

**Orange County Library System  
Board of Trustees**

**Board Packet for May 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**

May 2, 2003

To: Thomas R. Kohler, President  
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 I. Johnson, Ted Edwards, Homer Hartage, Linda Stewart, Orange County; and Patty Sheehan, City of Orlando.

From: Mary Anne Hodel, Director

Re: Library Board of Trustees Meeting

The next meeting of the Library Board of Trustees will be at 7:00 p.m., Thursday, May 8, 2003, at the **West Oaks Library; 1821 East Silver Star Road; Ocoee, Florida 34761;** 407.521.3330 or 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**  
**May 8, 2003**  
**West Oaks Branch Library**  
**1821 East Silver Star Road**  
**Ocoee, Florida 34761**  
**407.521.3330**

03-088 I. **Call to Order**

03-089 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) .

03-090 III. **Approval of Minutes**

03-091 **Library Board of Trustees Meeting: Thursday, April 10, 2003**

03-092 **Library Board of Trustees Supplemental Meeting: Tuesday, April 22, 2003**

03-093 IV. **Staff Presentation: Programs as Products - Production and Promotion – Kris Woodson**

03-094 V. **Financial Statements and Summaries**

03-095.1 FY 2003 Budget Projection

03-095.2 April 2003 Financial Statements

03-096 VI. **Statistics and Summaries: March 2003**

03-097 VII. **Action Items**

03-098 **Consent Agenda**

03-099 Approval of Winter Garden Change Order

03-100 Approval of Library Central – Additional Days Closed

03-101 VIII. **Discussion and Possible Action Items**

03-102 Maintenance and Renovation Discussion

- 03-103      IX.    **Information**
- 03-104                    **Director's Report**
- 03-105                    **Winter Garden Project Summary**
- 03-106                    **Library Central Project Summary**
- 03-107                    **Public Comment: Non-Agenda Items**

X.    **Adjournment**

**Next Meeting Dates: June 12, 2003 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 and July 10, 2003 – Alafaya Branch Library 12000 East Colonial Drive; Orlando, Florida 32826.**

**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, May 8, 2003**

**Call To Order**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**Public Comment**

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**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**Approval of Minutes**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**Approval of Minutes:  
Library Board of Trustees Meeting  
Thursday, April 10, 2003**



**MEETING MINUTES**  
**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**

Board Members Present: Thomas Kohler (4/1); Phyllis Hudson (4/0);  
Gloria Fernandez (4/0); Sara Brady (4/1);  
James Tyson (3/0).

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

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

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.

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There were no requests made to speak to the Board.

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

03-071 **Library Board of Trustees Meeting: Thursday, March 13, 2003**  
Trustee Fernandez, seconded by Trustee Hudson, moved to approve the minutes of the March 13, 2003 Board of Trustees Meeting.  
Motion carried 5-0.

- 03-072 IV. **Staff Presentation: Reference – The Near Future: Kathryn Robinson**  
Kathryn Robinson, Head of the Division of Reference and Information gave a presentation on reference service, explaining the history and innovations for the near future using technologies such as wireless phones, wireless computers and chat reference. Mrs. Robinson also highlighted a trend to make OCLS even more convenient for users with expanded hours of operation, online registration, remotely available databases, friendly, personalized service and attractive facilities.
- 03-073 V. **Financial Statements and Summaries: March 2003**  
Comptroller Tessier spoke regarding the possible refinancing of the Library's long-term debt. The Bonds cannot be refinanced but the bank loan can. Mr. Tessier reported the Library is working with County staff to issue a Request for Proposals to refinance the bank loan. Brief discussion ensued.
- 03-074 VI. **Statistics and Summaries: February 2003**  
Assistant Library Director Moss spoke briefly regarding various aspects of the reports including the circulation and MAYL statistics.
- 03-075 VII. **Action Items**
- 03-076 **Consent Agenda**  
03-077 Gratuities and Gift Policy  
The Library Administration recommended the Board approve the proposed Gratuities and Gift Policy. The intent of this policy is to establish guidelines for Staff and Board Members regarding the receipt of gratuities and gifts. The policy was formulated after similar, existing policies of the City of Orlando and Orange County Government. Trustee Tyson seconded by Trustee Hudson, moved to approve the Gratuities and Gift Policy.  
Motion carried 5-0.
- 03-078 VIII. **Discussion and Possible Action Items**
- 03-079 Strategic Plan Quarterly Update: Phyllis Hudson  
Vice President Hudson presented the quarterly update of the Strategic Plan and Director Hodel spoke briefly on the progress that has been made thus far.
- 03-080 IX. **Information**
- 03-081 **Director's Report**
- The Library has ordered 250 copies of *Land Remembered* from Pineapple Press for Central Florida Reads. We will add 200+ copies to the collection and then some will be plated for our partners and supporters.

- For our Bagels and Business program scheduled for 24 April. Flyers have been delivered to be posted at a number of downtown locations, including Lake Eola Yacht Club, Urban Think Bookstore, The Mailbox Store and Sam Snead's, a suite of offices on the first floor of the Capital Plaza Building and The Daily News on the ground floor of the Gray Harris Building

We will also be handing out Bagels and Business flyers at the Hispanic Business Expo on Friday and Saturday. The Hispanic Expo is sponsored by the Hispanic Chamber of Commerce. We will be marketing the Library to the attendees, giving out library card applications and informational brochures.

- The Library will participate in the 2003 Annual Project Graduation Student Job Fair 15 April. This event, sponsored by Orange County Public Schools and The Employment Guide, will be held at the Orlando Centroplex Expo Center in downtown Orlando. Though many employers will be attending to recruit job applicants, we are viewing this primarily as an opportunity to market the Library to this age group. The event takes place between 9:30 a.m. and 3:30 p.m. We'll have Library Card Application forms and brochures and some giveaways for the students.
- Last May, members of the Library Administrative Team took a day to spend working side by side with staff in various locations. It was great fun (and hard work!). On Thursday, May 29, 2003 the Admin Team will be back at it! Look for the following administrative staff in the following locations.

Mary Anne Hodel:	Special Services
Bob Tessier:	Technical Services
Sally Fry:	4 <sup>th</sup> Floor Reference
Craig Wilkins:	Custodial Maintenance
Debbie Moss:	South Trail Branch
Eric Atkinson:	Southeast Branch
Marilyn Hoffman:	Computer Resource Center
Kathryn Robinson:	Hiawassee Branch
Carla Fountain:	Circulation @ Main

- For the second Job Shadow day, we had students from three schools in visiting the Main Library. We received the following email from Barbara Chasnov at Lockhart school:

From: Chasnov, Barbara [<mailto:chasnob@ocps.k12.fl.us>]  
Sent: Tuesday, April 08, 2003 5:30 PM  
To: Moss, Debbie

Subject: RE: Lockhart Middle School Job Shadow Day

Each of the students and Mrs. Bashinski were so excited about their visit. They had so much to tell the other students who went to nine other businesses. The technology they described was amazing and they had no idea that there was so much to the library besides books. Thanks so much for this opportunity and we look forward to many other activities together. So glad you enjoyed the cookies. We LOVE them at LOCKHART!!!!

Barbara Chasnov

- The library had a pre-construction meeting this afternoon here at Main. The Notice to Proceed for Winter Garden is being issued for April 28<sup>th</sup> 2003.
- The Library has received word from the Wal-Mart Store Manager in Ocoee this morning. Wal-Mart offered us a \$1,000.00 grant which we will use for our Harry Potter program on 21 June 2003!
- A hardy thanks goes out to the Children's Initiative Team for all their hard work on getting the project started. The Team members are: Ann Gistarb, Kathleen Meiners, Susan Vogt, Michele Patestides and Charile Hoeck. A big thanks also goes to Kathleen Meiners and Kristen Alvarado who assembled the Librarian's Toolbox kits, which will be given to each librarian to use during visits to their assigned school for participation in the Children's Initiative. The toolboxes contain items such as OCLS handouts and pamphlets and a Power Point Presentation of the information to be given during the presentations.
- The book collection at Main has been shifted and are now in logical order the 000's-6000's are on the 2<sup>nd</sup> floor; and the 700's-900's are on the 3<sup>rd</sup> floor which is where the biographies will be located as well.

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Brief discussion ensued regarding the newly designed library cards. President Kohler asked if all locations were now distributing the new cards. Assistant Director Moss indicated that in some of the Branches, the old card stock was being used up before starting with the new card supply. President Kohler suggested that the new cards should be distributed at all Library locations and Assistant Director Moss stated all locations would be notified.

Six bids for the Library Central renovation project have been received and in the interest of moving the project forward, President Kohler proposed a special meeting be held by the Board of Trustees. The meeting has been scheduled at the Orlando Public Library in the Cypress Room at 6:00 p.m. on April 22, 2003. The topic will be to discuss and vote on the contractor selection for the Library Central Project.

03-082           **South Creek Update**

03-083           **Winter Garden Update**

03-084           Vocera Presentation: Gail Carroll  
Questline Manager Gail Carroll, 2<sup>nd</sup> Floor Reference Manager Marcia Bruton and Project Coordinator Angela Jacobe demonstrated the use of the Vocera wireless, communication devices. Brief discussion ensued.

03-085           **Public Comment: Non-Agenda Items**  
There were no requests made to speak to the Board.

X.     **Adjournment**

President Kohler adjourned the meeting at 8:12 p.m.

**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.

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**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**Approval of Minutes:  
Library Board of Trustees  
Supplemental Meeting  
Tuesday, April 22, 2003**

**MEETING MINUTES  
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES  
SUPPLEMENTAL MEETING  
April 22, 2003  
Orlando Public Library  
101 East Central Boulevard  
Orlando, Florida 32801  
Cypress Room  
407.835.7323**

**I. Call to Order**

Board Members Present: Thomas Kohler; Gloria Fernandez; Sara Brady  
Board Members Absent: Phyllis Hudson; James Tyson

Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Kathryn Robinson; Sally Fry; Craig Wilkins; John Claytor

President Kohler called the meeting to order at 6:00 p.m.

**II. Action Item**

03-086

**Selection of Contractor for the Library Central Project**

Director Hodel briefly discussed the Library Administration's contractor recommendation for the Library Central construction project. The recommended contractor is Skanska U.S.A. Building, Inc. Brief discussion ensued. President Kohler reiterated that six contractor bids were submitted, of those two were non-responsive or non-qualified and the four remaining were qualified. Of the four qualifying submissions, Skanska was the lowest bidder. The Skanska bid also included the alternative of removing the inner entry doors thus expanding the lobby by extending the terrazzo tile to the outer doors. The approved bid was under the budgeted amount.

Trustee Fernandez, seconded by Trustee Brady, moved to award the Library Central construction contract in the amount of \$850,374.00 to Skanska U.S.A. Building, Inc.

Motion carried 3-0.

03-087

Comptroller Tessier introduced an additional walk-on item, which is the recommendation to approve the change order approval limits for the Library Central construction project. The limits mirror those of the OCLS Purchasing Policy previously approved.

<b>Change Order Approval Limits</b>	<b>To Be Approved by:</b>
up to \$30,000	Comptroller
\$30,001 to \$50,000	Director / C.E.O.
\$50,001 and above	Library Board of Trustees

Trustee Brady, seconded by Trustee Fernandez, moved to adopt the change order approval limits for the Library Central construction project.

Motion carried 3-0.

### **III. Adjournment**

President Kohler adjourned the meeting at 6:05 p.m.

**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.**

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**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**Staff Presentation:  
Programs as Products –  
Production and Promotion:  
Kris Woodson**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**Financial Statements & Summaries**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**FY 2003 Budget Projections**

## ORANGE COUNTY LIBRARY SYSTEM DIVISION OF BUSINESS OPERATIONS

**TO:** Mary Anne Hodel & Library Board of Trustees  
**FROM:** Bob Tessier  
**DATE:** May 1, 2003  
**SUBJECT:** Fiscal Year 2003 Operating Fund Budget Projection

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As you know, we are required by law to adopt an annual budget for the Library's Operating Fund. Unless the Governing Board amends the budget, we are restricted from expending funds in excess of the total budget that was originally approved. For the current fiscal year, the Library and Governing Boards approved an Operating Fund budget in the amount of **\$27,803,714**.

About this time each year I prepare a budget projection through September 30, which is the end of our fiscal year. The purpose of this projection is to inform you and the Library Board of the significant variances from the budget. These variances occur for a number of reasons including:

- We initiate projects which were not included in the budget (Main Library fire panel, North Orange roof, Citrix software for public computers).
- We abandon or postpone projects which were in the budget (Construction of computer lab space on second floor).
- Estimates included in the budget were too high or low (Included 30% in the budget for health insurance premium increases, actual increase was 11.5%)
- Large, unexpected expenses which are necessary (ADA survey).

Our approach to the budget is different than most local governments. Many governments amend their budgets one or more times during the fiscal year. As a result, the individual line item budgets end up being very close to the actual expenditures by the end of the fiscal year. Ours is not a line item budget. Once our budget is approved, we typically don't make any changes to the individual line items. We view our budget as a broad plan and monitor our performance against this plan, recognizing that things will change. When variances occur due to these changes, we try to keep the Board informed through the monthly financial statement report in the Board packet and this annual projection.

The following summarizes the significant variances shown on the attached projection.

### *REVENUES*

**Ad Valorem Taxes (positive variance of \$225,000)**

Consistent with Orange County, we budget 95% of the taxes assessed but typically collect a slightly higher percentage. This allows for some non collection of taxes.

**Meeting Room (negative variance of \$30,000)**

Since a meeting room charge was not implemented, no revenues were received.

**Copy & Vending (positive variance of \$30,000)**

Copy charges increased from .10 to .15 at the beginning of January 2003. This increase has resulted in higher revenues above what was budgeted.

**Fines (positive variance of \$145,000)**

The daily fine rate increased from .10 to .20 effective at the beginning of January 2003. This change has temporarily resulted in higher revenues above what was budgeted. Based on past experience, the higher revenues may not continue into future fiscal years. Rather, the higher fine rate encourages patrons to return their materials on time.

**Interest Earnings (negative variance of \$125,000)**

Simply stated, our budget was too optimistic as interest rates have continued to drop.

The attached projection shows a positive variance of **\$272,000** for all revenues, which is slightly more than 1% to the original revenues budgeted.

### *EXPENDITURES*

**Salaries (positive variance of \$457,000)**

Rather than one single item, a multitude of issues result in the positive variance.

- Annual vacation and Floating Hours pay outs
- Sick leave pay outs at termination
- Positions which are not filled
- New positions not included in the original budget

As is the case with each line item in the budget, the salaries budget is an estimate.

**Life and Health Insurance (positive variance of \$258,000)**

Based on our benefit consultant's recommendation, we budgeted a 30% increase in health insurance premiums effective January 1, 2003 but the actual increase was 11.5%.

**Contingency (positive variance of \$300,000)**

A \$300,000 contingency is included in the budget for emergencies and significant, unforeseen issues or circumstances. Typically, we do not expend these funds.

**Building & Improvements (positive variance of \$175,000)**

As with most line items, the variance is a result of several factors including:

<input type="checkbox"/>	Lower constructions cost for Library Central space	\$250,000
<input type="checkbox"/>	Cancel construction of computer lab at Main	\$175,000
<input type="checkbox"/>	North Orange roof	-\$83,000*
<input type="checkbox"/>	Main Library fire panel	-\$49,000*
<input type="checkbox"/>	New carpet for Washington Park	-\$25,000*
<input type="checkbox"/>	LCD projectors for Main Library	-\$30,000*
<input type="checkbox"/>	Other projects	-\$80,000*

\* - Not included in original budget.

**Equipment & Furniture (negative variance of \$410,000)**

The variance is primarily the result of the following factors:

<input type="checkbox"/>	Additional furniture for Library Central space	-\$250,000
<input type="checkbox"/>	Display furniture for branches	-\$ 40,000*
<input type="checkbox"/>	3M check out equipment for Main Library Lobby	-\$ 35,000*
<input type="checkbox"/>	Modular furniture system for Washington Park	-\$ 15,000*
<input type="checkbox"/>	Other projects	-\$ 50,000*

\* - Not included in original budget.

The attached projection shows a positive variance of **\$654,000** for all expenditures, which equates to about **2.35%** of the original budget. This is very close given that the \$300,000 contingency is included in this variance and we typically don't spend the contingency.

The original budget was partially funded by **\$2,916,000** from our reserves. The attached projection shows we will only use about **\$1,989,000** of our reserves, which is very positive given the significant demands on the budget in future years.

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND BUDGET  
FY 03 PROJECTION**

03-095.1

	<b>FY 03 BUDGET</b>	<b>FY 03 PROJECTION</b>	<b>VARIANCE</b>	
<b>AD VALOREM TAXES</b>	21,561,212	21,786,212	225,000	
<b>INTERGOVERNMENTAL</b>				
Grants	23,000	10,000	(13,000)	
State Aid	1,638,000	1,616,400	(21,600)	
Law Collection Fees	250,000	250,000	-	
	<u>1,911,000</u>	<u>1,876,400</u>	<u>(34,600)</u>	
<b>CHARGES FOR SERVICES</b>				
Fee Cards	16,000	14,000	(2,000)	
PC Pass	6,000	29,000	23,000	
Classes	4,000	500	(3,500)	
Meeting Rooms	30,000	0	(30,000)	
Copy & Vending	160,000	190,000	30,000	
	<u>216,000</u>	<u>233,500</u>	<u>17,500</u>	
<b>FINES</b>				
Fines	500,000	645,000	145,000	
Service Charge	2,000	1,000	(1,000)	
Lost Materials	50,000	70,000	20,000	
	<u>552,000</u>	<u>716,000</u>	<u>164,000</u>	
<b>MISCELLANEOUS</b>				
Interest Earnings	350,000	225,000	(125,000)	
Rents	3,000	3,000	-	
Disk Sales	2,000	2,500	500	
Contributions -Friends of Library	75,000	90,000	15,000	
Contributions - Others	3,000	8,000	5,000	
Miscellaneous	30,000	35,000	5,000	
	<u>463,000</u>	<u>363,500</u>	<u>(99,500)</u>	
<b>TRANSFER FROM TAX COLLECTOR</b>	185,000	185,000	-	
<b>TOTAL REVENUES</b>	<u><u>24,888,212</u></u>	<u><u>25,160,612</u></u>	<u><u>272,400</u></u>	<b>1.09%</b>

**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**April 2003 Financial Statements**



**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND REVENUE SUMMARY  
Seven Months Ended April 30, 2003**

03-095.2

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(7 months=58%)</u>
<b>AD VALOREM TAXES</b>	21,561,212	20,563,116	95.4%
<b>INTERGOVERNMENTAL</b>			
Grants	23,000	0	0.0%
State Aid	1,638,000	808,200	49.3%
Law Collection Fees	250,000	144,275	57.7%
	<u>1,911,000</u>	<u>952,475</u>	<u>49.8%</u>
<b>CHARGES FOR SERVICES</b>			
Fee Cards	16,000	7,820	48.9%
PC Pass	6,000	17,467	291.1%
Classes	4,000	265	6.6%
Meeting Rooms	30,000	0	0.0%
Copy & Vending	160,000	98,430	61.5%
Fax	0	476	
	<u>216,000</u>	<u>124,458</u>	<u>57.6%</u>
<b>FINES</b>			
Fines	500,000	344,836	69.0%
Service Charge (Collection)	2,000	590	29.5%
Lost Materials	50,000	38,454	76.9%
	<u>552,000</u>	<u>383,880</u>	<u>69.5%</u>
<b>MISCELLANEOUS</b>			
Interest Earnings	350,000	136,668	39.0%
Rents	3,000	413	13.8%
Sale of Fixed Assets	0	1,030	
Disk Sales	2,000	1,496	74.8%
Contributions - Friends of Library	75,000	53,773	71.7%
Contributions - Others	3,000	5,887	196.2%
Miscellaneous	30,000	31,630	105.4%
	<u>463,000</u>	<u>230,897</u>	<u>49.9%</u>
<b>TRANSFER FM TAX COLLECTO</b>	185,000	0	0.0%
<b>TOTAL REVENUES</b>	<u><u>24,888,212</u></u>	<u><u>22,254,826</u></u>	<u><u>89.4%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND EXPENDITURE SUMMARY**  
**Seven Months Ended April 30, 2003**

03-095.2

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(7 months=58%)</b>
<b>SALARIES &amp; BENEFITS</b>			
Salaries (Sick Leave Payout=\$25,59	10,694,565	5,945,540	55.6%
Medicare Taxes	155,068	82,542	53.2%
DCP - Retirement Contributions	802,095	438,926	54.7%
DBP - Retirement Contributions	775,211	420,392	54.2%
Life and Health Insurance	1,532,847	720,343	47.0%
Worker's Compensation	125,122	97,605	78.0% *
Unemployment Compensation	9,806	12,098	123.4% *
Parking & Bus Passes	90,000	52,796	58.7% *
	<u>14,184,714</u>	<u>7,770,242</u>	<u>54.8%</u>
<b>OPERATING</b>			
Professional Services	150,000	66,685	44.5% *
Other Contractual Services	595,000	286,350	48.1% *
Other Contract. Serv. - Janitorial	212,000	125,158	59.0% *
Training and Travel	75,000	43,190	57.6%
Telecommunication	248,000	123,679	49.9% *
Delivery and Postage	982,000	527,581	53.7%
Utilities	628,000	295,779	47.1%
Rentals and Leases	848,000	488,462	57.6%
Insurance	125,000	94,096	75.3% *
Repair and Maintenance	520,000	237,826	45.7% *
Repair & Maint. - Hardware/Softwa	185,000	74,952	40.5%
Copying/Printing	184,000	69,509	37.8%
Property Appraiser's Fee	250,000	181,224	72.5%
Tax Collector's Fee	435,000	411,262	94.5%
Supplies	608,000	315,224	51.8%
Supplies-Hardware/Software	168,000	93,134	55.4% *
Contingency	300,000	0	0.0%
	<u>6,513,000</u>	<u>3,434,111</u>	<u>52.7%</u>
<b>CAPITAL OUTLAY</b>			
Building and Improvements	1,805,000	314,395	17.4%
Equipment and Furniture	125,000	26,078	20.9% *
Hardware/Software	599,000	153,327	25.6%
	<u>2,529,000</u>	<u>493,800</u>	<u>19.5%</u>
<b>LIBRARY MATERIALS</b>			
Materials - Rest. Contributions	15,000	11,761	78.4%
Materials - Law	210,000	158,003	75.2%
Materials - Other	3,935,000	2,135,111	54.3% *
	<u>4,160,000</u>	<u>2,304,875</u>	<u>55.4%</u>
<b>TRANSFER TO BR DEBT SERV</b>	417,000	208,389	50.0%
<b>TOTAL EXPENDITURES</b>	<u><b>27,803,714</b></u>	<u><b>14,211,417</b></u>	<u><b>51.1%</b></u>

\*=Expect to over spend the budget for this account

**ORANGE COUNTY LIBRARY DISTRICT  
MAIN DEBT SERVICE FUND  
Seven Months Ended April 30, 2003**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL (7 months=58%)</u>	
<b>REVENUES</b>			
Ad Valorem Taxes	1,181,080	1,126,619	95.4%
Interest	17,000	4,880	28.7%
Transfer From Tax Collector	13,000	0	0.0%
<b>TOTAL REVENUES</b>	<b><u>1,211,080</u></b>	<b><u>1,131,499</u></b>	<b><u>93.4%</u></b>

**EXPENDITURES**

Principal	1,055,000	0	0.0%
Interest	196,738	98,369	50.0%
Tax Collector's Fee	26,262	22,532	85.8%
<b>TOTAL EXPENDITURES</b>	<b><u>1,278,000</u></b>	<b><u>120,901</u></b>	<b><u>9.5%</u></b>

**FUTURE DEBT SERVICE PAYMENTS**

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
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
	<b><u>4,505,000</u></b>	<b><u>408,869</u></b>

**ORANGE COUNTY LIBRARY DISTRICT  
BRANCH DEBT SERVICE FUND  
Seven Months Ended April 30, 2003**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL (7 months=58%)</u>	
<b>REVENUES</b>			
Transfer From General Fund	417,000	208,389	50.0%
Interest	7,000	3,879	55.4%
<b>TOTAL REVENUES</b>	<b><u>424,000</u></b>	<b><u>212,268</u></b>	<b><u>50.1%</u></b>

**EXPENDITURES**

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

**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
	<b><u>2,702,306</u></b>	<b><u>456,719</u></b>

**ORANGE COUNTY LIBRARY DISTRICT  
CAPITAL PROJECTS FUND  
Seven Months Ended April 30, 2003**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL (7 months=58%)</u>	
<b>REVENUES</b>			
State Construction Grant	440,000	0	0.0%
Partial Contribution-City of W.	114,000	0	0.0%
Interest	15,000	7,504	50.0%
<b>TOTAL REVENUES</b>	<b><u>569,000</u></b>	<b><u>7,504</u></b>	<b><u>1.3%</u></b>
 <b>EXPENDITURES</b>			
<u>SOUTH CREEK BRANCH</u>			
Construction Contract	0	127,000	
Testing	0	1,398	
	<u>0</u>	<u>128,398</u>	
 <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	21,444	1072.2%
Testing	7,000	0	0.0%
Other	9,000	0	0.0%
Contingency	108,000	0	0.0%
	<u>1,758,000</u>	<u>79,597</u>	<u>4.5%</u>
<b>TOTAL EXPENDITURES</b>	<b><u>1,758,000</u></b>	<b><u>207,995</u></b>	<b><u>11.8%</u></b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**MONTHLY ROLLOVER**  
**April 30, 2003**

03-095.2

	<u>BALANCE</u> <u>3/31/03</u>	<u>RECEIPTS</u>	<u>DISBURS.</u>	<u>BALANCE</u> <u>4/30/03</u>
<b>OPERATING</b>				
Checking	969,911	5,019,082	(5,306,466)	682,527
SBA Investments	7,273,678	9,814	(1,000,000)	6,283,492
CD Investments	11,580,000	3,000,000	(3,000,000)	11,580,000
	<b>19,823,589</b>	<b>8,028,896</b>	<b>(9,306,466)</b>	<b>18,546,019</b>
<b>MAIN DEBT SERVICE</b>				
AIM Investments	1,107,368	39,883	0	1,147,251
<b>BRANCH DEBT SERVICE</b>				
CD Investments	390,872	392,021	(390,872)	392,021
<b>CAPITAL PROJECTS</b>				
Checking	4,602	30,009	(25,143)	9,468
SBA Investments	842,111	26,008	0	868,119
	<b>846,713</b>	<b>56,017</b>	<b>(25,143)</b>	<b>877,587</b>

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND  
BALANCE SHEET - ASSETS  
April 30, 2003**

03-095.2

**ASSETS**

Certificates of Deposit	11,580,000
Cash on Hand	14,080
Equity in Pooled Cash	682,527
Accounts Receivable	0
Due From Other Governments	17,755
Interest Receivable	40,531
Inventory	241,442
Investments-SBA	6,283,492
Prepays	85,787
Other Assets-Deposits	<u>9,175</u>
<b>TOTAL ASSETS</b>	<b><u><u>18,954,789</u></u></b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND**  
**BALANCE SHEET - LIABILITIES & FUND BALANCE**  
**April 30, 2003**

03-095.2

**LIABILITIES**

Accounts Payable	25,880
Retainage Payable	18,323
Accrued Wages Payable	302,808
Accrued Sales Tax	11
Due To FOL-Taxable Book Sales	2,418
Due To FOL-Nontaxable Book Sales	6
Due To FOL-Sales Tax	164
United Appeal	93
Bonds	108
Health Insurance	19,578
Union Dues	1,259
Union-Cope	76
Optional Life	1,514
Daughters of American Revolution	200
Miscellaneous	146
Unclaimed Payroll	920
<b>TOTAL LIABILITIES</b>	<b>373,504</b>

**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	8,043,409
<b>TOTAL FUND BALANCE</b>	<b>18,581,285</b>

**TOTAL LIABILITIES & FUND BALANCE** **18,954,789**



## **STATISTICAL SUMMARY**

### **March 2003**

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

The South Creek Branch continues to prove its popularity in the community with a 38.78 % (from 28,156 items to 39,076 items) increase over last year's circulation. Patrons used our "express check" stations to check out 54% of the items from South Creek (about 20,000 items).

#### **Library Activities:**

We have added a new graph which represents new patron registrations by month and year. This figure represents registrations by users who did not previously have cards and does not include renewals. Certainly the provision of previously unavailable registration options (online registration, "Get Your Card" mail in registration) are helping us generate new users.

Successful programs contribute as well. For example, Jane Tracy, Questline, held a program at our North Orange Branch for the "GROWS" adult literacy program. Jane reported that at the beginning of the program only one of the 21 adult learners present had a card. By the end of the evening everyone was lined up to get a card!

#### **OCLS.INFO:**

Please note a correction to the January 2003 Online request figure from 27,393 to 31,903. We originally failed to report online requests from Collection Development as part of that figure. Those have now been included. The 31,673 online requests taken in March represent 72 % of all requests taken.

The number of "hits" to our website has steadily increased over the last several months. Some of this is increased use of the website but much can also be attributed to the fact that there is more to use there, i.e. increased content. Our expanded Recommend Reading page offers lists of new materials by item type (DVD, music on CD) or subject for browsing.

**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**Statistics & Summaries:  
March 2003**

	<b>FY 03 BUDGET</b>	<b>FY 03 PROJECTION</b>	<b>VARIANCE</b>	
<b>SALARIES &amp; BENEFITS</b>				
Salaries	10,694,565	10,238,000	456,565	
Medicare Taxes	155,068	146,000	9,068	
DCP - Retirement Contributions	802,095	765,000	37,095	
DBP - Retirement Contributions	775,211	755,000	20,211	
Life and Health Insurance	1,532,847	1,275,000	257,847	
Worker's Compensation	125,122	130,000	(4,878)	
Unemployment Compensation	9,806	26,000	(16,194)	
Parking & Bus Passes	90,000	94,000	(4,000)	
	<u>14,184,714</u>	<u>13,429,000</u>	<u>755,714</u>	
<b>OPERATING</b>				
Professional Services	150,000	175,000	(25,000)	
Other Contractual Services	595,000	610,000	(15,000)	
Other Contractual Services - Janitorial	212,000	215,000	(3,000)	
Training and Travel	75,000	75,000	-	
Telecommunications	248,000	261,000	(13,000)	
Delivery and Postage	982,000	982,000	-	
Utilities	628,000	628,000	-	
Rentals and Leases	848,000	848,000	-	
Insurance	125,000	138,000	(13,000)	
Repairs & Maintenance	520,000	565,000	(45,000)	
Repairs & Maintenance - Hardware/Software	185,000	185,000	-	
Copying/Printing	184,000	184,000	-	
Property Appraiser's Fee	250,000	242,000	8,000	
Tax Collector's Fee	435,000	435,000	-	
Supplies	608,000	608,000	-	
Supplies - Hardware/Software	168,000	188,000	(20,000)	
Contingency	300,000	0	300,000	
	<u>6,513,000</u>	<u>6,339,000</u>	<u>174,000</u>	
<b>CAPITAL OUTLAY</b>				
Building & Improvements	1,805,000	1,630,000	175,000	
Equipment & Furniture	125,000	535,000	(410,000)	
Hardware/Software	599,000	580,000	19,000	
	<u>2,529,000</u>	<u>2,745,000</u>	<u>(216,000)</u>	
<b>LIBRARY MATERIALS</b>				
Materials - Restricted Contributions	15,000	15,000	-	
Materials - Law	210,000	210,000	-	
Materials - Other	3,935,000	3,995,000	(60,000)	
	<u>4,160,000</u>	<u>4,220,000</u>	<u>(60,000)</u>	
<b>TRANSFER TO BR DEBT SERVICE FUN</b>	417,000	416,779	221	
<b>TOTAL EXPENDITURES</b>	<u><u>27,803,714</u></u>	<u><u>27,149,779</u></u>	<u><u>653,935</u></u>	2.35%
<b>NEGATIVE BAL. = RESERVES TO BE U</b>	(2,915,502)	(1,989,167)	926,335	

**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**Statistics & Summaries:  
March 2003**

## **STATISTICAL SUMMARY**

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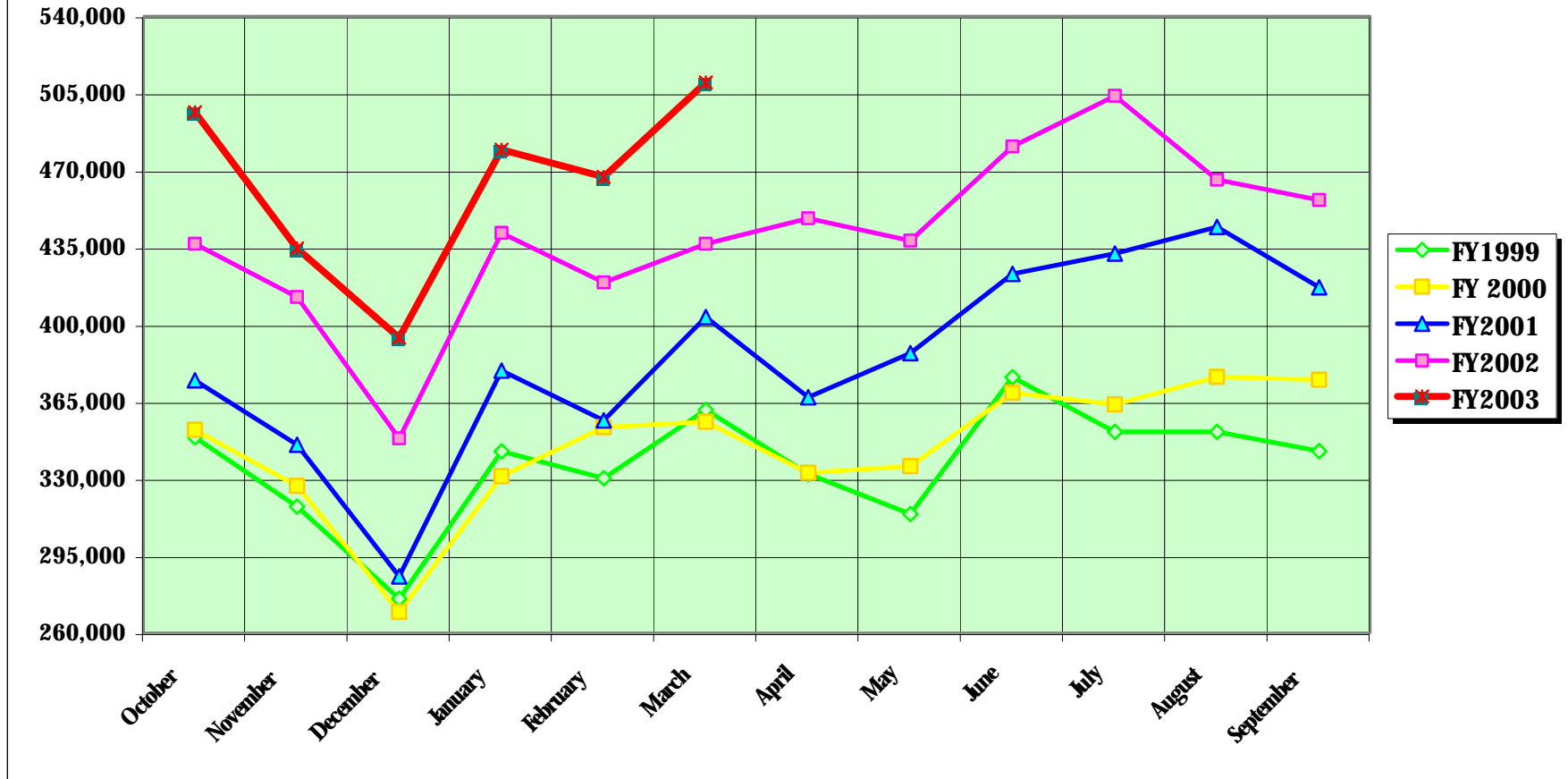
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#### **OCLS.INFO:**

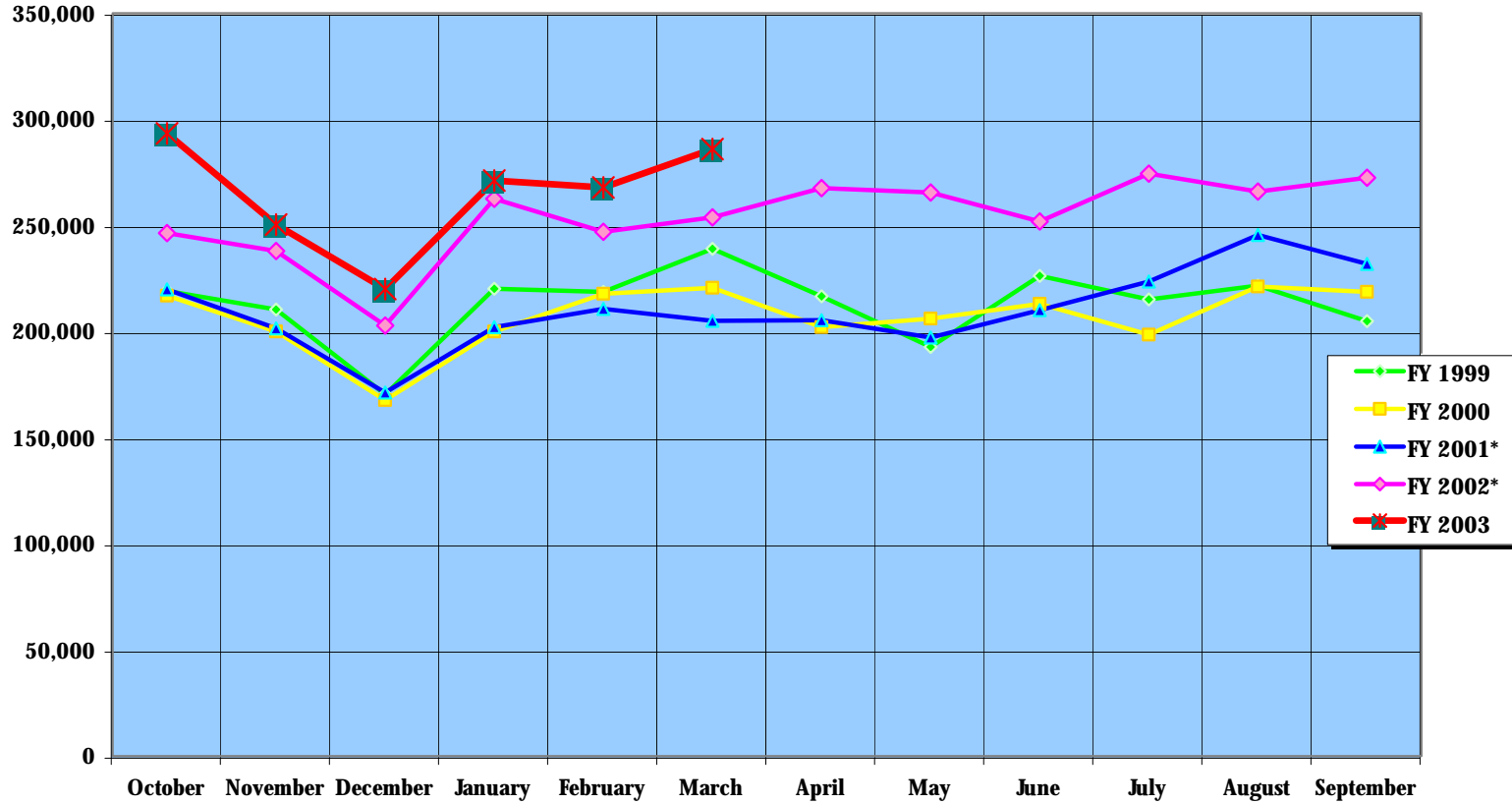
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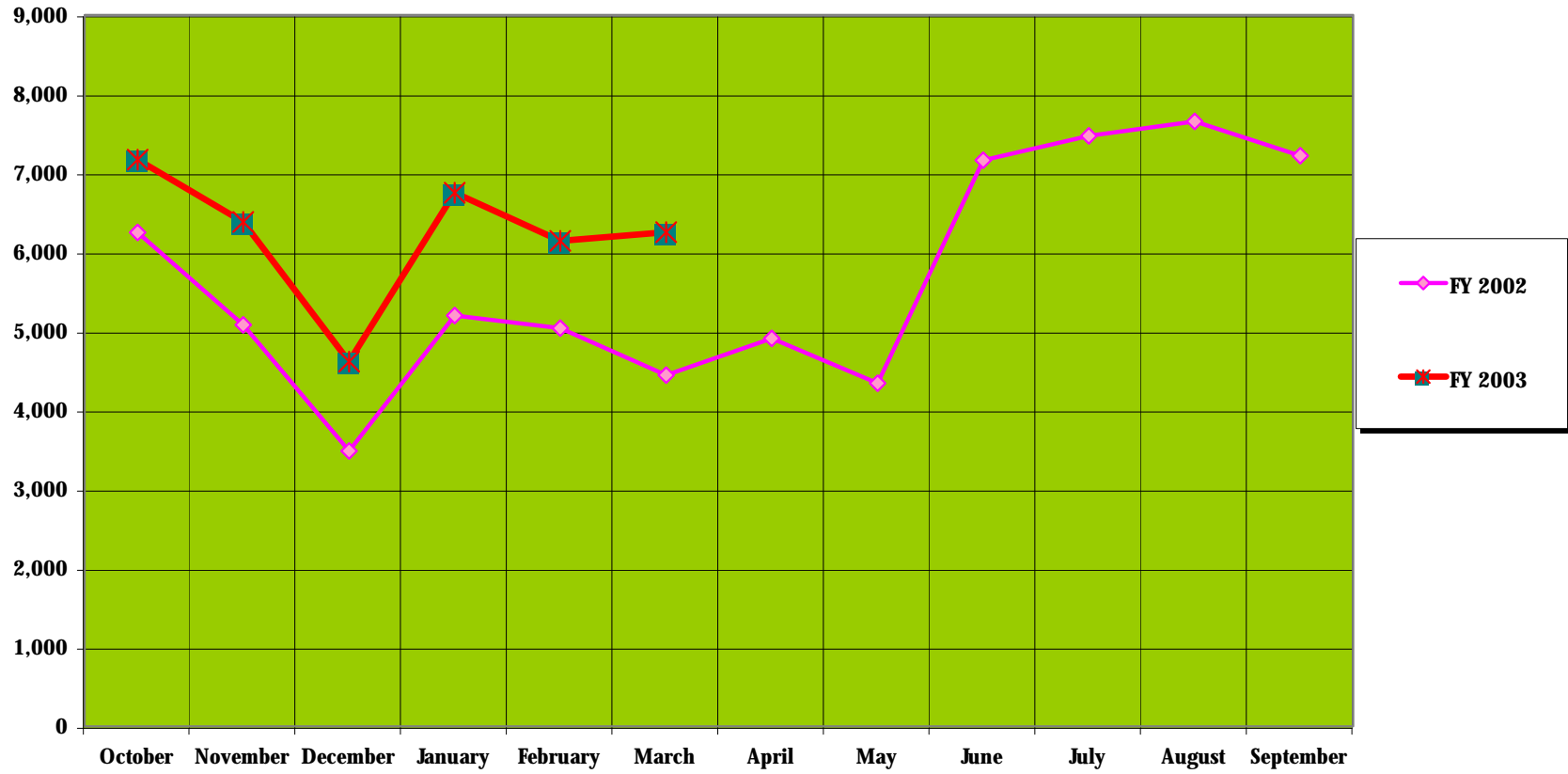
### ORANGE COUNTY LIBRARY SYSTEM CIRCULATION Fiscal Year 1999 Through Fiscal Year 2003 TO Date



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



**Orange County Library System  
New Patron Registration  
Fiscal Year 2002 through Fiscal Year 2003 To Date**





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

03-095

	Oct-02	Oct-01	Nov-02	Nov-01	Dec-02	Dec-01	Jan-03	Jan-02	Feb-03	Feb-02	Mar-03	Mar-02	% of Change
<b>Circulation</b>													
Main	148,779	124,566	134,497	116,678	124,121	99,520	139,990	125,822	139,086	114,597	150,130	123,470	21.59%
Branches	298,036	275,563	260,885	255,888	263,144	216,320	297,004	277,390	282,969	262,535	314,046	270,520	16.09%
MAYL	44,997	36,464	36,618	35,295	29,905	27,818	42,383	38,303	41,039	37,985	41,813	37,896	10.34%
Talking Books	4,507	4,686	2,505	4,612	3,815	4,606	4,237	4,963	3,908	3,901	3,828	4,699	-18.54%
<b>Total</b>	<b>496,319</b>	<b>441,279</b>	<b>434,505</b>	<b>412,473</b>	<b>420,985</b>	<b>348,264</b>	<b>483,614</b>	<b>446,478</b>	<b>467,002</b>	<b>419,018</b>	<b>509,817</b>	<b>436,585</b>	<b>16.77%</b>
<b>Door Count</b>													
Main*	75,581	69,586	64,869	64,382	55,885	56,016	68,579	77,445	69,635	72,235	74,215	74,501	-0.38%
Branches	217,824	176,850	185,609	173,592	164,098	146,875	202,641	185,176	198,270	174,735	211,725	179,271	18.10%
<b>Total</b>	<b>293,405</b>	<b>246,436</b>	<b>250,478</b>	<b>237,974</b>	<b>219,983</b>	<b>202,891</b>	<b>271,220</b>	<b>262,621</b>	<b>267,905</b>	<b>246,970</b>	<b>285,940</b>	<b>253,772</b>	<b>12.68%</b>

	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>														
Main		125,080		117,546		130,299		140,094		132,138		132,944	836,603	1,523,582
Branches		280,997		278,846		303,950		312,491		289,013		278,484	1,716,084	3,365,137
MAYL		38,109		37,558		42,918		46,961		44,555		41,169	236,755	473,028
Talking Books		3,951		4,078		3,526		4,164		4,079		3,828	22,800	49,496
<b>Total</b>		<b>448,137</b>		<b>438,028</b>		<b>480,693</b>		<b>503,710</b>		<b>469,785</b>		<b>456,425</b>	<b>2,812,242</b>	<b>5,411,243</b>
<b>Door Count</b>														
Main*		76,978		73,048		80,010		75,891		74,972		74,620	408,764	860,532
Branches**		190,788		192,491		171,919		198,496		191,079		197,901	1,180,167	2,229,092
<b>Total</b>		<b>267,766</b>		<b>265,539</b>		<b>251,929</b>		<b>274,387</b>		<b>266,051</b>		<b>272,521</b>	<b>1,588,931</b>	<b>3,089,624</b>

\*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

03-095

	Oct-02	Oct-01	Nov-02	Nov-01	Dec-02	Dec-01	Jan-03	Jan-02	Feb-03	Feb-02	Mar-03	Mar-02	% of Change
Program Attendance Total	12,683	12,743	12,726	12,075	6,521	6,053	9,959	9,200	9,696	8,515	10,128	10,371	-2.34%
Total # of Programs	373	367	320	291	328	289	382	296	391	276	413	358	15.36%
StoryLine	1,329	N/A	1,903	N/A	1,078	N/A		N/A	1,006	N/A	900	N/A	N/A
Class Attendance	117	N/A	98	N/A	156	N/A	271	N/A	345	N/A	596	N/A	N/A
Total # of Classes	27	N/A	25	N/A	34	N/A	42	N/A	66	N/A	96	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	14,783	11,726	26.07%
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	6,862,558	4,091,966	67.71%
Online Database Usage	30,549	24,735	32,755	28,860	26,736	19,425	34,990	22,543	43,072	26,969	41,445	32,797	26.37%
P.C. Sessions	44,695	N/A	36,392	N/A	36,463	N/A	40,769	N/A	41,403	N/A	44,023	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	255,339	222,360	14.83%
New Patron Registrations	7,168	6,246	6,381	5,078	4,616	3,485	6,751	5,198	6,139	5,036	6,250	4,444	40.64%

	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	61,713	117,278
Total # of Programs		338		296		308		352		280		583	2,207	4,034
StoryLine		N/A		N/A		N/A		N/A		N/A		397	6,216	N/A
Class Attendance		N/A		N/A		N/A		38		81		138	1,583	N/A
Total # of Classes		N/A		N/A		N/A		7		11		24	290	N/A
QuestLine		12,145		10,804		11,315		12,147		12,040		12,103	87,269	135,786
Hits to Website		4,571,875		4,402,725		4,352,049		5,047,880		4,963,300		4,849,389	35,388,071	53,779,184
Online Database Usage		33,319		23,637		21,226		21,669		27,191		28,292	209,547	310,663
P.C. Sessions		N/A		48,558		44,601		44,695		43,106		39,138	243,745	N/A
Number of Registered Cards in the System		223,703		225,511		229,957		233,403		237,073		240,074		
New Patron Registrations		4,909		4,339		7,161		7,470		7,651		7,218	37,305	68,235

\*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	Mar-03	Mar-02	% of Change
Online Catalog Searches	185,681	164,088	162,406	150,693	134,380	106,900	197,133	160,286	179,526	149,492	185,790	151,689	22.48%
Online Renewals	56,999	34,934	51,262	33,545	52,490	30,781	53,612	33,527	56,586	34,505	61,992	38,379	61.53%
Online Reference Questions	457	197	393	298	312	329	451	462	391	586	459	427	7.49%
Online Requests	29,720	21,583	22,912	20,210	18,655	17,357	31,903	26,217	29,169	22,367	31,673	24,369	29.97%
Online Suggestions	80	63	73	166	62	160	116	127	89	101	79	89	-11.24%

	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	1,044,916	1,875,380
Online Renewals		39,348		40,364		41,242		48,583		47,054		48,934	332,941	471,196
Online Reference Questions		360		416		483		487		406		451	2,463	4,902
Online Requests		27,011		27,068		30,086		30,684		31,164		30,298	164,032	308,414
Online Suggestions		108		84		86		74		67		67	499	1,192

**Orange County Library System  
Circulation Statistics**

March 1, 2003 - March 31, 2003

<b>Location</b>	<b>Days Open</b>	<b>Circulation Total</b>	<b>% of Total</b>	<b>Year Ago</b>	<b>Gain -Loss</b>	<b>%Gain -Loss</b>	<b>Total Visits</b>	<b>Visits Year Ago</b>	<b>Gain -Loss</b>	<b>%Gain -Loss</b>
<b>Main</b>	31	150,130	29.45%	123,470	26,660	21.59%	74,215	74,501	(286)	-0.38%
<b>MAYL</b>	21	41,813	8.20%	37,896	3,917	10.34%	N/A	N/A	N/A	N/A
<b>Talking Books</b>	21	3,848	0.75%	4,699	(851)	-18.11%	N/A	N/A	N/A	N/A
<b>West Oaks</b>	31	29,812	5.85%	24,856	4,956	19.94%	17,023	15,428	1,595	10.34%
<b>Herndon</b>	26	31,499	6.18%	29,619	1,880	6.35%	21,805	16,138	5,667	35.12%
<b>Alafaya*</b>	31	43,872	8.61%	38,017	5,855	15.40%	23,691	17,405	6,286	36.12%
<b>Southeast*</b>	26	26,355	5.17%	24,296	2,059	8.47%	17,131	22,864	(5,733)	-25.07%
<b>Hiawassee</b>	26	18,878	3.70%	18,119	759	4.19%	15,206	15,271	(65)	-0.43%
<b>Southwest*</b>	26	31,752	6.23%	28,363	3,389	11.95%	21,274	15,680	5,594	35.68%
<b>Edgewater</b>	26	21,518	4.22%	18,115	3,403	18.79%	22,242	20,793	1,449	6.97%
<b>North Orange*</b>	31	31,038	6.09%	26,049	4,989	19.15%	18,623	13,254	5,369	40.51%
<b>South Creek</b>	31	39,076	7.66%	28,156	10,920	38.78%	26,588	17,385	9,203	52.94%
<b>South Trail</b>	26	15,016	2.95%	12,584	2,432	19.33%	12,123	10,984	1,139	10.37%
<b>West Orange</b>	21	8,801	1.73%	8,146	655	8.04%	5,214	5,273	(59)	-1.12%
<b>Windermere</b>	21	11,054	2.17%	9,572	1,482	15.48%	5,978	4,947	1,031	20.84%
<b>Wash. Park</b>	21	5,375	1.05%	4,628	747	16.14%	4,827	3,849	978	25.41%
<b>Total</b>	<b>416</b>	<b>509,837</b>	<b>100.00%</b>	<b>436,585</b>	<b>73,252</b>	<b>16.78%</b>	<b>285,940</b>	<b>253,772</b>	<b>32,168</b>	<b>12.68%</b>

\*Door Counts for Alafaya, North Orange, Southeast and Southwest are estimates.

Online Databases: Number of Searches  
March 2003

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	1,512							6,903
Ancestry Plus	138	130	91	150	274	174							957
Associations Unlimited	258	193	339	413	345	260							1,808
Biography & Genealogy Master Index	148	177	181	173	146	167							992
Biography Resource Center	6,186	7,135	6,000	6,782	9,769	5,572							41,444
Business & Company Resource Center	2,385	2,094	1,665	3,018	2,698	3,489							15,349
Computer Database					307	191							498
Consulta					27	156							183
Countrywatch	1,187	757	861	854	1,295	405							5,359
Dun & Bradstreet International Business	94	89	69	69	71	83							475
Expanded Academic ASAP					723	662							1,385
First Search	2,220	2,085	2,075	2,850	2,303	2,186							13,719
General Business File ASAP					125	366							491
General Reference Center Gold	5,740	6,866	4,728	5,465	6,554	6,287							35,640
Health Reference Center	150	98	173	138	484	670							1,713
Health & Wellness Resource Center	1,857	3,167	1,920	2,010	1,043	1,716							11,713
Health & Wellness Resource Center and					1,077	1,486							2,563
Info Trac OneFile					800	1,688							2,488
Informe					13	34							47
Junior Edition - K12					113	122							235
Kid's Edition - K12					278	226							504
Learnatest	176	130	160	297	256	526							1,545
Literature Resource Center	2,473	2,994	1,985	2,675	3,305	3,075							16,507
Morningstar									quarterly.				0
New York Times	96	166	170	238	222	329							1,221
Novelist	554	554	420	720	1,115	745							4,108
Online Homework Help		101	130	182	180	117							710
Opposing Viewpoints Resource Center				1,121	1,469	1,644							4,234
Orlando Sentinel and NewsBank Full-Text	1,491	1,364	1,551	2,502	2,130	1,907							10,945
Poem/Story/Essay Finder	305	204	188	175	225	213							1,310
Prices4Antiques				152	298	71							521
Professional Collection					98	199							297
Reference USA	2,741	1,800	1,859	2,882	2,840	3,454							15,576
Rosetta Stone					18	174							192
SIRS Knowledge Source	956	851	653	820	801	725							4,806
Student Edition - K12					209	223							432
Tumblebooks	1,192	393	426	363	230	237							2,841
What Do I Read Next?					180	354							534
<b>TOTAL NUMBER OF SEARCHES</b>	<b>31,735</b>	<b>32,267</b>	<b>26,736</b>	<b>34,990</b>	<b>43,072</b>	<b>41,445</b>							<b>210,245</b>

**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**Action Items**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**Consent Agenda**

**03-099**      **Approval of Winter Garden Change  
Order**

**03-100**      **Approval of Library Central – Additional  
Closed Days**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**Approval of  
Winter Garden  
Change Order**



# **Winter Garden Change Order #1**

## **I. Problem Statement**

Design changes as a result of permitting requirements from the City of Winter Garden and the St. Johns River Water Management District. CO #1 will exceed the amount that requires Board approval. These design changes are required by the permitting agencies. The Branch cannot be built unless the Change Order is approved by the Board.

## **II. Background**

The Library entered into a construction contract for the Winter Garden Branch in December to meet the requirements of a \$500,000 State Grant. The permit process had not been completed at the time of the contract award. The Library was aware of the possibility of a significant design changes. The construction budget contingency line item was increased to allow for this change order.

At this time, the Change Order proposal from the Contractor is for \$71,186.93. He is also requesting seventeen (17) additional construction days to accomplish the work. The Library's Architect and Civil Engineer are examining the proposal and will work with the Contractor to reduce the cost and the additional days. Their recommendation will accompany the final Change Order document.

## **III. Recommendation**

Staff recommends that the Library Board approve Change Order #1 to the Construction Contract with APM Construction Corp. and authorize the Staff to execute Change Order #1 in an amount not to exceed \$71,200 with up to seventeen (17) additional construction days for the work associated with this Change Order.

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 03-099

RESOLUTION TO APPROVE CHANGE ORDER #1 FOR THE WINTER GARDEN BRANCH

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Ocoee, on the 8<sup>th</sup> day of May, 2003, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize Staff to execute Change Order #1 to the Winter Garden Branch Contract with APM Corp. in an amount not to exceed not to exceed \$71,186.93 and not to exceed an additional 17 construction days.
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, May 8, 2003**

**Approval of  
Library Central – Additional  
Closed Days**

## **Additional Closed Days at Main Library** **Due to Library Central Project**

### **I. Problem Statement**

Providing a three-day block of time for floor work in the lobby will facilitate coordination of the Library Central renovation. One proposal to provide for such a three day period is for the Main Library to be closed on both July 5<sup>th</sup> and 6<sup>th</sup>. Currently, we are scheduled to be open both days. The proposal to close the Main Library only on these two additional days is dependent upon confirmation by our contractor, Skanska, that the floor work can be done during this three day holiday weekend and the logistics of this work will be far less problematic than the original plan. Doing this type of work in stages over a period of several weeks while the Library is open would be a challenge. The Library Board has approved the current holiday schedule and thus, must approve any revisions.

### **II. Background**

Skanska has prepared a plan to perform the floor work in the lobby over a period of eight to ten weeks. This plan describes a series of phases, each of which requires extensive temporary wall construction and demolition. The nature of this work will have a significant impact on patron access to first floor rest rooms, Main stairwell, Café and Childrens Department.. The opportunity to have a three-day block of time will eliminate many of these access problems and will also possibly allow for a poured terrazzo floor rather than tiles which are currently planned. A poured floor will look much nicer.

### **III. Public Access Issues**

July 4<sup>th</sup> is on a Friday this year which provides for a long holiday weekend. As a result, it is anticipated that public demand will be low on this weekend. The public will still have access to all of our branch locations on Saturday July 5th and the four branches that are open Sunday, July 6th.

### **IV. Staff Issues**

Main Library public service staff members scheduled to work on July 5<sup>th</sup> or 6<sup>th</sup> or both would have the option of working in a branch or using vacation or floating hours. Non public service staff such as the custodial staff would work their regular schedules at the Main Library.

### **V. Recommendation**

Staff recommends that the Board approve closing the Main Library on July 5<sup>th</sup> and July 6<sup>th</sup>, 2003, to allow Skanska full access to the Lobby area for flooring work, provided this time can be used effectively to streamline the lobby work. The Director will make the decision to close on July 5th and 6th by June 1, 2003.

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 03-100

RESOLUTION TO CLOSE THE MAIN LIBRARY ON JULY 5<sup>TH</sup> AND 6<sup>TH</sup>, 2003

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Ocoee, on the 8<sup>th</sup> day of May, 2003, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To close the Main Library on July 5<sup>th</sup> and July 6<sup>th</sup>, 2003, provided this time can be used effectively to streamline the lobby work associated with the Library Central Renovation Project. The Director is to make the decision to close on July 5th and 6th by June 1, 2003.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

\_\_\_\_\_  
Secretary

**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**Discussion and Possible  
Action Items**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**Maintenance and Renovation  
Discussion**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**Information**



**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**Director's Report**

## **Director's Report Board Meeting May 2003**

!The Library and our partner The Orlando Magic won an award from the FLA for having the best corporate sponsor! Kris Woodson of OCLS and Deborah Rios-Barnes from the Magic picked up our award on April 25<sup>th</sup> at the annual Florida Library Association meeting.

!Settlement on South Creek has been completed. The library has netted \$85,000.

!OCLS participated in the Hispanic Expo was very successful. We talked to over 475 people. People signed up for Bagels & Business and 52 people filled out their mini-registration form for a Library Card and many more took them home. Mercedes McCall, of Banco Popular, stopped by both days to show her friends, family, and co-workers her Library Billboard. People shared ideas for programs at the Library and promotion for us. Thanks to Kris Woodson, Marilyn Hoffman for their help in making this participation possible.

The library participated in the OCPS expo for high school students. We gave so many card applications out we ran out and had to refuill the supply during the two day event. Thanks to Carla Fountain, Maria Perez and Sally Fry for their help in staffing the booth.

Take you Sons & Daughters to Work Day was held 24 April. We had 17 children participate. It was a fun day for both child and parents. Each child received a t-shirt, cupcakes and an Orlando Magic tote bag.

!The library is on the "Downtown Living" section of the DownTownOrlando web site that was unveiled at the Downtown Development Board luncheon in April.

< <http://www.downtownorlando.com/> >

!OCLS has been notified by the IRS that we are now a 501(c)(3) organization. This means we will be able to apply for grants from other organizations which require the grantees to have this status. The other good news is we will not have to file a 990 annual tax form. The notification letter from the IRS clearly indicates we will not have to file this tax form.

‡Last year Patsy Williams of the South Trail Branch applied for a grant to extend our thin client configuration to that branch. We have received news that they have considered our application again and we are being awarded \$8100 by the Front Porch Community grant we applied for last year? It was for 8100 hundred to do thin client and add some stations at South Trail.

‡The west wing of the first floor of Main has been completely emptied of materials to allow construction work to begin on Library Central. Many thanks to Kathryn Robinson, Angela Jacobe, Marcia Bruton, John Claytor and Jim Myers.

The Mailroom has been reconfigured to allow better flow of materials and provide space for Circ offices.

‡The library had the Library Central pre-construction meeting yesterday. The only surprises were in some of the proposed sequencing of the work. The possibility of closing July 4, 5, & 6 and the use of real terrazzo instead of the terrazzo tiles were discussed. Everyone present was optimistic that the terrazzo solution solved a lot of scheduling problems, saved time, and smooth out the work flow smoother. Skanska is going to check about possible cost differences for this option. The dumpster is being delivered on 2 May. Skanska will be setting up then and work will start in earnest as soon as Monday.

‡Kathleen Meiners has been invited to speak in August to all the Orange County Public School Media Specialists about the library's Children's Initiative and ways that we can make this more effective.

‡ Channel 13's weatherman Jeff Day has volunteered his time to help us promote library cards and reading both at some summer reading camps for 3rd graders and the summer Hats Off to Reading programs.

‡ Debbie Moss of OCLS and John Stilwell of the Friends will be attending National Legislative Days in Washington D.C. They will be attending meetings with John Mica and Ric Keller.

‡Bagels and Business was held 24 April 2003 at 7:30 am. The rep from Reference USA was there to demo that product and show the attendees how to use it to improve their business. There was a good turnout. Many thanks to Renae Bennett, Warren French, Wendi Bost, Marcia Dysart, Kris Woodson, Marilyn Hoffman, Earl Hoffman, Eric Atkinson, Kathryn Robinson and Angela Jacobe.

Billboard campaign

I talked to Mike Wheeler today and here's the deal. Of our original Billboards, two are still available, Billboard #5 (441/Holden Ave. with Jackie Brockington) and #6 (441/south 50, North side with Mayor Dyer) He wanted to offer us a third billboard on SR50, west of 520, south side facing east. We "wheeled and dealed" on price. He offered the three boards for \$3000. John told me that we paid \$1300 each for the original 6 billboards, so this sounded like a saving but...I told Mike that I really didn't want to spend more than \$2000 for the 3 for another month. He agreed to that. We can swap the vinyl as long as we keep to the 10 1/2 x 36 size. Also, the billboard vinyls are ours and they will store them or we can have them. Do you want to go for this?

RFP to go out for system software bid.

Email regarding Lee Denim Day 2002

-----Original Message-----

**From:** Robinson, Kathryn  
**Sent:** Thursday, May 01, 2003 3:27 PM  
**To:** \_Admin - Team  
**Subject:** FW: OCLS Publicity - FYI

-----Original Message-----

**From:** Tracy, Jane  
**Sent:** Thursday, May 01, 2003 3:05 PM  
**To:** Robinson, Kathryn  
**Subject:** OCLS Publicity - FYI

The pictures and story I sent to Lee National Denim Day have made to the website. To see, go to [www.denimday.com](http://www.denimday.com) Click on Snapshots & Stories 2002 - then scroll to Orange County Library System!

**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**Winter Garden  
Project Summary**

# Winter Garden Project Summary

03-105

## Apr 30, 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	0
Carpet	35,000	35,000	0
Impact & Permit Fees	40,000	40,000	22,594
Testing	8,000	8,000	0
Other	10,000	10,000	0
Construction Total	<u>2,193,000</u>	<u>2,054,100</u>	<u>22,594</u>
Contingency	207,000	340,900	
<b>TOTAL PROJECT</b>	<b><u><u>2,550,000</u></u></b>	<b><u><u>2,550,000</u></u></b>	<b><u><u>136,233</u></u></b>

Note: APM was given given Notice to Proceed to April 29, 2003.

**Orange County Library System  
Board of Trustees Meeting  
Thursday, May 8, 2003**

**Library Central  
Project Summary**

# Library Central Project Summary

03-106

April 30, 2003

<u>Category</u>	<u>Included In Annual Budget</u>	<u>Revised Budget</u>	<u>Expended to Date</u>
Architect/engineer Total	100,000	112,000	96,596
Construction			
Contractor	1,300,000	850,374	0
Carpet	0	78,000	0
Permits & Fees	0	10,000	7,960
Other	0	0	0
Construction Total	<u>1,300,000</u>	<u>938,374</u>	<u>7,960</u>
Furniture	100,000	350,000	0
Contingency	0	99,626	n/a
<b>TOTAL PROJECT</b>	<b><u><u>1,500,000</u></u></b>	<b><u><u>1,500,000</u></u></b>	<b><u><u>104,556</u></u></b>

## Scheduled Construction Completion Date: Sep 2003

Note: The contract was executed and the contractor was given Notice to Proceed on April 28, 2003. Demolition is slated to begin on 5/5/03.