Orange County Library System
Board of Trustees Meeting

Board Packet for May 2020
May 8, 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,
May 14, 2020 via Zoom:

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

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
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)
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+1 669 900 9128 US (San Jose)
+1 253 215 8782 US
+1 301 715 8592 US
Meeting ID: 413 603 214

I. Call to Order

II. Public Comment Policy & Procedures

III. Approval of Minutes: Library Board of Trustees Meeting ~ March 12, 2020

IV. Staff Presentation: These Three Things ~ Scottie Campbell

V. Financial Statements and Summaries: April 2020

VI. Dashboard: April 2020

VII. Action Items

20-050 Preliminary FY 2021 Budget: Kris Shoemaker

20-051 Southwest Lease Amendment: Bethany Stone

VIII. Discussion and Possible Action Items

20-052 Herndon Lease: Danielle King

IX. Information

20-054 Director’s Report

20-056 Public Comment: Non-Agenda Items

X. Adjournment

Next Meeting Dates: June 11, 2020 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- July 9, 2020 ~ Windermere Branch Library; 230 Main Street; Windermere, Florida 34786.

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.
Orange County Library System
Board of Trustees Meeting
May 14, 2020

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 cursing, aggressive or threatening behavior when addressing the board or commission or other participants. All comments are directed to the presiding officer and not to individual members of the board or commission or to the audience. No personal verbal attacks toward any individual will be allowed during the conduct of a board or commission meeting. The presiding officer may have individual(s) removed from the podium and/or meeting chambers if such conduct persists after a warning has been issued.

3. All members of a board or commission shall accord the utmost courtesy to each other, staff, and the public members appearing before the board or commission and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities. During board or commission meetings, cell phones are to be turned off or silenced. Use of cell phones by board or commission members and staff for talking, texting, emailing or otherwise will not be allowed during meetings while at the dais, except for emergency communications, research, or during breaks.

**Waiver of Rules:** The board or commission may, at any time, waive all or a portion of these rules of procedure during the course of a meeting. Provided however, that any such waiver shall only be done upon a motion and majority approval of the waiver by members of the board or commission present and voting. Such waivers shall only be granted to insure the protection of the right of members of the public to be given a reasonable opportunity to be heard before a board or commission takes official action on a proposition.

**Training:** Periodic training for Sunshine Law requirements will be scheduled by OCLS for board and commission members.

**Penalties:** Any action taken at a meeting not open to the public, whether intentional or unintentional, is void. The law provides penalties for not complying with the Sunshine Law including criminal penalties, removal from the board position, fines up to $500, and an award of reasonable attorney’s fees against the board found to have violated the Sunshine Law.
Orange County Library System
Board of Trustees Meeting
May 14, 2020

Approval of Minutes:
March 12, 2020 Library Board of Trustees Meeting
Orange County Library System
Board of Trustees Meeting
May 14, 2020

Staff Presentation: These Three Things ~ Scottie Campbell
Orange County Library System
Board of Trustees Meeting
May 14, 2020

Financial Statements &
Summaries: April 2020
Project Summaries:
The attached Project Summaries for the three (3) Restroom Projects include all of the costs paid through April 30, 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 90% complete as of April 30, 2020. The payment for the April work was processed on May 7, 2020. The only tasks left to perform is the final load test and sign off from the City Inspector. The expenses listed on the tracking sheet are related to the first phase and do not reflect the work performed in April.

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 $45,290,079 or 94.3% 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 may not receive the full grant funding. The $59,295 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. We anticipate to receive 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 April 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 April 2020, we received $30,485 or 55.4% of the budgeted revenues, which is on target. The amount is lower than March figures as we processed refunds for canceled rooms due to Covid-19.

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 April.

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 April 2020.
Copy and Vending:
The Library budgeted $225,000 for these services in FY 2019-20. We received $107,821 through the month of April 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.

Fines and Lost Materials:
Revenues from Fines and Lost Materials through April 2020 are $286,060 or 47.7% 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 April 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 nor in the County Grant Revenue Accounts.

Expenses:

Defined Benefit Pension Plan:
The Library budgeted $850,000 for FY 2019-20 and through April 2020 has expended $611,807 or 72.0% 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 44.2% of budget being expended as of April. This is due to the timing of the various utility bills not being received in time to be paid in the month of April. 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 April 2020, the Library expended $682,363 or 71.8% 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 April 2020 the Library expended $513,557 or 64.7% 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.

**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 $1,723,119 incurred so far includes $574,756 for the restroom projects (see attached project summary sheet) and $180,798 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 April 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 April 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.
## OCLS Restroom Renovation Project Budget

**Expenditures As of 4-30-2020**

<table>
<thead>
<tr>
<th></th>
<th>Original Budget</th>
<th>Change Order</th>
<th>Revised Budget</th>
<th>Actual</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Southwest</strong></td>
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<tr>
<td>Project Code 20-001</td>
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<td>Ruby Builders</td>
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<td>$142,166</td>
<td>$0</td>
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<td>Owner Provided Materials</td>
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<td>42,200</td>
<td>41,477</td>
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<td>$183,643</td>
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<td><strong>South Trail</strong></td>
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<td></td>
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<tr>
<td>Project Code 20-003</td>
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<tr>
<td>Ruby Builders</td>
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<td>$7,219</td>
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<td>$166,920</td>
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<td>Owner Provided Materials</td>
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<td>50,840</td>
<td>34,795</td>
<td>(16,045)</td>
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<td>Contingency</td>
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<td>(7,219)</td>
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<td>(13,831)</td>
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<td>$201,715</td>
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<tr>
<td><strong>Southeast</strong></td>
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<td>Project Code 20-005</td>
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<td>Ruby Builders</td>
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<td>Owner Provided Materials</td>
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<tr>
<td><strong>All Branches</strong></td>
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<td></td>
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<td>Ruby Builders</td>
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<td>105,058</td>
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<td>Contingency</td>
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<td>26,908</td>
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<tr>
<td><strong>Total</strong></td>
<td>$638,000</td>
<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
<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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<tbody>
<tr>
<td>Source North America (Tank)</td>
<td>$7,085</td>
<td>$0</td>
<td>$7,085</td>
<td>$7,085</td>
<td>$0</td>
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<tr>
<td>Quest Power Intl. (Generator)</td>
<td>48,356</td>
<td>0</td>
<td>48,356</td>
<td>15,966</td>
<td>(32,390)</td>
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<tr>
<td>Gomez Contraction (Install)</td>
<td>406,668</td>
<td>0</td>
<td>406,668</td>
<td>173,038</td>
<td>(233,630)</td>
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<tr>
<td>Other (Permits, MOT, Etc.)</td>
<td>8,719</td>
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<td>8,719</td>
<td>675</td>
<td>(8,044)</td>
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<td>0</td>
<td>(50,000)</td>
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<td><strong>Project Costs</strong></td>
<td><strong>$520,828</strong></td>
<td><strong>$0</strong></td>
<td><strong>$520,828</strong></td>
<td><strong>$196,764</strong></td>
<td><strong>($324,064)</strong></td>
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</tbody>
</table>
ORANGE COUNTY LIBRARY DISTRICT
Operating Fund
Seven Months Ended April 30, 2020

REVENUES

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

EXPENDITURES

- Salaries and Benefits: 51%
- Operating/Trans to Cap Proj Fund: 32%
- Library Materials/ Cap Outlay: 17%
ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Seven Months Ended April 30, 2020

<table>
<thead>
<tr>
<th>Description</th>
<th>Annual Budget</th>
<th>YTD Actual</th>
<th>(7 months=58.3%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD VALOREM TAXES</td>
<td>48,020,000</td>
<td>45,290,079</td>
<td>94.3%</td>
</tr>
<tr>
<td>INTERGOVERNMENTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State &amp; Federal Grant</td>
<td>50,000</td>
<td>32,596</td>
<td>65.2%</td>
</tr>
<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>59,295</td>
<td>11.9%</td>
</tr>
<tr>
<td>CHARGES FOR SERVICES</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>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td></td>
<td>437,000</td>
<td>234,044</td>
<td>53.6%</td>
</tr>
<tr>
<td>FINES &amp; LOST MATERIALS</td>
<td>600,000</td>
<td>286,060</td>
<td>47.7%</td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>350,000</td>
<td>270,809</td>
<td>77.4%</td>
</tr>
<tr>
<td>Sales of Surplus Property</td>
<td>2,000</td>
<td>725</td>
<td>36.3%</td>
</tr>
<tr>
<td>Contributions - Friends of Library</td>
<td>60,000</td>
<td>39,925</td>
<td>66.5%</td>
</tr>
<tr>
<td>Contributions - Others</td>
<td>20,000</td>
<td>7,907</td>
<td>39.5%</td>
</tr>
<tr>
<td>Internet Rebate</td>
<td>80,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Grants &amp; Awards</td>
<td>40,000</td>
<td>10,450</td>
<td>26.1%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>70,000</td>
<td>41,979</td>
<td>60.0%</td>
</tr>
<tr>
<td></td>
<td>622,000</td>
<td>371,795</td>
<td>59.8%</td>
</tr>
<tr>
<td>TRANSFER FR PROP APPRAISER</td>
<td>12,000</td>
<td>42,363</td>
<td>353.0%</td>
</tr>
<tr>
<td>TRANSFER FR TAX COLLECTOR</td>
<td>400,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>51,471,000</td>
<td>47,179,447</td>
<td>91.7%</td>
</tr>
</tbody>
</table>
## Orange County Library District
### Operating Fund Expenditure Summary

#### Seven Months Ended April 30, 2020

<table>
<thead>
<tr>
<th>SALARIES &amp; BENEFITS</th>
<th>ANNUAL BUDGET</th>
<th>YTD ACTUAL</th>
<th>(7 months= 58.3%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>18,603,000</td>
<td>10,513,090</td>
<td>56.5%</td>
</tr>
<tr>
<td>Medicare Taxes</td>
<td>276,000</td>
<td>149,026</td>
<td>54.0%</td>
</tr>
<tr>
<td>Defined Contribution Pension Plan</td>
<td>1,382,000</td>
<td>788,484</td>
<td>57.1%</td>
</tr>
<tr>
<td>Defined Benefit Pension Plan</td>
<td>850,000</td>
<td>611,807</td>
<td>72.0%</td>
</tr>
<tr>
<td>Money Purchase Pension Plan</td>
<td>939,000</td>
<td>548,983</td>
<td>58.5%</td>
</tr>
<tr>
<td>Life and Health Insurance (Employees)</td>
<td>3,326,000</td>
<td>1,721,226</td>
<td>51.8%</td>
</tr>
<tr>
<td>Retiree Health Care (OPEB)</td>
<td>724,000</td>
<td>421,908</td>
<td>58.3%</td>
</tr>
<tr>
<td>Worker's Compensation</td>
<td>125,000</td>
<td>74,806</td>
<td>59.8%</td>
</tr>
<tr>
<td>Unemployment Compensation</td>
<td>14,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Parking &amp; Bus Passes</td>
<td>221,000</td>
<td>123,881</td>
<td>56.1%</td>
</tr>
<tr>
<td><strong>Total Salaries &amp; Benefits</strong></td>
<td><strong>26,460,000</strong></td>
<td><strong>14,953,211</strong></td>
<td><strong>56.5%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPERATING</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td>236,000</td>
<td>125,205</td>
<td>53.1%</td>
</tr>
<tr>
<td>Other Contractual Services</td>
<td>1,981,000</td>
<td>773,886</td>
<td>39.1%</td>
</tr>
<tr>
<td>Other Contract. Serv.- Janitorial</td>
<td>349,000</td>
<td>174,017</td>
<td>49.9%</td>
</tr>
<tr>
<td>Training and Travel</td>
<td>115,000</td>
<td>57,961</td>
<td>50.4%</td>
</tr>
<tr>
<td>Telecommunication</td>
<td>300,000</td>
<td>132,845</td>
<td>44.3%</td>
</tr>
<tr>
<td>Delivery and Postage</td>
<td>1,135,000</td>
<td>755,166</td>
<td>66.5%</td>
</tr>
<tr>
<td>Utilities</td>
<td>971,000</td>
<td>429,336</td>
<td>44.2%</td>
</tr>
<tr>
<td>Rentals and Leases</td>
<td>1,476,000</td>
<td>693,917</td>
<td>47.0%</td>
</tr>
<tr>
<td>Insurance</td>
<td>346,000</td>
<td>334,750</td>
<td>96.7%</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>1,252,000</td>
<td>695,196</td>
<td>55.5%</td>
</tr>
<tr>
<td>Repairs &amp; Maint. - Hardware/Software</td>
<td>950,000</td>
<td>682,363</td>
<td>71.8%</td>
</tr>
<tr>
<td>Copying/Printing</td>
<td>262,000</td>
<td>157,646</td>
<td>60.2%</td>
</tr>
<tr>
<td>Property Appraiser's Fee</td>
<td>395,000</td>
<td>317,031</td>
<td>80.3%</td>
</tr>
<tr>
<td>Tax Collector's Fee</td>
<td>961,000</td>
<td>905,842</td>
<td>94.3%</td>
</tr>
<tr>
<td>Supplies</td>
<td>794,000</td>
<td>513,557</td>
<td>64.7%</td>
</tr>
<tr>
<td>Supplies-Hardware/Software</td>
<td>475,000</td>
<td>50,728</td>
<td>10.7%</td>
</tr>
<tr>
<td>Supplies-Programming</td>
<td>-</td>
<td>93,820</td>
<td>-</td>
</tr>
<tr>
<td>Memberships</td>
<td>20,000</td>
<td>11,285</td>
<td>56.4%</td>
</tr>
<tr>
<td><strong>Total Operating</strong></td>
<td><strong>12,018,000</strong></td>
<td><strong>6,904,551</strong></td>
<td><strong>57.5%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAPITAL OUTLAY</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Building and Improvements</td>
<td>2,323,000</td>
<td>1,723,119</td>
<td>74.2%</td>
</tr>
<tr>
<td>Equipment and Furniture</td>
<td>143,000</td>
<td>154,848</td>
<td>108.3%</td>
</tr>
<tr>
<td>Hardware/Software</td>
<td>670,000</td>
<td>410,497</td>
<td>61.3%</td>
</tr>
<tr>
<td><strong>Total Capital Outlay</strong></td>
<td><strong>3,136,000</strong></td>
<td><strong>2,288,464</strong></td>
<td><strong>73.0%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIBRARY MATERIALS</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials - Restricted Contributions</td>
<td>10,000</td>
<td>3,940</td>
<td>39.4%</td>
</tr>
<tr>
<td>Materials - Other</td>
<td>4,680,000</td>
<td>2,611,289</td>
<td>55.8%</td>
</tr>
<tr>
<td><strong>Total Library Materials</strong></td>
<td><strong>4,690,000</strong></td>
<td><strong>2,615,229</strong></td>
<td><strong>55.8%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSFER TO CAPITAL PROJECTS FUND</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>50,804,000</strong></td>
<td><strong>29,344,788</strong></td>
<td><strong>57.8%</strong></td>
</tr>
</tbody>
</table>
## ORANGE COUNTY LIBRARY DISTRICT
### CAPITAL PROJECTS FUND
#### Seven Months Ended April 30, 2020

<table>
<thead>
<tr>
<th></th>
<th>ANNUAL BUDGET</th>
<th>YTD ACTUAL</th>
<th>(7 months=58.3%)</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>95,722</td>
<td>95.7%</td>
</tr>
<tr>
<td>Transfer from Operating Fund</td>
<td>4,000,000</td>
<td>2,333,333</td>
<td>58.3%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>4,100,000</td>
<td>2,429,055</td>
<td>59.2%</td>
</tr>
</tbody>
</table>

|                      |               |            |                  |
| **EXPENDITURES**     |               |            |                  |
| New Branch           | 375,000       | 37,570     | 10.0%            |
| Reserves             | 3,725,000     | 2,391,485  | 64.2%            |
| **TOTAL EXPENDITURES** | 4,100,000  | 2,429,055  | 59.2%            |
ORANGE COUNTY LIBRARY DISTRICT  
SINKING FUND  
Seven Months Ended April 30, 2020

<table>
<thead>
<tr>
<th></th>
<th>ANNUAL BUDGET</th>
<th>YTD ACTUAL</th>
<th>(7 months= 58.3%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>8,000</td>
<td>8,201</td>
<td>102.5%</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>258,201</td>
<td>50.8%</td>
</tr>
</tbody>
</table>

|                         |               |            |                   |
| **EXPENDITURES**        |               |            |                   |
| Reserves-Building and Improvements | 417,000     | 211,948    | 50.8%             |
| Reserves - Technology   | 91,000        | 46,253     | 50.8%             |
| **TOTAL EXPENDITURES**  | 508,000       | 258,201    | 50.8%             |
## ORANGE COUNTY LIBRARY DISTRICT
### PERMANENT FUND
#### Seven Months Ended April 30, 2020

<table>
<thead>
<tr>
<th></th>
<th>ANNUAL BUDGET</th>
<th>YTD ACTUAL</th>
<th>(7 months= 58.3%)</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>(135,043)</td>
<td>-540.2%</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>(135,043)</td>
<td>-270.1%</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>Equipment</td>
<td>50,000</td>
<td>11,437</td>
<td>22.9%</td>
</tr>
<tr>
<td>Reserves</td>
<td>-</td>
<td>(146,480)</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>50,000</td>
<td>(135,043)</td>
<td>-270.1%</td>
</tr>
</tbody>
</table>
# ORANGE COUNTY LIBRARY DISTRICT
## OPERATING FUND
### BALANCE SHEET - ASSETS
#### April 30, 2020

<table>
<thead>
<tr>
<th>Assets</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash on Hand</td>
<td>19,736</td>
</tr>
<tr>
<td>Equity in Pooled Cash</td>
<td>897,738</td>
</tr>
<tr>
<td>Equity in Pooled Investments</td>
<td>31,681,925</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>6,534</td>
</tr>
<tr>
<td>Inventory</td>
<td>123,866</td>
</tr>
<tr>
<td>Prepaid</td>
<td>167,069</td>
</tr>
<tr>
<td>Other Assets-Deposits</td>
<td>9,865</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>32,906,733</strong></td>
</tr>
</tbody>
</table>
### ORANGE COUNTY LIBRARY DISTRICT
### OPERATING FUND
### BALANCE SHEET - LIABILITIES & FUND BALANCE
### April 30, 2020

#### LIABILITIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>230,417</td>
</tr>
<tr>
<td>Retainage Payable</td>
<td>7,465</td>
</tr>
<tr>
<td>Accrued Wages Payable</td>
<td>255,584</td>
</tr>
<tr>
<td><strong>Employee Payroll Deductions:</strong></td>
<td></td>
</tr>
<tr>
<td>United Appeal</td>
<td>205</td>
</tr>
<tr>
<td>Optional Life</td>
<td>1,174</td>
</tr>
<tr>
<td>Dental Insurance</td>
<td>664</td>
</tr>
<tr>
<td>Vision Plan</td>
<td>1,667</td>
</tr>
<tr>
<td>Weight Watchers</td>
<td>516</td>
</tr>
<tr>
<td>Short Term Disability</td>
<td>347</td>
</tr>
<tr>
<td>Daughters of American Revolution</td>
<td>184</td>
</tr>
<tr>
<td>Staff Association</td>
<td>(1,571)</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td><strong>496,650</strong></td>
</tr>
</tbody>
</table>

#### FUND BALANCE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonspendable:</td>
<td></td>
</tr>
<tr>
<td>Inventory</td>
<td>123,866</td>
</tr>
<tr>
<td>Prepaid Items and Deposits</td>
<td>176,934</td>
</tr>
<tr>
<td>Annette O'B Walker Trust Fund</td>
<td>4,000</td>
</tr>
<tr>
<td>A.P. Phillips Memorial Fund</td>
<td>100,000</td>
</tr>
<tr>
<td>Willis H. Warner Memorial Fund</td>
<td>33,712</td>
</tr>
<tr>
<td>Perce C. and Mary M. Gullett Memorial Fund</td>
<td>19,805</td>
</tr>
<tr>
<td>Committed:</td>
<td></td>
</tr>
<tr>
<td>Vivian Esch Estate Fund</td>
<td>44,198</td>
</tr>
<tr>
<td>Edmund L. Murray Estate Fund</td>
<td>724,689</td>
</tr>
<tr>
<td>Arthur Sondheim Estate Fund</td>
<td>39,941</td>
</tr>
<tr>
<td>Strategic Plan</td>
<td>4,000,000</td>
</tr>
<tr>
<td>Unassigned</td>
<td>9,308,279</td>
</tr>
<tr>
<td>Current Year Revenue over Expenditures</td>
<td>17,834,659</td>
</tr>
<tr>
<td><strong>TOTAL FUND BALANCE</strong></td>
<td><strong>32,410,083</strong></td>
</tr>
</tbody>
</table>

**TOTAL LIABILITIES & FUND BALANCE** **32,906,733**
## ORANGE COUNTY LIBRARY DISTRICT
### MONTHLY ROLLOVER
#### April 30, 2020

<table>
<thead>
<tr>
<th>OPERATING</th>
<th>03/31/20</th>
<th>RECEIPTS</th>
<th>DISBURSE</th>
<th>04/30/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity in Pooled Cash</td>
<td>3,078,242</td>
<td>5,405,466</td>
<td>7,585,970</td>
<td>897,738</td>
</tr>
<tr>
<td>Equity in Pooled Investments</td>
<td>31,993,216</td>
<td>4,022,042</td>
<td>4,333,333</td>
<td>31,681,925</td>
</tr>
<tr>
<td></td>
<td>35,071,458</td>
<td>9,427,508</td>
<td>11,919,303</td>
<td>32,579,663</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SINKING</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity in Pooled Investments</td>
<td>1,045,315</td>
<td>773</td>
<td>-</td>
<td>1,046,088</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAPITAL PROJECTS</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity in Pooled Investments</td>
<td>11,856,896</td>
<td>342,164</td>
<td>-</td>
<td>12,199,060</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SELF FUNDED HEALTH</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity in Pooled Cash</td>
<td>838,621</td>
<td>267,024</td>
<td>191,891</td>
<td>913,754</td>
</tr>
<tr>
<td>Claims Payment Checking Account</td>
<td>73,000</td>
<td>155,178</td>
<td>155,178</td>
<td>73,000</td>
</tr>
<tr>
<td>Equity in Pooled Investments</td>
<td>4,288,475</td>
<td>3,239</td>
<td>-</td>
<td>4,291,714</td>
</tr>
<tr>
<td></td>
<td>5,200,096</td>
<td>425,441</td>
<td>347,069</td>
<td>5,278,468</td>
</tr>
</tbody>
</table>
# General Pooled Investments

**April 30, 2020**

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>US Treasury Securities</strong></td>
<td>8,998,006</td>
</tr>
<tr>
<td><strong>MONEY MARKET FUNDS</strong></td>
<td></td>
</tr>
<tr>
<td>Federated Treasury Obligations Fund</td>
<td>679,528</td>
</tr>
<tr>
<td>Federated Government Obligations Fund</td>
<td>1,092,422</td>
</tr>
<tr>
<td><strong>LOCAL GOVERNMENT INVESTMENT POOLS</strong></td>
<td></td>
</tr>
<tr>
<td>Florida Safe</td>
<td>19,258,912</td>
</tr>
<tr>
<td>Florida Prime (SBA)</td>
<td>19,189,919</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>49,218,787</strong></td>
</tr>
</tbody>
</table>

The pie chart illustrates the distribution of investments:
- **Florida Safe**: 39% (19,258,912)
- **Florida Prime (SBA)**: 39% (19,189,919)
- **US Treasury Securities**: 19% (8,998,006)
- **Federated Treasury Obligations Fund**: 1% (679,528)
- **Federated Government Obligations Fund**: 2% (1,092,422)
Orange County Library System
Board of Trustees Meeting
May 14, 2020

Dashboard: April 2020
Digital usage was up 23% comparing April 2020 to April 2019! Several records were set in April 2020: last month there were 230,663 digital uses, the previous monthly record was 210,284. This translates to 7,689 uses per day. A new Hoopla monthly record with 30,196 uses and set a new daily record of 1,736 on April 30th. Kanopy set a monthly record with 3,400 uses and a new daily record of 175 on April 30th. OverDrive also set a new monthly record with 148,685 uses and a new daily record of 5,650 on April 20th.

Due to the COVID-19 closure, four main circulation staff members worked from home processing online requests for library cards and successfully issued 1,299 cards in April 2020. There were 542 online registrations in April 2019.

The OCPS Virtual Library Card had 20,177 page visits and 24,075 page views. These statistics are almost twice as much as the previous highest month, which was March 2020.
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>2,858</td>
<td>6,653</td>
<td>-57.0%</td>
<td>-</td>
<td>1,296</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Online</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>1,203</td>
<td>48</td>
<td>2406.3%</td>
</tr>
<tr>
<td>Southeast</td>
<td>268</td>
<td>2,213</td>
<td>-87.9%</td>
<td>-</td>
<td>617</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Chickasaw</td>
<td>212</td>
<td>2,377</td>
<td>-91.1%</td>
<td>-</td>
<td>444</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Fairview Shores</td>
<td>102</td>
<td>805</td>
<td>-87.3%</td>
<td>-</td>
<td>362</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Windermere</td>
<td>87</td>
<td>1,539</td>
<td>-94.3%</td>
<td>-</td>
<td>213</td>
<td>-100.0%</td>
</tr>
<tr>
<td>West Oaks</td>
<td>76</td>
<td>1,134</td>
<td>-93.3%</td>
<td>-</td>
<td>145</td>
<td>-100.0%</td>
</tr>
<tr>
<td>North Orange</td>
<td>72</td>
<td>1,863</td>
<td>-96.1%</td>
<td>-</td>
<td>297</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Alafaya</td>
<td>59</td>
<td>2,990</td>
<td>-98.0%</td>
<td>-</td>
<td>255</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Winter Garden</td>
<td>51</td>
<td>2,208</td>
<td>-97.7%</td>
<td>-</td>
<td>223</td>
<td>-100.0%</td>
</tr>
<tr>
<td>South Creek</td>
<td>43</td>
<td>3,003</td>
<td>-98.6%</td>
<td>-</td>
<td>297</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Southwest</td>
<td>10</td>
<td>3,069</td>
<td>-99.7%</td>
<td>-</td>
<td>308</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Eatonville</td>
<td>-</td>
<td>982</td>
<td>-100.0%</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Herndon</td>
<td>-</td>
<td>859</td>
<td>-100.0%</td>
<td>-</td>
<td>153</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Hiwassee</td>
<td>-</td>
<td>608</td>
<td>-100.0%</td>
<td>-</td>
<td>243</td>
<td>-100.0%</td>
</tr>
<tr>
<td>South Trail</td>
<td>-</td>
<td>1,149</td>
<td>-100.0%</td>
<td>-</td>
<td>148</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Washington Park</td>
<td>-</td>
<td>916</td>
<td>-100.0%</td>
<td>-</td>
<td>230</td>
<td>-100.0%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>3,838</td>
<td>32,370</td>
<td>-88.1%</td>
<td>1,203</td>
<td>5,243</td>
<td>-77.1%</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>-</td>
<td>1,296</td>
<td>-100.0%</td>
<td>-</td>
<td>48</td>
<td>2406.3%</td>
</tr>
<tr>
<td>Online</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>1,203</td>
<td>48</td>
<td>2406.3%</td>
</tr>
<tr>
<td>Southeast</td>
<td>-</td>
<td>617</td>
<td>-100.0%</td>
<td>-</td>
<td>48</td>
<td>2406.3%</td>
</tr>
<tr>
<td>Chickasaw</td>
<td>-</td>
<td>444</td>
<td>-100.0%</td>
<td>-</td>
<td>48</td>
<td>2406.3%</td>
</tr>
<tr>
<td>Fairview Shores</td>
<td>-</td>
<td>362</td>
<td>-100.0%</td>
<td>-</td>
<td>48</td>
<td>2406.3%</td>
</tr>
<tr>
<td>Windermere</td>
<td>-</td>
<td>213</td>
<td>-100.0%</td>
<td>-</td>
<td>48</td>
<td>2406.3%</td>
</tr>
<tr>
<td>West Oaks</td>
<td>-</td>
<td>145</td>
<td>-100.0%</td>
<td>-</td>
<td>48</td>
<td>2406.3%</td>
</tr>
<tr>
<td>North Orange</td>
<td>-</td>
<td>297</td>
<td>-100.0%</td>
<td>-</td>
<td>48</td>
<td>2406.3%</td>
</tr>
<tr>
<td>Alafaya</td>
<td>-</td>
<td>255</td>
<td>-100.0%</td>
<td>-</td>
<td>48</td>
<td>2406.3%</td>
</tr>
<tr>
<td>Winter Garden</td>
<td>-</td>
<td>223</td>
<td>-100.0%</td>
<td>-</td>
<td>48</td>
<td>2406.3%</td>
</tr>
<tr>
<td>South Creek</td>
<td>-</td>
<td>297</td>
<td>-100.0%</td>
<td>-</td>
<td>48</td>
<td>2406.3%</td>
</tr>
<tr>
<td>Southwest</td>
<td>-</td>
<td>308</td>
<td>-100.0%</td>
<td>-</td>
<td>48</td>
<td>2406.3%</td>
</tr>
<tr>
<td>Eatonville</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Herndon</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Hiwassee</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>South Trail</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Washington Park</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,203</td>
<td>5,243</td>
<td>-77.1%</td>
<td>48</td>
<td>48</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

The Library began offering Virtual Events in April 2020 due to the library’s closure. We offered 138 Virtual Events with 3,636 people in attendance. On 24 April, the library co-hosted National DNA Day with PBS books, an interactive Facebook Live event which had 571 participants. Throughout the month, Youth Services offered Virtual Storytimes to Orange County schools, the most successful being Lowell Elementary on 28 April with 362 participants, Lowell Elementary on 21 April with 242, and Pinecrest Elementary with 211. On 28 April, the virtual event Costume Corner – Pantry allowed 100 customers to watch chef Tamara Lee Johnson show how to make a delicious meal from pantry staples. The North Orange Branch hosted Spring Storytime with Storyteller virtually on 30 April with 54 people in attendance. The South Creek Branch hosted the virtual event Storytime & Craft with Miss Cassandra on 28 April which allowed 63 viewers to listen to a story work along with a simple craft.

We also offered 96 Online Classes with an attendance of 1,203. Last year we offered 15 Online Classes with an attendance of 48.

### Social Media

<table>
<thead>
<tr>
<th>Platform</th>
<th>2019</th>
<th>2020</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Reads</td>
<td>1,756</td>
<td>2,176</td>
<td>23.9%</td>
</tr>
<tr>
<td>Pinterest</td>
<td>366</td>
<td>345</td>
<td>0.0%</td>
</tr>
<tr>
<td>Instagram</td>
<td>247</td>
<td>271</td>
<td>10.0%</td>
</tr>
<tr>
<td>YouTube</td>
<td>85</td>
<td>106</td>
<td>24.4%</td>
</tr>
<tr>
<td>Twitter</td>
<td>30,670</td>
<td>33,240</td>
<td>8.6%</td>
</tr>
<tr>
<td>Facebook</td>
<td>27,142</td>
<td>27,492</td>
<td>1.6%</td>
</tr>
</tbody>
</table>

Social media saw a 20.53% increase in our followers for April 2020. Last month, engagement was consistently high across our channels as we worked to create regular content to help customers stay informed and comfortable with a sense of routine. As a group, our channels generated 38,761 engagements and 10,410 link clicks. One of our series on Instagram Stories (@ocls) has been posting upcoming Live Online Classes and Virtual Events on Friday mornings for the following week to keep customers informed of what’s available. In response to our regularly published Instagram Stories content, we received a 192% increase in replies or 38 replies to our Instagram Stories. Also, of impressive note, our YouTube channel added 1,316 subscribers in this period. This is most assuredly a result of the regular storytimes we post on Wednesday and Friday mornings, the Writing Tip of the Week we post on Mondays, and the other videos we publish in between.

For context, typical growth is 68-93 subscribers. The Melrose Center Facebook Page has been active with video content as well. They have received 2206 views, which is well above the 200 viewers they average at other times. On the OCLS Facebook page, our Open Hour with a Librarian on Facebook/Twitter has received 15 questions from customers over the last four sessions. During this timeframe, we also celebrated National Library Week. We released an OCLS BINGO game, a video featuring staff, open-ended posts for customer feedback, which all resulted in exceptionally high engagement and lots of positive feedback from customers.

### Events/Class Attendance

<table>
<thead>
<tr>
<th>Category</th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Events</td>
<td>0</td>
<td>3,355</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Events - Adult</td>
<td>1,541</td>
<td>13,840</td>
<td>-88.87%</td>
</tr>
<tr>
<td>Events - Teen</td>
<td>295</td>
<td>648</td>
<td>-54.48%</td>
</tr>
<tr>
<td>Events - Children</td>
<td>2,002</td>
<td>14,527</td>
<td>-86.22%</td>
</tr>
<tr>
<td>Technology Classes</td>
<td>1,203</td>
<td>5,243</td>
<td>-77.06%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>5,041</td>
<td>37,613</td>
<td>-86.60%</td>
</tr>
</tbody>
</table>
Orange County Library System
Board of Trustees Meeting
May 14, 2020

Action Items
Orange County Library System
Board of Trustees Meeting
May 14, 2020

Preliminary FY 2021 Budget
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## Budget in Brief

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<td>8</td>
</tr>
<tr>
<td>Tax Calculation Example</td>
<td>9</td>
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## Operating Fund

<table>
<thead>
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<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues Dollar Chart</td>
<td>10</td>
</tr>
<tr>
<td>Expenditures Dollar Chart</td>
<td>11</td>
</tr>
<tr>
<td>Revenues Budget</td>
<td>12</td>
</tr>
<tr>
<td>Expenditures Budget</td>
<td>13</td>
</tr>
<tr>
<td>Highlights</td>
<td>14</td>
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</table>

## Other Funds

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Projects Fund Budget</td>
<td>24</td>
</tr>
<tr>
<td>Sinking/EARR Fund Budget</td>
<td>25</td>
</tr>
<tr>
<td>Permanent Fund Budget</td>
<td>26</td>
</tr>
</tbody>
</table>
DATE: May 14, 2020

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

FROM: Mary Anne Hodel, Director/Chief Executive Officer

SUBJECT: Preliminary Budgets for the Fiscal Year Ending September 30, 2021

Adding to quality of life by creating a learning environment and experiences that foster personal growth and development.

This mission statement was created as part of the process to develop the Library’s strategic plan. This process also resulted in the formulation of our values:

- Promote learning to improve the lives of those in the community.
- Empower and foster creativity and collaboration.
- Deliver outstanding service to external and internal customers.
- Demonstrate respect, integrity, and excellence.

One of the key focal points of the strategic plan is to improve the customer experience, establishing the Library as a friendly, welcoming and community centric service, thus our tag line Learn. Grow. Connect. was adopted in 2019. While we strongly believe that our staff provide excellent service once engaged, we recognize the need to reach out to our customers and proactively engage them. The Library will continue to place a heavy emphasis on providing excellent customer service and the continuation of transforming from a standard book repository to an educational/learning center for all ages and demographics in the upcoming fiscal year.
**Budget Presentation of Reserves:**
The Operating Fund budget for fiscal year 2020-21 reflects a 4.0% increase compared to the current year budget. While the majority of this increase is due to additional tax revenues, the other contributing factor of the increase is related to the increase in reserves. The increase in reserves is due to FY 2019-20 actual expenditure coming in lower than budget. The reduced expenditures were mainly due to timing of several capital projects that are rolled into FY 2020-21 and reduced operational cost due to the Covid-19 closure. We were able to fully fund the Capital Project Fund for future branch development, and fund $250,000 of the $500,000 budget into the Sinking/EARR Fund to be used to cash fund any emergency repairs due to natural disaster or catastrophic failure. Over the next several years the Library will continue to set aside emergency repair funds to target approximately 4% of the Library’s property plant and equipment value.

**Ad Valorem Tax Revenues and Millage Rate:**
The Library is primarily funded through property tax revenues. In June 2007, the Florida Legislature passed legislation, which resulted in a 13% reduction in the Library’s millage rate for fiscal year 2008. The Library’s millage dropped from .4325 for fiscal 2007 to .3748 for fiscal 2008. The Library has not increased its millage rate since that time and for fiscal year 2019-20, staff are recommending that the millage be maintained once again at .3748. Based on the increase in property values, this millage will generate $3,343,000 in additional tax revenues for a total of $51,363,000.

**Transfer to Capital Projects Fund:**
Included in the Library’s Operating Fund budget is a Transfer to the Capital Projects Fund. The purpose of this Transfer is to increase the pot of dollars designated for future branch development. Previously, the money in the Capital Projects Fund was used to both purchase and remodel what is now the Chickasaw Branch, which opened as the 15th branch location in July 2015.

For next year’s budget, we have included $4,000,000 as a Transfer to the Capital Projects Fund, which is the same amount in the current year’s budget. Given the dramatic growth in the Horizon West and Lake Nona areas, we are working with several parties for partnerships to build branches in those areas of the County. These projects are several years away before starting construction and the Library is seeking lease opportunities as an interim measure. We will continue to monitor growth and evaluate the need for future library needs throughout the County.

**Transfer to Sinking/EARR Fund:**
Included in the Library’s Operating Fund budget is a Transfer to the Sinking/EARR Fund. Previously, a Board member recommended that we annually set aside funds for future capital maintenance repairs/replacements to both our facilities and technology. For example, the roof at the Main Library will need to be replaced in a few years and this cost easily will exceed $1,000,000. We set up a “Sinking Fund” to fund these capital maintenance repairs/replacements and began to fund it annually. We had funded it annually for just a few years but stopped once property values plummeted in 2008 and we were forced to reduce out budget. Given the increase in property values over the last several years, we believe the time is right to resume setting aside money annually for this Sinking Fund. Rather than funding for both facilities and technology, we believe the need is greater for facilities and don’t anticipate significant technology purchases down the road. Any technology purchases can be accommodated through our annual budgeting process. Included in next year’s budget is $250,000 for a transfer to the Sinking Fund.
Branch Projects:
Many of our facilities, including the North Orange and West Oaks Branches, are popular with our customers and are heavily used. The location of these branches works very well for us and as a result, each has been in the same location for at least twenty years. While we have updated things like carpeting and painting, the heavily used restrooms are worn and outdated. $450,000 has been included in next year’s budget to remodel the restrooms, in these two branches.

Funding is included to refresh the Albertson Meeting Room, the restrooms in the basement of Main, and update the Melrose Center.

Funding has been included for engineering studies for projects such as Children’s Department Renovation, the HVAC and Building Automation systems upgrades (as some of the systems are at the end of their useful life). The majority of the work will follow in future fiscal years. The Library is conducting an overall assessment of its assets and is developing a 3, 5 and 10 year capital maintenance plan for future funding purposes.

Accomplishments
The Library has been awarded the following recognitions and held significant events over the last twelve months:

Florida Public Relations Association Awards Winner:
In 2019 the Library received 2 Image Awards from FPRA. One for the Local Wanderer Project, which allows customers to use their library cards to check out passes to local cultural institutions. The other is for Chrispin’s Story, an on-line giving initiative that shares an inspiring story about a man who used library resources to get a job promotion.

Grants Received:
- Prime Time Family Reading- $2,500 to support this series in Horizon West & Windermere
- Florida Humanities- $15,000 to support English for Families
- Citizen Review Panel- $500,000 to support Biz Kids Camps ($67,737.37 received thus far)
- Mayor’s Matching Grant- $10,000 to support It’s Sew Easy Camps
- NEA Big Read- $15,000 for Big Read initiative
- LSTA Grant - $52,694 for Right Service Right Time

Kindergarten Bootcamp:
In May 2019, our first Kindergarten Bootcamp, held in partnership with Help Me Grow Florida, hosted more than 50 participants, who engaged in interactive sessions to help parents better understand the expectations for kindergarten and give them tools they could use at home to better prepare their children.

Summer Reading Program:
The Library hosted over 150,000 attendees to their Summer Reading Program with 7,800 adults attending 438 events; 142,700 children attending 3,793 events and 8,100 patrons attending technology classes.
**Programs and Classes Presented:**
As the Orange County Library System continues to transform and enhance its reputation as an educational/learning center, we have presented the following programs and classes between May 2019 and April 2020.

- Biz Kids Club- 95 unduplicated children participated in the nine-session BizKids Club, funded by Orange County Citizen Review Panel.
- 1,673 ESOL Classes with over 21,600 attendees
- 154 Citizenship Inspired Classes with 1,400 attendees
- 535,000 Overall attendance to events, classes and programs
- 30,779 Breakspot Meals Served (Served our 100,000\textsuperscript{th} Breakspot Meal in July 2019)
- 589 Outreach events reaching more than 68,000 people
- 7.6 Million items circulated
- 58,000 New library cards issued, 400,000 active cards
- 51,000 Social Media Followers
- 169 volunteers provided 19,500 volunteer hours

**RECOMMENDATIONS**
Staff recommends the Library Board of Trustees take the following actions:

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

Richard Maladecki,
President
County Appointee

Marucci Guzmán,
Vice President
County Appointee

Nicole Benjamin,
Trustee
City Appointee

Crockett Bohannon,
Trustee
County Appointee

Danielle Levian,
Trustee
City Appointee
Orange County Library District
Governing Board

Left to Right:  City of Orlando HR Director Ana Palenzuela; Orange County Mayor Jerry Demings; Orange County Commissioners Emily Bonilla; Maribel Gomez Cordero; Christine Moore; Victoria Siplin; Mayra Uribe & Betsy VanderLey
Accomplishments
## Tax Calculation Example

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessed Value</td>
<td>$250,000</td>
</tr>
<tr>
<td>Homestead Exemption</td>
<td>($50,000)</td>
</tr>
<tr>
<td><strong>Taxable Value</strong></td>
<td><strong>$200,000</strong></td>
</tr>
<tr>
<td>Millage Rate</td>
<td>.3748</td>
</tr>
<tr>
<td>(per $1,000 of Taxable Value)</td>
<td></td>
</tr>
<tr>
<td><strong>Library Tax</strong></td>
<td><strong>$75</strong></td>
</tr>
<tr>
<td>Source Type</td>
<td>Percentage</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Operating Fund</td>
<td>80%</td>
</tr>
<tr>
<td>Other Funds</td>
<td>16%</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>2%</td>
</tr>
<tr>
<td>Fines</td>
<td>1%</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>1%</td>
</tr>
</tbody>
</table>
Operating Fund Expenditures

- Salaries and Benefits: 44%
- Operating: 20%
- Materials/Capital Outlay: 8%/10%
- Reserves: 18%
<table>
<thead>
<tr>
<th></th>
<th>FY 19-20 BUDGET</th>
<th>Increase/Decrease</th>
<th>% Change</th>
<th>FY 20-21 Req Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AD VALOREM TAXES</strong></td>
<td>$48,020,000</td>
<td>$3,343,000</td>
<td>7.0%</td>
<td>$51,363,000</td>
</tr>
<tr>
<td><strong>INTERGOVERNMENTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State and Federal Grants</td>
<td>$50,000</td>
<td>$8,000</td>
<td>16.0%</td>
<td>$58,000</td>
</tr>
<tr>
<td>State Aid</td>
<td>830,000</td>
<td>0</td>
<td>0.0%</td>
<td>830,000</td>
</tr>
<tr>
<td>County Grants</td>
<td>500,000</td>
<td>(350,000)</td>
<td>-70.0%</td>
<td>150,000</td>
</tr>
<tr>
<td><strong>Total Intergovernmental</strong></td>
<td>$1,380,000</td>
<td>($342,000)</td>
<td>-24.8%</td>
<td>$1,038,000</td>
</tr>
<tr>
<td><strong>CHARGES FOR SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee Cards</td>
<td>$18,000</td>
<td>($9,000)</td>
<td>-50.0%</td>
<td>$9,000</td>
</tr>
<tr>
<td>PC Pass</td>
<td>2,000</td>
<td>0</td>
<td>0.0%</td>
<td>2,000</td>
</tr>
<tr>
<td>PC Express</td>
<td>4,000</td>
<td>(1,000)</td>
<td>-25.0%</td>
<td>3,000</td>
</tr>
<tr>
<td>Classes</td>
<td>6,000</td>
<td>(3,000)</td>
<td>-50.0%</td>
<td>3,000</td>
</tr>
<tr>
<td>Copy &amp; Vending</td>
<td>225,000</td>
<td>(75,000)</td>
<td>-33.3%</td>
<td>150,000</td>
</tr>
<tr>
<td>Meeting Rooms</td>
<td>55,000</td>
<td>(20,000)</td>
<td>-36.4%</td>
<td>35,000</td>
</tr>
<tr>
<td>Faxes</td>
<td>55,000</td>
<td>(25,000)</td>
<td>-45.5%</td>
<td>30,000</td>
</tr>
<tr>
<td>Scans</td>
<td>30,000</td>
<td>(10,000)</td>
<td>-33.3%</td>
<td>20,000</td>
</tr>
<tr>
<td>Ear Buds/Jump Drive/Disk Sales</td>
<td>6,000</td>
<td>(3,000)</td>
<td>-50.0%</td>
<td>3,000</td>
</tr>
<tr>
<td>Bag Sales</td>
<td>3,500</td>
<td>(1,500)</td>
<td>-42.9%</td>
<td>2,000</td>
</tr>
<tr>
<td>Passport Facility &amp; Photo Fees</td>
<td>6,500</td>
<td>0</td>
<td>0.0%</td>
<td>6,500</td>
</tr>
<tr>
<td>Library Card Replacement</td>
<td>30,000</td>
<td>(20,000)</td>
<td>-66.7%</td>
<td>10,000</td>
</tr>
<tr>
<td>Other</td>
<td>2,500</td>
<td>(500)</td>
<td>-20.0%</td>
<td>2,000</td>
</tr>
<tr>
<td><strong>Total Charges For Services</strong></td>
<td>$437,000</td>
<td>($161,500)</td>
<td>-37.0%</td>
<td>$275,500</td>
</tr>
<tr>
<td><strong>FINES &amp; LOST MATERIALS</strong></td>
<td>$600,000</td>
<td>($400,000)</td>
<td>-66.7%</td>
<td>$200,000</td>
</tr>
<tr>
<td><strong>MISCELLANEOUS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>$350,000</td>
<td>($125,000)</td>
<td>-35.7%</td>
<td>$225,000</td>
</tr>
<tr>
<td>Sales of Surplus Property</td>
<td>2,000</td>
<td>0</td>
<td>0.0%</td>
<td>2,000</td>
</tr>
<tr>
<td>Contributions - Friends of Library</td>
<td>60,000</td>
<td>(15,000)</td>
<td>-25.0%</td>
<td>45,000</td>
</tr>
<tr>
<td>Contributions - Others</td>
<td>20,000</td>
<td>(15,000)</td>
<td>-75.0%</td>
<td>5,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>70,000</td>
<td>(20,000)</td>
<td>-28.6%</td>
<td>50,000</td>
</tr>
<tr>
<td>Internet Rebate</td>
<td>80,000</td>
<td>0</td>
<td>0.0%</td>
<td>80,000</td>
</tr>
<tr>
<td>Grants &amp; Awards</td>
<td>40,000</td>
<td>(20,000)</td>
<td>-50.0%</td>
<td>20,000</td>
</tr>
<tr>
<td><strong>Total Miscellaneous</strong></td>
<td>$622,000</td>
<td>($195,000)</td>
<td>-31.4%</td>
<td>$427,000</td>
</tr>
<tr>
<td><strong>TRANSFER FM PROP APPRAISER</strong></td>
<td>$12,000</td>
<td>0</td>
<td>0.0%</td>
<td>$12,000</td>
</tr>
<tr>
<td><strong>TRANSFER FM TAX COLLECTOR</strong></td>
<td>400,000</td>
<td>0</td>
<td>0.0%</td>
<td>400,000</td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
<td>$412,000</td>
<td>0</td>
<td>0.0%</td>
<td>$412,000</td>
</tr>
<tr>
<td><strong>Reserves/Fund Balance</strong></td>
<td>$10,250,000</td>
<td>$220,000</td>
<td>2.1%</td>
<td>$10,470,000</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>$61,721,000</td>
<td>$2,464,500</td>
<td>4.0%</td>
<td>$64,185,500</td>
</tr>
</tbody>
</table>
## Operating Fund Budget Expenditures

<table>
<thead>
<tr>
<th></th>
<th>FY 19-20 Budget</th>
<th>Increase (Decrease)</th>
<th>% Change</th>
<th>FY 20-21 Req Budge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARIES &amp; BENEFITS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>$18,603,000</td>
<td>$342,000</td>
<td>1.8%</td>
<td>$18,945,000</td>
</tr>
<tr>
<td>Medicare Taxes</td>
<td>276,000</td>
<td>5,000</td>
<td>1.8%</td>
<td>281,000</td>
</tr>
<tr>
<td>Defined Contribution Pension Plan</td>
<td>1,382,000</td>
<td>39,000</td>
<td>2.8%</td>
<td>1,421,000</td>
</tr>
<tr>
<td>Defined Benefit Pension Plan</td>
<td>850,000</td>
<td>1,000,000</td>
<td>117.6%</td>
<td>1,850,000</td>
</tr>
<tr>
<td>Money Purchase Pension Plan</td>
<td>939,000</td>
<td>43,000</td>
<td>4.6%</td>
<td>982,000</td>
</tr>
<tr>
<td>Life &amp; Health Insurance (Employees)</td>
<td>3,326,000</td>
<td>539,000</td>
<td>16.2%</td>
<td>3,865,000</td>
</tr>
<tr>
<td>Retiree Health Care (OPEB)</td>
<td>724,000</td>
<td>71,000</td>
<td>9.8%</td>
<td>795,000</td>
</tr>
<tr>
<td>Worker's Compensation</td>
<td>125,000</td>
<td>25,000</td>
<td>20.0%</td>
<td>150,000</td>
</tr>
<tr>
<td>Unemployment Compensation</td>
<td>14,000</td>
<td>11,000</td>
<td>78.6%</td>
<td>25,000</td>
</tr>
<tr>
<td>Parking &amp; Bus Passes</td>
<td>221,000</td>
<td>4,000</td>
<td>1.8%</td>
<td>225,000</td>
</tr>
<tr>
<td><strong>Total Salaries &amp; Benefits</strong></td>
<td>$26,460,000</td>
<td>$2,079,000</td>
<td>7.9%</td>
<td>$28,539,000</td>
</tr>
<tr>
<td><strong>OPERATING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Services</td>
<td>$236,000</td>
<td>$14,000</td>
<td>5.9%</td>
<td>$250,000</td>
</tr>
<tr>
<td>Other Contractual Services</td>
<td>1,981,000</td>
<td>69,000</td>
<td>3.5%</td>
<td>2,050,000</td>
</tr>
<tr>
<td>Other Contract. Serv.- Janitorial</td>
<td>349,000</td>
<td>16,000</td>
<td>4.6%</td>
<td>365,000</td>
</tr>
<tr>
<td>Training &amp; Travel</td>
<td>115,000</td>
<td>10,000</td>
<td>8.7%</td>
<td>125,000</td>
</tr>
<tr>
<td>Telecommunication</td>
<td>300,000</td>
<td>0</td>
<td>0.0%</td>
<td>300,000</td>
</tr>
<tr>
<td>Delivery &amp; Postage</td>
<td>1,135,000</td>
<td>16,000</td>
<td>4.6%</td>
<td>1,151,000</td>
</tr>
<tr>
<td>Utilities</td>
<td>971,000</td>
<td>9,000</td>
<td>0.9%</td>
<td>980,000</td>
</tr>
<tr>
<td>Rentals &amp; Leases</td>
<td>1,476,000</td>
<td>0</td>
<td>0.0%</td>
<td>1,476,000</td>
</tr>
<tr>
<td>Insurance</td>
<td>346,000</td>
<td>29,000</td>
<td>8.4%</td>
<td>375,000</td>
</tr>
<tr>
<td>Repair &amp; Maintenance</td>
<td>1,252,000</td>
<td>148,000</td>
<td>11.8%</td>
<td>1,400,000</td>
</tr>
<tr>
<td>Repair &amp; Maint. - Hardware/Software</td>
<td>950,000</td>
<td>330,000</td>
<td>34.7%</td>
<td>1,280,000</td>
</tr>
<tr>
<td>Copying/Printing</td>
<td>262,000</td>
<td>3,000</td>
<td>1.1%</td>
<td>265,000</td>
</tr>
<tr>
<td>Property Appraiser’s Fee</td>
<td>395,000</td>
<td>30,000</td>
<td>7.6%</td>
<td>425,000</td>
</tr>
<tr>
<td>Tax Collector’s Fee</td>
<td>961,000</td>
<td>66,500</td>
<td>6.9%</td>
<td>1,027,500</td>
</tr>
<tr>
<td>Supplies</td>
<td>794,000</td>
<td>(19,000)</td>
<td>-2.4%</td>
<td>775,000</td>
</tr>
<tr>
<td>Supplies-Hardware/Software</td>
<td>475,000</td>
<td>(125,000)</td>
<td>-26.3%</td>
<td>350,000</td>
</tr>
<tr>
<td>Memberships</td>
<td>20,000</td>
<td>0</td>
<td>0.0%</td>
<td>20,000</td>
</tr>
<tr>
<td><strong>Total Operating</strong></td>
<td>$12,018,000</td>
<td>$630,500</td>
<td>5.2%</td>
<td>$12,648,500</td>
</tr>
<tr>
<td><strong>CAPITAL OUTLAY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building &amp; Improvements</td>
<td>$2,323,000</td>
<td>($573,000)</td>
<td>-24.7%</td>
<td>$1,750,000</td>
</tr>
<tr>
<td>Equipment &amp; Furniture</td>
<td>143,000</td>
<td>107,000</td>
<td>74.8%</td>
<td>250,000</td>
</tr>
<tr>
<td>Hardware/Software</td>
<td>670,000</td>
<td>(150,000)</td>
<td>-22.4%</td>
<td>520,000</td>
</tr>
<tr>
<td><strong>Total Capital Outlay</strong></td>
<td>$3,136,000</td>
<td>($616,000)</td>
<td>-19.6%</td>
<td>$2,520,000</td>
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<tr>
<td><strong>LIBRARY MATERIALS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Materials - Rest. Contributions</td>
<td>$10,000</td>
<td>0</td>
<td>0.0%</td>
<td>$10,000</td>
</tr>
<tr>
<td>Materials - Other</td>
<td>4,680,000</td>
<td>120,000</td>
<td>2.6%</td>
<td>4,800,000</td>
</tr>
<tr>
<td><strong>Total Materials</strong></td>
<td>$4,690,000</td>
<td>$120,000</td>
<td>2.6%</td>
<td>$4,810,000</td>
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<tr>
<td><strong>TRANSFER TO CAPITAL PROJECTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$4,000,000</td>
<td>0</td>
<td>0.0%</td>
<td>$4,000,000</td>
<td></td>
</tr>
<tr>
<td><strong>TRANSFER TO SINKING/EARR FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500,000</td>
<td>(250,000)</td>
<td>-50.0%</td>
<td>250,000</td>
<td></td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
<td>$4,500,000</td>
<td>($250,000)</td>
<td>-5.6%</td>
<td>$4,250,000</td>
</tr>
<tr>
<td><strong>Sub-Total Expenditures</strong></td>
<td>$50,804,000</td>
<td>$1,963,500</td>
<td>3.8%</td>
<td>$52,767,500</td>
</tr>
<tr>
<td>Reserves</td>
<td>$10,917,000</td>
<td>$501,000</td>
<td>4.7%</td>
<td>$11,418,000</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$61,721,000</td>
<td>$2,464,500</td>
<td>4.0%</td>
<td>$64,185,500</td>
</tr>
</tbody>
</table>
Operating Fund
Revenue Highlights

Ad Valorem Taxes ($51,363,000)
Based on the preliminary information provided by the Property Appraiser’s Office, property values are up 7.0%. With this increase and no change in the millage rate of .3748, tax revenues are up $3,343,000.

State Aid ($830,000)
As has been our practice, the amount included in next year’s budget reflects the funding level received for the current fiscal year.

Charges For Services ($275,500)
The $161,500 reduction is based on FY 2019-20 estimates and the uncertainty of the Covid-19 onto FY 2020-21 revenues.

Fines & Lost Materials ($200,000)
The $400,000 reduction is based on FY 2019-20 estimates and the uncertainty of the Covid-19 onto FY 2020-21 revenues.

Investment Earnings ($225,000)
Rates have been reducing and erratic and that is reflected in the lower investment earnings estimate. The budget for this account was reduced by $125,000 based on FY 2019-20 estimated Investment Earnings.

Internet Rebate ($80,000)
The Universal Service Schools and Libraries Program, which is a Federal program commonly known as “E-Rate,” provides rebates up to 80% of qualified telecommunication and Internet access charges to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access. The Library has received rebates on Internet and Metro-Ethernet network services. The budget for next year is the same as FY 2019-20 budget. This revenue stream varies year by year based on which E-Rate eligible services the Library acquires during the year.

Reserves ($10,470,000)
This is the amount of Reserves that are eligible for spending.
Operating Fund
Expenditure Highlights

Salaries & Benefits

Salaries ($18,945,000)

✓ The FY 2020-21 budget includes 271 full time and 167 part time positions. No new positions are being requested for FY 2020-21.

✓ The FY 2020-21 Budget Guidelines from Mayor Demings includes a 0% salary increase for County staff, with the exception of staff earning below $15.00 per hour. The Library has followed Mayor Demings Budget Guidelines. The Library provides a merit component to high performers through additional vacation or part time leave and staff have the option of cashing out this leave at the time of their annual performance evaluation. Additionally, the Library has funded a 2 month overlap for the CEO/Director Position.

Defined Contribution Pension Plan ($1,421,000)

Library employees have not participated in Social Security since shortly after the District was formed in September 1980. Instead, a defined contribution pension plan was established for all staff. The Plan requires that the Library contribute 7.5% of each employee’s bi-weekly salary. Vesting is immediate and benefits are payable in a lump sum at termination/retirement. The $39,000 increase in this account is due to higher budgeted salaries based projected salaries.

Defined Benefit Pension Plan ($1,850,000)

This Plan is a traditional retirement plan covering full time employees hired prior to January 1, 2007. The normal retirement benefit (2% of an employee’s final average earnings multiplied by years of service minus one year) is calculated at age 65. Employees who are vested and have at least 10 years of service may retire as early as 55 at a reduced benefit: 5% reduction for each year prior to age 65. As of January 1, 2020, 70 active employees were participants in this Plan.

Contributions to the Plan are actuarially determined at the beginning of each calendar year. The $1,000,000 increase in projected contributions for next fiscal year is largely due to the anticipated loss on investments in 2020. This Plan was closed to new employees starting in January 2007.
Money Purchase Pension Plan ($982,000)

Effective January 1, 2007, new full time hires no longer participate in the Defined Benefit Pension Plan, but instead are enrolled in this Plan. The Plan requires that the Library contribute 9% of each employee’s bi-weekly salary. The vesting period is one year and benefits are payable in a variety of forms, including lump sum and installments. The $43,000 increase is due to higher budgeted salaries.

Life and Health Insurance ($3,865,000)

The Library pays the medical and dental premiums for each full time employee and the employee is responsible for the cost of any dependent coverage: spouse, children, or family. In accordance with the Affordable Care Act (ACA), the Library also provides separate health care coverage to part time employees who are paid, on average, 30 hours or more per week. An increase in the projected number of part time employees eligible for the coverage from 46 to 68 combined with a 10% projected increase in premiums are the reason for the $539,000 increase.

Retiree Health Care ($795,000)

Local governments are required to reflect the true cost of retiree healthcare during the employee’s tenure rather than the “Pay as You Go” system that was common up until 2007. A trust fund was established in 2007 and the Library has since been funding this benefit in a fashion similar to a pension. Contributions to the Plan are actuarially determined.

The previous retiree health care benefit only covered full time employees hired before January 1, 2007. In April, 2019, the Board approved a new, limited benefit for employees hired after that date. The $71,000 increase for this account, is based on the actuarial report.

Parking and Bus Passes ($225,000)

For Main Library employees, the Library leases approximately 151 parking spaces in the City of Orlando garage across from the Main Library. The Library also offers LYNX bus passes in lieu of parking at the employee’s choice. Branches have free parking. The budget for this account reflects a nominal increase of $4,000.

Overall, salaries and benefits for next fiscal year are up $2,079,000 or 7.9%.
Operating

Professional Services ($250,000)

Examples of services charged to this account include the following:

- Actuaries (pension, health insurance, retiree health care)
- Auditors
- Attorneys (general counsel, labor, construction, pension)
- Insurance broker
- Compensation consultant

There is a nominal $14,000 decrease in the budget for this account.

Other Contractual Services ($2,050,000)

Services charged to this account include the following:

- Off duty police officer coverage (Main Library, South Trail, Hiawassee, Washington Park, and Herndon Branches)
- Collection agency (collection services and renewal notices)
- Marketing
- Programming
- Branch deliveries
- Debit/credit card charges
- Advertising for legal notices
- OCLC (provider of bibliographic information for cataloging)
- Armored car pickup service for all locations
- Moving services
- Pre-employment background checks
- Exterminating services
- Digitization services
- General consulting services

The $69,000 increase in the budget is primarily due to the increased costs for police officer coverage, branch deliveries and debit/credit card charges.
Other Contractual Services – Janitorial ($365,000)

At the Main Library, the custodians are Library employees but in the branches, we contract with a private vendor, Florida Cleaning System, for janitorial cleaning services. The Library also has contracts with vendors to pressure clean exteriors of the branches, clean the carpets in the branches, and clean the windows in all of our facilities. The $16,000 increase in the budget for this account is due to anticipated cost increase for deeper cleaning due to Covid-19.

Training and Travel ($125,000)

Charges to this account include:

- Mileage, parking, and tolls reimbursements to staff
- Group training
- Seminars and conferences for individual staff

The $10,000 increase in the budget for this account is related to additional professional development of the Library staff, including required Continuing Professional Education (CPE) credits to maintain their certifications.

Telecommunication ($300,000)

Telecommunication services including Internet connections, Metro-Ethernet branch connections, and Voice-Over Internet Protocol are charged to this account. There is no change in the budget for this account.

Delivery and Postage ($1,185,000)

The following are charged to this account:

- Payments to the vendor, Priority Express Parcel (PEP), for deliveries to patrons for our MAYL program
- Payments to the Post Office for deliveries to patrons for our MAYL program in areas of the District which are not served by PEP
- Payments to the Post Office for general mail service
- Federal Express charges

The budget for this account was increased $50,000 to reflect the actual amount being paid to Priority Express Parcel and the increased use of USPS for material delivery due to Covid-19.

Utilities ($980,000)

Included in this account are charges for water, sewer, trash, and electricity for all of our facilities. The Library has and will continue to implement energy saving changes such as LED lighting, programable thermostats, motion activated lights in offices, etc. The $9,000 increase is based on an anticipated rate increase from Duke energy.
Rentals and Leases ($1,476,000)

This account reflects the leasing costs of the South Trail, Fairview Shores, Hiawassee, Southeast, Southwest, Herndon, and Eatonville Branches. We also lease Washington Park and Windermere, but there are no lease charges for those facilities. Next year’s budget reflects a $150,000 allocation for a potential partial year lease in Lake Nona or Horizons West.

Insurance ($375,000)

Insurance coverage charged to this account includes the following:

- General liability
- Property
- Public officials
- Flood
- Employment practices
- Fiduciary (pensions)

Periodically, we have our facilities appraised to make sure the insured values approximate market value. The $29,000 increase in this account is based on estimates provided by our insurance broker.

Repairs and Maintenance ($1,400,000)

The Library System consists of the Main Library and 15 branches for a total of approximately 460,000 square feet. Repairs and routine maintenance include the following services:

- Plumbers
- Electricians
- Locksmiths
- Heating, ventilating, and air conditioning
- Elevators
- Painters
- Handyman
- Landscaping
- Roofers
- Fire alarms, sprinkler systems
- Building security and camera systems
- 3M self check systems

The cost to maintain our facilities and equipment is partly a function of our size. Additionally, our facilities and equipment are well maintained and our goal is to keep them in that condition. The $148,000 increase in the budget for this account is due to anticipated repairs to aging HVAC systems, camera replacements and enhanced landscaping at branches.
Repairs and Maintenance – Hardware/Software ($1,280,000)

Examples of items charged to this account include maintenance contracts, application service contracts wherein the vendor supplies the hardware and software, and technology repairs for the following:

- Library automation system
- Antivirus software
- Internet filtering software
- Employee evaluation software
- Technology backbone (routers, switches, and firewall)
- Accounting, payroll, and time and attendance software
- Vocera (hands free communication system)
- Citrix software (allows for centralized upgrading of commonly used applications like Microsoft Word)
- PC reservation, printing, scanning, copying, and faxing
- Applicant tracking
- Adobe Cloud Connect
- Sierra ILS Software (Contract ends August 2021)
- Wise ILS Software (Service starts Spring 2021)
- Analytics Software

The Library pays maintenance and service contracts for over 50 software applications. The budget for this account was increased by $330,000 to reflect our increasing use of technology, and the initial payment to on the WISE ILS software in the amount of $280,000, all of which needs to be supported and maintained.

Copying/Printing ($265,000)

The Library contracts with a vendor, EGP, to provide printers and “all in one” machines (fax, scan, print, copy) throughout the system. We pay EGP for each copy made and they are responsible for providing the machines, service, and supplies excluding the paper. The cost to the Library is 1 cent for each black and white print and 7.5 cents for each color print.

Large print jobs sent to external printers are charged to this account. This account has a nominal increase of $3,000.

Property Appraiser’s Fee ($425,000)

The Orange County Property Appraiser determines the value of property for each taxing agency in the County for ad valorem tax purposes. In exchange for providing this service, each taxing agency is charged for a portion of the Appraiser’s budget. The Property Appraiser’s office could not give us the amount of the charge for next fiscal year, so we have estimated it at $425,000, an increase of $30,000.
Tax Collector’s Fee ($1,027,500)

The Orange County Tax Collector collects taxes from property owners in the County and distributes the tax revenues to the appropriate taxing agencies. The Collector’s fee is 2% of the taxes collected. Due to an increase in property tax revenues, the budget for this account is increasing $66,500.

Supplies ($775,000)

Examples of supplies used throughout the system and charged to this account including the following:

- Office supplies
- Janitorial supplies
- Paper
- RFID tags for self check locations
- Program Supplies
- Furniture and equipment items with unit costs less than $1,000

The $19,000 decrease in this account is due mainly to less FFE being purchased for 2 branch refreshes vs 3 refreshes in FY 2019-20.

Supplies – Hardware/Software ($350,000)

This account includes technology items with a unit cost of less than $1,000, which are considered supplies. The proposed budget consists of the following:

- Replace PC’s out of warranty $250,000
- Replace printers, barcode scanners, & monitors 50,000
- Purchase tablets, software, and other supplies 30,000
- Other 20,000

There funding for this account has been reduced by $125,000.

Overall, operating expenditures for next fiscal year are up $630,500 or 5.2%.
Capital Outlay

Building and Improvements ($1,750,000)

The proposed budget includes the following:

- Remodel North Orange and West Oaks Branches Restrooms $450,000
- Refresh North Orange and West Oaks Paint Carpet etc. 400,000
- Albertson Room Upgrade 270,000
- Main Basement Restrooms and Showers 180,000
- Update Melrose Center Stage Lighting and AV Equipment 100,000
- Coffer Ceiling Design 100,000
- Main Master Plan Design 100,000
- Update Main Library and Branch HVAC controls 70,000
- Other 80,000

Equipment and Furniture ($250,000)

The following are included in the budget for this account:

- Furniture and Fixtures at Branches $125,000
- Furniture and Fixtures at Main 75,000
- Other projects 50,000

Hardware/Software ($520,000)

This account includes technology items with a unit cost of more than $1,000. The proposed budget includes the following:

- Servers/cloud storage $200,000
- Laptops 75,000
- Digital content enhancement 50,000
- Integrated library system enhancements 50,000
- Mobil Check Out 25,000
- Melrose Center iMac and Windows computers 25,000
- E-Book lending 25,000
- Video equipment 15,000
- Other projects 55,000

Overall, capital outlay expenditures for next fiscal year are down $616,000 or 19.6%.
Library Materials – Other ($4,800,000)

The budget for this account covers the purchase of all materials, whether electronic or physical. There is a $120,000 increase to reflect the higher cost of some electronic material.

Transfer to Capital Projects Fund ($4,000,000)

To support future branch development, $4,000,000 is being transferred to the Capital Projects Fund. The budget for this account is the same as FY 2019-20.

Transfer to Sinking / EARR Fund ($250,000)

Previously, a Board member recommended that we annually set aside funds for future repairs/replacements to both our facilities and technology. For example, the roof at the Main Library will need to be replaced and this cost easily will exceed $1,000,000. We set up a “Sinking Fund” to fund these repairs/replacements and began to fund it annually. We had funded it annually for just a few years but stopped once property values plummeted in 2008 and we were forced to reduce our budget. Given the increase in property values over the last several years, we believe the time is right to resume setting aside money annually for this Sinking Fund. Rather than funding for both facilities and technology, we believe the need is greater for facilities and don’t anticipate significant technology purchases down the road. Any technology purchases can be accommodated through our annual budgeting process. Included in next year’s budget is $250,000 for a transfer to the Sinking Fund.

The FY 2020-21 budget reflects a $2,464,500 increase, or 4.0%, compared to the current year budget.
# Capital Projects Fund

<table>
<thead>
<tr>
<th></th>
<th>FY 2019-20 BUDGET</th>
<th>INCREASE (DECREASE)</th>
<th>FY 2020-21 BUDGET</th>
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<tbody>
<tr>
<td><strong>REVENUES</strong></td>
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<tr>
<td>Investment Earnings</td>
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<tr>
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<td><strong>TOTAL REVENUES</strong></td>
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<td>$4,342,000</td>
<td>$17,950,000</td>
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<table>
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<th>INCREASE (DECREASE)</th>
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<tr>
<td><strong>EXPENDITURES</strong></td>
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<tr>
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<tr>
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<td><strong>TOTAL EXPENDITURES</strong></td>
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# Sinking/EARR Fund

## Revenues

<table>
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<tr>
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<th>FY 2019-20 Budget</th>
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<td>Investment Earnings</td>
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<td>Transfer from Operating Fund</td>
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<tr>
<td>Reserves</td>
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## Expenditures

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<th>FY 2019-20 Budget</th>
<th>Increase/Decrease</th>
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<tr>
<td>Reserves - Building and Improvements</td>
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<td><strong>Total Expenditures</strong></td>
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# Permanent Fund

## REVENUES

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<tr>
<th>FY 2019-20 BUDGET</th>
<th>INCREASE (DECREASE)</th>
<th>FY 2020-21 BUDGET</th>
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<td>Investment Earnings</td>
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<td>Reserves</td>
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<td><strong>TOTAL REVENUES</strong></td>
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## EXPENDITURES

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<tr>
<th>FY 2019-20 BUDGET</th>
<th>INCREASE (DECREASE)</th>
<th>FY 2020-21 BUDGET</th>
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<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>$209,000</strong></td>
<td><strong>$841,000</strong></td>
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</tbody>
</table>
Orange County Library System
Board of Trustees Meeting
May 14, 2020

Southwest Lease Amendment:
Bethany Stone
Southwest Branch - Fifth Amendment to Lease Agreement

I. Issue Statement
The Library Board is being asked to approve a Fifth Amendment to the original Lease Agreement to include the Community Room as part of the premises and transfer management of room reservations to library staff.

II. Overview
The Southwest Branch Library is located at the intersection of Dr. Phillips Blvd and Della Drive. Dr. Phillips Charities is the owner of the building and has leased the building to the library since March of 1989. The Branch is one of the most popular locations for event attendance. The library, until now, has been required to request use of the Community Room for every library program or event from the Dr. Phillips Foundation. This scheduling requirement presented challenges for the library to provide events at times best suited for the community. This Amendment will allow the library to have flexibility in scheduling library events and then coordinate the scheduling of the room by permitted users. Permitted users must reside within the Dr. Phillips Community, no meetings of religious worship or of a partisan political nature may be held and users of the room may not charge any admission or conduct sales from the room. The library may also not charge for the use of the Community Room.
Under this fifth Amendment there would be no other changes, other than the management of the Community Room, to the current Lease.

III. Options
Option 1. Approve the attached Fifth Amendment and authorize the Director/CEO to execute it.

Advantage: Allows Branch to have control over the use of the Community Room in their location, thus providing increased opportunities for programming and additional flexibility in scheduling.
Disadvantage: This Community Room will operate under different requirements than other library meeting rooms.

Option 2. Do not approve the Fifth Amendment.

Advantage: Library will not have to coordinate the Community Room scheduling.
Disadvantage: Library will be unable to schedule events and programs at times best suited to the convenience and preferences of the community.

IV. Recommendation:
Staff recommends that the Library Board approve the attached Fifth Amendment and authorize the Director/CEO to execute it.
FIFTH AMENDMENT TO LEASE

THIS FIFTH AMENDMENT TO LEASE ("Fifth Amendment") made and entered into this _____ day of __________, 2020, between DR. PHILLIPS, INC., a Delaware not-for-profit corporation, with a place of business in Orlando, Orange County, Florida ("Landlord"), and ORANGE COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES, a component unit of Orange County, Florida (a charter county and political subdivision of the State of Florida), with a place of business in Orlando, Orange County, Florida ("Tenant").

W I T N E S S E T H:

WHEREAS, Landlord and Tenant are parties to that certain Lease dated November 13, 1987, as amended and assigned ("Lease"), covering the Premises more particularly described in said Lease; and

WHEREAS, the parties hereto now mutually desire to amend the Lease as more particularly provided herein.

NOW THEREFORE, for and in consideration of the sum of Ten Dollars ($10.00), each to the other in hand paid, receipt of which is acknowledged, and in consideration of the premises and the mutual covenants contained herein, it is agreed between Landlord and Tenant as follows:

I. Commencing upon execution of this Fifth Amendment, the Community Room is included in the Lease as part of the Premises, and Tenant shall manage all reservations of the Community Room. Within fifteen (15) days after execution of this Fifth Amendment, Landlord shall provide Tenant with a list of any existing reservations of the Community Room which Tenant shall honor so long as the Premises are open to the public on such days.

II. Paragraph 51. of the Lease is hereby deleted in its entirety and the following substituted therefor:

“51. Landlord and Tenant agree that the area identified on the plans as “The Dr. Phillips Community Room” (the “Community Room”) will be utilized in the following manner:

A. The Community Room shall be identified to the public as the “Southwest Library Community Room.”

B. The Community Room shall be made available by Tenant as a meeting space for use by non-profit organizations located within the Dr. Phillips Community, which is defined as being the area north of the south end of Big Sand Lake, south of Conroy-Windermere Road, east of the Butler Chain of Lakes, and west of Turkey Lake Road. No meetings of religious worship or of a partisan political nature may be held in the Community Room. Users of the Community Room shall not charge any admission fee to attend any meeting at the Community Room or conduct any sales from the Community Room.

C. Tenant shall be responsible for the utilities and maintenance of the Community Room, and except for damage or cleanup charges, Tenant shall not charge users of the Community Room any fees for the use of the Community Room.

D. Notwithstanding the provisions of Subparagraph B. above, Tenant shall make the Community Room available to the Orange County Supervisor of Elections as a polling location for all elections, and to the Dr. Phillips Community Association, Inc. each December for its annual meeting on a date specified by
the Dr. Phillips Community Association, Inc. no later than ninety (90) days before such meeting.

E. Tenant may use the Community Room for its general use at any time when it is not otherwise in use by a permitted user specified in this Paragraph 51.”

III. All other terms and conditions of the Lease are hereby ratified and reconfirmed, and this Fifth Amendment shall in no way serve as a modification or novation of any of the terms and conditions of said Lease except as specifically set forth herein.

IV. This Fifth Amendment may be executed by email in PDF and in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.
IN WITNESS WHEREOF, Landlord and Tenant have hereunto executed this instrument for the purposes herein expressed on the day and year first above written.

Signed, sealed and delivered in the presence of:

DR. PHILLIPS, INC., a Delaware not-for-profit corporation

By: Kenneth D. Robinson, President

PRINTED NAME: ____________________________
Witness, as to Kenneth D. Robinson

PRINTED NAME: ____________________________
Witness, as to Kenneth D. Robinson

“Landlord”

Signed, sealed and delivered in the presence of:

ORANGE COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES, a component unit of Orange County, Florida (a charter county and political subdivision of the State of Florida)

By: Mary Anne Hodel, Library Director/CEO

PRINTED NAME: ____________________________
Witness, as to Mary Anne Hodel

PRINTED NAME: ____________________________
Witness, as to Mary Anne Hodel

“Tenant”
RESOLUTION TO APPROVE THE FIFTH AMENDMENT TO THE SOUTHWEST BRANCH LEASE.

Minutes of the regular meeting of the Orange County Library System Board of Trustees held in the City of Orlando on the 14th day of May 2020 at 6:00p.m. Eastern Prevailing Time

PRESENT:

ABSENT:

The Board Resolves:
1. To approve a Fifth Lease amendment to the Southwest Branch for a ten year term.
2. To authorize Mary Anne Hodel, the Library Director/CEO, to execute the Amendment.
3. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

Resolution declared adopted:

________________________
Secretary
Orange County Library System
Board of Trustees Meeting
May 14, 2020

Discussion & Possible Action Items
Orange County Library System
Board of Trustees Meeting
May 14, 2020

Herndon Lease
Orange County Library System
Board of Trustees Meeting
May 14, 2020

Information
Orange County Library System
Board of Trustees Meeting
May 14, 2020

Director’s Report
OUTREACH HIGHLIGHTS

MPR conducted two live online Community Outreach Training sessions which were attended by 59 staff members. These staff will now be able to more effectively support community engagement efforts when the library reopens.

SOCIAL MEDIA HIGHLIGHTS

Engagement during this time is up 23% across Facebook, Instagram, Twitter and LinkedIn. Of note:

- Link clicks in particular were up in this timeframe. On Facebook, link clicks increased by 107% and on Twitter link clicks increased by 17.2%.
- In response to our regularly published Instagram Stories content, we received 217% increase in replies. During the course of this month, we received 38 replies to our Instagram Stories.
- Our YouTube channel added 1,316 subscribers in this time period. Typical growth is 68-93 subscribers.
- Our Open Hour with a Librarian on Facebook/Twitter has received 12 questions from customers over the last three sessions.

During this timeframe, we also celebrated National Library Week. We released an OCLS BINGO game, a video featuring staff, open-ended posts for customer feedback.

LOCAL WANDERER

While participating venues are closed, MPR sent out a usage and economic impact survey to previous Local Wanderer customers. We received over 100 responses, the majority of which were extremely positive.

We look forward to using the feedback we received to make positive changes to the user experience and demonstrate the efficacy of the program to other potential partners.

MEDIA HIGHLIGHTS

- Orlando Sentinel referred readers to Orlando Memory in an article titled ‘Restaurants have a long record of stepping up in tough times’ on Apr. 26.
- The April issue of Playground magazine includes a ‘DIY: No-Bake Blueberry Pie’ activity provide by OCLS.
- West Orange Times was the first to cover The Melrose Center’s efforts to provide Orlando Health with face shields in ‘Melrose Center delivers 3D Printed PPE to Orlando Health’ on April 15.

MULTICULTURAL MARKETING

- MPR appeared on Despierta Orlando to inform Spanish speaking customers about online classes.

AWARDS

Florida Public Relations Association Orlando Area Chapter recognized OCLS’ public relations efforts with five 2020 Image Awards. The projects recognized were Local Wanderer and Chrispin’s Story, a video created for Friends of the Orange County Library System’s successful annual appeal.

SHLF CENTERED

In April, MPR launched a podcast as an additional tool to promote the Library. The podcast was launched sooner than intended to be able to give updates during COVID-19 closure. The first four episodes received a total of 1,23 unique downloads.

- Apr. 1 – Ep. 001: An Auspicious Start featuring James Grippando
- Apr. 8 – Ep. 002: Florida Man Hosts Library Podcast featuring Tim Dorsey
- Apr. 15 – Ep. 003: Online Learning in the Time of Corona
- Apr. 22 – Ep. 004: National Library Week
- Apr. 30 – Ep. 005: Talking Literature and Comics with Nathan Holic
Viviana Valencia-Serrano, Assistant Manager in Learning Central is the Florida Library Association’s Member Spotlight for May. Read about her [here](#).

In the weeks during the closure to the public, Orange County Library System has been evaluating best practices for cleanliness and sanitation, so all are prepared to open to the public with health and safety in mind.

The plan to resume regular services will happen in phases. During Phase 1, staff reopened Questline, the library’s call center, for calls and chat on Wednesday, May 6. Questline operators are available for customers Monday through Friday from 9 a.m. to 5 p.m. When the libraries open to the public, the call center will be open during library open hours.

The home delivery service will resume on Monday, May 11. On that date, staff will begin processing holds and the courier service started delivery on May 12. Customers who have designated one of the locations for picking up holds will have their requested items delivered via USPS. The book drops will reopen on Friday, May 15. All library materials that were checked out before the library closed on March 18 are due on June 1.

Staff are also making preparations to reopen the facilities to the public. A date for opening has yet to be announced, but some of the things we plan to have in place when we reopen is a requirement that all customers and staff wear masks and practice social distancing when in the buildings; limiting computer reservation times to one hour per customer; and installing plexiglass barriers at all customer service points to minimize contact between staff and customers. Staff are continuing to look at best practices from other organizations, and intend to follow recommendations put forth by the County for safe reopening practices.

The Summer Reading Program will be entirely virtual this year. Because the traditional summer events and programs require large groups of children and families to gather in enclosed spaces, which makes distancing difficult, staff have decided to adapt the programs and events so they can be enjoyed from home. We will offer events for all ages via livestreams, YouTube videos, live online classes and Zoom events and meetups. The Mobile Lunch program, a partnership with Orange County Public Schools, will still be offered at some locations as a grab-and-go service so that children who rely on those summer meals will still have access to them.

So far, the foray into offering online events has been a success. During April, staff offered 138 virtual events, and had attendance of 3,838 people. Staff hosted 59 virtual storytimes in partnership with OCPS and Orange County Head Start, with total attendance of 1,033 educators and children. Schools that participated in the storytimes included Arbor Ridge, Cheney, Frangus, Pinewood, Lovell, Wyndham Lakes, Independence, Moss Park, Timber Lake, Union Park, Phyllis Wheatley and Zellwood elementary schools. Head Starts that participated included Bithlo, East Orange, Englewood, John Bridges, McCoy, Pine Hills, Three Points, Venture, South Orlando YMCA and Washington Shores. Customer surveys indicate that they appreciate these virtual services. “We are enjoying the virtual services,” one customer wrote in a survey response. “I have a 9-year-old and two 8-year-olds, and even though the program was made for younger children, it was still engaging for mine.”

There is also have a little bit of good news, unrelated to the pandemic. The Florida Public Relations Association has recognized the library with Image Awards for Local Wanderer, which allows customers to use their library cards to check out passes to local cultural institutions, and Chrispin’s Story, an online giving initiative that shares the story of a man who used sewing classes to improve his language skills and earn a promotion at Disney. Chrispin’s Story was a key piece of our 2019 Annual Appeal, which raised more than $30,000 for the Friends.
Recent Systemwide Events
Melrose Center
Membership for Melrose Meetup groups continued to grow, if slightly, during the April closure:
- Orlando Audio – 1,069 (+1)
- Orlando Digital Media Design – 1,115 (0)
- Orlando Melrose Makers – 92 (0)
- Orlando Out Tonight Theatre – 2,031 (+3)
- Orlando Photo+Design – 3,196 (+11)
- Orlando Video & Post Production – 2,339 (+3)

Working from home with Melrose Center resources, the Fab Lab team has been helping to make face shields for medical workers using both 3D print and liquid acrylic mold techniques. During the month of April, the team made and delivered 426 face shield visors, 102 ear extenders and 40 tension release bands to the Orlando Health donation center.

The fourth episode of the *Melrose in the Mix* TV series aired April 16 on WUCF-TV. Orlando hip-hop artist AMiAM performed five songs and sat for an interview about his start in music and how the material he performs during the session were all songs he’d previously worked on with Pro Tools sessions in the Melrose Center. Local music luminary, emcee and producer Swamburger also gives a short interview during the episode. See it [here](#).

The video version of our first episode of the *Reel to Real* podcast featuring guests Joe Vitale and Buster Cousins was posted on April 19. See it [here](#). The audio for the second *Reel to Real* podcast with guests Debbie Smith and Beth McKee was released on April 21 across all popular audio platforms. Listen [here](#).

Marko Torres also “hosted” a virtual Open Mic: The Voice of Melrose. He sent out a call to artists to send in video performances, which Marko then compiled into a 60-minute show that was posted on Facebook on the traditional open mic fourth Thursday of the month, April 23. See it [here](#).

On April 29, Melrose staff participated in a Zoom presentation trial run, as we begin plans to offer an array of virtual meetups and other instructor-led content in the coming weeks.

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 by pod:

**Audio**
- Troubleshooting Signal Flow video
- Sidechain Compression video
- Using Screensets in Logic Pro video
- Brushstrokes in Logic Pro video
- How to use Fade Zone in Logic Pro video
- Using the Smart Tempo Feature in Logic Pro video
- Shure SM7B Microphone illustrated video (in collaboration with Juan Rivera)
- Synthesizers – Source Sounds video

**Video:**
- Focus, Motion Blur and Shutter Speed video
- Tips for Mobile Device Video Shooting video
- How to Access Open Broadcaster Software support in Lynda video
- How to Access Algebra help from MathTV.com video

**Photo/Design:**
- Photo Tip: Using White Balance info w/ image
• Photo Tip: Get it Right in the Camera info w/ image
• Photo Tip: Using White Balance info w/ image
• Photo Tip: How to Create Depth of Field info w/ image
• Photo Tip: Selecting the Right ISO info w/ image
• Art Tip: Drawing Skill Technique video
• Art Tip: Visual Interest Tips video
• Art Tip: Traditional vs Digital Workflow video
• Art Tip: 50/50 Method video
• Best Practices for 3D Projects in Blender video

Theatre:
• Finding Your Voice, Finding Your Range video
• Male Vocal Parts video

Alafaya
• On April 17, “Storytime with Ms. Lauren” was posted on the OCLS YouTube page. This event has been viewed 345 times.
• On April 17, the librarian led a virtual outreach storytime for Lakemont Elementary. There were 2 adults and 10 children in attendance.
• On April 21, “English Conversation Hour” was held as a virtual event and the 10 participants learned about and discussed different cultures.
• On April 27, “English from Zero” was held as a virtual event and the 12 attendees.
• On April 28, “English Conversation Hour” was held as a virtual event and the 10 participants learned about and discussed different cultures.
• On April 24, Alafaya hosted, “Caregivers Connect” as a virtual event. There were 7 adults and 8 children in attendance.
• On April 30, the librarian held the “Alafaya Book Club” as a virtual event. There were 11 adults in attendance.
• The staff members at the Alafaya Branch have attended a total of 105 training opportunities this month.
• The customer service lead is working on building out and organizing new staff training material in Teams.
• The librarian at Alafaya is writing weekly “Preschool Fun” blogs for the OCLS blog page.
• The staff has been working on creating various reading book lists for the system. For example, the young adult SRP reading list, Sunshine State lists, and updated book recommendation lists for the branch.

Chickasaw
• ESL Instructor hosted "Writing Clearly for Beginners" on April, 7, 7 people attended virtually.
  • ESL Instructor hosted "Writing Clearly for Beginners" on April, 14, 14 people attended virtually.
  • ESL Instructor hosted "Writing Clearly for Beginners" on April, 16, 19 people attended virtually.
  • Youth Program Specialist hosted "Storytime with Ms. Jackie" on April 21, 33 people attended virtually.
• ESL Instructor hosted "Writing Clearly for Beginners" on April, 21, 22 people attended virtually.
• ESL Instructor hosted "English from Zero" on April 22, 17 people attended virtually.
• ESL Instructor hosted "Writing Clearly for Beginners" on April, 23, 16 people attended virtually.
Youth Program Specialist hosted "Cuentame un Cuento with Ms. Jackie" on April 23, 22 people attended virtually.
ESL Instructor hosted "Writing Clearly for Beginners" on April, 28, 21 people attended virtually.
ESL Instructor hosted "English from Zero" on April 29, 13 people attended virtually.
ESL Instructor hosted "Writing Clearly for Beginners" on April, 30, 28 people attended virtually.
On April 3, "Cuentame un Cuento: Tell Me a Story" was posted on the OCLS YouTube page. This video has been viewed 322 times.
On April 8, “Cuentame un Cuento: Tell Me a Story Songs and Rhymes" was posted on the OCLS YouTube page. This video has been viewed 244 times.
On April 12, "Ruby the Elephant Hand Art" was posted in Beanstack for One Book One Community. This video has been viewed 20 times.
Chickasaw Assistant Manager hosted the virtual staff training “Let's Get Digital!” on April 2, 30 staff members participated
Chickasaw Assistant Manager hosted the virtual staff training “Let's Get Digital!” on April 6, 32 staff members participated
Chickasaw Assistant Manager hosted the virtual staff training “Let's Get Digital!” on April 9, 20 staff members participated
Chickasaw Assistant Manager hosted the virtual staff training “Let's Get Digital!” on April 20, 17 staff members participated
Chickasaw Assistant Manager hosted the virtual staff training “Let’s Discover ePULP!” on April 22, 25 staff members participated
Chickasaw Assistant Manager hosted the virtual staff training “Let's Get Digital!” on April 24, 23 staff members participated
Chickasaw Assistant Manager hosted the virtual staff training “Let's Get Digital!” on April 27, 8 staff members participated
Chickasaw Assistant Manager hosted the virtual staff training “RBdigital and MORE!!” on April 28, 38 staff members participated
Chickasaw Assistant Manager hosted the virtual staff training “Let's Get Digital!” on April 29, 18 staff members participated
The staff members at the Chickasaw Branch have attended a total of 174 training opportunities this month.
National library week. 6 staff members provided photographs.
2 staff members have provided Spanish titles for inclusion in the SRP 2020.
Staff members have reviewed various promotions (print and video) in Spanish.

Eatonville
The staff members at the Eatonville Branch have attended a total of 67 training opportunities this month.
The Customer Service Lead at the Eatonville Branch is working with the Circulation Department to edit circulation records in preparation for the ILS switch to OCLS Wise. To date, she has completed the task of updating Eatonville’s records and is assisting with updating the records of other branches.
A Circulation Clerk at the Eatonville Branch is developing a virtual Children’s Book Club.
The staff members at the Eatonville Branch are working to convert Summer Reading Program scripts to virtual events and taking inventory of the supplies needed.
**Fairview Shores**
- Fairview Shores Manager and Customer Service Lead hosted “Central Florida Book Club” on April 14, 30 customers attended virtually.
- Fairview Shores Librarian hosted “Virtual Event: Mother Goose on the Loose with Ms. Katy” on April 22, 8 customers attended virtually.
- Fairview Shores Circulation Clerk hosted “Virtual Event: Storytime with Ms. Kristen” on April 23, 12 customers attended.
- Fairview Shores Librarian and Circulation Clerk hosted “Virtual Event: Caregiver Connect - Stay and Play” on April 27, 5 customers attended.
- Fairview Shores Librarian hosted “Virtual Event: Mother Goose on the Loose with Ms. Katy” on April 29, 18 customers attended.
- Fairview Shores Circulation Clerk hosted “Virtual Event: Storytime with Ms. Kristen” on April 30, 29 customers attended.
- On April 23, “Dinos & Stretches with Ms. Kristen” was posted on the OCLS YouTube page. This event has been viewed 148 times.
- On April 28, “Tam and Cam: A Vietnamese Cinderella” with Ms. Kristen was posted on the OCLS YouTube page. This event has been viewed 78 times.
- Staff members at Fairview Shores Branch have attended a total of 64 training opportunities this month.
- The Customer Service Lead at Fairview Shores Branch is working with the Circulation Department to clean and edit 2,300 circulation records in preparation for the ILS switch to OCLS WISE. To date, he has reviewed, corrected and updated 1,495 accounts in Sierra.
- The staff members at the Hiawassee Branch have worked on virtual programming to present for the Summer Reading Program and have collectively created eleven scripts this month.
- One staff member at Hiawassee has contributed two articles, "5 Tips to Help Maximize the Number of Books You Read" and "Great A24 Films on Kanopy" for the OCLS Blog.

**Herndon**
- The staff members at the Herndon Branch have attended a total of 124 training opportunities this month.
- A staff member recorded four stories, and then translated and recorded the Spanish Prompts for Storyline.
- The librarian at Herndon created a blog post for the OCLS blog.
- Staff have been practicing Zoom events in preparation for conducting Caregiver Connect.

**Hiawassee**
- The staff members at the Hiawassee Branch have attended a total of 220 training opportunities this month.
- The Customer Service Lead at the Hiawassee Branch is working with the Circulation Department to clean and edit circulation records in preparation for the ILS switch to OCLS WISE. To date, he has reviewed, corrected and updated 1,495 accounts in Sierra.
- The staff members at the Hiawassee Branch have worked on virtual programming to present for the Summer Reading Program and have collectively created eleven scripts this month.
- One staff member at Hiawassee has contributed two articles, "5 Tips to Help Maximize the Number of Books You Read" and "Great A24 Films on Kanopy" for the OCLS Blog.

**North Orange**
- The staff members at the North Orange branch have attended a total of 127 training opportunities this month.
• The Customer Service Lead hosted an online database challenge for the North Orange staff in order to familiarize themselves with resources available to the public. A total of 17 staff member participated.
• North Orange Youth Program Specialist hosted “Spring Storytime with Mrs. Stacey.” A total of 27 people attended virtually.
• North Orange ESL Instructor taught “English from Zero” on April 30. A total of 13 students attended virtually.
• North Orange Technology Trainer taught “Basic Spanish” on April 15, 22 and 29. A total of 19 students attended virtually.

South Creek
• South Creek’s Youth Program Specialist hosted “Virtual Storytime & a Craft with Miss Cassandra” on April 28; 38 people attended virtually.
• On April 6, "Manualidades con Laura” was posted on the OCLS YouTube page. This video has been viewed times 197.
• On April 15, “Cuisine Corner Junior: Me-Balls Recipe” was posted in Beanstack for the One Book, One Community challenge. This video has been viewed 46 times.
• The staff members at the South Creek Branch have attended a total of 120 training opportunities this month.
• The Youth Program Specialist at the South Creek Branch conducted two training sessions, “Beanstack Summer 2020” and “Brand Book,” for branch staff via Office 365 Teams.
• The staff at the South Creek Branch are reviewing SRP 2020 programs to determine how to present them on a virtual platform.
• The Assistant Branch Manager at the South Creek Branch collaborated with system-wide staff to develop Zoom Storytime Guidelines and Best Practices.

South Trail
• The staff members at the South Trail Branch have attended a total of 125 training opportunities this month.
• Staff members are working on creating a Powerpoint for virtual “Citizenship Inspired” which will be presented in May. All of the resources needed to teach this class will be readily available through this Powerpoint.
• South Trail staff participated in Zoom training to feel more comfortable in this virtual environment.
• Staff member Stephanie Robinson has been creating SRP Beanstack challenges, writing and peer reviewing scripts.

Southeast
• The ESL Specialist from Southeast presented “OCLS’ Distance Learning for English Learners” for Florida ProLiteracy. 670 people attended this webinar.
• During the month of April, the ESL Specialist from Southeast presented, “English from Zero,” “Conversation Hour”, Writing Clearly” and “Reading Clearly”. 170 people attended these classes.
• The librarian from Southeast presented “Southeast Book Club”. 23 people attended this event.
• The part-time Technology Trainer presented “Spanish from Zero: Basics” and “Spanish from Zero: Intermediate”. 75 people attended these classes.
• The staff members at the Southeast Branch have attended a total of 256 training opportunities this month.
• The Customer Service Lead at the Southeast Branch is working with the Circulation Department to clean and edit circulation records in preparation for the ILS switch to OCLS WISE.
• The Youth Program Specialist is working with the Youth Services Manager to add activity badges to the SRP Beanstack Challenges based on age level.
• The Technology Trainer is working with the IT: Design & Development and Marketing & Public Relations Manager to create and send more e-newsletter campaigns to stay engaged with customers and promote our virtual events during COVID-19.

Southwest
• Southwest staff hosted a virtual Film Club meeting on April 28th with 7 attendees to discuss *The Last Black Man in San Francisco*.
• Southwest staff hosted a virtual Caregivers Connect with 3 attendees.
• Southwest staff attended a total of 90 training opportunities this month.
• Southwest staff have contributed two posts to the OCLS Blog, “Kitchen Scrap Garden” and “How to Watch a Movie.”
• Southwest staff have contributed 8 reviews to the Staff Picks database.
• Southwest’s Librarian became certified in Chair Fitness, a program that should transfer well to the virtual environment.

Washington Park
• The staff members at the Washington Park Branch have attended a total of 83 training opportunities this month.
• Staff members observed classes and events on Zoom to learn and feel more comfortable with the virtual platform.
• The Technology Trainer completed development of a new loose-fitting blouse sewing class.
• The Technology Trainer contributed to the OCLS twitter account throughout the month by creating new content, reading, liking, retweeting, and replying to posts.

West Oaks
• The West Oaks Genealogy Specialist hosted “Genealogy, The Very Basics” virtually on April 14, 11 people attended.
• The West Oaks Genealogy Specialist hosted “Discovering U.S. Census Records” on April 21, 16 people attended.
• The West Oaks Genealogy Specialist hosted “Vital Records” on April 28, 19 people attended.
• The West Oaks librarian presented “Dino Storytime” on April 30, 30 people attended.
• On April 16, the West Oaks librarian recorded three read-aloud videos for *The One and Only Ivan* that were added to the One Book One Community Beanstack Challenge. The videos have been viewed a total of 30 times.
• The West Oaks Genealogy Specialist hosted the virtual staff training “Genealogy, the Very Basics” on April 9, 55 staff members participated.
• The West Oaks Genealogy Specialist hosted the virtual staff training “Discovering U.S. Census Records” on April 16, 62 staff members participated.
• The West Oaks Genealogy Specialist hosted the virtual staff training “DNA and Genealogy” on April 23, 60 staff members participated.
• The West Oaks Genealogy Specialist hosted the virtual staff training “I’ve Done My DNA, Now What?” on April 30, 54 staff members participated.
• West Oaks staff worked on their professional development by attending a total of 76 trainings this month.
• The West Oaks librarian wrote an article for the OCLS blog on “How to Begin Researching Your Family History” and participated in recording an episode of the library’s “Shelf Centered” podcast for National Library Week.
• The West Oaks customer service lead assisted with cleaning up and editing customer records in Sierra in preparation for the ILS switch to OCLS WISE.
• The West Oaks librarian worked on reviewing the Youth Program Specialists' SRP scripts for overall effectiveness, interest, grammar, spelling, age-appropriateness and adaptability to a branch setting.

Windermere
• Windermere staff attended Zoom training and had staff practice sessions.
• On April 17th Windermere hosted a virtual art class for Homeschoolers, there were 28 in attendance.
• On Monday April 20th the Stem program – building Paper Towers - was a success with homeschoolers as 16 kids and 9 parents participated.
• On Wednesday 22nd Quarantine Art Therapy class for adults had 4 persons enjoying themselves while creating a rose masterpiece.
• On Monday April 27th the Homeschool group again had another virtual art class with 20 in attendance.
• On Thursday April 30th basic Spanish and learning the Spanish alphabet was the theme of the virtual Homeschool class. There were 10 in attendance.
• The staff members at Windermere attended a total of 135 training opportunities this month.
• On April 22nd the manager attended an online Storytelling by Mr. Bill for the Independence Elementary School and shared information on Beanstack and encouraged students to use this program.
• The Customer Service lead is editing the BBM note fields in Sierra as assigned by the Circulation Department. She is more than a third of the way through the list.
• The librarian at Windermere reviewed scripts for SRP and prepped for an online storytelling session.
• Another staff member is working on condensing the information for Citizenship Inspired to hour and a half classes for the virtual realm.

Winter Garden
• Winter Garden Manager hosted “DLE Spanish Practice” on April 23 and 30 for Hunters Creek Elementary students, 14 people attended virtually.
• On April 17, ESL Instructor hosted “English Conversations”, 10 people attended.
• On April 23, ESL Instructor taught “English from Zero: Describing People”, 10 people attended.
• On April 30, ESL Instructor taught “English from Zero: Everyday Conversations”, 13 people attended.
• On 24 April, “Let's Crochet Mask Strap Holders” was offered, 12 people attended.
• On 29 April, staff co-hosted “Knit and Crochet Meetup”, 7 people attended.
• A Circulation Clerk at Winter Garden hosted the virtual staff training “Single Crochet Coaster” on April 15, 12 staff members attended
• Winter Garden Manager hosted “Spanish Session” for staff, 12 staff members attended virtually.
• The staff members at the Winter Garden Branch have attended a total of 84 training opportunities this month.
• The lead at Winter Garden is creating regular posts for Twitter in English and Spanish.
• The librarian at Winter Garden has completed the Libguide, “Finding and Evaluating Information”.
• A staff member at Winter Garden was invited by the TEC to moderate/be a second for all upcoming Fiber Arts classes (knitting/crochet) and Meetups.
Closure Updates: April 2020

Overview of Work Done While Closed to the Public

Main: Marketing and Public Relations
Our Marketing and Public Relations Department has been able to conduct all of its activities remotely and remains fully functional while our libraries are closed. Graphics requests, videography requests and photo requests continue to be fulfilled, and social media, communications, press releases, advertising and virtual marketing continue. The MPR team has also found some new ways to promote virtual library services, including the creation of a digital version of Books & Beyond that has gone out during April and May that highlights services our customers can use the library from home, and a new podcast that has covered things like live online classes, discussions with local authors, Staff Picks and more. Other activities are listed below.

- Worked with artists to shift timeline of 2020 art and exhibit display periods
- Recorded six episodes of new Shelf Centered library podcast, which have highlighted ways that customers can continue to connect with the library during our closure
- Conducted Outreach Training for staff interested in learning more about effective outreach for the library. During the last week in April, 24 staff participated in the training.
- Edited and posted more than a dozen new posts to the OCLS Blog, which continues to engage our customers on subjects such as titles for children and adults, documentaries available on Kanopy, free online library resources and more
- Facilitated Friends of the Library virtual meeting on April 22
- Monitored Marketing and Public Relations voicemail and email inbox
- Responded to multiple customer concerns over social media, answered questions about library services and status, used social media to direct people to digital helpdesk
- Launched new initiative with Entravision to highlight online resources available to community and to encourage people to sign up for library cards online
- Worked on a plan to market Virtual Summer Reading Program, so customers will understand what it means that our programs will be offered online and how to take advantage of them
- Communicated with the public about available library services via social media, press releases, emails and announcements crafted in cooperation with other departments
- Met via Teams twice weekly as a group to discuss our work, share information and delegate tasks as needed
- Worked with Youth Services and Events and Programs Department to facilitate live streaming events and recorded events for children and adults that were shared on YouTube
- Conducted National Library Week campaign, which highlighted our staff and volunteers on our social media channels and shared information with the public about the uptick in new library card signups and other “good” library news during the closure
- Designed and posted a library T-shirt to put up for sale on the OrlandoMerchStore.com fundraising platform
- Conducted two check-in meetings with volunteers, to keep them up to speed on what is happening while the library is closed
- Edited and shared multiple staff-created videos on YouTube, Instagram and Facebook
- Updated library’s Image Bank with a wide variety of new photos that staff can use in enewsletters and promotions announcing our virtual services
- Participated in trainings on effective marketing, as well as live online classes offered by TEC
- Created new versions of SRP Reading Trackers that can be distributed in preparation for SRP launch
- Worked with artist David Buckley to film his painting of a new mural at Alafaya, which will be shared when Alafaya is prepared to reopen
- Worked with Learning Central to prepare for launch of Big Read as a virtual event
- Started working on updates for Brand Book and Marketing Plan

**Main: Division of Business Operations**

**All:**
Worked alternating shifts for social distancing

**Finance:**
Prepared the FY 2020-21 preliminary budget
Paid vendors on an every-other week basis
Processed bi-weekly payroll
Upgraded financial software and payroll software
Ordered PPE supplies
Reviewed AT&T phone bills was able to save $2,000 per month with restructuring services
Received and Reviewed the DB Contribution Actuarial Report and ensured submission to the State
Received Reviewed the OPEB Actuarial Report

**H.R.:**
Provided training classes to staff via WebEx, Goto Meetings, Zoom etc
Updated our 457 plan to allow staff to access their Deferred Comp funds
Received and reviewed Insurance plan amendments to cover cost of Covid-19 testing and treatment with zero (0) co-pay from staff
Promoted our FREE Telemedicine service
Continued with the hiring process for the CEO/Director Position
Worked with Legal on policies for when staff come back to work and the new Covid-19 FML rules

**F&O:**
Refreshed Alafaya Branch with new shelves, carpet and paint
Deep cleaned all of the branches
Deep cleaned Main ( carpet shampooed, tile polished, etc )
Stopped various contractual services ( eg: Janitorial and landscaping ) while closed
Reduced HVAC and lighting to save utilities
Ordered and installed various PPE devices ( eg: sneeze guards, patron sanitizer stations )
Redied various branches and Main for re-opening, moving furniture etc
Performed various emergency repairs needed ( eg: leaking pipe, replaced transformers, etc )
Worked with Circulation Staff, Lifelong Learning Staff and Branch Managers regarding the re-opening ( social distancing floor markers, outside markings, etc.)
Updated the Maintenance Workorder software system to allow for better reporting and tracking of work orders

**Capital:**
Ensured Emergency Generator Project kept on schedule which is now 90% complete
Postponed various Capital Projects to save cash and move to FY 2020-21
Worked with Administrative team to focus on FY 2020-21 Capital Projects
  - Assisted F&O with various tasks to ready branches to re-openStaff are working from home with access via e-mail.
  - All training has been switched over to on-line until back to full operations.

**Finance:**
- The Financial Analyst is working from home.
The Purchasing Specialist is working from home, access via Supplies & Purchasing Distribution List.
- Coordinates with Mail room for deliveries, comes in 2x a week depending on deliveries.

- The Accounting Specialist is working from home, no e-mail access
  - In office Non Payroll Tuesday, Wednesday and Thursday to process vendor invoices (Vendors paid every other week until full operations resume)

- The Senior Accountant is working from home, access via e-mail.
  - In office Payroll Monday, Tuesday and Wednesday as needed

- The Finance Manager is working from home, access via e-mail. She comes in for payroll.
- CFO comes in on Payroll and vendor check days
- Operations Manager and Custodial & Security Manager responding to alarms and emergency maintenance requests.

Facilities & Operations:
- Custodial Staff worked to secure the building. Facilities Technician, Operations Manager, Custodial & Security.
- Service clerks alternate coming in on non-payroll weeks to process invoices. Service Clerks will be working from home.
- The Construction & Contracts Manager’s schedule will vary based on the Generator Project

Cost Control Items:
- The HVAC hours have been reduced by 3 hours in the evening. Temperatures have adjusted while the buildings are not occupied as much.
- Reduced lighting to minimal (but safe) levels
- After the April carpet deep cleaning, further carpet cleaning will be postponed until the facilities are back in full operation
- Window cleanings have been postponed until the facilities are back in full operations
- Contracted Janitorial Services will be curtailed to once a week beginning April 1st
  - The company is to do deep cleaning this week and next (public bathrooms, shelves, etc…)
  - Asking staff who do come into the buildings for essential tasks to refrain from using the public restrooms and only use the staff restroom and to take out their food trash

Main: Division of Learning & Programming

EVENTS AND PROGRAMS DEPARTMENT

- Virtual Events
  - On 24 April, the Library co-hosted National DNA Day with PBS books, an interactive Facebook Live event which had 571 participants.
  - On 28 April, 109 patrons were able to watch Chef Yamira Lee Johnson host the virtual event Cuisine Corner – Pantry Edition to see how to make a delicious meal from pantry staples.
  - Literary agent Sarita Hernandez taught 29 people how to make their novels stand out in the virtual event “Get Ready to Publish” on 28 April.
  - The OCLS Writer’s Group met virtually on 19 April, with 14 participants discussing and critiquing each other’s work.

- Recorded Events
  - For the OCLS YouTube channel, the department created Cuisine Corner: Baking Bread at Home with Sarah, which had 182 views since 2 April.
  - For the OCLS YouTube channel, the department created Cuisine Corner: Learn to Make a Mug Cake with Sarah, which had 104 views since 21 April.
  - The Events & Programs Department created a series of Writing Tip of the Week videos featuring a different author as the guest for each episode. They included authors Michael Mammay with 181 views on 7 April, Nathan Whitaker with 95 views on 13 April, Christina Farley with 49 views on 20 April, and Ruthanne Snow with 39 views on 27 April.

- Online Content
The Events & Programs Department created the OCLS Blog Post Craft Ideas for Your Home, and it was posted on 22 April.

The Events & Programs Department created the OCLS Blog Post Cuisine Corner: Dalgona Coffee aka Frothy Coffee, which was posted on 1 April.

**Staff Training**
- Staff attended 28 trainings on platforms such as SumTotal, YouTube, and Lynda.com. Topics included Adobe Premiere, Adobe Photoshop, and Professional Practices.
- Staff trained on and began using various platforms for hosting online content. These included Zoom, StreamYard, Instagram, Facebook, and OVEE.

**Highlights**
- Staff collaborated with other departments and presenters in preparation for Adult Summer Reading and Big Read transitioning to virtual events.
- Staff collaborated with members of PBS, including the Library Bureau Chief of PBS Books, to plan, schedule, and co-host a series of upcoming online events.

**YOUTH SERVICES**

**Virtual storytimes** were presented 59 times to 1,863 attendees at various elementary schools, and Head Starts.

**Launched a virtual version** of the Caregivers Connect program. Two events were held on 22 April and 29 April, with a total of 23 attendees.

**Launched Hero Spark Online Adventure** teen programming. Two events held on 9 April and 16 April had a total of 14 attendees.

**Launched OCLS storyline**, which had 104 callers.

The Spring into Reading Challenge concluded with a total of 322 participants in Beanstack.

The 2019-2020 year long Coretta Scott King 50th Anniversary Challenge concluded with a total of 1,104 participants. This challenge ran for a year to mark the 50th anniversary of the Coretta Scott King Book Awards.

In partnership with the Orlando Sentinel, the One Book, One Community Beanstack challenge was created and currently has 169 participants. Launched One Book, One Community Landing page (ocls.info/onebook). Challenges include Family Reading Tip, book-related activities, and coordinated badges for the reading challenge. Librarians and Youth Programming Specialists contributed.

The Digital Literacy Beanstack Challenge had 85 participants (for grades K-5) and 19 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.

Recorded Youth Services event videos had a total of 1,748 views. Offerings include Spring Storytime, Toddler Time, Storybook Fun, All About the Letter D, and Cuéntame un Cuento: Tell Me a Story.

Staff attended 16 professional development courses.

Staff training was offered on offering virtual Caregivers Connect and on the children’s initiative process. There was a screenencastify training for Learning Central Librarians to aid in the production of video tutorials on how to access resources. Staff offered database and resource training for the school PEL (Parent-Engagement Liaison) group on 28 April with a total of 30 attendees.

Coordinated with vendor Beanstack to host training for 138 OCLS staff members, upgraded manager’s accounts, created demo videos for managers on creating staff accounts.

Four book lists for virtual displays were created - Books that Rhyme, Find Your Place for Teens and Find Your Place Graphic Novels list, and books about coping for kids and parents. Book lists committee, YPS, and YS staff contributed.

Continued developing offerings in Spanish and bilingual content, including a Beanstack Challenge in Spanish and additional storyline recordings in Spanish.

Teen Volunteer Project Guidelines drafted and shared with managers.

Created “Why Reading is important” graphic galleries for Kindergarten Readiness LibGuide.

Created outline for virtual SRP, met with YPS to plan additional activities badges for each SRP Beanstack challenge and age group. Planning virtual end of summer celebrations and prize distribution plan, including paper tracker. Staff completed five summer reading program scripts and shared them for peer review.
TEC

- Trainers taught 90 online courses with a total attendance of 1,175
- The following new Online Classes were created in April to be taught to customers in an online environment:
  - PowerPoint Levels 1-3
  - CSS Level 3
  - Photoshop Layer Blending Modes
  - Photoshop Black & White Effects
  - Photoshop Smoke & Fire Text Effects
  - Photoshop Color Corrections
  - Sewing Tablet Sleeves
  - Let’s Crochet Mask Strap Holders
  - OBS Online Streaming: Levels 1-2
- TEC provided Train the Trainer opportunities for systemwide trainers in Code with Sphero and Virtual Fiber Arts Meetups. Staff are finalizing virtual classes that will be offered for SRP and are planning on offering Train the Trainer sessions for staff.
- Developing the following in-person classes for future classes offerings:
  - Let’s Play Chess
  - Code with Sphero
  - Streaming Games Online for Kids
  - Maya Camp for Teens (Melrose)
  - Magic Leap Development Courses (Melrose)
  - Raspberry Pi Class (Melrose)
  - Journey to Red Planet for (Melrose)
  - Mindstorms Challenge Camp for (Melrose)
  - Sewing Class: Satchel Pattern
  - Sewing Class: Quilted Slice Rug (Day 1-5 Completed)
  - Sewing Class: Sewing Machine Cover for Virtual Event Testing
  - Let’s Loom Knit Level 1
- TEC staff used time to improve several skills by taking numerous different training opportunities through the Library, Lynda.com, and other resources. The staff took classes in various software, Python Programming, Genealogy, QuickBooks, Zoom, and several fiber arts classes.

LEARNING CENTRAL

- Multiple Resource Guides were created, including Informase de COVID-19, Finding and Evaluating Information, Fiber Arts, Creating Art at Home, Investing, Mental Health for Everyone, Ebooks and Audiobooks for Free, and Virtual Book Display. The Virtual Book Display featuring Pandemic fiction was posted on Twitter and received a retweet from Mike Chen, one of the authors featured.
- Multiple interviews were transcribed and uploaded to the Orlando Memory website.
- Over 34 Talking Book customers received service due to staff having remote access to the KLAS system.
- Multiple counties in Florida were evaluated and updated with new information and links on the Right Service at the Right Time website.
- The Social Worker helped over 28 customers find information about a variety of topics, including housing and unemployment.
- The Downloadables Team helped 76 customers troubleshoot access to OCLS Digital Media providers, including OverDrive, hoopla, and more.
- The Reference Librarians answered 17 questions ranging in topics from health and wellness, business, to customers requesting remote access to Foundation Directory Online.
- Staff submitted, contributed, and posted several entries to the OCLS Blog. Blogs include A Day in the Life, Build a Backyard Ecosystem, Como usar la biblioteca durante el distanciamiento social, and Music in the Time of Quarantine.
Short tutorials on how to file for unemployment in Florida in English and Spanish were recorded and posted on the OCLS Social Worker webpage.

On 9, 16, 23 and 30 April, Learning Central in partnership with Marketing presented “Open Hour with a Librarian” sessions on Twitter and Facebook. They helped 15 customers with reader’s advisory services.

Learning Central began teaching ESOL classes virtually.

Learning Central staff attended 293 webinars, classes, and other virtual training opportunities.

**Main: Division of Information Technology**

**Techs**
- We worked with 50 staff members. Calls and trouble tickets are more about computer problems than about setting up working remotely.
- Continue to provide support to staff such as resetting password, install software and troubleshoot problems.
- Since the crisis started we have deployed a total of 35 new laptops for staff to work remotely. Some additional staff (TEC, Melrose and Graphics Design) have taken home their desktops due to the unique systems requirements of the computers.
- 40% of the computers in the system have been updated with the latest patches.
- Started updating Microsoft Office in the public computers.
- We worked with 45 staff members. Calls and trouble tickets are more about computer problems than about setting up to work remotely.
- Continue to provide support to staff such as resetting password, install software and troubleshoot problems.
- 80% of the computers in the system have been updated with the latest patches.
- 80% of public computers have been upgraded to Office 2019.
- Updated Fab Lab computers

**Alafaya**
- Coordinated with Brian removal of computers.
- Started the relocation of public computers

**System Administrators**

**Dell**
- Continue the server migration from the old system to the new one.

**Jive**
- Total of 20 departments have been migrated to the new phone system. We are about 65% complete.
- Created a story line for Youth Services to provide story telling over the phone.

**Zoom**
- Created Zoom accounts for 10 rooms
- Configured the rooms
- IT along other staff members that have experience using Zoom helped to create best practices and global settings for Zoom.

**Zoom Meetings Stats - April 26th to May 2nd**
- Counting internal meetings such as FOL, or staff training.
  - Total Rooms: 23 – 13 were created Wednesday April 29th
  - Total Meetings: 86
  - Total meeting minutes: 52,878
  - Total Participants 1,086

**Devices used by customers:**
- 51% Windows
- 18% iOS
- 13% Mac
- 5% Android
- 5% Web Browser
- 1% Chrome OS
7% Other Generator
- Shut down the server room on Wednesday night. Total maintenance outage of 3 hours from 11PM to 2AM. Had problems with batteries and investigating problem.
- Single Sign On- Project that will allow staff to use a single password when logging to other applications.
- Google Apps – Continue research and doing some testing. Preparing to communicate process to staff.

Jive
- Received equipment needed to convert cordless and fax machines.

Zoom
- Almost 1,000 users took advantage of Zoom during this week
- Over 30,000 hours of system use.
- Server – Now that all servers are updated we are working with updating virtual machine clusters. All servers Operating Systems have been patched with the latest patches available.

Main: Division of Technical Support

Circulation:
- Four staff members are set up from home to process online library card registrations
  - 1,302 successful card registrations for April
- The Mailroom is being staffed from 8:00 am to 12:00 pm on Mondays, Wednesdays, and Fridays to facilitate pickup and deliveries including USPS, UPS, and Fed-Ex
- Mail/Packages are being routed to departments and branch locations
- Circulation managers are participating in OCLC Wise virtual meetings
- Circulation managers continued working on in-depth OCLC Wise homework with a focus on a patron data clean-up project
- The circulation assistant manager has started a project with customer service leads to clean up Book by MAYL notes and data issues within patron records
- Staff members are participating in online learning through webinars and SumTotal
- Participated in a main library managers meeting to plan the re-opening of main
- Met with Unique Management to coordinate
  - Adding email addresses to the submissions and syncs
  - Potential Library re-opening plans, if available
  - OCLC Wise Migration

Questline:
- The Questline assistant manager circulation managers check the Questline voicemail and email inbox daily and respond to inquiries
- Staff members are participating in online learning through webinars and SumTotal
- Questline staff is picking up computers and plan to have the call center up and chat services and running from home by Wednesday the 6th at 9:00 am. Their schedule will be 9:00 am – 5:00 pm Monday through Friday.
- The circulation department head and questline manager will evaluate the call and chat volume and adjust hours as needed.

Technical Services:
- Acquisitions managers are participating in OCLC Wise virtual meetings
- Acquisitions managers continue to work on the Wise ILS project and are focused on 9xx ordering workflows and evaluating bibliographic and item data
- Acquisitions managers and staff had a couple of meetings with OCLC around 9xx ordering and are close to finalizing this critical process
- Staff members are participating in online learning through webinars and SumTotal
• Collection Development librarians are maintaining the electronic collection and evaluating physical resources for future purchases
• Acquisitions managers and staff had a couple of meetings with OCLC around 9xx ordering to finalize this critical process
• The acquisitions manager and assistant managers met to discuss re-opening the department

Special Services:
• The Special Services assistant manager is participating in OCLC Wise virtual meetings
• Staff members are participating in online learning through webinars and SumTotal
• The acquisitions manager and special services assistant manager met to discuss re-opening the department and betting Book by MAYL up and running

ILS Administration
• Continued calls (28 hours for the month) regarding OCLC Wise ILS project
• Continued working on in-depth OCLC Wise homework by coordinating the bibliographic and item data clean-up and patron data clean-up projects
• Continued Sierra maintenance
• Continued working on in-depth OCLC Wise homework by coordinating the bibliographic and item data clean-up and patron data clean-up projects
• Started an in-depth evaluation of the catalog for the OCLC Wise project
  o Reviewing Joomla tutorials
  o Tested editing in the Joomla in the live instance
• Started a discussion and evaluation of using Microsoft Planner as the project management tool for evaluation and testing of the Prod test 1, Prod test 2, and Go Live testing for the OCLC Wise project
• Confirmed to implement Microsoft Planner as the project management tool for evaluation and testing of the Prod test 1, Prod test 2, and Go Live testing for the OCLC Wise project
• Supported monthly statistics and created statistics tracking for virtual events

Website D&D:
• Continued OCLS.info maintenance
  o Added Spanish version of Unemployment Assistance video
  o Worked through a 12-hour website outage and confirmed the correct operations of connected sites and systems
  o Contact Us updated with the two forms and Storyline phone number
  o Upload National Library Week Proclamation, vanity URL, link on NLW promo page
  o Updates to Early Voting FAQ
  o Big Read preliminary communication on what committee will need in ocls.info
• Launched the Storyteller Request Form
• Launched the Social Worker Request Form
• Launched the One Book One Community promo page and uploaded related files and provided a link to the project team
• Made changes as necessary to the website due to COVID-19 closures
• Continued changes as necessary with Communico to accommodate the COVID-19 closure
• May E-newsletters Review
• Help Desk Submissions by providing help request records, several times a day to the departments who respond
• Continued ongoing development of Staff Picks Statistics
• Monitored the new promo pages for Koo-Koo Kangaroo and Sunshine State Author Series
• Updated OP Slideshow and added Staff Photo Album link for OCLS Spirit Week/National Library Week 2020 for Human Resources
• Sent E-blast Mass Mailer extending expiration dates on library cards for residents and fee cardholders
• Made changes as necessary with Communico to accommodate the COVID-19 closure
• Worked with Special Services, Circulation, and ILS Administration to coordinate messaging to customers that had materials borrowed and the loan rules had changed

Melrose:
• Content creation is taking place for future classes, programs, and events
• Created and posted Navigating a 3D Project in Blender a Media Design Tip, Live Stream Videos Using OBS software
• The audio, video, and photo studios created and shared six-minute videos on social media
• Staff members are participating in online learning through webinars and SumTotal
• Social media updates

Theatre:
• Staff created and posted two videos for vocalists, Finding Your Voice, Male Vocal Parts. The Voice of Melrose: Virtual Open Mic, Finding Your Voice Part 3: The Female Voice
• Created and posted The Voice of Melrose: Virtual Open Mic, Finding Your Voice Part 3: The Female Voice

Audio
• Created and posted four short videos for Facebook: Smart Tempo Tip, Synthesizers Part 1 Source Sounds, Using High Pass Filters Correctly, Troubleshooting Signal Flow, Sidechain Compression, Logic Using Screensets, and Logic Brushstrokes
• Finalized and posted the 2nd episode of the Reel to Real podcast featuring Debbie Smith and Beth Mckee
• Staff continue mixing Reel to Real audio content and the Vapor Caves Melrose in the Mix audio
• Staff are working on class development and have coordinated to deliver audio files for mixing
• Staff continue to collaborate on the creation of animated audio gear videos

Fab Lab
• Staff connected with the Open Source Medical Supplies Local Response Group – Central and South Florida, which has helped us understand how we can most effectively provide and deliver PPE
• Four staff members are 3D printing face shields from home
  o The second order of materials was placed so that production can continue
  o As of 4/25 - delivered 261 face shield visors, 51 ear loop extenders and 27 tension release bands to Orlando Health
• One staff member is using their 3D printer and also making molded face shields
• Staff continue to build Melrose R2 robot

Video
• Created and posted the short videos: How to Use OverDrive to Read Free E-books, How to Use hoopla to Read Free E-books, Using Open Broadcaster
• Posted Melrose Film Festival call for submissions
• Staff spent considerable time editing video for the (revised) first and second episodes of the Reel to Real podcast
• The staff has been evaluating an NDI HX Camera app that can turn an iPhone/iPad into a video source for live production. The app works with Resolume and OBS, which relates to our classes

Photo/Design
• Staff created and posted the Photo Tip: What ISO to select?
• Staff created and posted the short videos: Melrose Art Tips: Traditional vs. Digital, 50/50 Method, Focus, Motion Blur, and Shutter Speed, Drawing Skills Technique, and Visual Interest Tips
• Staff continue to collaborate on the creation of animated audio gear videos
• Staff is working with on the aforementioned animation video with Jon and Leo.
• Staff continue to develop future meetup content

Division of Branches
Alafaya
Manager:
• Timesheets – entered time and approved
• Two staff meetings
• Created weekly staff worklist
• Worked on a six-week review
• Reviewed Alafaya cameras daily
• Updated team about information from manager calls
• Reviewed and critiqued staff program ideas
• Coordinated three staff members getting laptops from IS
• Setup Alafaya Teams to fully replace Zoom and Discord
• Worked with Natalie on D&D program coverage
• Screen shared with staff to teach communication technology
• Watched Dealing with Stress
• Worked with staff member on creating original content idea for MPR
• Coordinated with Learning Central and Lauren to setup citizenship inspired training
• Inputted Book Club into Zoom calendar
• Edited and adjusted virtual storytime to fit into new guidelines
• Drop
• Paging list
• Shelving
• Closed book drop
• Discussed weekly expectations with staff

Alafaya Staff:
Webinars/trainings
• An introduction to Indesign for Poster design
• Effective decision making
• Optimizing you work/life balance: Maintaining your life Balance
• Photoshop
• Managing for Results
• Simple Hand Sewn Projects with Scrap Fabric
• Hand Sewing Techniques
• Creative Ways to Promote Your eCollection
• Online Class QuickBooks Level 3
• Online Class QuickBooks Level 4
• HTML Level 1
• HTML Level 2
• Graphic Design for Libraries
• Microsoft Teams
• Study class material for Kids’ Coding classes
• Let’s Crochet Mask Strap Holders
• How to Have a Magical Job Interview
• Genealogy, The Very Basics
• Wacom tablet training
• Great Courses: Everyday Olive Oil
• Correlation Does Not Equal Causality
• 5 Tips to Practice Mindfulness

Other stuff
• ESOL Meeting
• Spanish at work Powerpoint
• lesson plans for English for Life skills
• Two team meetings
• Drop
• Shelving
• Paging list
• Staff Picks reviews
• Adult reading list: Dystopian
• Researched programming materials
• Pick Up Laptop from Main
• Tested code for Chickasaw tech trainer’s Python program
• Brainstorm ideas for redesign
• Alafaya/Chickasaw tech meet up
• Read for teen SRP list
• Exploring Leadership SumTotal series
• Brainstormed future programming ideas
• Assisted Brett Van Wagner and MPR in finding apartment complexes within specific criteria around the Alafaya branch for marketing promotion
• Worked on Spanish language skills
• Wrote Alafaya painting rocks for MPR
• Edited program in the YS wiki
• Trained Learning Central staff on Citizenship Inspired
• Wrote OCLS blog posts
• Started setting up book club in Zoom
• Edited newsletter and sent for review
• Wrote scripts for virtual storytimes

**Chickasaw Managers:**
• Shot and edited video for One Book, One Community.
• Participated in branch conference calls
• Payroll
• Meeting and phone calls with staff.
• SumTotal: Bilingual Story Time Training
• Researched, learned, and crocheted a face mask.
• Checked in book drop.
• Closed book drop and informed circulation all books checked.
• Submitted service clerk ticket for book drop.
• Joined the SRP Kids Reading Committee & attending meeting
• Read two books in Spanish for SRP kids booklists
• Provided MPR feedback regarding Spanish language promos
• Contacted May presenters to advise events cancelled–Hero Spark, ALL for PMP, Cuatro Gatos, Commissioner Uribe Satellite Office
• Emptied waste baskets and took garbage to dumpster
• Created newsletter.
• Zoom Meeting: Let's Crochet Mask Strap Holders
• Provided another Let's Get Digital staff training session.

**Staff:**
• Attended weekly YPS
• SRP programs created and/or peer reviewed:
  o SRP2020 Heroes Groove Program
- Superhero Training Camp
- Star Wars Galactic Games
- SRP Fairyoke
- SRP Mavel YOU-niversity

- Filmed a One Book, One Community Activity. Provided title and description for final video.
- Prepped some items at work for program script writing
- Shared virtual storytime info with Lake George Elementary, Conway Elementary and Cornerstone Charter Academy
- Completed a Webinar titled “Remote & Online Services for Children- Resources for Youth Services Librarians of the Wisconsin Library Association”
- Attended Virtual Storytime for Moss Park Elementary and Frangus Elementary with storyteller Crystal Sullivan.
- Researched Spanish digital title additions to the Early Learning and School Age SRP2020 Digital Booklists
- Shared Teen service ideas with the Youth Services HUB Team
- Read a grown-up book for a Staff Pick.
- SumTotal - Beanstack Webinar
- Created Beanstack account, learned how to join a reading challenge, add book, log reading time and activities
- Chinese practice - brushed up on vocabulary/phrases useful for library setting
- Started learning how to use a sewing machine
- Watching financial and entrepreneurial seminars for future instructional classes.
- Created content for the ESOL Google Classroom page, including powerpoint presentations, Kahoots, Google assignments and word worksheets.
- Participated in meetings and lesson planning sessions on Teams with ESOL instructors.
- Taught a virtual Writing class via Zoom on Tuesday and co-taught an English from Zero zoom session.
- Watched training session on Zoom best practices.
- Watched video clips for creating content in Google Classrooms and transferring Kahoot to Google Classrooms.
- Preparing content for next week's classes via Zoom (English from Zero, Writing Clearly, Conversation).
- Reviewed remote resources from our website Library Express, and Lynda.com. Watched a Tutorial called Getting Started with Lightroom and Photoshop.
- Reading article from ALSC blog.
- Practiced Sewing
- Learned about Graphics Card on PC
- Practiced Drawing
- Watched videos on beginner American Sign Language.
- Sanding and painting 3D prints for Library Display.
- Learning Video editing through Youtube Editor and learning VEGAS Pro 15.0
- Suggested Manga title for purchase.

**Eatonville Manager**

- Held conference call with CRP contract liaison
- Submitted requested revised documents to finalize CRP grant renewal
- Submitted revised activity reports for March CRP invoice
- Submitted CRP Quarter 2 Reports for sectors 1-5
- Attended daily Teams branch managers meetings
- Facilitated weekly Teams meeting with staff
- Posted book drop closed signs and taped book drop closed
- Ensured that lights were off, and branch was secured before final closing
• Stopped mail delivery from US Postal Service
• Reviewed 3-month evaluation with staff member
• Reviewed and approved Payroll

Staff
• Checked-in books, paging list, checked branch email, and took home plants
• Submitted ticket for broken fence (Customer Service Lead)
• Contacted Children’s initiative partner schools and daycares in the Eatonville community to promote virtual story programs and online resources
• Submitted photos to MPR to assist with social media promotions
• Entered ASR events in Communico
• Attended Team meeting – each staff member gave a presentation to share contributions and/or tips learned from various trainings
• Completed mid-April eNewsletter
• Completed various trainings on various platforms
  o Quickbooks Pro Online
  o Microsoft Office 365 Teams: Conversation Tools
  o Microsoft Excel Class #3
  o Crochet Class – for Zoom experience
  o Create a Card App Tutorial
  o On Overview of the OCLS Community Outreach
  o Dealing with Stress: 8 Ways to Calm Down When You’re Freaking Out
  o Let’s Get Digital
  o 5 Tips to Practice Mindfulness
  o Using Active Listening in Workplace Situations
  o Learning Zoom with Garrick Chow
  o Exploring Team Roles
  o Big Interview Lesson by Pamela Skillings
  o Business Writing and Editing for Professionals
  o Digital Formats
  o Microsoft Teams Essential Training
  o High Impact Communication for Women
  o How to Manage Teams Meetings Effectively

Fairview Shores
Managers
• On Monday and Tuesday, 4/6 and 4/7, went to branch to work on Book Drop, Paging Lists, Delivery, Gather Mail, finish projects we started when branch closed to public but staff still in building
• On Tuesday, both Managers closed off the book drop, placed out book drop closure signs, and secured the building before leaving.
• Went into the branch Wednesday to get branch laptop for staff member, print and repost book drop closing signs
• Went into branch Friday with staff member to print material needed for adaptive book project
• Daily Managers Teams Call at 11:00am.
• Daily E22 managers call
• Weekly E22 group meeting
• Wrote annual evaluation for staff and sent to Admin
• Started writing another eval
• Webinar trainings
• Completed CRP quarterly reports
• Entered staff time in Executime and approved time for each employee for pay period beginning 3/29
• Responded to customers emails (most of the day)
• Communicated with staff daily via email and or phone
Spoke with Deborah from the University of Illinois to complete reference for past staff member
Reviewed 10 webinars for PLA, categorized the webinars into PLA’s Theory of Change Pathways to learning. Describe the relevance to the chosen pathway and communicated the information to the PLA’s Continuing Ed Lead.
Spoke with staff members and offered guidance on projects
Read articles and watched videos on Zoom meetings
Tested a zoom meeting with another staff and a customer who will be presenting.
Scheduled Zoom meetings
Created an Excel doc to manage the Book Club Zoom schedules for all branches
Began corrections to accounts in Sierra for BBM notes as requested by SS/Circ
Reviewed storytime content and other videos that staff submit for Youth Services
Compile list of weekly tasks for Admin

Staff
Tech Trainer/CST had their weekly meeting to discuss ideas for virtual content
Attended online trainings for Photoshop, Genealogy, Middle Grade Magic (School Library Journal), Super Charged Storytime (Web Junction)
Viewed Sum Total trainings (min 4 for FT staff and 2 for PT staff) including: Building Your Influence as a Leader, Create Your Own Leadership Plan, The Power of Listening, 100+ Places to Educate Yourself for Free, Intro to Halogen, Handling Difficult Questions as a Presenter, Interpersonal Communications that Builds Trust, What Makes a Leader?, So You Want to be a Leader/Management Tips, Leading Without Formal Authority, Leading a Customer-Centric Culture, How to Stay Positive in a Negative World, Everyday Leadership, Blue Ocean Strategy
Check email/OP daily
Submitted material review for Staff Picks
Submitted e-Newsletter for review
Wrote script for puppet shows
Filmed, edited and submitted puppet show
Filmed, edited and submitted dinosaur stretches video
Submitted programmer profile for YS
Brainstorm ideas for Zoom content
Review training videos for Zoom
Monitor branch email and respond as needed
Review OCLS databases
Work with IT to get VPN loaded on branch laptop
Research and compile list of extended stay locations/address for reference at front desk
Updated Halogen/performance journal
Attended 2021 SRP Kids Book Committee Meeting
Work on STEAM programming for branch
Generate content for OCLS Twitter
Create felt stories (Dinosaurs, 3 little pigs, Fall is not easy)
Began corrections to accounts in Sierra for BBM notes as requested by SS/Circ
Signed up to be a peer reviewer with YS and learned Trello application
Edited/updated LibGuide
Learning “Twinkle twinkle little star” on a new instrument for future storytime use
Creating copies of books for adaptive book collection at branch
Peer reviewed “Mama Goose for Little Geese”
Began digitizing collection of rhymes/songs/puppet shows
Work on crafts for SRP including: Mermaid Tails, Wizard Hats, Dragon Bookmarks, Medieval Flag, Tissue Apple, Cat Mask
Crochet 2 copies of March, April, May and June’s “Granny Squares of the Month”
Sample felt story of the week:

Herndon
Managers

- Wellness Check-In with Staff and followed up on questions/concerns
- Microsoft Teams meeting with members of Big Reads grant featuring Kelly Link to discuss new timeline and possible virtual options
- Processed Book Drop, Paging List and Delivery, posted closed signs for book drop and secured the building
- Connected staff member with Natalie to explore Bilingual Storytelling for the phone storyline
- Forwarded Genealogy training, Crochet Zoom training, and ALA article from Branch Administrator to staff
- Emailed guidelines for working at home to staff
- Discussed expectations for Children’s Initiative Liaisons with Assistant Manager who agreed to take a school
- Followed up with Tech Trainer about 3D printing opportunity
- Forwarded information regarding recently transferred employee for yearly evaluation to current Assistant Manager and Department Head
- Developed a weekly meeting schedule
- Created a Teams document for tracking team training
- Made list of suggested trainings for the team during closure
- Developed a list of Creative Prompts for additional team engagement on Teams
- Checked cameras at branch daily
- Processed Payroll
- Assessed team’s access to tech for trainings and develop strategies

Staff

- Attended Live Online: Genealogy/DNA Basics (Teams)
- Attended Live Online: Crochet Mask Strap Holders (Zoom)
- LitFinder: Basic Searches training
- Rocket Languages: Practice Questions training document
- NovelistPlus: Five Ways Power Users Search NoveList training
- Udemy: The Self-Taught Programmer
- Mrs. Humblebee's Academy Webinar
- Yale Happiness Course Week 4
- Creating and Sustaining a Customer-focused Organization on SumTotal
- Genealogy, The Very Basics on Live Microsoft Teams Call
- Downloadable e-books, answers to patron questions on SumTotal
- Head, shoulders, knees and toes (Video on hosting toddler events)
- Lynda.com training on Zoom
- Read, Play, Grow
- Started- Liven up baby and toddler Storytime with sign language.
- Temo stress management and mindfulness video
- Handling Challenging Situations with mentally ill and homeless
- RB Digital App website and update
Hiawassee Managers

- On Monday and Tuesday, 4/6 and 4/7, went to branch to work on Book Drop, Paging Lists, Delivery, Gather Mail, sets.
- On Tuesday, both Hiawassee Managers closed off the book drop, placed out book drop closure signs, and secured the building before leaving.
- Daily Managers Teams Call at 11:00am.
- Wednesday, 4/8, conference call with Yvonne in HR to discuss an employee’s FML status and how to proceed.
- Both Manager and Assistant Manager worked on the Sector 3 portion of the quarterly report for the CRP Grant.
- Hiawassee Manager completed evaluation of Hiawassee Assistant Manager.
- Watched twelve minute YouTube video called “7 Zoom Meeting Tips Every User Should Know.”
- Watched mindfulness video posted by Temo
- Updated Hiawassee’s webinar channel with training opportunities
- Review past evaluations for staff members with upcoming evals due
- Responded and fielded income emails
- Sign up for webinars from PLAN, Library 2.0 and SWFLN websites
- Assigned staff SumTotal training on MS Teams as part of required learning / weekly expectations
- Emailed CS Lead detailing expectations for his role while we remain closed to the public
- Followed up with staff with phone regarding work from home expectations
- Created insights/best practices for Zoom Team programming from home with prep tips and considerations
- Check camera from home to ensure there are no materials/donations left in front of the book drop and check the interior and back door entrances
- Create tutorial on how to access Outlook, Teams, OP, SumTotal and Halogen from home to share with our team
- Create a list of suggested training for our newest team member, Sean, to familiarize himself with our databases, SRP/ASR tools and additional trainings to help bring him up to speed
- Modify Beanstack Challenge dates for NEA Big Read
- SumTotal Training: OCLS MS Teams
- Field questions and chats from staff via Teams and Email along with wellness checks
- Create poll for staff to see best/days times for weekly Team Meetings

**Staff**

- Completed webinars and SumTotal trainings (Minimum requirement is 4 for full time staff and two for part time staff each week)
- Check email and OP daily
- Totaled up Adult Non-Fiction Weeding (about 3/4 complete) at 1,337 items
- Updated item records in Sierra to NA/suppressed and added messages to the 40 items missing on shelf
- Children Initiative Liaison Training
- Reviewed 5 Tips to Practice Mindfulness by Temo M.
- Reviewed article on “Working Remotely Tips for Employees”
- Reviewed Zoom Tutorials
- Submitted Staff Picks reviews for publication
- Provided photos for OCLS social media use
- Reviewed Biz Kids club class materials
- Reviewed Harassing Behaviors PDF on SumTotal
- Hiawassee has a large Haitian population; to be provide better customer service, staff have started beginner level Haitian Creole on Mango
- CS Lead sent email to the staff for additional wellness check in and recommendation of additional suggested tasks to complete
- Review of e-newsletter for the implementation of additional suggestions from the team
- Review and refresh knowledge of various databases and e-learning
- Tech completed module on SumTotal Training for Network Security
- Tech completed session 5,6 and part of 4 after data loss for BizKids upcoming sessions for Sector 3, June 2020
- Tech completed modules 4 & 5 practicing class activities for BizKids
- Staff Association Meeting
- Complete assignments for OCLS Social Media Team
- Language Learning: Spanish

**North Orange Managers**

- Conducted weekly Microsoft Teams meeting with staff
- Participated in Training
- Updated CRP grant reports for March
- Compiled data for the quarterly CRP grant report
- Processed 4/7 book drop items, closed book drop, and conducted security check of branch
- Compiled a list of suggested training sites for staff
- Communicated with staff on daily updates and needs, such as Zoom programming and MPR’s request for social media content
- Participated in April’s monthly Staff Association meeting
- Submitted one annual staff evaluation in Halogen
- Processed book-drop on 4/5 & 4/6, delivery, paging list, responded to emails and boxed up donations
- Provided picture for MPR social media promoting library
- Training: Leaning Zoom, 100+ Places to Educate Yourself Online for Free, Leader Essentials Series, 7 Zoom Meeting Tips Every User Should Know via YouTube, and Genealogy: The Very Basics
- Scheduled one-on-one meeting to review evaluations
- Set up and booked Zoom-room with WG for next week
- Shared with staff on work from home expectations for both FT/PT employees
- Approved payroll
- Checked branch cameras daily
- Processed staff mileage report
- Started a Team Building activity (matching team member with their favorite candy) to keep the team engaged, learning about each other, and maintaining rapport

Staff
- Provided photos to MPR for social media, newsletter, and other media content
- Completed technology classes calendar for July
- Completed June event calendars
- Completed June staff schedule
- Attended 50+ (cumulatively, all staff) webinars and online trainings including:
  - “Leadership: Challenges and Rewards”
  - “Embracing Personal Evolution”
  - “Setting and Managing Priorities”
  - “Everyday Ethics: Parts 1 to 3”
  - “Genealogy: The Very Basics”
  - “Illustrator 2020 Essential Training” from Lynda
  - “Teamwork Foundations”
  - “All About Zoom”
  - “Intro to Beanstack”
  - “Introduction to American Sign Language”
  - “Communication Skills”
  - “Accompanying the young reader: Helping to choose appropriate books”
  - “OCLS Community Outreach Training”
  - “Excel Level 3 & 4”
  - “Let’s Crochet Mask Strap Holders” via Zoom (TEC)
  - “Learning Zoom with Garrick Chow”
  - “How to Stay Positive in a Negative World”
  - “Learning Instagram”
  - “Publisher 2016 Essential” on Lynda
  - “Conflict – Use It, Don’t Defuse It” from TEDx
- Researched craft ideas for Story Time crafts
- Updated Halogen with weekly work activities
- Submitted Self-Evaluation to Halogen (one staff member)
- Submitted photos to Marketing as requested for Social Media and other online mediums
- Practiced sewing to hone skills for the new classes at the branch
- Submitted a staff review to Staff Picks
- Designed two lessons for English from Zero classes via Zoom
- Attended two conference calls with ESL instructors to discuss best practices and pros & cons of teaching virtually
- Conducted training for new staff member on how to write and use programming scripts from the Wiki
- Wrote several children’s programs and scripts
- Reviewed and edited peer YPS scripts
- Collaborated with tech trainer and PTC on the BizKids classes by honing the curriculum for younger children in preparation for Wellington Park club in October
- Started the create a resource bank with free materials for learning Spanish
- Participated in the Children’s Booklist Committee
- Created a “Teen Volunteer Hour” activities guidelines for the system which has been shared to all YPS by Youth Services which enables teen volunteers to earn hours during the closure
South Creek
Managers

- Processed 4/7 book drop, closed book drop, shelved materials, completed paging list, and conducted security check of branch
- Wrote and submitted annual staff evaluation
- Reviewed annual staff evaluation, adding content and making edits as needed
- Wrote and submitted 6-week staff evaluation
- Participated in training
  - Let’s Get Digital with Josh Persad
  - Learning Zoom
  - Succeeding in a video conference
  - Communicating remotely
  - Tools for virtual teams
  - 365 Teams: Creating, Finding, and Sharing Information
  - 7 Zoom Meeting Tips Every User Should Know via YouTube
  - Creating Boundaries with Patrons
  - Let’s Crochet Mask Strap Holders – Zoom Meeting
  - Beanstack Training with Cassandra Zamutt
- Processed and submitted staff member mileage
- Provided picture for MPR image bank
- Spoke with HR regarding staff member’s FMLA and submitted documents
- Communicated with staff on work from home expectations and included suggestions for additional tasks to complete
- Assigned SumTotal courses to staff: Intro to Beanstack, OCLS Microsoft Teams Training
- Participated in Staff Association Committee meeting via Teams
- Entered and approved Executime entries
- Updated staff performance journals in Halogen
- Daily manager Teams call
- Daily South Creek manager call
- Used Teams to review the employee accident forms, progressive discipline form and procedures, and hiring forms and procedures with assistant manager
- Attended Moss Park Elementary school’s virtual storytime hosted by Crystal
- Checked branch cameras daily to ensure items have not been left outside the book drop or front doors
- Conducted branch staff meeting using Teams
- Started a Teams thread for staff members to post trainings that they want to recommend
- Meeting with Alison about ESL classes
- 6-week evaluation review meeting via Teams
- Compiled weekly list of tasks for admin

Staff

- Emailed book club participants with suggested reading
- Attended Spanish Twitter Team & Multicultural Marketing meeting via Teams
- Participated in professional development opportunities through online webinars and videos:
  - Let’s Get Digital Training with Josh Persad via Teams
  - Five Tips to Practice Mindfulness,
  - Beanstack Summer 2020 with Cassandra Zamutt
  - Miss Humblebees Academy webinar
  - Learning Zoom
  - Managing Your Energy
  - Let’s Crochet Mask Strap Holders - Zoom
- Participated in TEC online courses: Photoshop, HTML, QuickBooks
- Provided reviews for the Staff Picks database
• Engaged in social media by providing content for Twitter
• Engaged in conversation about posted professional development articles on the South Creek Teams page
• Completed various SumTotal courses:
  o Intro to Beanstack
  o OCLS Microsoft Teams
  o Dealing with Challenging Patrons
  o A Librarian’s Guide to Homelessness
  o OCLS Community Outreach Training
  o Learn More about CloudLibrary at OCLS
  o Learn the Basics of Microsoft Teams
  o Being a Receptive Communication Partner
  o Communication Challenges: Navigating Choppy Waters
  o Internal Customer Service
• Reading and recommendations for the SRP 2021 booklist committee
• Updated Halogen with weekly work activities
• Completed YPS scripts that were due
• Completed 3 peer reviews for YPS scripts
• Met with other YPS and youth services managers
• Reformatted 4 early learning script templates
• Recorded an introduction to Novelist Plus and sent it to staff
• Contributed to discussion about remote SRP
• Provided Beanstack training to South Creek staff via Teams
• Emailed Kid’s SRP Booklist to Cassie so it can be added to booklet
• Submitted English and Spanish videos for the “I Can’t Wait” initiative

South Trail
Managers:
• Bookdrop, paging list
• Beanstack Training- SumTotal
• Digital Downloadables – Josh’s class
• CRP Quarterly report
• Teams Conference call
• Developing Employees Through Delegation – SumTotal
• Learning Zoon – Lynda.com
• Payroll
• Handling Difficult Conversations Effectively – SumTotal
• Agenda for staff meeting
• Install and work with Zoom
• Brainstorm ideas for Zoom
• Genealogy, the Very Basics
• South Trail conference call

Staff
• Email - checking/responding
• *Live Online* - Let's Get Digital
• Self-assessment completed
• April Social Media content
• Photoshop level 1
• Photoshop level 2
• Photoshop level 3
• Photoshop level 4
• HTML Level 1
• HTML Level 2
• Intro to Beanstack 2019
• Beanstack Webinar Archive
• Intro to Halogen
• Health Advocate Employee Assistance Program
• Back Safety and Injury Prevention
• Customer Service Confrontation and Conflict
• Acting with Diplomacy and Tact
• Local Wanderer
• Dealing with Potentially Dangerous Library Customers
• Updates to the Rules of Conduct - Training Video
• An Introduction to InDesign for Poster Design - Webinar
• Shared GoodWill Job/Career Email to PTSA Facebook Page - Next Door
• Middle Grade Magic Day Event- **Paul Greci, Keri Ann Holt, Kate Quinn, Demitria Lunetta, Andrea Pickney, Renee Watson, -Accessibility and Social Media - Webinar
• Distance Learning: How to Support STEM and Physical Activity at Home.
• Let’s Get Digital Training
• Genealogy Basics w/ Allison Ryall
• Intro to Beanstack
• Beanstack Webinar
• Public Speaking Pointers for Librarians
• Applying Your Best Thinking
• cloudLibrary at OCLS
• Let’s get digital
• Adobe Photoshop level 2 & 3.
• Microsoft Excel level 1
• Sum total class Back safety and injury prevention in work place.
• Quick book Pro Level 2
• Sum total class Applying your best thinking
• Bean Stack
• Sum total class Back Safety and Injury Prevention
• Photoshop 1
• An Introduction to Poster Design.
• Understanding Team Video
• Provide Resources for training staff (How to Read a Book & Beanstack)
• Register for Webinars
• YPS Check in Meeting
• Update Halogen
• Peer Review : DIY Art Creatures of the Night
• Create 0-5 Storytime Agenda
• South Trail Check In Meeting
• Caring for the Mind: Providing Mental Health Information at Your Library
• Create Document of Tips Beyond the Script for YPS meeting
• Compile notes from Mental Health Webinar - send to Branch

Southeast Managers:
• Read & Responded to E-mail
- Updated Executime
- Payroll
- Attended daily MS Teams conference call with BS and DK
- Emailed staff “Huddle Notes”
- Music CD Weeding
- Processed damaged Items
- Book drop
- Shelving
- Let’s Get Digital Training (4/9)
- Created new branch signage for Audiobooks and New & Popular
- Emailed Middle School teacher library online resources
- Submitted CRP Quarterly Report for January – March
- Coordinated Zoom classes for next week
- Attended ESOL meeting with ESL Specialist and PTC ESOL instructors
- Check In with staff (a simple “how are you?” phone call)
- Upload weekly report to MS Teams

**Staff:**
- Read & Responded to E-mail
- Read OP Announcements
- Check MS Teams
- Approved timesheet
- Paging List (4/6)
- Book Drop (4/6)
- Weeding (4/6)
- Shelving (4/6)
- Submit weekly report
- Completed “Shelf Reading” staff list
- Researched SumTotal courses to assign staff
- Picked up OCLS Laptop to access to Sierra, Shared Drive and Zoom to work on future OCLS projects.
- Took pictures of register and shelves to complete several training materials for staff
- Started June schedule in anticipation of reopening
- Trained new Customer Service Tech
- Updated Performance Journal
- Conference call with coworkers
- Completed eNewsletter for April (Part 2)
- Completed Technology Class Calendar for June 2020
- Created Webjunction account to register for webinars
- Completed Kahoot lessons for ESL classes
- Completed PowerPoint vocabulary slides for ESL classes
- Read the March 2020 Board Meeting Minutes
- Corresponded with book club members about online session and/or emails to discuss reading
- Read Novelist Plus posts and suggestions about Readers Advisory/digital book clubs
- Reviewed PT Technology Trainer’s Spanish lessons on Google classroom
- Updated and reviewed Money Matters Resource Guide
- Reviewed and updated Resource Guide (LibGuide)
- Reviewed content for Resource Guide – Money Matters
- Watched recorded training for Resource Guides
- Participated in Library Journal’s live online event: Middle Grade Magic
- Watched recorded training webinars for Resource Guide (LibGuide) training
- Reviewed websites and apps for Resource Guide
• Practiced using Zoom (personal account)
• Emailed book club members to inform them about Zoom session and proposed date/time
• Submitted over 30 Staff Picks
• Downloaded RBDigital app and explored it
• Watched PT Technology Trainer’s Spanish Fun class
• Worked on Toddler’s Sing Along program material
• Acquainted myself with everything the Library is offering via OCLS.info
• Visited OCLS YouTube page
• Read article on the best ways to sanitize library materials
• Practiced how to convert JPG to PDF
• Practiced how to attach documents to apps and email
• Got acquainted with unemployment application and passed the info along.
• Online Storytime
• Helped translate prompt for Storytime Audio
• Emailed Spanish from Zero students an invitation to online class
• Chat with students
• Explored best practices for online classes
• Collaborated with staff from other branches and shared Spanish from Zero curriculum
• Added two OCLS staff to Spanish from Zero MS Team
• Created instructions for how to submit homework online and shared it with my students
• Researched best method to short-screen record from a laptop.
• Created and uploaded several Spanish class videos
• Created more Spanish from Zero lessons
• Taught Spanish from Zero
• Emailed Spanish from Zero students
• Corrected test and homework submitted by Spanish from Zero students
• Researched class material for Spanish from Zero
• Read for staff picks/booktalking
• CLEL zoom meeting Bridging the Digital Divide
• CLEL zoom meeting Helping kids with disabilities
• CLEL zoom meeting Virtual Programming
• Bilingual rhymes for programs
• Attended YPS Meeting
• Met with Youth Services Manager
• Beanstack challenge write up
• Checked Trello
• Got accepted to the FLA mentorship program
• Book review and notes in book talking journal
• Beanstack challenge rewrite
• Peer review of program
• Assisted coworker with the features of Zoom, Google Classroom, Kahoot, and Quizlet for her Spanish classes.
• Attended conference call with the Florida Literacy Coalition and spoke about how non-profit organization can make a quick transition to online classes using Zoom, Google Hangouts, and Google Classroom Free or Low cost to the organization.
• Met with several PTC ESL instructors to get them on board with Google Classrooms
• Met with PTC ESL instructor about online ESL classes for Main
• Scheduled Zoon classes
• Addressed issues the ESL students were having with the class technology
• Created several “Quizlets” for ESL classes
• Observed PT ESOL instructor in their online class
• Provided PT ESOL instructor with feedback on the online class
• Helped students log in
• Emailed images to staff for PPT and Kahoot
• Followed up with Admin (BS)
• Emailed best practice to ESL instructors and other staff
• Taught Reading Clearly and English from Zero
• Added activities for students to do
• Held ESOL meeting to show the instructors how to host classes online
• Organized Google Sheet to do instructors scheduling for Zoom
• Worked on lesson plans for English for Families on MS Teams
• Worked on class schedule for ESL students
• Added more questions to the diagnostic test bank
• Created class schedule for next week (both for teachers and students)
• Set up the classes on ZOOM
• Ensured all instructors have access to the classes on Google
• Emailed Chief Information Officer about the ESOL Instructors who needed ZOOM installed on their PCs

Self-Directed Learning:

SumTotal:
• Preventing Harassment
• Promoting Respect
• The Policies and Procedures Manual
• AV Cleaning
• Applying Your Best Thinking
• Controlling Project Cost
• Customer Interaction Statistics
• Critical Thinking
• Delegating Appropriate Tasks
• Decisions: Making the Right Move
• Developing Employees through Delegation
• Effective Decision Making
• Effective Listening
• Ensuring Management Buy-in on a Project
• Evaluating Globalization Opportunities
• Everyday Leadership by Drew Dudley
• Create a Card App Tutorial
• Power Skills Series: 20 Life Changing Words
• The Power of Listening
• 100+ Places to Educate yourself For Free
• Your Body Language May Shape Who You Are
• RB Digital
• Acting with Diplomacy and Tact
• Making Meetings Better

Lynda:
• Microsoft Excel
• Microsoft Word
• Zoom
• C++
• Lightroom and Photoshop
• Lightroom and Photoshop: Black and White Photography
• HTML: Images and Figures

MS Teams:
• Let’s Get Digital

Databases:
• Downloaded & Explored RBdigital
• Mango Languages (Completed several Spanish lessons)

Online Class:
• Excel Level 1
• Excel Level 2
• Genealogy
• Spanish Lesson with Southeast’s PT Technology Trainer

YouTube:
• Mindfulness, Remote and Online Services to Children
• Hoopla tutorial videos
• Kanopy tutorial videos
• RBdigital tutorial videos
• Cuentame un cuento on OCLS Youtube

Other:
• Spanish Fun Online (Completed Days of the Month and Colors)
• Zoom Video Tutorials sent by manager
• Webinar: Bilingual Storytimes: Reaching Through the Language Barrier Webinar
• Webinar: Live in the moment with mindfulness
• Signed up for (4/16) webinar: Discovering U.S. Census Records
• 20 Life-Changing Words
• Webinar: ICMA Investing in Volatile Markets
• Webinar: Coping with volatility in markets
• Webinar: Accompanying the Young Reader
• Watched Zoom tips from Simpletivity
• Caring for the Mind: Providing Mental Health Information at your library (PLAN-Panhandle Library Access Network)
• Introduction to Genealogy and Digital Platforms
• Study Spanish using Duolingo.com

Southwest
Managers:
• Book Drop
• Delivery
• Paging List
• Secured Book Drop
• Sent Daily Staff E-Mail
• Coordinate Pitches for OCLS Blog
• Edit and Revise Drafts for OCLS Blog
• Weekly Phone Call with Each Individual Staff Member
• Daily Branch Managers Calls
• Reviewed Children’s Liaison Information
• Updated Mother Goose on the Loose PowerPoint
• Communicated with Teen Volunteer
• Content Creation for OCLS Twitter and Social Media Calendar
• Researched Virtual SRP Ideas
• Attended Rotary Club Regular and Board Virtual Meetings
• Brainstormed and Collaborated on Work from Home Guidelines with Another Manager
- Updated Halogen
- Review Security Camera Footage Daily
- Dispose of Items Left Outside the Branch
- Brainstormed Program Zoom Options with Staff
- Looked at Options for Utilizing iNaturalist for Virtual Project WILD Programs
- Reviewed Staff Programs Draft & Provided Feedback
- Attended YPS Weekly Meeting
- Worked with Staff Member to Overcome Issues Accessing Orange Peel
- Training:
  - Webinar: Busy Babies
  - Live Online Training: Let’s Get Digital
  - Webinar: “Overcoming the Challenges of Working at Home for the Employee and the Manager.”
  - Yale Personal Development Course: “The Science of Well Being”
  - Live Online Training: Genealogy Basics
  - Webinar: NNLM SEA Insights: New Subaward Applications 2020-2021 Q&A

Southwest Staff:
- Paging List
- Delivery
- Book Drop
- Shelving
- Processed Newspapers & Magazines
- Created Entries for Staff Picks
- Read Titles for Teen Reads Committee
- Contributed Content for Social Media
- Studied Curriculum for Upcoming Technology Classes
- Updated Pages on Children’s Wiki
- Created New Script for Magic & Muggles Event
- Provided Support to OCPS Schools with Children’s Liaison Program
- Prepared for One Book One Community Online & Virtual Events
- Worked on SRP Early Learning Digital Booklist
- Contributed Spanish Titles to SRP Digital Booklist
- Worked on Craft Samples for Magic & Muggles Event
- Wrote Instructions for New Class Idea & Submitted to TEC
- Worked on Content for Upcoming Healthy Living Programs
- Worked on eNewsletter for Customers
- Read Titles for Upcoming Book Club Programs
- Research Ideas for a Podcast Club
- Review HTML Class Curriculum
- Sewing Class Sample Creation: Sew a Pet Bandana
- Work on Template for Southwest Film Club Discussion
- Provide Support to Downloadables Team
- Review & Revise OCLS LibGuides
- Utilize Blueprint.com- Sewing Class: Preparing, Marking Fabrics & Grain
- Wrote and Revised Summer Reading Program Scripts
- Training:
  - Live Online Class: Basic Genealogy
  - Live Online Class: How to Crochet a Face Mask Strap
  - Lynda.com: Making Meetings Better
  - Lynda.com: Learning Zoom with Darrick Chow
  - Lynda.com: Microsoft Excel
Washington Park
Manager:

- Participated in branch conference calls
- Met with all staff either in-person, through Teams, or by phone
- Discussed evaluation with Janet Schulte
- Executime – approved, reviewed and updated timesheets
- Communicated with F&O about a facilities issue at the branch (roof leak/fallen ceiling tile)
- Read ALSC blog post “What to do in a global pandemic that I was not taught in library school!” and sent to Washington Park staff.
- Completed book drop, paging list, put up signs and closed book drop at branch
- Participated in Executive Edge meeting
- Sent feedback for Marsha Ygnace’s annual evaluation
- Watched “Dealing with Stress” OCLS youtube video
- Watched “5 Tips to Practice Mindfulness” OCLS youtube video
- Sumtotal Training: OCLS Microsoft Teams Training
- OCLS Genealogy Class: Genealogy, The Very Basics
- Updated content in Teams group for Washington Park staff
- Assisted/troubleshoot Teams, Orange Peel, and email access with staff members
- Hosted Washington Park staff meeting using Teams
- Communicated with Jelitza Rivera regarding Zoom ESL classes
- Watched multiple Zoom tutorials
- Attended test TEC class: Let’s Crochet Mask Strap Holders

Staff

- Paging List
- Delivery
- Book Drop
- Shelving
- Cleaned and disinfected the circulation desk
- Weekly one-on-one meetings with manager
- Staff meeting through Teams
- Monitored email and Teams daily
- OCLS Genealogy Class: Genealogy, The Very Basics
- Sumtotal Training: OCLS Microsoft Teams Training
- Sumtotal Training: CIS – Customer Interaction Statistics
- Sumtotal Training: A Library’s Guide to Homelessness
- Sumtotal Training: Create-a-Card App
- Sumtotal Training: Beanstack Webinar Archive
- Sumtotal Training: Handling Difficult Questions as a Presenter
- Sumtotal Training: OCLS Community Outreach Training
- Sumtotal Training: Basic Presentation Skills: Delivering a Presentation
- Sumtotal Training: Microsoft Office Teams: Call and Meeting Tools
- Sumtotal Training: Teams
- Microsoft Training: Teams Quick Reference Videos
- Database Review: Learning Express Library
- Database Review: Career Transitions
- Training: Zoom tutorials
- Lynda.com Training: Excel 2019
- Lynda.com Training: Become a Project Coordinator
- Updated Halogen Performance Journal
- Mango Spanish for Libraries: Obtaining a Library Card
- Attended test TEC class: Let’s Crochet Mask Strap Holders
- Reviewed English from Zero and Writing Clearly lessons
- Reviewed Let’s Play Chess Camp
- OCLS Online Class: Photoshop Level 4
- Contributed to OCLS twitter social media

West Oaks:
Managers
- Attended daily DPS Managers Meetings on TEAMS
- Attended Virtual meetings: Youth Program Specialist meeting, Executive Edge meeting, MPR OBOC meeting, Sunshine State Author Series update meeting
- Learning Zoom; Viewed on Lynda.com “Learning Zoom with Garrick Chow”; Attended Zoom Settings Meeting.
- Completed Evaluations meeting and Evaluations
- Held West Oaks Staff Meeting on TEAMS
- Worked with staff to have appropriate access to Sierra, etc., to be able to work on projects at home
- Communicated with staff about Zoom and eNewsletters
- Worked on One Book, One Community online activities and promotion by OCLS branches / staff
- Shared iNaturalist information with our Project Wild team
- At Branch Tuesday 4/7/20, Bookdrop (over 300 items / 6 carts), Paging List (23 items ), Delivery (7 boxes), put up signs and locked bookdrop
- Working on preparing “Tracing European Ancestors” series for presentation to public using Zoom
- Submitted West Oaks Staff and Manager work from home activities
- Attended Genealogy, the Very Basics and assisted with chat questions

Staff
- Genealogy:
- Genealogy Specialist presented Genealogy, the Very Basics to 55 OCLS staff via TEAMS (several West Oaks staff members attended; 3 more weekly genealogy sessions scheduled for staff to be presented on Zoom)
- Scheduled 9 week Genealogy event series “Finding Your Roots” on Zoom starting Tuesday 4/14/2020 at 1 p.m
Using Ancestry Library Edition to work on 5 Generation Chart to learn genealogy resources and strategies, including Learning Center Research Immigration Section, and one staff member able to search her paternal side back to 1729 in Germany!

Genealogy Periodicals project (Identifying which are already digitized and where)

Additional Activities:

- Submitted Image Bank photos
- Peer reviewed Youth Services Scripts
- Created a program sample video as part of Zoom bio/audition
- Worked on the One Book, One Community Beanstack digital event
- Recorded 3 Read Aloud videos from The One and Only Ivan
- Contacted Central Florida Zoo about electronics recycling program
- Created content for the Learn More About Gorillas badge
- Communicated about Children’s Initiative School Liaisons
- Tech Trainer presented Crochet Class on TEAMS for West Oaks staff; shared ideas about offering Fabric Arts classes online.

Practiced for forthcoming Anatomy of Music event

Worked on Altered Books event

Explored inaturalist.com for Project Wild

"Cleaning up shop". going through emails and files, organizing and deleting as necessary

Received Sierra records (over 1200) to start cleaning up

Worked on sewing masks to donate to health care workers

Using Children’s Wiki to review script and start preparing for SRP event

Read and used resources from shared article; "How to Sanitize Collection in a Pandemic”

Worked on the SRP Reading List and Attended SRP Read List meeting.

Continued working on online Spanish class.

Attended training sessions: Let’s Get Digital; Leadership; How to Say "No"; Customer Service Styles; How to Use Teams (on Lynda.com); RB Digital; Python and JavaScript; a talk by author Andrea Davis Pinkney at the webinar Middle Grade Magic 2020; How to get things done when you are not the BOSS" presented by Florida Library Webinars; Tech Classes: Excel Levels 1 through 4; PhotoShop Levels 1 through 4. Explored databases: Gale Books And Authors, RB Digital Streaming Videos, Mango Languages and Ancestry Library Edition; SumTotal: Power Skills Series, Beanstack Webinar Archive, 20 Life Changing Words, Library Programming Getting It Right; Intro to Halogen; Intro to Beanstack 2019; and Communique Training. Webinars: Self Care during a crisis webinar - Power Point slides; Stress Management and Mindfulness go hand in hand - new video (5 tips to practice Mindfulness); Overcoming the Challenges of Working from Home. What's New at American Ancestry.org. OCLS training on Let’s Crochet Mast Strap Holders. Office 365 Learning Outlook; Stress Management Video; Continued Lynda.com Excel training.

Windermere

Manager

- 3 TEAMS meeting with staff
- Book drop Mon and Tuesday
- Shelved
- Stopped USPS Mail
- Closed Book drop
- Completed Executime for timesheets
- Completed a six-week progress report. On return shared with staff member.
- Completed an annual evaluation – just waiting for Halogen to open for that staff
- Worked on another annual evaluation
- Researched ideas on SRP programs
• Daily Teams meetings
  • Communicated with staff via Outlook email and texts.
    o Attended Teams class – live “Genealogy: the very basics” by Allison Ryall
    o Watched Zoom tutorial by Garrick Chow
    o Researched and watched other zoom tutorials
    o Watched “Establishing a Survey goal” video by Jeff Toister
    o Watched “5 Tips to Practice Mindfulness” from HR
    o Watched “After the Virus” by Trendwatching journal

Staff
• Book drop
• Worked on enewsletter
• Withdrew older magazines
• Tagged music CDs
• Shelved
• Reading YA/Teen books for 2021 SRP
• Completed final steps for my National Geographic programs (Certified Educator and Geo-Inquiry Process) – Certificates Available
• OCLS Blog Posts
  o Wrote Tiger King Companion
  o Revised True Crime Guide
• Youth Services Peer Review
  o The Science of Harry Potter (SRP 2020)
  o Heroes of Olympus (SRP 2020)
  o Heroes Groove (SRP 2020)
• Webinars
  o Public Libraries Respond to COVID-19: Successful Ways to Work Remotely [00:54:19]
    ▪ http://www.ala.org/pla/education/onlinelearning/webinars/covid-19/work-remotely
  o Early Childhood Expertise Beyond Libraryland Serving Refugee and Immigrant Familie
    ▪ SumTotal Resource
  o Learning Zoom [00:45:00]
• Middle Grade Magic Digital Conference (4/8/2020)
  ▪ Early Bird Session 1: Debut Author Spotlight
  ▪ Early Bird Session 2: Super Heroics
  ▪ Morning Keynote with Andrea Davis Pinkney
  ▪ Panel 1: Family Ties
  ▪ Panel 2: Funny Books
• Completed Social Media Twitter posts for April
  o Spanish Grammar class (SumTotal)
  o Spanish Session 2 (SumTotal)
  o Introduction to Libby by Overdrive
  o Genealogy: the very basics- by Allison Ryall (3 staff)
  o Let’s Get Digital by Josh Persad – All staff
  o Learning Zoom – via Lynda.com
  o Writing Tips
  o Impact of Words on Customer Service (SumTotal)
  o Learning to crochet
  o Video – One Skip Ship with Silence
  o Zoom 101: Securing your Meetings & Virtual Classrooms (Youtube)
  o Meet the Libby app
  o OCLS Microsoft Teams Trainings
  o OCLS Effective Decision Making
- QuickBooks Pro Level 3
- QuickBooks Pro Level 4
- Dealing with Stress
- 5 Tips to Practice Mindfulness
- Learning Zoom, Garrick Chow
- OCLS Instagram:
  - Writing Tip Tuesday with Michael Mammay
  - All other Instagram Posts, various staff and lengths
- Microsoft Teams Training
  - How to stay positive in a negative world
  - How to get things done when you are not the boss
  - 20 Life Changing Words
  - Graphic Design for libraries
  - Getting Started with Libby (Team Training) (One hour).
- 5 tips for adjusting to work from home
- Managing Time Setting Boundaries
- Staying visible and connected when working from home
- Working from home with children
- RB Digital App
- Staff Association Meeting

**Winter Garden:**

**Managers:**

- 4/6 Book Drop with Admin
- 4/7 Book Drop and branch closure
- Worked on Zoom scheduling-coordination of requests and scheduling template
- Wrote, reviewed and delivered 6 week evaluation
- Kept contact with staff recording and reporting on what they shared-inclusive of watching staff videos
- Provided one on one guidance to staff regarding work from home expectations-including partnering with other Depts for ideas
- 4/6 Big Read Meeting
- Read "What to do in a global pandemic was not taught in library school!"
- 4/9-attended "Genealogy, The Very Basics"
- Annual staff evaluations-working
- Lynda training-Learning Zoom
- Brainstormed zoom programming options
- 7 Zoom Meeting Tips Every User Should Know via YouTube
- Contacted schools with resources
- Contacted school parents with resources and answered library related questions
- Checked branch cameras daily to ensure items have not been left outside the book drop or front doors
- Conducted branch staff meeting using Teams
- Daily DPS meetings
- Attended test zoom meetings
- Provided images to MPR for content creation
- Shared positive customer interactions with Admin
- Payroll

**Staff:**

- Developed branch newsletter
- Contacted schools with resources
- Youth Program Services Meeting
- Developing “One Book, One Community”
- Developing virtual event options
- Working on SRP scripts
- Contact with community partners regarding event scheduling/rescheduling
- Developing class curriculum
- Generating class/camp curriculum proposals
- Reviewing/practicing SRP camps and classes
- Shared and discussed how other libraries are responding and adapting
- Shared booklists, movie lists and generated staff picks
- Spanish and English twitter posts for Social Media
- Shared opportunity to record/listen to recordings of books in the public domain
- Exploring databases and library resources
- Fiber Arts-working on patterns and attending virtual system offerings
- Meetings:
  - Staff Association
  - Weekly Branch Conference
  - Kids Booklist Committee Meeting/Training
  - Meeting with ESL Specialist
- Webinars/Trainings:
  - 5 Tips to Practice Mindfulness on the OCLS YouTube page
  - Acting with Diplomacy & Tact
  - Acting with Diplomacy and Tact
  - Attended virtual storytelling session (K-2)
  - Beanstack Webinar Archive
  - Completed "Leadership Series: Challenges and Rewards" in Sum Total
  - Creative Ways to Build Successful Partnerships
  - Downloadable media class with Josh P.
  - ESL trainings
  - Genealogy, The Very Basics
  - Hoopla - The Best FREE Movie & TV Service You Need to Know About
  - How to Stay Positive in a Negative World
  - Leadership: Challenges & Rewards
  - Let’s Crochet Mask Strap Holders
  - Lets Get Digital (1hr)
  - Lynda- Managing Your Energy
  - Lynda-Began Learning Path - Become a Microsoft Office Specialist
  - Lynda-Embracing personal evolution
  - Mango Languages
  - OCLS HIPAA Training
  - Old School? New School? Generational Cultural Differences in the Work Place
  - Organizational Behavior: Dynamics of a Positive Organizational Culture
  - OverDrive Webinar-How To Reach and Engage Your Entire Community
  - Personalized Learning through digital Reading
  - RBDigital Great Courses
  - Reaching Your Reluctant Reader
  - Remote and Online Services to Children
  - The Library is not a place, it’s a concept.
  - Webjunction - The Community Connector: Referring Social Services at the Library
  - Webjunction- Community Connections: Break with Tradition
- What to expect from Libraries in the 21st Century
Orange County Library System
Board of Trustees Meeting
May 14, 2020

Public Comment:
Non-Agenda Items