

**Orange County Library System
Board of Trustees**

Board Packet for June 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**

June 4, 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, June 10, 2004, at the **Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801**; 407.835.7323.

If any board member has an item to be brought up for discussion, please call Milinda Neusaenger prior to the meeting, 407.835.7611.

cc: Ronald Rogers, Liaison, Membership and Mission Review Board – Orange County
Nadeem Battla, Liaison, City of Orlando

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
June 10, 2004
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

- 04-102 I. **Call to Order**
- 04-103 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 .
- 04-104 III. **Approval of Minutes**
- 04-105 **Library Board of Trustees Meeting – May 13, 2004**
- 04-106 **Strategic Planning Workshop – May 22, 2004**
- 04-107 IV. **Staff Presentation: OLIVE Demonstration - Gregg Gronlund & Renae Bennett**
- 04-108 V. **Financial Statements and Summaries: May 2004**
- 04-109 VI. **Statistics and Summaries: April 2004 Reports**
- 04-110 VII. **Action Items**
- 04-111 **Approval of Preliminary Budget for Fiscal Year Ending September 30, 2005**
- 04-112 **Consent Agenda**
- 04-113 **North Orange RFID Proposal**
- 04-114 VIII. **Discussion and Possible Action Items**
- 04-115 **Strategic Plan – Year Six**
- 04-116 IX. **Information**
- 04-117 **Director's Report**

04-118 **Winter Garden Project Summary**

04-119 **Public Comment: Non-Agenda Items**

X. Adjournment

Next Meeting Dates: --- July 8, 2004 – Washington Park Branch Library; 5151 Raleigh Street; Orlando, Florida 32811 --- August 12, 2004 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

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**Orange County Library System
Board of Trustees Meeting
Thursday, June 10, 2004**

Public Comment

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**Orange County Library System
Board of Trustees Meeting
Thursday, June 10, 2004**

Approval of Minutes

**Orange County Library System
Board of Trustees Meeting
Thursday, June 10, 2004**

**Approval of Minutes:
Board of Trustees Meeting
May 13, 2004**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
May 13, 2004
North Orange Branch Library
1211 East Semoran Boulevard
Apopka, Florida 32703
407.814.6150

Board Members Present: Tom Kohler (5/0); Gloria Fernandez (5/0);
Sara Brady (5/0); James Tyson (5/0);
Matthew Pardy (3/0);

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

- 04-080 I. **Call to Order**
President Kohler called the meeting to order @ 7:00 p.m.
- 04-081 II. **Public Comment**
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- 04-082 III. **Approval of Minutes: Library Board of Trustees Meeting – April 8, 2004**
Trustee Brady, seconded by Trustee Tyson moved to approve the minutes for the April 8, 2004 Board of Trustees Meeting.
Motion carried 5-0.
- 04-083 IV. **Staff Presentations**
- 04-084 **Services for Blind & Low Vision Users: Lynette Schimpf**
Collection Development Assistant Manager Lynette Schimpf, summarized the Talking Books program and demonstrated some of the other assistive services available at the Library for blind and low vision patrons. Ms. Schimpf explained that the Talking Books program is a federally funded program managed through the State of Florida and the regional library is located in Daytona Beach. Orlando was initially established as a sub-regional library and received federal funding for the program up until FY 1990-1991. Once a person is registered for the service, they receive a specialized tape player and then receive, via the US Postal Service, books recorded onto four-sided tapes. The tapes can then be returned through the Mail at no cost to the user. Users may also visit

the Library to exchange broken tape players or check out other tapes. Ms. Schimpf explained that books are recorded onto the tapes, but that bestseller titles can take three to six months to be recorded. Ms. Schimpf discussed the rest of the assistive services that Library customers can access at OCLS including: magnifying lenses, large print books and periodicals, enlarging photocopiers, books on cd's and cassette tapes, descriptive videos, Vision Excel magnifier (CCTV magnifier), JAWS for Windows software installed on computers, Braille computer keyboard, MAGic Screen Magnification and V.E.R.A. (Very Easy Reading Apparatus). She also demonstrated descriptive videos, which narrate the action of movies, and the V.E.R.A. machine, which scans materials and reads the information aloud. To accommodate privacy, V.E.R.A. is equipped to be used with headphones as well. Trustee Parady asked if it is indeed correct that the regional library in Daytona Beach has the largest talking book collection in the country. Ms Schimpf advised this was true and that the collection at OCLS is approximately 1% the size of the Daytona Beach collection and that the titles at OCLS are in fact duplications of those in Daytona Beach. Brief discussion ensued.

Jay Bader, Orange County Resident and Secretary of the Mid-Florida Council of the Blind spoke regarding the Talking Books collection and stated he and other individuals had met with Director Hodel, Assistant Director Moss and Community Relations Manager Marilyn Hoffman. Mr. Bader also stated that members of the Mid-Florida Council of the Blind understand OCLS wanting to increase assistive services throughout the Library System for the blind and low vision community, but felt the timing is not right to make changes to the OCLS sub-regional collection, as they would need time to explain OCLS's direction to their membership and to consider other options available. Evelyn Dawursk, Osceola County Resident and Talking Books user and Nicole Hugues, Orange County Resident and Talking Books user also spoke regarding the Talking Books program. Brief discussion ensued.

04-085

Mystery Shopper: Sally Fry

This presentation was deferred to a later time.

04-086

V. **Financial Statements and Summaries: April 2004**

Information provided in the Board Packet was sufficient and further discussion was not necessary.

04-087

VI. **Statistics and Summaries: March 2004 Reports**

Information provided in the Board Packet was sufficient and further discussion was not necessary. However, Assistant Director Moss mentioned that she is formulating a chart to analyze door counts vs. circulation as requested by Trustee Tyson.

04-088

VII. **Action Items**

04-089

Internet Access Policy: Debbie Moss

Trustee Tyson, seconded by Trustee Fernandez, moved to approve the revision to the Internet Access Policy in order to fully comply with the CIPA (Children's Internet Protection Act) requirements so as to remain eligible for desired grant funding. Motion carried 5-0.

04-090

Consent Agenda

Trustee Fernandez requested that item number 04-091 (Rules of Conduct Revision – Size Restrictions on Personal Belongings) be removed from the consent agenda for discussion.

Trustee Tyson, seconded by Trustee Brady, moved to approve the remaining items on the consent agenda.

Motion carried 5-0.

04-091

Rules of Conduct Revision – Size Restrictions on Personal Belongings

Discussion ensued regarding limiting to 24”x16”x10” the size of personal belongings brought into the Libraries. Trustee Fernandez was concerned how this might affect students who carry large backpacks and documents. Director Hodel stated that the proposed size limit would accommodate students as well as genealogists and law students who bring a substantial amount of research materials with them to the Libraries. Trustee Pardy asked about the homeless and Director Hodel stated that many homeless individuals visiting the Libraries do indeed bring in large duffle bags containing their belongings. Trustee Fernandez asked how the policy would be enforced. Comptroller Tessier stated the Rules of Conduct would be shared with the individual and if the person refuses to comply, a trespass from OCLS may be the end result. Trustee Pardy asked how frequently are oversized belongings are brought into the Libraries. Comptroller Tessier stated that it is a common occurrence at Main, but does happen at the Branches as well. Comptroller Tessier also stated that the catalyst for the change was a complaint from a lady using the restroom at Main. Trustee Pardy requested information regarding similar policies at other libraries.

Trustee Fernandez, seconded by Trustee Pardy, moved to table the issue for further discussion at a later date.

Motion carried 5-0.

04-092

**Contractor Recommendations for 3rd Floor Lighting Installation
(Addresses Goal 1; Objective 4 of the Strategic Plan)**

Trustee Tyson, seconded by Trustee Brady, moved to approve the Main Library 3rd floor west wing lighting upgrade from Chem-Light Plus in the amount of \$49, 026. Motion carried 5-0.

04-093

**Contractor Recommendations for 3rd Floor Carpeting Installation
(Addresses Goal 1; Objective 4 of the Strategic Plan)**

Trustee Tyson, seconded by Trustee Brady, moved to approve the Main Library 3rd floor west wing purchase of carpet from Interface Flooring in the amount of \$79,216. Motion carried 5-0.

04-094

Winter Garden Terrazzo Flooring

Trustee Tyson, seconded by Trustee Brady, moved 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. Motion carried 5-0.

04-095

Eatonville Lease Amendment

Trustee Tyson, seconded by Trustee Brady, moved to approve the lease amendment to

revise the reduced size of the branch library in the Town of Eatonville to 6,600 square feet and to reduce the annual lease payment to \$60,564.

Motion carried 5-0.

04-096

Fee Cards

Trustee Tyson, seconded by Trustee Brady, moved to discontinue access to MAYL (Mail Access to Your Library) on new fee cards purchased after June 1, 2004.

Motion carried 5-0.

04-097

VIII. **Discussion and Possible Action Items**

04-098

IX. **Information**

04-099

Director's Report

?The collection on the Third floor of the Main Library has been shifted to provide a view to Heritage Square from the West wing. The reference materials on the third floor were reunited with the reference collection on the 2nd floor and the world language collection.

?An assisted vision center has been set up on the 2nd floor of the Main library just opposite the elevator. A Vision Excel magnifier is there. This electronic magnifier enlarges text and images up to 55X and displays the results on a 20-inch monitor. A JAWS PC with Open Book software has also been positioned here. The Jaws software reads the text on a web page and the Open Book software uses synthesized speech to read printed matter such as books or documents. A Very Easy Reading Apparatus (VERA) has also been set up. Vera will scan and read text placed on the screen.

?Summer Reading Programs: Go For the Gold and It's All Greek To Me

We are gearing up for our Summer Reading Program. Our theme for the kids summer reading program is **Go for the Gold: Summer Reading Olympics**. In order to tie in with this year's summer Olympics in Athens, Greece, we thought it would be fun to have the kids spend the summer as summer reading athletes.

At Main, we are kicking off with Summer Reading Olympics Opening Ceremonies on Saturday, June 5th at 3:00 PM, as are some of the branches! Each location will host a weekly story program for school age kids from June 6th until July 31st. We will celebrate the kids' summer reading achievements at Main with the Closing Ceremonies on Saturday, July 31st at 3:00 PM. Look out for the "new and improved" Reading Logs: this year the kids not only keep track of the books they read, but they have several "events" to complete as well, such as getting a library card and attending a program.

The CRC and several branches are hosting our first ever kids summer computer camp, Camp Savvy. Participants will learn how to make paper airplanes using MS Publisher and to find websites with great tips on how to win at computer games.

?The great reading competition for the summer is the Battle of the Books. By reading certain books on the reading list, kids can become a summer reading athlete in various categories and come to the Closing Ceremonies for a chance to win the gold, silver, or

bronze medal by showing their stuff! Every OCPS elementary age student will be receiving a flyer advertising the summer reading program through an arrangement we made with the school system.

?This is the summer for teens as well! **It's All Greek to Me** is the theme for our first-ever teen summer reading program, for ages 13-18. The kick it off is a Toga Party at Main on Friday, June 11th at 8:00 PM. It's an after hours event and reservations are required! Following the Toga Party will be a program every other week in which the teens are challenged to prove their skill, wit, and bravery.

?There will also be a teens' first Battle of the Bands! To be held on Saturday, July 10th in Library Central, Central Florida's rockin' finest will perform for a chance at glory. Throughout the summer, teens will have a chance to read and review their summer picks for a chance at prizes. All of the teens who participated in the summer events will be invited for the grand finale, the Teen Lock-In, an overnighter in Library Central on July 24th from 8:00 PM until 8:00 AM.

?Security cameras are being installed at the Main Library in the Children's Department and the 4th floor. The camera monitors will be placed in full view of the public and appropriate signage will be placed at the entrance.

? We will be participating in a survey designed under the sponsorship of the State Library to assess patron's valuation of library services. We will be surveying every 4th customer in a 2 hour period over the course of 2 weeks at 5 of our facilities, including the Main Library. The State Library intends to use the data to produce a report demonstrating the economic value of library services.

Trustee Fernandez mentioned that meetings have yet to be held at the Washington Park and South Trail Branches. Director Hodel stated that the two Branches close earlier and therefore meetings have not been scheduled for those locations. Arrangements will be made to change the meeting location for the July 2004 Board Meeting to be held at the Washington Park Branch.

Trustee Fernandez also complimented Alafaya Branch Manager Renae Bennett for coming to one of Discovery Middle School meetings for families who speak little English.

04-100 **Winter Garden Project Summary**

04-101 **Public Comment: Non-Agenda Items**

X. **Adjournment**

President Kohler adjourned the meeting @ 8:10 p.m.

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.

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**Orange County Library System
Board of Trustees Meeting
Thursday, June 10, 2004**

**Approval of Minutes:
Strategic Planning Workshop
May 22, 2004**

**MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
STRATEGIC PLANNING WORKSHOP**

May 22, 2004

Patio Room

**Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323**

Board Members Present: Tom Kohler; Sara Brady; Gloria Fernandez;
Matthew Pardy

Board Members Absent: James Tyson

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

The Board of Trustees met to discuss the development and addition of Year Six (FY 2008) to the Orange County Library System's Strategic Plan. Below are the preliminary plans:

Goal 1: Greater Customer Satisfaction and Ease of Access

1. Consider expanded and other self service options:

- OLIVE (OCLS Interactive Experience) – Live Virtual Librarian Assistance
- Downloading digital music and books
- Vending machines for cd's & dvd's

Director Hodel explained that the have library could have vending machines at non-library locations, depending upon space arrangements with the host institution. A customer inserts their library card in order to check out items. Trustee Fernandez suggested that the vending machines could be located at schools and in the cafeterias.

- Book return self check-out items

2. Self check-out at two more locations:

Director Hodel stated that the Library wants to continue adding self check-out machines, so that eventually the machines will be available at all locations.

3. **Renovate the 4th Floor:**

Director Hodel stated that the 4th floor would be the last public floor to be renovated and will be similar to the changes made to other floors, such as: removing the ceiling baffles, replacing the carpeting and updating the lighting.

4. **Web Classes:**

Director Hodel explained that the idea is to expand access to the classes available now and offer them over the web. This would be taking the library's non-certified educational role to a new level.

- Streaming video over the web
- Expanded subject areas for example: Creating online family trees and recording family histories.

5. **Complete the Virtual Library:**

Director Hodel expressed an interest in obtaining more content like the streaming math videos from Standard Deviants, electronic versions of ESL and SAT tapes, etc... in order to make all services available over the web

6. **Combo Debit/RFID library card:**

Director Hodel explained that the new-style library cards will be able to function as a debit card that would give customers the ability to add money on the card to pay fines & to use it as a copy card.

GOAL 2: Provide a Range of Services that are Responsive to a Changing Community

1. **Develop customized technology solutions to meet customer demand (open source):**

Director Hodel stated that it is not too early to start thinking about future changes in library automation. Open Source Linux operating systems hold promise. They be customized to match the specific needs for the services provided by OCLS. Director Hodel mentioned that the system is now in the infancy stages. President Kohler asked for a white paper to be created with information and feedback as to how the system will work for OCLS.

2. **User configured library customized portal (My Library):**

Director Hodel explained that this would be similar to something like www.myyahoo.com. A toolbox of available items would be provided so that customers can tailor their "homepage" to their needs, adding the appropriate tools like dictionaries, encyclopedias and databases that are favorites.

3. **Expand Genealogy services to include fee based, premier, customized searching and family trees:**

Director Hodel explained the concept of expanding genealogy services to include cost recovery, fee based services such as scanning.

4. **Explore new formats such as Streaming Video, MP3 Technology, downloadable CD's.**
5. **Acquire technology that would enable expanded use by word to voice translation; voice to word translation; language-to-language translation; multilingual translation; hands-free access.**

Director Hodel indicated that these technologies are still being developed and fine-tuned and that once widely available the world can be more globally connected. President Kohler asked the Administration to explore ideas to connect with customers who have mobility issues.

Goal 3: Expand Use and Awareness of Library Services

1. **Increased involvement with Seniors - Develop a comprehensive program for Seniors & Life Long Learners.**

2. **Develop Library P.S.A. video:**

Trustee Brady stated that the public service announcement video is already in the works with Robin Smyth @ Channel 13. President Kohler also suggested involving the Orlando Sentinel; Trustee Fernandez stated the local Spanish newspapers should be involved as well.

3. **Investigate website advertising with Pop-Up Ads and instant messaging for Library Services:**

Assistant Director Moss mentioned that different options are being explored as to how OCLS can be tied into the big search engines and how to insert and introduce OCLS's presence to web users who are not necessarily searching for the Library, but for information OCLS may be able to provide. Trustee Pardy suggested contacting the *Orlando Sentinel* about the possibilities available on the newspaper's website.

GOAL 4: Invigorate Employee Satisfaction and Invest in Quality of Staff

While invigorating staff is a charge that must be carried out in every year of the strategic plan, the hope is that by year five we have new, exciting and uniformed ways to hire, train and invigorate staff.

1. **Training – Life Long Learning:** Expand opportunities for staff to increase their technological capabilities.
 - Look for partnerships in training with agencies or businesses that share OCLS's training needs.
 - Develop an internal certification program that allows staff to stretch and grow their skills.
2. **Recognition of Staff:** Develop systematic program of staff recognition

Brief discussion ensued regarding Branch Development, which is included in the currently implemented five-year Strategic Plan.

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**Staff Presentation: OLIVE
Demonstration – Gregg Gronlund
& Renae Bennett**

**Orange County Library System
Board of Trustees Meeting
Thursday, June 10, 2004**

**Financial Statements &
Summaries: May 2004**

Orange County Library System Financial Statement Highlights Eight Months Ended May 31, 2004

Operating Fund Revenue and Expenditure Summaries

State Aid

The second of two State Aid checks in the amount of \$753,396 was received in May bringing the total revenues for the year to \$1,506,792.

Rent Revenue

On May 19, 2004 the Library received written notice that the Café in the Main Library would be closing in 60 days, which is the required notice in the Concessionaire Agreement. However, within two weeks of this date, the owners of the Café ceased operations. We will be seeking other vendors to run the Café.

Supplies

Although we are about two thirds through the fiscal year, the attached Expenditure Summary shows that we have only spent about 45% of the annual budget for this account. This percentage will go up quickly once the \$123,000 of radio frequency tags currently on order for Winter Garden and Alafaya are received.

Other Financial Matters

Proposed Constitutional Amendment to Double Homestead Exemption

According to an article in the Orlando Sentinel on June 4th, about 219,000 of the 488,000 signatures required to get the amendment on the ballot have been verified by the Supervisor of Election offices. If the required number of signatures are obtained by the August 3rd deadline, the issue would then be reviewed the State Supreme Court before it can be placed on the ballot in November. If the amendment is approved by the voters, the effect would be about \$2,000,000 lower tax revenues for the Library beginning with fiscal year 2006.

Defined Benefit Pension Plan – Termination of Hartford Contract

On May 26th, \$22,286,673 was wired out of The Hartford and the funds have since been reinvested in 14 mutual funds. Thanks to the Library Board's support on this issue, we were able to move in a timely manner and as a result, realized a \$416,000 gain on this transaction. In an environment of rising interest rates, this gain would have quickly evaporated so getting this done in a timely fashion was definitely to our advantage.

The new trustee, Reliance Trust Company, issued the June 1st payments to the retirees but there have been a few glitches including income tax withholding from some of the checks. We are working with Reliance to resolve these issues.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Eight Months Ended May 31, 2004**

04-108

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(8 months=66%)</u>
AD VALOREM TAXES	22,635,232	22,109,433	97.7%
INTERGOVERNMENTAL			
Grants	50,000	15,000	30.0%
State Aid	1,482,000	1,506,792	101.7%
Law Collection Fees	250,000	167,020	66.8%
	<u>1,782,000</u>	<u>1,688,812</u>	<u>94.8%</u>
CHARGES FOR SERVICES			
Fee Cards	14,000	7,538	53.8%
PC Pass	30,000	23,785	79.3%
Classes	1,000	700	70.0%
Copy & Vending	170,000	121,738	71.6%
Fax	0	1,510	
Notary	0	45	
	<u>215,000</u>	<u>155,316</u>	<u>72.2%</u>
FINES			
Fines	650,000	571,075	87.9%
Lost Materials	70,000	58,397	83.4%
	<u>720,000</u>	<u>629,472</u>	<u>87.4%</u>
MISCELLANEOUS			
Interest Earnings	175,000	114,545	65.5%
Rents	5,000	1,336	26.7%
Sales of Fixed Assets	0	1,750	
Disk Sales	2,500	1,794	71.8%
Contributions - Friends of Library	162,000	91,626	56.6%
Contributions - Others	5,000	5,180	103.6%
Library Central Gala	0	26,225	
Miscellaneous	30,500	28,901	94.8%
	<u>380,000</u>	<u>271,357</u>	<u>71.4%</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>24,854,390</u></u>	<u><u>95.7%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Eight Months Ended May 31, 2004**

04-108

	ANNUAL BUDGET	YTD ACTUAL	(8 months=66%)
SALARIES & BENEFITS			
Salaries	11,090,984	6,962,379	62.8%
Medicare Taxes	160,821	95,865	59.6%
Defined Contribution Plan	831,830	513,266	61.7%
Defined Benefit Plan	789,719	501,637	63.5%
Life and Health Insurance	1,568,690	912,704	58.2%
Worker's Compensation	134,669	78,955	58.6%
Unemployment Compensation	20,000	5,341	26.7%
Parking & Bus Passes	93,420	54,114	57.9%
	<u>14,690,133</u>	<u>9,124,261</u>	<u>62.1%</u>
OPERATING			
Professional Services	185,000	124,563	67.3%
Other Contractual Services	644,000	373,359	58.0%
Other Contract. Serv.- Janitorial	233,000	147,352	63.2%
Training and Travel	75,000	53,807	71.7%
Telecommunication	293,000	169,702	57.9%
Delivery and Postage	1,075,000	729,870	67.9%
Utilities	650,000	362,621	55.8%
Rentals and Leases	820,000	536,240	65.4%
Insurance	150,000	118,213	78.8%
Repair and Maintenance	587,000	354,938	60.5%
Repair & Maint. - Hardware/Software	205,000	177,671	86.7%
Copying/Printing	220,000	99,292	45.1%
Property Appraiser's Fee	262,000	197,135	75.2%
Tax Collector's Fee	452,000	442,189	97.8%
Supplies	750,000	337,100	44.9%
Supplies-Hardware/Software	55,000	51,545	93.7%
Contingency	300,000	0	0.0%
	<u>6,956,000</u>	<u>4,275,597</u>	<u>61.5%</u>
CAPITAL OUTLAY			
Building and Improvements	375,000	96,381	25.7%
Equipment and Furniture	275,000	107,452	39.1%
Hardware/Software	965,000	531,846	55.1%
	<u>1,615,000</u>	<u>735,679</u>	<u>45.6%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	13,500	8,027	59.5%
Materials - Law	210,000	89,143	42.4%
Materials - Other	3,936,500	2,514,846	63.9%
	<u>4,160,000</u>	<u>2,612,016</u>	<u>62.8%</u>
TRANSFER TO OTHER FUNDS			
Branch Debt Service Fund	417,000	201,484	48.3%
Capital Projects fund	482,000	125,000	25.9%
Sinking Fund	50,000	0	0.0%
	<u>949,000</u>	<u>326,484</u>	<u>34.4%</u>
TOTAL EXPENDITURES	<u>28,370,133</u>	<u>17,074,037</u>	<u>60.2%</u>

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Eight Months Ended May 31, 2004**

04-108

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(8 months=66%)</u>
REVENUES			
Ad Valorem Taxes	1,207,139	1,180,364	97.8%
Interest	10,000	4,152	41.5%
Transfer From Tax Collector	13,000	0	0.0%
TOTAL REVENUES	<u>1,230,139</u>	<u>1,184,516</u>	<u>96.3%</u>

EXPENDITURES

Principal	1,100,000	0	0.0%
Interest	151,900	75,950	50.0%
Tax Collector's Fee	26,100	23,607	90.4%
TOTAL EXPENDITURES	<u>1,278,000</u>	<u>99,557</u>	<u>7.8%</u>

FUTURE DEBT SERVICE PAYMENTS

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
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>234,550</u>

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Eight Months Ended May 31, 2004**

04-108

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(8 months=66%)</u>
REVENUES			
Transfer From General Fund	417,000	201,484	48.3%
Interest	5,000	3,471	69.4%
TOTAL REVENUES	<u>422,000</u>	<u>204,955</u>	<u>48.6%</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
Eight Months Ended May 31, 2004**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(8 months=66%)</u>
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	2,496	0.0%
Transfer From General Fund	482,000	125,000	25.9%
TOTAL REVENUES	<u>1,256,000</u>	<u>334,496</u>	<u>26.6%</u>

EXPENDITURESWINTER GARDEN BRANCH

Architect/Engineer	30,000	11,183	37.3%
Construction Contract	1,261,000	843,211	66.9%
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	<u>1,555,000</u>	<u>857,194</u>	<u>55.1%</u>

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Eight Months Ended May 31, 2004**

04-108

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(8 months=66%)</u>
REVENUES			
Transfer From General Fund	<u>50,000</u>	<u>0</u>	<u>0.0%</u>
EXPENDITURES			
Reserves-Building and Improvements	25,000	0	0.0%
Reserves-Technology	<u>25,000</u>	<u>0</u>	<u>0.0%</u>
TOTAL EXPENDITURES	<u><u>50,000</u></u>	<u><u>0</u></u>	<u><u>0.0%</u></u>

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ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
May, 2004

04-108

	<u>BALANCE</u> <u>4/30/04</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> <u>5/31/04</u>
OPERATING				
Checking	91,764	2,496,683	(2,317,357)	271,090
SBA Investments	7,194,180	7,018	(1,000,000)	6,201,198
CD Investments	10,580,000	0	0	10,580,000
	17,865,944	2,503,701	(3,317,357)	17,052,288
MAIN DEBT SERVICE				
AIM Investments	1,098,634	61,587	0	1,160,221
BRANCH DEBT SERVICE				
CD Investments	397,280	0	0	397,280
CAPITAL PROJECTS				
Checking	(1,973)	125,011	(104,852)	18,186
SBA Investments	48,889	47	0	48,936
	46,916	125,058	(104,852)	67,122

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

04-108

ASSETS

Certificates of Deposit	10,580,000
Cash on Hand	14,155
Equity in Pooled Cash	271,090
Accounts Receivable	0
Due From Other Governments	21,100
Interest Receivable	54,591
Inventory	202,537
Investments-SBA	6,201,198
Prepays	78,995
Other Assets-Deposits	<u>9,175</u>
TOTAL ASSETS	<u><u>17,432,841</u></u>

ORANGE COUNTY LIBRARY DISTRICT

04-108

OPERATING FUND

BALANCE SHEET - LIABILITIES & FUND BALANCE

May, 2004

LIABILITIES

Accounts Payable	25,932
Retainage Payable	0
Accrued Wages Payable	400,319
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	15
Due To FOL-Taxable Book Sales	3,405
Due To FOL-Nontaxable Book Sales	0
Due To FOL-Sales Tax	228
United Appeal	233
Bonds	93
Def Comp Employees	0
Health Insurance	22,741
Union Dues	1,068
Union-Cope	74
Optional Life	1,552
Flex Spend Med	(15,239)
Flex Spend Dep	0
Daughters of American Revolution	200
Miscellaneous	0
Unclaimed Payroll	929
TOTAL LIABILITIES	441,550

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	7,780,352
TOTAL FUND BALANCE	16,991,291

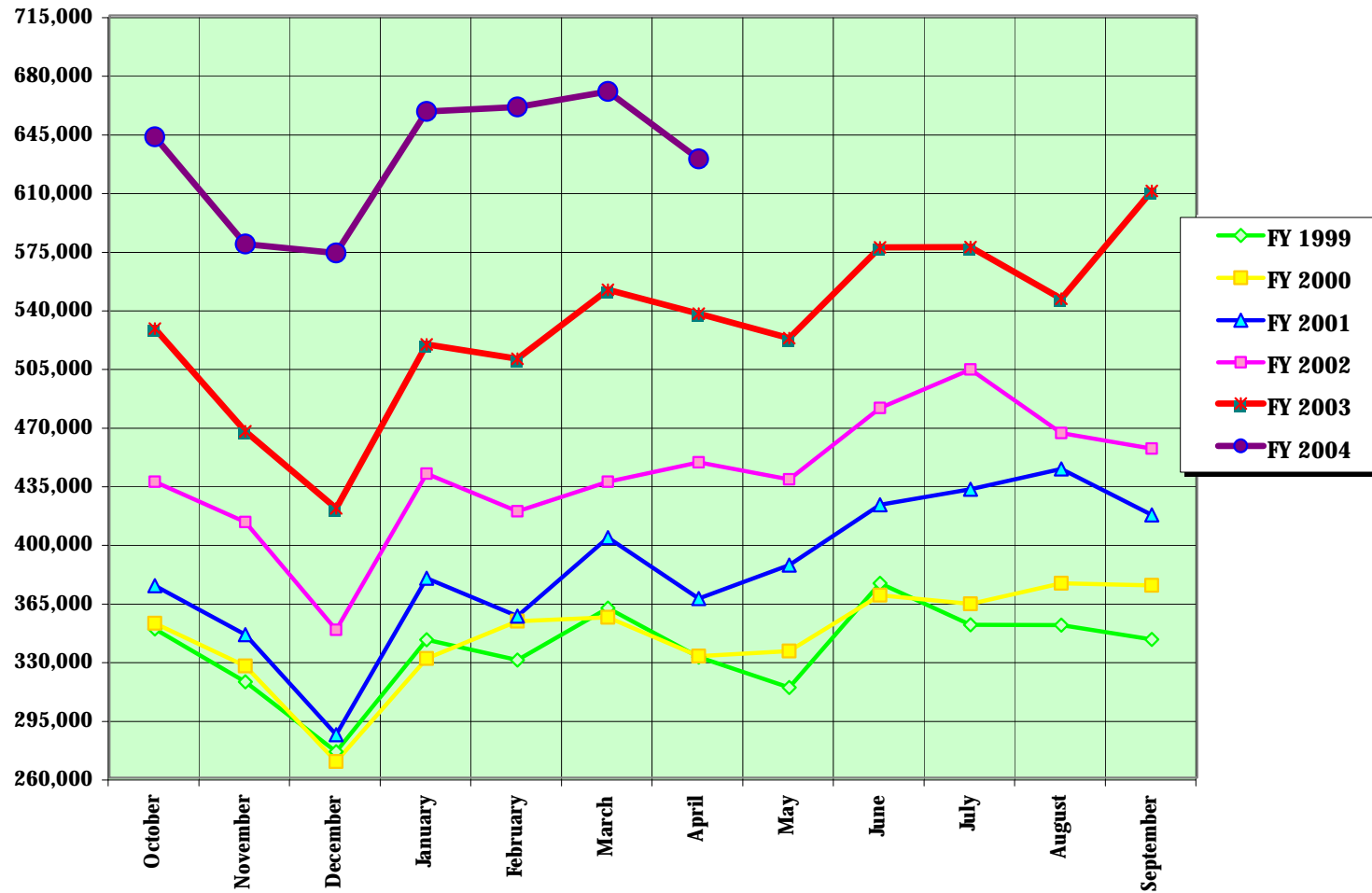
TOTAL LIABILITIES & FUND BALANCE

17,432,841

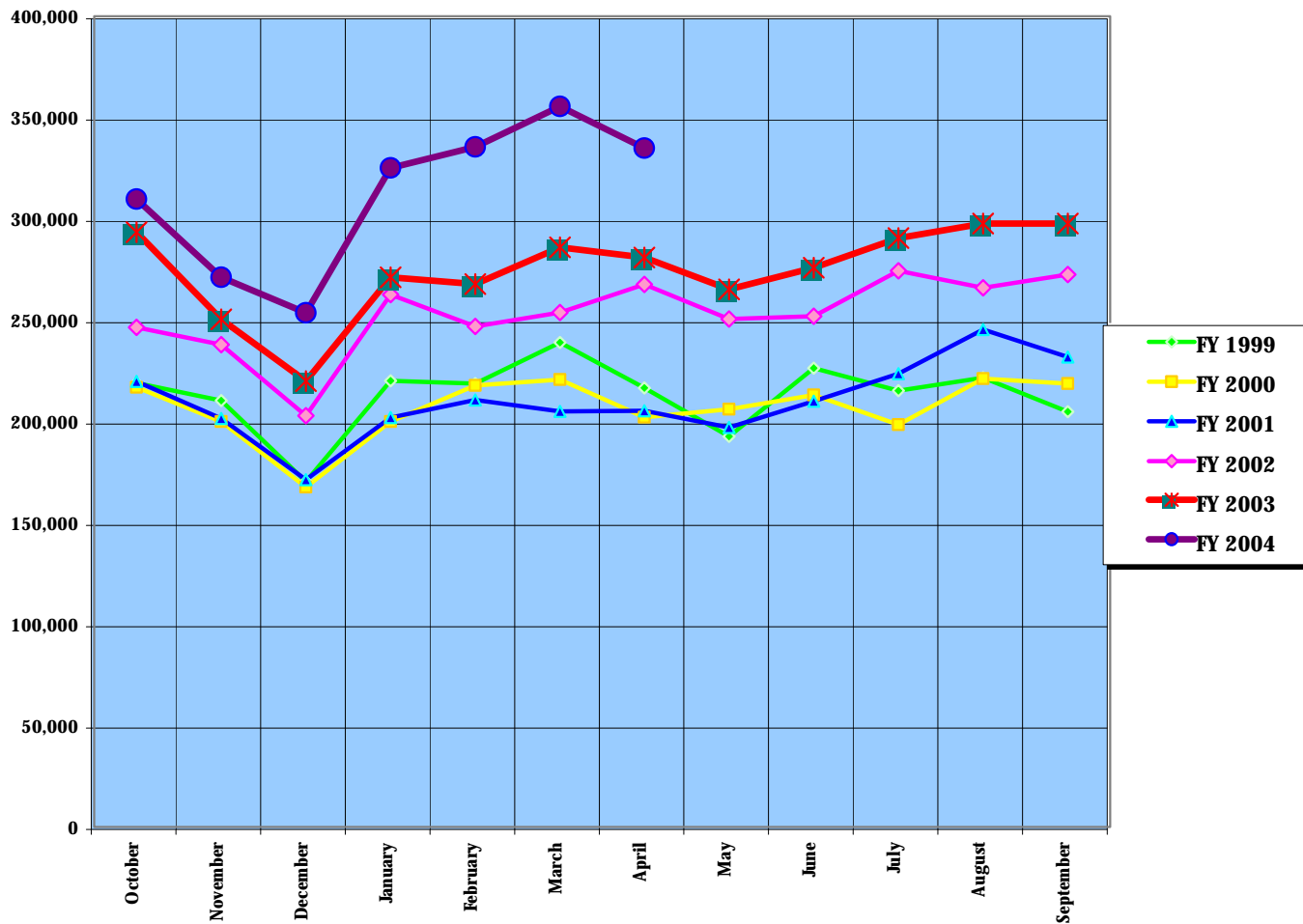
**Orange County Library System
Board of Trustees Meeting
Thursday, June 10, 2004**

**Statistics & Summaries:
April 2004**

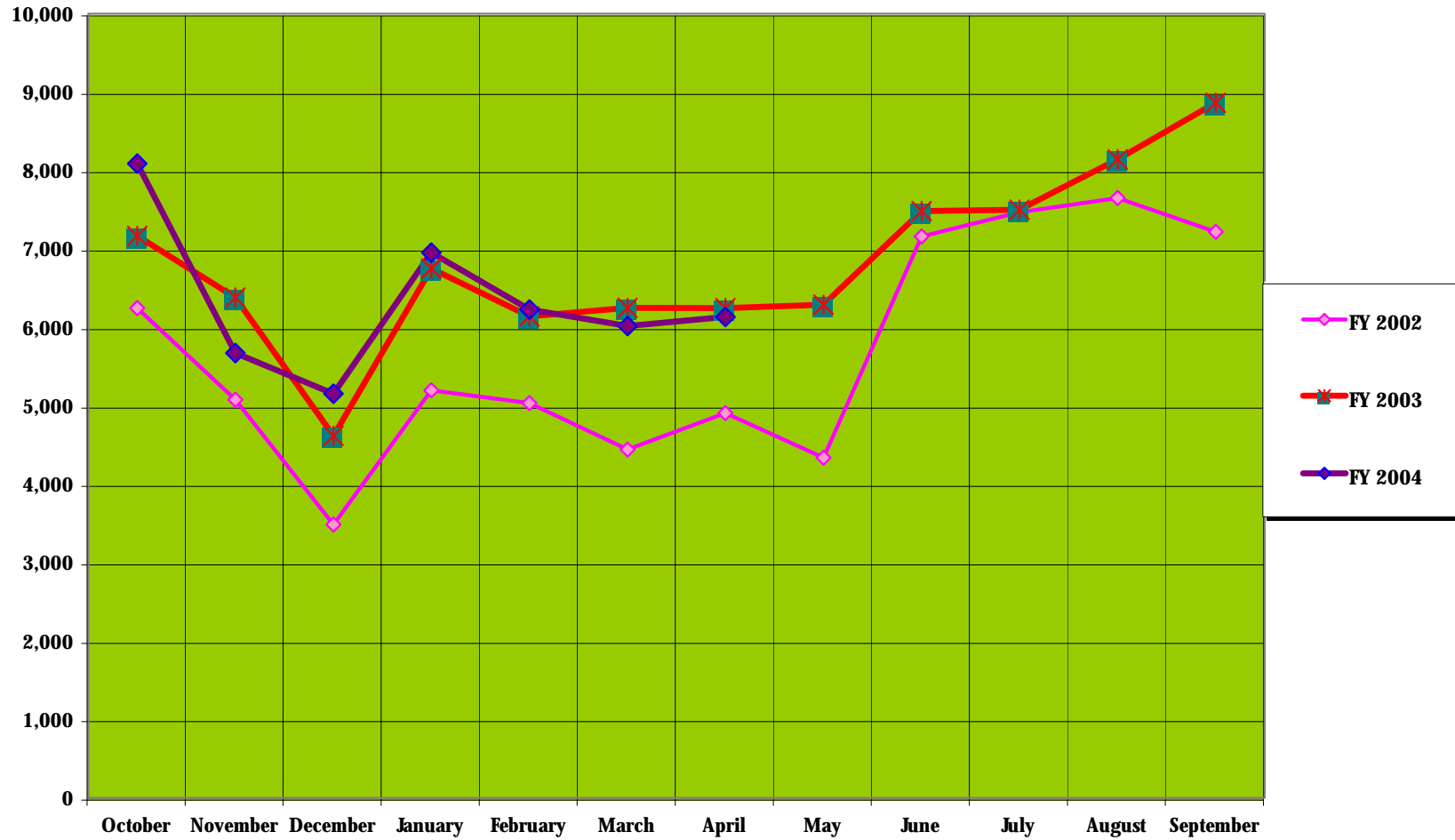
ORANGE COUNTY LIBRARY SYSTEM CIRCULATION Fiscal Year 1999 Through Fiscal Year 2004 TO Date



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



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



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

04-108

	Oct-03	Oct-02	Nov-03	Nov-02	Dec-03	Dec-02	Jan-04	Jan-03	Feb-04	Feb-03	Mar-04	Mar-03
Circulation												
Main	158,181	148,779	153,204	134,497	151,399	124,121	163,584	139,990	165,452	139,086	185,438	150,130
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
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
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
Talking Books	4,192	4,507	2,622	2,505	338	3,815	371	4,237	446	3,908	388	3,828
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
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
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
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

	Apr-04	Apr-03	% of Change	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	163,445	140,404	16.41%		136,304		148,934		141,230		143,639		156,832	1,140,703	1,703,946
Branches	340,887	306,955	11.05%		308,687		349,850		340,589		317,229		356,745	2,400,479	3,669,139
MAYL	40,739	44,887	-9.24%		42,634		46,850		60,975		52,125		53,289	315,716	537,515
Electronic	83,760	40,974	104.42%		30,601		27,063		30,161		29,087		39,336	545,370	407,348
Talking Books	413	3,738	-88.95%		4,146		3,752		3,766		3,758		3,993	8,770	45,953
Total	629,244	536,958	17.19%		522,372		576,449		576,721		545,838		610,195	4,411,038	6,363,901
Door Count															
Main	58,954	71,740	-17.82%		69,000		64,384		67,564		80,439		70,371	455,024	829,262
Branches	276,023	209,201	31.94%		196,250		211,523		222,989		217,309		227,323	1,730,705	2,464,762
Total	334,977	280,941	19.23%		265,250		275,907		290,553		297,748		297,694	2,185,729	3,294,024

Orange County Library System: WWW.OCLS.INFO 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
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
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
Electronic Reference Questions	353	457	392	393	227	312	301	451	384	391	516	459
Live Chat Questions	65	N/A	67	N/A	50	N/A	87	N/A	45	N/A	109	N/A
Total Online Reference Questions	418	N/A	459	N/A	277	312	388	N/A	429	N/A	625	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
Online Suggestions	105	80	114	73	112	62	81	116	86	89	193	79

	Apr-04	Apr-03	% of Change	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	424,052	190,173	122.98%		182,634		195,607		193,819		198,230		211,608	1,668,764	2,216,987
Online Renewals	73,009	62,337	17.12%		59,002		59,797		64,477		66,575		68,886	508,430	714,015
Reference Questions	450	420	7.14%		425		466		466		290		330	2,623	4,860
Live Chat Questions	92	N/A	N/A											N/A	N/A
Total Online Reference Questions	542	N/A	N/A											N/A	N/A
Online Requests	45,966	28,595	60.75%		31,939		36,839		33,487		35,115		39,228	255,623	369,235
Online Suggestions	146	112	30.36%		96		102		91		66		83	837	1,049

**Orange County Library System
Circulation Statistics**

04-108

April 1, 2004 - April 30, 2004

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain -Loss	%Gain -Loss	Total Visits	Visits Year Ago	Gain -Loss	% Gain -Loss
Main	29	163,445	25.97%	140,404	23,041	16.41%	58,954	71,740	(12,786)	-17.82%
MAYL	22	40,739	6.47%	44,887	(4,148)	-9.24%	N/A	N/A	N/A	N/A
Electronic		83,760	13.31%	40,974	42,786	104.42%	N/A	N/A	N/A	N/A
Talking Books	22	413	0.07%	3,738	(3,325)	-88.95%	N/A	N/A	N/A	N/A
West Oaks	29	34,833	5.54%	28,998	5,835	20.12%	19,186	18,158	1,028	5.66%
Herndon	26	34,556	5.49%	30,438	4,118	13.53%	23,546	20,204	3,342	16.54%
Alafaya	29	46,766	7.43%	41,385	5,381	13.00%	34,980	19,881	15,099	75.95%
Southeast	26	27,162	4.32%	25,742	1,420	5.52%	23,714	17,209	6,505	37.80%
Hiawasse	26	19,213	3.05%	19,313	(100)	-0.52%	23,017	16,535	6,482	39.20%
Southwest	26	33,329	5.30%	30,939	2,390	7.72%	22,395	20,729	1,666	8.04%
Edgewater	26	24,295	3.86%	21,443	2,852	13.30%	20,811	22,124	(1,313)	-5.93%
North Orange	29	32,448	5.16%	30,087	2,361	7.85%	26,730	18,495	8,235	44.53%
South Creek	29	39,116	6.22%	36,254	2,862	7.89%	26,143	26,145	(2)	-0.01%
South Trail	26	18,055	2.87%	14,134	3,921	27.74%	22,930	11,994	10,936	91.18%
West Orange	22	11,481	1.82%	10,505	976	9.29%	8,525	5,873	2,652	45.16%
Windermere	22	12,803	2.03%	12,226	577	4.72%	10,845	6,476	4,369	67.46%
Wash. Park	22	6,830	1.09%	5,491	1,339	24.39%	13,201	5,378	7,823	145.46%
Total	411	629,244	100.00%	536,958	92,286	17.19%	334,977	280,941	54,036	19.23%

NUMBER OF SEARCHES

April 2004

04-108

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	771						3,403
Associations Unlimited	238	219	146	395	253	482	503						2,236
Auto Repair Reference Center							Not avail.						0
Biography & Genealogy Master Index	391	279	196	408	346	227	234						2,081
Biography Resource Center	5,638	5,287	5,548	6,012	11,488	5,814	6,361						46,148
Business & Company Resource Center	4,131	2,536	2,926	3,203	3,259	3,660	3,410						23,125
Cerebellum Online Videos				341	229	334	160						1,064
Chapter-A-Day Online Book Club	28,260	28,840	33,500	35,240	36,060	36,280	36,200						234,380
Classical.com				543	420	105	129						1,197
Computer Database	156	121	155	153	119	249	124						1,077
Consulta	156	8	82	29	57	27	8						367
Countrywatch	954	1,252	1,061	1,154	905	1,026	Not avail.						6,352
Dun & Bradstreet International Business	60	51	70	72	95	161	157						666
Expanded Academic ASAP	480	549	263	367	466	504	382						3,011
First Search	2,735	2,023	2,202	2,639	2,397	2,288	2,041						16,325
General Business File ASAP	259	185	101	102	373	196	95						1,311
General Reference Center Gold	3,476	3,267	2,135	2,417	3,542	2,845	2,746						20,428
Health Reference Center	373	510	426	196	393	326	344						2,568
Health & Wellness Resource Center and	2,596	2,532	2,348	1,553	2,352	2,020	1,890						15,291
HeritageQuest Online	2,787	2,489	1,978	2,711	3,169	6,261	1,022						20,417
Info Trac OneFile	2,352	2,497	1,565	1,849	2,734	3,051	2,080						16,128
Informe	11	8	11	6	13	12	13						74
Junior Edition - K12	263	142	92	151	190	98	106						1,042
Kid's Edition - K12	453	375	184	222	606	252	352						2,444
Learnatest	457	349	247	435	665	431	599						3,183
Literature Resource Center	2,322	2,689	2,317	2,842	4,318	4,924	5,375						24,787
Mergent Online		Not avail.	Not avail.	9	44	40	32						125
Morningstar	141	115	150	270	997	1,064	1,235						3,972
NetLibrary				320	355	254	279						1,208
Novelist	926	939	614	910	640	93							4,122
Online Homework Help	214	176	138	168	176	215	184						1,271
Opposing Viewpoints Resource Center	1,579	1,043	994	1,687	2,146	2,284	2,678						12,411
Orlando Sentinel and America's	1,631	1,129	1,689	2,083	2,544	2,667							11,743
Poem/Story/Essay Finder (aka LitFinder)	866	190	237	341	538	Not avail.	2,620						4,792
Prices4Antiques	84	96	99	68	119	157	98						721
Professional Collection	113	193	101	48	143	88	77						763
ProQuest Newspapers (Oct 2003-Mar 2004)	377	268	199	290	450	366	5,548						7,498
Reference USA	4,330	3,374	3,641	4,640	4,945	4,840	3,824						29,594
Rosetta Stone	592	272	151	430	427	421	366						2,659
SIRS Knowledge Source	498	517	386	395	467	504	530						3,297
Student Edition - K12	246	94	53	145	179	142	181						1,040
Tumblebooks	598	Not avail.	336	439	292	702	254						2,621
What Do I Read Next?	193	226	195	169	608	734	441						2,566
Worldbook Online	223	152	249	256	225	184	311						1,600
TOTAL NUMBER OF SEARCHES	72,973	66,519	68,456	77,955	91,773	88,225	83,760						549,661

Please note: (1) Effective April 2004, AllData's subscription expired and was not renewed. Auto Repair Reference Center replaced AllData. Usage statistics are not yet available.

(2) Due to technical difficulties Countrywatch was not able to provide a usage report for April 2004.

(3) Per amended information from the online database companies' technical support representatives, Heritage Quest and New York Times usage statistics' were reviewed and adjusted.

(4) Novelist's subscription expired and was not renewed.

(5) Effective April 2004, Orlando Sentinel's subscription through Newsbank expired and was not renewed. Orlando Sentinel is available through a package from

**Orange County Library System
Board of Trustees Meeting
Thursday, June 10, 2004**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, June 10, 2004**

**Approval of Preliminary
Budget for Fiscal Year Ending
September 30, 2005**

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-111

RESOLUTION TO APPROVE PRELIMINARY BUDGETS FOR THE FISCAL YEAR
ENDING SEPTEMBER 30, 2005.

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 10th day of June, 2004, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves to:

1. Approve preliminary FY 2005 Operating, Capital Projects, Sinking, Main Debt Service, and Branch Debt Service Fund budgets. By taking this action, the Library Board is approving the total budget for each fund and not the individual line items in each budget.
2. Recommend to the Library District Governing Board that the
 - FY 2005 Operating Fund millage rate be maintained at .4144 for the fifth year in a row
 - FY 2005 Main Debt Service Fund millage rate be adopted sufficient to fund the preliminary Main Debt Service Fund budget. This millage rate will be approximately .0211, which is lower than the current year rate of .0221.
3. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, June 10, 2004**

Consent Agenda

04-113 North Orange RFID Proposal

**Orange County Library System
Board of Trustees Meeting
Thursday, June 10, 2004**

North Orange RFID Proposal

RFID/SELF CHECK INSTALLATION AT NORTH ORANGE BRANCH

I. Problem Statement

The Library originally planned to add RFID technology in two branches this year and two additional branches (North Orange and West Oaks) for FY 2005. Sufficient funds are available in the current year's budget which allows us to move forward with the purchase of an RFID/Self Check system

II. Executive Summary and Background

The Library is implementing RFID technology at the Winter Garden and Alafaya Branches this year. The preliminary budget for FY2005 includes funds to implement RFID at West Oaks Branch.

Library staff analyzed feasibility of implementing RFID in three branches by September 30, 2004. There were two major considerations. Could 3M (RFID vendor) deliver required equipment and RFID tags by August 1? Was there sufficient time for staff to tag three branch collections?

3M has confirmed equipment and tags will be delivered by deadline. Tagging of all three collections is possible if they are done simultaneously. This would require the rental of two additional conversion stations to supplement the one station that the Library has already purchased. There are sufficient funds in the current year's budget for the conversion stations.

III. OPTIONS

The library has identified two options.

OPTION 1. Do not add RFID/Self Check at North Orange this fiscal year.

Advantages: Other projects could be identified on which to spend these dollars

Disadvantage: Library delays implementing RFID technology thereby losing efficiencies in staff time.

OPTION 2. Approve purchase of equipment and tags to support installation at North Orange this fiscal year

Advantages: Library is ahead of schedule in converting to RFID technology and gains the efficiency in staff time.

Disadvantages: Cost of conversion station rental

IV. Recommendation

The Staff recommends the Library Board approve Option 2 and install RFID at North Orange this year. The cost of equipment and tags totals \$177,495.00 which includes the rental of two conversion stations (\$4100.)

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-113

RESOLUTION TO PURCHASE AND INSTALL 3M RFID TAGS AND SELF CHECK
OUT EQUIPMENT AT THE NORTH ORANGE 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 10th day of June, 2004, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the purchase and installation of 3M RFID tags and self check out equipment at the North Orange Branch, not to exceed \$177,495.
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, June 10, 2004**

Discussion & Possible Action Items

**Orange County Library System
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Thursday, June 10, 2004**

Strategic Plan – Year Six

**Additional Information to be
Provided at the Meeting.**

**Orange County Library System
Board of Trustees Meeting
Thursday, June 10, 2004**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, June 10, 2004**

Director's Report

Director's Report June 2004

?Lisa Stewart and Renae Bennett went to Discovery Middle School and met with over 70 kids and parents of the school's parent/teacher English as Second Language group. The school was very welcoming and appreciated the information Lisa presented in Spanish! OCLS distributed library brochures, Get Your Card cards (in Spanish). They talked about sign up procedures, library resources, Summer Reading Program and the summer reading lists. Assistant Principal Gloria Fernandez was very cordial and very helpful. OCLS was glad to have been asked and we' are hoping to go again!

?The Library was awarded an Excellence Award at the Golden Brick Award reception held 20 May 2004 by the Downtown Orlando Partnership. The award was for the Library Central makeover.

?The Beatles, Bach, and Beyoncé are about to bring sweet music to many libraries as part of a \$143 million nationwide price-fixing settlement against major music labels and retail chains. Starting in May, seven million CDs valued at \$74.6 million, will be distributed to public libraries and schools in 40 states. Recipients won't have a say in the music they receive, but libraries have been assured that there will be a quality selection, ranging from classical to contemporary. The titles are supposed to be a variety of genres, not just castoffs and cutouts from the music suppliers. Libraries were told to expect CD shipments to start arriving sometime between May and October. Florida schools can expect mainly country, blues, Latin, jazz, and classical, while public libraries will get rock and children's stories, as well as classical music.

?Managers will be participating in a series of three management and leadership seminars to sharpen their leadership skills. The three sessions will focus on traits and characteristics of leaders, real world management challenges and issues, coaching and counseling skills.

?The Library has made application to the National Library of Medicine (NLM) for a \$40,000 grant to promote health information resources, including the health sites on NLM's webpage. OCLS is partnering with

Orange County Citizen's Commission for Children, Neighborhood Centers for Families, Orange County Health Department, Orange/Vision TV to provide a series of 10 classes covering Healthy Kids/Obesity; Prenatal care, Heart Disease Prevention and Care, Nutrition, Exercise and General Wellness, Low Vision, ¹Alzheimer's, Diabetes, Senior Wellness, Hearing Loss and Menopause. The classes will be given at the Library's facilities, NCC's facilities, televised for broadcasting on Orange TV and distributed on CD to county health organizations. We will hear later on this year the outcome of our grant proposal. Many thanks to Debbie Moss, Marilyn Hoffman, Eric Atkinson and Ormilla Vengersammy for this BHAG¹ effort.

?The Main Library will be the site of a live nationwide satellite broadcast and press conference announcing an ALA /Walgreens Health Information Partnership that gives \$25,000 to each of 10 participating communities for hosting a series of programs focusing on health and wellness. Walgreen's President Jim Rein and ALA President Carla Hayden will be at OCLS to kickoff the broadcast. Each of the programs will be given by a Walgreens' pharmacist. and includes health related materials for each of the ten selected libraries. The broadcast will take place 24 June, in conjunction with the American Library Association's Annual Conference here.

?The Senior Workshop for May 2004 was quite successful. All classes were two hour long with a 10 minutes break. There were raffles and giveaways. Many of the seniors are looking forward to the next workshop. Many thanks to CRC Manager Ormilla Vengersammy, Hao Do, Beverly Ann Galloway, Valerie Dawson, and Team Leader Martha Jimenez.

Following is a table that shows the stats for each of the senior's classes.

Count of Senior Registration			
Date	Class	#Registered	#Attended
05/3/2004	Computer Basics for Seniors	12	8
5/17/2004	Computer Basics for Seniors	14	10
5/13/2004	Email Cards for Seniors Level II	11	8

¹ Per Jim Collins in *Built to Last!* BHAG=Big Hairy Audacious Goal

Count of Senior Registration			
Date	Class	#Registered	#Attended
5/10/2004	Email for Seniors Level I	11	8
5/24/2004	Email for Seniors Level I	7	1*
05/6/2004	Internet Search for Seniors: Know Your Health?	13	12
5/20/2004	Internet Search for Seniors: Reach Your Destination	15	13
5/27/2004	Publisher for Seniors	12	6

?The CRC is gearing up for a new offering. Photo Shop classes will begin this August! We anticipate that they will be well received.

?The Health and Wellness Fair was held 3 June for all OCLS employees. 135 employees participated in the event that featured cholesterol screening, body fat analysis, glucose and blood pressure testing, stress massages, spinal checks, and lots of health related information. Thanks to Yvonne Pierre for coordinating this event and other to other members of the Safety Committee including Tonia Hinkle, Debbie Tour, Jane Tracey, and Cyndi Lynch for their involvement in making this an outstanding event for OCLS employees.

?Eighty six employees and family enjoyed the Staff Association Picnic on 30 May at Barnett Park. Despite the high temperatures, everyone enjoyed it. Many thanks to Ashley Sanders, Lisa Glassford, Sally Fry, Susan Vanture, Ben Garcia, Margaret Reid Leach, and other members of the Staff Association for organizing this fun event for our employees.

?Orange TV taped segments at the Orlando Public Library and edited a piece called *My Day at the Library* for general airing on Orange TV

?Distribution of summer reading program flyers to all Orange County Elementary school children. The Summer Reading Program *Go for the Gold* is in full swing and so is the teen program *It's Greek to Me*. Camp Savvy for middle school children is offered at 5 locations.

?The South Creek Branch held a special kick off event for the summer reading program on Wednesday June 2nd. Children were invited to participate in a library scavenger hunt and pick up copies of the reading list. Staff marketed the event to patrons as they registered for cards or visited the library. Attendance was incredible as 200 kids and 75 parents showed up! Thanks to Branch Manager Julie Ventura and all the staff at South Creek. It promises to be a busy and exciting summer there.

?We targeted senior centers for older Americans month...sent newsletters and Library Card sign up forms plus offered computer programs especially for seniors throughout the month of May.

?The Friends Second Saturday program for June features William Lamb the Horoscope Man discussing his first book, The Secrets of Your Rising Sign-An Astrological Key to Getting What You Want. Friends will have a Friends Family Frolic on July 24.

?Friends Spring Book Sale was a great success, earning \$5700. WMMO aired FOL Spring Book Sale PSA during the week of May 16

?We will be conducting Focus Groups and Surveys of people who do not use the Library in order to gain knowledge of "why not?" A new resident mailer has been designed and will be sent to encourage Library Card sign-up.

?Music in the Library continues to be popular and is offered every Friday at noon in Library Central.

?Orlando Acoustic Guitar Society will be giving a Guitar Sampler on Saturday, June 12, at 1 pm.

?The Community Book Sale in partnership with Scholastic Books earned the Library shopping dollars at the Scholastic warehouse.

?The Library will participate with the Active Living event on June 9 at the Expo Center. Jack La Lanne, the “Godfather of Fitness” is the keynote speaker.

?The Library will present two special Author programs in July. The first on Sunday, July 11 featuring motivational speaker Simon T. Bailey. Mr. Bailey will focus his presentation on inspiring people to “Dream Big and Live a Passionate Life”. On Sunday, July 18 we will feature author Terri McGraw. Mrs. McGraw has a weekend syndicated television segment that airs on WFTV Channel 9, under the name Mrs. FIXIT! She will share tips and techniques on how to use common household items for quick cleaning and how to make simple home repairs.

**Orange County Library System
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Winter Garden Project Summary

Winter Garden Project Summary

May 31, 2004

<u>Category</u>	<u>Budget Approved 12/12/02</u>	<u>Revised Budget</u>	<u>Expended to Date</u>
Architect/engineer	150,000	152,148	138,883
Construction			
Contractor	2,100,000	2,231,609	1,661,483
Carpet	35,000	33,000	0
Impact & Permit Fees	40,000	40,000	22,594
Testing	8,000	8,000	6,404
Other	10,000	10,000	2,001
Construction Total	<u>2,193,000</u>	<u>2,322,609</u>	<u>1,692,482</u>
Contingency	207,000	75,243	
TOTAL PROJECT	<u><u>2,550,000</u></u>	<u><u>2,550,000</u></u>	<u><u>1,831,365</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
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**Public Comment:
Non-Agenda Items**