

**Orange County Library System
Board of Trustees**

Board Packet for January 2003



**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**

January 3, 2003

To: Thomas R. Kohler, Trustee
Phyllis Hudson, Vice President
Ronald Harbert, Trustee
Gloria Fernandez, Trustee
Sara R. Brady, Trustee
Corb Sarchet, Trustee Emeritus

The Honorable Rich Crotty, Chairman of the Library Governing Board, Members of the Governing Board, Commissioners Teresa Jacobs, Bob Sindler, Mary Johnson, Linda Stewart, 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, January 9, 2003, at the **South Creek Library, 1702 Deerfield Boulevard, Orlando, Florida 32837**; 407.835.7323.

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

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
January 9, 2003
South Creek Library
1702 Deerfield Boulevard
Orlando, Florida 32837
407.858.4779

03-001 I. **Call to Order**

03-002 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 comment 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 .

03-003 III. **Approval of Minutes**

03-004 **Library Board of Trustees Meeting: Thursday, December 12, 2002**

03-005 IV. **Staff Presentation: Homer Hickam Video**

03-006 V. **Financial Statements and Summaries**

03-007 **Financial Statements: December 2002**

03-008 **Final Financial Statements for Fiscal Year Ending September 30, 2002**

03-009 **Annual Audit Presentation: Ron Conrad of Cherry, Bekaert & Holland C.P.A. Firm**

03-010 **Acceptance of Annual Audit for Fiscal Year Ending September 30, 2002**

03-011 VI. **Statistics and Summaries: November 2002**

03-012 VII. **Action Items**

03-013 **Recognition of Retiring Employees**

03-014 **Consent Agenda**

03-015 A. **Resolution to Amend the By-Laws to Include Public Comment Policy Changes**

03-016 B. **Resolution to Approve the Reference Policy: (Addresses Goal Two of Strategic Plan)**

- 03-017 **C. Resolution to Approve Staff Citrix Servers & Microsoft Office Applications Recommendations: (Budget Item & Addresses Goal Two Objective Two Expand Use of Relevant Technology – Provide external access to thin client applications)**
- 03-018 **VIII. Discussion and Possible Action Items**
- 03-019 **Committee Assignments and Charges**
- 03-020 **Southwest Library and Dr. Phillips Lease**
- 03-021 **IX. Information**
- 03-022 **Director’s Report**
- 03-023 **Flexible Benefit Plan**
- 03-024 **South Creek Update**
- 03-025 **Winter Garden Update**
- 03-026 **Public Comment: Non-Agenda Items**
- X. Adjournment**

Next Meeting Dates: February 13, 2003, 7:00 p.m. Orlando Public Library – Albertson Room; 101 East Central Boulevard; Orlando, Florida 32801 and March 13, 2002 North Orange Library 1211 East Semoran Boulevard; Apopka, Florida 32703 .

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, January 9, 2003**

Call To Order

**Orange County Library System
Board of Trustees Meeting
Thursday, January 9, 2003**

Public Comment

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**Orange County Library System
Board of Trustees Meeting
Thursday, January 9, 2003**

Approval of Minutes

**Orange County Library System
Board of Trustees Meeting
Thursday, January 9, 2003**

**Approval of Minutes:
Library Board of Trustees Meeting,
Thursday, December 12, 2002**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
December 12, 2002
Albertson Room
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323

02-234 I. **Call to Order**

President Kohler called the meeting to order at 7:00 p.m.

Board Members Present: Tom Kohler (10/1); Phyllis Hudson (13/1); Ron Harbert (13/1); Gloria Fernandez (13/3); Sara Brady (10/2)

Administration Present: Mary Anne Hodel; Debbie Moss; Carla Fountain; Robert Tessier; Kathryn Robinson; John Martin; Marilyn Hoffman; Sally Fry; Craig Wilkins; Eric Atkinson; Milinda Neusaenger

02-235 II. **Public Comment**

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02-236 III. **Approval of Minutes**

02-237 **Library Board of Trustees Supplemental Meeting – Strategic Plan Workshop: Saturday, November 9, 2002**

Trustee Hudson, seconded by Trustee Harbert, moved to approve the Strategic Plan Workshop minutes.
Motion carried 5-0.

02-238 **Library Board of Trustees Meeting: Thursday, November 14, 2002**

Trustee Harbert, seconded by Trustee Hudson, moved to approve the meeting minutes.
Motion carried 5-0.

02-239 **Personnel Committee Meeting Minutes: Wednesday, December 4, 2002**

Trustees Harbert, seconded by Trustees Brady, moved to approve the Personnel

Committee Meeting Minutes.
Motion carried 5-0.

President Kohler honored Trustee Harbert with a plaque for his service and dedication to the Library System. Trustee Harbert was also presented with a proclamation from Orange County signed by Orange County Chairman Richard Crotty.

Director Hodel introduced the new Library Mascot. The Mascot, which will be named in a children's contest, represents the *Orange You Glad You Read* program.

02-240 IV. **Presentation: South Creek Library Grand Opening Video**

02-241 V. **Financial Statements: November 2002**

02-242 VI. **Statistics and Summaries: October 2002**

02-243 VII. **Action Items**

02-244 **Consent Agenda**

02-245 **A. Resolution to Establish Book Endowment for Ronald Harbert**

02-246 **B. Resolution to Approve Revised Reciprocal Borrower Agreement**

Trustee Fernandez, seconded by Trustee Brady, moved to approve the resolution to establish a book endowment honoring Trustee Harbert and to approve the revised Reciprocal Borrower Agreement.

Motion carried 5-0.

02-247 **Personnel Committee: Director Hodel's Evaluation**

Van Church – OCLS Librarian and SEIU union steward for the bargaining unit spoke regarding Director Hodel's evaluation and proposed merit increase.

Trustee Fernandez summarized the meeting of the Personnel Committee. Those present at the meeting were committee members Trustee Fernandez; Corbin Sarchet, Trustee Emeritus; and Cathy Kennedy, Friends of the Library President. Also present were Director Hodel and Human Resources Manager Carla Fountain. Trustee Fernandez explained that the Committee Members were very impressed with all that Director Hodel has achieved during the past year. The committee recommended Director Hodel receive, in accordance with the guidelines for other Library staff, a salary increase of 8.5% and reimbursement of \$3,000.00 for moving, travel and supplemental compensation to cover expenses in fulfilling her duties as Director.

At the request of President Kohler, Human Resources Manager Carla Fountain spoke regarding the merit increase procedure. She explained that a staff member in the lower 1/3 of their pay grade and whose overall performance is rated as outstanding, is eligible for an 8.5% pay increase. She also explained that every year a memo is sent out to all staff members outlining the percentage they are eligible to receive based on performance. Bargaining unit staff members receive a 4% increase as written in the union contract, regardless of performance.

Trustee Hudson spoke against the motion and stated that lower end salaries and the cost of living should be taken into consideration. Trustee Hudson moved to instead offer Director Hodel a 4.5% merit increase. Trustee Hudson's motion died due to the lack of a second.

President Kohler stated that staff members with outstanding performance need to be rewarded regardless of where they are in the hierarchy and that if this does not occur, higher work performance is then discouraged.

Trustee Harbert, seconded by Trustee Brady, moved to approve the recommendation that Director Hodel receive, in accordance with the guidelines for other Library staff, a salary increase of 8.5% and reimbursement of \$3,000.00 for moving, travel and supplemental compensation to cover expenses in fulfilling her duties as Director. Motion carried 4-1 with Trustee Hudson voting nay.

President Kohler, for clarification purposes, asked Trustee Hudson if she was in disagreement with the amount of the merit increase or Director Hodel's performance. Trustee Hudson stated she voted against the amount of the increase, and that her vote was not a reflection on the Director's performance.

02-248

Winter Garden Budget Revision

Planning and Development Officer John Claytor summarized the need for the budget increase. He stated that the bids submitted were higher than projected for the construction of the Winter Garden Library. This is due to various factors, such as the need for a retention pond, a sewage lift station, and site design changes. Mr. Claytor also stated the need to establish an approval process for change orders and other line item increases for the construction project. Brief discussion ensued regarding the proposed change order approvals.

Trustee Hudson, seconded by Trustee Fernandez moved to approved the revised 2.55 million Winter Garden Project Budget and to approve the change order and line item increase approval process. Motion carried 5-0.

02-249

Winter Garden Contractor Recommendation

Planning and Development Officer John Claytor reviewed the bid process and stated that all requirements were met as mandated in the Florida Statutes.

Trustee Harbert, seconded by Trustee Hudson, moved to award the construction contract in the amount of 1,961,100.00 to APM Construction for the construction of the Winter Garden Library. Motion carried 5-0.

02-250

VIII. Discussion and Possible Action Items

02-251

Modifications to Previously Approved User Fees

President Kohler stated that he represented the Board of Trustees at the November 19, 2002 Orange County Board of Commissioners Meeting. The Orange County Commission was in session as the Library Governing Board. The Library Governing

Board had requested the Library Administration to return to the Commission to present additional information for the fine and copying charge increases and meeting room charges.

President Kohler mentioned that the meeting room charges had been deferred until further notice. The proposed modifications to the users fees and fines schedule will reduce the fees and fines previously approved in August 2002. This includes overdue fines, copying charges, and fax charges. President Kohler also mentioned that these fees do not significantly affect the overall budget.

President Kohler also stated that the Library needs to better sell the idea of a barter / partnership system that takes of advantage of the talent available in our community. Brief discussion ensued regarding ideas for creating volunteer partnerships with meeting room users and finding ways to dialog with the users to find out how they can best contribute to the Library System.

Another discussion topic was the revision of the Meeting Room Policy so that it will not reflect any references to meeting room charges. For clarification, President Kohler stated that during FY2002-2003, the Library will not be charging for the use of the meeting rooms. Orange County Resident and Florida Silver-Haired Legislator, Miriam Lancaster submitted a letter addressing the user fees.

Trustee Hudson, seconded by Trustee Harbert, moved to approve the proposed reductions of the previously approved user fees and fines and to amend the Meeting Room Policy by omitting references to the room charges.
Motion carried 5-0.

02-252 IX. **Information**

02-253 **Director's Report**

! An article on library programs for babies and young children is supposed to be published in the Orlando Sentinel's December 15, 2002 edition. The article is by Reporter Robin Suriano.

! Priority Express Parcel will take their annual vacation from delivering our MAYL packages this month. On the following days, all requested material sent out to patrons from Special Services will be mailed by the Postal Service:

Friday 12/20, Monday 12/23, Tuesday 12/24, Thursday 12/26, Friday 12/27.

Patrons accustomed to PEP will occasionally express concern about their packages ending up in their mailbox during this period of the year. Be advised, and please assure them it is only due to PEP's vacation.

! The Library has received a phone call from Mike Johnson, who is now the Director of the Eatonville Community Redevelopment Agency (CRA) and that the Town had turned over the Library development to the CRA. He had just completed a contract with Ace, Inc. to manage the Library project.

Pending Approval

According to Mr. Johnson, the town was able to get an extension on their note, provided they have the Library building completed before the end of their FY 03. They are working with a schedule to have us in the building by August or September, 2003. Further, they are trying to get a site plan and elevation drawing ready to present to the Town Council at the Dec 17th meeting or the January meeting. In the meantime, Mr. Johnson wants the Library to participate in a conference call to Bob Gorin of the State Library to review the steps they are taking to be in compliance with the grant requirements.

Mr. Johnson said that they have abandoned plans for a two story building, have revised the exterior elevation to give it a more historic look, and have reduced the meeting room size (it was more than the town needed) and he said something about giving the Library a “reading room.”

Further Discussion

Trustee Fernandez stated she is very pleased that five libraries will soon be opening on Sundays. On January 5, 2003, the libraries that will be open on Sundays are: the Main Library, Alafaya, North Orange, South Creek and West Oaks. Trustee Brady mentioned that she has been in touch with individuals from the local media in order for the story of the openings to be in the news.

President Kohler discussed the idea of attracting children’s book illustrators to display their artwork in the Library. Trustee Brady stated this will be a discussion topic when she meets with Community Relations Manager Marilyn Hoffman. Trustee Brady also mentioned that even though there have been some attendance issues with the Marketing Committee members, the “Got your card?” campaign is a top priority.

02-254

Additional Information

- **South Creek Update**
- **Winter Garden Update**

02-255

Public Comment: Non-Agenda Items**X. Adjournment**

President Kohler adjourned the meeting at 8:14 p.m.

Next Meeting Dates: January 9, 2003, 7:00 p.m. South Creek Library 1702 Deerfield Boulevard; Orlando, Florida 32837. February 13, 2003, 7:00 p.m. Orlando Public Library – Albertson Room; 101 East Central Boulevard; Orlando, Florida 32801.

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**Orange County Library System
Board of Trustees Meeting
Thursday, January 9, 2003**

**Staff Presentation:
Homer Hickam Video**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 9, 2003**

**Financial Statements and
Summaries**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 9, 2003**

**Financial Statements:
December 2002**

Orange County Library System Financial Statement Highlights Three Months Ended December 31, 2002

Operating Fund Revenue and Expenditure Summaries

Fee Cards, Fines

As indicated on the graph in the statistics section, it is normal for our circulation to drop during the first couple of months of the fiscal year and then it picks up again after the first of the year. Some of our revenues, including Fee Cards and Fines, reflect this same pattern. We have received less than 25% of the annual budget for these revenues for the first three months of the fiscal year, but we anticipate they will start increasing now.

Miscellaneous Revenue

A significant increase in the electrical bill for our Herndon Branch was brought to the attention of OUC last fiscal year. OUC investigated and determined a faulty meter was the culprit. The meter was replaced and we were issued a refund for the estimated amount we overpaid in the previous year fiscal year. Since the refund in the amount of \$12,176 relates to the previous fiscal year, it was recorded in Miscellaneous Revenue this year.

Training and Travel

Three relatively large invoices (SAK Entertainment for Staff Day, Project Management Seminar for OCLS managers, and Urban Libraries Council membership) were charged to this account during the month of December. At this point in the year, we don't know if we will overspend the annual budget in this account but we will continue to monitor it.

Tax Collector's Fee

The Tax Collector deducts a 2% fee directly from the tax distributions sent to the Library. Since we have received about 48% of the tax revenues through the end of December, we have also paid a similar percentage of the Tax Collector fees budgeted for the year.

Financial Statement Information for Year Ended September 30, 2002

Preliminary financial statement information for the fiscal year ended September 30, 2002 was included in the October Board packet. This information was marked "Preliminary" as it was based on information available to us at the time the Board packet was prepared. For example, invoices for last fiscal year continued to be received through the end of October and into November. These invoices and other adjustments have now been made to finalize the financial information for last fiscal year. Accordingly, the financial statements for the Operating, Main Debt Service, Branch Debt Service, and Capital Projects Funds for the twelve months ended September 30, 2002 are attached. Significant variations between the Operating Fund budget and actual amounts have previously been explained.

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Twelve Months Ended September 30, 2002
Final

	ANNUAL BUDGET	YTD ACTUAL	(12 months=100%)
AD VALOREM TAXES	20,640,121	20,877,224	101.1%
INTERGOVERNMENTAL			
State Aid	1,752,099	1,637,933	93.5%
Literacy Grant	25,000	25,000	100.0%
Law Collection Fees	210,000	267,715	127.5%
	<u>1,987,099</u>	<u>1,930,648</u>	<u>97.2%</u>
CHARGES FOR SERVICES			
Fee Cards	16,000	19,251	120.3%
PC Pass	0	11,926	
Classes	0	30	
Copy & Vending	160,000	159,868	99.9%
	<u>176,000</u>	<u>191,075</u>	<u>108.6%</u>
FINES			
Fines	450,000	514,166	114.3%
Lost Materials	40,000	53,850	134.6%
	<u>490,000</u>	<u>568,016</u>	<u>115.9%</u>
MISCELLANEOUS			
Interest Earnings	450,000	345,310	76.7%
Sales of Fixed Assets	0	1,086	
Rents	6,000	0	0.0%
Book Sales	22,000	24,077	109.4%
Computer Disk Sales	0	2,637	
Contributions - Friends of Library	75,000	95,007	126.7%
Contributions - Others	3,000	7,234	241.1%
Telephone Technical Discount	0	86,055	
Miscellaneous	30,000	28,216	94.1%
	<u>586,000</u>	<u>589,622</u>	<u>100.6%</u>
TRANSFER FM COLL / APPRAISER	170,000	250,866	147.6%
TOTAL REVENUES	<u><u>24,049,220</u></u>	<u><u>24,407,451</u></u>	<u><u>101.5%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Three Months Ended December 31, 2002

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 months=25%)</u>
AD VALOREM TAXES	21,561,212	10,353,101	48.0%
INTERGOVERNMENTAL			
Grants	23,000	0	0.0%
State Aid	1,638,000	0	0.0%
Law Collection Fees	250,000	66,180	26.5%
	<u>1,911,000</u>	<u>66,180</u>	<u>3.5%</u>
CHARGES FOR SERVICES			
Fee Cards	16,000	3,195	20.0%
PC Pass	6,000	5,797	96.6%
Classes	4,000	30	0.8%
Meeting Rooms	30,000	0	0.0%
Copy & Vending	160,000	32,029	20.0%
	<u>216,000</u>	<u>41,051</u>	<u>19.0%</u>
FINES			
Fines	500,000	104,381	20.9%
Service Charge (Collection)	2,000	0	0.0%
Lost Materials	50,000	12,807	25.6%
	<u>552,000</u>	<u>117,188</u>	<u>21.2%</u>
MISCELLANEOUS			
Interest Earnings	350,000	33,741	9.6%
Rents	3,000	0	0.0%
Disk Sales	2,000	600	30.0%
Contributions - Friends of Library	75,000	0	0.0%
Contributions - Others	3,000	3,895	129.8%
Miscellaneous	30,000	15,504	51.7%
	<u>463,000</u>	<u>53,740</u>	<u>11.6%</u>
TRANSFER FM TAX COLLECTOR	185,000	0	0.0%
TOTAL REVENUES	<u><u>24,888,212</u></u>	<u><u>10,631,260</u></u>	<u><u>42.7%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Three Months Ended December 31, 2002

03-007

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 months=25%)</u>
SALARIES & BENEFITS			
Salaries (Sick Leave Payout=\$16,560)	10,694,565	2,558,794	23.9%
Medicare Taxes	155,068	33,907	21.9%
DCP - Retirement Contributions	802,095	178,858	22.3%
DBP - Retirement Contributions	775,211	180,168	23.2%
Life and Health Insurance	1,532,847	297,764	19.4%
Worker's Compensation	125,122	65,070	52.0%
Unemployment Compensation	9,806	0	0.0%
Parking & Bus Passes	90,000	19,995	22.2%
	<u>14,184,714</u>	<u>3,334,556</u>	<u>23.5%</u>
OPERATING			
Professional Services	150,000	25,516	17.0%
Other Contractual Services	595,000	101,436	17.0%
Other Contract. Serv.- Janitorial	212,000	51,641	24.4%
Training and Travel	75,000	29,154	38.9%
Telecommunication	248,000	49,542	20.0%
Delivery and Postage	982,000	206,618	21.0%
Utilities	628,000	99,622	15.9%
Rentals and Leases	848,000	206,850	24.4%
Insurance	125,000	58,908	47.1%
Repair and Maintenance	520,000	82,761	15.9%
Repair & Maint. - Hardware/Software	185,000	30,024	16.2%
Copying/Printing	184,000	22,025	12.0%
Property Appraiser's Fee	250,000	120,816	48.3%
Tax Collector's Fee	435,000	207,062	47.6%
Supplies	608,000	117,392	19.3%
Supplies-Hardware/Software	168,000	36,528	21.7%
Contingency	300,000	0	0.0%
	<u>6,513,000</u>	<u>1,445,895</u>	<u>22.2%</u>
CAPITAL OUTLAY			
Building and Improvements	1,805,000	38,582	2.1%
Equipment and Furniture	125,000	21,762	17.4%
Hardware/Software	599,000	33,202	5.5%
	<u>2,529,000</u>	<u>93,546</u>	<u>3.7%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	15,000	2,039	13.6%
Materials - Law	210,000	101,815	48.5%
Materials - Other	3,935,000	638,891	16.2%
	<u>4,160,000</u>	<u>742,745</u>	<u>17.9%</u>
TRANSFER TO BR DEBT SERV FUNI	417,000	0	0.0%
TOTAL EXPENDITURES	<u><u>27,803,714</u></u>	<u><u>5,616,742</u></u>	<u><u>20.2%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Three Months Ended December 31, 2002**

03-007

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 months=25%)</u>
REVENUES			
Ad Valorem Taxes	1,181,080	567,138	48.0%
Interest	17,000	365	2.1%
Transfer From Tax Collector	13,000	0	0.0%
TOTAL REVENUES	<u>1,211,080</u>	<u>567,503</u>	<u>46.9%</u>

EXPENDITURES

Principal	1,055,000	0	0.0%
Interest	196,738	0	0.0%
Tax Collector's Fee	26,262	11,343	43.2%
TOTAL EXPENDITURES	<u>1,278,000</u>	<u>11,343</u>	<u>0.9%</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**

Three Months Ended December 31, 2002

03-007

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 months=25%)</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%
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 Three Months Ended December 31, 2002

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 months=25%)</u>
REVENUES			
State Construction Grant	440,000	0	0.0%
Partial Contribution-City of W. Gar	114,000	0	0.0%
Interest	15,000	3,152	21.0%
TOTAL REVENUES	<u>569,000</u>	<u>3,152</u>	<u>0.6%</u>

EXPENDITURESSOUTH CREEK

Construction Contract	0	64,833	
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WINTER GARDEN BRANCH

Architect/Engineer	32,000	38,353	119.9%
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>1,758,000</u>	<u>103,186</u>	<u>5.9%</u>
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**ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
December 31, 2002**

03-007

	<u>BALANCE</u> <u>11/30/02</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> <u>12/31/02</u>
OPERATING				
Checking	1,531,028	11,842,874	#####	790,538
SBA Investments	445,793	6,800,898	0	7,246,691
CD Investments	7,580,000	4,000,000	(4,000,000)	7,580,000
	9,556,821	22,643,772	#####	#####
MAIN DEBT SERVICE				
AIM Investments	278,980	413,833	0	692,813
BRANCH DEBT SERVICE				
CD Investments	383,209	0	0	383,209
CAPITAL PROJECTS				
Checking	7,431	100,006	(96,703)	10,734
SBA Investments	952,384	1,410	(100,000)	853,794
	959,815	101,416	(196,703)	864,528

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
December 31, 2002**

03-007

ASSETS

Certificates of Deposit	7,580,000
Cash on Hand	12,380
Equity in Pooled Cash	790,538
Accounts Receivable	539
Due From Other Governments	21,040
Interest Receivable	17,023
Inventory	241,442
Investments-SBA	7,246,691
Prepays	92,576
Other Assets-Deposits	<u>10,175</u>
TOTAL ASSETS	<u><u>16,012,404</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
December 31, 2002

LIABILITIES

Accounts Payable	27,829
Retainage Payable	21,448
Accrued Wages Payable	384,148
Accrued Sales Tax	11
Due To FOL-Taxable Book Sales	2,398
Due To FOL-Nontaxable Book Sales	1
Due To FOL-Sales Tax	144
United Appeal	175
Bonds	37
Health Insurance	19,852
Union Dues	1,269
Union-Cope	80
Optional Life	1,547
Daughters of American Revolution	200
Unclaimed Payroll	870
TOTAL LIABILITIES	460,009

FUND BALANCE

Reserve for Inventory	241,442
Reserve for Encumbrances	481,827
Reserve for Prepaids	151,214
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 Main Library Improvements	2,000,000
Designated for Future Branch Development	3,000,000
Unreserved/Undesignated	4,085,444
Current Year Excess of Revenues Over Expenditures	5,014,519
TOTAL FUND BALANCE	15,552,395

TOTAL LIABILITIES & FUND BALANCE **16,012,404**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 9, 2003**

**Final Financial Statements for
Fiscal Year Ending
September 30, 2002**

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Twelve Months Ended September 30, 2002
Final

03-008

	ANNUAL BUDGET	YTD ACTUAL	(12 months=100%)
SALARIES & BENEFITS			
Salaries (Sick Leave Payout=\$26,963)	10,164,109	9,837,480	96.8%
Medicare Taxes	147,381	139,956	95.0%
DCP - Retirement Contributions	1,260,352	1,249,732	99.2%
DBP - Retirement Contributions	612,077	684,640	111.9%
Life and Health Insurance	1,059,164	1,098,919	103.8%
Worker's Compensation	101,644	108,904	107.1%
Unemployment Compensation	9,806	7,841	80.0%
	<u>13,354,533</u>	<u>13,127,472</u>	<u>98.3%</u>
OPERATING			
Professional Services	140,000	169,194	120.9%
Other Contractual Services	440,000	378,141	85.9%
Other Contract. Serv.- Janitorial	212,000	199,448	94.1%
Travel	75,000	75,455	100.6%
Telecommunication	228,000	203,957	89.5%
Delivery and Postage	806,000	913,796	113.4%
Utilities	678,000	593,723	87.6%
Rentals and Leases	1,008,000	995,415	98.8%
Insurance	97,000	100,486	103.6%
Repair and Maintenance	419,000	567,790	135.5%
Repair & Maint. - Hardware/Software	121,000	100,957	83.4%
Copying/Printing	100,000	116,981	117.0%
Property Appraiser's Fee	240,000	234,644	97.8%
Tax Collector's Fee	425,000	408,411	96.1%
Contingency	300,000	0	0.0%
Supplies	519,000	627,264	120.9%
	<u>5,808,000</u>	<u>5,685,662</u>	<u>97.9%</u>
CAPITAL OUTLAY			
Building and Improvements	1,280,000	574,862	44.9%
Equipment and Furniture	410,000	808,319	197.2%
	<u>1,690,000</u>	<u>1,383,181</u>	<u>81.8%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	32,000	34,983	109.3%
Materials - Literacy	25,000	25,567	102.3%
Materials - Law	210,000	220,625	105.1%
Materials - Other	3,485,000	3,525,114	101.2%
	<u>3,752,000</u>	<u>3,806,289</u>	<u>101.4%</u>
TRANSFER TO BR DEBT SERV FUNI	416,779	416,779	100.0%
TOTAL EXPENDITURES	<u><u>25,021,312</u></u>	<u><u>24,419,383</u></u>	<u><u>97.6%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Twelve Months Ended September 30, 2002
Final

03-008

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(12 months=100%)</u>
REVENUES			
Ad Valorem Taxes	1,190,393	1,204,468	101.2%
Interest	28,214	16,690	59.2%
Transfer From Tax Collector	12,000	12,850	107.1%
TOTAL REVENUES	<u>1,230,607</u>	<u>1,234,008</u>	<u>100.3%</u>
 EXPENDITURES			
Principal	1,015,000	1,015,000	100.0%
Interest	238,607	238,606	100.0%
Tax Collector's Fee	27,000	23,562	87.3%
TOTAL EXPENDITURES	<u>1,280,607</u>	<u>1,277,168</u>	<u>99.7%</u>

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Twelve Months Ended September 30, 2002**

Final

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(12 months=100%)</u>
REVENUES			
Transfer From General Fund	416,779	416,778	100.0%
Interest	16,000	11,399	71.2%
TOTAL REVENUES	<u><u>432,779</u></u>	<u><u>428,177</u></u>	<u><u>98.9%</u></u>
EXPENDITURES			
Principal	293,791	293,791	100.0%
Interest	122,988	122,988	100.0%
TOTAL EXPENDITURES	<u><u>416,779</u></u>	<u><u>416,779</u></u>	<u><u>100.0%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Twelve Months Ended September 30, 2002
Final

	ANNUAL BUDGET	YTD ACTUAL	(12 months=100%)
REVENUES			
Interest	25,000	33,865	135.5%
State Construction Grant - South Cree	270,000	263,100	97.4%
TOTAL REVENUES	295,000	296,965	100.7%
EXPENDITURES			
<u>SOUTH CREEK</u>			
Architect/Engineer	20,000	36,232	181.2%
Construction	1,500,000	1,484,193	98.9%
Impact & Permit Fees	8,000	25,832	322.9%
Testing	4,000	11,458	286.5%
Other	9,000	0	0.0%
Contingency	149,000	0	0.0%
<u>WINTER GARDEN</u>			
Architect/Engineer	75,000	55,486	74.0%
Impact & Permit Fees		1,150	
TOTAL EXPENDITURES	1,765,000	1,614,351	91.5%

**Orange County Library System
Board of Trustees Meeting
Thursday, January 9, 2003**

**Annual Audit Presentation:
Ron Conrad of
Cherry, Bekaert & Holland
C.P.A. Firm**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 9, 2003**

**Acceptance of Annual Audit for
Fiscal Year Ending
September 30, 2002**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 9, 2003**

**Statistics and Summaries:
November 2002**

STATISTICAL SUMMARY November 2002

Circulation and Door Count trends:

Circulation continues its trend of increases over the same period last year though the percentage increase is not as great as that for past months. Declines in circulation at North Orange and in Talking Books are two notable contributors.

The North Orange Library was closed for a week, November 13-20, while work was done on the interior.

Talking Books circulation is reported as down though we should note that service continued. Weather problems in North Carolina shut down our software vendor and we were not able to automatically process requests. Patrons were sent items by manual selection which was not all captured statistically.

OCLS.INFO:

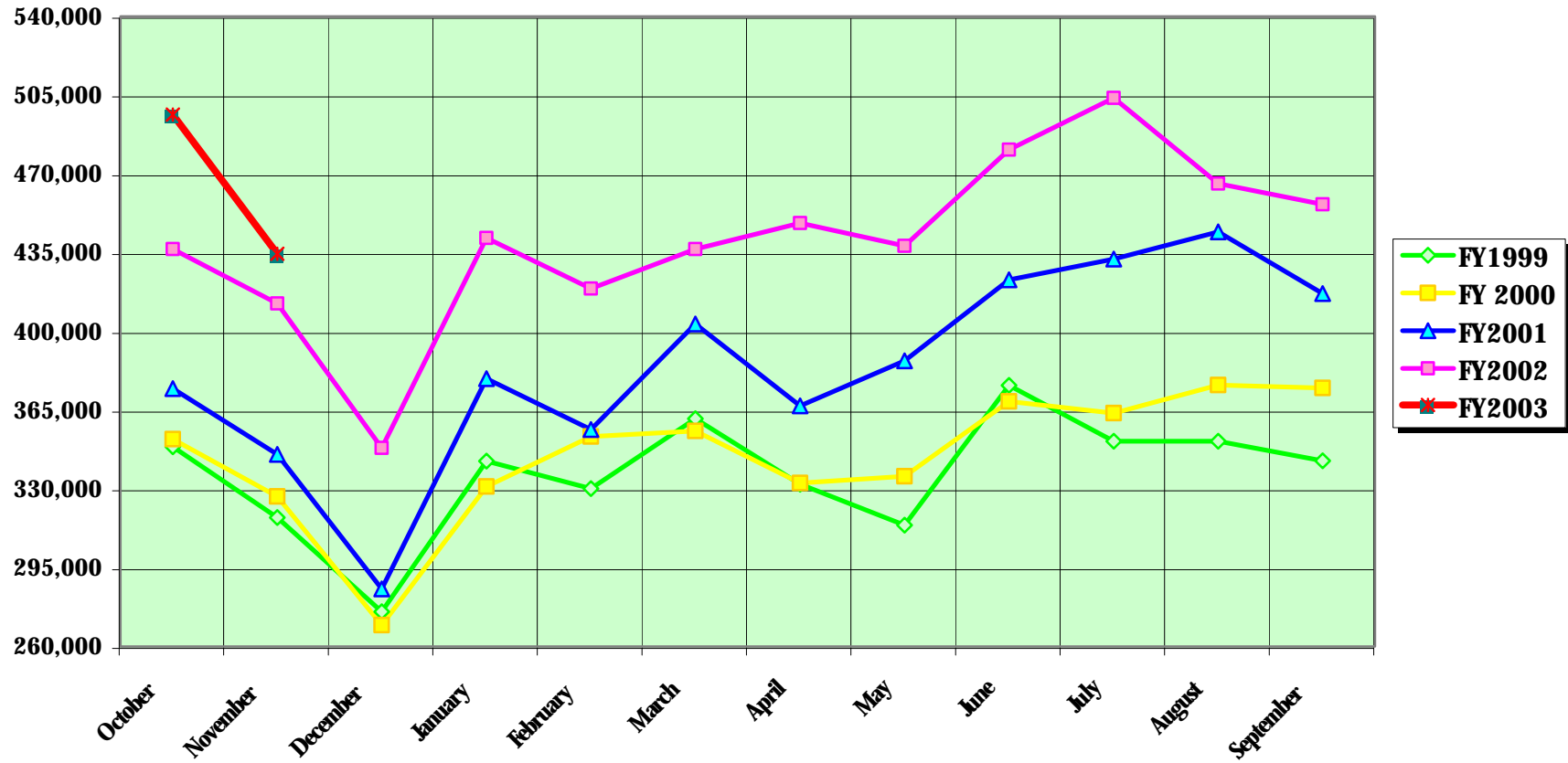
The ability for patrons to renew materials online is quite popular. The decline in suggestions to the web site should continue for the next several months. In November 2002 the Library launched an entirely new web interface. Many of the suggestions last year were questions and comments on the new site.

Library Activities:

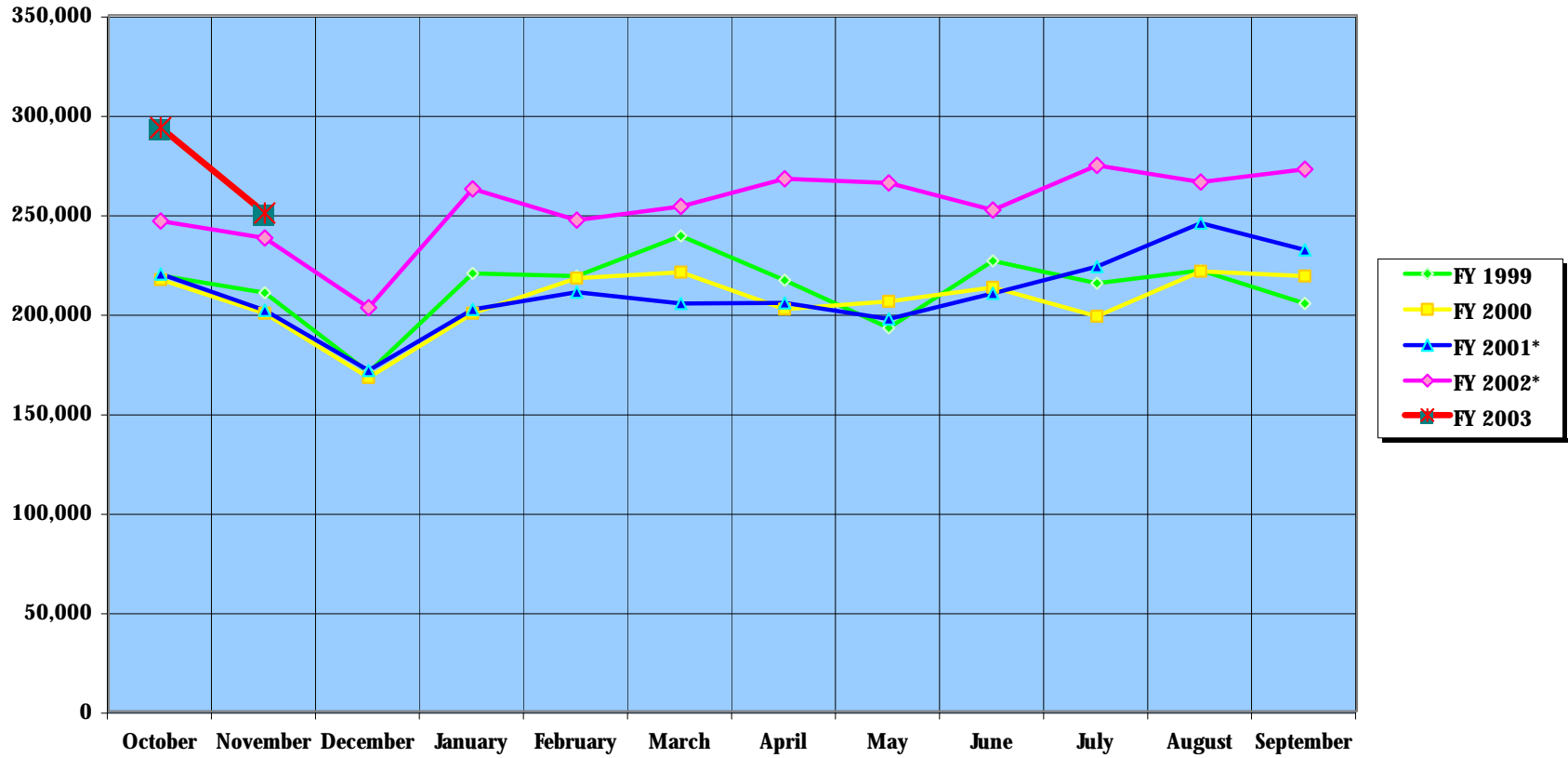
Calls to our StoryLine increased over last month by almost 600 calls. This can be attributed to the increased options on the StoryLine, particularly the option to hear stories in both Spanish and English.

Questline calls also increased over last year. As a reminder, all incoming calls are now sent to Questline. Review of performance figures for our call group show improvements each month, as both staff and patrons become familiar with the options and operation of vectoring.

**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 2003 YTD & FY 2002

	Oct-02	Oct-01	Nov-02	Nov-01	% of Change	Dec-02	Dec-01	Jan-03	Jan-02	Feb-03	Feb-02	Mar-03	Mar-02
Circulation													
Main	148,779	124,566	134,497	116,678	15.27%		99,520		125,822		114,597		123,470
Branches	298,036	275,563	260,885	255,888	1.95%		216,320		277,390		262,535		270,520
MAYL	44,997	36,464	36,618	35,295	3.75%		27,818		38,303		37,985		37,896
Talking Books	4,507	4,686	2,505	4,612	-45.69%		4,606		4,963		3,901		4,699
Total	496,319	441,279	434,505	412,473	5.34%		348,264		446,478		419,018		436,585
Door Count													
Main*	75,581	69,586	64,869	64,382	0.76%		56,016		77,445		72,235		74,501
Branches	217,824	176,850	185,609	173,592	6.92%		146,875		185,176		174,735		179,271
Total	293,405	246,436	250,478	237,974	5.25%		202,891		262,621		246,970		253,772

	Apr-03	Apr-02	May-03	May-02	Jun-03	Jun-02	Jul-03	Jul-02	Aug-03	Aug-02	Sep-03	Sep-02	YTD 2003	YTD 2002
Circulation														
Main		125,080		117,546		130,299		140,094		132,138		132,944	283,276	1,482,754
Branches		280,997		278,846		303,950		312,491		289,013		278,484	558,921	3,301,997
MAYL		38,109		37,558		42,918		46,961		44,555		41,169	81,615	465,031
Talking Books		3,951		4,078		3,526		4,164		4,079		3,828	7,012	51,093
Total		448,137		438,028		480,693		503,710		469,785		456,425	930,824	5,300,875
Door Count														
Main*		76,978		73,048		80,010		75,891		74,972		74,620	140,450	869,684
Branches**		190,788		192,491		171,919		198,496		191,079		197,901	403,433	2,179,173
Total		267,766		265,539		251,929		274,387		266,051		272,521	543,883	3,048,857

*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 2003 YTD & FY 2002

	Oct-02	Oct-01	Nov-02	Nov-01	% of Change	Dec-02	Dec-01	Jan-03	Jan-02	Feb-03	Feb-02	Mar-03	Mar-02
Program Attendance Total	12,683	12,743	12,726	12,075	5.39%		7,587		9,200		8,515		10,371
Total # of Programs	373	367	320	291	9.97%		294		296		276		358
StoryLine	1,329	N/A	1,903	N/A	N/A		N/A		N/A		N/A		N/A
Class Attendance	117	N/A	98	N/A	N/A		N/A		N/A		N/A		N/A
Total # of Classes	27	N/A	25	N/A	N/A		N/A		N/A		N/A		N/A
QuestLine	15,541	10,881	14,142	9,950	42.13%		8,466		12,338		11,871		11,726
Hits to Website	5,370,753	N/A	5,240,942	N/A	N/A		N/A		N/A		N/A		4,091,966
Online Database Usage	30,549	24,735	31,563	28,860	9.37%		19,425		22,543		26,969		32,797
P.C. Sessions	44,695	N/A	36,392	N/A	N/A								
Number of Registered Cards in the System	242,590	216,209	245,644	218,252	12.55%	219,757		220,764		221,441		222,360	

	Apr-03	Apr-02	May-03	May-02	Jun-03	Jun-02	Jul-03	Jul-02	Aug-03	Aug-02	Sep-03	Sep-02	YTD 2003	YTD 2002
Program Attendance Total		11,304		8,152		10,925		11,873		7,745		8,322	25,409	118,812
Total # of Programs		338		296		308		352		280		583	693	4,039
StoryLine		N/A		N/A		N/A		N/A		N/A		397	N/A	N/A
Class Attendance		N/A		N/A		N/A		38		81		138	N/A	N/A
Total # of Classes		N/A		N/A		N/A		7		11		24	N/A	N/A
QuestLine		12,145		10,804		11,315		12,147		12,040		12,103	29,683	135,786
Hits to Website		4,571,875		4,402,725		4,352,049		5,047,880		4,963,300		4,849,389	N/A	N/A
Online Database Usage		33,319		23,637		21,226		21,669		27,191		28,292	62,112	310,663
P.C. Sessions		N/A		48,558		44,601		44,695		43,106		39,138	N/A	N/A
Number of Registered Cards in the System		223,703		225,511		229,957		233,403		237,073		240,074		

Orange County Library System: OCLS.INFO Report FY 2003 YTD & FY 2002

	Oct-02	Oct-01	Nov-02	Nov-01	% of Change	Dec-02	Dec-01	Jan-03	Jan-02	Feb-03	Feb-02	Mar-03	Mar-02
Online Catalog Searches	185,681	164,088	162,406	150,693	7.77%		106,900		160,286		149,492		151,689
Online Renewals	56,999	34,934	51,262	33,545	52.82%		30,781		33,527		34,505		38,379
Online Reference Questions	457	197	393	298	31.88%		329		462		586		427
Online Requests	29,720	21,583	22,912	20,210	13.37%		17,357		26,217		22,367		24,369
Online Suggestions	80	63	73	166	-56.02%		160		127		101		89

	Apr-03	Apr-02	May-03	May-02	Jun-03	Jun-02	Jul-03	Jul-02	Aug-03	Aug-02	Sep-03	Sep-02	YTD 2003	YTD 2002
Online Catalog Searches		163,152		152,814		169,928		165,432		168,765		172,141	348,087	1,875,380
Online Renewals		39,348		40,364		41,242		48,583		47,054		48,934	108,261	471,196
Online Reference Questions		360		416		483		487		406		451	850	4,902
Online Requests		27,011		27,068		30,086		30,684		31,164		30,298	52,632	308,414
Online Suggestions		108		84		86		74		67		67	153	1,192

Orange County Library System

Circulation Statistics

November 1, 2002 - November 30, 2002

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Total Visits	Visits Year Ago	Gain (Loss)	%Gain (Loss)
Main*	28	134,497	30.95%	116,678	17,819	15.27%	64,869	64,382	487	0.76%
MAYL	19	36,618	8.43%	35,295	1,323	3.75%	N/A	N/A	N/A	N/A
Talking Books	19	2,505	0.58%	4,612	(2,107)	-45.69%	N/A	N/A	N/A	N/A
West Oaks	24	25,107	5.78%	22,640	2,467	10.90%	16,707	16,273	434	2.67%
Herndon	24	28,543	6.57%	26,522	2,021	7.62%	19,729	15,202	4,527	29.78%
Alafaya	24	35,520	8.17%	35,071	449	1.28%	19,181	13,066	6,115	46.80%
Southeast	24	22,779	5.24%	22,671	108	0.48%	19,747	23,426	(3,679)	-15.70%
Hiawassee	24	18,815	4.33%	18,607	208	1.12%	15,232	15,878	(646)	-4.07%
Southwest	24	26,081	6.00%	27,339	(1,258)	-4.60%	17,474	15,087	2,387	15.82%
Edgewater	24	19,167	4.41%	17,084	2,083	12.19%	19,541	17,695	1,846	10.43%
North Orange	17	19,227	4.43%	24,416	(5,189)	-21.25%	10,302	15,889	(5,587)	-35.16%
South Creek	24	27,461	6.32%	26,412	1,049	3.97%	19,881	13,048	6,833	52.37%
South Trail	24	13,541	3.12%	12,762	779	6.10%	10,349	8,608	1,741	20.23%
West Orange	21	8,671	2.00%	8,494	177	2.08%	5,896	5,193	703	13.54%
Windermere	21	10,488	2.41%	9,131	1,357	14.86%	7,237	9,755	(2,518)	-25.81%
Wash. Park	21	5,485	1.26%	4,739	746	15.74%	4,333	4,472	(139)	-3.11%
Total	362	434,505	100.00%	412,473	22,032	5.34%	250,478	237,974	12,504	5.25%

*FY 2001: Estimates due to equipment failure.

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

**Orange County Library System
Board of Trustees Meeting
Thursday, January 9, 2003**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, January 9, 2003**

Consent Agenda

- A. Resolution to Amend the By-laws to Include Public Comment Policy Changes**
- B. Resolution to Approve the Reference Policy: (Addresses Goal Two of Strategic Plan)**
- C. Resolution to Approve Staff Citrix Servers & Microsoft Office Applications: Budget Item**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 9, 2003**

**Resolution to Amend the By-laws to
Include Public Comment Policy
Changes**

**Proposed By-laws Amendment
Article 3: Business**

Overview

The Board approved a change to the Public Comment Policy on November 14, 2002. This policy makes the current wording of Article 3 invalid. Attached is a revised outline for the order for business is to be conducted at each Library Board of Trustees meeting along with the current language for reference.

Recommendation

Staff recommend that the Board approve the attached revision to language currently in the by-laws in order to reflect previously approved policies regarding public comment.

Current text

ARTICLE 3

Business

Section 1. All business shall be transacted in committee of the whole.

Section 2. The order of business at all regular meetings of the Board shall be as follows:

1. Roll call
2. Public presentation to or discussion with Board
3. Approval of the previous minutes
4. Financial report
5. Statistical/Service report
6. Old Business for action
7. New Business for action
8. Report of Library Director / Chief Executive Officer

Proposed changes in bold

ARTICLE 3

Business

Section 1. All business shall be transacted in committee of the whole.

Section 2. The order of business at all regular meetings of the Board shall be as follows:

- 1. Call to order**
- 2. Approval of minutes**
- 3. Financial Statements**
- 4. Statistics and Summaries**
- 5. Action items: Public Comment on any action item shall occur prior to discussion of the Action item**
- 6. Discussion and possible Action items**
- 7. Information**
- 8. Report of Library Director/Chief Executive Officer**
- 9. Public Comment on any item not appearing on the agenda**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 9, 2003**

**Resolution to Approve the
Reference Policy:
(Addresses Goal Two of Strategic Plan)**

DRAFT REFERENCE POLICY

In support of the Library Mission, "Information, Imagination and Inspiration", the reference policy of the Orange County Library System is to provide accurate information and materials in a timely manner and in a format most meaningful to the user.

Reference services are available to all residents of the Orange County Library District (Orange County excluding within the city limits of Winter Park and Maitland.) Patrons of all ages, backgrounds, abilities and skill levels will receive courteous assistance customized to their individual needs.

Out-of-district residents are welcome to visit the Library and will receive courteous assistance from staff. Certain value-added services are limited to Orange County Library District residents, property owners, and fee cardholders. These services include home delivery of materials, Interlibrary Loan Service, and remote access to databases. Non-residents may access the Library's computers in-house by purchasing a PC pass.

Residents of the Orange County Library District may expect that they will:

- Receive service customized to the needs of the individual that may take the form of ready-reference, more in-depth searching or an invitation to visit the Library in person for an assisted search.
- Receive guidance in selecting and using sources including print, electronic and microform collections.
- Receive reference assistance without bias regarding the nature of the question.
- Have their right to confidentiality maintained in accordance with Florida Statutes and the American Library Association Code of Ethics.
- Receive information in a timely manner.
- Be notified in a timely manner of the progress of the search whenever the delivery of answers must be delayed.
- Receive citations for the sources used when receiving answers to questions.

**Orange County Library System
Board of Trustees Meeting
Thursday, January 9, 2003**

**Resolution to Approve Staff Citrix
Servers & Microsoft Office
Applications:
(Budget Item)**

STAFF CITRIX SERVERS & MICROSOFT OFFICE APPLICATIONS RECOMMENDATION

I. PROBLEM STATEMENT

The Library needs to be able to provide a uniform set of applications to staff throughout the library system. Many job functions throughout the system are requiring access to Microsoft applications, especially Microsoft Word and PowerPoint. Library employees would also benefit from access to additional applications for occasional use.

The Library plans to use Citrix Thin-Client technology to provide uniform access to a basic set of applications and provide for enterprise application management to keep the software up-to-date.

II. EXECUTIVE SUMMARY

The Library has installed Citrix servers in the Computer Resource Center, the South Creek Branch and the North Orange Branch to provide public access to Microsoft Office applications. The Library would now like to install hardware and software to meet staff needs for Microsoft Office applications.

This proposal specifies the installation of multiple servers in a centralized location in a configuration known as a "server-farm". This configuration provides for hardware redundancy and license pooling. It would enable all staff locations to access Microsoft Office applications (Word, Excel, PowerPoint, and Access). Additionally, it would provide for up to fifty simultaneous uses of Microsoft Publisher.

III. BACKGROUND

Currently, the Library installs application software on individual computer workstations. Each manager has access to Microsoft Office on the computer at their desk. Most departments also have access to Microsoft Office from a computer in the department's non-public work area. Where it is deployed, not all users are on the same version of Microsoft Office. Currently, Office 97, Office 2000 and OfficeXP are in use at different computer workstations throughout the system.

As the Library's working environment changes, more employees are needing to access these common applications to perform their day-to-day tasks. New software versions frequently require costly hardware upgrades. The Library has successfully deployed Microsoft Office on Citrix thin-clients since last summer. The centralized management features of Citrix have allowed us to

make changes to a large group of computers in a fraction of the time necessary to modify each individual PC.

The next phase in enterprise application management is to set up a “server-farm” where several servers are linked together and share a common “pool” of licenses. A server farm can provide for increased reliability and a more cost-effective allocation of software licenses. When one user is not using an application, the license is freed up so that another user may access the program.

The Library would like to set up a centrally located Citrix farm at the Main Library to provide expanded staff access to Microsoft Office and Microsoft Publisher. We would also gain experience using a server-farm and would eventually either purchase additional licenses for patron access to the same “server farm” or set up a secondary “server farm” dedicated for patron access to Microsoft Office and other applications.

IV. OPTIONS

The following options are offered for consideration.

Option 1. Purchase and install equipment and software as described below.

Advantages

1. Library employees would have access to Word Processing, Spreadsheet, Presentation, and Publishing application software.
2. All software would be at the same version level.
3. Software could be centrally managed and upgraded.

Disadvantages

1. The initial installation cost of the Citrix platform is substantial.

Option 2. Install applications on individual workstations.

Advantages

1. Up front costs would be less.

Disadvantages

1. This approach would take more staff time to install.
2. Application maintenance (i.e. installing upgrades and patches) would take more staff time. Long-term support costs would be higher than in a centralized thin-client environment.

V. RECOMMENDATION

Staff recommends board approval of option 1 which includes the following costs.

Server Hardware (12 Servers)	\$35,000.00
Microsoft Operating System Licensing	\$16,000.00
Microsoft Application Licensing (250 concurrent users Microsoft OfficeXP 50 concurrent users Microsoft Publisher)	\$19,000.00
Citrix user licensing (250 concurrent users)	\$65,000.00
Miscellaneous Costs	<u>\$ 2,000</u>
Total project costs	<u>\$137,000.00</u>

The Library budgeted \$208,000 to implement Citrix thin client technology for staff and patrons this fiscal year. The Library has expended \$33,933.20 so far to install Citrix for public use in the Computer Resource Center, the South Creek Branch and the North Orange Branch. This proposal falls within the remaining balance. Once this hardware and software is installed, additional hardware and software will be purchased to also provide the Microsoft Office applications to more public access computers throughout the system.

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**Discussion and Possible
Action Items**

**Orange County Library System
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**Committee Assignments
and Charges**

**Orange County Library System
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**Southwest Library
and Dr. Phillips Lease**

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Information

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Director's Report

Director's Report January 2003

! OCLS Employment Line will provide information on jobs available at the Library. Patrons can access the line by calling 407/835-7413. There will be a message updated each Friday at 4:00 p.m. that will list the Library's current vacancies and closing dates. This is a great new service to augment the Employment Opportunities listed on www.ocls.info and the printed "Public Vacancy Announcement" posted at the Main Library (Info Desk and Human Resources) and at each Branch Library. Anyone calling 835-7323 asking for employment information can be connected to 835-7413 to hear the current list of vacancies.

! Five on Five for Five: In response to the community need for expanded library service, five facilities of the Orange County Library System were open for the first time on Sunday 5 January 2003. Alafaya Branch, North Orange Branch, South Creek Branch, West Oaks Branch, as well as the Orlando Public Library are now open on Sundays. All visiting that day were invited for refreshments and give-aways at our Sunday Libraries. The *Sentinel*, *Apopka Chief*, *South Orange News*, and *West Orange Times* carried the announcements.

! Preparations have been made to adjust the copy machine prices system wide to \$0.15, in accordance with the new fees adopted by the Board. A color copier has been leased for use by the public, with copies at \$1 each. The machine will accept either coins, bills, or copy cards. Public fax machines are being made available on a pilot basis at the Main Library and the Southwest Branch in January.

To keep the number of copies per card the same as we sell now, new card prices would be:

50 Copies - \$7.50
100 Copies - \$15.00
500 Copies - \$75.00

Cards sold before the increase will continue to be debited in \$0.10 increments until depleted.

! The Library is pleased to announce that the Library has received \$1000 from the Wal-Mart Foundation for the literacy materials for the North Orange Branch in Apopka.

! WINTER GARDEN LIBRARY

Site Plan and Zoning has approved the plans with a few minor exceptions. The next step is the approval by the city departments, which are currently reviewing the plans. Then the infrastructure cost must be identified to establish an inspection fee and a Pre-construction Meeting with the city departments, contractor and architect. Once the above is complete, then a Site Plan Certificate will be issued allowing the project to qualify for submission of a building permit. The City

Administrator has assured us that the project will be given high priority and we look forward to a speedy approval process.

The Winter Garden ground breaking ceremony is scheduled for Monday February 10, 2003 10:30 A.M.

! The Computer Resource Center at Main is offering some new classes. They are:

- *Internet basics en Español*. Date for first class is February 28th.
- *Creating Your Family History Web* site. Now that you've traced your ancestors, learn how to share this info online on a website. Sunday 23rd is date for first class.
- *Open Lab* Feb 11th. 3-5 p.m. Patrons can come in and get some specific questions answered about features on email, Power Point, Excel, Word and Internet basics. The lab offers one-on-one assistance for these sessions.

! The Library has received the results of the Air Quality report on the Main Library from the contractor, GSE.

Grove Scientific has delivered the report of the air quality study recently performed at Main. From the Conclusions and Recommendations section, "No significant differences were noted from previous monitoring events. The workplace appears to be clean and in compliance with applicable OSHA standards as well as non-regulatory guidelines. At this time, there are no recommendations. Overall, the library appears to be well ventilated and does not appear to have temperature, moisture, particulate, or aeromycology control problems.

! The Library has installed a Benedict Arnold display in First Floor Reference. The display was put together as part of a grant contest sponsored by the American Library Association and A&E television. It features a display created for the showing of the program "Benedict Arnold: A Question of Honor" on A & E. Thanks to Ben Garcia and Marcia Bruton for their efforts in creating the display!

! The Library is purchasing a limited Vocera system that will enable staff at Main to communicate real time, real voice with each other to provide better customer service. The system uses a no hands communication rechargeable device that connects to the wireless network in place at Main and functions like a combination cell phone, pager and walkie-talkie. We are trying to schedule the installation for the first week in February. We would like to demonstrate the system at the 13 February Board meeting.

! Eighty employees enrolled in a new benefit provided by the Library for the first time this year. Employees can enroll in a Healthcare Flex Spending Account or a Dependent Care Flex Spending account (or both!) The Flexible Spending Account (a Section 125 plan) is available to all employees. Flexible Spending Accounts allow employees to pay for out of pocket medical and dental expenses or dependent care expenses with pre-tax dollars, so that taxes aren't paid on those expenses.

The Library is pleased to see the benefit so well utilized in its first year.

! Staff Association put together a wonderful parade entry for the Florida Power Super Holiday Parade on Monday, December 30 in downtown Orlando. With approximately 40 staff members participating, the Train Float featured book characters waving to the crowd including the Library's new Orange You Glad You Read mascot, plus staff carrying the Library banner; large walking Get Your Library Card Today sandwich board signs, and a book cart drill team. Waves, and shouts of glee greeted the Library float and staff. The parade was televised on New Year's Day along with the Capital One Bowl. Many thanks to the Staff Association for organizing the event and putting together the precision Book Cart Drill Team, arranging for the snappy T-shirts, and making our representation in this fun community event such a positive experience for both the visitors, citizens, and participants. Many thanks to the organizer, Tonia Hinkle, and all the participants : Jamie Conklin, Valerie Dawson, Marcshia Scioville, Azoria Williams who carried the banners; Marla McCall, Linda Gabriel, Jeanne Pettrey, Sheri Chambers, Eremiyas Hagios, and Ben Garcia who bravely suited up in character costumes; Shani Reyes, Andrew Toutain, and Marilyn Hoffman who photographed and videotaped the event for us; Eirisilyn Torres, Sara Goff, Lydia Peters, Jennifer Canzio- Hensley, Jafisa Atoy and Pam Bergner who were costumed character handlers; Jose Ramos, Bob Hensley, Rhonda Wright, Maria Perez, Angela Jacobe, Olga Rodriguez and Jose Lopez who were float riders; Nehemiah Fitzgerald, Ellen Wittman who were the float escorts, Sally Fry, Mary Moyers, Milinda Neusaenger, Marcia Bruton, Beverley-Ann Galloway, Wendi Bost and Tonia Hinkle who were the Drill Team; Omar Elkalyoubie, Shanna Perry, Jane Tracy, Jessica Sugiuchi, Lisa Taylor, and Mary Anne Hodel who were walking library cards. Special thanks to Darryl Sims, Craig Goetzke and volunteer David Neusaenger for the great paint job and maintenance on the book carts. Matthew Donofrio assisted with acquiring the costumes and Parade Day preparations. Ben Garcia created the walking library cards, banners for the float, the T-shirts and logo.

A very special thanks also goes to Carolyn Rosenblum for creating the smart cadence for the Drill Team.

! The Library is asking all employees to provide account information to enable the direct deposit of salary checks. This is being done for security concerns.

! Orlando Sentinel has made a request for personal information for all library employees for the Sentinel's files. The Library has complied with their request, subject to the provisions and exceptions in Florida statutes.

! The Library acknowledges and thanks the work of the Finance Department for their efforts that lead to the completion of the audit. Many hours of calculations, testing, and computations went into the financial reports that result in the audit. Sincere thanks to Bob Tessier, Janelle McDaniel, Inma Fuentes, Vivian Nguyen, and Griselda Melgoza for their fine work.

Programs and Events:

December/January:

The December Music in the Library program at the Orlando Public Library featured Alan Vache and his group of jazz musicians performing holiday classics and original jazz music with 59 people attending the performance in the gallery area of the first floor. Enjoy A Tribute to Broadway presented by The Company Players on Friday, January 17 at 12 noon.

January's programming theme of Healthy, Wealthy and Wise tops the charts, with over 70 programs and classes planned for the public. This includes programs such as Hiking the Appalachian Trail; Wise Up with the Math Magician; Financial Fitness; Speaking to Sell; Natural Hormone Therapy; Basic Grant Writing; and Tennis for Fitness and Fun. Additional Arts and Cultural programs include Literary Ladies Book Club; Starting a Book Discussion Group and The Jack Kerouac Project. You can see films at eleven Library locations, including full length movie showings of *As Good As It Gets*; *Chicken Run* and *Aladdin*, complete with popcorn. Computer classes include Your Financial Health; E-mail en Espanol; and Learn-A-Test. Additional programs offered include Scrapbooking and Photo Preservation; Games Galore; and The Wisdom of Martin L. King, Jr. plus many, many more. For a complete listing of January programs, check the Books & Beyond newsletter or access the Library's web site, www.ocls.info.

The Sentinel's One Book, One Community selection for their Reading by Nine initiative is *Because of Winn-Dixie* by Kate DiCamillo. The Library is participating in this Children's reading initiative by featuring weekly Read Alouds and a Kick-Off event with games and activities.

The regular scheduled Children's programs presented by Library storytellers at all Library locations continue to entertain all ages from Tiny Tales (birth-18 months), Toddler Time (18-36 months), and Storybook Fun (3-5 years.)

In December, Friends of the Library presented *Seeing Through Maps* with author Ward L. Kaiser as he broadened our perspective by sharing the power of images to shape our world view. The Friends have averaged 100 people attending their Second Saturday programs with 62 attending the December program. The Friends of the Library holiday volunteer party followed the program. On January 11, at 10:00 am in the Orlando Public Library Albertson Room, the Friends feature author and researcher Pat Birkhead from the Orange County Regional History Center as she tells about Early Orlando and its Commercial Businesses.

Don't miss the Friends annual Winter Book Sale with half price on great books, cassettes, videos, records, magazines and more beginning with Member's Night on Thursday, January 16, 6-8 p.m. and continuing on Friday, January 17, 10 a.m. – 5 p.m. and Saturday, January 18, 9:30 a.m. – 5 p.m.

Walker's Shortbread, widely recognized as the most acclaimed shortbread company in the world, donated cookies for five of the Library programs in January.

The December Story Line features Orlando Magic player Mike Miller reading *Miss Spider's Tea Party*; a holiday story, *Polar Express*, and in Spanish, *Medio Pollito* read by a Library Staff member. January's Story Line will feature Magic player Darrell Armstrong reading *I Took My Frog to the Library*; and Library staff reading stories in English and Spanish. Call 407-835-7333 to listen.

The Name the Library Mascot Contest continues through March 15.

The Library is participating in the first annual United Arts of Central Florida Arts Fest on February 1 with six programs offered that Saturday as part of the Arts Fest including Central Florida Folk playing music, Florida Children's Repertory Theatre presentation of *Peter and the Wolf*, Silhouettes by Kathy Flocken, RPM Dance with dances from Faces of Asia: Traditional and Dance Concert, Shakespeare Festival presentation of Three Billy Goats Gruff. We have additional Library programs that day featuring African-American Genealogy, a Meet the Author, Movies and more. Join us for an entertaining and informative day.

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Flexible Benefit Plan

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South Creek Update

South Creek Project Summary

Dec 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	1,720,010.95
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>1,892,090.04</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>2,537,337.08</u></u>

Note: All the underground pipe work is completed on the Drainage Remediation. Landscape work is substantially complete.

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Winter Garden Update

Winter Garden Project Summary

03-025

Dec 31, 2002

<u>CATEGORY</u>	<u>ORIGINAL BUDGET APPROVED 12/12/2002</u>	<u>Working Budget</u>	<u>EXPENDED TO DATE</u>
Land			
Architect/engineer			
Basic contract	150,000.00	155,000.00	93,839.24
Construction			
Contractor	2,100,000.00	2,100,000.00	0.00
Carpet	35,000.00	35,000.00	0.00
Impact & Permit Fees	40,000.00	40,000.00	1,150.00
Testing	8,000.00	8,000.00	0.00
Other	10,000.00	10,000.00	0.00
Construction Total	<u>2,193,000.00</u>	<u>2,193,000.00</u>	<u>1,150.00</u>
Total	2,343,000.00	2,348,000.00	94,989.24
Contingency	207,000.00	202,000.00	
TOTAL PROJECT	<u><u>2,550,000.00</u></u>	<u><u>2,550,000.00</u></u>	<u><u>94,989.24</u></u>

Note: The site and construction permit process is moving slowly, but steadily at the City of Winter Garden. Winter Garden required that a contractor apply for the building permit. We have a signed contract with APM Construction, so that hurdle is behind us now. The permitting can take as long as 60 days.

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**Public Comment:
Non-Agenda Items**