

**Orange County Library System
Board of Trustees**

Board Packet for February 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**

February 6, 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, February 12, 2004, 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
February 12, 2004
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323

04-021 I. **Call to Order**

04-022 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 .

04-023 III. **Approval of Minutes: Library Board of Trustees Meeting – Thursday, January 8, 2004**

04-024 IV. **Staff Presentation: Latino Outreach – Lisa Stewart**

04-025 V. **Financial Statements and Summaries**

04-026 January 2004 Statements and Summary

04-027 December 2003 Statements

04-028 VI. **Statistics and Summaries: December 2003 Reports**

04-029 VII. **Action Items**

04-030 **Consent Agenda**

04-031 Architectural and Engineering Consulting Services Contract for Partial Re-Roofing of the Main Library (Addresses Goal 1; Objective 4 of the Strategic Plan)

04-032 VIII. **Discussion and Possible Action Items**

- 04-033 IX. **Information**
- 04-034 Director's Report
- 04-035 Winter Garden Project Summary
- 04-036 Public Comment: Non-Agenda Items

X. **Adjournment**

Next Meeting Dates: March 11, 2004 – Hiawassee Branch Library; 2768 North Hiawassee Road; Orlando, Florida 32818 --- April 8, 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, February 12, 2004**

Call To Order

**Orange County Library System
Board of Trustees Meeting
Thursday, February 12, 2004**

Public Comment

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**Orange County Library System
Board of Trustees Meeting
Thursday, February 12, 2004**

**Approval of Minutes: Library
Board of Trustees Meeting –
Thursday, January 8, 2004**

MEETING MINUTES
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**
Board Members Present: Tom Kohler (1/0); Phyllis Hudson (1/0);
Gloria Fernandez (1/0); Sara Brady (1/0);
James Tyson (1/0); Corbin Sarchet, Trustee
Emeritus

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 7:12 p.m.
- 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.

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- 04-003 III. **Approval of Minutes: Library Board of Trustees Meeting – Thursday, December 11, 2003**
Trustee Brady, seconded by Trustee Fernandez, moved to approve the minutes for the December 11, 2003 Board of Trustees Meeting.
Motion carried 5-0.
- 04-004 IV. **Staff Presentation: Collection Development Strategies: Wendi Bost**
Wendi Bost, Collection Development and Technical Services Manager, gave an overview of Collection Development trends and services, such as lease books and standing orders. She also discussed the latest technologies such as streaming videos, and custom-tailored services based on OCLS's specific needs. Brief discussion ensued. Assistant Director Moss commended Ms. Bost for her hard work, efforts and persistence when dealing with vendors and convincing them to tailor their services to the needs of OCLS.

- 04-005 V. **Financial Statements and Summaries: September 2003 - Final**
Comptroller Tessier presented information about the final Operating Fund financial statements for the year ended September 30, 2003, which were included in the Board packet, as well as the audited financial statements published in a separate document.

Operating Fund Financial Statements

Comptroller Tessier made the following observations:

- The \$2,900,000 difference between our budgeted revenues and expenditures was to come from our reserves.
- Legally, The Library cannot expend more than the \$27,803,714 budgeted for expenditures unless approved by the Governing Board.
- Rather than amending individual accounts during the year, Library's approach is to compare our actual results against the original budget, recognizing that the budget is based on estimates and judgments and plans change.
- During the year, we try to highlight significant budget variances, both positive and negative, and inform the Board when we expect to overspend a particular line item.
- Overall, actual revenues and expenditures were very close to what was budgeted.
- Instead of using approximately \$2,900,000 of our reserves as originally budgeted, we ended up using \$1,327,000. The reason for this is we collected more revenue than we budgeted and spent less.

Audited Financial Statements

Comptroller Tessier explained that by law, we are required to prepare annual financial statements in accordance with generally accepted accounting principles and have them audited by an independent certified public accountant. In previous years, we have prepared *Annual Financial Statements* but for the first time we have prepared a *Comprehensive Annual Financial Report (CAFR)* and plan to submit it for a Certificate of Achievement for Excellence in Financial Reporting award. The purpose of this award program is to encourage governments to prepare easily readable and understandable financial statements and recognize those governments that meet the challenge of preparing a high quality CAFR.

In terms of the Library's overall financial condition, Comptroller Tessier pointed out that the Library's long term debt was reduced by approximately \$1,361,000 during the year ended September 30, 2003 and the remaining \$5,998,000 of debt is relatively low. Both are good things. However, our Strategic Plan is largely being funded from our reserves, which declined last year and will decline more in the current fiscal year.

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

Mr. Ron Conrad with the CPA firm of Cherry, Bekaert & Holland briefly explained the information contained in each of the four sections (Introductory, Financial, Statistical, & Compliance) of the CAFR. Mr. Conrad pointed out that a clean opinion was issued on the Library's financial statements and there were no issues to report in the required compliance section at the back of the CAFR.

- 04-007 VI. **Statistics and Summaries**
- 04-008 **November 2003 Statistical Reports**
Assistant Director Moss briefly explained that the decrease in registration is due to the adjusted *Kid's Card* privileges. It was discovered that some children were circumventing the Library's Computer Sign-Up Policy program by signing up for multiple *Kid's Cards*, so that they could obtain numerous computer sessions in one day. Effective November 1, 2003, *Kid's Cards* cannot be used for computer sign-up.
- 04-009 VII. **Action Items**
- 04-010 **Consent Agenda**
Trustee Hudson requested the Rules of Conduct Revision to be pulled from the Consent Agenda for discussion.
- 04-011 **Rules of Conduct Revision: (Addresses Goal 4; Objective 6 of the Strategic Plan)**
Trustee Hudson stated she felt the Rules of Conduct section regarding body odor is too vague and subjective. Director Hodel clarified that the intent is not to target an occasional odor problem a person may have, but rather one's chronic body odor problem that is so offensive as to cause a significant number of people to leave a program being held in the Library. Assistant Director Moss also noted that the problem is of great concern to staff and it is very frustrating for them to deal with, as they do not have a tool to use to address the issue. Comptroller Tessier stated that because the subject is sensitive in nature, legal counsel was consulted and the wording used was modeled after a similar policy that had held up in court. Brief discussion ensued and Trustee Hudson stated that even though she approves of the Rules of Conduct in general, she is not in favor of the language used in the section that addresses body odor. Trustee Brady, seconded by Trustee Tyson, moved to approve the revision of the Rules of Conduct.
Motion carried 4-1 with Trustee Hudson voting nay.
- 04-012 **Acceptance of Audited Financial Statements**
Trustee Tyson, seconded by Trustee Hudson, moved to accept the Audited Financial Statements.
Motion carried 5-0.
- 04-013 **Southeast Lease Amendment**
Trustee Tyson, seconded by Trustee Hudson, moved to approve the Southeast Lease Amendment.
Motion carried 5-0.
- 04-014 VIII. **Discussion and Possible Action Items**
- 04-015 **Strategic Plan Quarterly Report: Phyllis Hudson**
Trustee Hudson briefly summarized the progress being made on Year Two of the Strategic Plan. She asked some of the Administration Staff to further detail specific items in the Plan. Branch Administrator Fry spoke briefly about branch growth and that other library systems will be contacted in the near future. Ms. Fry also summarized the progress with the Customer Service Shoppers and explained that the only service rated

by the Shoppers is customer service, not the reference service that is provided. The results have been very positive with the Windermere Branch receiving a perfect score. Ms. Fry stated that the Shoppers are very impressed with the overall caring nature of the staff. A rewards system is in the works and will be implemented soon. Comptroller Tessier spoke briefly about the change in plans for the replacing the roof at the Main Library; a roofing architect will be hired this year and the roof will be replaced next year. Information Systems Manager, Eric Atkinson, briefly discussed the wireless Mobile Laptop Lab, which consists of eleven laptops that can move around from branch to branch to be used for a battery of classes created by branch staff. This enables branch staff to saturate their communities with classes for an entire month. Trustee Hudson also mentioned that March 17, 2003 is still the target date for the roll-out of the new automated library system.

04-016 IX. **Information**

04-017 **Director's Report**

?McCartney & Co. has removed some of the brick pavers to allow the electricians to run conduit from the BrightHouse cable vault to the basement outside the Main library. Once this work is done, we will be able to install the cable service for LC.

?Danielle King will be taped for Orange TV on Thursday to talk about Get On Board @ Your Library (the Tony Hawk contest) and promote other teen programs. Danielle is planning on promoting the Get on Board @ Your Library contest to meet Tony Hawk and Skateboard 101 program, Love Bites program for February, and the Prom Expo and Fashion Show in March. She will also talk about plans for future teen activities such as the Teens Connect website, newsletter for Teens, and TLC (the Teen Volunteer program).

Kristin Alvarado performed two segments for Orange TV in December. The first segment aired Dec. 21-27 and she talked about Club Central, Teen Voices and the Teen Voices Holiday Party. The other segment aired Dec, 28-Jan 3 and she talked about the Citrus Parade, the Storybook Character Meet-n-Greet, and future programs like the Dr. Seuss Celebration in March. Our thanks to Kristin and Danielle.

?The Library plans to do a billboard with the Black Stallion and Princess promoting Library Card sign-up. A buy one-get-one free coupon to Arabian Nights production will be given to new library card registrants during the month of February.

?New people counters have been installed at all locations since the last board meeting

? OCLS will have a full-page ad in a new publication, *Planet Kids Orlando*, a full color newspaper for children to be distributed to elementary schools, in the Library, at the Science Center, and through Radio Disney.

? Telemundo produced rulers that have all library locations listed with phone numbers on them for us to give away. We are working on promo footage of the Library for airing plus more Spanish storytelling.

? The Bell South phone books are out with our "bartered" ad for Library Card sign up in the Community Information section. In exchange for the ad, we have Bell South phone books available at 5 library locations. This has proven to be a popular service for our patrons.

? There is a Boys & Girls Club art display at the Main Library on the second and third floors. It is part of a national Art Contest.

?On December 10 and 11, many of our public service employees (and a few who work behind the scenes) attended "Striving for Five Star Service," a seminar designed to encourage us to deliver quality service to all of our patrons. Ben Garcia designed buttons with the GUEST acronym (Greeting; Undivided Attention; Empathy; Smile, Thank you) to help us remember these basic principles of top-notch customer service.

?Fans of the library turned out to cheer the Library's float in the Progress Energy Citrus Bowl Parade. Children of all ages loved our brightly decorated float, our talented, energetic and precision-oriented Book Cart Drill Team, and popular literary characters including Curious George, The Man in the Big Yellow Hat, Pippi Longstocking, Amelia Bedelia, Wild Thing, and Winnie the Pooh. Of course, our very own Squirt led the way. Following the parade, staff volunteers were treated to lunch compliments of the Staff Association (coordinated by Lisa Glassford) and the rest of the day off as thanks for their efforts to make our appearance in the Citrus Bowl Parade so dynamic.

04-018 **FY 2004 Holiday Schedule Revised**

04-019 **Winter Garden Project Summary**
Brief discussion transpired regarding the square footage of new branches. Trustee Emeritus Sarchet stated that the square footage of new branches should be increased and President Kohler acknowledged that this has been a topic of previous discussion.

04-020 **Public Comment: Non-Agenda Items**

X. **Adjournment**

President Kohler adjourned the meeting at 9:05 p.m.

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.

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**Orange County Library System
Board of Trustees Meeting
Thursday, February 12, 2004**

**Staff Presentation:
Latino Outreach – Lisa Stewart**

**Orange County Library System
Board of Trustees Meeting
Thursday, February 12, 2004**

**Financial Statements and
Summaries**

**Orange County Library System
Board of Trustees Meeting
Thursday, February 12, 2004**

**Financial Statements and
Summaries: January 2004**

Orange County Library System

Financial Statement Highlights

Four Months Ended January 31, 2004

Operating Fund Revenue and Expenditure Summaries

Ad Valorem Taxes

Although only four months into the fiscal year, we have received 74% of the tax revenues budgeted for the year. This is consistent with previous years. Taxpayers take advantage of the early payment discounts (4% November, 3% December, 2% January) and thus, the reason we get most of the tax revenues so early.

State Aid

The State has notified us that our State Aid for the current year will be \$1,506,792, which is slightly more than the \$1,482,000 budgeted. State Aid is paid to us in two equal checks, the first of which was received in January.

Contributions – Other

Typically, this account consists of many small contributions received throughout the year. However, in December we received a \$2,700 contribution in memory of a patron who passed away last year. The patron had requested that her contribution be used to purchase new release videos and bestsellers for Southeast.

Training & Travel

In addition to training and travel, Library memberships are also charged to this account. For example, we have paid a \$5,000 membership to the Urban Library Council.

The expenditure balance through the end of January includes the costs for Staff Day, which was held in November, and \$4,000 for “5 Star Customer Service” training, which was available to managers and all public service staff.

Repairs & Maintenance – Hardware/Software

Through January we have expended \$102,000, which includes the following:

- ✓ \$24,500 for annual maintenance contract on the building security equipment (Main Library security system and cameras, staff access card system)
- ✓ \$26,900 for three year hardware maintenance contract for new Innovative automation system

Capital Projects Fund

Funding for the Winter Garden Branch construction project includes a \$500,000 State grant and the sale of the existing West Orange branch property to the City of Winter Garden for \$350,000. Cash flow will likely be an issue as the grant reimbursements will lag the payments to the contractor and sale of the property to the City will not take place until the new branch opens. In order to provide the necessary cash flow until all the revenues are received, the plan is for the Operating Fund to loan the Capital Projects Fund the funds necessary to make the payments to the contractor. This has not occurred yet, but we just wanted to alert that Board that it is likely we will have to do this.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Four Months Ended January 31, 2004**

04-026

	ANNUAL BUDGET	YTD ACTUAL	(4 months=33%)
AD VALOREM TAXES	22,635,232	16,774,108	74.1%
INTERGOVERNMENTAL			
Grants	50,000	15,000	30.0%
State Aid	1,482,000	753,396	50.8%
Law Collection Fees	250,000	83,665	33.5%
	<u>1,782,000</u>	<u>852,061</u>	<u>47.8%</u>
CHARGES FOR SERVICES			
Fee Cards	14,000	4,163	29.7%
PC Pass	30,000	10,555	35.2%
Classes	1,000	215	21.5%
Copy & Vending	170,000	51,101	30.1%
Fax	0	770	
Notary	0	45	
	<u>215,000</u>	<u>66,849</u>	<u>31.1%</u>
FINES			
Fines	650,000	247,753	38.1%
Lost Materials	70,000	26,598	38.0%
	<u>720,000</u>	<u>274,351</u>	<u>38.1%</u>
MISCELLANEOUS			
Interest Earnings	175,000	30,758	17.6%
Rents	5,000	578	11.6%
Sales of Fixed Assets	0	1,750	
Disk Sales	2,500	789	31.6%
Contributions - Friends of Library	162,000	0	0.0%
Contributions - Others	5,000	3,787	75.7%
Library Central Gala	0	26,225	
Miscellaneous	30,500	8,115	26.6%
	<u>380,000</u>	<u>72,002</u>	<u>18.9%</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>18,039,371</u></u>	<u><u>69.5%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Four Months Ended January 31, 2004**

	ANNUAL BUDGET	YTD ACTUAL	(4 months=33%)
SALARIES & BENEFITS			
Salaries (Sick Leave Payout \$9,136)	11,090,984	3,565,414	32.1%
Medicare Taxes	160,821	51,301	31.9%
Defined Contribution Plan	831,830	273,743	32.9%
Defined Benefit Plan	789,719	253,716	32.1%
Life and Health Insurance	1,568,690	438,163	27.9%
Worker's Compensation	134,669	52,637	39.1%
Unemployment Compensation	20,000	0	0.0%
Parking & Bus Passes	93,420	26,421	28.3%
	<u>14,690,133</u>	<u>4,661,395</u>	<u>31.7%</u>
OPERATING			
Professional Services	185,000	55,573	30.0%
Other Contractual Services	644,000	165,269	25.7%
Other Contract. Serv.- Janitorial	233,000	76,103	32.7%
Training and Travel	75,000	33,899	45.2%
Telecommunication	293,000	87,768	30.0%
Delivery and Postage	1,075,000	349,835	32.5%
Utilities	650,000	155,780	24.0%
Rentals and Leases	820,000	261,713	31.9%
Insurance	150,000	82,870	55.2%
Repair and Maintenance	587,000	174,437	29.7%
Repair & Maint. - Hardware/Software	205,000	102,119	49.8%
Copying/Printing	220,000	51,809	23.5%
Property Appraiser's Fee	262,000	131,846	50.3%
Tax Collector's Fee	452,000	335,482	74.2%
Supplies	750,000	174,497	23.3%
Supplies-Hardware/Software	55,000	24,197	44.0%
Contingency	300,000	0	0.0%
	<u>6,956,000</u>	<u>2,263,197</u>	<u>32.5%</u>
CAPITAL OUTLAY			
Building and Improvements	375,000	36,633	9.8%
Equipment and Furniture	275,000	42,816	15.6%
Hardware/Software	965,000	356,959	37.0%
	<u>1,615,000</u>	<u>436,408</u>	<u>27.0%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	13,500	7,961	59.0%
Materials - Law	210,000	35,095	16.7%
Materials - Other	3,936,500	1,611,581	40.9%
	<u>4,160,000</u>	<u>1,654,637</u>	<u>39.8%</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>9,015,637</u>	<u>31.8%</u>

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Four Months Ended January 31, 2004**

04-026

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(4 months=33%)</u>
REVENUES			
Ad Valorem Taxes	1,207,139	894,356	74.1%
Interest	10,000	506	5.1%
Transfer From Tax Collector	13,000	0	0.0%
TOTAL REVENUES	<u>1,230,139</u>	<u>894,862</u>	<u>72.7%</u>

EXPENDITURES			
Principal	1,100,000	0	0.0%
Interest	151,900	0	0.0%
Tax Collector's Fee	26,100	17,887	68.5%
TOTAL EXPENDITURES	<u>1,278,000</u>	<u>17,887</u>	<u>1.4%</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
Four Months Ended January 31, 2004**

04-026

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(4 months=33%)</u>
REVENUES			
Transfer From General Fund	417,000	0	0.0%
Interest	5,000	1,842	36.8%
TOTAL REVENUES	<u>422,000</u>	<u>1,842</u>	<u>0.4%</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
Four Months Ended January 31, 2004**

	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u>	<u>(4 months=33%)</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	1,696	0.0%
Transfer From General Fund	482,000	0	0.0%
TOTAL REVENUES	<u>1,256,000</u>	<u>1,696</u>	<u>0.1%</u>

EXPENDITURESWINTER GARDEN BRANCH

Architect/Engineer	30,000	2,689	9.0%
Construction Contract	1,261,000	175,222	13.9%
Carpet	35,000	0	0.0%
Impact & Permit Fees	10,000	0	0.0%
Testing	4,000	1,670	41.8%
Other	7,000	0	0.0%
Contingency	208,000	0	0.0%
TOTAL EXPENDITURES	<u>1,555,000</u>	<u>179,581</u>	<u>11.5%</u>

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Four Months Ended January 31, 2004

	ANNUAL BUDGET	YTD ACTUAL	(4 months=33%)
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
January 2004**

04-026

	<u>BALANCE</u> <u>12/31/03</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> <u>1/31/04</u>
OPERATING				
Checking	2,076,669	8,906,969	(9,620,624)	1,363,014
SBA Investments	6,270,825	2,002,395	(2,000,000)	6,273,220
CD Investments	5,580,000	5,000,000	0	10,580,000
	13,927,494	15,909,364	(11,620,624)	18,216,234
MAIN DEBT SERVICE				
AIM Investments	641,871	310,366	0	952,237
BRANCH DEBT SERVICE				
CD Investments	393,146	0	0	393,146
CAPITAL PROJECTS				
Checking	3,381	0	(1,411)	1,970
SBA Investments	343,166	0	0	343,166
	346,547	0	(1,411)	345,136

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
January 31, 2004**

04-026

ASSETS

Certificates of Deposit	10,580,000
Cash on Hand	14,155
Equity in Pooled Cash	1,363,014
Accounts Receivable	0
Due From Other Governments	21,075
Interest Receivable	23,505
Inventory	202,537
Investments-SBA	6,273,220
Prepays	76,676
Other Assets-Deposits	<u>9,175</u>
TOTAL ASSETS	<u><u>18,563,357</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
January 31, 2004

04-026

LIABILITIES

Accounts Payable	51,344
Retainage Payable	47,014
Accrued Wages Payable	197,174
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	12
Due To FOL-Taxable Book Sales	3,335
Due To FOL-Nontaxable Book Sales	3
Due To FOL-Sales Tax	223
United Appeal	117
Bonds	73
Def Comp Employees	0
Health Insurance	23,126
Union Dues	1,095
Union-Cope	78
Optional Life	3,871
Flex Spend Med	0
Flex Spend Dep	0
Daughters of American Revolution	200
Miscellaneous	92
Unclaimed Payroll	929
TOTAL LIABILITIES	328,686

FUND BALANCE

Reserve for Inventory	202,537
Reserve for Encumbrances	196,170
Reserve for Prepaids	136,043
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	4,098,240
Current Year Excess of Revenues Over Expenditures	9,023,732
TOTAL FUND BALANCE	18,234,671

TOTAL LIABILITIES & FUND BALANCE **18,563,357**

**Orange County Library System
Board of Trustees Meeting
Thursday, February 12, 2004**

**Financial Statements and
Summaries: December 2003**

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Three Months Ended December 31, 2003**

04-027

	ANNUAL BUDGET	YTD ACTUAL	(3 months=25%)
AD VALOREM TAXES	22,635,232	10,839,697	47.9%
INTERGOVERNMENTAL			
Grants	50,000	15,000	30.0%
State Aid	1,482,000	0	0.0%
Law Collection Fees	250,000	59,180	23.7%
	<u>1,782,000</u>	<u>74,180</u>	<u>4.2%</u>
CHARGES FOR SERVICES			
Fee Cards	14,000	3,038	21.7%
PC Pass	30,000	7,790	26.0%
Classes	1,000	200	20.0%
Copy & Vending	170,000	40,460	23.8%
Fax	0	569	
Notary	0	45	
	<u>215,000</u>	<u>52,102</u>	<u>24.2%</u>
FINES			
Fines	650,000	190,927	29.4%
Lost Materials	70,000	19,731	28.2%
	<u>720,000</u>	<u>210,658</u>	<u>29.3%</u>
MISCELLANEOUS			
Interest Earnings	175,000	21,679	12.4%
Rents	5,000	422	8.4%
Sales of Fixed Assets	0	1,750	
Disk Sales	2,500	619	24.8%
Contributions - Friends of Library	162,000	0	0.0%
Contributions - Others	5,000	3,686	73.7%
Library Central Gala	0	26,025	
Miscellaneous	30,500	7,117	23.3%
	<u>380,000</u>	<u>61,298</u>	<u>16.1%</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>11,237,935</u></u>	<u><u>43.3%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Three Months Ended December 31, 2003**

04-027

	ANNUAL BUDGET	YTD ACTUAL	(3 months=25%)
SALARIES & BENEFITS			
Salaries (Sick Leave Payout \$8,848)	11,090,984	2,578,975	23.3%
Medicare Taxes	160,821	40,306	25.1%
Defined Contribution Plan	831,830	214,549	25.8%
Defined Benefit Plan	789,719	190,287	24.1%
Life and Health Insurance	1,568,690	299,623	19.1%
Worker's Compensation	134,669	52,637	39.1%
Unemployment Compensation	20,000	0	0.0%
Parking & Bus Passes	93,420	17,357	18.6%
	<u>14,690,133</u>	<u>3,393,734</u>	<u>23.1%</u>
OPERATING			
Professional Services	185,000	41,146	22.2%
Other Contractual Services	644,000	126,736	19.7%
Other Contract. Serv.- Janitorial	233,000	55,012	23.6%
Training and Travel	75,000	27,868	37.2%
Telecommunication	293,000	61,022	20.8%
Delivery and Postage	1,075,000	249,241	23.2%
Utilities	650,000	95,147	14.6%
Rentals and Leases	820,000	196,229	23.9%
Insurance	150,000	67,410	44.9%
Repair and Maintenance	587,000	110,885	18.9%
Repair & Maint. - Hardware/Software	205,000	65,219	31.8%
Copying/Printing	220,000	33,529	15.2%
Property Appraiser's Fee	262,000	131,846	50.3%
Tax Collector's Fee	452,000	216,794	48.0%
Supplies	750,000	120,670	16.1%
Supplies-Hardware/Software	55,000	14,241	25.9%
Contingency	300,000	0	0.0%
	<u>6,956,000</u>	<u>1,612,995</u>	<u>23.2%</u>
CAPITAL OUTLAY			
Building and Improvements	375,000	36,633	9.8%
Equipment and Furniture	275,000	38,328	13.9%
Hardware/Software	965,000	124,850	12.9%
	<u>1,615,000</u>	<u>199,811</u>	<u>12.4%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	13,500	8,024	59.4%
Materials - Law	210,000	27,744	13.2%
Materials - Other	3,936,500	1,133,267	28.8%
	<u>4,160,000</u>	<u>1,169,035</u>	<u>28.1%</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>6,375,575</u>	<u>22.5%</u>

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Three Months Ended December 31, 2003**

04-027

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 months=25%)</u>
REVENUES			
Ad Valorem Taxes	1,207,139	577,923	47.9%
Interest	10,000	244	2.4%
Transfer From Tax Collector	13,000	0	0.0%
TOTAL REVENUES	<u>1,230,139</u>	<u>578,167</u>	<u>47.0%</u>

EXPENDITURES			
Principal	1,100,000	0	0.0%
Interest	151,900	0	0.0%
Tax Collector's Fee	26,100	11,558	44.3%
TOTAL EXPENDITURES	<u>1,278,000</u>	<u>11,558</u>	<u>0.9%</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
Three Months Ended December 31, 2003**

04-027

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 months=25%)</u>
REVENUES			
Transfer From General Fund	417,000	0	0.0%
Interest	5,000	1,377	27.5%
TOTAL REVENUES	<u>422,000</u>	<u>1,377</u>	<u>0.3%</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
Three Months Ended December 31, 2003**

04-027

	ANNUAL BUDGET	YTD ACTUAL	(3 months=25%)
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	1,696	0.0%
Transfer From General Fund	482,000	0	0.0%
TOTAL REVENUES	1,256,000	1,696	0.1%

EXPENDITURES

WINTER GARDEN BRANCH

Architect/Engineer	30,000	1,279	4.3%
Construction Contract	1,261,000	175,222	13.9%
Carpet	35,000	0	0.0%
Impact & Permit Fees	10,000	0	0.0%
Testing	4,000	1,670	41.8%
Other	7,000	0	0.0%
Contingency	208,000	0	0.0%
TOTAL EXPENDITURES	1,555,000	178,171	11.5%

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Three Months Ended December 31, 2003**

04-027

	ANNUAL BUDGET	YTD ACTUAL	(3 months=25%)
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
December 2003**

04-027

	BALANCE 11/30/03	RECEIPTS	DISBURSE	BALANCE 12/31/03
OPERATING				
Checking	388,410	10,208,824	(8,520,565)	2,076,669
SBA Investments	570,085	5,700,740	0	6,270,825
CD Investments	5,580,000	0	0	5,580,000
	6,538,495	15,909,564	(8,520,565)	13,927,494
MAIN DEBT SERVICE				
AIM Investments	117,797	524,074	0	641,871
BRANCH DEBT SERVICE				
CD Investments	393,146	0	0	393,146
CAPITAL PROJECTS				
Checking	1,397	85,001	(83,017)	3,381
SBA Investments	427,230	936	(85,000)	343,166
	428,627	85,937	(168,017)	346,547

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

04-027

ASSETS

Certificates of Deposit	5,580,000
Cash on Hand	14,105
Equity in Pooled Cash	2,076,669
Accounts Receivable	0
Due From Other Governments	17,665
Interest Receivable	16,822
Inventory	202,537
Investments-SBA	6,270,825
Prepays	70,055
Other Assets-Deposits	<u>11,675</u>
TOTAL ASSETS	<u><u>14,260,353</u></u>

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

04-027

LIABILITIES

Accounts Payable	43,329
Retainage Payable	47,014
Accrued Wages Payable	0
Accrued FIT Tax Payable	53,230
Accrued Med Tax Payable	12,799
Accrued Sales Tax	15
Due To FOL-Taxable Book Sales	4,743
Due To FOL-Nontaxable Book Sales	18
Due To FOL-Sales Tax	318
United Appeal	269
Bonds	173
Def Comp Employees	0
Health Insurance	19,775
Union Dues	1,670
Union-Cope	117
Optional Life	2,344
Flex Spend Med	0
Flex Spend Dep	0
Daughters of American Revolution	200
Miscellaneous	112
Unclaimed Payroll	929
TOTAL LIABILITIES	187,055

FUND BALANCE

Reserve for Inventory	202,537
Reserve for Encumbrances	196,170
Reserve for Prepaids	136,043
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	4,098,240
Current Year Excess of Revenues Over Expenditures	4,862,359
TOTAL FUND BALANCE	14,073,298

TOTAL LIABILITIES & FUND BALANCE	14,260,353
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**Orange County Library System
Board of Trustees Meeting
Thursday, February 12, 2004**

**Statistics and Summaries:
December 2003 Reports**

STATISTICAL SUMMARY December 2003

Circulation and Door Count trends:

We've made a change this month to the reporting of our circulation statistics. There is a new heading for "electronic circulations". These are figures which were previously reported as "online database statistics". These figures represent individual uses of our various electronic products in the same way in which circulation represents use of our "hard copy" resources. All materials, electronic or hard copy, are purchased out of our materials budget. We feel that pulling all of these use figures into one heading better represents our return on the investment of those dollars.

Library Activities:

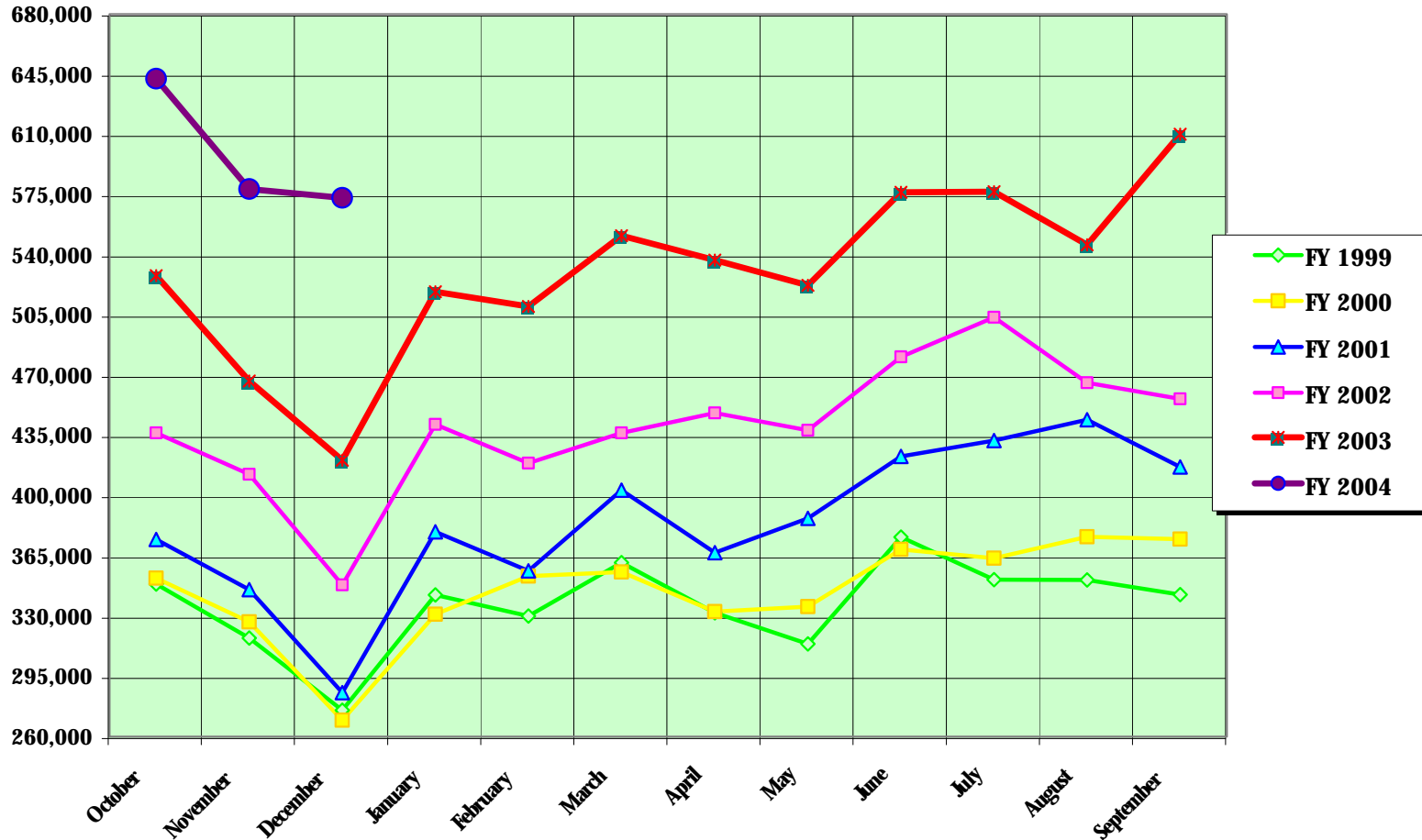
Since it was installed on the Exchange server a little over a year ago, Norton AV reports catching 2,871 infected items attempting to attack our network through email messages.

Talking Books- Two things happened in December to reduce the reported circulation there. First there was a planned software upgrade, which in fact brought things to a stand still for about a week. Secondly, we had an unanticipated long-term absence in Talking Books. During that absence we have had the State Library for the Blind and Physically Handicapped (Daytona Beach) handling the filling of our patron requests. It is important to note that all Orange County residents who use the Talking Books service have experienced no reduction in services and in most cases are not aware of the change. As a percentage of our overall circulation Talking Books regularly represents less than 1%.

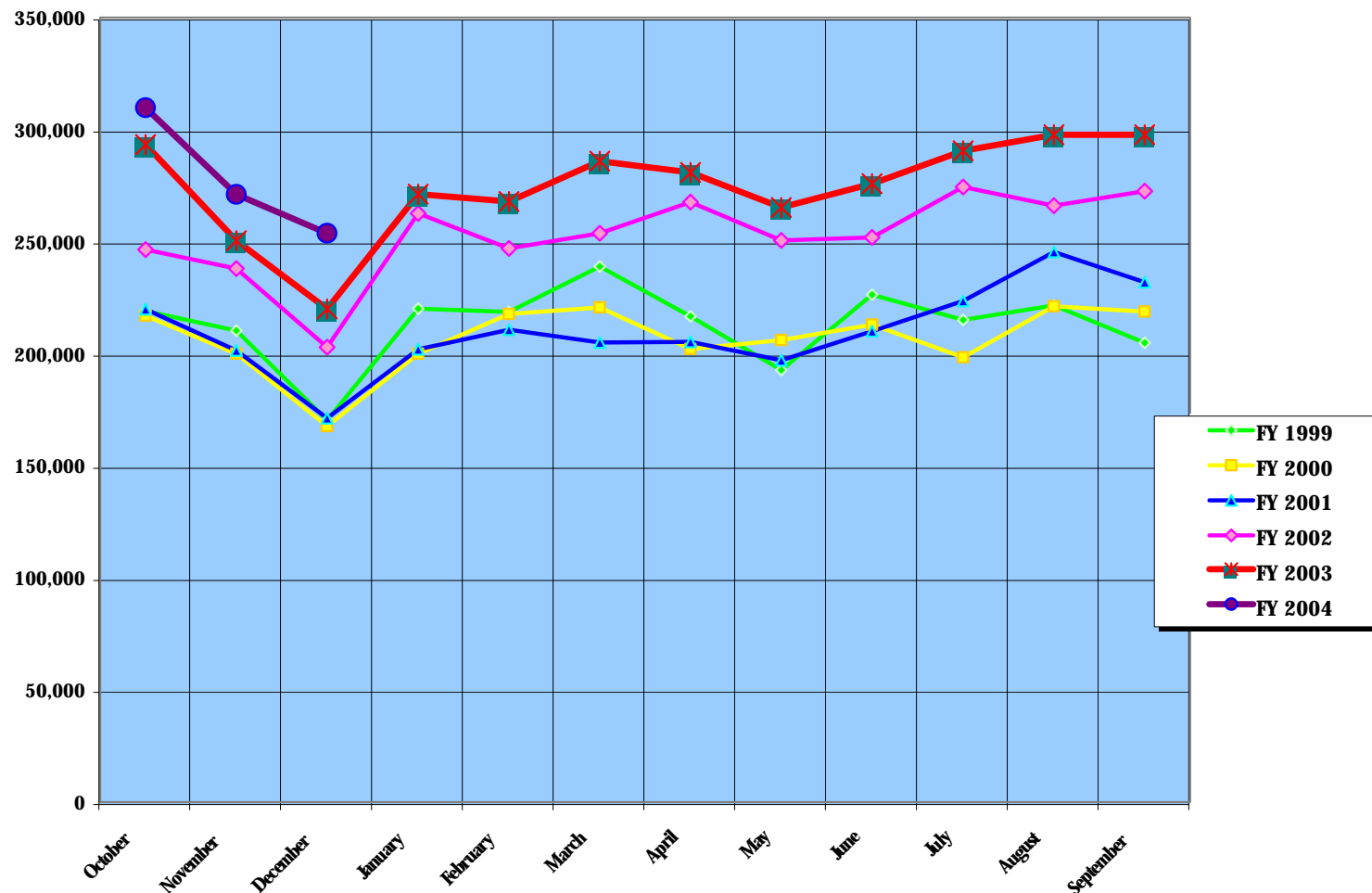
WWW.OCLS.INFO :

Normally activity decreases in December. People are busy shopping, etc. Though online catalog searches were down some from November 2003 to December 2003 (174,333 to 155,673) this is not a particularly dramatic month to month decrease. It seems that even when we have the holidays keeping us busy our patrons continue to use the Library. Our only loss in transactions online was electronic reference questions (down 11.22%). This follows a nationwide trend for a decrease in the numbers of reference questions that our own pattern of use is following.

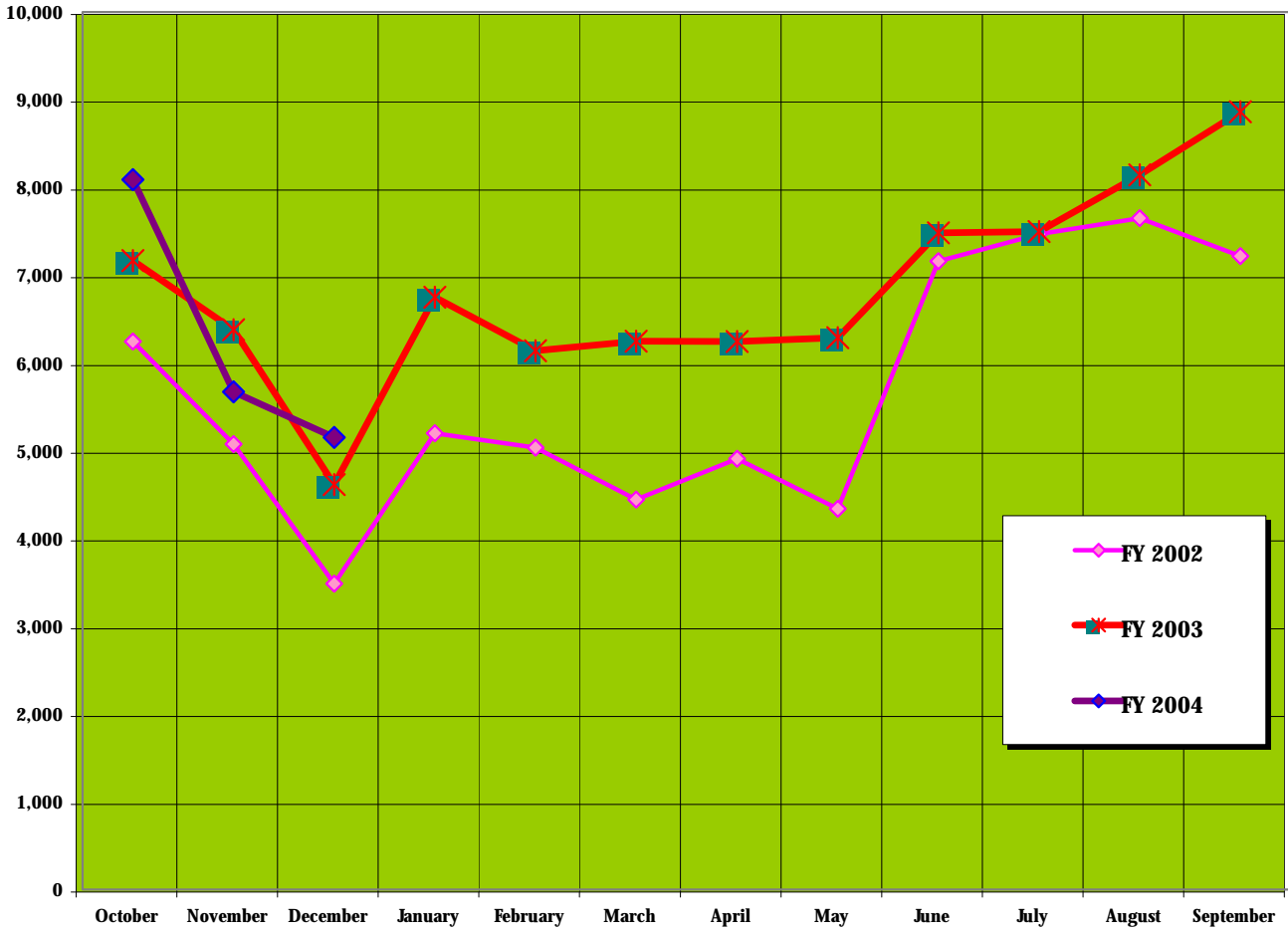
ORANGE COUNTY LIBRARY SYSTEM CIRCULATION Fiscal Year 1999 Through Fiscal Year 2004 TO Date



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



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



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

04-028

	Oct-03	Oct-02	Nov-03	Nov-02	Dec-03	Dec-02	% of Change	Jan-04	Jan-03	Feb-04	Feb-03	Mar-04	Mar-03
Circulation													
Main	158,181	148,779	153,204	134,497	151,399	124,121	21.98%		139,990		139,086		150,130
Branches	355,946	298,036	318,901	260,885	308,460	236,144	30.62%		297,004		282,969		314,046
Electronic	70,169	31,735	66,892	32,267	67,885	26,736	153.91%		34,993		43,065		41,330
MAYL	54,059	44,997	36,786	36,618	45,092	29,905	50.78%		42,383		41,039		41,813
Talking Books	4,192	4,507	2,622	2,505	338	3,815	-91.14%		4,237		3,908		3,828
Total	642,547	528,054	578,405	466,772	573,174	420,721	36.24%		518,607		510,067		551,147
Door Count													
Main	66,816	75,581	78,930	64,869	54,546	55,885	-2.40%		68,579		69,635		74,215
Branches	242,940	217,824	192,229	185,609	199,173	164,098	21.37%		202,641		198,270		211,725
Total	309,756	293,405	271,159	250,478	253,719	219,983	15.34%		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	462,784	1,703,946
Branches		306,955		308,687		349,850		340,589		317,229		356,745	983,307	3,669,139
MAYL		44,887		42,634		46,850		60,975		52,125		53,289	135,938	537,515
Electronic		40,974		30,601		27,063		30,161		29,087		39,336	204,946	407,348
Talking Books		3,738		4,146		3,752		3,766		3,758		3,993	7,151	45,953
Total		536,958		522,372		576,449		576,721		545,838		610,195	1,794,126	6,363,901
Door Count														
Main		71,740		69,000		64,384		67,564		80,439		70,371	200,292	832,262
Branches		209,201		196,250		211,523		222,989		217,309		227,323	634,342	2,464,762
Total		280,941		265,250		275,907		290,553		297,748		297,694	834,634	3,297,024

Orange County Library System: Library Activities Rep

	Oct-03	Oct-02
Program Attendance Total	14,888	12,990
Total # of Programs	488	354
Community Events	1,634	N/A
Total # of Community Events	19	N/A
StoryLine	Page 6 of 9 474	1,329
Class Attendance	535	117
Total # of Classes	122	27

Orange County Library System: OCLS.INFO Report FY 2004 YTD & FY 2003

	Oct-03	Oct-02	Nov-03	Nov-02	Dec-03	Dec-02	% of Change	Jan-04	Jan-03	Feb-04	Feb-03	Mar-04	Mar-03
Online Catalog Searches	206,826	185,681	174,333	162,406	155,673	134,380	15.85%		197,133		179,526		185,790
Online Renewals	74,416	56,999	65,647	51,262	72,829	52,490	38.75%		53,612		56,586		61,992
Electronic Reference Questions	353	457	392	393	227	312	N/A		451		391		459
Live Chat Questions	65		67	N/A	50	N/A	N/A						
Total Online Reference Questions	418		459	N/A	277	312	-11.22%						
Online Requests	38,272	29,720	29,210	22,912	33,468	18,655	79.40%		31,903		29,169		31,673
Online Suggestions	105	80	114	73	112	62	80.65%		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	536,832	2,216,987
Online Renewals		62,337		59,002		59,797		64,477		66,575		68,886	212,892	714,015
Reference Questions		420		425		466		466		290		330	972	4,860
Live Chat Questions														
Total Online Reference Questions														
Online Requests		28,595		31,939		36,839		33,487		35,115		39,228	100,950	369,235
Online Suggestions		112		96		102		91		66		83	331	1,049

**Orange County Library System
Circulation Statistics**

04-028

December 1, 2003 - December 31, 2003										
Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Total Visits	Visits Year Ago	Gain (Loss)	%Gain (Loss)
Main	30	151,399	26.41%	124,121	27,278	21.98%	54,546	55,885	(1,339)	-2.40%
MAYL	22	45,092	7.87%	29,905	15,187	50.78%	N/A	N/A	N/A	N/A
Electronic	31	67,885	11.84%	26,736	41,149	153.91%	N/A	N/A	N/A	N/A
Talking Books	22	338	0.06%	3,815	(3,477)	-91.14%	N/A	N/A	N/A	N/A
West Oaks	30	29,663	5.18%	20,571	9,092	44.20%	17,468	12,232	5,236	42.81%
Herndon	26	30,751	5.37%	24,808	5,943	23.96%	20,868	18,941	1,927	10.17%
Alafaya	30	41,084	7.17%	31,292	9,792	31.29%	17,508	13,680	3,828	27.98%
Southeast	26	25,939	4.53%	19,964	5,975	29.93%	15,811	17,309	(1,498)	-8.65%
Hiawassee	26	19,277	3.36%	16,761	2,516	15.01%	17,708	13,275	4,433	33.39%
Southwest*	26	28,095	4.90%	23,334	4,761	20.40%	16,671	15,634	1,037	6.63%
Edgewater	26	22,750	3.97%	17,482	5,268	30.13%	23,775	17,609	6,166	35.02%
North Orange	30	30,847	5.38%	22,870	7,977	34.88%	19,659	14,191	5,468	38.53%
South Creek	30	35,435	6.18%	27,561	7,874	28.57%	21,418	17,074	4,344	25.44%
South Trail	26	18,168	3.17%	12,143	6,025	49.62%	16,103	9,496	6,607	69.58%
West Orange*	21	10,022	1.75%	6,439	3,583	55.65%	4,966	4,379	587	13.40%
Windermere	21	10,310	1.80%	8,402	1,908	22.71%	5,098	6,356	(1,258)	-19.79%
Wash. Park	21	6,119	1.07%	4,517	1,602	35.47%	2,120	3,922	(1,802)	-45.95%
Total	444	573,174	100.00%	420,721	152,453	36.24%	253,719	219,983	33,736	15.34%

NUMBER OF SEARCHES

04-028

December 2003

FISCAL YEAR 2004	OCT 2003	NOV	DEC	JAN 2004	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD
ALLDATA Online	1,349	1,096	1,323										3,768
Ancestry Plus	465	431	348										1,244
Associations Unlimited													603
Biography & Genealogy Master Index	391	279	196										866
Biography Resource Center	5,638	5,287	5,548										16,473
Business & Company Resource Center	4,131	2,536	2,926										9,593
Chapter-A-Day Online Book Club	28,260	28,840	33,500										90,600
Computer Database	156	121	155										432
Consulta	156	8	82										246
Countrywatch	954	1,252	1,061										3,267
Dun & Bradstreet International Business	60	51	70										181
Expanded Academic ASAP	480	549	263										1,292
First Search	2,735	2,023	2,202										6,960
General Business File ASAP	259	185	101										545
General Reference Center Gold	3,476	3,267	2,135										8,878
Health Reference Center	373	510	426										1,309
Health & Wellness Resource Center and	2,596	2,532	2,348										7,476
HeritageQuest Online	Not avail.	2,862	2,256										5,118
Info Trac OneFile													6,414
	2,352	2,497	1,565										
Informe	11	8	11										30
Junior Edition - K12	263	142	92										497
Kid's Edition - K12	453	375	184										1,012
Learntest	457	349	247										1,053
Literature Resource Center	2,322	2,689	2,317										7,328
Mergent Online		Not avail.	Not avail.										0
Morningstar	141	115	150										406
New York Times	360	268	320										948
Novelist	926	939	614										2,479
Online Homework Help	214	176	138										528
Opposing Viewpoints Resource Center	1,579	1,043	994										3,616
Orlando Sentinel and NewsBank Full-	1,631	1,129	719										3,479
Poem/Story/Essay Finder	866	190	237										1,293
Prices4Antiques	84	96	99										279
Professional Collection	113	193	101										407
Reference USA	4,330	3,374	3,641										11,345
Rosetta Stone	592	272	151										1,015
SIRS Knowledge Source	498	517	386										1,401
Student Edition - K12	246	94	53										393
Tumblebooks	598	Not avail.	336										934
What Do I Read Next?	193	226	195										614
Worldbook Online	223	152	249										624

TOTAL NUMBER OF SEARCHES	70,169	66,892	67,885	204,946
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**Orange County Library System
Board of Trustees Meeting
Thursday, February 12, 2004**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, February 12, 2004**

Consent Agenda

- 04-31 Architectural and Engineering Consulting Services Contract for Partial Re-Roofing of the Main Library (Addresses Goal 1; Objective 4 of the Strategic Plan)

**Orange County Library System
Board of Trustees Meeting
Thursday, February 12, 2004**

**Architectural and Engineering
Consulting Services Contract
for Partial Re-Roofing
of the Main Library**

Architectural and Engineering Consulting Services Contract for Partial Re-Roofing of the Main Library

I. PROBLEM STATEMENT

According to our roofing architect, ARC Associates Inc. (ARC), the Main Library Roof is at the end of its useful life. The Library has repaired leaks over the past few years and the cost of these repairs has grown steadily. The older the roof gets, the more leaks will likely develop. The Strategic Plan originally called for the roof to be replaced in the current fiscal year (FY 2004). However, it was deferred until next year (FY 2005) due to other large projects, including the new automation system, budgeted in the current year.

II. EXECUTIVE SUMMARY & BACKGROUND

The entire Main Library roof was installed about 20 years ago as part of the Main Library expansion, which opened in March of 1985. The useful life of a flat roof is about 20 years, so it is time to replace the roof. Due to ongoing leak problems, the 1966 portion of the building (the east end) was re-roofed during the summer of 2002. During the past several years, a number of leaks have developed in the remainder of the roof. Due to budget constraints, the balance of the re-roofing was deferred until next fiscal year. The Library intends to have the re-roofing design work and bidding process completed in the current fiscal year so the construction can commence early next fiscal year. To meet this schedule, the roofing architect must be selected now.

ARC was first hired as consultant in 2000 to evaluate the overall condition of the Main Library roof. Since that time we have used their services on a number of projects, including the re-roofing of the 1966 portion of the Main Library and the North Orange Branch. We have consistently been impressed with their roofing expertise and have been equally pleased with their work. The projects we have contracted with ARC to design and manage have gone smoothly.

Replacing the remaining portion of the roof will be a challenging project for the following reasons:

- • The roof has 21 different areas on 4 levels, which increases the cost of the project.
- • Space for access to the roof and placement of a dumpster is limited.
- • HVAC equipment currently on the roof will need to be removed and possibly replaced. Mechanical engineering services are included in the attached proposal from ARC to accomplish this.

As part of the project, insulation will be added to make the building more energy efficient.

IV. OPTIONS

Staff offers the following options for the selection of a roofing architect for the Main Library.

Option 1:

Do not replace the remaining portion of the Main Library roof.

Advantage:

1. 1. Money for this project would be available for other projects. Per the attached proposal, ARC estimates the re-roofing project will cost roughly \$993,000.

Disadvantages:

1. 1. Ongoing leaks will continue and it is likely more will develop.
2. 2. The cost of frequent repairs is difficult to project and will likely increase each year the work is deferred.
3. 3. The possibility of water damage to building contents is likely to increase each year the work is deferred.

Option 2:

1. 1. Replace the remaining portion of the Main Library roof next fiscal year and award the architectural roofing design and administration contract to ARC.

Advantages:

1. 1. The re-roof work will be consistent with the 1966 portion of the building.
2. 2. ARC's design work and construction administration are a known quantities. We have consistently been impressed with their work.

Disadvantages:

1. 1. Funds spent on the re-roofing project would not be available for other projects.
2. 2. Requesting proposals from other architectural firms might result in a lower fee.

Option 3:

Replace the remaining portion of the Main Library roof next fiscal year and request proposals from other roof architects.

Advantage:

1. 1. Competitive quotes might result in a lower fee.

Disadvantages:

1. 1. The RFQ (request for qualification) process could delay the October target date for construction.
2. 2. The quality of the design work of a new architect and their ability to administer the contract are unknown factors. These issues could result in more staff time being required to manage the project.

V. RECOMMENDATION

Staff recommends that the architectural contract in the amount of \$74,500 for the Main Library Re-roofing project be awarded to ARC. ARC's proposal is attached.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION _____

CONTRACT FOR ARCHITECTURAL SERVICES FOR THE MAIN LIBRARY RE-ROOFING

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

PRESENT:

ABSENT:

The Board Resolves:

1. To award the architectural contract in the amount of \$74,500 to ARC Associates, Inc. for the Main Library re-roofing project.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

Architecture
Roof Consulting
Construction Technology

AA C000932



601 North Fern Creek Avenue
Suite 100
Orlando, Florida 32803-4899
(407) 896-7875
FAX (407) 898-6043

January 8, 2004

Mr. Robert Tessier, Comptroller
Orange County Library System
101 East Central Boulevard
Orlando, Florida 32801

RE: Roof Consulting Services for the Partial Reroofing of the Main Library, Related HVAC Piping and Cooling Tower Improvements with New Structural Supports, Raised A/C Make-up Water and Drainage Piping with Related Supports, Raised Supporting Electrical Conduits, and Disconnect Switches, Extend Lightning Protection for Raised Equipment and Installation

Dear Bob:

In early 1998 our firm reviewed the roofing in place at the main library. At that time we learned that the library as it is now consists of the original building plus a major addition that was constructed in the early 1980's. At the time of the addition an asbestos containing modified bitumen, by the trade name of Nuralite®, was installed on both the original library and the then new addition. At the time of the report in 1998 we knew that the roof system was failing and we looked at options for repairs until the time of replacement. Approximately one year later in 1999 this subject was revisited by performing an aerial infrared moisture survey with core samplings to evaluate the extent of damage from leaks that by then had continued. The aerial infrared survey showed the majority of the damage to be over the original part of the building. This led to our firm designing and administering the construction of the reroofing for the original part of the library which was completed in early 2002.

Existing Conditions

The remaining roof areas that have not received the new roof system completed in 2002 consists of 21 different roof levels for a total of approximately 55,019 square feet.

The existing construction consists of a cast-in-place structural concrete roof deck with lightweight insulating concrete (LWIC) installed on top of it. This assembly serves as the substrate for the roof membrane. The LWIC serves to provide both slope and insulation at the roof deck level. Our previous work leads us to believe that the substrate is suitable to receive a new roof system. The insulation level installed in the early 1980's is less than what it should be at this time and therefore we anticipate adding thermal insulation. This was also installed as part of the previous reroofing work over the original part of the building.

The previous reroofing project had significant architectural renovation work that was included in the form of the terrace demolition and related storefront removal and reinstallation. This will not be necessary for the reroofing of the balance of the roof areas; however, we have an equally challenging task in the form of the raising and re-piping the air conditioning cooling towers that exist on the high roof. The new Florida Building Code has requirements for certain clearances beneath the mechanical equipment. This will require the raising of both cooling towers. The related piping and electrical service will have to be reworked as a result of raising the cooling towers as well.

The area proposed for reroofing at this time is a little more than double the previous area reroofed. Normally, this would bring economy of scale and at a more favorable unit cost for reroofing. Our concern however is that with 21 different roof areas at many different roof levels we have a very high ratio of perimeter to field area. The perimeter of the roof is much more expensive per square foot to install than the field of the roof. With many roof levels we have much more base area. As with the reroofing project completed in 2002 we also have very little area to mobilize at the perimeter of the building and obtain access. It is necessary to remove old materials and bring in new materials. With many different roof levels at different elevations this will be challenging and a relatively slow process.

Proposed Roof System/Repairs

We anticipate removing all of the roofing and flashing to expose the LWIC roof deck. Where the LWIC is deteriorated it will have to be removed and repaired. As part of our investigative work we will perform roof cuts to evaluate, in selected areas, the condition of the LWIC. Pull tests will be performed with a hydraulic pull tester to determine the suitability of the materials in place to receive a new roof system. Also at the time the roof cuts are performed, the LWIC will be measured so we can evaluate the thermal resistance of the insulation in place. We do anticipate adding insulation with the new roof system based on our previous experience.

Given the difficulty of mobilizing around the perimeter of the building we will likely design a roof system that can be torch applied and/or adhered to the substrate. This would eliminate the need for hot asphalt on the site. The previous reroofing project as you recall was torch applied as well. This proved to be successful.

With adding insulation to the roof the flashings around the perimeter will be impacted in that the heights will be raised. This condition was encountered on the previous reroofing project. Our design will provide for flashings at a higher elevation.

We have also provided for the repair of the existing large skylight that exists on the high roof. This work will be included as an Alternate so that the cost can be evaluated at the time of the bid.

Proposed Construction Costs

Our construction budget on the attached Estimated Construction Cost Worksheet recommends

The following construction costs:

Roof Replacement	\$723,535
Skylight Repair	\$ 39,525
Mechanical, Electrical, Plumbing Related to Cooling Towers	\$130,000
Structural Work Related to Cooling Towers	\$ 10,000
Subtotal	\$903,060
Contingency @ 10%	\$ 90,306
Total Estimated Construction Cost	<u>\$993,366</u>

Professional Services

We propose to provide the following services for the referenced project:

1. Survey and perform all necessary on site observation to produce the Contract Documents (Drawings and Specifications) for the proposed scope of work.
2. Review with the Owner our findings and make recommendations for the new roof system, roof accessories, changes in roof drainage, and roof membrane selection. We will at this time also present options for the repair of the skylight, as well as the finding of the engineers related to raising the cooling towers.
3. Produce Contract Documents (Drawings and Specifications) for competitive bidding. The Contract Documents shall provide for the roof replacement, raising the cooling towers along with related piping and electrical work, repair/replacement of the skylight and removal and reinstallation of the lightning protection system.
4. Recruit qualified contractors and assist the Owner during the bidding phase to obtain competitive bids.
5. Conduct a pre-bid conference.
6. Assist the Owner in evaluating bids. Make a recommendation for accepting, rejecting or negotiating with the Contractor.
7. Assist with finalizing the construction agreement between the Owner and the Contractor.
8. Review project submittals to verify compliance with the Contract Documents.
9. Conduct a pre-construction conference.
10. Review the quality and progress of the work on a weekly basis for a 180 day construction time.

Mr. Robert Tessier, Comptroller

January 8, 2004

Page 4

11. Provide construction administration of the work for a **180** day construction time.
12. Conduct a substantial completion inspection.
13. Conduct a final inspection.
14. Receive and deliver project closeout documents to the Owner.

Our fee for the preceding services would be:

Architectural	\$62,700
Mechanical, Electrical, Plumbing Engineering Documents & Construction Phase Services	\$ 7,800
Structural Engineer	<u>\$ 4,000</u>
Total Professional Services	\$74,500

It is our preference to execute a Standard AIA Agreement reflecting the terms that are agreed-to.

Please contact us if we can provide further information about the services discussed for this project. Upon your approval we will promptly proceed with the referenced work.

Sincerely,

A/R/C Associates Incorporated

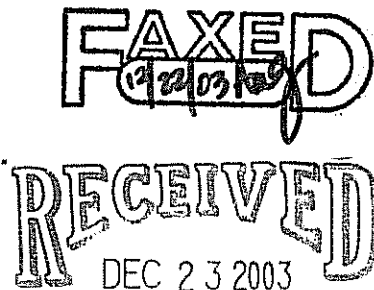


Joseph J. Williams
Architect, AIA
Roof Consultant, RRC

Enclosure: Proposal – Brian Cumming Associates, Inc.
Man-hour Estimate for Basic Services
Estimated Construction Cost Worksheet



Brian Cumming & Associates, Inc.
1059 Maitland Center Commons Blvd.
Suite 200 • Maitland, FL 32751
407.659.0553 • Fax: 407.659.0609
www.bcaengineering.com



December 22, 2003

A/R/C
Associates

Mr. Joe Williams
A/R/C Associates, Inc.
601 North Ferncreek Avenue, Suite 100
Orlando, FL 32803

1(407) 898-6043

Re: **Orange County Main Library - Reroofing**
M/E/P Professional Services Proposal
BCA #P03-107

Dear Joe:

We are pleased to present the following proposal to provide professional engineering services for the above referenced project. We understand that the project consists of a reroofing to an existing building located in Orlando, Florida.

The design will show modifications to the existing HVAC, plumbing, and electrical systems as follows:

- ◆ **HVAC – Raise HVAC piping and cooling tower. Remove and replace roof ventilators and rooftop A/C unit.**
- ◆ **Plumbing – Raise A/C make-up water and drainage piping.**
- ◆ **Electrical – Raise conduits and disconnect switches; extend lightning protection for raised equipment.**

See the attached assumptions to this proposal. It is assumed that there are existing reliable engineering or as-built drawings available for reference purposes and that the construction will occur in one phase.

SCOPE OF WORK

A. Construction Documents Phase

- ◆ Meet with Client / Owner to determine specific needs.
- ◆ Existing engineering and/or as-built document review.
- ◆ Field survey limited to unconcealed work to determine general existing conditions related to the scope of this project.
- ◆ Evaluation of existing HVAC systems that relate to the scope of this project and provide recommendations.

- ◆ Develop HVAC, plumbing and electrical drawings using CAD base plans provided by the Architect.
- ◆ Budget cost estimating.
- ◆ Structural and wind loading calculations are not included.

All drawings will be drawn using AutoCAD to provide the Client and Owner with a professional set of drawings. Plotting is included for 2 submittals. Travel expenses are included. Specifications shall be book format.

B. Construction Period Services

The Architect will administer the construction portion of the project. *BCA* has included limited construction period services as follows:

- ◆ Pre-Bid meeting.
- ◆ Pre-Construction meeting.
- ◆ Shop drawing review.
- ◆ Substantial completion observation for each discipline.
- ◆ Final observation for each discipline.

After each visit, *BCA* will provide a written field observation report listing our field observations and punch items.

If additional C/A services are required, they will be billed as additional services.

D. CLIENT needs to provide:

- ◆ Existing Mechanical and Electrical as-built drawings.
- ◆ Roof plans in AutoCAD.

CONSTRUCTION BUDGET

Based on the limited information we have about the project at this time, the estimated construction cost budget for Mechanical/Electrical/Plumbing is estimated to be \$70,000 if cooling tower can be reused, \$130,000 if cooling towers need to be replaced. This budget does not include asbestos abatement, design fees, permits, construction management, or other management costs.

SCHEDULE

The schedule has not been provided to *BCA*. However, *BCA* can start the design of the project immediately upon receipt of a signed proposal, purchase order, or signed contract.

PROPOSED PROFESSIONAL SERVICES FEE

Based on the scope of work, we proposed to provide these services for lump sum fees broken out as follows:

Construction Documents	\$ 5,600
Construction Period Services	<u>\$ 2,200</u>
TOTAL	\$ 7,800

Additional Services:

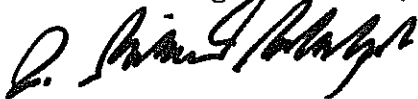
- Additional Construction Visits: \$ 300 each Accepted

Reimbursable items include:

- Reproduction for submittals, to Owner (if not provided by CLIENT).

This proposal is based upon the attached Terms and Conditions limited to the scope described herein. If you have any questions regarding this proposal, please contact me. To accept, please sign below or issue a purchase order. We look forward to serving you on this project with quality engineering service and design.

Sincerely,
Brian Cumming & Associates, Inc.



J. Michael Rudolph
Associate

BSC/klh

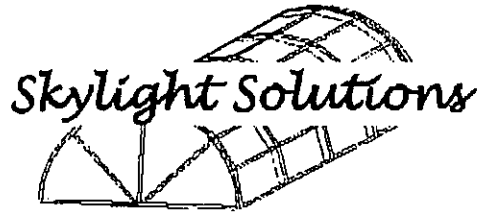
Accepted By:
A/R/C Associates, Inc.

Signature

Printed or Typed Name

Date

Attachments:
Re-roofing Project Assumptions to Scope of Services
Engineering Service Contract - Short Form



FAXED

Mr. Richard Awsumb
Mr. Joe Williams
ARC Associates
Via Fax: (407) 898-6043

December 23, 2003

RE: Orlando Public Library Skylight Repair at 6th Floor

Gentlemen,

We would propose to repair the roof skylight by a disassembly of the unit down to the aluminum structural frame and bare parapet walls and then creating a proper skylight environment.

The glass would be replaced with new 1 1/16" insulated units (consisting of 1/4" bronze IIS with a lowE #2 surface, 1/2" air space, 5/16" HS laminated inboard). New EPDM gasketing would be added to the system and the water control path examined and repaired as needed. The caps and covers would be replaced with new bronze Kynar finished Gammans extrusions.

The entire perimeter would be flashed with .040 (minimum) bronze aluminum that would extend up and over the parapet wall. The skylight flashing itself would counter-flash under this parapet flashing to allow movement in the skylight while still preventing moisture penetration.

Materials would be hoisted to the roof and removed from the roof by cranes from the Oak Road side of the library. A limited use of the freight elevator may be required.

Occupants of the building would be protected from falling debris by covering the interior of the light well floor with tarpaulins throughout the course of the work. (The lights would have to be turned off.) Work would take place during normal business hours.

The labor would be performed by the W.S. Nielsen Company, my associated skylight specialty services company with a national, twenty year reputation for quality and professionalism. They would provide the Library with a five (5) year watertight warranty upon completion.

The cost for these services would be \$ 39,525.00 and will produce a very serviceable skylight with an additional ten to fifteen year useful life. Please let us know if additional information would be of value in making your informed decisions.

Sincerely,

Craig DeSha
Sales Manager



A/R/C
Associates
Incorporated

A/R/C Associates, Incorporated
601 N. Fern Creek Ave.
Suite 100
Orlando, Florida 32803
407-896-7875

Man-Hour Estimate for Basic Services

Project Name: OCLS-Main Library **Project No:**
Description: Reroofing and Roof Related Renovations
Client: Orange County Library System
Contact: Bob Tessier, Comptroller

Draft No.
One

	Principal Hours	Project Mgr Hours	Technical Hours	Quality Assurance Hours	Clerical Hours	TOTAL		Running Total	
						Hours	Cost For Activity		
	\$120.00	\$80.00	\$50.00	\$55.00	\$40.00				
Phase 1 - Field Investigation									
Investigation		40	40	16		96	\$ 6,080.00		
Project Admin / Management	4					4	\$ 480.00		
Miscellaneous Expense						0	\$ 50.00		
Travel						0	\$ 0.00		
Meals									
Lodging									
						TOTALS	100	\$ 6,610.00	\$ 6,610.00
Phase 2 -Design Development									
Design Development Report	8	32	40		4	84	\$ 5,680.00		
Project Admin / Management	4	8				12	\$ 1,120.00		
Miscellaneous Expense						0	\$ 20.00		
Travel						0	\$ 0.00		
Meals									
Lodging									
						TOTALS	96	\$ 6,820.00	\$ 13,430.00
Phase 3-Contract Documents									
Construction Drawings	4	120	200			324	\$ 20,080.00		
Specifications	2	40			16	58	\$ 4,080.00		
Quality Control Review	4					4	\$ 480.00		
Project Admin / Management	8	24				32	\$ 2,880.00		
Miscellaneous Expense						0	\$ 30.00		
Travel						0	\$ 0.00		
Meals									
Lodging									
						TOTALS	418	\$ 27,550.00	\$ 40,980.00
Phase 4-Bidding & Negotiation									
Bid Phase Services	8	40			8	56	\$ 4,480.00		
Project Admin / Management	4	8				12	\$ 1,120.00		
Miscellaneous Expense						0	\$ 20.00		
Travel						0	\$ 0.00		
Meals									
Lodging									
						TOTALS	68	\$ 5,620.00	\$ 46,600.00
Phase 5 - Construction Admin									
Site Visits (180 Days Const.)				96	24	120	\$ 6,240.00		
Substantial				8	1	9	\$ 480.00		
Final				4	1	5	\$ 260.00		
Project Admin / Management	12	96				108	\$ 9,120.00		
Miscellaneous Expense						0	\$ 0.00		
Travel						0	\$ 0.00		
Meals									
Lodging									
						TOTALS	242	\$ 16,100.00	\$ 62,700.00



A/R/C
Associates
Incorporated

Estimated Construction Cost

Project Name:	OCLS-Main Library	Project No.
Description:	Reroofing and Roof Related Renovations	
Client:	Orange County Library System	
Contact:	Bob Tessier, Comptroller	

Roof Area / Designation	Square Footage	Est. Cost Per Sq. Ft.	Cost
Replace Roof Level 1/A	17,106	\$ 13.00	\$ 222,378.00
Replace Roof Level 2/A	960	\$ 14.00	\$ 13,440.00
Replace Roof Level 3/A	794	\$ 14.00	\$ 11,116.00
Replace Roof Level 4/A	352	\$ 14.00	\$ 4,928.00
Replace Roof Level 5/A	7,978	\$ 13.00	\$ 103,714.00
Replace Roof Level 6/A	150	\$ 14.00	\$ 2,100.00
Replace Roof Level 7/A	374	\$ 14.00	\$ 5,236.00
Replace Roof Level 8/A	306	\$ 14.00	\$ 4,284.00
Replace Roof Level 9/A	306	\$ 14.00	\$ 4,284.00
Replace Roof Level 10/A	756	\$ 14.00	\$ 10,584.00
Replace Roof Level 11/A	306	\$ 14.00	\$ 4,284.00
Replace Roof Level 12/A	68	\$ 14.00	\$ 952.00
Replace Roof Level 13/A	53	\$ 14.00	\$ 742.00
Replace Roof Level 14/A	8,353	\$ 13.00	\$ 108,589.00
Replace Roof Level 15/A	294	\$ 14.00	\$ 4,116.00
Replace Roof Level 16/A	167	\$ 14.00	\$ 2,338.00
Replace Roof Level 17/A	363	\$ 14.00	\$ 5,082.00
Replace Roof Level 18/A	1,994	\$ 14.00	\$ 27,916.00
Replace Roof Level 19/A	1,209	\$ 13.00	\$ 16,321.50
Replace Roof Level 20/A	12,689	\$ 13.00	\$ 164,957.00
Replace Roof Level 21/A	441	\$ 14.00	\$ 6,174.00
			\$ 0.00
Skylight Repair	Architectural		\$ 39,525.00
Provide Supports at higher elevation for Cooling Tower	Structural		\$ 10,000.00
Raise or Replace Two Cooling Towers and Piping	Mechanical		\$ 130,000.00
Raise Conduits, Disconnect Switches, Extend Lightning	Electrical		
	Civil		
	10% Contingency		\$ 90,306.05
Total Square Footage	55,019		
TOTAL ESTIMATED CONSTRUCTION COST			\$ 993,366.55

**Orange County Library System
Board of Trustees Meeting
Thursday, February 12, 2004**

**Discussion and Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, February 12, 2004**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, February 12, 2004**

Director's Report

Director's Report February 2004

?OCLS has been notified that by the Jury Chair for ALA's Loleta Fyan Grant that our application has been selected to be awarded \$10,000. The grant proposal was to purchase wireless computers, such as pocket pc's, to use with our Vocera system in order to be mobile in providing customer service. "Changing dynamics of libraries requires creative solutions. Wi-Fi technology can be utilized to provide more personalized customer service, while at the same time increasing staff efficiency. The use of Pocket PC's along with wireless devices such as Vocera by reference staff reinforces a proactive approach by bringing the "reference desk" to the patron."

?The Library received a \$1500 check at the Urban Libraries membership meeting at the recent Midwinter Conference of the American Library Association. Kathryn Robinson accepted the check and award recognizing the Library's demonstrated innovation in management training with its Spectrum manager's program.

?Radio XL 106.7 broadcast live from Library Central/Club Central, from 3-5 pm, on 21 January. The broadcast featured Johnny Magic from the "Doc and Johnny Morning Show" and created lots of excitement and activity on the first floor of the Main Library. Johnny Magic will also appear and speak at the BLAST program for teens at South Trail Library on Wednesday, 18 February at 4:30 p.m.

?Danielle King, OCLS Teen Program Specialist delivered some bookmarks and signs to the Orlando Skate Park a few weeks ago. Orange TV will be filming a PSA with Danielle about the ALA Skate Board contest and the Library.

?The Library hosted an opening reception and art exhibit featuring work done by participants in the various Boys and Girls Clubs of Central Florida. The event was a great success. The children were so excited and proud to have their art exhibited here. Boys and Girls Club Director Gary Cain called after the reception to say how delighted he was with our partnership. We hope to make this a yearly event. Attendance was about 150. Two of the artists taped an interview that was aired on the BrightHouse community affairs channel, (10) on Fridays Jan 23, 30 as well as on Monday, Jan 30 and Friday, Feb 2 , all at 8pm, and mentioned the Library and our exhibit.

? The Dr. Phillips Foundation approved our request for use of the meeting room on Thursday mornings for story times. We have been authorized to use the room from Thursday 1/29/04 until 6/24/04. They have asked we submit a request on 5/1 for the period July to December.

?OCLS is hosting the Florida Public Library Technology Conference, sponsored by the State Library on March 4th and 5th. for the Florida public library community.

The focus of this year's Public Library Technology Conference will be on how to maximize public access to electronic library resources.

The agenda includes the following sessions:

- * The program will feature presentations from the Gale Group's Technical Support and Training Staff that will focus on how to get more value from the Gale databases provided to your library by the Florida Electronic Library program.

- * There will be break out sessions to introduce public librarians to new features in OCLC's FirstSearch, including the new FloridaCAT, a union catalog of all Florida library holdings; the development of a new Florida Public Library Portal as part of the Florida Electronic Library; and new trends in management of public access computing.

- * The Orange County Library System has generously agreed to host a "Technology Open House" to show off new innovations in library technology in use throughout the Orange County Library System to support public and staff wireless access to the Internet, using Citrix as a management tool for public access computer management, a new dynamic reference service using Vocera and Tablet PC's, and the latest developments in library automation systems.

?The Library hosted a group of visitors from Urayasu, Japan, our sister city. A group of about 30 visitors came on Thursday, 5 February 2004. The visit was coordinated by International Business Development Metro Orlando Economic Development Commission. They enjoyed their library tour, asking lots of questions, shopping in Gifts and Greetings, and receiving a Library logo chocolate. One visitor, Tsijimura Shoko, visited us ten years ago with a Friends group and reported that after their visit they opened a successful Friends bookstore and were very grateful for our advice.

?The civil engineer that redesigned the South Creek drainage stopped by the site to re-evaluate the final work done there. We also asked him to comment on the water standing in the irrigation and lightning arrestor boxes.

He felt "that the subdrains and additional storm drains added are performing as designed to minimize the impact of the soil problem in the areas most likely to be damaged by excess water (paving and walks). The design also does a better job of routing rain water to the drains."

He believes "the design is as good as we could get, short of stripping the site to a depth of 4 or 5 feet and refilling with a better soil. The fix was the most cost effective way to handle the worst of the problems. "

?Since February 5th 3018 people have signed on to get our electronic newsletter. This gets our message out to more people in the community, making more of them users of more of our services. We are developing a teen newsletter that teens can sign up to receive on a regular basis.

?Marcshia Scioville from our Alafaya Library appeared on Telemundo and did a great job promoting the Library. The promotional appearances are working! We have had customers come in and want to sign up for computer classes that they saw advertised on Telemundo.

? The Library has created partnership with Arabian Nights and the Black Stallion Literacy Project. Participating children will receive their first book at school. To receive the second book, children will take a class trip to their local Library to receive the book and they will be encouraged to get their Library Card before or during the Library visit. We hope to plan some special programs involving a horse and creating displays and an informational sheet about additional books that the children would enjoy. We anticipate the project will kick-off next school year in December with Library visits about 4-6 weeks later. This year 1200 students participated in Orange County.

?We have received Arabian Nights 2 for 1 admission coupons to be given out during February for new Library Card registrants. These are available at the Circulation desks at Main and Branch locations.

?The installation work on the Cable TV connection for the plasma screens at Main has been completed. We will be preparing an instruction guide and training the team on its use so that we can regularly use the plasma displays.

?We were invited by State Library to participate in the pilot project on meta-searching

The Orange County Library System participants for the Public Library Portal Pilot Project are: Marcia Bruton, Vera Gubnitskaia, Vanessa Neblett, Kathryn Robinson, Susan Zwer.

? Preliminary plans for celebrating National Poetry Month in April include a month long poetry contest. At the end of April we will have an Open Microphone Session and invite the teen poets to perform, as well as other teens. We will announce the winners that night and give them donated prizes. The Open Mic would not only be for poets, but for rappers, storytellers, singers, dancers etc. The event will be done in a "café" type atmosphere with tables and chairs instead of just chairs, coffee and cookies and mood lighting. The Library is trying to secure appropriate prizes for the teens. Thanks to Danielle King and Joy Morrison for their tremendous efforts on this.

?The Central Florida Safety Council awarded the Library a Safety Achievement Award at its 51st Annual Award Ceremony. .

?Library employees had fun and contributed to a good cause on February 6th. The Safety Committee sponsored participation in "Go Red Day" to raise funds for the American Heart Association and awareness for heart disease. Safety Committee members Carolyn Rosenblum, Tonia Hinkle, and Yvonne Pierre spearheaded this event and thanks to their efforts employees donated over \$325 and had the great pleasure of wearing jeans and red on Friday, February 6th.

? "Got Your Card?" billboards have been designed and posted throughout the county for the month of February.

?The Library has added the following online databases: Consulta, the Spanish language online database with help in English and Classical.com, streaming music on demand. Orange Chat is participating in the statewide "Ask a Librarian" program and is offered additional hours.

Programs/Events

Library Central and the Children's Library were selected as venues for the United Arts **Arts Fest** on February 7-8 with 8 events taking place including *Ancient Dance* by the Asian Cultural Association, *Jackson Creek String Band* with Central Florida Folk, *Anansi Goes Fishing* by the City of Orlando Puppetroupe, *Indian Dance* with the Nritya India Dance Company, *Fractured Fairy Tales* from Project Imagination and *S.T.A.R.S. in Motion* with R.P.M. Dance all on Saturday and *Hammered Dulcimer* by Central Florida Folk and *Storytelling* by Margie LaRoe both on Sunday.

Leu Gardens programs continue throughout the year reaching all Library locations. Leu Gardens free admission were distributed in January with Library Card sign up and Arabian Nights 2 for 1 admissions in February.

The Library is participating in the Sentinel's "One Book One Community, Reading by Nine" initiative for children by presenting programs, book discussions, a theater program, crafts, book trivia and a treasure hunt.

The Library is partnering with the Orlando Museum of Art to present programs and displays related to their exhibit *From Goodnight Moon to Art Dog: The World of Clement, Edith and Thacher Hurd*. The Hurds are renowned children's books illustrators known for creating art for numerous books including *Goodnight Moon*, *Runaway Bunny*, *Art Dos*, and *Mama Don't Allow*.

Black History Programs featured in February include Storytelling, Website History sites, author Olga Mitchell, Drumming, Singing, Dancing, Art and Author discussions.

Over 116 computer classes were offered in February including the Mobile Lab at Hiawassee Branch with a series of classes about Internet resources and classes in Spanish as well.

People's Theater, Inc. is using Library Central as Rehearsal Space.

Early Voting will be offered at the Main Library and North Orange and West Oaks Branches.

The Friends January Book Sale earned over \$6,000 to benefit the Library. Their Gifts & Greetings Shop is off to a good start as well. The Friends Second Saturday program features jazz entertainer Evelyn McGee Stone in February and journalist Bob Kealing speaking on his new book *Kerouac in Florida, Where the Road Ends* in March. The Friends will visit Reeves Terrace as part of their Head Start book giveaway, and City Commissioner Patty Sheehan is expected to attend.

**Orange County Library System
Board of Trustees Meeting
Thursday, February 12, 2004**

Winter Garden Project Summary

<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	128,697
Construction			
Contractor	2,100,000	0	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>0</u>	<u>0</u>	<u>0</u>
Contingency	207,000	0	
TOTAL PROJECT	<u>0</u>	<u>0</u>	<u>0</u>

Scheduled Construction Completion Date: June 2004

Construction Contract Summary

Base Contract	1,961,100
CO #1 - Civil Improvements	71,187
CO #2 - Additional civil improvements required by WG)	20,903
CO#3 - Additional City requirements & Primary power costs	<u>18408.76</u>
Total	<u>0</u>

Note: The scheduled completion date has been adjusted to reflect our best estimate of when the contractor will reach final completion.





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**Public Comment
Non-Agenda Items**