

**Orange County Library System  
Board of Trustees**

**Board Packet for February 2003**



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

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

February 7, 2003

To: Thomas R. Kohler, Trustee  
Phyllis Hudson, Vice President  
Gloria Fernandez, Trustee  
Sara R. Brady, Trustee  
James B. Tyson, Trustee Designate

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 of Trustees will be at 7:00 p.m., Thursday, February 13, 2003, at the **Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801; 407.835.7323.**

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

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

**AGENDA**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**February 13, 2003**  
**Orlando Public Library**  
**101 East Central Boulevard**  
**Orlando, Florida 32801**  
**407.835.7323**

03-027      I.      **Call to Order**

03-028                      **Oath of Office New Trustee: James B. Tyson**

03-029      II.      **Public Comment**

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

If a request is made for written comments to be included in the official record of this meeting, it is helpful if the requestor is able to provide the comments in an electronic format. However, this is not required. This is to ensure the completion and accuracy of the official record when posted on the Library's website, [www.ocls.info](http://www.ocls.info) . For more information, contact Milinda Neusaenger at 407.835.7611 or [neusaenger.milinda@ocls.info](mailto:neusaenger.milinda@ocls.info) .

03-030      III.      **Approval of Minutes**

03-031                      **Library Board of Trustees Meeting: Thursday, January 9, 2003**

03-032      IV.      **Staff Presentation: Homer Hickam Video**

03-033      V.      **Financial Statements and Summaries: January 2003**

03-034      VI.      **Statistics and Summaries: December 2002**

03-035      VII.      **Action Items**

03-036                      **Consent Agenda**

03-037                      A.      **Branch Building Security System Recommendation: (Addresses Objective Six of the Strategic Plan – Minimize Security Risks)**

03-038                      B.      **Resolution to Approve Branch Backbone Budget: (Budget Item and Addresses Goal Two of the Strategic Plan – Expand Use of Relevant Technology)**

03-039                      C.      **North Orange Roofing Contractor Recommendation: (Addresses Objective Four of the Strategic Plan – Create and Maintain Inviting and Appealing Library Spaces)**

03-040      VIII.      **Discussion and Possible Action Items**

- 03-041 IX. **Information**
- 03-042 **Director's Report**
- 03-043 **South Creek Update**
- 03-044 **Winter Garden Update**
- 03-045 **Presentation: Online Card Registration**
- 03-046 **Public Comment: Non-Agenda Items**

X. **Adjournment**

**Next Meeting Dates:** March 13, 2003 – North Orange Library 1211 East Semoran Boulevard; Apopka, Florida 32703; and April 10, 2003 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

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

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

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 13, 2003**

**Call To Order**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 13, 2003**

**Oath of Office New Trustee:  
James B. Tyson**

**Orange County Library System  
Board of Trustees**

**OATH OF OFFICE**

**I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida: that I am duly qualified to hold office under the Constitution of the State: and that I will well and faithfully perform the duties of the Office of Trustee, Orange County Library District Board of Trustees, on which I am about to enter, so help me God.**

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**James B. Tyson  
Orange County Library District Board of Trustees**

**ATTEST:**

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**Mary Anne Hodel  
Library Director / Chief Executive Officer  
Orange County Library System**

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**Date**

**State of Florida  
County of Orange**

**The foregoing instrument was acknowledged before me this 13<sup>th</sup> day of February, 2003 by James B. Tyson as Trustee of the Orange County Library District Board of Trustees.**

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**Milinda A. Neusaenger, Notary Public**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 13, 2003**

**Public Comment**

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**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 13, 2003**

**Approval of Minutes**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 13, 2003**

**Approval of Minutes:  
Library Board of Trustees Meeting  
Thursday, January 9, 2003**

**MEETING MINUTES**  
**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**

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

Board Members Present: Tom Kohler (1/0); Phyllis Hudson (1/0); Ron Harbert (1/0); Gloria Fernandez (1/0); Sara Brady (1/0)

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

03-002 II. **Public Comment**

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

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

Trustee Harbert, seconded by Trustee Fernandez, moved to approve the December 12, 2002 Board of Trustees Meeting minutes.

Motion carried 5-0.

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

Due to technical difficulties, the presentation of the Homer Hickam program video was postponed.

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

- 03-007           **Financial Statements: December 2002**  
Comptroller Tessier updated the Board on the finances for the month ending December 31, 2002. There were no questions asked or actions taken.
- 03-008           **Final Financial Statements for Fiscal Year Ending September 30, 2002**  
Comptroller Tessier presented the final financial statements for fiscal year 2002. Brief and general discussion resulted and no action was taken.
- 03-009           **Annual Audit Presentation: Ron Conrad of Cherry, Bekaert & Holland C.P.A. Firm**  
Certified Public Accountant Ron Conrad explained and summarized the Library's final audit report for fiscal year ending September 30, 2002. Brief discussion ensued regarding various aspects of the report.
- 03-010           **Acceptance of Annual Audit for Fiscal Year Ending September 30, 2002**  
Trustee Hudson, seconded by Trustee Harbert, moved to accept the Annual Audit Report conducted by Cherry, Bekaert & Holland C.P.A.  
  
Motion carried 5-0.
- 03-011           VI.   **Statistics and Summaries: November 2002**  
Assistant Director Moss briefed the Board regarding some of the statistical reports. There were no questions or actions taken.
- 03-012           VII. **Action Items**
- 03-013           **Recognition of Retiring Employees**  
President Kohler thanked all four retirees, John Martin, Lois Walker, Waldence Cohen and Dorothy Beard, for their many years of service to the Library. He also recited the proposed resolutions which are in honor of the retirees. President Kohler presented framed certificates of appreciation to the retirees in attendance, Mr. John Martin and Mrs. Lois Walker.  
  
The Board of Trustees voted to pass the resolutions recognizing and honoring the four retirees.  
  
Motion carried 5-0.
- 03-014           **Consent Agenda**
- 03-015           A.   **Resolution to Amend the By-Laws to Include Public Comment Policy Changes**  
The Staff recommended to the Board a revision of the language in the By-laws to reflect the previously approved policy regarding public comment. Trustee Hudson suggested a clarification statement regarding "public comment" be included in the By-laws. President Kohler offered that item #2 of the By-laws section should be entitled "Public Presentation" with a statement noting the new public comment procedures. Article 3, Section 2 will be amended to read as follows:

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

1. Call to order
2. Public presentation  
(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.)
3. Approval of minutes
4. Financial Statements
5. Statistics and Summaries
6. Action items
7. Discussion and possible Action items
8. Information
9. Report of Library Director/Chief Executive Officer

03-016            **B. Resolution to Approve the Reference Policy: (Addresses Goal Two of Strategic Plan)**  
 Staff recommended the approval of the proposed Reference Policy as offered. The proposed policy includes guidelines regarding reference services.

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)**

Staff recommended the Board approve the following costs:

|                                                                                                                         |                     |
|-------------------------------------------------------------------------------------------------------------------------|---------------------|
| Server Hardware (12 Servers)                                                                                            | \$35,000.00         |
| Microsoft Operating System Licensing                                                                                    | \$16,000.00         |
| Microsoft Application Licensing<br>(250 concurrent users Microsoft OfficeXP<br>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.

Trustee Harbert, seconded by Trustee Fernandez, moved to approve the consent agenda items as recommended by the OCLS Administration.

Motion carried 5-0.

03-018            **VIII. Discussion and Possible Action Items**

03-019            **Committee Assignments and Charges**  
 President Kohler appointed the Board Committee assignments for the year, which are as follows:

Phyllis Hudson: Planning Committee  
Sara Brady: Marketing Committee  
Gloria Fernandez: Personnel Committee  
Gloria Fernandez: Children's Outreach Committee (newly created)  
Tom Kohler: Finance and Facilities Committee  
New Board Member (to be announced): Partnership Committee

Trustee Emeritus Sarchet volunteered to work with Trustee Fernandez on the Children's Outreach Committee.

03-020

**Southwest Library and Dr. Phillips Lease**

President Kohler opened discussion on a proposal from the Dr. P. Phillips Foundation to make the Community/Meeting Room at Southwest Library a part of the premises leased by the library. The proposal from the Foundation included some stipulations regarding meeting room usage.

Discussion ensued on a clause in the proposal that stated "meeting by groups advocating ballot initiatives or various social issues that might or could eventually come to be a ballot initiative" would not be permissible uses of the room.

Trustee Hudson, seconded by Trustee Fernandez, moved not to amend the current lease agreement under the terms presented.

Motion carried 5-0.

Staff were instructed to notify the Dr. Phillips Foundation of the Board's decision.

03-021

**IX. Information**

03-022

**Director's Report**

- The Library will be a participant in Job Shadow 2003, <http://www.jobshadow.org/>. This is a terrific opportunity to promote ourselves to our community and to promote the many great careers available in libraries to potential future employees!

Any of our 14 Library locations can host students. Two dates have been selected: Tuesday, February 18, 2003 and Thursday, April 10, 2003. Students are at the host site from 9:00 a.m. to 1:00 p.m. Junior Achievement and Orlando's Promise are helping to coordinate efforts. Students of high school age (grade 9-12) are eligible to participate.

- The Library is pleased to host a program on Talking Books for National Talking Book Day. There will be a presentation about the program and how to access and search the catalog on the web for the users of this program. This program will take Place on MARCH 3, 2003, the anniversary of the passage of the Pratt Smoot Act (originally passed on 3/3/1931.) The Library will send invitations to the Center for Independent Living as well as to Doctors offices who play a key role in our Talking Books Program. Many thanks to Librarian Linda Gabriel for taking on this project!

- The Library has received the Smart Board it ordered for assistance with teaching technology classes. It was first used for public class last week. Staff are working on:

1. A class for staff in the Computer Resource Center and Information Systems staff on setting up the Smart Board
2. A class for presenters for using the Smart Board
3. Integrating the Smart Board into the classes taught by the Computer Resource Center.

! On December 10, 2002 the Main Library was inspected by Safeco Insurance to review our operation with regard to property and general liability exposures. Yesterday we received these results:

"Based upon my observations at the time of the visit, I do not have any recommendations to submit at this time."

Jonathan R. Parker, CSP, ARM  
Risk Control Representative

Given the size of the building and the extent of their inspection, the Library received an A+.

! The first time ever Sunday opening of four Branches, on January 5, 2003 was well received by the public. The Branches received many positive comments. It was a steady, but not busy day, since school is still out for the winter holidays in Orange County. The activity was:

| Branch       | Doorcount | Cards | Cars to Driveup |
|--------------|-----------|-------|-----------------|
| West Oaks    | 159       | 7     | 35              |
| North Orange | 199       | 10    | n/a             |
| South Creek  | 210       | 13    | 13              |
| Alafaya      | 250       | 11    | 45              |
| TOTALS       | 818       | 41    | 93              |
| Main Library | 1453      | 51    | n/a             |

- We have received our elevator certificates from the state for the four Dover elevators. The elevators are now approved by the State of Florida. The certificates are now displayed in the cars.

Trustee Hudson asked for information about the *Orlando Sentinel's* request of employee information. Director Hodel explained that it was a public records request and OCLS complied, giving general employee information. Trustee Brady mentioned that the *Orlando Sentinel* is building a contact database.

There was brief discussion about the parade and OCLS's outstanding entry.

- 03-023            **Flexible Benefit Plan**
- 03-024            **South Creek Update**
- 03-025            **Winter Garden Update**
- 03-026            **Public Comment: Non-Agenda Items**  
No one requested to speak to the Board of Trustees.

X.    **Adjournment**

President Kohler adjourned the meeting at 8:00 p.m.

**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 .

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**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 13, 2003**

**Staff Presentation:  
Homer Hickam Video**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 13, 2003**

**Financial Statements and  
Summaries: January 2003**

# Orange County Library System Financial Statement Highlights Four Months Ended January 31, 2003

## Operating Fund Revenue and Expenditure Summaries

### Fax Revenues

One of the activities (Objective 3: Expand end user services) in the Strategic Plan is to provide public FAX service at the Main Library and the Southwest Branch. Since the first week in January, we have been offering this service at these two locations. The charge is \$1.00 per page. At the Main Library the public FAX service is located in the Computer Resource Center on the second floor. To date, we have collected \$82.

### Meeting Room Revenues

Since we decided not to charge for the usage of meeting rooms this fiscal year, we will not collect any of the \$30,000 budgeted for the year.

### Interest Earnings

While these revenues normally start out slowly each fiscal year, it is unlikely we will receive the entire \$350,000 amount budgeted for the year. Last fiscal year we received \$347,000 and rates are lower this year than last. In a couple of months we will make a projection of how much we anticipate receiving for the year.

### Salaries

As of the end of January we are four months into the fiscal year and thus, should have spent about 33% of the amount budgeted for salaries. We actually spent 32.9%, which is obviously very close.

### Building and Improvements

Through the end of January we have expended \$142,764 out of a \$1,805,000 budget. The biggest component of this budget is for construction of the west wing space on the first floor. This construction project should begin in June, at which time we will start spending the remaining money in the budget.

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND REVENUE SUMMARY**  
**Four Months Ended January 31, 2003**

|                                    | <u>ANNUAL<br/>BUDGET</u> | <u>YTD<br/>ACTUAL</u>    | <u>(4 months=33%)</u> |
|------------------------------------|--------------------------|--------------------------|-----------------------|
| <b>AD VALOREM TAXES</b>            | 21,561,212               | 18,184,135               | 84.3%                 |
| <b>INTERGOVERNMENTAL</b>           |                          |                          |                       |
| Grants                             | 23,000                   | 0                        | 0.0%                  |
| State Aid                          | 1,638,000                | 0                        | 0.0%                  |
| Law Collection Fees                | 250,000                  | 82,140                   | 32.9%                 |
|                                    | <u>1,911,000</u>         | <u>82,140</u>            | <u>4.3%</u>           |
| <b>CHARGES FOR SERVICES</b>        |                          |                          |                       |
| Fee Cards                          | 16,000                   | 4,695                    | 29.3%                 |
| PC Pass                            | 6,000                    | 9,292                    | 154.9%                |
| Classes                            | 4,000                    | 40                       | 1.0%                  |
| Meeting Rooms                      | 30,000                   | 0                        | 0.0%                  |
| Copy & Vending                     | 160,000                  | 45,664                   | 28.5%                 |
| Fax                                | 0                        | 82                       | 0.0%                  |
|                                    | <u>216,000</u>           | <u>59,773</u>            | <u>27.7%</u>          |
| <b>FINES</b>                       |                          |                          |                       |
| Fines                              | 500,000                  | 164,691                  | 32.9%                 |
| Service Charge (Collection)        | 2,000                    | 50                       | 2.5%                  |
| Lost Materials                     | 50,000                   | 19,056                   | 38.1%                 |
|                                    | <u>552,000</u>           | <u>183,797</u>           | <u>33.3%</u>          |
| <b>MISCELLANEOUS</b>               |                          |                          |                       |
| Interest Earnings                  | 350,000                  | 53,758                   | 15.4%                 |
| Rents                              | 3,000                    | 0                        | 0.0%                  |
| Disk Sales                         | 2,000                    | 835                      | 41.8%                 |
| Contributions - Friends of Library | 75,000                   | 0                        | 0.0%                  |
| Contributions - Others             | 3,000                    | 5,087                    | 169.6%                |
| Miscellaneous                      | 30,000                   | 20,341                   | 67.8%                 |
|                                    | <u>463,000</u>           | <u>80,021</u>            | <u>17.3%</u>          |
| <b>TRANSFER FM TAX COLLECTOR</b>   | 185,000                  | 0                        | 0.0%                  |
| <b>TOTAL REVENUES</b>              | <u><u>24,888,212</u></u> | <u><u>18,589,866</u></u> | <u><u>74.7%</u></u>   |

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND EXPENDITURE SUMMARY**  
**Four Months Ended January 31, 2003**

03-033

|                                       | <b>ANNUAL<br/>BUDGET</b> | <b>YTD<br/>ACTUAL</b>   | <b>(4 months=33%)</b> |
|---------------------------------------|--------------------------|-------------------------|-----------------------|
| <b>SALARIES &amp; BENEFITS</b>        |                          |                         |                       |
| Salaries (Sick Leave Payout=\$23,532) | 10,694,565               | 3,516,007               | 32.9%                 |
| Medicare Taxes                        | 155,068                  | 50,012                  | 32.3%                 |
| DCP - Retirement Contributions        | 802,095                  | 235,995                 | 29.4%                 |
| DBP - Retirement Contributions        | 775,211                  | 240,224                 | 31.0%                 |
| Life and Health Insurance             | 1,532,847                | 403,544                 | 26.3%                 |
| Worker's Compensation                 | 125,122                  | 65,070                  | 52.0%                 |
| Unemployment Compensation             | 9,806                    | 0                       | 0.0%                  |
| Parking & Bus Passes                  | 90,000                   | 28,449                  | 31.6%                 |
|                                       | <u>14,184,714</u>        | <u>4,539,301</u>        | <u>32.0%</u>          |
| <b>OPERATING</b>                      |                          |                         |                       |
| Professional Services                 | 150,000                  | 46,667                  | 31.1%                 |
| Other Contractual Services            | 595,000                  | 132,728                 | 22.3%                 |
| Other Contract. Serv.- Janitorial     | 212,000                  | 72,273                  | 34.1%                 |
| Training and Travel                   | 75,000                   | 34,331                  | 45.8%                 |
| Telecommunication                     | 248,000                  | 71,069                  | 28.7%                 |
| Delivery and Postage                  | 982,000                  | 296,456                 | 30.2%                 |
| Utilities                             | 628,000                  | 153,362                 | 24.4%                 |
| Rentals and Leases                    | 848,000                  | 272,065                 | 32.1%                 |
| Insurance                             | 125,000                  | 66,600                  | 53.3%                 |
| Repair and Maintenance                | 520,000                  | 139,635                 | 26.9%                 |
| Repair & Maint. - Hardware/Software   | 185,000                  | 44,347                  | 24.0%                 |
| Copying/Printing                      | 184,000                  | 39,473                  | 21.5%                 |
| Property Appraiser's Fee              | 250,000                  | 120,816                 | 48.3%                 |
| Tax Collector's Fee                   | 435,000                  | 363,683                 | 83.6%                 |
| Supplies                              | 608,000                  | 160,321                 | 26.4%                 |
| Supplies-Hardware/Software            | 168,000                  | 38,235                  | 22.8%                 |
| Contingency                           | 300,000                  | 0                       | 0.0%                  |
|                                       | <u>6,513,000</u>         | <u>2,052,061</u>        | <u>31.5%</u>          |
| <b>CAPITAL OUTLAY</b>                 |                          |                         |                       |
| Building and Improvements             | 1,805,000                | 142,764                 | 7.9%                  |
| Equipment and Furniture               | 125,000                  | 21,762                  | 17.4%                 |
| Hardware/Software                     | 599,000                  | 40,503                  | 6.8%                  |
|                                       | <u>2,529,000</u>         | <u>205,029</u>          | <u>8.1%</u>           |
| <b>LIBRARY MATERIALS</b>              |                          |                         |                       |
| Materials - Rest. Contributions       | 15,000                   | 4,394                   | 29.3%                 |
| Materials - Law                       | 210,000                  | 124,832                 | 59.4%                 |
| Materials - Other                     | 3,935,000                | 999,005                 | 25.4%                 |
|                                       | <u>4,160,000</u>         | <u>1,128,231</u>        | <u>27.1%</u>          |
| <b>TRANSFER TO BR DEBT SERV FUNI</b>  | 417,000                  | 208,389                 | 50.0%                 |
| <b>TOTAL EXPENDITURES</b>             | <u><u>27,803,714</u></u> | <u><u>8,133,011</u></u> | <u><u>29.3%</u></u>   |

**ORANGE COUNTY LIBRARY DISTRICT  
MAIN DEBT SERVICE FUND  
Four Months Ended January 31, 2003**

|                             | <u>ANNUAL<br/>BUDGET</u> | <u>YTD<br/>ACTUAL (4 months=33%)</u> |                     |
|-----------------------------|--------------------------|--------------------------------------|---------------------|
| <b>REVENUES</b>             |                          |                                      |                     |
| Ad Valorem Taxes            | 1,181,080                | 996,114                              | 84.3%               |
| Interest                    | 17,000                   | 477                                  | 2.8%                |
| Transfer From Tax Collector | 13,000                   | 0                                    | 0.0%                |
| <b>TOTAL REVENUES</b>       | <b><u>1,211,080</u></b>  | <b><u>996,591</u></b>                | <b><u>82.3%</u></b> |

**EXPENDITURES**

|                           |                         |                      |                    |
|---------------------------|-------------------------|----------------------|--------------------|
| Principal                 | 1,055,000               | 0                    | 0.0%               |
| Interest                  | 196,738                 | 0                    | 0.0%               |
| Tax Collector's Fee       | 26,262                  | 19,922               | 75.9%              |
| <b>TOTAL EXPENDITURES</b> | <b><u>1,278,000</u></b> | <b><u>19,922</u></b> | <b><u>1.6%</u></b> |

**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**

## Four Months Ended January 31, 2003

03-033

|                            | <b>ANNUAL<br/>BUDGET</b> | <b>YTD<br/>ACTUAL (4 months=33%)</b> |              |
|----------------------------|--------------------------|--------------------------------------|--------------|
| <b>REVENUES</b>            |                          |                                      |              |
| Transfer From General Fund | 417,000                  | 208,389                              | 50.0%        |
| Interest                   | 7,000                    | 2,619                                | 37.4%        |
| <b>TOTAL REVENUES</b>      | <b>424,000</b>           | <b>211,008</b>                       | <b>49.8%</b> |

### EXPENDITURES

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

### FUTURE DEBT SERVICE PAYMENTS

| <b>DATE</b> | <b>PRINCIPAL</b> | <b>INTEREST</b> |
|-------------|------------------|-----------------|
| 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          |
|             | <b>2,853,623</b> | <b>513,792</b>  |

**ORANGE COUNTY LIBRARY DISTRICT  
CAPITAL PROJECTS FUND  
Four Months Ended January 31, 2003**

|                                     | <b>ANNUAL<br/>BUDGET</b> | <b>YTD<br/>ACTUAL (4 months=33%)</b> |             |
|-------------------------------------|--------------------------|--------------------------------------|-------------|
| <b>REVENUES</b>                     |                          |                                      |             |
| State Construction Grant            | 440,000                  | 0                                    | 0.0%        |
| Partial Contribution-City of W. Gar | 114,000                  | 0                                    | 0.0%        |
| Interest                            | 15,000                   | 4,430                                | 29.5%       |
| <b>TOTAL REVENUES</b>               | <b>569,000</b>           | <b>4,430</b>                         | <b>0.8%</b> |

**EXPENDITURES**SOUTH CREEK

|                       |   |        |  |
|-----------------------|---|--------|--|
| Construction Contract | 0 | 64,833 |  |
|-----------------------|---|--------|--|

WINTER GARDEN BRANCH

|                       |           |        |        |
|-----------------------|-----------|--------|--------|
| Architect/Engineer    | 32,000    | 58,153 | 181.7% |
| 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%   |

|                           |                  |                |             |
|---------------------------|------------------|----------------|-------------|
| <b>TOTAL EXPENDITURES</b> | <b>1,758,000</b> | <b>122,986</b> | <b>7.0%</b> |
|---------------------------|------------------|----------------|-------------|



**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND  
BALANCE SHEET - ASSETS  
January 31, 2003**

03-033

**ASSETS**

|                            |                                 |
|----------------------------|---------------------------------|
| Certificates of Deposit    | 11,580,000                      |
| Cash on Hand               | 12,630                          |
| Equity in Pooled Cash      | 1,136,468                       |
| Accounts Receivable        | 539                             |
| Due From Other Governments | 18,500                          |
| Interest Receivable        | 27,810                          |
| Inventory                  | 241,442                         |
| Investments-SBA            | 8,052,905                       |
| Prepays                    | 180,810                         |
| Other Assets-Deposits      | <u>10,175</u>                   |
| <b>TOTAL ASSETS</b>        | <b><u><u>21,261,279</u></u></b> |

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND**  
**BALANCE SHEET - LIABILITIES & FUND BALANCE**  
**January 31, 2003**

**LIABILITIES**

|                                  |                |
|----------------------------------|----------------|
| Accounts Payable                 | 27,829         |
| Retainage Payable                | 11,043         |
| Accrued Wages Payable            | 193,176        |
| Accrued Sales Tax                | 13             |
| Due To FOL-Taxable Book Sales    | 3,804          |
| Due To FOL-Nontaxable Book Sales | 21             |
| Due To FOL-Sales Tax             | 248            |
| United Appeal                    | 140            |
| Bonds                            | 177            |
| Deferred Comp-Employees          | 16,309         |
| Health Insurance                 | 8,319          |
| Union Dues                       | 1,927          |
| Union-Cope                       | 120            |
| Optional Life                    | 2,241          |
| Daughters of American Revolution | 200            |
| Miscellaneous                    | 111            |
| Unclaimed Payroll                | 870            |
| <b>TOTAL LIABILITIES</b>         | <b>266,548</b> |

**FUND BALANCE**

|                                                   |                   |
|---------------------------------------------------|-------------------|
| Reserve for Inventory                             | 241,442           |
| Reserve for Encumbrances                          | 481,827           |
| Reserve for Prepays                               | 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 | 10,456,855        |
| <b>TOTAL FUND BALANCE</b>                         | <b>20,994,731</b> |

**TOTAL LIABILITIES & FUND BALANCE**

**21,261,279**

**ORANGE COUNTY LIBRARY DISTRICT**  
**MONTHLY ROLLOVER**  
**January 31, 2003**

03-033

|                            | <u>BALANCE</u><br><u>12/31/02</u> | <u>RECEIPTS</u>   | <u>DISBURS.</u>     | <u>BALANCE</u><br><u>1/31/03</u> |
|----------------------------|-----------------------------------|-------------------|---------------------|----------------------------------|
| <b>OPERATING</b>           |                                   |                   |                     |                                  |
| Checking                   | 790,538                           | 10,056,401        | (9,710,470)         | 1,136,469                        |
| SBA Investments            | 7,246,691                         | 2,806,214         | (2,000,000)         | 8,052,905                        |
| CD Investments             | 7,580,000                         | 4,000,000         | 0                   | 11,580,000                       |
|                            | <b>15,617,229</b>                 | <b>16,862,615</b> | <b>(11,710,470)</b> | <b>20,769,374</b>                |
| <b>MAIN DEBT SERVICE</b>   |                                   |                   |                     |                                  |
| AIM Investments            | 692,813                           | 420,509           | 0                   | 1,113,322                        |
| <b>BRANCH DEBT SERVICE</b> |                                   |                   |                     |                                  |
| CD Investments             | 383,209                           | 390,872           | (383,209)           | 390,872                          |
| <b>CAPITAL PROJECTS</b>    |                                   |                   |                     |                                  |
| Checking                   | 10,734                            | 20,005            | (19,800)            | 10,939                           |
| SBA Investments            | 853,794                           | 1,273             | 20,000              | 875,067                          |
|                            | <b>864,528</b>                    | <b>21,278</b>     | <b>200</b>          | <b>886,006</b>                   |

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 13, 2003**

**Statistics and Summaries:  
December 2002**

## **STATISTICAL SUMMARY DECEMBER 2002**

### **Circulation and Door Count trends:**

As you can see on the graphs representing Circulation and Door Count, we experienced our traditional December decline in circulation and door count. We did however see a healthy increase over last December in both circulation and door count, particularly circulation.

### **Library Activities:**

It is interesting to note that although some traditional measures of Library use such as circulation and door count decrease from November to December, the use of computers in the Library system increase slightly from November to December. We do not have these statistics for last year but in December we had 71 more sign ups than in November.

For classes offered by Library staff the same phenomenon occurred. We offered 25 classes in November and 34 in December. Attendance to those classes increased by 59%!

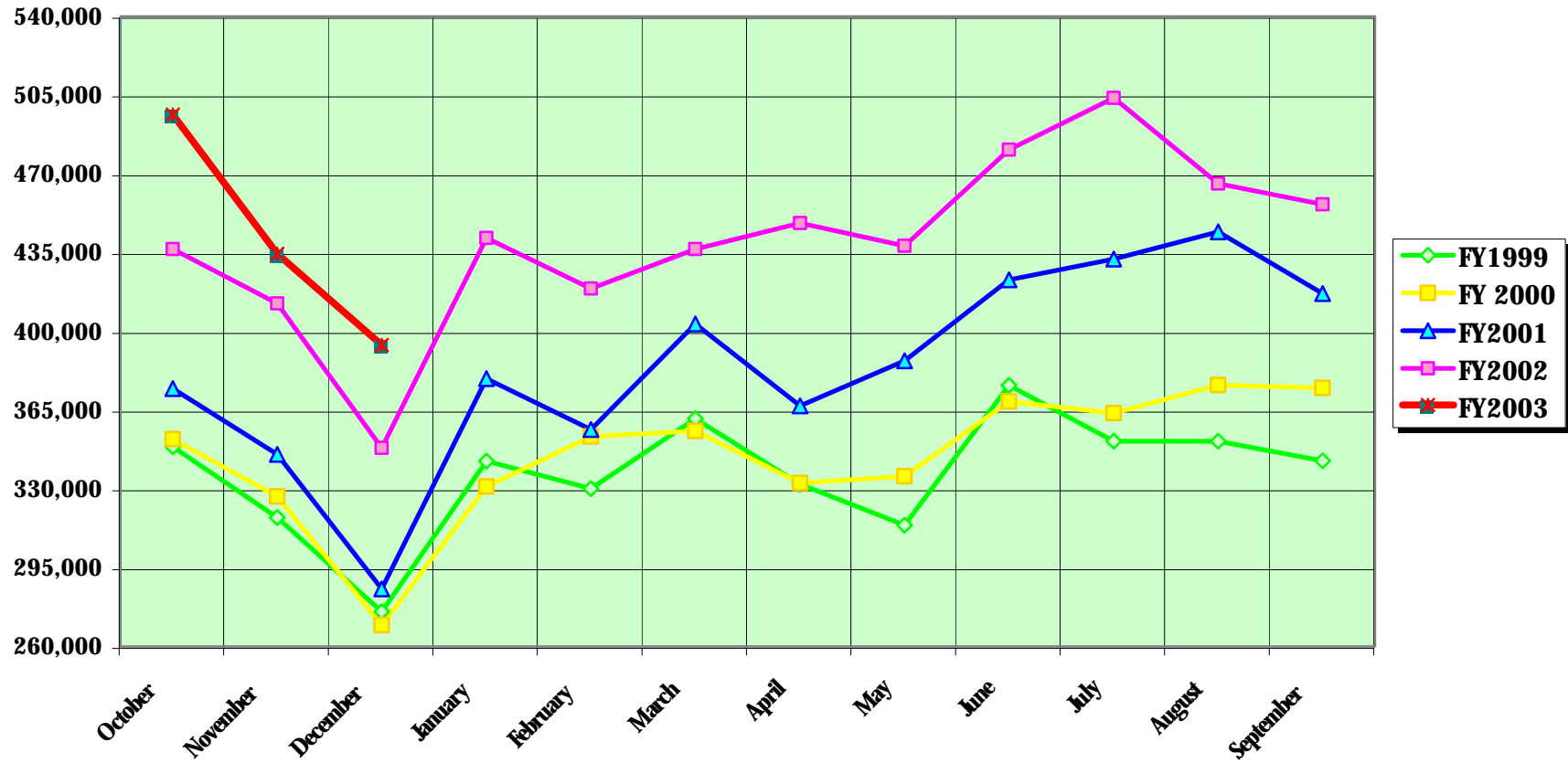
The number of registered borrowers continues its upward climb. Last year at this same time we had 219,757 current borrowers. We now have 247,908 active cards in our system a 12.8 % increase.

### **OCLS.INFO:**

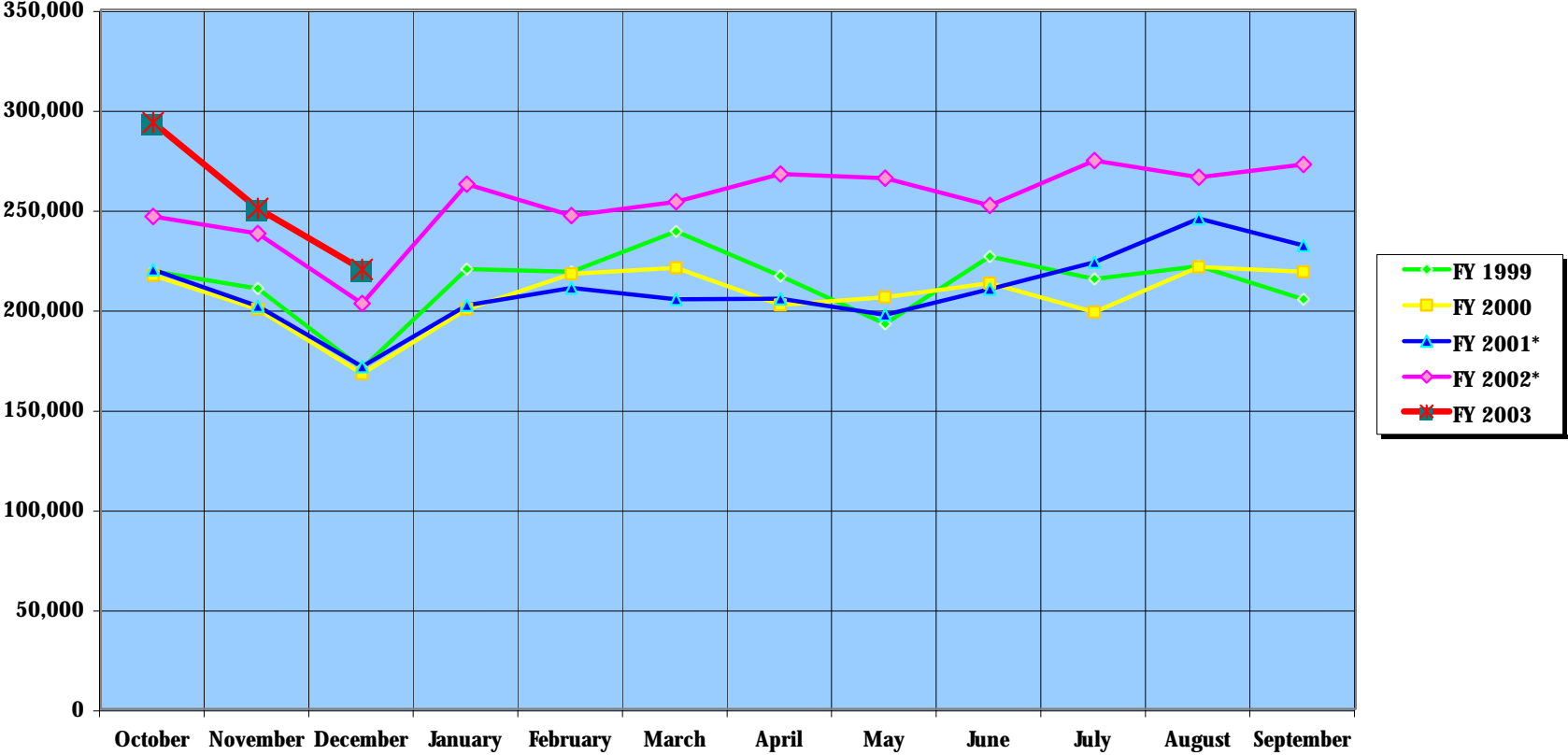
As with November statistics, many of the suggestions last year were questions and comments on the new site that explains the dramatic (61.25%) decrease in those numbers.

The number of reference questions asked online decreased slightly over the same period last year, also a result of a holiday dip.

**ORANGE COUNTY LIBRARY SYSTEM  
CIRCULATION  
Fiscal Year 1999 Through Fiscal Year 2003 TO Date**



**Orange County Library System  
Door Counts  
Fiscal Year 1999 through Fiscal Year 2003 To Date**



## Orange County Library System: Circulation Report FY 2003 YTD & FY 2002

|                      | Oct-02  | Oct-01  | Nov-02  | Nov-01  | Dec-02  | Dec-01  | % of Change | Jan-03 | Jan-02  | Feb-03 | Feb-02  | Mar-03 | Mar-02  |
|----------------------|---------|---------|---------|---------|---------|---------|-------------|--------|---------|--------|---------|--------|---------|
| <b>Circulation</b>   |         |         |         |         |         |         |             |        |         |        |         |        |         |
| <b>Main</b>          | 148,779 | 124,566 | 134,497 | 116,678 | 124,121 | 99,520  | 24.72%      |        | 125,822 |        | 114,597 |        | 123,470 |
| <b>Branches</b>      | 298,036 | 275,563 | 260,885 | 255,888 | 263,144 | 216,320 | 21.65%      |        | 277,390 |        | 262,535 |        | 270,520 |
| <b>MAYL</b>          | 44,997  | 36,464  | 36,618  | 35,295  | 29,905  | 27,818  | 7.50%       |        | 38,303  |        | 37,985  |        | 37,896  |
| <b>Talking Books</b> | 4,507   | 4,686   | 2,505   | 4,612   | 3,815   | 4,606   | -17.17%     |        | 4,963   |        | 3,901   |        | 4,699   |
| <b>Total</b>         | 496,319 | 441,279 | 434,505 | 412,473 | 420,985 | 348,264 | 20.88%      |        | 446,478 |        | 419,018 |        | 436,585 |
|                      |         |         |         |         |         |         |             |        |         |        |         |        |         |
| <b>Door Count</b>    |         |         |         |         |         |         |             |        |         |        |         |        |         |
| <b>Main*</b>         | 75,581  | 69,586  | 64,869  | 64,382  | 55,885  | 56,016  | -0.23%      |        | 77,445  |        | 72,235  |        | 74,501  |
| <b>Branches</b>      | 217,824 | 176,850 | 185,609 | 173,592 | 164,098 | 146,875 | 11.73%      |        | 185,176 |        | 174,735 |        | 179,271 |
| <b>Total</b>         | 293,405 | 246,436 | 250,478 | 237,974 | 219,983 | 202,891 | 8.42%       |        | 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  |
|----------------------|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|-----------|-----------|
| <b>Circulation</b>   |        |         |        |         |        |         |        |         |        |         |        |         |           |           |
| <b>Main</b>          |        | 125,080 |        | 117,546 |        | 130,299 |        | 140,094 |        | 132,138 |        | 132,944 | 407,397   | 1,233,462 |
| <b>Branches</b>      |        | 280,997 |        | 278,846 |        | 303,950 |        | 312,491 |        | 289,013 |        | 278,484 | 822,065   | 2,754,087 |
| <b>MAYL</b>          |        | 38,109  |        | 37,558  |        | 42,918  |        | 46,961  |        | 44,555  |        | 41,169  | 111,520   | 388,832   |
| <b>Talking Books</b> |        | 3,951   |        | 4,078   |        | 3,526   |        | 4,164   |        | 4,079   |        | 3,828   | 10,827    | 41,431    |
| <b>Total</b>         |        | 448,137 |        | 438,028 |        | 480,693 |        | 503,710 |        | 469,785 |        | 456,425 | 1,351,809 | 4,417,812 |
|                      |        |         |        |         |        |         |        |         |        |         |        |         |           |           |
| <b>Door Count</b>    |        |         |        |         |        |         |        |         |        |         |        |         |           |           |
| <b>Main*</b>         |        | 76,978  |        | 73,048  |        | 80,010  |        | 75,891  |        | 74,972  |        | 74,620  | 196,335   | 717,738   |
| <b>Branches**</b>    |        | 190,788 |        | 192,491 |        | 171,919 |        | 198,496 |        | 191,079 |        | 197,901 | 567,531   | 1,814,726 |
| <b>Total</b>         |        | 267,766 |        | 265,539 |        | 251,929 |        | 274,387 |        | 266,051 |        | 272,521 | 763,866   | 2,532,464 |

\*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    | Dec-02    | Dec-01    | % of Change | Jan-03 | Jan-02    | Feb-03 | Feb-02    | Mar-03 | Mar-02    |
|-------------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|--------|-----------|--------|-----------|--------|-----------|
| <b>Program Attendance Total</b>                 | 12,683    | 12,743    | 12,726    | 12,075    | 6,521     | 6,053     | 7.73%       |        | 9,200     |        | 8,515     |        | 10,371    |
| <b>Total # of Programs</b>                      | 373       | 367       | 320       | 291       | 328       | 289       | 13.49%      |        | 296       |        | 276       |        | 358       |
| <b>StoryLine</b>                                | 1,329     | N/A       | 1,903     | N/A       | 1,078     | N/A       | N/A         |        | N/A       |        | N/A       |        | N/A       |
| <b>Class Attendance</b>                         | 117       | N/A       | 98        | N/A       | 156       | N/A       | N/A         |        | N/A       |        | N/A       |        | N/A       |
| <b>Total # of Classes</b>                       | 27        | N/A       | 25        | N/A       | 34        | N/A       | N/A         |        | N/A       |        | N/A       |        | N/A       |
| <b>QuestLine</b>                                | 15,541    | 10,881    | 14,142    | 9,950     | 12,618    | 8,466     | 49.04%      |        | 12,338    |        | 11,871    |        | 11,726    |
| <b>Hits to Website*</b>                         | 5,370,753 | 4,000,000 | 5,240,942 | 4,000,000 | 5,020,406 | 4,500,000 | 11.56%      |        | 4,500,000 |        | 4,500,000 |        | 4,091,966 |
| <b>Online Database Usage</b>                    | 30,549    | 24,735    | 32,755    | 28,860    | 26,736    | 19,425    | 37.64%      |        | 22,543    |        | 26,969    |        | 32,797    |
| <b>P.C. Sessions</b>                            | 44,695    | N/A       | 36,392    | N/A       | 36,463    | N/A       | N/A         |        |           |        |           |        |           |
| <b>Number of Registered Cards in the System</b> | 242,590   | 216,209   | 245,644   | 218,252   | 247,908   | 219,757   | 12.81%      |        | 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   |
|-------------------------------------------------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|------------|------------|
| <b>Program Attendance Total</b>                 |        | 11,304    |        | 8,152     |        | 10,925    |        | 11,873    |        | 7,745     |        | 8,322     | 31,930     | 117,278    |
| <b>Total # of Programs</b>                      |        | 338       |        | 296       |        | 308       |        | 352       |        | 280       |        | 583       | 1,021      | 4,034      |
| <b>StoryLine</b>                                |        | N/A       |        | N/A       |        | N/A       |        | N/A       |        | N/A       |        | 397       | 4,310      | N/A        |
| <b>Class Attendance</b>                         |        | N/A       |        | N/A       |        | N/A       |        | 38        |        | 81        |        | 138       | 371        | N/A        |
| <b>Total # of Classes</b>                       |        | N/A       |        | N/A       |        | N/A       |        | 7         |        | 11        |        | 24        | 86         | N/A        |
| <b>QuestLine</b>                                |        | 12,145    |        | 10,804    |        | 11,315    |        | 12,147    |        | 12,040    |        | 12,103    | 42,301     | 135,786    |
| <b>Hits to Website</b>                          |        | 4,571,875 |        | 4,402,725 |        | 4,352,049 |        | 5,047,880 |        | 4,963,300 |        | 4,849,389 | 15,632,101 | 53,779,184 |
| <b>Online Database Usage</b>                    |        | 33,319    |        | 23,637    |        | 21,226    |        | 21,669    |        | 27,191    |        | 28,292    | 90,040     | 310,663    |
| <b>P.C. Sessions</b>                            |        | N/A       |        | 48,558    |        | 44,601    |        | 44,695    |        | 43,106    |        | 39,138    | 117,550    | N/A        |
| <b>Number of Registered Cards in the System</b> |        | 223,703   |        | 225,511   |        | 229,957   |        | 233,403   |        | 237,073   |        | 240,074   |            |            |

\*October 2001 - February 2002: Estimates of Hits to the Website --  
 Began using statistical software program March 2002.

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

|                            | Oct-02  | Oct-01  | Nov-02  | Nov-01  | Dec-02  | Dec-01  | % of Change | Jan-03 | Jan-02  | Feb-03 | Feb-02  | Mar-03 | Mar-02  |
|----------------------------|---------|---------|---------|---------|---------|---------|-------------|--------|---------|--------|---------|--------|---------|
| Online Catalog Searches    | 185,681 | 164,088 | 162,406 | 150,693 | 134,380 | 106,900 | 25.71%      |        | 160,286 |        | 149,492 |        | 151,689 |
| Online Renewals            | 56,999  | 34,934  | 51,262  | 33,545  | 52,490  | 30,781  | 70.53%      |        | 33,527  |        | 34,505  |        | 38,379  |
| Online Reference Questions | 457     | 197     | 393     | 298     | 312     | 329     | -5.17%      |        | 462     |        | 586     |        | 427     |
| Online Requests            | 29,720  | 21,583  | 22,912  | 20,210  | 18,655  | 17,357  | 7.48%       |        | 26,217  |        | 22,367  |        | 24,369  |
| Online Suggestions         | 80      | 63      | 73      | 166     | 62      | 160     | -61.25%     |        | 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 | 482,467  | 1,875,380 |
| Online Renewals            |        | 39,348  |        | 40,364  |        | 41,242  |        | 48,583  |        | 47,054  |        | 48,934  | 160,751  | 471,196   |
| Online Reference Questions |        | 360     |        | 416     |        | 483     |        | 487     |        | 406     |        | 451     | 1,162    | 4,902     |
| Online Requests            |        | 27,011  |        | 27,068  |        | 30,086  |        | 30,684  |        | 31,164  |        | 30,298  | 71,287   | 308,414   |
| Online Suggestions         |        | 108     |        | 84      |        | 86      |        | 74      |        | 67      |        | 67      | 215      | 1,192     |

**Orange County Library System  
Circulation Statistics  
December 1, 2002 - December 31, 2002**

| <b>Location</b>      | <b>Days<br/>Open</b> | <b>Circulation<br/>Total</b> | <b>% of<br/>Total</b> | <b>Year<br/>Ago</b> | <b>Gain<br/>(Loss)</b> | <b>% Gain<br/>- Loss</b> | <b>Total<br/>Visits</b> | <b>Visits<br/>Year Ago</b> | <b>Gain<br/>(Loss)</b> | <b>%Gain<br/>(Loss)</b> |
|----------------------|----------------------|------------------------------|-----------------------|---------------------|------------------------|--------------------------|-------------------------|----------------------------|------------------------|-------------------------|
| <b>Main</b>          | <b>30</b>            | <b>124,121</b>               | <b>31.50%</b>         | <b>99,520</b>       | <b>24,601</b>          | <b>24.72%</b>            | <b>55,885</b>           | <b>56,016</b>              | <b>(131)</b>           | <b>-0.23%</b>           |
| <b>MAYL</b>          | <b>21</b>            | <b>29,905</b>                | <b>7.59%</b>          | <b>27,818</b>       | <b>2,087</b>           | <b>7.50%</b>             | <b>N/A</b>              | <b>N/A</b>                 | <b>N/A</b>             | <b>N/A</b>              |
| <b>Talking Books</b> | <b>21</b>            | <b>3,815</b>                 | <b>0.97%</b>          | <b>4,606</b>        | <b>(791)</b>           | <b>-17.17%</b>           | <b>N/A</b>              | <b>N/A</b>                 | <b>N/A</b>             | <b>N/A</b>              |
| <b>West Oaks</b>     | <b>25</b>            | <b>20,571</b>                | <b>5.22%</b>          | <b>18,413</b>       | <b>2,158</b>           | <b>11.72%</b>            | <b>12,232</b>           | <b>12,437</b>              | <b>(205)</b>           | <b>-1.65%</b>           |
| <b>Herndon</b>       | <b>25</b>            | <b>24,808</b>                | <b>6.30%</b>          | <b>22,439</b>       | <b>2,369</b>           | <b>10.56%</b>            | <b>18,941</b>           | <b>13,412</b>              | <b>5,529</b>           | <b>41.22%</b>           |
| <b>Alafaya</b>       | <b>25</b>            | <b>31,292</b>                | <b>7.94%</b>          | <b>29,059</b>       | <b>2,233</b>           | <b>7.68%</b>             | <b>13,680</b>           | <b>13,063</b>              | <b>617</b>             | <b>4.72%</b>            |
| <b>Southeast</b>     | <b>25</b>            | <b>19,964</b>                | <b>5.07%</b>          | <b>19,868</b>       | <b>96</b>              | <b>0.48%</b>             | <b>17,309</b>           | <b>16,932</b>              | <b>377</b>             | <b>2.23%</b>            |
| <b>Hiawassee</b>     | <b>25</b>            | <b>16,761</b>                | <b>4.25%</b>          | <b>16,044</b>       | <b>717</b>             | <b>4.47%</b>             | <b>13,275</b>           | <b>13,540</b>              | <b>(265)</b>           | <b>-1.96%</b>           |
| <b>Southwest*</b>    | <b>25</b>            | <b>23,334</b>                | <b>5.92%</b>          | <b>22,175</b>       | <b>1,159</b>           | <b>5.23%</b>             | <b>15,634</b>           | <b>12,859</b>              | <b>2,775</b>           | <b>21.58%</b>           |
| <b>Edgewater</b>     | <b>25</b>            | <b>17,482</b>                | <b>4.44%</b>          | <b>16,590</b>       | <b>892</b>             | <b>5.38%</b>             | <b>17,609</b>           | <b>17,466</b>              | <b>143</b>             | <b>0.82%</b>            |
| <b>North Orange</b>  | <b>25</b>            | <b>22,870</b>                | <b>5.80%</b>          | <b>21,042</b>       | <b>1,828</b>           | <b>8.69%</b>             | <b>14,191</b>           | <b>11,634</b>              | <b>2,557</b>           | <b>21.98%</b>           |
| <b>South Creek</b>   | <b>25</b>            | <b>27,561</b>                | <b>7.00%</b>          | <b>22,300</b>       | <b>5,261</b>           | <b>23.59%</b>            | <b>17,074</b>           | <b>13,423</b>              | <b>3,651</b>           | <b>27.20%</b>           |
| <b>South Trail</b>   | <b>25</b>            | <b>12,143</b>                | <b>3.08%</b>          | <b>11,325</b>       | <b>818</b>             | <b>7.22%</b>             | <b>9,496</b>            | <b>9,820</b>               | <b>(324)</b>           | <b>-3.30%</b>           |
| <b>West Orange*</b>  | <b>20</b>            | <b>6,439</b>                 | <b>1.63%</b>          | <b>5,846</b>        | <b>593</b>             | <b>10.14%</b>            | <b>4,379</b>            | <b>4,442</b>               | <b>(63)</b>            | <b>-1.42%</b>           |
| <b>Windermere</b>    | <b>20</b>            | <b>8,402</b>                 | <b>2.13%</b>          | <b>6,895</b>        | <b>1,507</b>           | <b>21.86%</b>            | <b>6,356</b>            | <b>3,980</b>               | <b>2,376</b>           | <b>59.70%</b>           |
| <b>Wash. Park</b>    | <b>20</b>            | <b>4,517</b>                 | <b>1.15%</b>          | <b>4,324</b>        | <b>193</b>             | <b>4.46%</b>             | <b>3,922</b>            | <b>3,867</b>               | <b>55</b>              | <b>1.42%</b>            |
| <b>Total</b>         | <b>382</b>           | <b>393,985</b>               | <b>100.00%</b>        | <b>348,264</b>      | <b>45,721</b>          | <b>13.13%</b>            | <b>219,983</b>          | <b>202,891</b>             | <b>17,092</b>          | <b>8.42%</b>            |

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

**Fiscal Year 2003**  
**Fiscal Year 2003 - December 2002 Report**  
**Online Database Usage Statistics**

NUMBER OF SEARCHES

|                                                            | OCT               | NOV           | DEC           | Jan 2003 | FEB      | MAR      | APR      | MAY      | JUNE     | JULY     | AUG      | SEPT     | YTD           |
|------------------------------------------------------------|-------------------|---------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------------|
| <b>ALLDATA Online</b>                                      | 1,388             | 919           | 1,092         |          |          |          |          |          |          |          |          |          | <b>3,399</b>  |
| <b>Ancestry Plus</b>                                       | 138               | 130           | 91            |          |          |          |          |          |          |          |          |          | <b>359</b>    |
| <b>Associations Unlimited</b>                              | 258               | 193           | 339           |          |          |          |          |          |          |          |          |          | <b>790</b>    |
| <b>Biography &amp; Genealogy Master Index</b>              | 148               | 177           | 181           |          |          |          |          |          |          |          |          |          | <b>506</b>    |
| <b>Biography Resource Center</b>                           | 6,186             | 7,135         | 6,000         |          |          |          |          |          |          |          |          |          | <b>19,321</b> |
| <b>Business &amp; Company Resource Center</b>              | 2,385             | 2,094         | 1,665         |          |          |          |          |          |          |          |          |          | <b>6,144</b>  |
| <b>Countrywatch</b>                                        | 1,187             | 757           | 861           |          |          |          |          |          |          |          |          |          | <b>2,805</b>  |
| <b>Dun &amp; Bradstreet International Business Locator</b> | 94                | 89            | 69            |          |          |          |          |          |          |          |          |          | <b>252</b>    |
| <b>First Search</b>                                        | 2,220             | 2,085         | 2,075         |          |          |          |          |          |          |          |          |          | <b>6,380</b>  |
| <b>General Reference Center Gold</b>                       | 5,740             | 6,866         | 4,728         |          |          |          |          |          |          |          |          |          | <b>17,334</b> |
| <b>Health Reference Center</b>                             | 150               | 98            | 173           |          |          |          |          |          |          |          |          |          | <b>421</b>    |
| <b>Health &amp; Wellness Resource Center</b>               | 1,857             | 3,167         | 1,920         |          |          |          |          |          |          |          |          |          | <b>6,944</b>  |
| <b>Learnatest</b>                                          | 176               | 130           | 160           |          |          |          |          |          |          |          |          |          | <b>466</b>    |
| <b>Literature Resource Center</b>                          | 2,473             | 2,994         | 1,985         |          |          |          |          |          |          |          |          |          | <b>7,452</b>  |
| <b>Live Homework Help</b>                                  | not yet available | 101           | 130           |          |          |          |          |          |          |          |          |          | <b>231</b>    |
| <b>New York Times</b>                                      | 96                | 166           | 170           |          |          |          |          |          |          |          |          |          | <b>432</b>    |
| <b>Novelist</b>                                            | 554               | 554           | 420           |          |          |          |          |          |          |          |          |          | <b>1,528</b>  |
| <b>Orlando Sentinel</b>                                    | 1,491             | 1,364         | 1,551         |          |          |          |          |          |          |          |          |          | <b>4,406</b>  |
| <b>Poem/Story/Essay Finder</b>                             | 305               | 204           | 188           |          |          |          |          |          |          |          |          |          | <b>697</b>    |
| <b>Reference USA</b>                                       | 2,741             | 1,800         | 1,859         |          |          |          |          |          |          |          |          |          | <b>6,400</b>  |
| <b>SIRS Knowledge Source</b>                               | 956               | 851           | 653           |          |          |          |          |          |          |          |          |          | <b>2,460</b>  |
| <b>Tumblebooks</b>                                         | 1,192             | 393           | 426           |          |          |          |          |          |          |          |          |          | <b>2,011</b>  |
| <b>TOTAL NUMBER OF SEARCHES</b>                            | <b>31,735</b>     | <b>32,267</b> | <b>26,736</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>90,738</b> |

information from Countrywatch Technical Support.

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 13, 2003**

**Action Items**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 13, 2003**

**Consent Agenda:**

- A. Branch Building Security System  
Recommendation: (Addresses Objective Six of the Strategic Plan – Minimize Security Risks)
  
- B. Resolution to Approve Branch Backbone Budget: (Budget Item and Addresses Goal Two of the Strategic Plan – Expand Use of Relevant Technology)
  
- C. North Orange Roofing Contractor  
Recommendation: (Addresses Objective Four of the Strategic Plan – Create and Maintain Inviting and Appealing Library Spaces)

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 13, 2003**

**Branch Building Security System  
Recommendation:  
Addresses Objective Six of the Strategic Plan –  
Minimize Security Risks**

# Branch Building Security System

## I. PROBLEM STATEMENT

Staff access card control systems are currently installed at the Main Library and South Creek Branch. The remaining branches do not have such systems. There is an equal need for increased security at all locations and thus, access card systems should be installed at the remaining branches with the exception of West Orange.

## II. EXECUTIVE SUMMARY

The Library seeks to enhance staff security by expanding the existing access card control system to all branch libraries except West Orange. The proposal is to install card readers at an exterior staff entrance, and the interior door leading from the public to the staff area in each building.

## III. BACKGROUND

Access card control systems at Main and South Creek have been installed in the last two fiscal years. The existing Lenel software is capable of handling the remaining branches. Semco Integrated Systems installed the systems at Main and South Creek and holds the contract for ongoing maintenance. As a result, they are the logical choice for any additions to the existing system. The Library Board of Trustees approved the concept of installing access card control systems at the remaining branches at the May 2002 Board meeting.

## IV. OPTIONS

The following options are offered for consideration.

### **Option 1: Don't install access card control systems at remaining branches.**

*Advantages:*

1. No cost to the Library.

*Disadvantages:*

1. Continued risk of unauthorized personnel accessing staff areas.

**Option 2: Expand access card control systems to the remaining branch facilities with the exception of West Orange and award a contract in the amount of \$98,670 to Semco Integrated Systems. An access card control system will be installed at the new Winter Garden branch during construction.**

*Advantages:*

1. Provides access card control at all locations except West Orange.



2. Branch staff are able to access buildings during authorized hours, rather than waiting for a manager to "let them in".
3. Provides records of routine service technician visits at all locations.
4. Secures staff work areas from unauthorized entry.
5. Simplifies key control.

*Disadvantages:*

1. Requires expenditure in the amount of \$98,670.

**V. Budget Considerations**

\$125,000 has been included in the current year budget for this project.

**VI. RECOMMENDATION**

Staff recommends Option 2 to expand access card control systems to the remaining branch facilities with the exception of West Orange and award a contract in the amount of \$98,670 to Semco Integrated Systems.

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 03-037

RESOLUTION TO PROVIDE ACCESS CONTROL AT BRANCHES

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 13<sup>th</sup> day of February at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. Expand access card control systems to the remaining branch facilities with the exception of West Orange and award a contract in the amount of \$98,670 to Semco Integrated Systems. An access card control system will be installed at the new Winter Garden branch during construction.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 13, 2003**

**Resolution to Approve Branch  
Backbone Budget:  
Budget Item and Addresses Goal Two of the  
Strategic Plan – Expand Use of Relevant  
Technology**

## **BRANCH & MAIN DATA WIRING (BACKBONE) RECOMMENDATION**

### **I. PROBLEM STATEMENT**

Data Communications traffic at the Branch Libraries has increased to a point where our existing internal wiring and hubs cannot keep up with demand. In addition, the Library needs to be able to integrate new technologies into the existing network. These technologies include integrated data and voice communications (IP telephony), video conferencing and thin client technology.

Current plans include the installation of an additional 65 public access computers in branch libraries this year and further deployment of thin-client technology. To accommodate this growth, we need to upgrade the data wiring in the branch libraries. At the same time, this proposal includes an upgrade to the main library telephone switch to allow us to begin using PC-based IP telephones in a converged voice and data network.

### **II. EXECUTIVE SUMMARY**

The proposal includes the installation of an enhanced communications infrastructure at all Branch Library locations. This will allow the Library to increase the number of computers available to the public, to explore options for bringing service to the patrons using handheld devices such as Personal Digital Assistants (PDAs), and to evaluate the use of PC-based IP telephones to connect the Main Library and the Branches.

### **III. BACKGROUND**

In the summer of 2002, the Library upgraded the data communications wiring at the Main Library. This has allowed us to evaluate video conferencing to simulcast both public events and staff training meetings. It has also improved the overall efficiency of our data network. The computers at the Branch Libraries are still connected via slow Ethernet hubs and switches using technologies current in the mid-1990's. This infrastructure limits the speed of our network connections to 10Mbps. It does not support Virtual-LAN (VLAN) enhanced security that would allow the Library to offer patrons the ability to connect their own laptops to our network. Nor will it support Quality-of-Service (QoS) technologies necessary to provide video conferencing and converged voice and data networks. These applications require networks that can support speeds up to 100MBps.

The Library currently operates a separate voice network using a Definity PBX switch from AVAYA to provide telephone service at the main library.

Telephone service in branch libraries is provided by multiple telephone lines. There is currently no integration between telephones at the main library and branch libraries.

The proposed upgrade would begin the process of converging our voice and data networks onto a single infrastructure, simplifying maintenance and administration and providing state-of-the-art functionality. The upgraded network would support fast Ethernet at speeds up to 100 Mbit (10 times our current capacity), provide for VLAN security and Quality-of-Service functionality at our branch libraries. The increased speed will allow the library to offer expanded numbers of computers and enhanced video content. The enhanced security will allow the library to set up wireless "hotspots" allowing patrons to use our resources from their own PDAs and laptops. PC-Based telephones will allow us to evaluate using a single wireless tablet-PC as both a computer and a phone allowing staff to provide better service away from the desk. The proposal includes placing a single IP telephone at each branch location to provide basic voice integration of all locations into a single voice and data network. We can evaluate IP telephones and add additional phones at each branch at a later date, replacing the existing branch phones.

This upgrade was planned and budgeted for this fiscal year.

#### **IV. OPTIONS**

The following options are offered for consideration.

**Option 1.** Purchase and install network equipment from AVAYA to upgrade the Library's network infrastructure at the Branch Libraries and upgrade the telephone switch at the Main Library.

##### *Advantages*

1. AVAYA equipment ranks among the fastest in the industry.
2. AVAYA equipment will provide close integration with our existing AVAYA telephone system and data network at the Main Library.
3. The equipment is priced under Florida State Purchasing Contract.

##### *Disadvantages*

1. The AVAYA equipment is not as common as less feature-rich equipment and takes more skills to maintain and configure.

**Option 2.** Do not purchase network equipment.

##### *Advantages*

1. No cost.

*Disadvantages*

1. Our data and voice infrastructures would remain separate and more difficult to manage and expand.
2. The range of services we can provide to patrons and staff would remain limited.

**V. RECOMMENDATION**

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

|                                              |              |
|----------------------------------------------|--------------|
| Purchase and installation of Avaya equipment | \$210,000.00 |
|----------------------------------------------|--------------|

This purchase has been budgeted for this fiscal year to build upon the Main Library upgrade performed last year. This purchase helps the Library address **Goal Two of the Strategic Plan by enabling the Library to Expand the Use of Relevant Technology.**

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 03-038

RESOLUTION TO APPROVE THE BRANCH BACKBONE BUDGET

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 13<sup>th</sup> day of February at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. Purchase and install network equipment from AVAYA to upgrade the Library's network infrastructure at the Branch Libraries and upgrade the telephone switch at the Main Library. The purchase and installation cost is \$210,000.00.

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

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 13, 2003**

**North Orange Roofing Contractor  
Recommendation:  
Addresses Objective Four of the Strategic Plan –  
Create and Maintain Inviting and Appealing  
Library Spaces**



## **North Orange Branch Roof Replacement**

### **I. PROBLEM STATEMENT**

The roof at the North Orange Branch is in poor condition and needs to be replaced.

### **II. EXECUTIVE SUMMARY**

The roof is about 15 years old. A number of leaks have developed in recent months that have required frequent repairs. Our roofing architect, ARC, has recommended that the roof be replaced.

### **III. BACKGROUND**

The roof has been in place since the building was built in 1988. It is a built-up roof, which generally has a useful life of about 15 years. Numerous leaks have developed over the past several months and multiple efforts have been made to repair them. While the roof is not currently leaking, it is likely just a matter of time before additional leaks appear. The Library has recently completed a major interior renovation of this Branch and it is important that we replace the roof to protect that investment.

The Library contracted with ARC to design a new roofing system, prepare construction plans and specifications, administer the bid process, and monitor the construction. An Invitation to Bid was advertised in the *Orlando Sentinel* on January 17, 2003 and copies of the bid were sent to the City of Orlando and Orange County Minority/Women Business Enterprise departments.

The attached spreadsheet summarizes the bids received by the January 31, 2003 due date. Both ARC and the Library reviewed the bids. ARC has recommended that the contract for North Orange roof replacement be awarded to the low bidder, General Works LLC Roofing and Sheet Metal.

Roofing projects require a contingency because the extent of any wood and deck damage cannot be determined until the existing roof is removed. ARC has recommended a 10% contingency for this project.

### **IV. OPTIONS**

Staff offers the following options for the North Orange Branch roof.

**Option 1:**

Continue to repair the roof rather than replace it.

**Advantages:**

1. No cost to the Library at this time.

**Disadvantages:**

1. Continuing to repair the roof is not a cost-effective approach and is only addressing the symptom rather than the problem itself. Although this has not happened to date, future leaks could damage some of the recently completed interior renovations.

**Option 2:**

Replace the roof and award a contract in the amount of \$72,500 to General Works LLC Roofing and Sheet Metal.

**Advantages:**

1. Leaks should be eliminated.
2. Recent renovation work will be protected.
3. Is consistent with ARC's recommendations.

**Disadvantages:**

1. Requires significant expenditure of funds.

**V. BUDGET CONSIDERATIONS**

The extent of the problems with the roof did not come to our attention until after the current year budget had been adopted. Accordingly, the roof replacement project is not included in the budget. However, as indicated in the Financial Statement Highlights section of the December Board packet, we included a 30% increase in the budget for health insurance premiums and the actual increase was 11.5%. Accordingly, we will underspend for health insurance and our intent is to use the savings for the North Orange roof and the fire panel at the Main Library. Both are very pressing issues.

**VI. RECOMMENDATIONS**

Staff recommends Option 2 to replace the North Orange roof and award a contract in the amount of \$72,500 to General Works LLC Roofing and Sheet Metal. In accordance with ARC's recommendations, staff further recommends that a \$7,250 contingency be established for repairs which may become necessary once the existing roof is removed.

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 03-039

RESOLUTION TO RE-ROOF THE NORTH ORANGE BRANCH

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 13<sup>th</sup> day of February at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. Award a contract in the amount of \$72,500 to General Works LLC Roofing and Sheet Metal and provide a \$7,250 contingency for repairs which may become necessary once the existing roof is removed.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 13, 2003**

**Discussion and Possible  
Action Items**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 13, 2003**

**Information**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 13, 2003**

**Director's Report**

## Director's Report - Feb 2003

The Orange County Library System Wins the Urban Libraries Council's LSSI Award for its Spectrum program. The Annual Urban Libraries Council/LSSI Award of Excellence in Public Library Management will go to the Orange County Library System's (FL) Spectrum program, ULC announced during Midwinter meetings in Philadelphia. The ULC/LSSI award was established to recognize the innovative practices and programs of public library managers in ULC member libraries, with a focus on strategies that develop leadership skills among staff. The award, along with a check for \$1,500, will be presented at the Annual ULC Leadership Breakfast in Toronto in June.

"Making a selection from so much good work being done in the libraries of our colleagues was difficult. In the end, however, we found that the Orange County nomination best exemplified the purpose and criteria for which the award was established," said Carlton Sears, Director of the Public Library of Youngstown and Mahoning County and Chair of the Awards Committee.

Orange County Library System was facing twin problems: a need to broaden the experiences of the library's future leaders (specifically, those in Assistant Manager positions) and an incentive to fill these positions, beset with vacancies. Spectrum, a management development program, was created to provide assistant managers the opportunity to further develop their management skills. Spectrum is a voluntary program for Assistant Managers in public service departments. At the beginning of the program, Assistant Managers were asked to identify other library branches and public service departments they believed would provide them with new experiences and opportunities.

The Library then asked interested parties to which of these places they would like to go and for how long during an 18-month time period. Once identified, individual assignments ranged from three to six months in new locations, and some participants spent time in up to four locations outside of their "home location" (base library) during the program. "It has provided the ability to offer a depth and breadth of experience to the role of assistant managers and has the added benefit that our current managers are also stretching and refining their management skills through the deployment of employees with little previous experience. The library plans to continue Spectrum beyond its original 18-month schedule."

The Library has set up a working partnership with Northlake Park Community School to try out some experimental ideas that would benefit both groups. After meeting with the school Principal John Rudzik and the media specialist, Chris Curchy there, they agreed to help the Library get more library cards issued to their students. We agreed we would supply them with some extra materials that would be coordinated with their curriculum studies. We are pleased to announce that Margaret Wells is the primary contact person and Danielle Tognieri is the backup person on our staff to keep the communication and coordination going between Northlake Park School and the Library. They will do a wonderful job with this new endeavor! Some of the ideas discussed involve scheduling storytellers to visit the school and an appearance from our mascot, Orange You Glad You Read.

Orange County Library System is developing an Elementary School Initiative. The details are as follows:

## Goals:

- To partner with the Orange County Public Schools to help insure successful reading experiences for elementary school children.
- To deliver and promote library services to the school children of Orange County Public Schools
- To improve communications between the Orange County Library System and Orange County Public School personnel.
- To increase Orange County Library System's visibility and involvement with elementary school children's learning to read.

OCLS Librarians will partner and adopt two individual elementary schools. Branch librarians will adopt schools within their branch areas, being careful to maintain already established relationships with elementary schools. Every Orange County Elementary School will have an Orange County Library System contact.

OCLS Librarians will establish open lines of communication with key school personnel: principals, media specialists, teachers, especially first grade teachers.

OCLS Librarians will meet with the Principal and Media Specialist to explain Library services to children. They will especially talk about our collections, Learn a Test and Online Homework Help and encourage children to sign up for library cards. They will also explain the Library card signup contest, with the classroom with the most signups winning a prize. The Librarian would gather email addresses to facilitate future communication after initial contact.

The Principals, Media Specialists and First Grade Teachers could emphasize the importance of each child having a library card: "Read to Succeed."

OCLS Librarians will visit with the First Grade teachers to promote the library's services, One Book One Community, and encourage library card sign ups, leaving library card applications with each teacher.

OCLS Librarians will attend at least one Open House at the beginning of the school year for the purpose of signing up students for library cards.

OCLS Librarians will attend at least one PTA meeting and give a short presentation on the Library's services.

OCLS Librarians will provide pertinent library information that can be shared in school/PTA newsletters.

OCLS Branches will host a library night at the local branch.

The Orange County Library System hopes that a personal one on one contact between the Orange County Public Schools and the Library System will result in more meaningful cooperation and more positive reading experiences for all elementary school children.

?The Friends of the Library approved:



A commitment to staff (with volunteers) a retail space on the first floor, to purchase furnishings (as their funds would allow) and supply an inventory for sale in the new shop.

Up to \$10,000 for the Library's purchase of 4 LCD projectors and speakers for Branch Libraries. They will each be shared by several Branches.

They also expressed their interest in having a booth once a month at the Farmer's Market to promote the Library, Friends recruitment, Bookstore, and to sell items such as books on gardening and cooking.

The Friends are also establishing a new committee for recruitment of volunteers.

?The Friends earned over \$6000 for the January Book Sale. It certainly was a great effort with lots of hard working volunteers plus happy customers and books with new homes.

?The Library's Recommended Reading Page has a new look and a new way to identify materials in the collection. Thanks to the hard work of Sheri Chambers and Joe Justice. Take a look, I think you and our patrons will love this new feature!

?The Library has new databases available from home:

**Consulta**, a comprehensive Spanish language database includes award winning reference books and a wide range of journals.

**Opposing View Points**, a one-stop source for information on social issues includes viewpoint articles on topic overviews, statistics, links to web sites, and full text magazine and newspaper articles.

And **Prices4Antiques**, contains detailed information on antiques and collectibles, fine art and historic Americana sales at auction throughout North America.

These databases are all up and running! All have remote access for patrons. In addition **New York Times** remote access is now available for our patrons for use from home or office! We will be working on training opportunities, but the good news is these are intuitive and patrons will be able to use them from home with no training at all.

?The fire panel project has been completed.

?As a follow up to the Board's approval of the Reference Policy, Kathryn Robinson is making visits to branches and Main departments to talk with interested staff about staff guidelines for implementing the policy.

?In association with Junior Achievement, the Library is hosting high school students in a job shadow experience. Alafaya and North Orange will each be hosting a group of students, as well as Main Library. The group will be 11<sup>th</sup> and 12<sup>th</sup> graders, boys and girls. All three locations are planning a fun and active day for the students.

?We have a new F-CAT link on our home page directed to parents of students preparing for the F-CAT exams. We've had over 800 visitors in the few weeks it has been up. Parents can find links to our own Learn A Test database and to the F-CAT Explorer.

?As indicated on the Library's strategic plan, we are preparing to test the feasibility of offering Notary service. Staff at the Alafaya Branch are researching, discussing and troubleshooting the process of certification and incorporating the service into their daily branch activity.

?Story Line Activity Statistics

December Story Line calls = 1078

January Story Line calls = 1725

?Alafaya, North Orange, South Creek and West Oaks have been open on Sundays since January 5th. There has been a steady increase in patrons each week.

|         | Main   | 4<br>Branches |
|---------|--------|---------------|
| 1/5/03  | 1453   | 818           |
| 1/12/03 | 1729   | 1104          |
| 1/19/03 | Closed | Closed        |
| 1/26/03 | 1841   | 1024          |
| 2/2/03  | 1530   | 1476          |

### **Programs and Events/ January/ February**

**Five on Five for Five: Beginning January 5, five Library locations (Alafaya Branch, North Orange Branch, Orlando Public Library, South Creek Branch, and West Oaks Branch) were open on Sundays for five hours.**

The Library programming initiative is well under way and over 70 events were presented system-wide including themed programs and computer classes (Healthy, Wealthy, and Wise), movies, arts/cultural programs, book discussions, music, and One Book/One Community read alouds (*Because of Winn Dixie*) plus the regularly scheduled Children's Programs offered in all Library locations. February programming is off to an exciting start with over 400 people enjoying six Arts Fest (United Arts) events on February 1 at the Orlando Public Library plus three additional events that day including a Meet the Author. Over 30 computer classes are offered during February with selections such as Email in Español, Internet Basics, Encyclopedia Africana, Sound Forge, and 1930 Census. Movies and One Book/One Community programs continue to be featured as well as Music in the Library, Free Tax Help (AARP), Dog Training, Scrapbooking, Interior Decorating, African-American History/Genealogy/Roots themed programs and Book Clubs just to mention a few of over 60 offerings plus Orange You Glad You Read Programs and Storytelling for our school-age children and Tiny Tales, Toddler Time, and Storybook Fun for our little ones.

**The Groundbreaking Ceremony for the SC Battaglia Memorial Winter Garden Branch is planned for Monday, February 10, at 10:30 a.m. with Commissioner Teresa Jacobs, City Manager Hollis Holden, Mayor Jack Quisenberry, land donor Mr. William Battaglia, Library Board Member Sara Brady, and Friends of the Library President Cathy Kennedy speaking.**

The Friends of the Library Second Saturday program, Early Orlando and its Commercial Businesses, with researcher, writer and editor Pat Birkhead from the OC Regional History Center was fascinating and very popular with 117 people attending. The February program featured Singin' & Swingin' with jazz entertainer Evelyn Magee Stone who is a classy and classic performer and a February treat and tradition at the Orlando Public Library.

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**South Creek Update**

# South Creek Project Summary

03-043

## Jan 31, 2003

| <u>CATEGORY</u>      | <u>ORIGINAL<br/>BUDGET<br/>APPROVED<br/>6/8/2000</u> | <u>Revised<br/>BUDGET</u>         | <u>EXPENDED<br/>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                         |                                   |
| <b>TOTAL PROJECT</b> | <b><u><u>2,640,000.00</u></u></b>                    | <b><u><u>2,640,000.00</u></u></b> | <b><u><u>2,537,337.08</u></u></b> |

Note: The Drainage Remediation is complete. We are waiting for the final pay application from the Contractor

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**Winter Garden Update**

# Winter Garden Project Summary

03-044

## Jan 31, 2003

| <u>CATEGORY</u>      | <u>BUDGET<br/>APPROVED<br/>12/12/2002</u> | <u>Revised<br/>Budget</u>         | <u>EXPENDED<br/>TO DATE</u>     |
|----------------------|-------------------------------------------|-----------------------------------|---------------------------------|
| Land                 |                                           |                                   |                                 |
| Architect/engineer   |                                           |                                   |                                 |
| Basic contract       | 150,000.00                                | 155,000.00                        | 113,639.24                      |
| 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                         | 1,292.50                        |
| 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>1,292.50</u>                 |
| Contingency          | 207,000.00                                | 202,000.00                        |                                 |
| <b>TOTAL PROJECT</b> | <b><u><u>2,550,000.00</u></u></b>         | <b><u><u>2,550,000.00</u></u></b> | <b><u><u>114,931.74</u></u></b> |

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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**Presentation:  
Online Card Registration**

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**Public Comment:  
Non-Agenda Items**