

**Orange County Library System
Board of Trustees**

Board Packet for December 2004



**101 East Central Boulevard
Orlando, Florida 32801-2471
phone: 407.835.7611
fax: 407.835.7648
website: www.ocls.info**

**Mary Anne Hodel,
Library Director, Chief Executive Officer**

December 3, 2004

To: Sara Brady, President
James B. Tyson, Vice President
Gloria Fernandez, Trustee
Thomas Kohler, Trustee
Matthew Pardy, Trustee

The Honorable Richard T. Crotty, Chairman of the Library Governing Board, Members of the Governing Board, Commissioners Teresa Jacobs, Bob Sindler, Mildred Fernandez, Bill Segal, Homer Hartage, Linda Stewart, Orange County; and Patty Sheehan, 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 7:00 p.m. Thursday, December 9, 2004, in the Albertson Room at the **Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801; 407.249.6210.**

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: Ronald Rogers, Liaison, Membership and Mission Review Board – Orange County
Nancy Jacobson, Liaison, City of Orlando

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
December 9, 2004
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407-835-READ (7323)

- 04-220 I. **Call to Order**
- 04-221 II. **Public Comment**
Public comments of items listed on the agenda will occur just prior to the Board's discussion and possible action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda.
- If a request is made for written comments to be included in the official record of this meeting, it is helpful if the requestor is able to provide the comments in an electronic format. However, this is not required. This is to ensure the completion and accuracy of the official record when posted on the Library's website, www.ocls.info . For more information, contact Milinda Neusaenger at 407.835.7611 or neusaenger.milinda@ocls.info .
- 04-222 III. **Approval of Minutes: Library Board of Trustees Meeting – November 11, 2004**
- 04-223 IV. **Staff Presentation: Razzle Dazzle – Sheri Chambers**
- 04-224 V. **Financial Statements and Summaries: November 2004**
- 04-225 VI. **Statistics and Summaries: November 2004 Reports**
- 04-226 VII. **Action Items**
- 04-227 **Consent Agenda**
- 04-228 **January 13, 2005 Board of Trustee Meeting Location Change – from Winter Garden Branch to West Oaks Branch**
- 04-229 **May 12, 2005 Board of Trustees Meeting Location Change – from West Oaks Branch to Winter Garden Branch**
- 04-230 **Roof Contractor Recommendations**
(Addresses Goal One; Objective Four of the Strategic Plan and is included in the Budget)
- 04-231 **Non-Consent Agenda**
- 04-232 **Personnel Committee: Acceptance of Meeting Minutes; November 17, 2004**
- 04-233 **Personnel Committee: Director's Evaluation**

04-234 **Collective Bargaining Agreement Ratification
(Addresses Goal 4 of the Strategic Plan)**

04-235 VIII. **Discussion and Possible Action Items**

04-236 **Meeting Room Policy Revision**

04-237 IX. **Information**

04-238 **Director's Report**

04-239 **Winter Garden Project Summary**

04-240 **Public Comment: Non-Agenda Items**

X. **Adjournment**

Next Meeting Dates: January 13, 2005 – Location to be Announced. --- February 10, 2005 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

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
Thursday, December 9, 2004**

Call To Order

Orange County Library System Board of Trustees Meeting Thursday, December 9, 2004

Public Comment

Public comments of items listed on the agenda will occur just prior to the Board's discussion and possible action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda.

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**Orange County Library System
Board of Trustees Meeting
Thursday, December 9, 2004**

**Approval of Minutes: Library
Board of Trustee Meeting –
November 11, 2004**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
November 11, 2004
Southeast Branch Library
5575 South Semoran Boulevard
Orlando, Florida 32812
407-249-6210

- 04-200 I. **Call to Order**
Board Members Present: Sara Brady (11/1); James Tyson (11/0); Gloria Fernandez (11/0); Tom Kohler (11/1); Matthew Pardy (9/0)
- Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Eric Atkinson; Marilyn Hoffman; Craig Wilkins; Kathryn Robinson; Milinda Neusaenger
- President Brady called the meeting to order @ 7:00 p.m.
- 04-201 II. **Public Comment**
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- 04-202 III. **Approval of Minutes: Library Board of Trustees Meeting – October 21, 2004**
Trustee Kohler, seconded by Trustee Tyson, moved to approve the October 21, 2004 Meeting Minutes
Motion carried 5-0.
- The Staff Development Day (November 11, 2004) video, directed and produced by *101 East*, was shown. The video highlighted the day's events and seminars, which included keynote speaker Simon T. Bailey.
- 04-203 IV. **Staff Presentation: Reference Guidelines – Gregg Gronlund, Sandra Mayer, Jane Tracy, Brian Calhoun**
Gregg Gronlund, Brian Calhoun, Jane Tracy and Sandy Mayer gave a brief summary and outlined the process, philosophy and development of the Reference Guidelines. Brief discussion ensued.

- 04-204 V. **Financial Statements and Summaries: October 2004**
Additional discussion was not necessary, as the information provided in the Board Packet was sufficient.
- 04-205 VI. **Statistics and Summaries: October 2004 Reports**
Brief discussion ensued regarding door counts and early voting.
- 04-206 **Honoring Retiree Elazer Lindsay**
President Brady thanked Elazer Lindsay for her hard work and dedication to the Orange County Library System. She also presented Ms. Lindsay with a certificate, resolution and gift.
- 04-207 VII. **Action Items**
President Brady requested to pull the Rules of Conduct Revision from the Consent Agenda in order for discussion to ensue. Trustee Pardy requested to pull the Concessionaire Agreement from the Consent Agenda in order for discussion to ensue. Trustee Kohler, seconded by Trustee Pardy, moved to pull these items from the Consent Agenda.
Motion carried 5-0.
- 04-208 **Consent Agenda**
Trustee Kohler, seconded by Trustee Fernandez, moved to approve the following items remaining on the Consent Agenda:

Privacy Policy Revision (04-210)
Alafaya Parking Expansion (04-212)
Additional AV Display Units for Branches (04-213)

Motion carried 5-0.
- 04-209 **Rules of Conduct Revision**
President Brady stated that she asked Director Hodel to revisit with counsel, the legality of trespassing individuals from public buildings. Director Hodel reported back that the practice is indeed legal. Brief discussion ensued regarding the three different levels of trespass warnings for violations ranging in severity.

Trustee Kohler, seconded by Trustee Pardy, moved to approve the revised Rules of Conduct.
Motion carried 5-0.
- 04-210 **Privacy Policy Revision**
The Board approved the recommended changes to the Privacy Policy as presented in the information packet.
- 04-211 **Concessionaire Agreement**
Brief discussion ensued regarding the café's hours of operation, which will be similar to

the Main Library hours.

Trustee Kohler, seconded by Trustee Tyson, moved to approve the Concessionaire Agreement with Z-Coffee.

Motion carried 5-0.

04-212

Alafaya Parking Expansion

The Board approved the proposed Alafaya Parking Expansion as presented in the information packet.

04-213

Additional AV Display Units for Branches

The Board approved the purchase of additional AV display units for the Branches.

04-214

VIII. **Discussion and Possible Action Items**

04-215

IX. **Information**

President Brady stated that the marketing research survey conducted by the Recchia Group has been completed and a report has been submitted to the Library Administration. The report indicates that the largest groups of non-users are teens and new parents. President Brady stated that one suggestion from the Recchia Group is to create family cards in order to encourage higher library usage.

04-216

Director's Report

_ Staff Day was held today at the Main Library. All of our full time employees and some of our part time employees participated in this fun and energizing day. Kudos to Carla Fountain, her staff and committee, who did a superb job in organizing the day and then running the production.

_The Library is planning to hold a LAN Party at one of our locations. Local Area Network Parties are popular with gamers, especially teens and Generation X'ers. LAN parties are popular among teens who play computer games, and basically it brings them together into one room, they hook up their own computers and play computer game together using a Local Area Network.

_We are busy planning programs for the spring One Book One Community which features Roald Dahl's book, *James and the Giant Peach*. We will be starting off with the movie version of James and the Giant Peach, and then showing other Roald Dahl books made into movies. Matilda, The Witches, and Willy Wonka and the Chocolate Factory and then ending with James and the Giant Peach again. We have the movie licensing rights to show all of these movies and they are all rated either PG or G.

Collection Development's John Henkle is planning a January program that features the UCF Shakespeare Festival actors presenting a live performance of James and the Giant Peach in Library Central. This event will "Kick Off" all of our events for this initiative.

_On Tuesday we met with Dr. Joyce Barnes and Roy Eavins regarding the branch at Eatonville. The Branch opening is likely to be the 8th, 15th or 22d of January. Which day will likely depend on the Town, but we can handle any of the days.

_ Carla Fountain, Sally Fry, and Bobby Tsui will attend the recruitment day at USF in Tampa, 16 November to try and recruit some new librarians. Bobby was recruited at that event last year and we thought it would add to our appeal to have him help sell OCLS to his former student colleagues.

_ 15 December marks the start of the Queen Elizabeth I exhibit. We will be doing a lot of programming around this traveling exhibit.

_ Plans are firming up for our Be Well Informed @ Your Library partnership program with Walgreen's Pharmacies. We will be having four sets of programs featuring Walgreen's pharmacists. The first set of programs will cover the Medicare Card and will be held on:

- 7 December at Main at 12:00 noon
- 8 December at Southeast Branch at 2:00 p.m.
- 9 December at South Trail at 10:30 a.m.
- 10 December at North Orange at 12:00 noon
- 11 December at South Creek at 10:30 a.m.

Other sets of programs will follow after the New Year on *Beyond the Label*, *Over the Counter*, and *Epidemics*. All will take place at these same five OCLS locations.

_ We are actively recruiting staff for the holiday parade to be held 30 December. The Library float will be a ship and we will use a nautical theme. If any Board member would like to participate, there is plenty of room on the ship as a sailor, flag holder, marching book cart drill team, children's literary character, or a shipmate.

04-217 **Winter Garden Project Summary**

04-218 **Third Floor Construction Project Summary**

04-219 **Public Comment: Non-Agenda Items**

Nicole Hugues – Talking Books Customer and Orange County Resident, spoke regarding the favorable response to the Library's new Events Line.

X. **Adjournment**

President Brady adjourned the meeting at 8:13 p.m.

Next Meeting Dates: --- December 9, 2004 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801
--- January 13, 2005 – Location to be announced.

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**Orange County Library System
Board of Trustees Meeting
Thursday, December 9, 2004**

**Staff Presentation: Razzle Dazzle –
Sheri Chambers**

**Orange County Library System
Board of Trustees Meeting
Thursday, December 9, 2004**

**Financial Statements and
Summaries: November 2004**

Orange County Library System Financial Statement Highlights Two Months Ended November 30, 2004

Operating Fund Revenue and Expenditure Summaries

Dental & Health Insurance Premiums for 2005

Over the last several years we have experienced some large increases in our dental and health insurance premiums due to high claims. For example, in 2002 premiums increased 32%. For the 2004 calendar year, we reduced health insurance benefits to help keep costs down but still the increase in premiums was almost 28%.

Fortunately, for 2005 the news is much better. We were able to increase benefits to the same levels we had in 2003 with a 12% increase in premiums. Presuming the new Collective Bargaining Agreement is approved, the Library will pay the **full** cost of single dental and health insurance coverage for each full time staff member in 2005. For the standard coverage (C04 Choice) offered in 2005, this amounts to **\$5,609** annually. As a comparison, we paid **\$2,675** per employee in 2001.

The additional cost for any dependent coverage (spouse, children, or family) is paid fully by the employee through payroll deductions. In order to make this dependent coverage more affordable, the Library will offer an alternate coverage (C06 Choice) which provides fewer benefits, but at a lower cost.

The attached chart summarizes the dual option health insurance coverage for 2005 and the second chart shows the associated cost information.

Training & Travel

This account increased \$18,000 in November primarily due to the timing of the following billing items:

Urban Library Council Membership	\$5,000
50% payment for diversity training for all staff	\$5,475
Staff Day costs paid to date	\$4,500

Library Materials - Law

As previously discussed, the revenues from the new fee to support the Law Collection have been much lower thus far than originally projected by the County. Instead of receiving \$20,000 per month, the actual revenues for July, August, and September averaged only \$3,000 per month. Due to significantly lower revenues, we have stopped ordering items for the Law Collection and have informed FAMU of this decision. To date, we have spent a little over \$34,000 on materials for the Law Collection. With the invoices still in the pipeline, we should be spending over/nearly the same amount as the expected revenues for this item.

Orange County Library System

Medical Plan Analysis

January 1, 2005 Renewal

United HealthCare C04/C06 Dual Option					
Benefits	C04 Choice			C06 Choice	
	In-Network	Out-of-Network		In-Network	Out-of-Network
Deductible					
Individual	\$250	N/A		\$500	N/A
Family	\$500	N/A		\$1,000	N/A
Coinsurance	90/10	N/A		80/20	N/A
Out-of-Pocket Maximum					
Individual	\$2,000	N/A		\$2,000	N/A
Family	\$4,000	N/A		\$4,000	N/A
Office Visit Co-Payment	\$15	N/A		\$20	N/A
Specialist Co-Payment	\$15	N/A		\$20	N/A
Emergency Room	\$100	\$100		\$100	\$100
Urgent Care	\$35	N/A		\$35	N/A
In-Patient Hospitalization	Ded./Co-Insurance	N/A		Ded./Co-Insurance	N/A
Out-Patient Hospitalization	Ded./Co-Insurance	N/A		Ded./Co-Insurance	N/A
X-Ray Co-Payment	Ded./Co-Insurance	N/A		Ded./Co-Insurance	N/A
Chiropractic Care Co-Payment	\$15	N/A		\$20	N/A
Chiropractic Care Max. Visits	24/Year	N/A		24/Year	N/A
Vision (If Included) Co-Payment	\$15	N/A		\$20	N/A
Short Term Rehabilitation Co-Payment	\$15	N/A		\$20	N/A
Prescription Drugs					
Generic	\$10	N/A		\$10	N/A
Preferred Brand	\$30	N/A		\$30	N/A
Non-Preferred Brand	\$50	N/A		\$50	N/A
Mail-Order	\$25/75/125	N/A		\$25/75/125	N/A
Lifetime Maximum	\$2,000,000	N/A		\$2,000,000	N/A

2004 STANDARD	PLAN	SINGLE	Employee & Child(ren)	Employee & Spouse	Employee & Family
Medical	C06 Choice	394.52	254.67	286.97	579.01
Dental	FL Combined	23.67	15.37	17.31	34.86
Total Monthly Cost		418.19	270.04	304.28	613.87
Payroll deduction		13.44 (1)	124.63	140.44	283.32
Annual		5,018.28	3,240.48	3,651.36	7,366.44

2005 STANDARD	PLAN	SINGLE	Employee & Child(ren)	Employee & Spouse	Employee & Family
Medical	C04 Choice	441.56	285.04	321.19	648.05
Dental	FL Combined	25.85	16.78	18.90	38.06
Total Monthly Cost		467.41	301.82	340.09	686.11
Payroll deduction			139.30	156.96	316.67
Annual		5,608.92	3,621.84	4,081.08	8,233.32
Combined Medical & Dental Increase		11.77%	11.77%	11.77%	11.77%

2005 ALTERNATE	PLAN	SINGLE	Employee & Child(ren)	Employee & Spouse	Employee & Family
Medical	C06 Choice	413.69	267.05	300.92	607.15
Dental	FL Combined	25.85	16.78	18.90	38.06
Total Monthly Cost		439.54	283.83	319.82	645.21
Payroll deduction			131.00	147.61	297.79
Annual		5,274.48	3,405.96	3,837.84	7,742.52
Combined Medical & Dental Increase		5.11%	5.11%	5.11%	5.11%

Notes:

1. Payroll deduction for single coverage applies to bargaining unit members only. The payroll deduction for bargaining unit members with dependent coverage will also include their share of single coverage. For example, the payroll deduction for somebody who covers their children in the EC6 plan will be \$138.07 (\$13.44 + \$124.63).

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Two Months Ended November 30, 2004

04-224

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(2 month=17%)</u>
AD VALOREM TAXES	24,602,704	2,218,862	9.0%
INTERGOVERNMENTAL			
Grants	20,000	0	0.0%
State Aid	1,480,000	0	0.0%
Law Collection Fees	250,000	8,000	3.2%
	<u>1,750,000</u>	<u>8,000</u>	<u>0.5%</u>
CHARGES FOR SERVICES			
Fee Cards	2,000	375	18.8%
PC Pass	55,000	6,485	11.8%
Classes	1,000	300	30.0%
Copy & Vending	165,000	27,745	16.8%
Fax	0	318	
Notary	0	0	
Scanner	0	55	
	<u>223,000</u>	<u>35,278</u>	<u>15.8%</u>
FINES			
Fines	850,000	161,492	19.0%
Lost Materials	90,000	13,333	14.8%
	<u>940,000</u>	<u>174,825</u>	<u>18.6%</u>
MISCELLANEOUS			
Interest Earnings	175,000	12,333	7.0%
Rents	0	0	
Sales of Fixed Assets	0	0	
Contributions - Friends of Library	152,000	0	0.0%
Contributions - Others	5,000	1,518	30.4%
Miscellaneous	30,500	5,329	17.5%
Universal Services Fund Rebate	0	0	
Disk Sales	2,500	457	18.3%
Grants & Awards	0	0	
	<u>365,000</u>	<u>19,637</u>	<u>5.4%</u>
TRANSFER FM PROP APPRAISE	20,000	0	0.0%
TRANSFER FM TAX COLLECTC	220,000	0	0.0%
TOTAL REVENUES	<u><u>28,120,704</u></u>	<u><u>2,456,602</u></u>	<u><u>8.7%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Two Months Ended November 30, 2004**

04-224

	ANNUAL BUDGET	YTD ACTUAL	(2 month=17%)
SALARIES & BENEFITS			
Salaries	11,966,413	1,772,670	14.8%
Medicare Taxes	173,513	23,904	13.8%
Defined Contribution Plan	897,481	127,359	14.2%
Defined Benefit Plan	1,221,066	124,540	10.2%
Life and Health Insurance	2,019,439	248,061	12.3%
Worker's Compensation	119,664	24,491	20.5%
Unemployment Compensation	20,000	0	0.0%
Parking & Bus Passes	85,320	12,451	14.6%
	16,502,896	2,333,476	14.1%
OPERATING			
Professional Services	210,000	23,435	11.2%
Other Contractual Services	620,000	63,032	10.2%
Other Contract. Serv.- Janitorial	256,000	39,085	15.3%
Training and Travel	75,000	28,022	37.4%
Telecommunication	322,000	45,656	14.2%
Delivery and Postage	1,272,000	201,475	15.8%
Utilities	710,000	59,769	8.4%
Rentals and Leases	901,000	132,643	14.7%
Insurance	155,000	68,901	44.5%
Repair and Maintenance	628,000	66,955	10.7%
Repair & Maint. - Hardware/Softwa	284,000	16,987	6.0%
Copying/Printing	185,000	16,577	9.0%
Property Appraiser's Fee	282,000	67,290	23.9%
Tax Collector's Fee	486,000	44,377	9.1%
Supplies	625,000	99,626	15.9%
Supplies-Hardware/Software	80,000	20,017	25.0%
Contingency	300,000	0	0.0%
	7,391,000	993,847	13.4%
CAPITAL OUTLAY			
Building and Improvements	1,940,000	21,372	1.1%
Hardware/Software	195,000	16,158	8.3%
Equipment and Furniture	162,000	11,926	7.4%
	2,297,000	49,456	2.2%
LIBRARY MATERIALS			
Materials - Rest. Contributions	5,500	4,000	72.7%
Materials - Law	210,000	34,262	16.3%
Materials - Other	4,236,500	859,677	20.3%
	4,452,000	897,939	20.2%
TRANSFER TO OTHER FUNDS			
Branch Debt Service Fund	410,000	0	0.0%
Capital Projects fund	0	0	
Sinking Fund	100,000	0	0.0%
	510,000	0	0.0%
TOTAL EXPENDITURES	31,152,896	4,274,718	13.7%

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Two Months Ended November 30, 2004**

04-224

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(2 month=17%)</u>
REVENUES			
Ad Valorem Taxes	1,234,885	111,388	9.0%
Interest	7,000	44	0.6%
Transfer From Tax Collector	11,000	0	0.0%
TOTAL REVENUES	<u>1,252,885</u>	<u>111,432</u>	<u>8.9%</u>

EXPENDITURES

Principal	1,150,000	0	0.0%
Interest	104,600	0	0.0%
Tax Collector's Fee	26,400	2,228	8.4%
TOTAL EXPENDITURES	<u>1,281,000</u>	<u>2,228</u>	<u>0.2%</u>

FUTURE DEBT SERVICE PAYMENTS

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
03/01/05	0	52,300
09/01/05	1,150,000	52,300
2006	1,200,000	54,000
	<u>2,350,000</u>	<u>158,600</u>

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Two Months Ended November 30, 2004**

04-224

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(2 month=17%)</u>
REVENUES			
Transfer From General Fund	410,000	0	0.0%
Interest	5,000	1,063	21.3%
TOTAL REVENUES	<u>415,000</u>	<u>1,063</u>	<u>0.3%</u>

EXPENDITURES			
Principal	339,227	0	0.0%
Interest	70,233	1,063	1.5%
TOTAL EXPENDITURES	<u>409,460</u>	<u>1,063</u>	<u>0.3%</u>

FUTURE DEBT SERVICE PAYMENTS

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
2/1/05	168,226	36,504
8/1/05	171,001	33,729
2006	350,513	58,945
2007	362,175	47,283
2008	374,226	35,233
2009	386,677	22,781
2010	399,542	9,916
	<u>2,212,360</u>	<u>244,391</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Two Months Ended November 30, 2004**

04-224

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(2 month=17%)</u>
REVENUES			
Line of Credit Proceeds	1,000,000	0	0.0%
TOTAL REVENUES	<u>1,000,000</u>	<u>0</u>	<u>0.0%</u>

EXPENDITURES

FUTURE BRANCH LOCATION

Land	1,000,000	0	0.0%
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WINTER GARDEN BRANCH

Architect/Engineer	0	1,260	
Construction Contractor	0	100,626	
Carpet	0	0	
Impact & Permit Fees	0	0	
Testing	0	295	
Other	0	0	
	<u>0</u>	<u>102,181</u>	

TOTAL EXPENDITURES	<u>1,000,000</u>	<u>102,181</u>	<u>10.2%</u>
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**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Two Months Ended November 30, 2004**

04-224

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(2 month=17%)</u>
REVENUES			
Transfer From General Fund	100,000	0	0.0%
Interest	<u>0</u>	<u>0</u>	
TOTAL REVENUES	<u>100,000</u>	<u>0</u>	<u>0.0%</u>

RESERVES

Reserves-Building and Improvement	50,000	0	0.0%
Reserves-Technology	<u>50,000</u>	<u>0</u>	<u>0.0%</u>
TOTAL RESERVES	<u>100,000</u>	<u>0</u>	<u>0.0%</u>

**ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
November 2004**

04-224

	<u>BALANCE 10/31/04</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE 11/30/04</u>
OPERATING				
Checking	152,722	5,206,657	(4,364,825)	994,554
SBA Investments	625,857	1,601,649	(600,000)	1,627,506
CD Investments	5,580,000	0	(2,000,000)	3,580,000
	6,358,579	6,808,306	(6,964,825)	6,202,060
MAIN DEBT SERVICE				
AIM Investments	42,842	109,234	0	152,076
BRANCH DEBT SERVICE				
CD Investments	399,552	0	0	399,552
CAPITAL PROJECTS				
Checking	0	92,119	(92,119)	0
SBA Investments	50,167	77	0	50,244
	50,167	92,196	(92,119)	50,244

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
November, 2004**

04-224

ASSETS

Certificates of Deposit	3,580,000
Cash on Hand	14,155
Equity in Pooled Cash	994,554
Accounts Receivable	21,205
Due From Other Funds	172,136
Due From Other Governments	35,665
Interest Receivable	15,066
Inventory	353,745
Investments-SBA	1,627,506
Prepays	81,705
Other Assets-Deposits	<u>9,175</u>
TOTAL ASSETS	<u><u>6,904,912</u></u>

ORANGE COUNTY LIBRARY DISTRICT

04-224

OPERATING FUND

BALANCE SHEET - LIABILITIES & FUND BALANCE

November, 2004

LIABILITIES

Accounts Payable	2,682	
Retainage Payable	0	
Accrued Wages Payable	425,494	
Accrued FIT Tax Payable	0	
Accrued Med Tax Payable	0	
Accrued Sales Tax	14	
Due To FOL-Taxable Book Sales	3,012	
Due To FOL-Nontaxable Book Sales	27	
Due To FOL-Sales Tax	202	
United Appeal	233	
Bonds	68	
Def Comp Employees	0	
Health Insurance	21,951	
Union Dues	904	
Union-Cope	0	
Optional Life	2,299	
Flex Spend Med	4,272	
Flex Spend Dep	0	
Miscellaneous	0	
Daughters of American Revolution	35,457	
Unclaimed Payroll	1,571	
TOTAL LIABILITIES	498,186	

FUND BALANCE

Reserve for Inventory	353,745	
Reserve for Encumbrances	380,466	
Reserve for Prepaids	109,137	
Reserve for Walker	4,000	
Reserve for Phillips	100,000	
Reserve for Warner	33,712	
Reserve for Gullett	19,805	
Designated Murray	380,491	
Designated for Sondheim	39,941	
Designated for Strategic Plan	4,000,000	
Unreserved/Undesignated	2,803,549	
Current Year Excess of Revenues Over Expenditures	(1,818,120)	0.00
TOTAL FUND BALANCE	6,406,726	

TOTAL LIABILITIES & FUND BALANCE 6,904,912

**Orange County Library System
Board of Trustees Meeting
Thursday, December 9, 2004**

**Statistics and Summaries:
November 2004 Reports**

STATISTICAL SUMMARY

December 2004 presentation of November 2004 statistics

Circulation and Door Count Trends:

We have made a correction to the number reported last month for October 2004 branch door counts. The correct figure is 446,830 rather than the previously reported 242,940. The 446,830 is high but covers the period of early voting. We had at least 60,000 votes cast in our locations.

Main library door count is down 36.5% from 78,930 to 50,477. We should note that at this time last year we were experiencing a higher than normal door count due to the opening of Library Central during November 2003.

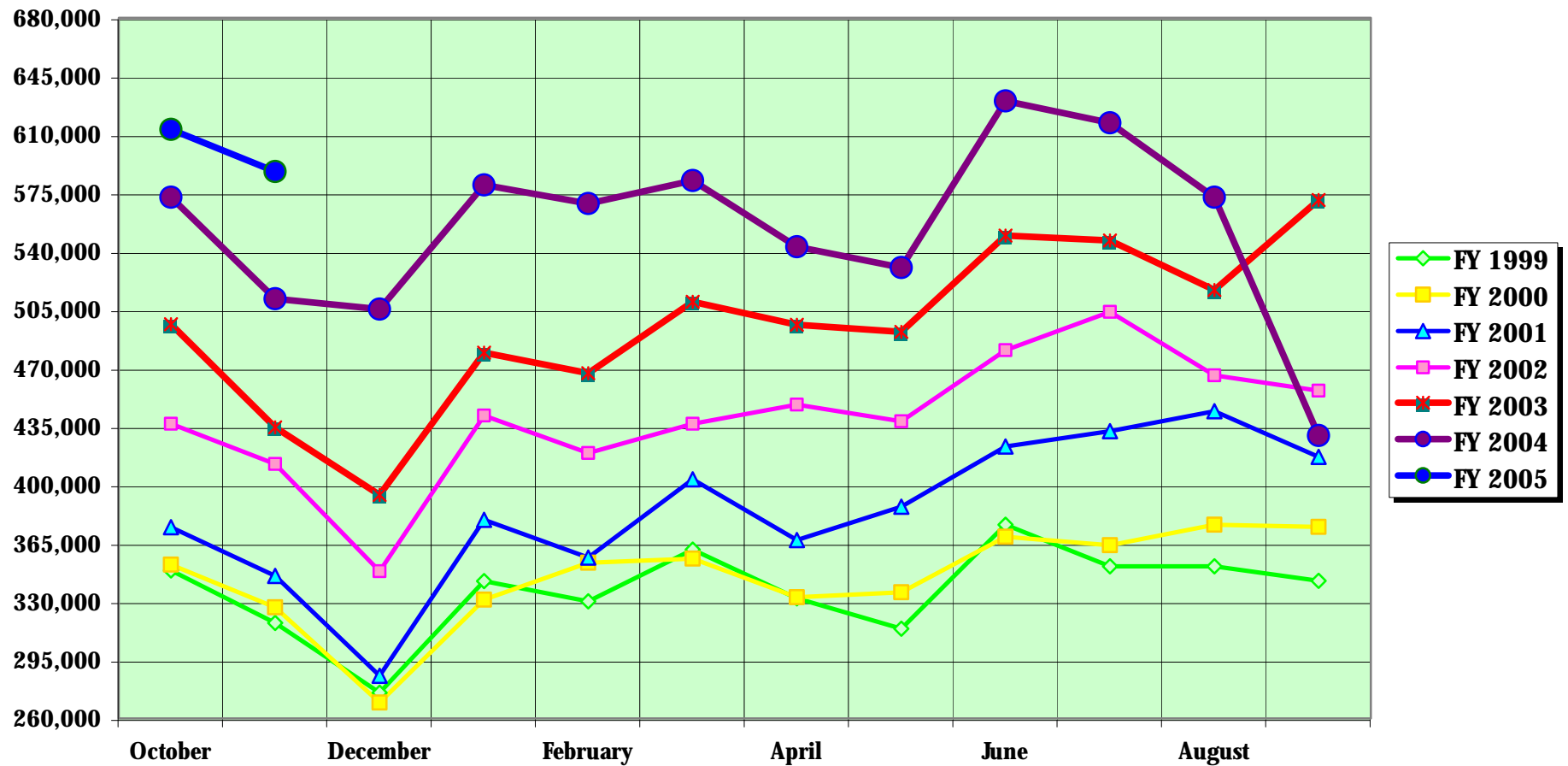
But don't think that we weren't busy at Main! Average daily check out at Main is about 2,700 items in a 12 hour day. On the Saturday after Thanksgiving, in 9 open hours, we circulated 4,288 items at Main.

Library Activity

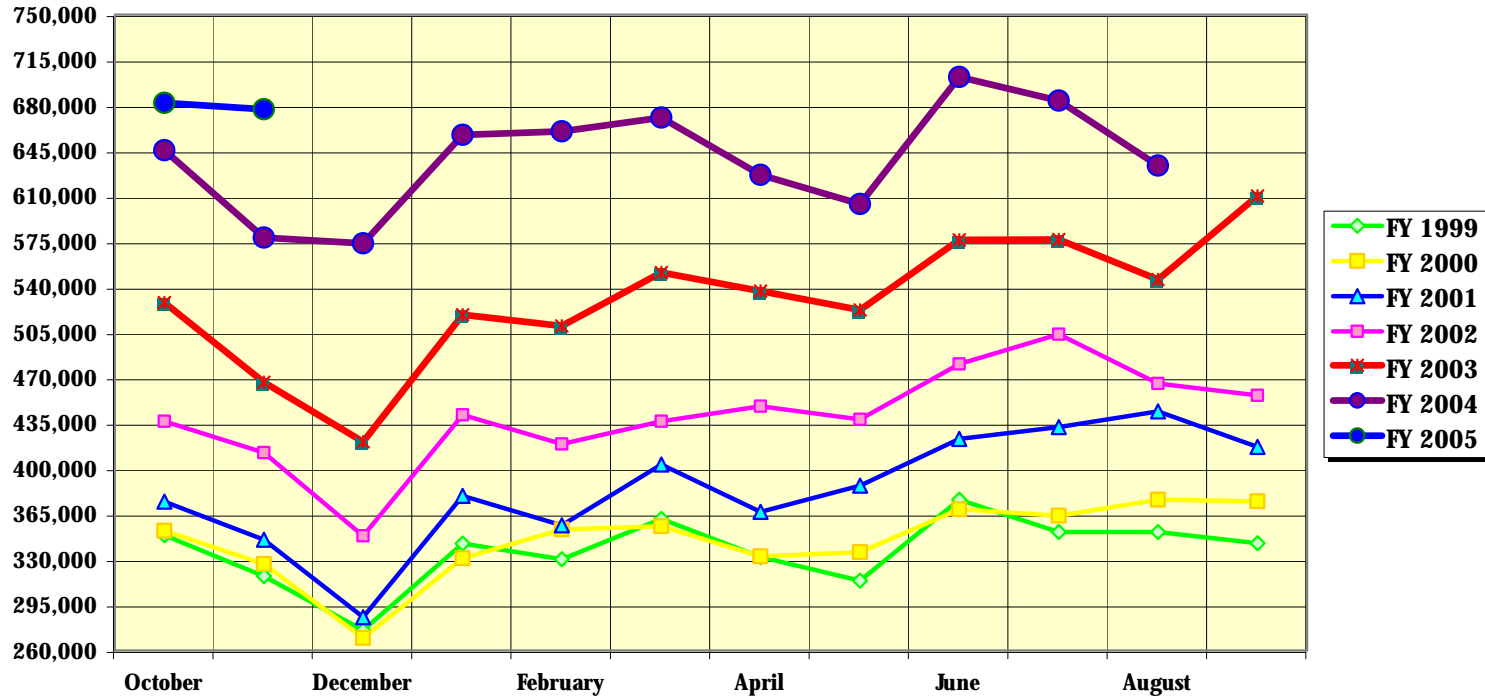
PC Use at Main is a popular service. Based on the number of "sessions" at Main (10,070) we had 372 individuals signing up per day to use a computer. The average daily door count at Main in November was 1870. This indicates that about 20% of our Main Library visitors are coming in to use a computer.

We had 37 new subscribers to our email newsletter in October 2004 and increased that to 184 new subscribers in November 2004. We have added a link to sign up for the newsletter to the online patron account page.

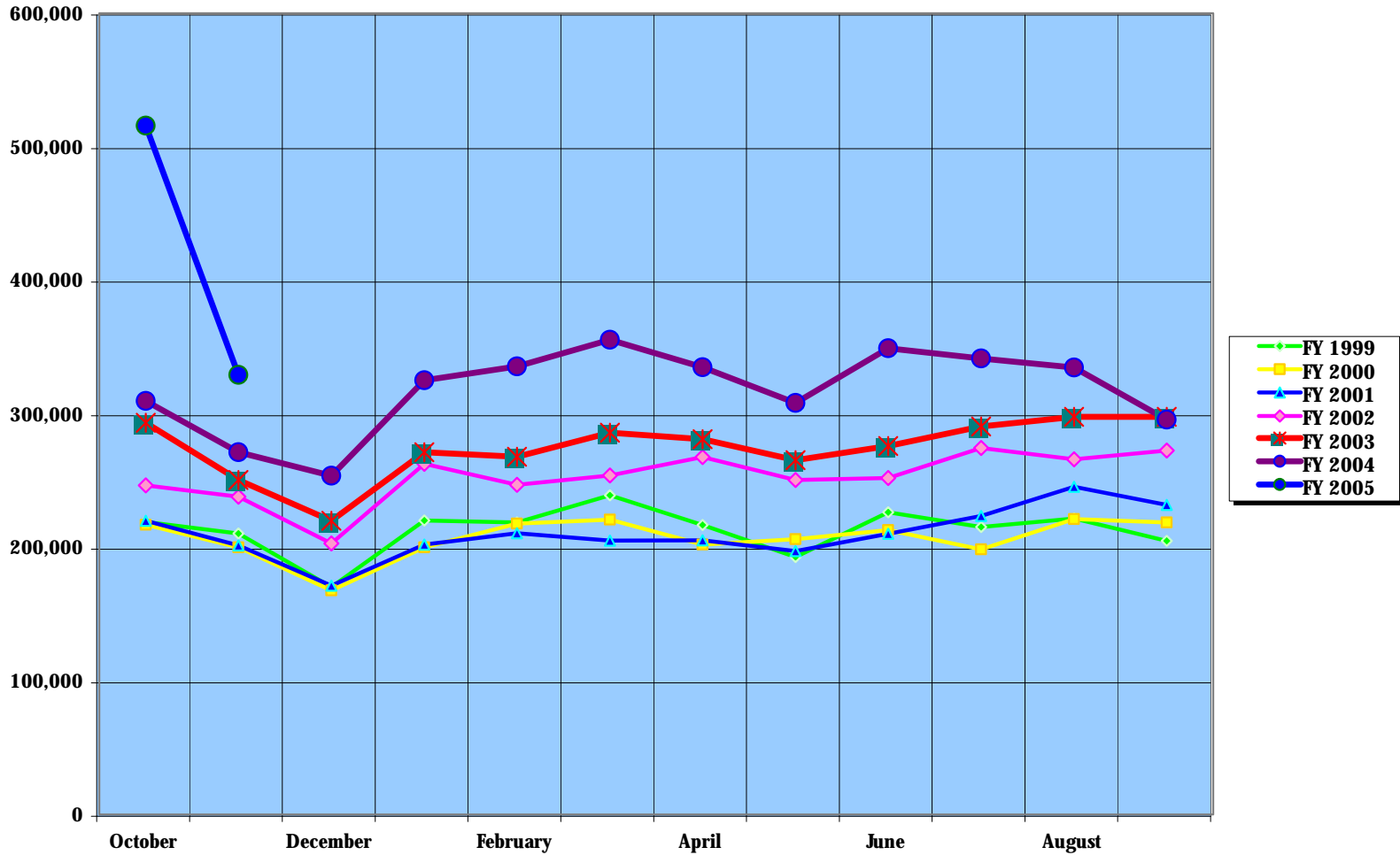
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION
Fiscal Year 1999 Through Fiscal Year 2005 TO Date**



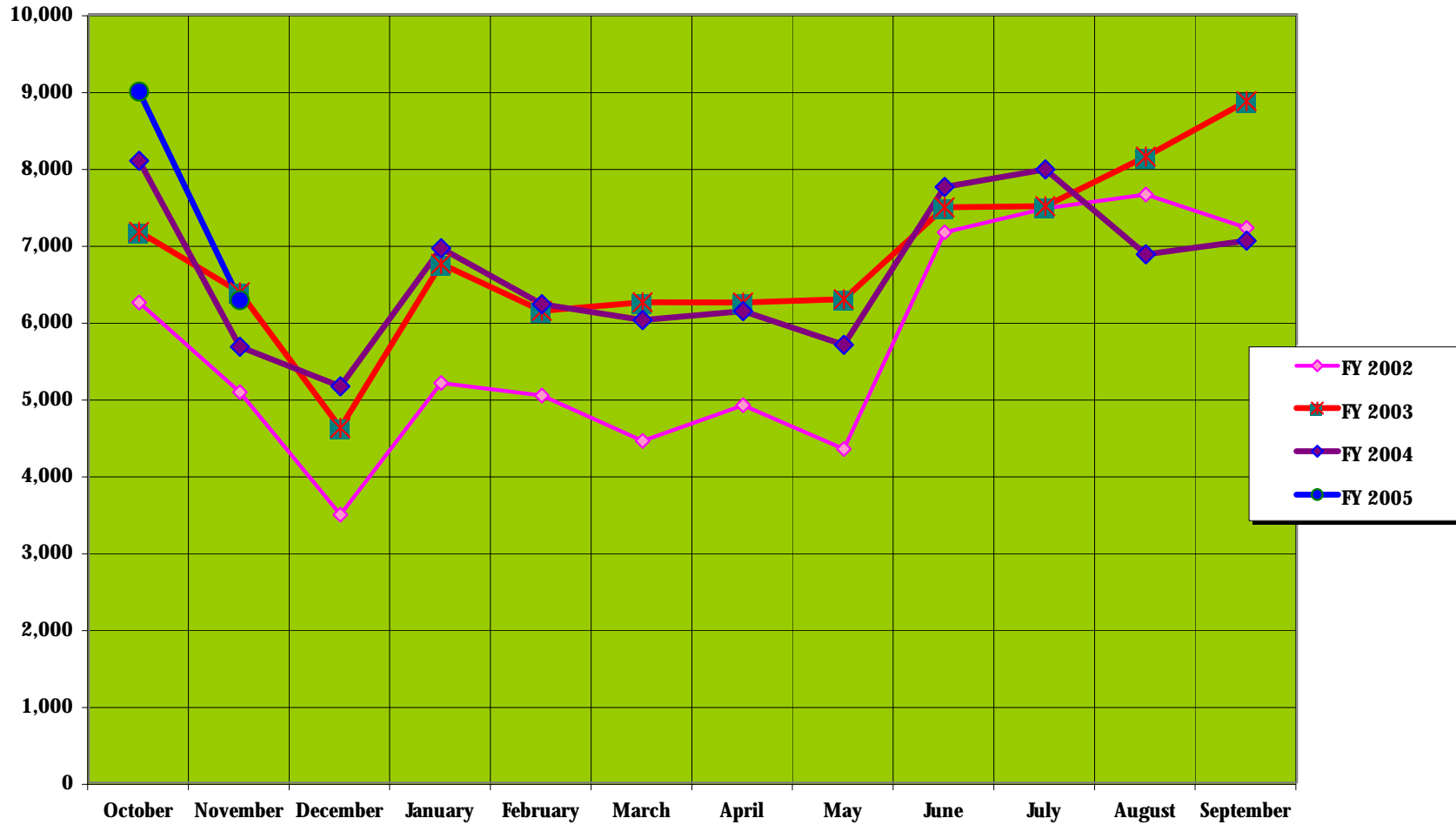
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION WITH ELECTRONIC STATS**
(Circ Stats - previous month & Electronic Stats - 2 months previous)
Fiscal Year 1999 Through Fiscal Year 2005 TO Date



**Orange County Library System
Door Counts
Fiscal Year 1999 through Fiscal Year 2005 To Date**



**Orange County Library System
New Patron Registration
Fiscal Year 2002 through Fiscal Year 2005 To Date**



**Circulation and Door Count
October - March**

Orange County Library System: Report for FY 2005 YTD & FY 2004

		Oct-04	Oct-03	Nov-04	Nov-03	% of Change	####	Dec-03	####	Jan-04	####	Feb-04	####	Mar-04
Circulation														
Main		####	####	####	####	17.78%		####		####		####		####
Branches		####	####	####	####	11.72%		####		####		####		####
MAYL		52,902	54,059	48,152	36,786	30.90%		45,092		47,237		50,673		41,130
Talking Books		528	4,192	2,907	2,622	10.87%		338		371		446		388
Total		####	####	####	####	14.91%		####		####		####		####
Door Count														
Main		68,996	66,816	50,477	78,930	####		54,546		64,798		64,232		66,748
Branches		####	####	####	####	44.95%		####		####		####		####
Total		####	####	####	####	21.37%		####		####		####		####

Circulation and Door Count

April - September

Orange County Library System: Report for FY 2005 YTD & FY 2004

		####	Apr-04	####	May-04	####	Jun-04	###	Jul-04	####	Aug-04	####	Sep-04	YTD 2005	YTD 2004
Circulation															
Main			####		####		####		####		####		####	373,920	#####
Branches			####		####		####		####		####		####	722,504	#####
MAYL			40,739		42,770		57,286		58,076		46,989		41,001	101,054	561,838
g Books			413		319		438		341		312		302	3,435	10,482
Total			####		####		####		####		####		####	#####	#####
Door Count															
Main			58,954		58,195		65,602		62,215		62,228		57,948	119,473	396,070
Branches			####		####		####		####		####		####	725,467	#####
Total			####		####		####		####		####		####	844,940	#####

Library Activities

October - March

Orange County Library System: Report for FY 2005 YTD & FY 2004

	Oct-04	Oct-03	Nov-04	Nov-03	% of Change	Dec-03	Jan-05	Jan-04	Feb-05	Feb-04	Mar-05	Mar-04
Program Attendance Total	13,258	14,888	10,838	14,554	-25.53%	7,168		9,933		12,366		11,893
Total # of Programs	405	488	350	376	-6.91%	402		402		402		406
Community Events Attendance Total	1,704	1,634	1,792	2,071	-13.47%	260		354		9		10
Total # of Community Events	18	19	25	27	-7.41%	3		3		1,599		668
Events Line			49	N/A	N/A							
StoryLine	345	474	332	395	-15.95%	676		809		898		551
Class Attendance	1,162	535	1,049	525	99.81%	439		747		789		822
Total # of Classes	262	122	229	145	57.93%	165		226		166		195
QuestLine	15,480	15,927	13,728	13,338	2.92%	13,281		15,494		15,831		18,063
Hits to Website**	10,603,759	6,715,631	8,440,620	5,329,645	58.37%	5,869,349		8,090,200		7,731,165		10,014,583
P.C. Sessions*	61,841	60,436	57,898	48,232	20.04%	50,453		56,474		59,058		61,856
Number of Active Cards in the System	301,108	277,480	300,679	279,139	7.72%	280,449		283,903		285,382		284,869
New Patron Registrations	8,989	8,090	6,277	5,672	10.67%	5,154		6,953		6,226		6,019
Total Registered Borrowers*	767,093	685,385	786,114	691,057	13.76%	696,211		703,164		709,390		715,409

*October 2004: Only 12 days of data retrieved at Hiawassee due to software failure.

** October & November 2004 Website Hits are Estimates due to software error.

Library Activities April - September

Orange County Library System: Report for FY 2005 YTD & FY 2004

	Apr-05	Apr-04	May-05	May-04	Jun-05	Jun-04	Jul-05	Jul-04	Aug-05	Aug-04	Sep-05	Sep-04	YTD 2005	YTD 2004
Program Attendance Total		11,940		12,383		14,772		13,633		8,415		7,776	24,096	139,721
Total # of Programs		405		376		414		423		357		301	755	4,752
Community Events Attendance Total		2,996		7		896		493		4,284		2,111		
Total # of Community Events		21		779		3		3		20		30		
Events Line													677	5,131
StoryLine		371		472		-				212		273		
													2,212	9,766
Class Attendance		1,125		561		1,145		1,234		822		1,022	492	2,292
Total # of Classes		249		129		233		252		197		213		
QuestLine		15,570		13,583		15,209		15,277		15,999		13,446	29,208	181,018
													19,044,380	98,639,011
Hits to Website		8,644,039		8,344,958		8,421,651		9,971,756		10,408,304		9,097,730		
													119,739	704,185
P.C. Sessions		63,112		60,124		64,706		66,685		62,026		51,023		
Number of Active Cards in the System		289,406		290,595		296,191		296,807		298,476		298,390		
New Patron Registrations		6,134		5,696		7,750		7,977		8,053		7,052		
Total Registered Borrowers		722,516		722,516		735,474		743,310		750,945		757,980		

*March 2004 is an estimate due to the III Conversion.

Orange County Library System: Report for FY 2005 YTD & FY 2004

	Oct-04	Oct-03	Nov-04	Nov-03	% of Change	Dec-04	Dec-03	Jan-05	Jan-04	Feb-05	Feb-04	Mar-05	Mar-04
Online Catalog Searches	521,255	206,826	477,761	174,333	174.05%		155,673		211,633		205,932		290,315
Online Renewals	73,115	74,416		65,647	-100.00%		72,829		66,484		70,968		85,077
Electronic Reference Questions	250	353	202	392	-48.47%		227		301		384		516
Live Chat Questions	79	65	85	67	26.87%		50		87		45		109
Total Online Reference Questions	329	418	287	459	-37.47%		277		388		429		625
Online Requests	47,807	38,272	54,462	29,210	86.45%		33,468		39,163		33,556		35,988
Online Suggestions	62	105	105	114	-7.89%		112		81		86		193

	Apr-05	Apr-04	May-05	May-04	Jun-05	Jun-04	Jul-05	Jul-04	Aug-05	Aug-04	Sep-05	Sep-04	YTD 2005	YTD 2004
Online Catalog Searches		424,052		418,066		496,984		508,807		483,052		430,540	999,016	4,006,213
Online Renewals		73,009		79,866		83,849		87,401		84,250		73,115	73,115	916,911
Online Reference Questions		450		191		246		275		191		184	452	3,710
Live Chat Questions		92		63		85		73		60		80	164	876
Total Online Reference Questions		542		254		331		348		251		264	616	4,586
Online Requests		45,966		45,286		52,893		54,221		50,772		41,419	102,269	500,214
Online Suggestions		146		86		88		30		68		64	167	1,173

Orange County Library System: Report for FY 2005 YTD & FY 2004

	Oct-04	Oct-03	Nov-04	Nov-03	% of Change	Dec-04	Dec-03	Jan-05	Jan-04	Feb-05	Feb-04	Mar-05	Mar-04
Online Catalog Searches	521,255	206,826	477,761	174,333	174.05%		155,673		211,633		205,932		290,315
Online Renewals	73,115	74,416		65,647	-100.00%		72,829		66,484		70,968		85,077
Electronic Reference Questions	250	353	202	392	-48.47%		227		301		384		516
Live Chat Questions	79	65	85	67	26.87%		50		87		45		109
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Online Requests	47,807	38,272	54,462	29,210	86.45%		33,468		39,163		33,556		35,988
Online Suggestions	62	105	105	114	-7.89%		112		81		86		193

	Apr-05	Apr-04	May-05	May-04	Jun-05	Jun-04	Jul-05	Jul-04	Aug-05	Aug-04	Sep-05	Sep-04	YTD 2005	YTD 2004
Online Catalog Searches		424,052		418,066		496,984		508,807		483,052		430,540	999,016	4,006,213
Online Renewals		73,009		79,866		83,849		87,401		84,250		73,115	73,115	916,911
Online Reference Questions		450		191		246		275		191		184	452	3,710
Live Chat Questions		92		63		85		73		60		80	164	876
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Online Requests		45,966		45,286		52,893		54,221		50,772		41,419	102,269	500,214
Online Suggestions		146		86		88		30		68		64	167	1,173

Orange County Library System
Circulation Statistics
November 1, 2004 - November 30, 2004

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Total Visits	Visits Year Ago	Gain (Loss)	%Gain (Loss)
Main	28	180,444	30.70%	153,204	27,240	17.78%	50,477	78,930	(28,453)	-36.05%
MAYL	17	48,152	8.19%	36,786	11,366	30.90%	N/A	N/A	N/A	N/A
Talking Books	19	2,907	0.49%	2,622	285	10.87%	N/A	N/A	N/A	N/A
West Oaks	24	36,739	6.25%	31,754	4,985	15.70%	22,692	19,635	3,057	15.57%
Herndon	24	33,851	5.76%	30,656	3,195	10.42%	26,066	19,459	6,607	33.95%
Alafaya*	24	44,961	7.65%	43,900	1,061	2.42%	25,066	18,288	6,778	37.06%
Southeast	24	27,895	4.75%	26,483	1,412	5.33%	29,981	15,168	14,813	97.66%
Hiawasse	24	19,940	3.39%	19,117	823	4.31%	24,868	15,409	9,459	61.39%
Southwest	24	31,789	5.41%	29,389	2,400	8.17%	18,419	14,284	4,135	28.95%
Edgewater	24	24,558	4.18%	22,957	1,601	6.97%	17,069	22,175	(5,106)	-23.03%
North Orange	17	35,812	6.09%	31,164	4,648	14.91%	27,988	16,752	11,236	67.07%
South Creek	24	46,046	7.83%	39,170	6,876	17.55%	27,469	23,537	3,932	16.71%
South Trail	24	18,419	3.13%	16,119	2,300	14.27%	20,225	12,055	8,170	67.77%
West Orange	21	13,195	2.24%	10,441	2,754	26.38%	12,598	5,046	7,552	149.66%
Windermere	21	14,187	2.41%	11,261	2,926	25.98%	14,447	5,294	9,153	172.89%
Wash. Park	21	8,893	1.51%	6,490	2,403	37.03%	11,749	5,127	6,622	129.16%
Total	360	587,788	100.00%	511,513	76,275	14.91%	329,114	271,159	57,955	21.37%

*Estimate: Alafaya's counter was inoperative 11/1/04 to 11/17/04.

Online Database Usage - Number of Searches
October 2004

FISCAL YEAR 2005	OCT 2004	NOV	DEC	JAN 2005	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD
Ancestry Plus	319												319
Associations Unlimited	309												309
Automotive Repair Reference Center	312												312
Biography & Genealogy Master Index	132												132
Biography Resource Center	5,885												5,885
Business & Company Resource Center	2,869												2,869
Business Index ASAP	10												10
Chapter-A-Day Online Book Club	38,840												38,840
Classical.com	415												415
Computer Database	124												124
Consulta	64												64
Countrywatch	1,818												1,818
Dun & Bradstreet International	99												99
Expanded Academic ASAP	411												411
Ferguson's Career Guidance Center	104												104
First Search	2,252												2,252
General Business File ASAP	92												92
General Reference Center Gold	3,755												3,755
Health & Wellness Resource Center	1,754												1,754
Health Reference Center Academic	221												221
HeritageQuest Online	9,567												9,567
Info Trac OneFile	2,285												2,285
Informe	14												14
Junior Edition - K12	97												97
Kid's Edition - K12	103												103
Learnatest	553												553
Lit Finder (formerly Essay/ Poem/	3,390												3,390
Literature Resource Center	2,130												2,130
Mergent Online	8												8
Morningstar	756												756
NetLibrary	261												261
Online Homework Help	275												275
Opposing Viewpoints Resource Center	1,150												1,150
p4A Antiques Reference	70												70
Professional Collection	123												123
ProQuest Newspapers	2,139												2,139
Reference USA	3,941												3,941
Rosetta Stone	600												600
Science Online	126												126
SIRS Knowledge Source	837												837
Standard Deviants Video (formerly known	326												326
Student Edition - K12	81												81
Tumblebooks	77												77
What Do I Read Next?	375												375
Worldbook Online	203												203
TOTAL NUMBER OF SEARCHES	89,272	0	0	0	0	0	0	0	0	0	0	0	89,272

**Orange County Library System
Board of Trustees Meeting
Thursday, December 9, 2004**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, December 9, 2004**

Consent Agenda

- 04-228 **January 13, 2005 Board of Trustee Meeting Location Change –
from Winter Garden Branch to West Oaks Branch**
- 04-229 **May 12, 2005 Board of Trustees Meeting Location Change –
from West Oaks Branch to Winter Garden Branch**
- 04-230 **Roof Contractor Recommendations
(Addresses Goal One; Objective Four of the Strategic Plan and
is included in the Budget)**

**Orange County Library System
Board of Trustees Meeting
Thursday, December 9, 2004**

**Board of Trustees Meeting
Location Change – January 13,
2005: From Winter Garden
Branch to West Oaks Branch**

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-228**

**RESOLUTION TO AMEND THE BOARD OF TRUSTEES MEETING SCHEDULE:
JANUARY 13, 2005 MEETING LOCATION CHANGE FROM WINTER GARDEN
BRANCH TO WEST OAKS BRANCH.**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 9th day of December, 2004 at 7:00pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

To change location of the January 13, 2005 Board of Trustees meeting from Winter Garden Branch to the West Oaks Branch

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

AYES:

NAYS: 0

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, December 9, 2004**

**Board of Trustees Meeting
Location Change – May 12, 2005:
From West Oaks Branch to
Winter Garden Branch**

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-229**

RESOLUTION TO AMEND THE BOARD OF TRUSTEES MEETING SCHEDULE: MAY 12, 2005 MEETING LOCATION CHANGE FROM WEST OAKS BRANCH TO WINTER GARDEN BRANCH.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 9th day of December, 2004 at 7:00pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

To change location of the May 12, 2005 Board of Trustees meeting from West Oaks to the Winter Garden Branch Branch.

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

AYES:

NAYS: 0

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, December 9, 2004**

Roof Contractor Recommendations

Main Library Re-Roof Contract

(Addresses Goal 1, Objective 4 of the Strategic Plan)

I. PROBLEM STATEMENT

According to our roofing architect, ARC Associates Inc. (ARC), the Main Library Roof is at the end of its useful life. The Library has repaired leaks over the past few years and the cost of these repairs has grown steadily. The older the roof gets, the more the leaks will develop. The Strategic Plan (Goal 1, Objective 4) initially called for the roof to be replaced in the past fiscal year (FY 2004). However, it was deferred until this year (FY 2005) due to other large projects, including the new automation system, budgeted in the FY 2004. We now bring a contractor recommendation for the re-roofing project to the Library Board for approval.

II. EXECUTIVE SUMMARY & BACKGROUND

The entire Main Library roof was installed over 20 years ago as part of the Main Library expansion, which opened in March of 1985. The useful life of a flat roof is about 20 years, so it is time to replace the roof. Due to ongoing leak problems, the 1966 portion of the building (the east end) was re-roofed during the summer of 2001. During the past several years, a number of leaks have developed in the remainder of the roof.

The Board approved a design contract with ARC in February 2004. ARC's construction estimate for the re-roof project was \$993,000, which included a \$90,000 contingency. The design for the new roof was completed in early summer and the project was advertised for bid with the intention of bringing a contractor recommendation to the September 2004 Board meeting. Due to the unprecedented hurricane season, roofing contractors were overwhelmed with work. Accordingly, ARC recommended that we cancel the initial bid process and re-bid the project at a later date. Based on ARC's recommendation, the project was re-advertised with a bid due date in November 2004.

Three contractors submitted bids as shown below. Not surprisingly, the bids exceeded the original estimate. ARC reviewed the bids and recommends that we award the contract to the low bidder, Weiss & Woolrich Contractors. Weiss and Woolrich was made aware of the other bids but confirmed that they can do the project for their original bid amount. Although the Weiss and Woolrich bid of \$993,000 is slightly higher than the \$954,000 included in the current year budget for the project, sufficient funds are available elsewhere in the budget to cover the additional cost (\$39,000).

Weiss & Woolrich Contractors	\$993,000
National Roofing/South Florida	\$1,222,810
Gulfstates Industries, Inc.	\$1,756,000

For change orders, staff recommends following the approval limits in the Library's Purchasing Policy, which would require Board approval for change orders costing \$50,001 or more.

III. OPTIONS

Staff offers the following options for the Main Library re-roof contract.

Option 1: Defer replacing the remaining portion of the Main Library roof to a subsequent fiscal year.

Advantages:

1. Money for this project would be available for other projects this fiscal year.
2. Given the current volume of roofing work, waiting another year or two might result in a lower price.

Disadvantages:

1. Ongoing leaks will continue and more will develop.
2. The cost of repairs will continue to increase each year the work is deferred.
3. The possibility of water damage to building contents will increase each year the work is deferred.

Option 2: Award the re-roof contract in the amount of \$993,000 to the low bidder, Weiss & Woolrich.

Advantages:

1. A new roof should resolve the existing leaks.
2. ARC is familiar with Weiss & Woolrich and is recommending the contract be awarded to that firm.

Disadvantage:

1. Funds spent on the re-roofing project would not be available for other projects.

Option 3: Award the re-roof contract to one of the other two bidders.

Advantage:

1. None

Disadvantage:

1. Project would cost more.

IV. RECOMMENDATION

Staff recommends awarding the Main Library re-roof contract in the amount of \$993,000 to Weiss & Woolrich and applying the approval limits in the Library's Purchasing Policy to any change orders.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-230

MAIN LIBRARY RE-ROOF CONTRACT

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 9th day of December 2004, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To award the Main Library re-roof contract in the amount of \$993,000 to Weiss & Woolrich and to apply the approval limits in the Library's Purchasing Policy to any change orders.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, December 9, 2004**

Non-Consent Agenda

- 04-232 **Personnel Committee: Acceptance of Meeting
Minutes; November 17, 2004**
- 04-233 **Personnel Committee: Director's Evaluation**
- 04-234 **Collective Bargaining Agreement Ratification
(Addresses Goal 4 of the Strategic Plan)**

**Orange County Library System
Board of Trustees Meeting
Thursday, December 9, 2004**

**Personnel Committee:
Acceptance of Meeting Minutes –
November 17, 2004**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
PERSONNEL COMMITTEE MEETING
November 17, 2004
Magnolia Room
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323

Personnel Committee Members Present: Gloria Fernandez, Trustee; Jacqueline Green, President, Friends of the Library; Corbin Sarchet, Trustee Emeritus, OCLS Board of Trustees

Library Administration Present: Mary Anne Hodel, Director and CEO; Carla Fountain, Human Resources Manager

The meeting was called to order at 6:10 p.m.

The purpose of the meeting was to conduct a performance evaluation of Director Hodel.

The committee complimented Ms. Hodel on another impressive year, noting her many accomplishments. Ms. Hodel shared her appreciation for the staff who contributed to the achievements realized this year.

Following a brief discussion, Mr. Sarchet recommended that Ms. Hodel receive a salary increase of \$10,000 (6.9% annual increase) and receive an additional week of vacation, raising her annual vacation accrual from three weeks to four weeks. Ms. Green and Ms. Fernandez agreed with the recommendation, which will be brought to the full Board at its December meeting.

The meeting was adjourned at 6:45 p.m.

**Orange County Library System
Board of Trustees Meeting
Thursday, December 9, 2004**

**Personnel Committee:
Director's Evaluation**

Accomplishments: 2004

In the past fiscal year (1 October 2003 to 30 Sept 2004), the Orange County Library System has accomplished the following:

Facilities

Opened Library Central November 2003, with redesigned new lobby, Library Central, and Club Central.

Renovated interior of South East Branch.

Continued construction of Winter Garden Branch; anticipated opening date in Spring 2005.

Planned for opening of Eatonville Branch. Anticipated opening January 2005.

Renovation of third floor west wing of Main Library.

Repaired central section of South West Branch and equipment and furnishings damaged by Hurricane Charley.

Removed interior walls from West Oaks and Alafaya Branches to provide more space for PC's.

New consolidated reference/check-out desk at Washington Park.

New check-in desk at Herndon.

Issued RFQ for Third Floor renovations at Main.

Products/ Services

Circulation increased from 5,956,553 to 6,642,591: a 11.52% increase.

Door count increased from 3,294,024 to 3,797,186: a 15.27% increase.

Programs increased from 4,396 to 4,752: a 8.10% increase.

Program attendance increased from 127,976 to 139,721, a 9.18 %increase.

Number of classes increased from 926 to 2,292: an increase of 147.52%.

Class attendance increased from 4,461 to 9,766: an increase of 118.92%.

Number of PC sessions increased from 534,025 to 704,185: an increase of 31.86%

Number of hits to website increased from 74,675,498 to 99,019,702, an increase of 32.60%.

Number of total registered borrowers increased from 677,295 to 757,980, a 12% increase.

Installed and implemented new automation system, including photo capture feature for increased security of library card.

Tagged collections at Winter Garden, North Orange and Alafaya in preparation for express check-out.

12 PC's added to Computer Resource Center at Main, for a total of 68 PC's.

Security cameras set up throughout Main Library.

First year with 4 branches open on Sundays.

Early voting at 7 library sites, resulting in 55,434 persons voting early in Orange County.

Inaugurated Electronic newsletter. Now being delivered to 3,903 patrons.

Inaugurated digital scanning service at Main

Debit and credit cards accepted online for payment of fees and fines.

Assisted Vision Center set up at Main on 2d floor by Computer Resource Center

Installed assistive listening device in Library Central for hearing impaired customers.

Continued the Children's Initiative, comprising visits by librarians to all Orange County Public Schools to encourage signup for Library cards. Spring and Fall initiatives involving Principal and Media Specialist visits, as well as presentations to PTAs.

Established "Ready, Set, Go!" program to provide additional training to front line customer service staff.

Held "Go for the Gold" and "It's All Greek to Me" Summer Olympic Reading Game.

Held OCLS Library Card Summer Photo Contest.

Began participation in State-wide Chat: "Ask A Librarian": virtual reference service that allows real time reference assistance state-wide and includes software that allows co-browsing and pushing web pages to library users.

Continued BLAST after school tutoring and educational programs for middle school children at South Trail Branch.

Installed OLIVE at Alafaya, Edgewater, South Creek and Main.

First Library fundraising event held with Gala Opening of Library Central to benefit BLAST.

Website

Added to streaming video available on website featuring:

Launch of "Be Well Informed @ Your Library: ALA and Walgreen's" -- June 2004

Music in the Library-- March-July 2004

Friends' Family Frolic--24 July 2004

Get It To Them: A New Kind Of Reference at OCLS 23 Feb 2004

Recommended Reading for Kids: Parts 1,2,3 February 2004

23 Math and Algebra tutoring videos: Standard Deviants

9 SAT Preparation Videos
12 English as a Second Language (ESOL) videos

Expanded Internet favorites.

Set up the ability to pay fines online.

Highlights of Programs

Continued “One Book One Community”: Kick-off of Central Florida Reads: *A Land Remembered* by Patrick D. Smith.

Inaugurated Senior Workshop: Technology Training for Seniors featuring Computer Basics, Digital Greeting Cards, Health Sites for Seniors, Travel Sites for Seniors, and MSFT Publisher.

Celebrated Halloween with community engineering and architectural design firms participating in a pumpkin carving contest.

Increased programming for Adults. Some examples are:

Orlando, City of Dreams” with Joy Wallace Dickinson.

“Flight of the Imagination”

“Extraordinary People in Fiction”

“Canine Companions”

“Dating Violence: what Everyone Needs to Know”

“Jump Start Your Writing”

“Theater Works! Shop”

“Bargain Hunting Online”

“Kwanzaa Krafts”

Designing Holiday Photo Albums

Charles Ogletree lecture on “All Deliberate Speed: Reflections on the First Half Century of Brown v Board of Education.

Exhibited Van Gogh collection with Consulate of the Netherlands

Hosted Rhodes Cooke, political analyst and author of : *The Presidential Nominating Process: A Place For Us?* who spoke on the presidential nominating process.

Started Music in the Library programs, featuring local musicians every Friday at noon. Performances included a wide variety of music and instruments.

Held the second (Reference USA) and third (Morningstar) Bagels and Breakfasts sessions.

Increased programming for teens. Some examples are:

“Exam Cram, ” preparing for final exams

“Treasuring the Gifts of Our Grnadparents”

“Sequential Art and Storytelling Workshop”

“Teen Book Club”

“Who Wants to Be A Magician?”

“Java Open Mike Night” for teens

“Bust A Rhyme” Poetry Contest for Teens

“Comic Book Heroes @ Your Library”

“Prom Expo and Fashion Show”

“Frost in March”, poetry of Robert Frost

“It’s Our World”, Earth Day celebration

“Cartoonist Day”

“Library Fear Factor” literary contest

“Teen Book Review Contest”

“Toga Toga Toga, Teen reading party

“All You Can Read Buffet” reading contest

“You Don’t Know Jack” battle of the mind

“Spooky Tales from Beyond”

“Improving Your Math Skills” Standard Deviants

“Show Me The Money”: financial aid resources for college bound teens.

Children’s Programming

Inaugurated the first late night after hours program of “Hogwarts 101”: Harry Potter’s appearance at Main.

“Seussabration Celebration” with “Thing One” and “Thing Two” and the “*Cat in the Hat.*”

“Junkie B. Jones” children’s program.

“Make Way for Peabody Ducks!”

Marketing/ Promotion

Created mailable Library registration materials for card sign up : adult and child, English, Spanish and French.

Library PSA's were aired on local radio for National Library Week by ProMedia and with Telemundo.

Library PSA about the ALA Skate Board Contest featured Danielle King.

Library promotional piece about our technology classes with Marcia Scioville aired by Telemundo.

Distributed Library Card flyers to over 300 apartment complexes and retirement communities and to over 250 realtors, businesses and employers.

Used Mascot, Squirt at community events.

Led lobbying effort with Orange County delegation in Tallahassee.

Worked with US postal Service to send library card applications to 13,279 households, resulted in 245 new cards being issued.

Continued "Got Your Card" Campaign Billboards and poster and bookmarks for Library card month.

Continued "License To Learn" Contest for 1st grade teachers to get their class signed up for library cards.

Doc and Johnnie Show Radio XL, 106.7 broadcast live from Library Central in January 2004.

Publicity materials shared with local gyms and health clubs, at Earth Day celebration, Lynx Family Day, Five Keys to Reading, Goodwill Job Fair, Downtown Orlando Partnership Trade Fair, Annual Hispanic Business Expo, Black Business Investment Fund Annual Barbeque & Network Day.

"Books and Beyond" made available as e-newsletter.

"It", the Library's teen e-newsletter started.

Internal Infrastructure

Completed policies :

Gift Policy

Age Requirements in the Children's Area and Club Central

Revision of Rules of Conduct

Completed union management contract for librarians.

Instituted Mystery Shopper Program to encourage better customer service. Staff and departments and branches recognized for scoring 100 points.

Transitioned Defined Benefit Pension Plan from Hartford to USI to achieve better investment performance.

Conducted second employee survey, "OCLS as an Employer" with results demonstrating employee satisfaction.

Held second annual Staff Day, 11 November 2003.

Continued Staff Health insurance evaluation committee to provide input and recommendations on employee health insurance proposals.

Continued offering staff pretax Medical and Dependent Care Flexible spending accounts for staff.

Continued Pumpkin contest on Halloween for staff.

Held Project Management training for managers and staff.

Share your Skills: class presentations and streaming video presentations on staff web site. Streaming videos included:

**Tour of Library Central / Staff Values 11 Nov 2003
Boulevard Blast: Opening of Library Central
Walk To Cure Juvenile Diabetes—September 2004
Staff Day 2003-11 November 2003
Halloween Movie—31 October 2003**

Held CPR classes for staff.

Held Sign Language classes for staff.

Provided financial planning sessions for staff focusing on three stages of life: early years, mid-career, and pre-retirement years.

Continued offering free Bus passes offered to staff.

101 East, the Library's videotaping unit created more videos: Vocera, Olive, Get It To Them, Library Central Opening, Vision of Values; Virtual Virtuosity; Music in the Library; Be Well Informed @ Your Library; Friends Family Frolic; BLAST.

Inaugurated library GIVE program: Get Involved Volunteer Experience, to recognize employees' volunteer hours for other community based efforts.

Promoted Health and Wellness for staff with H.E.A.L.T.H. program: Helping Employees Attain Life Transforming Habits.

Held Second Staff Enrichment Day 11 November 2003.

Admin Team members visited branches and main departments to address various topics including retirement benefits, the new evaluation form, new automation system, customer service shopper program and reference guidelines.

Admin Team members spent a day working Side by Side in departments and branches.

Participated in "Take Your Child to Work" Day.

Digital Content

Partnered with UCF and Orange County History Center to continue Central Florida Memory. Expanded partnership to include Seminole County History Museum and Rollins College. Participated in the writing of successful grant application to U.S. Institute for Library and Museum Studies that resulted in funding of 140,000 for the project.

Digitally created business card for opening of Library Central

Assisted Librarians build their Share Your Skills Videos.

Electronic Communications and Systems

Deployed 58 additional computers to make a total of 681 PC's, 420 for customer access and 261 PC's for staff access. 77 PC's were upgraded in order to prepare them to accept Millennium software.

Implemented transition to new automation system.

Classes & Staff Training

New classes offered for the first time this fiscal year:

- Photo Shop
- Digital Photography
- Power Point Photo Album
- Windows Media Player Jukebox
- HTML I & II en Espanol
- Word II en Espanol
- Java Script
- Excel Level III and Level IV
- Access Level III
- Power Point Level III
- Movie maker 2
- Quilting Online

Increased number of classes available in Spanish:

- Principios de Computadora Nivel I
- Búsqueda en Internet Nivel I
- Búsqueda en Internet Nivel II
- Como Realizar un Resume
- Email Nivel I
- Email Nivel 2
- Introduccion a Microsoft Office XP
- Word Nivel 1
- Word Nivel 2
- HTML Nivel 1
- Powerpoint
- Excel Nivel 1
- Excel Nivel 2
- Publisher
- Mouse and Keyboard Aerobics
- Como Utilizar el Mouse y el Teclado

Ready Set Go program conceived, recruited participants and begun to provide additional training to public service staff in answering queries, reader's advisory, running programs, and going the extra mile in customer service.

Awards

Won \$40,000 sub grant from the National Library of Medicine to produce a series of health classes on 10 current county wide health problems. Partnering with Orange County Department of Health, Vision TV, Orange County Commission for Children and the Neighborhood Community Centers.

Won American Institute of Architects Award for Library Central

Won Associated Builders and Contractors Eagle Award Library Central Project, Interiors under #1 million.

Awarded by the Downtown Orlando Partnership: 2004 Award of Excellence for the new Face of the Library, Library Central. Contractors Award for Library Central.

Awarded Golden Brick Award for Library Central

Awarded Silver Commuter Choice Employer Award by Lynx.

Awarded Florida Safety Council Corporate Safety Achievement Award for Outstanding Performance through the Public Sector for Central Florida.

Awarded ALA Loleta Fyan Grant of \$10,000 awarded to OCLS for our innovative use of Pocket Pc's and Vocera.

Awarded \$1500 by Wal-Mart to West Oaks Branch in Ocoee.

Awarded an additional site for Prime Time Grant with State Library and Florida Council for the Humanities for the South Trail Branch.

Honors

OCLS judged "Best of Show" by ALA for website promotional materials for our Central Florida Memory website.

Manager Gregg Gronlund participated in Reference Colloquium for King County Library (Washington) System to speak about alternative reference service models, including mobile service.

Sally Fry and Kathryn Robinson chosen to speak at Virtual Reference Conference being held in Cincinnati, Ohio in 8-9 November 2004.

Sally Fry and Kathryn Robinson selected to present a program at the Florida Library Association in Jacksonville in the Spring of 2005 on our use of wireless technology for enhancing customer service.

Gregg Gronlund spoke at ALA, LAMA on Central Florida Memory project and the "Value of Partnerships"

Wendi Bost spoke at ALA on "Improving Working Relationships with Vendors

**Marilyn Hoffman spoke at ALA on Marketing the Library.
Jessica Suguichi, South Trail Branch received an honorable mention in the Children Must Count Awards for her efforts on behalf of BLAST, the after school tutoring program at SouthTrail branch.**

Hao Do and Ashley Sanders were awarded certificates as Microsoft certified trainers. Along with Ormillia Vengersammy, we now have 3 MSFT trainers.

As partner with UCF and History center, awarded \$140,000 grant for Central Florida Memory.

Cooperated with Florida State Library in testing statewide Public Library portal.

Partnerships and Cooperative Efforts

Hosted Technology Day for 125 attendees on 4-5 March 2004 with Florida State Library.

Participated with Florida State Library to survey our patrons' valuation of library services as input for statewide study on the Economic Impact of Public Libraries.

Partnered with Governor's Reading Initiative, "Read Together Florida" with "Zora is My Name and "Zora Through Song and Story and Book Discussion "Their Eyes Were Watching God."

Participated with State Library on meta searching.

Participated in Florida Power Super Holiday Parade.

Partnered with Lou Frey Institute at UCF on Solutions Symposium on "Corruption in Government: How Do we Avoid It?"

Partnered with Walgreen's Pharmacies on health programs featuring Walgreen's pharmacists, with \$25,000 from Walgreen's for program costs.

Cooperated with Orange County Public Schools Foundation Reading Initiative, sponsoring "Read All About It". Elementary School Principals provided with fliers for students on Summer Reading programs.

Participated in Multilingual Student Education Services program for parents in Apopka.

OCLS staff personally visited 105 Schools.

Hosted Chamber of Commerce Small Business Section for informative session on library services.

Wendi Bost and Nedra Blanke participated in training for teachers in OCPS explaining library resources available.

Staff worked with OCPS School Media Specialists in special meeting to find ways to work together and show what the library can offer students.

Hosted visitors from Orlando's Sister City, Urayasu, Japan.

Partnership established with North Lake Park Elementary School.

Held Job Shadow Day with Junior Achievement.

Partnered with Arabian Nights and the Black Stallion Literacy Project to increase card registrations and encourage reading.

Participated in the Hispanic Expo.

Cooperative efforts begun with Boys and Girls Clubs, including web links, attending directors meetings, hosting clubs art exhibits, and library card registration drives.

Continued participation with Friends exhibit at Farmer's Market.

Reciprocal Borrowing established with Maitland Public Library.

Cooperated with University of Central Florida Library and the Orange County History Center on Central Florida Memory.

Partnerships with Alzheimer's Association and the Hope and Health Center of Central Florida resulted in numerous health programs for the Library.

Partnered with Leu Gardens for Programs and cross promotion.

Participated with YMCA Healthy Kids Day April 3 at Blanchard Park and also South Orlando's Healthy Kids Day.

Partnered with Orlando Sentinel and the ad campaign for Central Florida Reads.

Participated in "Take Your Child to Work" Day.

Promoted greater participation in Orange County's United Way Campaign: Bake sale; Breakfast Auction, Crazy Socks Day, Silly Hat Day, Wear Your Jeans Day.

Library participated with American Heart Association in their "Go Red Day!"

Library participated in Blood Drive.

Celebrated Lee Denim Day and Positively Pink Day in support of Susan G. Komen Foundation to raise funds for breast cancer.

Library employees participated in 5K walk at Lake Lily in Maitland for Arthritis Walk.

Continued Food collection drive for Second Harvest.

Partnered with Alzheimer's Association for Alzheimer's Programs in branches and at Main.

Personal

Successfully chaired American Library Association Local Arrangements Committee for their annual meeting held in Orlando June 2004.

Gave presentation to Florida Library Directors' Conference on Changing Roles in Public Library service October 2004 in Fort Lauderdale.

Gave presentation on the Future of Reference for Public Libraries in a nationwide Library Cable-Cast Symposium sponsored by College of Du Page of Du Page, Illinois in April 2004.

Participated with Baker and Taylor on video on Title Source II.

As liaison with Eccleston Elementary School, met with Assistant Principal, Media Specialist, and PTA Leadership Group to promote library cards. Gave presentation to Eccleston PTA September 04 on the importance of Library cards for kids.

Served on Forecasting Group for Urban Libraries Council.

Served on ALA's Library Administration and Management Best Practices Committee.

Served on the Board of Directors for the Orlando Children's Museum.

Asked to serve on MyRegion.Org's Quality of Life Planning Group.

Held quarterly meetings with staff from each Branch. Held periodic meetings with staff at Main. Held quarterly Esprit de Corps lunches with staff. (One staff member per department or branch)

Selected to serve on the jury for the LSSI Award of Excellent Award in Library Management and the ULC Dynix Urban Player Award Committee.

Goals for 2003/2004:

Open Winter Garden Branch: NOT COMPLETED. Approximate opening February 2005

Modernize 3^d Floor West of Main Library: COMPLETED.

Install express check-out at Alafaya: Not yet completed. Collection tagged, training underway, equipment to be installed before December 2004.

Replace library automation system: COMPLETED.

Adjust Strategic Plan to make it a rolling plan by adding a 5th year to the plan: COMPLETED.

Goals for 2004/2005:

Open Eatonville Branch.

Open Winter Garden Branch.

Install Express Check Out at one additional branch, West Oaks.

Create space plan for 2d floor East of Main Library renovation.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-233**

RESOLUTION TO APPROVE THE FOLLOWING PERSONNEL COMMITTEE RECOMMENDATIONS: LIBRARY DIRECTOR'S SALARY INCREASE OF \$10,000 (6.9% ANNUAL INCREASE) AND AN INCREASE OF ANNUAL VACATION ACCRUAL FROM THREE WEEKS TO FOUR WEEKS. ALSO, TO AUTHORIZE THE LIBRARY DIRECTOR TO ENGAGE SERVICES OF LEGAL COUNSEL TO AMEND THE DIRECTOR'S CONTRACT AS DEEMED NECESSARY.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 9th day of December, 2004 at 7:00pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

To approve the following Personnel Committee recommendations: Library Director's salary increase of \$10,000 (6.9% annual increase) and an increase of annual vacation accrual from three weeks to four weeks. Also, to authorize the Library Director to engage services of legal counsel to amend the Director's contract as deemed necessary.

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

AYES:

NAYS: 0

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, December 9, 2004**

**Collective Bargaining
Agreement Ratification**

COLLECTIVE BARGAINING AGREEMENT

between

ORANGE COUNTY LIBRARY SYSTEM

And

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 8

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ARTICLE 1
PURPOSE

- 1.1 This Agreement is entered into this _____ day of _____, _____, by and between **Orange County Library District**, hereinafter referred to as the "Employer", and **the Service Employees International Union, Local 8, AFL-CIO, CLC** hereinafter referred to as the "Union".
- 1.2 The purpose of this Agreement is to provide a fair and reasonable method by which the Employees covered by this Agreement can participate, through their exclusive bargaining representative, in the establishment of terms and conditions of their employment. This Agreement seeks to establish harmonious and productive relationships between the Employer and Employees to clarify certain rights, privileges and obligations of the parties as they relate to this Agreement; establish an orderly procedure for the resolution of difference between employees and the Employer; establish an amicable process for collective bargaining; and to set forth herein the agreement between the parties concerning wages, benefits, and other terms and conditions of employment in order that the citizens of the District receive the best possible service. The Parties agree to treat each other with dignity and mutual respect.

ARTICLE 2
RECOGNITION

Section 2.1 – Bargaining Unit Definition

A. The Employer recognizes the Union as the exclusive and sole bargaining representative for all full time professional employees in the following unit as defined by the Public Employee Relations Commission (PERC) on May 3, 1999 (Case No. EL-99-009, PERC certification #1255):

Booktalker	Main Reference Librarian
Branch Librarian	Network Administrator
Branch Youth Specialist	Programmer
Buyer	Special Projects Coordinator
Cataloger	Special Services Coordinator
Children’s Program Specialist	Storyteller
Collection Development Librarian	Substitute Branch Librarian
Community Relations Specialist	Technical Services Coordinator
Division Administrative Assistant	Teen Program Specialist
Electronic Resources Reference Librarian	Telephone Reference Librarian
Inter-library Loan Program Librarian	Web Administrator
Main Library Circulation Coordinator	

B. The following employees are excluded from the Bargaining Unit: all temporary, seasonal and part-time employees; all managerial and confidential employees as defined by the Florida Public Employee Relations Act; all supervisory, clerical, support staff and all other employees in job classifications not specifically included in the certification issued by PERC in case No. EL-99-009, certification #1255, except as amended as outlined in Section 2.2 of this Article.

Section 2.2 Job Classifications

The Employer has the right to create, modify, or delete job classifications (titles). The Employer agrees to bargain with the Union over the impact on the Bargaining Unit of any such decision. Additions to, or deletions of, job classifications to or from the Bargaining Unit shall be by mutual consent of the parties or, in the case of a dispute, by determination of the Public Employee Relations Commission.

Section 2.3 Agreement

To the extent that provisions of any handbook, rule book, manual, or other written document produced by the Employer, conflict with the provisions of this Agreement, this Agreement shall prevail.

Section 2.4 Agreement Concerning Support Staff

During the term of this Agreement, the Union agrees to refrain from seeking to represent and to refrain from accepting into its membership all full-time and regular part-time support staff employees in the following classifications and any other support staff positions that may be created during the term of this contract:

Accountant, Accounting Specialist, Branch Circulation Clerk, Branch Collections Clerk, Branch Customer Service Lead, Branch Shelving Clerk, Business Office Clerk, Cash Clerk, Children’s Program Assistant, Circulation Collections Clerk, Collection

Development Clerk, Community Relations Bookstore Clerk, Community Relations Clerk, Community Relations Aide, Computer Equipment Technician, Copy Cataloger, Custodian, Custodian Trainer, Digital Content Specialist, Direct Order Clerk, Division Administrative Clerk, DRI Special Reference Clerk, Floor and Furnishings Custodian, Graphic Designer, Greeter/Information Desk Clerk, Lead Branch Circulation Clerk, Lead Custodian, Lead Shelving Clerk, Mail Clerk, Main Library Circulation Clerk, Main Library Collections Clerk, Main Library Shelving Clerk, Maintenance Assistant, Network Engineer, Purchasing Clerk, Quest Line Reference Assistant, Receptionist, Reference Clerk, Service Clerk, Special Services Clerk, Technical Services Clerk, Technical Services Material Processor, Technical Services Standing Order Clerk, Technology and Customer Support Specialist – Main and Branches, Teen Program Assistant, Tutor for Teens, and Web Design Specialist.

ARTICLE 3 **DEFINITIONS**

- Bargaining Unit – That group of employees determined by the employer and SEIU, Local 8 and approved by PERC to be appropriate for the purpose of collective bargaining.
- Benefit- The economic benefits described in Articles 11, 12, 16, and 20.
- Certification – The designation by PERC of an employee organization as the exclusive representative of the employees included in the bargaining unit.
- Discrimination – Making a significant adverse change in an employee’s employment status because of the employee’s race, age sex, national origin, or religion, when another employee outside of the former employee’s protected status is similarly situated in all relevant respects to the former employee and is not subject to the same change in employment status.
- Domestic Partner - A domestic partner is defined as an individual residing together with an employee of the same sex and sharing financial obligations. The employee and designated partner shall be required to sign certification that they meet the above requirements.
- Employee- any employee holding a position listed under Article 2, Section 2.1
- Employer – The Orange County Library District Board of Trustees
- Grievance – a timely written allegation filed according to the guidelines established in Article 14, Section 4 of this Agreement, by a grievant that there has been a violation of, or non-compliance with, a specific Article(s), Section(s), or provision(s) of this Agreement while this Agreement is in force.
- Grievant - The party, whether an individual employee, a group of employees, the Union itself or the Union representing an individual employee or a group of employees, alleging that there are grounds for a grievance.
- Imminent and direct threat – high probability of substantial and immediate physical harm to the individual, in accordance with the definition of “direct threat” established in the Americans with Disabilities Act.
- Introductory Period – the first one hundred eighty (180) days of employment
- Job Classification – any one of the positions listed in Article 2, Section 2.1
- Just Cause – a real cause or basis for discipline as distinguished from an arbitrary whim and caprice; that is, some cause or ground that a

reasonable employer, acting in good faith in similar circumstances, would regard as a good and sufficient basis for discipline up to and including termination.

- Lay off – A reduction in force
- PERC – The Public Employees Relations Commission created by Section 447.003, Florida Statutes.
- Progressive Discipline – Steps outlined in Article 13.4
- Regular Service – Service calculated from employee’s date of transfer to regular payroll.
- Scheduled medical and dental appointments – a minimum of 24 hours notice for the purpose of a medical or dental appointment. Maximum amount of time allowed for this purpose including appointment and travel time to and from appointment is 3.5 hours.
- Seniority – The length of continuous service in any job classification in the bargaining unit. See Article 19.
- Steward – an employee designated by the Union as the first line Union representative at the work site.
- Strike - means the concerted failure of employees to report for duty; the concerted absence of employees from their positions; the concerted stoppage of work by employees; the concerted submission of resignations by employees; the concerted abstinence in whole or in part by employees from the full and faithful performance of the duties of employment for the purposes of inducing, influencing, condoning or coercing a change in the terms and conditions of employment or the rights, privileges or obligations of public employment; the concerted abstinence in whole or in part by employees from the full and faithful performance of the duties of employment for the purposes of participating in a deliberate and concerted course of conduct which adversely affects the services of the employer; the concerted failure of employees to report for work after the expiration of this Agreement, and picketing in furtherance of a work stoppage. The term “strike” shall also mean any overt preparation for a strike, including but not limited to, the establishment of strike funds with regard to the above listed activities.
- Tardy – the employee must be at his work station fully able and ready to work when scheduled. There is no grace period.
- Technological change – a substantial change initiated by the Employer to a technological platform (e.g. integrated library automation system, telephone system and equipment) used by an employee to perform his assigned duties.
- Temporary Reassignment: Relocation from one work site to another while working at the same job title or change from one job title to another having the same pay grade.

- Transfer - A transfer occurs when an employee changes from one work site to another while working in the same job title, or as an employee changing from one job title to another having the same pay grade.
- Union – Service Employees International Union, Local 8, AFL-CIO, CLC
- Union Business Pool – A pool of hours established by an initial contribution from each union member of eight (8) hours of non-refundable vacation or floating hours. This contribution shall be made at the end of the first pay period following ratification of the contract. New Union members shall make their contribution to the Union Business Pool in the first pay period following the date their membership card is turned in to the Employer.
- Union President – duly elected president of SEIU Local 8
- Union Representative – any person designated by the Union to represent the interests of the bargaining unit.
- Vacancy - An open position, previously held by a bargaining unit employee, within the bargaining unit that the Employer decides to fill.
- Working Days- Monday through Friday

ARTICLE 4 **NEGOTIATIONS**

Section 1 - Collective Bargaining

- A. Representatives of the Union and the Employer shall meet and collectively bargain in good faith with the intent to reach an agreement regarding wages, benefits and terms and conditions of employment. The agreement so bargained shall be reduced to writing and signed by representatives of the Union and the Employer.
- B. The Employer agrees to negotiate directly with the designated Union bargaining team and not with individual employees.
- C. Bargaining team members of both parties shall respect the right of each side to present their positions.
- D. All tentative agreements shall be reduced to writing and signed and dated by the chief spokesperson for each party. Each party shall receive a signed and dated copy. Except for a tentative agreement on dues deduction, all tentative agreements on specific issues shall be contingent upon an overall agreement being reached by the parties. Except for a tentative agreement on dues deduction, no tentative agreement on any item shall be considered in effect or binding on either party until an overall agreement is reached and ratified by both parties.
- E. The parties agree to address and resolve all, or substantially all, non-economic issues before addressing economic issues in bargaining.
- F. Bargaining teams will meet in open sessions. Either party may caucus at any time during negotiations. The date, time and agenda for the next session will be established by mutual agreement at the end of each session.
- G. All proposals and counter proposals shall be in writing. Proposals shall indicate whether it is Union or Employer proposal and the date and time the proposal is made. Both parties shall make enough copies of proposals so that each member of the other bargaining team may have a copy.
- H. Either party may video or tape record negotiations. To the extent possible, such recordings shall be non-intrusive. Each party will provide the other, upon request and payment of a reasonable fee, copies of such recordings.
- I. When a tentative agreement is reached on all issues, it will be submitted to the Union membership for ratification. Following ratification by the Union, the tentative agreement will then be submitted to the Employer's Board of Trustees for ratification. All members of the Employer's bargaining team will use their best efforts to secure ratification.

Section 2 - Bargaining Teams

- A. Neither party shall have any control over the selection of the bargaining representatives of the other party. Each party shall furnish the other a list of the current members of their bargaining team.
- B. Each party shall designate a chief spokesperson who shall be the primary spokesperson during negotiations. Both parties will direct all questions to the other party's chief spokesperson. All members of each bargaining team shall be permitted to speak at the bargaining table as needed.
- C. Each party reserves the right to change the designated members of their bargaining team and their designated spokesperson.
- D. Each bargaining team may have consultants present at bargaining sessions, who shall also be permitted to speak at the bargaining table. Each party shall bear the costs of its own consultants, if any.
- E. Provided adequate coverage as determined by the Employer, the Employer will allow members of the Union's bargaining committee, at the employee's discretion, to take vacation leave, leave without pay, or arrange for a schedule adjustment to attend bargaining sessions.

Section 3 - Authority of Representatives

- A. Both parties pledge that their representatives shall have power and authority to make proposals, consider proposals, make concessions and sign tentative agreements.
- B. The chief spokesperson for each party shall have the authority to reach tentative agreement on individual proposals and on an overall agreement.

ARTICLE 5 **SCOPE**

Section 1- Severability

The parties agree that this Agreement is severable and if any paragraph, phrase, sentence or part is declared to be void by a court or agency of competent jurisdiction, or amended or repealed by a legislative body, it shall not be construed to void, amend, or repeal the entire Agreement. Any voided provision(s) so affected by the voided language, shall be the subject of negotiations between the parties beginning within thirty (30) days or the parties may by mutual agreement delay addressing the voided provision(s) until subsequent negotiations.

Section 2-Complete Agreement

- A. The Parties acknowledge that during negotiations which resulted in this Agreement, each had unlimited right and opportunity to make proposals with respect to subjects or matters not removed by law from the area of collective bargaining. This constitutes the entire agreement arrived at by the parties and settles all demands and issues with respect to all matters subject to collective bargaining.

- B. All terms and conditions of employment, rules, policies and procedures not covered by this Agreement shall continue to be subject to the Employer's direction and control. To the extent required by law the Employer agrees to bargain over the impact of any changes to such conditions of employment, rules, policies and procedures.

ARTICLE 6 **EMPLOYEE RIGHTS**

Section 6.1 - Union Representation

- A. Employees have the right to request the assistance of a bargaining unit member or a Union steward when the employee has a reasonable belief that a meeting with an Employer representative will or may lead to disciplinary action or when the employee is issued discipline.
- B. All employees shall have the right to meet with a Union representative during regular work hours, up to one hour plus travel time, where the Union is investigating the facts to file or to pursue a grievance.
- C. When an employee requests Union representation pursuant to section A or B, the Employer will endeavor to accommodate the request as soon as is reasonably practicable. No action shall be taken until Union representation is provided. However, in no event shall the meeting be delayed more than one working day without the mutual consent of both parties.

Section 6.2 - Privacy

- A. The Employer shall notify an employee when any person or organization other than the Employer, the Union, law enforcement personnel, or other governmental agency requests access to the personnel file maintained on each employee by the Employer. Upon request, Employees shall be provided with one free copy of any document in their file. Additional copies of documents will be provided at employee's expense.
- B. The private and personal life of an employee, including additional employment, are not within the appropriate concern or attention of the Employer (except as otherwise addressed in this contract), provided that these activities do not impair 1) the employee's effectiveness or performance as an employee of the Employer or 2) the effectiveness of the Employer to conduct business.

Section 6.3 - Union Emblems

Employees shall be permitted to wear a button, pin, logo, or sticker of reasonable size (not to exceed two inches in diameter) bearing the emblem of the Union during his working time.

Section 6.4 - Nondiscrimination

Employees shall have the right to form, join, and participate in, or to refrain from forming, joining, or participating in any employee organization of their own choosing. No employee shall be intimidated, restrained, coerced, or discriminated against in a manner which would violate any applicable law by either the Employer or the Union because of the exercise of these rights. The Employer agrees that there shall be no discrimination against any employee due to Union activities or affiliation.

The Employer further agrees to continue its policy of non-discrimination based on sexual orientation.

ARTICLE 7 **UNION RIGHTS**

Section 7.1 Representatives

- A. The Union shall have the right to designate, and the Employer shall recognize, up to eight (8) Shop Stewards from the Bargaining Unit. The Union shall provide an up-to-date list of the names of Stewards and other Union representatives to the Employer upon the effective date of this Agreement and, thereafter the Union shall notify the Employer promptly of any changes of such individuals. Each Steward shall be authorized to represent any member of the bargaining unit.
- B. While absent from work due to personal illness or injury, an employee shall not function as a Shop Steward.
- C. No employee, steward, or Union Representative shall solicit membership, collect money or distribute union material during his own or another employee's (bargaining unit or other) working hours.

Section 7.2 Information

- A. The Employer will make available via the provision of a user name and password access to any information posted on the staff intranet. Such information may include employee notices and job vacancies.
- B. The Employer will make available to the Union via the Library's public website access to the monthly board packet.
- C. Nothing in this Section shall prevent the Union from requesting, and the Employer providing, additional information or the same information more frequently and the Employer charging fees that they would normally charge a member of the public.

Section 7.3 Orientation and Committees

- A. Orientation - The Employer shall grant the Union fifteen (15) minutes' time to speak with new employees during a formal program of orientation conducted by the Employer. Employees attending the union presentation during orientation shall be paid.

As an exception to 7.1(c), the Employer and the Union agree that:

1. The Union representative will be able to make Union related materials available to the assembled employees by placing them on a table in the room. In reference to the material, the Union representative may say such words as, "I have placed more information about the union on the table. Please feel free to take a packet if you are interested." The Employer agrees to notify the Union representative who made the presentation of any remaining packets at the end of the full orientation program. The Union representative will reclaim any untaken packets.
2. The Union representative will not solicit membership.

3. No other exceptions to 7.1C are authorized.
- B. Committees - Whenever the Employer forms a committee that includes employees from the bargaining unit and that addresses wages, hours, and working conditions the Union shall have the right to designate two (2) representatives. When the Employer forms a committee that includes bargaining unit members to address other issues, the Union shall appoint one (1) representative. When the committee meets, employees shall be paid at their regular rate of pay. The Employer reserves the right to discontinue any committee at any time for any reason.

Section 7.4 Facilities

The Union steward shall be permitted reasonable use of the Employer's telephones, for local calls, and computers, without charge, in order to facilitate the filing of a grievance. The Union agrees that this usage shall not occur during an employee's work hours. The Employer will provide during the term of the contract one copy card with 100 copies to be used in order to facilitate the filing of a grievance.

Section 7.5 Union Business Pool Time for Grievance Meetings

- A. To establish the Union Business Pool each Union member shall make an initial contribution of eight (8) hours of non-refundable vacation or floating hours. This contribution shall be made at the end of the first pay period following ratification of this contract. In each subsequent contract year, each Union member's contribution shall be determined by multiplying the number of Union members times eight (8) and then subtracting any unused balance remaining in the pool from the previous year. The remaining difference shall be divided by the number of Union members to determine individual contributions for that year.
- B. New Union members shall make their contribution to the Union Business Pool in the first pay period following the date their membership card was turned in to the Employer.
- C. If any Union member does not have the required number of accrued vacation hours or floating hours available the hours shall be contributed to the Union pool as soon thereafter as the hours are accrued. Union pool balance reports shall be provided to the Union monthly in conjunction with the monthly dues check.
- D. A shop steward participating in Grievance meetings as described in Steps 1, 2 and 3 of the Grievance process shall be compensated by contributions of equal amounts of time from the Union Pool and the Employer. A shop steward participating in Grievance meetings as described in Step 4 of the Grievance process shall be compensated from the Union Pool only.
- E. When requesting Union Pool time, shop stewards shall make the request in writing to their manager. Such request shall indicate the time that such union business will begin and the anticipated time of conclusion. Managers shall not unreasonably deny use of approved Union Pool time and shall make reasonable efforts to accommodate a request.

F. Stewards using Union Pool time will fill out an appropriate form and turn the form in to their manager.

Section 7.6 Union Leave of Absence

Long Term: Upon advance notice by the Union, such notice being given as far in advance as possible but no less than fifteen (15) workdays, the Employer agrees to annually grant one (1) employee an unpaid leave of absence for a period of no less than three (3) months for the purpose of engaging in Union activities full-time. The employee shall be designated by the Union.

The Employer will recognize such Union leave as a COBRA qualifying event. At the conclusion of the leave, the employee shall be entitled to return to the same position with the same rate of pay, seniority, Deferred Compensation status, accrued pension benefits and years of service he held at the beginning of the leave.

Short Term: The Employer agrees to approve up to eighty (80) hours of unpaid leave annually to be used by union members to attend Union conventions and other Union meetings. An employee on short term leave cannot participate in any meeting or discussion with members of the Orange County Commission or the Orlando City Council or their staffs for any purpose during this leave. In addition, employees using short term leave are prohibited from using the leave to participate in political campaign activities of any kind. Violation of this prohibition will result in termination of the employee involved. The procedures and rules that govern vacation leave will apply to any request to take short term leave.

ARTICLE 8
MANAGEMENT RIGHTS

8.1 Except as expressly and clearly abridged or modified by specific provisions of this Agreement, the Employer reserves and retains exclusively all of its normal and inherent rights, powers, authorities, duties, and responsibilities conferred upon and vested in it by the statutes of the State of Florida including but not limited to, Laws of Florida 99-486, as may be amended from time to time, and the by-laws of the Orange County Library Board of Trustees as may be amended from time to time.

8.2 It is the right of the Employer to determine unilaterally its purpose, to set standards of services to be offered to the public and to exercise control and discretion over its organization and operations. For the purpose of illustration but without limitation, the Employer retains the right to:

Manage, administer, operate, supervise, oversee, and maintain all library facilities and services, programs and functions.

Determine and define the Mission and standards of service for the Library and take action to carry out such Mission and standards.

Institute technological changes, create or discontinue programs and/or services, departments, branches, and other units of operation.

Open, close, locate, or expand departments, branches, and other units of Library operation. Relocate, remodel or otherwise revise operations and facilities as may be deemed necessary.

Determine the method, means, hours, and days of operation and personnel by which the Library System's operation is to be conducted.

Assign duties, hours, and responsibilities to its employees accordingly, including determining the duties to be included in job descriptions and classifications, and the numbers, types and grades of positions or employees assigned to an organizational unit, department or project.

Control and regulate the use of all of the Employer's property, owned or leased.

Establish, interpret and enforce Library service policies.

Contract or subcontract existing and future work.

Hire, train, transfer, assign, evaluate, retain, or promote employees and determine the standards of selection for employment and continued employment.

Rebalance staff among work locations. In the event of a large reallocation of staff, staff eligible to apply for positions at the receiving locations, no matter their current work location, will be eligible to participate in the process.

Determine internal security practices.

Relieve employees from duty due to lack of work, funds or other legitimate business reasons.

Suspend, demote, discharge, and take disciplinary actions with just cause.

Establish, interpret, modify, publish, promulgate and enforce personnel rules and regulations.

Assign employees, regardless of bargaining unit status or job description, to conduct necessary work.

Schedule and assign work, including overtime or schedule adjustments.

Establish work and productivity standards.

Prepare, adopt, and amend fiscal budgets.

Enter into and enforce contracts.

8.3 The provisions of this Agreement may be suspended by the Library Director or designee, in part or in whole, if it is determined, at the Employer's sole discretion, that emergency conditions exist, provided that wage rates and monetary fringe benefits shall not be suspended. Emergency conditions may include, but are not limited to, riots, civil disorders, tornado conditions, hurricane, floods, or other similar catastrophes. Upon the cessation of the declared emergency, provisions of the Agreement shall once again be in effect. Changes made due to the emergency shall revert to the pre-emergency condition.

8.4 All other rights to manage the organization and operations, functions and purposes thereof, which are not recited in or expressly limited by this Agreement, are reserved exclusively to the Employer.

ARTICLE 9 **UNION DEDUCTIONS**

Section 1 - Dues Deduction

- A. For each employee who signs and submits an authorization form, the Employer shall withhold from the wages of each payroll check membership dues as designated in writing by the Union. The Employer shall forward such dues once a month in the form of a check (payable to "SEIU Local 8") to the designated official of the Union by the tenth day of the month following the deductions. At the same time, the Employer shall forward a list showing the names and amount of dues deducted for each employee.
- B. Such authorization shall continue in effect until the Union notifies the Employer in writing when deductions for membership dues are to be discontinued for any employee, in which case deductions will cease within thirty (30) days.
- C. The Union agrees to provide written notification to the Employer thirty (30) days prior to the effective date of any change in the amount of dues to be deducted. When such a change occurs, the Employer may charge a reasonable fee for the changes to payroll records that may be required.

Section 2 – General

- A. The effective date for initiating deduction for dues shall be the payroll check date which is at least ten (10) calendar days following the date the authorization form was received by the Human Resources Department.
- B. When an employee's employment with the Employer is terminated or if the employee moves to another position with the Employer that is outside the bargaining unit, the effective date for discontinuing deductions shall be the date of termination or movement to such position.
- C. If an employee who has authorized dues under this Article has a net check that is insufficient to provide the full designated amount(s) of deductions, then no dues will be made for that pay check. Dues deductions will be made after all other deductions.
- D. The Employer will charge a recurring fee of \$10 total for the monthly check and list issued to the Union. The Employer will invoice the Union in advance annually for the check charges.

Section 3 - Indemnification

The Union agrees to indemnify and save the Employer harmless against and from any and all claims, suits or other forms of liability arising out of an action the Employer may take in order to deduct money for Union dues from employee's pay. The Union assumes full responsibility for the disposition of the money so deducted once it has been turned over to the properly designated official of the Union.

ARTICLE 10
PROHIBITION OF STRIKES AND LOCKOUTS

- A. Neither the Union nor its members shall participate in a strike against the Employer by instigating, encouraging, or supporting a strike in any manner.
- B. "Strike" means the concerted failure of employees to report for duty; the concerted absence of employees from their positions; the concerted stoppage of work by employees; the concerted submission of resignations by employees; the concerted abstinence in whole or in part by employees from the full and faithful performance of the duties of employment for the purposes of inducing, influencing, condoning or coercing a change in the terms and conditions of employment or the rights, privileges or obligations of public employment; the concerted abstinence in whole or in part by employees from the full and faithful performance of the duties of employment or the purposes of participating in a deliberate and concerted course of conduct which adversely affects the services of the employer; the concerted failure of employees to report for work after the expiration of this Agreement; and picketing in furtherance of a work stoppage. The term "strike" shall also mean any overt preparation for a strike, including, but not limited to, the establishment of strike funds with regard to the above listed activities.
- C. During the term of this Agreement, the Union will do everything in its power to prevent its members from engaging in a strike and that in the event a strike does occur, the Union will use all available means to effectuate a cessation of strike activity.
- D. The Employer may discharge or discipline any employee who participates in or promotes a strike and the Employer acknowledges that such discipline or discharge is subject to the grievance procedure.
- E. Nothing contained herein shall preclude the Employer from obtaining judicial restraint and damages in the event of a violation of this Article.
- F. The Employer agrees to not lock out employees.

Article 11 Compensation

Section 11.1 Wages

A. Starting salaries for Grades 6, 7, and 8IS are as follows:

	Year 1	Year 2	Year 3
Grade 6	\$26,081	\$26,994	\$27,939
Grade 7	\$34,704	\$35,919	\$37,176
Grade 8 IS	\$41,628	\$43,085	\$44,593

B. Each employee will receive a 3.5% salary increase effective the beginning of the first pay period following ratification of this contract. In years two and three of the contract, salaries will be increased 3.5% at the beginning of the first pay period following the anniversary date of ratification.

C. **MLS Bonus:** An active employee who possesses a Master's Degree in Library and Information Science (MLIS/MLS or equivalent degree from an institution accredited by the American Library Association) as of the contract ratification date will receive a one time \$500 bonus which will be included in the paychecks for the first pay period following ratification of this contract. An employee who earns the MLS (or its equivalent) and provides evidence of earning the degree during the term of the contract shall receive the MLS bonus in the paycheck for the first pay period following the employee's providing documentation (transcript or diploma) of receipt of the degree.

D. Each employee in the bargaining unit, who was on the Employer's payroll as of the ratification date, shall receive a one time \$300 ratification payment which will be included in the paychecks for the first pay period following ratification of this contract.

E. Nothing set forth in this article is intended to cause, nor shall cause a decrease in the salary currently being paid to any employee.

11.2 Defined Benefit Pension Plan

The Employer shall continue to assume the full cost of Plan benefits. The Union specifically waives any right to bargain over the impact of any changes the Employer may make concerning this Plan.

The Employer intends to continue the Plan indefinitely, but reserves the right to modify or terminate the Plan at any time. If the Plan is terminated, each participant will become 100% vested regardless of his or her years of service in the Plan and will receive his or her accrued benefit determined as of the date of

termination, but only to the extent that the accrued benefits are fully funded. The Plan's trustee will make provision for all benefit liabilities and expenses accrued under the terms of the Plan through the purchase of contracts or direct payment of benefits and expenses.

11.3 Defined Contribution Pension Plan

The Employer shall continue to fund contributions to the Plan. The Union specifically waives any right to bargain over the impact of any changes the Employer may make concerning this Plan.

During the continuance of the Plan and subject to the Employer's right to terminate or amend the Plan, for each Plan Year, the Employer shall contribute to the Plan an amount equal to 7.5% (or any percentage as may be required to satisfy the minimum benefit requirement of subsequent amendments to Treasury Regulation Section 31.3121(b)(7)-2(e)(2)) of each employee's annual compensation.

11.4 Section 457 Deferred Compensation Plan

The Employer shall continue to offer a deferred compensation plan, which is funded by deferrals of gross salary. The maximum amount of an Employee's gross salary, which can be deferred, will be governed by IRS regulations. The Employer shall continue to process forms and remit deferred compensation funds to the plan administrator.

11.5 Parking

The Employer shall continue to pay for parking or LYNX bus passes for employees.

11.6 Mileage Reimbursement

When required to use his personal vehicle for Library approved business, the Employee shall be reimbursed at the mileage rate stated in Florida Statute Section 112.061.

11.7 Direct Payroll Deposit

The Employer shall provide direct payroll deposit to a financial institution designated by the Employee.

11.8 Employee Borrowing Privileges

Employees shall be allowed borrowing privileges of the Library's collection and will follow the same circulation policy as it applies to any Library patron. Overdue fines will not be assessed to employees, but the privilege will be suspended if standard borrowing parameters are exceeded. No collection agency fees will be charged employees without prior notification and providing the employee a 10 day opportunity to bring the account current. Failure to enforce this provision by the Employer shall not be deemed to be a waiver of the Employer's right to enforce it in the future.

ARTICLE 12 **INSURANCE**

The Employer will provide employees with the same health, dental, life and long term disability benefit as that provided to non-bargaining unit staff. The Union specifically waives any right to bargain over the impact of any changes the Employer may make concerning the provision of this insurance including, but not limited to provider, coverage and benefits.

The premiums for dependent health and dental coverage, and optional life insurance shall be paid by the employee through payroll deductions.

Retiree Benefit

Employees who have 10 years or more of regular service and receive a retirement benefit from the Employer's Defined Benefit Pension Plan directly upon retirement shall be reimbursed monthly for the costs of health care insurance up to \$175 per month for each month the retiree is an active participant in a health insurance plan for the term of this agreement. The retiree must present, at least annually, satisfactory evidence on a form provided by the Employer documenting the insurance coverage. The retiree must notify the Employer if his insurance changes or is dropped. This section applies only to those employees who retire during the term of this contract. Effective with the ratification date of this contract, only current employees are eligible for this benefit.

ARTICLE 13

DISCIPLINE

13.1 Introductory Period

- A. All newly hired employees shall have an Introductory Period of one hundred eighty (180) days.
- B. During the introductory period, employees shall enjoy all rights guaranteed by this Agreement, but shall not have the right to appeal discipline, including termination, through the grievance and arbitration procedure. An employee in his Introductory Period may be dismissed or disciplined at the Employer's sole discretion. Upon completion of the Introductory Period, the employee shall be placed on full-time, regular employment status.

13.2 Just Cause

Employees who have completed their Introductory Period shall not be subject to any form of discipline without just cause.

13.3 Corrective Action

When given, verbal counseling, managerial coaching or written instruction are corrective in nature and are not discipline and therefore are not subject to the grievance procedure.

13.4 Progressive Discipline

Employees will be furnished with written documentation outlining the reason(s) for any disciplinary action. As appropriate to circumstances, Oral Warning, Written Warning, Decision-Making Leave, or Termination may be utilized. An Oral Warning may be used when verbal counseling, managerial coaching or written instruction have not resulted in a correction. This should not be construed as obligation on the part of the Employer to provide such counseling, coaching or instruction prior to the issuance of any discipline. Multiple offenses (i.e. more than two Oral Warnings) of a different nature, may result in more serious progressive discipline.

- A. Decision-Making Leave is paid leave, not to exceed eight (8) hours, during which the employee leaves work for the balance of his shift to decide whether to continue working for the Employer. Once the employee receives a Decision-Making Leave for any offense, the next offense in any category may result in immediate termination.
- B. Following an employee's Introductory Period, disciplinary action taken in the Progressive Discipline process up to and including termination is subject to the

grievance procedure provision of this Agreement. Disciplinary action will be considered inactive twelve (12) months after the date of the last action.

13.5 Rules of Conduct

The rules of conduct listed in the OCLS Employee Handbook are illustrative only and not all-inclusive. The Employer may adopt, change, or modify the rules of conduct. The Employer will post on departmental and branch bulletin boards or the staff electronic newsletter all rules so changed for ten (10) days prior to becoming effective. Once rules are published electronically, all employees will be deemed to be on notice of them. To the extent required by law, the Employer agrees to bargain over the impact of any such changes.

ARTICLE 14

GRIEVANCE AND ARBITRATION PROCEDURE

14.1 Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems that may arise involving the interpretation or application of this Agreement.

14.2 Definitions

- A. Grievant – The party, whether an individual employee, a group of employees, the Union itself or the Union representing an individual employee or a group of employees, alleging that there are grounds for a grievance.
- B. Grievance - A grievance within the meaning of the Agreement shall consist of an allegation by a grievant that there has been a violation of, or non-compliance with, a specific Article(s), Section(s), or provision(s) of this Agreement while this Agreement is in force.

14.3 Representation

- A. All employees shall have the right to a fair and equitable grievance procedure administered without regard to membership or non-membership in any organization. The Union shall not be required to process grievances for employees who are not members of the organization.
- B. All employees will have the right of Union representation at each step of the grievance procedure, if they desire and the Union agrees. If the Union agrees to represent the grievant, the grievant will not be required to discuss any grievance if the Union representative is not present.
- C. Nothing in this Agreement shall be construed to prevent any employee from presenting, at any time, his own grievance in person or with the assistance of legal counsel at arbitration. Such grievances may be adjusted without the intervention of the Union, but no adjustment will be made that is inconsistent with the terms of the Agreement then in effect. Prior to the presentation of such grievance, the employee shall furnish the Library Director or designee with a written statement from the Union indicating that the Union will not represent the employee. When presenting his own grievance and notwithstanding any other terms and conditions set forth in this Agreement, the employee shall bear the full costs of all expenses, including, but not limited to, expense of his own counsel, fees for the preparation and presentation of documents and fees, services or other costs of an arbitrator, costs of transcripts, fees charged for the use of meeting/hearing room(s) or other facilities, or any other appeal. The Union shall be given reasonable opportunity to be present at any meeting called for the resolution of such grievances and shall not be bound by the outcome. Nothing in this section shall be construed to permit a Grievant to have the

assistance of legal counsel during the grievance process. Legal counsel is permitted at arbitration only.

- D. Any matter defined as a grievance in this Article may not be processed through the Employee Complaints/Grievance Policy outlined in the OCLS Staff Manual.

14.4 General Guidelines

- A. By mutual consent, the parties may agree to bypass any step in this procedure.
- B. By mutual consent, the parties may submit any grievance to an agreed upon mediator at the earliest convenient date. The parties agree to share the cost of mediation equally. Any grievance unresolved following mediation may proceed to Arbitration.
- C. During each step of this grievance procedure, all meetings scheduled by the Employer shall be conducted during the affected employee's regularly scheduled work day. Except in cases involving terminated employees, while attending grievance meetings with the Employer, the aggrieved employee(s) shall suffer no loss of pay and shall not be required to use available vacation leave.
- D. In order to have an issue considered, all grievances must be committed to writing on a form mutually agreed to by the parties. The written grievance shall briefly set forth the facts pertaining to the alleged violation and the specific Article(s), Section(s), or provision(s) in question.
- E. All grievances shall be dated and signed by the grievant(s). In the event that the grievant's signature cannot be obtained in order to file the grievance in a timely fashion, the Union may sign for the grievant, provided that the grievant's signature is obtained before any meeting called for in this grievance procedure. All decisions rendered by the Employer shall be in writing and shall be dated and signed by the Employer's representative at that step.
- F. In order to be deemed timely, the written grievance must be delivered to the Human Resources Department within fifteen (15) calendar days after the occurrence on which the grievance is based. If not so presented, the grievance shall be considered waived.
- G. The failure of the grievant to proceed from one step of the grievance procedure to the next within the time limits set forth shall be deemed to be a waiver of the grievance and shall constitute a waiver of all future appeals concerning the particular grievance. The failure of the Employer to communicate the reply to a grievance at any step within the time limits set forth shall allow the affected party to move the grievance to the next step.
- H. By mutual consent, all time limits may be extended.
- I. A grievance may be withdrawn without prejudice by the grievant at any point.
- J. Except by mutual consent, a grievance may not be amended once the Employer has responded to the grievance at Step 1.

- K. Any resolution of a grievance, except for decisions issued by an arbitrator, shall not constitute binding precedent unless otherwise agreed to by the Employer and the Union.

14.5 Grievance Procedure

Step 1: Following the timely filing of a grievance, the Department Head or Branch Manager shall meet with the grievant and Union representative (if applicable) and deliver a written reply within seven (7) days to the Union representative after receipt of the grievance by the Human Resources Department. If the Union is not representing the grievant, the reply shall be delivered to the grievant and the Union representative.

Step 2: If the grievance is not resolved at Step 1, the grievant may appeal in writing to the Human Resources Department on the mutually agreed upon form. The appeal must be delivered within seven (7) days of the receipt of the Step 1 response or the date the response should have been received. The Division Head and the grievant and the Union representative (if applicable) shall meet within seven (7) calendar days of receipt of the written appeal. The Division Head shall deliver a written reply to the grievance to the Union representative within seven (7) calendar days after the Step 2 meeting. If the Union is not representing the grievant, the reply shall be delivered to the grievant and the Union representative.

Step 3. If the grievance is not resolved at Step 2, the grievant may appeal in writing to the Human Resources Department on the mutually agreed upon form.

The appeal must be delivered within seven (7) calendar days of the receipt of the Step 2 response or the date the response should have been received. The Library Director, or designee, the grievant, and the Union representative (if applicable) shall meet to discuss the grievance within seven (7) calendar days of receipt of the written appeal.

The Library Director, or designee, shall deliver a written reply to the grievance to the Union representative explaining the reasons for its being granted or denied, within seven (7) calendar days after the Step 3 meeting. If the Union is not representing the grievant, the reply shall be delivered to the grievant and the Union representative.

Step 4. If the grievance is not resolved at Step 3, the grievant may appeal to Arbitration by delivering a letter indicating so to the Human Resources Department. The appeal must be delivered within twenty (20) calendar days after receipt of the Step 3 reply, or the date the response should have been received.

14.6 Arbitration

- A. Arbitrator: Within 20 days of receipt of the Step 4 letter, the parties will identify a mutually agreed upon neutral arbitrator who shall serve as the impartial arbitrator. If at the end of the 20 day period a mutually agreeable arbitrator has not been selected, both parties will immediately meet to select a local arbitrator from a list provided by the Orlando office of the American Arbitration Association according to the rules of that association. After the selection of the arbitrator is accomplished, the parties shall confer about appropriate dates for a hearing.

B. Arbitrator's Powers and Authority - The arbitrator shall have no authority to modify, amend, ignore, add to, subtract from or otherwise alter or supplement this Agreement or any part or amendment. The arbitrator shall consider and decide only the specific issue submitted to him in writing as addressed on the Grievance form and shall have no authority to consider or rule upon any matter which is not specifically presented in the grievance. The Arbitrator shall have no authority to consider or rule upon any matter stated in this Agreement not subject to arbitration, which is not a grievance as defined in this Agreement, or which is not specifically covered by this Agreement. If for any reason either party disputes the arbitrability of any grievance under the terms of this Agreement, the Arbitrator shall hear and decide that issue at the outset of the hearing. The arbitrator may not issue declaratory or advisory opinions and shall be confined exclusively to the question that is presented to him. The Arbitrator may hear more than one grievance at a time by mutual consent of the parties.

Decision - The decision of the arbitrator shall be final and binding. The Arbitrator shall issue the decision in writing to the Library Director and the Union within thirty (30) working days of the hearing. If the Union is not representing the grievant, the reply shall be delivered to the Library Director, the grievant and the Union. No decision of an arbitrator in one case shall create a basis for retroactive adjustment in another case.

Hearing - In disciplinary cases at arbitration, the Employer shall have the burden of proof by a preponderance of the evidence. In all non-disciplinary cases at arbitration, the grievant shall have the burden of proof by the preponderance of the evidence. The hearing shall be conducted in accordance with the rules of the FMCS.

Expenses - Each party shall pay its own expense for its representative, counsel and witnesses. The expenses of arbitration, including the Arbitrator's fee as well as the expenses of providing a space and a court reporter for the hearing (if any), shall be borne by the non-prevailing party. The cost of any transcript shall be borne solely by the party requesting it.

Back Pay - An arbitrator shall deduct from a back pay award any wages the Employee(s) earned from employment accepted in place of his former employment with the Employer and any unemployment compensation received by the employee allocable to the back pay period.

ARTICLE 15

LAYOFFS

15.1

- A. A layoff shall be defined as a reduction in force within a given job classification. Elimination of a vacant position shall not constitute a layoff.
- B. In the event of a layoff, the Employer shall determine the extent of layoffs and identify the job classification(s) from which layoffs are to be made and the number of positions in each classification to be abolished.

Before a layoff occurs, the Employer will determine if vacant positions will be filled. When possible, an affected employee will be offered an available position, for which he is qualified, within the bargaining unit. Seniority shall prevail where qualifications, skills, and ability to perform the required work are relatively equal. If the affected Employee declines the position offered, the Employee shall be considered to have voluntarily resigned.

In the event that layoffs are determined to be necessary as described above, employees shall be laid off in the inverse order of their seniority within the affected job classification (last hired, first laid off).

- C. The Employer shall notify the Union at least 30 days prior to the effective date of any layoff. Such notice shall contain the job classification(s) affected and the names of employees to be laid off. The Employer shall simultaneously notify the affected employee(s).
- D. All laid off employees shall be notified and recalled in inverse order of their layoff (last laid off, first recalled), provided they have the skill, ability and qualifications required to perform the job. Employees who have been laid off shall be offered available positions, within the bargaining unit, for which they are qualified. New employees shall not be hired into job classifications for which there are qualified laid off employees who are eligible for recall.

15.2

- A. Laid off employees are eligible for recall for twelve (12) months following the date of layoff. Recall notices shall be sent Certified Mail, return receipt requested. The Employee shall contact the Employer within five (5) days of the first attempt to deliver the recall notice and shall inform the Employer whether he intends to return to work. If the Employee fails to contact the Employer within five (5) days of the first attempt to deliver the recall notice, he shall not be eligible for recall and shall be considered to have voluntarily resigned. Notice of recall for this purpose shall be deemed sufficient if delivered to the employee personally or mailed to his last known address on file with the Employer. Failure of an Employee to keep the Employer informed of

his current address shall relieve the Employer of all responsibility with regard to the notification requirement.

- B. The laid off Employee shall be considered to have voluntarily resigned if he fails to report for work within fifteen (15) days of his notification to the Employer of his intent to return from layoff.

ARTICLE 16
LEAVES

Section 16.1 – Workers’ Compensation

The Employer agrees to provide workers’ compensation coverage to employees pursuant to the laws and regulations of the state of Florida. Employees agree to comply with reasonable rules and practices the Employer creates for the purpose of accident analysis and prevention of further injuries.

Section 16.2 - Vacation

A. Employees earn vacation based upon number of years employed:

Years Employed:	Weekly Rate	Pro-Rated Yearly Rate
1-5	2.31 hours	15 days
6-10	2.62 hours	17 days
11-+	3.08 hours	20 days

B. Vacation leave is accumulated weekly.

C. Employees must be employed for six months before accrued vacation is considered earned and available for use. Vacation leave accrual for a new employee begins at the end of the first week of employment, provided the employee worked at least 24 hours during the first week.

D. Vacation leave must be taken in increments of quarter hours.

E. Vacation is to be scheduled in advance with employee's manager. Vacation is considered to be unscheduled in the event the absence has not been requested at least 24 hours in advance. The employee’s Manager, Assistant Manager, Phone Tree Manager, or Division Head/Branch Administrator must approve the request before the employee can take the requested leave. Employees will be provided with a phone tree containing home and work phone numbers of managers in order to reach someone to provide appropriate notice.

F. Vacation requests may be denied by the Employer for operational reasons.

G. Employees who separate from the Library are reimbursed for any earned, unused vacation.

H. Employees paid for less than 24 hours in a workweek, will not accrue vacation for that week.

- I. Vacation leave taken Sunday (five hour day) or any other Library shortened workday will be charged for eight hours vacation leave (or prorated for partial day worked).
- J. Cash Out. Maximum accrual is 160 hours at the end of the last pay period in the calendar year. An employee with unused vacation time in excess of the 160 hour cap, will receive a cash out of any time above 160 hours (up to a maximum of 40 hours) in the paycheck for the last pay period of the calendar year.

Section 16.3 – Sick Leave

- A. All employees earn sick leave at the rate of two hours per week (13 days per year). Employees accrue sick leave at the end of each week of employment, provided the employee works at least 24 hours.
- B. Sick leave must be taken in increments of one-quarter hour.
- C. Sick leave taken Sunday (five hour day) or any other Library- shortened day will be charged for eight hours sick leave (or prorated for partial day worked).
- D. There is no limit on accumulation of sick leave hours.
- E. Hours absent for employee's medical and dental appointments may be treated as sick leave.
- F. The Employer retains the right to request a verification from a licensed medical practitioner for any non-FML absence of an employee with any level of discipline related to attendance. In such circumstances sick pay will not be paid until a satisfactory verification is received.
- G. If an employee is eligible for Family/Medical leave due to his own serious health condition, the employee must substitute all available accrued sick leave, vacation, and/or floating hours/holidays for unpaid family medical leave.
- H. Except for Family Medical Leave situations, the use of sick leave to care for an employee's ill family member is limited to sixteen hours per pay period.
- I. Employees paid for less than 24 hours in a work week, will not accrue sick leave for that week.
- J. Return to Work Clearance Form. Employer retains the right to require employees to present the OCLS Return to Work Clearance form completed by the treating physician when returning to work following surgery, child birth, hospitalization, contagious or major illnesses, injuries, any condition for which

the employee has work restrictions, or any condition for which the Employer believes more information is needed in order to ensure the employee's safety in the performance of his job.

- K. An employee who separates from the employer with at least six months service shall be paid any unused sick leave up to a maximum of 20% of the first 1,000 hours of accrued sick leave and 5% of the remaining balance. The Union specifically waives any right to bargain over the impact of any changes the Employer may make concerning this benefit.

Section 16.4 – Family Medical Leave

The Employer has adopted and will maintain a policy in compliance with the Family Medical Leave Act.

Section 16.5 Extended Leave

In the event an employee has exhausted FML, he may request extended leave for his serious health condition. Request must be accompanied by medical certification, documenting the need for the extended leave time. Extended leave will not be granted if there is not sufficient sick or vacation time available. The Employer has the discretion to deny the request.

Section 16.6 – Bereavement Leave

Three days paid leave will be granted on request in the event of a death of an employee's spouse, parent, parent-in-law, child, sister, brother, grandparent, grandchild, domestic partner or a person for whom the employee is responsible.

Section 16.7 Jury Duty

The Employer agrees to pay an employee up to one week for scheduled work hours missed due to jury duty service provided that the employee has provided notice at least one week prior to service. Notice will be provided in the form of the summons. The employee is expected to report to work to complete his scheduled work day in the event the jury is released early but in no case shall an employee work more than a combined eight (8) hours of jury duty and regular duty.

Section 16.8 – Professional Leave

- A. Each employee is eligible to apply for up to 24 hours of Professional Leave per contract year. Leave may be taken through the employee's application. Applications will be considered in accordance with the criteria outlined in Article 17.1F.

- B. The Employer has the right at its discretion to grant Professional Leave beyond twenty-four (24) hours.
- C. Professional Leave is paid time.
- D. Reimbursement will be provided according to Article 17.1F

Section 16.9 – Educational Leave

Employees shall be eligible for a leave for the purpose of continuing graduate library education. If granted, this leave shall be unpaid and employees shall accrue no benefits during the duration of the leave. Approval of Educational Leave is at the Employer's discretion. The Employer agrees to consider an employee for re-employment at the conclusion of the approved leave using the criteria established in Article 17, section 17.5. In the event the employee returns to work for the Library at the conclusion of the leave, he shall suffer no loss of seniority rights. Such leave shall be considered a COBRA qualifying event.

Section 16.10 Attendance and Punctuality Standards

- A. Attendance. The following attendance standards will apply and employees shall be subject to discipline accordingly.

Employees using 72 hours or more of combination of sick leave (less any sick leave used for scheduled medical and dental appointments), unscheduled vacation, unscheduled floating hours or any other unscheduled leave (excluding FML time) in the twelve (12) month period beginning with ratification of the contract (or any subsequent contract year) shall receive an oral warning. A written warning will be issued if another 72 hours are used during the twelve months following issuance of the oral warning. If 72 hours are used during the twelve months following the issuance of the written warning termination will result.

Employees using less than 72 hours of combination of sick leave, unscheduled vacation, unscheduled floating hours or any other unscheduled leave (excluding FML time) shall begin each subsequent contract year with a balance of zero (0) for the purposes of calculating the attendance standard.

- B. Punctuality. The following punctuality standards will apply and employees shall be subject to discipline accordingly.

Employees who are tardy to any scheduling point seven (7) times or more in the twelve (12) month period beginning with ratification of the contract (or any subsequent contract year) shall receive an oral warning. A written warning will be issued if another 7 tardies occur during the twelve months following issuance of the oral warning. If another seven (7) tardies occur during the

twelve months following the issuance of the written warning termination will result.

Employees who are tardy less than seven (7) times shall begin each subsequent contract year with a balance of zero (0) for the purposes of calculating the attendance standard.

ARTICLE 17
TRAINING AND PROFESSIONAL DEVELOPMENT

The Parties acknowledge that when a new employee is hired into a bargaining unit position, he must possess the basic skills and ability to perform the requirements of the position at a satisfactory level; nevertheless, the parties also recognize that it is necessary to provide training to members of the bargaining unit as changes in the Library occur.

17.1 Professional Development

- A. All newly hired employees in the job classifications of Booktalker, Branch Librarian, Branch Youth Specialist, Children's Program Specialist, Electronic Resources Reference Librarian, Main Reference Librarian, Storyteller, Substitute Branch Librarian, Teen Program Specialist, and Telephone Reference Librarian shall be trained on subjects such as (but not necessarily limited to):
- Conducting a reference interview
 - Basic knowledge of both print and electronic reference sources
 - Basic customer service skills
 - Understanding the circulation system
 - Verbal and written communication
 - Talking with patrons on the phone
 - Basic understanding of the workings and number relationships of the Dewey system
 - Knowledge of systems specific to Branches
 - Handling security problems
 - Understanding how to operate basic office equipment (such as copiers and computers)
 - Working with children and adolescents
 - Mission, purpose, and goals of the OCLS
 - Internal policies and procedures
 - Use of internal automation systems (outlook, intranet, and library automation system)
 - Internal communication devices and practices
- B. Employees in job classifications other than those listed in 17.1 A shall be trained as appropriate to the requirements of their positions.
- C. At the conclusion of a successful a one hundred eighty (180) day introductory period, newly hired employees shall be eligible to apply for posted vacancies.
- D. A newly hired employee will be trained as follows : 6 weeks in the Division of Reference and Information, 1 week each in the Circulation, Computer Resource Center, Information Systems, and all other departments in which a reference librarian is assigned, during the term of the contract.

- E. It is critical to the success of the organization to hire individuals who can and will adapt to technological change. Whenever the Employer initiates a substantial technological change it will provide instruction and/or training to those employees whose duties will be significantly impacted by the change, prior to implementation, wherever practicable.
- F. Employees are encouraged to apply for other professional development opportunities. Approval is based on relevance of request to current job duties, membership and participation in applicable professional organization(s), availability of staff coverage and financial resources. In the case of more than one application where all other criteria are equal, seniority shall be the prevailing factor. When the Employer approves these professional development opportunities, the employee will be reimbursed for the expenses approved by the Employer.
- G. When employees determine that there is a need for specialized training in service, or skills development classes, the Union will submit a written request to the Human Resources Department or appropriate designee, who shall respond within 30 calendar days.

17.2 Posting Vacancies

When a vacancy occurs, the position will be posted internally in customary posting areas for a minimum of ten (10) days. The posting will include:

- Job title
- Pay grade
- Department/Location
- Name of manager
- Qualifications (minimum experiential or educational requirements, if any)
- Closing date
- Contact person

17.3 Application

Any employee who has successfully completed the one hundred eighty (180) day Introductory Period and who wishes to be considered for a posted vacancy may apply. The application process shall consist of submitting a memo to the contact person and current manager during the posting period.

17.4 Interviews

All applicants meeting the stated qualifications will have the opportunity to be interviewed. Interviews shall be conducted following the closing date. Selection will be based upon the following criteria: relevant skills, education (MLS, as required by position), training, directly related work experience, ability to perform the required work, performance in the interview and past work performance and disciplinary record. In the event two or more applicants are found to be equal based upon the previously stated selection criteria, seniority as defined in this Agreement shall prevail. Applicants will be notified of a decision within thirty (30) calendar days of the posted closing date.

17.5 In the event no internal applicants are selected based on the criteria in 17.5, the Employer may advertise the position externally. The Employer reserves the right to leave a position unfilled indefinitely.

17.6 Professional and Educational Development

Every librarian hired after the ratification date of this contract must have a Masters Degree in Library Science (or equivalent) from an ALA accredited institution. This requirement shall not apply to bargaining unit members hired before the ratification date of this contract.

ARTICLE 18
SAFETY AND SECURITY

- A. The Employer recognizes his obligation to provide a safe workplace for its employees.
- B. The Employees shall follow safety and security rules developed by the Employer.
- C. The Employer will continue to provide off duty police officer coverage at the Main Library, Hiawassee Library and the South Trail Library during hours that these facilities are open to the public. The Employer has the right to change or terminate this coverage at any time without negotiating with the Union over its change or the impact.
- D. No employee shall be expected to perform work that poses an imminent and direct threat to life or serious physical harm to themselves or others.
- E. The Union shall appoint two bargaining unit employees to the Employer's established Safety Committee. These shall be the only bargaining unit employees on the Committee. Union appointees shall serve terms according to the rotation established by the Committee. Union appointees shall be paid at their regular rates when participating in Committee activities.
- F. The Employer shall provide periodic training on dealing with patrons who exhibit inappropriate or unacceptable behavior.

ARTICLE 19

SENIORITY

Section 19.1 Definition

Seniority shall be determined by an employee's length of continuous employment since his last date of hire with the Employer. In the event two or more employees have the same date of hire, seniority shall be determined by date of initial application for the current term of employment with the Employer or any other method agreed to by the parties.

Years of service for the purpose of determining benefit eligibility shall be considered independent from seniority.

Section 19.2 Loss of Seniority Rights

The following events shall cause a loss of all accumulated seniority rights

- A. Resignation
- B. Retirement
- C. Discharge without reinstatement following an appeal.
- D. Failure to comply with recall provisions in this Agreement.
- E. Layoff status, without recall, for more than twelve months.

In C, D, and E above, employees shall have their seniority bridged upon return to work.

Section 19.3 Application of Seniority

Where qualifications, skills, and ability to perform the required work are, among the employees concerned, relatively equal, seniority as defined above shall prevail.

ARTICLE 20
HOURS OF WORK AND HOLIDAY

20.1 Hours of Work

- A. Workweek: Employees shall be scheduled for forty (40) hours each week, thirty-seven (37) hours if scheduled to work on Sunday. When working on Sunday, employees shall be scheduled to work a five (5) hour shift but shall be paid for eight (8) hours.
- B. Meal and Rest Breaks: Employees who are scheduled to work an eight (8) hour day are provided with one (1) hour meal break (lunch or dinner as appropriate). Meal breaks shall be unpaid.
- C. Employees who work at least three (3) consecutive hours (other than evening hours) may take a fifteen (15) minute break for each three hour shift worked. Employees who begin their work shift at noon are permitted thirty (30) minutes afternoon break. Rest breaks shall be paid and shall be taken in consideration of the departmental or branch schedule. In the event an employee is unable to take his rest break during his work day, upon request, the employee will be provided an additional rest break within 5 working days.
- D. Early Closing: In the event the Library should close early for any reason and in the event an employee is not required to work, he will be paid for the remainder of his scheduled shift.

20.2 Recognized Holidays

- A. The following shall be recognized holidays:

New Year's Day	Labor Day
Dr. Martin Luther King Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day

- B. Employees shall be paid eight (8) hours for each holiday. In the event that an employee's regularly scheduled day off falls on a holiday, the employee will be given another day off with pay within the same pay period in which the holiday falls. Employees on leave without pay will not receive holiday pay.

20.3 Floating Holiday Hours

- A. Floating Holiday Hours Schedule for New Employees:

Date of Hire	Floating Hours Benefit
1/1-3/30	24 Floating Hours
4/1 - 6/30	16 Floating Hours
7/1 - 9/30	8 Floating Hours
10/1 or later	0 Floating Hours

- B. Full time employees receive 24 floating holiday hours at the beginning of each calendar year. Floating holiday hours may be used in quarter hour increments.
- C. Employees must advise their managers when they wish to designate an absence as a "floating holiday hours" absence and also designate the absence as such on the Employee's Report of Absence Form.
- D. Unused floating Hours will be cashed out in the paycheck for the last pay period of the calendar year.

ARTICLE 21
DURATION

This Agreement shall be in effect as of _____, and shall remain in effect until _____ (three years from effective date).

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on this _____ day of _____.

**FOR THE ORANGE COUNTY
LIBRARY DISTRICT BOARD OF
TRUSTEES**

**FOR THE SERVICE EMPLOYEES
UNION LOCAL 8, AFL-CIO, CLC**

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-234**

RESOLUTION TO RATIFY THE COLLECTIVE BARGAINING AGREEMENT BETWEEN ORANGE COUNTY LIBRARY DISTRICT AND THE SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 8, AFL-CIO, CLC.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 9th day of December, 2004 at 7:00pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

To ratify the collective bargaining agreement between the Orange County Library District and the Service Employees International Union, Local 8, AFL-CIO, CLC.

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

AYES:

NAYS: 0

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, December 9, 2004**

**Discussion and Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, December 9, 2004**

Meeting Room Policy Revision

Meeting Room Fee Discussion

Problem Statement: We have recently been asked by many groups who meet at the Library to have food/beverages for their meetings, such as a catered breakfast or luncheon or box lunches. Under current policy, this is not allowed. Also, some groups request special room accommodations and seating arrangements. The Town of Eatonville has requested that we allow their residents to bring in food.

Option 1: Continue our policy of no food/beverages (catered or brought in by the group) or special arrangements and accommodations unless the meeting is sponsored by the Library or Friends of the Library.

Advantages – Less wear and tear on meeting rooms and furnishings. Less staff time involved in meeting room facilitation.

Disadvantages – The Library has lost some of its appeal as a meeting place and some groups have stopped meeting here.

Option 2: Discontinue our policy of no food or special arrangements in Library meeting rooms.

Advantages – More groups would be attracted to the Library.

Disadvantages – The Library would spend more time and staff resources for meeting room arrangements such as set up, clean up, and staff time. More wear and tear on meeting rooms.

Option 3: Continue our policy of no food or special arrangements unless the meeting is sponsored by the Library or Friends of the Library **or the group pays a special fee for the use of the room when special accommodations are requested.**

Advantages – Library meeting rooms might appeal to a greater number of groups. Meeting rooms would still be available free for groups not requesting food or special arrangements. When a group wished to have food/beverage or other special arrangements, the fee that they would pay for these special accommodations would help defray the cost in set-up, clean up and staff time.

If the Board chooses this option, the Rules of Conduct #29 about people only bringing in their own individual snack or drink would need to be changed in order to accommodate this provision, as follows:

Excepted from this restriction are the café at the Orlando Public Library, Library sponsored events, *and fee-based meeting room accommodations.*

If the Board chooses this option, the Meeting Room Policy would need to be changed as follows (**changes in bold**):

- IV. Fees and Admission Charges: No fees are currently charged by the Library for *normal* use of the Meeting Rooms. However, this practice is subject to change at the Library's discretion. *If special accommodations are requested, such as catering or different room arrangements, the Library may choose to allow fee-based meeting room accommodations.* Groups using the Meeting Rooms may not charge admission.

Library staff would develop recommended caterers for the main Library and also allow groups to bring in simple refreshments provided groups are prepared to clean up.

Suggested Fee Schedule

Basic Charge - \$50 all rooms Main and Branches
\$250 Albertson Room

Basic Charge could include the following requests
Early arrival for meeting room contacts for set-up
Group bringing in refreshments
Continental Breakfast
Box Lunches
Simple Seating changes

Higher Charge - \$100 all rooms Main and Branches
\$500 Albertson Room

Higher Charge could include the following requests
Catered Luncheons or Dinners
Special Seating Arrangements
Group In Early

Option 4: Charge for all meeting room use, allowing food/beverages and special arrangements.

Advantages: This option would allow the Library to customize meeting room accommodations and to update furnishings and equipment as needed. Increase revenues for Library to help defray cost of operating meeting rooms. The rooms at the Main Library are about to be renovated and offer prime downtown meeting space, charging for these rooms could help recoup the renovation costs. As we had in place before, groups could either pay or work out an in-kind partnership with the Library in exchange for meeting space which could form new partnerships for the Library.

Disadvantages: This option could resurrect the political forces encountered at the Governing Board level two years ago. Choosing this option would necessitate personal visits to explain our rationale and to sell the idea to each member of the Governing Board. Some groups may object to the fee.

If the Board chooses this Option 4, the Rules of Conduct #29 about people only bringing in their own individual snack or drink would need to be changed in order to accommodate this provision, as follows (**change in bold**):

Excerpted from this restriction are the café at the Orlando Public Library, Library sponsored events, *and meeting rooms*.

If this option were chosen, the Meeting Room Policy would need to be changed as follows (**changes in bold**):

The Library charges for meeting room use unless a partnership/in-kind contribution relationship has been established with the group and approved by the Library.

Suggested Fee Schedule

Basic Charge - \$50 all rooms Main and Branches
\$250 Albertson Room

Additional charges for special equipment or accommodations

Library would develop a list of approved caterers for Main Library.

**Meeting Room Groups –
Orlando Public Library – 2004**

Business

Advanced Staffing Solutions, Inc.
Ajax Orlando
Alice Jeffers Personal Coaching
Alliance Support Corporation
Asiatic World of Martial Arts
Broken People Productions
Business Development Solutions
Central Florida American Marketing
Organization
Coast to Coast Property Solutions, Inc.
Daddy Rose Productions
DHL Rowland Express
Digital Library Systems Group
Dimensions Photography
Empowerments Theatre
European Adoptions Consultants, Inc.
Filipino Architects, Contractors and Engineers
Freddie Knight and Champions Services Group
Frederic O'Neal Law Firm
Funeral Consumers Alliance of Greater Orlando
GAI Consultants, Inc.
Harcourt School Publishers Photo Research
Dept.
Home Buyer Seminar
GRIP Productions
Ideal Solutions
IndieRed Film
Intercountry Adoption Center, Inc.
Make Magazine Company
Mundo Travel Agency
My Gold Entertainment
Neighborhood Assistance Corp of America
New Directions, Inc. USA
New World Education & Economic
Development, Inc.
Pacific Enterprise, LLC
Phoenix Productions
Raymond James
Public Speaking to Go
Redd Fire Music Group
Scott Movie Team
USANA Health Services, Inc.
Utmost Productions
Utopean Film
VIP Acquisitions

Association/Club/Foundation/League/Society

African-American Historical and Genealogical
Society
Akwa Ibom Association, Orlando Chapter
Alpha Phi Alpha Fraternity
American Association of Legal Nurse
Consultants
American Lung Association of Florida
American Marketing Association
American Muslim Alliance
Ancient and Accepted Scottish Rite Masons
Ancient Egyptian Order
Animal Rights Foundation of Florida
Arab American Community Center
Association of Professional Genealogists
Autism Society of Greater Orlando
Black Data Processors Association
Catalina 4-H
Central Florida Chapter Hampton University
Alumni Association
Central Florida Genealogical Society
Central Florida Genealogical Society Daytime
Group
Central Florida Ghost Society
Central Florida Paralegal Association, Inc.
Central Florida Photography Club
Central Florida Soccer League
Central Florida Softball League
Central Florida Stamp Club
Central Florida Walkers
Central Florida Windows Enterprise Users
Group
Central Florida Working Women's Tennis
League
Children's Home Society of Florida
Confectionery Artists Guild of Orlando
Cub Scouts
Cystic Fibrosis Foundation
DelTeens of Orange County
DelTeens of Orlando
FAMU Student Bar Association
Florida Association of Plice Attorneys, Inc.
Florida Chapter Association of Professional
Genealogists
Florida Chapter Genealogical Society
Florida Children's Repertory Theatre
Florida Coalition for Assessment Reform
Florida Library Association
Florida Native Plant Society

Assoc continued...

Florida Organization of Mothers of Twins Clubs
Florida State Society of DAR
Florida Storytelling Association
Florida Writers Association
Girl Scout Troop #44
Great Books Discussion Group
Homeless Service Network of Central Florida
Hough O'Brien Youth Foundation
INROADS Alumni Association of Central Florida
International Association of Mold Management
International Plastic Model Society
Jack and Jill of America
John Birch Society
Junior League of Central Florida
Kadouh Co.
Legal Aid Society
Media Communicators Association
Menatzchin Grand Lodge
National Alliance of the Mentally Ill
National Association of African American Human Resources
National Federation of the Blind
National Labor Relations Board
National Organization for Women
National Society of Black Engineers
NOAH Foundation
Orange County Bethune Cookman College Alumni Association
Origami in Central Florida
Orlando Acoustic Guitar Society
Orl. Alumnae Chapter of Delta Sigma
Orl. Inst. Of Architects Healthcare Comm.
Orl. Area Science Fiction Society
Orl. Area Service Comm. For Narcotics Anonymous
Orl. Chapter Cochlear Implant Support Group
Orl. Conquerors Toastmasters Club
Penguin Toastmaster
People's Theatre Guild
Playwrights Round Table
Scottish Rite Masons
Sierra Club of Central Florida
Society of Marketing Professional Services
Society for Creative Anachronism
Weight Loss Group
WIND2 Users Group
Wonderful Atheists
Young Minority Advocates/Miracle of Love
People to People

Annie Coleman Chapter 225 UDC

BILA

CETA Youth Foundation

Children's Hope Intl

Civic

Best Buddies Florida

Book PALS

Central Florida Pride

Coalition of the Homeless of Central Florida, Inc.

Daughters of the American Revolution

Delta Sigma Theta

Delta Sigma Theta & Omega Psi Phi

Diverse Orlando

DNA Productions

Downtown Athletic Club of Orlando

Downtown Daytimer's At-Anon Family Group

Eastern Star

Florida Blood Centers

Former NTC Orlando Restoration Advisory Board

Orl. Investing club

Orl. Men's Group

Orl. System – Star Wars Fan Club

Orl. Toastmasters Club #28

Orl. Vector Vest Users Group

Orl. Youth Enrichment Program

Orl. Net User's Group

Orl Youth Enrichment Program

Overeaters Anonymous

USA League Tennis

FL CDC Assoc.

FL CDC Trade Assoc.

Guardians of Gallifrey

Government

Central Florida Regional Transit Authority

LYNX

Department of Children and Families

Department of Environmental Protection

Department of Revenue Legal Service Providers

Florida Dept of Revenue, Property Tax

Administration

Florida Senate Health Aging/Long Term Care Committee

Great Oaks Village

Healthy Families Orange

Orl. Anti-Discrimination Ordinance Comm.

US Postal Service

LYNX

Government continued...

OC Clerk of Courts
OC Government Office of Professional Standards
OC Neighborhood Services Division
OC Property Appraiser
OC Public Schools
OC Teacher Leadership consortium
Orl. Housing Authority
PROFESA – Empowerment of Puerto Rican Professionals
Real Property Probate & Trust Law Section, Florida Bar
Sand Dollar Club
SCBWI Writer’s Critique Group

Homeowners Association

Bonnet Creek Resort Community Development District
Conway Harbor HOA
East Park Community Development District
Granada Villa’s HOA
Narcoossee Community Development District
Vista Community Management

Political

Central Florida Young Democrats
Congressional Candidates for Health Care
Democracy for America
Democrats for John Kerry
OC Democratic Executive Comm.
Veterans Party
Orange Democrats

Religious

Celebration of Unity
Church of Healing & Prosperity
Faith Assembly Group
Greater Works Ministries
Kingdom Ministries
Lake Eola Charter Schools
Livingston Street Church of God
Prosperous Life Cathedral
The Voice Church International
Themed Entertainment Association
Theosophical Society in America
Toastmasters Area 50

Toastmasters International
University of Virginia Admissions Office Alumni Club
University of West Florida Orlando Alumni Association
Vision of Hope Ministry
Aussar Auset Society
Hurst Chapel AME Education Dept.

Schools

“F” School Incentive Program
Allah School
Edgewater High School - Tempus
Escape School
FAMU College of Law
FAMU Law Students
First Methodist University
Florida Hospital College of Health
Florida Virtual Academy
Good Shepherd School
Jones High School
Mid-Florida Homeschoolers
Midnight Oil Burners
Orl. Home Educators
Princeton Review
Rollins College
Tempus – Edgewater High School
UCF Digital Media Experimental Shorts Productions
UCF MBA Students
UCF Script Writing
United Bible College
Universidad Biblica Internacional
Valencia Community College
Visions Educational Learning Center

Other

7th Seal Commission
Al-Anon
Alateen Conference Committee Meeting
American Civil Liberties Union
American Indian Community Center
Celiac of Orlando
Enchantment
Florida Home Studies and Adoption
Floridians for Alternatives to the Death Penalty
Focus on Families
Forex Study Group
Global Music Online
Ivadan Descendant Union

Other continued...

Ifrec Prep
Inner City Mission
Learning is for Everyone (LIFE), Inc.
Life Choice USA, Inc.
Little Miss Crystal Star Pageant
MANA de Orlando
Miss America Star
Miss Orlando Pageant
Miss Orlando Junior Program
Movement
Moveon.org
Nacel Open Door
Narcotics Anonymous
Nation of Gods & Earth
Neighbor to Family
Orl. Direct Action Network
Orl. Forex Currency Group
Paranormal Pathways
Peace Orlando
Resources in Food
Ripple Effect
Robert Half Intl.
Rossmore
Rural Metro Ambulance
CAGO
CF Chapter of NHAA
CF Progressive Alliance
CF Safety Committee
CODA
Comm Associations Institutes
Comm Enlightenment Organization
Dead Cinema
Dean Sterring Comm
Debt Free Divas
Dec Outreach Comm
Learning is for Everyone (LIFE)
STARS
The Way of Orlando
Spanish 4 children
NOCCD
Total Transformation Center
Wellstone Civic Dialogue

Groups Meeting in Branches

Alafaya Branch

1. Ashington Park	HOA
2. Avalon Lakes	HOA
3. Barrington	HOA
4. Bonneville Cove	HOA
5. Bonneville Pines	HOA
6. Bramble Bluff	HOA
7. Bridgewater at Lake Pickett	HOA
8. Brookhaven	HOA
9. Buckhead	HOA
10. Cambridge Circle	HOA
11. Chancellor's Row	HOA
12. Charsay Park	HOA and Neighborhood Watch
13. Chelsea Park	HOA and Neighborhood Watch
14. Creekside	HOA
15. Crossroads/Huckleberry	HOA
16. Cypress Lakes	HOA
17. Cypress Isles	HOA
18. Cypress Bend	HOA
19. Dean Chase	HOA
20. Dean Woods	HOA
21. Emerald Trace	HOA
22. Enclave at Lake Price	HOA
23. Estates of Fieldstream	HOA
24. Fieldstream North	HOA
25. Fieldstream West	HOA
26. Georgia Cove	HOA
27. Hunter's Trace	HOA
28. Huntridge	HOA
29. Iroquois-O' Berry	HOA and Neighborhood Watch
30. Lake Irma Estates	HOA
31. Lake Kehoe	HOA
32. Lukas Estates	HOA
33. Pine Creek	HOA
34. Regency Park	HOA
35. Reserve at Cypress Springs	HOA
36. Reserve at Waterford Chase	HOA
37. Rivers Point	HOA

38. Sabal Bend	HOA
39. Sabal Creek	HOA
40. Sabal Isles	HOA
41. Sandy Creek	HOA
42. Sturbridge	HOA
43. Suncrest Unit 5	HOA
44. Suncrest Unit 6	HOA
45. Sunflower Trail	HOA and Neighborhood Watch
46. Sussex Place	HOA
47. Tanner Crossing	HOA
48. Tanner Roads	HOA
49. University Acres	HOA
50. University Pines	HOA
51. Vista Cove	HOA
52. Waterford Chase	HOA
53. Waterford Lakes	HOA
54. Waterford Place	HOA
55. Waterford Villas	HOA
56. Woodbury Cove	HOA
57. Woodbury Glen	HOA
58. Woodbury Park	HOA
59. Woodhaven at Waterford	HOA
60. Woodland Lakes	HOA
61. 4 C	Non Profit
62. Adult Literacy League tutoring	
63. Alliance Services	For profit
64. AFSCME	Union
65. American Communication Network	For profit
66. American Lung Association	Non profit
67. Avalon Brownie Troup	Non Profit
68. BeautiControl	For profit
69. Belhaven College Recruiters	Non Profit
70. Bits and Bridles 4-H Club	Non Profit
71. CDA Testing Group	For profit
72. Children's Hope International	Non Profit
73. Chinese Children Adoption Network	Non Profit
74. Church of the Great Commission Work Group	Non-Profit
75. Corner Lake Middle School Work Group	School group
76. Cornerstone Homeschoolers	School group
77. Cub Scout Pack 819	Non profit
78. DFC Contracting Study Group	Non profit
79. East Orange Head Start	Non profit
80. Faith at Home American Sign Language Class	Non profit
81. Financial and Business Management Group	For profit

82. Financial and Business Mgt. Group	For profit
83. Faith Assembly of God Book Club	Non profit
84. Florida Trail Bass Masters	Non profit
85. Florida Home Studies and Adoption	Non Profit
86. Free the West Memphis Three	Non Profit
87. Girl Scout Troups (4 different ones)	Non Profit
88. Hartcourt Testing Services	For Profit
89. Health and Hope Institute	Non Profit
90. Sumner's Home Buying	For Profit
91. How to Start a Business Co.	For Profit
92. Islamic Society of Central Florida	Non Profit
93. Kids of America	Non Profit
94. King's Real Estate	For Profit
95. Living for all	Non profit
96. McCausland and Assoc.	For Profit
97. Mary Kay Products Success Meeting	For profit
98. Miscellaneous study groups	People studying for exams
99. Miscellaneous tutoring session	Adults with college, HS, MS and ES students they're helping
100. Mom's Club of Northeast Orlando	Non Profit
101. Mom's Club of Orlando	Non Profit
102. Mom's Club of Waterford	Non Profit
103. Mom's Scrapbooking Club	Non Profit
104. National Conf. of Puerto Rican Women	Non Profit
105. NavAir Orlando (Navy)	Non profit
106. New Beginnings Children's Mission	Non profit
107. New Nations Ministry	Non profit
108. OCPS East Learning Community ESE Dept.	Non profit
109. Orange County Commissioner Linda Stewart	Non profit
110. Orange County Traffic Engineering	Non Profit
111. Orlando Regional Healthcare Foundation	Non profit
112. Panamanian Association	Non profit
113. Personal Development Group	For profit
114. People to People	Non profit
115. Pinnacle Financial Group	For profit
116. Ponce High School Alumni	Non profit
117. The Princeton Review	Non profit
118. Scrap Relief	Non profit
119. Scrapbook Club	Non profit
120. Spirit of Joy	Non profit
121. Trace Academy	Non profit
122. UNA-USA	Non profit
123. Union Park Neighborhood Center	Non profit
124. University High School	Non profit

125.	Watson Realty	For profit
126.	Wealth Builder	For profit

Edgewater Branch

ACES SERVICES
 ADHD MINISTRIES INC.
 ASSOCIATION FOR IMPROVEMENT
 ALL
 ALPHA KAPPA ALPHA
 LIFE CHOICE USA
 AMERICAN INDIAN ASSOC. OF FLORIDA INC.
 AMERICAN ORCHID SOCIETY
 APEX
 A.P.P.L.E. HOMESCHOOL GROUP
 ASHLEY COURT CONDO ASSOCIATION
 B.I.G.
 BOARD MEMBERS OF WINTER PARK
 LAKESIDE WOODS HOMEOWNERS ASSOC.
 CAMEL OAKS CONDOMINIUM
 C.D.A. APPLICANT
 CENTRAL FLORIDA CHESS CLUB
 CENTRAL FLORIDA ORCHID SOCIETY
 CHRISTIAN HOMEBUYER CLUB
 OSI
 CITY OF ORLANDO PLANNING DIVISION
 CLARCONA ESTATES HOMEOWNERS ASSOC.
 CLARION OAKS HOMEOWNERS
 COCA COLA COLLECTORS CLUB
 COMPUTERIZED INVESTORS OF CENTRAL FL.
 CRUISE POWER SQUADRON
 CRYSTAL COVE HOMEOWNERS ASSOC.
 CUB SCOUTS PACK 252
 DEBT FREE DIVAS
 DELTA SIGMA THETA
 DELTEENS OF ORLANDO
 DEMOCRATIC CARIBBEAN CAUCUS OF FL.
 EXCEL PREP
 FAITH & POWER USHER CORE
 FRESH START MINISTRIES OF CENTRAL FL.
 FL. CHILDRENS REPERTORY THEATRE
 FUNWORLD CLOWN ALLEY
 GAMMA PHI DELTA
 GRACE COMMUNITY OF FAITH
 GRAMBO INT.
 GRAND SLAM INVESTMENT CLUB
 HEART OF CENTRAL FLORIDA

HELEN STAIRS THEATRE REP. CO.
HOME BUYER SEMINAR
IFREC STUDENTS
IPMATRIX
ORLANDO ONE RESORT
JMJ HOMESCHOOLERS
LAKE BOSSE OAKS HOMEOWNERS ASSOC.
LAKE HILLWOODS HOMEOWNERS ASSOC.
LAKESIDE RESERVE HOMEOWNERS ASSOC.
LAKESIDE WOODS HOMEOWNERS ASSOC.
LANGDALE WOODS HOMEOWNERS ASSOC.
LDACF
LEE ROAD SAFE NEIGHBORHOOD
MAGNOLIA BAY TOWNHOMES ASSOC.
MAGNOLIA POINTE HOMEOWNERS ASSOC.
MAITLAND COTILLION
MICRO TEAM
MILITARY OFFICERS ASSOC. OF AMERICA
MOMS CLUB OF NORTH ORLANDO
OC GRANTS-KMA
OCPS
ORANGE COUNTY DEMOCRATIC BLACK CAUCUS
ORANGE COUNTY NEIGHBORHOOD SERVICES
ORLANDO POWER SQUADRON
ORLANDO SEALS BOOSTER CLUB
ORLANDO THEATRE PROJECT
OVERLAND SOLUTION
PHESANT RUN CONDO ASSOC.
PRINCETON HOUSE CHARTER SCHOOL
PROJECT OUTREACH
REST INSURED
RETIREMENT GROWTH ASSOC.
RHD
RONALD P. GARNER AND ASSOCIATES INC.
ROSEMONT HOMEOWNERS ASSOC.
ROSE POINT HOMEOWNERS ASSOC.
ROSEWOOD COLONY HOMEOWNERS ASSOC.
SCC
TOPOA
UNITED STATES POWER SQUADRONS
USTA DISTRICT 5 COMMITTEE
VCC NURSING
VILLAS @ LAKE DESTINY
VILLAS @ SIGNAL HILL PROPERTY OWNERS ASSOC.
WESTLAKE FINING COMMITTEE
WESTLAKE HOMEOWNERS ASSOC.

WINDSONG ESTATES HOMEOWNERS ASSOC.
BOARD MEMBERS OF WINTER PARK COTILLION

Herndon Branch

Adult Literacy League
Allen Kardee Christian Center
Am. Feder. County, State, and Municipal Employees
(AFSCME)
American Amateur Baseball (AABC)
American Credit Counseling Services
American Orchid Society
American Sewing Guild
Barry University Moot Court
Bettmarr Literacy Foundation
Central Fla AARC
Central Fla Assn of Family Childcare
Central Fla Parliamentarians
Central Fla Puertorrigento Cultural
Central Fla Sweepstakes
Central Florida Book Club
Central Florida Sweepstakes
Cents & Sensibility
CFAS Baseball
Children's Reparatory Theatre
Comite Circio Ecuatoriano-Norte Americano
Community Coordinated Care for Children
Computerized Invenstors of Florida
Crochet Club
Dahlia Village Condo Assoc.
Delta Kapa Gamma
Dharma Dram Assoc Buddhists Group
DNA Productions
Eastern Philosphy Discussion Group
Embroiderers Guild of America
Exxon Mobil Corp.
Faith Assembly Resource Links
Faith at Home
FBVA Miracle girls Basketball
Fla Dept of Environmental Protection
Fla Literacy Coalition
Florida Star Quilters
Fragomeni Engineering
Gamma Delta Sigma
Gamma Phi Delta
Greater Orlando Tennis Assn
Harbor House
Hibiscus Point Homeowners Assn
Hispanic Group of Central Florida
Hispanic Heritage
Hispanic-Ecuadorian American Committee

Homebuyer Counseling Collaborative
 Hudson Enterprises
 Independence Party of America
 Japanses Study Group
 Knit or Knot of Orlando
 La Fuente Enterprises
 Leukemia and Lymphoma Society
 Lightning Needle Stitchers
 Lightning Needle Stitchers
 Mary Kay Cosmetics
 Michelee Puppets Inc.
 Military Officers Assoc of America (MOAA)
 Military Order of World Wars (MOWW)
 Miss Orlando Scholarship
 Mujeres en Accion
 NCLEX Study Group
 No On 4
 Old Times Athletic Assoc.
 Oralndo Acoustic Guitar Society
 Oralndo Baptist Home Education
 Orange Democrats
 Origins Montessori Charter School
 Orlando Baptist Home Education
 Orlando Guitar Society
 Orlando Sail and Power Squadron
 Orlando Scottish Heritage Group
 Orlando Seals Booster Club
 Panamanian Assoc.
 Parents of OCPS Magnet Students
 Personal Development Group
 Playwrights Roundtable
 Preteen Homeschool Group
 Puerto Rican Professional Assoc. (PROFESA)
 Retired Officers Club
 Riverchase HOA
 Senior Education Foundation
 Sierra Club of Central Fla
 Soroptimist
 Usana Health Sci. Inc.
 Utopean Films
 Vietnamese Veterans Assoc.
 Vocational Perspectives
 Wealth Builder
 Winter Park Cotillion

Hiawassee Branch

Home Owners Associations - 24

Hiawassee Hills	Country Chase	Oak at Powers Park	Lakeville
Hickory Ridge	Silver Ridge	Hyland Oaks	Willows

Vista Hills	Hiawassee Point	Country Run	Oak Park
Clarcona	Clarcona Estates	Silver Pines	Atrium
Country Chase II	Hiawassee Landing	Silver Ridge Phase IV	LaJoya Cove
Long Lake Hill	Hiawassee Highland	Willow Creek	Robinswood

Adult Literacy League Tutors - 8

Elaine Carr Ron Tyson Shirley Flickenschild Harry Kaplan
 Janice Smith Sally Nyland Marvin Kennebeck Allen Wellman

Other Groups - 34

Girl Scouts Al-Anon Chinese Herbology Silk Book Club
 Gamma Phi Delta Zeta Phi Beta Alpha Kappa Alpha Delta Sigma Beta
 Community Spirit – social group for teens in the Pine Hills area
 Cyber Bright Learning – computer learning group
 Jamaican American Association of Central Florida
 Community Mentors – civic group that emphasizes mentoring in the community
 Tempo Women’s Club
 Grace Community of Faith
 Church of the Great Commission
 Foster Grandparents Program
 Pine Hills Civic Association
 United Bible College
 Pine Hills Community Council
 Black Women of Essence – social organization for African-American Women
 A.C.O.R.N. – community organization
 Westside Tech – people interested in getting their GED
 Mocha Moms – African-American young mother’s group
 Pine Hills Pop Warner – sports enthusiasts
 ICOF –Women’s Ministry
 Alliance Support – group for mentally challenged adults
 Present Truth Productions – video production group
 Bass N’ Buddies – fisherman’s group
 Heritage Family Preservation – civic group for African-American families
 Rise and Shine Kid’s Club
 Family and Friends United, Inc – community service organization.
 The Investment Group – an investment group
 Pine Hills Trojans – sports team
 Urban League of Orlando

North Orange Branch

Piedmont Lakes	HOA
Plymouth Landing	HOA
Quest (handicapped adults)	Non Profit
Results Project of Orl (parents of ADHD kids)	Non profit
Retirement Growth Assn	Non Profit
Richard Thomas (studying)	Individual

Royal Oaks Estates	HOA
Sandra Grice	Adult Literacy League
Senior Girl Scout Troop #1045	Non Profit
Sheeler Oaks	HOA
Silver Rose	HOA
Steve Brindle	ICMA
Sup. of Elections	ORCO Government
Vineyards Condo Assn	HOA
Wekiva Chase	HOA
Wekiva Club	HOA
Wekiva Oaks	HOA
Wekiva Park	HOA
Wekiva Reserve	HOA
Wekiva Ridge	HOA
Wekiva Village	HOA
Wekiva Walk	HOA
Whispering Winds	HOA
Woodfield Oaks	HOA
Zellwood Redevelopment	Non profit

South Creek Branch

FCAT Prep (Study Visit)
 Crystal Glen (HOA)
 Windsor Walk (HOA)
 Study Visit (Tutor)
 Chinese Lessons
 Heritage Place (HOA)
 S.O.S. (?)
 Boyd (SV)
 NAPM-CF (?)
 A Quest For Success (?)
 Adult Literacy League
 Oakshire (HOA)
 AARP
 Hunter Glen (HOA)
 Hidden Lakes (HOA)
 Skylake South (HOA)
 Scrapbooking
 Southchase 45 (HOA)
 Foster Grandparents
 Towns @ Whisperlakes (HOA)
 CFCS (Computer Club)
 Stonegate (HOA)
 Cypress Creek (SV)
 Whisper Lakes (HOA)
 Red Roses (Tutoring)
 Villas at Hunters Creek (HOA)
 IRS-AARP
 Oakshire ARB (?)
 Meadow Creek (HOA)
 SUS 6&7 (HOA)

Key Herbiology Group (SV)
World of Home
Southchase 1B (HOA)
Kempton Park (HOA)
Woodbridge (HOA)
Girl Scouts
U.S. OPM (Interviewing)
SLS (?)
Peppermill (HOA)
CCHS (SV)
Southchase 5 (HOA)
YTB Travel Agency
Pack 999 (Scouts)
Foster Grandparent Program
V.A.
Sandpoint (HOA)
Stonegate (HOA)
Orange County Schools
Moms Club
Oakshire Estates
CAT Study
Steak N Shake
Complete Management Sol. Sandpoint Association (HOA)
Reserves at Hunters Glen (HOA)
Prosperous Life (?)
Fortune (?)
Harbor Lakes (HOA)
Garden Club
Brownie Troop 20
CAFA (Caribbean Ass.)
ESL Tutoring
Falcon Trace (HOA)
SJV Brownies
Fuente de Agne Vive Church
Toy Hightower (?)
Buena Vista (?)
Y&B Training (?)
Rosalie Mangual (SV)
Nexx-Toy (?)
Life Springs (?)

South Trail Branch

1. Adult literacy
2. Antioch P. b. Church
3. Financial Freedom Group
4. Rio Grande Parke Neighborhood Assn.
5. South Orlando Scrapping ladies
6. Jack & Jill Organization
7. Orange county Health
8. Oak Ridge Study Group
9. Grief Group
10. Vision of Hope Church

11. College Study Group
12. IAEP Business Organization
13. Tymber Scam Assn.
14. Hi-Tech Tutoring Center
15. Learning Tree Childcare Center
16. Greater Rock Fellowship Ministries
17. Alpha Kappa Alpha Sorority
18. Delta Sigma Theta “ “
19. Xango – Independent Reps.
20. Orlando Homebuyer Organization
21. Oakridge Robotics Team
22. ARDYSS work organization
23. Ventura Homeowners Association
24. Gamma Sigma Rho Sorority
25. Zeta Phi Beta Sorority
26. Rural Metro Ambulance Services
27. Douglass Grimes Buyers Group
28. Alhambra Century Court Owners Assn.
29. Lodge Organization
30. Aventura Estates Homeowners Assn.
31. Soldiers to Scholars
32. Florida real Estate Organization
33. P. P. Legal
34. Tien Tao Institute
35. HAITIAN-American Society of Poets
36. Workplace safety Group
37. Guardianship Inc.
38. Orlando Voters Protection Coalition
39. Winegard Homeowners Assn.
40. Orlando Study group
41. Caribbean Community Connection of Orlando
42. American Credit Counseling Services Inc.
43. SEIU
44. Alkan Kardec Christian Center
45. South Orlando Christian Academy
46. Stork Group
47. Eleanor Center

Southeast Branch

Adult Literacy League
Conway Harbor HOA
Central Fl. Mensa
Jetstream Investment club
Children’s Rep Theatre
Boy Scout Troop
MIT Club of Cent Fl
Tuscany Board of Directors
Harbor Bend HOA
Scrap Addicts

Lions Club
Windsor Place HOA
Children and Families Services
L/C Porter HOA
Southern Villas HOA
Hispanic Chamber of Commerce
Stonebridge HOA
Essex PT
Mathews Village
Step Ministries
Orange County Public Schools
Chickasaw Oaks HOA
Mary Kay
AARP
Conway Comm. Council
Hispanic Women's Chamber of Commerce
Women Entrepreneurs
O Town Investment Group
Gatlin Place HOA
Puerto Rico Caucus
Stonebridge Village HOA
Sharing the Magic
Belle Isle Growth Group
IMPACT
Teddies Adventure
AARP TAX
ARDYSS
USPS
Home Buyer Seminar
Nutritional Quest
Siemens
Family Care Council
Meet the Author
Vista Lakes HOA
Xango
Metro Planning
Azalea Park Youth
Financial Business Group
FCC
4C
Gatlin Grove Neighbors
PTA
Orlando Seals
Villas Del Sol
Davis & Assoc
Three Points Elem
Orlando Power Squad
Cub Scout Group
Soar
Orlando Sail & Power
Stampin Up Group

Health Med. Diabetes Seminar
Science of Spirituality

Southwest Branch

1. WEST ORANGE WOMEN ASSOCIATION-BRIDGE
2. SOUTH BAY HOMEOWNERS ASSOC.
3. SAND LAKE HILLS HOA
4. LAND OF COTTON QUILTERS OF THE DR. PHILLIPS AREA
5. METRO PLANNING EDUCATIONAL SYSTEMS, INC
6. BAY HILL COVE HOA
7. CUBS SCOUTS PACK #84
8. BAY VISTA ESTATES HOA
9. ORANGE TREE PROPERTY HOA
10. VISTA TOASTMASTERS
11. NEEDLES & HOOPS-QUILTERS
12. ORLANDO SAIL & POWER SQUADRON
13. ORLANDO ATAXIA SUPPORT GROUP
14. RESERVE AT CYPRESS POINT HOA
15. STONEWOOD MANOR HOA
16. OSEOLA INDUSTRIAL PARK
17. DR. PHILLIPS COMMUNITY ASSOCIATION
18. PEOPLE TO PEOPLE STUDENT AMBASSADOR PROGRAM
19. ORLANDO INTERNATIONAL TOASTMASTERS
20. IMPLANT STUDY CLUB-FACIAL & DENTAL IMPLANT SURGERY
21. ADULT LITERACY LEAGUE
22. SOUTHWEST BRANCH LIBRARY
23. PHILLIPS LANDING HOA
24. DR. PHILLIPS LITTLE LEAGUE
25. AMERICAN HEART ASSOCIATION
26. HOSPICE OF THE COMFORTER
27. SOMERSET SHORES HOA
28. AMERICAN STROKE ASSOCIATION
29. GRANADA VILLAS HOA
30. BAY LAKES HOA
31. BRISTOL PARK HOA
32. LEUKEMIA & LYMPHOMA SOCIETY
33. MOUSETOWN MONEY MAKERS-FINANCIAL PLANNING
34. BROWNIE TROOP
35. SENIOR EDUCATION FOUNDATION
36. CITRUS COUNCIL GIRL SCOUTS
37. MAKE-A-WISH FOUNDATION
38. LAKES OF WINDERMERE COMMUNITY ASSOCIATION
39. CONROY CLUB HOA
40. EAST BAY HOA

West Oaks Branch

AARP
Adult Literacy League
Affordable Housing & Investments (Info for Real Estate buyers)
Alpha Kappa Alpha Sorority
Antioch, Inc. (Improvement of life through education)
Ashley Place HOA
Aulsey Road Productions ??
Be In Me (Inspirational Bible reading)
Boy Scouts of America
Brownie Troops
Candidates for CDA evaluation
Caubridge Village Ct. HOA
Carriage Oak HOA
Children's Hope International
Church of the Great Commissioned
Cub Scouts
Citrus Elementary Recognition Award Committee
Citrus Oaks Landing Condominium Assn.
Clarcona Elementary 5th Grade parent group
Coffee Break Investment Club
Coventry at Ocoee HOA
Cross Creek HOA
Daisy Troop
Delteens of Orlando young ladies group
Excelsior Tabernacle Church
Empowerment Ministry
Financial and Business Management
Fcat Tutoring
Florida Home Studies and Adoption
Frito Lay
Fullers Crossing HOA
Florida Kid care
Friends of the Lakes
Gamma Phi Delta Sorority (Women's group)
Grace Community of Faith ushers group
G-Men board meeting
Glad Tidings teen bible group
The Gabriel discussion group
Hiawassa Neighborhood Assoc.
Home Buyer Seminar
H.O.P.E. For Destiny
Hat Box Revue
House of Prayer
Homebuyer Counseling Collaborative of Cent. FL
Hidden Glen H.O.A.
Investment Club

Kelly Homes
Lake Florence H.O.A., Inc.
Lake Florence Vistas H.O.A.
Lake Hill Cenetary Improvement Assoc.
Lake Olympic Budget Committee
Lake Olympia Club
Lake Park Estates H.O.A.
Langston University National Alumni Assoc., Central Florida Chapter
The Leukemia and Lymphoma Society
Metro Planning Educational Systems, Inc.
Mary Kay Business Debut
N.L.C.
Nacel Open Door
New Destiny Christian Center/Health Care Ministry
Nova Study Groups
Orlando Area Spinners
Oaks of Windermere H.O.A.
Orange County Schools: Migrant Education
Orchard Park H.O.A.
P.B.S.
Physical Therapy Study Group
P.J.L. Construction Inc.
Pure Ozone, Inc.
P.B.S. and Associates
Radic, Beatrice
Richfield H.O.A.
Rose Hill H.O.A. Phase I
Rose Hill H.O.A. Phase II
Silver Pines Condominium Assoc.
Smith Prep Parent Prayer Group
Signature GMAC Real Estate
Silver Pines Condominium Assoc.
Smith Prep Parent Prayer Group
Signature GMAC Real Estate
Sawmill H.O.A.
Shabach Ministers of Praise-Pearls
Sheila Philip R.D
Society for Creative Anachronisms (S.C.A.)
Tavares, Danyetta
2-Strive
Thomas, Jacinna
Kaknes, Richard M.
Vision House of Prayer C.O.G.
Wedgewood Commons
Wellington Place Neighborhood Watch
Whitehill Homeowner's Assoc.

Walden University
West Learning Community – OCPS
Willows On The Lake H.O.A.

West Orange Branch

Banana Bay HOA
Brandy Creek HOA
Crown Point Springs HOA
Daniels Crossing HOA
FL Department of Revenue (seminar)
Discovery Learning Academy (re: a 6 wk academic summer program in W. G.)
Home Buyer Seminar
Hospice of the Comforter, re: grief support and education
Island Pointe HOA
KB Homes HOA
Lakeview Reserve HOA
Magnolia Park HOA
Oaks of Windermere HOA
Orange Cove HOA
Park Avenue Estates HOA
Sunset Lakes HOA
Traditions HOA
Valencia Shores HOA
Winter Garden Home Owners Coalition (to provide direction/share ideas with HOAs)
West Orange Women's Needlework Group
Windward Cay HOA

Windermere Branch

Estates at Windermere (HOA)
Central Florida Women's League (Non Profit)
Cub Scouts Troop 223
Boys Scouts Troop 225
Court Leigh Park (HOA)
Winderlakes (HOA)
Tilden's Groves (HOA)
Cross Creek (HOA)
American Stroke Association (Non Profit)
Balmoral (HOA)
Lakes of Windermere (HOA)
Glenmuir (HOA)
Willows (HOA)
Adult Literacy League (Non Profit)
Town of Windermere

Emerald Ridge (HOA)
Windsor Landing (HOA)
Granada Villas (HOA)
Reserves at Cypress Point (HOA)
Bella Note (HOA)
Lake Butler Sound (HOA)
Isle of Windermere (HOA)
Woods Village (HOA)
Ryland (HOA)
Bel-mere (HOA)
Chaine Du Lac (HOA)
Credit Smart Specialist
Olympia High Parent Grp (NonPF)
Orlando Utilities Commission
American Benefits (Non Profit)

Windermere Ridge (HOA)
Lake Sheen (HOA)

Manors (HOA)
Sunset Lakes (HOA)

**Orange County Library System
Board of Trustees Meeting
Thursday, December 9, 2004**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, December 9, 2004**

Director's Report

Director's Report December 2004

? Gregg Gronlund has been invited to serve on Advisory Committee for Ask a Librarian state-wide information service.

? Maria Perez, from South Trail Branch, participated in the Pineloch - Teach-In as part of her role in the Latino Outreach Group. She talked with bilingual classes of about 16- 20 students about the library services including homework hotline and handed out library bags, bookmarks, newsletters, stickers and Got Your Card registration forms. She also read **Somos Un Arco Iris/We are a Rainbow** by Nancy Maria Grande Tabor.

? The Library provided an online bibliography for Hillcrest Elementary School who was registering students for the OCFLA is the Orange County Schools Foreign Language Contest which includes French, Spanish and Vietnamese. The French Congr s is the state-wide extension of the contest for the French students. For our debut year we are focusing on the students performing poetry for the OCFLA and Congr s. Thanks to Wendi Bost and Kristen Hambrick for creating this.

? The Library is working with Walker's Shortbread Cookies in a promotion for an American Girl Holiday Tea at Windermere on 12/11 and a children's Arthur's Holiday Party at Washington Park on 12/14. Walkers will be providing shortbread twin packs (two cookies in a sealed packet) for giveaways.

? The Library had a brief flurry of interest in our new Children's policy over the past week. We had a number of TV crews filming at the Children's Library at Main. There was also an article in the Sentinel, followed by an editorial. A brief listing of the media we spoke with includes:

Orlando Sentinel, Aline Mendolsohn, interview, photos
 St. Petersburg Times, Kevin Graham, interview
 Library Journal, Mike Rogers, interview
 Channel 2, Bob Kealing, interview, filming
 Fox 35 News, Katrina, 407-741-5027, interview, filming
 Channel 6, Nancy Alvarez, 407-687-5238 (cell), interview, filming
 Channel 9, Mary Nguyen, interview, filming
 Channel 13, Carolyn Scofield, interview, filming
 ABC News, World News Tonight, Robin Brown, Atlanta
 ABC News, New York, Toni Marrero
 ABC New York/Network News Radio, Mary Ann Prior/David Fineberg, interview taped
 Good Morning America, Chad Parks, New York
 Univision, Lymarie Rodriquez,
 CBS radio news, Peter King, interview, taped
 Florida radio network, Michelle Morilla/Larry Spilman, interview, taped

Other Broadcasts/Print:

KIRO – radio Seattle, Jim Flack, 206-726-5418 – live broadcast cancelled
 WMMO radio
 WDBO radio
 MSNBC

CNBC
 Miami Herald
 Hernando (County) Today

?The Library has completed an FCAT presentation which will be given at various locations in February. We worked with George Perrault of Orange County Public Schools (OCPS) to highlight and explain the FCAT explorer and some of our own resources that will help parents work with their kids to prepare for the FCAT. Public programs will be held in-February at Main and Branches and we will also make it available on the Library's website, www.ocls.info, for viewing at home. We have Brandy Douberly, Linda Gabriel, Shannon Long, and Bobby Tsui to thank for creating both the content and the splash. Thanks also go to Wendi Bost for her guidance with this group and to Sheri Chambers who will be putting it on the website.

?OCLS is submitting two proposals for presentations for the statewide **Technology Training To Go: Two Days of Training Ideas** to be held in Orlando to be held May 18-19, 2005. We are submitting 1) our Technology classes and the concept of the Technical Computer Support Specialists positions and 2) the Mobile Training Lab used in the Branches. The Technology Training To Go is made possible by funding from the Bill and Melinda Gates Foundation and by a Library Services and Technology Act (LSTA) grant administered by the State Library & Archives of Florida.

Technology Training To Go will bring together technology trainers and information technology staff from public libraries throughout Florida to explore "best practices" in technology training impacting library staff and library users. Through a variety of interactive sessions, participants from libraries throughout the state will learn about emerging technologies and trends that will allow them to better serve the residents of Florida.

?OCLS has submitted a grant for a "Get Real Get Fit" program for teens and their parents sponsored by the Met Life Foundation and Libraries For the Future.

?The Ezra Jack Keats Foundation awarded OCLS with a \$500 grant for the second year in a row. Thanks to Crystal Sullivan and Lisa Stewart from the Division of Branches for their efforts in preparing the successful grant proposal.

?The first Healthy Connections Class on Teenage Pregnancy begins December 3. This marks the beginning of the series we are doing with the Orange County Health Department and the Neighborhood Community Centers. The Healthy Connections page is up on the website. The home page has the logo, brief explanation and hot link to the Healthy Connections page, which has details about classes in December and January.

?The first of the ALA / Walgreen's programs on the new Medicare Drug Discount card begin in December at the Main Library, Southeast, South Trail, North Orange, and South Creek Branches. Pharmacists from Walgreen's will present the programs. Refreshments and giveaways as well as new health resources for the collection are provided as part of this grant.

?We are planning for the concluding parts of the joint partnership with the Black Stallion Literacy Group. There will be programs, refreshments, and book displays at Main, South Creek

and West Oaks featuring a pony visit from **Arabian Nights**. Ten first grade classes from Orange County Public Schools that have been participating in the program by reading *Little Black, A Pony* are invited to the event and will receive another free book, *Little Black Goes to the Circus!* by Walter Farley, author of *The Black Stallion*. All the children and families have been encouraged to obtain their library card. The public is invited to the event.

?We are sending out over 1,000 fundraising letters soliciting donations to benefit the Summer Reading program, "Reading is a Treat!"

? The Director has been asked to participate with Winter Garden Theater on their visioning efforts.

- On December 1st and 2nd, consultant and trainer Donna Long facilitated *Service Savvy: Providing Outstanding Service in a Diverse World*. A third day of training will be held on December 15. All Library employees will participate in these workshops that provide insight and guidance in dealing with customers who have diverse backgrounds and experience.
- On November 30th, 440 pounds of non-perishable food items was delivered to Second Harvest Food Bank. Thanks to all Library employees who donated to this effort and to the Staff Association for sponsoring this event.
- Following the Friends Second Saturday program, Gilbert & Sullivan's Patter Songs, the Friends will hold their annual Holiday Party in the Albertson Room. Members of the Friends can save 20% off on their holiday gift shopping in Gifts & Greeting through December 11th. Also, the Friends are planning their Winter Book Sale in January in the Third Floor Book Sale.
- Enjoy a Guitar Sampler on Saturday, December 11, at 1:00 p.m. by the Orlando Acoustic guitar Society in Library Central.
- Former Orlando resident Steve Cushman will talk about his newly released first novel, *Portisville*, winner of the 2004 Novello Literary Award, on Wednesday, December 15th, 7:00 p.m. A Book Sale and Signing will follow the program.
- The Alafaya Branch is celebrating 65 years of *Gone With the Wind* by browsing web sites for fun trivia about the Pulitzer Prize winning book and Oscar winning film on Wednesday, December 15, at 7:30 p.m.
- Attend Eleanor Roosevelt's last press conference on Saturday, December 18th, at 10 a.m. at the Main Library with a re-enactment by Non Johnston, a former Library Director and founder of the National First Ladies Library in Canton, Ohio.

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Winter Garden Project Summary

Winter Garden Project Summary

Nov 30, 2004

<u>Category</u>	<u>Budget Approved 12/12/02</u>	<u>Revised Budget</u>	<u>Expended to Date</u>
Architect/engineer	150,000	152,148	144,561
Construction			
Contractor	2,100,000	2,216,822	2,135,891
Carpet	35,000	26,085	0
Impact & Permit Fees	40,000	25,000	22,594
Testing	8,000	15,000	13,756
Other	10,000	2,500	2,001
Construction Total	<u>2,193,000</u>	<u>2,285,406</u>	<u>2,174,242</u>
Contingency	207,000	112,446	
TOTAL PROJECT	<u><u>2,550,000</u></u>	<u><u>2,550,000</u></u>	<u><u>2,318,803</u></u>

Construction Contract Summary

Base Contract	1,961,100
CO #1 - Civil Improvements	71,187
CO #2 - Additional civil improvements required by WG)	20,903
CO#3 - Additional City requirements & Primary power costs	18,409
CO #4 - Additional Civil Improvements	23,401
CO #5 - Upgrade glass	9,271
CO #6 - 2nd Book return, storm water structure adjustment, toilet partion change	9,548
CO #7 - Ramp walls, truncated domes, 2nd book return rev, remove columns, secondary feeders	34,012
CO #8 - Terrazzo	53,778
CO #9 - 85 days and fixture deletion	-4,934
CO #10 - Site issues (in process)	20,147

Total	<u>2,216,822</u>
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Winter Garden Project Summary December 2004

The terrazzo floor at both entrances looks great and is complete with the exception of some of the cove base.

According to APM, the Department of Environmental Protection (DEP) approved the potable water system. The sewer lift station is now the critical path item. The lift station was started just before the Thanksgiving but the system has not been approved by the City of Winter Garden. City personnel have told us an inspection still needs to be made of the entire system and all punch list items relating to the lift station must be resolved before the City will approve it. Once the City approves the system, the application process to DEP will take up to 30 days.

Library staff and Harvard Jolly are concerned about the soil around our site. The soil appears to have a lot of clay in it which does not drain very well. There is standing water in a couple of areas on the site even though we have not gotten much rain recently. The Library has contracted with our testing vendor, Nodarse, to perform soil tests before landscaping is placed. It may take up to three weeks to get the test results, which will be reviewed by our civil engineer.

Harvard Jolly is planning to prepare a punch list on the interior of the building during the week of December 6th. We will hold off on carpet installation until the bulk of the interior punch list items are addressed.

APM has provided additional drawings on the interior glass wall, which will be reviewed by Harvard Jolly. The interior glass wall remains under discussion.

Given the delays up to this point, we are hesitant to project when substantial completion for the entire project will be reached. Some time in January is realistic, but much depends on sewer lift station, which still requires City and DEP approval.

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**Public Comment:
Non-Agenda Items**