

**Orange County Library System
Board of Trustees**

Board Packet for January 2004



**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**

January 2, 2004

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, January 8, 2004, at the **Windermere Branch Library; 530 Main Street; Windermere, Florida 34786**; 407.876.7540.

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
January 8, 2004
Windermere Branch Library
530 Main Street
Windermere, Florida 34786
407.8767540

04-001 I. **Call to Order**

04-002 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 .

04-003 III. **Approval of Minutes: Library Board of Trustees Meeting – Thursday, December 11, 2003**

04-004 IV. **Staff Presentation: Collection Development Strategies: Wendi Bost**

04-005 V. **Financial Statements and Summaries: September 2003 - Final**

04-006 Presentation of Audited Financial Statements for Fiscal Year ended September 30, 2003: Ron Conrad of Cherry, Bekaert & Holland, C.P.A.

04-007 VI. **Statistics and Summaries**

04-008 November 2003 Statistical Reports

04-009 VII. **Action Items**

04-010 **Consent Agenda**

04-011 Rules of Conduct Revision: (Addresses Goal 4; Objective 6 of the Strategic Plan)

04-012 Acceptance of Audited Financial Statements

04-013 Southeast Lease Amendment

04-014 VIII. **Discussion and Possible Action Items**

04-015 Strategic Plan Quarterly Report: Phyllis Hudson

- 04-016 IX. **Information**
- 04-017 Director's Report
- 04-018 FY 2004 Holiday Schedule Revised
- 04-019 Winter Garden Project Summary
- 04-020 Public Comment: Non-Agenda Items

X. **Adjournment**

Next Meeting Dates: February 12, 2004 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 ---
March 11, 2004 – Hiawassee Branch Library; 2768 North Hiawassee Road; Orlando, Florida 32818.

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, January 8, 2004**

Call To Order

Orange County Library System Board of Trustees Meeting Thursday, January 8, 2004

Public Comment

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**Orange County Library System
Board of Trustees Meeting
Thursday, January 8, 2004**

**Approval of Minutes:
December 11, 2003 Board of
Trustees Meeting**

MEETING MINUTES
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**
Board Members Present: Tom Kohler (11/2); Phyllis Hudson (11/0);
Gloria Fernandez (11/1); Sara Brady (11/2)
- Board Member Absent James Tyson (10/2)
- Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier;
Carla Fountain; Sally Fry; Kathryn Robinson;
Eric Atkinson; Marilyn Hoffman; Craig Wilkins;
Milinda Neusaenger
- President Kohler called the meeting to order at 7:00 p.m.
- 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
Trustee Fernandez, seconded by Trustee Hudson, moved to approve the Meeting Minutes for the October 2003 Board of Trustees Meeting.
Motion carried 4-0.
- 03-238 IV. **Staff Presentation: BLAST – Patsy Williams and Jessica Sugiuchi**
Patsy Williams, Manager of the South Trail Library, gave a PowerPoint presentation on BLAST (Bringing Libraries and Students Together) a pilot program underway at the South Trail Library. BLAST is geared to middle school students. The program includes homework help, tutors, programs, computer classes, board games and crafts. It is intended to help students who may be struggling in school. President Kohler inquired

as to whether the students' progress and grade improvement is being tracked. Ms. Williams explained that while it is not being tracked at this moment, it is something that can be implemented in the future. President Kohler stated it is important to track the success so that results can be shared when we seek additional funding from current and potential community partners. Trustee Fernandez asked which schools the students who are participating in the program attend. Ms. Williams stated that the students attend Westridge, Memorial and Walker Middle Schools. Trustee Fernandez suggested contacting the Learning Specialists at each of the schools, as they would be able to refer students to the program. President Kohler asked what the program budget for BLAST is. Director Hodel estimated the cost for each program at \$13,000 per school year. Enough money was raised with the fund raiser to offer the program at another library location.

- 03-239 V. **Financial Statements and Summaries: November 2003**
- 03-240 VI. **Statistics and Summaries**
There was brief discussion regarding Branch visits. Variations in door counts was discussed Assistant Director Moss reported that card renewal notices were sent out to the 1,000 patrons who were identified as having expired cards.
- 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**
Trustee Fernandez, seconded by Trustee Brady, moved to pass the resolution recognizing and honoring John Moffett for his outstanding service as an employee since September 22, 1988.
Motion carried 4-0.
- 03-245 **Consent Agenda**
- 03-246 **Meeting Room Policy**
Trustee Fernandez, seconded by Trustee Brady, moved to approve the recommended changes to the Meeting Room Policy.
Motion carried 4-0.
- 03-247 **Non-Consent Agenda**
- 03-248 **U.S. Patriot Act**
Brief discussion ensued regarding the intent of OCLS posting, at all Library Locations, an informational statement about the U.S. Patriot Act. The posted statements will be located in the check-out and computer sign up areas. Copies of a resource handout will also be available for patrons seeking further information. Trustee Hudson stated she is pleased with the results and thanked Trustee Brady for suggesting the creation of a handout. The handout is available online at

<http://www.ocls.lib.fl.us/InfoPath/InfoPaths/UsaPatriotAct.asp> .

Trustee Hudson, seconded by Trustee Brady, moved to approve the informational handout and the posting of a U.S. Patriot Act statement; which will read as follows:

“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.”

Motion carried 4-0.

03-249

Personnel Committee: Director’s Evaluation

Trustee Fernandez reported that the Personnel Committee met on November 12th to discuss Director Hodel’s evaluation. The 2003 Personnel Committee Members are Trustee Fernandez (chair); Jacqueline Green (Friends of the Library Board President); and Ronald Harbert (former Library Trustee). Human Resources Manager Carla Fountain was present as well. Trustee Fernandez stated that the Committee reviewed Director Hodel’s list of Accomplishments for 2003 as well as her list of Goals for 2004. Trustee Fernandez presented the Committee’s recommendation of increasing Director Hodel’s salary to \$145,000. Trustee Fernandez explained that the Committee Members were very impressed with all that Director Hodel has achieved during the past year and that the recommended increase is based on Director Hodel’s stellar and outstanding performance.

Trustee Hudson spoke against the recommended increase, stating that while she is opposed to it, her position is not a reflection on her evaluation of Director Hodel’s excellent performance. Trustee Hudson said that she feels the professional staff members are underpaid in comparison to their counterparts in Florida and elsewhere. She further stated that she of the opinion that there should not be a significant difference between the salaries of an organization’s leader(s) and the salaries of the staff.

Trustee Fernandez, seconded by Trustee Brady, moved to increase Director Hodel’s salary to \$145,000.

Motion carried 3-1 with Trustee Hudson voting nay.

Director Hodel praised the entire staff stating that everyone is exceedingly dedicated and always coming up with wonderful ideas.

President Kohler stated the topic of a contract with the Director will be tabled until the time comes to discuss the Strategic Plan.

03-250 VIII. **Discussion and Possible Action Items**03-251 **Library Central Gala Report**

Trustee Brady reported that there had been a great turn out for the Library Central Boulevard BLAST Gala. President Kohler suggested that a BLAST Gala should be held annually in order to generate funds for the program. President Kohler also stated that monthly updates should be given to the sponsors so that all can track the success of the program.

03-252 IX. **Information**03-253 **Director's Report**

‡ We have surpassed the 1,000 mark on subscriptions to our email newsletter! (1,005 @ 10:00 on 12/03/2003; [less than two weeks with two holidays]). Congratulations to Sheri Chambers, Debbie Moss, and all of Community Relations on this effort!

‡ We have begun a partnership and talks with the Black Stallion Literacy Project about using the Black Stallion books in conjunction with the Orange and Osceola County Public Schools and the Osceola County Library.

‡ Carla Fountain and Sally Fry spent a day in Tampa at University of South Florida last week recruiting librarians for OCLS. Carla Fountain and Kathryn Robinson spent a day in Tallahassee recruiting librarians at Florida State University.

‡ We received a check for \$500 from Walt Disney World for our Gala/BLAST program.

‡ Management will be bringing changes in the Rules of Conduct policy to the board at the next meeting. We are recommending changing aspects of the policy involving in the food in the library.

‡ We will be working as partners with the Alzheimer's Association of Central Florida in developing some programs for the community about Alzheimer's awareness.

‡ The first ever Club Central Talent Show was held Tuesday evening, 9 December 2003. We had to stop taking registrations, as the list grew so long. We had a variety of singers, dancers, rappers on the performance stage in Library Central and had more teens in here than we have seen for a long time. This is a program we will definitely repeat.

‡ The 11,111th library card was issued at West Oaks Branch and was celebrated by meteorologist Jeff Day on Channel 13 last evening, Wednesday 10 December 2003.

‡ The Library of Congress in Washington DC has mandated that all interlibrary loan materials be returned by FEDEX from now on. This additional charge will be passed on to our users. ILL users will be informed of this policy of the Library of Congress before we place an ILL order, so they do not have any surprises. We do not routinely go to LC for materials first. They are typically our last resort Library.

‡ Signed copies of *A Land Remembered* were presented to each of the Board Members.

President Kohler inquired about the turn out for Staff Day; Director Hodel stated that virtually 100% of the staff participated with only a few absences due to long-scheduled vacations and sudden illnesses.

Trustee Hudson stated that the Vincent Van Gogh exhibit is very beautiful. Director Hodel praised Graphic Artist Ben Garcia and the Community Relations Department for their creative and hard work on organizing the exhibit. President Kohler thanked the Board and the Staff for their hard work and all their efforts which help to make OCLS a success.

03-254 **Winter Garden Project Summary**

03-255 **Library Central Project Summary**

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

Bob Tessier, Head of Division of Business Operations, stated the letter from Cherry, Bekaert & Holland is required communication from the auditors.

03-257 **Mayor Buddy Dyer’s Educational Partnership Grant - Letter**

Director Hodel explained that OCLS applied for and has been awarded an educational partnership grant offered by the City of Orlando. The \$10,000 grant is available to organizations that partner with neighborhood associations. The Washington Park Branch has partnered with the Carver Shores Neighborhood Association in order to provide an after-school tutoring program. The Neighborhood Association will provide volunteer tutors and the Washington Park Branch will be the location of the program and will purchase additional computers to be used by the tutors and students. The grant requires the program run through the fall and we will have a technology camp for students during the summer.

03-258 **Public Comment: Non-Agenda Items**

X. **Adjournment**

President Kohler adjourned the meeting at 7:55 p.m.

**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.**

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**Orange County Library System
Board of Trustees Meeting
Thursday, January 8, 2004**

**Staff Presentation:
Collection Development Strategies –
Wendi Bost**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 8, 2004**

**Financial Statements and
Summaries: December 2003**

Orange County Library System Financial Statement Highlights

Final Financial Statements – Year Ended September 30, 2003

Preliminary financial statements for the year ended September 30 2003 were included in the October 2003 board packet. All adjustments have been made and the attached are the final financial statements.

Operating Fund Revenue Summary

Looking at the big picture, we budgeted \$24,888,212 for the year and our actual revenues came in very close at \$25,409,080. The positive \$520,868 variance primarily resulted from three areas:

- Ad Valorem Taxes (\$195,855) – We collected slightly more than we budgeted.
- Fines (\$208,410) – This is due to the increase in the daily rate from .10 to .20, effective January 1, 2003.
- Universal Services Fund Rebate (\$88,785) – The timing and amount of these revenues is uncertain and thus, difficult to budget.

Operating Fund Expenditure Summary

Again, in total the actual results were very close to our budget. We budgeted \$27,803,714 and spent slightly less, \$26,736,016. The positive \$1,067,698 variance, which equates to just 3.8% of the budget, was primarily the result of three accounts:

- Salaries (\$451,904)
- Life and Health Insurance (\$313,074) – We budgeted a 30% increase in health insurance premiums but the actual increase was 11.5%.
- Contingency (\$300,000) – Each year we include a contingency for unforeseen emergencies and circumstances but did not have to use it last year.

Comprehensive Annual Financial Report (CAFR)

By law, the Library is required to prepare annual financial statements in accordance with generally accepted accounting principles and have them audited by a licensed, independent certified public accounting firm. Each year, a copy of this report, including the auditor's opinion on our financial statements, is given to each Board member.

The audited report for the year ended September 30, 2003 has more information in it than previous years. For the first time, we have prepared a Comprehensive Annual Financial Report, or CAFR, and will submit it for a Certificate of Achievement for Excellence in Financial Reporting award. The purpose of this award program, which is sponsored by the Government Finance Officers Association, is to both encourage governments to prepare easily readable and understandable CAFR and recognize governments that meet the challenge of preparing and issuing a high quality CAFR.

Financial Statements for Three Months Ended December 31, 2003

The financial statements for the three months ended December 31, 2003 will be included with the February Board packet.

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Twelve Months Ended September 30, 2003
Final

04-005

	ANNUAL BUDGET	YTD ACTUAL (12 months=100%)	
AD VALOREM TAXES	21,561,212	21,757,067	100.9%
INTERGOVERNMENTAL			
Grants	23,000	19,172	83.4%
State Aid	1,638,000	1,616,400	98.7%
Law Collection Fees	250,000	269,756	107.9%
	<u>1,911,000</u>	<u>1,905,328</u>	<u>99.7%</u>
CHARGES FOR SERVICES			
Fee Cards	16,000	15,820	98.9%
PC Pass	6,000	32,857	547.6%
Classes	4,000	650	16.3%
Meeting Rooms	30,000	0	0.0%
Copy & Vending	160,000	172,147	107.6%
Fax	0	1,341	
	<u>216,000</u>	<u>222,815</u>	<u>103.2%</u>
FINES			
Fines	500,000	708,410	141.7%
Lost Materials	52,000	76,714	147.5%
	<u>552,000</u>	<u>785,124</u>	<u>142.2%</u>
MISCELLANEOUS			
Interest Earnings	350,000	238,021	68.0%
Rents	3,000	3,147	104.9%
Sale of Fixed Assets	0	2,180	
Disk Sales	2,000	2,645	132.3%
Contributions - Friends of Library	75,000	97,072	129.4%
Contributions - Others	3,000	8,047	268.2%
Universal Services Fund Rebate	0	88,785	
Miscellaneous	30,000	58,681	195.6%
	<u>463,000</u>	<u>498,578</u>	<u>107.7%</u>
TRANSFER FM TAX COLLECTO	185,000	240,168	129.8%
TOTAL REVENUES	<u><u>24,888,212</u></u>	<u><u>25,409,080</u></u>	<u><u>102.1%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Twelve Months Ended September 30, 2003
Final**

04-005

	ANNUAL BUDGET	YTD ACTUAL (12 months=100%)	
SALARIES & BENEFITS			
Salaries (Sick Leave Payout=\$30,23	10,694,565	10,242,661	95.8%
Medicare Taxes	155,068	143,130	92.3%
Defined Contribution Plan	802,095	762,757	95.1%
Defined Benefit Plan	775,211	755,629	97.5%
Life and Health Insurance	1,532,847	1,219,773	79.6%
Worker's Compensation	125,122	130,140	104.0% *
Unemployment Compensation	9,806	14,655	149.4% *
Parking & Bus Passes	90,000	91,536	101.7% *
	<u>14,184,714</u>	<u>13,360,281</u>	<u>94.2%</u>
OPERATING			
Professional Services	150,000	210,265	140.2% *
Other Contractual Services	595,000	489,067	82.2%
Other Contract. Serv.- Janitorial	212,000	214,641	101.2% *
Training and Travel	75,000	71,928	95.9%
Telecommunications	248,000	218,412	88.1%
Delivery and Postage	982,000	1,008,165	102.7% *
Utilities	628,000	618,238	98.4%
Rentals and Leases	848,000	806,821	95.1%
Insurance	125,000	138,178	110.5% *
Repair and Maintenance	520,000	446,776	85.9%
Repair & Maint. - Hardware/Softwa	185,000	142,957	77.3%
Copying/Printing	184,000	163,236	88.7%
Property Appraiser's Fee	250,000	241,632	96.7%
Tax Collector's Fee	435,000	424,788	97.7%
Supplies	608,000	626,730	103.1%
Supplies-Hardware/Software	168,000	260,231	154.9% *
Contingency	300,000	0	0.0%
	<u>6,513,000</u>	<u>6,082,065</u>	<u>93.4%</u>
CAPITAL OUTLAY			
Building and Improvements	1,805,000	1,502,461	83.2%
Equipment and Furniture	125,000	308,475	246.8% *
Hardware/Software	599,000	484,505	80.9%
	<u>2,529,000</u>	<u>2,295,441</u>	<u>90.8%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	15,000	20,090	133.9% *
Materials - Law	210,000	231,100	110.0% *
Materials - Other	3,935,000	4,086,201	103.8% *
	<u>4,160,000</u>	<u>4,337,391</u>	<u>104.3%</u>
TRANSFER TO BR DEBT SERV	417,000	425,838	102.1% *
TRANSFER TO CAPITAL PROJ.	0	235,000	
TOTAL EXPENDITURES	<u>27,803,714</u>	<u>26,736,016</u>	<u>96.2%</u>

*=Over spent the budget for this account

**ORANGE COUNTY LIBRARY DISTRICT
 MAIN DEBT SERVICE FUND
 Twelve Months Ended September 30, 2003
 Final**

04-005

	ANNUAL BUDGET	YTD ACTUAL (12 months=100%)	
REVENUES			
Ad Valorem Taxes	1,181,080	1,192,073	100.9%
Interest	17,000	9,996	58.8%
Transfer From Tax Collector	13,000	11,552	88.9%
TOTAL REVENUES	1,211,080	1,213,621	100.2%

EXPENDITURES

Principal	1,055,000	1,055,000	100.0%
Interest	196,738	196,738	100.0%
Tax Collector's Fee	26,262	23,274	88.6%
TOTAL EXPENDITURES	1,278,000	1,275,012	99.8%

FUTURE DEBT SERVICE PAYMENTS

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

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Twelve Months Ended September 30, 2003
Final**

04-005

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL (12 months=100%)</u>	
REVENUES			
Transfer From General Fund	417,000	425,838	102.1%
Interest	7,000	5,942	84.9%
Loan Proceeds	2,700,000	2,547,963	94.4%
TOTAL REVENUES	<u>3,124,000</u>	<u>2,979,743</u>	<u>95.4%</u>

EXPENDITURES

Pay Off -Previous Loan	2,690,941	2,547,963	94.7%
Principal	305,660	305,660	100.0%
Interest	120,178	120,178	100.0%
TOTAL EXPENDITURES	<u>3,116,779</u>	<u>2,973,801</u>	<u>95.4%</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
Twelve Months Ended September 30, 2003
Final**

04-005

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL (12 months=100%)</u>	
REVENUES			
State Construction Grant	440,000	200,000	45.5%
Partial Contribution-City of W.	114,000	57,000	50.0%
South Creek Settlement	0	85,038	
Interest	15,000	12,905	86.0%
Transfers from General Fund	0	235,000	
TOTAL REVENUES	<u>569,000</u>	<u>589,943</u>	<u>103.7%</u>
EXPENDITURES			
<u>SOUTH CREEK BRANCH</u>			
Construction Contract	0	127,000	
Testing	0	1,398	
	<u>0</u>	<u>128,398</u>	
<u>WINTER GARDEN BRANCH</u>			
Architect/Engineer	32,000	70,522	220.4%
Construction Contract	1,600,000	818,572	51.2%
Impact & Permit Fees	2,000	21,444	1072.2%
Testing	7,000	3,443	49.2%
Other	9,000	2,001	22.2%
Contingency	108,000	0	0.0%
	<u>1,758,000</u>	<u>915,982</u>	<u>52.1%</u>
TOTAL EXPENDITURES	<u>1,758,000</u>	<u>1,044,380</u>	<u>59.4%</u>

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
September, 2003
Final

04-005

	<u>BALANCE</u> <u>8/31/03</u>	<u>RECEIPTS</u>	<u>DISBURS.</u>	<u>BALANCE</u> <u>9/30/03</u>
OPERATING				
Checking	1,016,996	1,606,047	(2,430,752)	192,291
SBA Investments	3,419,341	8,519	(1,460,000)	1,967,860
CD Investments	<u>7,580,000</u>	<u>0</u>	<u>0</u>	<u>7,580,000</u>
	12,016,337	1,614,566	(3,890,752)	9,740,151
MAIN DEBT SERVICE				
AIM Investments	60,437	2,058	(51)	62,444
BRANCH DEBT SERVICE				
CD Investments	393,146	0	0	393,146
CAPITAL PROJECTS				
Checking	7,879	107,013	(111,938)	2,954
SBA Investments	<u>552,218</u>	<u>236,257</u>	<u>(50,000)</u>	<u>738,475</u>
	560,097	343,270	(161,938)	741,429

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

04-005

ASSETS

Certificates of Deposit	7,580,000
Cash on Hand	14,080
Equity in Pooled Cash	168,054
Due From Other Governments	24,195
Interest Receivable	40,926
Inventory	240,694
Investments-SBA	1,967,860
Prepays	125,339
Other Assets-Deposits	<u>9,375</u>
TOTAL ASSETS	<u><u>10,170,523</u></u>

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

04-005

LIABILITIES

Accounts Payable	190,950
Retainage Payable	73,325
Accrued Wages Payable	277,692
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	14
Due To FOL-Taxable Book Sales	3,128
Due To FOL-Nontaxable Book Sales	15
Due To FOL-Sales Tax	210
United Appeal	327
Bonds	38
Def Comp Employees	0
Health Insurance	18,763
Union Dues	1,123
Union-Cope	74
Optional Life	1,483
Flex Spend Med	0
Flex Spend Dep	0
Daughters of American Revolution	200
Miscellaneous	240
Unclaimed Payroll	929
TOTAL LIABILITIES	568,511

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 Strategic Plan	4,000,000
Unreserved/Undesignated	5,085,444
Current Year Excess of Revenues Over Expenditures	(935,864)
TOTAL FUND BALANCE	9,602,012

TOTAL LIABILITIES & FUND BALANCE

10,170,523

**Orange County Library System
Board of Trustees Meeting
Thursday, January 8, 2004**

**Presentation of Audited Financial
Statements for Fiscal Year ended
September 30, 2003: Ron Conrad
of Cherry, Bekaert & Holland,
C.P.A.**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 8, 2004**

**Statistics and Summaries:
November 2003**

STATISTICAL SUMMARY

November 2003

Circulation and Door Count trends:

The system was closed one more day in November 2003 than in 2002 but this did not seem to have a negative impact on circulation figures, which are up 17.72 % over last year.

During the first two weeks of December new counters were installed in all Branch locations. December figures will be partially from the new counters but January will be the first full month with new door counter figures.

We have also added counters to some of our department entrances at Main. We now have a counter at the entrance to Library Central, Club Central and the Children's Department. We only have a bout a week of data to review but it appears that an average of one half of all visitors to the Library visit Library Central.

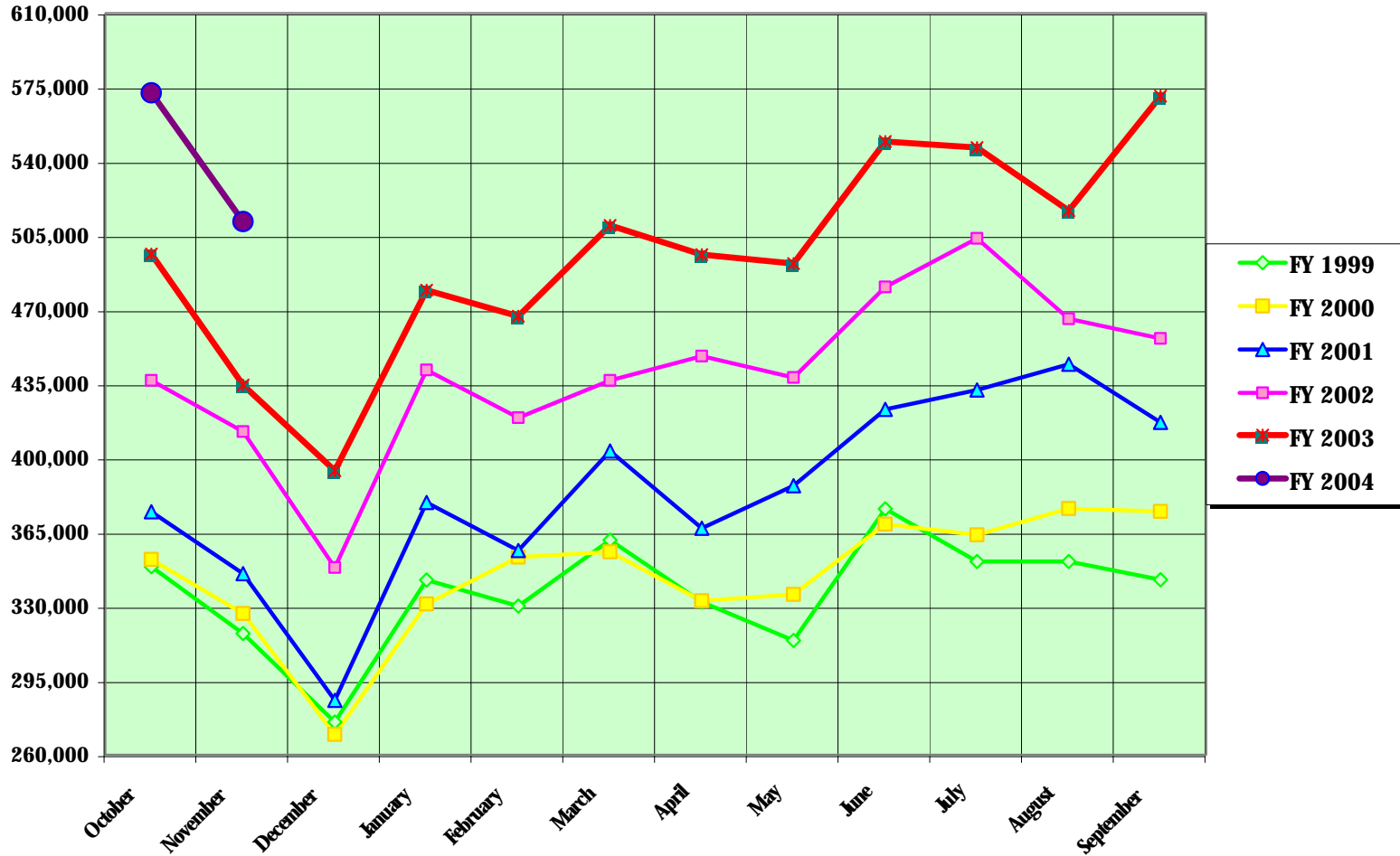
Library Activities:

Storyline calls are down again this month to only 395 calls from 1903. We have reviewed our logs to make sure that the phone line is operational and it is. We believe that some of the marketing from the Magic side this time last year may have been stronger. We have placed an article regarding Storyline in our January online newsletter. We hope this will boost use.

OCLS.INFO

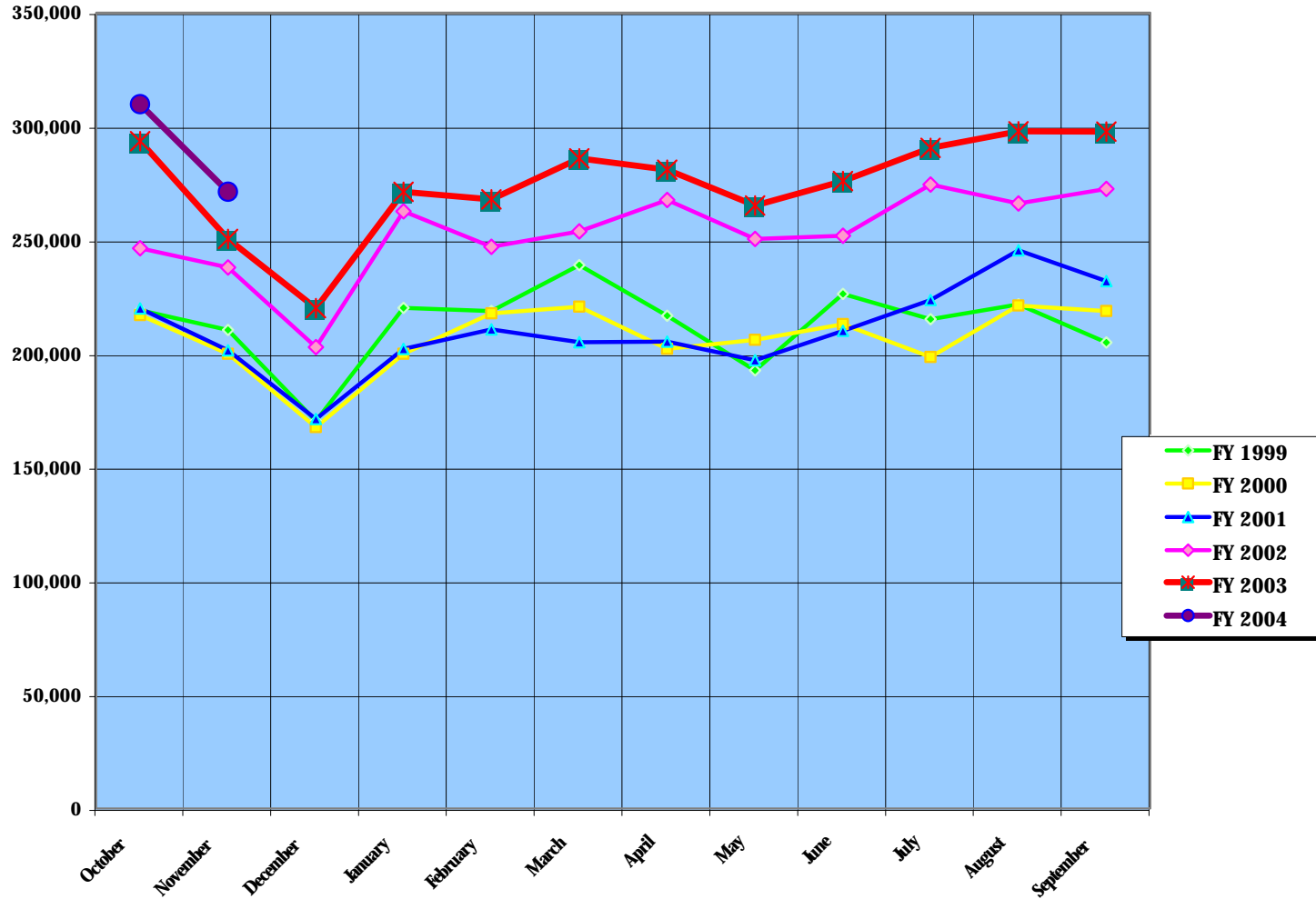
Our electronic services continues to be well used by the public. Renewals are clearly a most popular online service with 65,647 conducted by patrons online.

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



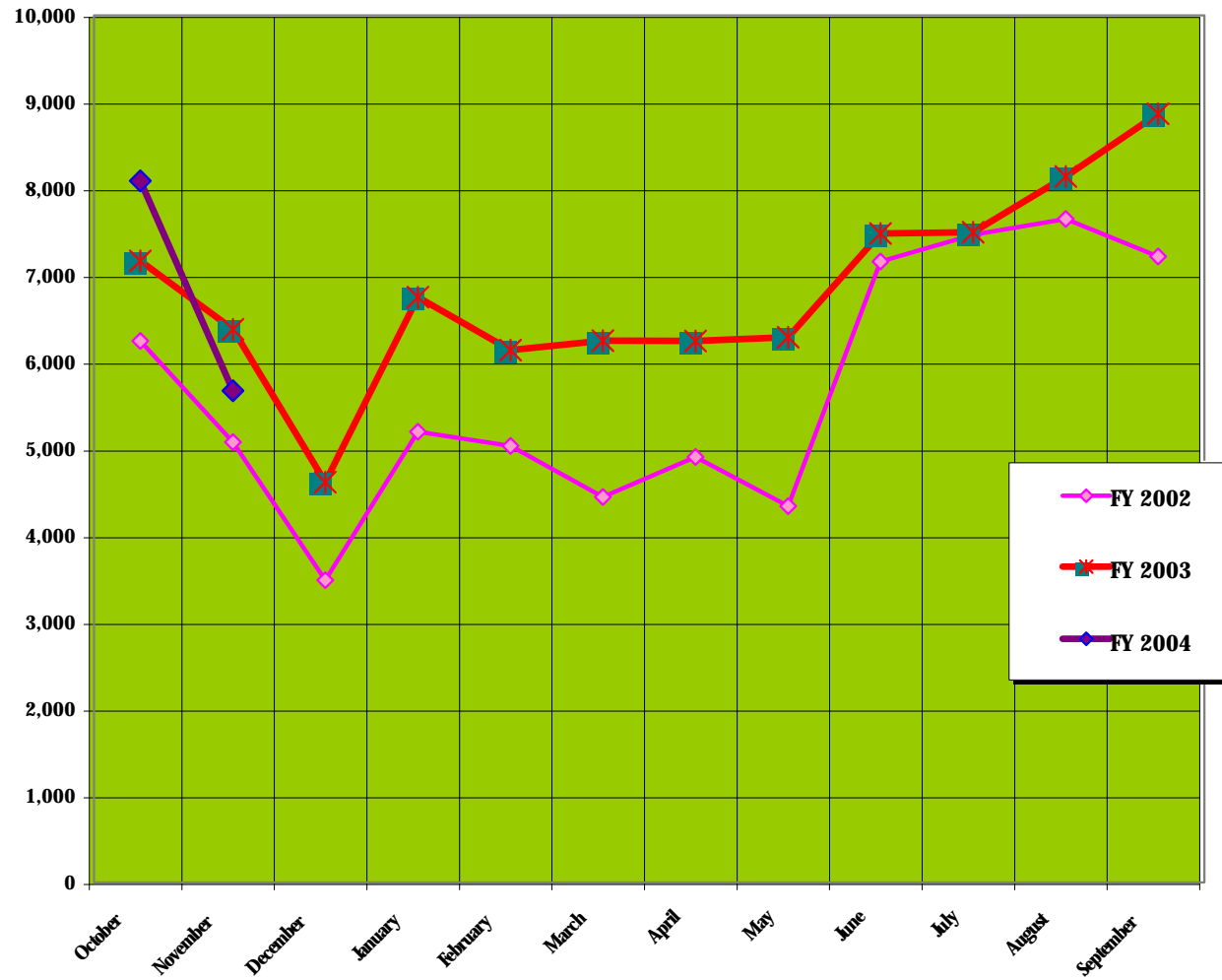
**Orange County Library System
Door Counts
Fiscal Year 1999 through Fiscal Year 2004 To Date**

04-007



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

04-007



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

04-007

	Oct-03	Oct-02	Nov-03	Nov-02	% of Change	Dec-03	Dec-02	Jan-04	Jan-03	Feb-04	Feb-03	Mar-04	Mar-03
Circulation													
Main	158,181	148,779	153,204	134,497	13.91%		124,121		139,990		139,086		150,130
Branches	355,946	298,036	318,901	260,885	22.24%		263,144		297,004		282,969		314,046
MAYL	54,059	44,997	36,786	36,618	0.46%		29,905		42,383		41,039		41,813
Talking Books	4,192	4,507	2,622	2,505	4.67%		3,815		4,237		3,908		3,828
Total	572,378	496,319	511,513	434,505	17.72%		420,985		483,614		467,002		509,817
Door Count													
Main	66,816	75,581	78,930	64,869	21.68%		55,885		68,579		69,635		74,215
Branches	242,940	217,824	192,229	185,609	3.57%		164,098		202,641		198,270		211,725
Total	309,756	293,405	271,159	250,478	8.26%		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
Circulation														
Main		140,404		136,304		148,934		141,230		143,639		156,832	311,385	1,703,946
Branches		306,955		308,687		349,850		340,589		317,229		356,745	674,847	3,696,139
MAYL		44,887		42,634		46,850		60,975		52,125		53,289	90,845	537,515
Talking Books		3,738		4,146		3,752		3,766		3,758		3,993	6,814	45,953
Total		495,984		491,771		549,386		546,560		516,751		570,859	1,083,891	5,983,553
Door Count														
Main		71,740		69,000		64,384		67,564		80,439		70,371	145,746	832,262
Branches		209,201		196,250		211,523		222,989		217,309		227,323	435,169	2,464,762
Total		280,941		265,250		275,907		290,553		297,748		297,694	580,915	3,297,024

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

04-007

	Oct-03	Oct-02	Nov-03	Nov-02	% of Change	Dec-03	Dec-02	Jan-04	Jan-03	Feb-04	Feb-03	Mar-04	Mar-03
Program Attendance Total	14,888	12,990	14,554	12,726	14.36%		6,521		9,959		9,696		10,128
Total # of Programs	488	354	376	320	17.50%		328		382		391		413
Community Events Attendance Total	1,634	N/A	2,071	N/A	N/A		N/A		N/A		N/A		N/A
Total # of Community Events	19	N/A	27	N/A	N/A		N/A		N/A		N/A		N/A
StoryLine	474	1,329	395	1,903	-79.24%		1,078				1,006		900
Class Attendance	535	117	525	98	435.71%		156		271		345		596
Total # of Classes	122	27	145	25	480.00%		34		42		66		96
QuestLine	15,927	15,541	13,338	14,142	-5.69%		12,618		15,726		14,459		14,783
Hits to Website	6,715,631	5,370,753	5,710,336	5,240,942	8.96%		5,020,406		6,168,823		6,724,589		6,862,558
Online Database Usage	70,169	31,735	66,892	32,267	107.31%		26,736		34,993		43,065		41,330
P.C. Sessions	60,436	44,695	48,232	36,392	32.53%		36,463		40,769		41,403		44,023
Number of Registered Cards in the System	277,480	242,590	279,139	245,644	N/A		247,908		250,425		253,414		255,339
New Patron Registrations	8,090	7,168	5,672	6,381	-11.11%		4,616		6,751		6,139		6,250
Total Registered Borrowers	685,385	N/A	691,057	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	29,442	127,976
Total # of Programs		367		329		405		391		311		405	864	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	1,060	4,461
Total # of Classes		91		106		94		107		115		123	267	926
QuestLine		15,251		14,476		15,965		16,224		15,959		15,093	29,265	180,237
Hits to Website		6,976,075		6,957,740		6,698,935		6,253,471		6,100,904		6,300,302	12,425,967	74,675,498
Online Database Usage		40,974		30,601		27,063		30,161		29,087		39,336	137,061	407,348
P.C. Sessions		44,271		43,024		43,024		51,313		51,313		57,335	108,668	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	13,762	81,832
Total Registered Borrowers										668,430		677,295		

	Oct-03	Oct-02	Nov-03	Nov-02	% of Change	Dec-03	Dec-02	Jan-04	Jan-03	Feb-04	Feb-03	Mar-04	Mar-03
Online Catalog Searches	206,826	185,681	174,333	162,406	7.34%		134,380		197,133		179,526		185,790
Online Renewals	74,416	56,999	65,647	51,262	28.06%		52,490		53,612		56,586		61,992
Electronic Reference Questions	353	457	392	393	-0.25%		312		451		391		459
Live Chat Questions	65		67	N/A	N/A								
Total Online Reference Questions	418		459	N/A	N/A								
Online Requests	38,272	29,720	29,210	22,912	27.49%		18,655		31,903		29,169		31,673
Online Suggestions	105	80	114	73	56.16%		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	381,159	2,216,987
Online Renewals		62,337		59,002		59,797		64,477		66,575		68,886	140,063	714,015
Online Reference Questions		420		425		466		466		290		330	745	4,860
Live Chat Questions														
Total Online Reference Questions														
Online Requests		28,595		31,939		36,839		33,487		35,115		39,228	67,482	369,235
Online Suggestions		112		96		102		91		66		83	219	1,049

Orange County Library System

Circulation Statistics

04-007

November 1, 2003 - November 30, 2003										
Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Total Visits	Visits Year Ago	Gain (Loss)	%Gain (Loss)
Main	28	153,204	29.95%	134,497	18,707	13.91%	78,930	64,869	14,061	21.68%
MAYL	17	36,786	7.19%	36,618	168	0.46%	N/A	N/A	N/A	N/A
Talking Books	19	2,622	0.51%	2,505	117	4.67%	N/A	N/A	N/A	N/A
West Oaks	24	31,754	6.21%	25,107	6,647	26.47%	19,635	16,707	2,928	17.53%
Herndon	24	30,656	5.99%	28,543	2,113	7.40%	19,459	19,729	(270)	-1.37%
Alafaya	24	43,900	8.58%	35,520	8,380	23.59%	18,288	19,181	(893)	-4.66%
Southeast	24	26,483	5.18%	22,779	3,704	16.26%	15,168	19,747	(4,579)	-23.19%
Hiwassee	24	19,117	3.74%	18,815	302	1.61%	15,409	15,232	177	1.16%
Southwest	24	29,389	5.75%	26,081	3,308	12.68%	14,284	17,474	(3,190)	-18.26%
Edgewater	24	22,957	4.49%	19,167	3,790	19.77%	22,175	19,541	2,634	13.48%
North Orange	17	31,164	6.09%	19,227	11,937	62.08%	16,752	10,302	6,450	62.61%
South Creek	24	39,170	7.66%	27,461	11,709	42.64%	23,537	19,881	3,656	18.39%
South Trail	24	16,119	3.15%	13,541	2,578	19.04%	12,055	10,349	1,706	16.48%
West Orange	21	10,441	2.04%	8,671	1,770	20.41%	5,046	5,896	(850)	-14.42%
Windermere	21	11,261	2.20%	10,488	773	7.37%	5,294	7,237	(1,943)	-26.85%
Wash. Park	21	6,490	1.27%	5,485	1,005	18.32%	5,127	4,333	794	18.32%
Total	360	511,513	100.00%	434,505	77,008	17.72%	271,159	250,478	20,681	8.26%

**Orange County Library System
Board of Trustees Meeting
Thursday, January 8, 2004**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, January 8, 2004**

Consent Agenda

- 04-011 Rules of Conduct Revision:
(Addresses Goal 4; Objective 6 of the Strategic Plan)
- 04-012 Acceptance of Audit
- 04-013 Southeast Lease Amendment

**Orange County Library System
Board of Trustees Meeting
Thursday, January 8, 2004**

Rules of Conduct Revision

Rules of Conduct Revisions

January 2003

I. PROBLEM STATEMENT

GOAL 4: Invigorate Employee Satisfaction and Invest in Quality of Staff, Objective 6: Minimize the potential for staff or patron injury, of our Strategic Plan calls for the Library to conduct annual safety audits. We conducted a review of our incident reports for the past year to see if they revealed any problems with our current Rules of Conduct. We also surveyed staff to see if they felt that the Rules of Conduct needed adjustments or revisions.

Two primary areas of concern were revealed through the staff survey. Staff felt that we needed tighter restrictions on the types of food and beverage allowed at the Library and staff also sought some rule, which would allow to them to deal with the issue of strong body odor. The suggested changes to the policy attempt to address these concerns.

A third change was needed to align the Rules of Conduct with the recently approved Meeting Room policy. We have added language from the Meeting Room policy prohibiting the use of certain materials such as candles.

Through our experience over the last year we also found that our appeals procedure should be more clearly stated. Those changes appear in the revised document as well.

II. OPTIONS

The Library has identified 2 options.

Option 1. Leave the Rules of Conduct policy unchanged.

Advantages: No updates to make. The current policy has proven somewhat workable.

Disadvantages: It will leave some expressed concerns unaddressed.

Option 2: Accept all recommended changes to the policy.

Advantages: Provides a clearer policy and addresses concerns expressed by staff.

Disadvantages: Will need to update the web page and various print documents. Some members of the public may express concern over changes.

III. RECOMMENDATION

Staff recommend that the Board approve Option 2 and the changes as presented in the attached document to take effect February 1, 2004.

Orange County Library System

Rules of Conduct

Draft Revision January 2004: Changes underlined.

The Orange County Library System has adopted the *Rules of Conduct* to protect the right of individuals to access Library materials and services, to protect the right of Library staff to conduct Library business without interference, and to protect Library materials and facilities from harm.

The *Rules of Conduct* apply to all Library premises, including buildings, interior and exterior, and all grounds controlled and operated by the Orange County Library System. The *Rules of Conduct* apply to all individuals entering in or on the Library premises. The violation of any federal, state, or local criminal statute or ordinance will also be regarded as a violation of the Library's rules.

Any individual issued a Trespass Warning is prohibited from the use of **all** Orange County Library System facilities for one year. Any individual who re-enters the location from which they have been issued a Trespass Warning is subject to arrest. If an individual who has been issued a Trespass Warning enters another OCLS location, they will be immediately issued another Trespass Warning from that location. This prohibition from entering any OCLS facility is good for the duration of the Trespass Warning.

Individuals will be immediately ejected from the Library premises without warning and prohibited from the future use of all Library facilities for one year who, upon the premises of any OCLS Library:

1. Engage in any sexual conduct as defined under Chapter 800 of the Florida Statutes.
2. Carry or use weapons, firearms, slung shots, electric weapons or devices, remote stun guns, destructive devices, or explosives of any kind as defined under Chapter 790 of the Florida Statutes. Exceptions will be made for law enforcement personnel.
3. Commit assault or battery as defined under Chapter 784 of the Florida Statutes.
4. Are under the influence of, consume, possess, sell or distribute any alcoholic beverage as defined under Chapter 561 of the Florida Statutes.
5. Are under the influence of, consume, possess, sell, or distribute any controlled substance as defined under Chapter 893 of the Florida Statutes.
6. Commit theft.

7. Intentionally destroy, damage, or deface any Library or other individual's property.
8. Trespass on Library premises after regularly scheduled closing hours or during a period of suspension.
9. Commit or attempt to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance.

Violations of Rules 1-9 will be immediately reported to the appropriate law enforcement agency.

Individuals who do not cease violation of any of the following rules upon warning will be ejected from the Library premises and prohibited from the future use of all Library facilities for one year. Individuals will be provided with a verbal warning from Library staff who, upon the premises of any OCLS Library:

10. Fail to comply with or ignore a directive of a Library staff member or security officer.
11. Engage in any conduct that disrupts or interferes with the normal operation of the Library or that disturbs Library staff or individuals. Such conduct includes, but is not limited to: abusive or threatening language or gestures or unreasonably loud or boisterous physical behavior, talking or noise.
12. Verbally, physically, or sexually harass any Library staff member or individual. Such conduct includes threatening any Library staff member or individual.
13. Fail to maintain control of personal items by either leaving items unattended, allowing items to block access to library materials or equipment, or by allowing items to interfere with a Library staff member or individual's use of the Library.
14. Loiter in posted areas.
15. Smoke or use tobacco products in or on Library premises, except in designated areas.
16. Attempt to remove Library materials or equipment from the premises except through established lending procedures or prior authorization. The Library reserves the right to inspect an individual's personal belongings to prevent the removal of Library materials or equipment.
17. Attempt to enter any area designated as a "Staff" area.

18. Improperly use Library restrooms, including but not limited to, washing or drying clothes, bathing or shaving.
19. Do not wear shoes and shirts at all times on Library premises. Exceptions will be made for children under the age of 3 years old in strollers, carriers, infant seats, or other carrying device.
20. Sleep, or give the appearance of sleeping, in or on Library premises.
21. Solicit money, donations, or signatures in or on Library premises without prior permission from the Library.
22. Sell merchandise or services in or on Library premises without prior permission from the Library.
23. Distribute or post written materials in or on Library premises without prior permission from the Library.
24. Use photography, film, or television equipment in or on Library premises without prior permission from the Library.
25. Bring animals in or on the Library premises, other than those approved as working companions or for the purposes of Library approved events or programs.
26. Use personal electronic equipment, including but not limited to cellular telephones, pagers, stereos, and televisions, at a volume that disturbs other individuals.
27. Use, store or park bicycles, skates, roller blades, skateboards, or scooters in or on Library premises. Bicycles must be parked in designated areas.
28. Engage in the burning of candles, incense, pyrotechnics, or any type of open flame.
29. Bring food or drink into the Library that does not meet the following definitions: Drinks must be in an enclosed container and may not contain alcohol. Small, single serving, individually wrapped food items such as snack bars, crackers, or candy bars are permitted. Hot foods, food items such as commercially catered food, carry-out or delivered meals, and covered dish meals, or foods that may be considered by Library staff to present possible harm to Library materials or furnishings are not permitted. Areas excepted from this restriction are the café at the Orlando Public Library or Library approved catering in a Library meeting room.

Individuals whose bodily hygiene is offensive so as to constitute a significant nuisance to other persons shall be required to leave the building until such time as the condition is corrected.

Procedure for Appeals

Individuals may request a review of a trespass warning issued based on these procedures. An appeal must be submitted in writing as visits in person to any system location are prohibited. The written appeal must be received at the following address within 30 days of the trespass issue date.

Orange County Library System
Trespass Review Committee
101 E. Central Blvd.
Orlando, FL 32801

The appeal must include an address at which the Library may correspond with the individual making an appeal. The Trespass Review Committee will review timely filed appeals and make a recommendation to the Director, who will respond in writing within 30 days of the receipt of the appeal.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-011**

**RESOLUTION TO AUTHORIZE THE REVISION OF THE RULES OF
CONDUCT.**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the Town of Windermere, on the 8th day of January, 2004 at 7:00 PM, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize the revision of the Rules of Conduct.
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, January 8, 2004**

**Acceptance of Audited
Financial Statements**

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-012**

RESOLUTION TO ACCEPT THE AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED SEPTEMBER 30, 2003 AS PRESENTED BY CHERRY, BEKAERT & HOLLAND, C.P.A.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the Town of Windermere, on the 8th day of January, 2004 at 7:00 PM, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To accept the Audited Financial Statements for Fiscal Year ended September 30, 2003 as presented by Cherry, Bekaert & Holland, C.P.A.
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, January 8, 2004**

Southeast Lease Amendment

Southeast Branch Lease Amendment

I. PROBLEM STATEMENT

The Library Board should approve the attached First Amendment to Lease Agreement (Amendment) to extend the Southeast Branch lease from December 31, 2004 to December 31, 2009.

II. OVERVIEW

The Southeast Branch lease provides an initial 10-year term, which expires on December 31, 2004. The lease also includes a 5-year renewal option provided written notice is given 270 days prior to the end of the initial term.

Recognizing that the initial term would be expiring soon, we recently toured the area around the Southeast Branch to see if a more suitable site was available. We did not find any sites, which would be a better location for the branch. When considering both population density and traffic count, the existing Southeast Branch was superior to any other location in the surrounding area.

We requested a proposal from our landlord, Nisan Realty, to renew the lease for a 5-year period beginning January 1, 2005. The following table summarizes the rental provisions of our current lease, what Nisan initially proposed for the renewal term, and what was negotiated in the attached Amendment.

	Current Lease	Proposed By Nisan	Amendment
Base rent per square foot	\$7.00	\$9.50	\$8.00
Common area Maintenance charges per square foot	<u>1.70</u>	<u>3.25</u>	<u>2.05</u>
Total Rent per square foot	\$8.70	\$12.75	\$10.05

In addition to the above, Nisan proposed an annual increase in the base rent equal to the greater of 5% or the increase in the Consumer Price Increase. The attached amendment includes a flat 2% annual increase. At its cost, Nisan will also provide additional signage for the Library on the façade of the building as well as on the pylon signs on Hoffner and State Road 436.

III. OPTIONS

Staff offer the following options:

Option 1 Don't approve the attached Amendment.

Advantages: No action is required at this time.

Disadvantages: Another location will need to be found to relocate the branch.

Option 2 Approve the attached Amendment.

Advantages: Allows us to remain in a location which has worked well for us.

Disadvantages: Rental rates will increase under the renewal.

IV. RECOMMENDATION

Staff recommend that the Library Board approve the Amendment in substantially the form that is attached. Some minor adjustments in the language may still be made to the Amendment. Additionally, staff recommend that the Library Board authorize Mary Anne Hodel to execute the Amendment in its final form.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-013**

**RESOLUTION TO APPROVE THE FIRST AMENDMENT TO LEASE AGREEMENT
FOR THE SOUTHEAST BRANCH.**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the Town of Windermere, on the 8th day of January, 2004 at 7:00 PM, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the First Amendment to Lease Agreement for the Southeast Branch.
2. To authorize Mary Anne Hodel to execute the First Amendment to Lease Agreement in its final form.
3. 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, January 8, 2004**

**Additional information will be
provided in the paper copy of the
Board Packet.**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 8, 2004**

**Discussion and Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 8, 2004**

**Strategic Plan Quarterly Update:
Phyllis Hudson**

Orange County Library System: Strategic Plan - Year Two

Item Number	Status		Notes	Point Person
1		GOAL 1: Increase Customer Satisfaction & Provide Greater Ease of Access to Services		
1.1		Objective 1: Provide Additional days/hours of service		
		Activity		
1.1-1		Provide additional days of service		
1.1-1A	Ongoing	Open new Winter Garden Branch	Construction continuing. Anticipate Fall 2004 opening.	Craig Wilkins
1.1-1B	Underway	Open Winter Garden Mondays at time of move	Coincides with Winter Garden Opening	Craig Wilkins
	Underway	Open Washington Park and Windermere on Mondays, 10-7, when West Orange moves.	Coincides with Winter Garden Opening	Craig Wilkins
1.1-1C	Underway	Prepare master plan for Branch development.	Gathering sample plans from other libraires. Continuing dialog with interested parties over potential site. Eatonville has approved the construction contract.	Craig Wilkins
1.1-2		Provide additional hours of service		
1.1-2B	Underway	Change Washington Park closing hours to 9pm Tuesday-Thursday.	Coincides with Winter Garden Opening	Craig Wilkins
1.2		Objective 2: Accept credit and debit card payment		
1.2-1	Underway	Accept credit/debit card payment online.	Work out logistics with the bank.	Bob Tessier
1.3		Objective 3: Provide self service options		
		Activity		
1.3A	Underway	Install Self-Check Out at Winter Garden and potentially Alafaya.	RFP scheduled for late January.	Craig Wilkins
1.4		Objective 4: Create and maintain inviting and appealing library spaces		
		Activity		
1.4A	Underway	Replace carpeting, wall covering, retrofit lighting, 2nd floor of Main Library	Once Library Central project is closed out, will request proposal from HKS to design improvements to the 3rd floor, rather than 2nd floor.	Bob Tessier
1.4B	Underway	Replace Main Library Roof	Have requested proposal from roofing architect to design new roof. Due to budget constraints, design and bidding should take place this year but construction will not take place until early in FY05.	Bob Tessier
1.4C	Underway	Provide sinking fund for significant future repairs and replacements	\$25,000 included in this year's budget to establish sinking fund.	Bob Tessier
1.4D	Underway	Prepare and implement building maintenance schedules	New Library Business Office Department Head is evaluating software options.	Bob Tessier

1.5		Objective 5: Implement effective communication loop with customers		
		Activity		
1.5-1		Create Customer Service Action (CSA) group made up of staff		
1.5-1A	Complete & Ongoing	Inform, seek feedback and prepare staff through meetings and Intranet articles regarding customer satisfaction goals and surveys prior to start date of survey	Secret shopper program started in December. Prior to rollout, meetings held with staff, and CSA group had input on survey questions. Rollout also announced on Intranet.	Sally Fry
1.5-1B	Underway	Design and distribute customer survey tools	The CSRT (Customer Service Review Team) was formed at the end of September 2003. The goal of the committee will be to increase customer satisfaction while being responsible to our taxpayers. So far the committee has reviewed and revised the Library Card Procedures based on staff and patron comments to make it clearer. Currently the committee is reviewing the fines and fees the library charges and developing a tool to inform patrons of this information. Also, CSA is currently developing a storytime survey.	Sally Fry
1.5-1C	Ongoing	Monitor patron response to survey tools monthly.		Sally Fry
1.5-1D	Ongoing	On a quarterly basis, CSA reports survey results and recommended actions to Admin Team	Recommendations for Secret Shopper program and Storytime Survey approved by Admin.	Sally Fry
1.5-1E	Ongoing	Administration reviews CSA recommendations and implements feasible response		Sally Fry
1.5-1F	Underway	Publicize changes to patrons		Sally Fry
1.6		Objective 6: Prepare staff to exceed the expectation of the customer		
		Activity		
1.6A	Ongoing	Provide staff training annually in customer-driven service practices	Public Service Employees received training in "Striving for Five Star Service" from Donna Long in Nov/Dec 2003. Main Library Circulation staff learned about "Give 'em the Pickle" philosophy of customer service.	
1.6B	Ongoing	Review customer service practices annually	CSA currently developing storytime survey.	Debbie Moss
1.6C	Complete & Ongoing	Set performance standards.	New dress standards effective 1/1/2004. New evaluation form effective 10/1/2003. Evaluate in one year.	
1.6D	Underway	Establish program to recognize & reward customer service excellence	Underway through Secret Shopper program.	Sally Fry

2		GOAL 2: Provide a Range of Services that are Responsive to a Changing Community		
2.1		Objective 1: Expand Access to and Availability of Programs for the Public		
		Activity		
2.1A	Ongoing	Use Volunteer Story Givers program using staff and outside volunteers, to provide 25 additional programs per year.	From 10-1-03 through 12-31-03 offered 11 programs conducted by staff volunteers. Continue to offer stories in Spanish as part of the call-in Storyline.	Kathryn Robinson
2.1B	Ongoing	Empower librarians to create four events for presentation to the public each year at least two of which are classes.	Ongoing	Kathryn Robinson
2.1C	Underway & Ongoing	Employ technology to disseminate classes, programs and storytelling to multiple locations and to home users	Standard Deviant Streaming Videos added to Online Resources.	
2.1D		Offer at least two classes or two programs per month and storytelling once a month in Spanish. By year 3, increase classes and programs to four and storytelling to weekly.	Exceeding goal for classes/programs. Storytelling goal in progress - 3 storytelling programs offered since 10/1/2003. Also the Spanish class for staff on 12/17/2003 was video conferenced to one branch. Stories also available in Spanish on Storyline.	
2.1E		Offer after hours programs twice per year on Friday nights for Youth at Main.	Mystery Theater Night (for teens was held after hours on Oct 24th, 2003.)	
2.2		Objective 2: Expand Use of Relevant Technology		
2.2A	Ongoing	Maintain and expand current PC network. Add 30 new stations to the network each year with the balance of PC's purchased upgrading current equipment. By year 5, at least one workstation in each location shall have assistive technology in the form of voice recognition and enlarged viewing capability.	Installed 7 PC's in Club Central and purchased 9 PCs for Washington Park (to be deployed early January). Increased capacity of frame relay network connecting the main library to branches from 3MBps to 6MBps. Installed 802.11 wireless access for public at all locations. Deployed 10 station mobile laptop training lab to rotate through branch locations.	Eric Atkinson
2.2B	In Process	Replace library automation system	Hardware received, initial training and sample data conversion completed. System training completed and timeline set for all other tasks. Staff input being sought through catalog evaluation and comment area on Orange Peel.	Eric Atkinson
2.2C	Ongoing	Evaluate and add new software programs for public and staff.	Deployed Microsoft Office applications (Word, Powerpoint, Excel and Access) along with Microsoft Publisher to all Internet-capable Public Computers using Citrix thin-client technology	Eric Atkinson
2.2D	Ongoing	Expand the Library's role as a digital content creator: Participate in partnership with UCF/History Museum to create pilot digital history project. Seek grant funds for project expansion.	Library Events area on OCLS.INFO has online videos link with access to various library produced content. Central Florida Memory Partnership continues, with additional partners. We are working on another grant application to further the project.	Eric Atkinson
2.2E	Ongoing	Install video conferencing technology to provide programs, classes, storytimes at multiple locations from one location.	Recent frame relay upgrade to provide additional network capacity. Simulcast recent staff Library Spanish Skills between Main Library and West Oaks Branch. Also, ordered technology to pilot Virtual Librarian service between Alafaya & QuestLine.	Eric Atkinson
2.2F	Budgeted	Provide sinking fund for significant technology purchases	\$25,000 included in this year's budget to establish sinking fund.	Eric Atkinson
2.3		Objective 3: Expand End User Services		
		Activity		
2.3A	Ongoing	Experiment with cost vs. use of scanners at Main. Success is measured by recovery of cost.	Currently being evaluated.	Eric Atkinson
2.4		Objective 4: Expand and Diversify Collections		
		Activity		
2.4A	Ongoing	Experiment with circulating software at Alafaya and South Creek. If successful (measured by circulation, return and retention) add collections to all locations.	We have added educational software to two additional locations, West Oaks and North Orange as of October 2003.	Debbie Moss
2.4B	Ongoing	Add computer games (X Box, Playstation 2) at Alafaya and South Creek. If successful (measured by circulation, return and retention) add collections to all locations.	We have added Xbox and Playstation 2 games to two additional locations, West Oaks and North Orange as of October 2003.	Debbie Moss

3		GOAL 3: Expand Use and Awareness of Library Services Through Marketing		
3.1		Objective 1: Increase Market Share by 10 Percentage Points Annually		
		Activity		
3.1-1	Ongoing	Conduct a demographic study of our service area	Library Decision software and Orange County data in use.	Marilyn Hoffman
3.1-2		Awareness Study: Find out who uses the Library and who does not and why not.		Marilyn Hoffman
3.1-2A	Ongoing	Promote specific services that are new or not being used to their potential	Got Your Card? campaign continues to promote getting your Library card and using our services. Specific services such as new databases, homework help, classes and programs are featured in news releases, newsletter, web page and the new email newsletter.	Marilyn Hoffman
3.1-2B	Ongoing	Identify non-users and develop focus groups to determine their potential as patrons. Seeking funding.	Sample mailing to 1,000 expired card holders - evaluating results.	Marilyn Hoffman
3.1-3		Image Projection		
3.1-3A	Ongoing	Marketing WOW excitement at the main Library	11/1/2003 Gala; 11/2/2003 Grand Opening; Art Exhibits, Author talks, Music performances, Theater rehearsals, video/DVD showings and Teen activities planned and implemented.	Marilyn Hoffman
3.1-3B	Ongoing	Use the logo to brand the Library	Logo promoted @ public event Citrus Bowl Parade 12/30/2003. Created email newsletter - over 1800 subscribers in first month.	Marilyn Hoffman
3.1-3C	Ongoing	Use the new mission statement to brand the Library	Mission promoted @ public event Citrus Bowl Parade 12/30/2003.	Marilyn Hoffman
3.1-3C	Ongoing	Develop partnerships, performances, and programs.	Blast fundraiser - raised over \$11,000. Partnerships with GROWS Literacy Program @ North Orange with Lt. Governor Jennings; America's Promise; Carver Shores Neighborhood Assn Grant; and Prime Time Family Reading - Fla Humanities Council Grant.	Marilyn Hoffman
3.1-4		Marketing Strategies:		
3.1-4A	In process	Buy post office address lists to identify new arrivals in service area	Meeting scheduled with postal service.	Marilyn Hoffman
3.1-4B	Ongoing	Supply apartment complexes and realtors with Library card information.		Marilyn Hoffman
3.1-4C	Ongoing	Businesses - Identify businesses in service area.		Marilyn Hoffman
3.1-4D	In process	Create brochure in English and Spanish to feature services/databases.		Marilyn Hoffman
3.1-4E	Ongoing	Contact large local businesses and ask them to distribute Library card information to their employees at employee fairs/open season medical		Marilyn Hoffman
3.1-4F	Ongoing	Partner with Chambers of Commerce and Economic Development to promote Library as part of package to attract new businesses.		Marilyn Hoffman
3.1-5		Market Library services to seniors.		Marilyn Hoffman
3.1-5A	In process	Supply retirement homes with Library card information/flyers senior services	Services for Seniors video "Get With It!" completed.	Marilyn Hoffman
3.1-5B	In process	Supply senior citizen organizations with Library card information/flyers	Services for Seniors video "Get With It!" completed.	Marilyn Hoffman
3.1-6	Ongoing	Market Library services to children.		Marilyn Hoffman
3.1-7	In process	Market Library services to Teens		Marilyn Hoffman
3.1-7A	Ongoing	Partner and plan programs with community teen groups.	Talent show, Chess Club, Book Club, Teen Advisory Group	Marilyn Hoffman

4		GOAL 4: Invigorate Employee Satisfaction and Invest in Quality of Staff		
4.1		Objective 1: Establish Human Resources Development Plan		
		Activity		
4.1-1		Develop internal "Best Practices" for Managers		
4.1-1A	Ongoing	Hold system wide training at least once a year on relevant management topics. For example: ADA and Diversity Issues; Coaching and Counseling Skills; Interviewing Skills, etc.	November 2003 - Held "Striving for Five Star Service" for managers	Carla Fountain
4.1-2		Establish Staff Development plan		
4.1-2A	Ongoing	Hold system wide training at least twice yearly on relevant topics: Staff Day once yearly plus other training such as sensitivity training on ADA and Diversity issues; Customer Service and Interpersonal Skills.	November 2003 - Staff Day topics included "Using Customer Feedback as a Strategic Tool," "You've Got a Brand! Now What Does it Mean to Live It?," "Stress Management," "Public Speaking Made Easy." December 2003 - held "Striving for Five Star Service"	Carla Fountain
4.2		Objective 2: Develop System Wide Communication Plan		
		Activity		
4.2A	Ongoing	Hold "front end" communication meetings on major initiatives.	During October and November, Debbie Moss visited with each department and branch to discuss the migration to the new automation system. The Orange Peel (our staff intranet) is being used to provide ongoing communication regarding progress on the migration. We also used the Orange Peel to solicit staff feedback in the development of new dress standards and in the review of our Rules of Conduct. October/November 2003 - Sally Fry held meetings at all branches and departments with public service staff to share information and obtain feedback regarding the Secret Shopper.	Carla Fountain
4.3		Objective 3: Establish Staff Technology Development Plan		
		Activity		
4.3-1		Develop internal technology based training program		
4.3-1A	Underway & Ongoing	Identify Core Competencies by Position.	We have surveyed all staff regarding their view of the level of technical skill needed for their position. We will use this information to establish competencies required for all library job descriptions.	Debbie Moss
4.3-1B	Ongoing	Obtain baseline measurement of current staff in positions identified each year based upon identified core competencies	To date, we have established two desired competencies for all library positions: the ability use e-mail and to navigate the Orange Peel.	Debbie Moss
4.3-1C	Ongoing	Develop curriculum based upon identified needs	The Training Manager developed a skill assessment instrument for these two competencies and managers asked each staff member to complete the assessment. Curriculum was developed.	Debbie Moss
4.3-1D	Ongoing	Initiate classes for staff based upon identified core competencies	Staff who needed further training based on the assessment have been attending classes.	Debbie Moss
4.3-1E	Ongoing	Measure and evaluate staff competency level	Staff will be re-evaluated in order to see if any additional training will be needed. Over time this process will be repeated in other areas such as the use of Microsoft Office applications.	Debbie Moss

4.4		Objective 4: Establish Professional/Employee Development Plan		
		Activity		
4.4-1		Identify expectations for all staff, in relation to position, for professional activity and employee development opportunities		
4.4-1A		Partner with CFLC and other organizations to offer at least 2 annual in-house opportunities to acquire professional knowledge and lifelong learning.	CFLC offered training at Staff day on 11-11-03	Kathryn Robinson
4.4-2		Conduct evaluation of staffing levels each fiscal year		
4.4-2A		Adjust/Recruit/Reduce staffing as needed	ongoing adjustments through use of Par form	Kathryn Robinson
4.4-2B		Devise Recruitment Plan to include outreach/interviewing at targeted schools; advertising in electronic and print format to targeted professional journals and listservs.	Recruitment visit to Library Schools at FSU during 11-03 and USF during 12-03	Kathryn Robinson
4.4-2C	Under study	Create award program for employee innovations that are successfully used.		Kathryn Robinson
4.4-4D	Underway & Ongoing	Offer opportunities for employees to learn conversational Spanish and sign language. Use in-house staff to mentor and coach - Train a total of 15 employees annually.	Basic Spanish for Library Employees Classes held on Nov. 20,2003 with 4 students and on Dec. 17, 2003 with 38 students (35 in person and 3 more by video conferencing.)	Kathryn Robinson
4.5		Objective 5: Update Performance Evaluation Instruments		
		Activity		
4.5A	Completed	Update Performance Evaluation instruments that incorporate acquisition of new/job relevant skills and organizational values - Two year implementation phase in of new evaluation instrument.	New performance evaluation instrument in use since 10/1/03.	Carla Fountain
4.6		Objective 6: Minimize the potential for staff or patron injury		
		Activity		
4.6-1		Conduct safety and security evaluations of facilities		
4.6-1A	Underway	Conduct annual safety audits	Plan is for few audits each year. One conducted fall '03. Target spring '04 for second.	Craig Wilkins
4.6-2		Provide safety education for staff		
4.6-2A		Expand collection of safety videos	Staff safety committee making training video clips that will play on intranet.	Craig Wilkins
4.6-3		Minimize security risks		
4.6-3A		Install windows on Branch workroom doors	Planning for February/March 2004.	Craig Wilkins

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Information

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Director's Report

Director's Report Jan 2004

¶ We have met with representatives from Florida Technical College to place their students to do volunteer work in the Library.

¶ The Division of Reference and Information staff are planning to remove the reference desk from the 3rd floor of the Main Library in January, in keeping with the reorganization being implemented in the division to make our service more customer friendly. There will be some other changes coming as part of this that involve moving computers and switching Quest Line questions to printing in 3rd floor workroom.

¶ The Library has been working with the Orange County Election Office to have some of our locations as "Early Voting" sites for three upcoming elections next year. These early voting sites will be in addition to locations that are already polling sites. Having early voting in some of our locations is in anticipation/preparation of legislation mandating election offices provide early voting sites for all major elections.

The three major elections for 2004 will be held on March 9; August 31 and November 2. For the first election, we are looking to have early voting at Main, West Oaks and North Orange. Early voting is done 15 days prior to the election date. For the March 9th election, the early voting dates will be February 23 through March 8th. Since West Oaks and North Orange are already voting precincts, they will have 15 early voting days plus "election day".

Voting areas can be set up in a meeting room or an area within the location. There will be 3-4 operators available to assist voters, along with 2 computers, a voting booth, and a tabulator.

Early voting will probably be held during our operating hours as follows: 10-7 Monday - Thursday; 10-5 Friday (Main); 10-4 Friday & Saturday (Branch) and 1-5 on Sundays. The operators will need to service everyone in line at closing. This schedule gives our staff 1 to 2 hours to work with last minute crowds

¶ James Salter, Town of Eatonville Project Manager, informed the Library that they took a contract to the Council on Tuesday, December 16th to award a Construction Management At Risk contract to Aagaard-McNary. The contract amount of \$838,467 is within the Town's budget of \$850,000. The town would like to begin construction in February, after the Zora Neale Hurston Festival in January. The Town sent us a copy of the construction contract for the Eatonville Branch. The contract time for Substantial Completion is 180 days from Notice to Proceed and issuance of all necessary permits.

! Thanks to the following employees who took the time to donate blood to the Florida Blood Center on December 2, 2003: Christina Adelman; Pam Bergner; Marcia Bruton; Carla Fountain; Warren French; Sally Fry; Lisa Glassford; Kristen Hambrick; Basil Henderson; Luz Jimenez; Milinda Neusaenger; Kelly Pepo; Susan Vanture.

!531 pounds of food were donated by OCLS staff to Second Harvest Food Drive recently. We are very proud of our staff participation in this important community effort.

!The Library participated in the Capital One Bowl parade in downtown Orlando. The theme was "Surf On In and Check Us Out!" Over 40 employees and honored guests participated. The Library float was well received and the book cart drill team snapped their movements out very smartly along the parade route. The bare bones basic float was transformed in about 30 minutes to the cool surfing craft, thanks to the flexible designs created by Ben Garcia. Many thanks to the following employees for their many efforts at making the parade float the most successful ever! Pam Bergner, Wendi Bost, Sabrina Bridges, Marcia Bruton, Sheri Chambers, Sarah Cheever, John Claytor, Jamie Conklin, Rosita Cooper, Omar Elkalyoubie, Nehemia Fitzgerald, Carla Fountain, Sally Fry, Linda Gabriel, Ben Garcia, Tonia Hinkle, Angela Jacobe, Fanya Jones, Rita Lloyd, Melissa McNish, Chery Morales, Joy Morrison, Debbie Moss, Milinda Neusaenger, Deborah Norman, Shanna Perry, Lydia Peters, Jeanne Pettry, Keisha Phillips, Yvonne Pierre, Jose Ramos, Margaret Reid-Leach, Blake Ringholz, Marcshia Scioville, Adrianna Sierra, Pam Sogge, Divine Tanner, Amy Van Schaik, Sue Vanture, Sheila Watts, Kris Woodson, Rhonda Wright.

!Video presentation of the library's role in the parade is on view at Library Central, thanks to the efforts of John Claytor and Ben Garcia.

!We begin a radio campaign for Library Card sign up with XL106.7FM with Johnny Magic of the Doc and Johnny morning show in late January and a billboard campaign with Clear Channel Outdoor in February.

Programs and Events - January/February

Over 140 computer classes are being offered system-wide in January, including the mobile lab at Alafaya Branch featuring classes to learn about employment and career related web sites.

Sign up for a Library Card in January and receive a pass to Leu Gardens and in February receive a buy one/get one free pass to Arabian Knights Dinner Theater.

Forever Plaid, the musical hit, will be performed in Library Central on January 10 and 17. The Inventors Council with guest speakers meets in Library Central on January

24 for a panel discussion "From Patent to Profit." Music in the Library will be offered every Friday at noon. Meet the Author program include Marshall Frank, *Dire Straits*, and Kitty Oliver, *Multicolored Memories of a Black Southern Girl*.

Club Central features Skateboarding 101 on January 21 presented by Orlando Skate Park, the Teen Book Club and Chess Club, plus the School of Rock: Teen Electric Guitar Workshop.

Branch programs include Organizing Your Home and Office, Music Time for Tots, the Lunch Bunch will explore the history of tatting and Clowning Around features clowns and magic tricks.

The January Friends of the Library Second Saturday program features local author Samuel Roen and his new book *Evidence of Murder*, a true crime investigation submitted for the Edgar Award. February program features Evelyn Magee Stone, a true sweetheart of jazz.

The Friends of the Library Winter Book Sale begins with members' night on Thursday, January 15 and continues for the public on Friday and Saturday. Magazines and Children's books are a special feature at this half price sale.

The Boys & Girls Clubs of Central Florida Art Exhibit will decorate the walls of the Orlando Public Library in January and February.

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FY 2004 Holiday Schedule Revised



101 East Central Boulevard
 Orlando, Florida 32801-2471
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Mary Anne Hodel,
 Library Director, Chief Executive Officer

Holidays & Closed Days: Fiscal Year 2004 October 1, 2003 – September 30, 2004

Holidays	Dates	Additional Days Library will be closed (schedules to be adjusted)
		Tuesday, November 11, 2003 – Library Staff Enrichment Day
Thanksgiving Day	Thursday, November 27, 2003 Friday, November 28, 2003	
Christmas	Thursday, December 25, 2003	Wednesday, December 24, 2003 – Library closes at 1:00 p.m.*
New Years	Thursday, January 1, 2004	Wednesday, December 31, 2003 – Library closes at 5:00 p.m.**
Martin Luther King Jr.'s Birthday	Monday, January 19, 2004	Sunday, January 18, 2004
Easter		Sunday, April 11, 2004
Memorial Day	Monday, May 31, 2004	Sunday, May 30, 2004
Independence Day	Monday, July 5, 2004	Sunday, July 4, 2004
Labor Day	Monday, September 6, 2004	Sunday, September 5, 2004

* Library closes at 1:00 p.m. The work-day is four hours. Starting time is department specified. All absences will be prorated based on an 8-hour day.

** Library closes at 5:00 p.m. The work-day is seven hours. Starting time is department specified. All absences will be prorated based on an 8-hour day.

Revised December 16, 2003

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Winter Garden Project Summary

Winter Garden Project Summary

Dec 31, 2003

<u>Category</u>	04-019		
	<u>Budget Approved 12/12/02</u>	<u>Revised Budget</u>	<u>Expended to Date</u>
Architect/engineer	150,000	151,148	127,287
Construction			
Contractor	2,100,000	2,053,190	993,794
Carpet	35,000	35,000	0
Impact & Permit Fees	40,000	40,000	22,594
Testing	8,000	8,000	5,113
Other	10,000	10,000	2,001
Construction Total	<u>2,193,000</u>	<u>2,146,190</u>	<u>1,023,502</u>
Contingency	207,000	252,662	
TOTAL PROJECT	<u><u>2,550,000</u></u>	<u><u>2,550,000</u></u>	<u><u>1,150,788</u></u>

Scheduled Construction Completion Date: May 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>





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**Public Comment:
Non-Agenda Items**