

**Orange County Library System
Board of Trustees**

Board Packet for May 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**

May 7, 2004

To: Thomas R. Kohler, President
Gloria Fernandez, Trustee
Sara R. Brady, Trustee
James B. Tyson, Trustee
Matthew Pardy, 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, May 13, 2004, at the **North Orange Branch Library; 1211 East Semoran Boulevard; Apopka, Florida 32703; 407.814.6150.**

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
May 13, 2004
North Orange Branch Library
1211 East Semoran Boulevard
Apopka, Florida 32703
407.814.6150

- 04-080 I. **Call to Order**
- 04-081 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 .
- 04-082 III. **Approval of Minutes: Library Board of Trustees Meeting – April 8, 2004**
- 04-083 IV. **Staff Presentations**
- 04-084 **Services for Blind & Low Vision Users: Lynette Schimpf**
- 04-085 **Mystery Shopper: Sally Fry**
- 04-086 V. **Financial Statements and Summaries: April 2004**
- 04-087 VI. **Statistics and Summaries: March 2004 Reports**
- 04-088 VII. **Action Items**
- 04-089 **Internet Access Policy: Debbie Moss**
- 04-090 **Consent Agenda**
- 04-091 **Rules of Conduct Revision – Size Restrictions on Personal Belongings**
- 04-092 **Contractor Recommendations for 3rd Floor Lighting Installation
(Addresses Goal 1; Objective 4 of the Strategic Plan)**
- 04-093 **Contractor Recommendations for 3rd Floor Carpeting Installation
(Addresses Goal 1; Objective 4 of the Strategic Plan)**
- 04-094 **Winter Garden Terrazzo Flooring**
- 04-095 **Eatonville Lease Amendment**

- 04-096 **Fee Cards**
- 04-097 VIII. **Discussion and Possible Action Items**
- 04-098 IX. **Information**
- 04-099 **Director's Report**
- 04-100 **Winter Garden Project Summary**
- 04-101 **Public Comment: Non-Agenda Items**

- X. **Adjournment**

Next Meeting Dates: June 10, 2004 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- July 8, 2004 – Herndon Branch Library; 4324 East Colonial Drive; Orlando, Florida 32803.

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, May 13, 2004**

Call To Order

**Orange County Library System
Board of Trustees Meeting
Thursday, May 13, 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, May 13, 2004**

**Approval of Minutes: Library
Board of Trustees Meeting
April 8, 2004**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
April 8, 2004
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323

Board Members Present: Tom Kohler (4/0); Gloria Fernandez (4/0);
Sara Brady (4/0); James Tyson (4/0);
Matthew Pardy (2/0);

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

04-057 I. **Call to Order**

President Kohler called the meeting to order at 7:01 p.m.

04-058 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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04-059 III. **Approval of Minutes**

04-060 **Approval of Library Board of Trustees Meeting Minutes**

Trustee Brady, seconded by Trustee Fernandez, moved to approve the minutes of the March 11, 2004 Board of Trustees Meeting.
Motion carried 4-0

04-061 IV. **Staff Presentation: Millennium Debut – Vanessa Neblett**

Librarian, Vanessa Neblett, gave a live demonstration of the new Millennium OPAC (online public access catalog), which is now available to the public. She navigated a tour through the various aspects of the system, including the Metafind and the Spanish webpages. Brief discussion ensued.

Trustees Tyson arrived at 7:15 p.m.

- 04-062 V. **Financial Statements and Summaries**
- 04-063 **March 2004 Statements and Summaries**
Information provided in the Board Packet was sufficient and additional comments were not necessary.
- 04-064 VI. **Statistics and Summaries: February 2004 Reports**
President Kohler stated he was impressed with the increase in the circulation statistics, which are approximately up from last year by 150,000. Brief discussion ensued.
- 04-065 VII. **Action Items**
- 04-066 **Resolution to Establish a Book Endowment to Honor former Trustee, Phyllis Hudson**
The Board recognized and honored Phyllis Hudson for her dedication and hard work while serving on the Library Board of Trustees. Her commitment to Respect, Excellence and Integrity has enabled the Library to make great strides in being an important and integral part of the community while providing Information, Imagination and Inspiration.

Trustee Brady, seconded by Trustee Fernandez, moved to establish a book endowment to honor Phyllis Hudson.
Motion carried 5-0.
- 04-067 **Recognition of Millennium Roll-Out Effort**
Trustee Fernandez, seconded by Trustee Tyson, moved to recognize and thank all staff members involved in the conversion to Innovative Interface, Inc's Millennium integrated library computer system. The efforts and dedication given by all are examples of true teamwork, and commitment to the Library's Values - Respect, Excellence and Integrity. The staff members are as follows:

Debbie Moss, Eric Atkinson, Wendi Bost, Sheri Chambers, Jim Myers, Debbie Tour, Ormilla Vengersammy, Ashley Sanders, Hao Do, Beverly-Ann Galloway, Jaime Jimenez, Lisa Stewart, Lydia Peters, Keith Graham, Kelly Pepo, Kris Hambrick, Amy VanSchaik, Joe Justice, Earl Hoffman, Blake Ringholz, Gerardo Caceres, Bob Hensley, Kyle Covey, Abraham Berrios, Cassie Shivers, Vanessa Neblett, Bobby Tsui, Craig Wilkins, Nedra Blanke.
Motion carried 5-0.
- 04-068 **Consent Agenda**
- 04-069 **Defined Benefit Pension Plan Investment Consultant Contract with USI Consulting Group**
Comptroller Tessier indicated that by terminating the contract with The Hartford and entering into contracts with USI, OCLS has an opportunity to take advantage of the positive Market Value Adjustment in the General Account if the move is done so on a timely basis. The Library's pension attorney, Dave Pearson, affirmed this point and indicated that what was being proposed was well thought through and a good approach.

President Kohler requested that he be included in the quarterly investment review in his role as Chair of the Finance Committee.

Trustee Tyson, seconded by Trustee Pardy, moved to

1. To terminate the group annuity contract with The Hartford and authorize Mary Anne Hodel, Robert Tessier and Carla Fountain to execute the appropriate documents
 2. To approve contracts with USI and Reliance Trust Company in substantially the form as attached and authorize Mary Anne Hodel, Robert Tessier and Carla Fountain to execute them and other documents which may be necessary to establish investment accounts
 3. To approve the revised Investment Policy Statement dated April 2004
- Motion carried 5-0.

04-070

3M – RFID Recommendation

Trustee Pardy, seconded by Trustee Tyson, moved to award the RFID bid to 3M. The 3M proposal included \$6,100 for a year's rental for two conversion stations. The staff recommends purchase of a single station at the one-time cost of \$11,875. This brings the total 3M purchase to \$333,658.
Motion carried 5-0

04-071

VIII. Discussion and Possible Action Items

04-072

Personnel Committee: Gloria Fernandez

Trustee Fernandez briefly introduced the concept of an employment contract for Director Hodel. General Counsel, Mr. Thomas Wilkes, also spoke regarding a Contract between the Library and the Director. He said the intent is for the Board to enter into a contract agreement with the Director, that would be similar to those of other public administrators. Mr. Wilkes also stated that a contract will help to alleviate any gray areas that may occur with non-contractual employment of the Director. Trustee Pardy asked for additional language to be added stating that the Board's Evaluation Report will include specifics regarding the Director's performance.

Trustee Fernandez, seconded by Trustee Brady, moved to approve the establishment of an employment contract for the Library Director / CEO, to be executed by the Board of Trustees and to approve the First Amendment to the Deferred Compensation Plan with the Library Director.
Motion carried 5-0.

04-073

Strategic Plan Quarterly Update: Matthew Pardy

Trustee Pardy gave an update regarding the status of the Strategic Plan. He spoke about meeting with the Administration and reviewing each section of the Strategic Plan. Trustee Pardy also mentioned the Branch Tour he took with Branch Administrators Fry and Wilkins and stated he was very impressed to see patrons of all ages using the new self check-out technology at South Creek. Trustee Pardy also stated that a great deal of work and progress is being made with the Strategic Plan. Director Hodel stated that everything is on target and that the plan for FY 2004 should be completed as scheduled.

04-074 IX. **Information**

04-075 **Director's Report**

?The Staff Association is going to have a fundraiser to support some of their projects. In keeping with the staff's celebration of other community awareness campaigns, such as juvenile diabetes and arthritis, they will have a one-day celebration of the Staff Association. Any staff member, for \$5, may wear jeans for the day and support the SA events on Thursday May 13, 2004.

?The Staff Association has their big picnic planned for 30 May at Barnett Park from 10-3 pm. All Staff and Board members and their families are invited to attend.

?Regarding the Eatonville Library project, the walls are 95% completed. The Town's construction manager, James Salter, is leaving. His last day is April 16th. He has taken a job in Leesburg as a Lake County construction project manager. He was unsure who will represent the Town at future construction meetings.

The contractor, Aagarrrd McNally, is ready to pull off the job next week, if they cannot get assurances of payment after the current month's billing is paid. James couldn't give any assurances at the construction meeting today.

We have donated sets of black toilet partitions that we had in storage and will use the credit to pay for and install the book drop.

The architect brought two exterior color designs to the meeting. He was recommending a light grey/white/black combination, but had an alternative that was a moss green, cream and brown. James is to take them to the town to get approval.

?We have contracted with a civil engineer to expand the parking lot and make adjustments to the handicapped spaces and entrance to the drive up window at Alafaya. Once the initial designs are done, we will evaluate the estimated construction costs and decide how to proceed.

?An employee on his drive home was scanning through the radio stations and heard a commercial for the Orlando Predators that referenced the library. The commercial had upbeat music and the announcer was very excited as he talked about how going to a Predators game was fun and "if you like a good time and if you like to party come to a Predators game." Then the music stopped and he spoke in a monotone, "if you don't like to party, go to the library." Then the music starts back up and they talk about the Predators some more.

We have called the Predators and left messages for them. We want to let them know that we are also fun and we are a “Lively Library.” We also want to invite them to participate in the BLAST program at South Trail or have Predators Players do a teen program. They have donated 3 sets of tickets (6 total) to the Library for the Bust a Rhyme/ Java Lounge Open Mike night contest in Club Central.

?ProMedia has an arrangement with ALA to produce library PSA’s for airing on local radio stations during National Library Week. We have been included this year because ALA is meeting here in Orlando in June. The text of the PSA’s follows:

Public Service Announcements

:10 second PSA

The Orange County Library System reminds you that your library card is your passport to the world, and it’s absolutely free. Help celebrate National Library Week by visiting your local library April 18th - 24th.

:30 second PSA

The Orange County Library System has books, movies, Internet-connected computers, programs, job search information, homework help and more - absolutely free. Would you like to meet your favorite authors or enjoy a free concert? Would you like to learn to use a computer? Do you need information on health care or to start or expand your business? Your public library is the right place and it’s always free. Help celebrate National Library Week by visiting your local library April 18th - 24th.

:60 second PSA

The Orange County Library System reminds parents that nothing encourages a child’s future success like becoming a good reader. And there’s no place better to read than your public library. No matter what your age, the library has a wealth of books, magazines, movies, music, Internet-connected computers, live performances and educational programs, job search information, homework help, gallery exhibits and more - absolutely free. Whatever your interest, from the latest best sellers to cookbooks to facts and figures on just about everything, Orange County Libraries are your information resource. Would you like to meet your favorite authors or enjoy a free concert? Would you like to learn to use a computer? Do you need information on health care or to start or expand your business? Your public library is the right place and it’s always free. You can even access many library resources on the Internet, from your home, school or office. Your library card is your passport to the world. There are books and information in many languages in addition to English. Help celebrate National Library Week by visiting your local library April 18th - 24th.

?The Library is still looking for prizes to use for the Summer Reading Game. If you know of any business or organization willing to donate some grand prizes, or some certificates, please let me know. If we don’t get prizes, we’ll do cash prizes. TK I’ll follow up on some of those.

04-076 **Winter Garden Project Summary**

Facilities and Operations Manager, John Claytor, gave a brief summary of the progress at the Winter Garden construction site. He explained that the glass has been installed and the roof may be the next area of installation and completion. The Grand Opening is still slated for August with a bike trail theme.

04-077 **OCLS As An Employer Survey**

Director Hodel summarized the process used to conduct the *OCLS As An Employer Survey*. A survey website (www.zoomerang.com) has been used each year that provides anonymity to employees through the use of and random passwords. The results have proven to be positive.

Trustee Pardy mentioned receiving a letter from the Orange County Citizens' Commission for Children regarding their awards ceremony *Children Must Count* and thought that the BLAST program and staff would be good candidates for one of the awards.

Trustee Brady thanked everyone involved with making the recent Bagels & Business presentation such a success. Attendees from the Small Business Chamber really enjoyed it and appreciated learning what OCLS has to offer.

04-078 **Public Survey Results**

04-079 **Public Comment: Non-Agenda Items**

X. **Adjournment**

President Kohler – adjourned the meeting at 8:28 p.m.

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--- June 10, 2004 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

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**Orange County Library System
Board of Trustees Meeting
Thursday, May 13, 2004**

Staff Presentations

**Services for Blind & Low
Vision Users: Lynette Schimpf**

Mystery Shopper: Sally Fry

**Orange County Library System
Board of Trustees Meeting
Thursday, May 13, 2004**

**Financial Statements &
Summaries: April 2004**

Orange County Library System Financial Statement Highlights Seven Months Ended April 30, 2004

Operating Fund Revenue and Expenditure Summaries

Fine Revenue

Although we budgeted about \$54,000 monthly for fine revenue, the actual revenue has been averaging \$72,000. It is difficult to pinpoint the exact reasons for this positive variance but it is probably a combination of the budget being too conservative and higher circulation.

Repairs and Maintenance

For the quarter ended March 31, 2004, we paid our handyman \$15,238 which includes \$12,896 for labor and \$2,342 for materials.

Other Financial Matters

Proposed Constitutional Amendment

Signatures are currently being gathered to place a constitutional amendment on the November ballot to double the homestead exemption from \$25,000 to \$50,000. According to a recent article in the Orlando Sentinel, about 101,000 signatures of the 488,000 required to get the amendment on the ballot have been verified. If the amendment is approved, the effect would be lower tax revenues for the Library. We will be contacting the Property Appraiser's office to quantify the revenue impact.

Defined Benefit Pension Plan – Termination of Hartford Contract

The process to terminate our contract with The Hartford and hire USI Consulting Group as the Plan's investment consultant is well under way. The contracts to effectuate this change have been finalized and official notice of the termination has been given to The Hartford. By the end of May, all the Plan assets should be withdrawn from The Hartford and reinvested in mutual funds. The new trustee, Reliance Trust Company, is on schedule to issue the June 1st checks to the retirees. A letter will be sent to each retiree informing them of the change in trustee and that their checks will start coming from Reliance.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Seven Months Ended April 30, 2004**

04-086

	ANNUAL BUDGET	YTD ACTUAL	(7 months=58%)
AD VALOREM TAXES	22,635,232	21,739,887	96.0%
INTERGOVERNMENTAL			
Grants	50,000	15,000	30.0%
State Aid	1,482,000	753,396	50.8%
Law Collection Fees	250,000	146,260	58.5%
	<u>1,782,000</u>	<u>914,656</u>	<u>51.3%</u>
CHARGES FOR SERVICES			
Fee Cards	14,000	6,663	47.6%
PC Pass	30,000	21,745	72.5%
Classes	1,000	615	61.5%
Copy & Vending	170,000	108,958	64.1%
Fax	0	1,310	
Notary	0	45	
	<u>215,000</u>	<u>139,336</u>	<u>64.8%</u>
FINES			
Fines	650,000	505,551	77.8%
Lost Materials	70,000	53,264	76.1%
	<u>720,000</u>	<u>558,815</u>	<u>77.6%</u>
MISCELLANEOUS			
Interest Earnings	175,000	97,158	55.5%
Rents	5,000	1,185	23.7%
Sales of Fixed Assets	0	1,750	
Disk Sales	2,500	1,534	61.4%
Contributions - Friends of Library	162,000	66,626	41.1%
Contributions - Others	5,000	4,874	97.5%
Library Central Gala	0	26,225	
Miscellaneous	30,500	27,425	89.9%
	<u>380,000</u>	<u>226,777</u>	<u>59.7%</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>23,579,471</u></u>	<u><u>90.8%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Seven Months Ended April 30, 2004**

04-086

	ANNUAL BUDGET	YTD ACTUAL	(7 months=58%)
SALARIES & BENEFITS			
Salaries	11,090,984	6,157,903	55.5%
Medicare Taxes	160,821	84,665	52.6%
Defined Contribution Plan	831,830	453,069	54.5%
Defined Benefit Plan	789,719	444,003	56.2%
Life and Health Insurance	1,568,690	786,884	50.2%
Worker's Compensation	134,669	78,955	58.6%
Unemployment Compensation	20,000	5,341	26.7%
Parking & Bus Passes	93,420	47,168	50.5%
	<u>14,690,133</u>	<u>8,057,988</u>	<u>54.9%</u>
OPERATING			
Professional Services	185,000	117,171	63.3%
Other Contractual Services	644,000	320,826	49.8%
Other Contract. Serv.- Janitorial	233,000	128,840	55.3%
Training and Travel	75,000	48,816	65.1%
Telecommunication	293,000	153,883	52.5%
Delivery and Postage	1,075,000	631,280	58.7%
Utilities	650,000	305,076	46.9%
Rentals and Leases	820,000	459,446	56.0%
Insurance	150,000	114,901	76.6%
Repair and Maintenance	587,000	311,535	53.1%
Repair & Maint. - Hardware/Software	205,000	164,238	80.1%
Copying/Printing	220,000	80,066	36.4%
Property Appraiser's Fee	262,000	197,135	75.2%
Tax Collector's Fee	452,000	434,798	96.2%
Supplies	750,000	277,018	36.9%
Supplies-Hardware/Software	55,000	31,086	56.5%
Contingency	300,000	0	0.0%
	<u>6,956,000</u>	<u>3,776,115</u>	<u>54.3%</u>
CAPITAL OUTLAY			
Building and Improvements	375,000	69,963	18.7%
Equipment and Furniture	275,000	61,356	22.3%
Hardware/Software	965,000	402,293	41.7%
	<u>1,615,000</u>	<u>533,612</u>	<u>33.0%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	13,500	8,027	59.5%
Materials - Law	210,000	81,719	38.9%
Materials - Other	3,936,500	2,425,303	61.6%
	<u>4,160,000</u>	<u>2,515,049</u>	<u>60.5%</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>15,084,248</u>	<u>53.2%</u>

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Seven Months Ended April 30, 2004**

04-086

	ANNUAL BUDGET	YTD ACTUAL	(7 months=58%)
REVENUES			
Ad Valorem Taxes	1,207,139	1,160,593	96.1%
Interest	10,000	3,374	33.7%
Transfer From Tax Collector	13,000	0	0.0%
TOTAL REVENUES	1,230,139	1,163,967	94.6%

EXPENDITURES

Principal	1,100,000	0	0.0%
Interest	151,900	75,950	50.0%
Tax Collector's Fee	26,100	23,212	88.9%
TOTAL EXPENDITURES	1,278,000	99,162	7.8%

FUTURE DEBT SERVICE PAYMENTS

DATE	PRINCIPAL	INTEREST
9/1/04	1,100,000	75,950
2005	1,150,000	104,600
2006	1,200,000	54,000
	3,450,000	234,550

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Seven Months Ended April 30, 2004**

04-086

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(7 months=58%)</u>
REVENUES			
Transfer From General Fund	417,000	201,484	48.3%
Interest	5,000	3,086	61.7%
TOTAL REVENUES	<u>422,000</u>	<u>204,570</u>	<u>48.5%</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
Seven Months Ended April 30, 2004**

04-086

	ANNUAL BUDGET	YTD ACTUAL	(7 months=58%)
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	57,000	50.0%
Interest	0	2,437	0.0%
Transfer From General Fund	482,000	0	0.0%
TOTAL REVENUES	1,256,000	209,437	16.7%

EXPENDITURES

WINTER GARDEN BRANCH

Architect/Engineer	30,000	10,205	34.0%
Construction Contract	1,261,000	727,795	57.7%
Carpet	35,000	0	0.0%
Impact & Permit Fees	10,000	0	0.0%
Testing	4,000	2,800	70.0%
Other	7,000	0	0.0%
Contingency	208,000	0	0.0%
TOTAL EXPENDITURES	1,555,000	740,800	47.6%

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Seven Months Ended April 30, 2004**

04-086

	ANNUAL BUDGET	YTD ACTUAL	(7 months=58%)
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
April, 2004

04-086

	<u>BALANCE</u> <u>3/31/04</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> <u>4/30/04</u>
OPERATING				
Checking	1,083,264	1,193,031	(2,184,531)	91,764
SBA Investments	7,186,698	7,482	0	7,194,180
CD Investments	10,580,000	0	0	10,580,000
	18,849,962	1,200,513	(2,184,531)	17,865,944
MAIN DEBT SERVICE				
AIM Investments	1,097,852	782	0	1,098,634
BRANCH DEBT SERVICE				
CD Investments	393,146	397,280	(393,146)	397,280
CAPITAL PROJECTS				
Checking	7,264	57,009	(66,246)	(1,973)
SBA Investments	48,750	139	0	48,889
	56,014	57,148	(66,246)	46,916

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

04-086

ASSETS

Certificates of Deposit	10,580,000
Cash on Hand	14,155
Equity in Pooled Cash	91,765
Accounts Receivable	0
Due From Other Governments	21,440
Interest Receivable	44,867
Inventory	202,537
Investments-SBA	7,194,180
Prepays	84,160
Other Assets-Deposits	<u>9,175</u>
TOTAL ASSETS	<u><u>18,242,279</u></u>

ORANGE COUNTY LIBRARY DISTRICT

04-086

OPERATING FUND

BALANCE SHEET - LIABILITIES & FUND BALANCE

April, 2004

LIABILITIES

Accounts Payable	117,190
Retainage Payable	0
Accrued Wages Payable	398,457
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	22
Due To FOL-Taxable Book Sales	7,436
Due To FOL-Nontaxable Book Sales	16
Due To FOL-Sales Tax	498
United Appeal	117
Bonds	133
Def Comp Employees	0
Health Insurance	22,113
Union Dues	1,068
Union-Cope	74
Optional Life	1,516
Flex Spend Med	(14,000)
Flex Spend Dep	0
Daughters of American Revolution	200
Miscellaneous	346
Unclaimed Payroll	929
TOTAL LIABILITIES	536,115

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	8,495,225
TOTAL FUND BALANCE	17,706,164

TOTAL LIABILITIES & FUND BALANCE

18,242,279

**Orange County Library System
Board of Trustees Meeting
Thursday, May 13, 2004**

**Statistics & Summaries:
March 2004**

STATISTICAL SUMMARY

May 2004 presentation of March 2004 statistics

Circulation and Door Count trends:

Our March circulation statistics were pulled partially from DRA, our old automation system and Innovative, our new system. There is a new graph included in the statistics area which is a representation of circulation by "item type." The large number of miscellaneous transactions is related to a migration issue and future months will not have such a large number of miscellaneous items.

MAYL circulation experienced a very unusual decline in circulation over March of last year. During the migration we had some down time in Special Services which likely accounts for the small drop in circulation.

WWW.OCLS.INFO

Online databases continue to be a popular resource. Since numbers don't always tell the whole story we thought you'd like to hear some of the feedback we've received. These come from the March 2004 feedback left regarding Live Homework Help.

I like this

i like it

MAKE SURE THAT YOU OR WHO EVER OPERATES THIS KEEP IT GOING, PLEASE. NEVER TAKE THIS OFF THE COMPUTER IT HELP'S MY CHILDREN LEARN. THANK YOU!

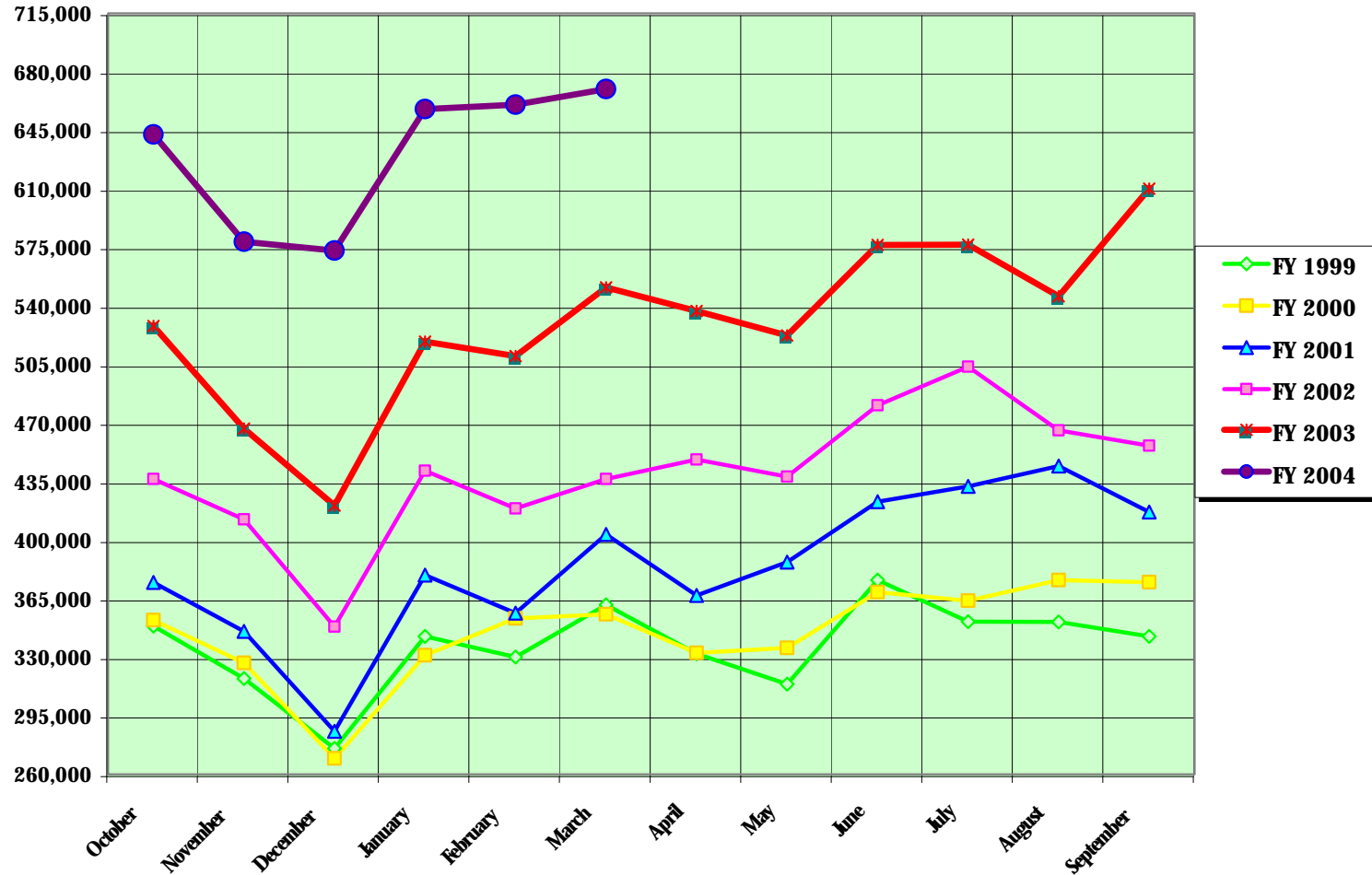
I LOVE HOMEWORK HELP!!!!

GREAT!!!

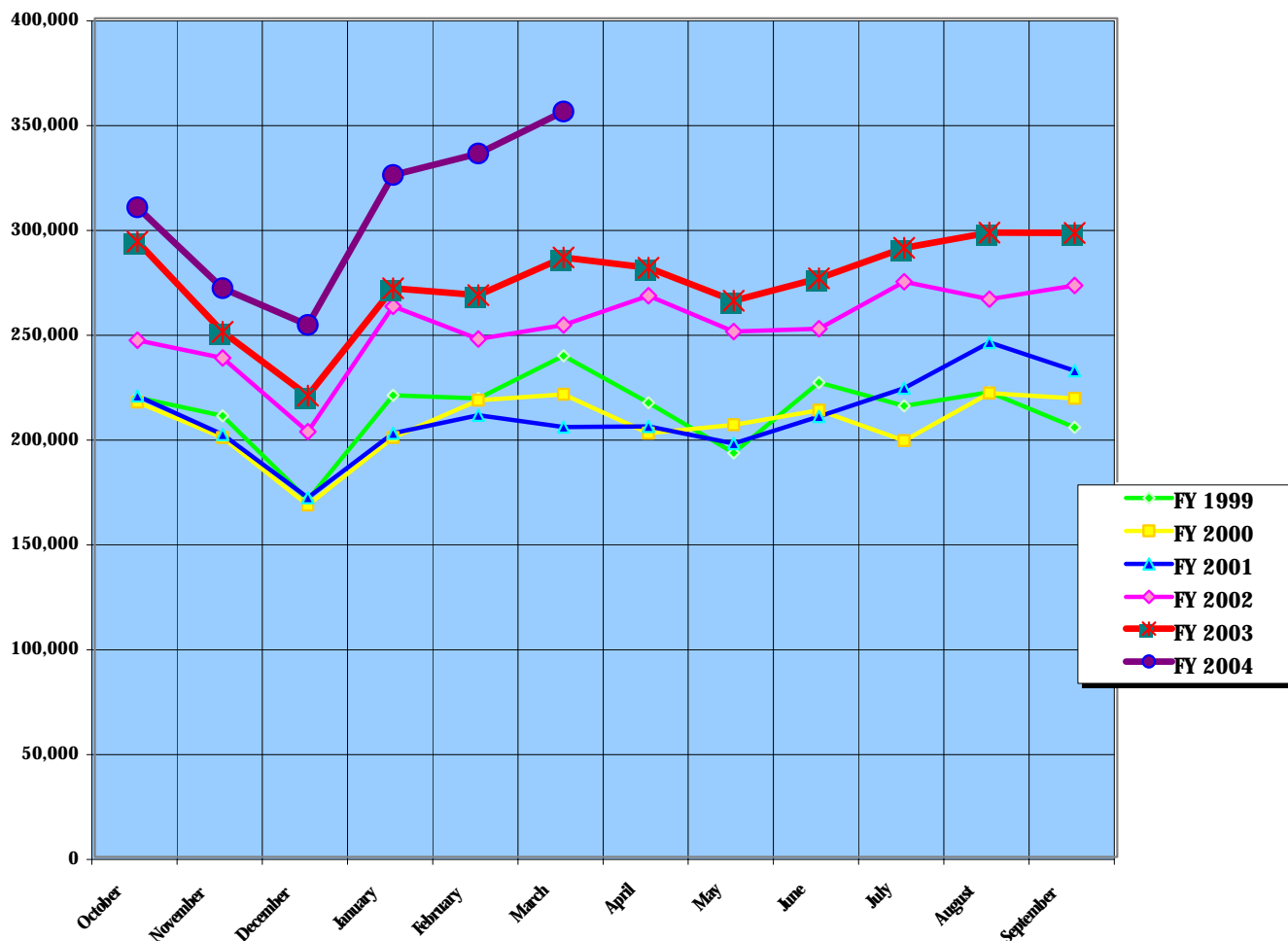
And a couple of compliments on the new online catalog:

- ? I love the new web site design!! Especially that it is easier to find books for children. Thanks!!
- ? I am so impressed with the new web access! I love looking up books at on the internet and the new system is much more user friendly. I really enjoy home delivery and the opportunity to renew easily onine. THANKS!!!!
- ? I love Orange County Library System! I love the new web site, it is very user friendly and I like getting the e-mail that my books need to be returned or renewed. I can't say enough about being able to order books and have them come to me by mail. I think OCLS should be set as a model for other communities. Thank you so much, and than you for your wonderful staff also!

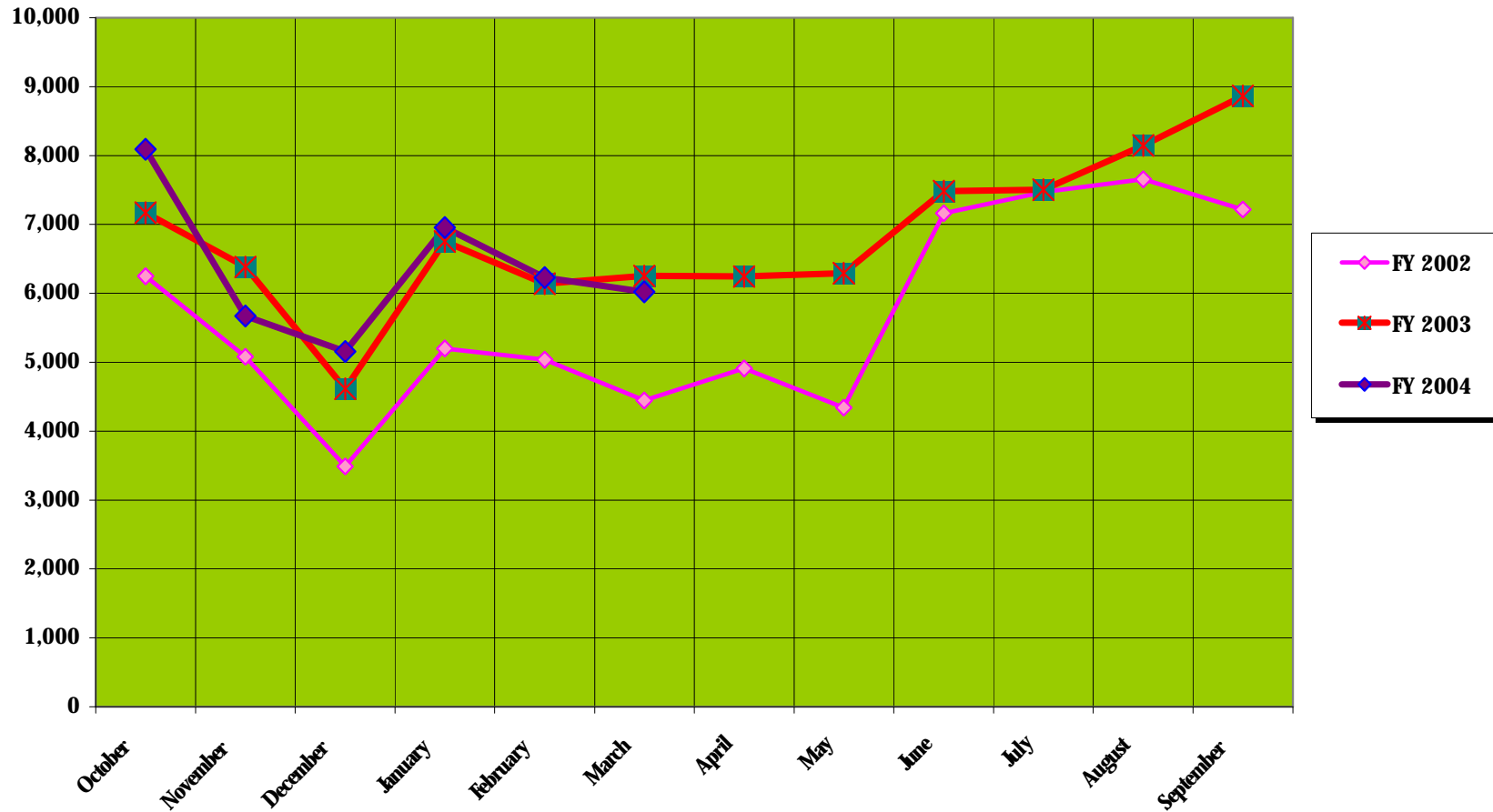
ORANGE COUNTY LIBRARY SYSTEM CIRCULATION Fiscal Year 1999 Through Fiscal Year 2004 TO Date



**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	Feb-04	Feb-03	Mar-04	Mar-03	% of Change
Circulation													
Main	158,181	148,779	153,204	134,497	151,399	124,121	163,584	139,990	165,452	139,086	185,438	150,130	23.52%
Branches	355,946	298,036	318,901	260,885	308,460	236,144	368,668	297,004	352,094	282,969	355,523	314,046	13.21%
MAYL	54,059	44,997	36,786	36,618	45,092	29,905	47,237	42,383	50,673	41,039	41,130	41,813	-1.63%
Electronic	70,169	31,735	66,892	32,267	67,885	26,736	77,836	34,993	91,671	43,065	87,157	41,330	110.88%
Talking Books	4,192	4,507	2,622	2,505	338	3,815	371	4,237	446	3,908	388	3,828	-89.86%
Total	642,547	528,054	578,405	466,772	573,174	420,721	657,696	518,607	660,336	510,067	669,636	551,147	21.50%
Door Count													
Main	66,816	75,581	78,930	64,869	54,546	55,885	64,798	68,579	64,232	66,635	66,748	74,215	-10.06%
Branches	242,940	217,824	192,229	185,609	199,173	164,098	260,359	202,641	271,292	198,270	288,689	211,725	36.35%
Total	309,756	293,405	271,159	250,478	253,719	219,983	325,157	271,220	335,524	264,905	355,437	285,940	24.30%

04-087

	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	977,258	1,703,946
Branches		306,955		308,687		349,850		340,589		317,229		356,745	2,059,592	3,669,139
MAYL		44,887		42,634		46,850		60,975		52,125		53,289	274,977	537,515
Electronic		40,974		30,601		27,063		30,161		29,087		39,336	461,610	407,348
Talking Books		3,738		4,146		3,752		3,766		3,758		3,993	8,357	45,953
Total		536,958		522,372		576,449		576,721		545,838		610,195	3,781,794	6,363,901
Door Count														
Main		71,740		69,000		64,384		67,564		80,439		70,371	396,070	829,262
Branches		209,201		196,250		211,523		222,989		217,309		227,323	1,454,682	2,464,762
Total		280,941		265,250		275,907		290,553		297,748		297,694	1,850,752	3,294,024

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

	Oct-03	Oct-02	Nov-03	Nov-02	Dec-03	Dec-02	Jan-04	Jan-03	Feb-04	Feb-03	Mar-04	Mar-03	% of Change
Program Attendance Total	14,888	12,990	14,554	12,726	7,168	6,521	9,933	9,959	12,366	9,696	11,893	10,128	17.43%
Total # of Programs	488	354	376	320	402	328	402	382	402	391	406	413	-1.69%
Community Events Attendance Total	1,634	N/A	2,071	N/A	260	N/A	354	N/A	9	N/A	10	N/A	N/A
Total # of Community Events	19	N/A	27	N/A	3	N/A	3	N/A	1,599	N/A	668	N/A	N/A
StoryLine	474	1,329	395	1,903	676	1,078	809	1,013	898	1,006	551	900	-38.78%
Class Attendance	535	117	525	98	439	156	747	271	789	345	822	596	37.92%
Total # of Classes	122	27	145	25	165	34	226	42	166	66	195	96	103.13%
QuestLine	15,927	15,541	13,338	14,142	13,281	12,618	15,494	15,726	15,831	14,459	18,063	14,783	22.19%
Hits to Website	6,715,631	5,370,753	5,710,336	5,240,942	5,869,349	5,020,406	8,090,200	6,168,823	7,731,165	6,724,589	10,014,583	6,862,558	45.93%
P.C. Sessions	60,436	44,695	48,232	36,392	50,453	36,463	56,474	40,769	59,058	41,403	61,856	44,023	40.51%
Number of Registered Cards in the System	277,480	242,590	279,139	245,644	280,449	247,908	283,903	250,425	285,382	253,414	284,869	255,339	11.57%
New Patron Registrations	8,090	7,168	5,672	6,381	5,154	4,616	6,953	6,751	6,226	6,139	6,019	6,250	-3.70%
Total Registered Borrowers	685,385	N/A	691,057	N/A	696,211	N/A	703,164	N/A	709,390	N/A	715,409	N/A	N/A

	Apr-04	Apr-03	May-04	May-03	Jun-04	Jun-03	Jul-04	Jul-03	Aug-04	Aug-03	Sep-04	Sep-03	YTD 2004	YTD 2003
Program Attendance Total		10,598		10,344		14,301		10,572		8,694		11,447	70,802	127,976
Total # of Programs		367		329		405		391		311		405	2,476	4,396
Community Events Attendance Total		N/A		N/A		N/A		N/A		N/A		N/A		
Total # of Community Events		N/A		N/A		N/A		N/A		N/A		N/A		
Class Attendance		398		415		415		493		601		556	3,857	4,461
Total # of Classes		91		106		94		107		115		123	1,019	926
QuestLine		15,251		14,476		15,965		16,224		15,959		15,093	91,934	180,237
Hits to Website		6,976,075		6,957,740		6,698,935		6,253,471		6,100,904		6,300,302	44,131,264	74,675,498
P.C. Sessions		44,271		43,024		43,024		51,313		51,313		57,335	336,509	534,025
the System		257,783		261,323		264,606		267,799		271,471		275,179		
New Patron Registrations		6,245		6,289		7,484		7,500		8,144		8,865	38,114	81,832
Total Registered Borrowers										668,430		677,295		

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

04-087

	Oct-03	Oct-02	Nov-03	Nov-02	Dec-03	Dec-02	Jan-04	Jan-03	Feb-04	Feb-03	Mar-04	Mar-03	% of Change
Online Catalog Searches*	206,826	185,681	174,333	162,406	155,673	134,380	211,633	197,133	205,932	179,526	290,315	185,790	56.26%
Online Renewals	74,416	56,999	65,647	51,262	72,829	52,490	66,484	53,612	70,968	56,586	85,077	61,992	37.24%
Electronic Reference Questions	353	457	392	393	227	312	301	451	384	391	516	459	12.42%
Live Chat Questions	65	N/A	67	N/A	50	N/A	87	N/A	45	N/A	109	N/A	N/A
Total Online Reference Questions	418	N/A	459	N/A	277	312	388	N/A	429	N/A	625	N/A	N/A
Online Requests	38,272	29,720	29,210	22,912	33,468	18,655	39,163	31,903	33,556	29,169	35,988	31,673	13.62%
Online Suggestions	105	80	114	73	112	62	81	116	86	89	193	79	144.30%

	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	1,244,712	2,216,987
Online Renewals		62,337		59,002		59,797		64,477		66,575		68,886	435,421	714,015
Reference Questions		420		425		466		466		290		330	2,173	4,860
Live Chat Questions													N/A	N/A
Total Online Reference Questions													N/A	N/A
Online Requests		28,595		31,939		36,839		33,487		35,115		39,228	209,657	369,235
Online Suggestions		112		96		102		91		66		83	691	1,049

*March 2004 - Estimate

Orange County Library System
Circulation Statistics

04-087

March 1, 2004 - March 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	31	185,438	27.69%	150,130	35,308	23.52%	66,748	74,215	(7,467)	-10.06%
MAYL	21	41,130	6.14%	41,813	(683)	-1.63%	N/A	N/A	N/A	N/A
Electronic		87,157	13.02%	41,445	45,712	110.30%	N/A	N/A	N/A	N/A
Talking Books	21	388	0.06%	3,848	(3,460)	-89.92%	N/A	N/A	N/A	N/A
West Oaks	31	36,575	5.46%	29,812	6,763	22.69%	21,781	17,023	4,758	27.95%
Herndon	27	35,176	5.25%	31,499	3,677	11.67%	27,052	21,805	5,247	24.06%
Alafaya	31	48,582	7.25%	43,872	4,710	10.74%	36,429	23,691	12,738	53.77%
Southeast	27	29,325	4.38%	26,355	2,970	11.27%	25,931	17,131	8,800	51.37%
Hiawasse	27	20,291	3.03%	18,878	1,413	7.48%	23,090	15,206	7,884	51.85%
Southwest	27	33,516	5.01%	31,752	1,764	5.56%	20,769	21,274	(505)	-2.37%
Edgewater	27	25,001	3.73%	21,518	3,483	16.19%	20,811	22,242	(1,431)	-6.43%
North Orange	31	34,430	5.14%	31,038	3,392	10.93%	28,440	18,623	9,817	52.71%
South Creek	31	40,616	6.07%	39,076	1,540	3.94%	25,947	26,588	(641)	-2.41%
South Trail	27	18,747	2.80%	15,016	3,731	24.85%	26,272	12,123	14,149	116.71%
West Orange	22	12,532	1.87%	8,801	3,731	42.39%	9,717	5,214	4,503	86.36%
Windermere	22	13,818	2.06%	11,054	2,764	25.00%	11,665	5,978	5,687	95.13%
Wash. Park	22	6,914	1.03%	5,375	1,539	28.63%	10,785	4,827	5,958	123.43%
Total	425	669,636	100.00%	551,282	118,354	21.47%	355,437	285,940	69,497	24.30%

NUMBER OF SEARCHES
March 2004

04-087

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	1,553	1,382							8,553
Ancestry Plus	465	431	348	397	476	515							2,632
Associations Unlimited	238	219	146	395	253	482							1,733
Biography & Genealogy Master Index	391	279	196	408	346	227							1,847
Biography Resource Center	5,638	5,287	5,548	6,012	11,488	5,814							39,787
Business & Company Resource Center	4,131	2,536	2,926	3,203	3,259	3,660							19,715
Cerebellum Online Videos				341	229	334							904
Chapter-A-Day Online Book Club	28,260	28,840	33,500	35,240	36,060	36,280							198,180
Classical.com				543	420	105							1,068
Computer Database	156	121	155	153	119	249							953
Consulta	156	8	82	29	57	27							359
Countrywatch	954	1,252	1,061	1,154	905	1,026							6,352
Dun & Bradstreet International Business	60	51	70	72	95	161							509
Expanded Academic ASAP	480	549	263	367	466	504							2,629
First Search	2,735	2,023	2,202	2,639	2,397	2,288							14,284
General Business File ASAP	259	185	101	102	373	196							1,216
General Reference Center Gold	3,476	3,267	2,135	2,417	3,542	2,845							17,682
Health Reference Center	373	510	426	196	393	326							2,224
Health & Wellness Resource Center and	2,596	2,532	2,348	1,553	2,352	2,020							13,401
HeritageQuest Online	Not avail.	2,862	2,256	3,162	3,474	7,860							19,614
Info Trac OneFile	2,352	2,497	1,565	1,849	2,734	3,051							14,048
Informe	11	8	11	6	13	12							61
Junior Edition - K12	263	142	92	151	190	98							936
Kid's Edition - K12	453	375	184	222	606	252							2,092
Learntest	457	349	247	435	665	431							2,584
Literature Resource Center	2,322	2,689	2,317	2,842	4,318	4,924							19,412
Mergent Online		Not avail.	Not avail.	9	44	40							93
Morningstar	141	115	150	270	997	1,064							2,737
New York Times	360	268	320	266	463	366							2,043
NetLibrary				320	355	254							929
Novelist	926	939	614	910	640	93							4,122
Online Homework Help	214	176	138	168	176	215							1,087
Opposing Viewpoints Resource Center	1,579	1,043	994	1,687	2,146	2,284							9,733
Orlando Sentinel and America's	1,631	1,129	1,689	2,083	2,544	Not avail.							9,076
Poem/Story/Essay Finder (aka LitFinder)	866	190	237	341	538	Not avail.							2,172
Prices4Antiques	84	96	99	68	119	157							623
Professional Collection	113	193	101	48	143	88							686
Reference USA	4,330	3,374	3,641	4,640	4,945	4,840							25,770
Rosetta Stone	592	272	151	430	427	421							2,293
SIRS Knowledge Source	498	517	386	395	467	504							2,767
Student Edition - K12	246	94	53	145	179	142							859
Tumblebooks	598	Not avail.	336	439	292	702							2,367
What Do I Read Next?	193	226	195	169	608	734							2,125
Worldbook Online	223	152	249	256	225	184							1,289
TOTAL NUMBER OF SEARCHES	70,169	66,892	68,855	78,382	92,091	87,157							463,546

**Orange County Library System
Board of Trustees Meeting
Thursday, May 13, 2004**

Actions Items

**Orange County Library System
Board of Trustees Meeting
Thursday, May 13, 2004**

**Internet Access Policy:
Debbie Moss**

Internet Access Policy Revisions

I. PROBLEM STATEMENT

Final implementation of the requirements of CIPA (Children's Internet Protection Act) must be in place by July 1, 2004 in order for public libraries to remain eligible for e-rate and LSTA funds. The Library does now and wishes to continue to remain eligible for these funds which last year amounted to \$88,785. Our filtering component is in place but the Library must update its Internet Access Policy at a public meeting. The policy and revisions are being presented to the Board in order to meet those requirements of the law.

II. BACKGROUND

CIPA passed Congress in December of 2002. On June 23, 2003, the United States Supreme Court ruled that the filtering requirement in CIPA were constitutional for public libraries. See *United States v. Am. Library Ass'n*, 123 S. Ct. 2297 (2003). CIPA has two basic requirements: (1) a library must have some type of filter or blocking technology on all of its computers with Internet access to block certain visual depictions - for adults, technology protection measures must be in place to block child pornography and obscenity, and for minors, technology protection measures must be in place to block child pornography, obscenity, and material that is harmful to minors; and (2) a library must adopt and implement an Internet safety policy and hold a public meeting to review the policy if the library receives:

(1) E-rate discounts for Internet access, Internet service, or internal connections;

(2) Funds under the state grant programs of the Library Services and Technology Act to purchase computers used to access the Internet or to pay the direct costs associated with accessing the Internet.

Since the OCLS receives E-rate discounts for Internet access, and wishes to remain eligible to receive LSTA funding, it is necessary for the OCLS to comply with the CIPA requirements and implement an Internet safety policy and filtering technology. Since the inception of e-rate we have participated in the program. Discounts/refunds have ranged from \$50,000 to \$85,000. The State of Florida administers LSTA funds through grants. Some are small, \$5-10,000 but certainly larger projects over \$1,000,000 are possible to fund.

Since 1996, the Library has employed the use of a filtering system. We certainly believe that our current technology and its use will meet the requirement of the law. Making adjustments to our current policy does not dramatically change our current practices. We currently have a procedure in place to review sites, which users think should be blocked or unblocked. The new policy will have a similar procedure in place in which a patron may request the use of a computer without a filter for one of two reasons: (1) to enable access for bona-fide research; or (2) to enable access for another lawful purpose. Internal forms and procedures will be developed and promulgated to staff, should this policy be approved.

III. OPTIONS

The Library has identified two options.

Option 1. Continue with our current practice and current Internet access policy.

Advantages: Would not be required to meet an externally mandated level of filtering. We maintain more flexibility.

Disadvantages: We lose access to considerable funds available through e-rate and possible future LSTA grant opportunities.

Option 2: Make changes to our access policy statement and fully comply with the requirements in order to remain eligible for desired funding.

Advantages: Continue to have access to funding by making very little real change to our current practices.

Disadvantages: Could experience an increase in requests to unblock our filter.

IV. RECOMMENDATION

Staff recommend that the Board approve Option 2. The OCLS already employs a filter and believes that we meet the CIPA requirements through its use. Through a small change to our access policy we meet further requirements and maintain our eligibility for potentially significant funding opportunities.

Internet Access Policy

The Internet offers access to many valuable sources of information. However, not all sources on the Internet provide accurate, complete or current information. Some of the information may be viewed as offensive, inaccurate, or controversial. Library users are responsible for their own use of the Internet and parents are responsible for their children's use of the Internet.

The Orange County Library System ("OCLS") receives E-rate and/or LSTA funding. As a result, OCLS is required by federal law, specifically the Children's Internet Protection Act ("CIPA"), to block and filter Internet access to visual depictions that are obscene, contain child pornography, or are harmful to minors. In order to meet the mandates of this law some computers may not be accessible to minors.

CIPA allows OCLS to disable the Internet filter for only two reasons: (1) to enable access for bona-fide research; or (2) to enable access for another lawful purpose. If a member of the public wants OCLS to disable the filter, the individual will complete the PATRON'S REQUEST TO DISABLE FILTER form.

~~Not all sites on the Internet are selected by the Library for viewing. If you wish to recommend a site currently not selected by the Library, or if you feel that a site is inappropriate for access in the Library, please speak with a staff member. You will be asked to record your concern for review by library staff. All such requests are reviewed according to the procedures set forth in our Materials Selection Policy, which is also available through any staff member.~~

Draft 5/07/2004

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 0-089

REVISION TO THE INTERNET ACCESS 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 Apopka on the 13th day of May 2004, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To revise the Internet Access Policy in order to fully comply with the CIPA (Children's Internet Protection Act) requirements in order to remain eligible for desired grant funding.
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, May 13, 2004**

Consent Agenda:

- 04-091 **Rules of Conduct Revision – Size Restrictions on Personal Belongings**
- 04-092 **Contractor Recommendations for 3rd Floor Lighting Installation**
- 04-093 **Contractor Recommendations for 3rd Floor Carpeting Installation**
- 04-094 **Winter Garden Terrazzo Flooring**
- 04-95 **Eatonville Lease Amendment**
- 04-096 **Fee Cards**

**Orange County Library System
Board of Trustees Meeting
Thursday, May 13, 2004**

**Rules of Conduct Revision:
Size Restrictions on Personal Belongings**

Revision to Rules of Conduct

Size Restriction on Personal Belongings

I. Problem Statement

Currently, the Library does not have a policy or rule restricting the size of items that may be brought into our facilities. In the past few years the personal belongings of Library patrons have resulted in more and more space being used and safety and security concerns becoming an issue . We understand that some of our patrons need to bring in their own research papers and documents when using our collection and we make every effort to accommodate this need. However, for the safety and security of our patrons and staff, a size restriction on personal belongings is both reasonable and appropriate.

II. Executive Summary & Background

When researching this issue, we found that policies from other libraries across the country vary greatly. Some libraries reserve the right to limit the size and number of items, others indicate that personal items must fit under a library chair, and yet others have a specific size restriction. It is fair to say there was no consensus on this issue. In order to have a rule that could be easily understood and uniformly enforced throughout the system, we determined that a specific size restriction was the best approach, a method supported by the coordinator for the off duty police officers at the Main Library. After considering several different sizes, we concluded that the dimensions of 24" X 16" X 10" were reasonable, which is also the same size restriction used by several airlines.

The size restriction proposed would apply to all personal belongings, either individually or collectively. If this new rule is approved, we will provide measuring containers similar to that used by airlines to deal with the size restriction issue. In essence, if the patron's personal belongings cannot fit into a 24" X 16" X 10" container, the item cannot be brought into the Library. Before implementing the new rule, which would be a revision to our Rules of Conduct, we would give the public advance notice of the new rule. Certain items including umbrellas, baby strollers and similar devices, equipment used by persons with disabilities, equipment and supplies used by staff and Library vendors, and equipment and supplies used at Library sponsored events and in meetings rooms would be exempt from the rule.

III. Options

The following options are offered for the Board's consideration.

Option 1: Approve a revision to the Rules of Conduct to include a size restriction (24" X 16" X 10") on personal belongings

Advantage

A size restriction on personal belongings would make for a safer environment and provide more space for patrons.

Disadvantage

Some patrons will object to the new rule.

Option 2: Continue current practice of not having a size restriction on personal belongings.

Advantage

Some patrons would prefer no size restriction on personal belongings.

Disadvantage

The lack of any restriction on personal belongings is a safety and space concern for both patrons and staff.

IV. Recommendation

Staff recommends that the Rules of Conduct be revised to include a size restriction (24" X 16" X 10") on personal belongings.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-091

REVISION TO RULES OF CONDUCT – SIZE RESTRICTION ON PERSONAL BELONGINGS

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the city of Apopka on the 13th day of May 2004, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve a revision to the Rules of Conduct to include a size restriction (24" X 16" X 10") on personal belongings.

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, May 13, 2004**

**Contractor Recommendation for
3rd Floor Lighting Installation**

(Addresses Goal 1; Objective 4 of the Strategic Plan)

3rd Floor West Wing Lighting Upgrade

I. PROBLEM STATEMENT

The 3rd floor renovation project calls for an upgrade in the lighting.

II. EXECUTIVE SUMMARY

The west wing lighting level is too low for easy use by patrons and staff. Current lighting levels are about 15 foot candles whereas the minimum standard is 30.

III. BACKGROUND

In accordance with the Strategic Plan, the Library plans to renovate the 3rd floor of the Main Library. The project will be completed in two phases. The first phase, consisting primarily of new carpet for the west wing and upgraded lighting for the entire floor, is budgeted in the current fiscal year. We have contracted with HKS, Inc. to design and supervise the renovation. The intent is to use many of the same design features that were established as part of the Lobby and Library Central project. Major components of the 3rd floor renovation are upgrading the existing 2'x2' fluorescent lighting fixtures throughout the floor and replacing the carpet. The intent of the lighting upgrade is to double the lighting levels.

Bids to upgrade/replace the 2' X 2' fluorescent lighting fixtures on the 3rd floor were solicited from three companies and two proposals were received. Chem-light Plus submitted the low bid. Chem-light was the contractor that upgraded the 4' fluorescent fixtures at the Main Library a few years ago. They also did the lighting upgrade for the North Orange Branch in the fall of 2002.

Chem-light's quote is \$49,026, which is less than the level requiring Library Board approval. However, we are bringing this issue to the Library Board for approval since changes might push the final cost above \$50,000.

IV. Options

Option 1 – Upgrade the lighting on the 3rd floor.

Advantages

1. The upgraded fixtures should double the existing lighting levels
2. The upgraded lighting will produce light 'colors' which enhance the carpets selected by HKS.
3. The new lamps have a 3-4 year life, which will minimize the need to replace failed lamps during that period.

Disadvantages

1. The money for the upgrade would not be available for other projects.

Option 2 – Do not upgrade the 3rd floor lighting.

Advantages

1. The money would be available for other projects.

Disadvantages (if not upgraded)

1. The stacks and reading areas will remain dark and users will continue to find it hard to read there.
2. Frequent lamp replacement will continue.
3. The carpet colors will look subdued, due to a different light 'color'.

V. RECOMMENDATION

Staff recommends the approval of the lighting upgrade for the 3rd floor west wing from Chem-Light Plus in the amount of \$49,026.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-092

RESOLUTION TO UPGRADE LIGHTING FOR THE 3rd FLOOR OF THE MAIN
LIBRARY.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the city of Apopka on the 13th day of May, 2004, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the lighting upgrade for the 3rd floor west wing from Chem-Light Plus in the amount of \$49,026.
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, May 13, 2004**

**Contractor Recommendation for
3rd Floor Carpeting Installation**

(Addresses Goal 1; Objective 4 of the Strategic Plan)

3rd Floor West Wing Carpet Replacement

I. PROBLEM STATEMENT

The 3rd floor renovation project calls for new carpet in the 3rd floor west wing.

II. EXECUTIVE SUMMARY

The west wing carpet work does not require a general contractor, so the Library will contract directly with a carpet vendor to do this portion of the project.

III. BACKGROUND

In accordance with the Strategic Plan, the Library plans to renovate the 3rd floor of the Main Library. The project will be completed in two phases. The first phase, consisting primarily of new carpet for the west wing and upgraded lighting for the entire floor, is budgeted in the current fiscal year. We have contracted with HKS, Inc. to design and supervise the renovation. The intent is to use many of the same design features that were established as part of the Lobby and Library Central project. Major components of the 3rd floor renovation are upgrading the existing 2'x2' fluorescent lighting fixtures throughout the floor and replacing the carpet. HKS has recommended the same carpet styles and colors which were used in Library Central. Carpet tiles will again be used. The intent of the lighting upgrade is to double the lighting levels.

The recommended carpet will be purchased on State contract from Interface Flooring, which is the same vendor used for Library Central. The recarpeting will also involve contracting with a moving company to move the shelving and furniture.

IV. Options

Option 1 – Replace the carpet in the west wing

Advantages

1. New carpet will make the space inviting
2. New carpet will make the space safer as splitting seams in the existing carpet are creating a potential safety hazard

Disadvantage

1. Funds spent for new carpet would not be available for other projects

Option 2 – Do not replace the carpet in the west wing

Advantage

1. Money could be used for other projects

Disadvantages

1. Seams in the existing carpet would continue to deteriorate thus creating a potential safety hazard
2. Funds would need to be expended to continue repairing the existing carpet

VI. RECOMMENDATION

Staff recommends the approval of the carpet purchase for the 3rd floor west wing from Interface Flooring in the amount of \$79,216.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-093

RESOLUTION TO PURCHASE CARPET FOR THE 3rd FLOOR OF THE MAIN LIBRARY.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the city of Apopka on the 13th day of May, 2004, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the purchase of carpet for the 3rd floor west wing from Interface Flooring in the amount of \$79,216.
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, May 13, 2004**

Winter Garden Terrazzo Flooring

Winter Garden Change Order #8 - Terrazzo Flooring

I. Problem Statement

The terrazzo flooring in the Main Library Lobby is so impressive that staff would like to have terrazzo flooring included in the new Winter Garden Branch.

II. Background

Throughout construction, the Library has been looking for ways to make the new Winter Garden Branch more exciting and inviting. A brightly colored terrazzo pattern in the north and south lobbies of the new branch would be long lasting, easy to maintain, and appropriate for a public building. The Main Library Lobby terrazzo floor is a good example of the impact of this type of material can have on the aesthetics of a building. The Library's Graphic Artist, Ben Garcia, has created the floor design proposed for the Winter Garden Branch.

In order to include the terrazzo floor in the construction contract for Winter Garden, our contractor, APM Construction Corporation, has requested a change order consisting of \$54,000 and 21 additional days. This work, which would be Change Order # 8, can be done without increasing the overall project budget of \$2,550,000. The remaining project contingency after this change order would be about \$76,000.

III. Options.

Option 1 – Approve \$54,000 change order for terrazzo flooring in the lobby areas

1) Advantages:

- i) Terrazzo would be exciting and inviting.
- ii) Terrazzo would be easy to maintain and extremely durable.

2) Disadvantages:

- i) Terrazzo is more expensive than carpet, ceramic tile, or vinyl composition tile.

Option 2 – Install ceramic tile in the lobby areas

1) Advantages:

- i) Ceramic tile would cost approximately \$15,000 for the same area.

2) Disadvantages:

- i) Ceramic tile would not have the same aesthetics as terrazzo.
- ii) Ceramic tile is more difficult to maintain than terrazzo.

Option 3 – Install vinyl composition tile (VCT) in the lobby areas

1) Advantages:

- i) VCT would cost approximately \$5,000 for the same area.

2) Disadvantages:

- i) VCT would not have the same aesthetics as terrazzo.
- ii) VCT is less durable than terrazzo. The VCT installed in South Creek, which opened in October 2002, has dents in it already.
- iii) VCT is more difficult to maintain than terrazzo.

IV. Recommendation

Staff recommends that the Library Board approve Change Order #8 – Terrazzo flooring to the construction contract with APM Construction Corporation and authorize staff to execute the change order in an amount not to exceed \$54,000.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-094

RESOLUTION TO APPROVE CHANGE ORDER #8 FOR THE WINTER GARDEN
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 Apopka on the 13th day of May, 2004, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve Change Order #8 (Terrazzo flooring) to the construction contract with APM Construction Corporation and authorize staff to execute Change Order #8 in an amount not to exceed \$54,000.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, May 13, 2004**

Eatonville Lease Amendment

Eatonville Lease Amendment

I. Problem Statement

The Town of Eatonville has begun construction of the Eatonville Branch. The facility under construction will be smaller than the building described in our lease and is in a different location than called for in the lease. A lease amendment is required to modify the lease to match the building being constructed.

II. Executive Summary

Our lease calls for a 7,500 square foot building to be constructed on Russell Street in Eatonville. The Town is constructing a 6,600 square foot building at the corner of Kennedy Blvd. and College Street. The smaller size of the building should result in lower lease payments and the change in location needs to be documented in a lease amendment.

III. Background

In 1999, the Library and Town entered into a 15-year lease agreement for a branch library to be constructed by the Town and operated by the Library. There was a problem with constructing the building on the Russell Street site so the Town found a new location at the corner of Kennedy Blvd. and College Street. In 2003, the Town hired an architect to design the library project. Due to increases in construction costs and differing site conditions, the Town decided to construct a smaller building. Construction has begun with the scheduled completion date late this summer.

The Library is proposing that a lease amendment be executed to reduce the lease payments and correct the location of the building. The amendment, which has been approved by the Eatonville Town Council and executed by the Town, also modifies the liability requirements for joint use of the meeting room and addresses liability for ADA issues.

IV. Options

The following options are offered for consideration.

Option 1: Approve the lease amendment.

Advantage

The amendment provides for reduced lease payments. Annual lease payments will drop from \$66,150 to \$60,564.

Disadvantage

The original size of the building works better for us.

Option 2: Decline to approve the lease amendment and ask the Town of Eatonville to provide a building which complies with the original lease agreement.

Advantage

A larger facility works better for us.

Disadvantage

The Town cannot afford to construct a larger building.

IV. Recommendation

Staff recommends Option 1 in order to provide library service in the Town of Eatonville at reduced lease payments.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-095

AMENDMENT OF LEASE FOR THE EATONVILLE 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 Apopka on the 13th day of May 2004, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the attached lease amendment for a branch library in the Town of Eatonville.
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, May 13, 2004**

Fee Cards

Fee Card Access to MAYL

I. PROBLEM STATEMENT

The purchase of fee cards is declining. For an increasingly smaller number of users we are providing a service which is a premium service, that of home delivery. To provide it for out of district residents is more costly. We need to consider whether it is desirable for the library to continue to provide this service to our out of district users.

II. BACKGROUND

Fee cards have been offered to out of district residents in order to provide access to library services. Since the introduction of reciprocal borrowing in 1998 purchases of the fee card have declined. In 1998, our income from fee cards was \$28,601 (or 570 cards). By 2000 that amount was down to \$18,494 (or 369 cards). So far this fiscal year our income is \$6,600 or only 52 cards. Based on that figure it is not likely that we would exceed issuing 100 cards this year. Comparatively, we have over 6,000 reciprocal borrowers.

Fee cards provide users with access to our computers, our remote databases and our home delivery (MAYL) program. Much of the use of the cards is for home delivery. Since the majority of fee card holders live out of county, the home delivery is provided through the postal service. Postal delivery is more costly per delivery than our standard PEP delivery option (PEP does not deliver out of county). This makes the provision of our out of county delivery a costly offer. We feel it is not necessary for Orange County Library District taxpayers to subsidize any services for out of district users.

Beginning June 1, 2004 we propose changing the profile of access provided through our fee cards. New fee card purchasers will continue to have access to our remote databases and use of our computers but will not have access to home delivery. Reciprocal borrower cards will continue to be available for eligible users who do not wish to have access to remote databases or computers. Current fee card holders will continue to receive home delivery services until the expiration of their current account.

III. OPTIONS

The Library has identified three options:

Option 1. Continue with our current practice.

Advantages: Some fee card users may not be pleased with our change. Delivery is one of our most popular services. Making no change will avoid any disappointments.

Disadvantages: Continuing delivery takes our focus away from the patrons we are legally charged to serve. We potentially pass along costs associated with delivery to residents of our district.

Option 2: Discontinue access to MAYL on new fee cards purchased after June 1, 2004.

Advantages: Concentrates provision of premium services on our in district residents rather than out of district residents.

Disadvantages: Some fee card users will be disappointed to no longer have the delivery service and will no doubt vocalize their disappointment.

Option 3: Raise purchase price of fee card.

Advantages: Could recover any costs associated with service provision.

Disadvantages: Actual cost of use is difficult to track. We do not track how many times any individual card holders gets a delivery so we would not be sure what to charge to cover all costs. We would still be supporting a program for a small user group who is not the focus of our service.

IV. RECOMMENDATION

Staff recommend that the Board approve Option 2. The provision of this premium service beyond our service area is not necessary to our mission and potentially takes away from our ability to provide better and more services to our resident base.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-096

DISCONTINUE ACCESS TO **MAYL** ON NEW FEE CARDS PURCHASED AFTER JUNE 1, 2004.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Apopka, on the 13th day of May 2004, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To discontinue access to **MAYL** on new fee cards purchased after June 1, 2004.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

Presented to the Board, May 13, 2004

**Orange County Library System
Board of Trustees Meeting
Thursday, May 13, 2004**

Discussion & Possible Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, May 13, 2004**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, May 13, 2004**

Director's Report

Director's Report May 2004

The American Library Association has announced that The Orange County Library System is one of the winners of the 2004 Best of Show in the category Web Site Promotional Materials for Central Florida Memory website. In addition, the Library has received an Honorable Mention in the category of Bibliographies/Booklists for the teen book list, *Topping the Charts*.

They received over 470 entries in the 2004 Best of Show Competition and the "judges were very impressed with the high caliber of the Library's work."

Awards will be presented during the Swap & Shop event at the ALA Annual Conference in Orlando, Florida, on Sunday, June 27. Our entries will be on display with the Best of Show winners at the ALA Annual conference in Orlando in June. Last year, the Swap & Shop event was attended by more than 1,000 library professionals who came to gather samples of public relations and marketing materials.

Library Central has been entered for a Golden Brick Award by the Library and HKS.

Marilyn Hoffman has been asked to participate in a program for ALA conference here in Orlando on Sunday, June 27, 10:30 am - 12 noon. She will be discussing our success in collaborating with other organizations in the community. Marilyn will be representing public libraries that have worked successfully with educational and professional organizations in their communities to create unique programming collaborations. She will be sharing our partnering experiences to help generate ideas for collaborative projects in other libraries.

Kathryn Robinson and Carla Fountain traveled to Tallahassee to represent the Library and recruit librarians at FSU's Education and Library Exposition on April 27, 2004.

Thirteen employees gave the special children in their lives a taste of the working world by bringing them to work on April 22nd, Take our Daughters and Sons to Work Day. The kids got bags filled with an OCLS t-shirt, a "job description", and an OCLS pen. Everyone reported having a great day. Philip Galloway helped his Mom, Beverley-Ann Galloway in the Computer Resource Center and produced the attached power point to describe his day.

We have opened a new "online store"! Check out the Orange County Library Online Gift Shop at <http://www.cafeshops.com/ocls>. We have t-shirts in all shapes and sizes, hats, even a Library clock.

We are now able to accept donations for the library online through www.justgive.org. JustGive is a nonprofit organization whose mission is to connect people with the charities and causes they care about and to increase overall giving. The link for donating is on the home page of www.ocls.info.

?On May 4, 5, and 6, over 40 employees attended financial planning seminars focusing on three life stages:

(1) Ready, Set, Go! The Early Years; (2) Powerful Planning: Mid-Career Years; and (3) Set for Life? Pre-Retirement Years. Employees attended the seminar that applied to their current situation and learned how to map out a plan for a secure financial future. Representatives from ICMA Retirement Corporation facilitated the seminars.

? The Library has inaugurated a “GIVE Program: Get Involved Volunteer Experience.” To encourage our employees to become involved in community efforts, we want to recognize their volunteer hours for other community based efforts. For every hour they volunteer in a community organization, they receive five points. Points can be redeemed in the FOL Gift Shop or Bookstore. Since many of our employees volunteer in so many worthwhile community causes, we wanted to recognize their efforts for the community and encourage them to use the Friends Shops.

? The Library’s Safety Committee is sponsoring a new initiative - the HEALTH Initiative. Our mission is to promote health and wellness for employees of the Orange County Library System through planned activities, education and encouragement of healthy lifestyles. Our slogan is Helping Employees Attain Life Transforming Habits. To kick off our new initiative, we are encouraging our fellow employees to team up in groups of two to take a virtual walk across the USA on the American Discovery Trail. The 5048 mile trail can be completed as 5048 walking minutes, 504,800 steps, or 504.8 miles. Already over 30 employees are teamed up and charting their way across the country. Employees are finding lots of creative ways to fit walking into their days. On a typical lunch hour, OCLS employees can be seen moving swiftly around Lake Eola.

? We have just been asked to participate with the State Library’s effort to demonstrate the economic value of public libraries by surveying our exiting customers at two locations over a two week period about their library use. More details will follow.

? Ten employees represented the Library at Lake Lily in Maitland on Saturday, May 1st for the Central Florida Area Arthritis Walk. Besides a beautiful 5K (3.1 miles) walk along Lakes Catherine and Sybellia, we raised \$521 for the Arthritis Foundation.

Thanks to the following employees for donating their Saturday morning to this great cause: Brian Calhoun, Magali Feliu-Gomez, Carla Fountain, Lisa Glassford, Mary Anne Hodel, Fermina Keith, Janelle McDaniel, Debbie Moss, Darryl Sims, Ana Soto. Their efforts are most appreciated.

?We have inaugurated a program partnership with the Alzheimer's Association Central and North Florida chapter <http://www.alzorlando.org> Starting in May at the Main Library and continuing in branch locations throughout the year the Library will be presenting programs on Alzheimer's at the following locations: Orlando Public Library; Southeast; West Oaks; Washington Park; South Creek; Edgewater; North Orange.

On Sunday, May 23rd, we will host a showing of the PBS documentary, *The Forgetting: A Portrait of Alzheimer's* and a panel discussion will follow. Each month after that, there will be a program at two locations covering two different topics according to the following schedule:

June - Southeast and West Oaks

July - Washington Park and South Creek

August - Edgewater and North Orange

September - Orlando Public Library; Southeast and West Oaks

October - Washington Park and South Creek

November - Edgewater and North Orange

December - Orlando Public Library; Southeast and West Oaks

The Alzheimer's Association will promote these programs in their chapter newsletters, on their website as well as post signs.

?The Orange County Library System has installed a listening assistance system for the hearing impaired in Library Central. Wireless assisted listening devices are available for members of the public with hearing disabilities attending programs in Library Central. There are five units for use by patrons in the performance area of the Main Library. The easy to operate earbud is simply inserted and the volume adjusted. We are providing these for the performances scheduled for that space... author presentations, music and dance presentations.

?Opening on Sundays at our West Oaks, Alafaya, South Creek, and North Orange branch libraries has proven to be a runaway success. Sunday attendance at each of the four locations regularly averages 400 - 500. Average attendance at the four locations is up 61% compared to the same period last year. January to April 2003 saw an average door count of 1267 compared to 1905 this year.

? OCLS has issued the termination letter to The Hartford as repository of defined benefit retirement fund. The June retirement checks will be issued by Reliance Trust, our new repository. The process is proceeding with the final transfer of funds being made before the end of May 2004.

? The Library participated in the Multi-lingual Student Education Services program for parents at Apopka High School on 21 April. About 25 people were in attendance. Marlene Rivera gave OCLS a great introduction. Lisa Stewart, part of our Latino Outreach Initiative, was our presenter. She explained to the group how to get a library card and what types of services the library has to offer them and their children. She then presented a basic computer class on how to use the Internet to help them assist their children with their homework assignments. Registration cards were passed out as well as a brief explanation of the Internet and web site in Spanish. Books were distributed to the attendees. The parents and the students were delighted with the gift books. Thanks to Lisa Stewart for a job very well done!

?Circulation at Main has started using the camera to include photos on the patron's circulation record. Overall, patrons generally want their picture taken. Kids get a kick out of seeing their picture.

?The Java Lounge Open Mic Night went really well on Tuesday. We had over 100 people attend, about 60 of those were teens. There were about 150 teen submissions for the Bust A Rhyme poetry contest itself, and about 25 performances consisting of poetry readings, music, piano playing at the Open Mike Night.

?Library publicity materials have been shared with local Gyms, upcoming summer Camps, City of Orlando agencies, Community Groups and Senior organizations throughout the month.

? Library staff are promoting the Library at numerous events such as, Earth Day, 5 Keys to Reading, LYNX Family Day, Make 'em Smile Event and Celebrate Vital Living. We plan to attend the Goodwill Job Fair and the Downtown Orlando Partnership Trade Show.

The Orange County Employees Academy enjoyed a tour of the main Library. Tours also include the West Orange Church of Christ and Harcourt School Publisher Photo Research Department, Hungerford Prep High School, and St. Mark's Prep School.

?National Music Week, 2 May through 8 May has been very successful . This is the first time we have celebrated it and we featured a wide variety of musical styles and groups. Many thanks to Kris Woodson and Ellen Wittmann for coordinating these events.

Date	Time	Performer/Group	Location
Sun 5/2	2 p.m.	Jim Andy "Frank Sinatra"	North Orange
Mon 5/3	7 p.m.	Makeshift performing "A Night at the Movies"	OPL/Lib Cen
	7 p.m.	Jackson Creek String Band performing Folk Music	Alafaya
Tue 5/4	6 p.m.	Carver Middle School Band performing hip-hop music	Washington Park
	7 p.m.	Carver Middle School Voices of Harmony Choir	Washington Park
	7 p.m.	Jack Williams performing Folk Music	OPL/Lib Cen
	7 p.m.	Vocal Point performing Jazz & Blues Music	Edgewater
Wed 5/5	4 p.m.	Len Valles, playing Marimba and singing Spanish Music	Southeast
	6:30 pm	Discovery Middle School	Alafaya

		Jazz Band performing Jazz	
	7 p.m.	Jackson Creek String Band Performing "Wednesday Tunes Old Time Jam"	North Orange
Thu 5/6	4 p.m.	Len Valles, playing Marimba and singing Spanish Music	South Trail
	7 p.m.	Mercy Brown performing Rock Music	Edgewater
	7 p.m.	Vocal Point Performing Jazz & Blues Music	OPL/Lib Cen
Fri 5/7	12 Noon	The Escorts, 11 Piece Swingin' Dance Band	OPL/Lib Cen
	2 p.m.	Jeanie Fitchen performing Folk Music	West Oaks
	2 p.m.	Sheryl Paige performing Contemporary Folk	Alafaya
Sat 5/8	11 a.m.	Phil & Stu performing Folk Music	Windermere
	2 p.m.	Jeanie Fitchen performing Folk Music	OPL/Lib Cen

Programs and Events:

National Cartoonist Day was celebrated at the Main Library with cartoonist Rob Smith, Jr. on Wednesday, May 5, 6:30 p.m. Later in the month learn about Fly Fishing, how to plan your Retirement, Landscaping in Florida, Edible Gardening and the State of Travel in 2004. These programs and many more are offered at OCLS.

Mother's Day programs included a garden party, cards and chocolates.

In partnership with Scholastic Books, Alafaya Branch is hosting a Community Book Sale on May 6, 7, and 8. The Library receives \$250.00 in books plus 10% of the proceeds.

Meet the Author programs feature Anne Holt discussing her western novel *Silver Creek* on Monday, May 10, Main Library; Francesco Henriquez sharing *Libros Revueltos, Ganancia De Pensadores Aforismos Dominicanos* (compilation of sayings and thoughts of Dominican authors) on Thursday, May 13, 7:00 pm.; and Pamela Jackson discussing her book *Why Me?* that helps children in foster care cope. May is National Foster Care month. In June, motivational speaker and author Denise Mose will discuss her book *Life at 433* and romance writer Terri Ann Ridgell will talk about her book *Where Opportunity Knocks*.

In partnership with the Alzheimer's Association the main Library will show *The Forgetting, A Portrait of Alzheimer's* a PBS documentary. Additional health and wellness programs are offered throughout the month of May.

Computer Classes continue to be popular and in May the Computer Resource Center (CRC) in the main Library is featuring special programs for Seniors including Computer Basics, Know Your Health, You've Got Mail, Vacation Deals on the Internet, Do It

Yourself greeting cards. We have some new posters promoting the CRC featuring staff as the stars. Check them out on your next visit to the CRC.

Camp Savvy for students in Grades 4-8 will kick off in June at five Library locations. Course titles include Computer Games Galore, Extra! Extra! Be Your Own Reporter, Photo Frenzy, The Fight to Flight and Listing the Beats. These computer courses teach Microsoft program and Internet skills.

Each elementary school student will receive a summer reading program flyer, "Go for the Gold", from the Library. June and July activities and programs include Art Sea World, Ronald McDonald, TheatreWorks, Book Clubs, movies, crafts, Stories in Spanish, story programs and a "Battle for the Books!" Teens will participate in the summer programs "It's Greek To Me", which includes Book club activities, movies, "Battle of the Bands", "All You Can Read Buffet", and an after hours "Toga Party." Also, World Wrestling Entertainment wrestlers will do a "Get Real Read" program in June.

The Friends of the Library Annual Meeting and Celebration of Volunteers Luncheon on May 8 followed the Second Saturday with author Bill Belleville. His book *Sunken Cities, Sacred Cenotes & Golden Sharks* presents the travels of a water-bound adventurer. The Jackson String Creek Band provided entertainment at the luncheon. Board members and officers will be elected at the Meeting.

The Friends Members Preview Spring Book Sale is on Thursday, May 20, 6-8 p.m. The sale continues on Friday and Saturday with thousands of books, tapes, cd's, records and magazines at half their usual bargain prices.

The Friends had a \$600 sale in the Bookstore to City View apartments where we had given a talk to apartment management about the Library and Bookstore. They were given Library card sign-up flyers and Friends membership flyers for their residents. When new Library cards are sent to new registrants, we are including a Friends membership flyer.

Marco Cruz displays his artwork of etched stainless steel mounted in iron to create a striking and unusual look in Library Central during May and June. Dave Durk displays his colorful paintings throughout the main Library. Displays include Puppets from the City of Orlando, Landscaping for All Seasons and Leather Art. Branch Exhibits include Deborah Woodrow's portraits and wildlife at Herndon; Zinnia Newell's paintings and Robin Pedrero's skyscapes at North Orange and a display of teapots and cups at West Orange.

In celebration of the Governor's Reading Initiative, "Read Together Florida", the Library presented a showing of *Zora Is My Name!* and *Zora through Story and Song* with actress Bhetty Waldron sponsored in partnership with the Florida Humanities Council. The West Orange Literary Ladies book club is reading and discussing Hurston's *Their Eyes Were Watching God* and the Library added copies of the novel to the collection.

**Orange County Library System
Board of Trustees Meeting
Thursday, May 13, 2004**

Winter Garden Project Summary

Winter Garden Project Summary

Apr 30, 2004

<u>Category</u>	<u>Budget Approved 12/12/02</u>	<u>Revised Budget</u>	<u>Expended to Date</u>
Architect/engineer	150,000	151,448	137,191
Construction			
Contractor	2,100,000	2,231,609	1,546,367
Carpet	35,000	33,000	0
Impact & Permit Fees	40,000	40,000	22,594
Testing	8,000	8,000	6,243
Other	10,000	10,000	2,001
Construction Total	<u>2,193,000</u>	<u>2,322,609</u>	<u>1,577,205</u>
Contingency	207,000	75,943	
TOTAL PROJECT	<u><u>2,550,000</u></u>	<u><u>2,550,000</u></u>	<u><u>1,714,396</u></u>

Scheduled Construction Completion Date: Aug 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
CO #6 - 2nd Book return, storm water structure adjustment, toilet partition change	9,548
CO #7 - Ramp walls, truncated domes, 2nd book return rev, remove columns, secondary feeders	34,012
CO #8 - Terrazzo	53,778
Possible CO	<u>30,000</u>
Total	2,231,609

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, May 13, 2004**

**Public Comment:
Non-Agenda Items**