

**Orange County Library System
Board of Trustees**

Board Packet for September 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**

September 5, 2003

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

The Honorable Rich Crotty, Chairman of the Library Governing Board, Members of the Governing Board, Commissioners Teresa Jacobs, Bob Sindler, Mary 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, September 11, 2003, at the **Southeast Branch Library; 5575 South Semoran Boulevard; Orlando, Florida 32822; 407.249.6210.**

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 – Orange County
Nadeem Battla, Liaison, City of Orlando

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
September 11, 2003
Southeast Branch Library
5575 South Semoran Boulevard
Orlando, Florida 32822
407.249.6210

03-180 I. **Call to Order**

03-181 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 .

03-182 III. **Approval of Minutes: Library Board of Trustees Meeting – Thursday, August 14, 2003**

03-183 IV. **Staff Presentation: Gail Carroll – TeacherConnect!**

03-184 V. **Financial Statements and Summaries: August 2003**

03-185 VI. **Statistics and Summaries: July 2003**

03-186 VII. **Action Items**

03-187 **Consent Agenda**

03-188 Approval of FY 2004 Board of Trustees Meeting Schedule

03-189 Library Automation Contract – Authorization to Execute

03-190 Designation of Operating Fund Reserves

03-191 Requirements for State Aid to Libraries Grant

- a. Position Description of the Library's Single Administrative Head
- b. Certification of Credentials – Single Library Administrative Head
- c. Letter of Agreement with Winter Park Public Library – Reciprocal Borrowing

03-192 DVD Circulation Parameter Change

03-193 VIII. **Discussion and Possible Action Items**

03-194 IX. **Information**

03-195 Director's Report

03-196 Fire Safety Update

03-197 U.S. Patriot Act

03-198 Winter Garden Project Summary

03-199 Library Central Project Summary

03-200 Compensation Plan Update

03-201 Public Comment: Non-Agenda Items

X. **Adjournment**

Next Meeting Dates: PENDING APPROVAL: October 9, 2003 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801; November 13, 2003 – South Trail Library 4600 South Orange Blossom Trail; Orlando, Florida 32839

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, September 11, 2003**

Call To Order

Orange County Library System Board of Trustees Meeting Thursday, September 11, 2003

Public Comment

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**Orange County Library System
Board of Trustees Meeting
Thursday, September 11, 2003**

**Approval of Minutes:
Library Board of Trustees Meeting
Thursday, August 14, 2003**

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
August 14, 2003
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323

- 03-152 I. **Call to Order**
Board Members Present: Phyllis Hudson (8/0); Gloria Fernandez (8/1);
Sara Brady (8/2); James Tyson (7/0)
- Board Members Absent: Tom Kohler (8/2)
- Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier;
Carla Fountain; Kathryn Robinson; Sally Fry;
Craig Wilkins; Eric Atkinson; Marilyn Hoffman;
Milinda Neusaenger
- Vice President Hudson called the meeting to order at 7:00 p.m.
- 03-153 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 .
- 03-154 III. **Approval of Minutes: Library Board of Trustees Meeting – Thursday, July 10, 2003**
Vice President Hudson indicated a mistake had been made with the attendance reporting, Trustee Fernandez was listed as present at the July meeting when she was absent. Trustee Brady seconded by Trustee Fernandez moved to approve the July 2003 Board of Trustees minutes as corrected.
Motion carried 3-0.
- 03-155 IV. **Staff Presentation: Video Presenter – Abraham Berrios**
Abraham Berrios, Computer Technician in Information Systems, gave a presentation about a video editing computer program called Video Presenter. Brief discussion ensued.
- Trustee Tyson joined the meeting at 7:10 p.m.

- 03-156 **Staff Presentation: Orange Chat – Gail Carroll**
 QuestLine Manager Gail Carroll gave a demonstration about Orange Chat, the live, online chat service patrons can use to communicate with QuestLine staff. The service has been online and live since July 23, 2003. Brief discussion ensued regarding translating Orange Chat for Spanish speaking patrons. Ms. Carroll said that it is forthcoming. Assistant Director Moss mentioned that staff can also use Language Line, a multilingual translation phone service, in conjunction with Orange Chat.
- 03-157 V. **Financial Statements and Summaries: July 2003**
- 03-158 VI. **Statistics and Summaries: June 2003**
- 03-159 VII. **Action Items**
- 03-160 **Recognition of Retiring Employee: Monika Cooper**
 Trustee Brady, seconded by Trustee Tyson moved to pass the resolution recognizing and honoring Monika Cooper for her outstanding service as an employee since August 25, 1987.
 Motion carried 4-0.
- 03-161 **Recognition of Retiring Employee: Charlotte Bruce**
 Trustee Fernandez, seconded by Trustee Brady, to pass the resolution recognizing and honoring Charlotte Bruce for her outstanding service as an employee since October 25, 1988.
 Motion carried 4-0.
- 03-162 **Consent Agenda**
- 03-163 **Closure of Library Facilities for Staff Day 2003 – 11 November 2003**
(Addresses Goal 4; Objective 1 of Strategic Plan)
 Trustee Tyson, seconded by Trustee Fernandez, moved to authorize the Administration to close the Library to the public on November 11, 2003 for Library Staff Development Day. The date for the closing will be scheduled so as to have minimum impact on the public's use of library facilities.
 Motion carried 4-0.
- 03-164 **West Orange Real Estate Contract**
(Addresses Goal 1; Objectives 1 & 4 of Strategic Plan)
 Trustee Tyson, seconded by Trustee Fernandez, moved:
1. To approve the Contract of Sale and Purchase for the sale of the West Orange Branch property to the City of Winter Garden for \$350,000. Closing will take place after the new library at the corner of Plant and Perkins Streets opens to the public.
 2. To authorize the Director / Chief Executive Officer to execute the Contract of Sale and Purchase and any other documents relating to the sale and purchase.
- Motion carried 4-0.

03-165 **Purchase of Public Citrix Servers and Microsoft Office Applications**
(Addresses Goal 2; Objective 2 of Strategic Plan)
 Trustee Tyson, seconded by Trustee Fernandez, moved to approve the purchase of software and hardware to install thin-client technology on all public PC's in an amount not to exceed \$102,000.
 Motion carried 4-0.

03-166 **Staff Computer Upgrade**
(Addresses Goal 2; Objective 2 of Strategic Plan)
 Trustee Tyson, seconded by Trustee Fernandez, moved to approve the purchase of software and hardware to upgrade staff computers in an amount not to exceed \$80,000.
 Motion carried 4-0.

03-167 **Fiscal Year 2003 Budget Amendment – Branch Debt Service Fund**
 Trustee Tyson, seconded by Trustee Fernandez, moved to approve the following FY 2003 budget amendment to the Branch Debt Service Fund:

Revenues

Loan proceeds	\$2,700,000.00
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Expenditures

Debt Service – pay off existing loan	\$2,700,000.00
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Motion carried 4-0.

03-168 **Non-Consent Agenda**

03-169 **Final Budgets Ending September 30, 2004: Robert Tessier**
 Comptroller Tessier reviewed the approval process for the FY 2004 Budgets. The preliminary FY 2004 Budgets were brought to the Board of Trustees in June and approved; then the preliminary FY 2004 Budgets were presented to the Governing Board in July and approved. Comptroller Tessier briefly discussed the need to approve the final FY 2004 Budgets in order to present them to the Governing Board in September.

Trustee Fernandez, seconded by Trustee Tyson, moved:

1. To approve the final budgets for the Operating, Capital Projects, Sinking, Main Debt Service, and Branch Debt Service Funds for the fiscal year ending September 30, 2004.
2. To authorize staff to transfer up to \$400,000 from the Operating Fund to the Capital Projects Fund this fiscal year if the Library Central project, including furnishings, is delayed beyond September 30, 2003.

Motion carried 4-0.

03-170 VIII. **Discussion and Possible Action Items**03-171 **Compensation Plan**

Human Resources Manager, Carla Fountain, presented a Power Point overview of the Library's Compensation Plan. Ms Fountain summarized the merit-based increase schedule which, since 1996, has been in effect for all non-bargaining unit employees. Brief discussion ensued. Trustee Fernandez asked if a new hire with prior position appropriate knowledge and skills is compensated for experience. Ms Fountain explained that all new hires start at the established minimum level for the positions in which they are hired. Vice President Hudson suggested possibly adjusting the procedures so that new hires, especially management, with experience do not start at the minimum level of the pay scale for the position, but at a level comparable to their experience. Vice President Hudson requested the Administration explore the possibility of compensating new hires at a higher starting salary, based upon their experience.

Trustee Tyson, seconded by Trustee Brady, moved to approve the OCLS Merit Increase Schedule for the fiscal year ending September 30, 2004.
Motion carried 4-0.

03-172 IX. **Information**03-173 **Director's Report**

- Earl K. Wood, Orange County Tax Collector, has requested more bookmarks. He says they are a most popular item.

- The Central Florida Library Cooperative and the Library hosted a reception for State Librarian Judi Ring for all librarians in the area. It was well attended and featured displays from several local public library systems as well as the Central Florida Memory display from UCF. Ms. Ring was very pleased with the turnout.

- A number of staff participated in the statewide informational meetings held August 14th by Secretary of State, Glenda Hood, on the changes at the State Library. The meetings were held at the Church Street Ballroom.

- Central Florida Reads now has its own web site. The domain name for Central Florida Reads should be working in 24 to 48 hours. The web address is: <http://www.cas.ucf.edu/cfreads/>.

- The Library is organizing a series of events for Teen Read Week which is from October 19-25. The theme is *Slammin' @ Your Library!* A kick off event, "Word Up to Poetry," will be held at Main on October 19th and a Teen Read Week Internet surfing event will be held at the South Trail Library on October 21st. A Poetry Slam will be held at Main on Wednesday, October 22nd and at the Windermere Branch on October 25th. The top winning poems will be published on our site as an Online Journal. In preparation for the Poetry Slam, we are presenting "Poetry Alive" workshops on October 15th for middle school and high school students. We plan to invite the Girls and Boys Clubs to attend these sessions. Other events include an October 14th Book Discussion Group at Washington Park and a Teen Mystery Night on Friday, October 24th. Danielle King has contacted UCF's English Department and has received an offer

of help with the kickoff from a recent graduate. Many thanks to Kristin Alvarado, Danielle King and Bobbie Gonzales.

- Jan Stratton's *Got Your Card?* poster is hanging on her parking space sign at Eccleston Elementary. She is Eccleston's school liaison from Universal Studios.

- Managers will be provided training on September 4th on setting up terminals and processing credit/debit card transactions. We are looking at a tentative implementation date of September 15th for accepting credit/debit card payments.

- We have been asked by the ACLU to hang their signs in the libraries in order to protest the Patriot Act. The inclination is to not hang the posters, as they will put a damper on library use.

- The Director was asked to participate in the State Library Director's Conference to be held the 9th and 10th of October in Kissimmee. She will be speaking on innovations in library service.

- We have winners in the Hats off to Reading Campaign! We have selected the winners randomly. All have cards in good standing and read their 8 titles. Here are the winners:

The grand prize-winner of two season passes to Universal Studios is Morgan Webber and her father Brian Webber.

The first prize-winner of two nights at the Casa Monica Hotel in Saint Augustine is Carson Cooper and his mother Kristen Cooper.

The second prize-winner of dinner for two at Morton's Steakhouse is Lucas Koford and his mother Amy Koford.

The ten (10) third prize-winners of a pair of tickets to Wet 'n' Wild are as follows:

Nicholas O'Brien and his mother Karen O'Brien.

Christine Rice and mother Fran Rice

Salena Henzel and mother Donna Henzel

Adam Phillips and mother Kim Phillips

Mathew Hafner and mother Debbie Hafner

Zachary Stetter and mother Susan Stetter

Alicia Zupkoff and mother Jodi Zupkoff

Zachary Watson and mother Loretta Watson

Deanna Foust and mother Kimberly Foust

Christian Ziegler and parent Stacey Burroughs

Vice President Hudson congratulated Director Hodel for being chosen as the local arrangements committee chairperson for ALA Conference 2004, which will be held in Orlando.

- 03-174 **OCLS As An Employer Performance**
- 03-175 **Winter Garden Project Summary**
- 03-176 **Library Central Project Summary**
- 03-177 **Survey Results**
- 03-178 **Central Florida Memory Comments**
- 03-179 **Public Comment: Non-Agenda Items**

X. **Adjournment**

Vice President Hudson adjourned the meeting at 8:05 p.m.

Next Meeting Dates: September 11, 2003 – Southeast Branch Library; 5575 South Semoran Boulevard; Orlando, Florida 32822 and October 9, 2003 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

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**Orange County Library System
Board of Trustees Meeting
Thursday, September 11, 2003**

**Staff Presentation:
Gail Carroll – TeacherConnect!**

**Orange County Library System
Board of Trustees Meeting
Thursday, September 11, 2003**

**Financial Statements and
Summaries: August 2003**

Orange County Library System Financial Statement Highlights Eleven Months Ended August 31, 2003

Operating Fund Revenue and Expenditure Summaries

PC Pass

We charge patrons who do not have a library card a fee for using our computers. The \$5 fee allows these out of District patrons to use the computers for seven consecutive days from the date the PC Pass is purchased. It is an attempt to minimize the impact on our taxpayers by a large number of out of District users. Thus far this fiscal year, we have collected approximately \$29,300 from this fee.

Universal Services Fund Rebate

Several years ago Congress assessed a fee on telephone charges to provide financial support to schools and libraries to connect to the Internet. Each of us currently pays this fee through our telephone bills. Libraries and schools must submit annual applications to obtain these funds. Debbie Moss has been our point person for preparing and submitting the applications, the rules for which are cumbersome. Thankfully, Debbie has been successful in navigating this difficult process and we have received \$88,800 in rebates during the current fiscal year.

Professional Services

We will overspend this account largely due to the following projects/issues:

- ❑ ADA Survey of all facilities
- ❑ Engineering services relating to asbestos in Main Library
- ❑ Attorney fees relating to loan refinancing and line of credit project

Status of Loan Refinancing and Line of Credit

After the Governing Board gave final approval for the refinancing and line of credit with SunTrust, our attorneys prepared the final documents and the loan closed on September 3rd. In his capacity as President of the Library Board of Trustees, Tom Kohler executed the documents necessary to close the loan on September 3rd. The key points of the refinancing and line of credit are as follows:

- ❑ A \$2,547,963 loan was refinanced at a lower rate. The rate on the loan dropped from 4% to 3.3%, which results in an interest savings of approximately \$75,000 over the life of the loan. The final maturity date of the loan was not extended.
- ❑ A \$4,952,037 line of credit was established for future branch development. This money can be drawn down in \$250,000 increments and will only be borrowed as needed.

The refinancing will save us some money and the line of credit is critical for future branch development. Hopefully, this line will allow us to construct two new facilities.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Eleven Months Ended August 31, 2003**

03-184

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u> (11 months=92%)	
AD VALOREM TAXES	21,561,212	21,712,199	100.7%
INTERGOVERNMENTAL			
Grants	23,000	19,172	83.4%
State Aid	1,638,000	1,616,400	98.7%
Law Collection Fees	250,000	249,350	99.7%
	<u>1,911,000</u>	<u>1,884,922</u>	<u>98.6%</u>
CHARGES FOR SERVICES			
Fee Cards	16,000	14,320	89.5%
PC Pass	6,000	29,282	488.0%
Classes	4,000	570	14.3%
Meeting Rooms	30,000	0	0.0%
Copy & Vending	160,000	152,621	95.4%
Fax	0	1,146	
	<u>216,000</u>	<u>197,939</u>	<u>91.6%</u>
FINES			
Fines	500,000	618,321	123.7%
Lost Materials	52,000	67,770	130.3%
	<u>552,000</u>	<u>686,091</u>	<u>124.3%</u>
MISCELLANEOUS			
Interest Earnings	350,000	211,967	60.6%
Rents	3,000	2,138	71.3%
Sale of Fixed Assets	0	2,180	
Disk Sales	2,000	2,312	115.6%
Contributions - Friends of Library	75,000	83,318	111.1%
Contributions - Others	3,000	7,716	257.2%
Universal Services Fund Rebate	0	88,785	
Miscellaneous	30,000	54,828	182.8%
	<u>463,000</u>	<u>453,244</u>	<u>97.9%</u>
TRANSFER FM TAX COLLECT	185,000	0	0.0%
TOTAL REVENUES	<u><u>24,888,212</u></u>	<u><u>24,934,395</u></u>	<u><u>100.2%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Eleven Months Ended August 31, 2003

03-184

	ANNUAL BUDGET	YTD ACTUAL	(11 months=92%)
SALARIES & BENEFITS			
Salaries (Sick Leave Payout=\$30,23	10,694,565	9,407,100	88.0%
Medicare Taxes	155,068	132,260	85.3%
Defined Contribution Plan	802,095	704,667	87.9%
Defined Benefit Plan	775,211	692,200	89.3%
Life and Health Insurance	1,532,847	1,124,957	73.4%
Worker's Compensation	125,122	130,140	104.0% *
Unemployment Compensation	9,806	12,098	123.4% *
Parking & Bus Passes	90,000	84,558	94.0% *
	<u>14,184,714</u>	<u>12,287,980</u>	<u>86.6%</u>
OPERATING			
Professional Services	150,000	147,367	98.2% *
Other Contractual Services	595,000	429,963	72.3%
Other Contract. Serv. - Janitorial	212,000	200,261	94.5% *
Training and Travel	75,000	67,024	89.4%
Telecommunications	248,000	194,575	78.5%
Delivery and Postage	982,000	914,905	93.2%
Utilities	628,000	516,276	82.2%
Rentals and Leases	848,000	746,864	88.1%
Insurance	125,000	138,178	110.5% *
Repair and Maintenance	520,000	373,610	71.8%
Repair & Maint. - Hardware/Softwa	185,000	138,541	74.9%
Copying/Printing	184,000	140,995	76.6%
Property Appraiser's Fee	250,000	241,632	96.7%
Tax Collector's Fee	435,000	423,891	97.4%
Supplies	608,000	456,683	75.1%
Supplies-Hardware/Software	168,000	126,194	75.1% *
Contingency	300,000	0	0.0%
	<u>6,513,000</u>	<u>5,256,959</u>	<u>80.7%</u>
CAPITAL OUTLAY			
Building and Improvements	1,805,000	886,652	49.1%
Equipment and Furniture	125,000	61,199	49.0% *
Hardware/Software	599,000	343,694	57.4%
	<u>2,529,000</u>	<u>1,291,545</u>	<u>51.1%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	15,000	18,439	122.9% *
Materials - Law	210,000	228,078	108.6% *
Materials - Other	3,935,000	3,944,472	100.2% *
	<u>4,160,000</u>	<u>4,190,989</u>	<u>100.7%</u>
TRANSFER TO BR DEBT SERV	417,000	416,779	99.9%
TOTAL EXPENDITURES	<u>27,803,714</u>	<u>23,444,252</u>	<u>84.3%</u>

*=Expect to over spend the budget for this account

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Eleven Months Ended August 31, 2003**

03-184

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u> (11 months=92%)	
REVENUES			
Ad Valorem Taxes	1,181,080	1,189,659	100.7%
Interest	17,000	9,089	53.5%
Transfer From Tax Collector	13,000	0	0.0%
TOTAL REVENUES	<u>1,211,080</u>	<u>1,198,748</u>	<u>99.0%</u>

EXPENDITURES

Principal	1,055,000	1,055,000	100.0%
Interest	196,738	196,738	100.0%
Tax Collector's Fee	26,262	23,226	88.4%
TOTAL EXPENDITURES	<u>1,278,000</u>	<u>1,274,964</u>	<u>99.8%</u>

FUTURE DEBT SERVICE PAYMENTS

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
2004	1,100,000	151,900
2005	1,150,000	104,600
2006	1,200,000	54,000
	<u>3,450,000</u>	<u>310,500</u>

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Eleven Months Ended August 31, 2003**

03-184

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u> (11 months=92%)	
REVENUES			
Transfer From General Fund	417,000	416,779	99.9%
Interest	7,000	5,358	76.5%
Loan Proceeds	2,700,000	0	0.0%
TOTAL REVENUES	<u>3,124,000</u>	<u>422,137</u>	<u>13.5%</u>

EXPENDITURES

Pay Off -Previous Loan	2,690,941	0	0.0%
Principal	305,660	305,660	100.0%
Interest	120,178	111,119	92.5%
TOTAL EXPENDITURES	<u>3,116,779</u>	<u>416,779</u>	<u>13.4%</u>

FUTURE DEBT SERVICE PAYMENTS

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
2004	335,604	73,855
2005	339,226	70,232
2006	350,513	58,945
2007	362,175	47,283
2008	374,226	35,233
2009	386,677	22,781
2010	399,542	9,916
	<u>2,547,963</u>	<u>318,245</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Eleven Months Ended August 31, 2003**

03-184

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u> (11 months=92%)	
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	11,637	77.6%
TOTAL REVENUES	<u>569,000</u>	<u>96,675</u>	<u>17.0%</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	64,788	202.5%
Construction Contract	1,600,000	448,403	28.0%
Impact & Permit Fees	2,000	21,444	1072.2%
Testing	7,000	2,773	39.6%
Other	9,000	325	3.6%
Contingency	108,000	0	0.0%
	<u>1,758,000</u>	<u>537,733</u>	<u>30.6%</u>

TOTAL EXPENDITURES	<u>1,758,000</u>	<u>666,131</u>	<u>37.9%</u>
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**ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
August 31, 2003**

03-184

	BALANCE 7/31/03	RECEIPTS	DISBURS.	BALANCE 8/31/03
OPERATING				
Checking	477,857	3,049,185	(2,510,046)	1,016,996
SBA Investments	6,011,432	7,909	(2,600,000)	3,419,341
CD Investments	7,580,000	0	0	7,580,000
	14,069,289	3,057,094	(5,110,046)	12,016,337
MAIN DEBT SERVICE				
AIM Investments	1,211,169	2,637	(1,153,369)	60,437
BRANCH DEBT SERVICE				
CD Investments	393,146	0	0	393,146
CAPITAL PROJECTS				
Checking	5,956	165,003	(163,080)	7,879
SBA Investments	716,324	894	(165,000)	552,218
	722,280	165,897	(328,080)	560,097

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

03-184

ASSETS

Certificates of Deposit	7,580,000
Cash on Hand	14,080
Equity in Pooled Cash	1,016,996
Due From Other Governments	26,155
Interest Receivable	33,094
Inventory	241,442
Investments-SBA	3,419,341
Prepays	158,125
Other Assets-Deposits	<u>9,175</u>
TOTAL ASSETS	<u><u>12,498,408</u></u>

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

03-184

LIABILITIES

Accounts Payable	195,555
Retainage Payable	45,762
Accrued Wages Payable	221,165
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	8
Due To FOL-Taxable Book Sales	3,258
Due To FOL-Nontaxable Book Sales	1
Due To FOL-Sales Tax	219
United Appeal	234
Bonds	128
Def Comp Employees	0
Health Insurance	0
Union Dues	1,136
Union-Cope	66
Optional Life	1,484
Flex Spend Med	0
Flex Spend Dep	0
Daughters of American Revolution	200
Miscellaneous	240
Unclaimed Payroll	929
TOTAL LIABILITIES	470,385

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	1,490,147
TOTAL FUND BALANCE	12,028,023

TOTAL LIABILITIES & FUND BALANCE

12,498,408

**Orange County Library System
Board of Trustees Meeting
Thursday, September 11, 2003**

**Statistics and Summaries:
July 2003**

STATISTICAL SUMMARY

July 2003

Circulation and Door Count trends:

The Main Library door count decrease in part reflects an additional two days on which we were closed in July 2003 compared to July 2002. The per day count decreased by about 100 visitors per day from 2529 to 2413 per day. This is not a particular concern or surprise with current construction.

Library Activities:

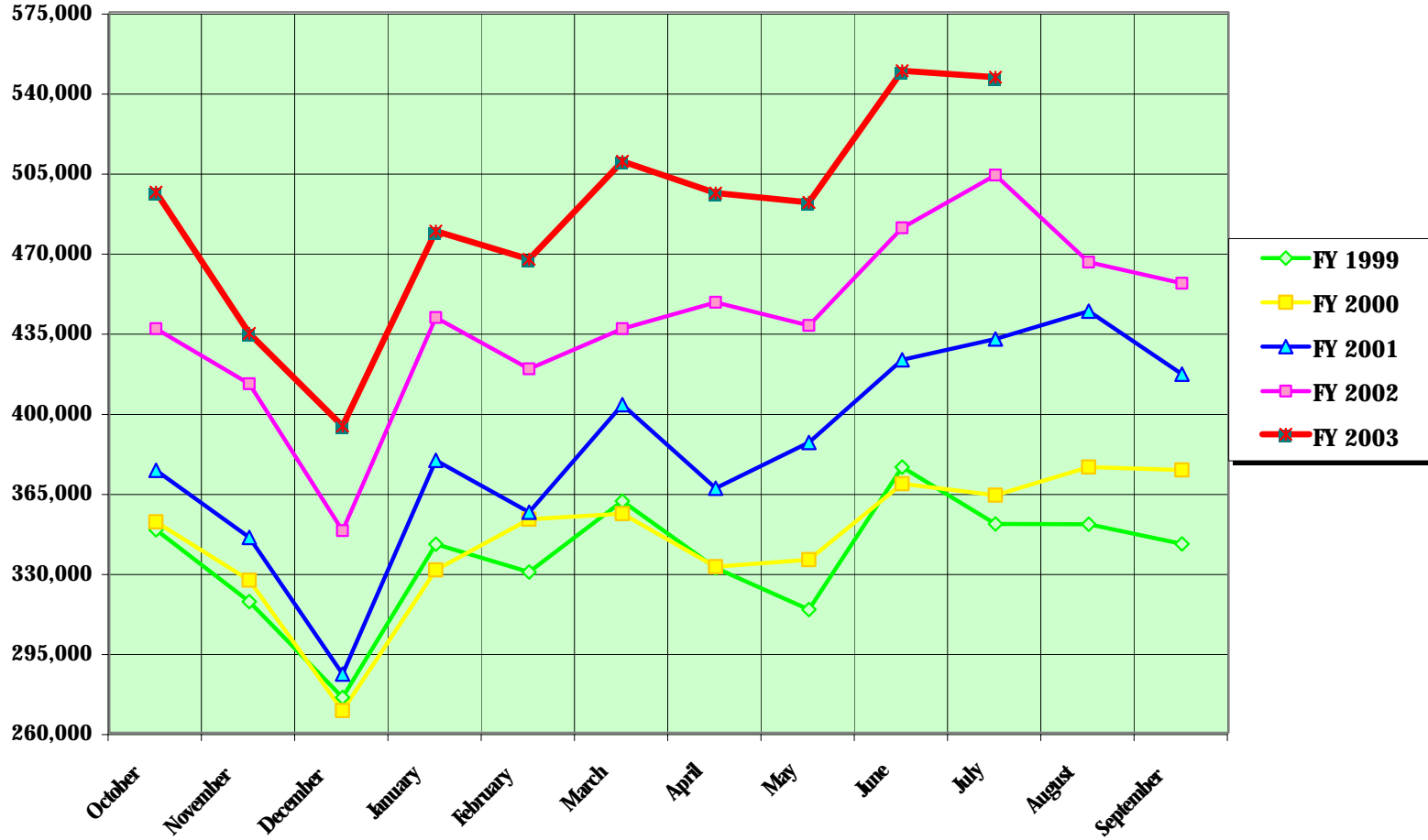
The number of PC sign ups increased 14.81% (from 46,620 to 51,313) over July 2002. During July we began the deployment of additional public workstations to the Branches. This work was only partially completed in July. We should see the full impact of this deployment of additional stations. These recent deployments added 62 additional access points to the internet for the public, increasing our public access stations to 281 Internet capable PCs with an additional 46 PCs which carry access to our online catalog and our subscription databases. The total number of staff and public PCs supported by our Information Systems staff is 577.

Our practice has been to report the number of “active” cards in our database (for July 2003, 267,799). This number only represents those cards which, at the moment the report has run, are unexpired. Many of these cards may be renewed within the next few weeks of having expired.

Considering the fluctuating nature of this number, we thought that another view of the state of our patron database might provide better context for our market share position. The number of “Total Registered Borrowers” reflects the number of individual patron accounts we have in our database and represents both expired and unexpired cards. Our current Total Registered Borrowers number is 668,430 an increase of 28% from our figure in September 2002 (521,938). As a definition of our market share these numbers represent an increase from 59% market share in September 2002 to a 74 % share in September 2003.

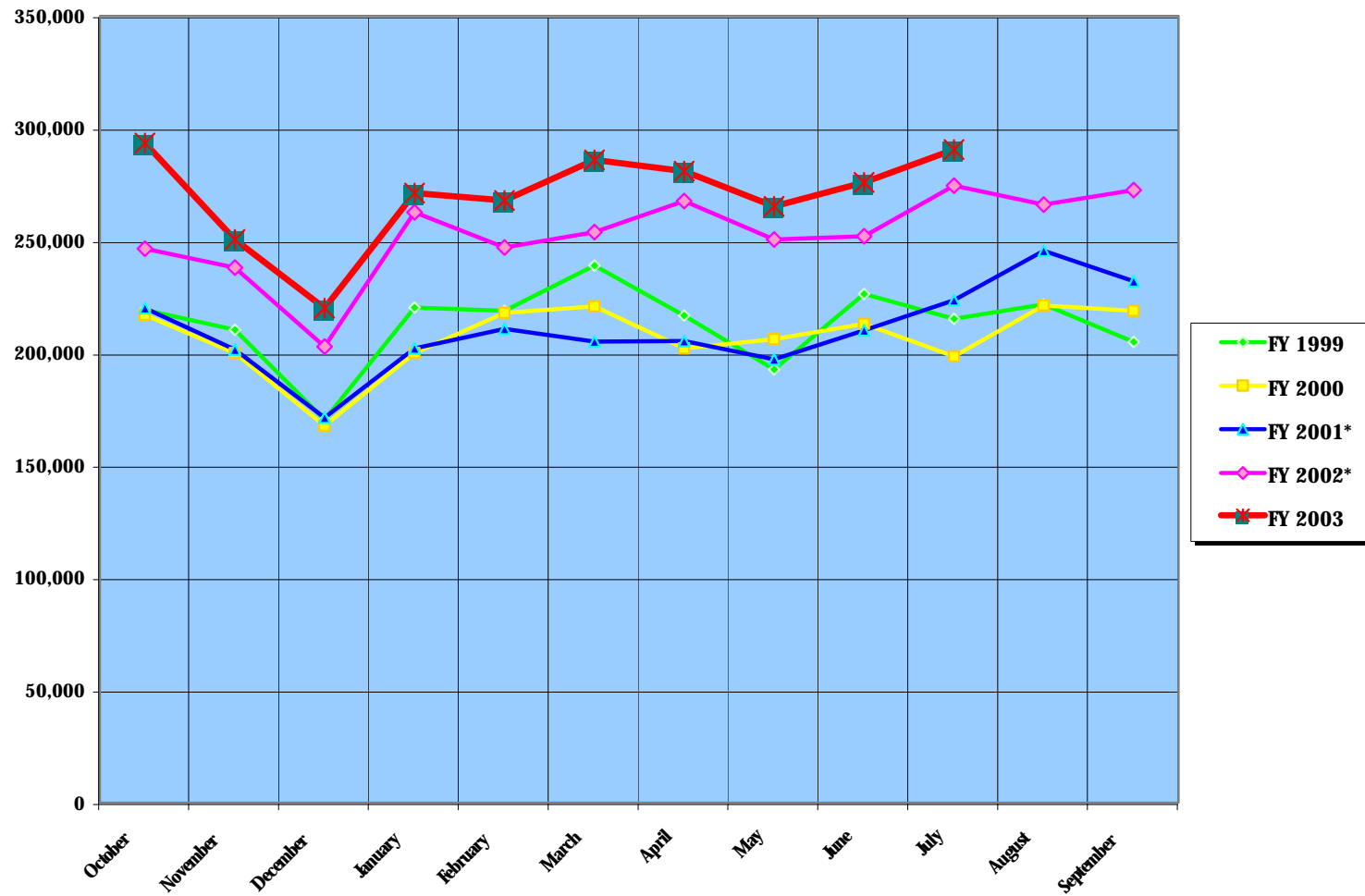
Program attendance is down over last year in spite of an increase in the number of programs offered. A factor in the decrease is a change in the summer reading program schedule. Last year programs were held in the mornings and were heavily attended by day care centers. This year they were moved to the afternoons and these groups did not attend. We’ve certainly learned from this experience and will change back to our morning pattern next year. Additionally, programs which generated large attendance last year at all locations, (Ronald McDonald particularly), could only be offered at 5 locations this year. The number of children attending story programs in July 2002 was 7,201 and in July 2003, 6,108.

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



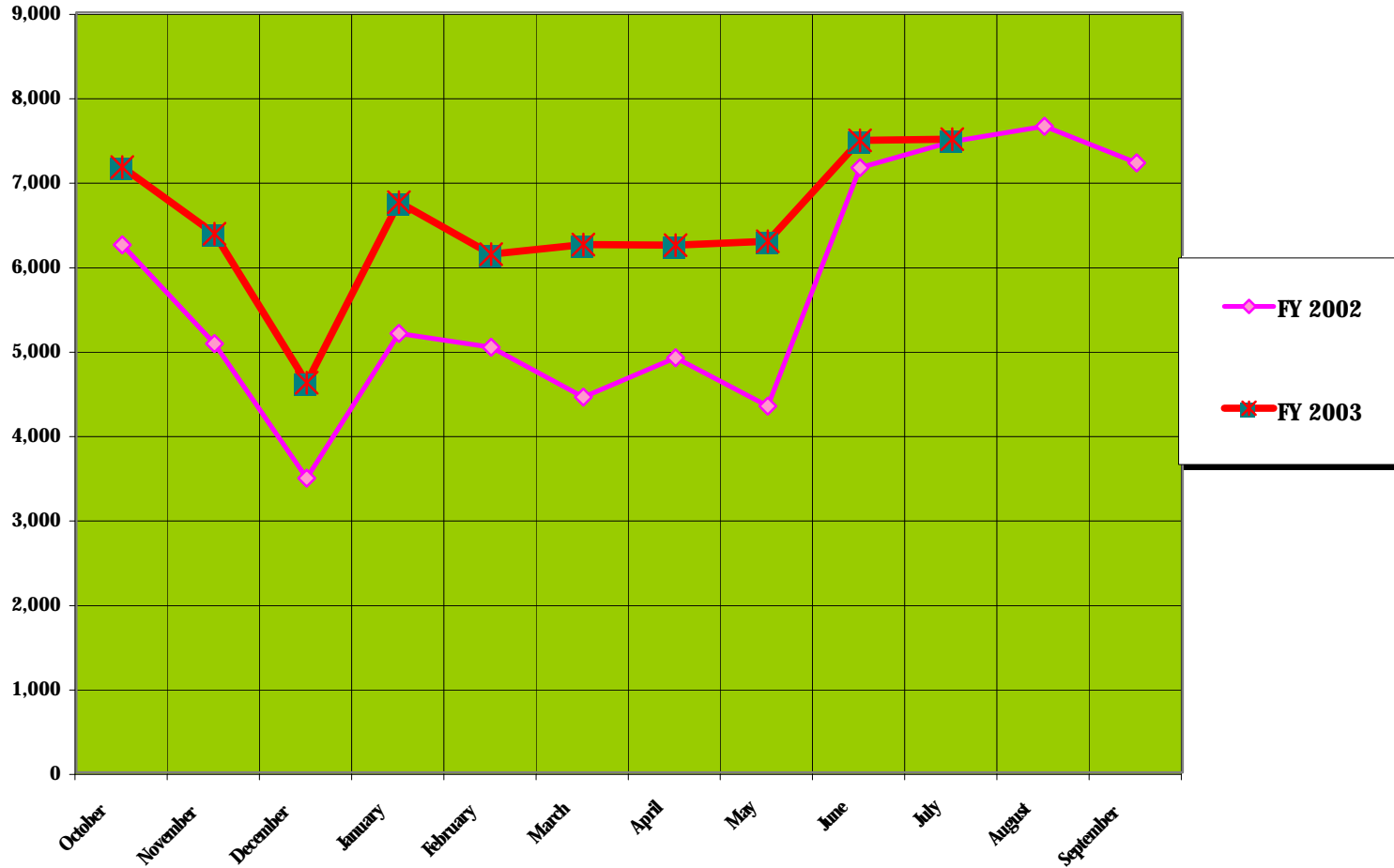
**Orange County Library System
Door Counts
Fiscal Year 1999 through Fiscal Year 2003 To Date**

03-185



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

03-185



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

03-185

	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	May-03	May-02	Jun-03	Jun-02	Jul-03	Jul-02	% of Change	Aug-03	Aug-02	Sep-03	Sep-02	YTD 2003	YTD 2002
Circulation															
Main	140,404	125,080	136,304	117,546	148,934	130,299	141,230	140,094	0.81%		132,138		132,944	1,403,475	1,523,582
Branches	306,955	280,997	308,687	278,846	349,850	303,950	340,589	312,491	8.99%		289,013		278,484	3,022,165	3,365,137
MAYL	44,887	38,109	42,634	37,558	46,850	42,918	60,975	46,961	29.84%		44,555		41,169	432,101	473,028
Talking Books	3,738	3,951	4,146	4,078	3,752	3,526	3,766	4,164	-9.56%		4,079		3,828	38,202	49,496
Total	495,984	448,137	491,771	438,028	549,386	480,693	546,560	503,710	8.51%		469,785		456,425	4,895,943	5,411,243
Door Count															
Main*	71,740	76,978	69,000	73,048	64,384	80,010	67,564	75,891	-10.97%		74,972		74,620	681,452	860,532
Branches**	209,201	190,788	196,250	177,490	211,523	171,919	222,989	198,496	12.34%		191,079		197,901	2,020,130	2,214,091
Total	280,941	267,766	265,250	250,538	275,907	251,929	290,553	274,387	5.89%		266,051		272,521	2,701,582	3,074,623

*Main Door Count is an estimate.

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

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

03-185

	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	31,735	24,735	32,267	28,860	26,736	19,425	34,993	22,543	43,065	26,969	41,330	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	May-03	May-02	Jun-03	Jun-02	Jul-03	Jul-02	% of Change	Aug-03	Aug-02	Sep-03	Sep-02	YTD 2003	YTD 2002
Program Attendance Total	9,081	11,304	10,344	8,152	11,836	10,925	10,572	11,873	-10.96%		7,745		8,322	103,546	117,278
Total # of Programs	383	339	329	296	368	308	391	352	11.08%		280		583	3,678	4,035
StoryLine	1,096	N/A	747	N/A	799	N/A	452	N/A	N/A		N/A		397	9,310	N/A
Class Attendance	398	N/A	415	N/A	415	N/A	493	38	1197.37%		81		138	3,304	N/A
Total # of Classes	91	N/A	106	N/A	94	N/A	107	7	1428.57%		11		24	688	N/A
QuestLine	15,251	12,145	14,476	10,804	15,965	11,315	16,224	12,147	33.56%		12,040		12,103	149,185	135,786
Hits to Website	6,976,075	4,571,875	6,957,740	4,402,725	6,698,935	4,352,049	6,253,471	5,047,880	23.88%		4,963,300		4,849,389	62,274,292	53,779,184
Online Database Usage**	40,974	33,319	30,601	23,637	27,063	21,226	30,161	21,669	39.19%		27,191		28,292	338,925	310,663
P.C. Sessions	44,271	N/A	43,024	48,558	43,024	44,601	51,313	44,695	14.81%		43,106		39,138	425,377	N/A
Number of Registered Cards in the System	257,783	223,703	261,323	225,511	264,606	229,957	267,799	233,403	14.74%		237,073		240,074		
New Patron Registrations	6,245	4,909	6,289	4,339	7,484	7,161	7,500	7,470	0.40%		7,651		7,218	64,823	68,235

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

**Adjustments made to monthly totals.

	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	May-03	May-02	Jun-03	Jun-02	Jul-03	Jul-02	% of Change	Aug-03	Aug-02	Sep-03	Sep-02	YTD 2003	YTD 2002
Online Catalog Searches	190,173	163,152	182,634	152,814	195,607	169,928	193,819	165,432	17.16%		168,765		172,141	1,807,149	1,875,380
Online Renewals	62,337	39,348	59,002	40,364	59,797	41,242	64,477	48,583	32.72%		47,054		48,934	578,554	471,196
Online Reference Questions	420	360	425	416	466	483	466	487	-4.31%		406		451	4,240	4,902
Online Requests	28,595	27,011	31,939	27,068	36,839	30,086	33,487	30,684	9.14%		31,164		30,298	294,892	308,414
Online Suggestions	112	108	96	84	102	86	91	74	22.97%		67		67	900	1,192

**Orange County Library System
Circulation Statistics
July 1, 2003-July 31, 2003**

03-185

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Total Visits	Year Ago	Gain (Loss)	%Gain (Loss)
Main***	30	141,230	25.84%	140,094	1,136	0.81%	67,564	75,891	(8,327)	-10.97%
MAYL	26	60,975	11.16%	46,961	14,014	29.84%	N/A	N/A	N/A	N/A
Talking Books	26	3,766	0.69%	4,164	(398)	-9.56%	N/A	N/A	N/A	N/A
West Oaks	26	33,669	6.16%	31,406	2,263	7.21%	20,809	17,512	3,297	18.83%
Herndon**	26	35,576	6.51%	35,425	151	0.43%	23,250	21,255	1,995	9.39%
Alafaya	26	45,557	8.34%	42,562	2,995	7.04%	20,759	17,737	3,022	17.04%
Southeast	26	28,148	5.15%	27,316	832	3.05%	18,576	21,646	(3,070)	-14.18%
Hiawasse	26	21,600	3.95%	20,940	660	3.15%	17,546	16,591	955	5.76%
Southwest**	26	32,800	6.00%	33,025	(225)	-0.68%	21,976	20,715	1,261	6.09%
Edgewater	26	23,817	4.36%	22,257	1,560	7.01%	24,499	25,339	(840)	-3.32%
North Orange	26	33,863	6.20%	30,328	3,535	11.66%	20,551	13,906	6,645	47.79%
South Creek*	26	38,358	7.02%	29,560	8,798	29.76%	23,101	15,351	7,750	50.49%
South Trail	26	16,622	3.04%	14,139	2,483	17.56%	14,169	11,419	2,750	24.08%
West Orange	21	11,557	2.11%	9,312	2,245	24.11%	5,898	5,417	481	8.88%
Windermere	21	12,979	2.37%	10,901	2,078	19.06%	7,071	5,684	1,387	24.40%
Wash. Park	21	6,043	1.11%	5,320	723	13.59%	4,784	5,924	(1,140)	-19.24%
Total	405	546,560	100.00%	503,710	42,850	8.51%	290,553	274,387	16,166	5.89%

*South Creek's self check-out is at 56%.

**Herndon & Southwest FY 2002: Door Count estimates due to equipment failure.

***Estimate due to equipment failure.

NUMBER OF SEARCHES

July 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	1,538	1,453	1,436			12,642
Ancestry Plus	138	130	91	150	274	174	302	271	362	399			2,291
Associations Unlimited	258	193	339	413	345	260	157	271	157	176			2,569
Biography & Genealogy Master Index	148	177	181	173	146	167	158	99	152	92			1,493
Biography Resource Center	6,186	7,135	6,000	6,782	9,769	5,572	6,485	4,474	1,873	2,045			56,321
Business & Company Resource Center	2,385	2,094	1,665	3,018	2,698	3,489	2,963	2,203	2,700	2,906			26,121
Computer Database					307	191	305	108	130	150			1,191
Consulta					27	156	46	49	19	4			301
Countrywatch	1,187	757	861	854	1,295	405	789	1,145	484	662			8,439
Dun & Bradstreet International Business	94	89	69	69	71	83	67	70	68	51			731
Expanded Academic ASAP					723	662	491	233	583	636			3,328
First Search	2,220	2,085	2,075	2,850	2,303	2,186	2,066	2,120	2,174	2,248			22,327
General Business File ASAP					125	366	148	147	147	164			1,097
General Reference Center Gold	5,740	6,866	4,728	5,465	6,554	6,287	4,947	2,389	3,130	3,306			49,412
Health Reference Center	150	98	173	138	484	670	448	445	347	357			3,310
Health & Wellness Resource Center	1,857	3,167	1,920	2,010	1,043	1,716	1,486	5					13,204
Health & Wellness Resource Center and					1,077	1,486	1,020	2,311	1,676	2,046			9,616
Info Trac OneFile					800	1,688	1,372	923	971	1,836			7,590
Informe					13	34	4	7	7	4			69
Junior Edition - K12					113	122	177	46	29	53			540
Kid's Edition - K12					278	226	378	67	117	265			1,331
Learnatest	176	130	160	297	256	526	542	428	447	390			3,352
Literature Resource Center	2,473	2,994	1,985	2,675	3,305	3,075	4,466	2,975	1,852	1,375			27,175
Morningstar				3	11	59	179	92	41	38			423
New York Times	96	166	170	238	222	329	262	117	181	181			1,962
Novelist	554	554	420	720	1,115	745	849	596	760	638			6,951
Online Homework Help		101	130	182	180	117	146	135	32	10			1,033
Opposing Viewpoints Resource Center				1,121	1,469	1,644	1,814	873	1,386	600			8,907
Orlando Sentinel and NewsBank Full-Text	1,491	1,364	1,551	2,502	2,130	1,907	1,812	1,227	1,400	1,422			16,806
Poem/Story/Essay Finder	305	204	188	175	225	213	287	231	210	183			2,221
Prices4Antiques				152	298	71	58	85	83	61			808
Professional Collection					98	199	153	56	100	100			706
Reference USA	2,741	1,800	1,859	2,882	2,840	3,454	3,501	3,679	2,986	4,493			30,235
Rosetta Stone					18	174	113	33	not available	317			317
SIRS Knowledge Source	956	851	653	820	801	725	1,019	312	368	475			6,980
Student Edition - K12					209	223	167	43	18	57			717
Tumblebooks	1,192	393	426	363	230	237	297	587	288	784			4,797
What Do I Read Next?					180	354	301	244	332	201			1,612
TOTAL NUMBER OF SEARCHES	31,735	32,267	26,736	34,993	43,065	41,330	40,974	30,601	27,063	30,161			338,925

Please note: Rosetta Stone usage statistics February through May 2003 represent newly created patron accounts. Learning Express now provides actual database usage statistics for Rosetta Stone which is reflected on this report as of July 2003.

**Orange County Library System
Board of Trustees Meeting
Thursday, September 11, 2003**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, September 11, 2003**

Consent Agenda

- 03-188 Approval of FY 2004 Board of Trustees Meeting Schedule
- 03-189 Library Automation Contract – Authorization to Execute
- 03-190 Designation of Reserves
- 03-191 Requirements for State Aid to Libraries Grant
 - a. Position Description of the Library’s Single Administrative Head
 - b. Certification of Credentials – Single Library Administrative Head
 - c. Letter of Agreement with Winter Park Public Library – Reciprocal Borrowing
- 03-192 DVD Circulation Parameter Change

**Orange County Library System
Board of Trustees Meeting
Thursday, September 11, 2003**

**Approval of FY 2004 Board of
Trustees Meeting Schedule**

**Meeting Schedule for the
Orange County Library District Board of Trustees
2003 - 2004**

**All meetings are scheduled for 7:00 p.m. the second Thursday of the month.
Meetings held at the Orlando Public Library will be
in the Albertson Room on the third floor.**

**October 9, 2003
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801**

**November 13, 2003
South Trail Library
4600 S. Orange Blossom Trail
Orlando, Florida 32839**

**December 11, 2003
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801**

**January 8, 2004
Windermere Library
530 Main Street
Windermere, Florida 34786**

**February 12, 2004
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801**

**March 11, 2004
Hiwassee Library
2768 N. Hiwassee Road
Orlando, Florida 32818**

**April 8, 2004
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801**

**May 13, 2004
North Orange Library
1211 E. Semoran Boulevard
Apopka, Florida 32703**

**June 10, 2004
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801**

**July 8, 2004
Herndon Library
4324 E. Colonial Drive
Orlando, Florida 32803**

**August 12, 2004
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801**

**September 9, 2004
Winter Garden Library
805 East Plant Street
Winter Garden, Florida 34787**

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.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 03-188**

RESOLUTION TO APPROVE THE BOARD OF TRUSTEES MEETING SCHEDULE FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2004.

Minutes of regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 11th day of September 2003 at 7:00 PM, prevailing Eastern time.

PRESENT:

ABSENT:

The following resolution was offered by and supported by :

The Board Resolves:

1. To approve the Board of Trustees meeting schedule for the fiscal year ending September 30, 2004.
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, September 11, 2003**

**Library Automation Contract –
Authorization to Execute**

Library Automation System Contract

August 2003

I. Overview

At the June 2003 Board meeting staff were authorized to begin negotiations for a contract with Innovative Interfaces, Inc. (III) for the purpose of purchasing a Library automation system. Since that time staff have been in communication with III for the purpose of arriving at a final purchase price and the terms of a contract.

The Library and III have agreed to a financial proposal which includes the purchase of modules, functions and some custom program services to meet our requirements. Final contract language continues to be under negotiation, though no major stumbling blocks to a successful conclusion are apparent.

II. Options

Option 1:

Wait until the contract language has been fully agreed upon and bring the contract back to the Board.

Advantage: The Board will be familiar with all contract terms.

Disadvantage: This action could delay by at least several weeks our ability to begin the conversion process.

Option 2: Authorize the Director to execute a contract in an amount not to exceed \$555,000.

Advantage: We can start our conversion process clock as soon as we agree upon final contract terms.

Disadvantage: The Board may prefer to see the contract in whole before final approval.

II. Recommendation

Staff recommend the approval of the Board to authorize the Director to execute a contract with Innovative Interfaces, Inc. in an amount not to exceed \$555,000.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 03-189**

RESOLUTION TO AUTHORIZE THE DIRECTOR TO EXECUTE A LIBRARY AUTOMATION CONTRACT WITH INNOVATIVE INTERFACES, INC. IN AN AMOUNT NOT TO EXCEED \$555,000.

Minutes of regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 11th day of September 2003 at 7:00 PM, prevailing Eastern time.

PRESENT:

ABSENT:

The following resolution was offered by and supported by :

The Board Resolves:

1. To authorize the Director to execute a library automation contract with Innovative Interfaces, Inc. in an amount not to exceed \$555,000.
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, September 11, 2003**

Designation of Reserves

Designation of Operating Fund Reserves

I. PROBLEM STATEMENT

The Library Board should designate a portion of the Operating Fund reserves for future Strategic Plan expenditures.

II. OVERVIEW

The purpose of designating reserves is to inform the readers of our financial statements that we intend to use such reserves for a specific purpose. In essence, we are trying to convey that the designated reserves are not available to fund the general operations of the Library. Designating a portion of our reserves or changing such designations requires Library Board approval.

The following designations were approved by the Library Board in September 1999 and October 2001, respectively:

- | | |
|---|-------------|
| <input type="checkbox"/> Designated for Main Library Improvements | \$2,000,000 |
| <input type="checkbox"/> Designated for Future Branch Development | \$3,000,000 |

The above designations were approved before the Strategic Plan was adopted last December. These designations are no longer relevant as the related projects have now been incorporated into the Strategic Plan. Accordingly, it makes more sense to eliminate both of the above designations in lieu of the following:

- | | |
|--|-------------|
| <input type="checkbox"/> Designated for Strategic Plan | \$4,000,000 |
|--|-------------|

The reason this new designation is lower is because our overall reserves are lower.

III. RECOMMENDATION

Staff recommends that the Library Board eliminate the designations for Main Library Improvements and Future Branch Development and designate \$4,000,000 of the Library's Operating Fund reserves for future Strategic Plan expenditures.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 03-190**

RESOLUTION TO ELIMINATE THE DESIGNATIONS FOR MAIN LIBRARY IMPROVEMENTS AND FUTURE BRANCH DEVELOPMENT AND DESIGNATE \$4,000,000 OF THE LIBRARY'S OPERATING FUND RESERVES FOR FUTURE STRATEGIC PLAN EXPENDITURES.

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 11th day of September, 2003 at 7:00 PM, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To eliminate the designations for Main Library Improvements and Future Branch Development and designate \$4,000,000 of the Library's Operating Fund reserves for future Strategic Plan expenditures.
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, September 11, 2003**

**Requirements for State Aid to
Libraries Grant**

- a. **Position Description of the Library's Single
Administrative Head**
- b. **Certification of Credentials – Single Library
Administrative Head**
- c. **Letter of Agreement with Winter Park Public Library –
Reciprocal Borrowing**

Requirements for State Aid to Libraries Grant

Overview

In order to apply for and meet eligibility requirements for a Fiscal Year 2004 State Aid to Libraries Grant, the following documents need approval from the Board of Trustees and are due for submission to the Florida Department of State, Division of Library and Information Services by October 1, 2003:

- Position Description of the Library's Single Administrative Head
- Certification of Credentials – Single Library Administrative Head
- Letter of Agreement with Winter Park Public Library – Reciprocal Borrowing

Due to a change in State Law, Municipality Libraries who engage in reciprocal borrowing with any other State Aid eligible Library in the county may receive monies as well. Winter Park Public Library would like to avail themselves of this opportunity. The attached agreement formalizes our reciprocal borrowing process with the Winter Park Public Library.

The State Aid grant monies received for Fiscal Year 2003 totaled \$1,616,400.00 and were allocated to the purchase of books, AV materials, lease of CD's and online databases.

Recommendation

The Library Administration recommends, to the Board of Trustees, approval of the documents as required by the Florida Department of State, Division of Library and Information Services, in order for the Orange County Library System to be eligible for a State Aid to Libraries Grant during the Fiscal Year ending September 30, 2004.

ORANGE COUNTY LIBRARY SYSTEM

POSITION DESCRIPTION

TITLE: DIRECTOR/CEO

REQUIREMENTS: MLS from ALA Accredited Institution

SCOPE:

Perform functions, as Chief Executive Officer, to establish, implement and communicate strategies, direction, plans and programs for the operation and growth of the Library System to suit the needs of the community; and direct the efforts of subordinate Department Heads under the policies, guidance and at the pleasure of the Board of Trustees. Uphold the Library System's mission and values in the pursuit of all duties; respect for the individual, our organization, and the community, excellence in everything we do, and integrity in our actions, while providing excellent customer service to all internal and external customers.

ESSENTIAL FUNCTIONS:

1. Define the mission of the Library System and communicate concepts and objectives to the Board of Trustees. Plan long and short term strategies, programs and systems for implementation and communication to staff and the public and direct and motivate the efforts of immediate staff to ensure that activities are targeted toward realization and fulfillment of established mission.
2. Act as steward of the Library's collection. Establish the overall goals for the selection, control dissemination, management and maintenance of the Library's collection and direct the accumulation, arrangement and disposition of materials. Provide supplemental materials to other libraries in compliance with obligations as a Regional Resource Library and a Metropolitan Urban Resource Library. Ensure that the Library's practices and technology are sufficient and effective in maintaining Resource Library designation status and funding.
3. Manage the Library's capital resources. Ensure the appropriate construction, renovation, maintenance, location and utilization of Library physical facilities and equipment.

4. Manage the Library's financial resources. Examine system wide and Division budget proposals, capital funding plans and any related millage adjustment proposals and ensure compliance with fiscal, operating, reserve and growth objectives. Present or direct the presentation of budgetary issues to Board of Trustees and respond to related inquiries. Ensure proper accounting, reporting and auditing of the Library's financial systems and records. Present and interpret financial statements and other financial reports to Board of Trustees and other regulatory agencies or organizations and respond to related inquiries.
5. Ensure that all elements of the Library's operations are in compliance with Board of Trustee, Governing Body, State, Federal and Local regulations, legal requirements and mandates.
6. Prepare and present periodic and special reports to the Board of Trustees relating to Library System operating statistics, project activities and issues of significance affecting the Library System.
7. Define, develop and modify the staffing structure of the Library System including all divisions of responsibility and levels of authority. Ensure that human resource systems including policies, practices, employment, employee relations, compensation and benefits programs are in compliance with regulatory requirements and meet sufficient competitive standards to attract and retain qualified staff. Interview, hire and train immediate staff and review and authorize the hiring of other Library staff. Establish objectives and assignments, review and explain work, monitor work quality and assist to resolve operating problems. Explain and enforce Library rules and regulations, interpret and clarify policy and maintain harmonious employee relations. Establish standards of performance, appraise performance and authorize changes in employee status. Monitor and authorize staffing plans and operating policies and procedures for the Divisions
8. Establish standards and goals for staff training related to professional, technical and managerial concepts and job requirements. Authorize implementation plans, related policies and specific programs and monitor results. Establish management systems and professional precepts and direct the implementation of related programs.
9. Plan and implement public relations activities to ensure that the Library, its services and mission are effectively represented to the public. Represent librarianship and the Library System to the public as its chief spokesperson, through media communications, appearances at selected events, speaking engagements, membership and participation in community service, civic and professional organizations and other similar activities. Develop and implement systems and models to support and advance the profession of librarian, internally with staff and to the public.

10. Maintain current awareness of technological and managerial advances relating to library services. Develop and implement systems to update and enhance library services to the public through the utilization of technological innovations.
11. Maintain current awareness of library science and emerging issues affecting libraries and public access to information, including related perspectives, pending legislation, as well as the public's perception of libraries and their roles. Participate and develop an active presence in the Florida Library Association, the American Library Association and subsidiary or affiliated organizations to represent the Library System and influence others engaged in or interested in matters affecting libraries.

OTHER DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:

Perform or assist with any functions or conduct any studies or projects as initiated or directed by the Board of Trustees.

FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES

STATE AID TO LIBRARIES GRANT APPLICATION - 2003-2004

Certification of Credentials - Single Library Administrative Head

File by October 1, 2003

The Orange County Library System Board of Trustees
(name of library governing body)

governing body for the Orange County Library District
(name of library)

hereby certifies that the incumbent single library administrative head,

Mary Anne Hodel
(name of incumbent)

- Has completed a library education program accredited by the American Library Association; and
- Has at least two years full-time paid professional experience, after completing the library education program, in a public library that is open to the public for a minimum of 40 hours per week.

Signature

Chair, Library Governing Body

Date

Thomas R. Kohler
Name (typed)

**AGREEMENT FOR RECIPROCAL BORROWING BETWEEN
ORANGE COUNTY LIBRARY SYSTEM
AND THE WINTER PARK PUBLIC LIBRARY**

This is an Agreement, hereafter referred to as the “Agreement”, for reciprocal borrowing by and between the Orange County Library District, an independent special district, by and through its Board of Trustees, hereinafter referred to as the “District,” And Winter Park Public Library Association, Inc. (dba the Winter Park Public Library), a FL not-for-profit corporation providing the public library needs of the residents of Winter Park, hereinafter referred to as “the Winter Park Public Library”.

WHEREAS, the District and the Winter Park Public Library believe it is mutually beneficial and in the public interest to enter into an agreement which provides reciprocal borrowing privileges as specified herein;

NOW, THEREFORE, in consideration of the mutual benefits, covenants and agreements set forth herein, the parties hereto agree as follows:

1. DEFINITIONS: For the purpose of this Agreement, the following definitions shall apply:

- 1.1 Winter Park Public Library: The Winter Park Public Library Association, Inc.(dba “Winter Park Public Library”), which operates a local public library, and provides free library service to residents of the City of Winter Park.
- 1.2 District: The Orange County Library District (dba as the “Orange County Library System”), which operates a system of local public libraries and provide free library service to residents of Orange County other than the residents of the cities of Winter Park and Maitland.
- 1.3 Reciprocal Borrower: A Registered Borrower, of one party to this agreement, to whom borrowing privileges are granted by the other party to this agreement.
- 1.4 Non-Resident Borrower Fee: A fee required by the appropriate taxing district from a borrower who is not a Resident Borrower by the appropriate taxing district to receive library services in that district.
- 1.5 Registered Borrower: Any member of the public who has registered to use the Winter Park Public Library or the District’s library system.

1.6 Resident Borrower: A Resident Borrower of the Winter Park Public Library is a resident of Winter Park who has become a Registered Borrower of that library system. A Resident Borrower of the District is a resident of Orange County, but not of either Winter Park or Maitland, who has become a Registered Borrower of that library system.

2. PURPOSE:

2.1 This Agreement is hereby entered into to permit Resident Borrowers of the Winter Park Public Library to become Registered Borrowers of the District without payment of a Non-Resident Borrower Fee and to permit Resident Borrowers of the District to become Registered Borrowers of the Winter Park Public Library without payment of a Non-Resident Borrower Fee. Registered Borrowers of the District that are not residents of Orange County but are residents of other jurisdictions covered by a similar Agreement For Reciprocal Borrowing are not covered by this Agreement.

2.2 This Agreement is designed to enhance and facilitate library services in the Central Florida area. It is recognized that many residents of the area are employed in various locations throughout the County, but may reside outside of the formal boundaries of the District or the City of Winter Park. The location of political boundaries and mobility of Central Florida residents have led to the realization that library users are better served through the sharing of resources among library systems. Traditionally, this sharing of resources has been accomplished through interlibrary loans of materials, which still required borrowers to go to libraries in areas based on their resident address. Reciprocal borrowing extends the same borrowing privilege directly to users by allowing them to visit neighboring libraries, which may be more accessible based upon proximity to neighboring communities, work location or commuting patterns.

3. GENERAL PROVISIONS:

- 3.1 The term of this Agreement shall commence on October 1, 2003 and shall continue until terminated by either party in accordance with Section 7.
- 3.2 The only services to be provided by one party to Resident Borrowers of the other party are the lending of materials over the counter at the libraries of the party. No lending services by computer or mail must be offered under this Agreement by either party to the Resident Borrowers of the other party. Access to a party's public access computer networks is not required by this agreement. Participation in either party's programming is likewise not required by this agreement.
- 3.3 Each party to this Agreement shall bear its own costs in performing under the terms of this Agreement, including administrative costs, overhead costs, and salaries of its employees.

4. METHODOLOGY:

- 4.1 A Winter Park Public Library Resident Borrower may go to any library of the District and, with a valid Resident Borrower library card from the Winter Park Public Library, register for a library card from the District. The District will register each such Resident Borrower from Winter Park for a one (1) year period commencing on the date of registration.
- 4.2 A Resident Borrower from the District may go to the Winter Park Public Library, and with a valid Resident Borrower library card issued by the District, register for a library card from the Winter Park Public Library. The Winter Park Public Library shall register each such Resident Borrower from the District for a one (1) year period, commencing on the date of registration.
- 4.3 A current list of each party's libraries and the address and telephone number of each is attached hereto as Exhibit A. This Agreement will automatically extend to any additional libraries that become part of the District's library system or the Winter Park Public Library system.

5. TITLE TO PROPERTY, RETURN OF PROPERTY, AND FINES/USER FEES:

- 5.1 Materials borrowed from the District are, and shall at all times remain, the sole property of the District, and the Winter Park Library shall have no rights, title or use of such materials.
- 5.2 Materials borrowed from the Winter Park Public Library are, and shall at all times remain, the sole property of the Winter Park Public Library, and the District shall have no rights, title or use of such materials.

- 5.3 The District is solely responsible for securing the return of its materials borrowed by any Reciprocal Borrower. Reciprocal Borrowers shall be instructed by the District lending libraries to return borrowed materials to any branch within the District.
- 5.4 The Winter Park Public Library is solely responsible for securing the return of its materials borrowed by any Reciprocal Borrower. Reciprocal Borrowers shall be instructed by the Winter Park Public Library to return borrowed materials to the Winter Park Public Library.
- 5.5 Any fines or user fees levied by the District may be charged to Reciprocal Borrowers only in the same manner as they are charged to District Resident Borrowers. It is the sole responsibility of the District to collect such fines and fees.
- 5.6 Any fines or user fees levied by the Winter Park Public Library may be charged to and collected from Reciprocal Borrowers only in the same manner as they are charged to and collected from the Winter Park Public Library's Resident Borrowers. It is the sole responsibility of the Winter Park Public Library to collect such fines and fees in accordance with the Winter Park Public Library's policies.

6. COOPERATION AND MISPLACED MATERIALS:

The Winter Park Public Library and the District shall cooperate with each other in the implementation of this Agreement by establishing regular exchanges of materials mistakenly returned to the wrong library or library system.

7. TERMINATION:

- 7.1 If either party wishes to terminate this Agreement for any reason, it may do so with a ninety (90) day prior written notice to the other party. Upon such notice, each party shall honor the outstanding library cards issued to Reciprocal Borrowers until the end of the term of each card. Thereafter, each party may require payment of a Non-Resident Borrower Fee as a condition to renewal of a library card for a Reciprocal Borrower.
- 7.2 Upon notification of intent to terminate by either party, each party shall send out written notification to its Reciprocal Borrowers notifying each of the fact that all reciprocal borrowing privileges with the notifying library system will be terminated and not renewed on the expiration date of each such Reciprocal Borrower's card or will be renewed only upon payment of the required Non-Resident Borrower Fee.

7.3 Upon termination of the Agreement, the parties agree to continue regular exchanges of materials until all such materials have been returned to the host library.

8. NOTICE:

All notices, or other writing shall be made or sent in writing and addressed as follows:

DISTRICT

Director
Orange County Library District
101 E. Central Blvd.
Orlando, FL 32801

WINTER PARK

Director
Winter Park Public Library
460 E. New England Ave.
Winter Park, FL 32789

9. ASSIGNMENT OF CONTRACT:

The parties of this Agreement shall not assign in whole or in part any right or privilege connected with this Agreement or monies due or to become due under the terms of this Agreement without the written consent of the other party.

10. THE LAW GOVERNING CONTRACT:

The Laws of Florida shall govern the interpretation of this Agreement. This Agreement shall be binding upon the parties as of October 1, 2003 and shall become effective in accordance with the Laws of Florida.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: the District through its Board of Trustees, signing by and through its President, authorized to execute same by Board on the ____day of _____, 2003, and the Winter Park Public Library, signing by and through its Director authorized to execute same by the Winter Park Public Library Board_of Trustees action on the ___day of _____, 2003.

ATTEST:

DISTRICT
TRUSTEES OF THE ORANGE COUNTY LIBRARY
DISTRICT

This ____ day of _____2003. President

ATTEST:

WINTER PARK PUBLIC LIBRARY

This ____ day of _____2003.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 03-191**

RESOLUTION TO APPROVE THE DOCUMENTS REQUIRED FOR STATE AID TO LIBRARIES GRANT.

Minutes of regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 11th day of September 2003 at 7:00 PM, prevailing Eastern time.

PRESENT:

ABSENT:

The following resolution was offered by and supported by :

The Board Resolves:

1. To approve the documents listed below as required by the Florida Department of State, Division of Library and Information Services, in order for the Orange County Library System to be eligible for a State Aid to Libraries Grant for the Fiscal Year ending September 30, 2004:

- (a) Position Description of the Library's Single Administrative Head
- (b) Certification of Credentials – Single Library Administrative Head
- (c) Letter of Agreement with Winter Park Public Library – Reciprocal Borrowing

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, September 11, 2003**

**Discussion and Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, September 11, 2003**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, September 11, 2003**

Director's Report

Director's Report September 2003 Board Meeting
11 Sept 2003

- Washington Park Branch will be closed on Tuesday 9/16/03 for carpet installation. The branch recently had a new ceiling installed and asbestos removed. The new carpeting will give the branch a facelift.
- The City of Winter Garden has approved the sale and purchase contract at their 8/28 meeting. They are about to issue the first \$57,000 donation check towards their part of the cost. The second \$57,000 check is due on 4/1/04. The purchase contract now must be approved by the Orange County Board of Commissioners.
- On Wednesday, September 3, 2003, the Library officially paid off the loan of \$2,557,022.38 to the Bank of America.
- The Library will shortly be able to accept credit card payments. Training is scheduled for 4 September . Implementation at Main will be 15 September and 22 September for branches.
- On Tuesday, August 26, 2003 OCLS was awarded the LYNX Silver Commuter Choice Employer Award. OCLS provides month long bus passes to employees who use the LYNX system as their transportation to and from work. This award is given to area employers in recognition of leadership, support and participation in providing transportation benefits to its employees. We were honored to receive this award from LYNX. Many thanks to Carla Fountain for her efforts on this program.
- The Library was very pleased to host two Orange County Commissioners in recent presentation for the public. Commissioner Bob Sindler gave a slide presentation with unique photos of Afghanistan and his veterinary work there. His insights were fascinating. Commission Linda Stewart , along with Supervisor of Elections, Bill Cowles, spoke on the process of running for elected office in Orange County. They gave very practical tips and legal information on running for elected office. The interested audience was comprised of would be office seekers. Both of these programs are the result of two of our librarians, Bonnie Church and John

Henkle, using their initiative and recruiting informed speakers to present information of value to the public. The Library is grateful to Commissioners Stewart and Sindler for their support of the Library and to John and Bonnie for their laudable efforts on the Library's behalf.

- The Director has been asked to make a presentation on Innovations at the Orange County Library System to the Florida Library Director's Conference to be held in Kissimmee in October 2003.

· **Programs and Events - September/October**

Mix business with pleasure while learning about business resources at the Library. The September 25, **Bagels & Business** features an early morning demonstration of **Morningstar.Com** Library Edition. Morningstar analyzes and rates mutual funds for investors. As such, it is a valuable tool for all persons interested in maximizing returns on their portfolios, for both regular and retirement accounts. Bagels are generously provided by Einstein Bros. Other financial programs include **Smart Women Finish Rich** and the **Third Saturday Financial Series** offering Retirement Investment Strategies: Managing Your Investments in September and Annuities: Saving for a Bright Retirement in October.

Hispanic Heritage Programs are featured throughout the Library System in September and October. Programs include Learn Spanish with The Rosetta Stone, Sept 4 at Alafaya Branch; El Reto del Cambio with Hispanic author J. R. Roman, Sept 4 at SE Branch; Meet the Authors Juan Suarez and Dr. Blanca R. Garcia, Sept 8 at Orlando Public Library; Internet, Sept 9; Email, Sept.11; and Word Basico en Espanol, Sept 25 at Orlando Public Library; Spanish Hollywood, Sept 27 at Orlando Public Library; and various Spanish Storytimes are among many other topics and programs offered in English, Spanish and Bilingual.

Central Florida Reads *A Land Remembered* by Patrick D. Smith

kicks-off on September 20, 10 a.m. until 2 p.m. with a Frolic in Heritage Square at the Orange County Regional History Center. The Friends of the Library present a new book discussion series, Speaking of Florida:

Southern Contemporary Writers with Dr. Sharon Colley from Rollins College. The first book for discussion is ***A Land Remembered***. A variety of Florida history related programs such as folk dancing, spinning and weaving demonstrations, author talks, and gator appearances continue this reading initiative at the Library throughout October. On November 8, Patrick Smith will speak at the Library at 2 p.m.

An eight foot blue Scully from **Monsters, Inc. Disney on Ice** visited the Main Library in late August to the delight of 130 children and 90 adults. Children's programs included a **Back to School Bash** featuring Junie B. Jones on September 6, plus the addition of eight more weekly programs for younger children at Alafaya, South Creek, Southeast, and Southwest Branches. Tiny Tales, Storybook Fun, Toddler Time, Storytelling and even Bedtime Stories continue to be a hit with the younger set.

The Friends of Library hear the **Sound of Sunshine Show Chorus** at the September 13 Second Saturday program at 10 a.m. The Chorus, a chapter of Sweet Adelines International, will feature barbershop cappella harmony, a uniquely American folk art. On October 11, the Friends welcome *Orlando Sentinel* Florida Flashbacks columnist **Joy Wallace Dickinson** introducing her soon to be published first book, ***Orlando, City of Dreams***.

Computer classes continue their popularity from the basic to the advanced and unusual. Find out how to buy a computer or sell one on eBay.com, learn to search the Internet in English and Spanish; get homework help and get ready for FCAT, search for a job, trace your ancestors, master Power Point, Excel and Access, and create your own family history web site all at Library computer classes.

Don't miss the Friends Fall **Book Sale** beginning with members night on Thursday, September 18, 6-8 pm, and continuing on Friday and Saturday. Children's books are a special feature of this half-price sale.

In September, **The Art of Creativity** with professional cartoonist Rob Smith, Jr. was presented, recorded, and sponsored by Hewlett Packard as a pilot program to benefit the Boys & Girls Clubs of Central Florida. On October 1, the **World of Editorial Cartoons** will be explored by G. Marty Stein, editorial cartoonist for *La Prensa Orlando*.

September Library programs feature **Xeriscaping with Tom MacCubbin** at Heandon Branch; **Emergency Awareness** at Washington Park Branch; **Dress for Success for Less** and Music in the Library with **Coventry String Quartet** at the Main Library. October brings Puppet Shows and Workshops; History's Mysteries for Kids; Diabetes 101 (bilingual); Dog Days; Freakish Fiction; a Scavenger Hunt and author M. Diane Vogt presenting her latest book **Six Bills**, part of a mystery series.

Teen Read Week, October October 19-25, will be celebrated with special programs in our Libraries including Teen Book Clubs and Discussion Groups, Poetry Slams, and Internet Classes. On Friday, October 24, teens will Get A Clue as mischief turns to literal mayhem at **Teen Mystery Night**.

Teen Voices, our teen advisory board will meet on October 29, the fourth Wednesday of every month.

**Orange County Library System
Board of Trustees Meeting
Thursday, September 11, 2003**

Fire Safety Update

ORANGE COUNTY LIBRARY SYSTEM

101 East Central Boulevard · Orlando, Florida 32801-2471 · 407-835-7323

Mary Anne Hodel, Director

September 5, 2003

To: Bob Tessier
From: Pam Bergner
Subject: Fire Safety Update

At the June Board meeting I presented a fire safety report to the Library Board identifying the fire safety equipment, jurisdiction, date of the fire alarm inspection, date of the last local fire department inspection and date of the last fire drill for each location. The following summarizes the progress that has been made since the June Board meeting:

- All locations, with the exception of Washington Park, which is undergoing renovation, and West Oaks have been inspected by the local fire departments. The branch manager for West Oaks has requested an inspection but the fire department has not performed it yet.
- No major violations were brought to our attention as a result of the fire department inspections. A relatively small number of violations were noted and most have been resolved. A few violations must be addressed by our landlords and we have notified them of the issues.
- Fire drills have been conducted at 10 locations with the remaining four locations scheduled for completion by September 30, 2003.
- A fire alarm system has recently been installed at North Orange.
- Fire alarm autodialers, which is the equipment necessary to provide offsite monitoring, have been ordered for Southwest and Windermere. An autodialer also needs to be ordered and installed at Southtrail. Our goal is to have all three locations monitored offsite starting on or about November 1, 2003.

FIRE CONTROL SYSTEMS OCLS

Sep-03

BUILDING LOCATION	SF Size	Open Date	Fire Alarm System	Monitored Off site	Sprinkler System	Jurisdiction	Last Fire Department Inspection	Last or Scheduled FIRE DRILL
OCLS OWNED								
Main	295,000	1985	YES	YES	YES	City of Orlando	11/12/2002	Mar-03
Alafaya	12,000	2000	YES	YES	NO	Orange County	06/24/03	Sep-03
West Oaks	12,000	2001	YES	YES	YES	Ocoee	5/1/02*	Jul-03
South Creek	12,000	2002	YES	YES	YES	Orange County	7/2/2003	Aug-03
North Orange	12,000	1998	YES	YES	NO	Orange County	7/21/2003	Sep-03***
West Orange	5,100	1969	NO(#1)	NA	NO	Winter Garden	5/9/2003	Jul-03
LEASED BUILDINGS								
Southwest	15,500	1989	YES	YES, as of 11/1/03	NO	Orange County	6/30/2003	Jul-03
Windermere	6,400	1991	YES	YES, as of 11/1/03	NO	City of Ocoee	7/2/2003	Sep-03***
LEASED SHOPPING CENTER								
Herdon	13,200	1998	YES	YES	YES	City of Orlando	7/9/2003	Jul-03
Hiawassee	12,800	2000	YES	YES	YES	Orange County	7/2/2003	Sep-03***
South Trail	12,700	1996	YES	YES, as of 11/1/03	YES	Orange County	6/18/2003	Jul-03
Southeast	13,300	1994	NO(#2)	NA	YES	City of Orlando	6/18/2003	Sep-03***
Edgewater	12,700	1997	YES	YES	YES	Orange County	6/19/2003	Jul-03
Washington Park	5,600	1,984	YES	YES	NO	City of Orlando	requested**	Aug-03
			#1 Moving out of building in 2004 #2 System not required by code when constructed			*Ocoee will inspect between Oct-Nov 03 **Building currently under renovation *** Drills scheduled for this month		

**Orange County Library System
Board of Trustees Meeting
Thursday, September 11, 2003**

U.S. Patriot Act



ORANGE COUNTY LIBRARY SYSTEM MEMORANDUM
--

TO: Mary Anne Hodel

DATE: August 28, 2003

FROM: Debbie Moss

SUBJECT: USA Patriot Act

I have spent some time looking further into the USA Patriot Act and what actions other libraries may (or may not) have taken. I have also had a conversation with Library counsel regarding the Act and the request that we post a notice to all patrons. Based on progress being made in Congress (outlined below) and an overriding concern that the posting of any notice will only alarm a public who otherwise should have no concern regarding the privacy of their borrowing records I do not feel at this time that a notice is appropriate. We want to encourage, rather than discourage, the use of the Library. We have a tradition of and commitment to maintaining our records in a fashion that aids us in protecting the privacy of our patrons. That commitment remains strong in the face of any perceived threat from the USA Patriot Act.

In reviewing the literature it does not appear that a majority of public libraries have engaged in providing the ACLU suggested public notice. A number of libraries in California, including university libraries have done so (San Jose, Santa Cruz for example). The Skokie Public Library in Il and the public library in Killington, VT are also reported to have posted signs.

In an article from earlier this year, immediate past-president of ALA, Maurice J. Freedman, reported that "only a handful" of libraries had posted signs. He additionally noted that many libraries "decided that warnings might unnecessarily alarm patrons".

At least four bills have been brought forward in Congress this year to modify the Act. Most recently the House voted on July 23, 2003, to prohibit "sneak and peek" searches authorized by the Act. The July 28, 2003 issue of ALA's Breaking News notes:

The measure that passed - attached as an amendment to an appropriations bill - would prevent the Justice Department from using federal dollars to implement warrants that delay notification that a covert search is being conducted, the Associated Press reported July 23. Since the Patriot Act was passed in 2001, the department has obtained these warrants-intended to allow agents to search private property without the owner's knowledge - 47 times for searches and 14 times for property seizures.

The numbers reported in that article do not indicate a rampant enforcement of the provision of this Act.

A more current statement found in a press release on the American Library Association's web site (www.ala.org) states:

The ALA is particularly concerned about Sections 215 and 505 of the USA PATRIOT Act, and that is why ALA enthusiastically supports legislation such as the "Personal Records Privacy Act," introduced by Senator Russ Feingold (D-Wis.), and the "Protecting the Rights of Individuals Act," introduced by Senators Lisa Murkowski (R-Alaska) and Ron Wyden (D-Ore.). The Feingold Bill would help to protect the constitutionally protected privacy rights of law-abiding Americans by setting reasonable limits on the federal government's access to library, bookseller, medical, and other personal information under the Foreign Intelligence Surveillance Act. The Bill, introduced by senators Murkowski and Wyden, would seek to restore civil liberty protections, including provisions of particular interest to the library community, which were dramatically weakened under the USA PATRIOT Act.

Generally it is recognized that there is broad bi-partisan support for changes to the Act. I have a number of supporting articles if you or any members of the Board wish to review them.

The Orange County Library System remains dedicated to providing the greatest consideration possible to the records of our patrons. We maintain our various technologies in a manner which supports that goal. Additionally the OCLS was represented by both staff and the FOL at National Library Legislative Days in Washington D.C. in March. The need for revisions to the current act was a frequent topic of discussion in meetings with legislators and their aides.

In summary the OCLS is watching the situation closely, providing feedback to legislators and remaining vigilant in our records maintenance in order to best serve our public.

**Orange County Library System
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Thursday, September 11, 2003**

Winter Garden Project Summary

Winter Garden Project Summary

03-198

Aug 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	151,148	120,274
Construction			
Contractor	2,100,000	2,053,190	448,403
Carpet	35,000	35,000	0
Impact & Permit Fees	40,000	40,000	22,594
Testing	8,000	8,000	2,773
Other	10,000	10,000	325
Construction Total	<u>2,193,000</u>	<u>2,146,190</u>	<u>474,095</u>
Contingency	207,000	252,662	
TOTAL PROJECT	<u><u>2,550,000</u></u>	<u><u>2,550,000</u></u>	<u><u>594,369</u></u>

Scheduled Construction Completion Date: April 2004

Construction Contract Summary

Base Contract	1,961,100
CO #1 - Civil Improvements	71,187
CO #2 - Additional civil improvements required by WG)	<u>20,903</u>
Total	<u>2,053,190</u>



8/26/2003 8:34am

**Orange County Library System
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Library Central Project Summary

Library Central Project Summary

03-199

Aug 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	112,353
Construction			
Contractor	1,300,000	895,843	457,621
Carpet	0	88,000	0
Permits & Fees	0	10,000	7,960
Other	0	0	119
Construction Total	<u>1,300,000</u>	<u>993,843</u>	<u>465,700</u>
Furniture	100,000	320,000	0
Contingency	0	72,172	
TOTAL PROJECT	<u><u>1,500,000</u></u>	<u><u>1,500,000</u></u>	<u><u>578,053</u></u>

Scheduled Construction Completion Date: Sep 2003

Construction Contract Summary

Base Contract	850,374
CO #1 Replace lobby tiles with poured terazzo floor	26,192
CO #2 - delete workroom partition, relocate sprinkler, demo sink, ballast disposal	5,952
CO #3 - Trim change, Additional light fixtures, terrazzo changes, add data outlets to teen area, additional cost for sink deletion,	<u>13,325</u>
Total	<u>895,843</u>



9/5/2003 2:26pm

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Compensation Plan Update

Compensation Plan

The Compensation Plan is intended to provide employees with fair and competitive pay and to provide a uniform method of payment. It consists of salary/wage schedules showing pay ranges, including the minimum and maximum rates of pay and the assignment of each classification to a pay range.

New employees normally start at the minimum salary of a particular pay range. Consideration may be given for relevant experience and training. Upon recommendation of the Division Head or Branch Administrator, a new employee may start at a rate up to 10% above the minimum salary of the appropriate pay range. Any recommendation for starting salary above the minimum must be approved by the Human Resources Manager.

Employees have the opportunity to receive increases based upon a merit based pay plan. To remain competitive, the Compensation Plan is reviewed annually and revised periodically based on information gathered from a wage and salary survey in which a sampling of OCLS positions are compared with similar positions in surrounding communities.

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**Public Comment:
Non-Agenda Items**