

**Orange County Library System
Board of Trustees**

Board Packet for December 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**

December 3, 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, December 11, 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 – Orange County
Nadeem Battla, Liaison, City of Orlando

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
December 11, 2003
Albertson Room
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323

03-234 I. **Call to Order**

03-235 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 .

03-236 III. **Approval of Minutes**

03-237 Library Board of Trustees Meeting Minutes: Thursday, October 16, 2003

03-238 IV. **Staff Presentation: BLAST – Patsy Williams and Jessica Sugiuchi**

03-239 V. **Financial Statements and Summaries: November 2003**

03-240 VI. **Statistics and Summaries**

03-241 September 2003 & FY 2003 Statistical Reports

03-242 October 2003 Statistical Reports

03-243 VII. **Action Items**

03-244 Honoring Retiree John Moffett

03-245 **Consent Agenda**

03-246 Meeting Room Policy

03-247 **Non-Consent Agenda**

03-248 U.S. Patriot Act

03-249 Personnel Committee: Director's Evaluation

03-250 VIII. **Discussion and Possible Action Items**

03-251 Library Central Gala Report

03-252 IX. **Information**

03-253 Director's Report

03-254 Winter Garden Project Summary

03-255 Library Central Project Summary

03-256 Letter from Cherry, Bekaert & Holland – Certified Public Accountants & Consultants

03-257 Mayor Buddy Dyer's Educational Partnership Grant - Letter

03-258 Public Comment: Non-Agenda Items

X. **Adjournment**

**Next Meeting Dates: January 8, 2004 – Windermere Library; 530 Main Street; Windermere, Florida 34786 ---
February 12, 2004 – 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, December 11, 2003**

Call To Order

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

Public Comment

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

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

Approval of Minutes

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

**Approval of Minutes:
Library Board of Trustees Meeting
Thursday, October 16, 2003**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
October 16, 2003
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323

- 03-202 I. **Call to Order**
Board Members Present: Tom Kohler (10/2); Phyllis Hudson (10/0);
Gloria Fernandez (10/1); Sara Brady (10/2);
James Tyson (9/1)
- Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier;
Carla Fountain; Sally Fry; Kathryn Robinson;
Eric Atkinson; Marilyn Hoffman; Milinda
Neusaenger
- President Kohler called the meeting to order at 7:00 p.m.
- 03-203 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 .
- 03-204 III. **Approval of Minutes**
03-205 **Marketing Committee Meeting Minutes: Wednesday, September 10, 2003**
- 03-206 **Library Board of Trustees Meeting Minutes: Thursday, September 11, 2003**
Trustee Fernandez, seconded by Trustee Hudson, moved to approve the Marketing Committee Meeting Minutes from September 10, 2003 and the Board of Trustees Meeting Minutes from September 11, 2003.
Motion carried 5-0.

- 03-207 IV. **Staff Presentation: WiFi – Wireless Technology: Blake Ringholz**
Blake Ringholz, Network Engineer in the Information Systems Department, briefed the Board of Trustees on Wireless (Wi-Fi) Technology, which is offered and available to patrons at all OCLS locations. Brief discussion ensued regarding the number of simultaneous users, types of wireless products that can be used, patron registration and the publicity of the service.
- 03-208 **Staff Presentation: *Get With It!*: Jim Myers**
Jim Myers, Special Services and Delivery Manager, unveiled the new video *Get With It!*, which has been produced to inform Orange County’s senior residents about the various services available at OCLS.
- 03-209 V. **Financial Statements and Summaries: September 2003**
- 03-210 VI. **Statistics and Summaries: August 2003**
Assistant Director Moss announced that postcards will be sent to patrons with expired cards. Brief discussion ensued.
- 03-211 VII. **Action Items**
- 03-212 **Recognition of Retiring Employee: Cynthia Willie**
Trustee Fernandez, seconded by Trustee Tyson, moved to pass the resolution recognizing and honoring Cynthia Willie for her outstanding service as an employee since November 24, 1986.
Motion carried 5-0.
- 03-213 **Recognition of Retiring Employee: Gail Carroll**
Trustee Fernandez, seconded by Trustee Tyson, moved to pass the resolution recognizing and honoring Gail Carroll for her outstanding service as an employee since October 18, 1993.
Motion carried 5-0.
- 03-214 **Recognition of Retiring Employee: Don Royster**
Trustee Fernandez, seconded by Trustee Tyson, moved to pass the resolution recognizing and honoring Don Royster for his outstanding service as an employee since October 15, 1985.
Motion carried 5-0.
- 03-215 **Consent Agenda**
- 03-216 **Annual Plan of Service**
Trustee Hudson, seconded by Trustee Tyson, moved to approve the Annual Plan of Service as required by the Florida Department of State, Division of Library and Information Services, in order for OCLS to be eligible for a State Aid to Libraries Grant for the Fiscal Year ending September 30, 2004.
Motion carried 5-0.

- 03-217 **Appointment of Flexible Benefit Plan Administrators**
Trustee Tyson, seconded by Trustee Fernandez, moved to appoint Mary Anne Hodel, Carla Fountain, and Bob Tessier as plan administrators for the Flexible Benefit Plan. Motion carried 5-0.
- 03-218 **Non-Consent Agenda**
- 03-219 **License to Learn Contest Winner**
Branch Administrator Sally Fry, recapped the License to Learn contest in which OCLS sent out contest and library card applications to all 1st grade teachers in Orange County. Teachers were encouraged to sign up all of their students for library cards and the chance for their class to win prizes. The prizes were gift certificates to *A Gift for Teaching* and class storytelling visits with Squirt and Borders coffee coupons. President Kohler drew the names of the following teachers:

First Prize: Ms. O'Shaughnessy of Thornbrooke Elementary
Second Prize: Michelle Adams of Tildenville Elementary
Third Prize: Janice Cummings of Cypress Springs Elementary
- 03-220 **Election of Officers**
Trustee Fernandez, seconded by Trustee Hudson, moved to nominate and re-elect Tom Kohler as Board President. Motion carried 5-0.
- 03-220.1 Trustee Brady, seconded by Trustee Tyson, moved to nominate and re-elect Phyllis Hudson as Board Vice President. Motion carried 5-0.
- 03-221 **Director's Evaluation Process: Gloria Fernandez**
Trustee Fernandez briefly discussed the formation of the annual Personnel Committee in order to evaluate Director Hodel. As the Committee Chair, Trustee Fernandez asked Ron Harbert, former Library Board President and Trustee and Jackie Green President of the Friends of the Library, to participate on the committee along with Carla Fountain, Head of Human Resources. The Committee Meeting will be held in the near future.
- 03-222 VIII. **Discussion and Possible Action Items**
- 03-223 **Strategic Plan Quarterly Update: Phyllis Hudson**
Trustee Hudson gave a brief overview of the Strategic Plan Quarterly Update. Discussion ensued regarding the use of a customer service secret shopper. Branch Administrator Fry explained the preliminary process the secret shopper will use when conducting customer service evaluations at all OCLS locations. Initially, the secret shopper will focus on basic areas such as entrance greeting; service received when getting a library card; bathroom cleanliness; etc. Rewarding those staff with perfect scores was also discussed. Ms. Fry mentioned that staff will be briefed beforehand as to the service expectations. Ms. Fry also stated that the shoppers will visit a location(s) one to two times a month. President Kohler suggested that the Orlando Police Department and the café (Food for Thought) should be shopped as well since they are working under the OCLS umbrella. Director Hodel stated that year one of the Strategic

Plan has been completed and that work on year two has already begun. Ms. Hodel also indicated the need for a perpetual, rolling plan so that as a year is completed, plans for an additional year will be added on for the future. She also stated that possibly in January or February 2004, a workshop for the Board will be held in order to work out and formalize all of the details.

03-224

Naming of Winter Garden Meeting Room: Heritage Room

President Kohler stated he had been approached by a member of the Winter Garden community and was asked if the meeting room in the Winter Garden Library could be named *The Heritage Room*.

Trustee Hudson, seconded by Trustee Fernandez, moved to name the Winter Garden Library meeting room the Heritage Room.

Motion carried 5-0.

03-225

Opening of Library Central: Sara Brady

Trustee Brady gave a brief summary of the preparations for the Library Central grand opening. She stated approximately 1200 invitations had been sent and community leaders that appeared on the Library billboard were asked to hand out invitations as well. President Kohler announced that the Board needs to vote on the serving of alcohol beverages at the Library Central Gala.

Trustee Tyson, seconded by Trustee Brady, moved to approve the serving of alcoholic beverages at the Library Central fundraising Gala on November 1, 2003.

Motion carried 5-0.

03-226

U.S. Patriot Act

Orange County resident Glenn R. Anderson spoke regarding the U.S. Patriot Act. Trustee Hudson stated she would like signs posted that inform the public that OCLS may be compelled to provide information to authorities regarding their library records. Assistant Director Moss explained that OCLS does not maintain a historical record of a patron's borrowing habits. She also stated that patron computer usage information is erased regularly. Trustee Brady shared her concerns regarding the amount of information on a possible sign. She stated not giving enough information may lead to confusion and alarm for some patrons. Discussion ensued regarding the possible postings of signage throughout OCLS. Trustee Tyson stated that the Library Staff should come back with a written plan.

Trustee Hudson, seconded by President Kohler, moved to authorize Staff to post notices regarding the U.S. Patriot Act as it relates to libraries.

Motion failed 1-4 with Trustee Hudson voting Aye; President Kohler and Trustees Fernandez, Brady and Tyson voting Nay.

Trustee Brady, seconded by Trustee Tyson, moved to recommend the Library Staff to come back with a written plan regarding the postings of signs about the U.S. Patriot Act as it relates to libraries.

Motion carried 5-0.

03-227 IX. **Information**03-228 **Director's Report**

•Orange County Library System has been notified that we are one of the Florida recipients of the Prime Time Family Reading grant. OCLS staff brought the idea to the Florida Humanities Council. The Council liked the idea and collaborated with the Florida State Library who found some other participants. Other recipients are: the Leon County Library System in Tallahassee, Heartland Library Co-op the Putnam County Library System in Palatka and the Martin County Library System in Stuart. We are very grateful to Marilyn Hoffman and Craig Wilkins for their fast work and convincing proposal that will result in our being even more involved in promoting family reading.

•The Library will soon begin using secret shoppers to help us objectively evaluate customer service at all our facilities. We have been working with staff to work on the evaluation criteria to be used.

•A contract was signed earlier this month with Innovative Interfaces for \$547,852.00 for a library automation system. Staff members have been working to develop an implementation plan that will result in going live with the new software on 17 March 2004. Our first step is to send a sample database of 150,000 bibliographic and item records as a sample database to Innovative to be used for training and system testing. We will have approximately four weeks to test the profiling and indexing of the database. The first week in January we will begin training for Technical Services in the acquisition and cataloging functions. A full database load will be done at the end of January/early February. Circulation training will be done (on a train the trainer basis) the 10th and 11th of February.

•The Library has asked for input from the staff on the Orange Peel, the Library's intranet, on some proposed changes to the dress code. In an effort to be more conscious of our role as a community service provider and respectful of our community and customers, the Library is planning to raise the bar on how staff members present themselves to the public. While we considered a staff uniform, it was decided that we wanted to take a positive approach, encouraging all staff to dress professionally, while not mandating a one size fits all dictum. Accordingly, we are looking at a dress code that encourages at a minimum Polo or oxford shirts with dark or tan workpants and discourages jeans, T-shirts, and clothes with holes, or skimpy, skin revealing tops. The majority of our staff take great pride in their dress and we did not want to discourage them from dressing more formally than the minimum. The dress code will be formulated shortly and there will be a transition time frame in which we will phase in the new code.

President Kohler asked if the recommendation came from staff. Director Hodel stated that it is an idea that came from branch staff who thought it would be a good idea for staff to wear a uniform including the logo polo shirts.

•The Library will be participating with the 1st Annual National Family Week with Orange County's Citizen's Commission for Children. The public opening of our Library Central on 2 November 2003 with "Derek and the Slammers" and the events we sponsor for our first week after the opening will all be a part of a county-wide

celebration. We are grateful to Tyra Witsell and her staff for including the Library in this important county-wide celebration.

•The plans for Staff Day are nearly complete. We have a full agenda for 11 November, with a large choice of breakout sessions for staff to attend. We are particularly pleased about our keynote speaker, Janelle Barlow, who will discuss why a complaint is a gift. Board members are invited to participate. President Kohler and Trustee Tyson and are available to speak at the breakout sessions.

Trustee Fernandez stated that she is pleased that Tutor.com is heavily used and that Library Staff members are participating in the Juvenile Diabetes Walkathon.

Trustee Tyson commended Director Hodel and the Library Staff for the great renovations of Library Central; especially the openness and the improved lighting. Director Hodel praised John Claytor, Debbie Tour and the Circulation staff for their hard work and efforts in coping with the construction work on a daily basis.

President Kohler stated that Library Staff continue to meet with City Officials regarding a branch library at Trotter’s Park.

- 03-229 **FY 2004 Holiday and Closed Schedule**
- 03-230 **Winter Garden Project Summary**
- 03-231 **Library Central Project Summary**
- 03-232 **Sunday Service Hours**
- 03-233 **Public Comment: Non-Agenda Items**

X. Adjournment

President Kohler adjourned the meeting at 8:33 p.m.

Next Meeting Dates: November 13, 2003 – South Trail Library 4600 South Orange Blossom Trail; Orlando, Florida 32839 – December 11, 2003 Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

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

**Staff Presentation:
BLAST – Bringing Libraries
And Students Together
Patsy Williams & Jessica Sugiuchi**

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

**Financial Statements and
Summaries: November 2003**

Orange County Library System Financial Statement Highlights Two Months Ended November 30, 2003

Operating Fund Revenue and Expenditure Summaries

The attached Summaries illustrate why the level of our reserves, or savings, is so important. For the first two months of the fiscal year, we received about \$1,082,000 in revenues but spent almost \$3,949,000. We relied on our reserves to fund the difference.

Ad Valorem Tax Revenues

Tax revenues don't start trickling in until about the third week of November. The bulk of the tax revenues are received in December, January, and February.

Library Central Gala

Thus far, we have received about \$24,000 from sponsorships, ticket sales, and donations.

Insurance

Although we are only two months into the fiscal year, the attached reflects we have spent about 24% of the annual budget. The premiums for some of our coverage, including Public Officials and Employment Practices liability, are due in a lump sum rather than invoiced and paid monthly throughout the year.

Property Appraiser's Fee

Rather than monthly payments, the Property Appraiser's office submits quarterly invoices which are payable at the beginning of the quarter.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Two Months Ended November 30, 2003**

03-239

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(2 months=17%)</u>
AD VALOREM TAXES	22,635,232	836,051	3.7%
INTERGOVERNMENTAL			
Grants	50,000	0	0.0%
State Aid	1,482,000	0	0.0%
Law Collection Fees	250,000	47,700	19.1%
	<u>1,782,000</u>	<u>47,700</u>	<u>2.7%</u>
CHARGES FOR SERVICES			
Fee Cards	14,000	1,788	12.8%
PC Pass	30,000	4,225	14.1%
Classes	1,000	135	13.5%
Copy & Vending	170,000	23,243	13.7%
Fax	0	341	
Notary	0	20	
	<u>215,000</u>	<u>29,752</u>	<u>13.8%</u>
FINES			
Fines	650,000	111,739	17.2%
Lost Materials	70,000	12,505	17.9%
	<u>720,000</u>	<u>124,244</u>	<u>17.3%</u>
MISCELLANEOUS			
Interest Earnings	175,000	13,582	7.8%
Rents	5,000	247	4.9%
Sales of Fixed Assets	0	1,750	
Disk Sales	2,500	355	14.2%
Contributions - Friends of Library	162,000	0	0.0%
Contributions - Others	5,000	712	14.2%
Library Central Gala	0	23,625	
Miscellaneous	30,500	4,073	13.4%
	<u>380,000</u>	<u>44,344</u>	<u>11.7%</u>
TRANSFER FM PROP APPRAISER	30,000	0	0.0%
TRANSFER FM TAX COLLECTOR	210,000	0	0.0%
TOTAL REVENUES	<u><u>25,972,232</u></u>	<u><u>1,082,091</u></u>	<u><u>4.2%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Two Months Ended November 30, 2003

	ANNUAL BUDGET	YTD ACTUAL	(2 months=17%)
SALARIES & BENEFITS			
Salaries (Sick Leave Payout \$8,779)	11,090,984	1,709,035	15.4%
Medicare Taxes	160,821	22,477	14.0%
Defined Contribution Plan	831,830	119,793	14.4%
Defined Benefit Plan	789,719	126,858	16.1%
Life and Health Insurance	1,568,690	207,524	13.2%
Worker's Compensation	134,669	26,318	19.5%
Unemployment Compensation	20,000	0	0.0%
Parking & Bus Passes	93,420	11,677	12.5%
	<u>14,690,133</u>	<u>2,223,682</u>	<u>15.1%</u>
OPERATING			
Professional Services	185,000	11,533	6.2%
Other Contractual Services	644,000	89,971	14.0%
Other Contract. Serv.- Janitorial	233,000	39,743	17.1%
Training and Travel	75,000	13,191	17.6%
Telecommunication	293,000	37,014	12.6%
Delivery and Postage	1,075,000	187,594	17.5%
Utilities	650,000	51,601	7.9%
Rentals and Leases	820,000	130,518	15.9%
Insurance	150,000	36,498	24.3%
Repair and Maintenance	587,000	51,554	8.8%
Repair & Maint. - Hardware/Software	205,000	20,586	10.0%
Copying/Printing	220,000	15,004	6.8%
Property Appraiser's Fee	262,000	65,304	24.9%
Tax Collector's Fee	452,000	16,721	3.7%
Supplies	750,000	59,741	8.0%
Supplies-Hardware/Software	55,000	12,780	23.2%
Contingency	300,000	0	0.0%
	<u>6,956,000</u>	<u>839,353</u>	<u>12.1%</u>
CAPITAL OUTLAY			
Building and Improvements	375,000	22,763	6.1%
Equipment and Furniture	275,000	42,824	15.6%
Hardware/Software	965,000	109,570	11.4%
	<u>1,615,000</u>	<u>175,157</u>	<u>10.8%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	13,500	7,518	55.7%
Materials - Law	210,000	12,502	6.0%
Materials - Other	3,936,500	690,625	17.5%
	<u>4,160,000</u>	<u>710,645</u>	<u>17.1%</u>
TRANSFER TO OTHER FUNDS			
Branch Debt Service Fund	417,000	0	0.0%
Capital Projects fund	482,000	0	0.0%
Sinking Fund	50,000	0	0.0%
	<u>949,000</u>	<u>0</u>	<u>0.0%</u>
TOTAL EXPENDITURES	<u>28,370,133</u>	<u>3,948,837</u>	<u>13.9%</u>

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Two Months Ended November 30, 2003**

03-239

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(2 months=17%)</u>
REVENUES			
Ad Valorem Taxes	1,207,139	44,593	3.7%
Interest	10,000	50	0.5%
Transfer From Tax Collector	13,000	0	0.0%
TOTAL REVENUES	<u>1,230,139</u>	<u>44,643</u>	<u>3.6%</u>

EXPENDITURES

Principal	1,100,000	0	0.0%
Interest	151,900	0	0.0%
Tax Collector's Fee	26,100	892	3.4%
TOTAL EXPENDITURES	<u>1,278,000</u>	<u>892</u>	<u>0.1%</u>

FUTURE DEBT SERVICE PAYMENTS

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
3/1/04	0	75,950
9/1/04	1,100,000	75,950
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
Two Months Ended November 30, 2003**

03-239

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(2 months=17%)</u>
REVENUES			
Transfer From General Fund	417,000	0	0.0%
Interest	5,000	913	18.3%
TOTAL REVENUES	<u>422,000</u>	<u>913</u>	<u>0.2%</u>
EXPENDITURES			
Principal	318,009	0	0.0%
Interest	98,770	0	0.0%
TOTAL EXPENDITURES	<u>416,779</u>	<u>0</u>	<u>0.0%</u>

FUTURE DEBT SERVICE PAYMENTS

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
2/1/04	166,917	34,568
8/1/04	168,687	39,287
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
Two Months Ended November 30, 2003**

03-239

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(2 months=17%)</u>
REVENUES			
State Construction Grant	310,000	0	0.0%
Proceeds-Sale of W. Orange Property	350,000	0	0.0%
Contribution From City of Winter Garden	114,000	0	0.0%
Interest	0	758	
Transfer From General Fund	482,000	0	0.0%
TOTAL REVENUES	<u>1,256,000</u>	<u>758</u>	<u>0.1%</u>

EXPENDITURES

WINTER GARDEN BRANCH

Architect/Engineer	30,000	0	0.0%
Construction Contract	1,261,000	84,934	6.7%
Carpet	35,000	0	0.0%
Impact & Permit Fees	10,000	0	0.0%
Testing	4,000	1,191	29.8%
Other	7,000	0	0.0%
Contingency	208,000	0	0.0%
TOTAL EXPENDITURES	<u>1,555,000</u>	<u>86,125</u>	<u>5.5%</u>

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Two Months Ended November 30, 2003**

03-239

	ANNUAL BUDGET	YTD ACTUAL	(2 months=17%)
REVENUES			
Transfer From General Fund	50,000	0	0.0%
 EXPENDITURES			
Reserves-Building and Improvements	25,000	0	0.0%
Reserves-Technology	25,000	0	0.0%
TOTAL EXPENDITURES	50,000	0	0.0%

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

03-239

	<u>BALANCE</u> <u>10/31/03</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> <u>11/30/03</u>
OPERATING				
Checking	820,401	4,940,728	(5,372,719)	388,410
SBA Investments	1,370,085	0	(800,000)	570,085
CD Investments	<u>5,580,000</u>	<u>3,000,000</u>	<u>(3,000,000)</u>	<u>5,580,000</u>
	7,770,486	7,940,728	(9,172,719)	6,538,495
MAIN DEBT SERVICE				
AIM Investments	74,096	43,701	0	117,797
BRANCH DEBT SERVICE				
CD Investments	393,146	0	0	393,146
CAPITAL PROJECTS				
Checking	1,142	82,000	(81,745)	1,397
SBA Investments	<u>509,230</u>	<u>0</u>	<u>(82,000)</u>	<u>427,230</u>
	510,372	82,000	(163,745)	428,627

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

03-239

ASSETS

Certificates of Deposit	5,580,000
Cash on Hand	14,105
Equity in Pooled Cash	388,410
Accounts Receivable	240
Due From Other Governments	42,551
Interest Receivable	12,584
Inventory	202,537
Investments-SBA	570,085
Prepays	69,941
Other Assets-Deposits	<u>11,675</u>
TOTAL ASSETS	<u><u>6,892,128</u></u>

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

03-239

LIABILITIES

Accounts Payable	35,579
Retainage Payable	93,591
Accrued Wages Payable	393,487
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	10
Due To FOL-Taxable Book Sales	2,965
Due To FOL-Nontaxable Book Sales	7
Due To FOL-Sales Tax	199
United Appeal	183
Bonds	57
Def Comp Employees	0
Health Insurance	18,077
Union Dues	1,123
Union-Cope	76
Optional Life	1,450
Flex Spend Med	0
Flex Spend Dep	0
Daughters of American Revolution	200
Miscellaneous	0
Unclaimed Payroll	929
TOTAL LIABILITIES	547,933

FUND BALANCE

Reserve for Inventory	202,537
Reserve for Encumbrances	196,170
Reserve for Prepaids	134,714
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 Strategic Plan	4,000,000
Unreserved/Undesignated	4,099,569
Current Year Excess of Revenues Over Expenditures	(2,866,744)
TOTAL FUND BALANCE	6,344,195

TOTAL LIABILITIES & FUND BALANCE

6,892,128

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

Statistics and Summaries

STATISTICAL SUMMARY

September and October 2003

Circulation and Door Count trends:

The new fiscal year started off with a rise in circulation over October of 2002 from 496,319 to 572,378, a 15% increase. South Creek is a real star for the Branches, recording an increase of 62.33 % increase in circulation, 58% of which was done through self check. We are still seeing the dramatic increases at South Creek from it's first full year of service. They had their first anniversary in their new location on October 27, 2003.

Library Activities:

Of particular note for October 2003 is the high number of computer sign ups, over 60,000 sessions. We continue to see increased utilization of the 62 additional public access stations that were deployed for public use in July 2003.

OCLS.INFO

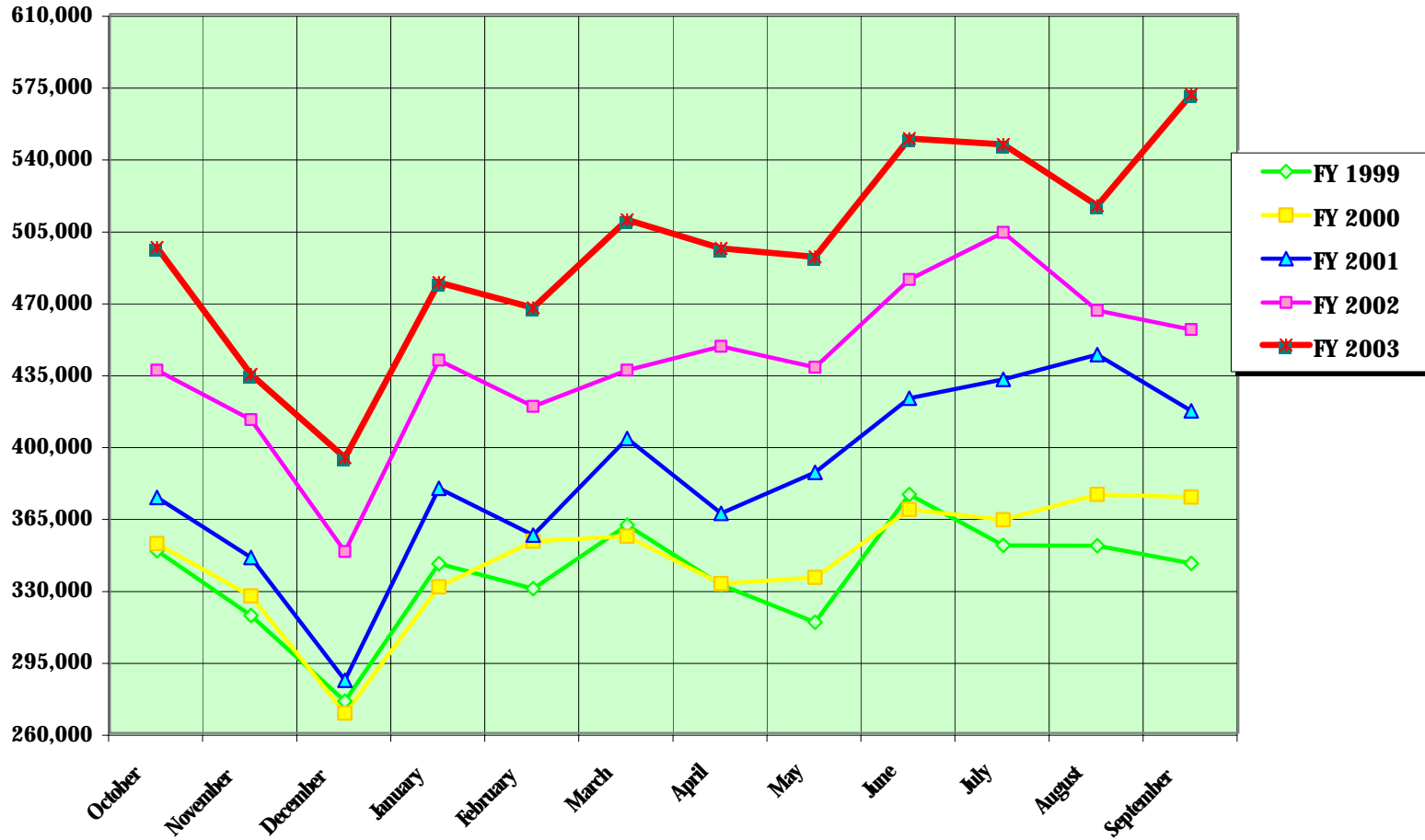
Use of our library website continues to increase though the number of reference questions left online is down. In order to gauge the effect of live chat on this decreasing reference number, beginning this month we will list the "live chat" number separately. Even including that number, 65 live chats, with the electronic reference questions, 353, the total, of 418 electronic transactions is lower than last year.

Looking at the year-end report for online databases it is clear that use fluctuates throughout the year. High use seems to fall during school months. There is a large jump in our numbers from September 2003 to October 2003 due to adding figures for our Dear Reader online book club. We have over 28,000 users signed up for that service.

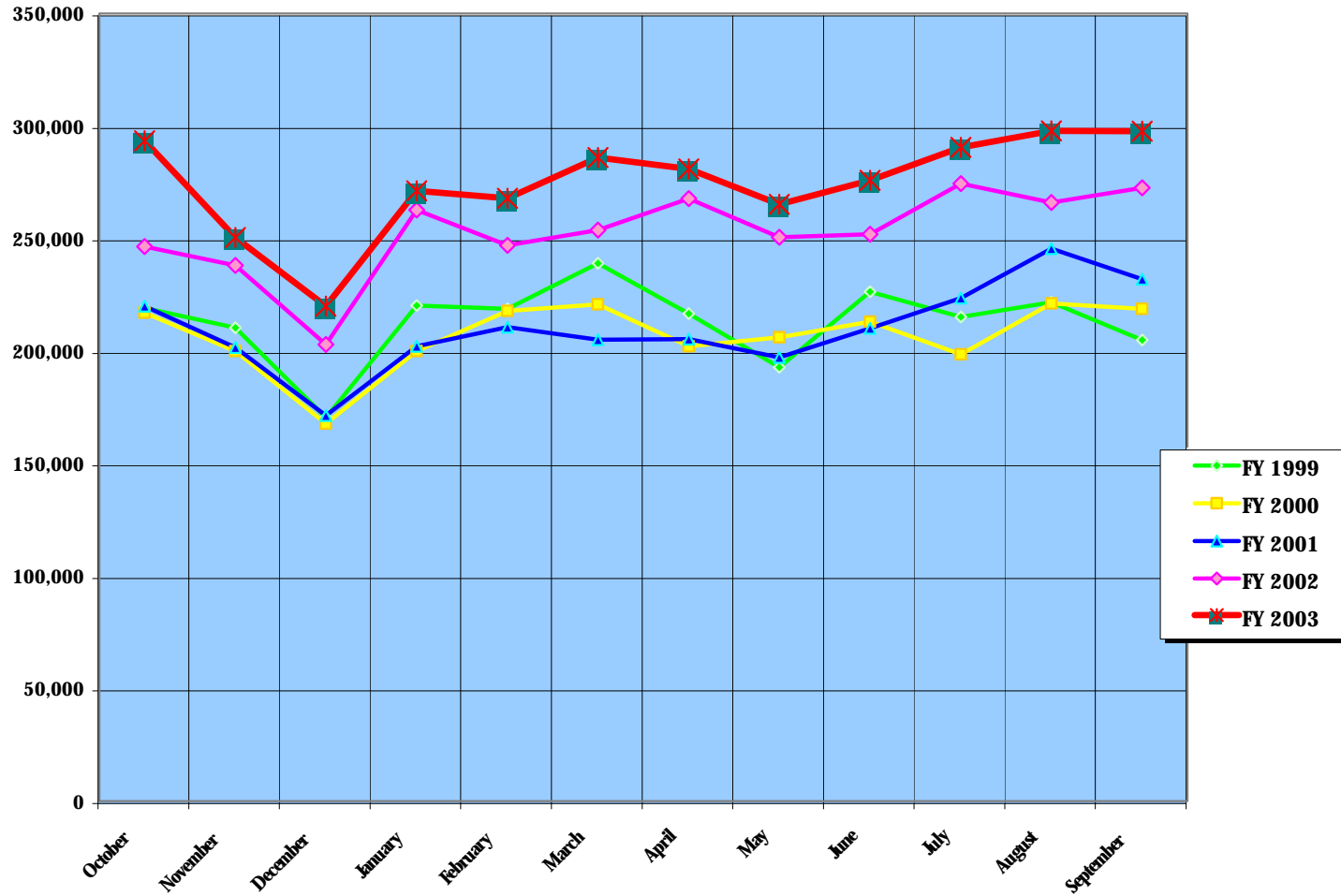
**Orange County Library System
Board of Trustees Meeting
Thursday, December 11, 2003**

**Statistics and Summaries –
September 2003 & FY 2003**

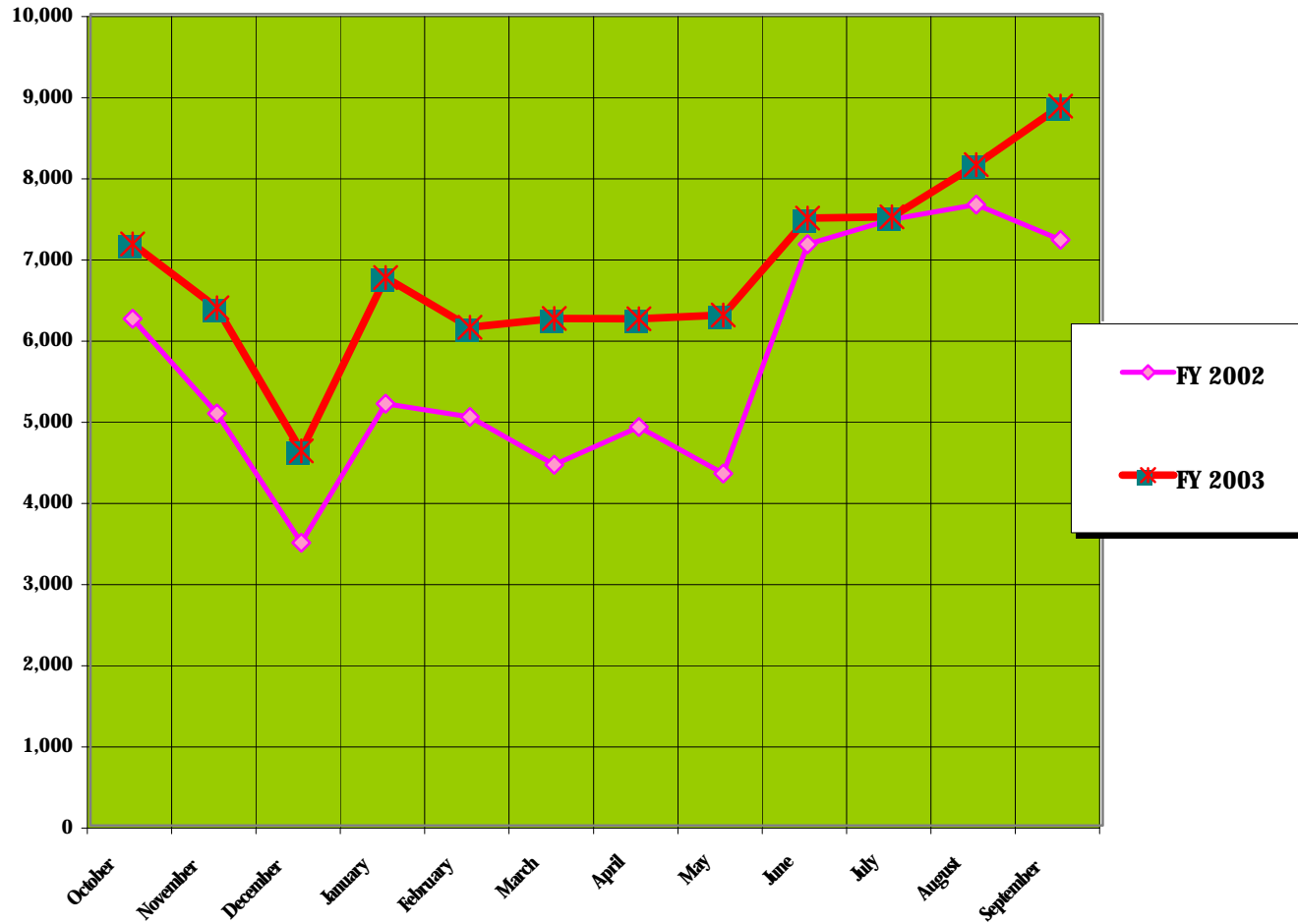
ORANGE COUNTY LIBRARY SYSTEM CIRCULATION Fiscal Year 1999 Through Fiscal Year 2003 TO Date



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



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



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

03-241

	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	Aug-03	Aug-02	Sep-03	Sep-02	% of Change	YTD 2003	YTD 2002	% of Change
Circulation																
Main	140,404	125,080	136,304	117,546	148,934	130,299	141,230	140,094	143,639	132,138	156,832	132,944	17.97%	1,703,946	1,523,582	11.84%
Branches	306,955	280,997	308,687	278,846	349,850	303,950	340,589	312,491	317,229	289,013	356,745	278,484	28.10%	3,696,139	3,365,137	9.84%
MAYL	44,887	38,109	42,634	37,558	46,850	42,918	60,975	46,961	52,125	44,555	53,289	41,169	29.44%	537,515	473,028	13.63%
Talking Books	3,738	3,951	4,146	4,078	3,752	3,526	3,766	4,164	3,758	4,079	3,993	3,828	4.31%	45,953	49,496	-7.16%
Total	495,984	448,137	491,771	438,028	549,386	480,693	546,560	503,710	516,751	469,785	570,859	456,425	25.07%	5,983,553	5,411,243	10.58%
Door Count																
Main*	71,740	76,978	69,000	73,048	64,384	80,010	67,564	75,891	80,439	74,972	70,371	74,620	-5.69%	832,262	860,532	-3.29%
Branches**	209,201	190,788	196,250	177,490	211,523	171,919	222,989	198,496	217,309	191,079	227,323	197,901	14.87%	2,464,762	2,214,091	11.32%
Total	280,941	267,766	265,250	250,538	275,907	251,929	290,553	274,387	297,748	266,051	297,694	272,521	9.24%	3,297,024	3,074,623	7.23%

*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

03-241

	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	12,990	12,683	12,726	12,075	6,521	6,053	9,959	9,200	9,696	8,515	10,128	10,371
Total # of Programs	354	373	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	Aug-03	Aug-02	Sep-03	Sep-02	% of Change	YTD 2003	YTD 2002	% of Change
Program Attendance Total	10,598	11,304	10,344	8,152	14,301	10,925	10,572	11,873	8,694	7,745	11,447	9,352	22.40%	127,976	118,248	8.23%
Total # of Programs	367	339	329	296	405	308	391	352	311	280	405	276	46.74%	4,396	3,734	17.73%
StoryLine	1,096	N/A	747	N/A	799	N/A	452	N/A	731	N/A	578	397	45.59%	10,619	N/A	N/A
Class Attendance	398	N/A	415	N/A	415	N/A	493	38	601	81	556	138	302.90%	4,461	N/A	N/A
Total # of Classes	91	N/A	106	N/A	94	N/A	107	7	115	11	123	24	412.50%	926	N/A	N/A
QuestLine	15,251	12,145	14,476	10,804	15,965	11,315	16,224	12,147	15,959	12,040	15,093	12,103	24.70%	180,237	135,786	32.74%
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	6,100,904	4,963,300	6,300,302	4,849,389	29.92%	74,675,498	53,779,184	38.86%
Online Database Usage	40,974	33,319	30,601	23,637	27,063	21,226	30,161	21,669	29,087	27,191	39,336	28,292	39.04%	407,348	310,663	31.12%
P.C. Sessions	44,271	N/A	43,024	48,558	43,024	44,601	51,313	44,695	51,313	43,106	57,335	39,138	46.49%	534,025	N/A	N/A
Number of Active Registered Cards in the System	257,783	223,703	261,323	225,511	264,606	229,957	267,799	233,403	271,471	237,073	275,179	240,074	14.62%			
New Patron Registrations	6,245	4,909	6,289	4,339	7,484	7,161	7,500	7,470	8,144	7,651	8,865	7,218	22.82%	81,832	68,235	19.93%
Total Registered Borrowers									668,430	521,938	530,803	N/A	N/A			

Began using statistical software program March 2002.

	Oct-02	Oct-01	Nov-02	Nov-01	Dec-02	Dec-01	Jan-03	Jan-02	Feb-03	Feb-02	Mar-03	Mar-02
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	Aug-03	Aug-02	Sep-03	Sep-02	% of Change	YTD 2003	YTD 2002	% of Change
Online Catalog Searches	190,173	163,152	182,634	152,814	195,607	169,928	193,819	165,432	198,230	168,765	211,608	172,141	22.93%	2,216,987	1,875,380	18.22%
Online Renewals	62,337	39,348	59,002	40,364	59,797	41,242	64,477	48,583	66,575	47,054	68,886	48,934	40.77%	714,015	471,196	51.53%
Online Reference Questions	420	360	425	416	466	483	466	487	290	406	330	451	-26.83%	4,860	4,902	-0.86%
Online Requests	28,595	27,011	31,939	27,068	36,839	30,086	33,487	30,684	35,115	31,164	39,228	30,298	29.47%	369,235	308,414	19.72%
Online Suggestions	112	108	96	84	102	86	91	74	66	67	83	67	23.88%	1,049	1,192	-12.00%

**Orange County Library System
Circulation Statistics**

03-241

September 1, September 30, 2003

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Total Visits	Year Ago	Gain (Loss)	%Gain (Loss)
Main*	29	156,832	27.47%	132,944	23,888	17.97%	70,371	74,620	(4,249)	-5.69%
MAYL	21	53,289	9.33%	41,169	12,120	29.44%	N/A	N/A	N/A	N/A
Talking Books	21	3,993	0.70%	3,828	165	4.31%	N/A	N/A	N/A	N/A
West Oaks	29	33,311	5.84%	26,418	6,893	26.09%	22,380	17,228	5,152	29.90%
Herndon	25	36,018	6.31%	30,305	5,713	18.85%	22,082	28,533	(6,451)	-22.61%
Alafaya	29	47,797	8.37%	36,226	11,571	31.94%	22,110	16,741	5,369	32.07%
Southeast	25	29,174	5.11%	24,277	4,897	20.17%	18,984	21,159	(2,175)	-10.28%
Hiawasse	25	21,725	3.81%	18,862	2,863	15.18%	18,785	16,150	2,635	16.32%
Southwest**	25	32,692	5.73%	29,539	3,153	10.67%	16,668	19,791	(3,123)	-15.78%
Edgewater	25	25,904	4.54%	19,036	6,868	36.08%	25,538	22,361	3,177	14.21%
North Orange	29	33,645	5.89%	26,087	7,558	28.97%	20,769	13,447	7,322	54.45%
South Creek*	29	45,151	7.91%	28,437	16,714	58.78%	28,675	12,460	16,215	130.14%
South Trail	24	17,566	3.08%	13,063	4,503	34.47%	14,646	10,056	4,590	45.64%
West Orange**	21	12,653	2.22%	9,789	2,864	29.26%	6,375	6,300	75	1.19%
Windermere	21	14,432	2.53%	11,524	2,908	25.23%	6,361	8,741	(2,380)	-27.23%
Wash. Park	20	6,677	1.17%	4,921	1,756	35.68%	3,950	4,934	(984)	-19.94%
Total	398	570,859	100.00%	456,425	114,434	25.07%	297,694	272,521	25,173	9.24%

*South Creek's self check-out is at 59%.

**Main FY 2003: Door Count estimates.

NUMBER OF SEARCHES

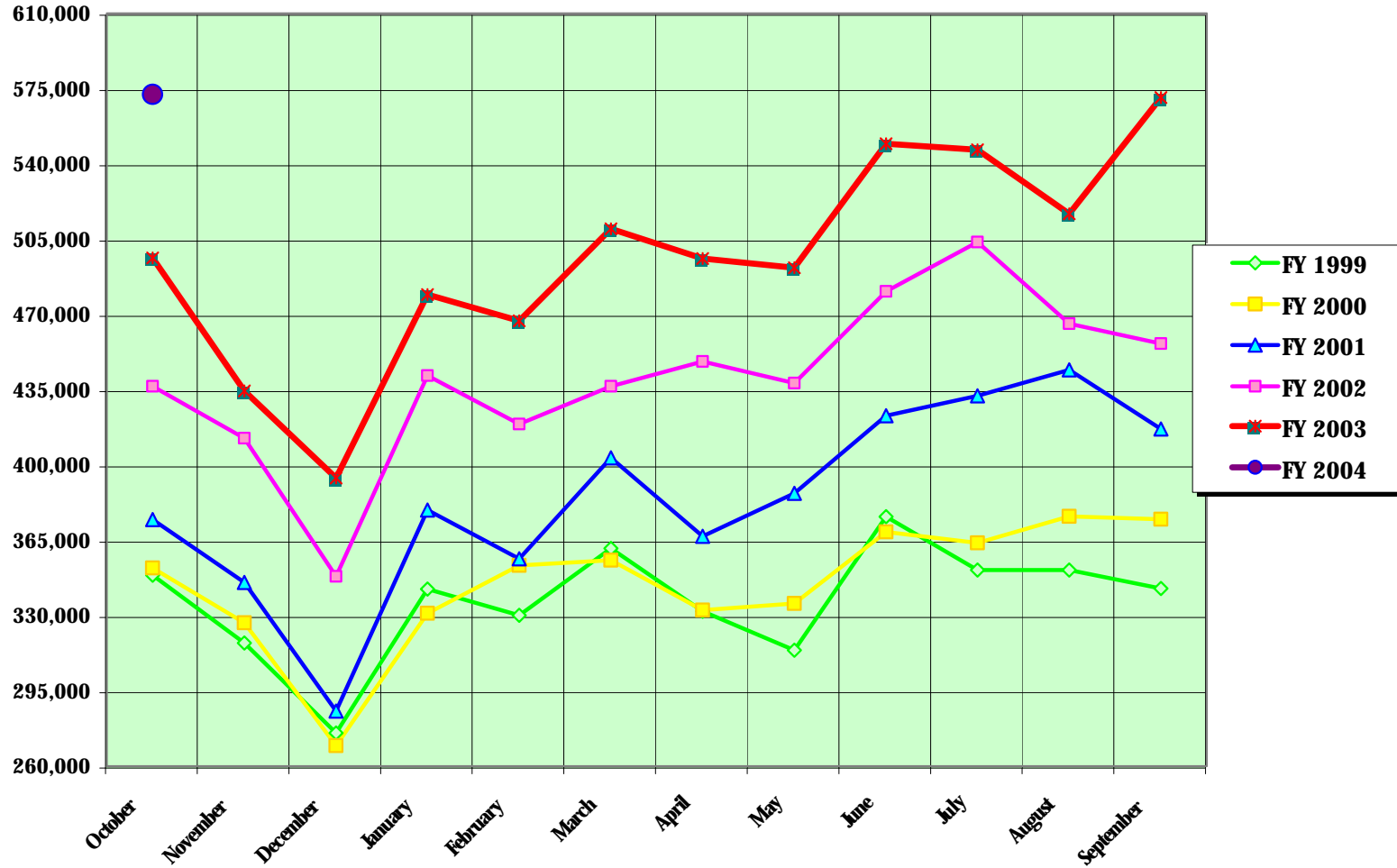
September 2003

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	938	1,044	14,624
Ancestry Plus	138	130	91	150	274	174	302	271	362	399	427	478	3,196
Associations Unlimited	258	193	339	413	345	260	157	271	157	176	181	282	3,032
Biography & Genealogy Master Index	148	177	181	173	146	167	158	99	152	92	156	392	2,041
Biography Resource Center	6,186	7,135	6,000	6,782	9,769	5,572	6,485	4,474	1,873	2,045	3,066	7,049	66,436
Business & Company Resource Center	2,385	2,094	1,665	3,018	2,698	3,489	2,963	2,203	2,700	2,906	2,715	3,137	31,973
Computer Database					307	191	305	108	130	150	128	141	1,460
Consulta					27	156	46	49	19	4	81	67	449
Countrywatch	1,187	757	861	854	1,295	405	789	1,145	484	662	1,048	1,134	10,621
Dun & Bradstreet International Business	94	89	69	69	71	83	67	70	68	51	57	60	848
Expanded Academic ASAP					723	662	491	233	583	636	332	391	4,051
First Search	2,220	2,085	2,075	2,850	2,303	2,186	2,066	2,120	2,174	2,248	2,371	2,900	27,598
General Business File ASAP					125	366	148	147	147	164	104	129	1,330
General Reference Center Gold	5,740	6,866	4,728	5,465	6,554	6,287	4,947	2,389	3,130	3,306	2,711	3,938	56,061
Health Reference Center	150	98	173	138	484	670	448	445	347	357	262	324	3,896
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	1,368	2,172	13,156
Info Trac OneFile					800	1,688	1,372	923	971	1,836	1,872	2,244	11,706
Informe					13	34	4	7	7	4	4	17	90
Junior Edition - K12					113	122	177	46	29	53	62	195	797
Kid's Edition - K12					278	226	378	67	117	265	281	329	1,941
Learnatest	176	130	160	297	256	526	542	428	447	390	358	521	4,231
Literature Resource Center	2,473	2,994	1,985	2,675	3,305	3,075	4,466	2,975	1,852	1,375	742	1,967	29,884
Morningstar				3	11	59	179	92	41	38	275	206	904
New York Times	96	166	170	238	222	329	262	117	181	181	185	284	2,431
Novelist	554	554	420	720	1,115	745	849	596	760	638	1,157	878	8,986
Online Homework Help		101	130	182	180	117	146	135	32	10	72	128	1,233
Opposing Viewpoints Resource Center				1,121	1,469	1,644	1,814	873	1,386	600	1,187	1,016	11,110
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	1,319	1,744	19,869
Poem/Story/Essay Finder	305	204	188	175	225	213	287	231	210	183	142	372	2,735
Prices4Antiques				152	298	71	58	85	83	61	98	92	998
Professional Collection					98	199	153	56	100	100	144	77	927
Reference USA	2,741	1,800	1,859	2,882	2,840	3,454	3,501	3,679	2,986	4,493	3,257	4,092	37,584
Rosetta Stone (Please note corrected information provided for Aug 2003 on 10/14/03)					18	174	113	33	not available	317	398	158	873
SIRS Knowledge Source	956	851	653	820	801	725	1,019	312	368	475	324	474	7,778
Student Edition - K12					209	223	167	43	18	57	117	129	963
Tumblebooks	1,192	393	426	363	230	237	297	587	288	784	511	201	5,509
What Do I Read Next?					180	354	301	244	332	201	221	196	2,029
Worldbook Online											99	378	477
TOTAL NUMBER OF SEARCHES	31,735	32,267	26,736	34,993	43,065	41,330	40,974	30,601	27,063	30,161	28,770	39,336	407,031

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

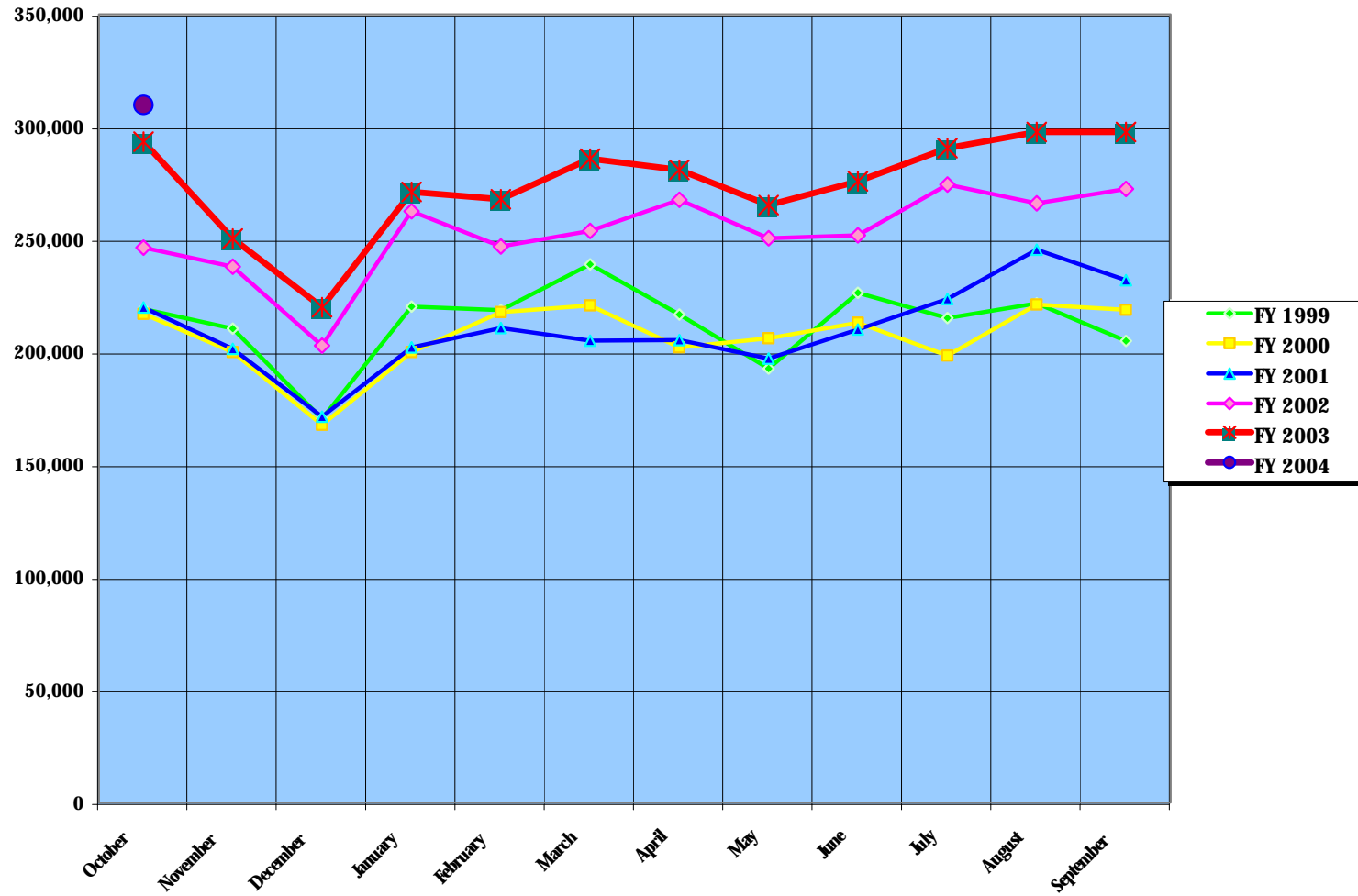
**Statistics and Summaries –
October 2003**

ORANGE COUNTY LIBRARY SYSTEM CIRCULATION Fiscal Year 1999 Through Fiscal Year 2004 TO Date



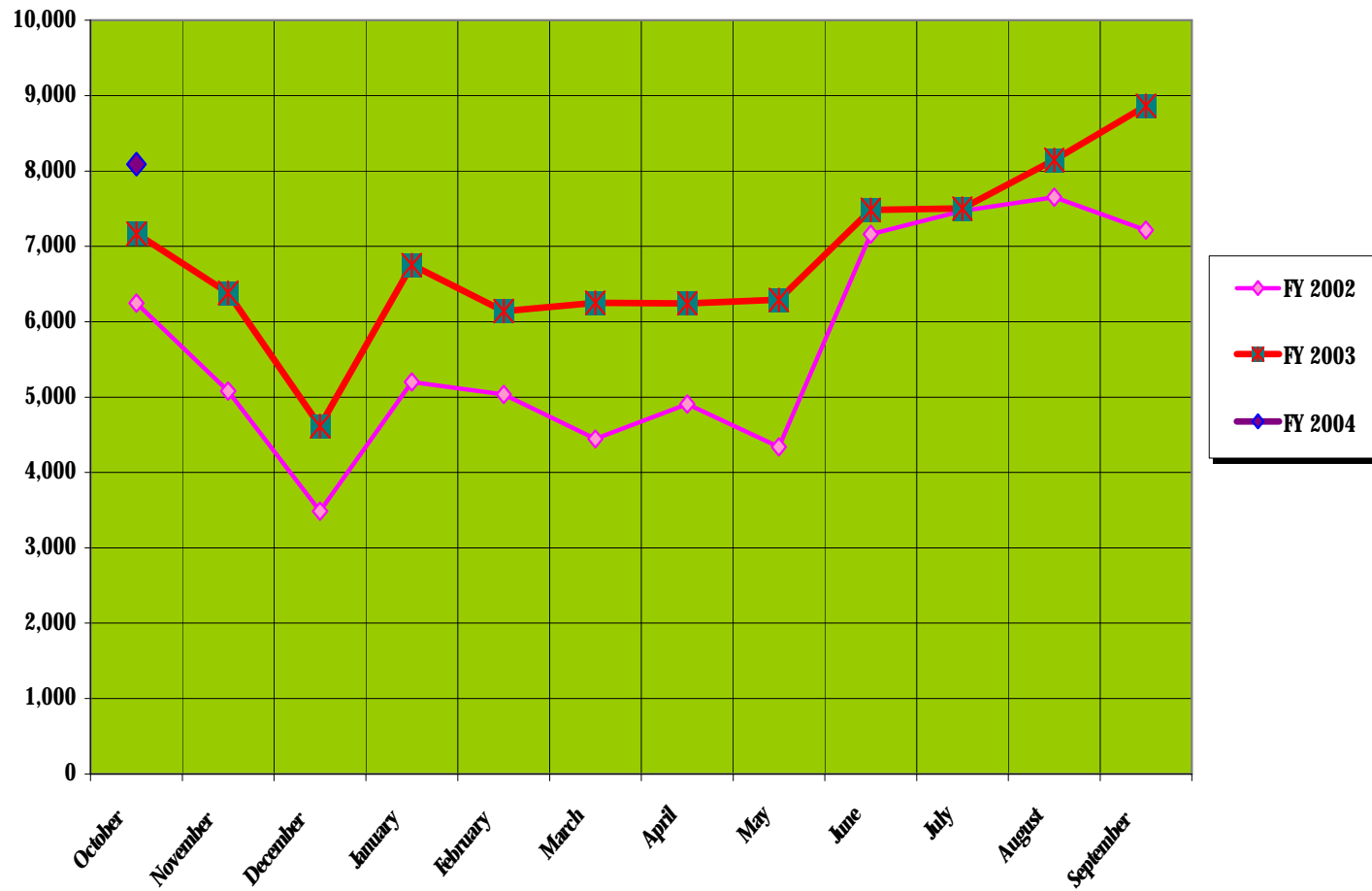
**Orange County Library System
Door Counts
Fiscal Year 1999 through Fiscal Year 2004 To Date**

03-242



Orange County Library System
New Patron Registration
Fiscal Year 2002 through Fiscal Year 2004 To Date

03-242



Orange County Library System: Circulation Report FY 2004 YTD & FY 2003

03-242

		Oct-03	Oct-02	% of Change	Nov-03	Nov-02	Dec-03	Dec-02	Jan-04	Jan-03	Feb-04	Feb-03	Mar-04	Mar-03
Circulation														
Main		158,181	148,779	6.32%		134,497		124,121		139,990		139,086		150,130
Branches		355,946	298,036	19.43%		260,885		263,144		297,004		282,969		314,046
MAYL		54,059	44,997	20.14%		36,618		29,905		42,383		41,039		41,813
Talking Books		4,192	4,507	-6.99%		2,505		3,815		4,237		3,908		3,828
Total		572,378	496,319	15.32%		434,505		420,985		483,614		467,002		509,817
Door Count														
Main*		66,816	75,581	-11.60%		64,869		55,885		68,579		69,635		74,215
Branches		242,940	217,824	11.53%		185,609		164,098		202,641		198,270		211,725
Total		309,756	293,405	5.57%		250,478		219,983		271,220		267,905		285,940

		Apr-04	Apr-03	May-04	May-03	Jun-04	Jun-03	Jul-04	Jul-03	Aug-04	Aug-03	Sep-04	Sep-03	YTD 2004	YTD 2003	% of Change
Circulation																
Main			140,404		136,304		148,934		141,230		143,639		156,832	158,181	1,703,946	-90.72%
Branches			306,955		308,687		349,850		340,589		317,229		356,745	355,946	3,696,139	-90.37%
MAYL			44,887		42,634		46,850		60,975		52,125		53,289	54,059	537,515	-89.94%
Talking Books			3,738		4,146		3,752		3,766		3,758		3,993	4,192	45,953	-90.88%
Total			495,984		491,771		549,386		546,560		516,751		570,859	572,378	5,983,553	-90.43%
Door Count																
Main			71,740		69,000		64,384		67,564		80,439		70,371	66,816	832,262	-91.97%
Branches			209,201		196,250		211,523		222,989		217,309		227,323	242,940	2,464,762	-90.14%
Total			280,941		265,250		275,907		290,553		297,748		297,694	309,756	3,297,024	-90.60%

Orange County Library System: Library Activities Report FY 2004 YTD & FY 2003

03-242

	Oct-03	Oct-02	% of Change	Nov-03	Nov-02	Dec-03	Dec-02	Jan-04	Jan-03	Feb-04	Feb-03	Mar-04	Mar-03
Program Attendance Total	14,888	12,990	14.61%		12,726		6,521		9,959		9,696		10,128
Total # of Programs	488	354	37.85%		320		328		382		391		413
Community Events Attendance Total	1,634	N/A	N/A		N/A		N/A		N/A		N/A		N/A
Total # of Community Events	19	N/A	N/A		N/A		N/A		N/A		N/A		N/A
StoryLine	474	1,329	-64.33%		1,903		1,078				1,006		900
Class Attendance	535	117	357.26%		98		156		271		345		596
Total # of Classes	122	27	351.85%		25		34		42		66		96
QuestLine	15,705	15,541	1.06%		14,142		12,618		15,726		14,459		14,783
Hits to Website	6,715,631	5,370,753	25.04%		5,240,942		5,020,406		6,168,823		6,724,589		6,862,558
Online Database Usage	70,169	31,735	121.11%		32,267		26,736		34,993		43,065		41,330
P.C. Sessions	60,436	44,695	35.22%		36,392		36,463		40,769		41,403		44,023
Number of Registered Cards in the System	277,480	242,590	14.38%		245,644		247,908		250,425		253,414		255,339
New Patron Registrations	8,090	7,168	12.86%		6,381		4,616		6,751		6,139		6,250
Total Registered Borrowers	685,385	N/A	N/A										

	Apr-04	Apr-03	May-04	May-03	Jun-04	Jun-03	Jul-04	Jul-03	Aug-04	Aug-03	Sep-04	Sep-03	YTD 2004	YTD 2003
Program Attendance Total		10,598		10,344		14,301		10,572		8,694		11,447	14,888	127,976
Total # of Programs		367		329		405		391		311		405	488	4,396
		N/A		N/A		N/A		N/A		N/A		N/A		
		N/A		N/A		N/A		N/A		N/A		N/A		
Class Attendance		398		415		415		493		601		556	535	4,461
Total # of Classes		91		106		94		107		115		123	122	926
QuestLine		15,251		14,476		15,965		16,224		15,959		15,093	15,705	180,237
Hits to Website		6,976,075		6,957,740		6,698,935		6,253,471		6,100,904		6,300,302	6,715,631	74,675,498
Online Database Usage		40,974		30,601		27,063		30,161		29,087		39,336	70,169	407,348
P.C. Sessions		44,271		43,024		43,024		51,313		51,313		57,335	60,436	534,025
Number of Active Registered Cards in the System		257,783		261,323		264,606		267,799		271,471		275,179		
New Patron Registrations		6,245		6,289		7,484		7,500		8,144		8,865	8,090	81,832
Total Registered Borrowers										668,430		677,295		

	Oct-03	Oct-02	% of Change	Nov-03	Nov-02	Dec-03	Dec-02	Jan-04	Jan-03	Feb-04	Feb-03	Mar-04	Mar-03
Online Catalog Searches	206,826	185,681	11.39%		162,406		134,380		197,133		179,526		185,790
Online Renewals	74,416	56,999	30.56%		51,262		52,490		53,612		56,586		61,992
Electronic Reference Questions	353	457	-22.76%		393		312		451		391		459
Live Chat Questions	65												
Total Online Reference Questions	418												
Online Requests	38,272	29,720	28.78%		22,912		18,655		31,903		29,169		31,673
Online Suggestions	105	80	31.25%		73		62		116		89		79

	Apr-04	Apr-03	May-04	May-03	Jun-04	Jun-03	Jul-04	Jul-03	Aug-04	Aug-03	Sep-04	Sep-03	YTD 2004	YTD 2003
Online Catalog Searches		190,173		182,634		195,607		193,819		198,230		211,608	206,826	2,216,987
Online Renewals		62,337		59,002		59,797		64,477		66,575		68,886	74,416	714,015
Online Reference Questions		420		425		466		466		290		330	353	4,860
Live Chat Questions														
Total Online Reference Questions														
Online Requests		28,595		31,939		36,839		33,487		35,115		39,228	38,272	369,235
Online Suggestions		112		96		102		91		66		83	105	1,049

**Orange County Library System
Circulation Statistics**

03-242

October 1, 2003 - October 31, 2003										
Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Total Visits	Visits Year Ago	Gain or Loss	% Gain or Loss
Main	31	158,181	27.64%	148,779	9,402	6.32%	66,816	75,581	(8,765)	-11.60%
MAYL	23	54,059	9.44%	44,997	9,062	20.14%	N/A	N/A	N/A	N/A
Talking Books	23	4,192	0.73%	4,507	(315)	-6.99%	N/A	N/A	N/A	N/A
West Oaks	31	32,741	5.72%	27,494	5,247	19.08%	22,976	17,702	5,274	29.79%
Herndon	27	35,980	6.29%	32,665	3,315	10.15%	24,602	17,500	7,102	40.58%
Alfaya	31	46,051	8.05%	39,502	6,549	16.58%	20,734	21,859	(1,125)	-5.15%
Southeast	27	31,031	5.42%	26,329	4,702	17.86%	19,703	23,243	(3,540)	-15.23%
Hiwassee	27	21,890	3.82%	21,141	749	3.54%	18,712	19,125	(413)	-2.16%
Southwest	27	33,263	5.81%	31,709	1,554	4.90%	18,590	21,245	(2,655)	-12.50%
Edgewater	27	25,773	4.50%	21,403	4,370	20.42%	31,075	23,955	7,120	29.72%
North Orange	31	33,274	5.81%	28,337	4,937	17.42%	19,195	15,554	3,641	23.41%
South Creek	31	42,622	7.45%	26,256	16,366	62.33%	28,247	20,345	7,902	38.84%
South Trail	27	19,409	3.39%	14,597	4,812	32.97%	15,431	11,839	3,592	30.34%
West Orange	23	12,827	2.24%	10,287	2,540	24.69%	6,807	6,995	(188)	-2.69%
Windermere	23	13,775	2.41%	12,714	1,061	8.35%	11,020	13,077	(2,057)	-15.73%
Wash. Park	23	7,310	1.28%	5,602	1,708	30.49%	5,848	5,385	463	8.60%
Total	432	572,378	100.00%	496,319	76,059	15.32%	309,756	293,405	16,351	5.57%

NUMBER OF SEARCHES
OCTOBER 2003 - NUMBER OF SEARCHES

FISCAL YEAR 2004	OCT 2003	NOV	DEC	JAN 2004	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD
ALLDATA Online	1,349												1,349
Ancestry Plus	465												465
Associations Unlimited	238												238
Biography & Genealogy Master Index	391												391
Biography Resource Center	5,638												5,638
Business & Company Resource Center	4,131												4,131
Chapter-A-Day Online Book Club	28,260												28,260
Computer Database	156												156
Consulta	156												156
Countrywatch	954												954
Dun & Bradstreet International Business Locator	60												60
Expanded Academic ASAP	480												480
First Search	2,735												2,735
General Business File ASAP	259												259
General Reference Center Gold	3,476												3,476
Health Reference Center	373												373
Health & Wellness Resource Center and	2,596												2,596
HeritageQuest Online	Not avail.												0
Info Trac OneFile	2,352												2,352
Informe	11												11
Junior Edition - K12	263												263
Kid's Edition - K12	453												453
Learnatest	457												457
Literature Resource Center	2,322												2,322
Morningstar	141												141
New York Times	360												360
Novelist	926												926
Online Homework Help	214												214
Opposing Viewpoints Resource Center	1,579												1,579
Orlando Sentinel and NewsBank Full-Text	1,631												1,631
Poem/Story/Essay Finder	866												866
Prices4Antiques	84												84
Professional Collection	113												113
Reference USA	4,330												4,330
Rosetta Stone	592												592
SIRS Knowledge Source	498												498
Student Edition - K12	246												246
Tumblebooks	598												598
What Do I Read Next?	193												193
Worldbook Online	223												223
TOTAL NUMBER OF SEARCHES	70,169												70,169

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

Action Items

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

Honoring Retiree John Moffett

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 03-244

RESOLUTION TO HONOR RETIREE JOHN MOFFETT.

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 December, 2003 at 7:00 p.m., prevailing eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To officially thank John Moffett for his outstanding service as an employee since September 22, 1988; to the Orange County Library System; the Board would like to recognize John for his dedication and commitment upon his retirement as of December 12, 2003.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

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

Consent Agenda

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

Meeting Room Policy

ORANGE COUNTY LIBRARY SYSTEM MEETING-ROOM POLICY

I. Purpose

The Orange County Library System (the “Library”) is an information center for the community. The Library provides educational, informational and cultural programs for the enjoyment of the community. The Library meeting rooms (the “Meeting Rooms”) are primarily used for Library programs or Library-sponsored programs in conjunction with the Friends of the Library (the “Friends”) or community partners.

The provision of Meeting Rooms is not the primary mission of the Library and must always be subordinate to the paramount need to provide a safe, peaceful, and respectful environment in which to read and study. No use of Meeting Rooms will be allowed that is likely to disturb Library patrons in their customary use of Library facilities, impede Library staff in the performance of their duties, or endanger the Library patrons, staff, building, or collection.

II. Who May Use

When there are no scheduled Library programs, the Meeting Rooms may be available to non-profit or for-profit groups. The Library offers the Meeting Rooms during regular Library hours for gatherings, the primary purpose or nature of which is civic, cultural, educational and/or community-interest. Meeting Rooms may not be used by groups or organizations when the primary purpose of the meeting is commercial in nature or when the gathering is a private social event for individuals not otherwise part of an organization.

III. Requirements for Room Reservations

(A) The Library and the Friends have priority use of the Meeting Rooms in all Orange County Library System Libraries. Upon notice and for adequate reasons, without limitation, the Library may revoke permission to use a Meeting Room if it is needed for use by the Library or the Friends. The Library will endeavor to avoid cancellations, and when they occur, try to offer alternative meeting space. Advance notice will be given, if possible, should a cancellation become necessary.

(B) Groups may schedule meetings in the Meeting Rooms when they are not being used by the Library or the Friends. The contact person who books the Meeting Room for the group must be an OCLS Library Card Holder and take full responsibility for scheduling the meeting, ensuring that all attendees follow the Meeting-Room Policy and the Library Rules of Conduct during the meeting, taking care of the Meeting Room, and making a cancellation. Room assignments are made at the discretion of the Library.

(C) The Meeting Rooms are not intended to serve as a permanent public meeting location for any group. Meetings may be booked up to 3 months in advance. Up to 4 meetings may be scheduled at one time. Additional meetings may be booked at the time of the last meeting. The Library’s address cannot be used as an address for any group using its Meeting Rooms.

The Library's telephone number should not be used as the contact number or for registration for the group and its meeting.

(D) All meetings must be open to the public, and no entrance or admission fee may be charged.

(E) All groups using a Meeting Room must complete, submit, and, at the request of the Library staff, update a Meeting-Room Application. The Application shall incorporate by reference this Meeting-Room Policy and the Library Rules of Conduct, and shall recite that the applicant group has received a copy of this Policy and the Library Rules of Conduct and agrees to abide by the terms and conditions of both.

(F) Reservations must be made through the office of the Library Community Relations Department for meetings at the Orlando Public Library, or through staff at the Branch at which the meeting is being held. No group may reserve or use any Meeting Room unless the group complies in all respects with the provisions of this Policy and submits, in fully executed form, the Application called for in this Policy. No Meeting Room reservation shall be deemed complete until the Library staff receives a complete, signed, original Application.

(G) Applications should be submitted at least seven days prior to the meeting date in order to allow sufficient time to process the application.

(H) Any false, misleading or incomplete statement on the Application shall be grounds to deny or revoke permission to use the Meeting Rooms.

(I) The Library Director, or designee, reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular Library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this Policy or the Library Rules of Conduct. In determining whether such likelihood exists, the Library Director, or designee, may take into consideration the contents of the Application, the history of the group's Meeting Room use in the Library, and such other information as he or she may deem appropriate.

(J) The Library Director, or designee, has the authority to determine, in his or her reasonable discretion, whether any proposed use of a Meeting Room will require a police detail or other extraordinary police protection, and if so the anticipated cost thereof. In making this determination, the Library Director, or designee, may take into consideration the contents of the Application, the history of the group's Meeting Room use in the Library, and such other information as she may deem appropriate, and may consult with appropriate local law enforcement. If the Library Director, or designee, determines that such police protection will be reasonably necessary, the group seeking to reserve the use of a Meeting Room shall be required, as a condition of such reservation, to pay to the Library by such date in advance of the meeting as the Library Director, or designee, reasonably sets, the anticipated cost of such police protection, and such sum shall be applied thereto, with any surplus being returned to the group after the meeting.

(K) A Meeting Room is not considered reserved until the Application is received, approved, and confirmed by the Library. Reservations shall be accepted, subject to the provisions of this policy, in the order received and upon the availability of an appropriate room.

(L) Failure to notify the Library of cancellations within 24 hours of the scheduled meeting will result in the charge of a \$10.00 “No Show” fee and may result in forfeiture of future bookings.

(M) An adult must reserve Meeting Rooms for any youth group and accompany them at all times.

IV. Fees and Admission Charges

No fees are currently charged by the Library for use of the Meeting Rooms. However, this practice is subject to change at the Library’s discretion. Groups using the Meeting Rooms may not charge admission.

V. Use of Facilities

(A) If a meeting or event in progress disturbs regular library operations, the Library reserves the right to immediately terminate the meeting or event. The group, upon notification of a disturbance, will immediately discontinue the disturbance or vacate the premises.

(B) Library staff will not provide assistance in setting up Meeting Rooms.

(C) Materials may not be affixed to the walls, ceilings, doors or windows. Limited decorating, such as with floral centerpieces or name tents, is permitted, but certain types of decorations are prohibited. Restrictions include, but are not limited to:

- Confetti or other items which make cleaning and vacuuming difficult.
- Decorations with metallic glitter
- Burning candles, incense, pyrotechnics, or any type of open flame.

(D) Chairs and tables are available, but the group is required to set them up and return them to their former positions when the meeting is over.

(E) Clean up of the room, including throwing away napkins or other paper items and the wiping down of tables is the responsibility of the persons using the Meeting Room.

(F) Everyone using the Meeting Room must follow the Library Rules of Conduct, which include no smoking, no alcohol and no activities that interfere with Library use or safety.

(G) In consideration of the use of the Meeting Room and library facilities, any person or group using a Meeting Room hereby agrees to indemnify and hold harmless the Library from any and all actions and suits related to its use of such Meeting Rooms and facilities. Further, such person or group agrees to reimburse the Library for any and all costs for repair of any

special cleaning that may be required and all damage that may be caused directly or indirectly to the Meeting Room and/or facilities by such use. Such costs will be charged to the contact person's Library Card account. If any person or group refuses to pay for the damage, the matter will be referred to the Library's attorney for legal action and the group will lose further Meeting Room booking privileges.

(H) Equipment and supplies may be obtained from the Library for a fee. A fee schedule is available with your application.

VI. Publicity

In allowing a group to use a Meeting Room, the Library does not imply any endorsement of the group's beliefs, policies, practices, or program. No group shall state or suggest in any of its publicity, that the Library sponsors or endorses the meeting, the group, or any particular set of ideas.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 03-246**

RESOLUTION TO APPROVE THE REVISED MEETING ROOM POLICY.

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 December 2003 at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following resolution was offered by Trustee and supported by Trustee

The Board Resolves:

1. Approve the revised Meeting Room Policy.
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, December 11, 2003**

Non-Consent Agenda

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

U.S. Patriot Act

Posting of public
notice regarding the USA PATRIOT Act

December 2003

I. Background

At the September 2003 Board meeting, staff were asked to gather information and create a plan to notify the public regarding the USA PATRIOT Act. The following outlines possible options for informing the public of the Act.

II. Recommend plan of action

Create a notice to be placed on each checkout station and wherever a patron signs up for computer use. Suggested language:

“Under Section 215 of the Federal USA PATRIOT Act (Public Law 107-56), records of the books and other library materials you borrow from this Library or use of other library services, such as computers, may be obtained by federal agents. This federal law prohibits librarians from informing you if records about you have been obtained by federal agents.”

Each notice will be in both English and Spanish.

We will also provide handouts (example attached) for staff to share with patrons who desire more information on the Act.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 03-248**

RESOLUTION TO APPROVE THE POSTING OF THE U.S.
PATRIOT ACT NOTICE AS RECOMMENDED BY STAFF.

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 December 2003 at 7:00 pm,
prevailing Eastern time.

PRESENT:

ABSENT:

The following resolution was offered by Trustee and supported by
Trustee

The Board Resolves:

1. Approve the posting of the U.S. Patriot Act notice as recommended
by staff.
2. All resolutions that conflict with the provisions of this resolution are
rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

USA PATRIOT ACT

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism

After the September 11th attacks, the American government took actions designed to ensure the domestic security of the nation. Congress passed the USA PATRIOT Act on October 26, 2001, which expanded the powers of the FBI to conduct wiretapping and surveillance. While most Americans support the efforts to combat terrorism, many Americans have raised concerns about the potential to infringe on the civil liberties of citizens.

The following sources give you information about this legislation and how it may affect you and your library usage.

Text of the USA PATRIOT Act

Public Law 107-56, October 26, 2001. The text is available in print in the Law Department on the 4th Floor of the Main Library.

The text of the law is available online at:

<http://thomas.loc.gov>. This is the web site of the Library of Congress. Choose Legislation. Click on public laws, click on 107th Congress, click on 107-51 – 107-100, then click on the number 56 for the complete text.

Print Resources

- R303.625 Ter *Terrorism primary sources*
- 363.32 Bov Bovard, James. *Terrorism and tyranny: trampling freedom, justice, and peace to rid the world of evil*
- 973.931 Bri Brill, Steven. *After: how American confronted the September 12 era*
- 973.931 Ter *Terrorist attack on America*
- 973.931 War *War on terrorism*

To find more titles, search the Library Catalog using subjects: "Terrorism" or "War on Terrorism."

Online Resources

Articles from magazines, journals, and newspapers are available from the following online databases provided by the Orange County Library System on www.ocls.info under the heading of "Online Resources":

- General Reference Center Gold
- New York Times
- Opposing Viewpoints Resource Center
- Orlando Sentinel
- Sirs Knowledge Source

Possible search terms: "Patriot Act", "Patriot Act and Libraries"

Analysis and Opinions

Section 215 of the USA PATRIOT Act contains controversial language which gives the FBI the authority to obtain library and bookstore records. The following organizations provide differing opinions and analysis on this aspect of the USA PATRIOT Act.

U.S. Dept. of Justice
950 Pennsylvania Avenue, NW
Washington, DC 20530-0001
202-353-1555
www.lifeandliberty.gov

American Library Association
50 E. Huron
Chicago, IL 60611
1-800-545-2433
www.ala.org
click on Issues and Advocacy

EPIC (Electronic Privacy Information Center)
1718 Connecticut Ave. NW
Suite 200
Washington, DC 20009
202-483-1140
www.epic.org/privacy/terrorism/usapatriot

American Civil Liberties Union
125 Broad Street, 18th Floor
New York, NY 10004
212-549-2585
www.aclu.org

Law Library Resource Xchange
www.llrx.com/features/libraryrecords.htm – free web journal for legal and library professionals.

American Enterprise Institute
1150 Seventeenth Street, N.W.
Washington, DC 20036
Phone: 202-862-7173
<http://www.aei.org>

The Orange County Library System is dedicated to providing the greatest consideration for the individual's privacy of the records of our patrons. We maintain our various technologies in a manner that supports that goal. We do not maintain records of circulation or computer use any longer than necessary for operational purposes.

ORANGE COUNTY LIBRARY SYSTEM INFO PATH

Call **Quest** Line 407-835-7323 to ask reference questions and request library materials or for information on Library facilities, services, and programs.

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

**Personnel Committee:
Director's Evaluation**

**MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
PERSONNEL COMMITTEE MEETING
November 12, 2003
Magnolia Room
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323**

Personnel Committee Members Present: Gloria Fernandez, Trustee/Committee Chair; Jacqueline Green, President- Friends of the Library; Ronald Harbert, Former President, Library Board of Trustees

Library Administration Present: Mary Anne Hodel, Director and CEO; Carla Fountain, Human Resources Manager

The meeting was called to order at 5:35 p.m.

The purpose of the meeting was to conduct a performance evaluation of Director Hodel.

Ms. Hodel was asked to discuss some of her goals for the coming year, particularly the plans for self check-out at the Alafaya Branch and the renovation of the 3rd floor of the Main Library. The committee complimented Ms. Hodel on another impressive year, noting her accomplishments in modernizing the library, expanding hours, improving morale, and raising awareness in the community about the Orange County Library System. Ms. Hodel thanked her Administrative Team and all staff members who contributed to the achievements realized this year.

Ms. Green made a motion that a recommendation be brought to the Board to increase Ms. Hodel's annual salary to \$145,000, in recognition of her exemplary performance. Mr. Harbert seconded the motion. The motion carried unanimously.

Discussion ensued regarding a contract of employment for Ms. Hodel. Mr. Harbert moved that a second recommendation be brought to the Board to request that Ms. Hodel work with the Library's attorney to develop an employment contract, the terms of which would require Board approval.

The meeting was adjourned at 6:55 p.m.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 03-249**

RESOLUTION TO APPROVE THE RECOMMENDATIONS TO INCREASE THE LIBRARY DIRECTOR'S ANNUAL SALARY TO \$145,000 AND TO DEVELOP AN EMPLOYMENT CONTRACT FOR THE LIBRARY DIRECTOR.

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 December 2003 at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following resolution was offered by Trustee and supported by Trustee

The Board Resolves:

1. Approve the recommendations to increase the Library Director's annual salary to \$145,000 and to develop an employment contract for the Library Director.
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, December 11, 2003**

**Discussion and
Possible Action Items**

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

Library Central Gala Report

**Library Central GALA/Boulevard BLAST
Budget Wrap-Up to Date/December 3, 2003**

Expenses:

Postage	\$886.80
Entertainment	4500.00
Beverages	1143.23
Catering	5748.00
Giveaways	1440.00
TOTAL	\$13,718.03

Revenues:**Sponsors**

Gray Harris	\$5000.00
Skanska USA Building, Inc.	2500.00
HKS Architects, Inc.	1500.00
Lassiter-Ware Insurance	1500.00
Publix Super Market Charities	1500.00
United Health Care	1500.00
Ticket Sales	10,025.00
Donations	2000.00
TOTAL	\$25,525.00

Proceeds: \$11,806.97

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

Information

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

Director's Report

Director's Report: December 2003

!The Library launched its new electronic Books and Beyond newsletter. In less than 24 hours we had over 200 subscribers! Two weeks later we have over 1000 online subscribers! Users who visit www.ocls.info are offered an opportunity to sign up. Newsletters will be e-mailed monthly.

!Training began for the conversion to our new automation system, Innovative Interface's Millennium system. III staff were at the Library on November 24 and 25 to give us our first look at operations. Debbie Moss has met with staff in branches and departments to talk about our intended time line, when training will begin and to highlight a few of the system's features. Staff will be updated through the Millennium link on the Orange Peel and are invited through there to leave questions regarding the new system. As we get the answers through further training we will post them. Our target date for implementation is March 17, 2004 - Saint Patrick's Day - Our battle cry, Green for Go!

!On November 11, 2003, OCLS held its second annual Staff Day. Employees enjoyed our keynote speaker, Janelle Barlow, author of *A Complaint is a Gift*, who gave a powerful seminar on customer service. Following the keynote presentation, employees were able to attend three breakout sessions. There were over 17 breakout sessions to choose from, so it was difficult to narrow the choices down to just three. During lunch employees were able to play a library trivia game for neat prizes, listen to a great band, Derek & The Slammers, and visit with friends. The end of the day was highlighted by employees receiving years of service pins, a Values Video, featuring OCLS employees and more music from Derek & The Slammers.

!The new Dress Code goes into effect in January. A Library logo shirt is being made available to each staff member.

!Captain Underpants made a guest appearance on November 15th. During the story program, he gave tips on how to be a superhero.

!Kathryn Robinson attended the Groundbreaking for the Florida A&M University College of Law on November 20, 2003.

!On Friday November 21, 2003, Gladys Badano, Jane Tracy, and Elinor Williams represented the Library at Congresswoman Corrine Brown's Open House. They talked to 253 people who enjoyed hearing about our great library products and services.

!Staff at the Southeast Branch are inaugurating the use of the Mobile Lab with a series of 50 classes scheduled for the month of December. The focus at their classes is on Technology and many of the classes are targeted to children and seniors. A number of the classes are being taught in Spanish.

Staff from the West Orange Branch will march in the Winter Garden Christmas Parade on Saturday December 6.

We have over 35 staff volunteers for the Progress Energy Citrus Bowl Parade on December 30, 2003. Staff will float and march under the banner ***Surf on in and Check Us Out***. The parade will be televised on WFTV, Channel 9, On January 4, 2004 at 10:00 a.m.

We received notification from the Juvenile Diabetes Foundation that OCLS staff raised over \$1,500.00 through their participation in the walkathon.

Programs/Events November/December

Grand Opening GALA celebrating the opening of Library Central and benefiting BLAST (Bringing Libraries And Students Together) brought in over \$25,000. The first ever Library fundraising event was attended by 198 people who were swinging to the tunes of Michael Andrew & the Swingerhead and enjoying refreshments by candlelight in Library Central. The BLAST program which we plan to bring to select Library sites, kicked off at the South Trail Branch in October.

The opening day festivities for Library Central on November 2, began at 1:00 p.m. for a crowd of over 1600 who enjoyed music with Derek and the Slammers. At 3:00 p.m. DJ Smilin' Dan entertained the teens in Club Central. A week full of activities including Meet the Author Robert Macomber; Art Exhibit/Reception with Homer Hartage; Orlando Peoples Theatre; and Miss Jacqueline Jones.

Central Florida Reads culminated 6 weeks of promoting the reading of *A Land Remembered* and Florida history programming activities in all of the Libraries with the appearance of Patrick D. Smith at the Friends of the Library Second Saturday program. Most of the audience of 268 stayed to have books signed and have the opportunity to speak to Mr. Smith.

Holiday programs and computer classes abound in November and December...including a Thanksgiving story in English and Spanish; Holiday Travel Planning Online; Email Greeting Cards; Cooking and Shopping Online; Designing a Holiday Photo Album, Kwanzaa Krafts and the Friends' Second Saturday program Holidays in Florida with author Kevin McCarthy.

Teen programs in Club Central are off to a great start including The Sequential Art and Storytelling Workshop; Teen Book Club; Poetry Workshop; Talent Show; Exam Cram; Movie Night and Holiday Party.

The popular Music in the Library at noon which has been offered monthly will be featured weekly in Library Central including George Gibson on Banjo (December 5); The Profet Band (December 12); The Escorts (December 19). Also, enjoy a Guitar Sampler with the Orlando Acoustic Guitar Society on Saturday, December 13, 1:00 p.m.

Experience Vincent van Gogh, a Library Central art exhibit December 7-31, presented by the Consulate of the Netherlands. Programs include *Vincent van Gogh, A One Man Show* with artist Jay Golden; *Passion, Paint & Partial Earlobes*, a program for middle school students; *An Evening with Vincent van Gogh - Everything You Want to Know* with Gerardus van der Made, Consulate of the Netherlands; *Sunflowers & Starry Nights*: an afternoon of art for children and *Meet the Dutch*

Library Central Gifts & Greetings, the Friends' shop offering unique gifts for all ages and distinctive cards for all occasions, is open for business.

Special programs in December include *Canine Companions*; *Braille Demonstration*; *Finding Products and Supplies for the Disabled*; *Breaking the Silence: Developing Sensitivity to the Needs of the Deaf Community* and *Make a Wish Foundation of Central Florida*.

Orlando Sentinel columnist and author, Joy Wallace Dickinson, discusses her new book *Orlando: City of Dreams* and shares historical photographs and anecdotes on Saturday, December 6, 11:00 am. Her book is featured in Library Central Gifts & Greetings. Book signing until 3:00 pm following the program.

Children's programs include a *Storybook Character Meet and Greet*; *Introduction to TumbleBooks*; *Kid's Book Club*; *Let It Snow!* and *Bedtime Stories* plus our regularly scheduled *Tiny Tales*, *Toddler Time*, *Storybook Fun* and *Storytelling*

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

**Winter Garden
Project Summary**

Winter Garden Project Summary

Nov 30, 2003

03-254

<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	126,008
Construction			
Contractor	2,100,000	2,053,190	903,506
Carpet	35,000	35,000	0
Impact & Permit Fees	40,000	40,000	22,594
Testing	8,000	8,000	4,238
Other	10,000	10,000	2,001
Construction Total	<u>2,193,000</u>	<u>2,146,190</u>	<u>932,338</u>
Contingency	207,000	252,662	
TOTAL PROJECT	<u><u>2,550,000</u></u>	<u><u>2,550,000</u></u>	<u><u>1,058,346</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>



**Orange County Library System
Board of Trustees Meeting
Thursday, October 16, 2003**

Library Central Project Summary

Library Central Project Summary

Nov 30, 2003

<u>Category</u>	<u>Included In Annual Budget</u>	<u>Revised Budget</u>	<u>Expended to Date</u>
Architect/engineer Total	100,000	125,706	115,706
Construction			
Contractor	1,300,000	940,282	940,282
Carpet	0	87,915	87,915
Permits & Fees	0	7,960	7,960
Other	0	7,526	7,526
Construction Total	<u>1,300,000</u>	<u>1,043,682</u>	<u>1,043,682</u>
Furniture	100,000	245,511	211,994
Teen Listening Stations		12,000	0
Contingency	0	73,101	
TOTAL PROJECT	<u><u>1,500,000</u></u>	<u><u>1,500,000</u></u>	<u><u>1,371,383</u></u>

Construction Contract Summary

Base Contract	850,374
CO #1 Replace lobby tiles with poured terrazzo 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,	13,325
CO#4 - 16 little changes primarily addressing existing conditions adjustments	14,130
CO#5 - AV revisions & Performance ductwork	<u>30,309</u>
Total	<u>940,282</u>

Library Central Project Summary

Nov 30, 2003

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

**Letter From Cherry, Bekaert &
Holland – Certified Public
Accountants & Consultants**

November 12, 2003

To the Orange County Library District Board of Trustees:

This letter sets forth certain required communications related to the nature and scope of the procedures that Cherry, Bekaert & Holland, L.L.P. will perform relative to compliance with laws and regulations and internal control over financial reporting in connection with our audit of the financial statements of the Orange County Library District (the "District") as of and for the year ending September 30, 2003.

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. The objective also includes reporting on:

1. Internal control over financial reporting related to the financial statements and compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
2. Requirements of the Florida Single Audit Act, including internal control related to major programs and an opinion on whether the District complied with certain provisions of laws, regulations, contracts, and grants that could have a direct and material effect on each major program.

The reports on internal control and compliance will each include a statement that the report is intended for the information of management, legislative or regulatory bodies, and applicable state awarding agencies.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America, and will include tests of your accounting records and other procedures necessary to enable us to express such an opinion and to render the required reports. Where requirements of the Florida Single Audit Act are applicable, our audit will also include a determination of major programs and other procedures we consider necessary to enable us to render the required reports.

Orange County Library District
November 12, 2003

The Florida Single Audit Act requires that we plan and perform the audit to obtain reasonable assurance about whether the District has complied with applicable laws and regulations and the provisions of contracts and agreements applicable to major programs. Our procedures will consist of applicable procedures described in the state of Florida's compliance supplement. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to major programs in our report on compliance issued pursuant to the Florida Single Audit Act. Additionally, as required by the Florida Single Audit Act, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of audit findings and a corrective action plan.

Our procedures relative to compliance with laws and regulations and internal control over financial reporting are limited to those discussed herein. We would be happy to discuss our procedures with you further at your request.

Very truly yours,

CHERRY, BEKAERT & HOLLAND, L.L.P.

Ronald A. Conrad, CPA
Partner

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

**Mayor Buddy Dyer's Educational
Partnership Grant - Letter**

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

**Public Comment:
Non-Agenda Items**