

**Orange County Library System
Board of Trustees**

Board Packet for July 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**

July 2, 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, July 8, 2004, at the **Washington Park Branch Library; 5151 Raleigh Street – Suite A; Orlando, Florida 32811; 407.521.2466.**

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
July 8, 2004
Washington Park Branch Library
5151 Raleigh Street; Suite A
Orlando, Florida 32811
407.521.2466

- 04-120 I. **Call to Order**
- 04-121 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 .
- 04-122 III. **Approval of Minutes: Library Board of Trustees Meeting – June 10, 2004**
- 04-123 IV. **Staff Presentation: Secret Shopper – Sally Fry**
- 04-124 V. **Financial Statements and Summaries: June 2004**
- 04-125 VI. **Statistics and Summaries: May 2004 Reports**
- 04-126 VII. **Action Items**
- 04-127 **Consent Agenda**
- 04-128 **Strategic Plan – Year Six**
- 04-129 **Amendment to the Board Meeting Schedule**
- 04-130 **Computer Purchase - Public and Staff Computer Purchase Recommendation (Addresses Goal 2 Objective 2 of the Strategic Plan)**
- 04-131 **Security Camera Equipment For Main Library (Addresses Goal 1; Objective 4 of the Strategic Plan)**
- 04-132 **Amended and Restated Interlocal Agreement – Law Collection**
- 04-133 VIII. **Discussion and Possible Action Items**
- 04-134 **Strategic Plan Quarterly Update**

- 04-135 IX. **Information**
- 04-136 **Director's Report**
- 04-137 **Winter Garden Project Summary**
- 04-138 **Public Comment: Non-Agenda Items**

X. **Adjournment**

Next Meeting Dates: --- August 12, 2004 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 ---
September 9, 2004 – Location Information Forthcoming.

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, July 8, 2004**

Public Comment

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

**Approval of Minutes:
Library Board of Trustees Meeting
June 10, 2004**

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

Board Members Present: Tom Kohler (6/0); Gloria Fernandez (6/0);
Sara Brady (6/0); James Tyson (6/0);
Matthew Pardy (4/0)

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

04-102 I. **Call to Order**

President Kohler called the meeting to order at 7:00 p.m.

04-103 II. **Public Comment**

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04-104 III. **Approval of Minutes**

04-105 **Library Board of Trustees Meeting – May 13, 2004**

Trustee Fernandez, seconded by Trustee Brady, moved to approve the minutes for the May 13, 2004 Board of Trustees Meeting.
Motion carried 5-0.

04-106 **Strategic Planning Workshop – May 22, 2004**

Trustee Fernandez, seconded by Trustee Brady, moved to approve the minutes for the Strategic Planning Workshop held on May 22, 2004 Board of Trustees Meeting.
Motion carried 5-0.

04-107 IV. **Staff Presentation: OLIVE Demonstration – Carolyn McClendon & Renae Bennett**

Alafaya Branch Manager Renae Bennett and QuestLine/ Special Collections Assistant Manager Carolyn McClendon demonstrated OLIVE, (OCLS Interactive Virtual Experience), which is an online video teleconferencing service available to customers at

the Alafaya Branch Library. Customers at Alafaya can pick up the phone at the OLIVE video station to ask a question of the QuestLine Staff at the Main Library. The customer and the QuestLine Staff are able to see one another while interacting on the phone. Ms. Bennett stated that OLIVE was used 84 times during April 2004 and has proven to be quite popular. Several customers have commented that OLIVE is very easy to use and they can still enjoy face to face service. Ms. Bennett and Ms. McClendon connected with Katie McNair at Alafaya in order to demonstrate the ease of use of OLIVE. Brief discussion ensued.

04-108 V. **Financial Statements and Summaries: May 2004**
Information provided in the Board Packet was sufficient and further discussion was not necessary.

04-109 VI. **Statistics and Summaries: April 2004 Reports**
Assistant Director Debbie Moss spoke briefly regarding the door count increases at several locations.

04-110 VII. **Action Items**

04-111 **Approval of Preliminary Budget for Fiscal Year Ending September 30, 2005**
Comptroller Tessier presented a PowerPoint presentation of the Preliminary Budget for FY 2005. Topics addressed included the budget process, significant Strategic Plan items included in the budget, proposed millage rates, and future financial challenges. Brief discussion ensued.

Trustee Tyson, seconded by Trustee Fernandez, moved 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.

Motion carried 5-0.

04-112 **Consent Agenda**

04-113 **North Orange RFID Proposal**
Trustee Tyson, seconded by Trustee Brady, moved 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.
Motion carried 5-0.

04-114 VIII. **Discussion and Possible Action Items**004-115 **Strategic Plan – Year Six**

The Year Six of the Strategic Plan was deferred until next month's meeting.

04-116 IX. **Information**04-117 **Director's Report**

?On June 24, we will have a live satellite broadcast from Library/Club Central. A technical crew will be here quite early that morning to announce the Walgreens/ALA health partnership and to announce that OCLS will be one of the 10 participating Libraries nationwide.

?We will be installing the 2000 Fiesta in the Park winning artwork in the Winter Garden Branch that is currently in the Director's office. It is a large birdhouse, entitled *Alabama Re-do*, made of wood and tin recycled from old Alabama barns. The piece depicts an angel hovering over a rustic dwelling. It will be housed on a wooden base and covered with a glass shell to protect it. The *Unapickle* ski sculpture that was Fiesta in the Park's 2003 winner will soon be housed on the first floor near the information desk. Both installations will be similar to the fish case in the lobby at the main library.

? We kicked off the Go For the Gold! Summer Reading Program with a bang on Saturday, June 5. We had 34 children and 14 adults at the Opening Ceremonies. The program began with kids making and designing their own torches. With their torches held high, Kristin Alvarado and Danielle King led the group up and down the stairwell chanting "We are the Readers, the Mighty, Mighty Readers." After the torch relay, everyone settled down to hear Kristin tell a few stories and talk about how to participate in the Summer Reading Program. The children then had some real fun playing team games: Crab Soccer and Plastic Golf Ball on Spoons Relay. The 1½ long program ended with an Olympic themed cake and juice.

?Monday, June 7 was the first *Start with Art* program, based on the Edith and Thacher Hurd display at the Orlando Museum of Art. We had 39 children and 4 adults participating. Kristin Alvarado read the book "Art Dog" by Thacher Hurd and then led the children around the Children's Department to discuss the art in the department. The children had fun making their own watercolor paintings.

?We also had great attendance at our first Mmmm...Movies program this morning. After Charlie Hoeck did a short storytelling session to warm up the crowd, we showed the movie *Hercules* in Library Central. Over 130 children and 30 adults were in attendance at the beginning of the movie. Thanks to all of the Children's staff for such a bang up kickoff!

?We anticipate the Online Credit Card Payment option for OCLS web users should be up and running in about 2 weeks.

?We are upgrading the 2x2 fixtures on the 3rd floor as part of the renovation project. The work for this will be done at night from 9 PM to 8 AM Monday through Thursday. This will take approximately two weeks and could begin as early as 6/28.

We are also working to schedule the re-carpeting of the west end of the 3rd floor. This is going to take 7-10 days and could begin as early as 7/12. Our plan for the re-carpeting is to work 24/7 until the project is completed. We will close 3rd floor west to the public during this work, as was done with the big shifting project.

?The first public digital scanner is being installed at the Computer Resource Center tomorrow. We are testing it out to see how the public reacts to it. There have been customer requests for this service. We would do public scanning in the CRC for \$5.00 per scan. This is consistent with our Strategic Plan:

GOAL 2: Provide a Range of Services that are Responsive to a Changing Community; Objective 3: Expand End User Services; Experiment with use of scanners - Main

?Orlando Public Library will the site for a meet and greet for Harvard Law Professor and author, Charles J. Ogletree, Jr. on Tuesday 29 June from 5:30 to 8:00pm. Professor Ogletree will share parts of his book and answer questions. He will be in town for the American Library Association's convention and special panel discussing the anniversary of Brown v. Board of Education on Sunday, June 27.

Professor Ogletree's latest book is: *All Deliberate Speed: Reflections on the First Half Century of Brown v. Board of Education*. It has gotten good reviews. The website is www.alldeliberatespeed.com.

04-118

Winter Garden Project Summary

04-119

Public Comment: Non-Agenda Items

Bill Freeman - Orange County Resident spoke regarding the Talking Books program and OCLS's sub-regional library status.

Nicole Hugues - Orange County Resident spoke regarding the Talking Books program and OCLS's sub-regional library status.

Sherry Brun - Orange County Resident spoke regarding the Talking Books program and OCLS's sub-regional library status.

Dwight Sayer – Orange County Resident spoke regarding the Talking Books program and OCLS's sub-regional library status.

Ellen Dawhurst – Osceola County Resident spoke regarding the Talking Books program and OCLS's sub-regional library status.

Chuck Graham - Orange County Resident spoke regarding the Talking Books program and OCLS's sub-regional library status.

Cheryl Stone – Orange County Resident spoke regarding the Talking Books program and OCLS's sub-regional library status.

Merry Schoch – Hillsborough County Resident Orange County Resident spoke

regarding the Talking Books program and OCLS's sub-regional library status.

Sherrill O'Brien – Hillsborough County Resident Orange County Resident spoke regarding the Talking Books program and OCLS's sub-regional library status.

Rick Brown – Hillsborough County Resident Orange County Resident spoke regarding the Talking Books program and OCLS's sub-regional library status.

Harold Pritchett – Orange County Resident spoke regarding the Talking Books program and OCLS's sub-regional library status.

Barabara Sing – Orange County and Winter Resident spoke regarding the Talking Books program and OCLS's sub-regional library status.

Jay Bader – Orange County Resident spoke regarding the Talking Books program and OCLS's sub-regional library status.

Rachel Bader – Orange County Resident spoke regarding the Talking Books program and OCLS's sub-regional library status.

Greg Carlson of the Daytona Beach Regional Talking Books Library spoke regarding the Talking Books program and OCLS's sub-regional library status.

All of the individuals who spoke to the Board expressed opposition to the perceived notion that OCLS is eliminating the Talking Books Program and all services to the blind.

Discussion ensued with the Trustee Pardy asking Mr. Carlson to clarify how the mailing service is not duplicative and for the differences between the Orlando and Daytona Beach locations. President Kohler asked Mr. Carlson the number of customers served by the Daytona Beach regional library. Mr. Carlson said that one-third of the customers in the State of Florida are served by Daytona Beach. President Kohler stated that while one-third of the customers are served by Daytona Beach, the remaining two-thirds of the customers are served by the sub-regional libraries throughout the State; and that the sub-regional libraries do not receive any of the funding that is provided to the regional library in Daytona Beach.

Mr. Carlson stated that if the mailing service continues to be handled by the regional library in Daytona Beach, they may ask for all tapes and players at OCLS be returned to the regional library.

Acquisitions Services Manager, Wendi Bost, spoke about the Talking Books program and the service provided to Orange County residents. She explained that the regional library in Daytona Beach performs the daily mailing of requested tapes and that other services are performed by OCLS staff members who have been cross-trained to serve walk-in and phone customers. Ms. Bost also stated that OCLS is participating in the program and is in fact sending tapes to customers throughout the State. Assistant Director Moss indicated that OCLS would like to have a rotating subset collection of tapes and tape players available to walk-in customers with the regional library handling the mailing services.

The Board indicated that it is still unclear that the mailing service provided at OCLS is not duplicative and redundant to that provided at the regional library in Daytona Beach. The Board asked for copies of the Federal Talking Books legislation and guidelines as well as an evaluative matrix delineating the current services for the blind and disabled and the revised budget allocation services so that the differences can be compared.

President Kohler stated that dialog will continue with the print disabled community regarding the Talking Books program and that, per Trustees Fernandez's suggestion, the Talking Books Program will be on the August Board Meeting agenda so that the Board may consider action regarding the allocation of resources.

X. **Adjournment**

President Kohler adjourned the meeting @ 9:20

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, July 8, 2004**

**Staff Presentation:
Secret Shopper – Sally Fry**

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

**Financial Statements &
Summaries: June 2004**

Orange County Library System Financial Statement Highlights Nine Months Ended June 30, 2004

Operating Fund Revenue and Expenditure Summaries

Grants

Although we had budgeted \$50,000 for State and Federal grants, we have received just \$15,000 thus far. However, we have been awarded another \$10,000 grant and are continually looking for other grant opportunities.

Transfers from Property Appraiser and Tax Collector

During the fiscal year we are required to fund a portion of the operations of both the Property Appraiser and Tax Collector for the services these agencies provide to the District. By law, these agencies are required to remit any "excess fees" on hand at the end of the fiscal year back to the taxing authorities which originally paid them. Each year we receive a distribution of these excess fees but we will not get the revenue until October.

General Comment about Expenditure Summary

In accordance with our past practice, we have marked those accounts that we expect to over spend with an asterisk. Rather than adjust the budget each time we expect to over spend an account, we verify that there are sufficient funds in other areas of the budget to cover the overage and inform the Library Board of the expected overage.

Repairs and Maintenance

For the quarter ended June 30, 2004, we paid our handyman, \$12,552, which consists of \$10,949 for labor and \$1,603 for materials.

Other Financial Matters

Proposed Constitutional Amendment to Double Homestead Exemption

According to a recent article in the Orlando Sentinel, both sides on the Amendment issue have made arguments before the State Supreme Court. The Court did not indicate when it would rule on the Constitutionality of the proposed ballot amendment.

Payment by Debit and Credit Card

Last September we started accepting payment by debit and credit card but it could only be done in person. Effective June 28th, patrons can now use this method of payment both over the phone and online. On the second day after implementing this, 41 patrons had utilized this new service for a total of \$448. Our expectation is this will be popular.

2003 Investment Summary

Enclosed is summary of the investment activity for calendar 2003. This summary is provided to the Library Board as information about the types of investment utilized in the Library's various funds and the rates earned.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Nine Months Ended June 30, 2004**

04-124

	ANNUAL BUDGET	YTD ACTUAL	(9 months=75%)
AD VALOREM TAXES	22,635,232	22,267,394	98.4%
INTERGOVERNMENTAL			
Grants	50,000	15,000	30.0%
State Aid	1,482,000	1,506,792	101.7%
Law Collection Fees	250,000	185,710	74.3%
	<u>1,782,000</u>	<u>1,707,502</u>	<u>95.8%</u>
CHARGES FOR SERVICES			
Fee Cards	14,000	8,413	60.1%
PC Pass	30,000	26,905	89.7%
Classes	1,000	825	82.5%
Copy & Vending	170,000	135,660	79.8%
Fax	0	1,652	
Notary	0	45	
Scanner	0	10	
	<u>215,000</u>	<u>173,510</u>	<u>80.7%</u>
FINES			
Fines	650,000	669,378	103.0%
Lost Materials	70,000	66,367	94.8%
	<u>720,000</u>	<u>735,745</u>	<u>102.2%</u>
MISCELLANEOUS			
Interest Earnings	175,000	133,726	76.4%
Rents	5,000	1,409	28.2%
Sales of Fixed Assets	0	1,750	
Disk Sales	2,500	1,983	79.3%
Contributions - Friends of Library	162,000	91,626	56.6%
Contributions - Others	5,000	5,300	106.0%
Library Central Gala	0	26,225	
Miscellaneous	30,500	32,042	105.1%
	<u>380,000</u>	<u>294,061</u>	<u>77.4%</u>
TRANSFER FM PROP APPRAISI	30,000	0	0.0%
TRANSFER FM TAX COLLECTO	210,000	0	0.0%
TOTAL REVENUES	<u><u>25,972,232</u></u>	<u><u>25,178,212</u></u>	<u><u>96.9%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Nine Months Ended June 30, 2004

	ANNUAL BUDGET	YTD ACTUAL	(9 months=75%)
SALARIES & BENEFITS			
Salaries	11,090,984	7,783,613	70.2%
Medicare Taxes	160,821	107,099	66.6%
Defined Contribution Plan	831,830	573,652	69.0%
Defined Benefit Plan	789,719	568,507	72.0%
Life and Health Insurance	1,568,690	1,032,320	65.8%
Worker's Compensation	134,669	105,274	78.2%
Unemployment Compensation	20,000	5,341	26.7%
Parking & Bus Passes	93,420	60,339	64.6%
	<u>14,690,133</u>	<u>10,236,145</u>	<u>69.7%</u>
OPERATING			
Professional Services	185,000	153,628	83.0% *
Other Contractual Services	644,000	435,650	67.6%
Other Contract. Serv.- Janitorial	233,000	166,914	71.6%
Training and Travel	75,000	56,326	75.1%
Telecommunication	293,000	191,686	65.4%
Delivery and Postage	1,075,000	821,023	76.4%
Utilities	650,000	408,105	62.8%
Rentals and Leases	820,000	605,522	73.8%
Insurance	150,000	142,870	95.2% *
Repair and Maintenance	587,000	402,813	68.6%
Repair & Maint. - Hardware/Softwa	205,000	188,571	92.0% *
Copying/Printing	220,000	115,090	52.3%
Property Appraiser's Fee	262,000	262,425	100.2% *
Tax Collector's Fee	452,000	445,348	98.5%
Supplies	750,000	370,819	49.4%
Supplies-Hardware/Software	55,000	88,262	160.5% *
Contingency	300,000	0	0.0%
	<u>6,956,000</u>	<u>4,855,052</u>	<u>69.8%</u>
CAPITAL OUTLAY			
Building and Improvements	375,000	117,300	31.3% *
Equipment and Furniture	275,000	167,425	60.9% *
Hardware/Software	965,000	642,916	66.6%
	<u>1,615,000</u>	<u>927,641</u>	<u>57.4%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	13,500	8,027	59.5%
Materials - Law	210,000	113,432	54.0%
Materials - Other	3,936,500	2,940,745	74.7%
	<u>4,160,000</u>	<u>3,062,204</u>	<u>73.6%</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	50,000	100.0%
	<u>949,000</u>	<u>376,484</u>	<u>39.7%</u>
TOTAL EXPENDITURES	<u>28,370,133</u>	<u>19,457,526</u>	<u>68.6%</u>

*=Expect to over spend the budget for this account

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Nine Months Ended June 30, 2004**

04-124

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(9 months=75%)</u>
REVENUES			
Ad Valorem Taxes	1,207,139	1,188,788	98.5%
Interest	10,000	5,086	50.9%
Transfer From Tax Collector	13,000	0	0.0%
TOTAL REVENUES	<u>1,230,139</u>	<u>1,193,874</u>	<u>97.1%</u>

EXPENDITURES			
Principal	1,100,000	0	0.0%
Interest	151,900	75,950	50.0%
Tax Collector's Fee	26,100	23,776	91.1%
TOTAL EXPENDITURES	<u>1,278,000</u>	<u>99,726</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
Nine Months Ended June 30, 2004**

04-124

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(9 months=75%)</u>
REVENUES			
Transfer From General Fund	417,000	201,484	48.3%
Interest	<u>5,000</u>	<u>3,843</u>	<u>76.9%</u>
TOTAL REVENUES	<u>422,000</u>	<u>205,327</u>	<u>48.7%</u>

EXPENDITURES			
Principal	318,009	166,917	52.5%
Interest	<u>98,770</u>	<u>34,567</u>	<u>35.0%</u>
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
Nine Months Ended June 30, 2004**

04-124

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(9 months=75%)</u>
REVENUES			
State Construction Grant	310,000	150,000	48.4%
Proceeds-Sale of W. Orange Propert	350,000	0	0.0%
Contribution From City of Winter G	114,000	57,000	50.0%
Interest	0	2,546	0.0%
Transfer From General Fund	482,000	125,000	25.9%
TOTAL REVENUES	<u>1,256,000</u>	<u>334,546</u>	<u>26.6%</u>

EXPENDITURES

WINTER GARDEN BRANCH

Architect/Engineer	30,000	12,884	42.9%
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	4,251	106.3%
Other	7,000	0	0.0%
Contingency	208,000	0	0.0%
TOTAL EXPENDITURES	<u>1,555,000</u>	<u>860,346</u>	<u>55.3%</u>

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Nine Months Ended June 30, 2004**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(9 months=75%)</u>
REVENUES			
Transfer From General Fund	<u>50,000</u>	<u>50,000</u>	<u>100.0%</u>
 RESERVES			
Reserves-Building and Improvemen	25,000	25,000	100.0%
Reserves-Technology	<u>25,000</u>	<u>25,000</u>	<u>100.0%</u>
TOTAL RESERVES	<u>50,000</u>	<u>50,000</u>	<u>100.0%</u>

**ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
June, 2004**

04-124

	<u>BALANCE</u> 5/31/04	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> 6/30/04	
OPERATING					
Checking	271,090	5,196,617	(4,646,180)	821,527	821,527
SBA Investments	6,201,198	12,978	(2,606,489)	3,607,687	3,607,687
CD Investments	<u>10,580,000</u>	<u>0</u>	<u>0</u>	<u>10,580,000</u>	
	17,052,288	5,209,595	(7,252,669)	15,009,214	4,429,214
MAIN DEBT SERVICE					
AIM Investments	1,160,221	9,190	0	1,169,411	1,169,411
BRANCH DEBT SERVICE					
CD Investments	397,280	0	0	397,280	397,280
CAPITAL PROJECTS					
Checking	18,186	150,000	(153,152)	15,034	15,034
SBA Investments	<u>48,936</u>	<u>150,100</u>	<u>(50)</u>	<u>198,986</u>	
	67,122	300,100	(153,202)	214,020	15,034

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

04-124

ASSETS

Certificates of Deposit	10,580,000
Cash on Hand	14,155
Equity in Pooled Cash	821,527
Accounts Receivable	0
Due From Other Governments	19,895
Interest Receivable	43,278
Inventory	202,537
Investments-SBA	3,607,687
Prepays	91,514
Other Assets-Deposits	<u>9,175</u>
TOTAL ASSETS	<u><u>15,389,768</u></u>

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

LIABILITIES

Accounts Payable	25,932
Retainage Payable	0
Accrued Wages Payable	416,408
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	11
Due To FOL-Taxable Book Sales	4,847
Due To FOL-Nontaxable Book Sales	53
Due To FOL-Sales Tax	324
United Appeal	350
Bonds	103
Def Comp Employees	0
Health Insurance	22,928
Union Dues	999
Union-Cope	70
Optional Life	1,523
Flex Spend Med	(16,536)
Flex Spend Dep	0
Daughters of American Revolution	200
Miscellaneous	0
Unclaimed Payroll	929
TOTAL LIABILITIES	458,141

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	5,720,688
TOTAL FUND BALANCE	14,931,627
TOTAL LIABILITIES & FUND BALANCE	<u>15,389,768</u>

ORANGE COUNTY LIBRARY SYSTEM 2003 INVESTMENT SUMMARY

The purpose of this summary is to provide the Library Board with an overview of the investment activity for calendar year 2003.

Background

The Orange County, California situation in the mid-nineties caused local governments to take a hard look at their investments and the associated risks. Generally, there are three types of funds which local governments invest:

- Operating and Capital Projects
- Debt Service
- Pension and Similar Type Plans

After Orange County, California, the Florida Legislature adopted Florida Statute 218.415 to address the investment of surplus funds. The Statute required each local government to select one of the following:

1. Adopt a written investment policy which addresses 16 specific points outlined in the Statute **or**
2. Restrict the investment of surplus funds to a narrow list of options including the State Board of Administration Investment Pool (SBA), direct obligations of the U.S Treasury, and interest bearing and time deposits.

The Library Board approved an investment policy in January 1993, which limited investments to those listed in # 2 above. Accordingly, we did not adopt a new policy but continued to restrict our investments to those listed in # 2. Furthermore, our own investment policy includes a guideline of no more than 60% in the SBA. The intent was to not invest all the funds in the SBA, but rather maintain some diversity between SBA and certificates of deposit and treasury securities. As part of our annual audit, our auditors are required to review our compliance with Florida Statute 218.415.

The investment restrictions for debt service funds are normally found in the documents which authorize the debt.

In the late nineties, the Florida Legislature adopted Florida Statute 112.61, which required local governments to adopt written investment policy statements for their defined benefit pension plans. The Library Board approved the initial Investment Policy Statement for our defined benefit pension plan in September, 2000 and then approved a revised Statement in April, 2004.

The following is organized according to the Library's fund accounting structure.

Operating and Capital Projects Funds

The attached spreadsheet shows types of investments and rates earned during the year.

The following summarizes the impact that dramatically lower interest rates have had on our Operating Fund interest revenues.

Fiscal Year	Operating Fund Interest Revenues
September 30, 1999	\$594,000
September 30, 2000	\$827,000
September 30, 2001	\$858,000
September 30, 2002	\$345,000
September 30, 2003	\$238,000
September 30, 2004 (projected)	\$175,000

Per the above chart, it is projected that we will receive **\$683,000** less interest revenue this fiscal year than we did just three years ago.

Main Debt Service Fund

The purpose of this fund is to accumulate the resources to pay the principal and interest on the bonds issued to fund the Main Library expansion in the early eighties. The assets are invested in an AIM Treasury Institutional mutual fund. The Orange County Comptroller's Office also uses this same mutual fund for some of the County's debt service funds. The underlying assets of the mutual fund are U.S. Treasury securities. The balance in the Library's account at AIM ranged from a high of \$1,212,000 in July to a low of \$61,000 in August after the semi-annual debt service payment was made. The balance at December 31, 2003 was \$451,000. According to AIM, the fund earned **1.06%** in 2003.

Branch Debt Service Fund

The purpose of this fund is to accumulate the resources to pay the principal and interest on the bank loan used to construct branch facilities and purchase the North Orange Branch. The Orange County's Comptroller's Office requested that we build reserves equal to the amount of one year's debt service. These funds were invested in certificates of deposit during 2003. The rates for the \$392,000 certificates averaged **1.24%**.

Defined Benefit Pension Plan

The purpose of the Plan is to provide retirement benefits for long term employees. The benefit for a particular employee is based on years of service and final average compensation. The Library is required to fund the actuarial determined contributions.

Plan assets remained invested at The Hartford and consisted of the following at December 31, 2003.

Investment	Value at December 31, 2003
1.General Account	\$4,795,000
2.Hartford Bond	5,753,000
3.Hartford Mortgage Securities	3,097,000
4.Hartford Index	1,161,000
5.Eaton Vance Large Cap Value	973,000
6.American Funds Growth Fund	944,000
7.Lord Abbett Mid Cap Value	1,123,000
8.Hartford Mid Cap	1,122,000
9.Franklin Balance Sheet Investment	705,000
10.AIM Small Cap Growth	706,000
11.Templeton Foreign	997,000
12.Oppenheimer International Growth	855,000
Total	\$22,231,000

At the beginning of 2003 less than 2% of the investments were in equities and the remaining were in fixed income. Given the favorable market conditions, we implemented a strategy in April 2003 to begin diversifying the investments into equities. The goal of this strategy was to reach the 60% equities / 40% fixed income target allocation outlined in the Library's Investment Policy Statement over a 12 to 18 month period. Items # 1 – 3 in the above listing are fixed income and the rest are equities. As of December 31, 2003, our actual allocation was 39% equities and 61% fixed income, which is much closer to the target allocation. According to our actuary, USI Consulting Group, the Plan earned **9.29%** in 2003.

In May of 2004, we terminated our contract with The Hartford and contracted with USI Consulting Group to serve as our investment consultant. Since that date, all of the Plan assets have been reinvested in mutual funds. Starting in 2005, USI will present an annual report to the Library Board on the investments in the Defined Benefit Pension Plan.

Defined Contribution Pension Plan

The Library established this Plan in lieu of participation in Social Security. All employees begin participating at their date of hire and the Library contributes an amount equal to 7.5% of each employee's compensation into the Plan.

Since the Plan was established in the early eighties, financial institutions invested the Plan assets based on broad parameters established by the Library. In essence, it was a one size fits all philosophy. In the summer of 2002, the Plan was converted to a self-directing concept through ICMA Retirement Corporation. Self-directing allows each employee to make investment choices which suit their needs. ICMA offers a wide variety of mutual funds.

When the Plan was converted to the self-directing concept, each employee's account was initially invested in ICMA's Traditional Growth Model Portfolio Fund. The asset allocation for this fund was similar to how the money had been invested at First Union.

As of December 31, 2003, \$10,408,000 was in the Plan and the majority (77%) was still invested in the Traditional Growth Model Portfolio Fund.

457(b) Deferred Compensation Plan

This Plan allows full time employees to defer federal income taxes on a portion of their gross wages. The taxes are paid when the funds are withdrawn, presumably during retirement when the employee should be in a lower tax bracket.

Similar to the Defined Contribution Pension Plan, the investments are self-directed through mutual funds offered by ICMA Retirement Corporation.

As of December 31, 2003, \$4,014,000 was invested in the Plan through various mutual funds.

457(f) Deferred Compensation Plan

This Plan, which was established as part of the Director's compensation package, requires annual contributions of \$4,600. The investments are self-directed. As of December 31, 2003, \$10,735 was invested in a Vanguard mutual fund.

**ORANGE COUNTY LIBRARY SYSTEM
OPERATING AND CAPITAL PROJECTS FUNDS
2003 INVESTMENT SUMMARY**

	OPERATING FUND					OPERATING FUND		TOTAL OPERATING FUND			CAPITAL PROJECTS FUND		
	CD's	2 mil	2 mil	Rates 3 mil	4 mil	.580 mil	SBA*	RATE	INVEST	% CD'S	% SBA	SBA*	RATE
January	7,580,000			1.64	1.34	1.64	8,064,405	1.53	15,644,405	48.45%	51.55%	836,165	1.53
February	7,580,000			1.64	1.34	1.64	8,073,678	1.52	15,653,678	48.42%	51.58%	752,111	1.52
March	7,580,000			1.64	1.34	1.64	7,283,492	1.47	14,863,492	51.00%	49.00%	843,119	1.47
April	7,580,000			1.73	1.34	1.64	6,291,546	1.50	13,871,546	54.64%	45.36%	869,152	1.50
May	7,580,000			1.73	1.34	1.64	9,400,928	1.49	16,980,928	44.64%	55.36%	895,300	1.49
June	7,580,000	1.10	1.07	1.73		1.64	7,611,432	1.46	15,191,432	49.90%	50.10%	816,324	1.46
July	7,580,000	1.10	1.07	1.73		1.64	6,019,341	1.34	13,599,341	55.74%	44.26%	717,218	1.34
August	7,580,000	1.10	1.07	1.73		1.64	3,424,590	1.30	11,004,590	68.88%	31.12%	552,896	1.30
September	7,580,000	1.10	1.07	1.73		1.64	1,967,860	1.32	9,547,860	79.39%	20.61%	738,475	1.32
October	7,580,000	1.10	1.07	1.73		1.00	1,370,085	1.33	8,950,085	84.69%	15.31%	509,230	1.33
November	5,580,000		1.07	0.95		1.00	570,825	1.35	6,150,825	90.72%	9.28%	427,774	1.35
December	5,580,000		1.07	0.95		1.00	4,273,220	1.28	9,853,220	56.63%	43.37%	343,166	1.28

* SBA = State Board of Administration Investment Pool (available to local governments)

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

Statistics & Summaries: May 2004

STATISTICAL SUMMARY

July 2004 presentation of May 2004 statistics

Circulation and Door Count trends:

Door count at Main reports as down by 15.66 % from 69,000 last year to 58,195 this year. Last year the door count was an estimate. We were under construction and did not have a counter operating for a period of time.

Door counts show that the Sunday Branches have become popular destinations. Total Sunday door count during May for Main was 5,130. Total door count for all four Sunday Branches (Alafaya, North Orange, South Creek and West Oaks) was 7,335. For most of the first year in which we had branches open on Sunday, Main still had higher numbers than all four branches combined. There is now a clear shift in that use pattern.

Library Activity:

The Computer Resource Center ran a very popular series of computer classes for Seniors during May 2004. Most classes were filled and all were very well received by attendees. Some of the comments left regarding these classes were:

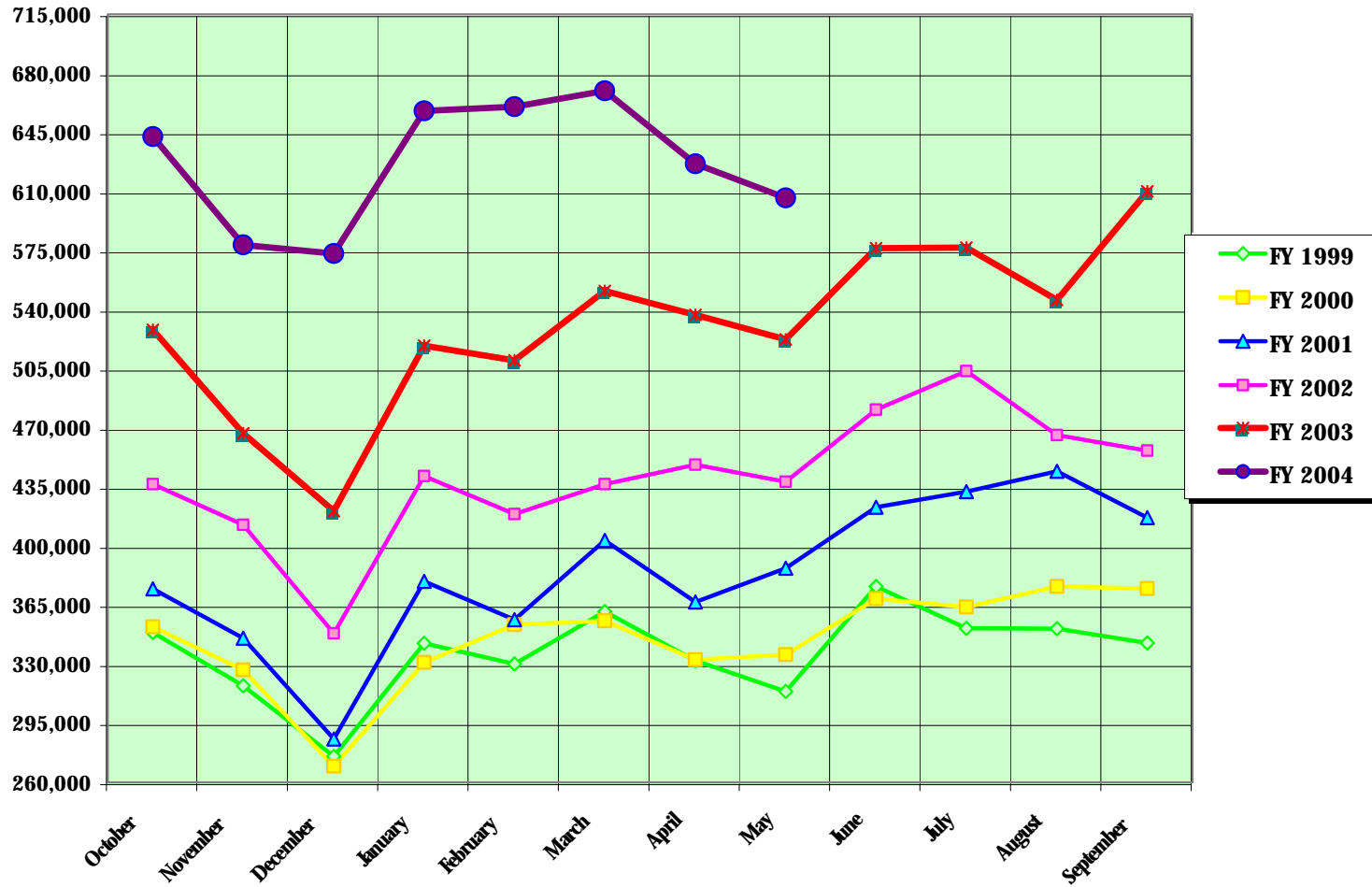
"I will be taking many more computer classes", "Easy to understand for everyone: beginners-experts" and "I think the free classes are very helpful and very informative. Please continue them Thank you."

The number of classes offered by the CRC increased from 23 to 81 this year and attendance increased from 151 to 395 for May 2004.

WWW.OCLS.INFO

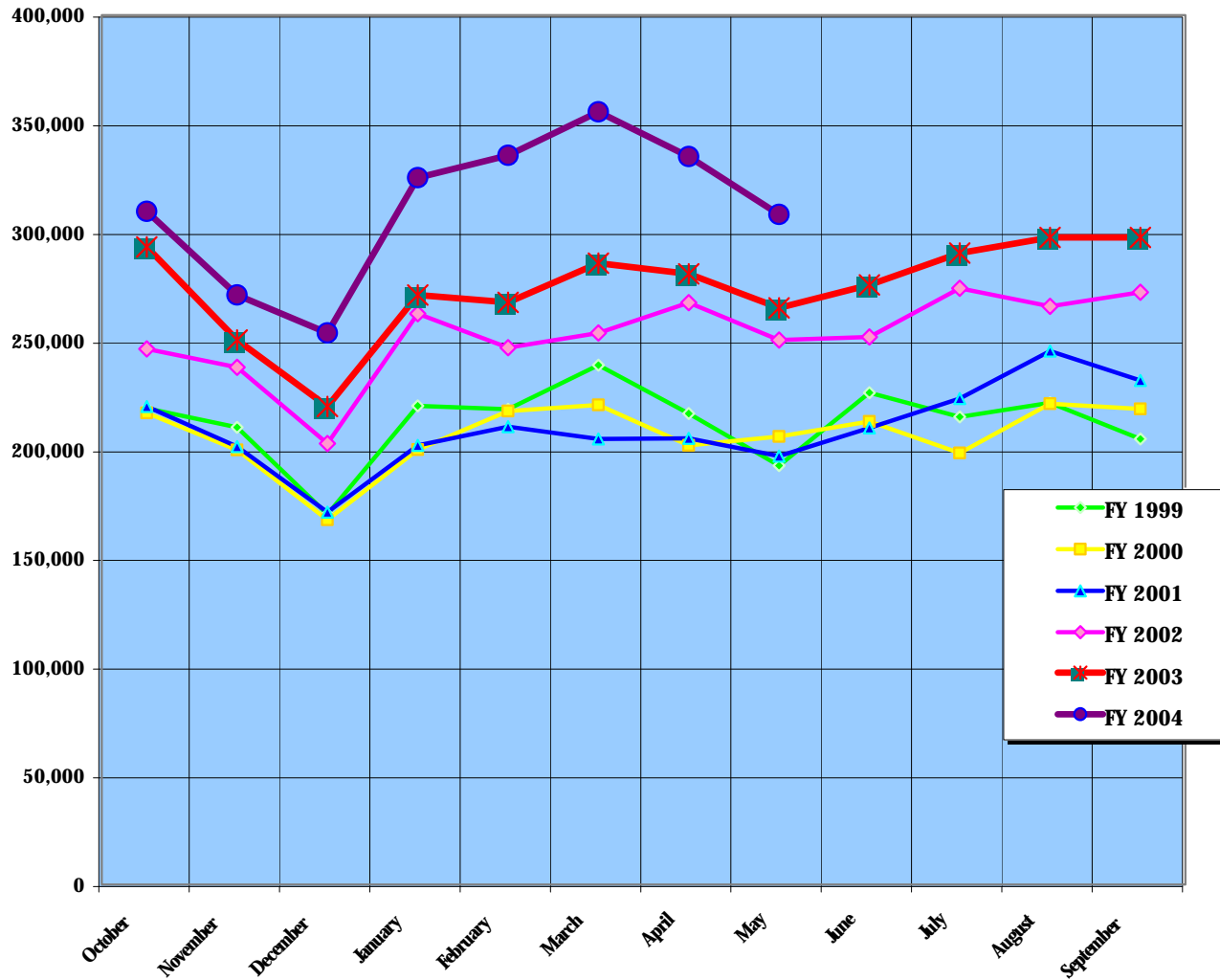
Our online credit card payment option is starting off very well. The service started on Tuesday, June 29, 2004. The first day of operation we took in 41 payments for a total of \$448 and on the second day 33 charges for \$254.

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



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

04-125



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

04-125

	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	May-04	May-03	% of Change	Jun-04	Jun-03	Jul-04	Jul-03	Aug-04	Aug-03	Sep-04	Sep-03	YTD 2004	YTD 2003
Circulation															
Main	160,695	140,404	163,787	136,304	20.16%	148,934	141,230	141,230	141,230	143,639	143,639	156,832	156,832	1,301,740	1,703,946
Branches	340,887	306,955	323,463	308,687	4.79%	349,850	340,589	340,589	340,589	317,229	317,229	356,745	356,745	2,723,942	3,669,139
MAYL	40,739	44,887	42,770	42,634	0.32%	46,850	60,975	60,975	60,975	52,125	52,125	53,289	53,289	358,486	537,515
Electronic	83,760	40,974	76,031	30,601	148.46%	27,063	30,161	30,161	30,161	29,087	29,087	39,336	39,336	621,401	407,348
Talking Books	413	3,738	319	4,146	-92.31%	3,752	3,766	3,766	3,766	3,758	3,758	3,993	3,993	9,089	45,953
Total	626,494	536,958	606,370	522,372	16.08%	576,449	576,721	576,721	576,721	545,838	545,838	610,195	610,195	5,014,658	6,363,901
Door Count															
Main	58,954	71,740	58,195	69,000	-15.66%	64,384	67,564	67,564	67,564	80,439	80,439	70,371	70,371	513,219	829,262
Branches	276,023	209,201	232,310	196,250	18.37%	211,523	222,989	222,989	222,989	217,309	217,309	227,323	227,323	1,963,015	2,464,762
Total	334,977	280,941	290,505	265,250	9.52%	275,907	290,553	290,553	290,553	297,748	297,748	297,694	297,694	2,476,234	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
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
Total # of Programs	488	354	376	320	402	328	402	382	402	391	406	413
Community Events Attendance Total	1,634	N/A	2,071	N/A	260	N/A	354	N/A	9	N/A	10	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
StoryLine	474	1,329	395	1,903	676	1,078	809	1,013	898	1,006	551	900
Class Attendance	535	117	525	98	439	156	747	271	789	345	822	596
Total # of Classes	122	27	145	25	165	34	226	42	166	66	195	96
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
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
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
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
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
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

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

	Apr-04	Apr-03	May-04	May-03	% of Change	Jun-04	Jun-03	Jul-04	Jul-03	Aug-04	Aug-03	Sep-04	Sep-03	YTD 2004	YTD 2003
Program Attendance Total	11,940	10,598	12,383	10,344	19.71%		14,301		10,572		8,694		11,447	95,125	127,976
Total # of Programs	405	367	376	329	14.29%		405		391		311		405	3,257	4,396
Community Events Attendance Total	2,996	N/A	7	N/A	N/A		N/A		N/A		N/A		N/A		
Total # of Community Events	21	N/A	779	N/A	N/A		N/A		N/A		N/A		N/A		
StoryLine	371	1,096	472	747	-36.81%		799		452		731		578	4,646	11,632
Class Attendance	1,125	398	561	415	35.18%		415		493		601		556	5,543	4,461
Total # of Classes	249	91	129	106	21.70%		94		107		115		123	1,397	926
QuestLine	15,570	15,251	13,583	14,476	-6.17%		15,965		16,224		15,959		15,093	121,087	180,237
Hits to Website	8,644,039	6,976,075	8,344,958	6,957,740	19.94%		6,698,935		6,253,471		6,100,904		6,300,302	61,120,261	74,675,498
P.C. Sessions	63,112	44,271	60,124	43,024	39.75%		43,024		51,313		51,313		57,335	459,745	534,025
Registered Cards in the System	281,406	257,783	291,173	261,323	11.42%		264,606		267,799		271,471		275,179		
New Patron Registrations	6,134	6,245	5,696	6,289	-9.43%		7,484		7,500		8,144		8,865	49,944	81,832
Total Registered Borrowers	722,516	N/A	728,761	N/A	N/A						668,430		677,295		

*March 2004 is an estimate due to the ILL Conversion.

	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	May-04	May-03	% of Change	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	418,066	182,634	128.91%		195,607		193,819		198,230		211,608	2,086,830	2,216,987
Online Renewals	73,009	62,337	79,866	59,002	35.36%		59,797		64,477		66,575		68,886	588,296	714,015
Online Reference Questions	450	420	191	425	-55.06%		466		466		290		330	2,814	4,860
Live Chat Questions	92	N/A	63	N/A	N/A									N/A	N/A
Total Online Reference Questions	542	N/A	254	N/A	N/A									N/A	N/A
Online Requests	45,966	28,595	45,286	31,939	41.79%		36,839		33,487		35,115		39,228	300,909	369,235
Online Suggestions	146	112	86	96	-10.42%		102		91		66		83	923	1,049

**Orange County Library System
Circulation Statistics**

04-125

May 1, 2004 - May 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	29	163,787	27.01%	136,304	27,483	20.16%	58,195	69,000	(10,805)	-15.66%
MAYL	20	42,770	7.05%	42,634	136	0.32%	N/A	N/A	N/A	N/A
Electronic		76,031	12.54%	30,601	45,430	148.46%	N/A	N/A	N/A	N/A
Talking Books	20	319	0.05%	4,146	(3,827)	-92.31%	N/A	N/A	N/A	N/A
West Oaks	29	33,844	5.58%	29,163	4,681	16.05%	17,721	16,922	799	4.72%
Herndon	25	32,290	5.33%	31,311	979	3.13%	23,029	18,316	4,713	25.73%
Alafaya	29	44,094	7.27%	41,455	2,639	6.37%	30,051	17,152	12,899	75.20%
Southeast	25	26,490	4.37%	25,037	1,453	5.80%	22,449	17,209	5,240	30.45%
Hiawassee	25	17,757	2.93%	19,139	(1,382)	-7.22%	19,762	16,575	3,187	19.23%
Southwest	25	30,982	5.11%	30,608	374	1.22%	21,519	20,507	1,012	4.93%
Edgewater	25	23,058	3.80%	19,809	3,249	16.40%	18,259	21,052	(2,793)	-13.27%
North Orange	29	32,397	5.34%	31,357	1,040	3.32%	24,298	17,334	6,964	40.18%
South Creek	29	36,575	6.03%	36,229	346	0.96%	25,558	23,016	2,542	11.04%
South Trail	25	16,402	2.70%	14,671	1,731	11.80%	21,926	11,860	10,066	84.87%
West Orange	21	10,948	1.81%	10,683	265	2.48%	8,152	5,677	2,475	43.60%
Windermere	21	12,223	2.02%	13,025	(802)	-6.16%	8,691	5,450	3,241	59.47%
Wash. Park	21	6,403	1.06%	6,200	203	3.27%	8,616	5,180	3,436	66.33%
Total	398	606,370	100.00%	522,372	83,998	16.08%	308,226	265,250	42,976	16.20%

ONLINE DATABASES - NUMBER OF SEARCHES

May 2004

04-125

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	559					3,962
Associations Unlimited	238	219	146	395	253	482	503	126					2,362
Auto Repair Reference Center							Not avail. Not avail.						0
Biography & Genealogy Master Index	391	279	196	408	346	227	234	120					2,201
Biography Resource Center	5,638	5,287	5,548	6,012	11,488	5,814	6,361	3,259					49,407
Business & Company Resource Center	4,131	2,536	2,926	3,203	3,259	3,660	3,410	1,979					25,104
Cerebellum Online Videos				341	229	334	160	211					1,275
Chapter-A-Day Online Book Club	28,260	28,840	33,500	35,240	36,060	36,280	36,200	36,400					270,780
Classical.com				543	420	105	129	138					1,335
Computer Database	156	121	155	153	119	249	124	129					1,206
Consulta	156	8	82	29	57	27	8	25					392
Countrywatch	954	1,252	1,061	1,154	905	1,026	Not avail.	2,365					8,717
Dun & Bradstreet International Business Locator	60	51	70	72	95	161	157	122					788
Expanded Academic ASAP	480	549	263	367	466	504	382	242					3,253
First Search	2,735	2,023	2,202	2,639	2,397	2,288	2,041	1,976					18,301
General Business File ASAP	259	185	101	102	373	196	95	75					1,386
General Reference Center Gold	3,476	3,267	2,135	2,417	3,542	2,845	2,746	1,583					22,011
Health Reference Center	373	510	426	196	393	326	344	335					2,903
Health & Wellness Resource Center and Alternative Health Module	2,596	2,532	2,348	1,553	2,352	2,020	1,890	2,119					17,410
HeritageQuest Online	2,787	2,489	1,978	2,711	3,169	6,261	1,022	491					20,908
Info Trac OneFile	2,352	2,497	1,565	1,849	2,734	3,051	2,080	1,401					17,529
Informe	11	8	11	6	13	12	13	2					76
Junior Edition - K12	263	142	92	151	190	98	106	37					1,079
Kid's Edition - K12	453	375	184	222	606	252	352	158					2,602
Learnatest	457	349	247	435	665	431	599	511					3,694
Literature Resource Center	2,322	2,689	2,317	2,842	4,318	4,924	5,375	2,332					27,119
Mergent Online		Not avail.	Not avail.	9	44	40	32	25					150
Morningstar	141	115	150	270	997	1,064	1,235	1,274					5,246
NetLibrary				320	355	254	279	387					1,595
Novelist	926	939	614	910	640	93							4,122
Online Homework Help	214	176	138	168	176	215	184	180					1,451
Opposing Viewpoints Resource Center	1,579	1,043	994	1,687	2,146	2,284	2,678	1,059					13,470
Orlando Sentinel and America's Poem/Story/Essay Finder (aka LitFinder)	1,631	1,129	1,689	2,083	2,544	2,667							11,743
Prices4Antiques	866	190	237	341	538	Not avail.	2,620	1,120					5,912
Professional Collection	84	96	99	68	119	157	98	126					847
ProQuest Newspapers (Oct 2003-	113	193	101	48	143	88	77	51					814
Reference USA	377	268	199	290	450	366	5,548	6,273					13,771
Rosetta Stone	4,330	3,374	3,641	4,640	4,945	4,840	3,824	3,475					33,069
SIRS Knowledge Source	592	272	151	430	427	421	366	687					3,346
Student Edition - K12	498	517	386	395	467	504	530	1,185					4,482
Tumblebooks	246	94	53	145	179	142	181	91					1,131
What Do I Read Next?	598	Not avail.	336	439	292	702	254	168					2,789
Worldbook Online	193	226	195	169	608	734	441	477					3,043
	223	152	249	256	225	184	311	2,758					4,358
TOTAL NUMBER OF SEARCHES	72,973	66,519	68,456	77,955	91,773	88,225	Page 9 of 9		83,760	76,031			625,692

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

Action Items

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

Consent Agenda

- 04-128 **Strategic Plan – Year Six**
- 04-129 **Amendment to the Board Meeting Schedule**
- 04-130 **Computer Purchase - Public and Staff Computer
Upgrade and New PC's for Eatonville
(Addresses Goal 2 Objective 2 of the Strategic Plan)**
- 04-131 **Security Camera Equipment For Main Library
(Addresses Goal 1; Objective 4 of the Strategic Plan)**
- 04-131 **Amended and Restated Interlocal Agreement:
Law Collection**

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

Strategic Plan – Year Six

Orange County Library System Strategic Plan - Year Six (FY 2008)

GOAL 1: Increase Customer Satisfaction & Provide Greater Ease of Access to Services

Activity						Funding Estimate
Objective 1: Consider expanded and other self service options						\$100,000
Expand OLIVE (OCLS Interactive Experience) Service						
Downloading digital music and books						
Investigate viability of off-site vending machines for cd's and dvd's						
Book return self check-out items						

Activity						Funding Estimate
Objective 2: Self Check-out at two more locations						\$200,000
Activity						Funding Estimate
Objective 3: Renovate the 4th Floor						\$300,000

Activity						Funding Estimate
Objective 4: Expand classes to be given over the Web						\$150,000
Classes given via streaming video over the web						
Expanded subject areas for classes - Creating Family Tree online, scanning classes						

Activity						Funding Estimate
Objective 5: Add the Virtual Library (Begin in FY 2008)						\$70,000
more content such as Standard Deviants streaming videos; ESL and SAT tapes						

GOAL 2: Provide a Range of Services that are Responsive to a Changing Community						
Objective 1: Expand Access to and Availability of Programs for the Public						
Activity						Funding Estimate
Create user configured Library (customized portal - My Library)						\$50,000
Objective 2: Expand Use of Relevant Technology						
Activity						Funding Estimate
Expand Genealogy services to include fee based, premier, customized searching and creating family trees						\$35,000
Objective 3: Expand End User Services						
Activity						Funding Estimate
Explore and implement new formats such as Streaming Video, MPS Technology, downloadable cd's. Owning and circulating items in a digital format. (Begin in FY 2008)						\$50,000

GOAL 3: Expand Use and Awareness of Library Services Through Marketing						
Objective 1: Increase Market Share by 10 Points Annually						
Activity						Funding Estimate
Increase involvement with Seniors						\$75,000
Develop a comprehensive program for Seniors & Life Long Learners - Life Long Learning Institute						
Objective 2: Develop Library Public Service Announcement Video						\$50,000
Objective 3: Investigate & Implement, as possible, advertising with tying OCLS into the big search engines & instant messaging for Library Services. (Begin FY 2008)						\$60,000

GOAL 4: Invigorate Employee Satisfaction and Invest in Quality of Staff						Funding Estimate
Objective 1: Expand opportunities for staff to increase their technological capabilities - Life Long Learning Training. (Begin FY 2008)						\$100,000
Look for partnerships in training with agencies or businesses who share our training needs.						
Develop an internal certification program that allows staff to stretch and grow.						
Activity						Funding Estimate
Objective 2: Recognition of Staff: Develop a systematic program of staff recognition						\$5,000

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-128

RESOLUTION TO ADOPT THE YEAR SIX PROPOSAL TO BE ADDED TO THE
OCLS STRATEGIC PLAN.

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 8th day of July, 2004,
at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To adopt the Year Six proposal to be added to the OCLS Strategic Plan.
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, July 8, 2004**

**Amendment to the Board
Meeting Schedule**

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-129

RESOLUTION TO CHANGE THE SEPTEMBER 9, 2004 BOARD MEETING
LOCATION TO THE SOUTH TRAIL BRANCH 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 Orlando on the 8th day of July, 2004, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To change the location of the September 9, 2004 Board Meeting from the scheduled Winter Garden Branch Library to the South Trail Branch Library.
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, July 8, 2004**

**Computer Purchase – Public and
Staff Computer Upgrade and New
PC's for Eatonville**

PUBLIC AND STAFF COMPUTER PURCHASE RECOMMENDATION

I. PROBLEM STATEMENT

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

II. EXECUTIVE SUMMARY

As new models of computers continue to become faster and more powerful, the library finds itself with some older models that give slower response times. Also, new software applications often require these faster, more powerful systems. For example, the new library automation software, Millennium, runs slowly on some of the existing computers. In the public network, more powerful applications such as Office 2003 run slowly on some of the older hardware.

Staff recommends the replacement of 47 older model computers in the public access network. These older computers, 500MHz with 64MB of RAM, were acquired through a Gates Library Initiative in 2000. The library would place 26 of the new units into children's areas at the main library and in the branches. These computers would be dedicated to the existing children's software. The remaining Gates computers would be used for spare parts as those in public service start to need repair.

Staff would also like to replace 9 older model staff computers, 300 – 500 MHz with 64 – 128MB of RAM. These stations are at branch service locations and run the new Millennium software slowly. Upgrading these computers would enable staff to check patron accounts more quickly.

In addition, it will take about 25 computers to open the new Eatonville Branch. While the branch will likely not open until next fiscal year, we need to purchase the computers in advance so that they will be ready when the branch opens.

The library recommends expending \$100,000 to purchase computers and monitors to meet these needs. The library intends to purchase modern computers (2 GHz, 512MB of RAM or better) and 15-inch LCD monitors.

III. OPTIONS

The following options are offered for consideration.

Option 1. Authorize the purchase and installation of equipment as described below.

The library would purchase computers and monitors as follows:

Staff Upgrades	9 Computers
Eatonville	25 Computers 25 Monitors
Public Upgrades (Old Gates PC's)	47 Computers
Additional Monitors for Children's computers	26 Monitors

The cost for this hardware would not exceed \$100,000.

Advantages

1. An enhanced public network resulting in a better library experience for library customers
2. Faster staff access using the Millennium system helping library staff respond to customer requests more quickly.

Disadvantages

1. Additional monies would need to be expended.

Option 2. Wait until next fiscal year to make these purchases.

Advantages

1. No additional monies spent this fiscal year.

Disadvantages

1. We would not have PC's ready for possible Eatonville opening in October.
2. Slower access on staff PC's and old Gates PCs.

IV. RECOMMENDATION

Staff recommends board approval of option 1 which includes \$100,000 to purchase at least 81 computers and 51 monitors. Although not specifically budgeted, sufficient funds are available in the current year's budget to cover this purchase of computer hardware.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-130

RESOLUTION TO PURCHASE PUBLIC AND STAFF COMPUTER EQUIPMENT.

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 8th day of July, 2004, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the purchase of additional public and staff computer equipment not to exceed \$100,000.
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, July 8, 2004**

**Security Camera Equipment
for the Main Library**

Additional Security Camera Equipment

I. PROBLEM STATEMENT

During the past few years, the Library has installed 24 cameras covering some of the public areas on the first, third, and fourth floors as well as the parking garage and loading dock areas at the Main Library. The primary purpose of the cameras in the public areas, which are digitally recorded 24 hours a day, 7 days a week, is to serve as a deterrent. Staff is proposing that additional cameras and related equipment be purchased for the third floor meeting room hall, public elevator lobbies on all the floors, and first and second floors.

II. BACKGROUND

During the construction of the 1985 addition, cameras were installed to monitor the parking garage and loading dock areas. The initial cameras were very basic and did not have taping capabilities. In recent years, these cameras have been replaced and others were added at the front entrance. All the cameras are now digitally recording 24 hours a day, 7 days a week. The recordings from these cameras have proved valuable to the police when investigating bike thefts.

When some purses were stolen in the Genealogy Department in 2003, the Library expanded the camera network to cover public areas on the third and fourth floors. Monitors are in clear view on these floors so patrons know the areas are covered by cameras. This work was done by Best Access Systems at a cost of roughly \$49,000, including the equipment necessary to store the digital images for 30 days as required by the public records laws.

Staff feels that the remaining public areas, as outlined in the Problem Statement, should be covered by cameras. This involves the purchase of another 32 cameras, 4 monitors and related recording equipment. The cost for the proposed work is \$67,537. As is common with this type of project, we may find that additional work may be required once the project is started. As a result, staff is recommending to proceed with the project at a cost not to exceed \$75,000. Sufficient funds are available in the current year budget to cover this purchase.

III. OPTIONS

Option 1 – Approve the purchase of additional cameras and related equipment from Best Access Systems in an amount not to exceed \$75,000.

Advantages

1. Better camera coverage of public areas.
2. Greater deterrent thus, making the Main Library safer for the public and staff.

Disadvantages

1. The money for the camera equipment purchase would not be available for other projects.
2. Significant public areas of the Library would not have video surveillance. These include most of the Children’s Department, Library Central, 2nd floor reference, and the elevator lobbies.

Option 2 – Approve the purchase of a reduced number of cameras.

Advantage

1. Some money would be saved and available for other projects.

Disadvantage

1. Some public areas of the Main Library would not be covered by cameras.

Option 3 – Do not approve the purchase of the additional cameras and related equipment.

Advantage

1. \$75,000 would be saved and available for other projects.

Disadvantage

1. Some public areas of the Mail Library would not be covered by cameras.

IV. RECOMMENDATIONS

Staff recommends the purchase of additional of additional cameras and related equipment from Best Access Systems in an amount not to exceed \$75,000.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-132

RESOLUTION TO PURCHASE ADDITIONAL CAMERA EQUIPMENT FOR 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 Orlando, on the 8th day of July, 2004, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the purchase of additional cameras and related equipment from Best Access Systems in an amount not to exceed \$75,000.
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, July 8, 2004**

**Amended and Restated Interlocal
Agreement – Law Collection**

Amended and Restated Interlocal Agreement – Law Collection

I. PROBLEM STATEMENT

The previous \$5 fee assessed on each civil case to fund the Law Collection can no longer be collected. A replacement fee schedule has been devised to support the Law Collection. In order to get these new fees, the Library Board should approve the attached Amended and Restated Interlocal Agreement between Orange County, FAMU, and the Library.

II. OVERVIEW

The original Law Collection Interlocal Agreement between Orange County and the Library was executed in May of 1986. Per this original Agreement, the Law Collection was to be supported by a \$5 fee assessed against each civil case filed in Orange County.

In July 2003, a second Interlocal Agreement, which primarily addressed the future transfer of the Law Collection from the Library to FAMU, was executed by the three parties. One of the consequences of transferring court responsibilities from the County to the State was the repeal of the \$5 fee previously used to fund the Law Collection. The old fee was repealed effective July 1, 2004. In its place, Orange County recently adopted a new \$65 fee to be assessed against individuals who are convicted of a crime. The Library (and later FAMU when the Collection is transferred to FAMU) will receive 25% of the revenues generated from this new fee to support the Law Collection. The County has conservatively estimated that the new fee, which is effective July 1, 2004, will generate \$1,000,000 annually and thus, the Library (and later FAMU) is projected to receive \$250,000 each year.

The second Agreement signed last July did not contemplate this new fee. Rather than amend this Agreement, the County elected to prepare the attached Amended and Restated Interlocal Agreement, which does address the new fee. The County Attorney's Office has notified us that the attached Agreement was approved by the Board of County Commissioners on Tuesday, June 29th. In addition to the new fee, the third Agreement references the Library System throughout rather than the Board of Trustees and also consistently references the Law Collection rather than the Law Library.

III. RECOMMENDATION

Staff recommends that the Library Board approve the attached Amended and Restated Interlocal Agreement.

**AMENDED AND RESTATED
INTERLOCAL AGREEMENT**

between
ORANGE COUNTY, FLORIDA
and
ORANGE COUNTY LIBRARY SYSTEM
and
FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

THIS AMENDED AND RESTATED INTERLOCAL AGREEMENT (“Agreement”), made and entered into as of the ____ day of _____, 2004, by and between ORANGE COUNTY, a charter county and political subdivision of the State of Florida, (hereinafter referred to as the “County”), the ORANGE COUNTY LIBRARY SYSTEM, (hereinafter referred to as “Library System”) and FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY, acting for and on behalf of the Florida Agricultural and Mechanical University Board of Trustees (hereinafter referred to as “FAMU”), all of which understand and agree as follows:

RECITALS:

WHEREAS, all parties have the common power to own, maintain and manage collections of books and other printed, recorded and film material devoted to certain specialized topics, including professional literature; and

WHEREAS, the County owns a collection of professional literature commonly known as the “Orange County Law Library” (hereinafter referred to as “Law Collection”), which Law Collection the Library System has housed and maintained and made available to its patrons since 1986, pursuant to an Interlocal Agreement between the County and the Library System, dated May 12, 1986; and

WHEREAS, FAMU opened a law school in August, 2002, located in downtown Orlando, and is willing to house, maintain and make available to the public the Law Collection pursuant to the terms and conditions set forth herein; and

WHEREAS, County, Library System, and FAMU made and entered into an interlocal agreement dated the 1st day of July, 2003, which governed the transfer of custody and control of the Law Collection to the Florida A&M University College of Law; and

WHEREAS, the parties now desire to reference a new section of the *Orange County Code* which provides for the use of court costs imposed on certain criminal violations to fund personnel and legal materials as a part of a public law library; and

WHEREAS, the parties now desire to clarify the process and parameters with respect to the County's initial monthly payments to the Library System and subsequent monthly payments to FAMU for the establishment, equipment, maintenance, and operation of the Law Collection; and

WHEREAS, the parties now understand and agree that FAMU must use County funds to purchase certain types of legal reference materials for the Law Collection; and

WHEREAS, the parties wish to enter into this Amended and Restated Interlocal Agreement.

THEREFORE, in consideration of the premises and mutual covenants herein contained, the parties agree as follows:

Section 1. The foregoing premises are part of this Agreement.

Section 2. The Library System shall deliver into the custody and control of FAMU on the earliest practicable date mutually agreeable to the Library System and FAMU, after receipt of thirty (30) days prior written notice from FAMU to the County and the Library System that FAMU is ready and able to house, maintain and make available to the public, the Law Collection pursuant to the terms and conditions set forth herein. FAMU reserves the right to purchase from the Library System book shelvings for the Law Collection at a mutually-agreed upon price.

Section 3. FAMU shall:

a. At its own expense, pack and move the Law Collection and associated equipment, if any, from the Orange County Library to the permanent campus of FAMU which will be located at the intersection of Hughey Avenue and Robinson Street in Orlando, Florida.

b. Provide space within its permanent campus, which shall be utilized for the housing of, access to and use of the Law Collection.

c. House and maintain the Law Collection in the same manner and fashion as the rest of its legal collection.

d. Employ professional and clerical staff to oversee and maintain the Law Collection.

e. Maintain and operate the Law Collection in a manner appropriate to the custody, maintenance, organization and public use of such a collection.

f. Within 14 days from the date of moving the Law Collection from the Orange County Library to FAMU, make the Law Collection available to the public without charge, between the hours of 9:00 a.m. and 11:00 p.m. on Monday through Saturday, and 1:00 p.m. and 10:00 p.m. on Sunday, except on federal, state, or local holidays.

g. Upon receipt of each payment required under subsection 4b of this agreement, deposit all such revenues (plus any and all investment earnings received thereon from time to time) in a fund or account separate and apart from all other FAMU funds and accounts and, thereafter, use all funds on deposit in such fund or account only for operation and maintenance of, and acquisition of additional books and materials for, the Law Collection.

h. Provide to the County a report annually (or at such other times or frequencies as the Orange County Chairman may request or direct) on the status and fiscal condition of the Law Collection at FAMU. This will include a report of the receipt and expenditure of funds as to be provided to FAMU under Section 4 of this agreement. Law Collection materials and equipment will be uniquely identified.

Section 4. The County shall:

a. For the term of this Agreement, grant, and does hereby grant, custody and control of the Law Collection to FAMU.

b. For the term of this Agreement, provide, initially, to the Library System, and subsequently, to FAMU, the sum generated for Law Library purposes, by virtue of Chapter 14, Section 14-1(b)(3), *Orange County Code*, contingent upon an annual budgetary appropriation by the Board of County Commissioners ("BCC") during the term of this Agreement. FAMU shall begin receiving this sum after the completion of the Law Collection transfer to FAMU.

c. On June 15, 2004, the BCC approved a \$65 additional court cost of which 25% of the revenue generated will be earmarked for the Law Collection. Beginning July 1, 2004, the County will provide the Library System with monthly payments which will be within 30 days after the end of the prior month based on actual collections in the Law Library fund. The cumulative monthly payments to the Library System may not exceed the amount approved by the BCC. However, should revenues generated in the Law Library fund be less than the amount approved by the BCC, the County may, but is not required to, make payments to the Library System up to the amount approved by the BCC.

Beginning on a mutually agreed upon date after the transfer of the Law Collection to FAMU, the County will provide FAMU with monthly payments which will be within 30 days after the end of the prior month based on actual collections in the Law Library fund. The

cumulative monthly payments to FAMU may not exceed the amount approved by the BCC. However, should revenues generated in the Law Library fund be less than the amount approved by the BCC, the County may, but is not required to, make payments to FAMU up to the amount approved by the BCC.

Section 5. All materials purchased for the Law Collection by FAMU with funds generated by virtue of Section 14-1 (b)(3), *Orange County Code* shall become County property and a part of the Law Collection. The County, Library System, and FAMU all understand and agree that FAMU must purchase all preset subscriptions and/or continuous volumes of legal reference materials for the Law Collection with County funds. Such legal reference materials include, but are not limited to, all Digests, American Jurisprudence 2ds, Legal Opinions, Advisory Opinions, Law Journals, Martindale-Hubbell Directories, Reporters, United States Code Annotated, Citations, Law Weeklies, Law Reviews, Rules of Court, Codes, Florida Cases, Supplements, Florida Statutes, Laws of Florida, Statutes Annotated, Forms, and Florida Jurisprudence 2ds. Materials purchased for the Law Collection by FAMU with FAMU funds shall become FAMU property.

Section 6. Pursuant to section 768.28, Florida Statutes, FAMU shall indemnify and hold harmless the County, the Library System and their officers, agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees and costs arising out of or resulting from the performance of operations under this Agreement.

Section 7.

a. This Agreement shall become effective upon the signature of all parties and shall continue for a term of fifty (50) years or until terminated by either the County or FAMU. This Agreement may be renewed at the end of the initial term for a term to be mutually agreed upon by both parties.

b. In the event the County or FAMU desires to terminate this Agreement, it shall provide written notice to the other parties, and the termination shall occur on the second anniversary of the receipt of the notice by the other parties or on such later date as may be specified in the notice.

c. In the event, FAMU shall fail, for whatever reason, to maintain, house and make available to the public the Law Collection pursuant to the terms and conditions set forth herein, then custody and control of the Law Collection shall be delivered immediately to the Library System (or delivered on such date as the Library System may specify) and the Library System shall maintain, house and make available to the public the Law Collection. FAMU shall retain materials purchased for the Law Collection with FAMU funds. FAMU shall pay for the cost of packaging and delivering the Law Collection to the Library System. Thereafter, the sum generated for Law Library purposes under section 14-1(b)(3) of the *Orange County Code* shall be provided to the Library System in accordance with section 4c of this Agreement.

d. This Agreement may be amended only through a written document executed by both parties.

Section 8. Any notices and reports which shall be given pursuant to this Agreement shall be in writing and delivered personally or transmitted through U.S. mail, by registered or certified mail or by facsimile transmission if a hard copy of the same is followed by delivery through the U.S. mail or by overnight delivery service as just described, addressed as follows:

if to the County:

Orange County Government
Attn: OMB Manager
201 S. Rosalind Avenue - 3rd Floor
Orlando, FL 32801

with a copy to:

Orange County Attorney's Office
Attn: County Attorney
201 S. Rosalind Avenue - 3rd Floor
Orlando, FL 32801

if to the Orange County Library System:

Orange County Library System
Attn: Director
101 E. Central Blvd.
Orlando, FL 32801

if to FAMU:

Florida A & M University
Attn: Office of the Dean
College of Law
1 N. Orange Ave.
Orlando, FL 32801

Section 9. The parties expressly acknowledge that FAMU is acting as an independent contractor, and nothing in this Agreement is intended or shall be construed to establish an agency, partnership or joint venture relationship between the parties.

Section 10. Under this Agreement, the parties shall not discriminate against any worker, employee or applicant or any member of the public because of race, creed, color, sex, age or national origin, nor otherwise commit an unfair employment practice on such basis.

Section 11. FAMU will utilize such accounting procedures and practices in maintenance of the records of receipt and disbursements of the funds contributed by the County as will be in accordance with generally accepted accounting principles. FAMU shall submit periodic reports to the County's Office of Management and Budget according to the terms described in Exhibit "A." Failure to submit such statements/reports shall constitute grounds for termination of this Agreement and may result in the ineligibility of FAMU to receive future contributions.

Section 12. During the term of this Agreement, FAMU, with respect to the receipt and expenditure of funds provided under this Agreement, shall permit County staff and the Orange County Comptroller and her staff to inspect and audit FAMU's books and accounts at any time during normal working hours, provided that reasonable notice is given to FAMU prior to any such inspection. Any costs incurred by FAMU as a result of a County audit shall be the sole responsibility of and shall be borne by FAMU. In addition, should FAMU provide any or all of the County's funds to sub-recipients, then, and in that event, FAMU shall include in written agreements with such sub-recipients a requirement that records of the sub-recipient be open to inspection and audit by the County or the County's designee.

Section 13. For a period ending five (5) years after the expiration or termination of this Agreement, FAMU shall make all records and documents relating to this Agreement available for inspection and copying by the County or any agent designated by the County.

Section 14. FAMU may not assign its rights hereunder, without the prior written consent of the County. Failure to comply with this section may result in immediate termination of this Agreement.

Section 15. This Agreement constitutes the entire agreement between the parties. Any representations or statements heretofore made with respect to such subject matter, whether verbal or written, are merged herein.

Section 16. Performance of this Agreement by any party, after notice of default of any of the terms, covenants or conditions, shall not be deemed a waiver of any right to terminate this Agreement for any subsequent default, and no waiver of such default shall be construed or act as a waiver of any subsequent default.

Section 17. This Agreement does not create, and shall not be construed as creating, any rights enforceable by any person or entity other than the parties to the Agreement.

Section 18. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

IN WITNESS WHEREOF, the parties have executed this Agreement as indicated below.

ORANGE COUNTY, FLORIDA

By: Board of County Commissioners

By: _____

Richard T. Crotty
Orange County Chairman

ATTEST: Martha O. Haynie, County Comptroller
As Clerk of the Board of County Commissioners

By: _____

Deputy Clerk

ORANGE COUNTY LIBRARY SYSTEM

By: _____

Thomas Kohler
President

WITNESS:

By: _____

Title: _____

FLORIDA AGRICULTURAL AND
MECHANICAL UNIVERSITY

By: _____

Fred J. Gainous
President, Florida Agricultural and
Mechanical University

WITNESS:

By: _____

Title: _____

EXHIBIT A

Florida Agricultural and Mechanical University

PROGRAM(S) FOR WHICH FUNDING IS REQUESTED

Annual funding estimated in the amount of \$225,000 is to be used for the sole purpose of establishing, equipping, maintaining and operating a law collection at the Florida A&M University College of Law in Orlando.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-132

RESOLUTION TO APPROVE THE AMENDED AND RESTATED LAW COLLECTION INTERLOCAL AGREEMENT BETWEEN OCLS, ORANGE COUNTY AND FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY (FAMU).

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 8th day of July, 2004, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the amended and restated Law Collection Interlocal Agreement between OCLS, Orange County and FAMU.
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, July 8, 2004**

**Discussion and Possible
Action Items**

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

Strategic Plan Quarterly Update

**Orange County Library System: Strategic Plan - Year Two
July 2004 Quarterly Update**

Item Number	Status		Notes	Point Person
1		GOAL 1: Increase Customer Satisfaction & Provide Greater Ease of Access to Services		
1.1		Objective 1: Provide Additional days/hours of service		
		Activity		
1.1-1		Provide additional days of service		
1.1-1A	Ongoing	Open new Winter Garden Branch	Tentative Grand Opening target date of Sept 18, 2004 set	Craig Wilkins
1.1-1B	Underway	Open Washington Park and Windermere on Mondays; expand Washington Park closing hours to 8pm Tuesday-Thursday	Additional hours plan modified to set standard hours for small branches: 10-8 Monday-Thursday, 10-5 Friday and Saturday at South Trail, Washington Park, Windermere. Launch date 10/2004 set for Windermere & Washington Park	Craig Wilkins
1.1-1C	Underway	Prepare master plan for Branch development.	Strategic concept was presented a board workshop in May. Draft plan scheduled for board presentation in July	Craig Wilkins
1.1-2		Provide additional hours of service		
1.2		Objective 2: Accept credit and debit card payment		
1.2-1	Underway	Accept credit/debit card payment via phone and online.	Implemented June 2004	Bob Tessier
1.3		Objective 3: Provide self service options		
		Activity		
1.3A	Underway	Install Self-Check Out at Winter Garden and potentially Alafaya.	Contract awarded to 3M for Winter Garden, Alafaya, and North Orange. Tagging underway at Winter Garden	Craig Wilkins
1.4		Objective 4: Create and maintain inviting and appealing library spaces		
		Activity		
1.4A	Underway	Replace carpeting, wall covering, retrofit lighting, 3rd floor of Main Library	Carpeting and lighting scheduled for July 2004	Bob Tessier
1.4B	Underway	Replace Main Library Roof	Roof project scheduled to be bid in July 2004	Bob Tessier
1.4C	Underway	Provide sinking fund for significant future repairs and replacements	Money transferred to Sinking Fund in June 2004.	Bob Tessier
1.4D	Underway	Prepare and implement building maintenance schedules	Implemented June 2004	Bob Tessier

Objective 5: Implement effective communication loop with customers				
Activity				
1.5-1 Create Customer Service Action (CSA) group made up of staff				
		Inform, seek feedback and prepare staff through meetings and Intranet articles regarding customer satisfaction goals and surveys prior to start date of survey	In December, the average score for a location being shopped was 87.3. April's average was 96.4. Some 112 individuals have earned shopper reward points since the program kicked off. Postive results have been improvements in employee identification and importance of restroom maintenance.	Sally Fry
1.5-1A	Complete & Ongoing			
1.5-1B	Underway	Design and distribute customer survey tools	Completed story program surveys april 2004.	Sally Fry
1.5-1C	Ongoing	Monitor patron response to survey tools monthly.		Sally Fry
1.5-1D	Ongoing	On a quarterly basis, CSA reports survey results and recommended actions to Admin Team	CSA reported outcome of surveys and recommendations to Administrative Team.	Sally Fry
1.5-1E	Ongoing	Administration reviews CSA recommendations and implements feasible response	Select recommendations regarding additional programs for 8-12 years and certain interactive techniques incorporating parent participation in programs are being tested. Observations will be shared with story presenters in June 2004.	Sally Fry
1.5-1F	Underway	Publicize changes to patrons	One on one and by effort - e.g. new catalog & e-newsletter	Sally Fry
1.6 Objective 6: Prepare staff to exceed the expectation of the customer				
Activity				
1.6A	Complete	Provide staff training annually in customer-driven service practices	Staff team formed to begin plans for Staff Development Day, Nov 11, 2004	Carla Fountain
1.6B	Complete	Review customer service practices annually	Though overall circulation parameters were reviewed prior to migration we continue to look for improvements. Most recently fee and fine schedules are being printed for all circulation points and distributed in June 2004. Testing inclusion of photo in library card account record online at Main Library. Reference guidelines are currently under review and a final recommendation will be made to the Board in September 2004.	Debbie Moss
1.6C	Complete & Ongoing	Set performance standards.	SMART (Specific, Measurable, Achievable, Realistic and Time-bound) Goals process began with new performance appraisal form in October 2004. Successfully met goals include visiting other work locations to learn more about overall library program, development of a crossword puzzle to compliment a special reading program, development of high end programs such as the upcoming Mrs. Fixit program.	
1.6D	Complete & Ongoing	Establish program to recognize & reward customer service excellence	Complete & ongoing through Secret Shopper program.	Sally Fry

2		GOAL 2: Provide a Range of Services that are Responsive to a Changing Community		
2.1		Objective 1: Expand Access to and Availability of Programs for the Public		
		Activity		
2.1A	Ongoing	Use Volunteer Story Givers program using staff and outside volunteers, to provide 25 additional programs per year.	From 10/01/03- 6/30/04 23 programs by staff volunteers	Kathryn Robinson
2.1B	Ongoing	Empower librarians to create four events for presentation to the public each year at least two of which are classes.	Ongoing	Kathryn Robinson
2.1C	Complete & Ongoing	Employ technology to disseminate classes, programs and storytelling to multiple locations and to home users	Share Your Skills classes which have been created in Visual Presenter software by staff are on the Orange Peel for all staff to access. Also tested Macromedia Breeze.	Kathryn Robinson
2.1D	Complete & Ongoing	Offer at least two classes or two programs per month and storytelling once a month in Spanish. By year 3, increase classes and programs to four and storytelling to weekly.	Meeting goal for programs in Spanish with 5 this quarter and exceeding goals for classes in Spanish with 45 this quarter!	Kathryn Robinson
2.1E	Underway & Ongoing	Offer after hours programs twice per year on Friday nights for Youth at Main.	Toga Party held June 11, 2004	Kathryn Robinson
2.2		Objective 2: Expand Use of Relevant Technology		
2.2A	Ongoing	Maintain and expand current PC network. Add 30 new stations to the network each year with the balance of PC's purchased upgrading current equipment. By year 5, at least one workstation in each location shall have assistive technology in the form of voice recognition and enlarged viewing capability.	Wiring underway at Herndon, additional PC's for PC's ordered for Winter Garden and Southeast. Assistive Vision computers upgraded in the CRC, VERA added in CRC, Hardware and software ordered for JAWS, Magic and Openbook at all branches	Eric Atkinson
2.2B	Ongoing	Replace library automation system	Acquisitions and Serials modules have been implemented, awaiting development of signature capture customization; patron photo capture installed at main and on order for branch locations	Eric Atkinson
2.2C	Ongoing	Evaluate and add new software programs for public and staff.	Curriculum for Adobe Photoshop completed. Software licenses have been ordered and three classes have been scheduled for August. CRC and branch staff are evaluating typing tutor software	Eric Atkinson
2.2D	Ongoing	Expand the Library's role as a digital content creator: Participate in partnership with UCF/History Museum to create pilot digital history project. Seek grant funds for project expansion.	Created new sections of Online Videos of www.ocls.info for Library Technology Videos and Recommended Reading Videos, Librarians have created thirteen "Share Your Skills" Videos that have been posted to the OrangePeel to enhance staff training. Applied for NLM Grant to produce web-based training modules using the Macromedia Breeze development platform. If awarded, the library will develop learning modules in 10 topic areas: Prenatal care, Diabetes, Senior Wellness, Heart disease prevention and care, Nutrition exercise and general wellness, Healthy kids (obesity), Alzhiemers, Low vision, Hearing problems, and Menopause.	Eric Atkinson
2.2E	Ongoing	Install video conferencing technology to provide programs, classes, storytimes at multiple locations from one location. First year three locations, add at least 3 locations each subsequent year.	Tested Polycom equipment for a music program and found the technology was not a good match. A spoken program (WWE Get Real & Read) will be tested on June 22nd. First Olive (Virtual Librarian) has been installed at Alafaya and answered 83 questions in May 2004. A second Olive has been ordered for South Creek with installation expected by late August.	Eric Atkinson
2.2F	Complete	Provide sinking fund for significant technolgy purchases	Money transferred to Sinking Fund in June 2004.	Eric Atkinson

2.3		Objective 3: Expand End User Services		
		Activity		
2.3A	Ongoing	Experiment with cost vs. use of scanners at Main. Success is measured by recovery of cost.	Service begun 6/11/04 and was used two times the first weekend.	Eric Atkinson
2.4		Objective 4: Expand and Diversify Collections		
		Activity		
2.4A	Ongoing	Experiment with circulating software at Alafaya and South Creek. If successful (measured by circulation, return and retention) add collections to all locations.	Awaiting input from Division of Branches	Debbie Moss
2.4B	Ongoing	Add computer games (X Box, Playstation 2) at Alafaya and South Creek. If successful (measured by circulation, return and retention) add collections to all locations.	Awaiting input from Division of Branches	Debbie Moss

GOAL 3: Expand Use and Awareness of Library Services Through Marketing				
3.1 Objective 1: Increase Market Share by 10 Percentage Points Annually				
Activity				
3.1-1	Ongoing	Conduct a demographic study of our service area	Ongoing and gathering data from Library Decision software and using county generated stats. Also conducted first hand/manual "where do you live" survey in several locations.	Marilyn Hoffman
3.1-2	Underway	Awareness Study: Find out who uses the Library and who does not and why not.	Conducted survey of OUC employees.	Marilyn Hoffman
3.1-2A	Ongoing	Promote specific services that are new or not being used to their potential	Will promote online credit card payment on front page of www.ocls.info in July 2004	Marilyn Hoffman
3.1-2B	Ongoing	I identify non-users and develop focus groups to determine their potential as patrons. Seeking funding.	Contracted with Recchia Group to do surveys and focus groups with non-users scheduled for July and August 2004.	Marilyn Hoffman
3.1-3 Image Projection				
3.1-3A	Ongoing	Marketing WOW excitement at the Main Library	Music in the Library is now every Friday, Meet the Author at least monthly, Matinee Monday movies very successful and running to a full house!	Marilyn Hoffman
3.1-3B	Ongoing	Use the logo to brand the Library	Logo is on a variety of materials in the OCLS online store. Will be selling logo mousepads in bookstore. Our logo pens from our Library Central opening are great sellers!	Marilyn Hoffman
3.1-3C	Ongoing	Use the new mission statement to brand the Library	Including mission statement on publications, pursuing creation of mission statement banners for display in all locations	Marilyn Hoffman
3.1-3D	Ongoing	Develop partnerships, performances, and programs.	Macdonald's , Orlando Museum of Art, Orlando Acoustic Guitar Society, Scholastic Books to name a few.	Marilyn Hoffman
3.1-4 Marketing Strategies:				
3.1-4A	In process	Buy post office address lists to identify new arrivals in service area	Working with a local company to purchase addresses mail out should go out in July 2004	Marilyn Hoffman
3.1-4B	Ongoing	Supply apartment complexes and realtors with Library card information.	At least 25 per month are sent	Marilyn Hoffman
3.1-4C	Ongoing	Businesses - I identify businesses in service area.	Use the OBJ and Reference USA to send out at least 25 per month	Marilyn Hoffman
3.1-4D	Complete	Create brochure in English and Spanish to feature services/databases.	Translated	Marilyn Hoffman
3.1-4E	Complete	Contact large local businesses and ask them to distribute Library card information to their employees at employee fairs/open season medical	OUC, done, WDW upcoming	Marilyn Hoffman
3.1-4F	Ongoing	Partner with Chambers of Commerce and Economic Development to promote Library as part of package to attract new businesses.	Conducted Small Business Chamber Bagels and Business Breakfast	Marilyn Hoffman
3.1-5 Market Library services to seniors.				
3.1-5A	Ongoing	Supply retirement homes with Library card information/flyers senior services	Contact 25 groups/facilities a month.	Marilyn Hoffman
3.1-5B	Ongoing	Supply senior citizen organizations with Library card information/flyers	Contact 25 groups/facilities a month.	Marilyn Hoffman
3.1-6 Market Library services to children.				
			Conducted Summer Reading Program (FLYP) announcement sent to each middle school students	Marilyn Hoffman
3.1-7 Market Library services to Teens				
3.1-7A	Ongoing	Partner and plan programs with community teen groups.	New brochure on teen programs, new teen online newsletter, formed TLC (Teen Library Core) a volunteer group who will provide input on services and programs for teens. Have their own teen page in print Books and Beyond for July 2004.	Marilyn Hoffman

4		GOAL 4: Invigorate Employee Satisfaction and Invest in Quality of Staff		
4.1		Objective 1: Establish Human Resources Development Plan		
		Activity		
4.1-1		Develop internal "Best Practices" for Managers		
4.1-1A	Ongoing	Hold system wide training at least once a year on relevant management topics. For example: ADA and Diversity Issues; Coaching and Counseling Skills; Interviewing Skills, etc.	Management training under way to develop/enhance manager's performance management and leadership skills.	Carla Fountain
4.1-2		Establish Staff Development plan		
4.1-2A	Ongoing	Hold system wide training at least twice yearly on relevant topics: Staff Day once yearly plus other training such as sensitivity training on ADA and Diversity issues; Customer Service and Interpersonal Skills.	Financial planning seminars held in May, Safety and Health fair held June 3 with a record breaking 135 employees attending! Staff development plan for public service staff in development. Will involve training on the use of our online database on an ongoing and rotating basis.	Carla Fountain
4.2		Objective 2: Develop System Wide Communication Plan		
		Activity		
4.2A	Ongoing	Hold "front end" communication meetings on major initiatives. Quarterly meetings with Staff. Espirit de Corp Luncheon Meetings	Administrative team members will be visiting all locations during July and August 2004. The director held 13 meetings at the following locations in the past quarter: South Trail (2), North Orange, Herndon, West Oaks, Southwest, Southeast, South Creek, Edgewater, West Orange, Windermere, Washington Park & Hiawasse. Side by Side Day held on May 18, 2004. The Administrative Team worked Side by Side with Staff at the following locations: Mary Anne - Washington Park; Debbie Moss - CRC; Eric Atkinson - Special Services; Sally Fry - Children's; Carla Fountain - Tech Services; Craig Wilkins - QuestLine; Bob Tessier - Information Systems; Kathryn Robinson - Herndon; Marilyn Hoffman - Alafaya	Carla Fountain
			Sheri Chambers, Web Administrator visited branches and held several meetings at Main during June 2004 to seek input from staff on the revamping of our website, www.ocls.info .	
4.3		Objective 3: Establish Staff Technology Development Plan		
		Activity		
4.3-1		Develop internal technology based training program		
4.3-1A	Complete	Identify Core Competencies by Position.	We have surveyed all staff regarding their view of the level of technical skills needed for their position. We have used this information to establish desired skill levels in all job categories.	Debbie Moss
4.3-1B	Ongoing	Obtain baseline measurement of current staff in positions identified each year based upon identified core competencies	Have placed order to establish an account with QWI Z, an online testing service. Will begin with managers to test in the Microsoft Office suite.	Debbie Moss
4.3-1C	Complete	Develop curriculum based upon identified needs	Curriculum provided through QWI Z	Debbie Moss
4.3-1D	Ongoing	Initiate classes for staff based upon identified core competencies	Online curriculum, testing and evaluation conducted through Qwiz. Tests given online and results sent to test taker and to test administrator for information and evaluation.	Debbie Moss
4.3-1E	Ongoing	Measure and evaluate staff competency level	Results will be evaluated for further training needs. When management staff tests out at an appropriate level to be able to support staff we will begin process again with a new employee group.	Debbie Moss

4.4		Objective 4: Establish Professional/Employee Development Plan		
		Activity		
4.4-1		Identify expectations for all staff, in relation to position, for professional activity and employee development opportunities		
4.4-1A	Complete	Partner with CFLC and other organizations to offer at least 2 annual in-house opportunities to acquire professional knowledge and lifelong learning.	CFLC offered training at Staff day on 11-11-03. December 2004Health Database training through NLM.	Kathryn Robinson
4.4-2		Conduct evaluation of staffing levels each fiscal year		
4.4-2A	Ongoing	Adjust/Recruit/Reduce staffing as needed	Ongoing adjustments through use of PAR form. Evaluation tied to budget process.	Kathryn Robinson
4.4-2B	Underway	Devise Recruitment Plan to include outreach/interviewing at targeted schools; advertising in electronic and print format to targeted professional journals and listservs.	Kathryn and Carla attended Career fair and gave presentation at FSU 4/27/04	Kathryn Robinson
4.4-2C	Under study	Create award program for employee innovations that are successfully used.	Committee formed, two meetings held. Developing award parameters.	Kathryn Robinson
4.4-4D	Underway & Ongoing	Offer opportunities for employees to learn conversational Spanish and sign language. Use in house staff to mentor and coach - Train a total of 15 employees annually.	Preparations underway for sign language classes for staff in September and November 2004.	Kathryn Robinson
4.5		Objective 5: Update Performance Evaluation Instruments		
		Activity		
4.5A	Complete	Update Performance Evaluation instruments that incorporate acquisition of new/job relevant skills and organizational values - Two year implementation phase in of new evaluation instrument.	New performance evaluation instrument in use since 10/1/03.	Carla Fountain
4.6		Objective 6: Minimize the potential for staff or patron injury		
		Activity		
4.6-1		Conduct safety and security evaluations of facilities		
4.6-1A	Underway	Conduct annual safety audits	departments, such as relocation of parking area for pallet jack. Locations evaluated in this quarter are Southeast and Circulation.	Craig Wilkins
4.6-2		Provide safety education for staff		
4.6-2A	Underway	Expand collection of safety videos	Committee developing scripts to address specific safety topics such as proper lifting and shelving. Also held staff Safety and Health fair on 6/3/04 with 135 staff in attendance.	Craig Wilkins
4.6-3		Minimize security risks		
4.6-3A	Complete & Ongoing	Install windows on Branch workroom doors & Albertson Room & Back hall.	Peepholes or windows have been installed on all Branch staff entrance doors for safety and security. Security cameras being installed at Main Library, 3 rd and 4 th floor.	Craig Wilkins

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

Information

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

Director's Report

Director's Report July 2004

!CPR Class

On June 22, Firefighters Tina Collier and Carl Chantigian of the Orlando Fire Department presented a CPR class for employees. Sixteen employees participated and learned the necessary steps to conduct CPR. Each participant will receive their certification cards. Many thanks to the following employees for their interest and their participation in the class:

Rhonda Wright, Jisi Wang, Kristin Alvarado, Debbie Amos, Christina Adelman, Keith Graham, Patrice-Florence Walker, Cynthia Aponte, Cyndi Lynch, Joe Vaught, Janelle McDaniel, Griselda Melgoza, Sandy Mayer, Vanessa Neblett, Kris Woodson, Ben Garcia, Ellen Wittmann, Paolo Melillo.

!Blood Drive

On Thursday June 17, Florida's Blood Centers parked the blood mobile on Wall Street behind the Main Library from 2:00p.m. - 5:00p.m. The Library thanks the following employees for generously giving the gift of life: Lisa Applegate, Mark Argentine, Pamela Bergner, Marcia Bruton, Sheri Chambers, Betty Hyde, Carla Fountain, Warren French, Sally Fry, Lisa Glassford, Kristen Hambrick, Robert Hensley, Luz Jimenez, Rita Lloyd, Carolyn McClendon, Milinda Neusaenger, Kelly Pepo, Robert Rosenthal, Cassandra Shivers, Amy VanSchaik, Joseph Vaught.

!The United Way Campaign is starting up a little earlier this year. There are several activities planned during July and August to raise funds and have some fun at the same time. Thanks go to Yvonne Pierre for coordinating the campaign, Sheri Chambers and Amy VanSchaik for publicizing the campaign on the Orange Peel.

!We are now collecting fees and fines online. They are coming in slowly but steadily.

Our Tutor.com representative will be hiring a teen to promote Tutor.com at OCLS. He would like the teen to promote Live Homework Help at schools and for special events, and encourage promotion of the library in general. He will be recruiting from the teens on the Library's Teen Board.

ALA annual conference has just concluded.

A number of our employees attended programs and visited the many library exhibits at the Orange County Convention Center. Other employees gave presentations, including Gregg Gronlund, Marilyn Hoffman and Wendi Bost.

Other employees served as part of the Local Arrangements committee: Kathryn Robinson, Carolyn McClendon, Debbie Moss and Mary Anne Hodel.

Many employees volunteered at some of the events including the Local Arrangement Booth, the Scholarship Bash, the Fun Run and the Benefit Golf Outing. All these activities were instrumental in ALA having a successful conference. Over 15,000 librarians attended the conference and more than 50% brought families and friends to Orlando, making a positive contribution to our economy. Chairman Crotty welcomed the attendees to Orlando at the opening session via video.

The Library received a Best of Show PR award for our Central Florida Memory invitation and an Honorable Mention for our Books Topping the Charts (teen book list)...Thanks to Ben Garcia, the Library's Graphic Designer for his clever work.

During the ALA conference in Orlando a number of our colleagues dropped by to take a look around. Librarians visited the main Library from Florida, Ohio, Korea and Puerto Rico.

As part of the ALA conference, the Library hosted an event to announce the partnership with Walgreens and the ALA to bring health programs to libraries. Walgreens will be awarding \$25,000 to each of the 10 participating Libraries, including OCLS. The live broadcast was held in Library Central and the crews began setting up at 3:00 am in time to catch the early morning news programs. There was also a local press conference which featured our own Board President Tom Kohler and Larry Jones, Director of Health and Human Services for Orange County. President Tom Kohler emceed the Press Conference announcing the ALA/Walgreen's partnership to give grants to 10 Libraries to present health programs in partnership with local pharmacists. OCLS is the first site chosen for the grant. Also, we had our first experience with a Satellite Media Tour a live national broadcast to TV and Radio talk programs.

We did encounter some technical difficulties with the sound system for the press conference in Library Central. We will be making some minor changes to the system, relocating two of the four speakers. We will be investigating some more directional, high gain microphones.

Skanska entered Library Central in an Associated Builders and Contractors, Inc., event for an award.

The contracting firm of Chem Light, began upgrading the 2x2 light fixtures on the 3rd floor on Tuesday, 6/29. The work will be done at night, so there should not be any direct impact on public service. The biggest change will be a daily increase in light on the floor!

The North Orange branch hosted a "Teddy Bear Tea" for preschool children and their parents on June 12. Thirty-seven children and their parents were treated to Gummi-bears, Teddy Grahams, honey-butter on crust-less bread triangles, iced tea, and lots of stories and activities featuring bears! Children brought their own teddy bears to share the fun. Circulation Clerk Jeanne Pettrey coordinated this program. They all had a bear-y good time!

The Edgewater Branch welcomed the beginning of the Summer Reading Olympics with a successful opening ceremony. 66 children and 14 adults showed up in costume of their favorite country or athlete. The top 6 won prizes for their costumes and they all created their own Olympic torches to carry home with them to motivate them to read this summer. They enjoyed a snack and lemonade and all staff participated.

! We are cooperating with the Supervisor of Elections here in Orange County to make some of our library sites early voting sites. These are our locations that will be early voting sites:

SITE	ADDRESS	HOURS OF OPERATION
Orlando Public Library	101 E. Central Blvd. Orlando, FL 32801 Entrance on Central Blvd.	Monday - Thursday 9am - 7pm Friday 9am - 5pm Saturday 9am - 1pm Sunday 1pm - 5pm
Alafaya Branch Library	12000 East Colonial Drive Orlando, FL 32826 Corner of Colonial Dr. and Sophie Blvd.	Monday - Thursday 10am - 7pm Friday 9am - 5pm Saturday 10am - 2pm Sunday 1pm - 5pm
North Orange Branch Library	1211 E. Semoran Blvd. Apopka, FL 32703 Corner of SR 436 and Thompson Rd.	Monday - Thursday 10am - 7pm Friday 9am - 5pm Saturday 10am - 2pm Sunday 1pm - 5pm
South Creek Branch Library	1702 Deerfield Blvd. Orlando, FL 32837 East of South Orange Blossom Trail	Monday - Thursday 10am - 7pm Friday 9am - 5pm Saturday 10am - 2pm Sunday 1pm - 5pm
Southeast Branch Library	5575 S. Semoran Blvd. Orlando, FL 32822 In the Terracotta Business Park	Monday - Thursday 10am - 7pm Friday 9am - 5pm Saturday 9am - 5pm
Washington Park Branch Library	5151 Raleigh Street, Suite A Orlando, FL 32822 In the Lila Mitchell Community Center	Monday 9am - 5pm Tuesday 10 am - 7 p.m. Wednesday - Saturday 9am - 5pm
West Oaks Branch Library	1821 E. Silver Star Road Ocoee, FL 34761 East of Clarke Road	Monday - Thursday 10am - 7pm Friday 9am - 5pm Saturday 10am - 2pm Sunday 1pm - 5pm

Programs/Events

Health programming continues in July with the Alzheimer's Association at Washington Park and South Creek Branches; Health programs in Spanish from the Department of Health at South Creek and South Trail Branches and the Lighthouse of Hope at the main Library.

We are partnering with Scholastic again for Community Book Sales at 10 Branches. These are new books for pre-K through adult at 50% off. As a sponsor, the Library receives 10% of the revenues and a \$100 shopping spree at the sale.

Authors in the Library in July - Simon Says...Dream! Inspiring author and speaker Simon T. Bailey; Award-winning author Sandra Friend explores Florida's hiking trails and National TV personality Mrs. FIXIT (Terri McGraw). All will appear in Library Central. Book sale and signing follow each program. Charles J. Ogletree, Jr. spoke concerning his book *All Deliberate Speed, Reflections on the First Half Century of Brown v. Board of Education* at the Library on June 29 in partnership with FAMU, over 100 people attended.

The June Friends Second Saturday featured William Lamb, the Horoscope Man, and his witty forecasts plus his first book *The Secrets of Your Rising Sign – An Astrological Key to Getting What You Want* (53 attended). The July program features Victoria Valentine from the Florida Humanities Council who will talk about our First Ladies and Fashion in the 20th Century. The Friends are sponsoring a Friends Family Frolic on Saturday, July 24, 11 am – 3 pm, in Library Central. Bring the whole family for an old-fashioned family fun day with a Dixieland jazz band, face painting, magic and more.

The Guitar Sampler in June with members of the Orlando Acoustic Guitar Society performed for over 150 people. Music continues in July with regular Music in the Library programs at noon on Fridays in Library Central plus a Teen Battle of the Bands and a history of jazz program *Born in America: Profiles in Jazz*.

Computer Classes and Programs presented throughout the Library System with offerings and attendance increasing. A sampling of the July offerings include a Quest for Your Heritage, balloonist extraordinaire and space pioneer Joe Kittinger, Literary Ladies book discussion of *Mystic River*, Quilts from Yesterday, Today and Tomorrow. Computer classes in English and Spanish plus Camp Savvy for students grades 4-8 continue in July.

Our Summer Reading Program, which began in June, continues throughout the month of July. June programs for children included Opening Ceremonies programs to kick off the Summer Reading Program, special guests like Ronald McDonald and Sea World, and other special activities at Main and several of the branches. The Main

Library also has offered weekly Start with Art programs, in which children hear a story program and then do a craft based on the story and met artist Thacher Herd. The Olympic related movies have proven to be very popular with well over 100 in attendance weekly.

Teens are also participating at Main with programs geared just for teen ages 13-18. In June we offered teen summer reading programs like the after-hours Toga party, Wacky Olympics and our own version of Fear Factor. Teens are looking forward to the Library Lock In. Attendance at Main for all youth programs has increased over last year's programs. In June 2003, Main had a total program attendance of about 1,500 patrons. For June 2004, we have had a total program attendance at Main of over 3,600 patrons. We have really experienced an increase in teen attendance as well due to the programs geared specifically for teens.

The OCLS Library Card Summer Photo Contest for patrons runs through August 1. Winners will be selected by random drawing on August 12th. One of the prizes will be dinner for two at Kres Chop House. The contest entry form and rules are available online at www.ocl.info .

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

Winter Garden Project Summary

Winter Garden Project Summary

04-137

Jun 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	152,148	138,883
Construction			
Contractor	2,100,000	2,201,609	1,661,483
Carpet	35,000	26,085	0
Impact & Permit Fees	40,000	40,000	22,594
Testing	8,000	9,000	7,694
Other	10,000	10,000	2,001
Construction Total	<u>2,193,000</u>	<u>2,286,693</u>	<u>1,693,772</u>
Contingency	207,000	111,159	
TOTAL PROJECT	<u><u>2,550,000</u></u>	<u><u>2,550,000</u></u>	<u><u>1,832,655</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
Total	<u>2,201,609</u>

7/2/2004

Winter Garden Project Summary June 30, 2004

Project Schedule

As of this date, the roof is complete, with the exception of about six panels, power is on and the HVAC startup is proceeding. However, the contractor, APM, is behind schedule. Although it is possible that additional change orders may extend some dates, according to the contract, APM should have substantially completed the project by June 1st. At this point, APM will still not commit to a substantial completion date, but some time in August is a reasonable estimate. Once substantial completion is reached, APM has another 30 days to reach final completion.

Folding Glass Wall System

There is a significant issue with the folding glass wall system. The purpose of the glass wall system is to close off the SW corner of the public space, which is where the public computers will be located. Closing off this space will allow it to be used as a classroom without disturbing other library users. Our architect, Harvard Jolly, specified in the bid documents that the glass wall system manufactured by Nana Wall Systems was to be installed. APM has submitted a less expensive alternative product, which has been rejected by Harvard Jolly. It is uncertain at this time how this will be resolved. A meeting with APM, Harvard Jolly, and Library staff is being scheduled to address the issue.

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**Public Comment:
Non-Agenda Items**