

**Orange County Library System
Board of Trustees**

Board Packet for April 2003



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

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

April 4, 2003

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

The Honorable Rich Crotty, Chairman of the Library Governing Board, Members of the Governing Board, Commissioners Teresa Jacobs, Bob Sindler, Mary Johnson, Ted Edwards, Homer Hartage, Linda Stewart, 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, April 10, 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
April 10, 2003
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323

03-068 I. **Call to Order**

03-069 II. **Public Comment**

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

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

03-070 III. **Approval of Minutes**

03-071 **Library Board of Trustees Meeting: Thursday, March 13, 2003**

03-072 IV. **Staff Presentation: Reference – The Near Future: Kathryn Robinson**

03-073 V. **Financial Statements and Summaries: March 2003**

03-074 VI. **Statistics and Summaries: February 2003**

03-075 VII. **Action Items**

03-076 **Consent Agenda**

03-077 Gratuities and Gift Policy

03-078 VIII. **Discussion and Possible Action Items**

03-079 Strategic Plan Quarterly Update: Phyllis Hudson

03-080 IX. **Information**

03-081 **Director's Report**

03-082 **South Creek Update**

03-083 **Winter Garden Update**

03-084 Vocera Presentation: Gail Carroll

03-085 **Public Comment: Non-Agenda Items**

X. Adjournment

Next Meeting Dates: May 8, 2003 – West Oaks Library; 1821 East Silver Star Road; Ocoee, Florida 34761 and June 12, 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, April 10, 2003**

Call To Order

**Orange County Library System
Board of Trustees Meeting
Thursday, April 10, 2003**

Public Comment

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**Orange County Library System
Board of Trustees Meeting
Thursday, April 10, 2003**

Approval of Minutes

**Orange County Library System
Board of Trustees Meeting
Thursday, April 10, 2003**

**Approval of Minutes
Library Board of Trustees Meeting:
Thursday, March 13, 2003**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
March 13, 2003
North Orange Library
1211 East Semoran Boulevard
Apopka, Florida 32703
407.814.6150

- 03-046 I. **Call to Order**
- Board Members Present: Phyllis Hudson (3/0); Gloria Fernandez (3/0);
James Tyson (2/0).
- Board Members Absent: Thomas Kohler (3/1); Sara Brady (3/1).
- Library Administration Mary Anne Hodel; Debbie Moss; Robert Tessier;
Staff Present: Carla Fountain; Kathryn Robinson; Craig
Wilkins; Sally Fry; Eric Atkinson; Marilyn
Hoffman; Milinda Neusaenger.

Vice President Hudson called the meeting to order at 7:18 p.m.

- 03-047 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.

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- 03-048 III. **Approval of Minutes**

- 03-049 **Library Board of Trustees Meeting: Thursday, February 13, 2003**
Trustee Fernandez, seconded by Trustee Tyson, moved to approved the minutes of the February 13, 2003 Board of Trustees Meeting.
Motion carried 3-0.

- 03-050 IV. **Staff Presentation: North Orange Branch Renovations:
Carolyn Rosenblum**
North Orange Branch Manager Carolyn Rosenblum narrated a Power Point Presentation that summarized the eight-day renovation project for the North Orange Branch from start to finish. Trustee Fernandez asked about patron feedback regarding the opening of the Branch on Sundays. Ms. Rosenblum said the Sunday opening hours have been well received and the door count statistics continue to rise. Trustee Tyson inquired as to whether any asbestos or lead paint issues had arisen during the renovations. Ms Rosenblum stated that these problems did not occur.
- 03-051 V. **Financial Statements and Summaries: February 2003**
- 03-052 **2002 Investment Summary**
Comptroller Tessier summarized the 2002 Investment Summary and brief discussion ensued. Trustee Tyson inquired about the performance history of the recommended equity mutual funds. Comptroller Tessier explained that while the equity funds have been down the last couple of years, the strategy is to be in position to share in the growth when these start to rise. Comptroller Tessier indicated he would send performance information on the recommended funds to Trustee Tyson and also informed the Board that he will review the Plan with our investment consultant, Cal Allsop, with USI Consulting Group.
- 03-053 VI. **Statistics and Summaries: January 2003**
Assistant Director Moss gave an overview of the monthly stats for January. Online registration has proven to be very popular thus far.
- 03-054 VII. **Action Items**
- 03-055 Recognition of Retiring Employee: Sally Hardy
Vice President Hudson recited the proposed resolution, which formally thanks and honors retiree Sally Hardy for her 29.5 years of service to the Library. Mrs. Hardy was not in attendance, the framed certificate of appreciation will be sent to her.
- Trustee Fernandez, seconded by Trustee Tyson, moved to approve the resolution honoring retiree Sally Hardy.
Motion carried 3-0.

03-056

Library Card Sign-Up Contest: Awards Presentation

A. Winning Individuals

Vice President Hudson awarded the cash prizes to the top three winners of the Library Card Sign-Up Contest: 1st Prize – Sharon Payton, 2nd Prize Louise Collins, and 3rd Prize, Danielle Tognieri. Certificates, over-sized checks and bouquets of flowers were also presented to each winner.

B. Winning Departments

Vice President Hudson also awarded certificates to representatives from the winning Branches and Department. The winning locations are: 1st Place – South Trail Library, 2nd Place – Children’s Department, 3rd Place – Windermere Library. Each winning location will receive a pizza party.

03-057

Library Card Registration Age

The Administration recommended raising the age limit for “adult” library card registration from 16 years old to 18 years and older. Brief discussion ensued regarding the national trend of age limits set for “adult” cards.

Trustee Tyson, seconded by Trustee Fernandez, moved to approve the change of the “adult” library card registration age limit to 18 years old
Motion carried 3-0.

03-058

Consent Agenda

03-059

A. Purchasing Policy

The intent of the Purchasing Policy is to maximize the use of the Library’s funds by employing prudent and professional procurement practices to achieve the best possible value in meeting the Library’s needs for goods and services. The public is best served by setting forth requirements and restrictions that govern the purchases of goods and services. Trustee Tyson recommended one change; to amend the “Emergency Purchases” section of the proposed policy to reflect that the Director/CEO will consult with the President or his/her designee before authorizing emergency purchases in excess of the Director’s \$50,000 limit outlined in the Policy.

Trustee Tyson, seconded by Trustee Fernandez, moved to approve the draft with the suggested amendment to the “Emergency Purchases” section of the proposed policy.
Motion carried 3-0.

The “Emergency Purchases” section of the Purchasing Policy will read as follows:
When there is evidence of imminent danger to persons or property, emergency purchases may be authorized by the Director/CEO in excess of the \$50,000 limit outlined above. Before authorizing emergency purchases in excess of this limit, the Director/CEO will consult with the President of the Library Board of Trustees or his/her designee. Such purchases shall be made in a competitive manner to the degree practical under the circumstances. The Director/CEO shall document the reason for the emergency purchase in writing and inform the Library Board of Trustees at their next regularly scheduled Board meeting.

03-060

B. Handyman Contract

Trustee Tyson inquired about hiring Mr. Stevenson as a full time employee instead of paying him on a contractual basis. Trustee Tyson indicated that in calendar year 2002 Mr. Stevenson was paid almost \$70,000. Director Hodel indicated her understanding was Mr. Stevenson was not interested in an employee relationship. Comptroller Tessier explained that 2002 was an unusual year in that Mr. Stevenson did extensive work for the grand opening of South Creek and for the renovations and re-opening of North Orange. He also stated that there is not enough work throughout the year to justify a full time position. Director Hodel offered that payments to Mr. Stevenson be reported to the Board on a quarterly basis.

Trustee Fernandez, seconded by Trustee Tyson, moved to approve the extension of the Library's handyman agreement with Lynn Stevenson at an hourly rate of \$47.50 for an additional one-year period.

Motion carried 3-0.

03-061

VIII. Discussion and Possible Action Items

03-062

IX. Information

03-063

Director's Report

- The Library is preparing special signup registration materials to be used in cooperation with Orange County Public Schools in support of its *Reading is the Key to Literacy* Campaign. When parents bring their child to be registered for kindergarten at KG Roundup, they will be given a registration card that can be mailed in.
- OCLS is participating with the Orange County Public Schools Foundation's Reading Initiative. We will be featured on the back page of their Spring newsletter: Read All About It that is given to all school-age children in Orange County.
- The Library recently met with representatives of the America's Promise organization. We are looking for ways in which we can cooperate.
- Sirsi, a software vendor that produces relational database software demonstrated their product to staff on Monday. All staff members were invited to see the demonstration and ask questions about the product's capabilities. About 50 people including a number of lead clerks and librarians from the branches were there for the all day demo, as well as the selection committee. The committee is made up of Wendi Bost, Debra Tour, Nedra Blanke, Ken Gibert, Craig Wilkins, Eric Atkinson. Another vendor, Innovative Interfaces will be here on March 20, 2003 to demonstrate their product.
- The Library has been asked to participate with a Children's Reading Festival being assembled by Montsho Books. More information will be forthcoming.

03-064

South Creek Update

Planning and Development Officer John Claytor discussed drainage remediation problem which is the only remaining major issue to be resolved at the South Creek Branch Library.

03-065

Winter Garden Update

Mr. Claytor summarized the Winter Garden Branch Project Update and stated that while processing the permit for the project, the St. John's River Water Management District has determined that a portion of the site for the new Winter Garden Branch is wetlands. This has delayed the permitting process and additional permit fees will be necessary. Trustee Tyson asked why the issue had not been resolved in the beginning of the planning process. Mr. Claytor gave a brief history of the donation of the property and the water drainage issues affecting the site.

03-066

Library Central Update: Kathryn Robinson

Kathryn Robinson, Head of the Division of Reference and Information, updated the Board on the progress of the 1st Floor renovations of the Main Library. She also discussed the design and floor plans and showed samples of wall and floor materials. Mrs. Robinson also explained that there will be three "service points" for staff to use. Using wireless phones and computers staff will be mobile and more able to assist patrons at any location in the department. Mrs. Robinson also explained that the Teen Advisory Group and the students from Howard Middle School will be asked to help with recommendations for a name for the new area. An art contest will also be held for high school students to design glass panels for the Teen area. Brief discussion ensued.

Vice President Hudson reported that she had met with the Administration regarding the progress of the Strategic Plan and that there will be a quarterly report at the April Board Meeting as scheduled. Vice President Hudson also shared information regarding the current status of the State Library's collection and that she is very concerned about the situation. She shared the following website for everyone's edification: www.fl.org. Brief discussion ensued and Director Hodel stated that reorganizing the State Library collection was one option to trim the State's Budget; one of the other options was to cut annual state aid which is awarded to public libraries throughout Florida. Vice President Hudson asked if OCLS would be attending Library Days with the Legislators in Tallahassee; Director Hodel said she would be going as well as some of the Friends of the Library Board Members. Vice President Hudson asked that a report of the visit be given next month.

03-067

Public Comment: Non-Agenda Items

There were no requests made to speak to the Board.

X. **Adjournment**

Vice President Hudson adjourned the meeting at 8:29 p.m.

Next Meeting Dates: April 10, 2003 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 and May 8, 2003 – West Oaks Library; 1821 East Silver Star Road; Ocoee, Florida 34761.

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**Orange County Library System
Board of Trustees Meeting
Thursday, April 10, 2003**

**Staff Presentation
Reference – The Near Future:
Kathryn Robinson**

**Orange County Library System
Board of Trustees Meeting
Thursday, April 10, 2003**

**Financial Statements and
Summaries: March 2003**

Orange County Library System Financial Statement Highlights Six Months Ended March 31, 2003

Operating Fund Revenue and Expenditure Summaries

As of March 31, 2003 we should have collected about half the budgeted revenues. To date, we have collected slightly higher percentages of the budget as follows.

Copy & Vending	51%
Fines	57%
Lost Material	64%

Rent Revenue

The Concessionaire Agreement with the Food For Thought Café provides that the first year after opening shall be rent-free. This one-year period expired at the end of January. The rent for February, which is based on 5% of the Café's gross sales, was paid in March and is reflected on the attached Operating Fund Revenue Summary.

Payments to Our Handyman

As discussed at the March Board meeting, payments to our handyman will be reported on a quarterly basis. The following summarizes the payments to the handyman during the quarter ended March 31, 2003.

Labor	\$11,160
Materials	<u>\$ 2,342</u>
Total	\$13,502

Currently, he is performing small painting projects. We will be sending out a Request for Proposal to contract with a painting contractor. Our intention is to contract with a painting contractor in the next 30 – 60 days.

Main Debt Service Fund

The principal and interest accounts reflect the March 1, 2003 semi-annual payment.

Banking Contract

At their regular meeting on Tuesday, March 25, the Orange County Board of County Commissioners awarded the banking contract for the County to Wachovia. Our understanding is this contract will be effective July 1, 2003. As previously mentioned, the Library has the option of "piggybacking" off of the County's contract. We have met with a representative from Wachovia and asked him to cost out our banking services so we can compare the costs in the new contract to what we have been paying SunTrust.

Possible Refinancing of Library's Long Term Debt

Given the low interest rate environment, it's an opportunity to consider refinancing some of the Library's long term debt.

Bonds

Bonds were issued to finance the expansion of the Main Library, which was completed in 1985. Currently, \$4,505,000 is the outstanding principal. Payments are due semi-annually with the last payment due on September 1, 2006. The interest rate on the bonds averages 4.5%.

The bonds were issued in a non-callable form when they were refinanced in 1993 in order to get a lower rate. This means that they cannot be paid off early.

Bank Loan

\$4,000,000 was borrowed in October 1998 to construct branch libraries. Currently, \$2,702,000 is the outstanding principal. Payments are due semi-annually with the last payment due on August 1, 2010. The interest rate on the loan with Bank of America is 4%.

There may be an opportunity to refinance this loan. We are working with County staff to prepare a Request for Proposal (RFP) to do the following:

- Refinance the outstanding principal balance of \$2,702,000 at a lower rate
- Create a line of credit concept to allow the Library to borrow additional amounts for land for future branch sites and/or construction of a branch. The RFP will require the banks to tell us what is the maximum amount they would loan us. The "pledged revenue" for the existing loan and any new debt is non ad valorem revenues. Pledging these revenues allows us to issue long term debt without a referendum. Any pledge of ad valorem revenues would require a referendum according to the Act with created the Library District.
- Remove the secondary pledge by the County. Currently, if we cannot make payments on the existing loan, the County is required to make these payments. We would prefer to stand on our own and not have this secondary pledge.

A meeting with County staff to review the RFP to accomplish the above is scheduled for Wednesday, April 9. The RFP process is a preliminary step in the refinancing process and does not bind us in any way. If it proves to be advantageous, the issuance of any additional long term debt would need to be approved both by the Library Board of Trustees and the Governing Board of the District. At this point we just wanted to advise the Board that we are beginning to explore this option.

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Six Months Ended March 31, 2003

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(6 months=50%)</u>
AD VALOREM TAXES	21,561,212	19,852,534	92.1%
INTERGOVERNMENTAL			
Grants	23,000	0	0.0%
State Aid	1,638,000	808,200	49.3%
Law Collection Fees	250,000	131,310	52.5%
	<u>1,911,000</u>	<u>939,510</u>	<u>49.2%</u>
CHARGES FOR SERVICES			
Fee Cards	16,000	6,820	42.6%
PC Pass	6,000	14,962	249.4%
Classes	4,000	100	2.5%
Meeting Rooms	30,000	0	0.0%
Copy & Vending	160,000	81,807	51.1%
Fax	0	368	0.0%
	<u>216,000</u>	<u>104,057</u>	<u>48.2%</u>
FINES			
Fines	500,000	283,812	56.8%
Service Charge (Collection)	2,000	280	14.0%
Lost Materials	50,000	31,781	63.6%
	<u>552,000</u>	<u>315,873</u>	<u>57.2%</u>
MISCELLANEOUS			
Interest Earnings	350,000	112,564	32.2%
Rents	3,000	413	13.8%
Disk Sales	2,000	1,296	64.8%
Contributions - Friends of Library	75,000	49,534	66.0%
Contributions - Others	3,000	5,566	185.5%
Miscellaneous	30,000	29,345	97.8%
	<u>463,000</u>	<u>198,718</u>	<u>42.9%</u>
TRANSFER FM TAX COLLECTOR	185,000	0	0.0%
TOTAL REVENUES	<u><u>24,888,212</u></u>	<u><u>21,410,692</u></u>	<u><u>86.0%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Six Months Ended March 31, 2003**

	ANNUAL BUDGET	YTD ACTUAL	(6 months=50%)
SALARIES & BENEFITS			
Salaries (Sick Leave Payout=\$25,599)	10,694,565	5,067,462	47.4%
Medicare Taxes	155,068	71,744	46.3%
DCP - Retirement Contributions	802,095	381,142	47.5%
DBP - Retirement Contributions	775,211	360,336	46.5%
Life and Health Insurance	1,532,847	615,535	40.2%
Worker's Compensation	125,122	97,605	78.0% *
Unemployment Compensation	9,806	6,411	65.4% *
Parking & Bus Passes	90,000	43,866	48.7%
	<u>14,184,714</u>	<u>6,644,101</u>	<u>46.8%</u>
OPERATING			
Professional Services	150,000	58,862	39.2%
Other Contractual Services	595,000	220,714	37.1%
Other Contract. Serv. - Janitorial	212,000	102,979	48.6%
Training and Travel	75,000	40,974	54.6%
Telecommunication	248,000	106,965	43.1%
Delivery and Postage	982,000	453,046	46.1%
Utilities	628,000	246,199	39.2%
Rentals and Leases	848,000	421,744	49.7%
Insurance	125,000	94,096	75.3%
Repair and Maintenance	520,000	202,915	39.0%
Repair & Maint. - Hardware/Software	185,000	62,991	34.0%
Copying/Printing	184,000	60,160	32.7%
Property Appraiser's Fee	250,000	181,224	72.5%
Tax Collector's Fee	435,000	397,051	91.3%
Supplies	608,000	238,202	39.2%
Supplies-Hardware/Software	168,000	90,796	54.0%
Contingency	300,000	0	0.0%
	<u>6,513,000</u>	<u>2,978,918</u>	<u>45.7%</u>
CAPITAL OUTLAY			
Building and Improvements	1,805,000	220,407	12.2%
Equipment and Furniture	125,000	21,762	17.4%
Hardware/Software	599,000	118,364	19.8%
	<u>2,529,000</u>	<u>360,533</u>	<u>14.3%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	15,000	6,613	44.1%
Materials - Law	210,000	155,144	73.9%
Materials - Other	3,935,000	1,596,982	40.6%
	<u>4,160,000</u>	<u>1,758,739</u>	<u>42.3%</u>
TRANSFER TO BR DEBT SERV FUNI	417,000	208,389	50.0%
TOTAL EXPENDITURES	<u>27,803,714</u>	<u>11,950,680</u>	<u>43.0%</u>

*=Expect to over spend the budget for this account

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Six Months Ended March 31, 2003**

03-073

	ANNUAL BUDGET	YTD ACTUAL (6 months=50%)	
REVENUES			
Ad Valorem Taxes	1,181,080	1,087,701	92.1%
Interest	17,000	3,800	22.4%
Transfer From Tax Collector	13,000	0	0.0%
TOTAL REVENUES	1,211,080	1,091,501	90.1%

EXPENDITURES

Principal	1,055,000	0	0.0%
Interest	196,738	98,369	50.0%
Tax Collector's Fee	26,262	21,754	82.8%
TOTAL EXPENDITURES	1,278,000	120,123	9.4%

FUTURE DEBT SERVICE PAYMENTS

DATE	PRINCIPAL	INTEREST
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
	4,505,000	408,869

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Six Months Ended March 31, 2003**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL (6 months=50%)</u>	
REVENUES			
Transfer From General Fund	417,000	208,389	50.0%
Interest	7,000	3,486	49.8%
TOTAL REVENUES	<u>424,000</u>	<u>211,875</u>	<u>50.0%</u>

EXPENDITURES

Principal	305,660	151,317	49.5%
Interest	111,119	57,072	51.4%
TOTAL EXPENDITURES	<u>416,779</u>	<u>208,389</u>	<u>50.0%</u>

FUTURE DEBT SERVICE PAYMENTS

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
8/1/03	154,343	54,046
2004	318,009	98,770
2005	330,856	85,922
2006	344,223	72,556
2007	358,129	58,649
2008	372,598	44,181
2009	387,651	29,128
2010	436,497	13,467
	<u>2,702,306</u>	<u>456,719</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Six Months Ended March 31, 2003**

	ANNUAL BUDGET	YTD ACTUAL (6 months=50%)	
REVENUES			
State Construction Grant	440,000	0	0.0%
Partial Contribution-City of W. Gar	114,000	0	0.0%
Interest	15,000	6,488	43.3%
TOTAL REVENUES	569,000	6,488	1.1%
 EXPENDITURES			
<u>SOUTH CREEK BRANCH</u>			
Construction Contract	0	127,000	
Testing	0	1,398	
	0	128,398	
 <u>WINTER GARDEN BRANCH</u>			
Architect/Engineer	32,000	58,153	181.7%
Construction Contract	1,600,000	0	0.0%
Impact & Permit Fees	2,000	21,302	1065.1%
Testing	7,000	0	0.0%
Other	9,000	0	0.0%
Contingency	108,000	0	0.0%
	1,758,000	79,455	4.5%
TOTAL EXPENDITURES	1,758,000	207,853	11.8%

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

03-073

ASSETS

Certificates of Deposit	11,580,000
Cash on Hand	13,930
Equity in Pooled Cash	969,911
Accounts Receivable	510
Due From Other Governments	22,545
Interest Receivable	51,772
Inventory	241,442
Investments-SBA	7,273,678
Prepays	92,495
Other Assets-Deposits	<u>10,175</u>
TOTAL ASSETS	<u><u>20,256,458</u></u>

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

LIABILITIES

Accounts Payable	25,880
Retainage Payable	11,043
Accrued Wages Payable	195,188
Accrued Sales Tax	14
Due To FOL-Taxable Book Sales	2,487
Due To FOL-Nontaxable Book Sales	1
Due To FOL-Sales Tax	168
United Appeal	327
Bonds	147
Health Insurance	19,168
Union Dues	1,314
Union-Cope	78
Optional Life	1,488
Daughters of American Revolution	200
Miscellaneous	146
Unclaimed Payroll	920
TOTAL LIABILITIES	258,569

FUND BALANCE

Reserve for Inventory	241,442
Reserve for Encumbrances	481,827
Reserve for Prepaids	151,214
Reserve for Walker	4,000
Reserve for Phillips	100,000
Reserve for Warner	33,712
Reserve for Gullett	19,805
Designated Murray	380,491
Designated for Sondheim	39,941
Designated for Main Library Improvements	2,000,000
Designated for Future Branch Development	3,000,000
Unreserved/Undesignated	4,085,444
Current Year Excess of Revenues Over Expenditures	9,460,013
TOTAL FUND BALANCE	19,997,889
TOTAL LIABILITIES & FUND BALANCE	20,256,458

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

	BALANCE			BALANCE
	<u>2/28/03</u>	<u>RECEIPTS</u>	<u>DISBURS.</u>	<u>3/31/03</u>
OPERATING				
Checking	1,515,340	1,582,572	(2,128,001)	969,911
SBA Investments	8,064,405	9,273	(800,000)	7,273,678
CD Investments	<u>11,580,000</u>	<u>0</u>	<u>0</u>	-
	21,159,745	1,591,845	(2,928,001)	8,243,589
MAIN DEBT SERVICE				
AIM Investments	1,181,267	0	(73,899)	1,107,368
BRANCH DEBT SERVICE				
CD Investments	390,872	0	0	390,872
CAPITAL PROJECTS				
Checking	6,643	90,007	(92,048)	4,602
SBA Investments	<u>751,165</u>	<u>90,946</u>	<u>0</u>	<u> </u>
	757,808	180,953	(92,048)	4,602

**Orange County Library System
Board of Trustees Meeting
Thursday, April 10, 2003**

**Statistics and Summaries:
February 2003**

STATISTICAL SUMMARY February 2003

Circulation and Door Count trends:

The biggest jump in February was at Main with a 21.37 % increase. Reviewing last year's statistics, it appears that a significant contributor is the addition of DVDs to our collection and the relocation of our Audio Visual resources to the more accessible first floor area. At this time in 2002 the Audio Visual Department was located on the 2nd floor. Here is a comparison of some popular AV formats between 2002 and 2003.

	<u>2002</u>	<u>2003</u>
CD Books	1070	1726
DVD	0	6119
CD Music	4426	6835

Library Activities:

In February, we experienced our highest attendance rates all year for our computer classes. This Library product is proving very popular with the public. Attendance at Library sponsored programs is up 13.87% over last February. That's 1,181 more residents enjoying the expertise and information pulled together by our staff for the public's education and enjoyment.

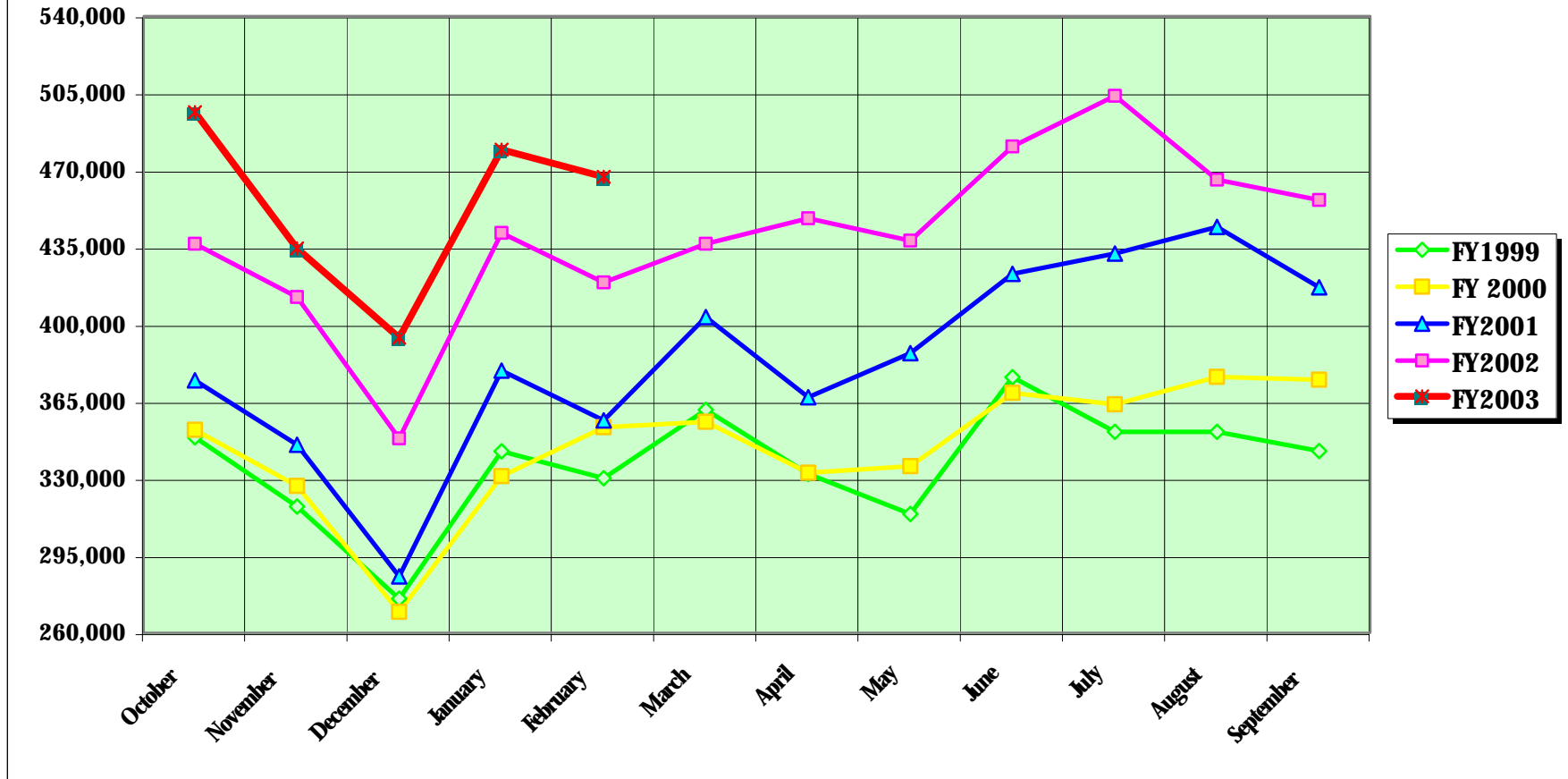
The number of databases greatly increased in February due to the implementation of some statewide database access provided by the State Library. Funding for the project was provided through a Library Services and Technology (LSTA) grant. These are federal dollars provided to libraries throughout the country which are generally administered through state library agencies.

WWW.OCLS.INFO :

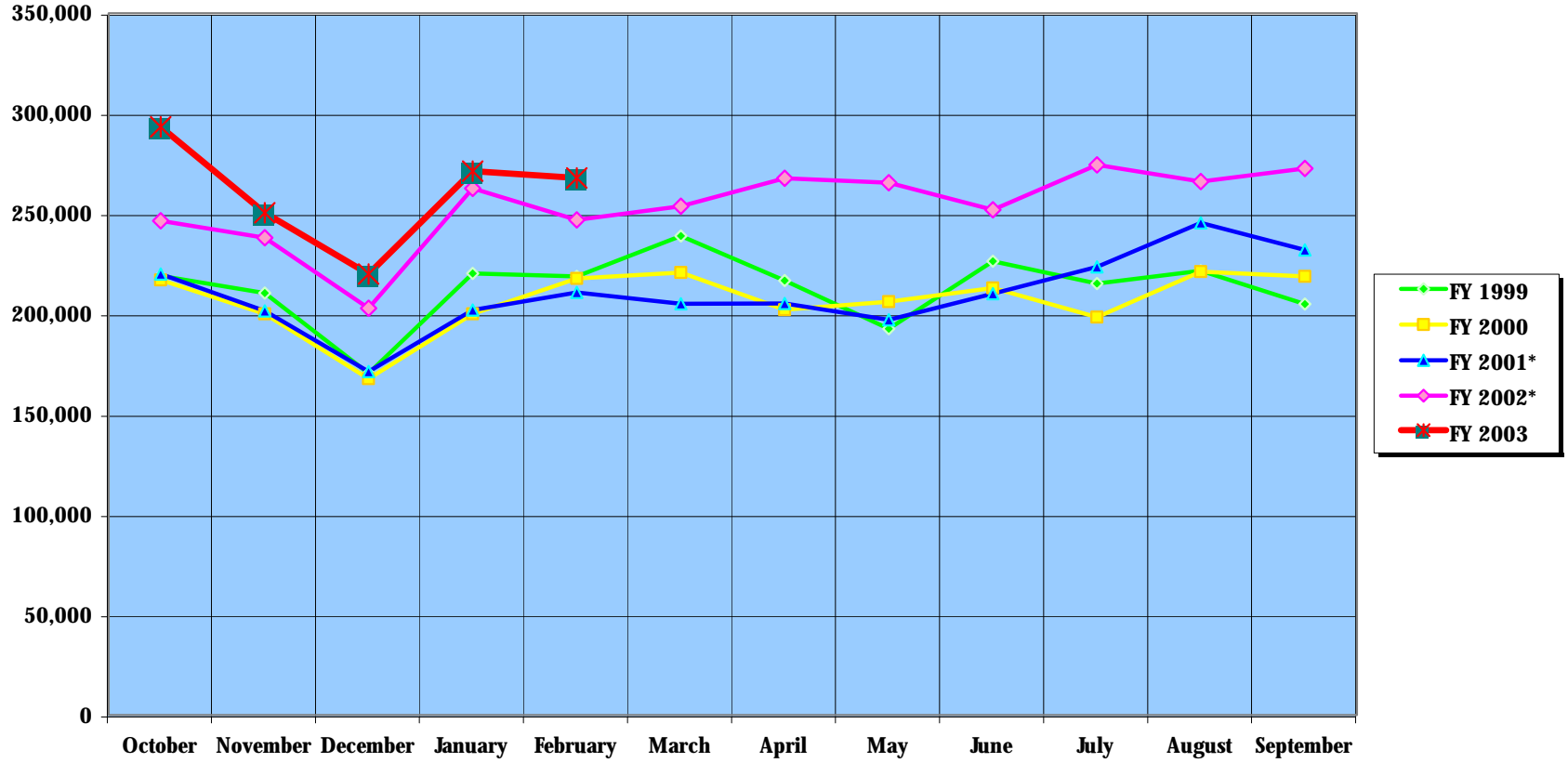
Online activity continues to be a popular option for the use of Library Services. Many patrons are taking advantage of online renewal function. We encourage the renewal of materials by sending "pre-due date" reminder e-mails which make it easy for patrons to go right to their account and renew.

During the first several weeks of online registration we have registered over 125 patrons for cards. We also set a record in March with 1008 online requests for PINs!

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

03-074

	Oct-02	Oct-01	Nov-02	Nov-01	Dec-02	Dec-01	Jan-03	Jan-02	Feb-03	Feb-02	% of Change	Mar-03	Mar-02
Circulation													
Main	148,779	124,566	134,497	116,678	124,121	99,520	139,990	125,822	139,086	114,597	21.37%		123,470
Branches	298,036	275,563	260,885	255,888	263,144	216,320	297,004	277,390	282,969	262,535	7.78%		270,520
MAYL	44,997	36,464	36,618	35,295	29,905	27,818	42,383	38,303	41,039	37,985	8.04%		37,896
Talking Books	4,507	4,686	2,505	4,612	3,815	4,606	4,237	4,963	3,908	3,901	0.18%		4,699
Total	496,319	441,279	434,505	412,473	420,985	348,264	483,614	446,478	467,002	419,018	11.45%		436,585
Door Count													
Main*	75,581	69,586	64,869	64,382	55,885	56,016	68,579	77,445	69,635	72,235	-3.60%		74,501
Branches	217,824	176,850	185,609	173,592	164,098	146,875	202,641	185,176	198,270	174,735	13.47%		179,271
Total	293,405	246,436	250,478	237,974	219,983	202,891	271,220	262,621	267,905	246,970	8.48%		253,772

	Apr-03	Apr-02	May-03	May-02	Jun-03	Jun-02	Jul-03	Jul-02	Aug-03	Aug-02	Sep-03	Sep-02	YTD 2003	YTD 2002
Circulation														
Main		125,080		117,546		130,299		140,094		132,138		132,944	686,473	1,373,452
Branches		280,997		278,846		303,950		312,491		289,013		278,484	1,402,038	3,051,091
MAYL		38,109		37,558		42,918		46,961		44,555		41,169	194,942	431,215
Talking Books		3,951		4,078		3,526		4,164		4,079		3,828	18,972	45,668
Total		448,137		438,028		480,693		503,710		469,785		456,425	2,302,425	4,901,426
Door Count														
Main*		76,978		73,048		80,010		75,891		74,972		74,620	334,549	786,317
Branches**		190,788		192,491		171,919		198,496		191,079		197,901	968,442	2,017,367
Total		267,766		265,539		251,929		274,387		266,051		272,521	1,302,991	2,803,684

*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

03-074

	Oct-02	Oct-01	Nov-02	Nov-01	Dec-02	Dec-01	Jan-03	Jan-02	Feb-03	Feb-02	% of Change	Mar-03	Mar-02
Program Attendance Total	12,683	12,743	12,726	12,075	6,521	6,053	9,959	9,200	9,696	8,515	13.87%		10,371
Total # of Programs	373	367	320	291	328	289	382	296	391	276	41.67%		358
StoryLine	1,329	N/A	1,903	N/A	1,078	N/A		N/A	1,006	N/A	N/A		N/A
Class Attendance	117	N/A	98	N/A	156	N/A	271	N/A	345	N/A	N/A		N/A
Total # of Classes	27	N/A	25	N/A	34	N/A	42	N/A	66	N/A	N/A		N/A
QuestLine	15,541	10,881	14,142	9,950	12,618	8,466	15,726	12,338	14,459	11,871	21.80%		11,726
Hits to Website*	5,370,753	4,000,000	5,240,942	4,000,000	5,020,406	4,500,000	6,168,823	4,500,000	6,724,589	4,500,000	49.44%		4,091,966
Online Database Usage	30,549	24,735	32,755	28,860	26,736	19,425	34,990	22,543	43,072	26,969	59.71%		32,797
P.C. Sessions	44,695	N/A	36,392	N/A	36,463	N/A	40,769	N/A	41,403	N/A	N/A		N/A
Number of Registered Cards in the System	242,590	216,209	245,644	218,252	247,908	219,757	250,425	220,764	253,414	221,441	14.44%		222,360

	Apr-03	Apr-02	May-03	May-02	Jun-03	Jun-02	Jul-03	Jul-02	Aug-03	Aug-02	Sep-03	Sep-02	YTD 2003	YTD 2002
Program Attendance Total		11,304		8,152		10,925		11,873		7,745		8,322	51,585	117,278
Total # of Programs		338		296		308		352		280		583	1,794	4,034
StoryLine		N/A		N/A		N/A		N/A		N/A		397	5,316	N/A
Class Attendance		N/A		N/A		N/A		38		81		138	987	N/A
Total # of Classes		N/A		N/A		N/A		7		11		24	194	N/A
QuestLine		12,145		10,804		11,315		12,147		12,040		12,103	72,486	135,786
Hits to Website		4,571,875		4,402,725		4,352,049		5,047,880		4,963,300		4,849,389	28,525,513	53,779,184
Online Database Usage		33,319		23,637		21,226		21,669		27,191		28,292	168,102	310,663
P.C. Sessions		N/A		48,558		44,601		44,695		43,106		39,138	#VALUE!	N/A
Number of Registered Cards in the System		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.

	Oct-02	Oct-01	Nov-02	Nov-01	Dec-02	Dec-01	Jan-03	Jan-02	Feb-03	Feb-02	% of Change	Mar-03	Mar-02
Online Catalog Searches	185,681	164,088	162,406	150,693	134,380	106,900	197,133	160,286	179,526	149,492	20.09%		151,689
Online Renewals	56,999	34,934	51,262	33,545	52,490	30,781	53,612	33,527	56,586	34,505	63.99%		38,379
Online Reference Questions	457	197	393	298	312	329	451	462	391	586	-33.28%		427
Online Requests	29,720	21,583	22,912	20,210	18,655	17,357	27,393	26,217	29,169	22,367	30.41%		24,369
Online Suggestions	80	63	73	166	62	160	116	127	89	101	-11.88%		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	859,126	1,875,380
Online Renewals		39,348		40,364		41,242		48,583		47,054		48,934	270,949	471,196
Online Reference Questions		360		416		483		487		406		451	2,004	4,902
Online Requests		27,011		27,068		30,086		30,684		31,164		30,298	127,849	308,414
Online Suggestions		108		84		86		74		67		67	420	1,192

**Orange County Library System
Circulation Statistics**

03-074

February 1, 2003 - February 28, 2003										
Location	Days Open	Circulation Total	% of Total	Year Ago	Gain -Loss	% Gain -Loss	Total Visits	Visits Year Ago	Gain -Loss	%Gain -Loss
Main	28	139,086	29.78%	114,597	24,489	21.37%	69,635	72,235	(2,600)	-3.60%
MAYL	20	41,039	8.79%	37,985	3,054	8.04%	N/A	N/A	N/A	N/A
Talking Books	20	3,908	0.84%	3,901	7	0.18%	N/A	N/A	N/A	N/A
Herndon	24	28,538	6.11%	28,206	332	1.18%	19,975	15,524	4,451	28.67%
Alafaya	28	37,847	8.10%	35,929	1,918	5.34%	14,996	13,071	1,925	14.73%
Southeast	24	24,107	5.16%	23,742	365	1.54%	19,317	22,416	(3,099)	-13.82%
Hiawassee	24	17,371	3.72%	17,822	(451)	-2.53%	16,058	16,807	(749)	-4.46%
Southwest*	24	27,620	5.91%	27,613	7	0.03%	18,505	12,162	6,343	52.15%
Edgewater	24	18,855	4.04%	18,095	760	4.20%	21,770	21,916	(146)	-0.67%
North Orange	28	29,180	6.25%	24,778	4,402	17.77%	18,596	13,169	5,427	41.21%
South Creek	28	34,779	7.45%	27,590	7,189	26.06%	23,828	17,045	6,783	39.79%
South Trail	24	13,464	2.88%	12,580	884	7.03%	11,342	10,175	1,167	11.47%
West Oaks	28	26,471	5.67%	24,201	2,270	9.38%	17,382	16,770	612	3.65%
West Orange*	20	9,103	1.95%	8,493	610	7.18%	5,147	5,538	(391)	-7.06%
Windermere	20	10,803	2.31%	8,921	1,882	21.10%	6,447	6,175	272	4.40%
Wash. Park	20	4,831	1.03%	4,565	266	5.83%	4,907	3,967	940	23.70%
Total	384	467,002	100.00%	419,018	47,984	11.45%	267,905	246,970	20,935	8.48%

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

Online Databases: Number of Searches
February 2003

03-074

FISCAL YEAR 2003	OCT 2002	NOV	DEC	JAN 2003	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD
ALLDATA Online	1,388	919	1,092	941	1,051								5,391
Ancestry Plus	138	130	91	150	274								783
Associations Unlimited	258	193	339	413	345								1,548
Biography & Genealogy Master Index	148	177	181	173	146								825
Biography Resource Center	6,186	7,135	6,000	6,782	9,769								35,872
Business & Company Resource Center	2,385	2,094	1,665	3,018	2,698								11,860
Computer Database					307								307
Consulta					27								27
Countrywatch	1,187	757	861	854	1,295								4,954
Dun & Bradstreet International Business	94	89	69	69	71								392
Expanded Academic ASAP					723								723
First Search	2,220	2,085	2,075	2,850	2,303								11,533
General Business File ASAP					125								125
General Reference Center Gold	5,740	6,866	4,728	5,465	6,554								29,353
Health Reference Center	150	98	173	138	484								1,043
Health & Wellness Resource Center	1,857	3,167	1,920	2,010	1,043								9,997
Health & Wellness Resource Center and					1,077								1,077
Info Trac OneFile					800								800
Informe					13								13
Junior Edition - K12					113								113
Kid's Edition - K12					278								278
Learntest	176	130	160	297	256								1,019
Literature Resource Center	2,473	2,994	1,985	2,675	3,305								13,432
New York Times	96	166	170	238	222								892
Novelist	554	554	420	720	1,115								3,363
Online Homework Help		101	130	182	180								593
Opposing Viewpoints Resource Center				1,121	1,469								2,590
Orlando Sentinel	1,491	1,364	1,551	2,502	2,130								9,038
Poem/Story/Essay Finder	305	204	188	175	225								1,097
Prices4Antiques				152	298								450
Professional Collection					98								98
Reference USA	2,741	1,800	1,859	2,882	2,840								12,122
Rosetta Stone					18								18
SIRS Knowledge Source	956	851	653	820	801								4,081
Student Edition - K12					209								209
Tumblebooks	1,192	393	426	363	230								2,604
What Do I Read Next?					180								180
TOTAL NUMBER OF SEARCHES	31,735	32,267	26,736	34,990	43,072								168,800

**Orange County Library System
Board of Trustees Meeting
Thursday, April 10, 2003**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, April 10, 2003**

Consent Agenda

- Gratuities and Gift Policy

**Orange County Library System
Board of Trustees Meeting
Thursday, April 10, 2003**

Gratuities and Gift Policy

Gratuities and Gift Policy

I. Problem Statement

The Library needs to adopt a written gratuities and gift policy setting forth the requirements, restrictions and guidelines that govern the receipt of gratuities^{and}/or gifts by employees and members of the Library Board of Trustees (Trustees).

II. Executive Summary

Most local governments have written policies regarding the receipt of gratuities and gifts. Such policies should provide sound guidelines governing such gratuities and gifts as well as prescribe standards of ethical conduct for all employees and Trustees with respect to gratuities and gifts.

III. Background

The Library does not have a written gratuities and gift policy.

IV. Recommendation

Staff recommends adopting the attached Gratuities and Gift Policy.

Orange County Library System Gratuities and Gift Policy

This policy prescribes standards of ethical conduct for all employees and members of the Library Board of Trustees (Trustees) of the Orange County Library System with respect to gifts and gratuities. It is the intent of this policy that each library Trustee and employee avoid any action, whether or not specifically prohibited, which might result in or create the appearance of:

- Offering improper preferential treatment to any person;
- Impeding Library efficiency or economy;
- Failing to maintain complete independence or impartiality;
- Making a Library decision outside of official channels;
- Affecting adversely the confidence of the public in the integrity of the Library;
- Receiving compensation from any source other than the Library for performing official Library duties or any work performed on Library time.

Gratuities and Gifts

1. Prohibition on solicitation or acceptance of certain gratuities and gifts.
 - a. No employee or Trustee of the Library shall solicit directly or indirectly any gratuity or gift regardless of value from any person who has, or foreseeably will or could have a contract, business interest, or other business dealing with the Library.
 - b. No Library Trustee or employee shall accept directly or indirectly any gratuity or gift, regardless of value, which is offered based upon any understanding, or under circumstances that would reasonably indicate, that the vote, official action, or judgment of the Library Trustee or employee would be influenced thereby.
 - c. No Library Trustee or employee may accept a gratuity or gift valued in excess of \$100.00 from any person (other than a relative) or business with whom the Library currently or regularly contracts or otherwise conducts business, or with respect to whom the Trustee or employee is currently making decisions or regularly makes decisions affecting their business, property or personal interests.
2. Notwithstanding the above prohibitions, Library Trustees and employees may accept gratuities and gifts under the following circumstances:
 - a. Consisting solely of a meal and incidental entertainment offered on an occasional or sporadic basis in a professional or social event.
 - b. Admission to events to which they are invited as an official representative of the Library.
3. Required reporting of gifts and gratuities.

For any accepted gratuity or gift with a value of \$25.00 or more, within thirty (30) calendars days after receipt of the gift or gratuity, a written

report describing the gratuity or gift and stating its value and the identity of the donor shall be forwarded by the Library employee or Trustee to the Library's Recording Secretary who will then submit it to the Board President. After review of the report, the report shall be filed with the Library's Recording Secretary by the Board President.

4. Other Provisions
 - a. This policy does not govern gifts or gratuities the donor of which is a Library Trustee or employee.
 - b. This policy does not govern gifts or gratuities the donor of which is a governmental agency.
 - c. Except where expressly provided otherwise, this policy does not govern gifts and gratuities the value of which is not material.
 - d. This policy does not govern gifts or gratuities the recipient or beneficiary of which is either the Library or any other person or entity other than a Library Trustee or employee.
 - e. For purposes of this policy, campaign contributions are not gifts or gratuities.
 - f. If and to the extent any provision of this policy is inconsistent or in conflict with any provision of the Code of Ethics for Public Trustees and Employees (Part III of Chapter 112 of Florida Statutes or any successor statute), the more restrictive provision shall prevail and govern.
 - g. Unless expressly provided otherwise in this policy, the words "gratuities" and "gifts" in this policy mean the same as the term "gift" in subsection 112.312 (12) of Florida Statutes (or any successor statutory provision).
 - h. The word "relative" shall mean the same in this policy as the term "relative" in subsection 112.312 (21) of Florida Statutes (or any successor statutory provision).



**101 East Central Boulevard
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phone: 407.835.7611
fax: 407.835.7648
website: www.ocls.info**

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

Gratuities and Gifts Report Form

Date Filed:

Name:

Title:

The Gratuities and Gift Policy requires that all employees or public Trustees report gratuities and gifts valued at \$25.00 or more up to the \$100.00 limit.

In no case may an employee or public Trustee accept a gratuity or gift where there is an understanding that it is to influence an action or decision. Additionally, there are limits as to circumstances in which gratuities or gifts may be accepted. Everyone is advised to read the policy in detail.

Please complete this form and forward to the Administrative Assistant to the Director within thirty (30) days of receipt of the gratuity or gift. After review by the President of the OCLS Board of Trustees, the report will be filed with the Administrative Assistant to the Director.

Date gratuity or gift received:

Gratuity / Gift:

Estimated value:

Situation in which received:

Donor:

**Orange County Library System
Board of Trustees Meeting
Thursday, April 10, 2003**

**Discussion and Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, April 10, 2003**

**Strategic Plan Quarterly Update:
Phyllis Hudson**

STATUS	NOTES		POINT PERSON
GOAL 1: Increase Customer Satisfaction & Provide Greater Ease of Access to Services			
Objective 1: Provide Additional days/hours of service			
Activity			
Provide additional days of service			
Complete	Open four branches on Sundays (Alafaya, North Orange, West Oaks, South Creek) 4 Branches open Sunday Year 1	Accomplished, Jan 5, 2003	Sally/ Craig
	Open new Winter Garden Branch (this is cost in addition to current cost to operation West Orange) WG opens Year 2	Signed construction contract, groundbreaking held on 2/10/03	Sally/ Craig
	Prepare master plan for Branch development. Plan completed during Year 2.	Preliminary draft ready. Setting up meetings with local planning authorities.	Sally/ Craig
Provide additional hours of service			
	Change South Trail closing hours to 8pm Monday-Thursday. Branch adds 4 hours per week Year 1.	Open until 8:00 p.m. June 1, 2003	Sally/ Craig
Objective 2: Accept credit and debit card payment			
Activity			
	Accept credit/debit card payment in person, via phone, and online. Credit/debit payments accepted in all locations, via phone, and online during Year 1.	Waiting to find out which bank Orange County will be contracting with. Have option to piggy back off of this contract, including credit/debit card services.	Bob
Objective 3: Provide self service options			
Activity			
Complete	Implement Self Check Out at strategic locations. Year 1 South Creek. Track self-check use vs. staff assisted use, up & down time, problem calls, etc. Achieve 50% of Branch circulation via selfcheck within 6 months.	Self-Checkout up and running at South Creek. As of February 2003 55% of circulation is self-check.	Sally/ Craig

	Objective 4: Create and maintain inviting and appealing library spaces		
	Activity		
	Create WOW (Now known as Library Central) space 1st floor, Main Library	Project is currently out to bid. Plan to have contractor recommendation for May Board meeting.	Bob
Complete	Upgrade North Orange interior	Accomplished, November 2002	Bob
	Install LCD projection in Computer Resource Center & Albertson Room	Quotes from vendor in, scheduling installation first in Albertson then CRC.	Bob
	Replace North Orange roof	Contract has been signed. Work should be completed by the end of April.	Bob
	Prepare and implement building maintenance schedules	Looking for appropriate software.	Bob
	Conduct audit of ADA compliance for all facilities	Vendor selected, survey work being scheduled	Bob
	Objective 5: Implement effective communication loop with customers		
	Activity		
	Create Customer Service Action (CSA) group made up of staff to:		
	Create group from wide range of staff		Debbie
	Inform, seek feedback and prepare staff through meetings and Intranet articles regarding customer satisfaction goals and surveys prior to start date of survey		Debbie
Complete and ongoing	Design and distribute customer survey tools	Online Customer Satisfaction survey up and running in all locations. Online class evaluations and paper program evaluations are in use.	Debbie
Complete and ongoing	Monitor patron response to survey tools and "tweak" wording or methodology as needed	Results distributed to managers.	Debbie
	On a quarterly basis, CSA reports survey results and recommended actions to Admin Team		Debbie
	Administration reviews CSA recommendations and implements feasible response		Debbie
	Publicize changes to patrons		Debbie
	Objective 6: Prepare staff to exceed the expectation of the customer		
	Activity		
	Provide staff training annually in customer-driven service practices		Debbie
	Review customer service practices annually		Debbie
	Set performance standards & revise job descriptions		Debbie
	Establish program to recognize & reward customer service excellence		Debbie

	GOAL 2: Provide a Range of Services that are Responsive to a Changing Community		03-079
	Objective 1: Expand Access to and Availability of Programs for the Public		
	Activity		
	Use Volunteer Story Givers program using staff and outside volunteers, to provide 25 additional programs per year.		Kathryn
	Librarians will create four events for presentation to the public each year at least two of which are classes.	Initiative well underway.	Kathryn
	Employ technology to disseminate classes, programs and storytelling to multiple locations and to home users (related costs found under technology)	Video conferencing installed between Main and South Creek, will add to West Oaks in May 2003.	Kathryn
	Objective 2: Expand Use of Relevant Technology		
	Activity		
	Replace library automation system	Two pre-rfp demonstrations held with wide staff participation. RFP scheduled for release May 15, 2003.	Eric
	Provide online chat reference during all Quest Line open hours.	Conducting third product demo.	Eric
	Evaluate and add new software programs for public and staff.	Have ordered new video editing software for public use. Have installed and trained staff (those involved in digital history project) in use of web page development software, Contribute.	Eric
	Expand the Library's role as a digital content creator: Participate in partnership with UCF/History Museum to create pilot digital history project. Seek grant funds for project expansion.	LSTA grant completed and submitted March 15, 2003. Site developing very well.	Eric
	Install video conferencing technology to provide programs, classes, storytimes at multiple locations from one location. First year three locations, add at least 3 locations each subsequent year.	Video conferencing installed between Main and South Creek, will add to West Oaks in May 2003.	Eric
	Experiment with mobile hardware for reference service in at least two locations. Seek further grant funding if use is successful.	Tablet PC's in use at Alafaya and 2nd floor reference at Main.	Eric

Objective 3: Expand End User Services			
Activity			03-079
	Evaluate cost vs. use of color copier at Main. Success is measured by recovery of cost of lease.	Color copier installed week of January 6, 2003 in CRC. High use so far is promising.	Debbie
	Evaluate cost vs. use of public fax at Main and Southwest. Success is measured by recovery of cost of purchase and phone lines.	Public fax available at Main and Southwest effective January 3, 2003. Use of this service all promising.	Debbie
	Provide notary service at Alafaya. Provide 5 employees with Notary status. Success is measured by use of service vs. cost of licenses.	Staff member at Alafaya will participate in pilot.	Debbie
	Evaluate cost vs. use of color printer at Main. Success is measured by recovery of cost of lease.	Evaluating lease and purchase options.	Debbie
Objective 4: Expand and Diversify Collections			
<i>These expenditures will be taken out of materials allocation</i>			
Activity			
Complete	Experiment with circulating software at Alafaya and South Creek. If successful (measured by circulation, return and retention) add collections to all locations.	Collections circulating at Alafaya and South Creek. Circulation is high for these items with an average circ of 3 times per month.	Debbie
Complete	Add computer games (X Box, Playstation 2) at Alafaya and South Creek. If successful (measured by circulation, return and retention) add collections to all locations.	Collections circulating at Alafaya and South Creek. Circulation is high for these items with an average circ of 4 times per month. The games are slightly more popular than the learning software.	Debbie
Complete	Add more copies of best sellers by adding funds to our lease program.	Added 750 items per month to our lease plan for a total of 3000 items per month.	Debbie
Enhance world languages collections			
Complete	Purchase Rosetta Stone database - 24 Languages plus remote access, unlimited users;	Up and running with access from Library and home/office	Debbie
Complete	Purchase Consulta database (Spanish Resource Center from Gale) including magazines and newspapers. 4 users. Remote access	Up and running in January 2003 for Library access. Home access planned in March 2003.	Debbie
	Materials in Vietnamese	released \$8,500 order March 2003	Debbie
	Materials in Spanish	Increase spending by 10% over last year	Debbie
Complete and ongoing	Add more DVDs	Established standing order plans for childrens series and new releases earning 20 million or more at box office.	Debbie
Complete and ongoing	Add more music Cd's	Library developed, "Billboard Plan" began March 2003. Adds average of 40-50 new title releases to all locations per month. In first month added over 160 new titles.	Debbie

	GOAL 3: Expand Use and Awareness of Library Services Through Marketing		03-079
	Objective 1: Increase Market Share by 10 Percentage Points Annually		
	Activity		
	Conduct a demographic study of our service area (software cost)	Library Decision software has been purchased, data is being entered and training is in process. This database uses census data to take a current look and project future growth.	Marilyn
	Image Projection:		
	Marketing WOW excitement at the Main Library	Library Central chosen as name for WOW area, name for teen area to be decided. Staff and public meetings conducted for input. Posted on web site for public input. Signs posted to let patrons know of changes to come. On tours and at talks, public informed of exciting changes to come. Plans in process for banners, signs, construction viewing wall. Once contractor chosen and construction date set, we will start promotional campaign for press and public. The Friends of the Library are preparing for gift shop area as well.	Marilyn
Complete	Use the new logo to brand the Library	The new logo has replaced the prior logo on Library publications such as the newsletter, website, signs, library card, User's Guide, mini library card registrations, promotional items, invitations, giveaways, displays, banners, posters, staff ID, posters, t-shirts, polo shirts, logo chocolates, bookmarks, certificates, press releases, etc. New letterhead, envelopes note cards and even a Mascot with logo have been created as well. The intent is for all Library communications to carry the new logo.	Marilyn
Complete	Use the new mission statement to brand the Library	As with our logo, the Library's new mission statement, Information, Imagination, Inspiration, is now used on all publications and promotional pieces possible. Often it is used in conjunction with the new logo.	Marilyn
Complete	Develop partnerships, performances, and programs.	The program/class initiative has produced numerous partnerships/programs...an average of 68 additional events monthly. Meet the Author Monday series started. Movies offered system wide. Partnership with United Arts with main Library as a venue for the first annual ArtsFest. A partnership with RDV Sports - 5000 book bags with logo donated for Library Cards registration and special events. Partnership with UCF and Orange County Regional History Center to create CF Memories, a digitalization project. One Book, One Community produced numerous partners including Barnes & Noble, Orlando Sentinel, KSC Visitor Complex, Publix, Orlando Philharmonic, Rollins College and more. Orlando Modern Art Collection partnership for art show in WOW space. Giveaway partnership with Walker's Shortbread and Schokolad. Partnership with Florida Humanities Council for programs, discussion group series. Bagels & Business, sharing business Library resources, will be offered in April. Partnership in development with Telemundo, TV Channel 40, for a children's reading and Library card program and promotion.	Marilyn

	Marketing Strategies:		
	Create mailable packet to promote Library use.	A promotional flyer and Mini Registration cards were created and distributed by mail and in person. A mailable brochure that combines the User's Guide and Registration form is in design and should be ready in April. Library Card contest conducted.	Marilyn
	Supply apartment complexes and realtors with Library card information.	Realtors have been identified through Reference USA/Phone Book and are being contacted Library User's Guide and Mini Registration forms have been sent to 25 realtors so far and this effort will continue. We have developed a relationship with the new Baldwin Park neighborhood and have supplied forms and information. New apartments in downtown Orlando along Central Blvd. have received this information as well. All staff have been involved in a library card marketing campaign that included delivery of registration forms to apartments, etc. We plan to systematically contact apartments and realtors and develop ongoing relationships to distribute the new mailable packet on an ongoing basis.	Marilyn
Complete	Businesses - I identify businesses in service area.	Used Reference USA database to identify and create contact list. Sent promotional flyer and Mini Registration cards with note for distribution to staff and public to 50 businesses such as Banco Popular. Bell South, Chili's, Embassy SuitesCostco, JC Penney, OUC and Lockheed Martin plus Publix stores. Local businesses are being contacted as well about the Bagels & Business program. We are also distributing to DMV/Licensing Offices. This is ongoing and we plan to continue using the new mailable brochure.	Marilyn
	Create brochure in English and Spanish to feature services/databases.	We now use the Library User's Guide, Mini Registration Cards, Library Website Brochure and Computer Resource Center plus the Library web site that are in English and Spanish. We will have the new mailable packet produced in English and Spanish.	Marilyn
	Contact large local businesses and ask them to distribute Library card information to their employees at employee fairs/open season medical	Some large businesses such as Publix, Lockheed Martin, and OUC have been contacted but plans are to personally contact these employers plus more when new packet is ready for distribution. Some business leaders have been contacted for participation in Library Card campaign photo shoot. Target, YMCA, and Einstein's Brothers Bagels are regularly sent Library information.	Marilyn
	Partner with Chambers of Commerce and Economic Development Commission to promote Library as part of package to attract new businesses.	We are advertising the Bagels and Business program in the Chamber's publication First Monday and plan to develop a relationship with the Chamber and Economic Development Commission. Working with Hispanic Chamber of Commerce, several programs planned	Marilyn
	Market Library services to children.		
	Supply schools with Library card sign up for new students.	Working with Orange County Public Schools for Library card registration for new students. All Orange County Head Starts, Healthy Starts, Home Educators and Daycare Facilities including 4C are regularly sent Library information.	Marilyn
	Attend open houses at elementary schools and middle schools to distribute Library card sign up packages.	Posters and Children's Mini Library card registration forms have been designed and will be distributed in March to all schools as part of the Library's children's I initiative. We have funded and created a page in the OC Public Schools Foundation's Newspaper in Education publication to be issued in April and distributed to all 2nd graders. As part of the Children's I initiative, Librarians will be contacting and distributing information to elementary and middle schools and attending open houses, PTA, etc.	Marilyn
	Market Library services to Teens		
Complete	Meet with teen advisory group 3 times per year.	Teen Voices has been meeting monthly during school year. They have shared input for the Teen Area in the WOW space. A colorful new brochure "Books Topping the Charts" was created as a teen recommended reading list.	Marilyn
	Partner and plan programs with community teen groups.	TheatreWorks, a teen acting group, has been regularly presenting plays and interactive workshops. Also, we have had some teen musical groups.	Marilyn

	GOAL 4: Invigorate Employee Satisfaction and Invest in Quality of Staff		
	Objective 1: Establish Human Resources Development Plan		
	Activity		
	Develop internal "Best Practices" for Managers		
Complete and ongoing	Implement "Best Practices" as a regular agenda item at bi-weekly System wide Manager's Meeting	Implemented in November 2002 and current	Carla
Complete and ongoing	Use established employee recognition programs such as Values Commendations, Safety Stars and Years of Service Awards	Current practice - Values Commendations and Safety Stars are given year round and posted on staff intranet; years of service awards are given at 5 year anniversary increments.	Carla
	Hold system wide training at least once a year on relevant management topics. For example: ADA and Diversity Issues; Coaching and Counseling Skills; Interviewing Skills, etc.	First training session held 2/20/03 on labor issues. More training sessions are being planned.	Carla
	Establish Staff Development plan		
	Hold system wide training at least twice yearly on relevant topics: Staff Day once yearly plus other training such as sensitivity training on ADA and Diversity issues; Customer Service and Interpersonal Skills.	Staff Day held 11/11/02; additional training is in planning.	Carla
	Let's Go Fishing!		
Complete and ongoing	Adopt, Promote, and Facilitate Fish! Philosophy	Fish! site on staff intranet to provide an opportunity for staff to share their Fish! ideas.	Carla
Complete and ongoing	Incorporate Fish! into New Employee Orientation	Fish! video is shown at orientation for new employees/ employees discuss Fish! philosophy during orientation.	Carla
	Institute Fish! Committee		Carla
	Objective 2: Develop System Wide Communication Plan		
	Activity		Carla
Complete and ongoing	Establish regular opportunities for Admin Team to communicate with employees, at least annually at each department and branch.	Mary Anne schedules regular visits to branches and departments; Kathryn Robinson has recently completed (March '03) visits to each department/ branch to discuss reference guidelines; Carla Fountain has visits to branches and departments scheduled for April/May 2003.	Carla
Complete and ongoing	Conduct regular labor/management meetings - 1 X per month	Current practice (since October 2002)	Carla
Complete and ongoing	Establish rumor control feature on Employee Online Newsletter	"Barney" site is up and running	Carla
	Hold "front end" communication meetings on major initiatives.	Employees have been asked to become involved in creating Reference Guidelines, participated in a steering committee for the Childrens Initiative and are making recommendations and participating in demonstrations for the new automation system	Carla

	Objective 3: Establish Staff Technology Development Plan		
	Activity		
	Develop internal technology based training program		Debbie
	Identify Core Competencies by Position for 25% of positions per year.		Debbie
	Obtain baseline measurement of current staff in positions identified each year based upon identified core competencies		Debbie
	Develop curriculum based upon identified needs		Debbie
	Initiate classes for staff based upon identified core competencies		Debbie
	Measure and evaluate staff competency level		Debbie
	Objective 4: Establish Professional/Employee Development Plan		
	Activity		
	Identify expectations for all staff, in relation to position, for professional activity and employee development opportunities		
Complete	Effective October 1, 2002, establish the MLS or other ALA accredited graduate degree as a minimum requirement for any new hire librarians. Evaluate MLS requirement for current Librarian staff.	MLS established as requirement for newly hired librarians	Kathryn
Complete and ongoing	Establish Employee Enrichment Experience (E ³) program to foster understanding of different jobs and provide employees with a system wide perspective.	Announced E ³ program on 1-16-03	Kathryn
	Conduct evaluation of staffing levels each fiscal year		
	Adjust/Recruit/Reduce staffing as needed	Continuous adjustments through use of PAR forms	Kathryn
	Devise Recruitment Plan to include outreach/interviewing at targeted schools; advertising in electronic and print format to targeted professional journals and listservs.	IMLS Grant Application for Laura Bush 21st Century Librarian completed in March 2003	Kathryn
	Create award program for employee innovations that are successfully used.		Kathryn
	Offer opportunities for employees to learn conversational Spanish and sign language. Use in-house staff to mentor and coach - Train a total of 15 employees annually.		Kathryn

			03-079
	Objective 5: Update Performance Evaluation Instruments		
	Activity		
	Update Performance Evaluation instruments that incorporate acquisition of new/job relevant skills and organizational values - Two year implementation phase in of new evaluation instrument.	Committee of managers currently meeting to create new evaluation instrument; employee input will be requested.	Carla
	Objective 6: Minimize the potential for staff or patron injury		
	Activity		
	Conduct safety and security evaluations of facilities		
	Conduct annual safety audits		Craig
	Provide safety education for staff	Active Safety Committee and Safety Site on Staff Intranet	Craig
	Create evacuation plans and conduct annual drills	Evacuation plans created and posted in all locations.	Craig
	Minimize security risks		
	Install electronic security doors at Branches	Board approved purchase at February 13, 2003 meeting.	Craig
	Conduct annual review of incident reports		Craig

**Orange County Library System
Board of Trustees Meeting
Thursday, April 10, 2003**

Information

**Orange County Library System
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Director's Report

Director's Report: April 2003

- For the second time, the Orange County Library System's "Spectrum" program has been named a winner. This time it has been named as winner of the SOLINET (Southern Library Network) Outstanding Library Program Award for Continuing Education and Staff Development. The actual award will be presented at the SOLINET Annual Membership Meeting, May 1-2, 2003, at the Sheraton Buckhead Hotel in Atlanta. We will discuss our winning program with other attendees at a "Poster Session for SOLINET Outstanding Library Programs Awards Winners". On May 2, the award will be presented to OCLS during Solinet's membership meeting. Congratulations go to Kathryn Robinson and Carla Fountain for developing this wonderful, and now two award winning program.

- We have received a permit from the St. John's Water Management District that we may start construction for the Winter Garden branch. We are awaiting the building permit from Winter Garden.

- To celebrate the end of the year for Orange You Glad You Read and to kick off the summer reading program, on 24 May there will be an event to name the mascot and to kickoff summer reading! All staff are invited to wear their favorite hat to celebrate "Hats Off to Reading" that day. That day is also the first day of summer for Orange County children.

- The Main Library will be busy April 27 to May 2, moving the First Floor Reference to 2nd Floor NE. To accomplish this part of the move, the movers will be working during the Library's open hours. Other parts of the move will be done in the evening, April 6 - 9 and April 13 - 16. The movers will work 9 P.M. - 7 A.M when we close at 9 P.M. and 6 P.M. - 4 A. M. when we close at 6 P.M. There is a new sign on the first floor near the stairwell to guide patrons to collection locations.

- The Library now has an "en Français" link on www.ocls.info , our public web site. The Library has had our Library Card Procedures and Making the Most of Your Library Card brochure translated into French. These forms are also available on the Orange Peel, our staff intranet.

There is also a new online comment for patrons on the Spanish page.
<<http://www.ocls.info/admin/login.asp>>

A new page has been posted to Internet Favorites called "War in Iraq." The link is at the top of the left hand menu at <http://ww2.ocls.lib.fl.us/favorites/Welcome.html>

- A new bike rack has been installed closer to the front entrance of the Main Library building to provide greater security for patrons' bikes.

- On April 8 the Library will host five student visitors from Lockhart Middle School. They will be taking a tour of Information Systems and a brief look at some of the new things at the library and how we work behind the scenes, like Vocera and our graphics shop and the Jaws software for those with visual impairments. They will all receive library cards and get a T-shirt and have lunch.
- The President of the Friends of the Library, Cathy Kennedy, staff member Angela Jacobs and the director spent 17-18 March in Tallahassee talking with the Orange County delegation about the importance of state funding for public libraries.
- Carla Fountain and Bob Tessier are meeting with all the departments and branches to talk with employees about retirement benefits, understanding how the plans provided by the Library will help employees plan for retirement, or other questions that employees might have about benefits and retirement.
- The Library will participate with our partners, University of Central Florida and Orange County Regional History Center in giving a presentation on Central Florida Memory at the South Eastern Museum Conference in Mobile, AL, as well as at the American Library Association Conference in June in Toronto.
- The Library's Staff Association has recognized 9 staff recipients of the Library Service Award for 2002. Each of these staff members was nominated by another staff member for providing outstanding service to the Library and our patrons. They each received movie passes, a certificate of recognition and had lunch with the Library Director on April 3. The Library congratulates:
 - Wendi Bost, Collection Development / Technical Services
 - Valerie Dawson, Computer Resource Center
 - Linda Gabriel, Interlibrary Loan
 - Charlie Hoeck, Children's Department
 - Robin E. Oliver, Washington Park
 - Melanie Osborn, Circulation
 - Sharon Payton, South Trail
 - Susan Vanutre, Library Business Office
- To evaluate the carpet options for Library Central, the vendors have installed samples from Interface and Collins & Aikman in the lobby outside the 5th floor public elevators. Our custodial staff have replaced the light bulbs in that area to provide the same 'warm' light that will be installed in Library Central.
- R.L. Stine, noted children's author of "Goosebumps Series" fame, is coming to the Orlando Public Library on Tuesday, May 6, for a special reading event that morning, courtesy of Busch Gardens Tampa Bay. Busch Gardens will also make a donation of his Haunted Lighthouse book to the library and give copies of the book to the

children that attend the reading. Stine recently released a collection called Beware! We will be able to accommodate about 100 children for one or possibly two readings.

- The Washington Park Library is making preparations to host a photography exhibition entitled “Faces of Africa.” The photographic prints are by Orange County Commissioner Homer L. Hartage.

- Lt. Debbie Beavers-Driscoll and other representatives from the Orlando Police Department offered safety seminars for employees on Tuesday, March 25 and Wednesday, March 26. Over 80 employees attended these seminars that provided pertinent information on personal safety, gangs, and trespass warning issues.

- Three lively photo shoots took place in March and beautiful “Got Your Library Card?” promotional publicity pieces have been created to encourage Library Card sign up just in time for National Library Week, April 6-12.

- Sunday Door Count Totals to date:

Sunday	Main	Alafaya	North Orange	South Creek	West Oaks	4 Branches	Main 2002
1/5/2003	1453	250	199	210	159	818	
1/12/2003	1729	277	200	463	164	1104	
1/19/2003	0	0	0	0	0	0	
1/26/2003	1841	322	188	328	186	1024	
2/2/2003	1530	362	360	444	310	1476	1565
2/9/2003	1807	390	358	481	249	1478	2437
2/16/2003	1792	301	250	489	211	1251	1833
2/23/2003	1642	380	277	484	248	1389	2144
3/2/2003	0*	381	427	433	275	1516	1973
3/9/2003	2038	325	267	402	247	1241	2061
3/16/2003	1464	261	465	365	131	1222	1246
3/23/2003	1255	184	273	360	200	1017	1478

*Main’s door counter was not working.

- Harvard Jolly Clees Toppe is issuing the Notice to Proceed for the Winter Garden Branch today (April 4th) with an effective date of 4/10/03. The 330 day (11 month) construction clock begins on that date.

Programs and Events:

March/April

March's Programming Theme was Florida History & Archaeology and featured a variety of programs such as Florida Heroes of World War II; Flashback to Old Orlando and History of Florida Alligators and computer classes such as Sunshine State Surfari; Florida Diaries; and Cooking Up Florida History. April's theme is **National Library Week** and programs include Literature & Limericks; Celebrate National Library Week with Writing; Library 101: Library Basics for Adults and Organize Your Home Library. Computer Classes include Let's Do the Dewey and Your Virtual Library: Not Just Another Website.

In addition to the over 200 Children's Programs that are offered monthly, over 50 programs and 36 Computer Classes were conducted in March for everyone. "Orange You Glad You Read" Story Programs continue for school aged children too. April programs include such topics as Martial Arts for Self Defense; Games at the Library; Hip Hop-n-Hoop and ZOOM Around the World. Computer classes include Retirement Planning Online; Email en Español; Family Internet Night and PowerPoint for Kids. For a complete listing of April events, check the *Books & Beyond* newsletter or access the Library's web site, www.ocls.info.

Mix business with pleasure and learn about business resources at **Bagels & Business**, Thursday, April 24, 7:30 to 9:00 a.m., Orlando Public Library. This program is specially designed for members of the business community to peruse specific business databases, and especially attend a demonstration of ReferenceUSA conducted by Leah Swartzbaugh with InfoUSA. Einstein Brothers Bagels have generously agreed to donate the bagels. Please RSVP to Community Relations by 21 April at 407-835-7481.

Su Pasaporte al Exito with motivational speaker and author J.R. Roman was offered in Spanish at the Southeast Branch on Tuesday, April 1, 6:30 p.m. and at the Orlando Public Library on Wednesday, April 2, 6:30 p.m.

On March 21 at noon, an audience of 50 people enjoyed Celtic harpist Victoria Lyn Schultz at the Orlando Public Library. April's music guest is Jim Andy with a **Tribute to Frank Sinatra**.

The March Friends of the Library Second Saturday program featured A History of Old Florida Pottery: Potter in Paradise with author Alfred R. Frankel, a Florida Humanities Council sponsored speaker. April's program features historical novelist **Robert N. Macomber** speaking on **Civil War Maritime History**.

The new Meet the Author Monday series featured author of *Guardian Angel* Jim Chriss in March. On April 14, at 7 p.m., John Claytor, OCLS employee and a former

crew member aboard the first nuclear powered research submarine, discusses the adventures aboard the submarine as presented in the book, Dark Waters by Lee Vyborny and Don Davis.

Meet author Jill Murphy Long, who will discuss her book, Permission to Nap, on the importance of women taking time out for themselves. Orlando Public Library, Wednesday April 23, 12:00 noon.

Free tax help from AARP is available through mid-April at several Branches. See the newsletter for details.

The Library Story Line continues with stories from the Magic players and Library storytellers in English and Spanish. Call 407-835-7333 to listen.

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South Creek Update

South Creek Project Summary

Mar 31, 2003

<u>CATEGORY</u>	<u>BUDGET APPROVED 6/8/2000</u>	<u>TOTAL EXPENDED</u>
Land	522,769	522,769
Architect/engineer	100,000	122,478
Construction		
Contractor	1,700,000	1,782,178
Carpet		29,340
Impact & Permit Fees	140,000	108,452
Testing	8,000	27,133
Other	19,231	8,554
	<u>1,867,231</u>	<u>1,955,655</u>
Contingency	150,000	39,098
TOTAL PROJECT	<u><u>2,640,000</u></u>	<u><u>2,600,902</u></u>

Notes:

1. This is the final South Creek Project Summary. We completed the project under budget with \$39,098 of the contingency remaining.

2. The drainage remediation work has been completed. We have not had standing water on the site after the recent rains. The fix appears to be working!

**Orange County Library System
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Winter Garden Update

Winter Garden Project Summary

03-083

Mar 31, 2003

<u>CATEGORY</u>	<u>BUDGET APPROVED 12/12/02</u>	<u>Revised Budget</u>	<u>EXPENDED TO DATE</u>
Architect/engineer	150,000	155,000	113,639
Construction			
Contractor	2,100,000	1,961,100	-
Carpet	35,000	35,000	-
Impact & Permit Fees	40,000	40,000	22,451
Testing	8,000	8,000	-
Other	10,000	10,000	-
Construction Total	<u>2,193,000</u>	<u>2,054,100</u>	<u>22,451</u>
Contingency	207,000	340,900	
TOTAL PROJECT	<u><u>2,550,000</u></u>	<u><u>2,550,000</u></u>	<u><u>136,090</u></u>

Note: We have received the St. Johns River Water Management District permit, which was the largest single challenge in the overall permitting process. ! HJCT is preparing to issue the Notice to Proceed to the contractor. A meeting with the permitting staff in Winter Garden is being scheduled in the next several days.

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**Vocera Presentation:
Gail Carroll**

**Orange County Library System
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**Public Comment:
Non-Agenda Items**