

**Orange County Library System
Board of Trustees**

Board Packet for June 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**

June 6, 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, June 12, 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
June 12, 2003
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323

03-108 I. **Call to Order**

03-109 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 .

03-110 III. **Approval of Minutes**

03-111 **Library Board of Trustees Meeting: Thursday, May 8, 2003**

03-112 IV. **Staff Presentation: Central Florida Memory – Gregg Gronlund**

03-113 V. **Financial Statements and Summaries**

03-114 May 2003 Financial Statements

03-115 VI. **Statistics and Summaries: April 2003**

03-116 VII. **Action Items**

03-117 **Consent Agenda**

03-118 Carpet for Library Central

03-119 Display Furniture for Library Central and Branches

03-120 **Non-Consent Agenda**

03-121 Preliminary September 30, 2004 Budgets: Robert Tessier

03-122 VIII. **Discussion and Possible Action Items**

03-123 Fire Safety Report – Main and Branches

- 03-124 IX. **Information**
- 03-125 **Director's Report**
- 03-126 **Kids Connect Presentation: Joy Morrison**
- 03-127 **Survey Results**
- 03-128 **Winter Garden Project Summary**
- 03-129 **Library Central Project Summary**
- 03-130 **Public Comment: Non-Agenda Items**

X. **Adjournment**

Next Meeting Dates: July 10, 2003 – Alafaya Branch Library 12000 East Colonial Drive; Orlando, Florida 32826 and August 14, 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, June 12, 2003**

Call To Order

**Orange County Library System
Board of Trustees Meeting
Thursday, June 12, 2003**

Public Comment

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**Orange County Library System
Board of Trustees Meeting
Thursday, June 12, 2003**

Approval of Minutes

**Orange County Library System
Board of Trustees Meeting
Thursday, June 12, 2003**

Approval of Minutes

**Library Board of Trustees Meeting
Thursday, May 8, 2003**

MEETING MINUTES
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

President Kohler called the meeting to order at 7:05 p.m.

Board Members Present: Thomas Kohler (5/1); Phyllis Hudson (5/0);
Gloria Fernandez (5/0); James Tyson (4/0).

Board Members Absent: Sara Brady (5/2)

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.

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. For more information, contact Milinda Neusaenger at 407.835.7611 or neusaenger.milinda@ocls.info.

There were no requests made to speak to the Board.

03-090

III. Approval of Minutes

03-091

Library Board of Trustees Meeting: Thursday, April 10, 2003

Trustee Fernandez, seconded by Trustee Tyson, moved to approve the minutes for the April 10, 2003 Board of Trustees Meeting.

Motion carried 4-0

03-092

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

Trustee Fernandez, seconded by Trustee Tyson, moved to approve the minutes for the Supplemental Board of Trustees Meeting held on April 22, 2003.

Motion carried 4-0.

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

Kris Woodson gave a brief summary of the philosophy of presenting programs and classes as products. Discussion ensued regarding service to the ethnically diverse communities in the service area.

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

03-095.1 **FY 2003 Budget Projection**

Comptroller Tessier reviewed the Operating Fund Budget projection for the current fiscal year. In addition to reviewing significant variances and why they occur, the following information was presented.

- ❑ Library does not amend its budget after it is adopted
- ❑ Projection includes a \$272,400 positive variance for revenues
- ❑ Projection includes a \$653,935 positive variance for expenditures
- ❑ Based on projection, \$1,989,167 of reserves will be used instead of the \$2,918,502 included in the budget.

Comptroller Tessier also presented information on the Library's Operating Fund reserves and their importance to future budgets. By the end of the current fiscal year, Operating Fund reserves are projected to be about \$7,096,000. In Mr. Tessier's opinion, the Library needs \$4,000,000 in reserves as a minimum in order to cover payroll and other operating expenses until the tax revenues start coming in mid to late November each year.

03-095.2 **April 2003 Financial Statements**

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

Assistant Director Moss briefly summarized the statistical reports for March 2003 and also introduced the new Registration Chart which tracks the monthly registrations of library cards issued. Ms. Moss also mentioned the new mail-in registration brochure, which is distributed to several locations throughout the community. The brochure will be translated into other languages as well. Other distribution points were suggested, such as the Boys & Girls Clubs and apartment complex offices near schools and adult education centers.

03-097 VII. **Action Items**

03-098 **Consent Agenda**

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

Staff recommended to the Board the approval of Change Order #1 to the Winter Garden Construction Contract with APM Construction Corp. Staff also recommended the Board to authorize the Staff the power to execute Change Order #1 in an amount not to exceed \$71,2000 with up to seventeen (17) additional construction days for the work associated with this Change Order. This is in response to the delays in the permitting process and the amount is still within the contingency budget.

03-100 **Approval of Library Central – Additional Days Closed**
Staff recommended to the Board the approval of closing the Main Library on July 5 and 6, 2003, to allow Skanska Construction full access to the Lobby area for flooring work, provided this time can be used effectively to streamline the lobby work. By June 1, 2003 Director Hodel will make the decision to close on July 5 and 6, 2003. Brief discussion ensued regarding options and flexibility with the schedules of those Main Library staff members who may be affected.

Trustee Hudson, seconded by Trustee Tyson, moved to approve Staff recommendations for items on the Consent Agenda.
Motion carried 4-0.

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

03-102 **Maintenance and Renovation Discussion**
MacTec, Inc., an environmental consulting firm, was hired by the Library to conduct an asbestos survey of the original part of the Main Library Building which was built in 1966. Brian DuChene of MacTec summarized the findings of the asbestos report. Mr. DuChene discussed the areas in which asbestos was detected including the rooftop mechanical room, the old chiller room in the basement, and in the floor tiles in a storage closet in the basement. Mr. DuChene commented that the areas are non-public, low traffic areas and that the small amount of asbestos found is atypical for a large building of such an age. The only potential hazard is if the asbestos is disturbed. Mr. DuChene announced the course of action to be taken will include an awareness and educational program for custodial and maintenance staff members and air quality tests. MacTec will also be submitting proposals for the removal of the asbestos in the rooftop mechanical room, old chiller room in the basement, and the storage closet in the basement. Director Hodel explained that four informational meetings were held with staff. A press release was sent to the *Orlando Sentinel* and TV Channels 2, 6, 9 and 13; this was the catalyst for a few brief announcements on the news. President Kohler commended the Administration for taking such a proactive stance and scheduling the testing without being required to do so.

03-103 IX. **Information**

03-104 **Director's Report**

! A meeting was held last week with the Winter Park Director Bob Melanson and the President of the Winter Park Library Board, Dan Coughlin, about potential cooperation by OCLS and Winter Park Library. Tom Kohler, Debbie Moss, and the Director talked about ways in which OCLS could extend reciprocal borrowing between the two jurisdictions as well as continuing to work together on other initiatives such as *One Book, One Community* (Now *Central Florida Reads*). We agreed we would look at the legislation coming out of Tallahassee that mandated cooperation in exchange for participation in state funding and get back with each other.

! Noted Author R.L. Stine of the “Goosebumps Series” fame was here Tuesday, May 6, courtesy of Busch Gardens. Children came from Shingle Creek Elementary at 9:30 am as well as Durrance Elementary and Lake Eola Charter School at 10:30 am. The press covered the event and Orange TV and 101 East taped the event. The children were charmed by Mr. Stine and his scary stories. Each child received a library card application and a copy of his latest book.

! We are recruiting staff for training as volunteer storyteller’s or provider’s of Children’s story programs in English or Spanish. Staff members are urged to call the Children’s Department (ext. 7300) if interested. Training will be provided.

! We have gained in our market share and plan to keep on gaining. As of April 2003, we have 257,783 cardholders. That is approximately 30% of our service area population, a 5% gain and climbing. We now have 24,380 more customers than in January 2002. Marketing is an ongoing effort with a "snowballing" effect. The more people we reach out to through marketing and the more people we deliver great service to daily, the faster word spreads through our marketing and our customers, making us more relevant to our community. As part of this campaign, the Library participated in Senior’s Day Wednesday, 7 May 2003.

! We will be extending three of the billboards for the Got Your Card campaign for one month. The three billboards are located at:

- East side of US 441, North of Holden Ave, facing South – featuring: Robert Brown, Gary Landwirth, Ron Blocker, Jackie Brockington & Asia, Corb Sarchet, Mercedes McCall, Marc Lubet
- West Side of 441, South of SR 50, facing North – featuring: Ron Harbert, Tom Wilkes, Earl K. Wood, Phyllis Hudson, Mayor Buddy Dyer, Sara Brady, Dean Percy Luney, Jr., Gloria Fernandez
- And the one with the children and ballerina will be relocated to East side of US 441 facing Southbound traffic, 300 feet North of Beggs Road.

! We have a set of six chairs in front of Sleepytime Sal the Lizard on the first floor. The chairs were designed and painted to represent various books by student at Conway Middle School. There is a Rocket Boys chair, one for October Sky, by Homer Hickam, one for The Cay, by Gary Paulsen, and three chairs representing Because of Winn Dixie, by Kate DiCamillo. They are very attractive and certainly add a bit of humor to that area of the first floor. Congratulations to the students at Conway Middle on their creative interpretations of these literary works.

! The Central Florida Memory participants went through final preparations for rolling out the new digital local history materials site. Invitations have been sent out and we are expecting a big turnout on the 21st of May at 5:30 p.m.

! A group from OCLS met with Chris Testerman of Orange County Planning Department to discuss projections for Orange County growth and the library’s plans for potential new branch sites. Population Growth Projection charts from Orange County have been included in the supplemental packet.

! The Library is in the process of arranging for parking at the garage across from the Main Library for Board Members when attending meetings. We will let you know when it is ready. The loading dock has gotten severely congested with Library Central construction activity, and the excavation dumpster, as well as the additional subcontractors unloading and loading materials for use in Library Central.

! By now you will have noticed the changes going on at Library Central. There has been a steady procession of orange ceiling baffles going out the back door to the dumpster. The construction wall has gone up, sealing off the west wing, with much of the activity taking place behind the wall. You will see other evidence of the work during the next four months. The contractor, Skanska, is ready to start on work in the lobby. They plan to begin with the book return area. A construction wall will be built that includes the two east doors, and then will run north to about ten feet from the info desk, then east to just west of the café door.

This work will begin as soon as Stanley Doors adjust the outer doors. This involves making the doors 'bi-directional', moving the locks to the outer doors and removing the inner doors. Stanley has not yet committed to a time. The public will access the library through the west doors, with the staff entrance doors as additional emergency access.

The book return and registration equipment will be moved to the west counters, about in the same configuration as it is currently. Since the three check-out desks will come out to accommodate the wall, three check-out stations will be set up on folding tables along the temporary wall. The power from this will come from the ceiling cord and they will have wireless cards for data.

The construction wall dividing this will be up early next week. Skanska has promised to keep the clutter picked up, so at least we will have a clean ugly look. There will be a period of time when parts of the lobby floor have no finish except for bare concrete. We are actively working with Skanska to maintain proper transitions. We are also working on appropriate signage.

President Kohler and Trustee Tyson suggested engaging teens and children to decorate the temporary construction walls. Trustee Tyson recommended a handprint wall as a possible design.

In response to the recent news of fire code violations in Orange County Public Schools, Trustee Hudson requested a fire safety report of OCLS Library locations be presented at the June Board Meeting.

Trustee Fernandez stated Orange County Public Schools will be sending summer reading lists to libraries near the schools. Discussion ensued and Staff will pursue the posting of the lists.

- 03-105 **Winter Garden Project Summary**
- 03-106 **Library Central Project Summary**
- 03-107 **Public Comment: Non-Agenda Items**

There were no requests made to speak to the Board.

X. **Adjournment**

President Kohler adjourned the meeting @ 8:21.

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.

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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, June 12, 2003**

**Financial Statements
and Summaries**

**Orange County Library System
Board of Trustees Meeting
Thursday, June 12, 2003**

**May 2003
Financial Statements**

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Eight Months Ended May 31, 2003**

03-114

	ANNUAL BUDGET	YTD ACTUAL	(8 months=67%)
AD VALOREM TAXES	21,561,212	20,950,567	97.2%
INTERGOVERNMENTAL			
Grants	23,000	0	0.0%
State Aid	1,638,000	1,616,400	98.7%
Law Collection Fees	250,000	174,770	69.9%
	<u>1,911,000</u>	<u>1,791,170</u>	<u>93.7%</u>
CHARGES FOR SERVICES			
Fee Cards	16,000	10,070	62.9%
PC Pass	6,000	20,377	339.6%
Classes	4,000	350	8.8%
Meeting Rooms	30,000	0	0.0%
Copy & Vending	160,000	115,246	72.0%
Fax	0	660	
	<u>216,000</u>	<u>146,703</u>	<u>67.9%</u>
FINES			
Fines	500,000	421,283	84.3%
Lost Materials	50,000	47,181	94.4%
	<u>550,000</u>	<u>468,464</u>	<u>85.2%</u>
MISCELLANEOUS			
Interest Earnings	350,000	156,945	44.8%
Rents	3,000	847	28.2%
Sale of Fixed Assets	0	2,180	
Disk Sales	2,000	1,810	90.5%
Contributions - Friends of Library	75,000	53,773	71.7%
Contributions - Others	3,000	7,050	235.0%
Miscellaneous	30,000	37,797	126.0%
	<u>463,000</u>	<u>260,402</u>	<u>56.2%</u>
TRANSFER FM TAX COLLECTO	185,000	0	0.0%
TOTAL REVENUES	<u><u>24,886,212</u></u>	<u><u>23,617,306</u></u>	<u><u>94.9%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Eight Months Ended May 31, 2003**

03-114

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(8 months=67%)</u>
SALARIES & BENEFITS			
Salaries (Sick Leave Payout=\$25,59	10,694,565	6,814,506	63.7%
Medicare Taxes	155,068	93,467	60.3%
Defined Contribution Plan	802,095	497,354	62.0%
Defined Benefit Plan	775,211	497,313	64.2%
Life and Health Insurance	1,532,847	843,454	55.0%
Worker's Compensation	125,122	97,605	78.0% *
Unemployment Compensation	9,806	12,098	123.4% *
Parking & Bus Passes	90,000	60,598	67.3% *
	<u>14,184,714</u>	<u>8,916,395</u>	<u>62.9%</u>
OPERATING			
Professional Services	150,000	74,357	49.6% *
Other Contractual Services	595,000	332,770	55.9% *
Other Contract. Serv.- Janitorial	212,000	144,806	68.3% *
Training and Travel	75,000	46,896	62.5%
Telecommunications	248,000	141,712	57.1% *
Delivery and Postage	982,000	624,415	63.6%
Utilities	628,000	353,684	56.3%
Rentals and Leases	848,000	555,181	65.5%
Insurance	125,000	122,352	97.9% *
Repair and Maintenance	520,000	247,911	47.7% *
Repair & Maint. - Hardware/Softwa	185,000	107,032	57.9%
Copying/Printing	184,000	91,445	49.7%
Property Appraiser's Fee	250,000	181,224	72.5%
Tax Collector's Fee	435,000	419,011	96.3%
Supplies	608,000	350,871	57.7%
Supplies-Hardware/Software	168,000	101,176	60.2% *
Contingency	300,000	0	0.0%
	<u>6,513,000</u>	<u>3,894,843</u>	<u>59.8%</u>
CAPITAL OUTLAY			
Building and Improvements	1,805,000	327,459	18.1%
Equipment and Furniture	125,000	26,078	20.9% *
Hardware/Software	599,000	157,009	26.2%
	<u>2,529,000</u>	<u>510,546</u>	<u>20.2%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	15,000	14,297	95.3%
Materials - Law	210,000	178,305	84.9%
Materials - Other	3,935,000	2,573,142	65.4% *
	<u>4,160,000</u>	<u>2,765,744</u>	<u>66.5%</u>
TRANSFER TO BR DEBT SERV	417,000	208,389	50.0%
TOTAL EXPENDITURES	<u>27,803,714</u>	<u>16,295,917</u>	<u>58.6%</u>

*=Expect to over spend the budget for this account

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Eight Months Ended May 31, 2003**

03-114

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL (8 months=67%)</u>	
REVENUES			
Ad Valorem Taxes	1,181,080	1,147,841	97.2%
Interest	17,000	5,931	34.9%
Transfer From Tax Collector	13,000	0	0.0%
TOTAL REVENUES	<u>1,211,080</u>	<u>1,153,772</u>	<u>95.3%</u>

EXPENDITURES

Principal	1,055,000	0	0.0%
Interest	196,738	98,369	50.0%
Tax Collector's Fee	26,262	22,957	87.4%
TOTAL EXPENDITURES	<u>1,278,000</u>	<u>121,326</u>	<u>9.5%</u>

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
	<u>4,505,000</u>	<u>408,869</u>

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Eight Months Ended May 31, 2003**

03-114

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL (8 months=67%)</u>	
REVENUES			
Transfer From General Fund	417,000	208,389	50.0%
Interest	7,000	4,262	60.9%
TOTAL REVENUES	<u>424,000</u>	<u>212,651</u>	<u>50.2%</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
Eight Months Ended May 31, 2003**

03-114

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL (8 months=67%)</u>	
REVENUES			
State Construction Grant	440,000	0	0.0%
Partial Contribution-City of W.	114,000	0	0.0%
South Creek Settlement	0	85,038	
Interest	15,000	8,553	57.0%
TOTAL REVENUES	<u>569,000</u>	<u>93,591</u>	<u>16.4%</u>

EXPENDITURES

SOUTH CREEK BRANCH

Construction Contract	0	127,000	
Testing	0	1,398	
	<u>0</u>	<u>128,398</u>	

WINTER GARDEN BRANCH

Architect/Engineer	32,000	58,153	181.7%
Construction Contract	1,600,000	66,800	4.2%
Impact & Permit Fees	2,000	21,444	1072.2%
Testing	7,000	0	0.0%
Other	9,000	325	3.6%
Contingency	108,000	0	0.0%
	<u>1,758,000</u>	<u>146,722</u>	<u>8.3%</u>

TOTAL EXPENDITURES	<u>1,758,000</u>	<u>275,120</u>	<u>15.6%</u>
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**ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
May 31, 2003**

0-114

	<u>BALANCE</u> <u>4/30/03</u>	<u>RECEIPTS</u>	<u>DISBURS.</u>	<u>BALANCE</u> <u>5/31/03</u>	
OPERATING					
Checking	682,527	5,823,070	(5,662,430)	843,167	843,167
SBA Investments	6,283,492	3,408,054	(300,000)	9,391,546	9,391,546
CD Investments	11,580,000	0	(4,000,000)	7,580,000	
	18,546,019	9,231,124	(9,962,430)	17,814,713	10,234,713
MAIN DEBT SERVICE					
AIM Investments	1,147,251	21,848	0	1,169,099	1,169,099
BRANCH DEBT SERVICE					
CD Investments	392,021	0	0	392,021	392,021
CAPITAL PROJECTS					
Checking	9,468	150,017	(150,407)	9,078	9,078
SBA Investments	868,119	86,033	(60,000)	894,152	
	877,587	236,050	(210,407)	903,230	9,078

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

ASSETS

Certificates of Deposit	7,580,000
Cash on Hand	14,080
Equity in Pooled Cash	843,166
Due From Other Governments	24,125
Interest Receivable	35,862
Inventory	241,442
Investments-SBA	9,391,546
Prepays	163,772
Other Assets-Deposits	<u>9,175</u>
TOTAL ASSETS	<u><u>18,303,168</u></u>

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

LIABILITIES

Accounts Payable	25,880
Retainage Payable	19,249
Accrued Wages Payable	392,730
Accrued Sales Tax	16
Due To FOL-Taxable Book Sales	2,944
Due To FOL-Nontaxable Book Sales	29
Due To FOL-Sales Tax	198
United Appeal	187
Bonds	117
Union Dues	1,246
Union-Cope	76
Daughters of American Revolution	200
Miscellaneous	111
Unclaimed Payroll	920
TOTAL LIABILITIES	443,903

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	7,321,389
TOTAL FUND BALANCE	17,859,265

TOTAL LIABILITIES & FUND BALANCE **18,303,168**

**Orange County Library System
Board of Trustees Meeting
Thursday, June 12, 2003**

**Statistics and Summaries:
April 2003**

STATISTICAL SUMMARY

April 2003

Circulation and Door Count trends:

Both Circulation and Door Count continue an upward trend. Windermere and Washington Park both gained 29% in circulation. These are remarkable increases. According to Branch Manager, Ann Gistarb, it's all in the marketing. Wonderful new selections of music CDs and new DVD titles have been arriving at all locations. Ann has showcased all that new material to great advantage by developing a heavily used "New AV" display and by marketing childrens av materials near childrens books. Her efforts have shown positive results.

Library Activities:

We welcomed 6,245 new registered borrowers in April 2003. Over 400 of those registrations were made through one of our new remote registration functions (online or mail in).

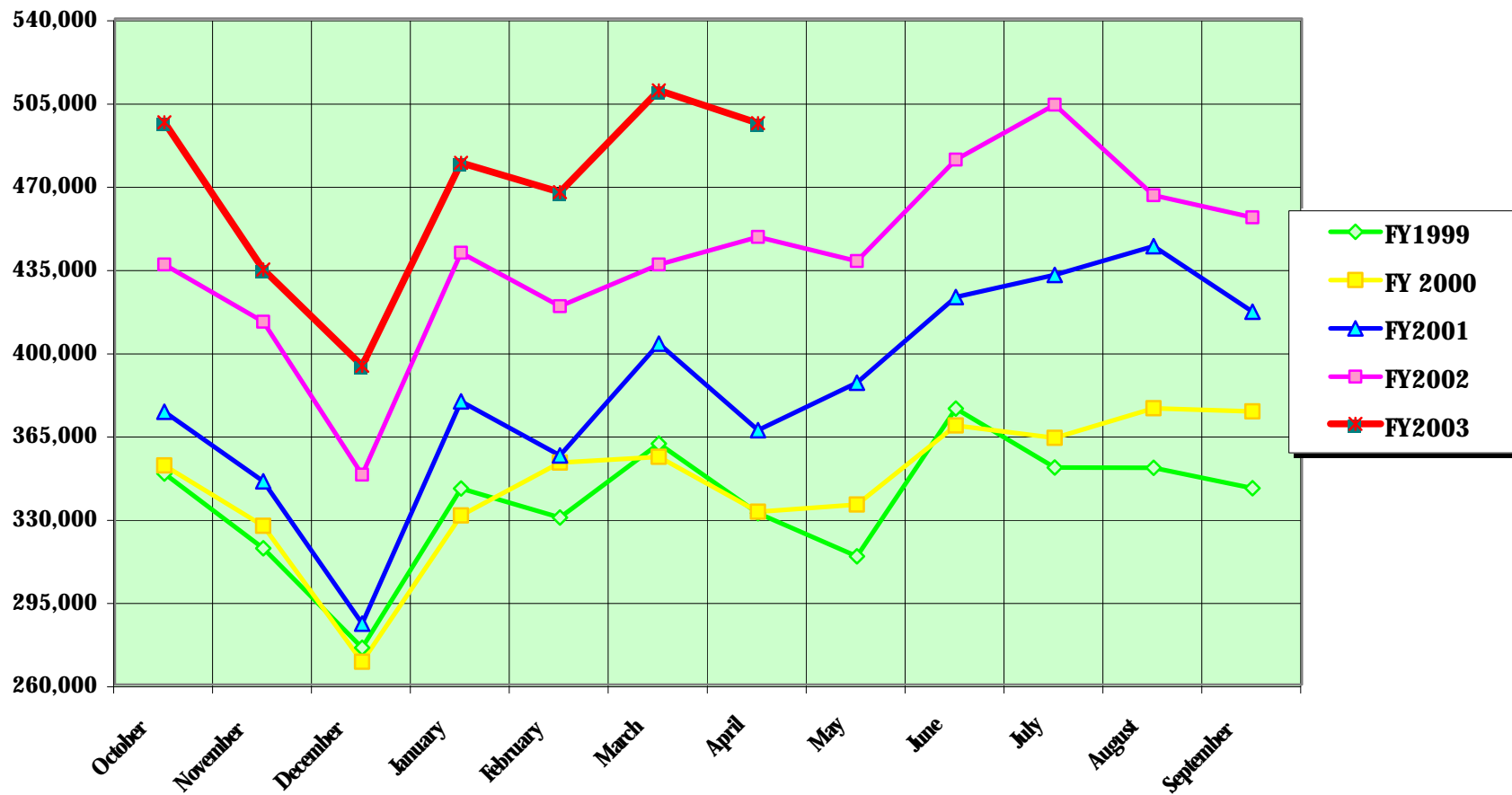
Program attendance is down though our number of programs has increased. It should be noted that we are transitioning our statistics gathering for programs and classes from paper to online forms. We believe that numbers may have been lost in the transition and we are in the process of carefully reviewing our practices to make sure that we don't miss anything. We anticipate that there will be revised April 2003 program stats and will bring those next month.

OCLS.INFO:

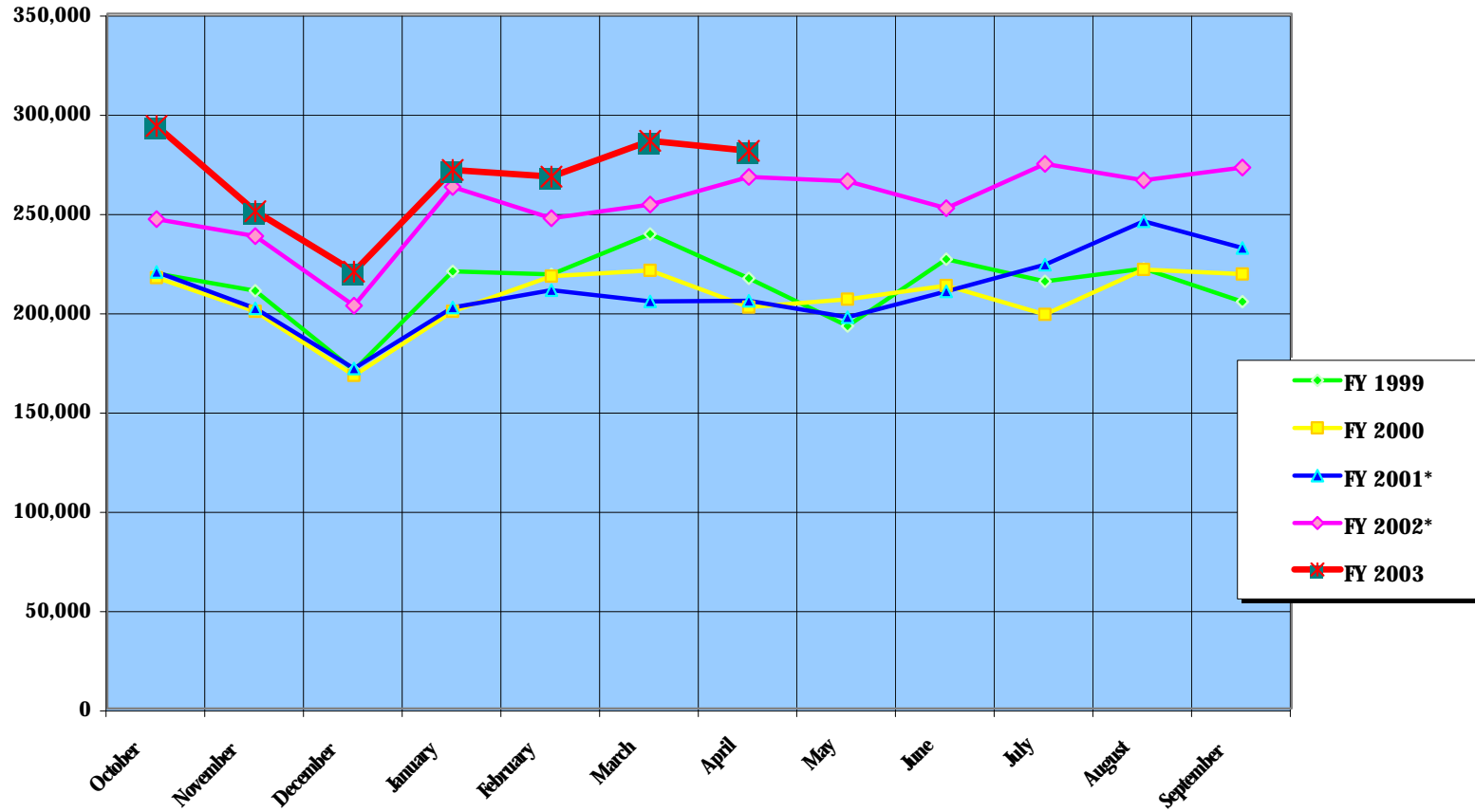
The web site is still a popular destination for Library users. If you haven't had a chance yet, please visit the "Book Stuff" area of our Kids Connect pages. Our kids book review area has proven very popular with young readers. Readers from ages 8-14 have left their own recommendations and reviews online.

Visitors to www.ocls.info can also now keep up with construction progress at our Winter Garden site and in Library Central by viewing our Growth Projects link at <http://www.ocls.lib.fl.us/Growth/default.asp>.

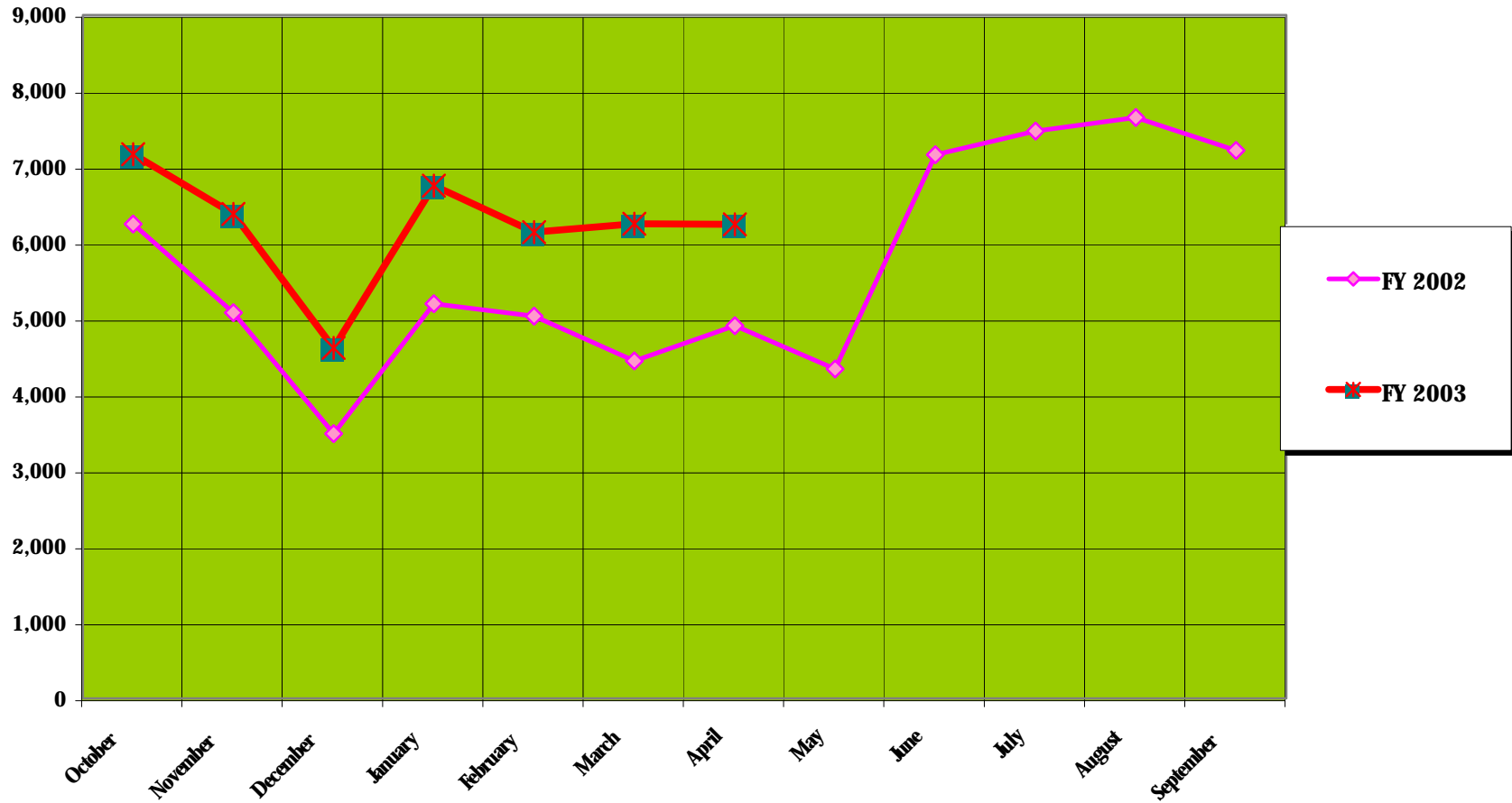
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION
Fiscal Year 1999 Through Fiscal Year 2003 TO Date**



**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

	Oct-02	Oct-01	Nov-02	Nov-01	Dec-02	Dec-01	Jan-03	Jan-02	Feb-03	Feb-02	Mar-03	Mar-02
Circulation												
Main	148,779	124,566	134,497	116,678	124,121	99,520	139,990	125,822	139,086	114,597	150,130	123,470
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
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
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
Total	496,319	441,279	434,505	412,473	420,985	348,264	483,614	446,478	467,002	419,018	509,817	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	74,215	74,501
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
Total	293,405	246,436	250,478	237,974	219,983	202,891	271,220	262,621	267,905	246,970	285,940	253,772

	Apr-03	Apr-02	% of Change	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	140,404	125,080	12.25%		117,546		130,299		140,094		132,138		132,944	977,007	1,523,582
Branches	306,955	280,997	9.24%		278,846		303,950		312,491		289,013		278,484	2,023,039	3,365,137
MAYL	44,887	38,109	17.79%		37,558		42,918		46,961		44,555		41,169	281,642	473,028
Talking Books	3,738	3,951	-5.39%		4,078		3,526		4,164		4,079		3,828	26,538	49,496
Total	495,984	448,137	10.68%		438,028		480,693		503,710		469,785		456,425	3,308,226	5,411,243
Door Count															
Main*	71,740	76,978	-6.80%		73,048		80,010		75,891		74,972		74,620	480,504	860,532
Branches**	209,201	190,788	9.65%		192,491		171,919		198,496		191,079		197,901	1,389,368	2,229,092
Total	280,941	267,766	4.92%		265,539		251,929		274,387		266,051		272,521	1,869,872	3,089,624

*FY 2001: Estimates due to equipment failure.

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

Orange County Library System: Library Activities Report FY 2003 YTD & FY 2002

	Oct-02	Oct-01	Nov-02	Nov-01	Dec-02	Dec-01	Jan-03	Jan-02	Feb-03	Feb-02	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	10,128	10,371
Total # of Programs	373	367	320	291	328	289	382	296	391	276	413	358
StoryLine	1,329	N/A	1,903	N/A	1,078	N/A		N/A	1,006	N/A	900	N/A
Class Attendance	117	N/A	98	N/A	156	N/A	271	N/A	345	N/A	596	N/A
Total # of Classes	27	N/A	25	N/A	34	N/A	42	N/A	66	N/A	96	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
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
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
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
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
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

	Apr-03	Apr-02	% of Change	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	9,081	11,304	-19.67%		8,152		10,925		11,873		7,745		8,322	70,794	117,278
Total # of Programs	383	339	12.98%		296		308		352		280		583	2,590	4,035
StoryLine	1,096	N/A	N/A		N/A		N/A		N/A		N/A		397	7,312	N/A
Class Attendance	398	N/A	N/A		N/A		N/A		38		81		138	1,981	N/A
Total # of Classes	91	N/A	N/A		N/A		N/A		7		11		24	381	N/A
QuestLine	15,251	12,145	25.57%		10,804		11,315		12,147		12,040		12,103	102,520	135,786
Hits to Website	6,976,075	4,571,875	52.59%		4,402,725		4,352,049		5,047,880		4,963,300		4,849,389	42,364,146	53,779,184
Online Database Usage	41,020	33,319	23.11%		23,637		21,226		21,669		27,191		28,292	250,567	310,663
P.C. Sessions	44,271	N/A	N/A		48,558		44,601		44,695		43,106		39,138	288,016	N/A
Number of Registered Cards in the System	257,783	223,703	15.23%		225,511		229,957		233,403		237,073		240,074		
New Patron Registrations	6,245	4,909	27.22%		4,339		7,161		7,470		7,651		7,218	43,550	68,235

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

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

	Oct-02	Oct-01	Nov-02	Nov-01	Dec-02	Dec-01	Jan-03	Jan-02	Feb-03	Feb-02	Mar-03	Mar-02
Online Catalog Searches	185,681	164,088	162,406	150,693	134,380	106,900	197,133	160,286	179,526	149,492	185,790	151,689
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
Online Reference Questions	457	197	393	298	312	329	451	462	391	586	459	427
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
Online Suggestions	80	63	73	166	62	160	116	127	89	101	79	89

	Apr-03	Apr-02	% of Change	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	190,173	163,152	16.56%		152,814		169,928		165,432		168,765		172,141	1,235,089	1,875,380
Online Renewals	62,337	39,348	58.42%		40,364		41,242		48,583		47,054		48,934	395,278	471,196
Online Reference Questions	420	360	16.67%		416		483		487		406		451	2,883	4,902
Online Requests	28,595	27,011	5.86%		27,068		30,086		30,684		31,164		30,298	192,627	308,414
Online Suggestions	112	108	3.70%		84		86		74		67		67	611	1,192

**Orange County Library System
Circulation Statistics**

April 1, 2003 - April 30, 2003

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain -Loss	%Gain -Loss	Total Visits	Visits Year Ago	Gain -Loss
Main	29	140,404	28.31%	125,080	15,324	12.25%	71,740	76,978	(5,238)
MAYL	22	44,887	9.05%	38,109	6,778	17.79%	N/A	N/A	N/A
Talking Books	22	3,738	0.75%	3,951	(213)	-5.39%	N/A	N/A	N/A
West Oaks	29	28,998	5.85%	26,395	2,603	9.86%	18,158	18,231	(73)
Herndon	26	30,438	6.14%	30,027	411	1.37%	20,204	16,014	4,190
Alafaya	29	41,385	8.34%	37,764	3,621	9.59%	19,881	18,057	1,824
Southeast	26	25,742	5.19%	25,554	188	0.74%	17,209	23,699	(6,490)
Hiawassee	26	19,313	3.89%	18,971	342	1.80%	16,535	16,209	326
Southwest*	26	30,939	6.24%	30,111	828	2.75%	20,729	17,156	3,573
Edgewater	26	21,443	4.32%	20,309	1,134	5.58%	22,124	23,728	(1,604)
North Orange	29	30,087	6.07%	27,591	2,496	9.05%	18,495	15,024	3,471
South Creek	29	36,254	7.31%	29,272	6,982	23.85%	26,145	17,895	8,250
South Trail	26	14,134	2.85%	12,469	1,665	13.35%	11,994	10,681	1,313
West Orange	22	10,505	2.12%	8,859	1,646	18.58%	5,873	5,547	326
Windermere	22	12,226	2.46%	9,444	2,782	29.46%	6,476	4,035	2,441
Wash. Park	22	5,491	1.11%	4,231	1,260	29.78%	5,378	4,512	866
Total	411	495,984	100.00%	448,137	47,847	10.68%	280,941	267,766	13,175

*Door Count for Southwest is an estimates.

Online Databases: Number of Searches

April 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	1,312						8,215
Ancestry Plus	138	130	91	150	274	174	302						1,259
Associations Unlimited	258	193	339	413	345	260	157						1,965
Biography & Genealogy Master Index													1,150
Biography Resource Center	148	177	181	173	146	167	158						1,150
Biography Resource Center	6,186	7,135	6,000	6,782	9,769	5,572	6,485						47,929
Business & Company Resource Center													18,312
Business & Company Resource Center	2,385	2,094	1,665	3,018	2,698	3,489	2,963						18,312
Computer Database													803
Computer Database					307	191	305						803
Consulta					27	156	46						229
Countrywatch	1,187	757	861	854	1,295	405	789						6,148
Dun & Bradstreet International Business	94	89	69	69	71	83	0						475
Expanded Academic ASAP													1,876
Expanded Academic ASAP					723	662	491						1,876
First Search	2,220	2,085	2,075	2,850	2,303	2,186	2,066						15,785
General Business File ASAP					125	366	148						639
General Reference Center Gold	5,740	6,866	4,728	5,465	6,554	6,287	4,947						40,587
Health Reference Center	150	98	173	138	484	670	448						2,161
Health & Wellness Resource Center	1,857	3,167	1,920	2,010	1,043	1,716	1,486						13,199
Health & Wellness Resource Center and													3,583
Health & Wellness Resource Center and					1,077	1,486	1,020						3,583
Info Trac OneFile					800	1,688	1,372						3,860
Informe					13	34	4						51
Junior Edition - K12													412
Junior Edition - K12					113	122	177						412
Kid's Edition - K12					278	226	378						882
Kid's Edition - K12													882
Learnatest	176	130	160	297	256	526	542						2,087
Literature Resource Center													20,973
Literature Resource Center	2,473	2,994	1,985	2,675	3,305	3,075	4,466						20,973
Morningstar				3	11	59	179						252
New York Times	96	166	170	238	222	329	262						1,483
Novelist	554	554	420	720	1,115	745	849						4,957
Online Homework Help		101	130	182	180	117	146						856
Opposing Viewpoints Resource Center				1,121	1,469	1,644	1,814						6,048
Opposing Viewpoints Resource Center													6,048
Orlando Sentinel and NewsBank Full-Text	1,491	1,364	1,551	2,502	2,130	1,907	1,812						12,757
Poem/Story/Essay Finder	305	204	188	175	225	213	287						1,597
Prices4Antiques				152	298	71	58						579
Professional Collection					98	199	153						450
Reference USA	2,741	1,800	1,859	2,882	2,840	3,454	3,501						19,077
Rosetta Stone					18	174	113						305
SIRS Knowledge Source	956	851	653	820	801	725	1,019						5,825
Student Edition - K12					209	223	167						599
Tumblebooks	1,192	393	426	363	230	237	297						3,138
What Do I Read Next?					180	354	301						835
TOTAL NUMBER OF SEARCHES	31,735	32,267	26,736	34,993	43,083	41,504	41,020						251,338

**Orange County Library System
Board of Trustees Meeting
Thursday, June 12, 2003**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, June 12, 2003**

Action Items: Consent Agenda

03-118 Carpet for Library Central

03-119 Display Furniture for Library Central & Branches

**Orange County Library System
Board of Trustees Meeting
Thursday, June 12, 2003**

Carpet for Library Central

Library Central Carpet

June 6, 2003

I. PROBLEM STATEMENT

Carpet must be purchased for the Library Central renovation project.

II. EXECUTIVE SUMMARY

Carpet for the Library Central renovation is not part of the construction contract with Skanska Building USA. Directly purchasing carpet on State contract allows the Library to obtain a high quality product at a significant discount.

III. BACKGROUND

The Library contracted with HKS, Inc. to design and supervise the renovation of the Library Central space in the Main Library. As part of this contract, HKS was responsible for identifying styles and colors which would provide the maximum visual impact, while still providing a coordinated and functional space. HKS worked with the Library staff to select carpet for the project. Factors considered included color, style, maintenance and durability. As part of this process, the pros and cons of rolled carpet versus carpet tiles were also discussed. The Library has not previously used carpet tiles. However, both the Library and HKS agreed that carpet tiles are an appropriate choice for the Library Central space.

Library and HKS staff considered carpets from Interface Flooring Systems (Interface) and Collins & Aikman (C&A). The Library has installed C&A carpet at the Main Library (Albertson Room, Children's) and four branches and has been well satisfied with the product. HKS recommended Interface because of their pattern, color and style options and HKS has successfully used Interface on other projects.

The selection process included checking references for both Interface and C&A. The references were similar for both companies. Additionally, there is little difference in cost between the two companies and both are available on State contract.

Based on style and color, Interface carpet was selected for Library Central. Nine different carpets will be used in the project and will make the space dramatic.

Hudson Commercial Flooring, Inc. is the installation company for Interface. The Library worked with Hudson to determine specific quantities and services to be included in the scope of the project. Hudson provided a quotation for the anticipated work and has recommended a reasonable quantity of attic stock.

IV. OPTIONS

Staff offers the following options for the Library Central carpet purchase.

Option 1:

Award the carpet contract to Interface Flooring Systems in an amount not to exceed \$88,000, including attic stock.

Advantages:

1. The specified carpet should give Library Central an coordinated, exciting look.
2. The cost of the carpet is within the overall \$1,500,000 project budget.

Disadvantages:

The Library has not used Interface Flooring Systems products before. Therefore, we are relying upon the recommendation from HKS and the results of reference checks.

Option 2:

Award the carpet contract to Collins & Aikman.

Advantages:

The Library has positive experience with C&A.

Disadvantages:

1. C&A's colors and style do not coordinate with the design and color palette for this project.

V. RECOMMENDATIONS

Staff prefers Option 1 and recommends the Library Board award the carpet contract to Interface Flooring Systems in an amount not to exceed \$88,000, including attic stock.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 03-118

RESOLUTION TO PURCHASE CARPET FOR LIBRARY CENTRAL

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 12th day of June 2003 at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To award the carpet contract to Interface Flooring Systems in an amount not to exceed \$88,000, including attic stock.
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, June 12, 2003**

**Display Furniture for
Library Central and Branches**

Audiovisual Display Furniture

I. PROBLEM STATEMENT

Display Shelving for audiovisual materials must be purchased for the Library Central project and for our Branches.

II. EXECUTIVE SUMMARY

A significant part of the design requirements for Library Central centered on how the materials are presented to patrons. Traditional shelving is very efficient in terms of floor space requirements, but does not easily allow for browsing through audiovisual materials. We wanted to find a better way to display these materials to show off their wonderful graphic covers. The solution for Library Central also applied to the Branch display needs.

III. BACKGROUND

The Library contracted with HKS, Inc. to design and supervise the renovation of the Library Central space in the Main Library. As part of this contract, HKS was responsible for recommending furniture that would enhance the way audiovisual materials were presented to the public. They also were charged with designing an open, inviting look to the renovated space. HKS worked with the Library staff to find the best display furniture to merchandize the Library's collection.

This investigation included the Internet, numerous furniture catalogs, visits to local booksellers, the American Library Association conference, and the Florida Library Association conference. The display furniture of Lift Display, Inc. and Proloc North America were selected for further evaluation. The Library purchased sample display units from each company. Each product was evaluated for how it display audiovisual materials. The number of items displayed and ease of access were the primary considerations. The Lift product was considered the best product for our requirements.

IV. SOLE SOURCE

The Lift product is only available in the United States through the Lift office in New Jersey. We could not find another manufacturer, which offers an equivalent product. Accordingly, Lift Display, Inc. is the sole source for this product.

V. OPTIONS

Staff offers the following options for the audio visual display furniture.

Option 1:

Award the audio visual display furniture contract to Lift Display, Inc. in an amount not to exceed \$200,000 for Library Central and not to exceed \$75,000 for the Branches.

Advantages:

1. The specified furniture is extremely functional and will give Library Central a coordinated, exciting look.
2. The cost of the Lift furniture is within the overall \$1,500,000 budget for the Library Central project and within the budget for the Branches.

Disadvantages:

Lift is the sole source for this product.

Option 2:

Award the audio visual display furniture contract to Proloc North America.

Advantages:

The Proloc product is able to display audiovisual materials in a similar manner to the Lift product.

Disadvantages:

1. The Proloc product is not as functional as that from Lift.
2. The Proloc product color/style is not as well suited to the Library Central design and takes more floor space which is at a premium, especially in the branches.

VI. RECOMMENDATIONS

Staff prefers Option 1 and recommends that a contract for the Library Central audio visual display furniture in an amount not to exceed a total of \$275,000 be awarded to Lift Display, Inc. as sole source for this product.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 03-119

RESOLUTION TO PURCHASE AUDIOVISUAL DISPLAY FURNITURE

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 12th day of June 2003 at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To purchase Vision 1500 display furniture from Lift Display, Inc. as sole source for this product. The purchase price for this carpet is not to exceed \$275,000.
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, June 12, 2003**

**Action Items:
Non-Consent Agenda**

**03-121 Preliminary September 30, 2004 Budgets:
Robert Tessier**

**Orange County Library System
Board of Trustees Meeting
Thursday, June 12, 2003**

**Preliminary September 30, 2004
Budgets: Robert Tessier**

**ORANGE COUNTY LIBRARY DISTRICT
FY 2004 PRELIMINARY BUDGETS
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Main Debt Service Fund Budget	20
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DATE: June 6, 2003

TO: Tom Kohler, President
Phyllis Hudson, Vice President
Sara Brady
Gloria Fernandez
James Tyson

FROM: Mary Anne Hodel, Director/Chief Executive Officer

SUBJECT: Preliminary Budgets for the Fiscal Year Ending September 30, 2004

We want to exceed your expectations!

The Orange County Library System (OCLS) is going through some dramatic changes to continue providing valuable services to the community. We provide a vital link that that bonds the community together.

Let me highlight some of our critical services:

Computers

Any day of the week at the Computer Resource Center on the second floor of the Main Library, you will likely find just about every one of the 60+ public computers being used. Over the last year at the relocated South Creek and remodeled North Orange Branches, we opened to the public with 32 public computers that directly addresses the digital divide. There is a huge demand for public computers. We sign up an average of 45,000 patron computer sessions each month.

Web Site

The Library's web site (www.ocls.info) is continually changing to highlight our services and the information available in each of our facilities. It's amazing how many people are contacting us via the web. Currently, we are getting nearly 300,000 visits each month. Many of these patrons are signing up for library cards, checking out material, and taking advantage of our services from the convenience of their homes and offices.

Programs and Classes

OCLS offers a wide variety of programs, classes and discussion groups designed to compliment our collection, build audiences and attract new users to the library. The topics are current; the presenters are professional as well entertaining and informed.

Examples of programs:

- ❖ Tuskegee Airmen
- ❖ Building Retirement Portfolio
- ❖ Financial Decision Making
- ❖ Florida Fossil Hunters
- ❖ Harry Potter Party/Hogwarts 101
- ❖ Roots of America Music
- ❖ Cuentos en Español (Stories in Spanish)
- ❖ Internet and Cooking Basics for Kids
- ❖ Van Gogh for Kids
- ❖ Civil War Maritime History
- ❖ Everything You Wanted to Know about Motorcycles

Examples of Classes:

- ✓ Black History Website Resources
- ✓ Digital Audio Editing, Creating Your Own CD's
- ✓ Buying & Selling on Ebay
- ✓ PowerPoint for Kids
- ✓ Politics on the Net
- ✓ Visiting Your National Parks on the Net
- ✓ Tracing Your Ancestors
- ✓ Microsoft Publisher
- ✓ Buying a P.C.
- ✓ Email en Español
- ✓ Résumé Basics
- ✓ Retirement Planning Online
- ✓ Small Business Resources Online

The above list is merely a sampling of the many classes we have started to offer in recent months. Our librarians have done a wonderful job preparing these classes and programs. We believe the public library should offer this service and view it as a critical part of our mission. The library intends to be the learning lab for today's skills and to prepare tomorrow's workers!

Children's Initiative

How do we best reach the children to hook them into reading and use their local library? In order to meet this challenge, we have asked our librarians to contact the principals at two Orange County elementary schools each year, thereby reaching every elementary school in the County. Our goal is to open the lines of communication with the schools and inform them of the dynamic services and programs the Library offers children. Our Summer Reading Program, *Hats Off to Reading*, is designed to get kids reading over the summer so they reinforce reading skills learned in school as well as to build that special reading relationship between parent and child. This piggybacks on the statewide summer reading initiative. Our special prizes are geared to attract the interest of parents to experience reading **with** their children. We are very excited about these initiatives.

New Winter Garden Branch

The existing 5,000 square foot branch was built in 1969. Based on a partnership with the Battaglia Family, the City of Winter Garden, and the Library, a new 12,000 square foot facility is currently under construction at the corner of Plant and Perkins Streets in Winter Garden, right on the bike trail. The facility, which is scheduled to open in the fall of 2004, will include 30+ computers and a drive up window.

These are examples of some of the new things happening at your library and new innovations in the making. We are not the library of your childhood anymore – we are so much more! We must continue to change to meet the needs of our patrons. Change can be difficult. Invariably, it results in some temporary growing pains. Our patrons are responding to the changes. The attached graphs show our circulation and door count for the last four years and a projection for the current year. The public is using us more and more and we are thrilled about that. The challenge is to continue the trend.

Strategic Plan

Last fall the Library Board of Trustees approved an ambitious five-year strategic plan. One of the goals in this plan is to increase our market share by 10% each year. In essence, we want to increase the number of library cardholders by that percentage for each of the next five years. Since we started a campaign in the fall to reach this goal, we have increased our cardholders by about 5%. Speaking of the strategic plan, the proposed budget for next fiscal year includes the following items from the plan:

- ❑ Open Winter Garden branch
- ❑ Implement self check out at Winter Garden
- ❑ Develop master plan for branch development
- ❑ Replace library software automation system
- ❑ Provide online chat reference during Questline open hours
- ❑ Experiment with mobile hardware for reference service in at least two locations
- ❑ Evaluate and add new software programs for public and staff
- ❑ Offer after hours programs for Youth at Main on Friday nights
- ❑ Add new PC's to network
- ❑ Circulate software at additional locations
- ❑ Add computer games to collections at additional locations
- ❑ Add more DVD's, CD's, best sellers, materials in Vietnamese and Spanish
- ❑ Promote specific services that are new or not being used to their potential
- ❑ Purchase Post Office address lists to target new arrivals in our service area
- ❑ Create brochures in English and Spanish to feature databases
- ❑ Supply retirement homes with library card information
- ❑ Supply senior citizen organizations with library card information
- ❑ Partner and promote programs with community teen groups
- ❑ Train system wide on relevant staff development and management topics
- ❑ Conduct conversational Spanish and sign language classes for staff

RECOMMENDATIONS

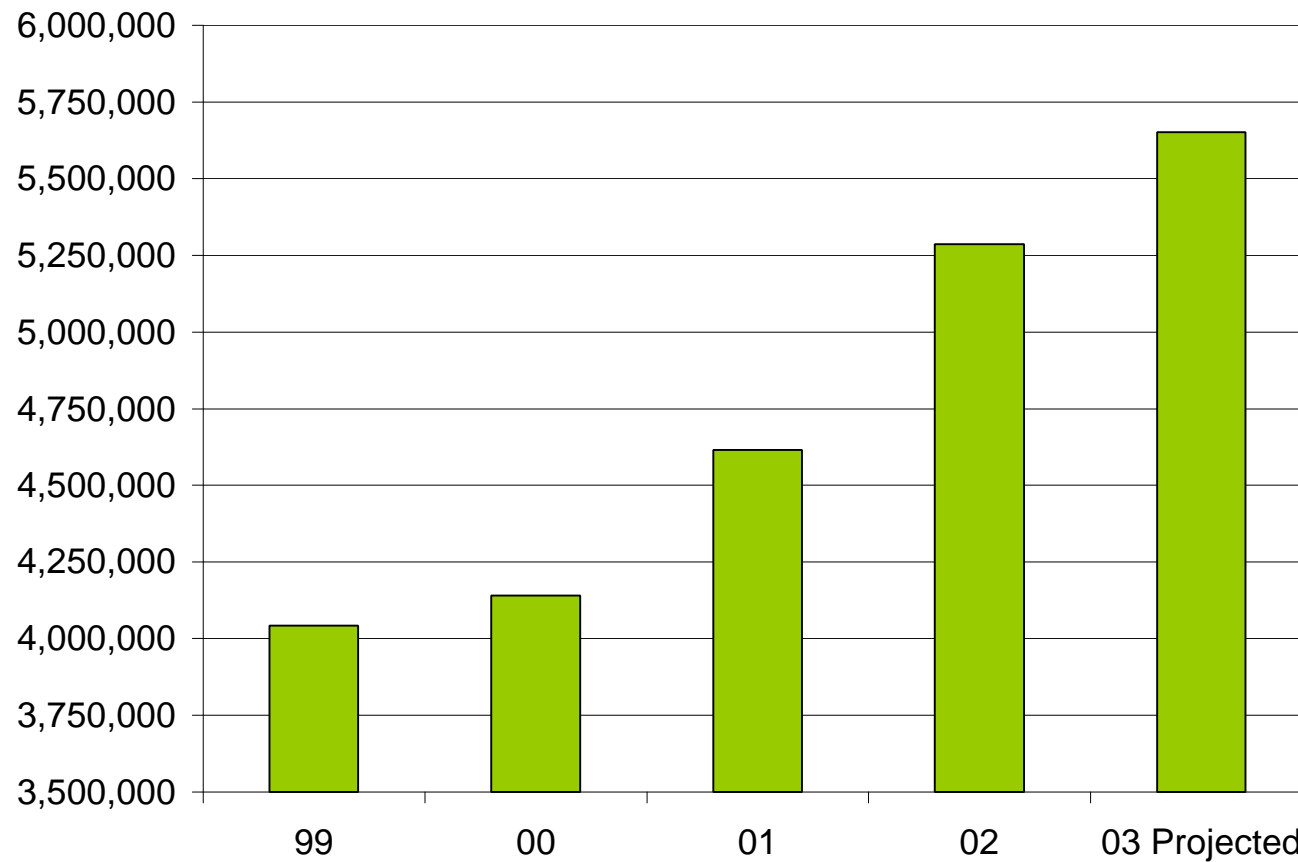
We recommend the Library Board of Trustees take the following action:

- Approve preliminary FY 2004 Operating, Capital Projects, Sinking, Main Debt Service, and Branch Debt Service Fund budgets. By taking this action, the Library Board is approving the total budget for each fund and not the individual line items in each budget.
- Recommend to the Library District Governing Board that the
 - FY 2004 Operating Fund millage rate be maintained at .4144 for the fourth year in a row
 - FY 2004 Main Debt Service Fund millage rate be adopted sufficient to fund the attached preliminary Main Debt Service Fund budget. The actual FY 2004 millage rate will drop slightly from the current year.

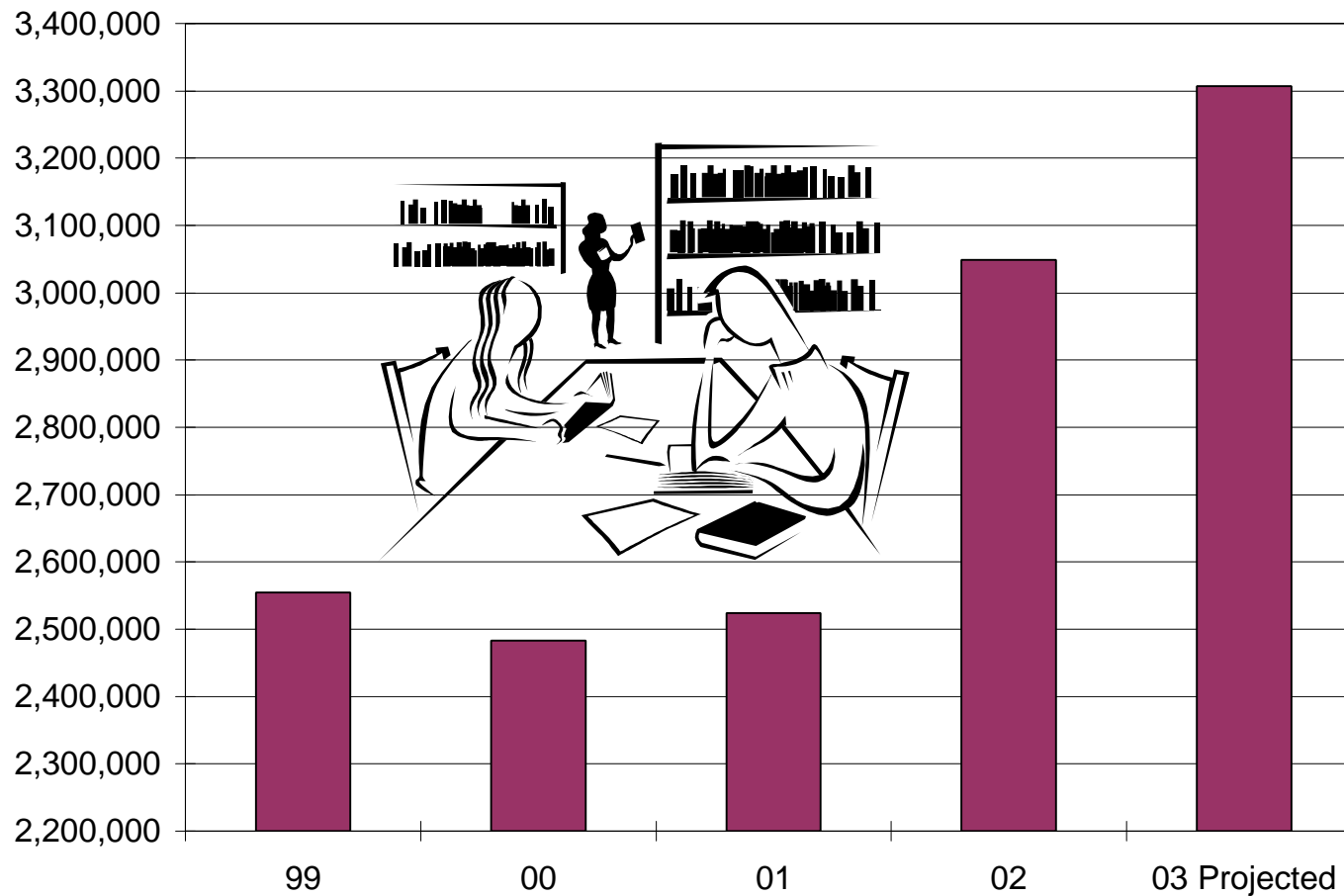
Cc: Richard Crotty, Library District Governing Board Chairman
Ted Edwards
Homer Hartage
Linda Stewart
Teresa Jacobs
Mary Johnson
Robert Sindler
Patty Sheehan



Orange County Library District Annual Circulation



Orange County Library District Annual Visitors





Orange County Library District Millage Rates

	FY2003 Actual	FY 2004 Estimated
Operating	.4144	.4144
Main Debt Service	.0227	.0221
Combined	<u>.4371</u>	<u>.4365</u>



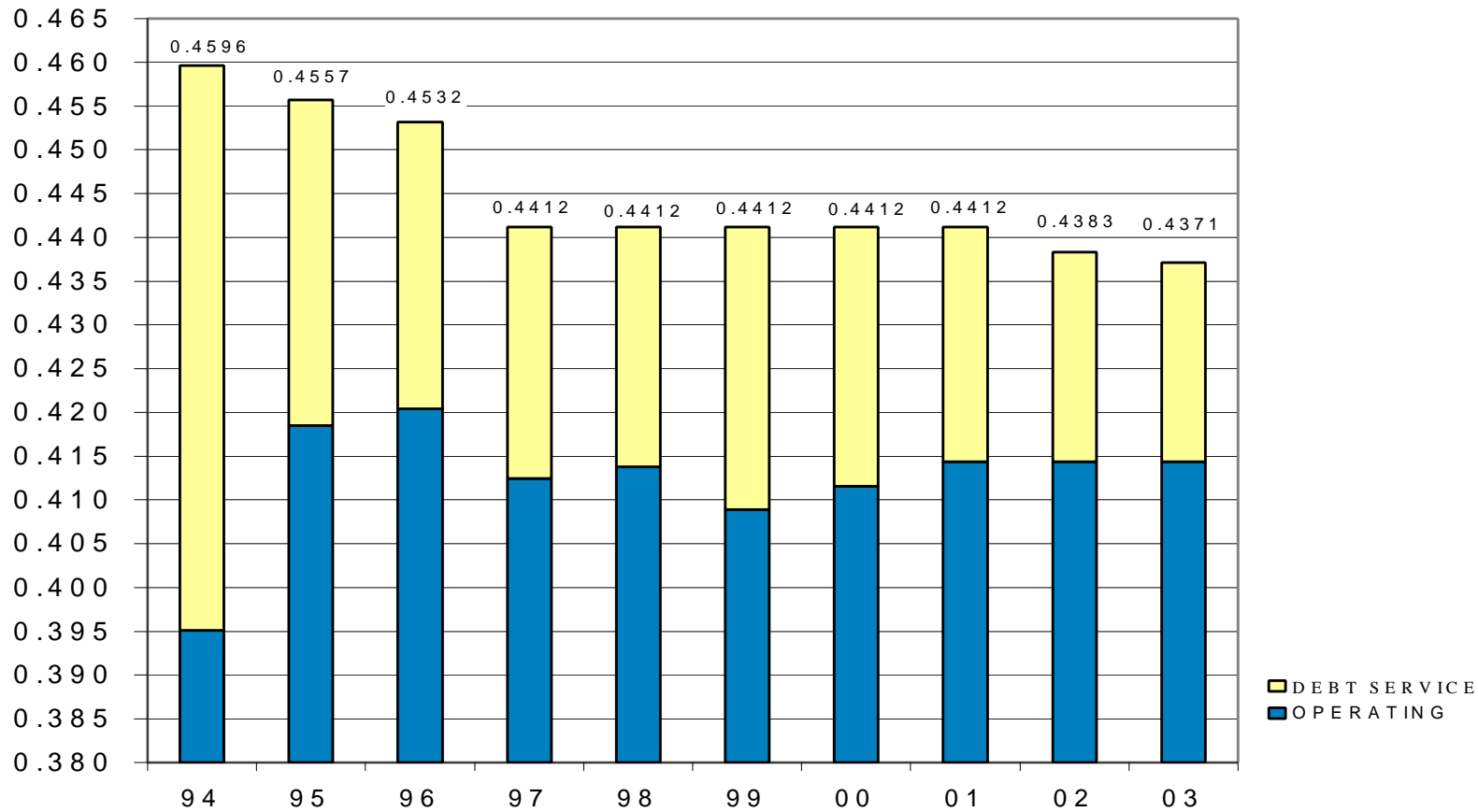
Library Tax Calculation for Home Assessed at \$150,000

Assessed Value Determined by Property Appraiser	\$150,000
Homestead Exemption	\$ (25,000)
Taxable Value	\$125,000
Combined Millage Rate X (Per \$1,000 of Taxable Value)	.4365
Library Tax	\$54.56



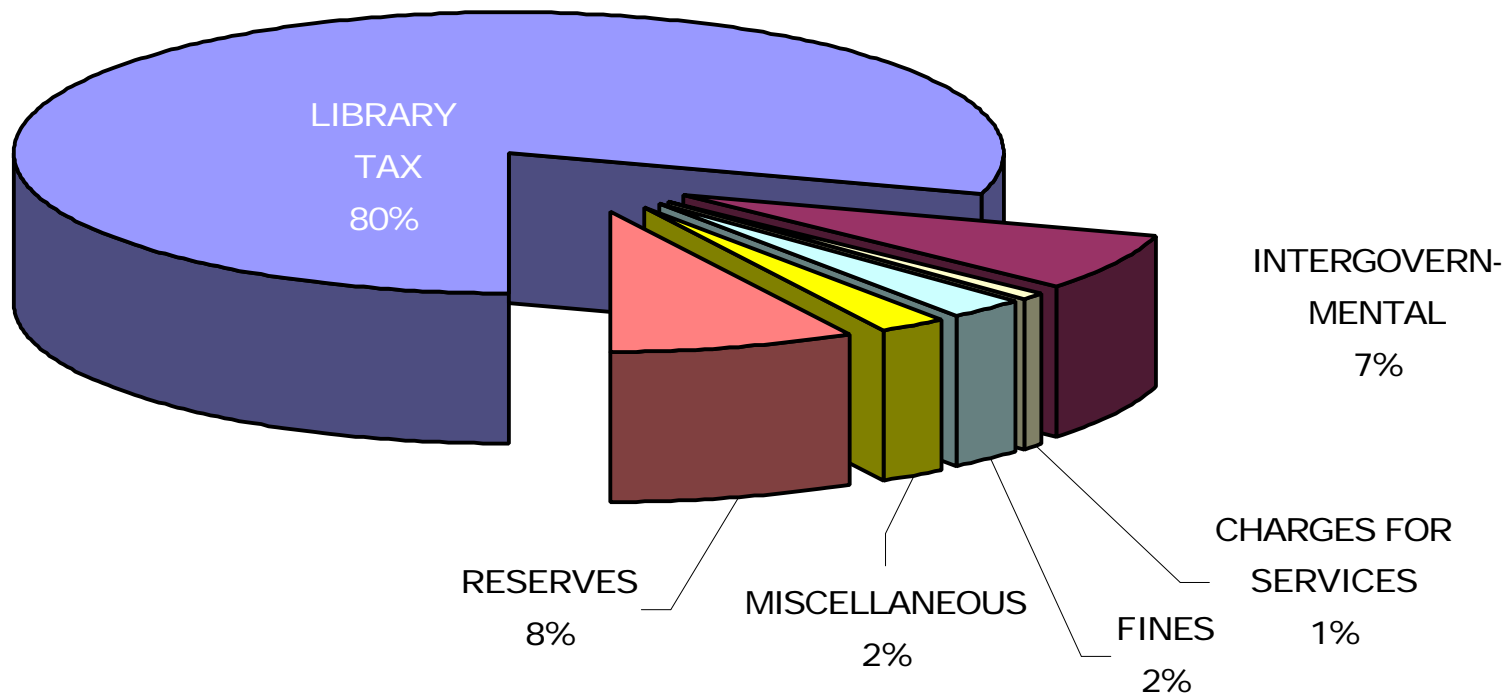
Combined Millage Rates

Last 10 Fiscal Years



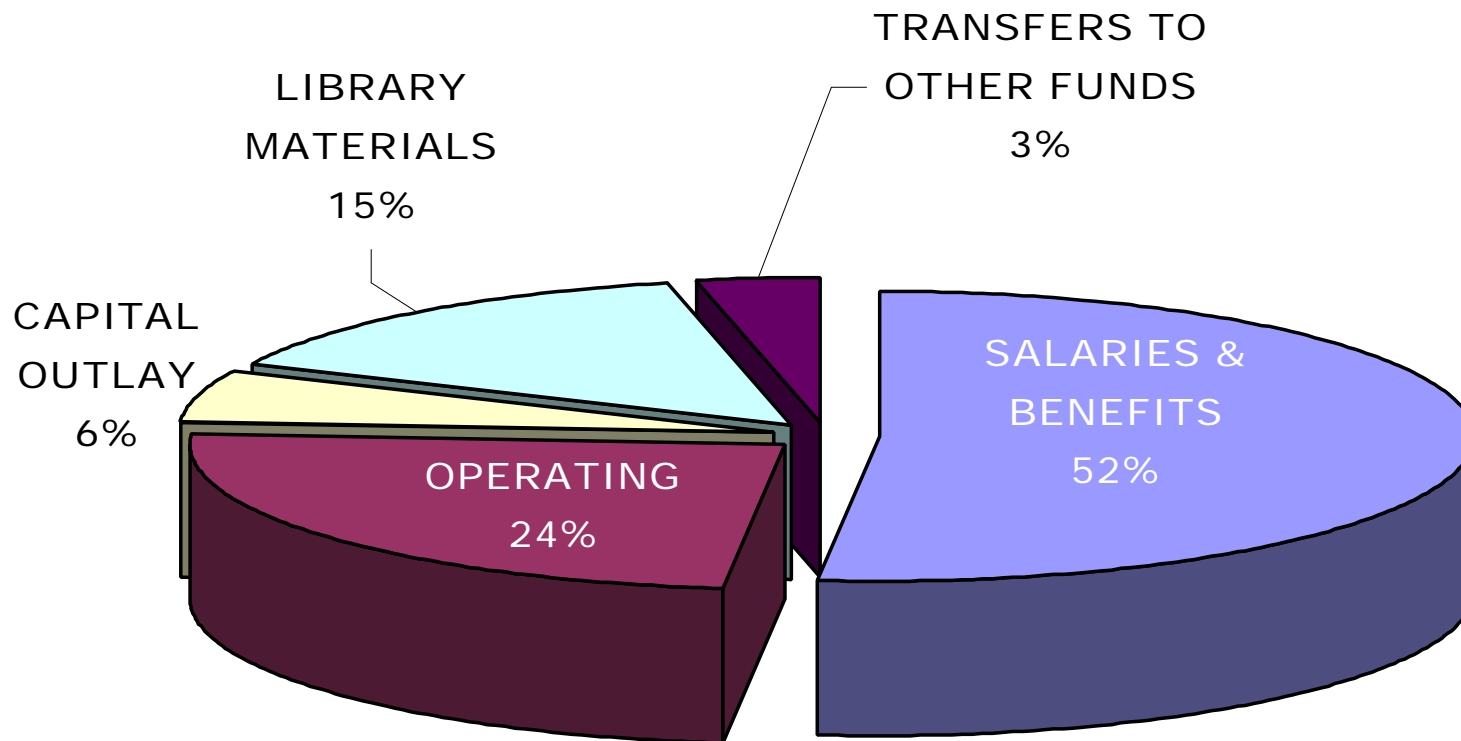


FY 2004 Preliminary Budget Operating Fund Revenues





FY 2004 Preliminary Budget Operating Fund Expenditures



OPERATING FUND

The Operating Fund is used to account for the revenues and expenditures applicable to the general operations of the District.

**ORANGE COUNTY LIBRARY DISTRICT
FY 2004 PRELIMINARY OPERATING FUND BUDGET
REVENUES**

THIS IS NOT A LINE ITEM BUDGET

	FY 2003 BUDGET	INCREASE (DECREASE)	PERCENT CHANGE	FY 2004 BUDGET
AD VALOREM TAXES	21,561,212	1,066,975	4.9%	22,628,187
INTERGOVERNMENTAL				
Grants	23,000	27,000		50,000
State Aid	1,638,000	(22,000)		1,616,000
Law Collection Fees	250,000	0		250,000
	<u>1,911,000</u>	<u>5,000</u>	0.3%	<u>1,916,000</u>
CHARGES FOR SERVICES				
Fee Cards	16,000	(2,000)		14,000
PC Pass	6,000	24,000		30,000
Classes	4,000	(3,000)		1,000
Meeting Rooms	30,000	(30,000)		0
Copy & Vending	160,000	20,000		180,000
	<u>216,000</u>	<u>9,000</u>	4.2%	<u>225,000</u>
FINES				
Fines	500,000	100,000		600,000
Lost Materials	52,000	18,000		70,000
	<u>552,000</u>	<u>118,000</u>	21.4%	<u>670,000</u>
MISCELLANEOUS				
Interest Earnings	350,000	(175,000)		175,000
Rents	3,000	2,000		5,000
Disk Sales	2,000	500		2,500
Contributions-Friends of Library	75,000	87,000		162,000
Contributions-Others	3,000	2,000		5,000
Miscellaneous	30,000	500		30,500
	<u>463,000</u>	<u>(83,000)</u>	-17.9%	<u>380,000</u>
TRANSFER FM PROP APPRAISER	0	30,000		30,000
TRANSFER FM TAX COLLECTOR	185,000	25,000	13.5%	210,000
RESERVES	2,915,502	(604,556)	-20.7%	2,310,946
TOTAL REVENUES	<u>27,803,714</u>	<u>566,419</u>	2.0%	<u>28,370,133</u>

ORANGE COUNTY LIBRARY DISTRICT
FY 2004 PRELIMINARY OPERATING FUND BUDGET
EXPENDITURES

THIS IS NOT A LINE ITEM BUDGET

	FY 2003 BUDGET	INCREASE (DECREASE)	PERCENT CHANGE	FY 2004 BUDGET
SALARIES & BENEFITS				
Salaries	10,694,565	396,419		11,090,984
Medicare Taxes	155,068	5,753		160,821
Defined Contribution Pension Plan	802,095	29,735		831,830
Defined Benefit Pension Plan	775,211	14,508		789,719
Life and Health Insurance	1,532,847	35,843		1,568,690
Worker's Compensation	125,122	9,547		134,669
Unemployment Compensation	9,806	10,194		20,000
Parking and Bus Passes	90,000	3,420		93,420
	<u>14,184,714</u>	<u>505,419</u>	3.6%	<u>14,690,133</u>
OPERATING				
Professional Services	150,000	35,000		185,000
Other Contractual Services	595,000	59,000		654,000
Other Contractual Services-Janitorial	212,000	21,000		233,000
Training and Travel	75,000	0		75,000
Telecommunications	248,000	45,000		293,000
Delivery and Postage	982,000	93,000		1,075,000
Utilities	628,000	22,000		650,000
Rentals and Leases	848,000	(28,000)		820,000
Insurance	125,000	25,000		150,000
Repair and Maintenance	520,000	67,000		587,000
Repair and Maintenance-Hardware/Software	185,000	20,000		205,000
Copying/ Printing	184,000	36,000		220,000
Property Appraiser's Fee	250,000	12,000		262,000
Tax Collector's Fee	435,000	17,000		452,000
Supplies	608,000	67,000		675,000
Supplies-Hardware/Software	168,000	(113,000)		55,000
Contingency	300,000	0		300,000
	<u>6,513,000</u>	<u>378,000</u>	5.8%	<u>6,891,000</u>
CAPITAL OUTLAY				
Building and Improvements	1,805,000	(1,430,000)		375,000
Hardware/Software	599,000	511,000		1,110,000
Furniture and Equipment	125,000	70,000		195,000
	<u>2,529,000</u>	<u>(849,000)</u>	-33.6%	<u>1,680,000</u>
LIBRARY MATERIALS				
Materials - Restricted Contributions	15,000	(1,500)		13,500
Materials - Law	210,000	0		210,000
Materials - Other	3,935,000	1,500		3,936,500
	<u>4,160,000</u>	<u>0</u>	0.0%	<u>4,160,000</u>
TRANSFERS TO OTHER FUNDS				
Branch Debt Service Fund	417,000	0	0.0%	417,000
Capital Projects Fund	0	482,000		482,000
Sinking Fund	0	50,000		50,000
	<u>417,000</u>	<u>532,000</u>	127.6%	<u>949,000</u>
TOTAL EXPENDITURES	<u><u>27,803,714</u></u>	<u><u>566,419</u></u>	2.0%	<u><u>28,370,133</u></u>

Operating Fund Revenue Highlights

Ad Valorem Taxes

For the fourth year in a row, we are recommending that the Operating Fund millage be maintained at **.4144**. The 4.9% increase in tax revenues is due to the increase in the taxable value of property in the District. The exact amount of tax revenue for next fiscal year cannot be determined until early July when the Orange County Property Appraiser's office releases the final property valuation information.

State Aid

The State provides operating grants to eligible political subdivisions, including special districts, which provide free library services. Each year the Legislature establishes a funding level, which is then allocated to eligible libraries based on how much each spends on operation and maintenance. Since the amount of the grant is not determined until after the fiscal year begins, we base our budget on the revenues received during the previous year.

Fines

The daily fine rate was increased from .10 to .20 effective January 1, 2003. Although the fine rate doubled, our fine revenues next fiscal year will not. Basically, the higher fine rate encourages patrons to return their books on time, which is the goal of increasing the rate.

Interest Earnings

Interest rates on most of our Operating Fund investments are currently less than 1.40%. Additionally, we will have less money to invest due to lower reserves. Both of these result in lower interest earnings next fiscal year.

Reserves

The preliminary budget includes \$2,310,946 of our reserves, leaving approximately \$5,400,000 for future years. Of this amount, approximately \$4,000,000 is needed to fund the Library's operations at the beginning of each fiscal year until the tax revenues start coming in around the third week in November.

The above accounts represent 96% of the total Operating Fund revenues budgeted.

Operating Fund Expenditure Highlights

Salaries

The proposed budget includes the following:

- ✓ Performance based, salary increases for non bargaining unit staff on their anniversary dates
- ✓ Salary increases for bargaining unit staff in accordance with the Collective Bargaining Agreement

Life & Health Insurance

The proposed budget includes a 30% increase over the current health and dental insurance rates, which are \$3,927 annually for single coverage. The Library pays the cost of this single coverage for each full time staff member and the employee is responsible for the cost of any dependent coverage.

Parking and Bus Passes

For Main Library employees who do not have a parking space in the Library's garage in the basement, the Library leases 143 spaces in the City garages on Central Avenue. Additionally, the Library pays for bus passes for employees who do not drive or have a car.

Professional Services

Examples of payments charged to this account include the following:

- ✓ Pension consultants
- ✓ Engineers
- ✓ Auditors
- ✓ Doctors (pre-employment physicals)
- ✓ ADA & Asbestos consultants
- ✓ Attorneys

Payments to our labor attorneys will increase as the bargaining unit contract expires in June 2004 and thus, will need to be renegotiated.

Other Contractual Services

Examples of payments charged to this account include the following:

- ✓ Off duty police officer coverage at the Main Library
- ✓ Off duty police officer coverage at South Trail and Hiawassee Branches
- ✓ Collection agency
- ✓ Moving costs for Library Central and Winter Garden
- ✓ Marketing
- ✓ Programming
- ✓ Consulting services for branch development plan
- ✓ SOLINET (provider of bibliographic information for cataloging and software for inter library loan services)

The \$59,000 increase is primarily related to the addition of off duty policy coverage at the Hiawassee Branch.

Other Contractual Services – Janitorial

At the Main Library, the custodians are Library employees. In the branches however, we contract with a private vendor. The payments to this vendor (ProClean) are charged to this account as well as are window and carpet cleaning contracts for the branches.

Telecommunications

Payments to telephone companies are charged to this account. Services include Internet connections, cell phones, beepers, long distance, and local service. The \$45,000 increase represents a doubling of the speed of our Internet access.

Delivery and Postage

Primarily, three items are charged to this account:

- ✓ Payments to a vendor (PEP) for deliveries between Main and the branches
- ✓ Payments to a vendor (PEP) for deliveries to patrons (Mail Access to Your Library program)
- ✓ Payment to the Post Office for deliveries and general mail service

The \$93,000 increase is largely due to the increased circulation of our MAYL program. Mailing books has been hugely popular. Each month this program circulates more items than our busiest branch.

Insurance

Insurance coverage charged to this account includes the following:

- ✓ General liability
- ✓ Auto
- ✓ Public officials
- ✓ Flood
- ✓ Employment practices
- ✓ Fiduciary (pensions)

Repairs and Maintenance

The Library system consists of the Main Library and 13 branches for a total of 440,000 square feet. Repairs and routine maintenance include the following:

- ✓ Plumbers
- ✓ Electricians
- ✓ Locksmiths
- ✓ Heating, ventilating, and air conditioning
- ✓ Elevators
- ✓ Painters
- ✓ Handyman
- ✓ Landscaping
- ✓ Roofs
- ✓ Fire alarms, sprinkler systems

In leased spaces, some maintenance costs are passed through as rent. Maintenance costs for our freestanding buildings tend to be higher. For example, we must pay for landscaping for the properties we own.

Copying/Printing

We contract with a vendor (EGP) to provide copy machines on a cost per copy basis. Payments to this account also include printing jobs which are contracted out to printers. We are printing more items in color and printing larger runs for library program promotions, accounting for the \$36,000 increase.

Supplies

This account includes most supplies used throughout the system ranging from toilet paper to staplers to potting soil. The \$67,000 increase is due to the purchase of radio frequency tags for the self-checkout system at Winter Garden. The tags, at .89, must be affixed to each item.

Building & Improvements

The proposed budget includes the following:

- ✓ New carpeting and improved lighting for the 2nd floor of the Main Library (\$266,000)
- ✓ Architectural services to design a new roof for Main Library (\$50,000)

Hardware/Software

The proposed budget includes the following:

- ✓ Library automation system (\$750,000)
- ✓ Maintain and expand personal computer network (\$100,000)
- ✓ Expand VOCERA system (\$45,000)
- ✓ New calendar software to advertise programs and classes (\$20,000)
- ✓ Phone upgrade for branches (\$25,000)
- ✓ Wireless computers for reference service (\$20,000)

Furniture and Equipment

The proposed budget includes the following:

- ✓ Self checkout system for Winter Garden (\$100,000)
- ✓ Shelving for Winter Garden (\$45,000)

Transfer to Branch Debt Service Fund

The purpose of the transfer is to provide funds to pay the annual debt service on a bank loan, the proceeds of which were used to construct branch facilities.

Transfer to Capital Projects Fund

The purpose of the transfer is to provide additional funding needed for the Winter Garden branch construction project.

Transfer to Sinking Fund

The purpose of the transfer is to begin funding a sinking fund for future building improvements and future technology purchases.

The preliminary budget reflects a 2% increase in total expenditures.

CAPITAL PROJECTS FUNDS

Capital projects funds are used to account for resources designated to construction or acquire general fixed assets and major improvements. The District has two capital projects funds.

Capital Projects Fund

The Capital Projects Fund is used to account for the revenues and expenditures related to the construction of branch facilities. The Winter Garden branch at the corner of Plant and Perkins Streets is currently under construction and is scheduled to open in the fall of 2004.

Sinking Fund

This is a new fund. The purpose of the Sinking Fund is to provide a funding mechanism for future building improvements and technology purchases.

**ORANGE COUNTY LIBRARY DISTRICT
FY 2004 PRELIMINARY BUDGET
CAPITAL PROJECTS FUND**

	<u>TOTAL PROJECT</u>	<u>FY 2004 BUDGET</u>
REVENUES		
State Construction Grant	500,000	310,000
Proceeds - Sale of West Orange Property	350,000	350,000
Contribution From City of Winter Garden	114,000	0
Reserves	1,104,000	413,000
Transfer From General Fund	482,000	482,000
	<u>2,550,000</u>	<u>1,555,000</u>
TOTAL REVENUES		<u><u>1,555,000</u></u>

EXPENDITURES

WINTER GARDEN BRANCH

Architect/Engineer	155,000	30,000
Construction Contract	2,033,000	1,261,000
Carpet	35,000	35,000
Impact & Permit Fees	40,000	10,000
Testing	8,000	4,000
Other	10,000	7,000
Contingency	269,000	208,000
	<u>2,550,000</u>	<u>1,555,000</u>
TOTAL EXPENDITURES		<u><u>1,555,000</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
FY 2004 PRELIMINARY BUDGET
SINKING FUND**

**FY 2004
BUDGET**

REVENUES

Transfer From General Fund 50,000

EXPENDITURES

Reserves - Building and Improvements 25,000

Reserves - Technology 25,000

TOTAL EXPENDITURES 50,000

DEBT SERVICE FUNDS

Debt service funds are used to account for the accumulation of resources for and the payment of principal and interest on the District's long term debt. The District has two debt service funds.

Main Debt Service Fund

This fund is used for the payment of principal and interest on the 1993 Series Refunding Bonds. Payments on the bonds are due semi-annually until September 2006.

Branch Debt Service Fund

This fund is used for the payment of principal and interest on a \$4,000,000 bank loan, the proceeds of which were used for the construction of branch libraries. Payments on the bank loan are due semi-annually until August 2010.

ORANGE COUNTY LIBRARY DISTRICT
FY 2004 PRELIMINARY BUDGET
MAIN DEBT SERVICE FUND

	FY 2003 BUDGET	INCREASE (DECREASE)	PERCENT CHANGE	FY 2004 BUDGET
REVENUES				
Ad Valorem Taxes	1,181,080	25,684		1,206,764
Interest	17,000	(7,000)		10,000
Transfer From Tax C	13,000	0		13,000
Reserves	<u>66,920</u>	<u>(18,684)</u>		<u>48,236</u>
TOTAL REVENUES	<u>1,278,000</u>	<u>0</u>	0.0%	<u>1,278,000</u>
EXPENDITURES				
Principal	1,055,000	45,000		1,100,000
Interest	196,738	(44,838)		151,900
Tax Collector's Fee	<u>26,262</u>	<u>(162)</u>		<u>26,100</u>
TOTAL EXPENDITURES	<u>1,278,000</u>	<u>0</u>	0.0%	<u>1,278,000</u>

FUTURE DEBT SERVICE PAYMENTS

PAYMENT PRINCIPAL	INTEREST
<u>0</u>	<u>75,950</u>
1,100,000	75,950
1,150,000	104,600
1,200,000	54,000
<u>3,450,000</u>	<u>310,500</u>

ORANGE COUNTY LIBRARY DISTRICT

FY 2004 PRELIMINARY BUDGET

BRANCH DEBT SERVICE FUND

	FY 2003 BUDGET	INCREASE (DECREASE)	PERCENT CHANGE	FY 2004 BUDGET
REVENUES				
Transfer From General Fund	417,000	0		417,000
Interest	<u>7,000</u>	<u>(2,000)</u>		<u>5,000</u>
TOTAL REVENUES	<u><u>424,000</u></u>	<u><u>(2,000)</u></u>	-0.5%	<u><u>422,000</u></u>
EXPENDITURES				
Principal	305,660	12,349		318,009
Interest	111,119	(12,349)		98,770
Reserves	<u>7,221</u>	<u>(2,000)</u>		<u>5,221</u>
TOTAL EXPENDITURES	<u><u>424,000</u></u>	<u><u>(2,000)</u></u>	-0.5%	<u><u>422,000</u></u>

FUTURE DEBT SERVICE PAYMENTS

PAYMENT DATE	PRINCIPAL	INTEREST
<u>02/01/04</u>	<u>157,430</u>	<u>50,959</u>
08/01/04	160,579	47,811
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><u>2,547,963</u></u>	<u><u>402,673</u></u>

**Orange County Library System
Board of Trustees Meeting
Thursday, June 12, 2003**

**Fire Safety Report:
Main and Branches**

Fire, Explosion

- **PULL FIRE ALARM IMMEDIATELY TO EVACUATE THE BUILDING.** This will cause the fire alarm to sound, the emergency exit doors to release, and the off site monitoring company to notify the fire department. In the Branches staff must also notify the fire department by calling **911**.
- Patrons evacuate first, immediately followed by staff, via the emergency exits or the Main staircase.
- Do **NOT** use elevators.
- A staff member should escort disabled patrons into an exit stairwell. A second staff member must notify fire department personnel of the location of the staff member and the disabled patron.
- Fire department personnel will proceed to the fire command center on the first floor.
- DBO staff will assist the fire department personnel who will then verify the alarm.
- Staff and patrons should report to designated assembly point, a safe distance away from the building, while the fire department investigates the alarm.
- If it is determined to be a false alarm, the alarm will be silenced, and staff will be notified to return to the building. At the Main Library, staff should re-enter via the Wall Street entrance. Once it is confirmed that staff is inside, patrons will be allowed back in the building.

CALL 911

PULL THE FIRE ALARM PULL STATION

EVACUATE THE BUILDING, PATRONS FIRST, IMMEDIATELY FOLLOWED BY STAFF VIA THE EMERGENCY EXITS OR THE MAIN STAIRCASE OR EXIT DOOR

STAFF SHOULD ESCORT DISABLED PATRONS INTO AN EXIT STAIRWELL

A SECOND STAFF MEMBER SHOULD NOTIFY RESCUE PERSONNEL OF THE STAFF MEMBER AND THE DISABLED PATRON

REMAIN A SAFE DISTANCE FROM THE BUILDING AT DESIGNATED ASSEMBLY POINT.

WHEN NOTIFIED IT IS SAFE, EMPLOYEES RETURN TO THE BUILDING FIRST (if at Main, via the Wall Street entrance).

PATRONS WILL BE ALLOWED IN THE BUILDING ONCE EMPLOYEES ARE AT THEIR WORK STATIONS.

FIRE CONTROL SYSTEMS OCLS

May-03

03-123

BUILDING LOCATION	SF Size	Open Date	KNOX BOX	Fire Alarm System	Responsibility	Fire Alarm System Last Inspection	Monitored Off site	Fire Extinguisher Inspection	Sprinkler System	Responsibility	Jurisdiction	Last Fire Department Inspection	Last or Scheduled FIRE DRILL
<u>OCLS OWNED</u>													
Main	295,000	1985	YES	YES	Library	Feb-03	YES	Sep-03	YES	Library	City of Orlando	11/12/2002	Mar-03
Alafaya	12,000	2000	YES	YES	Library	Aug-02	YES	Sep-03	NO	NA	Orange County	02/01/00	Summer 03
West Oaks	12,000	2001	YES	YES	Library	May-02	YES	Sep-03	YES	Library	Ocoee	8/00/01	Summer 03
South Creek	12,000	2002	YES	YES	Library	May-02	YES	Sep-03	YES	Library	Orange County	10/00/02	Summer 03
North Orange **	12,000	1998	NO*	NO	NA	NA	NA	Sep-03	NO	NA	Orange County	requested*	Summer 03
West Orange	5,100	1969	NO*	NO	NA	NA	NA	Sep-03	NO	NA	Winter Garden	5/9/2003	Summer 03
<u>LEASED BUILDINGS</u>													
Southwest	15,500	1989	NO*	YES	Library	Dec-02	NO *	Sep-03	NO	NA	Orange County	10/19/2000	Summer 03
Windermere	6,400	1991	NO*	YES	Library	Dec-02	NO *	Sep-03	NO	NA	City of Ocoee	4/6/2000	Summer 03
<u>LEASED SHOPPING CENTER</u>													
Herndon	13,200	1998	NO*	YES	Library	Mar-03	YES	Sep-03	YES	Landlord	City of Orlando	4/10/2001	Summer 03
Hiawasse	12,800	2000	NO*	YES	Library	Feb-03	YES	Sep-03	YES	Landlord	Orange County	8/10/2000	Summer 03
South Trail	12,700	1996	NO*	YES	Library	Jul-02	NO *	Sep-03	YES	Library	Orange County	requested*	Summer 03
Southeast	13,300	1994	NO*	YES	Landlord	May-03	YES	Sep-03	YES	Landlord	City of Orlando	2/21/2001	Summer 03
Edgewater	12,700	1997	YES	YES	Landlord	May-03	YES	Sep-03	YES	Landlord	Orange County	requested*	Summer 03
Washington Park	5,600	1,984	YES	YES	Landlord	May-03	YES**	Sep-03	NO	NA	City of Orlando	requested*	Summer 03
<p>* Will request a recommendation from the local Fire Department</p> <p>** Received quote to install a Fire Panel System W/ monitor (\$5000-\$7000) Will arrange for system to be installed</p>				<p>* Will arrange for the system to be monitored</p> <p>** Installation in progress by county</p>				<p>* requested by Branch Manager</p>					

**Orange County Library System
Board of Trustees Meeting
Thursday, June 12, 2003**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, June 12, 2003**

Director's Report

Board Meeting
June 2003
Director's Report

?One Book, One Community Central Florida Reads Rocket Boys has won a Golden Brick Award. The award was presented on Wednesday, May 28 by the Downtown Development Board in the Orlando Expo Center.

- The Orange County Library System is pleased to announce that we have been chosen as the site for a reception for Judi Ring, the State Librarian of Florida. All local librarians will be invited to meet and talk with her. She will be here in Orlando to meet with our librarians and those of other libraries in Florida 13 August.

?The Elementary Schools Principals in Orange County Public Schools were all sent a shipment of fliers from the Orange County Public Library. These fliers provide a schedule of summer reading programs for elementary school-age children offered during June and July at all libraries in the Orange County Library System. These programs are free and the principals were encouraged to tell the school children and their families to continue to read during the summer.

- 115 elementary schools were personally visited by OCLS staff as part of the Children's Initiative. The Librarians and Managers have worked hard to achieve this first time ever goal and are to be commended.

?The following staff have volunteered to learn storytelling:

Inma Fuentes : Finance-- storyline

Marshia Scioville: Alafaya

Lisa Stewart :Childrens

Chery Morales: Circulation @ Main-- Spanish stories

Lydia Peters: DOB storyline

Melanie King:Main circ-- storyline

Jose Lopez: Third Floor Ref--Spanish stories

Kim Peters: Fourth Floor Reference
Jeanne Pettrey: North Orange
Danielle King : North Orange
Kristin Hambrick :Tech services
Andrew Toutain : Circulation
Keith Graham : Circulation
Eric Atkinson: Information Services
Isabel Chipungu : Edgewater
Milinda Neusaenger: Admin—Storyline
Mary Anne Hodel : Admin

Thanks to all of you for the enthusiastic support to bring stories alive to our youngest readers!

?The Teen Art contest judges, Tom Kohler, Ben Garcia, Kathleen Meiners, Ron Pedanti and Molly Hester have chosen a winner for the etching of the windows in the Club Central (the new teen space) at Main. The winner is: Jerry Decade, a student from Evans High School.

? The Lead clerks from each of the branches and the information desk clerks from Main met 3 June 2003 to strategize on customer service issues. The group will be meeting regularly to establish some new customer service strategies that can be incorporated system-wide.

? Gregg Gronlund, Manager of the 4th Floor Reference and Genealogy Department at Main has been asked to participate in a reference colloquium being held at The King County Library System in October 7-9th for their reference staff. Their planning committee was quite interested in the experiments with roving reference in your system. They put together a panel of outside speakers to talk about experiences with roving and any other experiments with alternative service models. The KCLS will pay travel expenses for him. Other speakers notable speakers include: Joe Janes, from the University of Washington School of Information Science, Rivkah Sass from Multnomah Public, Karen Kelley from Denver Public, and Dave Genesys from San Jose Public. The colloquium will be exploring a number of topics, in addition to different service models, including the future of reference, customer needs, education to meet public needs, and techno-stress.

•The library held a naming contest for Library's mascot. We had over **50**. We voted the best two names and one was Juicy. We had four children that named the mascot Juicy. One of the children was in first grade and Juicy visited her in her classroom. Her teacher was very proud of her and was glad we were there. She shared some hard life events that this child had gone through. This little girl had been recently been adopted out of foster care. She was being retained from the first grade this year as she came to the school later and fell behind. When her adopted parents were called to announce she was one of the winners, they were thrilled. The parents knew that "Juicy" would be visiting her school on the day we came. They wanted her to be surprised. When "Juicy" appeared and we all clapped for her, she looked so scared! But when "Juicy" put her arms around her and gave her a hug and let her stand by her, her smile was from ear to ear. We hope Orange County Library System has made a positive impact on her new life. The other winning name chosen was "Squirt", submitted by staffer Blake Ringholz.

The Friends purchased five \$25 Barnes & Noble Gift Certificates for the Naming of the Mascot Contest. I

?



The Hats Off to Reading Contest was kicked off on Saturday, May 24.

Staff were encouraged to wear their favorite hat! We are celebrating the beginning of summer reading and the theme is "Hats Off to Reading." The children's program included the naming of the mascot and the winners of the naming contest, a paper hat craft, and stories to start summer reading. There were also stories in Spanish at 2:30.

The prizes for the Summer Reading Contest have been announced: Grand Prize is two season passes to Universal Orlando! The First Prize is an over night stay for two at the lovely Casa Monica Hotel in St. Augustine, Florida. Second Place Prize is dinner for two at Morton's Steak House. Third Prize is a pair of tickets to Wet n' Wild in Orlando for five pairs of child and parent. Every child participating will also receive a

coupon for the Orlando Rays/Pirates Dinner Adventure Hats Off to Reading bookmarks for free admission to an Orlando Rays game on June 27. These will be given away with our Reading Log as part of our FLYP program.

?The following contracts with Mactec have been ordered dealing with the asbestos in the Main Library:

Asbestos survey - 1966 building	\$3,275
Asbestos survey - new building	\$8,825
O&M document, awareness training, air monitoring	\$3,695
Pricing bulletin, abatement work monitoring	<u>\$3,450</u>
Total	\$19,245

The abatement work will be done in the three areas where asbestos was detected (air handler unit A&B, old chiller room in basement, cork room). The pricing bulletin has been prepared and was sent out to two contractors based on the pricing information in the contracts with Seminole County School System. We have calculations about how much the abatement work will cost in accordance with the contract and then the firms have 10 days to dispute the numbers. In terms of doing the actual work, we are projecting the end of June or early July.

Shawn Brigham from Mactec did asbestos awareness training for appropriate library staff.

Thursday May 29th 2 - 4pm
Monday June 2nd 2 - 4pm

?There is a link for the asbestos information on the Orange Peel under Safety and Security report June 2003 board meeting

<http://intranet.ocls.info/DBT/DTS/DTS/asbestos/asbestos.htm>

? Word received from the Branch that the \$8100 grant from the Holden Heights Front Porch Florida Revitalization Council is ready. Branch

Manager Patsy Williams received the check and we are able to purchase 7 PC plus related software for the South Trail Branch. Way to go Patsy!

- Wagner Edstrum Microsoft/MSN in Portland, Oregon called the Library to tell us they are planning a webcast with Harry Potter author JK Rowling and asked if we would be interested in hosting a webcast event on June 26. We need broadband access and large screen projection. We are interested and further details will follow.

- Vocera Update:

We have had a delay installing the additional wireless access point at the main library to expand the Vocera coverage. The vendor has not been able to supply the parts as scheduled. We have been able to install all of the equipment access points, however we are waiting on special power cords, called power injectors, to complete the installation. Depending on the delivery, we anticipate we the installation will be complete by mid June.

- Patron Initiated Computer Signup:

The test installation of the electronic signup software at Herndon went as planned. The rest of the branches will be brought up sequentially as the branch backbone upgrade is accomplished.

- Branch Backbone Upgrade:

The equipment to perform the branch backbone upgrades comes from the same vendor that is behind on the wireless access points. This equipment is also behind schedule. The vendor is working on a new schedule of when it should be delivered. Once received, better predictions of dates for the Branch Backbone upgrade can be made.

- Our presence has been requested by one of Orange County's newest high schools. Freedom High School will be hosting a week long "Grand Opening" Monday, July 7th through Friday, July 11th from 8 AM until 5:00 PM. Freedom High School is located at 2500 Taft-Vineland Road, Orlando, Florida 32809. The Library is very pleased to participate in Freedom High's website: <http://www.freedom.ocps.net/>

- Almost immediately after implementing the extended hours, we received a gratifying comment about the later hours for South Trail from Felika Cobb, one of the younger users of South Trail ***“hi I'm glad that the library is open until 8:00.”***

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**Kids Connect Presentation:
Joy Morrison**

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Survey Results

OCLS AS AN EMPLOYER STAFF SURVEY 2003

In February 2002, the Library posted an online survey for staff intended to solicit staff impressions of OCLS as an Employer. A total of 253 employees took that survey.

This year we launched the same survey during April 2003. In reviewing last year's results, we found the analysis would have been more relevant if we had more information about the work groups responding, as the needs and impressions of each general group of employees could be different. Therefore, we added one question to help us identify the broad classification of staff responding. We asked survey takers to answer the question "I am currently employed in a position as: Librarian, Manager, All other staff."

This year we had 208 responses in the following staff categories:

- 26 Librarians of 58 (45% response)
- 38 managers of 53 (71% response), and
- 144 all other staff of 241 (60% response)

Overall, we see improvements in our ratings from last year. For instance in the category of questions beginning with "My Supervisor" there was an increase in the "strongly agree" rating for each question.

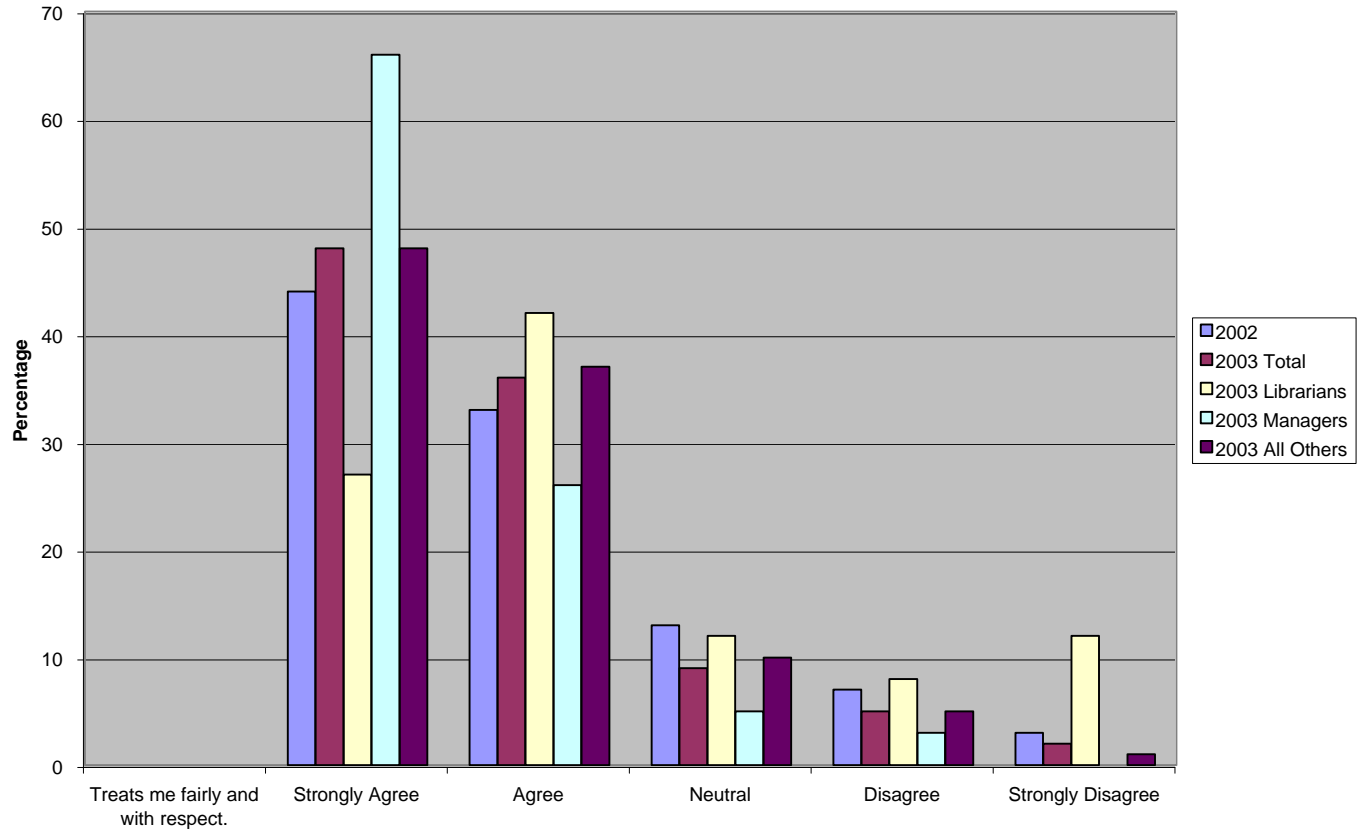
Attached is a spreadsheet comparing last year's responses with this year's overall results as well as the results in each of the employment categories provided in the survey. We've also selected some questions from throughout the survey to share in graph format.

MY SUPERVISOR					
	2002	2003 Total	2003 Librarians	2003 Managers	2003 All Other
Gives me flexibility to handle personal or family needs within the limits of OCLS policy.					
Strongly Agree	43%	53%	27%	79%	51%
Agree	40%	35%	38%	13%	39%
Neutral	12%	9%	19%	5%	9%
Disagree	4%	2%	12%	3%	1%
Strongly Disagree	2%	1%	4%	0%	1%
Treats me fairly and with respect.					
Strongly Agree	44%	48%	27%	66%	48%
Agree	33%	36%	42%	26%	37%
Neutral	13%	9%	12%	5%	10%
Disagree	7%	5%	8%	3%	5%
Strongly Disagree	3%	2%	12%	0%	1%
Listens to my ideas and suggestions.					
Strongly Agree	41%	44%	27%	68%	41%
Agree	36%	35%	31%	26%	37%
Neutral	13%	15%	23%	3%	17%
Disagree	6%	4%	8%	3%	3%
Strongly Disagree	3%	3%	12%	0%	2%
Is responsive and accessible to my needs and concerns.					
Strongly Agree	32%	39%	23%	58%	38%
Agree	41%	36%	35%	29%	39%
Neutral	16%	15%	15%	5%	17%
Disagree	7%	8%	15%	8%	5%
Strongly Disagree	4%	2%	12%	0%	1%
Gives me opportunities to grow and develop in my job.					
Strongly Agree	37%	38%	19%	68%	34%
Agree	32%	36%	31%	26%	40%
Neutral	20%	17%	19%	5%	19%
Disagree	8%	7%	15%	0%	6%
Strongly Disagree	3%	2%	15%	0%	0%
Recognizes me for my contributions.					
Strongly Agree	35%	44%	19%	76%	39%
Agree	37%	35%	38%	11%	42%
Neutral	17%	12%	12%	11%	13%
Disagree	6%	6%	15%	3%	6%
Strongly Disagree	6%	3%	15%	0%	1%

MY SUPERVISOR					
	2002	2003 Total	2003 Librarians	2003 Managers	2003 All Other
Gives me candid and helpful performance feedback.					
Strongly Agree	28%	36%	12%	63%	33%
Agree	42%	39%	54%	24%	42%
Neutral	17%	17%	15%	5%	19%
Disagree	9%	5%	4%	8%	5%
Strongly Disagree	4%	3%	15%	0%	1%
Allows me to disagree with him/her without fear of reprisal.					
Strongly Agree	27%	29%	15%	58%	25%
Agree	33%	32%	19%	29%	35%
Neutral	19%	21%	19%	5%	26%
Disagree	11%	11%	27%	5%	9%
Strongly Disagree	10%	7%	19%	3%	5%
Gives me clear expectations regarding my work and performance.					
Strongly Agree	29%	35%	12%	53%	34%
Agree	39%	37%	35%	37%	38%
Neutral	20%	18%	15%	1%	20%
Disagree	6%	8%	31%	0%	6%
Strongly Disagree	6%	3%	8%	0%	2%
Demonstrates and encourages OCLS values.					
Strongly Agree	38%	39%	19%	63%	36%
Agree	34%	40%	42%	29%	43%
Neutral	19%	16%	23%	3%	18%
Disagree	6%	2%	4%	3%	1%
Strongly Disagree	4%	3%	12%	0%	1%
I treat my supervisor fairly and with respect.					
Strongly Agree	54%	64%	38%	79%	64%
Agree	43%	33%	54%	19%	33%
Neutral	2%	3%	8%	0%	2%
Disagree	0%	0%	0%	0%	0%
Strongly Disagree	0%	0%	0%	0%	0%

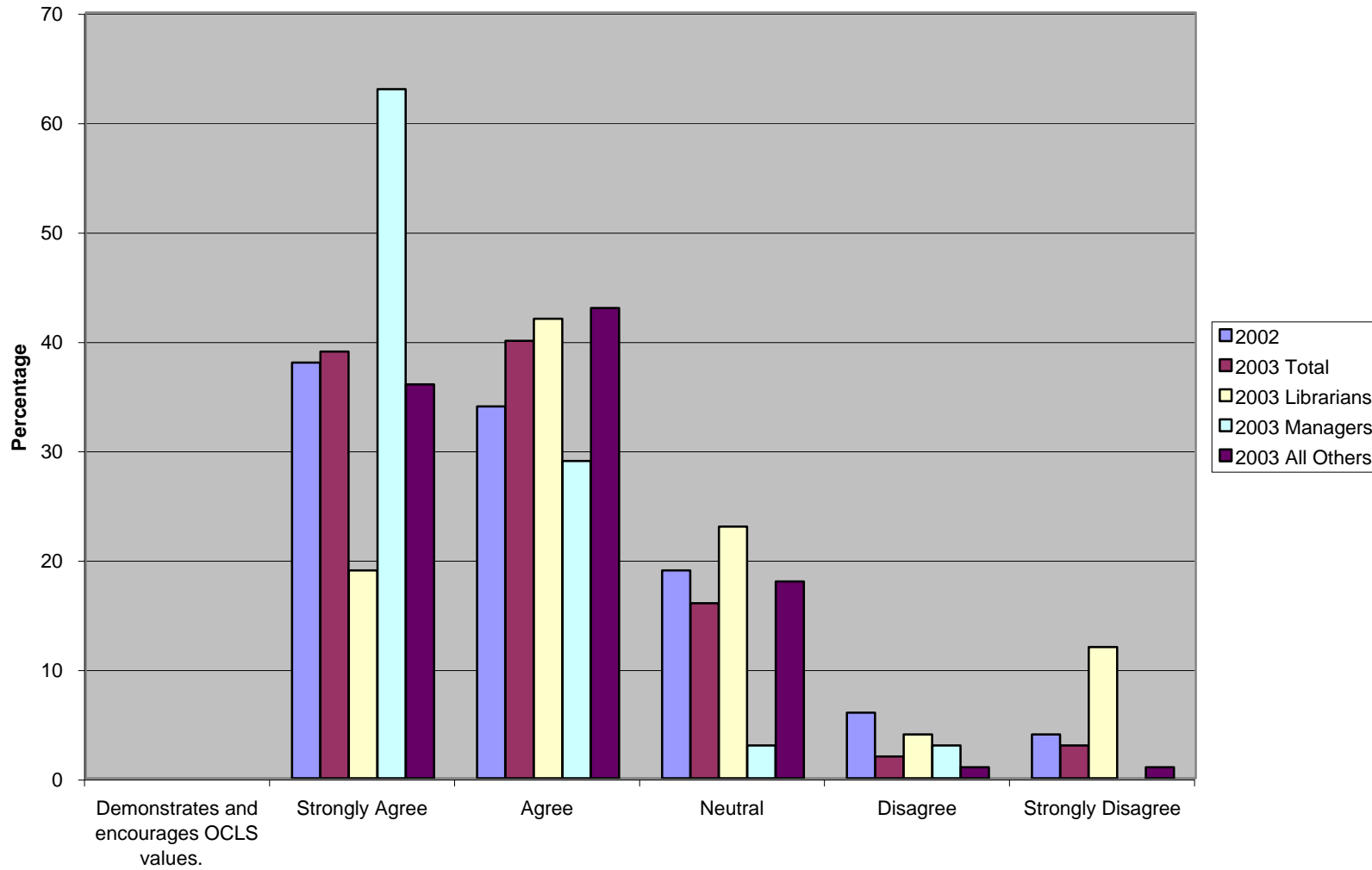
My Supervisor- 2003

03-127



My Supervisor

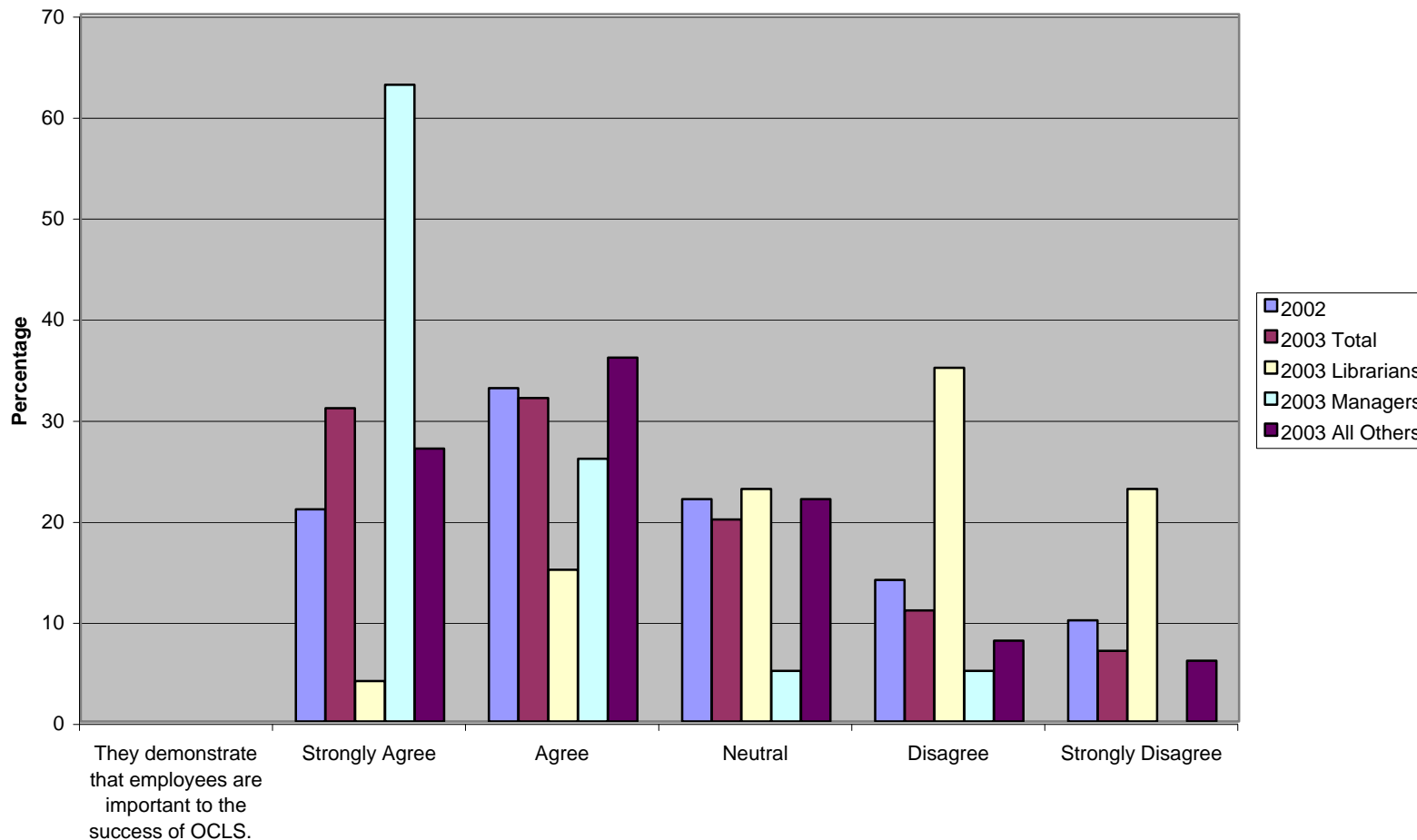
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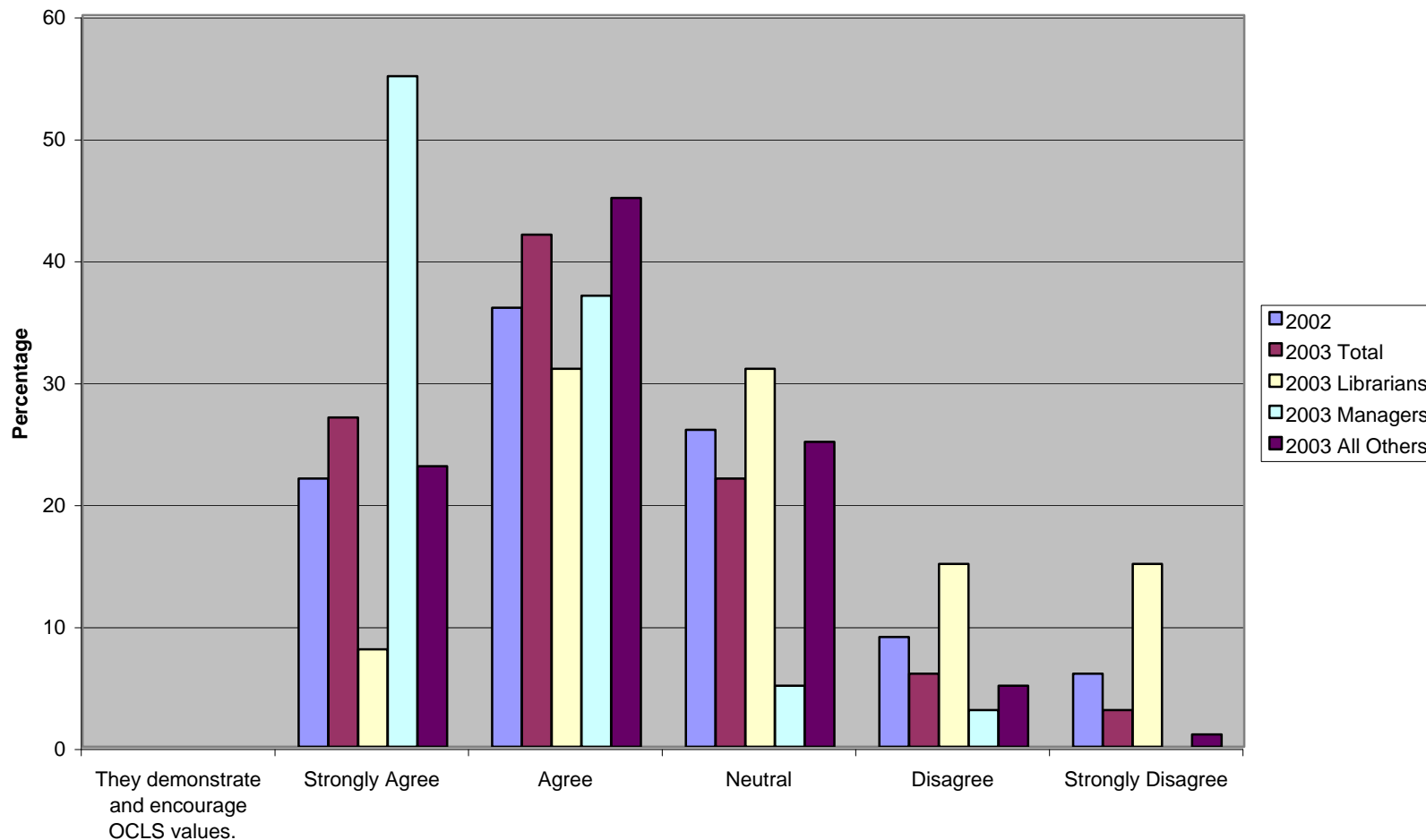
LEADERSHIP					
	2002	2003 Total	2003 Librarians	2003 Managers	2003 All Other
The leaders in this organization encourage everyone to contribute all they can in their jobs.					
Strongly Agree	24%	31%	0%	63%	28%
Agree	40%	43%	46%	32%	46%
Neutral	16%	14%	23%	3%	15%
Disagree	11%	8%	19%	0%	8%
Strongly Disagree	8%	4%	12%	3%	3%
They hold people accountable for their behavior.					
Strongly Agree	23%	24%	12%	50%	19%
Agree	42%	42%	12%	47%	46%
Neutral	17%	21%	38%	3%	22%
Disagree	12%	9%	23%	0%	8%
Strongly Disagree	6%	5%	15%	0%	4%
They act the way they expect others to act.					
Strongly Agree	16%	24%	4%	47%	21%
Agree	37%	36%	23%	42%	36%
Neutral	23%	19%	8%	3%	24%
Disagree	14%	14%	42%	3%	13%
Strongly Disagree	10%	7%	23%	3%	6%
They communicate a vision for OCLS.					
Strongly Agree	16%	29%	8%	55%	25%
Agree	39%	44%	46%	29%	48%
Neutral	21%	18%	27%	11%	19%
Disagree	10%	4%	4%	3%	5%
Strongly Disagree	9%	4%	15%	0%	3%

LEADERSHIP						03-127
	2002	2003 Total	2003 Librarians	2003 Managers	2003 All Other	
They encourage ideas and participation.						
Strongly Agree	24%	33%	4%	66%	30%	
Agree	36%	41%	35%	30%	44%	
Neutral	21%	15%	31%	3%	16%	
Disagree	10%	7%	19%	0%	6%	
Strongly Disagree	9%	5%	12%	3%	4%	
They are committed to attracting and recruiting talented people, regardless of race, color, religious creed, pregnancy, gender, sexual orientation, national origin, ancestry, marital status, veteran status, age, or physical or mental disability.						
Strongly Agree	31%	32%	4%	68%	28%	
Agree	33%	42%	38%	26%	46%	
Neutral	22%	14%	31%	3%	14%	
Disagree	14%	7%	8%	0%	8%	
Strongly Disagree	10%	5%	19%	3%	3%	
They demonstrate that employees are important to the success of OCLS.						
Strongly Agree	21%	31%	4%	63%	27%	
Agree	33%	32%	15%	26%	36%	
Neutral	22%	20%	23%	5%	22%	
Disagree	14%	11%	35%	5%	8%	
Strongly Disagree	10%	7%	23%	0%	6%	
They demonstrate and encourage OCLS values.						
Strongly Agree	22%	27%	8%	55%	23%	
Agree	36%	42%	31%	37%	45%	
Neutral	26%	22%	31%	5%	25%	
Disagree	9%	6%	15%	3%	5%	
Strongly Disagree	6%	3%	15%	0%	1%	

Leadership- 2003



Leadership - 2003

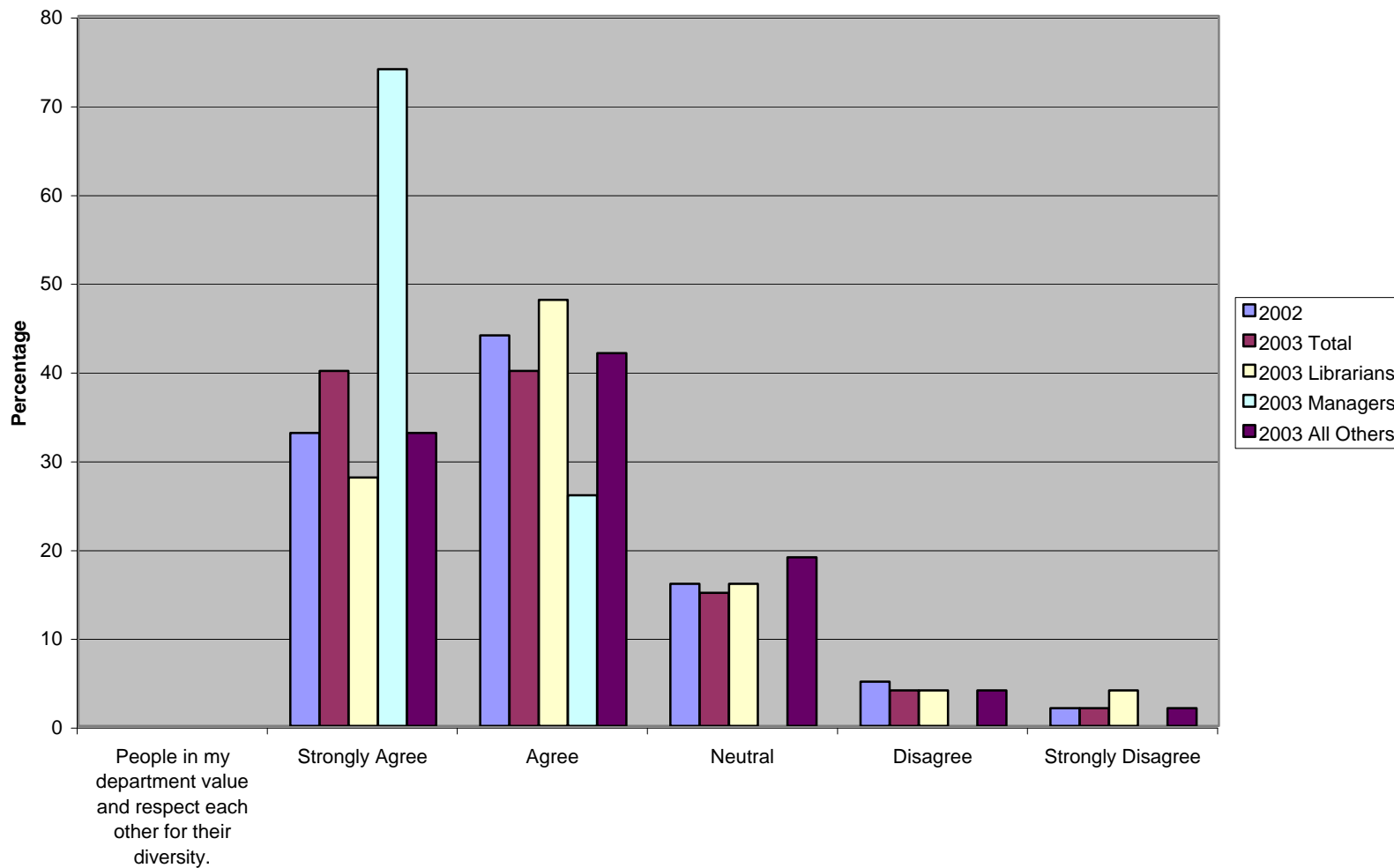


WORK TEAM

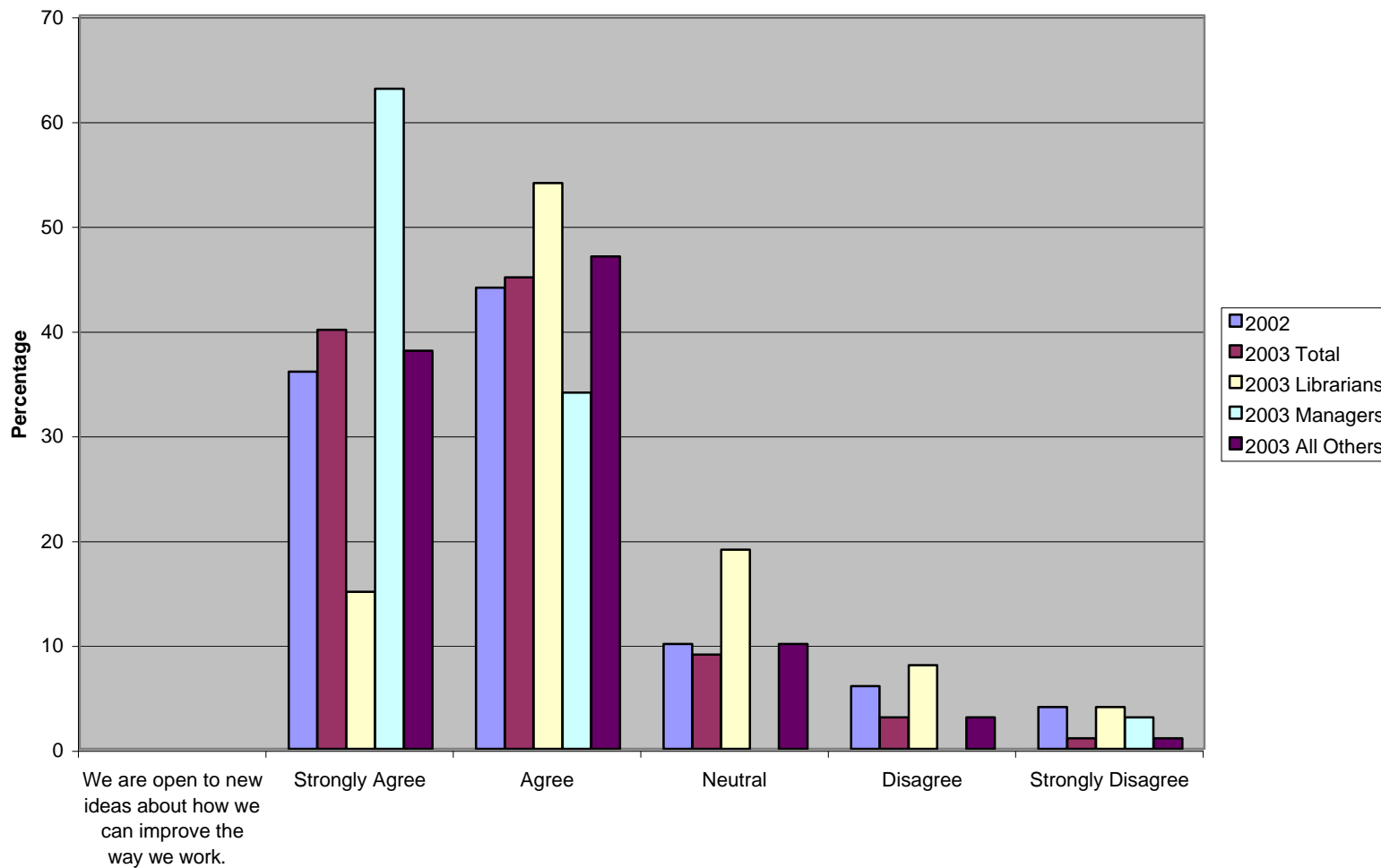
	2002	2003 Total	2003 Librarians	2003 Managers	2003 All Other
I am comfortable offering ideas and suggestions in my department.					
Strongly Agree	35%	44%	28%	79%	38%
Agree	49%	40%	36%	18%	46%
Neutral	8%	10%	16%	3%	11%
Disagree	5%	5%	12%	0%	4%
Strongly Disagree	2%	2%	8%	0%	1%
My department has an environment that welcomes new people.					
Strongly Agree	39%	44%	23%	79%	39%
Agree	45%	41%	54%	16%	45%
Neutral	10%	11%	19%	3%	12%
Disagree	3%	2%	0%	3%	3%
Strongly Disagree	2%	2%	4%	0%	1%
People in my department value and respect each other for their diversity.					
Strongly Agree	33%	40%	28%	74%	33%
Agree	44%	40%	48%	26%	42%
Neutral	16%	15%	16%	0%	19%
Disagree	5%	4%	4%	0%	4%
Strongly Disagree	2%	2%	4%	0%	2%
People in my department value and respect other departments for their differences.					
Strongly Agree	28%	32%	23%	58%	27%
Agree	50%	48%	50%	34%	51%
Neutral	17%	14%	15%	3%	16%
Disagree	4%	5%	8%	3%	5%
Strongly Disagree	2%	1%	4%	0%	1%
My department works well as a team.					
Strongly Agree	39%	42%	42%	61%	37%
Agree	37%	38%	38%	34%	36%
Neutral	15%	14%	8%	0%	19%
Disagree	6%	5%	8%	5%	4%
Strongly Disagree	3%	1%	4%	0%	1%

WORK TEAM	2002	2003 Total	2003 Librarians	2003 Managers	2003 All Other	03-127
Differences among people in the department are addressed and resolved constructively.						
Strongly Agree	16%	24%	8%	45%	22%	
Agree	47%	45%	46%	47%	43%	
Neutral	23%	20%	27%	8%	22%	
Disagree	8%	9%	12%	0%	10%	
Strongly Disagree	5%	3%	8%	0%	3%	
We operate in an open and honest way.						
Strongly Agree	25%	32%	19%	47%	30%	
Agree	43%	41%	46%	47%	38%	
Neutral	22%	15%	15%	0%	19%	
Disagree	6%	9%	12%	3%	10%	
Strongly Disagree	4%	3%	8%	3%	2%	
I understand how my work contributes to my department's objectives.						
Strongly Agree	41%	48%	27%	76%	45%	
Agree	50%	43%	50%	24%	47%	
Neutral	6%	5%	12%	0%	5%	
Disagree	2%	2%	8%	0%	2%	
Strongly Disagree	1%	1%	4%	0%	1%	
I understand my department's role and value to OCLS overall.						
Strongly Agree	43%	49%	19%	82%	43%	
Agree	48%	44%	65%	18%	47%	
Neutral	5%	4%	4%	0%	6%	
Disagree	2%	2%	8%	0%	1%	
Strongly Disagree	2%	1%	4%	0%	1%	
We are open to new ideas about how we can improve the way we work.						
Strongly Agree	36%	40%	15%	63%	38%	
Agree	44%	45%	54%	34%	47%	
Neutral	10%	9%	19%	0%	10%	
Disagree	6%	3%	8%	0%	3%	
Strongly Disagree	4%	1%	4%	3%	1%	

Work Team- 2003



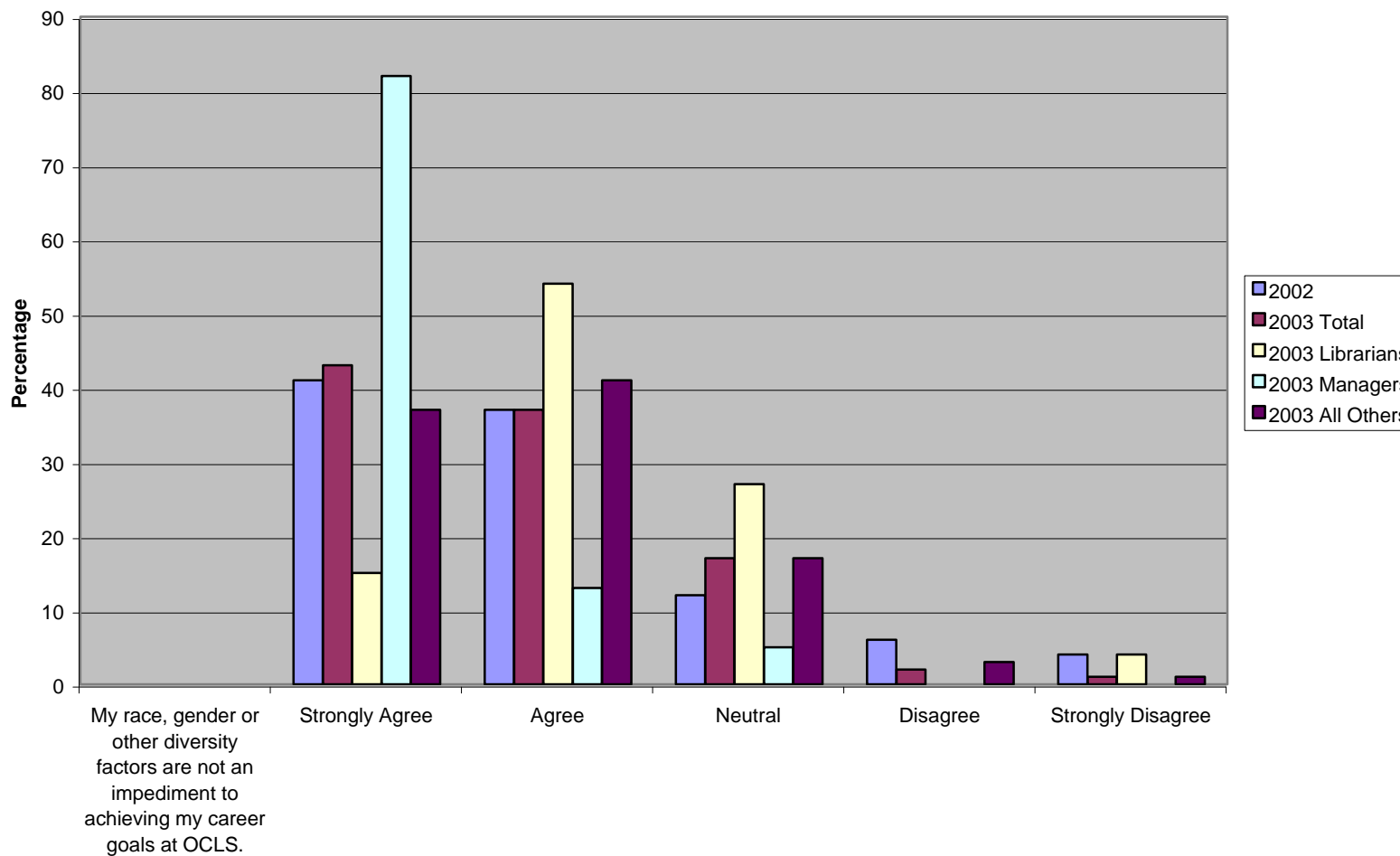
Work Team - 2003



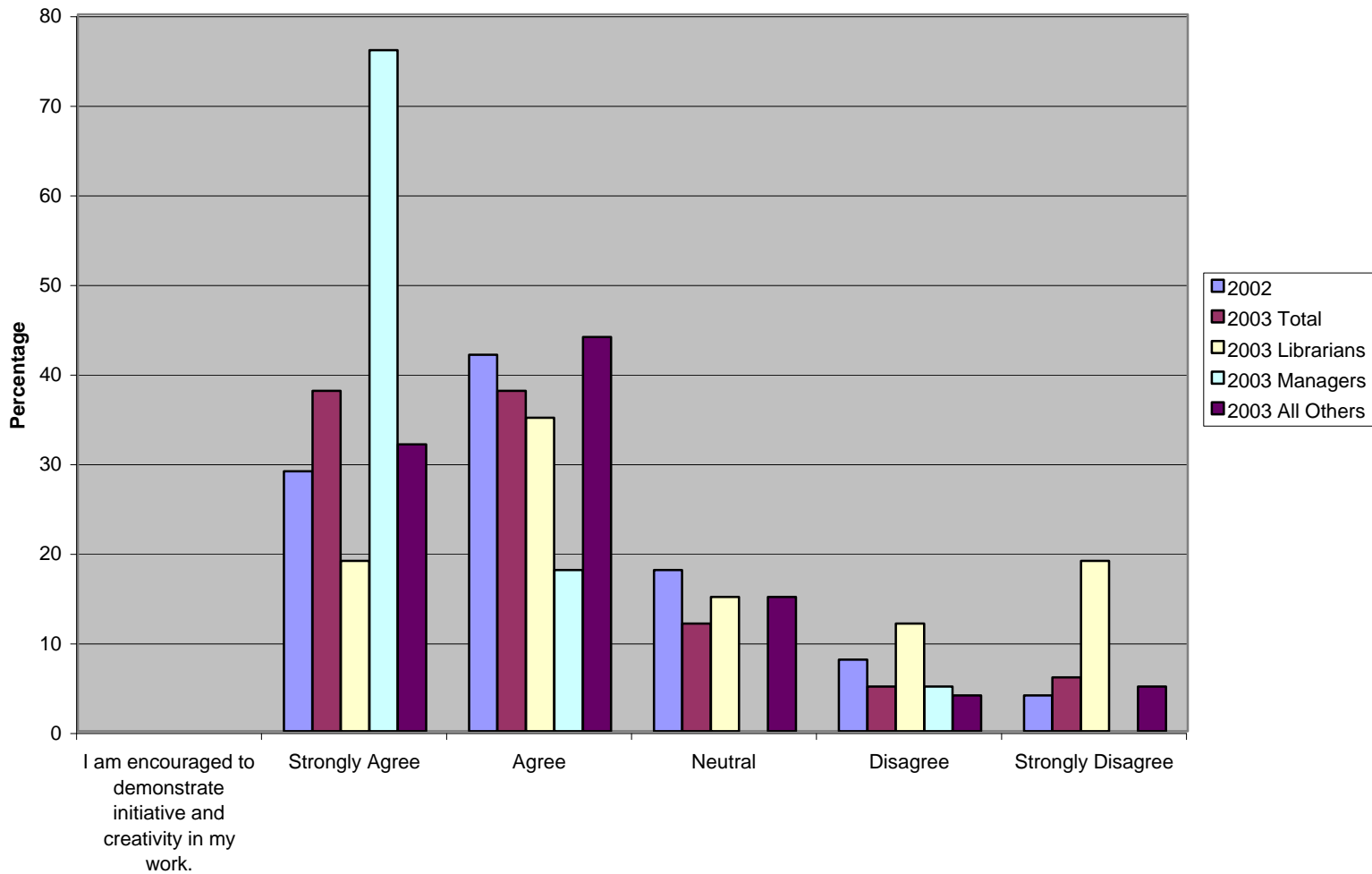
OPPORTUNITY	2002	2003 Total	2003 Librarians	2003 Managers	2003 All Other
The efforts I make to improve my knowledge and skills help me achieve my career goals.					
Strongly Agree	29%	31%	12%	68%	25%
Agree	45%	47%	50%	29%	51%
Neutral	16%	11%	8%	3%	15%
Disagree	7%	6%	15%	0%	6%
Strongly Disagree	3%	5%	15%	0%	3%
I get the training I need to do my job.					
Strongly Agree	25%	29%	12%	53%	26%
Agree	49%	44%	35%	37%	47%
Neutral	16%	15%	23%	8%	16%
Disagree	7%	7%	15%	3%	7%
Strongly Disagree	4%	5%	15%	0%	4%
My race, gender or other diversity factors are not an impediment to achieving my career goals at OCLS.					
Strongly Agree	41%	43%	15%	82%	37%
Agree	37%	37%	54%	13%	41%
Neutral	12%	17%	27%	5%	17%
Disagree	6%	2%	0%	0%	3%
Strongly Disagree	4%	1%	4%	0%	1%

OPPORTUNITY	2002	2003 Total	2003 Librarians	2003 Managers	2003 All Other
There are sufficient opportunities for advancement at OCLS.					
Strongly Agree	15%	22%	4%	47%	19%
Agree	30%	30%	4%	39%	33%
Neutral	25%	20%	23%	11%	22%
Disagree	21%	20%	50%	3%	19%
Strongly Disagree	9%	8%	19%	0%	8%
By and large, promotions go to the most qualified people at OCLS.					
Strongly Agree	13%	23%	0%	58%	17%
Agree	29%	24%	12%	29%	25%
Neutral	26%	24%	19%	11%	28%
Disagree	16%	18%	35%	0%	20%
Strongly Disagree	16%	12%	35%	3%	10%
I have access to other job opportunities at OCLS.					
Strongly Agree	18%	24%	0%	42%	23%
Agree	45%	38%	23%	34%	41%
Neutral	21%	23%	27%	18%	23%
Disagree	11%	12%	42%	5%	8%
Strongly Disagree	6%	4%	8%	0%	4%
I am encouraged to demonstrate initiative					
Strongly Agree	29%	38%	19%	76%	32%
Agree	42%	38%	35%	18%	44%
Neutral	18%	12%	15%	0%	15%
Disagree	8%	5%	12%	5%	4%
Strongly Disagree	4%	6%	19%	0%	5%

Opportunity- 2003

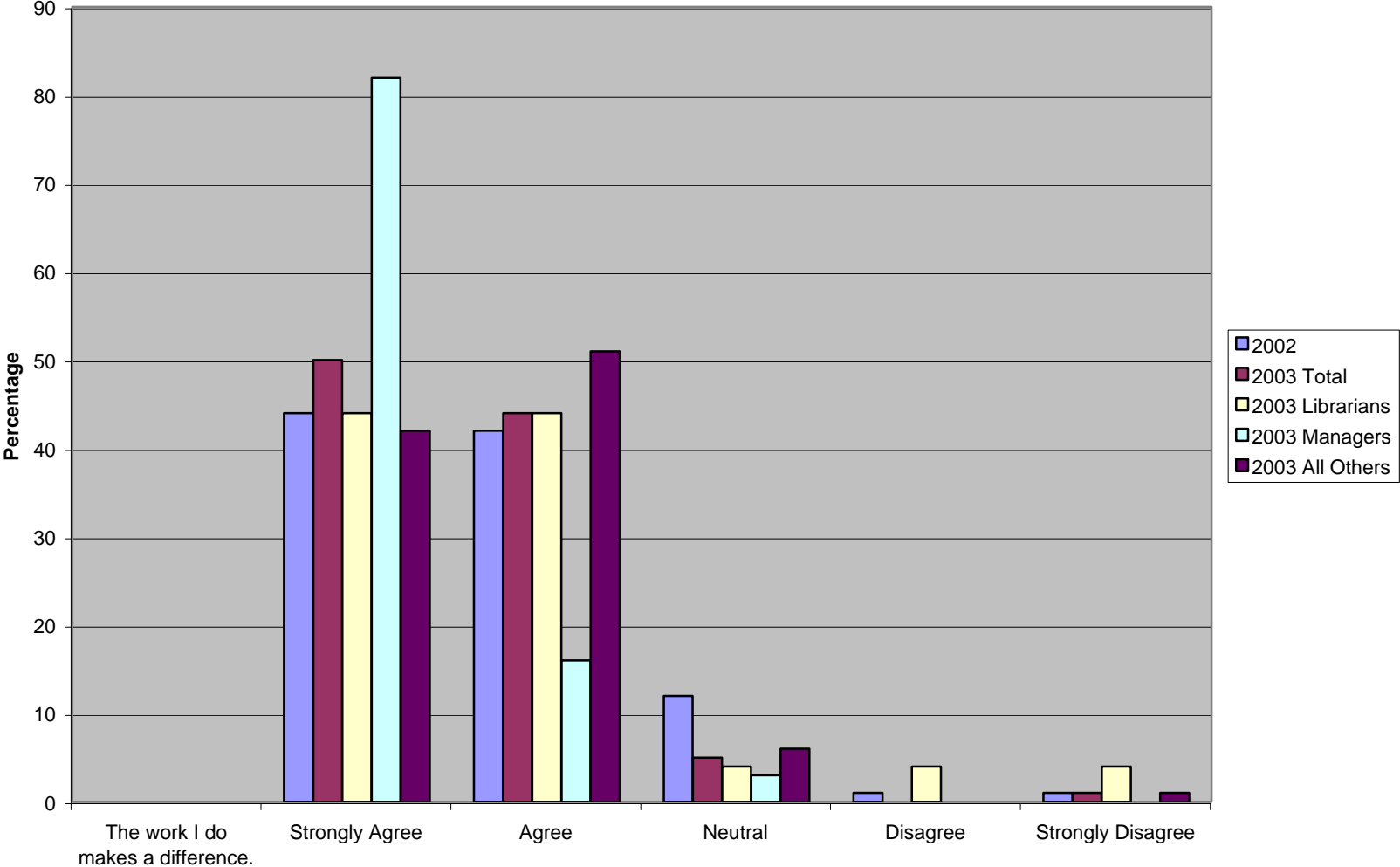


Opportunity - 2003



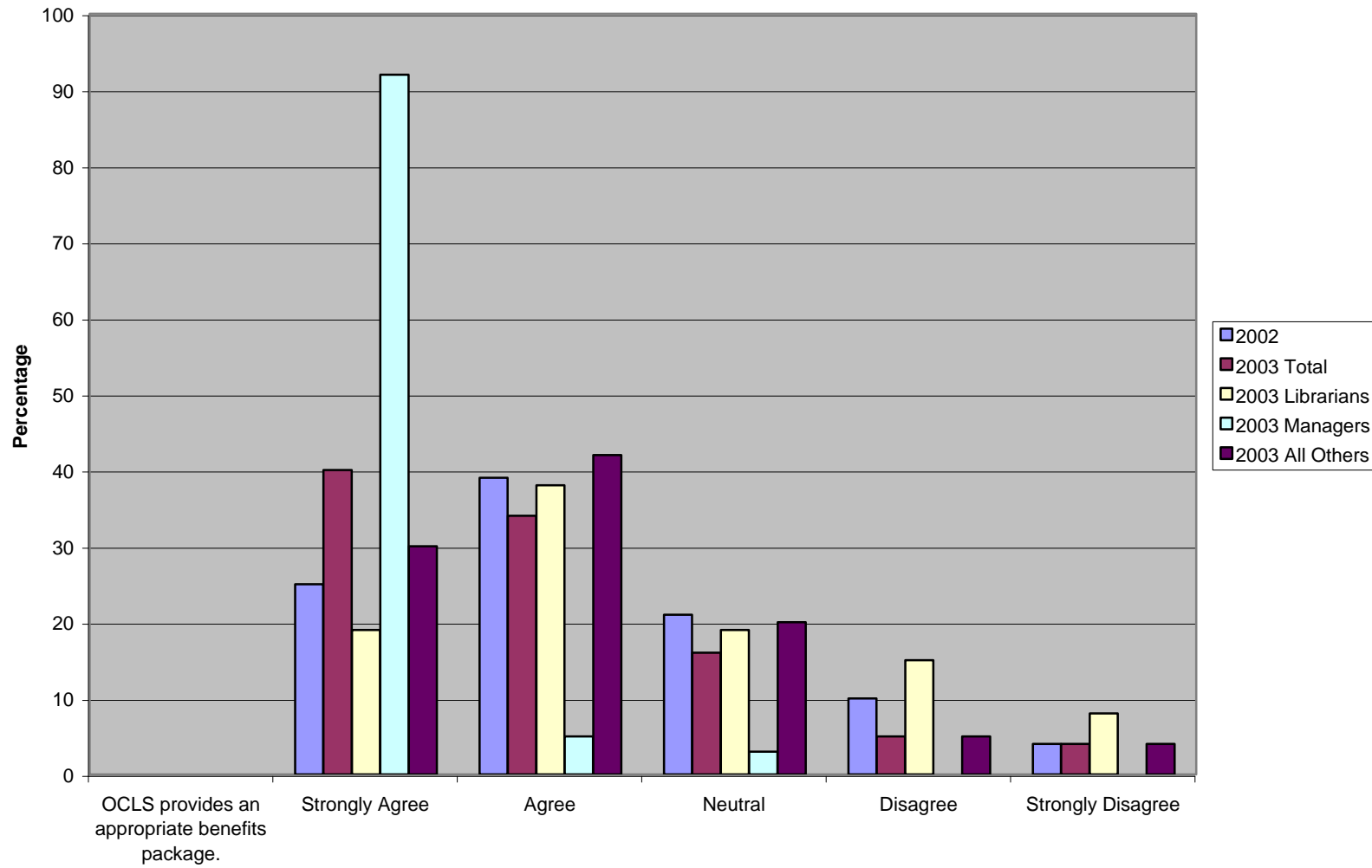
JOB QUALITY					
	2002	2003 Total	2003 Librarians	2003 Managers	2003 All Other
My job is challenging.					
Strongly Agree	32%	34%	27%	87%	21%
Agree	43%	43%	54%	13%	49%
Neutral	18%	16%	12%	0%	22%
Disagree	6%	6%	8%	0%	7%
Strongly Disagree	2%	1%	0%	0%	1%
My job provides opportunities for learning.					
Strongly Agree	36%	40%	35%	86%	30%
Agree	45%	43%	38%	14%	50%
Neutral	12%	12%	19%	0%	13%
Disagree	4%	3%	0%	0%	5%
Strongly Disagree	2%	2%	8%	0%	2%
The work I do makes a difference.					
Strongly Agree	44%	50%	44%	82%	42%
Agree	42%	44%	44%	16%	51%
Neutral	12%	5%	4%	3%	6%
Disagree	1%	0%	4%	0%	0%
Strongly Disagree	1%	1%	4%	0%	1%
The work I do contributes to the					
Strongly Agree	54%	60%	54%	84%	54%
Agree	40%	35%	35%	13%	41%
Neutral	6%	4%	8%	3%	3%
Disagree	0%	1%	4%	0%	1%
Strongly Disagree	0%	0%	0%	0%	1%
My job utilizes my talents and skills.					
Strongly Agree	29%	36%	27%	76%	27%
Agree	43%	42%	46%	24%	46%
Neutral	19%	15%	19%	0%	18%
Disagree	7%	5%	4%	0%	6%
Strongly Disagree	2%	2%	4%	0%	3%
I receive appropriate rewards and compensation for my contributions.					
Strongly Agree	15%	26%	8%	61%	20%
Agree	26%	35%	19%	32%	38%
Neutral	28%	22%	23%	5%	26%
Disagree	19%	14%	35%	3%	13%
Strongly Disagree	12%	4%	15%	0%	3%
OCLS provides an appropriate benefits package.					
Strongly Agree	25%	40%	19%	92%	30%
Agree	39%	34%	38%	5%	42%
Neutral	21%	16%	19%	3%	20%
Disagree	10%	5%	15%	0%	5%
Strongly Disagree	4%	4%	8%	0%	4%
I believe my workload is reasonable.					
Strongly Agree	19%	26%	8%	34%	27%
Agree	46%	44%	31%	39%	48%
Neutral	14%	13%	12%	8%	15%
Disagree	14%	13%	31%	16%	8%
Strongly Disagree	6%	4%	19%	3%	2%

Job Quality - 2003



Job Quality - 2003

03-127

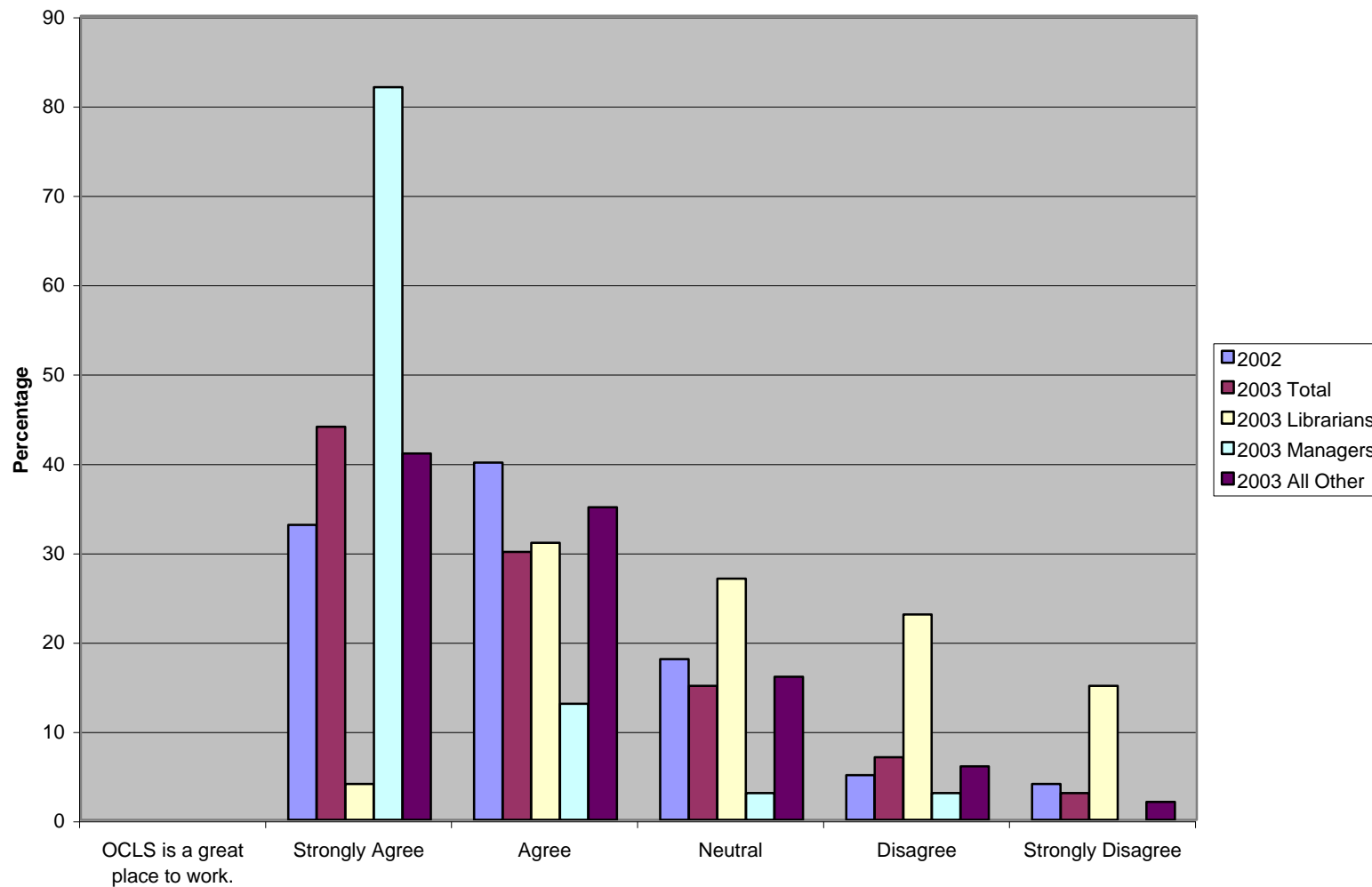


OCLS as an Employer overall

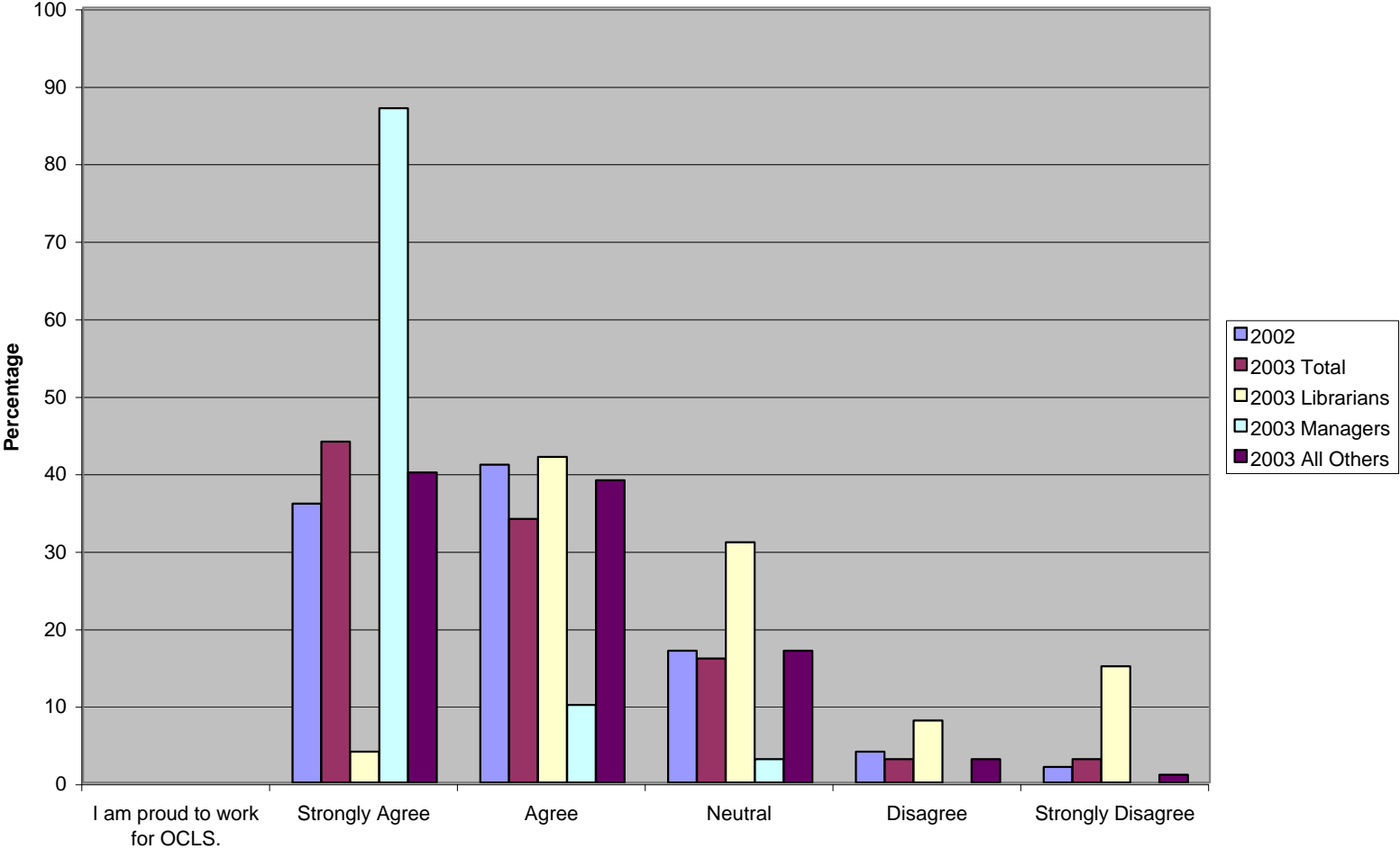
	2002	2003 Total	2003 Librarians	2003 Managers	2003 All Other
OCLS is a great place to work.					
Strongly Agree	33%	44%	4%	82%	41%
Agree	40%	30%	31%	13%	35%
Neutral	18%	15%	27%	3%	16%
Disagree	5%	7%	23%	3%	6%
Strongly Disagree	4%	3%	15%	0%	2%
I am proud to work for OCLS.					
Strongly Agree	36%	44%	4%	87%	40%
Agree	41%	34%	42%	10%	39%
Neutral	17%	16%	31%	3%	17%
Disagree	4%	3%	8%	0%	3%
Strongly Disagree	2%	3%	15%	0%	1%
I feel a sense of ownership and investment in what happens at OCLS.					
Strongly Agree	22%	33%	4%	81%	26%
Agree	35%	32%	27%	16%	37%
Neutral	27%	21%	31%	0%	24%
Disagree	11%	9%	19%	3%	8%
Strongly Disagree	6%	5%	19%	0%	4%
I can have a work/life balance that meets my needs and can still be successful at OCLS.					
Strongly Agree	20%	28%	8%	37%	29%
Agree	46%	43%	31%	37%	47%
Neutral	22%	17%	23%	10%	17%
Disagree	9%	8%	19%	13%	6%
Strongly Disagree	2%	4%	19%	3%	1%
I would recommend working here to other talented friends.					
Strongly Agree	28%	36%	4%	63%	35%
Agree	40%	32%	19%	26%	36%
Neutral	17%	15%	27%	5%	15%
Disagree	7%	11%	31%	3%	10%
Strongly Disagree	8%	6%	19%	3%	4%

OCLS as an Employer Overall- 2003

03-127



OCLS as an Employer - 2003



**Orange County Library System
Board of Trustees Meeting
Thursday, June 12, 2003**

**Winter Garden
Project Summary**

Winter Garden Project Summary

May 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	2,032,387	66,800
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	325
Construction Total	<u>2,193,000</u>	<u>2,125,387</u>	<u>89,719</u>
Contingency	207,000	269,613	
TOTAL PROJECT	<u><u>2,550,000</u></u>	<u><u>2,550,000</u></u>	<u><u>203,358</u></u>

Scheduled Construction Completion Date: April 2004

Construction Contract:

Base Contract	1,961,100
CO #1: Initial civil improvements	71,187
Total	2,032,287

**Orange County Library System
Board of Trustees Meeting
Thursday, June 12, 2003**

**Library Central
Project Summary**

Library Central Project Summary

03-129

May 31, 2003

<u>Category</u>	<u>Included In Annual Budget</u>	<u>Revised Budget</u>	<u>Expended to Date</u>
Architect/engineer Total	100,000	113,985	100,394
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	
TOTAL PROJECT	<u><u>1,500,000</u></u>	<u><u>1,500,000</u></u>	<u><u>108,354</u></u>

Scheduled Construction Completion Date: Sep 2003

**Orange County Library System
Board of Trustees Meeting
Thursday, June 12, 2003**

**Public Comment:
Non-Agenda Items**