Projects

I. ISSUE STATEMENT:
The General Contractor (GC) contract for the refurbishment of the showers and restrooms in the basement of the Main Library Refurbishment Projects needs to be formally approved. Board approval is needed for the contracts between OCLS and Johnson & Laux Construction (JOHNSON). In the Fall of 2019, the Board selected Johnson & Laux Construction as one (1) of the four (4) Continuing Construction Management Services contractors for the Library. This will be their first project award under this contract.

II. BACKGROUND & SUMMARY:
The Main Library’s restrooms and showers in the basement area are original to the 1985 building and have been well used in the last 35 years. They are located at the staff entrance to the garage. With the heavy use comes wear and tear on their fixtures and thus the restroom and shower areas need to be updated. In recent weeks, the floor tiles in the men’s restroom have started to delaminate from the concrete floor and we have had to implement a temporary fix for safety reasons.

We reached out to JOHNSON and negotiated a price of $178,944 to refurbish the men’s and ladies’ restrooms and 2 shower areas. Based on the cost of the recent restroom renovations at Southwest, South Trail and Southeast, the pricing from JOHNSON is in line with market conditions. We are also asking for a $25,000 contingency budget, for a total project cost of $203,944.

The Project will start on September 1, 2020 and will be completed no later than December 31, 2020.

The majority of the costs will be in FY 2020-21 and are included in the FY 2020-21 budget.

For staff to proceed, we seek three (3) actions from the Board:

- First, the Library Board is being asked to approve the Basement Area Restroom and Showers at Main Refurbishment Projects budget of $203,944, modify it, or reject it.
- Second, the Library Board is being asked to authorize staff to waive the Payment and Performance Bond Requirement (as allowed under F.S. 255.05) in the GC contract for the Basement Area Restroom and Showers at Main Refurbishment Projects.
- Third, the Library Board is being asked to authorize staff to execute the GC contract with JOHNSON for the Basement Area Restroom and Showers at Main Refurbishment Projects.

III. PROJECT BUDGET OPTIONS:
Option 1: Approve the Project Budget of $203,944

**Advantage:**
- The GC services for the for the Basement Area Restroom and Showers at Main Refurbishment Projects will begin on the targeted date.

**Disadvantage:**
- The Library may spend more than the original cost estimate.

Option 2: Reduce the Project Budget of $203,944.

**Advantage:**
- The Library will save money.

**Disadvantage:**
- Project will be delayed and there is no guarantee on costs being lowered.

Option 3: Reject the Project Budget of $203,944 and begin the cost estimation process again.

**Advantage:**
Other cost factors could be considered.

**Disadvantage:**
This will take more time, delaying the project, and might not produce a better result, including higher costs given the current construction market.

**IV. PROJECT BUDGET RECOMMENDATION:**
The Staff recommends Option #1.

**V. PAYMENT and PERFORMANCE BOND OPTIONS:**

**Option 1:** Approve waiving the Payment and Performance Bond Requirements

**Advantage:**
The Library saves approximately $12,000 on the project

**Disadvantage:**
The Library may spend more if the contractor does not perform or pay their sub-contractors.

**Option 2:** Require the Payment and Performance Bond Requirements

**Advantage:**
The Library is covered if the contractor does not perform or pay their sub-contractors.

**Disadvantage:**
The Library spends approximately $12,000 more on the project

**VI. PAYMENT and PERFORMANCE BOND RECOMMENDATION:**
The Staff recommends Option #1.

**VII. CONTRACT EXECUTION OPTIONS:**

**Option 1:** Approve staff executing the contract with JOHNSON for GC services

**Advantage:**
The projects start on time

**Disadvantage:**
The Library may spend more than originally anticipated.

**Option 2:** Renegotiate the contract with JOHNSON for GC services

**Advantage:**
The Library may save some funds.

**Disadvantage:**
The projects are delayed and the Library is not assured of any cost savings.

**VIII. CONTRACT EXECUTION RECOMMENDATION:**
The Staff recommends Option #1.
General Contractor Contract Approval For The Basement Area Restrooms and Showers at Main Refurbishment Projects

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 11th of June, 2020, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the project budget of $203,944
2. To approve waiving of the Payment and Performance Bonds (as allowed in F.S. 255.05)
3. To approve staff to execute the contracts with Johnson & Laux Construction. for the project
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
June 11, 2020

Albertson Room Project
General Contractor Contract Approval For Albertson Room at Main Refurbishment Projects

I. ISSUE STATEMENT:

The General Contractor (GC) contract for the refurbishment of the Albertson Room of the Main Library Refurbishment Projects needs to be formally approved. Board approval is needed for the contracts between OCLS and T&G Construction (T&G). In the Fall of 2019, the Board selected T&G Construction as one (1) of the four (4) Continuing Construction Management Services contractors for the Library. This will be their first project award under this contract.

II. BACKGROUND & SUMMARY:

The Main Library’s Albertson Room is original to the 1985 building and has been well used in the last 35 years. With the heavy use comes wear and tear on its fixtures, flooring, etc… and thus the meeting room needs to be updated. The Albertson Room is the Main Library’s largest and most used meeting room for large gatherings.

We reached out to T&G and negotiated a price of $226,542 to refurbish the Albertson Room. Based on the cost of the recent renovations, the pricing from T&G is in line with market conditions. We are also asking for a $30,000 contingency budget, for a total project cost of $256,542.

The requested revision is based on two (2) factors, first was a transposition error with the original pricing should have been listed at $262,542; second, additional time is needed due to Covid-19 and social distancing work rules preventing more than one (1) crew working in the same confined area at a time.

The Project will start on August 1, 2020 and will be completed no later than January 31, 2021.

The majority of the costs will be in FY 2020-21 and are included in the FY 2020-21 budget.

For staff to proceed, we seek three (3) actions from the Board:

- First, the Library Board is being asked to approve the Albertson Room at Main Refurbishment Project budget of $256,542, modify it, or reject it.
- Second, the Library Board is being asked to authorize staff to waive the Payment and Performance Bond Requirement (as allowed under F.S. 255.05) in the GC contracts for the Albertson Room at Main Refurbishment Project.
- Third, the Library Board is being asked to authorize staff to execute the GC contract with T&G for the Albertson Room at Main Refurbishment Project.

III. PROJECT BUDGET OPTIONS:

Option 1: Approve the Project Budget of $256,542

Advantage:
- The GC services for the for the Albertson Room at Main Refurbishment Project. will begin on the targeted date.

Disadvantage:
- The Library may spend more than the original cost estimate.

Option 2: Reduce the Project Budget of $256,542

Advantage:
- The Library will save money.

Disadvantage:
Project will be delayed and there is no guarantee on costs being lowered.

**Option 3:** Reject the Project Budget of $256,542 and begin the cost estimation process again.  
*Advantage:*  
Other cost factors could be considered.  
*Disadvantage:*  
This will take more time, delaying the project, and might not produce a better result, including higher costs given the current construction market.

**IV. PROJECT BUDGET RECOMMENDATION:**  
The Staff recommends Option #1.

**V. PAYMENT and PERFORMANCE BOND OPTIONS:**
**Option 1:** Approve waiving the Payment and Performance Bond Requirements  
*Advantage:*  
The Library saves approximately $15,000 on the project  
*Disadvantage:*  
The Library may spend more if the contractor does not perform or pay their sub-contractors.

**Option 2:** Require the Payment and Performance Bond Requirements  
*Advantage:*  
The Library is covered if the contractor does not perform or pay their sub-contractors.  
*Disadvantage:*  
The Library spends approximately $15,000 more on the project

**VI. PAYMENT and PERFORMANCE BOND RECOMMENDATION:**  
The Staff recommends Option #1.

**VII. CONTRACT EXECUTION OPTIONS:**
**Option 1:** Approve staff executing the contract with T&G for GC services.  
*Advantage:*  
The projects start on time  
*Disadvantage:*  
The Library may spend more than originally anticipated.

**Option 2:** Renegotiate the contract with T&G for GC services  
*Advantage:*  
The Library may save some funds.  
*Disadvantage:*  
The projects are delayed and the Library is not assured of any cost savings.

**VIII. CONTRACT EXECUTION RECOMMENDATION:**  
The Staff recommends Option #1.
BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 20-066

General Contractor Contract Approval For Albertson Room at Main Refurbishment Projects

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, held in the City of Orlando, on the 11th of June, 2020, at 6:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the project budget of $256,542 $343,636

2. To approve waiving of the Payment and Performance Bonds (as allowed in F.S. 255.05)

3. To approve staff to execute the contracts with T&G Construction for the project

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
June 11, 2020

Discussion & Possible Action Items
Orange County Library System
Board of Trustees Meeting
June 11, 2020

Information
Orange County Library System
Board of Trustees Meeting
June 11, 2020

Director’s Report
MAY 2020

MARKETING SNAPSHOT
Compiled by Marketing & Public Relations (MPR)

SOCIAL MEDIA HIGHLIGHTS

Engagement was up during this time period for an overall 27.6%.

This time period, we focused on education regarding our reopening plan and our new safety measures. We created a shareable social media graphic that was posted to all of our platforms (it was shared 85 times on Facebook). Scottie Campbell wrote a blog post about the steps the library is taking to protect everyone’s health: ocls.info/ocls-blog/were-reopening-care. And we made sure to post weekly with the latest updates regarding the latest openings.

In addition to our efforts to work on public education, we also had some great content highlights. We hosted two YouTube/Facebook Live events.

- May 5: 75 views on YouTube and 45 on Facebook (Instant Pot Vietnamese)
- May 19: 46 views on YouTube and 32 on Facebook (Qigong Movement & Breathing)

We also posted a ‘This or That’ shareable template for Star Wars Day on May 4. We received 19 tags on social media, which is highly successful.

OUTREACH HIGHLIGHTS

Mike Donohue outlined the library resources available to parents and families during this trying time at the most recent online meeting of the Federation of Families of Central Florida on May 20. Participating parents learned how to schedule time with the library’s social worker, utilize Home Delivery and enroll their children in Virtual Summer Reading Program.

Thank you, Mike, for sharing all that OCLS have to offer to the community! Muriel (Federation of Families of Central FL)

MEDIA HIGHLIGHTS

- Wall Street Journal mentioned Orlando Public Library in their obituary of Mr. Melrose titled ‘Ken Melrose Revitalized Lawn-Mower Maker Toro’ on May 15.
- Watermark, an LGBTQ+ publication, told readers about our approach to reopening in an article titled ‘Orange County libraries make changes’ on May 22.
- West Orange Times & Observer outlined our virtual events for children in ‘Library hosting virtual programs’ on May 20.
- WFTV Channel 9 shared the news of Home Delivery’s return with ‘LIVE UPDATES: Orange County libraries to start delivering books again next week’ on May 5.

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Director’s Report: June 2020

As of June 1, all locations were open the public again, after many weeks of closure due to COVID-19. The phased reopening plan saw the Southeast, Winter Garden, South Trail, North Orange and South Creek branches open on May 18, followed by the opening of Alafaya, Chickasaw, Eatonville, Fairview Shores, Hiawassee, Southwest, Washington Park, West Oaks and Windermere branches on May 26. On June 1, we opened the Orlando Public Library.

So far, the openings have gone smoothly. Only a handful of customers have been displeased that we are requiring them to wear masks while in the building. Most have been happy to have access to books, home delivery and computers. So far, it has been relatively quiet at all locations, and we have not had the occupancy require staff to restrict the number of people in any of the buildings.

Staff have continued to offer virtual events to the community, which has been a very successful effort. In April, they offered 138 virtual events, which were attended by 3,838 people. In May, staff increased the number of events to 276, with an attendance of 7,166. Those events included a National DNA Day event with PBS Books, an interactive Facebook Live that drew more than 500 people, and a virtual Cuisine Corner that drew more than 100 people who watched Chef Yamira Lee Johnson show them how to make easy meals using pantry staples. Staff also continued to host storytimes with local elementary schools, and they continue to receive extremely positive feedback from local educators about these events, who are grateful to have these opportunities available to children.

The virtual offerings will continue all summer long, as the Summer Reading Program has gone virtual. Staff are offering livestreamed events for kids every Monday at 10 a.m. on the Library’s social media channels, and every day staff have virtual programs and events for kids of all ages on Zoom. Highlights include live coding classes for kids, classes for teens that teach them to make their own video games in Unity, art programs for families and reading challenges for adults and children through Beanstack. It’s not the Summer Reading Program we’re accustomed to, but it’s a full slate of engaging programs that give people high-quality library programs from the safety and comfort of home.

Although Summer Reading has gone virtual, the Library continues to partner with Orange County Public Schools to offer Mobile Lunch from June 1 through July 31. Each day, OCPS will provide a free bagged breakfast and lunch to children at six library locations, Monday through Friday. The service is grab and go, and each child can take one breakfast and one lunch with them each day. The schedule is as follows:

Chickasaw Branch: 11 a.m.-noon
Fairview Shores Branch: 11 a.m.-noon
Hiawassee Branch: 11:30 a.m.-12:30 p.m.
South Creek Branch: 11:30 a.m.-12:30 p.m.
North Orange Branch: 12:45 p.m.-1:45 p.m.
South Trail Branch: 1 p.m.-2 p.m.

As discussed at the last board meeting, Melrose Center staff put their talents to work producing PPE for healthcare workers at Orlando Health. While the library was closed, staff created 824 face shield visors, 193 ear-loop extenders and 22 chin adapters, which were donated to Orlando Health. The Melrose team is also 3D printing Montana-style masks that will be donated to Advent Health.

The final episode of the first season of Melrose in the Mix, a TV show created from footage of local musicians doing live-studio performances in the Melrose Center, airs on June 25 on WUCF. The series, a partnership between OCLS and WUCF, consisted of six episodes. The first was aired in January, and it will go into reruns in July.
Recent System-wide Events

Melrose Center

- Membership for Melrose Meetup groups continued to show small growth during May:
  - Orlando Audio – 1,072 (+3)
  - Orlando Digital Media Design – 1,124 (+9)
  - Orlando Melrose Makers – 92 (0)
  - Orlando Out Tonight Theatre – 2,035 (+4)
  - Orlando Photo+Design – 3,198 (+2)
  - Orlando Video & Post Production – 2,339 (0)

- Working from home with Melrose Center resources, the Fab Lab team concluded a six-week drive to produce PPE for healthcare workers at Orlando Health. Total PPE created and delivered: 824 face shield visors, 193 ear loop extenders and 22 chin adaptors. Orlando Health supplies reached a level that allowed them to close their donation center May 15. The Fab Lab team has since been creating ear loop extenders for all OCLS staff, with over 200 3D printed and distributed thus far. The team is also 3D printing Montana-style masks that will be donated to Advent Health. Yesenia Arroyo was interviewed by El Sentinel regarding the Fab Lab team’s PPE efforts. Read it [here](#).

- The fifth episode of the *Melrose in the Mix* TV series aired May 21 on WUCF-TV. Austin, Texas-based R&B modern funk outfit The Vapor Caves featured, from their session in the audio studio last October. This was the second consecutive *Mix* TV show to feature a session offered in association with Swamburger Presents. The local emcee, producer, promoter and Orlando music luminary has helped bring talented touring artists to the live recording series, increasing the event’s profile in the music community. See the episode [here](#).

- The video version of our second *Reel to Real* podcast episode was published to YouTube on May 6. The show, featuring Beth McKee and Debbie Smith, was filmed by the Melrose Video team in February. Leo Linares co-hosted with Bruce Hensal. Episode 3, featuring David Schweizer and Howard Albert, was released across multiple podcast platforms on May 25, with the video published on May 28. Drigo Garcia-Salas co-hosted episode 3 with Bruce.

- Throughout the month, Juan Rivera led seven game design virtual events via Zoom based on curriculum typically offered in the Melrose Center. The three Blender events on May 7, 12 and 14 drew 16 registered attendees, while the four Unity events on May 19, 21, 26 and 28 drew 18 registrants. Carlos Paz and Robert Jakab served as co-hosts for the events.

- All Melrose Instructors have been conducting Zoom test sessions in preparation for leading regularly offered virtual events throughout the next few months. More than 50 virtual events across all Melrose pods have been scheduled for June, mostly modified versions of in-person classes but also some new workshop-type content.

- Since the Library’s closure, Melrose staff have been focused on creating short videos and other content for regular social media posts. Here’s a summary for May:

  **Audio**
  - Hiding tracks in Logic Pro X video
  - Behringer PowerPlay illustrated video (in collaboration with Juan Rivera)
  - Introduction to synthesizers, electronic music and VCV Rack software
  - How to configure track headers in Logic Pro video
  - Review of XLR cables illustrated video (in collaboration with Juan Rivera)
  - How to turn drum tracks into MIDI tracks in Logic Pro X video
  - How to change the grid value on the piano roll in Logic Pro X video
  - How to use the Scissor Tool and Timeline Selector in Logic Pro X
  - How to move musical notes in Logic Pro X

  **Video**
  - Review of Fab Lab Team producing/delivering PPE (in collaboration with Frank Mackey) video
  - Review of how to access databases on Library website video
How to slow down and speed up footage in Premiere Pro video
- How to get better sound shooting at home video
- How to use screen recording to capture picture and audio on your iPhone video
- How to wipe transitions in After Effects video
- Review of Reel to Real podcast series video
- Review of Melrose in the Mix live recording series video
- How to use the Planar Tracking feature in After Effects video
- Review of find/use Ancestry genealogy database on Library website video
- Troubleshooting potential issues using Zoom video

Photo/Design
- Photo Tip: close up and wide-angle advice w/ image
- How to scan old photos with a smart phone video
- Photo Tip: pre-photo shoot checklist, arrive early w/image
- Photo Tip: How to illuminate/manage lens flair w/ image
- Photo Tip: Selecting the Right ISO info w/ image
- Art Tip: Alternative Art Forms video
- Art Tip: Photoshop Smart Objects video
- Art Tip: Five Photoshop alternatives for artist video
- Art Tip: Photoshop Channels video
- Art Tip: Using Photoshop Actions to speed up workflow

Theatre
- How to create sheet music in Garageband video
- Call to artists for Virtual Open Mic video

Alafaya
- On 4 May, Priscilla Diaz-Ortiz led the virtual event, “English from Zero,” 22 people attended.
- On 4 May, Lauren Mathur led the virtual event, “Pajama Party,” and had 35 attendees.
- On 5 May, 05 Priscilla Diaz-Ortiz led the virtual event, “Conversation Hour,” 20 community members attended.
- On 8 May, Alafaya hosted the virtual event, “Caregiver Connect - Stay and Play,” 5 people participated.
- On 11 May, Priscilla Diaz-Ortiz led the virtual event, “English from Zero,” and had 24 participants for this ESL program.
- On 12 May, Priscilla Diaz-Ortiz led the virtual event, “Conversation Hour,” 27 community members attended.
- On 14 May, Lauren Mathur hosted the virtual event, “Alafaya Book Club,” and 12 people attended.
- On 14 May, staff members at Alafaya led the virtual event, “Escape with Magic,” there were 17 participants.
- On 14 May, Lauren Mathur led the virtual event, “Stories and a Craft with Ms. Lauren,” 48 people attended.
- On 15 May, Lauren Mathur held the virtual event, “Frozen Story and Craft,” she had 77 attendees.
- On 18 May, Lauren Mathur the virtual event, “Pajama Party,” “where 37 community members attended.
- On 19 May, Priscilla Diaz-Ortiz held the virtual event, “Conversation Hour,” and had 27 attendees.
- On 22 May, Lauren Mathur led the virtual event, “Sesame Street Storytime,” she had 94 participants.
- On 26 May, Priscilla Diaz-Ortiz led the virtual event, “Conversation Hour,” 19 community members attended.
- On 26 May, Lauren Mathur held the virtual event, “Sunshine State Jr Read-A-Long,” and had 51 attendees.
- On 28 May, the team at Alafaya led the virtual event, “Escape with Magic,” and had 23 people attend.
- On 28 May, Lauren Mathur the virtual event, “Meet the Author Live: Jenny Torres Sanchez,” where 27 community members attended.
Chickasaw

- ESL Instructor hosted "Writing Clearly for Beginners" on May 5, 28 people attended virtually.
- ESL Instructor hosted "English from Zero" on May 6, 19 people attended virtually.
- ESL Instructor hosted "Writing Clearly for Beginners" on May 7, 30 people attended virtually.
- ESL Instructor hosted "Writing Clearly for Beginners" on May 12, 36 people attended virtually.
- ESL Instructor hosted "English from Zero" on May 13, 22 people attended virtually.
- ESL Instructor hosted "Writing Clearly for Beginners" on May 14, 36 people attended virtually.
- ESL Instructor hosted "Writing Clearly for Beginners" on May 19, 42 people attended virtually.
- ESL Instructor hosted "Writing Clearly for Beginners" on May 20, 17 people attended virtually.
- ESL Instructor hosted "Writing Clearly for Beginners" on May 21, 26 people attended virtually.
- ESL Instructor hosted "Writing Clearly for Beginners" on May 26, 35 people attended virtually.
- ESL Instructor hosted "Writing Clearly for Beginners" on May 27, 20 people attended virtually.
- Chickasaw Assistant Manager hosted the virtual staff training “Let’s Get Digital!” on May 1, 10 staff members participated.
- The staff members at the Chickasaw Branch have attended a total of 117 training opportunities this month.

Eatonville

- Eatonville’s Manager hosted “Goal Getter Virtual Board Workshop” on May 21, 10 people attended virtually.
- The staff members at Eatonville Branch have attended a total of 35 training opportunities this month.
- Eatonville’s Branch Circulation Clerk promoted SRP and Beanstack during 4 Virtual Story Times for Pinewoods Elementary School.
- The Customer Service Tech at Eatonville prepared to co-host 26 upcoming SRP Virtual Tech Classes.
- The Customer Service Lead and Branch Circulation Clerks at Eatonville scheduled and prepared to teach upcoming SRP Virtual Events.

Fairview Shores

- Branch Librarian and Branch Circulation Clerk hosted, “Caregiver Connect Stay and Play” on May 4, 11 and 18, 24 customers attended virtually.
- Fairview Shores Manager and Customer Service Lead hosted “Central Florida Book Club” on May 12, 23 customers attended virtually.
- Branch Librarian and Branch Circulation Clerk hosted “Mother Goose on the Loose” on May 6, May 13, 20, and 27, a total of 116 customers attended virtually.
- Fairview Shores Manager and Branch Circulation Clerk hosted “Tertulia Cuatro Gatos Spanish Book Club” on May 7 and 21, 33 customers attended virtually.
- Branch Circulation Clerk hosted “Storytime with Ms. Kristen” on May 7, 14, 21 and 28, 201 customers attended virtually.
- Branch Circulation Clerk and Technology Trainer, Casual Branch hosted “Virtual Event: Knit and Crochet Meetups” on May 8 and 22, 7 customers attended virtually.
- In May, Branch Circulation Clerk worked on and submitted a Storytime video, “The Three Little Pigs,” for OCLS’ YouTube page. This event is not yet posted.
- Branch Librarian and two Branch Circulation Clerks collaborated to create reoccurring virtual variety show program: brainstormed idea, created shared Word doc, outlined everything, discussed options, proposed idea to managers, and wrote program summary.
  o Continuing to develop this program series: planned segments, collaborated to work through issues, tested technology, rehearsed segments, etc.
- The Customer Service Lead at Fairview Shores Branch continues to work with the Circulation Department to clean and edit 2,300 circulation records in preparation for the ILS switch to OCLS WISE.
• Staff members at Fairview Shores Branch have attended a total of 69 unique training opportunities this month.

Herndon
• Herndon staff members hosted a “Caregiver Connect” on May 13, 10 people attended virtually.
• The staff members at Herndon have attended a total of 107 training opportunities this month.
• Staff have been practicing in Zoom in preparation for conducting SRP events.
• The librarian at Herndon created a blog post for the OCLS blog.
• The Staff at Herndon have been working to streamline our collection in preparation for redistribution.

Eatonville
• Eatonville’s Manager hosted “Goal Getter Virtual Board Workshop” on May 21, 10 people attended virtually.
• The staff members at Eatonville Branch have attended a total of 35 training opportunities this month.
• Eatonville’s Branch Circulation Clerk promoted SRP and Beanstack during 4 Virtual Story Times for Pinewoods Elementary School.
• The Customer Service Tech at Eatonville prepared to co-host 26 upcoming SRP Virtual Tech Classes.
• The Customer Service Lead and Branch Circulation Clerks at Eatonville scheduled and prepared to teach upcoming SRP Virtual Events.

Main Events & Programs Highlights
• Virtual Events
  o On 21 May, 169 customers attended the "Ask the Literary Agents Panel."
  o Local chef Ha Roda hosted "Instant Pot Vietnamese" on 5 May, demonstrating to 123 people one of her favorite recipes.
  o Local PBS station WUCF hosted a preview of the documentary PBS Asian Americans on 7 May for 96 attendees.
  o On 19 May, 78 people attended the "Qigong Movement and Breathing" to learn how to use these techniques in their daily lives. Since the event, the video has garnered over a thousand views on our YouTube channel and 897 views on our Facebook page. Due to this event’s success, it will recur monthly.
  o Songwriter Ross Malcolm Boyd hosted "Finding Your Song" on 26 May, allowing 37 people the chance to walk away with tools and new inspiration for approaching songwriting.

• Recorded Events
  o The Writing Tip of the Week videos featured a different guest author for each episode. The authors included Kristin Dufree on 18 May (49 views), Stephen Morgan on 11 May (51 views), and Ashley Hearn on 4 May.
  o Cuisine Corner: Tex Mex Chicken and Zucchini with Chef Karen Ross was posted on our YouTube channel on 21 May and has had 236 views.

• Staff Training
  o Staff attended 15 training sessions on platforms such as SumTotal, YouTube, and Lynda.com.
  o Staff continued training on platforms such as Zoom, StreamYard, Facebook, and Beanstack.
  o Staff began training other departments on platforms to host their online events, including Zoom and StreamYard.

Youth Services Highlights
• In partnership with the Orlando Sentinel, the One Book, One Community Beanstack challenge concluded with 483 participants. The challenge featured family reading tips, book-related activities, and earning coordinated badges for the reading challenge.
The Digital Literacy Beanstack Challenge concluded this month with 234 participants (for grades K-5) and 60 participants (for grades 6-12). The goal of this challenge was to help students and the community learn more about becoming responsible and informed digital citizens.

Virtual Storytimes were presented at 13 Elementary Schools (51 events, 1200 attendees).

Virtual Storytimes were presented at 10 Head Starts (33 events, 485 attendees).

The virtual Caregiver Connect: Stay and Play weekly event series had a total of 64 attendees exploring creativity through songs, connections, and play.

On 12 May, a total of 53 attended Mayor Buddy’s Book Club's first virtual book celebration, which included engaging with the author virtually, fun trivia, and a prize giveaway. The event had an artistic element with the author inviting attendees to draw with him as he demonstrated how to create a cartoon of the book's main character!

The OCLS storyline (407-789-1390) provided a selection of fun, interactive stories told by professional storytellers for 57 callers.

This month's Hero Spark Online Adventure teen programming had a total of 34 attendees interacting with virtual worlds and role-playing.

The virtual Zero to Five Storytime weekend events had a total of 52 attendees for two events (30 May and 31 May). Attendees enjoyed songs, stories and developed early literacy skills through the repetition of nursery rhymes.

Learning Central Highlights

- The Talking Book service started on 11 May, and over 33 Talking Book customers were helped by phone or email, and many more started to receive items again from OCLS.
- Staff worked on transitioning Career Academy classes to a virtual environment and scheduled the first two classes for June.
- The Social Worker helped over 45 customers find information about a variety of topics, including housing and unemployment.
- The Downloadables Team helped 35 customers troubleshoot access to OCLS Digital Media providers, including OverDrive, Hoopla, and more.
- Multiple Resource Guides were updated or created, including Virtual Book Displays, Consumer Health, Start Your Own Business, Coronavirus, We Remember, Substance Abuse, and Downloadable Digital Resources.
- Progress continued to be made on auditing the Orlando Memory website. Staff have started to fix found issues and continued to add content to the Orlando Memory website.
- Staff added Mr. Melrose's obituary to Orlando Memory and EPOCH websites.
- Staff trained on how to teach Citizenship Inspired classes.
- Multiple counties in Florida were evaluated and updated with new information and links on the Right Service at the Right Time website.
- The Reference Librarians answered 29 questions, including a local history question from a UCF History Professor.
- Staff were interviewed about a staff pick on the OCLS Shelf Centered podcast.
- In May, Learning Central, in partnership with Marketing, presented "Open Hour with a Librarian" on Twitter and Facebook, assisting eight customers with reader's advisory services.
- Learning Central continued teaching ESOL classes virtually.

TEC Virtual Highlights

- Customers attended eight virtual sewing classes and virtual sewing open labs for a total attendance of 52.
- A total of 21 Photoshop classes were offered, with 148 customers attending.
- A total of 24 Excel classes were offered, with 329 customers attending.
- Web Design classes in HTLM and CSS were offered, with 131 customers attending 16 classes.
- Various Quickbook classes were offered, with 118 customers attending 18 classes.
- Train-the-Trainer sessions were conducted in May four times to 52 OCLS trainers to prepare them to offer our first Virtual SRP classes to youth this summer.
Main: Marketing and Public Relations Activities

- Reintroduced These Three Things Instagram feature, which has been on hiatus while libraries were closed
- Coordinated an art show for Orlando Public Library featuring art from local artists that highlights feelings about how COVID-19 has impacted the community
- Created a digital flipbook featuring the library’s virtual events, which was emailed to our emailing list of more than 200,000 subscribers
- Designed and release Virtual Summer Reading Program profile frames for Facebook, which allow staff and customers to share their excitement about our online programs
- Facilitated Open Hour With a Librarian on Facebook, which gives customers a chance to ask our librarians for book recommendations in real time
- Created digital graphics to share with customers about Summer Reading Program events
- Shared flyers for distribution on Books by MAYL packages about Summer Reading Program
- Photographed staff at libraries wearing masks, to share in enewsletters, social media and the media to remind customers that masks are now required while in the library
- Created new Summer Reading Program promotional video, to highlight the fact that “the adventure comes to you” at home this year
- Launched Episode 5 of Shelf Centered podcast
- Created signage and digital graphics for use in all branches advising people of library’s rules for reopening post COVID-19
- Released library’s Annual Report, highlighting our 2019 successes
- Conducted interviews with WESH 2, highlighting library’s reopening and Virtual Summer Reading Program
- Conducted interviews with Salsa 98.1 and Despierta America TV show
- Conducted virtual volunteer meetings and virtual FOL Board meeting
- Collected $200 in donations from Orlando Merch Store for the FOL, as a result of our t-shirt sales campaign with that outlet
- Continued to post enhanced blog content to showcase library resources and programs
- Participated in Downtown Orlando Partnership virtual Members Council meeting
- Worked with Downtown Orlando Partnership to highlight library resources available during closure
- Crafted statement to the public about library’s intolerance of violence, racism and hatred, in the wake of the killing of Mr. George Floyd in Minneapolis.

North Orange

- North Orange ESOL Instructor hosted “English from Zero” on May 21, 22, 28 & 29; 90 people attended virtually.
- Every Wednesday for the month of May, the Tech Trainer hosted “Basic Spanish” classes. 60 students attended the event virtually.
- The North Orange team attend at total of 45 online training opportunities during the month of May.
- North Orange staff participated in the OCLS Beanstack Training Program – Staff Edition Challenge.

South Creek

- On 5 May, "Fun with the Number One/Numero Uno with Ms. Laura” was posted on the OCLS YouTube page. This event has been viewed 108 times.
- South Creek’s staff hosted “ArtMazing” on 8 and 22 May; 68 people attended virtually.
- South Creek’s staff hosted “Tea and Conversation on 17 May; 14 people attended virtually.
- South Creek’s ESOL instructor hosted “English Conversation” on 12, 19, and 26 May; 90 people attended virtually.
- South Creek’s ESOL instructor hosted “Conversation Hour” on 7, 14, 21, and 29 May; 98 people attended virtually.
South Creek’s Youth Program Specialist hosted “Storytime and a Craft with Miss Cassandra” on 28 May; 26 people attended virtually.

• The staff members at the South Creek Branch have attended a total of 52 training opportunities this month.
• South Creek staff signed up to host 44 virtual classes and events for the Summer Reading Program. Staff participated in Zoom training and practice sessions.
• South Creek Managers scheduled programs and classes, assigned co-hosts for events, coordinated Zoom training for presenters and moderators, and scheduled Zoom meetings for events.
• South Creek staff participated in the OCLS Beanstack Training Program – Staff Edition Challenge.

South Trail
• During May, Niurka Olivera de Ojeda and co-host Sharon Payton offered eight sessions of the Virtual “Citizenship Inspired” classes. An average of 14 people attended each “Citizenship Inspired” class to learn how to become a United States citizen.
• On 12 May, Stephanie Robinson and co-host Danielle Haight-Mueller offered a virtual event, “Fun on the Farm with Ms. Stephanie” and entertained 51 participants with her signing and storytelling.
• On 21 May, Stephanie Robinson hosted a virtual event, “Storytime Fun with Ms. Stephanie.” Stephanie sang, told stories and read books to 48 attendees. Danielle Haight-Mueller was the co-host.
• Prior to opening on May 18, staff members utilized their time wisely to attend a total of 75 training opportunities during the month of May.

Southeast
• Every Friday for the month of May, the ESL Specialist from Southeast presented, “English from Zero.” 165 people attended these classes.
• During the month of May, the ESL Specialist from Southeast presented, “Writing Clearly.” 194 people attended these classes.
• Every Wednesday for the month of May, the ESL Specialist from Southeast presented, “Reading Clearly.” 119 people attended these classes.
• The Youth Program Specialist from Southeast presented “Storytime with Ms. Jewels.” 45 people attended this event.
• The part-time Technology Trainer presented “Spanish from Zero: Basics” and “Spanish from Zero: Intermediate.” 238 people attended these classes.

Southwest
• Southwest staff hosted a Star Wars themed “May the 4th” virtual event on May 4th with 36 attendees for a story, stretches, and a craft.
• Southwest staff hosted 4 instances of virtual Caregiver Connect events with a total of 18 participants.
• On May 7th, Songs and Stories with Miss Megan has 44 attendees participate in the virtual event.
• Southwest staff hosted 4 virtual Homeschool Meet Ups throughout the month with a total of 90 participants.
• Southwest staff hosted the first virtual Craft and Chat on May 13th with 7 attendees.
• Southwest staff hosted a virtual “Let’s Do Lunch,” fried rice edition on May 14th with 9 attendees.
• Southwest staff invited local artist Al Aki to teach a virtual origami class for “Stressbuster Art: on May 18th that had 18 participants.
• On May 19th, “Storytime with Ms. Debbie” had 58 participants join the virtual event for stories, songs, a craft for children, and literacy tips for the parents.
• Southwest staff hosted virtual Fiber Arts Meet Up twice with a total of 5 attendees.
• On May 26th, the first virtual Southwest Book Club and had 21 attendees participate in the discussion about what they had been reading during their time “sheltered in place.”
• Southwest staff have attended a total of 74 trainings during the month of May.
• Southwest staff contributed a total of 6 reviews to the Staff Picks Database.
A Southwest staff member completed a Wellness in the Workplace course provided through the National Network of Libraries in Medicine.

Southwest staff signed up to host 65 virtual events and classes for the Summer Reading Program; Southwest managers scheduled the programs and coordinated with two other branches to secure moderators for technology classes.

Washington Park

- The staff members at the Washington Park Branch have attended a total of 65 training opportunities this month.
- The Washington Park Technology Trainer contributed to the OCLS twitter account throughout the month by creating new content, reading, liking, retweeting, and replying to posts.
- The Washington Park Manager worked with two other branches to coordinate co-trainer/moderator coverage for a total of 50 virtual SRP technology classes.
- Washington Park staff participated in the OCLS Beanstack Training Program – Staff Edition Challenge.

West Oaks

- On 5 May, West Oaks Genealogy Specialist presented “Digging Up Land Records” for a virtual audience of 45 people.
- On 6 May, West Oaks Genealogy Specialist presented the virtual event, “Exploring DNA and the Shared cM Project” for 27 attendees.
- On 7 May, West Oaks Librarian held the virtual “Food Fun Storytime” for 36 children and their caregivers.
- On 13 May, West Oaks Genealogy Specialist hosted an advanced “Genealogy Research Question Workshop” via Zoom for 14 attendees to get help with their own research.
- On 14 May, West Oaks Librarian presented a virtual “Whale Storytime” with fun stories, songs and activities for 47 children and their caregivers.
- On 19 May, West Oaks Genealogy Specialist presented a virtual event on “Immigration Records” for 56 attendees to learn more about using these kinds of documents in their own research.
- On 21 May, West Oaks Librarian hosted a virtual “Naughty Children Storytime” for 42 children and their caregivers.
- On 26 May, West Oaks Genealogy Specialist presented “Church and Cemetery Records” via Zoom for 45 attendees.
- On 28 May, West Oaks Librarian presented “My Name Storytime” online for 45 attendees and celebrated each child’s unique name.
- In May, West Oaks staff attended 92 trainings and professional development webinars to build and strengthen their skills in a variety of areas.
- West Oaks staff signed up to present at least 61 virtual events this summer.

Windermere

- Windermere staff attended Zoom training and had staff practice sessions during the month.
- On Monday May 4th Windermere hosted a virtual science class for homeschoolers. 18 children and 7 adults participated.
- On Tuesday May 5th Ms. Melissa hosted Music and Movement and there were 31 in attendance.
- On May 13th the manager attended an online Storytelling by Ms. Deana for the Independence Elementary School and shared information on Beanstack and encouraged students to use this program.
- On May 7th Citizenship Inspired classes resumed and 1 adult participated.
- The ever-popular Art class for Homeschoolers returned on May 8th with 26 enthusiastic partakers.
- Beginning Spanish for adult learners was offered on May 12th, 4 adults attended this one.
- On May 14th Citizenship Inspired was again offered and 2 adults were in attendance.
On May 25th Homeschool: the Oregon Trail had another enthusiastic group of 16 children and 8 adults.

Homeschool: Science on May 18 had 22 watching some great chemical experiments done by Ms. Joan.

On May 19th Quarantine Art Therapy for adults had 15 participants enrolled.

The popular monthly evening program Pajama Jamboree enrolled 14 for bedtime stories and a craft.

On May 22nd there were 15 in attendance at the Homeschool Art event.

80 questions for the Citizenship test were reviewed at the Citizenship Inspired class on May 28.

On May 29th Homeschool group of 20 had another lively session with Ms. Melissa learning about the Legends of the Pharaohs.

Windermere signed up for 66 virtual events for SRP for this year.

Windermere staff attended 118 training sessions during May.

Winter Garden

- On 8 May, Jessica Hart Howell hosted “Virtual Event: Let's Crochet Lazy Waves Mug Wrap” for 6 participants.
- On 22 May, Jessica Hart Howell hosted “Virtual Event: Let's Crochet Scrapghans (Stash Buster)” for 6 attendees.
- On 29 May, Erin Reichel hosted “Virtual Event: Caregiver Connect - Stay and Play” for 22 attendees.
- “Virtual Event: Spanish Practice for Kids,” was hosted on three occasions by Zully Escobar. A total of 15 students attended.
- “Virtual Event: English from Zero,” was hosted by Patrick Seifer on 4 occasions in May for a total of 150 students.
- “Virtual Event: Knit and Crochet Meetup,” was hosted by Jessica Hart Howell on 4 occasions in May, for a total of 36 attendees.
- The staff members at the Winter Garden Branch have attended a total of 61 training opportunities this month.

Upcoming Virtual Library Events

Summer Reading Program Highlights

Imagine your own story during the Orange County Library System’s annual Summer Reading Program. This year we’re bringing you all our programs, classes and events completely online. Your family can enjoy all the library has to offer from the comfort of home!

Celebrate Summer Virtually with FREE DAPS

**Monday, June 1, 10 a.m.**

Celebrate summer virtually with FREE DAPS, a local group of freestyle rappers and improvisers who use hip-hop to create a thrilling, one-of-a-kind musical comedy show every time they perform! Recommended for families.

Dragons: Return of the Ice Sorceress

**Monday, June 8, 10 a.m.**

Travel on a daring journey to release the dragons and save the kingdom from the Evil Ice Sorceress. When things don’t go as planned, we’ll need to look to ourselves (and science) for the answer! Presented by the Sciencetellers. Recommended for lower and upper elementary.

The Mixed-Up Fairytale

**Monday, June 15, 10 a.m.**

Storyologists Page Turner and Kenny need your help to break a spell placed on Sleeping Beauty as this magical show comes to life. Presented by Page Turner Adventures. Recommended for families.
**Bee Parks and the Hornets**  
*Monday, June 22, 10 a.m.*  
Move and groove with Bee Parks from indie pop-rock band, Bee Parks and the Hornets! You’ll sing, dance, and play as you learn to become an honorary bee right from your own hive. Recommended for families.

**Tales of Chemistry with DoDad’s Lab**  
*Monday, June 29, 10 a.m.*  
Explore the tales of matter and the changes that occur as Professor DoDad’s lab fizzes, bangs, pops and oozes tales of chemistry. Recommended for lower and upper elementary.

**Babies**  
**Mother Goose on the Loose**  
*Wednesdays, June 10 & 24, 10 a.m.*  
Using rhymes, songs, puppets, musical instruments and more, we will be interacting together to help develop important pre-literacy skills in our littlest ones!

**Mama Goose for Little Geese**  
*Thursday, June 11, 10 a.m.*  
Listen, play and sing along to a nursery rhyme themed storytime filled with special activities for you and your little goose. Recommended for toddlers.

**Zero to Five Storytime**  
From the rhythm and repetition of nursery rhymes to the use of picture books, songs and flannel board stories, your child will be encouraged to develop early literacy skills.

**Toddlers**  
**Artsy Toddler**  
*Tuesday, June 9, 11 a.m.*  
Paint, paste, glue, stamp and create! Young children will enjoy stories, songs and exploring age-appropriate art experiences.

**Toddler Time**  
The use of picture books, finger plays, songs and flannel board stories will encourage the development of verbal and listening skills for this active age group.

**Preschoolers**  
**Imagine You’re a Pirate**  
*Tuesday, June 16, 10 a.m.*  
Set off on an imaginary adventure at sea. Explore the land through pirate theme stories, songs and activities.

**Imagine You’re Royalty**  
Tuesday, June 23, 10 a.m.  
Practice being a prince or a princess and learn about responsibility and designing a kingdom through stories, songs, and play.

**Wild Penguin Tales**  
*Wednesday, June 17, 4 p.m.*  
Get ready to learn all about penguins! In this program, we’ll sing songs, read stories, and share fun facts about our wild penguin friends.
Children

Neo-Plastic Art
Tuesday, June 9, 2 p.m.
Learn to create your own art using the neo-plastic style of Dutch painter Piet Mondrian.

Project WILD: Insect Inspection
Thursday, June 11, 1 p.m.
Learn how to identify insects and lead a scientific insect investigation. Recommended for lower elementary.

Project WILD: Deep Blue Sea
Monday, June 29, 1 p.m.
Dive in! Learn about oceans and develop an appreciation for ocean life. Recommended for lower elementary.

Families

Tall Tales to Tell
Wednesday, June, 3 p.m.
We’ve got a whopper of a tale for you! Learn how to use the characteristics of a tall tale to create one of your own and make the unbelievable believable.

Into the Big Bad Woods
Wednesday, June 24, 3 p.m.
Does your family have what it takes to complete a series of challenges, outsmart fairy tale villains and escape the Big Bad Woods? Work together to find out!

What’s the Point? Morals in Classic Tales
Friday, June 26, 3 p.m.
Listen to classic fairy tales and discuss the lessons found in each one!

Tweens

History Happening: Ancient China
Tuesday, June 2, 2 p.m.
Travel with us to the Forbidden City to discover the ancient world of the Ming Dynasty. You’ll learn more about the fascinating history and culture of Ancient China. Recommended for upper elementary.

Animal Crossing Party
Tuesday, June 16, 2 p.m.
Explore New Horizons as we celebrate the newest Animal Crossing game! Enjoy crafts and activities involving your favorite animal friends. Recommended for upper elementary and tweens.

Edgy Emojis
Friday, June 19, 4 p.m.
Let’s figure out how music makes us feel, emoji style!

Teens

Magical Menagerie
Tuesday, June 23, 4 p.m.
Compare popular magical creatures from well-known stories through trivia, games and even create one of your own. Recommended for tweens and teens.
Animal Crossing Club
Monday, June 1, 4 p.m.
Calling all Animal Crossing Fans! Connect with other fans of this popular game and learn tips and tricks to grow your island.

Citizenship Inspired
Citizenship Inspired
Tuesdays & Wednesdays, June 2, 3, 9 & 10, 2 p.m.
Tuesdays & Wednesdays, June 16, 17, 23 & 24, 2 p.m.
During these four-class, virtual programs offered via Zoom, students will meet to prepare for the U.S. Naturalization (Citizenship) Test and Interview.

Spanish from Zero: Basics
Tuesdays, 4 p.m.
Come and learn the basic sounds of Spanish so that you may start speaking and be understood. Spanish is spoken in many countries and communities. Although accents may vary, having a basic proper pronunciation is the key to start communicating effectively.

Spanish from Zero: Intermediate
Thursdays, 4 p.m.
Come and learn the basics of Spanish grammar. We learn how to put together Spanish words and phrases so that you may start communicating immediately with people from a Spanish speaking country or community.

Live Online Classes
Our instructors are teaching remotely. Become an Excel wizard, learn to use Photoshop, find out how to use QuickBooks to do your books and more. Visit ocls.info/online to view the schedule and sign up for a virtual event. Dates, times and class offerings vary.

Become a QuickBooks Pro
Keep on top of your business finances with QuickBooks Pro. Learn how to navigate easily through the centers, send and receive payments, manage employees and file your taxes using this popular software.

Harness HTML
Harness the power of HTML for your website. These online classes will take you from your very first lines of code to structuring contemporary websites with HTML5.

CSS Style
Take your websites to the next level with style. Add color, graphics and video to increase audience engagement and give a polished look to your side with CSS.

Virtual Fiber Arts
Break out your stash of fabric or yarn for virtual fiber arts events and classes. From getting together virtually with other fiber arts enthusiasts to learning a new skill, there is a virtual experience for you at the library. Visit ocls.info/fiber-arts to view the schedule and sign up for a virtual event. Dates, times and class offerings vary.

Mask Makers
Masks and ear savers are needed throughout our community. Use your crafting skills for good, whether you’re making a mask for yourself or donating them to our community. In these classes, learn how to sew masks or how to crochet and knit ear savers to make mask wearing easier.
Catch Onto Crochet
Grab a hook and some yarn for crocheting adventures. From your first stitch to completing cool projects with easy, these virtual classes will get you started out right and allow you to practice your new skills.

Alone Together
Share your love of fiber arts with other enthusiasts at a virtual meetup. Everyone’s welcome, whether you’re new to your craft or have years of experience, to hang out and craft together.

Southwest Fiber Arts Meet-Up
*Wednesdays, 10:30 a.m.*
Have a great time connecting with our community on Zoom while working on your fiber art. Be sure to bring your work in progress, yarn and tools. All levels are welcome.

Melrose Center
Take your video to the next level!
Transform the look of your videos using color correction and other effects to add excitement and life to your project.

Video Finishing Touches with Adobe Premiere
*Friday, June 19, 2 p.m.*
Learn quick fixes for video color correction, audio and watermarks for better looking and sounding videos.

Introduction to DaVinci Resolve
*Friday, June 19, 4 p.m.*
Learn how to use this powerful and free video editing and color correction program that will elevate your videos.

Tinkercad Workshop
*Monday, June 1, 11 a.m.*
Learn to make 3D models using Tinkercad.

Reaper Workshop
*Monday, June 1, 2 p.m.*
Learn about the basic setup and unique set of features Reaper offers as a Digital Audio Workstation

Work Like a Pro in Pro Tools
Level 1: Fundamentals
*Monday, June 15, 11 a.m.*
Level 2: Introduction to Editing
*Tuesday, June 16, 11 a.m.*
Level 3: Signal Flow & Effects
*Wednesday, June 17, 11 a.m.*
Master setting up your session, use common editing tools and effectively manage tracks to begin working like a pro in Pro Tools.

Reel to Real Podcast
Listen on your favorite podcast app, at reeltoreal.libsyn.com, or watch on Youtube
Our Reel to Real podcast is co-hosted by Grammy Award-winning audio engineer Bruce Hensal and Melrose Audio Instructors and features both local standouts and national figures in the music industry. Tune in to this unique program, where the stories behind the board go on record.
General Library Events
Social Worker @ the Library
Our Social Worker is available to assist with social and government services. To request service go to ocls.info/socialworker.

Southwest Film Club
Tuesday, June 2, 7 p.m.
Watch the movie, Stagecoach (1939), available on Hoopla, and join us for a live discussion on Zoom. Recommended for ages 18 and up.

Open Hour with a Librarian
Thursdays, June 4–25, 2 p.m.
Get real-time recommendations from OCLS Librarians on what to read next or what to read on specific topics through Facebook or Twitter.

Cuisine Corner: Cool Summer
Monday, June 8, 6:30 p.m.
We must ketchup and relish these summer moments. Library staff will demonstrate how to prepare dishes that will be a hit at your next picnic. Space is limited. Registration required. Register online at ocls.info or call 407.835.7323.

Southeast Book Club
Monday, June 8, 7 p.m.
Join us to discuss a book selection of your choice.

Write to the Market... Or Not?
Tuesday, June 9, 6:30 p.m.
Literary agent Sara Megibow will discuss what attracts an agent’s attention in query submissions. How do you make your submission stand out but also demonstrate how it fits in the market?

Art Meetup with Heidi
Wednesday, June 10, 6:15–7:45 p.m.
Come together with other Central Florida artists. Bring your current art project and have fun chatting while you create. All levels are welcome.

Fairy Tale and Fantasy Film Trivia
Thursday, June 11, 6:30 p.m.
Are you a Disney princess expert? Know your Grimm Brothers backwards and forwards? Join us as we play a fun trivia game exploring fantasy and fairy tales in film.

Craft and Chat
Friday, June 12, 10:30 a.m.
Join us for a virtual meeting using Zoom where we will chat and meet new people while you work on your craft or be inspired to learn a new one! Recommended for ages 18 and up.

OCLS Writers Group
Sunday, June 14, 4 p.m.
Join your fellow writers for critique, discussion and camaraderie. Writers of all genres and experience are welcome. Please attend one meeting before submitting a piece for critique.
Stressbuster Art: Classical Music & Painting  
**Monday, June 15, 10:30 a.m.**  
Color, create, paint and meditate! Join us for a destressing art adventure creating your own painting while listening to classical music and letting it influence your art.

Composting 101 Workshop  
**Monday, June 15, 4 p.m.**  
Join Charlie Pioli, owner of O-Town Compost in a hands-on tutorial demonstrating the basics of composting!

Shakespeare LIVE!  
**Mondays, June 15–July 13, 6:30 p.m.**  
**Monday, July 20, 6–8 p.m.**  
Explore the fantastical world of *A Midsummer Night’s Dream*. Read, learn about and perform excerpts from William Shakespeare’s masterpiece. Recommended for teens and adults. Registration required.

Career Academy: Perfecting Your Resume  
**Tuesday, June 16, 1:30 p.m.**  
Get noticed! Elevate your job application with best practices in crafting a resume and cover letter.

Ask a Lawyer – Presented by The Orange County Bar Association  
**Tuesday, June 16, 6 p.m.**  
The Orange County Bar Association will provide an open forum for individuals to speak with a panel of attorneys to get insight and guidance on Landlord/Tenant and Real Estate Law.

Online Learning Resources at AARP  
**Thursday, June 18, 12:10 p.m.**  
Learn about online learning resources at AARP with Ingrid Collins, Associate State Director. This seminar is part of the monthly LIFE Information for Elders series.

Let’s Do Lunch  
**Thursday, June 18, 12:15 p.m.**  
Join us, live on Zoom, as Library staff cook a quick lunch for the family. We will be cooking curry chicken and potatoes.

Guided Journaling  
**Thursday, June 18, 4 p.m.**  
Join us for guided journaling. We’ll provide prompts to help you reflect and write.

Meet the Author Live: Katie Cotugno  
**Thursday, June 18, 7 p.m.**  
*New York Times* bestselling author Katie Cotugno will join author and librarian Lauren Gibaldi for a conversation and live Q&A.

How to Draw a Caricature  
**Friday, June 19, 11 a.m.**  
Get creative and try your hand at caricature drawing. Explore some of the art resources OCLS has to offer. Follow along as staff demonstrates how to draw a caricature.
How to View and Appreciate Movies: Great Courses Discussion Part 1  
Mondays, June 22 & 29, 7 p.m.  
We will be looking at Episodes 2 and 7 of How to View and Appreciate Movies in the Great Courses catalog. In this discussion, we will be analyzing the classic Hero’s Journey as well the impact of the golden-age classics Citizen Kane and Casablanca.

Cuisine Corner: Summer Detox Drinks  
Tuesday, June 23, 6 p.m.  
Watch live as Yamira Lee Johnson, head chef and founder of Breaking Bread with Mira, shows you how to makes cool summer detox drinks.

Take a Virtual Trip  
Thursday, June 25, 4 p.m.  
Share your best travel photos and memories so we can all take a virtual summer vacation.

Family Zumba  
Saturday, June 27, 11 a.m.  
Get your family moving with this energizing workout class! Learn basic Zumba moves to help you dance your way to fitness. Zumba uses dance aerobics to create a fun workout. Comfortable exercise clothing and cross training or aerobic style shoes recommended. Recommended for children ages 4–13 and adults.

Dungeons & Dragons Using Roll20  
Sunday, June 28, 2–4 p.m.  
The mysteries of the universe await you in Dungeons & Dragons! Players will learn how to play D&D using a free online service called Roll20 and begin a fantastic adventure. Ages 16 and up. Registration required.

Career Academy Interview: Interview Like a Pro  
Tuesday, June 30, 1:30 p.m.  
You’ve landed an interview! Now what? Get tips that will help you to practice and prepare, and to write a memorable thank you letter.

Service Dogs: Their Work and Their Importance  
Tuesday, June 30, 6:30 p.m.  
Meet wonderful service dogs trained by Expanding Intelligence and learn about the importance of their jobs. See and hear about some of the tasks the dogs are trained in to assist their future handlers.

Genealogy  
Military Records  
Tuesday, June 2, 1 p.m.  
Military records have been created throughout our history regardless of whether or not there was a war being waged. Learn how these records can help you to uncover information on your ancestors.

Genetic Genealogy in Practice Study Group  
Wednesdays, June 3–24, 6:30 p.m.  
Join us for our genetic genealogy study group and learn how DNA test results can help to confirm, extend and deepen your genealogical research.

Genealogy, The Very Basics  
Thursday, June 4, 11:30 a.m.  
So you want to learn more about your family history but don’t know where to begin? This program will introduce you to genealogical terms and techniques.
DNA Testing for Genealogy  
Tuesday, June 9, 1 p.m.  
Learn the basics of genetic genealogy and how DNA testing can supplement your traditional genealogical research. Explore the different types of tests that are available.

Discovering U.S. Census Records  
Thursday, June 11, 11:30 a.m.  
Learn about what information is contained in each of the censuses and discover how to use them as clues to further your research.

Advanced Searching on Ancestry  
Tuesday, June 16, 1 p.m.  

Using Vital Records  
Thursday, June 18, 11:30 a.m.  
Births, marriages, and deaths are important pieces of information for your family history. Become familiar with the key sources for locating your ancestors’ vital records.

Using GedMatch.com  
Tuesday, June 23, 1 p.m.  
Learn how to navigate GedMatch.com and see how a variety of tools can help you further analyze your DNA and connect with your DNA matches.

Digging Up Land Records  
Thursday, June 25, 11:30 a.m.  
Learn about deeds, mortgages, platting and surveys. Discover the difference between metes and bounds states and public land record states.

Exploring FamilySearch.org  
Tuesday June 30, 1 p.m.  
FamilySearch is a tremendous and free source for family history research. Learn how to navigate this website and how to make the most of the information that it contains.
Orange County Library System
Board of Trustees Meeting
June 11, 2020

Public Comment: Non-Agenda Items