

**Orange County Library System
Board of Trustees**

Board Packet for November 2002



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

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

November 8, 2002

TO: Ronald Harbert, President
Phyllis Hudson, Vice President
Gloria Fernandez, Trustee
Sara R. Brady, Trustee
Thomas R. Kohler, Trustee

The Honorable Rich Crotty, Chairman of the Library Governing Board, Members of the Governing Board, Commissioners Teresa Jacobs, Bob Sindler, Mary Johnson, Clarence Hoenstine, Ted Edwards, Homer Hartage, Orange County; and Patty Sheehan, City of Orlando.

FROM: Mary Anne Hodel, Director

RE: Library Board Meeting

The next meeting of the Library Board will be at 7:00 p.m., Thursday, November 14, 2002, at the **Edgewater Library; 5049 Edgewater Drive; Orlando, Florida 32810; 407.296.5153.**

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

Cc: Ronald Rogers, Liaison, Membership and Mission Review Board – County
M. Katie Porta, Liaison, City of Orlando

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
November 14, 2002
Edgewater Library
5049 Edgewater Drive
Orlando, Florida 32810
407.296.5153

02-216 I. **Call to Order and Approval of Agendas**

02-217 II. **Public Comment**

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 posted on the Library's website, www.ocls.info . For more information, contact Milinda Neusaenger at 407.835.7611 or neusaenger.milinda@ocls.info .

02-218 III. **Approval of Minutes**

02-219 **Library Board of Trustees Meeting: Thursday, October 10, 2002**

02-220 IV. **Staff Presentation: Tutor.com – Kristin Alvarado**

02-221 V. **Financial Statements**

02-222 VI. **Statistics and Summaries: September 2002**

02-223 VII. **Action Items**

02-224 **Consent Agenda**

02-225 A. **Public Comment Policy**

02-226 B. **Annual Plan of Service**

02-227 C. **Southwest Lease Amendment**

02-228 VIII. **Discussion and Possible Action Items**

02-229 IX. **Information**

02-230 **Director's Report**

02-231 **Accomplishments: 2002 January – December**

02-232 **Division-Wide Scheduling: Gregg Gronlund**

02-233 **Additional Information**
 - **South Creek Update**
 - **Winter Garden Update**

X. Adjournment

Next Meeting Dates: December 12, 2002, 7:00 p.m. Albertson Room, Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801; January 9, 2003, 7:00 p.m. South Creek Library 1702 Deerfield Boulevard; Orlando, FL. 32837.

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, November 14, 2002**

**Call To Order and
Approval of Agenda**

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

Public Comment

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

Approval of Minutes

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

**Approval of Minutes:
Library Board of Trustees Meeting,
October 10, 2002**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
October 10, 2002
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323

02-192 I. **Call to Order and Approval of Agendas**
President Harbert called the meeting to order at 7:03 p.m.

02-193 II. **Public Comment**

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. This, however, is not required. This is to ensure the completion and accuracy of the official record posted on the Library's website, www.ocls.info . For more information, contact Milinda Neusaenger at 407.835.7611 or neusaenger.milinda@ocls.info .

Van Church – OCLS Librarian and SEIU union steward for the professional bargaining unit spoke regarding the meeting minutes. He verbally stated he wanted to comment on Management / Labor meetings and President Harbert asked Van Church not to speak on non-agenda topics.

Rich Gause – Orange County resident spoke regarding the Public Comment Policy and committees of the Board and communication.

Angela Jacobe – OCLS Manager requested to speak on the subject of personnel and deprofessionalization. President Harbert asked Ms. Jacobe to speak only to items on the Meeting Agenda.

Kenneth Gibert – OCLS Manager spoke regarding a regular place on the Board Agenda for the union to provide remarks and observations.*

Eric Atkinson – OCLS Manager requested to speak regarding union correspondence and representation. In lieu of speaking on the same subject as Mr. Gibert, Mr. Atkinson provided his comments to be included in the official record of the Board Meeting. *

02-194 III. **Approval of Minutes**

02-195 **Library Board of Trustees Branch Tour #1: Tuesday, September 17, 2002**
Trustee Kohler, seconded by Trustee Hudson, moved to approve the Branch Tour #1 Minutes.
Motion carried 5-0.

- 02-196 **Library Board of Trustees Meeting: Thursday, September 19, 2002**
Trustee Hudson, seconded by Trustee Kohler, moved to approve the Library Board of Trustees Meeting Minutes. Trustee Hudson asked for a statement to be included in the September minutes clarifying that OCLS will not be charging for offsite storytelling. Motion carried 5-0.
- 02-197 **Library Board of Trustees Branch Tour #2: September 23, 2002**
Trustee Hudson, seconded by Trustee Brady, moved to approve the Branch Tour #2 Minutes. Motion carried 5-0.
- 02-198 IV. **Financial Statements: Robert Tessier**
Comptroller Tessier presented several charts and asked for input from the Board of Trustees regarding the types information they would like to see included in the Board Packets each month. The Board requested that all that was presented as the financial statement be included in the forthcoming monthly Board Packets. Various questions were asked regarding the financial statements.
- 02-199 V. **Statistics and Summaries: Debbie Moss**
Assistant Director Moss summarized the different reports and mentioned that the one year anniversary of the opening of West Oaks is a notable point of interest. Brief discussion ensued regarding the reported statistics.
- 02-200 VI. **Action Items**
- 02-201 A. **Consent Agenda**
- 02-202 **1. Third Amendment of the West Oaks Declaration**
Trustee Kohler, seconded by Trustee Fernandez, moved to approve the third amendment of the West Oaks Declaration. Motion carried 5-0.
- 02-203 B. **Election of Officers: Ron Harbert**
President Harbert opened the floor to nominations and election of Board of Trustees officers. Trustee Fernandez nominated Trustee Hudson as Vice President. Trustee Hudson nominated Trustee Kohler as President. Discussion ensued regarding the start of the terms, which will begin at the end of the meeting.

Trustee Fernandez, seconded by Trustee Brady, moved to elect Trustee Kohler as President and Trustee Hudson as Vice President. Motion carried 3-0.
- 02-204 C. **Draft Strategic Plan: Mary Anne Hodel & Robert Tessier**
Comptroller Tessier presented a financial projection for the next 5 years. Discussion ensued regarding the reserve funds, ad Valorem taxes, and the pay off period for the Main and Branches debt services funds. Director Hodel shared the draft Strategic Plan with the Board Members and explained

that the Plan was derived from the various visioning sessions held with members of the Community, Board Members and the Administrative Team, the Management Team, and Staff Members. Director Hodel explained that the previous Strategic Plan had been completed in 2001 and it was time again to adopt a new one and that this is a chance to engage the Board in open dialog about the draft Plan. Trustee Hudson shared with the rest of the Board that the 2002 Florida Library Directory with Statistics is online at <http://dlis.dos.state.fl.us/bls>. Trustee Brady said she saw the Plan as a good starting point. The Board requested an additional meeting with the Strategic Plan as the exclusive topic of discussion. A Strategic Plan Workshop will be scheduled.

- 02-205 **D. Public Comment Policy: Mary Anne Hodel**
 Director Hodel presented the proposed, revised policy. Discussion ensued regarding the various aspects of the proposed policy, such as the “Notice of Intent to Speak” form and information required from the person requesting to speak. The requirement of limiting topics to agenda items was also discussed. Trustee Kohler suggested that persons interested in speaking to the Board should be allowed to do so, regardless of whether or not the topic is an agenda item. Trustee Kohler furthered suggested that persons wanting to speak regarding agenda items should do so just before the Board discusses the item. Persons wanting to speak on non-agenda topics could do so at an open comment time set aside at the end of each meeting. Trustee Fernandez suggested that this item be tabled and brought back at a later date.
- 02-206 **E. Internet Policy: Debbie Moss**
 Assistant Director Moss presented the current Internet Access Policy which had not been formally reviewed and approved by the Board of Trustees. Trustee Hudson, seconded by Trustee Kohler, moved to approve the existing Internet Access Policy.
 Motion carried 5-0.
- 02-207 **F. Early Return to Work Policy: Carla Fountain**
 Human Resources Manager Fountain summarized the proposed Early Return to Work Policy.
 Trustee Hudson, seconded by Trustee Brady, moved to approve the proposed Early Return to Work Policy.
 Motion carried 5-0.
- 02-208 **G. Director’s Evaluation Process: Gloria Fernandez**
 Trustee Fernandez will be forming a committee with a minimum of three people, and will include herself as the chairperson and respective Board Member. Trustee Fernandez asked Director Hodel for a summary of her accomplishments, and her goals for the coming year. Director Hodel’s review is due in December.

02-209 VII. **Discussion and Possible Action Items**

02-210 **Union Correspondence and Representation: Phyllis Hudson**

Trustee Hudson presented for discussion, the proposal to allow time on the agenda for a union representative to speak to the Board of Trustees.

Trustee Hudson moved for the monthly agenda to include, as a regular item, time for a union representative to make remarks to the Board of Trustees. The motion died due to the lack of a second.

02-211 VIII. **Information**

02-212 **Director's Report**

‡ Check out the Library Story Contest winners online. Thanks to Sheri Chambers for the web work and Ben Garcia for the graphics and layout. It looks great! Good work for everyone involved.

‡ The Library newsletter has a new look. New graphics and lots more programs for the public! Many thanks to all the Librarians who worked so hard putting their programs together, and to Community Relations for coordinating all the efforts and to Ben Garcia for the great new look of the newsletter.

‡ Staff day is coming up 11 November. The day will feature kick off with Dr. Richard Sweeney who will talk with us about the future of libraries. Break out sessions are planned for the mid morning, to be followed by a pleasant surprise session in the afternoon. Board members are invited to participate along with all staff.

‡ The fire panel is still down. Staff will continue to monitor the building.

‡ The Library is working with Ajit Lachandani County Administrator for the Orange Board of County Commissioners to find a date to talk with the Governing Board about the Library's Fees and Fines. We might also want to invite them to a tour of our facility and a joint meeting with the Library Board so they could learn first hand of the issues facing us. President Harbert commented that the Board of County Commissioners only requested the Library to place the fees and fines on hold until January. They did not force the Library to do so.

‡ Vectoring software has enabled the Library's upgraded phone system to become a call center. QuestLine Manager Gail Carroll presented and summarized the new vectoring telephone service software. She also explained the most current phone statistics since the new service was initiated as of Sept. 24, 2002.

Further discussion ensued regarding a meeting with the Board of County Commissioners and the proposed fees and fines structure and another possible topic of discussion, the Strategic Plan which will include long range goals.

- 02-213 **Patron Comments**
A copy of comments from a patron was included with the Board Packet.
- 02-214 **South Creek Update: John Claytor**
Planning and Development Officer Claytor presented a proposed Change Order to implement a Drainage Improvement Plan for the South Creek Branch.
- Trustee Kohler, seconded by Trustee Brady, moved to authorize Staff to execute a change order with Scherer Construction to implement a Drainage Improvement Plan for the South Creek Branch in the amount of \$129,667 and to approve a 10 percent contingency amount to cover unforeseen conditions on the site. The total amount authorized is \$143,000.
- Motion carried 5-0.
- 02-215 **Staff Presentation: Video of Equipment Demonstration given by Wally Cohen**
Special Services and Delivery Manager Jim Myers presented a video of Delivery Clerk Wally Cohen, demonstrating the new motorized pallet jack purchased to facilitate the transporting of pallets of books and other shipments received.

IX. **Adjournment**

Trustee Kohler requested for Trustee Brady to investigate the likelihood of partnering with the Orlando Science Center in order to work together on cross promotion of programs such as the Lewis and Clark exhibit currently at the Science Center.

Trustee Fernandez asked if the Library has any programs slated in celebration of Hispanic Heritage Month. Community Relations Manager Marilyn Hoffman explained that the storyline is now in Spanish and that the Library is working with the group Latino Leadership.

President Harbert adjourned the meeting at 9:42 p.m.

Next Meeting Dates: November 14, 2002, 7:00 p.m. Edgewater Library; 5049 Edgewater Drive; Orlando, FL. 32810; December 12, 2002; Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801

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***Verbatim comments have been provided and included in the official record of the October 10, 2002 Orange County Library Board of Trustees meeting.**

10/10/02

I am here tonight to speak on behalf of a number of staff members concerned about the possibility of the bargaining unit employees having a time set aside to discuss “union issues” at each and every library board meeting. In a recent letter to Mary Anne Hodel, board member Phyllis Hudson requested “a regular place on the board agenda for a union representative to provide remarks and observations.” We believe this to be unfair to the majority of library employees and would give preferential treatment to the small percentage of employees that are members of the bargaining unit.

Many employees, including a large number of bargaining unit employees, are familiar with a standard library reference source entitled Black’s Law Dictionary. I will read from this standard legal dictionary the definition of the word union. It is my hope that the bargaining unit members here this evening will listen intently to the definition.

Union, n. An organization formed to negotiate with employers on behalf of workers collectively, about job-related issues such as salary, benefits, hours, and working conditions.

Many issues come before this board for decisions on a monthly basis that have absolutely nothing to do with salary, benefits, hours, or working conditions. They are decisions relating to the effective operation of the Orange County Library System and decisions that will move the library forward as a vital organization in the community. Additionally, many issues that are decided within the organization at the administrative level also have nothing to do with salary, benefits, hours, or working conditions, and, by definition, should be of no concern to the bargaining unit. Thus, it would be inappropriate to devote time at each board meeting to hear from the bargaining unit representatives.

Not every issue is a union issue! However, by having a platform with no real concerns that affect them during most months, the bargaining unit representatives will happily choose to fill their allotted monthly time by turning every issue into a “union issue”. This could include, but not be limited to, discussions relating to library fines and fees, meeting room policies, and the general operation of the organization. Once again, these have nothing to do with the appropriate union concerns of salary, benefits, hours, and working conditions. This would be a waste of your time and the time of the citizens electing to attend library board meetings. Additionally, the bargaining unit employees already have not one but two avenues open to them without bringing their concerns to you: the library director and the bargaining table during their contract negotiations

If you approve their request, the bargaining unit employees would be usurping Ms. Hodel’s authority and role of director by going around her and taking every issue directly before the board without giving her the opportunity to address their concerns at the administrative level. Many bargaining unit concerns could become complete surprises to Ms. Hodel as she hears about them for the first time in a board meeting without having had the opportunity to possibly rectify the issue before it was brought to you.

Every employee of the Orange County Library System has the ability to address you during time for public comment in the same manner that I am addressing you at this moment, and this includes the members of the bargaining unit. Only 22% of library employees are members of the union. Setting aside precious meeting time each month for them to speak would be doing a disservice to the other 78% that could not avail themselves of the same opportunity. Library operational decisions are made for the whole of the organization and not for any particular unit. Giving a regular monthly voice to a minority of employees without doing

likewise for the vast majority would be unfair and irresponsible. We implore you to do the right thing, and deny the bargaining unit request.

Kenneth A. Gibert
James Baker
Renaë Bennett
Nedra Blanke
Marcia Bruton
Ann Gistarb
Gregg Gronlund

Lelia Higgins
Glenda Houck
Angela Jacobe
Kelly Pepo
Carolyn Rosenblum
Cynthia Willie

=====

My name is Eric Atkinson and I am the Head of the Information Systems Department here at the library. Recently, a small group of staff have become increasingly vocal at the meetings of both the Board of Trustees and the Board of Governors. Repeatedly, the same group speaks on the same topics and then complain that they are not being given a chance to be heard. These comments, in turn, are considered when making all manner of decisions relating to the future health of the library system. I am concerned that if only one side of a story is told, then only one side of a story can be heard.

I began my employment with the Library in 1978, driving the bookmobile during summer breaks from college. I found that I needed a job to continue going to school and worked as a substitute library clerk in our branches. These were great jobs for a college student. Later, I became a computer operator in the Data Processing Department. While in college, I took advantage of emerging opportunities here at the library to learn computer programming. Eventually, I was ready for additional challenges and left the library to work in the private sector, gaining training and experience. In the mid-1980s, as the library's needs for technical staff grew, I chose to return as a computer programmer gaining promotions to assistant manager and now to department head.

As a student, as a college graduate embarking on a career, and now as a seasoned professional and manager, I have found the Orange County Library System to be an excellent place to invest my time and talents. I have been dealt with fairly by three successive Library administrations. Over the past year, I have heard repeated negative comments and misrepresentations about the working conditions here at the library. It seems likely union officials will continue to bring their concerns and complaints directly to the Board of Trustees and that they will continue to actively seek notoriety in the press and in library professional journals. The views of a minority of library staff will be presented as though they are the views of all staff. My purpose in speaking here today is to impress upon the members of the Board that the views of the union officials are, rightly, special interest views designed to advocate the wage, hours, and terms of employment concerns for one particular group of library staff. I ask that the members of the Board keep this in mind when they engage in direct communication with union representatives.

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

**Staff Presentation:
Tutor.com – Kristin Alvarado**

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

**Financial Statements:
Robert Tessier**

Orange County Library System Financial Statement Highlights One Month Ended October 31, 2002

Operating Fund Revenue and Expenditure Summaries

The attached Operating Fund Summaries illustrate why the level of our reserves is so important. Although we only received \$88,000 in revenue for the month of October, we spent \$1,610,000. Large amounts of tax revenues don't start coming in until the third or fourth week of November of each year. Prior to this, we are relying our reserves to pay the bills and meet payroll.

Contributions - Other

We typically budget \$3,000 each year for miscellaneous contributions. Normally, patrons contribute small amounts throughout the year and we may receive a couple of larger contributions from corporations such as Wall Mart. In October of this year we received a \$3,000 contribution from Oracle, which specified that the gift is to be used to fund school age programming for underprivileged children.

Workers Compensation, Other Insurance

Our health insurance premiums are paid on a monthly basis. Some of the remaining types of coverage, including Workers Compensation and Director's & Officers, are required to be paid in a lump sum (to avoid high interest charges) or over a couple of months. As a result, the actual percent expended for these two accounts is higher than if the premiums were paid monthly.

Main Debt Service & Branch Debt Service Funds

Based on a request at the last Board meeting, we have included a schedule at the bottom of each of these statements showing the future debt service payments. The semi-annual payments for the current fiscal year are listed and then annual amounts are shown for subsequent years. The last payment for the Main Library bonds is due on September 1, 2006. The last payment for the loan used to construction branch libraries is due on August 1, 2010. There will be little expenditure activity in either of these two funds until the semi-annual debt service payments in February and March.

Capital Projects Fund

There won't be much expenditure activity in this fund until after a construction contract is awarded in December. Prior to this, there will be some permit fees and payments to our architect.

Operating Fund Balance Sheet

The Operating Fund Balance Sheet is not included in this Board packet as we are still working on the September 30, 2002 year-end balances for the audit.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
One Month Ended October 31, 2002**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>% RCVD (1 month=8%)</u>
AD VALOREM TAXES	21,561,212	0	0.0%
INTERGOVERNMENTAL			
Grants	23,000	0	0.0%
State Aid	1,638,000	0	0.0%
Law Collection Fees	250,000	22,750	9.1%
	<u>1,911,000</u>	<u>22,750</u>	<u>1.2%</u>
CHARGES FOR SERVICES			
Fee Cards	16,000	1,445	9.0%
PC Pass	6,000	1,850	30.8%
Classes	4,000	0	0.0%
Meeting Rooms	30,000	0	0.0%
Copy & Vending	160,000	10,841	6.8%
	<u>216,000</u>	<u>14,136</u>	<u>6.5%</u>
FINES			
Fines	500,000	30,991	6.2%
Service Charge (Collection)	2,000	0	0.0%
Lost Materials	50,000	4,468	8.9%
	<u>552,000</u>	<u>35,459</u>	<u>6.4%</u>
MISCELLANEOUS			
Interest Earnings	350,000	10,993	3.1%
Rents	3,000	0	0.0%
Disk Sales	2,000	172	8.6%
Contributions - Friends of Library	75,000	0	0.0%
Contributions - Others	3,000	3,155	105.2%
Miscellaneous	30,000	1,481	4.9%
	<u>463,000</u>	<u>15,801</u>	<u>3.4%</u>
TRANSFER FM TAX COLLECTOR	185,000	0	0.0%
TOTAL REVENUES	<u><u>24,888,212</u></u>	<u><u>88,146</u></u>	<u><u>0.4%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
One Month Ended October 31, 2002

02-221

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>% EXPEN (1 month=8%)</u>
SALARIES & BENEFITS			
Salaries (Sick Leave Payout=\$155)	10,694,565	860,897	8.0%
Medicare Taxes	155,068	10,767	6.9%
DCP - Retirement Contributions	802,095	57,100	7.1%
DBP - Retirement Contributions	775,211	60,056	7.7%
Life and Health Insurance	1,532,847	115,085	7.5%
Worker's Compensation	125,122	32,535	26.0%
Unemployment Compensation	9,806	0	0.0%
Parking & Bus Passes	90,000	6,660	7.4%
	<u>14,184,714</u>	<u>1,143,100</u>	<u>8.1%</u>
OPERATING			
Professional Services	150,000	0	0.0%
Other Contractual Services	595,000	19,575	3.3%
Other Contract. Serv.- Janitorial	212,000	16,957	8.0%
Training and Travel	75,000	3,267	4.4%
Telecommunication	248,000	15,942	6.4%
Delivery and Postage	982,000	73,570	7.5%
Utilities	628,000	481	0.1%
Rentals and Leases	848,000	74,987	8.8%
Insurance	125,000	15,571	12.5%
Repair and Maintenance	520,000	13,543	2.6%
Repair & Maint. - Hardware/Software	185,000	14,812	8.0%
Copying/Printing	184,000	0	0.0%
Property Appraiser's Fee	250,000	0	0.0%
Tax Collector's Fee	435,000	0	0.0%
Supplies	608,000	23,260	3.8%
Supplies-Hardware/Software	168,000	0	0.0%
Contingency	300,000	0	0.0%
	<u>6,513,000</u>	<u>271,965</u>	<u>4.2%</u>
CAPITAL OUTLAY			
Building and Improvements	1,805,000	3,902	0.2%
Hardware/Software	599,000	0	
Equipment and Furniture	125,000	0	0.0%
	<u>2,529,000</u>	<u>3,902</u>	<u>0.2%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	15,000	159	1.1%
Materials - Law	210,000	29,485	14.0%
Materials - Other	3,935,000	161,134	4.1%
	<u>4,160,000</u>	<u>190,778</u>	<u>4.6%</u>
TRANSFER TO BR DEBT SERV FUNI	417,000	0	0.0%
TOTAL EXPENDITURES	<u><u>27,803,714</u></u>	<u><u>1,609,745</u></u>	<u><u>5.8%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
One Month Ended October 31, 2002**

02-221

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(1 month=8%)</u>
REVENUES			
Ad Valorem Taxes	1,181,080	0	0.0%
Interest	17,000	0	0.0%
Transfer From Tax Collector	13,000	0	0.0%
TOTAL REVENUES	<u>1,211,080</u>	<u>0</u>	<u>0.0%</u>

EXPENDITURES

Principal	1,055,000	0	0.0%
Interest	196,738	0	0.0%
Tax Collector's Fee	26,262	0	0.0%
TOTAL EXPENDITURES	<u>1,278,000</u>	<u>0</u>	<u>0.0%</u>

FUTURE DEBT SERVICE PAYMENTS

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
3/1/03		98,369
9/1/03	1,055,000	98,369
2004	1,100,000	151,900
2005	1,150,000	104,600
2006	1,200,000	54,000
	<u>4,505,000</u>	<u>507,238</u>

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND**

One Month Ended October 31, 2002

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(1 month=8%)</u>
REVENUES			
Transfer From General Fund	417,000	0	0.0%
Interest	7,000	0	0.0%
TOTAL REVENUES	<u>424,000</u>	<u>0</u>	<u>0.0%</u>

EXPENDITURES

Principal	305,660	0	0.0%
Interest	111,119	0	0.0%
		0	
TOTAL EXPENDITURES	<u>416,779</u>	<u>0</u>	<u>0.0%</u>

FUTURE DEBT SERVICE PAYMENTS

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
2/1/03	151,317	57,072
8/1/03	154,343	54,046
2004	318,009	98,770
2005	330,856	85,922
2006	344,223	72,556
2007	358,129	58,649
2008	372,598	44,181
2009	387,651	29,128
2010	436,497	13,467
	<u>2,853,623</u>	<u>513,792</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
One Month Ended October 31, 2002**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(1 month=8%)</u>
REVENUES			
State Construction Grant	440,000	0	0.0%
Partial Contribution-City of W. Gar	114,000	0	0.0%
Interest	15,000	0	0.0%
TOTAL REVENUES	<u><u>569,000</u></u>	<u><u>0</u></u>	<u><u>0.0%</u></u>

EXPENDITURESWINTER GARDEN BRANCH

Architect/Engineer	32,000	0	0.0%
Construction Contract	1,600,000	0	0.0%
Impact & Permit Fees	2,000	0	0.0%
Testing	7,000	0	0.0%
Other	9,000	0	0.0%
Contingency	108,000	0	0.0%
TOTAL EXPENDITURES	<u><u>1,758,000</u></u>	<u><u>0</u></u>	<u><u>0.0%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
October 31, 2002

02-221

	<u>BALANCE</u> <u>09/30/02</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> <u>10/31/02</u>
OPERATING				
Checking	167,951	6,528,945	(5,992,883)	704,013
SBA Investments	3,442,579	0	(2,400,000)	1,042,579
CD Investments	<u>7,580,000</u>	<u>7,160,000</u>	<u>(7,160,000)</u>	<u>7,580,000</u>
	11,190,530	13,688,945	#####	9,326,592
MAIN DEBT SERVICE				
AIM Investments	121,430	12,942	0	134,372
BRANCH DEBT SERVICE				
CD Investments	383,209	0	0	383,209
CAPITAL PROJECTS				
Checking	3,526	170,023	(161,386)	12,163
SBA Investments	<u>1,140,672</u>	<u>0</u>	<u>(170,000)</u>	<u>970,672</u>
	1,144,198	170,023	(331,386)	982,835

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

**Statistics and Summaries:
Debbie Moss**

STATISTICAL SUMMARY September 2002

Circulation and Door Count trends:

Though growth over the same month last year is still apparent, it is not as great as that experienced throughout the last year due to the opening of West Oaks.

Library Activities:

A new statistic reported here is Storyline, 407 835 7333. This figure represents the total number of calls to this phone in story telling line. Currently there are 3 choices for callers; a Magic player or Library staff reading a story in either English or Spanish. We are not able at this time to sort this number by how many calls go to each "mail box".

The number of classes offered for the public, along with attendance, show positive growth over last month. Individual PC sign ups are down. This is attributable to the fact that we were closed two days during September for Labor Day. If you look at the daily average for the last two months (August 1390 and September 1397) we actually were not experiencing a decline in PC use.

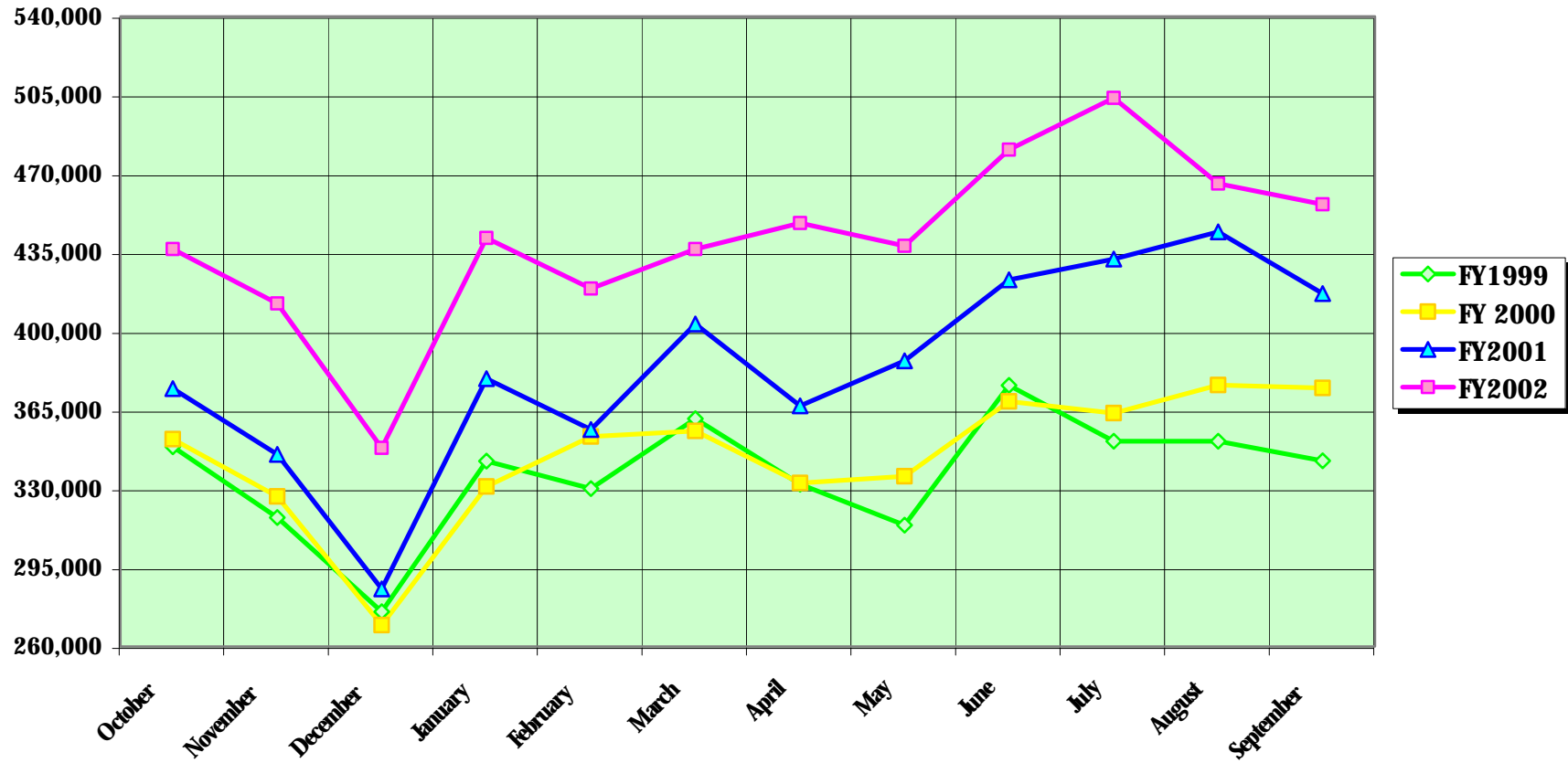
OCLS.INFO:

Once again the statistics here support the fact that many of our patrons are accessing Library services electronically.

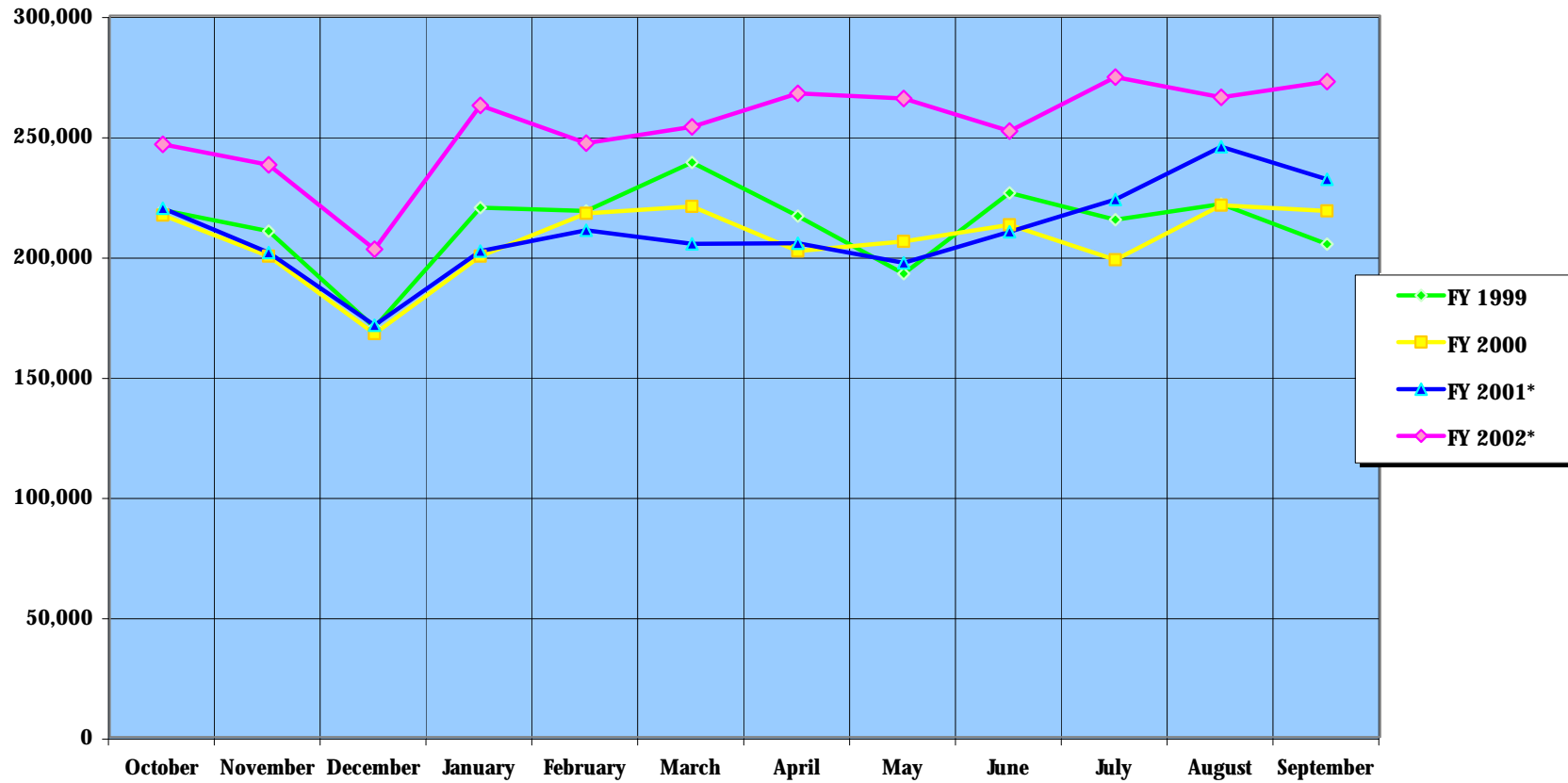
Online Database Usage:

Some of our databases continue to reflect the influence of the school year. Particularly popular among students are the Literature Resource Center and the Biography Resource Center.

**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION
Fiscal Year 1999 Through Fiscal Year 2002 TO Date**



**Orange County Library System
Door Counts
Fiscal Year 1999 through Fiscal Year 2002 To Date**



Orange County Library System: Circulation Report FY 2002 YTD & FY 2001

	Oct-01	Oct-00	Nov-01	Nov-00	Dec-01	Dec-00	Jan-02	Jan-01	Feb-02	Feb-01	Mar-02	Mar-01
Circulation												
Main	124,566	106,044	116,678	100,283	99,520	84,490	125,822	109,378	114,597	106,034	123,470	116,492
Branches	275,563	231,508	255,888	210,537	216,320	172,826	277,390	230,922	262,535	216,528	270,520	246,786
MAYL	36,464	32,777	35,295	30,163	27,818	24,008	38,303	34,235	37,985	30,089	37,896	33,757
Talking Books	4,686	4,325	4,612	4,411	4,606	4,321	4,963	4,509	3,901	3,708	4,699	4,321
Total	441,279	374,654	412,473	345,394	348,264	285,645	446,478	379,044	419,018	356,359	436,585	401,356
Door Count												
Main*	69,586	69,398	64,382	64,842	56,016	52,295	77,445	60,548	72,235	61,603	74,501	50,291
Branches	176,850	150,489	173,592	136,653	146,875	118,999	185,176	141,509	174,735	149,069	179,271	154,746
Total	246,436	219,887	237,974	201,495	202,891	171,294	262,621	202,057	246,970	210,672	253,772	205,037

	Apr-02	Apr-01	May-02	May-01	Jun-02	Jun-01	Jul-02	Jul-01	Aug-02	Aug-01	Sep-02	Sep-01	% of Change	YTD 2002	FY 2001	YTD % of Change
Circulation																
Main	125,080	106,599	117,546	106,569	130,299	115,757	140,094	122,514	132,138	118,907	132,944	114,952	15.65%	1,482,754	1,308,019	13.36%
Branches	280,997	222,543	278,846	240,604	303,950	226,282	312,491	226,570	289,013	278,919	278,484	263,260	5.78%	3,301,997	2,767,285	19.32%
MAYL	38,109	33,425	37,558	35,151	42,918	36,941	46,961	38,683	44,555	41,451	41,169	34,425	19.59%	465,031	405,105	14.79%
Talking Books	3,951	4,332	4,078	4,586	3,526	3,974	4,164	4,400	4,079	4,961	3,828	4,147	-7.69%	51,093	51,995	-1.73%
Total	448,137	366,899	438,028	386,910	480,693	382,954	503,710	392,167	469,785	444,238	456,425	416,784	9.51%	5,300,875	4,532,404	16.96%
Door Count																
Main*	76,978	53,844	73,048	50,491	80,010	60,646	75,891	60,646	74,972	60,647	74,620	60,647	23.04%	869,684	705,898	23.20%
Branches**	190,788	151,464	192,491	146,678	171,919	149,444	198,496	162,922	191,079	184,826	197,901	171,252	15.56%	2,179,173	1,818,051	19.86%
Total	267,766	205,308	265,539	197,169	251,929	210,090	274,387	223,568	266,051	245,473	272,521	231,899	17.52%	3,048,857	2,523,949	20.80%

*FY 2001: Estimates due to equipment failure.

**Southwest's & West Orange's September 2002 door counts are estimates.

Orange County Library System: Library Activities Report FY 2002 YTD & FY 2001

	Oct-01	Oct-00	Nov-01	Nov-00	Dec-01	Dec-00	Jan-02	Jan-01	Feb-02	Feb-01	Mar-02	Mar-01
Program Attendance Total	12743	11,377	12,075	11,091	7,587	7,214	9,200	7,311	8,515	9,363	10,371	11,700
Total # of Programs	367	282	291	279	294	208	296	235	276	246	358	326
StoryLine	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Class Attendance	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total # of Classes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
QuestLine	10,881	8,806	9,950	7,983	8,466	6,222	12,338	9,212	11,871	8,816	11,726	9,784
Hits to Website	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4,091,966	N/A
Online Database Usage	24,735	20,553	28,860	18,876	19,425	14,531	22,543	15,601	26,969	19,560	32,797	19,567
P.C. Sessions	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Number of Registered Cards in the System	216,209	204,050	218,252	203,745	219,757	203,933	220,764	203,612	221,441	203,753	222,360	204,008

	Apr-02	Apr-01	May-02	May-01	Jun-02	Jun-01	Jul-02	Jul-01	Aug-02	Aug-01	Sep-02	Sep-01	% of Change	YTD 2002	FY 2001	YTD % of Change
Program Attendance Total	11,304	9,946	8,152	10,768	10,925	12,963	11,873	10,618	7,745	8,511	8,322	9,246	-9.99%	118,812	120,108	-1.08%
Total # of Programs	338	286	296	283	308	315	352	296	280	290	583	263	121.67%	4,039	3,309	22.06%
StoryLine	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	397	N/A	N/A	N/A	N/A	N/A
Class Attendance	N/A	N/A	N/A	N/A	N/A	N/A	38	N/A	81	N/A	138	N/A	N/A	N/A	N/A	N/A
Total # of Classes	N/A	N/A	N/A	N/A	N/A	N/A	7	N/A	11	N/A	24	N/A	N/A	N/A	N/A	N/A
QuestLine	12,145	9,644	10,804	9,200	11,315	9,292	12,147	9,956	12,040	9,956	12,103	11,418		135,786	110,289	23.12%
Hits to Website	4,571,875	N/A	4,402,725	N/A	4,352,049	N/A	5,047,880	N/A	4,963,300	N/A	4,849,389	N/A	N/A	N/A	N/A	N/A
Online Database Usage	33,319	17,864	23,637	12,749	21,226	12,817	21,669	13,038	27,191	13,266	28,292	20,313		310,663	198,735	56.32%
P.C. Sessions	N/A	N/A	48,558	N/A	44,601	N/A	44,695	N/A	43,106	N/A	39,138	N/A	N/A	N/A	N/A	N/A
Number of Registered Cards in the System	223,703	204,191	225,511	204,757	229,957	207,054	233,403	209,022	237,073	210,741	240,074	N/A	N/A			

Orange County Library System: OCLS.INFO Report FY 2002 YTD & FY 2001

	Oct-01	Oct-00	Nov-01	Nov-00	Dec-01	Dec-00	Jan-02	Jan-01	Feb-02	Feb-01	Mar-02	Mar-01
Online Catalog Searches	164088	119,692	150,693	103,459	106,900	79,908	160,286	122,679	149,492	113,429	151,689	137,239
Online Renewals	34934	25,166	33,545	25,400	30,781	21,782	33,527	23,706	34,505	24,534	38,379	28,018
Online Reference Questions	197	177	298	132	329	123	462	166	586	171	427	203
Online Requests	21,583	19,002	20,210	16,661	17,357	13,012	26,217	21,755	22,367	18,438	24,369	20,949
Online Suggestions	63	49	166	38	160	37	127	36	101	48	89	44

	Apr-02	Apr-01	May-02	May-01	Jun-02	Jun-01	Jul-02	Jul-01	Aug-02	Aug-01	Sep-02	Sep-01	% of Change	YTD 2002	FY 2001	YTD % of Change
Online Catalog Searches	163,152	124,339	152,814	121,381	169,928	134,125	165,432	142,150	168,765	152,546	172,141	147,075	17.04%	1,875,380	1,498,022	25.19%
Online Renewals	39,348	26,385	40,364	26,611	41,242	28,257	48,583	30,778	47,054	31,987	48,934	31,399	55.85%	471,196	324,023	45.42%
Online Reference Questions	360	196	416	181	483	177	487	194	406	187	451	179	151.96%	4,902	2,086	135.00%
Online Requests	27,011	18,401	27,068	19,976	30,086	21,506	30,684	21,458	31,164	23,572	30,298	20,904	44.94%	308,414	235,634	30.89%
Online Suggestions	108	52	84	55	86	52	74	64	67	65	67	46	45.65%	1,192	586	103.41%

**Orange County Library System
Circulation Statistics**

September 1, September 30, 2002										
Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Total Visits	Year Ago	Gain (Loss)	%Gain (Loss)
Main*	29	132,944	29.13%	114,952	17,992	15.65%	74,620	60,647	13,973	23.04%
Books by Mail	20	41,169	9.02%	34,425	6,744	19.59%	N/A	N/A	N/A	N/A
Talking Books	20	3,828	0.84%	4,147	(319)	-7.69%	N/A	N/A	N/A	N/A
West Oaks	21	26,418	5.79%	25,458	960	3.77%	17,228	16,175	1,053	6.51%
Herndon	24	30,305	6.64%	27,420	2,885	10.52%	28,533	15,958	12,575	78.80%
Alafaya	24	36,226	7.94%	35,415	811	2.29%	16,741	16,114	627	3.89%
Southeast	24	24,277	5.32%	23,320	957	4.10%	21,159	17,629	3,530	20.02%
Hiwassee	24	18,862	4.13%	18,280	582	3.18%	16,150	13,721	2,429	17.70%
Southwest**	24	29,539	6.47%	28,348	1,191	4.20%	19,791	15,146	4,645	30.67%
Edgewater	24	19,036	4.17%	17,480	1,556	8.90%	22,361	17,300	5,061	29.25%
North Orange	24	26,087	5.72%	24,262	1,825	7.52%	13,447	14,977	(1,530)	-10.22%
South Orange	24	28,437	6.23%	27,158	1,279	4.71%	12,460	15,985	(3,525)	-22.05%
South Trail	24	13,063	2.86%	11,662	1,401	12.01%	10,056	9,669	387	4.00%
West Orange**	20	9,789	2.14%	9,098	691	7.60%	6,300	4,683	1,617	34.53%
Windermere	20	11,524	2.52%	10,378	1,146	11.04%	8,741	8,965	(224)	-2.50%
Wash. Park	20	4,921	1.08%	4,981	(60)	-1.20%	4,934	4,930	4	0.08%
Total	366	456,425	100.00%	416,784	39,641	9.51%	272,521	231,899	40,622	17.52%

*FY 2001: Estimates due to equipment failure.

**Southwest's & West Orange's September 2002 door counts are estimates.

Online Database Usage Statistics

Fiscal Year 2002 - September Report

NUMBER OF SEARCHES

	OCT	NOV	DEC	Jan 2002	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD
ALLDATA Online								976	944	1,310	805	1,090	5,125
Ancestry Plus					139	197	91	373	230	232	213	148	1,623
Associations Unlimited	359	258	270	259	370	300	333	454	343	404	486	314	4,150
Biography & Genealogy Master Index	353	384	253	104	221	241	190	234	143	283	228	154	2,788
Biography Resource Center	4,381	4,281	3,555	4,184	7,020	4,924	4,417	4,111	2,081	2,604	4,327	5,676	51,561
Business & Company Resource Center	1,631	3,529	1,915	2,846	1,992	2,715	2,965	2,266	2,370	2,111	6,194	3,462	33,996
Dun & Bradstreet International Business Locator		73	101	133	260	164	130	213	171	152	123	92	1,612
First Search	3,136	2,620	2,000	3,197	2,975	3,195	3,048	2,867	2,683	2,373	2,093	1,842	32,029
General Reference Center Gold	5,307	7,033	4,204	4,731	6,120	6,839	9,356	4,373	4,464	4,434	3,957	5,076	65,894
Health Reference Center	447	428	189	318	560	532	365	210	199	140	170	283	3,841
Health Wellness Resource Center	2,230	1,770	1,284	902	1,576	3,251	3,061	2,675	2,417	2,461	2,167	2,198	25,992
Learnatest								availabl	589	282	192	198	1,261
Literature Resource Center	3,575	5,205	2,554	2,329	2,357	4,552	4,507	2,068	1,010	1,931	2,147	2,606	34,841
New York Times					135	167	89	271	141	323	128	58	1,312
Novelist				111	384	2,609	1,204	718	618	496	744	548	7,432
Orlando Sentinel	2,243	2,347	2,062	2,358	1,795	2,155	2,246	1,749	2,161	2,023	2,211	2,123	25,473
Poemfinder			626	501	211	282	233	377	528	527	219	1,528	5,421
StoryFinder					54	n/a	143	192	*	*	*	*	
SIRS Knowledge Source	1,073	932	412	570	800	674	941	486	1,078	1,483	787	896	10,132
TOTAL NUMBER OF SEARCHES	24,735	28,860	19,425	22,543	26,969	32,797	33,319	24,613	22,170	23,569	27,191	28,292	314,483

*Effective June 2002, usage statistics for Story Finder, Poem Finder, and Essay Finder will be combined.

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

Consent Agenda:

- A. Public Comment Policy**
- B. Annual Plan of Service**
- C. Southwest Lease Amendment**

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

Public Comment Policy

Proposed Policy Draft

LIBRARY BOARD OF TRUSTEES PUBLIC COMMENT POLICY

Members of the public who wish to address the Board must first fill out and present to the Orange County Library System Board of Trustees, a “Notice of Intent to Speak” form. If an electronic form of comments is submitted, these will be made available to the public as part of the Board Minutes. Public comments of items listed on the agenda will occur just prior to the Board’s discussion and action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda. Public presentations shall be limited to three (3) minutes. In the event more than ten (10) persons signify their intent to speak, a period not to exceed thirty (30) minutes shall be set aside and divided up equally among those registered to speak. The order of speaking among those persons who have filled out the “Notice of Intent to Speak Form” shall be the order in which the forms were received by the Board’s Administrative Assistant. “Notice of Intent to Speak” forms will not be accepted after the meeting has been called to order. Information listed on the “Notice of Intent to Speak” forms will be included in the Board Meeting Minutes and thus become public record.

The Board shall have the power to extend periods of public comment to address issues of special concern by a majority vote of those Board Members present.

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

Annual Plan of Service



**101 East Central Boulevard
Orlando, Florida 32801-2471
phone: 407.835.7323
fax: 407.835.7648
website: ocls.info**

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

ANNUAL PLAN OF SERVICE FY 2003

Branch Facilities

- North Orange: Renovate interior of North Orange Branch, including new carpeting, furniture, shelving, exterior signage, new roof and upgraded lighting and the addition of 20 additional public access computers.
- Winter Garden: Select contractor for Winter Garden Branch, begin construction of new 12,000 sq. ft facility.
- Eatonville: This small (7,500 sq ft) branch, will be partially funded by the recently approved Library Construction Grant awarded to the Town of Eatonville. The OCLS has an agreement with Eatonville to provide collection and staffing services upon completion of the building.
- South Creek: Open new South Creek facility. Features of this location include self check out, a fully “radio frequency identity” tagged collection, 32 internet capable PC’s for the public and a computer learning lab.

Orlando Public Library

- WOW space: An architect has been selected for this \$1.5 million renovation to the first floor of the Orlando Public Library. Developing final design plans and the selection of a contractor will be this year’s major activities. The space is being developed to bring the growing downtown population into the Library as an exciting gathering place where visitors will find inspiration, innovation and find their imaginations stimulated.
- Computer Resource Center: Reconfigure public access PC’s throughout the building to one location.
- Fire Panel: Install a new fire panel and voice evacuation system.

Technology

- Improve the Library's Branch backbone network to 100 Mbps. Convert public access network to a Citrix system.
- Desk Free Reference: Expand use of handheld computer devices (Palm's, tablet PC's) for the provision of service to patrons in the stacks and out from behind the reference desk.
- Virtual Reference: Establish real time live reference via the Library's website ocls.info.
- Central Florida Memory Project: The Library, in partnership with University of Central Florida and the Central Florida History Museum, will launch the pilot project for the Central Florida Memory web site. The site will contain images, diaries and various ephemera in digitized format telling the story of the Central Florida's development during the early part of the 20th century.

Collection

- Computer games and software: Add these two new formats to two regionally located Branches. Evaluate for addition to other locations.
- Materials budget: Increase materials spending by \$450,000 with particular attention to electronic resources, Spanish language and Vietnamese materials, DVD's and bestsellers.

Human Resources

- Staff Intranet: Develop expanded Staff Intranet, updated in real time and with more options for staff participation and input.
- Staff Enrichment Day: Hold first annual Staff Enrichment Day on November 11, 2002. The purpose of the day is to bring employees together for staff development and enrichment, thank employees for their hard work and efforts throughout the year, and to explore new ideas.
- Implementation of Fish! workplace philosophy to provide better customer service through a more relaxed and fun infused workplace.

Marketing

- Increase knowledge and use of the Library through a marketing campaign using new logo, new look, and new mission statement (Information, Imagination, Inspiration). Develop community and business partnerships to increase awareness of the Library and its services. Offer additional programs, classes and events in order to increase use of the Library.

- Volunteers: Expand the Library's recruitment of volunteers to assist with programs, computer use and the promotion of the Library throughout the community.

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

**Additional information included in
the printed version of the Board
Packet to be provided at the
meeting.**

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

Southwest Lease Amendment

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

**Additional information included in
the printed version of the Board
Packet to be provided at the
meeting.**

October 16, 2002

Via Hand Delivery

Ed F. Furey, III
Vice President/Secretary Treasurer
The Dr. P. Phillips Foundation
P.O. Box 3753
Orlando, FL 32802

RE: The Dr. Phillips Community Room at Southwest Branch Library

Dear Ed:

Thank you for the proposal regarding adding the Community Room to the Leased Premises. The concept of your proposal looks acceptable to me but it needs the approval of our Board of Trustees. Their next scheduled meeting is November 8th.

In terms of the political activity clause, we'd like to be able to accommodate your request. I am reviewing options with our Attorney and will get back to you with a complete response as soon as I have a legal opinion. I have included a copy of the Rules of Conduct as requested. In the meantime, to keep this moving along here are answers to the questions you posed.

Question 1. The Friends of the Orange County Library System is a non-profit organization whose mission is to support the Library System. The Friends work to raise funds, increase public awareness, and support projects and programs the normal Library budget does not cover. A brochure is attached.

Questions 2 and 5. Community Partners and partnership agreements are both references to reciprocal arrangements with outside organizations the Library enters into for the benefit of both parties. Typically an organization (the Community partner) approaches the Library asking for access to Library facilities or support for a program. In exchange for our support, the organization agrees to provide goods or services to the Library usually in the form of a program or class. For example, we have an arrangement with the Adult Literacy League whereby the Library provides tutoring materials and the League provides literacy tutoring. Because our Board specifically wanted to encourage more of these arrangements, they authorized waiving the meeting room fee when appropriate.

Question 3. The term "for profit" groups refers to corporations and company organizations. Our former policy limited use of the meeting rooms to nonprofit 501(C)(3) organizations. With the advent of a room fee, we wanted to open access to other groups.

Question 4. Under our policy, meeting room reservations are intended to be for residents of the Library District, hence our reference to cardholders. As you note, management companies book some rooms. The card issue can be resolved by having the company or homeowner association member supply verification of an active library card. Requests for meeting room use from groups outside the Library District would be declined in order to keep the rooms available for residents.

Question 6. A copy of the Library Rules of Conduct has been enclosed for your review. Our conduct rules have not been subject to frequent change. Rather they are addressed on an 'as needed' basis. Copies are available to Library users in both English and Spanish and the rules are posted near the entrance of all our facilities. The conduct rules were recently been put into this format. The Board approved them in March 2002.

Question 7. Due to our programs and room demand by others we limit the ability of groups to book rooms far into the future. Our procedure uses a combination of three months ahead and four meetings at a time as controls. We did not think it fair for a few groups to monopolize the rooms and create the impression the Library was their headquarters. We handle the multiple meeting issue in the manner you described. Should a group have four meetings booked, they are eligible to make their next four bookings at the time of their last meeting.

Again, thank you for this proposal. I hope we can iron out the language changes in time for Board consideration in November.

Sincerely,

Mary Anne Hodel
Library Director / Chief Executive Officer

Lease Amendment Southwest Branch Community Room

I. PROBLEM STATEMENT

The Library is interested in using the meeting room at the Southwest Branch in order to hold more programs there than we have been able to in the past. The current arrangement excludes the meeting room from the lease and our use of the room is dependent on Landlord approval for every Library program or event. The Dr. P. Phillips Foundation has proposed a lease amendment.

II. EXECUTIVE SUMMARY

The Library System has operated the Southwest Branch Library in a facility leased from the Dr. P. Phillips Foundation since February 1, 1989. The original lease was amended in 1999 and a second ten-year term was agreed to, expiring January 31, 2009. The facility has a 2400 square foot community room that is not part of the leased premises. Due to Library's increased demand for use of the room, the Foundation is proposing the Community Room become the Library's leased space. Key elements of the proposal are:

- Library leases the Community Room and assumes control of bookings.
- An additional rent increase of \$2,035./month with annual adjustment clause.
- Foundation proposes the Lease incorporate a meeting room policy that is slightly different from the previously passed Board policy that would only apply to Southwest with restrictions on room use for any type of political activity. This is consistent with the terms of the original 1989 lease.
- The Lease amendment reserves the right of the Foundation to take back control of the Community Room.

III. RECOMMENDATION

The current arrangement severely limits provision of programs by the Library and hinders our program of service at this location. In addition to having one of the largest regular audiences for children's programming, the Branch has active and solid use by its patrons for a variety of library services.

While this agreement would create a policy specific to one site, greater access to the meeting room has benefits for the Library and its customers. Staff recommends the Library Board authorize the Director/CEO to execute a Lease Amendment with the Dr. P. Phillips Foundation.

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

**Discussion and Possible Action
Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

Director's Report

November 2002 Director's Report

The South Creek Branch opened on Sunday, October 27 to a crowd of over 2000. They enjoyed all the new technology and used the computers and self check out stations. Albertson's donated three-sheet cakes that were enjoyed by many. The Orange County Sheriff's Department and the Tiger Cub Scouts made the day very special by distributing battery operated fans, silly putty and programs. Mary Anne welcomed and thanked everyone including former Library Director Dorothy Field. Library Board President Tom Kohler and Friends President Cathy Kennedy encouraged Library use and volunteer participation. The ribbon was cut and thousands passed through our new branch library doors for the first time. Many people made this branch possible and the Library owes much to:

Harvard Jolly Clees, Toppe

Scherer Construction Company

Friends of the Orange County Library System for the flagpole, hosting and refreshments,

Albertson's for supplying the cakes

The Esquires, for providing the lively music for the opening.

Orange TV for their coverage of the opening.

John Claytor for his diligent marshaling of the project through so many challenging situations.

John Martin, Sally Fry and Craig Wilkins for the tireless efforts to make this branch a reality.

Julie Ventura and the staff of South Orange for planning and executing such a successful move.

Jim Baker for his expert moving advice.

Eric Atkinson, Earl Hoffman, Gerardo Caceras, and Abraham, Barrios for their installation and implementation of the hardware, software and telecommunication lines.

Marilyn Hoffman and Community Relations staff for their making the opening such a memorable event.

Sheri Chambers for her videotaping of the event.

Ben Garcia for the creative work he did in making banners and signs.

The dedication plaque for South Creek branch arrived the day after the dedication and has been hung.

Per hour attendance at South Creek opening is a record:

Site	Door Count	Hours	Per Hour Attendance
Alafaya	1992	11	181
West Oaks	2371	11	215
South Creek	2080	4	520

The new ideas used at South Creek have been well received. Other Branch Managers are excited by the new ideas they saw at South Creek. Requests for slat-wall shelving, as well as banners are flowing in.

! Our Story Line (407) 835-7333 now has three stories each month:

- 1) Magic
- 2) Library Storyteller
- 3) Spanish story

! In an effort to make it easier to find materials, the books in the reference 400s have now joined the circulating **400s** on the **second floor**. All **700s**, including the songbook and sheet music collection, are now on the **third floor**. The changes in the organization of materials are in preparation for the WOW space and also are a move towards the eventual Dewey arrangement of the collection. On the **first** floor is Children's, Circulation, Mail Room, first floor service desk, as well as AV materials, Fiction, and the large print collection. Legal materials and genealogy are still on the 4th floor.

! Plans are being made for a wireless trial at the Library. This will provide patrons with laptops the ability to login to our network while visiting the Main Library. Wireless for the branches is part of the plan for their "backbone upgrade". Each of our branches will require 2 access points, one for secured "staff-only" access, and one for patron/guest access. Since this will be done as part of the rest of the backbone upgrade, our wireless adds about \$1,500 per branch.

! FYI, on Wednesday 10/23/2002 OCLS partnered with the Church of Jesus Christ of Latter Day Saints (LDS) to launch the online 1880 U.S. Census & 1881 Canada Census-free access to these censuses available at the LDS website, www.familysearch.org. About 60 invited guests from local government, libraries, genealogy and history societies and institutions attended.

Orange TV covered the event. Afterwards they filmed Gregg Gronlund, 4th Floor Reference Department Head, providing a demonstration of the website, and then did an interview about the product, our Genealogy collection and services. The interviewer and the cameraman were very excited about the entire event, even getting interested in doing Genealogy themselves. The interviewer said it would take about two weeks to get the program ready to air.

This LDS web site has been added to the list of Online Databases that are available on our Catalog & Online Database computers. Primarily, this was done to allow the non-Internet PCs in Genealogy to access this site. The added bonus is that it will also be available at all other locations.

Halloween was celebrated this year at OCLS in a big way. The pumpkin decorating contest was fun and showed wonderful creativity on the part of the staff.

Sheri Chambers and Jim Myers led the group of five judges from the Friends of the Library around Main this afternoon to see all the pumpkins, then showed them color photos sent in from the Branches. The winners were:

1st - Custodial Maintenance and their "Pumpkin of the Round Table"

2nd - Tech Services and their "Tess"

3rd - Hiawassee and their "Hiawitchcee"

Several staff have commented on how nice it was to celebrate Halloween this year. The display in the lobby created by graphic artist, Ben Garcia was a great success and was enjoyed by many. One day while the display was up, a staff member heard a lot of noise and looked to see what it was and there were 3 young kids just squealing at the ghost and laughing. It was great fun for all. Staff have also enjoyed looking on line at the pictures.

_101 East videotaped the Halloween activities, both at Main and in some Branches. A Halloween video will be coming soon in which all the pumpkins will be featured.

The new popcorn machine made its debut on Halloween. The Library provided small bags of popcorn to all those who visited the Main Library on that afternoon. It was very well received, especially by the children.

The Library's mascot made its first appearance on Halloween in the Children's Department. There will be a contest to name the mascot. Hopefully, it will have a name by the Citrus Bowl parade in late December.

! The Library received the a lovely blown glass fish which won First Prize in the Fiesta in the Park Festival held last weekend at Lake Eola. It is a beautiful large blue and orange fish created by Vasile Loznianu of Pinellas Park, Florida.

_The staff Sound Forge classes scheduled for November are all full. We hope to offer more December. There will also be an opportunity to preview Sound Forge on Staff Day.

! The Library is offering to all staff as an additional benefit, flexible spending accounts. The accounts can be set up for un-reimbursed medical expenses and/or for childcare expenses. Employees can set aside pretax dollars in a FSA for childcare expenses or an FSA for medical expenses. The medical FSA dollars can be used to pay medical expenses in the coming tax year that are not covered by regular medical insurance, including costs like co-pays and deductibles. The employee draws on the money as needed to pay for medical expenses, throughout the calendar year. The money to fund the employee's FSA account is taken out each paycheck through payroll deductions throughout the year, The accounts can save the employee on federal tax dollars.

! The ATM machine on the first floor of Main is up and running.

! The Library's first Staff Enrichment Day will be held 11 November 2002 at the Main Library. Featured speaker is Dr. Richard Sweeney,

the University Librarian at the New Jersey Institute of Technology. He is a frequent speaker and presenter on the future of libraries, digital libraries, and library organizations. He has held administrative positions in academic, public and school libraries. Several breakout sessions are also planned for the day.

! HKS has agreed to a contract for \$109,000. They have agreed to a cap on reimbursable expenses of \$1000, with travel only for out of county. Printing costs are excluded from the cap and will depend upon the number of bidders expected. All reimbursable expenses are at cost .

! Tom Knight with Orange County Schools thanked us for the furniture items they received from the South Orange Branch. The principals and teachers were just thrilled, especially with the reading tables and chairs.

! Armor Group has been working on the fire panel. They are checking all the wire ends to identify each circuit. They are half way through this process and should have this part concluded by this week. Armour Group have not yet applied to the city for the permit. They had to get the building specs and designs to our engineering firm, TLC, for approval. Once the specifications are submitted to TLC and the documents are sealed by TLC, they can apply for the permit. They said this should all happen by the end of the week. They are looking for approval by early next week. Completion should be by 22 November.

! John Claytor attended the Winter Garden Planning & Zoning Commission meeting 4 November 2002. The Commission approved our request (submitted by the City Planning Department) for a Special Exception Permit and approved our Site Plan. The Special Exception Permit was required to allow the construction of the Branch in an R-1 zone. The Planning Department recommended approval and I spoke in favor of the request. The approval of the SEP and Site Plan allow us to proceed to the Building Permit application phase of the project.

! At the October Board meeting, the Board had requested a list of the Director's accomplishments to be submitted for the November Board meeting. That list follows the Director's report.

Programs and Events:

October/November:

Author Susan Carol McCarthy who wrote *Lay That Trumpet In our Hands* spoke at the Orlando Public Library on October 9. Her book describes life in Apopka, Florida during the turbulent 1950's and the challenges she faced in putting this story to paper. Ms. McCarthy who now lives in California visited us and her mother who still lives in Apopka.

The Bach Chorus drew a crowd of 96 people at the Friends Second Saturday program and treated them to a superb concert of music from Bach to present under the direction of John V. Sinclair.

Spanish Library Story Line launched in mid-October featured a lively story in Spanish, *La Curaracha Martina*, read by staff member Jose Lopez. November Story Line selections include Magic Player Grant Hill reading *Curious George and the Puppies*; Library Staff member Carolyn Rosenblum reading *Latkes and Applesauce* and Library Staff member Frank Henriquez reading *El Romance de Don Gato*. Call 407-835-7333 to enjoy.

Music in the Library featured a last minute replacement, "The Esquires," playing jazz on the electric bass, mandolin, violin, piano, drums and even a singer. They were great even though they had never played together before. Orange TV filmed and aired this delightful program at the Orlando Public Library where 93 people attended. The Esquires agreed to be our entertainment for the South Creek Branch opening.

OCLS launched tutor.com, an online homework help line for students in English and Spanish. On Thursday, October 31 students from Trace Academy learned how easy it is to access tutor.com with only a card and PIN. Students from Citrus Elementary found out the same thing on Friday, November 1st at the West Oaks Library. In addition to

learning about the great help they can receive in Math, Science, English and Social Studies from home or the library, the children were treated to a Pizza Party !

One Book, One Community: Central Florida Reads *Rocket Boys* by Homer Hickam is in countdown status. This celebration of reading culminates in a reception for national bestselling author Hickam at the Orlando Public Library on Friday, November 8, at 6:30 p.m. and a talk at the Friends of the Library Second Saturday program on November 9 at 2:30 p.m. Other activities for Mr. Hickam include a reading at Rollins College, participation in the City of Orlando Veteran's Day Parade and a book signing at Barnes & Noble.

Enjoy classical guitar with the UCF Guitar Ensemble, six students and director Dr. Eladio Sharron, on Friday, November 15, at 12 noon at the Orlando Public Library.

The Children's Department in the Orlando Public Library features Orlando/UCF Shakespeare Festival Theatre Dramatizations; Orlando City Ballet excerpts from *The Nutcracker*; and Theatre Works presentation of a fractured *Romeo and Juliet* in November.

Many different programs and classes are offered throughout November including: Movies, Origami; Adoption; An American Girl Picnic; Central Florida Zoo; Inkslingers Workshop; Resume Basics; Fire Rescue; Magic Show; Bedtime Stories; and many more. Check the Library's newsletter and web site for a complete listing.

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

**Accomplishments:
2002 January - December**

Accomplishments for 2002: Jan – Dec

Board

Board meeting format changed: presentations by managers; staff presentations on what's new

Policies upgraded: Internet, Rules of Conduct Policy--including an appeals process, Privacy, Commemorative Plaque policy, Community Activity Policy, Communication Policy, Employment Decision Grid, Gifts Policy, Materials Selection Policy, Meeting Room Policy, Public Comment Policy, Plaque Policy, Unattended Children Policy, Early Return to Work Policy.

More policy, board, and financial information made available to public on the web pages.

New format for the Board meeting, providing Board members with more background information on Action items, including Problem Statement, Rationale, Summary, Options, and Recommendation

More and deeper financial information including balance sheet and rollovers made available at Board meetings.

Provided additional programs for Board's continuing education on Government in the Sunshine and Personnel Policies Briefing

Image and Community Relations

First ever: "One Book, One Community", with Orlando Sentinel

Charlotte's Web (Kid's Read)

Rocket Boys (Adult Read) featuring visit by author Homer Hickham

New look and expanded format for Newsletter

New library logo.

“Sleepy Time Sal” LizArt installed

Library participation at Pioneer Days, Seniors Day, St. Luke’s Health Fair, Winter Garden Day, Lord & Taylor Benefit Opening, Latino Leadership – CF Community Fair, Choices in Education, CF YMCA – Teen Achievers, Community Care for Elderly, Earth Day, Hope Fest, YMCA Healthy Kids Day, B.J.’s Read Across America, Darden/ Orlando Philharmonic, Washington Park Fall Festival Picnic, School Book Fair.

Donation envelopes

Filed application for 501(c)(3) status

Digital cameras at branches to capture the special moments.

Hosted reading programs for Governor and Lt. Governor

Two City of Orlando art pieces exhibited at the Main Library.

Use of banners at Main and South Creek

Hired graphic artist

Opened Food For Thought Café

Established test period for collection agency

Participation with Leadership Orlando

Meeting with School leaders/ State Library

Tallahassee Library Day: Met with Orange County legislators along with Friends of Library

Broadening of Friends of Library role : branch book sales, branch volunteers.

Presentations made to:

ABWA, Guardianship Association, BCC, Orlando City Council, Board of County Commissioners (2).

Technology and Facilities

Introduced "Thin Client" Technology

Backbone upgraded Main.

Increase in number and variety of Classes for public, including Sound Forge (digital audio editing) classes.

Number of PC's in CRC and South Creek expanded

Staff Training in Flash applications

Expanded staffing in IS to provide support for various new technologies

Retrofitted two elevators in 1966 portion of Main Library

Replaced lighting controller at Main

Worked through drainage issues at South Creek.

Piloted video conferencing from Main to South Creek meeting room for Homer Hickam performance.

Staff

Provided monthly Bus passes to employees who use LYNX as public transportation

Security system expanded at Main, South Creek and remaining branches budgeted for current fiscal year.
Security ID badges

Converted Defined Contribution Plan to self-directing plan

Amended Defined Contribution Plan to allow terminating employees who have account balances with greater than \$5000 the option of leaving funds in the plan.

Formed committee to evaluate health insurance options for 2003 and made recommendation to Administrative Team.

First Staff Enrichment Day held.

Spectrum training initiative for Assistant Managers implemented

Staff survey

Project Mgmt training for managers.

Laptops for branch managers.

Regular meetings with staff at Main and Branches.

Use of Personal Digital Assistants' to assist customers.

Pallet jack purchased to cut Workmen's Comp claims

Library card contest to get new card holders.

Internet access PC's pulled off reference floors.

Requirement of MLS for all new librarians hired.

Established avenues of communication for employees through various formats: "Muffins with Mary Anne," Brown Bag lunch with Mary Anne" to provide opportunity for employees to visit with Director in informal setting.

Began initiative for librarians to plan and facilitate programs and classes, utilizing more of their professional reference and planning skills.

Flexible Spending Accounts

Customer

Significantly more programs for the public.

Author program Susan Carol McCarthy, Homer Hickham, Jr.

Additional computer services, such as Learn A Test and Tumble Books and Tutor.com.

Orange You Glad You Read Book Club and Mascot to be used in parades and story programs.

Fun Halloween display, programming, pumpkin contest and staff participation.

South Creek Branch built and opened.

South Creek is the first OCLS Branch with....

- 3M security system
- RFID tags
- Digital Library Assistant (will facilitate better collection control and maintenance)
- 32 Internet computers + 2 card catalog only computers
- Flat screens
- Thin client technology
- Computer technology lab
- Acrylic display fixtures
- Slatwall for displays
- Courtesy telephone
- Meeting room with sound system & LCD projector
- Children's learning software and video games
- A more open and inviting atmosphere thanks to lower shelving and brighter, warmer colors
- Banners, posters & graphics by Ben!

Self check-out started at South Creek.

Winter Garden site plan reconfigured, plans completed and put out to bid.

Collections moved at Main: higher circulating AV items moved to first floor for easier access by customers.

Subject materials in straight call number order to make it easier for customer self-service.

ATM at Main installed.

Increases in Circulation: Main and branches

Librarians transferred to Branches where 60% of business occurs.

Central Florida Memory : joint efforts with History Museum and UCF on digitizing local historical materials.

Music outside Main front doors.

Wow space concept formulated, RFP for architectural services issued and responses evaluated, HKS recommended as architect for project.

Strategic planning effort begun, Community Visioning session

Continuous customer surveying

“Tell your library story” contest.

Established volunteer opportunities and job descriptions to encourage more community involvement at branch libraries.

More emphasis on Spanish customers:

Programs:

September 14 - Friends of the Library, Second Saturday program, Orlando Public Library, author Bill Belleville, *Deep Cuba: The Inside Story of an American Oceanographic Expedition*

September 20 - Music in the Library, Orlando Public Library Latin Music Institute

September 25 - KIDS Voting, Southeast Library, bilingual program, English and Spanish

October 16 - You and Your Vote, Southeast Library, bilingual program, English and Spanish

October Library Story Line - Magic Story is read in both English and Spanish, 407-835-7333.
(Plans include a monthly Spanish Story Line)

Spanish story line started this October – Children's stories in Spanish, each month a new story.

Art Exhibits:

September - Colombia Que Linda Eres! - Southeast Library, Arts and crafts from Colombia

September/October - Photographer Arturo Macias, Orlando Public Library

November/December – Artist Rafael DeAlba, Paintings of different countries such as Puerto Rico and Spain, at Alafaya Branch.

We have three print publications in Spanish:

Library User's Guide

Library on Line brochure

Library Card Sign-up Contest Registration Card

Our Web Site offers a Spanish language option

http://www.ocls.lib.fl.us/Spanish/spanish_recommended_reading.asp "titulos recomendados" to our "en espanol" pages.

This has title lists of Spanish language materials for adults and children.

Tutor.com which begins in November offers homework help to 4th - 12th grade students in English and Spanish.

Quest Line Telephone Call Vectoring offers requests for materials and answers to questions in English and Spanish.

Adding Spanish language version of our customer service online **survey** this week.

Computer class to be being translated into Spanish...upcoming.

Community Events:

August - Latino Leadership Central Florida Community Fair

October - Migrant Education Interagency Workshop

Subscription to the **Language Line** which will provide us the ability to make a toll free phone call from any library location to connect a patron and a staff member with a translator.

Library's Spanish materials collection increased.

GOALS FOR THE COMING YEAR:

Complete writing of strategic plan

More access to technology classes: digital video editing

Start construction of Winter Garden Branch in first quarter of 2003

Target Children and Reading

Expand Programs and classes offered

Increase Library card holders and Library use

Complete WOW space

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

**Presentation:
Division-Wide Scheduling
Gregg Gronlund**

Division of Reference and Information (DRI) Division-Wide Scheduling

Division Wide Scheduling was started on October 20th, 2002, in DRI, the Reference Division at the Main Library. This scheduling maintains the expertise of Librarians in their home department collections, while also giving Librarians the opportunity to develop a second level of expertise with all Main Library collections. Having staff work where needed, increases efficiency, and enhances flexibility, allowing us to meet customer service needs at various service points in the Main Library. This includes one additional service point in the lobby.

We are learning from this process, planning a new master schedule, developing a new schedule selection process, and conducting a survey of librarians to solicit their input.

**Orange County Library System
Board of Trustees Meeting
Thursday, November 14, 2002**

- Additional Information**
- South Creek Update**
 - Winter Garden Update**

South Creek Project Summary

Oct 31, 2002

<u>CATEGORY</u>	<u>ORIGINAL BUDGET APPROVED 6/8/2000</u>	<u>Revised BUDGET</u>	<u>EXPENDED TO DATE</u>
Land	522,768.74	522,768.74	522,768.74
Architect/engineer	100,000.00	122,478.30	122,478.30
Construction			
Contractor	1,700,000.00	1,784,844.45	1,655,177.45
Carpet		29,339.69	29,339.69
Impact & Permit Fees	140,000.00	108,451.62	108,451.62
Testing	8,000.00	30,000.00	25,734.25
Other	19,231.26	8,553.53	8,553.53
	<u>1,867,231.26</u>	<u>1,961,189.29</u>	<u>1,827,256.54</u>
Contingency	150,000.00	33,563.67	
TOTAL PROJECT	<u><u>2,640,000.00</u></u>	<u><u>2,640,000.00</u></u>	<u><u>2,472,503.58</u></u>

Notes: The South Creek Branch opened on October 27th with a record crowd. The Branch features new 'self-checkout' stations and increases the number of computers for public access from 12 to 34. The Library 'closed out' the construction contract with Scherer, with the exception of the Drainage Remediation.

Work has begun on the Drainage Remediation. The contractor completed all the required pavement cuts before the Grand Opening. The most of the remaining drainage work will not impact the public access to the building. Work is expected to be completed by December 21, 2002.

Winter Garden Project Summary

October 31, 2002

<u>CATEGORY</u>	<u>ORIGINAL BUDGET APPROVED 3/21/2002</u>	<u>Revised BUDGET</u>	<u>EXPENDED TO DATE</u>
Land			
Architect/engineer			
Basic contract	125,000.00	137,308.00	55,486.10
Construction			
Contractor	1,800,000.00	1,800,000.00	0.00
Carpet	35,000.00	35,000.00	0.00
Impact & Permit Fees	90,000.00	40,000.00	0.00
Testing	8,000.00	8,000.00	0.00
Other	10,000.00	10,000.00	0.00
Construction Total	<u>1,943,000.00</u>	<u>1,893,000.00</u>	<u>0.00</u>
Total	2,068,000.00	2,030,308.00	55,486.10
Contingency	132,000.00	169,692.00	
TOTAL PROJECT	<u><u>2,200,000.00</u></u>	<u><u>2,200,000.00</u></u>	<u><u>55,486.10</u></u>

Note: The Construction Project advertisement for bids appeared in the October 20th Orlando Sentinel. The bids are due November 21st. Staff will have a contractor recommendation at the December meeting of the Library Board of Trustees. A contract is expected to be executed the day after that Board meeting.

The City of Winter Garden Planning and Zoning Commission approved our application for a Special Exception Permit and the Site Plan at their November 4th meeting. This allows us to proceed with the Building Permit application.