

**Orange County Library System
Board of Trustees**

Board Packet for March 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**

March 5, 2004

To: Thomas R. Kohler, President
Gloria Fernandez, Trustee
Sara R. Brady, Trustee
James B. Tyson, Trustee
Matthew Pardy, Trustee Designate

The Honorable Rich Crotty, Chairman of the Library Governing Board, Members of the Governing Board, Commissioners Teresa Jacobs, Bob Sindler, Mary I. Johnson, Ted Edwards, Homer Hartage, Linda Stewart, Orange County; and Patty Sheehan, City of Orlando.

From: Mary Anne Hodel, Director

Re: Library Board of Trustees Meeting

The next meeting of the Library Board of Trustees will be at 7:00 p.m. Thursday, March 11, 2004, at the **Hiawassee Branch Library, 2768 North Hiawassee Road, Orlando, Florida 32818; 407.521.2459.**

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

**Orange County Library System
Board of Trustees Meeting
Thursday, March 11, 2004**

Call To Order

**Orange County Library System
Board of Trustees Meeting
Thursday, March 11, 2004**

**Oath of Office New Trustee:
Matthew Pardy**

**Orange County Library System
Board of Trustees**

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida: that I am duly qualified to hold office under the Constitution of the State: and that I will well and faithfully perform the duties of the Office of Trustee, Orange County Library District Board of Trustees, on which I am about to enter, so help me God.

**Matthew D. Pardy
Orange County Library District Board of Trustees**

ATTEST:

**Mary Anne Hodel
Library Director / Chief Executive Officer
Orange County Library System**

Date

**State of Florida
County of Orange**

The foregoing instrument was acknowledged before me this 11th day of March, 2004 by Matthew D. Pardy as Trustee of the Orange County Library District Board of Trustees.

Signature of Notary Public

**Orange County Library System
Board of Trustees Meeting
Thursday, March 11, 2004**

Election of Vice President

**Orange County Library System
Board of Trustees Meeting
Thursday, March 11, 2004**

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.

**Orange County Library System
Board of Trustees Meeting
Thursday, March 11, 2004**

Approval of Minutes

**Orange County Library System
Board of Trustees Meeting
Thursday, March 11, 2004**

**Approval of Minutes:
Library Board of Trustees Meeting
Thursday, February 12, 2004**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
February 12, 2004
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323

Board Members Present: Tom Kohler (2/0); Phyllis Hudson (2/0);
Gloria Fernandez (2/0); Sara Brady (2/0);
James Tyson (2/0)

Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier;
Carla Fountain; Sally Fry; Kathryn Robinson;
Eric Atkinson; Marilyn Hoffman; Craig Wilkins;
Milinda Neusaenger

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

President Kohler called the meeting to order at 7:08 p.m.

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**

Trustee Fernandez, seconded by Trustee Tyson, moved to approve the meeting minutes for the January 8, 2004 Library Board of Trustees Meeting.
Motion carried 5-0.

- 04-024 IV. **Staff Presentation: Latino Outreach – Lisa Stewart**
Assistant Manager Lisa Stewart and Accounting Specialist Inma Fuentes presented a PowerPoint overview of the numerous activities in which the Latino Outreach Committee members participate, in order to provide Library information to Hispanic individuals in the community. Committee members are in contact with several organizations such as the Hispanic Chamber of Commerce and Latino Leadership. It was suggested that the Committee also coordinate with the Orange County School System. Brief discussion ensued.
- 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**
Assistant Director Debbie Moss spoke regarding the door counter statistics and the traffic entering Library Central. Approximately 50% of the visitors at Main go to Library Central. Ms. Moss also explained that the new door counters are not components of the front door security portals, and are “beam” counters. The beam counter may count a group of people as one, instead of as individuals. A count is registered each time the laser beam is broken. The book security system counter is more reliable than the beam counter and is used to report our monthly Main door count. Ms. Moss also discussed the decrease in the statistics for the State’s Talking Books service for the visually and hearing impaired. The main Talking Books Library is in Daytona and OCLS has served as the sub-regional library for several years. Recently, Daytona has been temporarily handling the mail portion of this service for OCLS without any problems or reduction in service. As always, walk-in patrons continue to receive the same service. This was mentioned in case the Board had any concerns regarding the change in the service and to inform the members that the change may become permanent. Trustee Tyson inquired as to whether a cost would be involved if the service was turned over to Daytona and Director Hodel stated the Library would actually realize a savings.
- 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)

Trustee Tyson, seconded by Trustee Fernandez, moved to award the architectural contract in the amount of \$74,500 to ARC Associates, Inc. for the Main Library re-roofing project.
Motion carried 5-0.

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

04-033 IX. **Information**

04-034 **Director's Report**

?We are busy preparing for the new library automation software coming in March. Staff members are signing up for classes to understand how the new software works. Classes are being held from the 18th February to 10th March in half day and one-day sessions. Our circ parameters are set and we are still on schedule. We have the ability with our new system to take digital photos of a patron when they get a library card. The photos would be stored online with our registration records and as such come under the privacy protections of Florida Chapter 257. This will help us in providing library service to those who have forgotten their cards. This is most often with kids who frequently misplace their cards or share them with a friend, thereby making another parent responsible for materials their child never had. The photos protect both the library and the patron from inappropriate use of a card.

?We are grateful to librarian Kristin Alvarado, who has designed a very cool webquest for KidsConnect based on the One Book One Community book *Holes*. It is at: <http://www.ocls.info/KidsConnect/default.asp>. It encourages kids to use databases such as Literature Resource Center and other informational websites. She has provided a palindrome game, inspired by the main character in the book *Holes*, whose name is Stanley Yelnats. Until events take place that cause Stanley to take action, the most exciting thing about him is the fact that his name is a palindrome. (A palindrome is a word or words that spell the same thing backwards and forwards.)

?We are meeting with our architects, who did the Library Central design, regarding the renovation of the 3rd floor. We will be replacing the carpet and some of the lighting. The lighting will be upgraded to provide more light. Wall coverings and painting are also part of the plan, as well as a companion ADA bathroom to be made from a storage closet on the 3rd floor, if the structure allows it for a reasonable cost.

?We have been making color choices for interior finishes for the Winter Garden Library.

?We are re-doing our gift policy for the library. This would encompass gifts of materials that are donated to the library as well as other types of gifts of art, artifacts, real estate as well as equities. We will be bringing this to the board in the near future.

While we receive a lot of donated books to the library, we do not add the vast majority of them to the collection for a number of reasons. Condition, content, and duplication of what is already in the collection are most often the reasons we do not add these items to the collection. Also, we do not expend library funds on items that are lent to the Library, but which we do not own.

? The total of Staff Contributions for the American Heart Association "Go Red!" fundraising is up to \$370.55 !!!

?101 east has completed a new video. It is called *Get It To Them... A New Kind of Reference at OCLS* and it will be shown at an upcoming meeting. Rather than come and get it style of reference service, we are trying to emphasize get it to them.

? Staff Association sold Valentine's and has made over \$400 for Staff Association events and projects.

Rental of Library Central

Community Relations Manager Marilyn Hoffman apprised the Board of requests received from groups wanting to rent Library Central for after-hours events. Casa de Mexico, arts and cultural division of the Mexican Consulate, has requested to rent Library Central for a Folklorico Ballet presentation. The use of Library Central has also been requested for a wedding ceremony. Ms. Hoffman stated that Staff are open to having after-hours functions, but that there are some issues that will need to be addressed first, such as creating a policy, liability insurance and facility care and clean-up. Brief discussion ensued and the Board expressed their interest in pursuing this endeavor.

Winter Garden Project Summary

Planning & Development Officer John Claytor, gave a brief summary of the Winter Garden Branch construction project. The construction project is approximately two months behind schedule, but the projected completion date will still be in the late summer or early fall.

President Kohler briefly discussed the groundbreaking ceremony for the Zora Neale Hurston Branch Library, which was hosted by the Town of Eatonville. President Kohler, Trustee Tyson, Director Hodel and Comptroller Bob Tessier attended the ceremony. President Kohler stated that OCLS offered to host the dedication ceremonies at the Branch's grand opening and Eatonville Mayor Anthony Grant has accepted. President Kohler said the officials with the Town of Eatonville are in favor of the idea that the Library's focus will be on children's services.

President Kohler welcomed the three new librarians, Bobby Tsui, Vanessa Neblitt and Cassandra Shivers into the OCLS Family.

04-036 **Public Comment: Non-Agenda Items**

Helen P. Pope, Orange County Resident and Genealogist, spoke about the binding for some of the DAR materials on loan to the Library.

X. **Adjournment**

President Kohler adjourned the meeting at 8:00 p.m.

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, March 11, 2004**

**Staff Presentation: Teens Connect
and the Teen's Newsletter –
Kristen Alvarado & Danielle King**

**Orange County Library System
Board of Trustees Meeting
Thursday, March 11, 2004**

**Financial Statements & Summaries:
February 2004**

Orange County Library System Financial Statement Highlights Five Months Ended February 29, 2004

Operating Fund Revenue and Expenditure Summaries

Law Collection Fees

A \$5 fee is charged on each civil case filed in Orange County to support the Law Collection. We receive the fees monthly from the Orange County Clerk's office. To date, we have received about \$107,000, which is very close to the amount we should have received based on our annual budget. However, effective July 1, 2004, our understanding is the fees will no longer come to us but instead will be remitted to the State of Florida. Our plan is to limit spending on law materials to the amount of the revenues we receive. Once the new FAMU Law School opens, the Law Collection will be relocated to FAMU.

Rent Revenue

The Food For Thought Café in the Main Library is not operated by the Library but rather, is run by a private concessionaire, Jagmar, Inc. The Library receives 5% of the Café's sales as a fee, or rent, to use the space. About a year ago, the Café's sales were averaging \$8,000 a month. More recently, sales have averaged \$4,000 a month. As a result, the rent we are receiving has been cut in half as well.

Unemployment Compensation

In private industry, employers pay the State an unemployment tax based on a percentage of their payroll. Rather than paying a tax, the Library reimburses the State for the actual unemployment compensation benefits paid to our former employees. The State invoices us for these charges on a quarterly basis.

Property Appraiser's Fee

The role of the Orange County Property Appraiser is to determine the value of property in the County for ad valorem taxing purposes. The taxable value of a particular property multiplied by the millage rate established by the Library, determines how much Library tax a property owner has to pay. In exchange for assessing the property, the Appraiser charges each taxing agency for a portion of his budget. Our portion equates to \$65,000 each quarter.

Tax Collector's Fee

The role of the Orange County Tax Collector is to collect taxes from the property owners and distribute them to the appropriate taxing agencies. The Collector's fee is 2% of the taxes collected and this amount is deducted each time the Library receives a tax distribution.

Payments to Handyman

For the quarter ended December 31, 2003 we paid our handyman a total of \$15,302 which includes \$12,659 of labor and \$2,643 of materials.

Defined Benefit Pension Plan Investment Consultant

The Library has a contract with The Hartford to invest the funds in the Plan, provide actuarial services, and issue pension checks and related IRS documents to retired employees. Although our contract is with The Hartford, the investment and actuarial services are actually being performed by a third party, USI

Consulting Group. We have been working with USI for several years and have been pleased with their services.

In round numbers, the following summarizes the investments in the Plan:

General Account (fixed income)	\$5,000,000
Other fixed income	\$7,000,000
Equities	<u>\$11,000,000</u>
Total assets	\$23,000,000

While we have been with The Hartford a number of years, there is no compelling reason to stay with them. Rather, there is a tremendous opportunity to lock in some gains based on the contract we have with The Hartford. This contract provides for the following when we terminate the relationship:

- ❖ A surrender charge equal to 1.0% of the total assets must be paid. Currently, this amounts to about \$230,000. The charge drops to .50% after November 2004.
- ❖ A market value adjustment (MVA) will be assessed on the funds in the General Account. This adjustment can be negative or positive. If negative, we get less than the \$5,000,000 in the account. If positive, we get more. Currently, the adjustment is about 10% positive which means we would receive a \$500,000 gain if we terminated the contract now. The MVA is very sensitive to movements in the interest rates and is calculated daily. We are close to the peak since rates are so low. As rates start rising, the MVA will eventually go from a positive to a negative. USI has estimated that a 1% increase in rates would wipe out the current gain. The longer we wait, the greater the likelihood the gain will disappear.

We have discussed various options to terminate our contract with The Hartford. One is to prepare and issue a request for proposal for investment consulting services. This process will take at least 6 months before we would be in a position to terminate The Hartford's contract and invest the funds elsewhere.

Since time is of the essence because of the positive market value adjustment, another option is to contract directly with USI for investment consulting services. The benefits of this approach include:

1. Once we sign a contract with USI we could move the money out of The Hartford in about 6 weeks. Due to the shorter time frame, we have a much better opportunity to lock in a market value adjustment gain.
2. USI is a known quantity. They are currently serving as our investment consultant and we have been pleased with their services. However, their hands are somewhat tied given the only investment options available are the 60 or so mutual offered through The Hartford. If we contracted directly with USI, the investment universe would include thousands of mutual funds.
3. By contracting with USI directly, our fees would be lower. We would save about \$70,000 annually since we would not have to pay "wrap fees" to The Hartford. Under a contract with USI, their compensation would largely include 12b-1 fees, which would be paid directly by the mutual fund companies.

For the above reasons, we think terminating the contract with The Hartford as soon as possible and contracting directly with USI for investment consulting services makes the most sense at this time. We consulted our pension attorney, David Pearson, about this approach and he agrees it is reasonable and prudent given the circumstances. Before implementing this however, we wanted to raise the issue with the Library Board. If the Board agrees with the approach, we will bring something more formal back to the April Board meeting. We would like to move quickly on this given the opportunity available to us.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Five Months Ended February 29, 2004**

04-044

	ANNUAL BUDGET	YTD ACTUAL	(5 months=42%)
AD VALOREM TAXES	22,635,232	19,683,236	87.0%
INTERGOVERNMENTAL			
Grants	50,000	15,000	30.0%
State Aid	1,482,000	753,396	50.8%
Law Collection Fees	250,000	106,960	42.8%
	<u>1,782,000</u>	<u>875,356</u>	<u>49.1%</u>
CHARGES FOR SERVICES			
Fee Cards	14,000	4,663	33.3%
PC Pass	30,000	14,280	47.6%
Classes	1,000	385	38.5%
Copy & Vending	170,000	68,449	40.3%
Fax	0	923	
Notary	0	45	
	<u>215,000</u>	<u>88,745</u>	<u>41.3%</u>
FINES			
Fines	650,000	322,271	49.6%
Lost Materials	70,000	35,880	51.3%
	<u>720,000</u>	<u>358,151</u>	<u>49.7%</u>
MISCELLANEOUS			
Interest Earnings	175,000	47,265	27.0%
Rents	5,000	773	15.5%
Sales of Fixed Assets	0	1,750	
Disk Sales	2,500	1,020	40.8%
Contributions - Friends of Library	162,000	16,626	10.3%
Contributions - Others	5,000	4,024	80.5%
Library Central Gala	0	26,225	
Miscellaneous	30,500	15,103	49.5%
	<u>380,000</u>	<u>112,786</u>	<u>29.7%</u>
TRANSFER FM PROP APPRAISER	30,000	0	0.0%
TRANSFER FM TAX COLLECTOR	210,000	0	0.0%
TOTAL REVENUES	<u><u>25,972,232</u></u>	<u><u>21,118,274</u></u>	<u><u>81.3%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Five Months Ended February 29, 2004**

	ANNUAL BUDGET	YTD ACTUAL	(5 months=42%)
SALARIES & BENEFITS			
Salaries (Sick Leave Payout \$9,249)	11,090,984	4,367,610	39.4%
Medicare Taxes	160,821	62,458	38.8%
Defined Contribution Plan	831,830	333,728	40.1%
Defined Benefit Plan	789,719	317,145	40.2%
Life and Health Insurance	1,568,690	546,201	34.8%
Worker's Compensation	134,669	52,637	39.1%
Unemployment Compensation	20,000	3,846	19.2%
Parking & Bus Passes	93,420	33,367	35.7%
	<u>14,690,133</u>	<u>5,716,992</u>	<u>38.9%</u>
OPERATING			
Professional Services	185,000	59,758	32.3%
Other Contractual Services	644,000	198,357	30.8%
Other Contract. Serv.- Janitorial	233,000	94,005	40.3%
Training and Travel	75,000	37,254	49.7%
Telecommunication	293,000	109,472	37.4%
Delivery and Postage	1,075,000	458,165	42.6%
Utilities	650,000	201,881	31.1%
Rentals and Leases	820,000	327,403	39.9%
Insurance	150,000	90,601	60.4%
Repair and Maintenance	587,000	203,493	34.7%
Repair & Maint. - Hardware/Software	205,000	132,440	64.6%
Copying/Printing	220,000	54,108	24.6%
Property Appraiser's Fee	262,000	197,135	75.2%
Tax Collector's Fee	452,000	393,665	87.1%
Supplies	750,000	209,230	27.9%
Supplies-Hardware/Software	55,000	27,278	49.6%
Contingency	300,000	0	0.0%
	<u>6,956,000</u>	<u>2,794,245</u>	<u>40.2%</u>
CAPITAL OUTLAY			
Building and Improvements	375,000	36,633	9.8%
Equipment and Furniture	275,000	51,977	18.9%
Hardware/Software	965,000	361,779	37.5%
	<u>1,615,000</u>	<u>450,389</u>	<u>27.9%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	13,500	8,003	59.3%
Materials - Law	210,000	45,074	21.5%
Materials - Other	3,936,500	1,909,288	48.5%
	<u>4,160,000</u>	<u>1,962,365</u>	<u>47.2%</u>
TRANSFER TO OTHER FUNDS			
Branch Debt Service Fund	417,000	201,484	48.3%
Capital Projects fund	482,000	0	0.0%
Sinking Fund	50,000	0	0.0%
	<u>949,000</u>	<u>201,484</u>	<u>21.2%</u>
TOTAL EXPENDITURES	<u>28,370,133</u>	<u>11,125,475</u>	<u>39.2%</u>

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Five Months Ended February 29, 2004**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(5 months=42%)</u>
REVENUES			
Ad Valorem Taxes	1,207,139	1,049,510	86.9%
Interest	10,000	1,088	10.9%
Transfer From Tax Collector	13,000	0	0.0%
TOTAL REVENUES	<u>1,230,139</u>	<u>1,050,598</u>	<u>85.4%</u>

EXPENDITURES

Principal	1,100,000	0	0.0%
Interest	151,900	0	0.0%
Tax Collector's Fee	26,100	20,990	80.4%
TOTAL EXPENDITURES	<u>1,278,000</u>	<u>20,990</u>	<u>1.6%</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
Five Months Ended February 29, 2004**

04-044

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(5 months=42%)</u>
REVENUES			
Transfer From General Fund	417,000	201,484	48.3%
Interest	5,000	2,276	45.5%
TOTAL REVENUES	<u>422,000</u>	<u>203,760</u>	<u>48.3%</u>

EXPENDITURES

Principal	318,009	166,917	52.5%
Interest	98,770	34,567	35.0%
TOTAL EXPENDITURES	<u>416,779</u>	<u>201,484</u>	<u>48.3%</u>

FUTURE DEBT SERVICE PAYMENTS

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
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>2,381,046</u>	<u>283,677</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Five Months Ended February 29, 2004**

	ANNUAL BUDGET	YTD ACTUAL	(5 months=42%)
REVENUES			
State Construction Grant	310,000	150,000	48.4%
Proceeds-Sale of W. Orange Property	350,000	0	0.0%
Contribution From City of Winter Garden	114,000	0	0.0%
Interest	0	2,053	0.0%
Transfer From General Fund	482,000	0	0.0%
TOTAL REVENUES	1,256,000	152,053	12.1%

EXPENDITURESWINTER GARDEN BRANCH

Architect/Engineer	30,000	2,689	9.0%
Construction Contract	1,261,000	456,011	36.2%
Carpet	35,000	0	0.0%
Impact & Permit Fees	10,000	0	0.0%
Testing	4,000	2,156	53.9%
Other	7,000	0	0.0%
Contingency	208,000	0	0.0%
TOTAL EXPENDITURES	1,555,000	460,856	29.6%

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Five Months Ended February 29, 2004**

	ANNUAL BUDGET	YTD ACTUAL	(5 months=42%)
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
February 2004

	BALANCE			BALANCE
	1/31/04	RECEIPTS	DISBURSE	2/29/04
OPERATING				
Checking	1,363,014	6,696,784	(7,686,307)	373,491
SBA Investments	6,273,220	2,406,440	(500,000)	8,179,660
CD Investments	10,580,000	3,000,000	(3,000,000)	10,580,000
	18,216,234	12,103,224	(11,186,307)	19,133,151
MAIN DEBT SERVICE				
AIM Investments	952,237	152,633	0	1,104,870
BRANCH DEBT SERVICE				
CD Investments	393,146	0	0	393,146
CAPITAL PROJECTS				
Checking	1,970	280,002	(253,196)	28,776
SBA Investments	343,166	356	(130,000)	213,522
	345,136	280,358	(383,196)	242,298

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
February 29, 2004**

04-044

ASSETS

Certificates of Deposit	10,580,000
Cash on Hand	14,155
Equity in Pooled Cash	373,491
Accounts Receivable	0
Due From Other Governments	22,185
Interest Receivable	25,731
Inventory	202,537
Investments-SBA	8,179,660
Prepays	78,449
Other Assets-Deposits	<u>9,175</u>
TOTAL ASSETS	<u><u>19,485,383</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
February 29, 2004**

LIABILITIES

Accounts Payable	51,080
Retainage Payable	0
Accrued Wages Payable	199,421
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	4
Accrued Sales Tax	13
Due To FOL-Taxable Book Sales	3,877
Due To FOL-Nontaxable Book Sales	16
Due To FOL-Sales Tax	260
United Appeal	233
Bonds	63
Def Comp Employees	0
Health Insurance	22,719
Union Dues	1,095
Union-Cope	78
Optional Life	1,547
Flex Spend Med	0
Flex Spend Dep	0
Daughters of American Revolution	200
Miscellaneous	111
Unclaimed Payroll	929
TOTAL LIABILITIES	281,646

FUND BALANCE

Reserve for Inventory	202,537
Reserve for Encumbrances	196,170
Reserve for Prepays	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	9,992,798
TOTAL FUND BALANCE	19,203,737
TOTAL LIABILITIES & FUND BALANCE	19,485,383

**Orange County Library System
Board of Trustees Meeting
Thursday, March 11, 2004**

**Statistics and Summaries:
January 2004**

STATISTICAL SUMMARY

February 2004

Circulation and Door Count trends:

Excluding “e-circs,” we see an increase of 16.85% or 23,594 more item circulations at Main and 24.13% or 71,664 more items in branches over the same period last year. In spite of popularity of databases and the web, the circulation of hard copy materials continues to be on the rise.

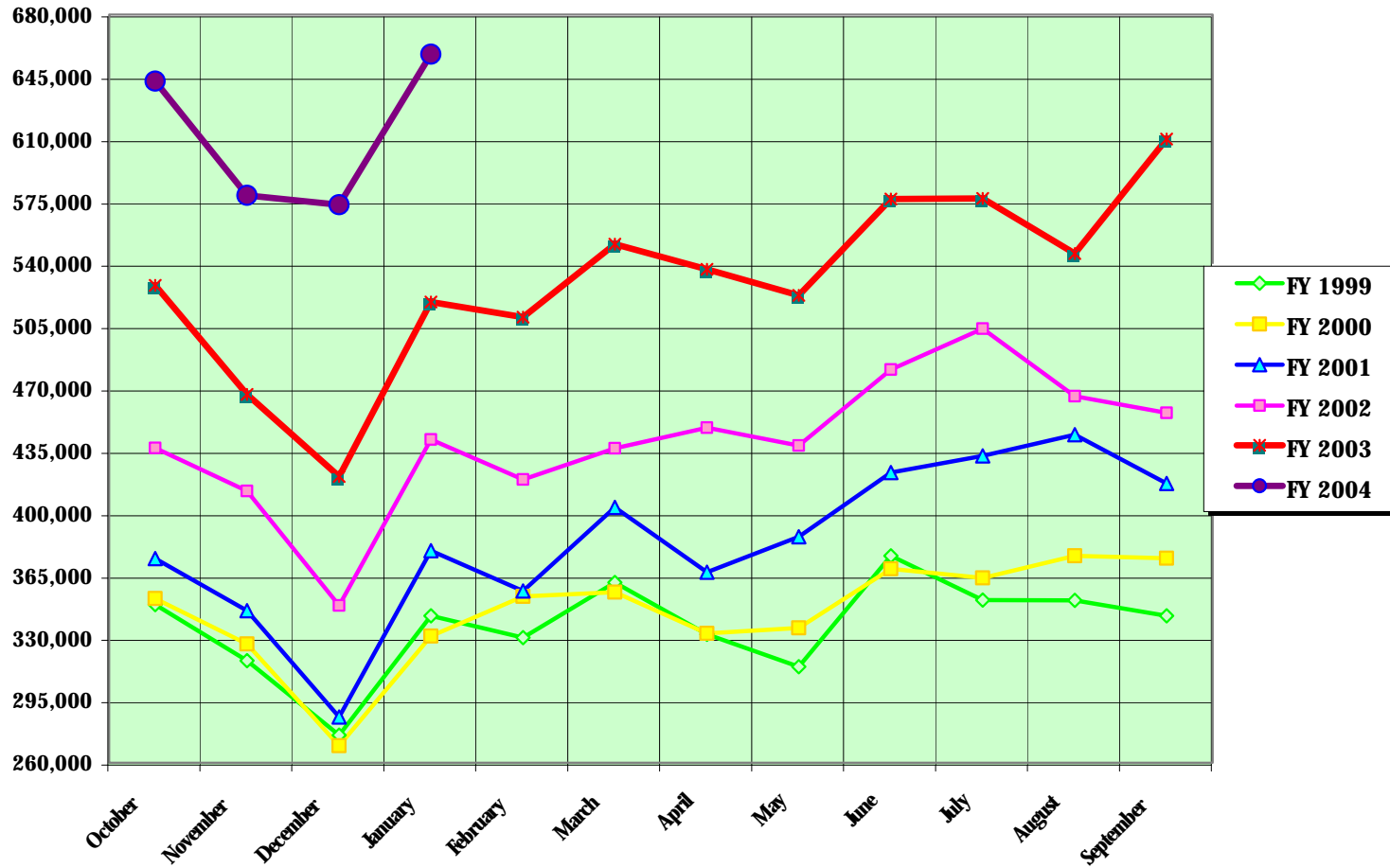
Library Activities:

The use of our computers and the public’s interest in learning more about how to use computers are both strong services in January 2004. PC sessions increased in from 40,769 to 56,474, an increase of 38.52% over last year. The number of computer classes offered system wide increased 438.10%, from 42 last year to 226 this year! Attendance for these classes increased by 175.65% with 476 more patrons signing up for and attending one of our quality computer classes.

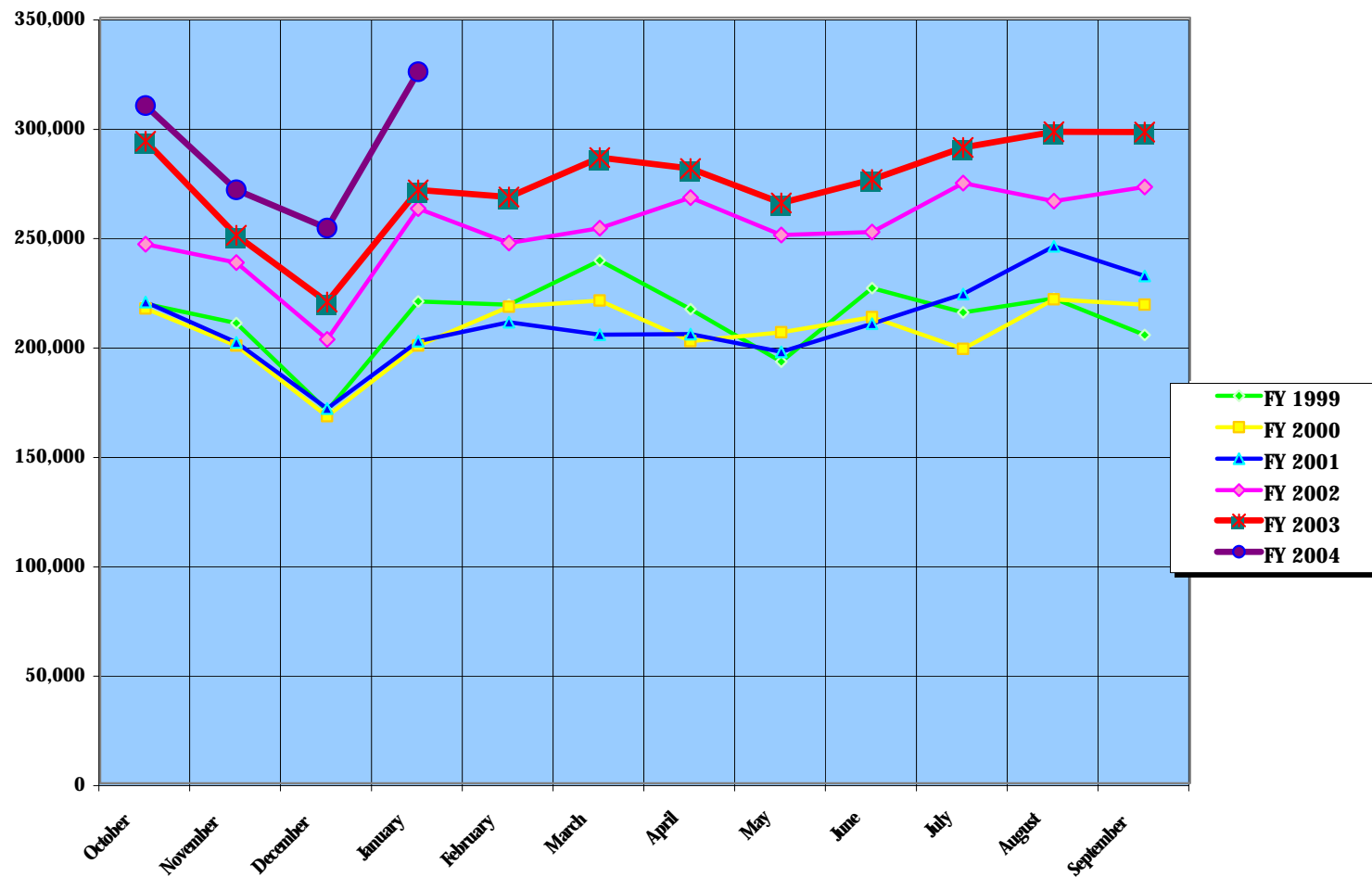
WWW.OCLS.INFO

In an effort to increase use and access to our online databases we put direct links to two products on the front page of the website during February; NetLibrary and Morningstar. NetLibrary is access to “e-books” which can be checked out online by patrons. Use of this product increased from 283 circulations last Feb to 354 this February, an increase of 25%. We do not have Morningstar (a popular investment resource) figures at the creation of this report, but we will provide them at the Board meeting.

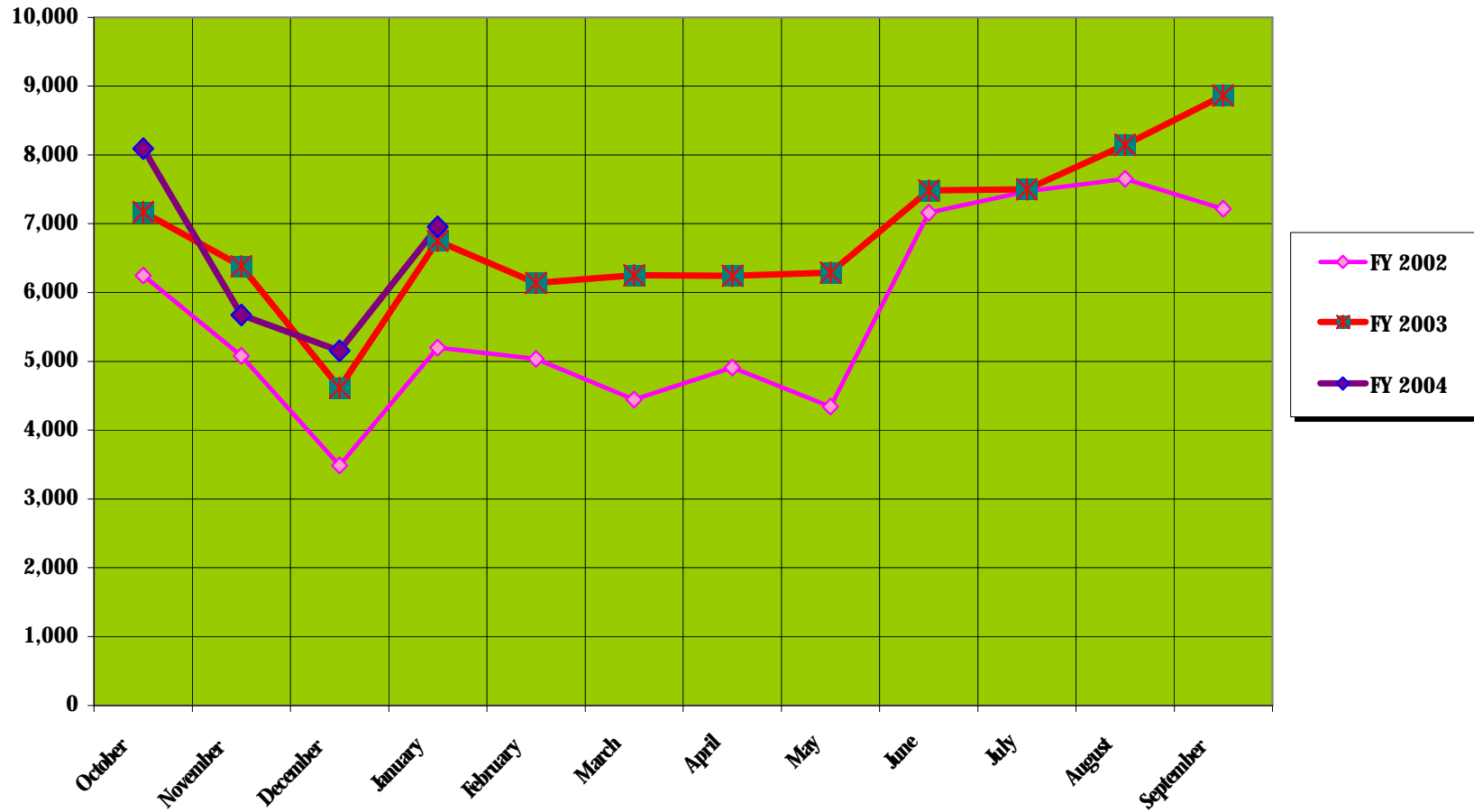
ORANGE COUNTY LIBRARY SYSTEM CIRCULATION Fiscal Year 1999 Through Fiscal Year 2004 TO Date



**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

	Oct-03	Oct-02	Nov-03	Nov-02	Dec-03	Dec-02	Jan-04	Jan-03	% of Change	Feb-04	Feb-03	Mar-04	Mar-03
Circulation													
Main	158,181	148,779	153,204	134,497	151,399	124,121	163,584	139,990	16.85%		139,086		150,130
Branches	355,946	298,036	318,901	260,885	308,460	236,144	368,668	297,004	24.13%		282,969		314,046
MAYL	54,059	44,997	36,786	36,618	45,092	29,905	47,237	42,383	11.45%		41,039		41,813
Electronic	70,169	31,735	66,892	32,267	67,885	26,736	77,836	34,993	122.43%		43,065		41,330
Talking Books	4,192	4,507	2,622	2,505	338	3,815	371	4,237	-91.24%		3,908		3,828
Total	642,547	528,054	578,405	466,772	573,174	420,721	657,696	518,607	26.82%		510,067		551,147
Door Count													
Main	66,816	75,581	78,930	64,869	54,546	55,885	64,798	68,579	-5.51%		69,635		74,215
Branches	242,940	217,824	192,229	185,609	199,173	164,098	260,359	202,641	28.48%		198,270		211,725
Total	309,756	293,405	271,159	250,478	253,719	219,983	325,157	271,220	19.89%		267,905		285,940

04-045

	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	626,368	1,703,946
Branches		306,955		308,687		349,850		340,589		317,229		356,745	1,351,975	3,669,139
MAYL		44,887		42,634		46,850		60,975		52,125		53,289	183,174	537,515
Electronic		40,974		30,601		27,063		30,161		29,087		39,336	282,782	407,348
Talking Books		3,738		4,146		3,752		3,766		3,758		3,993	7,523	45,953
Total		536,958		522,372		576,449		576,721		545,838		610,195	2,451,822	6,363,901
Door Count														
Main		71,740		69,000		64,384		67,564		80,439		70,371	265,090	832,262
Branches		209,201		196,250		211,523		222,989		217,309		227,323	894,701	2,464,762
Total		280,941		265,250		275,907		290,553		297,748		297,694	1,159,791	3,297,024

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

	Oct-03	Oct-02	Nov-03	Nov-02	Dec-03	Dec-02	Jan-04	Jan-03	% of Change	Feb-04	Feb-03	Mar-04	Mar-03
Online Catalog Searches	206,826	185,681	174,333	162,406	155,673	134,380	211,633	197,133	7.36%		179,526		185,790
Online Renewals	74,416	56,999	65,647	51,262	72,829	52,490	66,484	53,612	24.01%		56,586		61,992
Electronic Reference Questions	353	457	392	393	227	312	301	451	-33.26%		391		459
Live Chat Questions	65	N/A	67	N/A	50	N/A	87	N/A	N/A				
Total Online Reference Questions	418	N/A	459	N/A	277	312	388	N/A	N/A				
Online Requests	38,272	29,720	29,210	22,912	33,468	18,655	39,163	31,903	22.76%		29,169		31,673
Online Suggestions	105	80	114	73	112	62	81	116	-30.17%		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	748,465	2,216,987
Online Renewals		62,337		59,002		59,797		64,477		66,575		68,886	279,376	714,015
Reference Questions		420		425		466		466		290		330	1,273	4,860
Live Chat Questions														
Total Online Reference Questions														
Online Requests		28,595		31,939		36,839		33,487		35,115		39,228	140,113	369,235
Online Suggestions		112		96		102		91		66		83	412	1,049

**Orange County Library System
Circulation Statistics**

04-045

January 1, 2004 - January 31, 2004

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Total Visits	Visits Year Ago	Gain (Loss)	%Gain (Loss)
Main	28	163,584	24.87%	139,990	23,594	16.85%	64,798	68,579	(3,781)	-5.51%
MAYL	20	47,237	7.18%	42,383	4,854	11.45%	N/A	N/A	N/A	N/A
Electronic		77,836	11.83%	34,993	42,843	122.43%	N/A	N/A	N/A	N/A
Talking Books	20	371	0.06%	4,237	(3,866)	-91.24%	N/A	N/A	N/A	N/A
West Oaks	28	37,418	5.69%	27,214	10,204	37.50%	18,519	17,065	1,454	8.52%
Herndon	25	34,971	5.32%	29,938	5,033	16.81%	22,665	20,331	2,334	11.48%
Alafaya	28	48,744	7.41%	40,517	8,227	20.31%	26,458	17,350	9,108	52.50%
Southeast	25	30,243	4.60%	25,580	4,663	18.23%	23,684	19,976	3,708	18.56%
Hiawassee	25	21,578	3.28%	18,658	2,920	15.65%	22,836	16,509	6,327	38.32%
Southwest	25	34,668	5.27%	29,813	4,855	16.28%	22,885	19,975	2,910	14.57%
Edgewater	25	26,284	4.00%	19,384	6,900	35.60%	18,279	20,337	(2,058)	-10.12%
North Orange	28	37,472	5.70%	29,141	8,331	28.59%	26,900	18,531	8,369	45.16%
South Creek	28	41,506	6.31%	34,979	6,527	18.66%	25,515	23,644	1,871	7.91%
South Trail	25	20,180	3.07%	14,000	6,180	44.14%	23,873	11,081	12,792	115.44%
West Orange	22	13,538	2.06%	10,062	3,476	34.55%	8,009	5,478	2,531	46.20%
Windermere	22	14,710	2.24%	12,254	2,456	20.04%	10,853	7,544	3,309	43.86%
Wash. Park	22	7,356	1.12%	5,464	1,892	34.63%	9,883	4,820	5,063	105.04%
Total	396	657,696	100.00%	518,607	139,089	26.82%	325,157	271,220	53,937	19.89%

NUMBER OF SEARCHES

04-045

January 2004

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	1,850									5,618
Ancestry Plus	465	431	348	397									1,641
Associations Unlimited	238	219	146	395									998
Biography & Genealogy Master Index	391	279	196	408									1,274
Biography Resource Center	5,638	5,287	5,548	6,012									22,485
Business & Company Resource Center	4,131	2,536	2,926	3,203									12,796
Cerebellum Online Videos				341									
Chapter-A-Day Online Book Club	28,260	28,840	33,500	35,240									125,840
Computer Database	156	121	155	153									585
Consulta	156	8	82	29									275
Countrywatch	954	1,252	1,061	1,154									4,421
Dun & Bradstreet International	60	51	70	72									253
Expanded Academic ASAP	480	549	263	367									1,659
First Search	2,735	2,023	2,202	2,639									9,599
General Business File ASAP	259	185	101	102									647
General Reference Center Gold	3,476	3,267	2,135	2,417									11,295
Health Reference Center	373	510	426	196									1,505
Health & Wellness Resource Center and	2,596	2,532	2,348	1,553									9,029
HeritageQuest Online	Not avail.	2,862	2,256	3,162									8,280
Info Trac OneFile	2,352	2,497	1,565	1,849									8,263
Informe	11	8	11	6									36
Junior Edition - K12	263	142	92	151									648
Kid's Edition - K12	453	375	184	222									1,234
Learnatest	457	349	247	435									1,488
Literature Resource Center	2,322	2,689	2,317	2,842									10,170
Mergent Online		Not avail.	Not avail.	9									9
Morningstar	141	115	150	270									676
NetLibrary				320									320
New York Times	360	268	320	266									1,214
Novelist	926	939	614	910									3,389
Online Homework Help	214	176	138	168									696
Opposing Viewpoints Resource Center	1,579	1,043	994	1,687									5,303
Orlando Sentinel and America's	1,631	1,129	1,689	2,083									6,532
Poem/Story/Essay Finder (aka	866	190	237	341									1,634
Prices4Antiques	84	96	99	68									347
Professional Collection	113	193	101	48									455
Reference USA	4,330	3,374	3,641	4,640									15,985
Rosetta Stone	592	272	151	427									1,442
SIRS Knowledge Source	498	517	386	395									1,796
Student Edition - K12	246	94	53	145									538
Tumblebooks	598	Not avail.	336	439									1,373
What Do I Read Next?	193	226	195	169									783
Worldbook Online	223	152	249	256									880
TOTAL NUMBER OF SEARCHES	70,169	66,892	68,855	77,836									283,411

**Orange County Library System
Board of Trustees Meeting
Thursday, March 11, 2004**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, March 11, 2004**

Consent Agenda

- | | |
|--------|---|
| 04-048 | Gift Policy |
| 04-049 | Plumber Recommendation |
| 04-050 | Architectural / Engineering Services Proposal for the Third Floor Renovation: (Addresses Goal 1; Objective 4 of the Strategic Plan) |
| 04-051 | Purchase of P.C.'s:
(Addresses Goal 2; Objective 2 of the Strategic Plan) |

**Orange County Library System
Board of Trustees Meeting
Thursday, March 11, 2004**

Gift Policy

Revised Gift Policy

I. PROBLEM STATEMENT

The existing Gifts, Bequests, and Grants Policy should be revised to outline the Library's rights as owner of such gifts and the ability to accept or reject gifts.

II. OVERVIEW

On April 11, 2002, the Library Board approved the attached Gifts, Bequests, and Grants Policy. While this policy provided a broad framework, it did not address the following issues:

- Ability to accept or reject gifts
- Ability to sell, trade, and/or dispose of gifts
- Ability to determine how gifts will be used or displayed
- Ability to accept or reject requests to temporarily house materials
- Appraisals and related income tax issues

The proposed replacement policy, which is also attached, addresses these issues as well as others. The intent of the replacement policy is to give the Library flexibility to accept or reject gifts, determine how they will be used or displayed, and dispose of them as the Library deems appropriate.

III. OPTIONS

The Library has identified two options.

Option 1 – Leave the current policy unchanged.

Advantage: Requires no action at this time.

Disadvantage: The current policy does not address the issues listed above and thus, the policy could be subject to interpretation.

Option 2 – Replace the Gifts, Bequests, and Grants Policy adopted on April 11, 2002 with the attached Gifts Policy.

Advantages: The Gifts Policy gives the Library more flexibility with respect to accepting or rejecting gifts and makes it clear what the Library's rights are as owner.

Disadvantages: Some donors might not want to make a gift because of the greater restrictions.

IV. RECOMMENDATION

Staff recommend that the Library Board approve Option 2 and replace the Gifts, Bequest, and Grants Policy with the attached Gifts Policy.

Orange County Library System Gift Policy

The Orange County Library System (Library) welcomes gifts from individuals and organizations. These gifts can include:

- Books and other library materials
- Gifts of money and marketable securities
- Gifts in kind

All gifts are accepted with the understanding that upon receipt, the Library becomes the owner. As such, the Library reserves the right to sell, trade, and/or dispose of gifts and determine all other considerations relating to their use or display. Generally, gifts may not be accepted if the donor wishes to place any limitations or restrictions on their use or disposal.

Books and Other Library Materials

Donated materials are expected to meet the same standards of quality and relevance to the collection as materials selected for purchase by the Library. Accordingly, gifts are evaluated in light of the following criteria:

- Ability to add depth or breadth to the existing collection
- Consistency with Materials Selection Policy
- Physical condition of material
- Currency and relevancy of material to our collection

Upon request, the Library will be happy to provide a written acknowledgement of your gift.

The Library cannot use science, medical or technology books which we deem to be dated, textbooks, Reader's Digest Condensed books, or materials which have a musty smell, show signs of mold, or infestation by insects or rodents.

Materials not selected for addition to the collection may be eligible for sale in our Friends of the Library Bookstore and Branches. Proceeds from these sales are returned to the Library as financial support for Library initiatives and projects.

Requests to have materials temporarily housed in the Library, i.e., materials that are not outright gifts will be considered on a case by case basis. Generally speaking however, such requests will not be honored unless their benefit to the community as determined by the Library Director outweighs the administrative procedures and costs required to service them.

Gifts of Money & Marketable Securities

Gifts of money and marketable securities are always welcome. Information on making contributions to the Library may be obtained by contacting the Community Relations office at (407) 835-7480. Monetary gifts of \$ 25 or more will be acknowledged with a letter from the Library.

Larger bequests may be made to the Library to establish a permanent endowment. A gift of \$10,000 or more can fund such an endowment for technology, children's programming, or various parts of the collection. Generally, the principal would not be spent but the earnings would be used to support the designated service.

Gifts in Kind

All other gifts including equipment, furniture, art work, antiques, and real estate will be accepted or rejected after consultation with the Library Director. Factors including suitability to the Library's mission, décor, condition, and availability of space will be considered.

Appraisals and Income Tax Deductions

The appraisal or establishment of a gift's value for tax purposes is the responsibility of the donor. As an interested party, the Library is prohibited from determining such a value. The Internal Revenue Service requires that gifts in excess of \$5,000 be documented by Form 8283. This form has a place for an appraiser to determine the value of the gift and for the Library to indicate receipt of the gift.

Friends of the Library Book Endowments

The Friends of the Orange County Library System, Inc. is a 501(c)(3), not for profit, organization which directly supports the Library through monetary contributions. A convenient way to recognize or honor an individual is to purchase a book endowment through the Friends of the Library. Each \$300 endowment results in the annual purchase of a book in the general subject area chosen by the donor.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-048**

RESOLUTION TO REPLACE THE GIFTS, BEQUESTS, AND GRANTS POLICY WITH THE ATTACHED GIFTS POLICY

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 11th day of March, 2004 at 7:00 PM, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To replace the Gifts, Bequests, and Grants Policy with the attached Gifts Policy.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, March 11, 2004**

Plumber Recommendation

PLUMBING CONTRACT

I. PROBLEM STATEMENT

Last December, OCLS was notified that our plumbing contractor, Knox Plumbing, had closed their operation. Knox provided nine years of favorable service with modest increases and their contract was not due to terminate until May 2005. The Library needs to contract with a new plumber.

II. EXECUTIVE SUMMARY & BACKGROUND

During the past few months the Library used several different plumbing companies to perform needed repair service. Some were recommended by Knox Plumbing. This was an informal test for consideration for future plumbing service. During the month of February, an Invitation to Bid was sent out to six (6) plumbing companies that we used and also to the Minority & Women Business Enterprises for Orange County and the City of Orlando. Two bids were received by the due date.

The selection process considered hourly and parts markup rates, service response time, size of plumbing staff, and knowledge of the library plumbing configuration. The annual projected cost of the contract was calculated using the actual hours and parts usage from the previous fiscal year with the quoted hourly rates and markup on parts. Attachment A, Contract for Plumbing Service, shows these calculations, which were very close for the two bidders.

III. OPTIONS

Staff offers the following options for the selection of a plumbing contractor for OCLS.

Option 1:

Award the plumbing contract to Jeff Leonard Plumbing, Inc.

Advantages:

1. The annual projected cost is slightly lower than the other bidder.
2. Excellent recommendations received from references.

Disadvantages:

1. Smaller plumbing staff than other bidder.
2. Poor response time on first service call.
3. No experience with the Main Library sump pumps.
4. Insurance coverage did not meet the bid requirements.

Option 2:

Award the plumbing contract to American Residential Service of Florida, Inc. (ARS).

Advantages:

1. Excellent response time and job completion on several service calls.
2. Their commercial plumbing supervisor is from Knox Plumbing and very knowledgeable of branches and the Main library's plumbing configuration, including our sump pump and backflow systems. He will supervise the sump pump repairs.
3. ARS employs a larger plumbing staff than other bidder.
4. Excellent recommendations from references.

Disadvantage:

The annual projected cost is slightly higher than the lowest bidder.

Option 3

Continue using various plumbers.

Advantage:

No contract required.

Disadvantages:

1. Price fluctuates greatly.
2. May not get service in an emergency.

IV RECOMMENDATION

Staff recommends that the plumbing contract be awarded to American Residential Services at the hourly and parts markup rates indicated in Attachment A. The contract would be for a one year term with up to 4 additional one year extensions. The rates are to remain fixed throughout the 5 year period.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-049

CONTRACT FOR PLUMBING SERVICES

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 11th day of March 2004, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To award the plumbing contract to American Residential Services at the hourly and parts markup rates indicated in Attachment A. The contract would be for a one year term with up to 4 additional one year extensions. The rates are to remain fixed throughout the 5 year period.
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, March 11, 2004**

**Architectural / Engineering
Services Proposal for the
Third Floor Renovation**

Architect Selection for Main Library 3rd Floor Renovation

I. PROBLEM STATEMENT

An architect needs to be selected for the 3rd Floor Renovation. This recommendation addresses Goal 1; Objective 4 of the Strategic Plan.

II. EXECUTIVE SUMMARY

The Strategic Plan calls for continued renovation of the Main Library to create and maintain inviting and appealing library spaces. The work is projected to be accomplished one floor at a time. The 3rd floor is the next highest priority for renovation. The FY 04 budget for this project is \$266,000. This includes architectural services, retrofitting the lights, and carpeting the west wing. It is the Library's intent to contract with HKS, the architectural firm that designed Library Central and the Lobby, through an additional services agreement.

III. BACKGROUND

The Main Library has been in use for nearly 20 years. The carpet has served well, but is due for replacement due to wear and appearance. The fluorescent lighting fixtures will be replaced to roughly double the amount of light and make them more energy efficient with T-8 lamps and electronic ballasts. The design needs to be updated, since the space reflects the period it was built - particularly the colors.

HKS will be asked to use some of the same design details that were used in Library Central and the Lobby to carry a common theme throughout the building. This includes using terrazzo at the elevator landing, removing the baffles, and upgrading the hall lighting. The west wing lighting and carpeting work will be done this fiscal year, with the lobby and meeting room hall construction project to follow in the next fiscal year.

The contract executed with HKS for architectural Service for Library Central and the Lobby provides an option for contract extensions for additional services.

IV. OPTIONS

Staff offers the following options for the selection of an architect for the 3rd Floor Renovation.

Option 1:

Contract with HKS for 3rd Floor Renovation services.

Advantage:

1. HKS was the architect of Library Central and the Lobby and can easily extend this work to the 3rd floor.
2. The design palette and look would be consistent throughout the building.

Disadvantage:

A different architect would have another approach to the project that we might like better.

Option 2:

Select another architect.

Advantage:

A different architect would have another approach to the project that we might like better.

Disadvantages:

1. The selection process is time consuming and the remodeling should begin as soon as practical.
2. Funds spent on the 3rd floor space would not be available for other projects.
3. The design might not integrate with the 1st floor work.

Option 3:

Do not renovate the 3rd floor.

Advantage:

The money budgeted for this project would be available for other projects.

Disadvantage:

1. The condition of the carpet, poor lighting, and outdated design dictate that the 3rd floor should be renovated soon.
2. Waiting is not going to improve the look of the 3rd floor. Active design change can only address this

V. RECOMMENDATION

Staff recommends Option 1, to approve the attached proposal and contract with HKS for additional services for 3rd Floor Renovation in the amount of \$45,000.00, plus expenses.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-050

CONTRACT FOR ARCHITECTURAL SERVICES FOR THE MAIN LIBRARY 3rd
FLOOR RENOVATION

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 11th day of March 2004, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the attached proposal and contract with HKS for additional services for 3rd Floor Renovation in the amount of \$45,000.00, plus expenses.
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, March 11, 2004**

Purchase of P.C.'s

PUBLIC COMPUTER PURCHASE RECOMMENDATION

I. PROBLEM STATEMENT

In pursuit of Goal 2: Provide a Range of Services that are Responsive to a Changing Community, Objective 2: Expand Use of Relevant Technology of the Strategic Plan, the Library would purchase additional computer hardware to expand our current network of public computers.

II. EXECUTIVE SUMMARY

The library has budgeted \$100,000 to expand its existing PC network. To date we have added new computers to the Washington Park branch and upgraded some staff computers. There is approximately \$80,000 left in the budget for network expansion this fiscal year.

Projects planned for this year include the opening of the expanded Winter Garden Branch and remodeling of the Southeast Branch to include a computer lab. The library plans to open the Winter Garden Branch with 30 general access public computers and 2 catalog-only computers. The Southeast Branch remodeling would allow for the installation of 16 additional computers. The library would also like to install additional computers at the Hiawassee Branch and the Herndon Branch.

The library recommends expending the remaining budgeted amount to purchase computers and monitors to meet these needs. To maximize the warranty, the library would like to make these purchases several times over the remaining year. This would also allow the library to take advantage of enhancement in technology. The library intends to purchase modern computers (2 GHz, 512MB of RAM or better) and 15-inch LCD monitors. At current prices, we anticipate we will be able to purchase 64 computers and monitors.

III. OPTIONS

The following options are offered for consideration.

Option 1. That the board authorize the purchase and installation of equipment as described below.

The library would purchase 12 computers and monitors now for deployment to the Herndon Branch and Hiawassee Branch. Then the library would purchase at least 16 computers for the Southeast Branch and 32 computers

for the Winter Garden Branch at such a time as to coincide with the new facilities and remodeling. Total expenditures approved under this proposal would not exceed \$80,000.

Advantages

1. Planned purchases are made in a manner that maximizes warranty periods.
2. Purchases can take advantage of developments in technology.

Disadvantages

1. Multiple purchases would be made throughout the fiscal year.

Option 2. The library would treat each purchase independently and bring them separate proposals for board approval.

Advantages

1. No board action would be required at this time.

Disadvantages

1. Board action would be needed at a later date.

IV. RECOMMENDATION

Staff recommends board approval of option 1 which includes the following costs.

Authorization to expend up to \$80,000 to purchase additional computers at the Winter Garden Branch, the Southeast Branch, the Hiawassee Branch and the Herndon Branch.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-051**

RESOLUTION TO AUTHORIZE STAFF TO EXPEND UP TO \$80,000 TO PURCHASE ADDITIONAL COMPUTERS AT THE WINTER GARDEN BRANCH, THE SOUTHEAST BRANCH, THE HIAWASSEE BRANCH AND THE HERNDON BRANCH.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 11th day of March, 2004 at 7:00 PM, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To give authorization to Staff to expend up to \$80,000 to purchase additional computers at the Winter Garden Branch, the Southeast Branch, the Hiawassee Branch and the Herndon Branch.
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, March 11, 2004**

**Discussion and Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, March 11, 2004**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, March 11, 2004**

Director's Report

Director's Report March 2004

? Preparations for migration to the new Millennium automation software continue. We have added access to DVD previews to our online catalog through a service called "Video Pipeline." All previews are suitable for general audiences. Patrons will have the option to connect to a preview from a title record in the new online catalog. Staff training is continuing. Preliminary reports from staff are very positive about the functionalities of the new software. Our staff trainers Ormilla Vengersammy, Debbie Tour, Keith Graham, Ashley Sanders, Jaime Jiminez, Cassie Shivers, Vanessa Neblett, Bobby Tsui, Lydia Peters, Lisa Stewart, Hao Do, Teresa Patterson, and Beverly Galloway are doing an excellent job in giving employees a meaningful training experience and answering the myriad variations on the question of "What is it going to be like with the new software?" The Library is very grateful for their dedication and commitment to making the transition as smooth as possible for all staff.

?The Library hosted a successful statewide library technology conference on 4-5 March. The 125 attendees represented technology and administrative staff from public libraries throughout the state. OCLS staff gave presentations on Friday highlighting our Citrix implementation, our public wireless network and its management, and the use of our Vocera system in both operations and reference service delivery. The Library is grateful to Marcia Bruton and Joy Morrison for their Vocera demonstration and to Blake Ringholz for his wi-fi presentation and to Earl Hoffman for his Citrix presentation. The entire staff of Community Relations, Marilyn Hoffman, Sarah Goff, Kris Woodson, Ellen Wittmann, Jessica George as well as Eric Atkinson from Information Systems provided support for the event and the State Library was very appreciative of their continued assistance. Thanks also to Debra Tour and Deanna Furtado for their gracious greetings at the door before opening.

?Our partnership with the Supervisor of Elections Office to be an Early Voting Site was very successful! Five OCLS locations are serving as early voting sites in partnership with the Orange County Supervisor of Elections Office. For the March 9 election, the Main Library and the North Orange and West Oaks branch locations were test sites for this new service. We will again be an Early Voting site for the August 31 election and the November 2 Presidential election. For those elections, our Alafaya and South Creek Branches will also be Early Voting Sites! We are pleased to be a part of this important civic exercise.

?The Library will participate with the YMCA 's Healthy Kids Day on April 3rd from 10-2 at Blanchard Park. The Y expects a couple of thousand people to attend. They will be having various events for teens (such as a basketball relay) and for kids such as crafts. We can set up a booth with info or we can get more involved and have some type of activity if we can get more volunteers. We are asking our Teen Voices members to participate and help with the booth and/or activities. Also we will be participating with the South Orlando YMCA Healthy Kids Day.

?Two of our staff will be making presentations at the upcoming ALA conference to be held in Orlando this June. Gregg Gronlund will be talking about Central Florida Memory and our partnership with Orange County History Center and the University of Central Florida. Wendi Bost will be speaking at a program called "Going the Distance: Librarians supporting online courses. Her focus will be "Learning and the Public", and concentrate on Live Homework Help, Rosetta Stone, Streaming Videos from Standard Deviants, TumbleBooks, and other products that teach online.

?The Library's Planning Officer John Claytor recently attended an Eatonville Library pre-construction meeting. Although the Town is still waiting on some of the permits, the notice to proceed is expected to be issued to the contractor, Aagaard-McNary, on March 8th. According to the contractor and the architect, the project should take about 5-6 months. This puts completion some time in September.

The rent in the original lease was based on a 7,500 square foot building. Since the building to be constructed will only be 6,600 square feet, we have asked our real estate attorney, Phil Finch, to prepare a lease amendment to reduce the rent as well as address a couple of other issues. The lease amendment has been sent to the Town.

?The lease amendment for Southeast, which extends the term by 5 years, has been executed by both parties. The landlord indicated they have signed the contract for the new signage and it should be installed within the next month.

?Phonic ear, which uses a signal running off a microphone, has been purchased for use at Library Central and Albertson Room to help those with hearing disabilities better enjoy library presentations in Library Central and the Albertson Room.

? *High School Post Symposium Town Hall meeting at Library*

In conjunction with the Lou Frey Institute's current symposium theme, "Lessons From Watergate", the Library will host an event involving local high school students. The Lou Frey Institute, based at UCF, plans an annual symposium and this year the Library is pleased to participate by inviting a smaller group of students from each of the participating schools to make a presentation on April 7, at 7:00 p.m. in Library Central. The members of the presentation teams will take the information they learned at the symposium and apply it in their presentation that answers ***Corruption in Government: How Do We Avoid It?*** The presentations will be made to the public, Orange TV and a panel of judges. Open discussion will follow the presentations. A panel of judges including Lou Frey will select the best solution.

?Rhodes Cook, political analyst and author of The Presidential Nominating Process: A Place for Us?, will be speaking in Library Central on Tuesday, 30 March at 7:00 p.m., about the presidential nominating process. He is in town to participate in the Lou Frey Institute's Watergate Symposium. The Library is indebted to Mr. Frey for his involvement in getting Mr. Cook to speak at the Library.

? Sunday door counts at the branches are up significantly over last year! January and February 2004 door counts have increased significantly over last year. In the one year that the four branches have been open on Sundays, door counts are up by an average of 74%. Customers are demonstrating by their attendance that they like our Sunday branch hours. We can now do year to year comparisons. For example: Three Sundays (closed MLK day) in Branches during Jan 2004 were up by 2000 over three Sundays in 2003! Door count at Main was about the same.

Sunday	Main 2004	Main 2003	% change	4 Branches 2004	4 Branches 2003	% change
Jan 04	1315	1453	- 9%	1862	818	128%
	1548	1729	-10%	2204	1104	99%
	1938	1841	5.2%	2362	1024	131%
Feb 04	1759	1530	15%	2231	1476	51%
	1975	1807	9.3%	2295	1478	55%
	1568	1792	-12.5%	1936	1251	55%
	1626	1642	-9%	2100	1389	51%

Programs/Events

The Library will be participating in the Governor's READ TOGETHER, FLORIDA – APRIL 2004 initiative by encouraging the reading of the book, Zora Neale Hurston's *Their Eyes Were Watching God*, and programs at the Library. We will be purchasing extra copies of the book so they will be available for program participants.

Programs, classes, and events abound in March and April including such selections as Hispanic Women in American History, Flying Solo Around the World in a Mooney, Leu Gardens presentations, Financial programs, Jump-Start Your Writing, Comic Book Heroes @ Your Library, Chair Yoga, The Art of Taking Tea, Stamp Collecting, Poetry, Techno Science Club, Pilates and many more at all Library locations.

Authors speaking include Geraldine F. Thompson, *Black America Series: Orlando, Florida*; Bob Kealing, *Kerouac in Florida: Where the Road Ends*; Betty Parsonage, *Butterfly Wings: Thoughts That Will Let You Soar!*; Richard E. Langford, *White Squall: The Last Voyage of Albatross*.

Enjoy a variety of Music in the Library with *Tambra Renee Sims*, gospel music; *Dominic Gaudious*, acoustic guitar, *Victoria Lynn Schultz*, celtic harp; *Kenny Watson*, electric mandolin; *John Bulford*, country music; *Orlando Acoustic Guitar Society*, music sampler; *Victor Tipton*, American standards; *Valinda McQueen and Susan Burger*, folk music; *UCF Guitar Ensemble*; *Barry Brogan*, guitar; *Rodney Mathews*, contemporary gospel and popular music on piano, *Phil & Stu*, popular music on guitar and Discovery Middle School Jazz Bands.

Computer Classes reach out to all levels of computer users from How to Buy a PC, Mouse & Keyboard Aerobics, Word at all levels to PowerPoint, Access, and HTML. Classes are offered in Spanish as well as English. Computer classes continue to be popular and well attended so we keep increasing the selections. In addition to word processing classes, patrons are learning to use the Internet, search websites and databases and send emails.

Children and Teens are having fun at the Library too. The children enjoy Dr. Seuss birthday programs, Button Crafts and Jewelry, Cuentos en Espanol, Face Painting and Magic Show, Princess Lessons and Bed Time Stories. Teens prepare for a Prom Expo & Fashion Show, Poetry Contests and Readings, and Make-up and Skin Care Tips & Tricks.

In April, we will celebrate National Wildlife Week and offer programs in partnership with CF Florida Zoo, CF Panther Society, and Gatorland.

**Orange County Library System
Board of Trustees Meeting
Thursday, March 11, 2004**

Winter Garden Project Summary

Winter Garden Project Summary

Feb 29, 2004

<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	2,164,836	1,274,583
Carpet	35,000	30,000	0
Impact & Permit Fees	40,000	40,000	22,594
Testing	8,000	8,000	5,599
Other	10,000	10,000	2,001
Construction Total	<u>2,193,000</u>	<u>2,252,836</u>	<u>1,304,777</u>
Contingency	207,000	146,016	
TOTAL PROJECT	<u><u>2,550,000</u></u>	<u><u>2,550,000</u></u>	<u><u>1,433,474</u></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	18,409
CO #4 - Additional Civil Improvements	23,401
CO #5 - Upgrade glass	9,271
Possible CO including terrazzo flooring	<u>60,565</u>
Total	2,164,836

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



**Orange County Library System
Board of Trustees Meeting
Thursday, March 11, 2004**

**Public Comment:
Non-Agenda Items**