

**Orange County Library System  
Board of Trustees**

**Board Packet for August 2004**

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

**Call To Order**



**101 East Central Boulevard  
Orlando, Florida 32801-2471  
phone: 407.835.7611  
fax: 407.835.7648  
website: [www.ocls.info](http://www.ocls.info)**

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**Mary Anne Hodel,  
Library Director, Chief Executive Officer**

August 6, 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, August 12, 2004, at the **Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32811; 407.835.7323.**

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

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

**AGENDA**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**August 12, 2004**  
**Orlando Public Library**  
**101 East Central Boulevard**  
**Orlando, Florida 32801**  
**407.835.READ (7323)**

- 04-139 I. **Call to Order**
- 04-140 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](http://www.ocls.info) . For more information, contact Milinda Neusaenger at 407.835.7611 or [neusaenger.milinda@ocls.info](mailto:neusaenger.milinda@ocls.info) .
- 04-141 III. **Approval of Minutes: Library Board of Trustees Meeting – July 8, 2004**
- 04-142 IV. **Staff Presentation: Walgreen's / ALA Press Conference Video – Jim Myers**
- 04-143 V. **Financial Statements and Summaries: July 2004**
- 04-144 VI. **Statistics and Summaries: June 2004 Reports**
- 04-145 VII. **Action Items**
- 04-146 **Security Camera Equipment For Main Library  
(Addresses Goal 1; Objective 4 of the Strategic Plan)**
- 04-147 **Talking Books Program**
- 04-148 **Consent Agenda**
- 04-149 **Approval of Final Budget for the Fiscal Year Ending September 30, 2005**
- 04-150 **Closure of Library Facilities for Staff Day 2004 – 11 November 2004  
(Addresses Goal 4; Objective 1 of Strategic Plan)**
- 04-151 **Online Office Supply Ordering**
- 04-152 **Library Facilities After Hours Rental and Permission to Serve Alcohol**

- 04-153            **Revision to Alcoholic Beverage Policy**
  
- 04-154            **Requirements for State Aid to Libraries Grant**
  - a.    **State Aid to Libraries Grant Agreement**
  - b.    **Certification of Credentials – Single Library Administrative Head**
  - c.    **Reciprocal Borrowing Agreement with Maitland Public Library**
  - d.    **Joint Plan of Service with Maitland Public Library**
  
- 04-155        VIII.    **Discussion and Possible Action Items**
  
- 04-156            **Branch Development Plan**  
                  **(Addresses Goal 1; Objective 1 of the Strategic Plan)**
  
- 04-157            **AV Circulation to Seminole County Reciprocal Borrowers**
  
- 04-158            **Taking Reserves on New Release DVD's**
  
- 04-159        IX.     **Information**
  
- 04-160            **Director's Report**
  
- 04-161            **Winter Garden Project Summary**
  
- 04-162            **Public Comment: Non-Agenda Items**
  
- X.     **Adjournment**

**Next Meeting Dates:** --- September 9, 2004 – South Trail Branch Library; 4600 S. Orange Blossom Trail; Orlando, Florida 32839 --- October 14, 2004 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

**If any person desires to appeal any decision with respect to any matter considered at a Library Board of Trustees meeting, such person will need a record of the proceedings; for this purpose, such person may need to ensure that a verbatim record of the proceedings is made to include the testimony and evidence upon which the appeal is to be based.**

**In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this proceeding due to a disability as defined by ADA may arrange for reasonable accommodations by contacting the Director's Office on the fifth floor of the Main Library in person or by phone at 407.835.7611 at least two days prior to the meeting.**

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

**Public Comment**

Public comments of items listed on the agenda will occur just prior to the Board's discussion and possible action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda.

If a request is made for written comments to be included in the official record of this meeting, it is helpful if the requestor is able to provide the comments in an electronic format. However, this is not required. This is to ensure the completion and accuracy of the official record when posted on the Library's website, [www.ocls.info](http://www.ocls.info) . For more information, contact Milinda Neusaenger at 407.835.7611 or [neusaenger.milinda@ocls.info](mailto:neusaenger.milinda@ocls.info) .

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

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

**MEETING MINUTES**  
**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**  
Board Members Present: Gloria Fernandez (7/0); James Tyson (7/0);  
Matthew Pardy (5/0)  
  
Board Members Absent: Tom Kohler (7/1); Sara Brady (7/1)  
  
Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier;  
Carla Fountain; Sally Fry; Eric Atkinson; Marilyn  
Hoffman; Craig Wilkins; Kathryn Robinson;  
Milinda Neusaenger  
  
Trustee Fernandez called the meeting to order at 7:38 p.m.
- 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.  
  
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format. However, this is not required. This is to ensure the completion and accuracy  
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information, contact Milinda Neusaenger at 407.835.7611 or  
[neusaenger.milinda@ocls.info](mailto:neusaenger.milinda@ocls.info) .
- 04-122 III. **Approval of Minutes: Library Board of Trustees Meeting –  
June 10, 2004**  
Trustee Tyson, seconded by Trustee Pardy, moved to approve minutes of the June 10, 2004  
Board of Trustees Meeting.  
Motion carried 3-0
- 04-123 IV. **Staff Presentation: Secret Shopper – Sally Fry**  
Branch Administrator Sally Fry, gave an overview presentation regarding the Secret  
Shopper Program that has been established throughout the Library System. Ms Fry  
explained that the company chosen has been in business for 50 years and is a well  
established local company. Ms. Fry also summarized the program and the rewards  
system that has been implemented and shared the overall result scores which reflect  
very well on the customer service skills of Staff.



- 04-124 V. **Financial Statements and Summaries: June 2004**  
 Robert Tessier, Library Comptroller, commented that asterisks have been added to the Operating Fund Expenditure Summary to indicate which accounts are expected to be overspent. Although many local governments actually move money within their budget to cover such overages, the Library takes a different approach. We monitor our performance against the original budget. We inform the Board of areas we expect to overspend while making sure sufficient funds are available elsewhere in the budget to cover these overages. Brief discussion ensued regarding the condition of the overall budget and the Supplies-Hardware/Software account, which was overspent.
- Comptroller Tessier also referenced the annual Investment Summary, which is prepared to inform the Board of the Library's investment activities during the previous calendar year. The Library takes a conservative approach with respect to investing funds involving tax dollars.
- 04-125 VI. **Statistics and Summaries: May 2004 Reports**  
 Assistant Director Debbie Moss spoke briefly regarding the decline in Registration Statistics for the month of May. She stated that there has not been a library card sign-up campaign recently, but that during the next week there will be a registration card mailing conducted to 13,000 new residents. Director Hodel also stated that when school is back in session, staff members will be visiting the 1<sup>st</sup> grade classes to promote this year's library card sign-up contest.
- 04-126 VII. **Action Items**
- 04-127 **Consent Agenda**  
 Trustee Pardy, seconded by Trustee Tyson, moved to table consent agenda item #04-131 (Security Equipment for the Main Library) until the August Meeting. Motion carried 3-0.
- Trustee Pardy requested discussion of consent agenda item #04-130.
- Trustee Tyson, seconded by Trustee Pardy, moved to approve the remaining items on the Consent Agenda. Motion carried 3-0.
- 04-128 **Strategic Plan – Year Six**  
 Trustee Tyson, seconded by Trustee Pardy, moved to approve the Year Six proposal to be added to the OCLS Strategic Plan. Motion carried 3-0.
- 04-129 **Amendment to the Board Meeting Schedule**  
 Trustee Tyson, seconded by Trustee Pardy, moved to change the location of the September 9, 2004 Board Meeting from the scheduled Winter Garden Branch Library to the South Trail Branch Library. Motion carried 3-0.
- 04-130 **Computer Purchase - Public and Staff Computer Purchase Recommendation (Addresses Goal 2 Objective 2 of the Strategic Plan)**

Trustee Pardy asked Information Systems Manager Eric Atkinson for additional information regarding the computer purchase. I.S. Manager Atkinson summarized the need to replace the Main Library computers acquired through a Gates Library Initiative in 2000 as well as the need to replace older Branch computers that do not function effectively with the new Millennium system. I.S. Manager Atkinson also stated there is a need to purchase computers for the Eatonville Branch Library, so that the equipment will be prepared in anticipation of the Branch's opening. Brief discussion ensued. Trustee Tyson, seconded by Trustee Pardy, moved to approve the purchase of additional public and staff computer equipment. Motion carried 3-0.

04-131            **Security Camera Equipment For Main Library**  
**(Addresses Goal 1; Objective 4 of the Strategic Plan)**  
Tabled until the August 2004 Board Meeting.

04-132            **Amended and Restated Interlocal Agreement – Law Collection**  
Trustee Tyson, seconded by Trustee Pardy, moved to approve the amended and restated Law Collection Interlocal Agreement between OCLS, Orange County and Florida Agricultural and Mechanical University (FAMU).  
Motion carried 3-0.

04-133            VIII.    **Discussion and Possible Action Items**

04-134            **Strategic Plan Quarterly Update**  
Trustee Pardy gave an overview of the FY 2004 Strategic Plan, noting that most everything is on target.

04-135            IX.     **Information**

04-136            **Director's Report**  
‡ The Directors of Florida's largest public library systems will meet with the State Librarian, Judi Ring, 9 July 2004 at OCLS.

‡ There will be the first of a series of 10 community book sales held with Scholastic Community Book Sales at the Alafaya and West Oaks branches on Saturday, 10 July 2004. On each of the subsequent four Saturdays there will be book sales in a different pair of branches: July 17<sup>th</sup> at South Creek and West Orange, July 24<sup>th</sup> at Southeast and Hiawassee, July 31<sup>st</sup> at Herndon and North Orange, August 7<sup>th</sup> at Edgewater and South Trail

‡ The RFID Tagging at the Winter Garden library is progressing well. They have tagged about 1/3 of the collection.

‡ The new payphone is up at Main near the café and operating now.

‡ The Credit Card interface is up and stable. For the week ending 7/4/2004, there were 165 transactions totaling \$1,584.71. The Library is indebted to Dave Grobleski of Microsoft who volunteered to do the programming for us. He spent about 50 hours on this project for us.

‡ There is a new brochure listing and promoting OCLS's Assistive Services for customers with disabilities.

04-137

**Winter Garden Project Summary**

Facilities and Operations Manager John Claytor gave a brief summary regarding some of the delays and challenges with the completion of the Winter Garden Branch Library; such as the retractable glass wall and construction delays.

04-138

**Public Comment: Non-Agenda Items**

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

Evelyn Dawursk – Osceola County Resident, spoke regarding the Talking Books program and OCLS's sub-regional library status and thanked the Board for the letter sent regarding communication. She also thanked the Board for sending the letter on cassette tape and in Braille.

Director Hodel recognized and thanked CITE Lighthouse for the Braille copies of the letter.

Sherry Brun – Orange County Resident, spoke regarding the Talking Books program and OCLS's sub-regional library status. Ms. Brun also thanked the Board for the letter sent regarding communication and she appreciated receiving it in the cassette tape and Braille formats.

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

Scott Larson – Volusia County Resident, 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.

Michal Cooper – Volusia County Resident, spoke regarding the Talking Books program and OCLS's sub-regional library status.

Connie Stolp – Orange County Resident and Director of Adult Services at CITE Lighthouse, spoke regarding the Talking Books program and OCLS's sub-regional library status. Ms. Stolp also stated that the Library's Assistive Services brochure will be given to all who come to CITE.

All 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.

Trustee Fernandez adjourned the meeting @ 8:45 p.m.

## X. Adjournment

**Next Meeting Dates:** --- August 12, 2004 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 ---  
September 9, 2004 – South Trail Branch Library; 4600 South Orange Blossom Trail; Orlando, Florida 32839.

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

**Staff Presentation: Walgreen's /  
ALA Press Conference  
Video – Jim Myers**

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

**Financial Statements and  
Summaries: July 2004**

# Orange County Library System Financial Statement Highlights Ten Months Ended July 31, 2004

## Operating Fund Revenue and Expenditure Summaries

### Grants & Awards

Although we have had an account for State and Federal grants, we have set up a new account under the Miscellaneous Revenue category for private Grants and Awards. We have been awarded a \$25,000 grant from Walgreen's which will be administered by ALA. \$18,750 has been received, with the balance due when all the reports are submitted next fiscal year. The purpose of the grant is for OCLS together with Walgreen's pharmacists to present 30 programs on various consumer health issues. We will coordinate the programs as well as serve as the site for the programs, which will be held in 5 different branch locations.

### Unemployment Compensation

In private industry, employers pay a tax to the State to cover unemployment benefits. In lieu of paying such a tax, the State sends us an invoice for the actual benefits paid to former Library employees and we reimburse them.

### Repairs and Maintenance

We have not over spent the budget for the year, but quite a few large repair items, including the following, were paid in July:

- ✓ Replace door closure safety devices on Main Library elevators (\$8,126)
- ✓ Replace dialer on fire panel (\$2,844)
- ✓ Repair Main Library roof (\$12,469)
- ✓ Replace one of Main Library garage gates and motor (\$4,286)
- ✓ Annual maintenance contract on some of Main Library reader printers (\$8,284)
- ✓ Install sensors on Main Library basement windows to enhance building security system (\$3,684)
- ✓ Paint west end of third floor at Main Library (\$4,369)
- ✓ Install additional lighting in retail store in Library Central (\$8,225)

## Other Financial Matters

### Proposed Constitutional Amendment to Double Homestead Exemption

In July, the Florida Supreme Court blocked the proposed amendment from getting on the fall ballot. In the 5-2 ruling, the justices indicated the proposed amendment's ballot language falsely assured voters that it would provide "property tax relief", pointing out that in many cities and counties, local governments could just increase the tax rate to make up for the increased exemptions.

### Payment by Debit and Credit Card

Although this payment option was just implemented at the end of June, it is already a big hit. During the month of July we collected almost \$6,800 payments online!

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND REVENUE SUMMARY  
Ten Months Ended July 31, 2004**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(10 months=83%)</b>
<b>AD VALOREM TAXES</b>	22,635,232	22,810,854	100.8%
<b>INTERGOVERNMENTAL</b>			
Grants	50,000	22,200	44.4%
State Aid	1,482,000	1,506,792	101.7%
Law Collection Fees	250,000	217,985	87.2%
	<u>1,782,000</u>	<u>1,746,977</u>	<u>98.0%</u>
<b>CHARGES FOR SERVICES</b>			
Fee Cards	14,000	8,788	62.8%
PC Pass	30,000	30,370	101.2%
Classes	1,000	880	88.0%
Copy & Vending	170,000	149,229	87.8%
Fax	0	1,796	
Notary	0	45	
Scanner	0	10	
	<u>215,000</u>	<u>191,118</u>	<u>88.9%</u>
<b>FINES</b>			
Fines	650,000	758,358	116.7%
Lost Materials	70,000	74,046	105.8%
	<u>720,000</u>	<u>832,404</u>	<u>115.6%</u>
<b>MISCELLANEOUS</b>			
Interest Earnings	175,000	146,746	83.9%
Rents	5,000	1,409	28.2%
Sales of Fixed Assets	0	1,750	
Disk Sales	2,500	2,176	87.0%
Contributions - Friends of Library	162,000	100,049	61.8%
Contributions - Others	5,000	7,452	149.0%
Library Central Gala	0	26,225	
Miscellaneous	30,500	41,273	135.3%
Grants & Awards	0	18,750	
	<u>380,000</u>	<u>345,830</u>	<u>91.0%</u>
<b>TRANSFER FM PROP APPRAISE</b>	30,000	0	0.0%
<b>TRANSFER FM TAX COLLECTO</b>	210,000	0	0.0%
<b>TOTAL REVENUES</b>	<u><u>25,972,232</u></u>	<u><u>25,927,183</u></u>	<u><u>99.8%</u></u>



**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND EXPENDITURE SUMMARY  
Ten Months Ended July 31, 2004**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(10 months=83%)</b>
<b>SALARIES &amp; BENEFITS</b>			
Salaries	11,090,984	8,814,255	79.5%
Medicare Taxes	160,821	124,406	77.4%
Defined Contribution Plan	831,830	666,560	80.1%
Defined Benefit Plan	789,719	631,936	80.0%
Life and Health Insurance	1,568,690	1,161,470	74.0%
Worker's Compensation	134,669	105,274	78.2%
Unemployment Compensation	20,000	7,600	38.0%
Parking & Bus Passes	93,420	68,365	73.2%
	<u>14,690,133</u>	<u>11,579,866</u>	<u>78.8%</u>
<b>OPERATING</b>			
Professional Services	185,000	170,938	92.4% *
Other Contractual Services	644,000	487,185	75.6%
Other Contract. Serv.- Janitorial	233,000	189,835	81.5%
Training and Travel	75,000	63,103	84.1%
Telecommunication	293,000	219,814	75.0%
Delivery and Postage	1,075,000	945,722	88.0%
Utilities	650,000	480,190	73.9%
Rentals and Leases	820,000	671,672	81.9%
Insurance	150,000	158,331	105.6% *
Repair and Maintenance	587,000	497,438	84.7%
Repair & Maint. - Hardware/Softwar	205,000	195,956	95.6% *
Copying/Printing	220,000	125,109	56.9%
Property Appraiser's Fee	262,000	262,425	100.2% *
Tax Collector's Fee	452,000	445,348	98.5%
Supplies	750,000	426,288	56.8%
Supplies-Hardware/Software	55,000	121,630	221.1% *
Contingency	300,000	0	0.0%
	<u>6,956,000</u>	<u>5,460,984</u>	<u>78.5%</u>
<b>CAPITAL OUTLAY</b>			
Building and Improvements	375,000	198,546	52.9% *
Equipment and Furniture	275,000	173,976	63.3% *
Hardware/Software	965,000	642,916	66.6%
	<u>1,615,000</u>	<u>1,015,438</u>	<u>62.9%</u>
<b>LIBRARY MATERIALS</b>			
Materials - Rest. Contributions	13,500	8,027	59.5%
Materials - Law	210,000	122,375	58.3%
Materials - Other	3,936,500	3,412,594	86.7%
	<u>4,160,000</u>	<u>3,542,996</u>	<u>85.2%</u>
<b>TRANSFER TO OTHER FUNDS</b>			
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>
<b>TOTAL EXPENDITURES</b>	<b><u>28,370,133</u></b>	<b><u>21,975,768</u></b>	<b><u>77.5%</u></b>

\*=Expect to over spend the budget for this account

**ORANGE COUNTY LIBRARY DISTRICT  
MAIN DEBT SERVICE FUND  
Ten Months Ended July 31, 2004**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(10 months=83%)</b>
<b>REVENUES</b>			
Ad Valorem Taxes	1,207,139	1,217,790	100.9%
Interest	10,000	5,921	59.2%
Transfer From Tax Collector	13,000	0	0.0%
<b>TOTAL REVENUES</b>	<b>1,230,139</b>	<b>1,223,711</b>	<b>99.5%</b>

**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%
<b>TOTAL EXPENDITURES</b>	<b>1,278,000</b>	<b>99,726</b>	<b>7.8%</b>

**FUTURE DEBT SERVICE PAYMENTS**

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

**ORANGE COUNTY LIBRARY DISTRICT  
BRANCH DEBT SERVICE FUND  
Ten Months Ended July 31, 2004**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(10 months=83%)</b>
<b>REVENUES</b>			
Transfer From General Fund	417,000	201,484	48.3%
Interest	5,000	4,228	84.6%
<b>TOTAL REVENUES</b>	<b>422,000</b>	<b>205,712</b>	<b>48.7%</b>

**EXPENDITURES**

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

**FUTURE DEBT SERVICE PAYMENTS**

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

**ORANGE COUNTY LIBRARY DISTRICT  
CAPITAL PROJECTS FUND  
Ten Months Ended July 31, 2004**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(10 months=83%)</b>
<b>REVENUES</b>			
State Construction Grant	310,000	150,000	48.4%
Proceeds-Sale of W. Orange Property	350,000	0	0.0%
Contribution From City of Winter Ga	114,000	57,000	50.0%
Interest	0	2,675	0.0%
Transfer From General Fund	482,000	125,000	25.9%
<b>TOTAL REVENUES</b>	<b>1,256,000</b>	<b>334,675</b>	<b>26.6%</b>

**EXPENDITURES**

WINTER GARDEN BRANCH

Architect/Engineer	30,000	14,818	49.4%
Construction Contract	1,261,000	999,216	79.2%
Carpet	35,000	0	0.0%
Impact & Permit Fees	10,000	0	0.0%
Testing	4,000	7,144	178.6%
Other	7,000	0	0.0%
Contingency	208,000	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>1,555,000</b>	<b>1,021,178</b>	<b>65.7%</b>

**ORANGE COUNTY LIBRARY DISTRICT  
SINKING FUND  
Ten Months Ended July 31, 2004**

	ANNUAL BUDGET	YTD ACTUAL	(10 months=83%)
<b>REVENUES</b>			
Transfer From General Fund	50,000	50,000	100.0%
 <b>RESERVES</b>			
Reserves-Building and Improvements	25,000	25,000	100.0%
Reserves-Technology	25,000	25,000	100.0%
<b>TOTAL RESERVES</b>	<b>50,000</b>	<b>50,000</b>	<b>100.0%</b>

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

	<b>BALANCE</b> <b>6/30/04</b>	<b>RECEIPTS</b>	<b>DISBURSE</b>	<b>BALANCE</b> <b>7/31/04</b>
<b>OPERATING</b>				
Checking	821,527	8,938,704	(9,618,073)	142,158
SBA Investments	3,607,687	4,604,966	(2,800,000)	5,412,653
CD Investments	10,580,000	2,000,000	(5,000,000)	7,580,000
	<b>15,009,214</b>	<b>15,543,670</b>	<b>(17,418,073)</b>	<b>13,134,811</b>
<b>MAIN DEBT SERVICE</b>				
AIM Investments	1,169,411	29,837	0	1,199,248
<b>BRANCH DEBT SERVICE</b>				
CD Investments	397,280	0	0	397,280
<b>CAPITAL PROJECTS</b>				
Checking	15,034	135,008	(145,231)	4,811
SBA Investments	198,986	121	(135,000)	64,107
	<b>214,020</b>	<b>135,129</b>	<b>(280,231)</b>	<b>68,918</b>

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

**ASSETS**

Certificates of Deposit	7,580,000
Cash on Hand	14,155
Equity in Pooled Cash	142,158
Accounts Receivable	0
Due From Other Governments	26,085
Interest Receivable	21,467
Inventory	202,537
Investments-SBA	5,412,655
Prepays	87,348
Other Assets-Deposits	<u>9,175</u>
<b>TOTAL ASSETS</b>	<b><u><u>13,495,580</u></u></b>

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

**LIABILITIES**

Accounts Payable	89,361
Retainage Payable	0
Accrued Wages Payable	208,276
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	11
Due To FOL-Taxable Book Sales	4,399
Due To FOL-Nontaxable Book Sales	4
Due To FOL-Sales Tax	295
United Appeal	175
Bonds	158
Def Comp Employees	0
Health Insurance	34,275
Union Dues	1,410
Union-Cope	0
Optional Life	2,286
Flex Spend Med	(8,646)
Flex Spend Dep	0
Daughters of American Revolution	200
Miscellaneous	92
Unclaimed Payroll	929
<b>TOTAL LIABILITIES</b>	<b>333,225</b>

**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	3,951,416
<b>TOTAL FUND BALANCE</b>	<b>13,162,355</b>

**TOTAL LIABILITIES & FUND BALANCE** **13,495,580**



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

**Statistics and Summaries:  
June 2004**

## **STATISTICAL SUMMARY**

### **August 2004 presentation of June 2004 statistics**

#### **Circulation and Door Count trends:**

Circulation continues a steady increase supported by strategic purchasing of materials. DVD circulation increased by 10,000 items over May 2004 (from 53,266 to 63,896). In June 2004 we added 1,424 new DVDs to our collection.

#### **Library Activity**

Efforts to register new users are paying off! On a recent Sunday at Main we registered 44 new walk-in patrons. The normal volume on a Sunday is 20-25 new registrations. Twelve of these registrations were due to our New Resident campaign and 6 due to the distribution of our "Get Your Card" program. New patron registrations are up over May 2004 from 5,696 to 7,750 in June 2004.

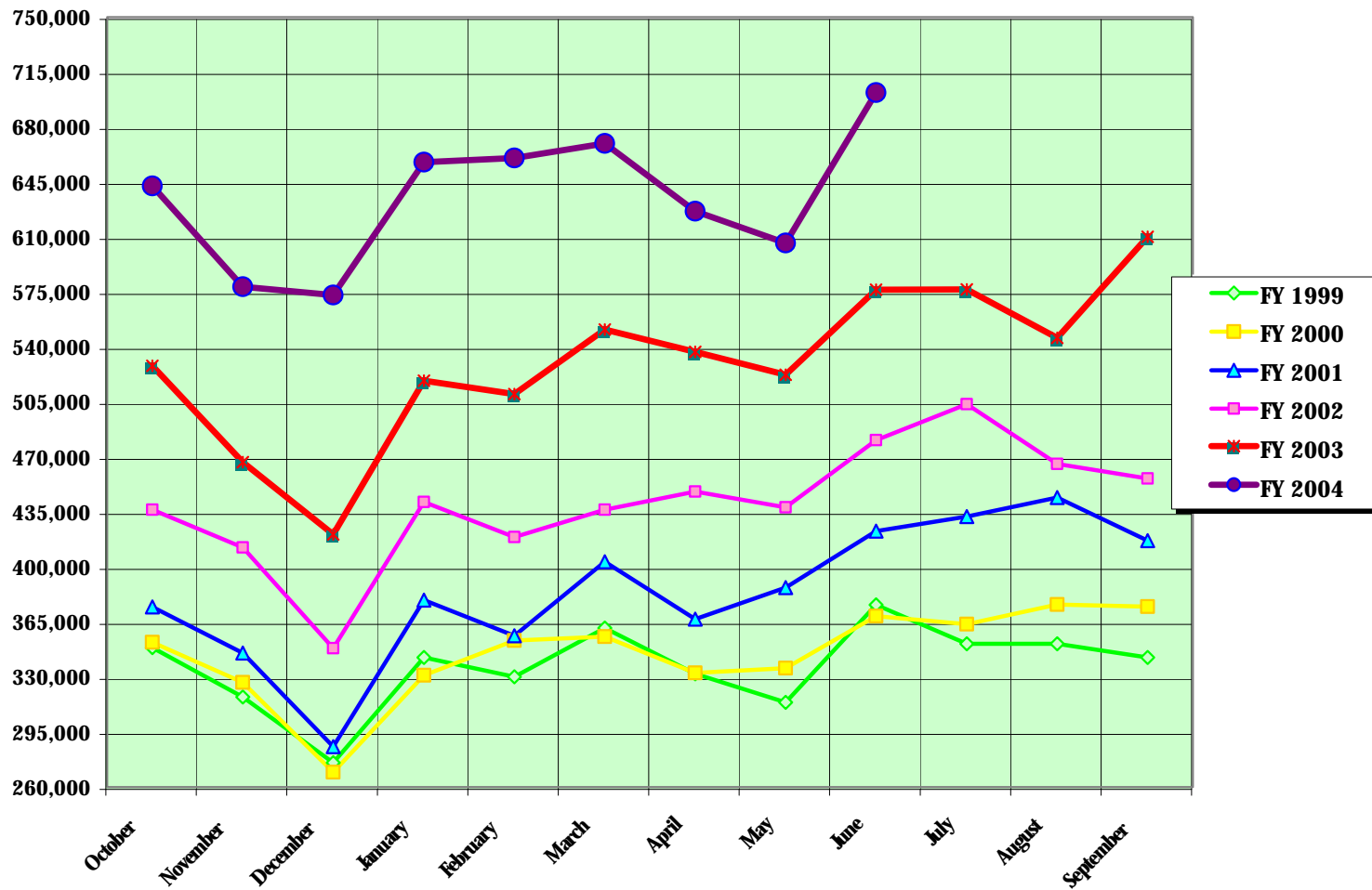
We set a record for class attendance in June 2004. Total attendance for the month was 1,145, an all time high. Our first summer computer camp for kids, Camp Saavy was well attended and contributed to this record setting month.

Storyline statistics are unavailable for June 2004 due to operator error.

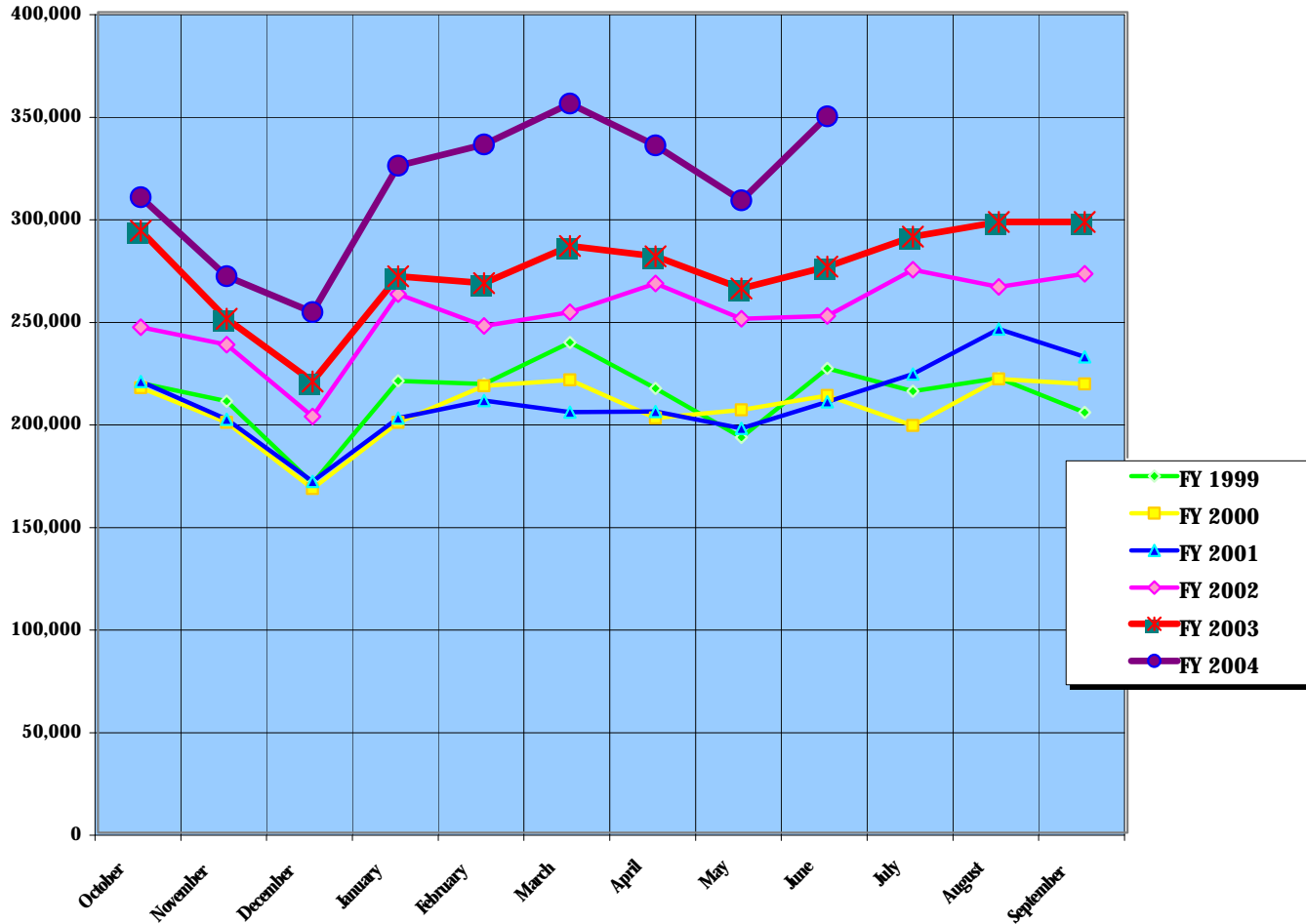
#### **[WWW.OCLS.INFO](http://WWW.OCLS.INFO)**

Online payments are very popular. During our first full month of accepting online credit card payments we have collected \$6,784.87.

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



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



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



# Circulation and Door Count

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

04-125

	Apr-04	Apr-03	May-04	May-03	Jun-04	Jun-03	% of Change	Jul-04	Jul-03	Aug-04	Aug-03	Sep-04	Sep-03	YTD 2004	YTD 2003
<b>Circulation</b>															
<b>Main</b>	160,695	140,404	163,787	136,304	179,221	148,934	20.34%		141,230		143,639		156,832	1,480,961	1,703,946
<b>Branches</b>	340,887	306,955	323,463	308,687	393,268	349,850	12.41%		340,589		317,229		356,745	3,117,210	3,669,139
<b>MAYL</b>	40,739	44,887	42,770	42,634	57,286	46,850	22.28%		60,975		52,125		53,289	415,772	537,515
<b>Electronic</b>	83,760	40,974	76,031	30,601	71,780	27,063	165.23%		30,161		29,087		39,336	693,181	407,348
<b>Talking Books</b>	413	3,738	319	4,146	438	3,752	-88.33%		3,766		3,758		3,993	9,527	45,953
<b>Total</b>	626,494	536,958	606,370	522,372	701,993	576,449	21.78%		576,721		545,838		610,195	5,716,651	6,363,901
<b>Door Count</b>															
<b>Main</b>	58,954	71,740	58,195	69,000	65,602	64,384	1.89%		67,564		80,439		70,371	578,821	829,262
<b>Branches</b>	276,023	209,201	232,310	196,250	283,512	211,523	34.03%		222,989		217,309		227,323	2,246,527	2,464,762
<b>Total</b>	334,977	280,941	290,505	265,250	349,114	275,907	26.53%		290,553		297,748		297,694	2,825,348	3,294,024

# Library Activities

## October - March

### Orange County Library System: Report for 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
<b>Program Attendance Total</b>	14,888	12,990	14,554	12,726	7,168	6,521	9,933	9,959	12,366	9,696	11,893	10,128
<b>Total # of Programs</b>	488	354	376	320	402	328	402	382	402	391	406	413
<b>Community Events Attendance Total</b>	1,634	N/A	2,071	N/A	260	N/A	354	N/A	9	N/A	10	N/A
<b>Total # of Community Events</b>	19	N/A	27	N/A	3	N/A	3	N/A	1,599	N/A	668	N/A
<b>StoryLine</b>	474	1,329	395	1,903	676	1,078	809	1,013	898	1,006	551	900
<b>Class Attendance</b>	535	117	525	98	439	156	747	271	789	345	822	596
<b>Total # of Classes</b>	122	27	145	25	165	34	226	42	166	66	195	96
<b>QuestLine</b>	15,927	15,541	13,338	14,142	13,281	12,618	15,494	15,726	15,831	14,459	18,063	14,783
<b>Hits to Website</b>	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
<b>P.C. Sessions</b>	60,436	44,695	48,232	36,392	50,453	36,463	56,474	40,769	59,058	41,403	61,856	44,023
<b>Number of Registered Cards in the System</b>	277,480	242,590	279,139	245,644	280,449	247,908	283,903	250,425	285,382	253,414	284,869	255,339
<b>New Patron Registrations</b>	8,090	7,168	5,672	6,381	5,154	4,616	6,953	6,751	6,226	6,139	6,019	6,250
<b>Total Registered Borrowers*</b>	685,385	N/A	691,057	N/A	696,211	N/A	703,164	N/A	709,390	N/A	715,409	N/A

# Library Activities April - September

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

	Apr-04	Apr-03	May-04	May-03	Jun-04	Jun-03	% of Change	Jul-04	Jul-03	Aug-04	Aug-03	Sep-04	Sep-03	YTD 2004	YTD 2003
<b>Program Attendance Total</b>	11,940	10,598	12,383	10,344	14,772	14,301	3.29%		10,572		8,694		11,447	109,897	127,976
<b>Total # of Programs</b>	405	367	376	329	414	405	2.22%		391		311		405	3,671	4,396
<b>Community Events Attendance Total</b>	2,996	N/A	7	N/A	896	N/A	N/A		N/A		N/A		N/A		
<b>Total # of Community Events</b>	21	N/A	779	N/A	3	N/A	N/A		N/A		N/A		N/A		
<b>StoryLine**</b>	371	1,096	472	747	-	799	N/A		452		731		578	4,646	11,632
<b>Class Attendance</b>	1,125	398	561	415	1145	415	175.90%		493		601		556	6,688	4,461
<b>Total # of Classes</b>	249	91	129	106	233	94	147.87%		107		115		123	1,630	926
<b>QuestLine</b>	15,570	15,251	13,583	14,476	15,209	15,965	-4.74%		16,224		15,959		15,093	136,296	180,237
<b>Hits to Website</b>	8,644,039	6,976,075	8,344,958	6,957,740	8,421,651	6,698,935	25.72%		6,253,471		6,100,904		6,300,302	69,541,912	74,675,498
<b>P.C. Sessions</b>	63,112	44,271	60,124	43,024	64,706	43,024	50.40%		51,313		51,313		57,335	524,451	534,025
<b>Number of Active Registered Cards in the System</b>	281,406	257,783	291,173	261,323	310,397	264,606	17.31%		267,799		271,471		275,179		
<b>New Patron Registrations</b>	6,134	6,245	5,696	6,289	7,750	7,484	3.55%		7,500		8,144		8,865	57,694	81,832
<b>Total Registered Borrowers</b>	722,516	N/A	728,761	N/A	735,474	N/A	N/A				668,430		677,295		

\*March 2004 is an estimate due to the III Conversion.

\*\* June 2004 StoryLine Stats not available.



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

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

	Apr-04	Apr-03	May-04	May-03	Jun-04	Jun-03	% of Change	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	496,984	195,607	154.07%		193,819		198,230		211,608	2,583,814	2,216,987
Online Renewals	73,009	62,337	79,866	59,002	83,849	59,797	40.22%		64,477		66,575		68,886	672,145	714,015
Online Reference Questions	450	420	191	425	246	466	-47.21%		466		290		330	3,060	4,860
Live Chat Questions	92	N/A	63	N/A	85	N/A	N/A							N/A	N/A
Total Online Reference Questions	542	N/A	254	N/A	331	N/A	N/A							N/A	N/A
Online Requests	45,966	28,595	45,286	31,939	52,893	36,839	43.58%		33,487		35,115		39,228	353,802	369,235
Online Suggestions	146	112	86	96		102			91		66		83	923	1,049

# Circulation Statistics

## June 1, 2004 - June 30, 2004

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain Loss	%Gain Loss	Total Visits	Year Ago	Gain/ Loss	% Gain/ Loss
Main	30	179,221	25.53%	148,934	30,287	20.34%	65,602	64,384	1,218	1.89%
MAYL	22	57,286	8.16%	46,850	10,436	22.28%	N/A	N/A	N/A	N/A
Electronic		71,780	10.23%	27,063	44,717	165.23%	N/A	N/A	N/A	N/A
Talking Books	22	438	0.06%	3,752	-3,314	-88.33%	N/A	N/A	N/A	N/A
West Oaks	30	42,541	6.06%	35,646	6,895	19.34%	20,811	19,357	1,454	7.51%
Herndon	26	38,624	5.50%	34,966	3,658	10.46%	26,326	22,022	4,304	19.54%
Alafaya	30	53,993	7.69%	47,574	6,419	13.49%	30,510	20,543	9,967	48.52%
Southeast	26	32,308	4.60%	29,005	3,303	11.39%	25,534	17,312	8,222	47.49%
Hiawasse	26	21,475	3.06%	22,482	-1,007	-4.48%	22,378	17,142	5,236	30.54%
Southwest	26	38,082	5.42%	33,074	5,008	15.14%	26,434	22,160	4,274	19.29%
Edgewater	26	26,566	3.78%	23,408	3,158	13.49%	19,677	23,822	(4,145)	-17.40%
North Orange	30	39,338	5.60%	36,208	3,130	8.64%	26,610	20,562	6,048	29.41%
South Creek	30	45,126	6.43%	41,096	4,030	9.81%	26,795	22,002	4,793	21.78%
South Trail	26	18,794	2.68%	17,149	1,645	9.59%	22,950	12,905	10,045	77.84%
West Orange	22	13,970	1.99%	10,368	3,602	34.74%	9,953	3,251	6,702	206.15%
Windermere	22	15,066	2.15%	13,132	1,934	14.73%	13,104	5,710	7,394	129.49%
Washington Park	22	7,385	1.05%	5,742	1,643	28.61%	12,430	4,735	7,695	162.51%
<b>Total</b>	<b>416</b>	<b>701,993</b>	<b>100.00%</b>	<b>576,449</b>	<b>125,544</b>	<b>21.78%</b>	<b>349,114</b>	<b>275,907</b>	<b>73,207</b>	<b>26.53%</b>

**ONLINE DATABASES - NUMBER OF SEARCHES**

June 2004

<b>FISCAL YEAR 2004</b>	<b>OCT 2003</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN 2004</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>YTD</b>
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	543				4,505
Associations Unlimited	238	219	146	395	253	482	503	126	456				2,818
Auto Repair Reference Center							Not avail.	Not avail.	Not avail.				0
Biography & Genealogy Master Index	391	279	196	408	346	227	234	120	211				2,412
Biography Resource Center	5,638	5,287	5,548	6,012	11,488	5,814	6,361	3,259	1,970				51,377
Business & Company Resource Center	4,131	2,536	2,926	3,203	3,259	3,660	3,410	1,979	3,559				28,663
Cerebellum Online Videos				341	229	334	160	211	219				1,494
Chapter-A-Day Online Book Club	28,260	28,840	33,500	35,240	36,060	36,280	36,200	36,400	37,820				308,600
Classical.com				543	420	105	129	138	73				1,408
Computer Database	156	121	155	153	119	249	124	129	93				1,299
Consulta	156	8	82	29	57	27	8	25	20				412
Countrywatch	954	1,252	1,061	1,154	905	1,026	Not avail.	2,365	Not avail.				8,717
Dun & Bradstreet International	60	51	70	72	95	161	157	122	138				926
Expanded Academic ASAP	480	549	263	367	466	504	382	242	705				3,958
First Search	2,735	2,023	2,202	2,639	2,397	2,288	2,041	1,976	1,955				20,256
General Business File ASAP	259	185	101	102	373	196	95	75	134				1,520
General Reference Center Gold	3,476	3,267	2,135	2,417	3,542	2,845	2,746	1,583	2,292				24,303
Health Reference Center	373	510	426	196	393	326	344	335	381				3,284
Health & Wellness Resource Center	2,596	2,532	2,348	1,553	2,352	2,020	1,890	2,119	1,684				19,094
HeritageQuest Online	2,787	2,489	1,978	2,711	3,169	6,261	1,022	491	655				21,563
Info Trac OneFile	2,352	2,497	1,565	1,849	2,734	3,051	2,080	1,401	1,567				19,096
Informe	11	8	11	6	13	12	13	2	28				104
Junior Edition - K12	263	142	92	151	190	98	106	37	36				1,115
Kid's Edition - K12	453	375	184	222	606	252	352	158	61				2,663
Learnatest	457	349	247	435	665	431	599	511	538				4,232
Literature Resource Center	2,322	2,689	2,317	2,842	4,318	4,924	5,375	2,332	1,480				28,599
Mergent Online		Not avail.	Not avail.	9	44	40	32	25	66				216
Morningstar	141	115	150	270	997	1,064	1,235	1,274	1,079				6,325
NetLibrary				320	355	254	279	387	323				1,918
Novelist	926	939	614	910	640	93							4,122
Online Homework Help	214	176	138	168	176	215	184	180	91				1,542
Opposing Viewpoints Resource Center	1,579	1,043	994	1,687	2,146	2,284	2,678	1,059	848				14,318
Orlando Sentinel and America's	1,631	1,129	1,689	2,083	2,544	2,667							11,743
Poem/Story/Essay Finder (aka	866	190	237	341	538	Not avail.	2,620	1,120	880				6,792
Prices4Antiques	84	96	99	68	119	157	98	126	364				1,211
Professional Collection	113	193	101	48	143	88	77	51	62				876
ProQuest Newspapers (Oct 2003-Mar 2004	377	268	199	290	450	366	5,548	6,273	5,286				19,057
Reference USA	4,330	3,374	3,641	4,640	4,945	4,840	3,824	3,475	4,218				37,287
Rosetta Stone	592	272	151	430	427	421	366	687	367				3,713
SIRS Knowledge Source	498	517	386	395	467	504	530	1,185	296				4,778
Student Edition - K12	246	94	53	145	179	142	181	91	31				1,162
Tumblebooks	598	Not avail.	336	439	292	702	254	168	244				3,033
What Do I Read Next?	193	226	195	169	608	734	441	477	546				3,589
Worldbook Online	223	152	249	256	225	184	311	465	461				2,526
<b>TOTAL NUMBER OF SEARCHES</b>	<b>72,973</b>	<b>66,519</b>	<b>68,456</b>	<b>77,955</b>	<b>91,773</b>	<b>88,225</b>	<b>83,760</b>	<b>73,738</b>	<b>71,780</b>				<b>695,179</b>

**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**

**Security Camera Equipment for  
Main Library**

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

## **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, 2<sup>nd</sup> 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 04-146

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 12<sup>th</sup> day of August, 2004, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following was offered by

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:**

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Secretary



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

**Talking Books Program**

## Talking Books Services

### I. PROBLEM STATEMENT

The Library has experienced an unanticipated staffing change in our Talking Books area. We now have the opportunity and responsibility to explore and evaluate the future direction for the provision of these services to Orange County residents.

### II. EXECUTIVE SUMMARY

The OCLS has functioned as a sub-regional library since the early 1970's. At the time that the Library took on this function, funding was provided by the state to support the operation of the sub-regional library. In the early 1990's, after diminishing over the years, that funding ended. From the website for the Regional Library for the Blind and Physically Handicapped in Daytona Beach:

*The Bureau of Braille and Talking Book Library Services provides information and reading materials needed by Florida residents who are unable to use standard print as the result of visual, physical, or reading disabilities. Since 1950, the bureau has been designated by the Library of Congress/National Library Service for the Blind and Physically Handicapped (NLS) as the regional library for Florida, and loans Braille and recorded books and magazines to all eligible residents of the state. In addition, the bureau has established 11 subregional libraries to provide local talking book services to residents of metropolitan areas. Reading materials are sent to and from customers via postage-free mail, and all services are provided at no charge.*

The OCLS currently receives no state or federal funding to support the Talking Books Program. According to the National Library Service website:

*The NLS program is funded annually by Congress. The fiscal year 2004 appropriation is \$50,401,000. Regional and subregional libraries receive funding from state, local, and federal sources. Through an additional appropriation to the U.S. Postal Service, books and materials are mailed as "Free Matter for the Blind or Handicapped." The combined expenditure for the program is approximately \$166 million annually.*

In contrast with this statement, the Orange County Library System receives no financial support for the sub-regional. The Regional Library receives all available state funds for the support of this program but serves only 1/3 of the eligible state population.

As highlighted in the above statements from the Regional Library and the National Library Service, the mailing of materials is a cornerstone to the provision of Talking Books to the user. The vast majority of materials circulated to Talking Books users are circulated via the mail. In fact according to the National Library Service website:

*“All books, magazines, catalogs, and equipment are sent to a reader through the U.S. Postal Service as “Free Matter for the Blind” and may be returned the same way. There is no postage fee for returning the materials. Materials sent by a network library come with a removable address card that, when turned over and reinserted, will show the library’s name and address for return mailing.”*

Of our total circulation transactions of 45,973 items for fiscal year 2003, we estimate that less than 1% of our circulation was conducted in person. We had only 177 visits in person during that period. The maintenance of a large walk in service here at the Main Library is not justified by our history of use. Should the Library cease to have the designation “Subregional,” Talking Books users will continue to receive materials via the mail and have access to regional staff who will provide readers advisory services and account help. There is no service being taken away from the blind or low-vision user. The Orange County Library System wishes to concentrate our resources on those services not already provided by other local agencies.

### III. BACKGROUND

Attached are several documents, which provide background information on Talking Books services.

- Statistics for use of our subregional for last fiscal year and current year to date
- A description of the workflow involved in providing Talking Books service
- A grid comparing services previously and currently provided, both Talking Books and new assistive services

### IV. OPTIONS

The Library has identified four options.

**Option 1.** Fill the Talking Books position and resume mailing items from this Library to our local patrons.

Advantages: The visually impaired public will feel supported by our maintaining the status quo.

Disadvantages: We resume a role, which is the charge of the Regional Library and a role for which they are funded. We reassume staffing costs of over \$36,000 per year. Our resources will be redirected to redundant services rather than new services as highlighted in red in the attached Assistive Services grid.

**Option 2:** Seek the status of “deposit collection” and discontinue use of KLAS software.

Advantages: We will not pay ongoing maintenance costs on our software and will not need to add any additional staff hours. We will still have a collection of Talking Books available for check out by walk-in users. We will also have replacement equipment available locally. The KLAS connection adds very little enhancement for us in a deposit collection role. Any updates to accounts which would be performed in the software can be facilitated by us for patrons through fax, email or web access.

Disadvantages: For those who have account issues, we will not be able to directly address them here but will be able to help them reach Daytona for assistance through a toll free number.

**Option 3:** Seek the status of “deposit collection” and maintain our KLAS system access. This can only be accomplished with the consent of the Regional. We are unaware at this time of any “deposit” library also maintaining a KLAS connection.

Advantages: We provide in house access to materials and services and can help patrons directly with their accounts without calling through Daytona.

Disadvantages: We will pay a monthly maintenance on software of \$790.00 and likely use it to a limited degree. We will resume a small amount of mailing from OCLS.

**Option 4:** Return all Talking Books materials to the Regional library and provide only access to registration forms.

Advantages: Provides us with available space and resources to move in other directions for assistive services.

Disadvantages: Does not meet the needs of walk in users who need materials or equipment.

## V. **RECOMMENDATION**

Staff recommends that the Board select and support Option 2. Users will not lose access to services and it maximizes our ability to redirect resources and energy to providing unique services to the visually impaired community of our taxing district that are not available elsewhere.

This change is far from an abandonment of our service to the disabled population. Clearly there continues to be a commitment to provide access to the wide range of services provided by the Orange County Library System as demonstrated by our expansion and upgrade to many previously existing services.

## **Workflow of Patron Request:**

**Registration:** Patron completes registration form. OCLS staff enter information into KLAS which is the statewide Talking Books automation database. Patron record is established and is now part of a statewide database. They are now eligible for materials from the Regional or any subregional in the state. All original applications must be sent to Daytona for filing. Subregionals cannot hold original applications.

Effect of change from subregional: Under any proposed option the registration process will be available to the patron. Without the KLAS software we can fax any forms we receive to Daytona for quick attention. Originals will continue to be mailed to Daytona.

**Setting Reader Preferences:** Patron's online profile is completed. Patrons indicate subject interests and/or request specific titles from catalogs. All of these preferences are entered into the patron's profile and future selections are made by the automation system based on these preferences.

Effect of change from subregional: If we have the KLAS software we will enter this data into the system but would still send all original paperwork to Daytona. Without the software we will send applications directly to Daytona and they will enter the registration information into the system.

**Profile maintenance:** Patrons update their profile through either:

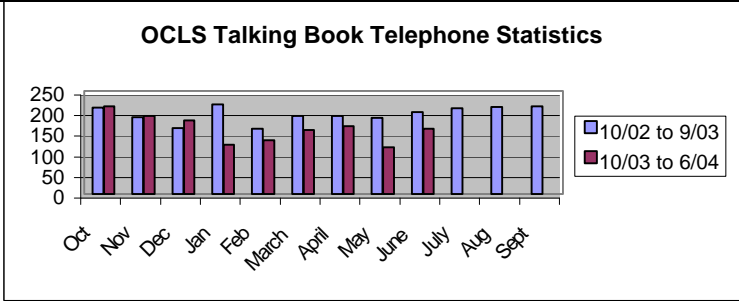
- the phone by calling OCLS staff to update the patron record. We then go into the KLAS system and update their account.
- online by the patron who can login into their own web account to add selections to their own list.
- by mailing catalog selections to OCLS staff who enter the info through KLAS into the patron profile.

Effect of change from subregional: Without the KLAS software we could still relay requests from patrons to Daytona via fax, email or phone or patrons can call Daytona directly. For patrons who have home computers and send their own requests via the web, there will be no change.

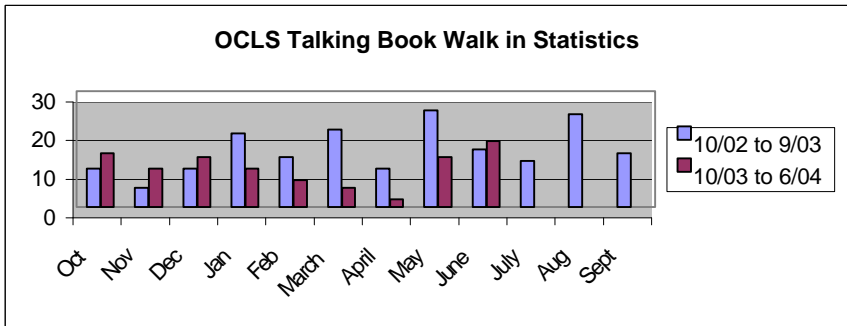
**Circulation:** Patrons also choose how many items they would like to receive and how often. Based on the preferred timing and volume, the computer system looks at the patron profile and looks for available items which meet the profile. Cards with the patron's name and address and the requested title print out from the system and staff take the "picks" to the shelves to look for items. Items located on the shelves are then mailed to the patron. Of our total circulation transactions of 45,973 items for fiscal year 2003, we estimate that less than 1% of our circulation was conducted in person, by only 177 visitors.

Effect of change from subregional: Mailed materials will come from Daytona. Smaller collection will be available locally for walk in patrons.

OCLS Talking Book Phone Calls Received												
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept
10/02 to 9/03	210	186	160	218	158	189	189	185	198	208	211	212
10/03 to 6/04	212	190	179	120	130	155	164	113	159			



OCLS Talking Book Number of Walk in Visitors												
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept
10/02 to 9/03	10	5	10	19	13	20	10	25	15	12	24	14
10/03 to 6/04	14	10	13	10	7	5	2	13	17			



## **Workflow of Patron Request:**

**Registration:** Patron completes registration form. OCLS staff enter information into KLAS which is the statewide Talking Books automation database. Patron record is established and is now part of a statewide database. They are now eligible for materials from the Regional or any subregional in the state. All original applications must be sent to Daytona for filing. Subregionals cannot hold original applications.

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**Profile maintenance:** Patrons update their profile through either:

- the phone by calling OCLS staff to update the patron record. We then go into the KLAS system and update their account.
- online by the patron who can login into their own web account to add selections to their own list.
- by mailing catalog selections to OCLS staff who enter the info through KLAS into the patron profile.

Effect of change from subregional: Without the KLAS software we could still relay requests from patrons to Daytona via fax, email or phone or patrons can call Daytona directly. For patrons who have home computers and send their own requests via the web, there will be no change.

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Effect of change from subregional: Mailed materials will come from Daytona. Smaller collection will be available locally for walk in patrons.

Presented to Board August 12, 2004

## Assistive Services Overview

This outline breaks out various assistive services and Talking Books services. Each column reflects a time frame and the services available during that time frame. **Assistive Services improvements, which have occurred since December 2003, are highlighted in red.** These services represent the first steps taken by the Library to redirect resources previously directed to the Talking Books program to those services not provided elsewhere locally.

Talking Books Services	Prior to December 2003 (Option 1 in Problem Statement)	December 2003 - Current	Proposed Future Services as a Deposit Collection without KLAS connection (Option 2 in Problem Statement)	Proposed Future Services as a Deposit Collection including a KLAS connection (Option 3 in problem statement)
Staffing cost	1 FTE \$36,260.80 salary/benefits	Working with current staff	Will work with current staff	.5 FTE \$15,123.68 salary/benefits
KLAS Software Cost	\$ 8,352 annually	\$8,352 annually	None	\$8,352 annually. Unspecified increase anticipated with next upgrade this calendar year.
Reader's advisory: Help patrons make selections, enter catalog requests into the patron's account via KLAS interface.	Yes	Yes	Yes: Staff would still be available to walk in users or callers to Questline to help with title selection and recommendations.  To help with catalog requests we could: <ul style="list-style-type: none"> <li>• Fax or e-mail catalog requests to Daytona, or</li> <li>• With the patron's permission enter them via the patron's web account.</li> </ul>	Yes
Patrons receive items in the mail.	Patrons received items, which we mailed. 200+ titles per day or about 5,000 items per month.	Patrons receive items, which Daytona mails.  For the period December 2003 - Jun 2004, 11,050 items have been sent by Daytona to Orange County users. Additional circulation has come from other subregionals.	Patrons receive items, which the Regional Library in Daytona mails.	Patrons receive items from the Regional in Daytona and some items will be mailed from OCLS. Requests would be generated for the items we own.



Patrons can return items to us for return to the Regional Library in Daytona or to any other lending Library	Yes	Yes	Yes	Yes
Collection Size	22,000 books	22,000 books	500 books (we would rotate newer selections into our collection and send older selections back to Daytona). Patrons continue to have access to all titles available at Regional Library.	500 books (we would rotate newer selections into our collection and send older selections back to Daytona) Patrons continue to have access to all titles available at Regional Library.
Promote Talking Books services and provide information and applications for the Talking Books Program.	Yes	Yes	Yes	Yes
Brochures and Information Provided on the program to area facilities and partners such as nursing homes, Eye Dr. offices and partners such as SeniorLinks	Yes	Yes	Yes	Yes
Provide walk in patrons with access to check out materials onsite	Yes	Yes	Yes - we would have a rotating deposit collection from which to select.	Yes - we would have a rotating deposit collection from which to select.
Provide replacement cassette players onsite to walk in users.	Yes	Yes	Yes	Yes
Ability to search the statewide database for titles available in the Talking Book format	Yes via Internet and KLAS software or patron's home computer	Yes via Internet and KLAS software or patron's home computer	Yes via Internet or patron's home computer	Yes Via Internet and KLAS software or patron's home computer
Ability to Register patron upon receipt of application	Yes	Yes	Yes	Yes
Ability to Provide PIN Numbers	Yes	Yes	Yes	Yes
Hours of Service of Talking Books Library	M-F 9-5	M-F 9-5	M-F 9-5	M-F 9-5

OTHER ASSISTIVE SERVICES AT OCLS LOCATIONS	Prior to December 2003	December 2003 – current	Planned for Future Development
LARGE PRINT BOOKS	Available at all locations and through MAYL  FY 03 \$144,712	Available at all locations and through MAYL  FY 04 \$ 95,000	Available at all locations and through MAYL  FY 05 \$100,000
Handheld Magnifying Lenses	Available at all locations  FY 03 \$00	<b>Available at all locations</b>  <b>FY 04</b> <b>\$500.00</b>	<b>Available at all locations. Will add more to Main Library service points.</b>  <b>FY 05</b> <b>\$200.00</b>
Books on Cassette and CD	Available at all locations and through MAYL  Fy 03 \$228,000	Available at all locations and through MAYL  Fy 04 \$270,000	Available at all locations and through MAYL  FY 05 \$290,000
Music on Compact Disc	FY 03 250,000	FY 2004 \$250,000	FY 05 \$275,000
DESCRIPTIVE VIDEOS	Available at Main Library and through MAYL  FY 03 \$ 00	<b>Available at Main Library and through MAYL. Regularly purchasing new releases.</b>  <b>FY 04 \$1,000</b>	<b>Available at Main Library and through MAYL</b>  <b>FY 05 \$2,000</b>

Vision Excel Magnifier (CCTV)	Main Library	Main Library	<b>Will be moved to new Assistive Services center planned for 2005. Also will add 4 new units to 4 Sunday Branches (Alafaya, North Orange, South Creek and West Oaks). FY 05 \$10,000</b>
VERA (Very Easy Reading Appliance)		<b>Since May 2004  FY 04 \$1,495 (purchased refurbished model)</b>	<b>Will be moved to new Assistive Services center planned for 2005. Similar technology will be deployed to 4 more branches in 2005. FY 05 \$11,980 \$1,500 annual maintenance fee</b>
JAWS FOR WINDOWS	Available at Main on one computer	Newer version of software available at Main Library on two computers and at three branch locations  FY 04 \$9966.00 Hardware upgrade at Main-\$1536.00	<b>In all Library locations by end of August 2004  FY 05 - 2 year software maintenance \$ 2990.75</b>
MAGic Screen Magnification	Available at Main on one computer	<b>Now available at Main Library on two FY 04 \$3574.75</b>	<b>In all Library locations by end of August 2004</b>
OpenBook		<b>New on two computers at Main  FY 04 -\$11044.50 Scanners – \$1584.00</b>	<b>In all Library locations by end of August 2004</b>

19" monitor and Braille Key Boards		<b>New at main on two computers. Purchase for all locations made.</b> <b>FY 04</b> <b>\$5187.76</b> <b>Keyboard Magnifier @ Main \$129.95</b>	<b>In all Library locations by end of August 2004</b>
MAYL access to The OCLS collection- items including Large Print, books on cassette or Tape, videos and more are all delivered to our patron's homes	YES	YES	YES
Questline- Reference Help via phone, e-mail, Fax or Live Chat, including readers services and answers to questions	YES	YES	YES
Web Site	Limited access for low vision	<b>Limited access for low vision</b> <b>Purchasing Lift software for support of text only pages</b> <b>FY 04</b> <b>\$1,600</b>	<b>Deploy to web site</b> <a href="http://www.ocls.info">www.ocls.info</a>  <b>FY 05</b> <b>\$400 annual maintenance</b>

Total expenditures (excluding Talking Books) FY 2004 : \$ 641,572.71

Total planned expenditures (excluding Talking Books) FY 2005: \$694,070.75

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 04-147

RESOLUTION TO APPROVE CHANGE TO THE STATUS OF THE TALKING BOOKS PROGRAM TO A DEPOSIT COLLECTION AND DISCONTINUE USE OF THE KLAS SOFTWARE.

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 12<sup>th</sup> day of August, 2004, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following was offered by

The Board Resolves:

1. Approve seeking status change of the Talking Books collection to a deposit collection and to discontinue use of the KLAS software.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

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

**Consent Agenda**

- 04-150            **Approval of Final Budget for the Fiscal Year Ending  
September 30, 2005**
- 04-151            **Closure of Library Facilities for Staff Day 2004 –  
11 November 2004  
(Addresses Goal 4; Objective 1 of Strategic Plan)**
- 04-152            **Online Supply Ordering**
- 04-153            **Library Facilities Rental and Permission to Serve Alcohol After  
Hours in Albertson Room**
- 04-154            **Requirements for State Aid to Libraries Grant**  
a.    **State Aid to Libraries Grant Agreement**  
b.    **Certification of Credentials – Single Library  
Administrative Head**  
c.    **Reciprocal Borrowing Agreement with Maitland Public  
Library**  
d.    **Joint Plan of Service with Maitland Public Library**

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

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

**ORANGE COUNTY LIBRARY SYSTEM  
DIVISION OF BUSINESS OPERATIONS**

**TO: Library Board of Trustees**

**FROM: Bob Tessier**

**DATE: August 6, 2004**

**SUBJECT: Final Budgets for Fiscal Year Ending September 30, 2005**

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At the June 10th meeting, the Library Board approved preliminary budgets for the Operating, Capital Projects, Sinking, Main Debt Service, and Branch Debt Service Funds for the fiscal year ending September 30, 2005. Since that time, we have received the final property valuations from the Property Appraiser's office and have made some adjustments to the preliminary budgets.

The attached sheets show the final millage rates and budgets proposed for next fiscal year. The changes from the preliminary budgets are indicated in the far right columns. For example, the \$24,602,704 amount for Operating Fund Ad Valorem Taxes represents an increase of \$381,893 over what was included in the preliminary budget. The following summarizes the significant changes from the preliminary budgets.

***Operating Fund Revenues***

**Ad Valorem Taxes (+\$381,893)**

The final property values provided by the Property Appraiser's office in early July were higher than the original estimates and thus, we will receive higher tax revenues.

**Fines (+\$50,000)**

We anticipate slightly higher fine revenue than originally projected.

**Reserves (-\$408,893)**

Due primarily to higher tax revenues, we will be using less of our reserves than originally projected.



## ***Operating Fund Expenditures***

### **Other Contractual Services (+\$20,000)**

The Library is changing how it purchases liability insurance. In previous years, we dealt with a local agent who was paid commissions from the insurance carriers. In lieu of this arrangement, we are in the process of contracting with a broker, Arthur Gallagher & Co., who will be paid a flat \$20,000 fee rather than a commission. To facilitate this agreement, we are “piggybacking” off the contract that Orange County has with Arthur Gallagher & Co. One of the benefits of the broker arrangement is that Arthur Gallagher has access to greater number of insurance carriers which should result in a more competitive process and allow us to get the most coverage for the best price. The \$20,000 fee will be charged to this account.

### **Insurance (-\$20,000)**

As indicated above, we will be paying our insurance broker a fixed fee and have reclassified this amount from insurance to Other Contractual Services.

### **Supplies (-\$25,000)**

In order to provide funding for the purchase of additional VERA units (Furniture and Equipment) and to upgrade the software on our Main Library telephone switch (Repair and Maintenance-Hardware/Software) we have decreased the supplies budget by \$25,000.

### **Recommendation**

Overall, the above changes are minor and the total budget in each of the funds has not been increased from what was included in the preliminary budgets. Staff recommends the Library Board approve the final budgets for the Operating, Capital Projects, Sinking, Main Debt Service, and Branch Debt Service Funds for the fiscal year ending September 30, 2005 as attached.

In September, two public hearings will be held before the Governing Board to consider our millage rates and final budgets. Both hearings will be held in the County’s Administration building and will start at 5:01PM. The first hearing will be on September 16, and the second on September 28.



# Orange County Library District Millage Rates

	FY 2004 Actual	FY 2005 Preliminary	FY 2005 Final
Operating	.4144	.4144	.4144
Main Debt Service	.0221	.0211	.0208
Combined	<hr/> .4365	<hr/> .4355	<hr/> .4352

# ORANGE COUNTY LIBRARY DISTRICT

## FY 2005 OPERATING FUND BUDGET

### REVENUES

*THIS IS NOT A LINE ITEM BUDGET*

	<u>FY 2004</u>	<u>INCREASE</u>	<u>PERCENT</u>	<u>FY 2005</u>	<u>CHANGE FM.</u>
	<u>BUDGET</u>	<u>(DECREASE)</u>	<u>CHANGE</u>	<u>BUDGET</u>	<u>PRELIM.</u>
					<u>BUDGET</u>
<b>AD VALOREM TAXES</b>	22,635,232	1,967,472	8.7%	24,602,704	381,893
<b>INTERGOVERNMENTAL</b>					
Grants	50,000	(30,000)		20,000	
State Aid	1,482,000	(2,000)		1,480,000	
Law Collection Fees	250,000	0		250,000	
	<u>1,782,000</u>	<u>(32,000)</u>	-1.8%	<u>1,750,000</u>	
<b>CHARGES FOR SERVICES</b>					
Fee Cards	14,000	(12,000)		2,000	
PC Pass	30,000	25,000		55,000	
Classes	1,000	0		1,000	
Copy & Vending	170,000	(5,000)		165,000	
	<u>215,000</u>	<u>8,000</u>	3.7%	<u>223,000</u>	
<b>FINES</b>					
Fines	650,000	200,000		850,000	50,000
Lost Materials	70,000	20,000		90,000	
	<u>720,000</u>	<u>220,000</u>	30.6%	<u>940,000</u>	
<b>MISCELLANEOUS</b>					
Interest Earnings	175,000	0		175,000	
Rents	5,000	(5,000)		0	
Disk Sales	2,500	0		2,500	
Contributions-Friends of Library	162,000	(10,000)		152,000	(23,000)
Contributions-Others	5,000	0		5,000	
Miscellaneous	30,500	0		30,500	
	<u>380,000</u>	<u>(15,000)</u>	-3.9%	<u>365,000</u>	
<b>TRANSFER FM PROP APPRAISER</b>	30,000	(10,000)		20,000	
<b>TRANSFER FM TAX COLLECTOR</b>	210,000	10,000	4.8%	220,000	
<b>RESERVES</b>	2,397,901	634,291	26.5%	3,032,192	(408,893)
<b>TOTAL REVENUES</b>	<u>28,370,133</u>	<u>2,782,763</u>	9.8%	<u>31,152,896</u>	

# ORANGE COUNTY LIBRARY DISTRICT

## FY 2005 OPERATING FUND BUDGET

### EXPENDITURES

*THIS IS NOT A LINE ITEM BUDGET*

	FY 2004 BUDGET	INCREASE (DECREASE)	PERCENT CHANGE	FY 2005 BUDGET	CHANGE FM. PRELIM.
<b>SALARIES &amp; BENEFITS</b>					
Salaries	11,090,984	875,429		11,966,413	
Medicare Taxes	160,821	12,692		173,513	
Defined Contribution Pension Plan	831,830	65,651		897,481	
Defined Benefit Pension Plan	789,719	431,347		1,221,066	
Life and Health Insurance	1,568,690	450,749		2,019,439	
Worker's Compensation	134,669	(15,005)		119,664	
Unemployment Compensation	20,000	0		20,000	
Parking and Bus Passes	93,420	(8,100)		85,320	
	<u>14,690,133</u>	<u>1,812,763</u>	12.3%	<u>16,502,896</u>	
<b>OPERATING</b>					
Professional Services	185,000	25,000		210,000	
Other Contractual Services	644,000	(24,000)		620,000	20,000
Other Contractual Services-Janitorial	233,000	23,000		256,000	
Training and Travel	75,000	0		75,000	
Telecommunications	293,000	29,000		322,000	
Delivery and Postage	1,075,000	197,000		1,272,000	
Utilities	650,000	60,000		710,000	
Rentals and Leases	820,000	81,000		901,000	
Insurance	150,000	5,000		155,000	(20,000)
Repair and Maintenance	587,000	41,000		628,000	
Repair and Maintenance-Hardware/Software	205,000	79,000		284,000	13,000
Copying/ Printing	220,000	(35,000)		185,000	
Property Appraiser's Fee	262,000	20,000		282,000	
Tax Collector's Fee	452,000	34,000		486,000	
Supplies	750,000	(125,000)		625,000	(25,000)
Supplies-Hardware/Software	55,000	25,000		80,000	
Contingency	300,000	0		300,000	
	<u>6,956,000</u>	<u>435,000</u>	6.3%	<u>7,391,000</u>	
<b>CAPITAL OUTLAY</b>					
Building and Improvements	375,000	1,565,000		1,940,000	
Hardware/Software	965,000	(770,000)		195,000	
Furniture and Equipment	275,000	(113,000)		162,000	12,000
	<u>1,615,000</u>	<u>682,000</u>	42.2%	<u>2,297,000</u>	
<b>LIBRARY MATERIALS</b>					
Materials - Restricted Contributions	13,500	(8,000)		5,500	
Materials - Law	210,000	0		210,000	
Materials - Other	3,936,500	300,000		4,236,500	
	<u>4,160,000</u>	<u>292,000</u>	7.0%	<u>4,452,000</u>	
<b>TRANSFERS TO OTHER FUNDS</b>					
Branch Debt Service Fund	417,000	(7,000)	-1.7%	410,000	
Capital Projects Fund	482,000	(482,000)		0	
Sinking Fund	50,000	50,000		100,000	
	<u>949,000</u>	<u>(439,000)</u>	-46.3%	<u>510,000</u>	
<b>TOTAL EXPENDITURES</b>	<u><u>28,370,133</u></u>	<u><u>2,782,763</u></u>	9.8%	<u><u>31,152,896</u></u>	

**ORANGE COUNTY LIBRARY DISTRICT**

**FY 2005 BUDGET**

**MAIN DEBT SERVICE FUND**

	<b>FY 2004 BUDGET</b>	<b>INCREASE (DECREASE)</b>	<b>PERCENT CHANGE</b>	<b>FY 2005 BUDGET</b>	<b>CHANGE FM. PRELIM. BUDGET</b>
<b>REVENUES</b>					
Ad Valorem Taxes	1,207,139	27,746		1,234,885	1,635
Interest	10,000	(3,000)		7,000	(1,000)
Transfer From Tax Collector	13,000	(2,000)		11,000	
Reserves	47,861	(19,746)		28,115	(635)
<b>TOTAL REVENUES</b>	<b>1,278,000</b>	<b>3,000</b>	<b>0.2%</b>	<b>1,281,000</b>	
<b>EXPENDITURES</b>					
Principal	1,100,000	50,000		1,150,000	
Interest	151,900	(47,300)		104,600	
Tax Collector's Fee	26,100	300		26,400	
<b>TOTAL EXPENDITURES</b>	<b>1,278,000</b>	<b>3,000</b>	<b>0.2%</b>	<b>1,281,000</b>	

**FUTURE DEBT SERVICE PAYMENTS**

<b>PAYMENT DATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>
03/01/05	0	52,300
09/01/05	1,150,000	52,300
2006	1,200,000	54,000
	<b>2,350,000</b>	<b>158,600</b>

# ORANGE COUNTY LIBRARY DISTRICT

## FY 2005 BUDGET

### BRANCH DEBT SERVICE FUND

	<u>FY 2004 BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>PERCENT CHANGE</u>	<u>FY 2005 BUDGET</u>
<b>REVENUES</b>				
Transfer From General Fund	417,000	(7,000)		410,000
Interest	<u>5,000</u>	<u>0</u>		<u>5,000</u>
<b>TOTAL REVENUES</b>	<u><u>422,000</u></u>	<u><u>(7,000)</u></u>	-1.7%	<u><u>415,000</u></u>
<b>EXPENDITURES</b>				
Principal	318,009	21,218		339,227
Interest	98,770	(28,537)		70,233
Reserves	<u>5,221</u>	<u>319</u>		<u>5,540</u>
<b>TOTAL EXPENDITURES</b>	<u><u>422,000</u></u>	<u><u>(7,000)</u></u>	-1.7%	<u><u>415,000</u></u>

### FUTURE DEBT SERVICE PAYMENTS

<b>PAYMENT DATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>
2005	339,227	70,233
2006	350,513	58,945
2007	362,175	47,283
2008	374,226	35,233
2009	386,677	22,781
2010	<u>399,542</u>	<u>9,916</u>
	<u><u>2,212,360</u></u>	<u><u>244,391</u></u>

**ORANGE COUNTY LIBRARY DISTRICT**

**FY 2005 BUDGET**

**SINKING FUND**

**FY 2005  
BUDGET**

**REVENUES**

Transfer From General Fund

100,000

**EXPENDITURES**

Reserves - Building and Improvements

50,000

Reserves - Technology

50,000

**TOTAL EXPENDITURES**

100,000

**ORANGE COUNTY LIBRARY DISTRICT**

**FY 2005 BUDGET**

**CAPITAL PROJECTS FUND**

**FY 2005  
BUDGET**

**REVENUES**

Line of Credit Proceeds

1,000,000

**EXPENDITURES**

**FUTURE BRANCH LOCATION**

Land

1,000,000



BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 04-149

RESOLUTION TO APPROVE THE FINAL BUDGETS FOR THE OPERATING, CAPITAL PROJECTS, SINKING, MAIN DEBT SERVICE, AND BRANCH DEBT SERVICE FUNDS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2005.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 12th day of August, 2004 at 7:00 PM, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the final budgets for the Operating, Capital Projects, Sinking, Main Debt Service, and Branch Debt Service Funds for the fiscal year ending September 30, 2005.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

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

**Closure of Library Facilities for  
Staff Day 2004 – 11 November 2004**

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

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## Closure of Library for Staff Day

*In support of Library Goal 4: Invigorate Employee Satisfaction and Invest in Quality of Staff;  
Objective 1: Hold system wide training at least once a year on relevant topics.*

### **I. PROBLEM STATEMENT**

The Orange County Library System would like to provide a system wide training opportunity. The Library has held a system-wide event for the past two years with very positive results and favorable reviews from the staff. Management would like to do this again this 11 November 2004.

### **II. EXECUTIVE SUMMARY**

Because of our extensive hours open to the public, there is limited opportunity to get all staff together to hear the same message. Management would like to make one day devoted to staff wide training so all staff can come together, hear a uniform message and have an opportunity to discuss it amongst themselves. There are limited funds budgeted already for this purpose.

### **III. BACKGROUND**

The Management of the Library is committed to providing ongoing training for the entire library work force. As a result, management presents the following options for the Board's consideration:

### **IV. OPTIONS**

The Library has identified four options with respect to staff day:

**Option 1:** Close all facilities of the Library on 11 November, 2004 for the purpose of holding a system wide staff training day focused on providing all staff with training that will enhance their job performance.

#### **Advantages:**

All staff could participate. Trainers and speakers could reach the maximum number of staff. All staff would hear the same message and have an opportunity to discuss the impact amongst themselves. This would continue the tradition of all staff meeting together on one day.

#### **Disadvantages:**

Library would be closed to public. Since Nov 11<sup>th</sup> is a federal holiday, however, there is a lower public expectation that the library would be open.

**Option 2:** Hold staff training sessions while library facilities are open.

**Advantages**

Public still has access to all facilities on 11 November 2004. Emphasizes the importance of and demonstrates the library's commitment to ongoing continuous learning for staff.

**Disadvantages:**

A series of events and training sessions would cost more and not reach all staff due to scheduling difficulties. Quality of speakers would probably not be as high due to multiple presentations forcing higher unit costs. All staff does not hear the same message.

**Option 3:**

Not hold a staff day.

**Advantages:**

Saves the cost of the event as well as save the time spent planning for it.

**Disadvantages:**

Misses an opportunity to get all staff together in one venue and spend time talking about important customer service issues. Staff have expressed they enjoyed getting together and interacting with other employees across the system.

**V. Rationale:**

Option 1 is preferred. This option is perceived to provide the most opportunity for the library to provide uniform quality training to all employees at an affordable cost.

Option 2 is less preferred than Option 1 but better than Option 3 to achieve our staff training objectives.

Option 3 is less preferred than Option 2. This places no emphasis on life long learning for staff.

**VI. Recommendation**

It is management's recommendation that the Board adopt Option 1. It provides the widest potential for providing system wide training at the most reasonable cost.

**BOARD OF TRUSTEES OF**  
**ORANGE COUNTY LIBRARY SYSTEM**  
**RESOLUTION 04-150**

**RESOLUTION TO AUTHORIZE ADMINISTRATION TO CLOSE THE LIBRARY TO THE PUBLIC FOR LIBRARY STAFF DEVELOPMENT DAY.**

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 12<sup>th</sup> day of August, 2004 at 7:00 PM, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize the Administration to close the Library to the public for Library Staff Development Day. The date for the closing will be scheduled so as to have minimum impact on the public's use of library facilities.
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**

**Online Supply Ordering**

## **OFFICE SUPPLY CONTRACT**

### **I. PROBLEM STATEMENT**

The current system for ordering and delivering office supplies could be more efficient and timely. A more efficient system is available and should be implemented. This is a shift from centralized to decentralized control of supplies.

### **II. EXECUTIVE SUMMARY & BACKGROUND**

The Facilities & Operations Department orders and stocks approximately 150 different office supply items. Based on weekly requests from 35 departments and branches, individual items are gathered by staff from a central inventory in the Main Library and distributed over the course of 7 to 10 days. This process does not currently track office supply costs by department and branch. Due to the roughly 14 day time lag between the request from a department and the receipt of the items, there is a tendency to over order, creating mini supply inventories in departments and branches.

Based on State contract, Orange County (County) contracted with Office Depot in April 2002 to provide online office supply ordering. The County has reported that the online ordering system was successfully implemented and they are satisfied with the results. Instead of maintaining a central inventory and distributing items to the various departments as we do now, the County allows each department to order their own office supplies online. Orders are delivered on the next business day. This minimizes the need to carry inventories in each department.

Due to the success of the County's program, the Library felt online ordering was worth trying and tested it in four departments and four branches. In this test, the ordering process has been restricted to a limited list of supplies and each order has been reviewed by the Purchasing Manager before being released. If the system is fully implemented, this review will be done by the Purchasing Clerk and monitored by the Purchasing Manager. Online ordering provides a quicker delivery than is now possible and delivery status can be monitored on the Internet. This promotes ordering only what is needed. Detailed reports are available from Office Depot to show the office supply costs by department and branch. These reports will enable us to analyze and evaluate costs and compare one department to another. The departments and branches involved in the test have responded positively to the this online ordering process.

One of the factors which must be considered when evaluating this online ordering concept is cost, both in terms of what we pay for office supplies and the impact on staff time. The County contract with Office Depot provides for a 65% discount off list price. Although our volume is substantially less than the County, Office Depot has indicated that the same discount would also be available to the Library if we "piggybacked" off of the County contract. Our analysis indicates that this discount is

comparable to what we currently are experiencing through competitive quotes on purchases of office supplies. The projected annual cost of the Library's office supplies, including paper and toner cartridges, under our current system is approximately \$75,000. If we piggyback off of the County's contract with Office Depot, we expect the annual costs to be approximately the same.

The other big advantage to the online system with Office Depot is a savings of staff time in the Facilities and Operations Department. Specifically, the proposed online system will eliminate the need to competitively seek quotes on many standard office supplies, stock a large inventory, and gather and distribute standard office supply items on a weekly basis. Collectively, we project the annual savings in staff time in the Facilities and Operations Department to be in the neighborhood of 400 man hours. This time will be redirected to other duties such as filing and some maintenance related activities, which are currently suffering.

### III. OPTIONS

**Option 1:** Stay with the current process of seeking quotes for each office supply purchase, maintaining a central inventory, and filling weekly orders for each department and branch.

**Advantage:**

We are comfortable with the current system and it works.

**Disadvantages:**

1. Process is more labor intensive and results in longer delays of supplies to departments and branches.
2. Process takes more staff time.
3. System requires an annual physical inventory of each supply item, which is time consuming.

**Option 2:** Piggyback off of County contract with Office Depot and implement an online office supply ordering system.

**Advantages:**

1. Supplies are delivered the next business day, eliminating the need to carry large inventories in each department and branch.
2. Online ordering system means less handling by Library staff, saving staff time.
3. Time spent on the physical inventory at the end of the year is greatly reduced as we would stock far fewer items.
4. Online ordering system provides spending reports showing total office supply costs for each department and branch.



**Disadvantage:**

Greater responsibility is transferred to the departments and branches for ordering and receiving office supplies.

**IV. RECOMMENDATION**

Staff recommends that the Library piggyback off of the County's contract with Office Depot and implement an online office supply ordering system. The projected annual value of this contract is \$75,000.

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 04-151**

**OFFICE SUPPLIES CONTRACT**

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 12<sup>th</sup> day of August 2004, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To piggyback off of Orange County's contract with Office Depot and implement an online office supply ordering system.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

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

**Library Facilities After Hours  
Rental and Permission  
to Serve Alcohol**

## **Library Facilities After Hours Rental and Permission to Serve Alcohol**

### **I. PROBLEM STATEMENT**

The Orange County Library System has been approached about renting facilities during closed Library hours to other organizations.

Specifically, the local chapter of the American Institute of Graphic Artists (AIGA) has requested to rent the Albertson Room on Friday, September 24, 2004 from 6:00-9:00 p.m. The event will be an exhibit of award winning book covers with a projected maximum of 75 people attending the gathering. AIGA plans light catering and will possibly have alcohol served. They know that if alcohol consumption on Library premises is approved, they would need to hire a caterer who has a liquor license and liquor liability insurance, and adhere to the Alcoholic Beverage Policy.

Secondly, Central Florida College has requested to use Library Central in December for their graduation. About 400 people would attend. At this point, food and beverages are not planned.

### **II. OVERVIEW**

Inquiries about renting Library facilities, especially with our upgraded spaces, are becoming more frequent. These two closed-hours events seem like good test cases and are not too invasive. Rental of our facilities during closed times could spread awareness of the Library, enlarge the vision of the Library as a community gathering space, and bring in some revenues. On the other hand, the following considerations need to be taken into account: Library staff member(s) would need to be present, insurance liabilities, and facility wear and tear.

### **III. OPTIONS**

A.) Approve both the rental of the Albertson Room to AIGA with permission to serve alcohol and the rental of Library Central to Central Florida College. Current Alcoholic Beverage Policy would need to be changed.

B.) Approve the rental of the Albertson Room to AIGA without permission to serve alcohol and the rental of Library Central to Central Florida College.

C.) Do not approve the rental of the Albertson Room to AIGA or the rental of Library Central to Central Florida College.

### **III. RECOMMENDATION**

Staff recommends Option A., that the Library Board, as a test case, approve the rental of Library facilities during closed hours for the two aforementioned events and allows AIGA to engage a caterer with a liquor license to serve alcohol at their September 24 event.

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 04-153

RESOLUTION TO APPROVE AFTER HOURS LIBRARY FACILITIES RENTAL AND PERMISSION TO SERVE ALCOHOL.

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 12<sup>th</sup> day of August, 2004, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following was offered by

The Board Resolves:

1. Approve both the rental of the Albertson Room to AIGA with permission to serve alcohol and the rental of Library Central to Central Florida College.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

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

**Revision to Alcoholic  
Beverage Policy**

## Library Alcoholic Beverage Policy

Alcoholic beverages may be served for the purpose of fundraising and various Library sponsored development and promotions projects or approved events, when the following requirements are met:

- The event is sponsored by the Library, ~~and~~ or Library approved
- The Library Board of Trustees has approved alcoholic beverages to be served, and
- A licensed bartender, caterer, or other entity which provides liquor liability insurance coverage, is engaged to serve beverages, and
- The bartender, caterer, or other entity executes an agreement which shall:
  1. hold the Library harmless and indemnify the Library against liability arising from alcoholic beverages willfully and unlawfully served to a person who is not of lawful drinking age or knowingly served to a person habitually addicted to the use of any or all alcoholic beverages; and
  2. require the bartender, caterer, or other entity to comply with all County, State, and Federal laws governing the service of alcoholic beverages.

Approved by the Library Board of Trustees  
July 10, 2003

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 04-153

RESOLUTION TO REVISE ALCOHOLIC BEVERAGE POLICY.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 12<sup>th</sup> day of August, 2004, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following was offered by

The Board Resolves:

1. Revise the Alcoholic Beverage Policy.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary



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

**Requirements for State Aid  
to Libraries Grant**

- a. State Aid to Libraries Grant Agreement
- b. Certification of Credentials – Single  
Library Administrative Head
- c. Reciprocal Borrowing Agreement with  
Maitland Public Library
- d. Joint Plan of Service with Maitland  
Public Library

## **Requirements for State Aid to Libraries Grant**

### **Overview**

In order to apply for and meet eligibility requirements for a Fiscal Year 2005 State Aid to Libraries Grant, the following documents need approval from the Board of Trustees and are due for submission to the Florida Department of State, Division of Library and Information Services by October 1, 2004:

- State Aid to Libraries Grant Agreement
- Certification of Credentials – Single Library Administrative Head
- Reciprocal Borrowing Agreement with Maitland Public Library
- Joint Plan of Service with Maitland Public Library

Due to a change in State Law, Municipality Libraries who engage in reciprocal borrowing with any other State Aid eligible Library in the county may receive monies as well. Maitland Public Library would like to avail themselves of this opportunity. The attached agreement formalizes our reciprocal borrowing process with the Maitland Public Library. Last year, OCLS entered into a similar agreement with Winter Park Public Library, which remains in effect.

The State Aid grant monies received for Fiscal Year 2004 totaled \$1,506,792.00 and were allocated to the purchase of books, AV materials, lease of CD's and online databases.

### **Recommendation**

The Library Administration recommends, to the Board of Trustees, approval of the documents as required by the Florida Department of State, Division of Library and Information Services, in order for the Orange County Library System to be eligible for a State Aid to Libraries Grant during the Fiscal Year ending September 30, 2005.

**Florida Department of State, Division of Library and Information Services  
STATE AID TO LIBRARIES GRANT AGREEMENT**

The Applicant (Grantee)      **Orange County Library System Board of Trustees**  
(Name of library governing body)

Governing body for            **Orange County Library District**  
(Name of library)

hereby makes application and certifies eligibility for receipt of grants authorized under Chapter 257, *Florida Statutes* and guidelines for the State Aid to Libraries Grant Program.

- I. The Grantee agrees to:
- a. Expend all grant funds awarded and perform all acts in connection with this agreement in full compliance with the terms and conditions of Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program. Funds will not be used for lobbying the legislature, the judicial branch, or any state agency.
  - b. Provide the Division of Library and Information Services (DIVISION) with statistical, narrative, financial, and other reports as requested.
  - c. Not discriminate against any employee employed in the performance of this agreement, or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, or marital status. The Grantee shall insert a similar provision in all subcontracts for services by this agreement.
  - d. Retain all records for a period of 5 years from the date of submission of the final project report. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the 5 year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 5 year period, whichever is later.
  - e. In the event that the GRANTEE expends a total amount of State awards (i.e., State financial assistance provided to the GRANTEE to carry out a State project) equal to or in excess of \$300,000 in any fiscal year of such GRANTEE the GRANTEE must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, *Florida Statutes*; applicable rules of the Executive Office of the Governor and the Comptroller, and Chapter 10.550, Rules of the Auditor General. In determining the State awards expended in its fiscal year, the GRANTEE shall consider all sources of State awards, including State funds received from the Florida Department of State, except that State awards received by a nonstate entity for Federal program matching requirements shall be excluded from consideration.

In connection with the audit requirements addressed in Section e, paragraph 1, the GRANTEE shall ensure that the audit complies with the requirements of Section 215.97(7), *Florida Statutes*. This includes submission of a reporting package as defined by Section 215.97(2)(d), *Florida Statutes*, and Chapter 10.550, Rules of the Auditor General.

If the Grantee expends less than \$300,000 in State awards in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, is not required. In the event that the GRANTEE expends less than \$300,000 in State awards in its fiscal year and elects to have an audit conducted in accordance with the provisions

of Section 215.97, *Florida Statutes*, the cost of the audit must be paid from non-State funds (i.e., the cost of such an audit must be paid from GRANTEE funds obtained from other than State entities).

- f. Identify an individual or position with the authority to make minor modifications to the application, if necessary, prior to execution of the agreement.

II. The DIVISION agrees to:

- a. Provide a grant in accordance with the terms of this agreement in consideration of the Grantee's performance hereinunder, and contingent upon an annual appropriation by the Legislature. In the event that the state funds on which this agreement is dependent are withdrawn, this agreement is terminated and the DIVISION has no further liability to the Grantee beyond that already incurred by the termination date. In the event of a state revenue shortfall, Operating Grants shall be reduced in accordance with Section 257.195, *Florida Statutes*.
- b. Notify the grantee of the grant award after review and approval of required documents. The grant amount shall be calculated in accordance with Chapter 257, *Florida Statutes* and guidelines for the State Aid to Libraries Grant Program.
- c. Distribute grant funds in two payments. The first payment will be requested by the DIVISION from the Comptroller upon execution of the agreement. The remaining payment will be made by June 30.

III. The Grantee and the DIVISION mutually agree that:

- a. This instrument embodies the whole agreement of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein; and this agreement shall supersede all previous communications, representation, or agreements either verbal or written, between the parties. No amendment shall be effective unless reduced in writing and signed by the parties.
- b. The agreement is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida. Each party shall perform its obligations hereunder in accordance with the terms and conditions of this agreement.
- c. If any term or provision of the agreement is found to be illegal and unenforceable, the remainder of the agreement shall remain in full force and effect and such term or provision shall be deemed stricken.
- d. No delay or omission to exercise any right, power, or remedy accruing to either party upon breach or default by either party under this Agreement shall impair any such right, power, or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default, or any similar breach or default.
- e. The DIVISION shall unilaterally cancel this agreement if the Grantee refuses to allow public access to all documents or other materials subject to the provisions of Chapter 119, *Florida Statutes*.
- f. Unless authorized by law and agreed to in writing by the DIVISION, the DIVISION shall not be liable to pay attorney fees, interest, or cost of collection.
- g. The DIVISION shall not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants or employees; nor shall the Grantee exclude liability for its own acts, omissions to act or negligence to the DIVISION. In addition, the Grantee

hereby agrees to be responsible for any injury or property damage resulting from any activities conducted by the Grantee.

- h. The Grantee, other than a Grantee which is the State or agency or subdivision of the State, agrees to indemnify and hold the DIVISION harmless from and against any and all claims or demands for damages of any nature, including but not limited to personal injury, death, or damage to property, arising out of any activities performed under this agreement and shall investigate all claims at its own expense.
- i. Neither the State nor any agency or subdivision of the State waives any defense of sovereign immunity, or increases the limits of its liability, upon entering into a contractual relationship.
- j. The Grantee, its officers, agents, and employees, in performance of this agreement, shall act in the capacity of an independent contractor and not as an officer, employee or agent of the DIVISION. Under this agreement, Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment in the State Career Service. Grantee agrees to take such steps as may be necessary to ensure that each subcontractor of the Grantee will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the DIVISION.
- k. The Grantee shall not assign, sublicense, nor otherwise transfer its rights, duties, or obligations under this agreement without the prior written consent of the DIVISION, which whose consent shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the program. If the DIVISION approves a transfer of the Grantee's obligations, the Grantee remains responsible for all work performed and all expenses incurred in connection with the Agreement. In the event the Legislature transfers the rights, duties, or obligations of the Department to another governmental entity pursuant to section 20.60, Florida Statutes, or otherwise, the rights, duties, and obligations under this agreement shall also be transferred to the successor government entity as if it were an original party to the agreement.
- l. This agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligation of the DIVISION.
- m. This agreement shall be terminated by the DIVISION because of failure of the Grantee to fulfill its obligations under the agreement in a timely and satisfactory manner unless the Grantee demonstrates good cause as to why it cannot fulfill its obligations. Satisfaction of obligations by Grantee shall be determined by the DIVISION, based on the terms and conditions imposed on the Grantee in paragraphs I and III of this agreement and guidelines for the State Aid to Libraries Grant Program. The DIVISION shall provide Grantee a written notice of default letter. Grantee shall have 15 calendar days to cure the default. If the default is not cured by Grantee within the stated period, the DIVISION shall terminate this agreement, unless the Grantee demonstrates good cause as to why it cannot cure the default within the prescribed time period. For purposes of this agreement, "good cause" is defined as circumstances beyond the Grantee's control. Notice shall be sufficient if it is delivered to the party personally or mailed to its specified address. In the event of termination of this agreement, the Grantee will be compensated for any work satisfactorily completed prior to notification of termination.
- n. Unless there is a change of address, any notice required by this agreement shall be delivered to the Division of Library and Information Services, 500 South Bronough Street, Tallahassee, Florida 32399-0250, for the State and, for the Grantee, to its single library

administrative unit. In the event of a change of address, it is the obligation of the moving party to notify the other party in writing of the change of address.

IV. The term of this agreement will commence on the date of execution of the grant agreement.

**THE APPLICANT/GRANTEE**

**THE DIVISION**

\_\_\_\_\_  
Chair of Governing Body or  
Chief Executive Officer

\_\_\_\_\_  
Florida Department of State  
Division of Library and Information Services

Thomas R. Kohler  
Typed Name

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Comptroller

\_\_\_\_\_  
Witness

Robert Tessier  
Typed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

FLORIDA DEPARTMENT OF STATE  
DIVISION OF LIBRARY AND INFORMATION SERVICES

STATE AID TO LIBRARIES GRANT APPLICATION - 2004-2005

Certification of Credentials - Single Library Administrative Head

File by October 1, 2004

The Orange County Library System Board of Trustees  
(name of library governing body)

governing body for the Orange County Library District  
(name of library)

hereby certifies that the incumbent single library administrative head,

Mary Anne Hodel  
(name of incumbent)

- Has completed a library education program accredited by the American Library Association; and
- Has at least two years full-time paid professional experience, after completing the library education program, in a public library that is open to the public for a minimum of 40 hours per week.

**Signature**

\_\_\_\_\_  
Chair, Library Governing Body

\_\_\_\_\_  
Date

Thomas R. Kohler  
Name

AGREEMENT FOR RECIPROCAL BORROWING BETWEEN  
 ORANGE COUNTY LIBRARY SYSTEM  
 AND THE MAITLAND PUBLIC LIBRARY

This is an agreement, hereinafter referred to as the “Agreement,” for reciprocal borrowing by and between the Orange County Library District, an independent special district, by and through its Board of Trustees, hereinafter referred to as the “District,”

And

Maitland Public Library, Inc., a Florida not-for-profit corporation providing the public library needs of the residents of Maitland, hereinafter referred to as “the Maitland Public Library.”

**WHEREAS**, the District and the Maitland Public Library believe it is mutually beneficial and in the public interest to enter into an agreement which provides reciprocal borrowing privileges as specified herein;

**NOW THEREFORE**, in consideration of the mutual benefits, covenants and agreements set forth herein, the parties hereto agree as follows:

**1. DEFINITIONS:** For the purpose of this Agreement, the following definitions shall apply:

1.1 Maitland Public Library: The Maitland Public Library, Inc. (dba “Maitland Public Library”), which operates a local public library, and provides free library service to the residents of the City of Maitland.

1.2 District: The Orange County Library District (dba “Orange County Library System”) which operates a system of local public libraries and provides free library service to



residents of Orange County other than the residents of Winter Park and Maitland.

- 1.3 Reciprocal Borrower: A Registered Borrower, of one party to this agreement, to whom borrowing privileges are granted by the other party to this agreement.
- 1.4 Non-Resident Borrower Fee: A fee required by the appropriate taxing district from a borrower who is not a Resident Borrower by the appropriate taxing district to receive library services in that district.
- 1.5 Registered Borrower: Any member of the public who has registered to use the Maitland Public Library or the District's library system.
- 1.6 Resident Borrower: A Resident Borrower of the Maitland Public Library is a resident of Maitland who has become a Registered Borrower of that library system. A Resident Borrower of the District is a resident of Orange County, but not of either Winter Park or Maitland, who has become a Registered Borrower of that library system.

## **2. PURPOSE:**

- 2.1 This Agreement is hereby entered into to permit Resident Borrowers of the Maitland Public Library to become Registered Borrowers of the District without payment of a Non-Resident Borrower Fee and to permit Resident borrowers of the District to become Registered Borrowers of the Maitland Public Library without payment of a Non-Resident Borrower Fee. Registered Borrowers of the District that are not residents of Orange County but are residents of other jurisdictions covered by a similar Agreement for reciprocal borrowing are not covered by this Agreement. Registered Borrowers of the Maitland Public Library that are not residents of Maitland but are residents of other jurisdictions covered by a similar Agreement for Reciprocal borrowing are not covered by this Agreement.

2.2 This agreement is designed to enhance and facilitate library services in the Central Florida area. It is recognized that many residents of the area are employed in various locations throughout the County, but may reside outside the formal boundaries of the District or the City of Maitland. The location of political boundaries and mobility of Central Florida residents have led to the realization that library users are better served through sharing of resources among library systems. Traditionally, this sharing of resources has been accomplished through interlibrary loans of materials, which still required borrowers to go to libraries based on their resident address. Reciprocal borrowing extends the same borrowing privilege directly to users by allowing them to visit neighboring libraries, which may be more accessible based on proximity to neighboring communities, work location or commuting patterns.

**3. GENERAL PROVISIONS:**

3.1 The term of this Agreement shall commence on October 1, 2004 and shall terminate on September 30, 2005, or until terminated by either party in accordance with section 7.

3.2 The only services to be provided by one party to Resident Borrowers of the other party are the lending of materials over the counter at the libraries of the party. No lending services by computer or mail must be offered under this Agreement by either party to the Resident Borrowers of the other party. Access to a party's public access computer networks is not required by this Agreement. Participation in either party's programming is likewise not required by this Agreement.

3.3 Each party to this Agreement shall bear its own costs in performing under the terms of this Agreement, including administrative costs, overhead costs, and salaries of its employees.

**4. METHODOLOGY:**

4.1 A Maitland Public Library Resident Borrower may go to any library of the District and, with a valid Resident Borrower library card from the Maitland Public Library and certification that they are currently in good standing as a Maitland Public Library Resident Borrower, register for a library card from the District. Such certification should take the form of a signed and dated communication from the Maitland Public Library indicating that on that date, the Maitland Public Library found that borrower to be in good standing. A sample form is attached as Exhibit B. The District will register each such Resident Borrower from Maitland for a one (1) year period commencing on the date of registration.

4.2 A Resident Borrower from the District may go to the Maitland Public Library and with a valid Resident Borrower library card issued by the District, register for a library card from the Maitland Public Library. The Maitland Public Library shall register each such Resident Borrower from the District for a one (1) year period, commencing on the date of registration.

4.3 A current list of each party's libraries and the addresses and telephone number of each is attached hereto as Exhibit A. This Agreement will automatically extend to any additional libraries that become part of the District's library system or the Maitland Public Library system.

**5. TITLE TO PROPERTY, RETURN OF PROPERTY, AND FINES/USER FEES:**

5.1 Materials borrowed from the District are, and shall at all times remain, the sole property of the District, and the Maitland Public Library shall have no rights, title or use of such materials.

- 5.2 Materials borrowed from the Maitland Public Library are, and shall at all times remain, the sole property of the Maitland Public Library, and the District shall have no rights, title or use of such materials.
- 5.3 The District is solely responsible for securing the return of its materials borrowed by any Reciprocal Borrower. Reciprocal Borrowers shall be instructed by the District lending libraries to return borrowed materials to any branch within the District.
- 5.4 The Maitland Public Library is solely responsible for securing the return of its materials borrowed by any Reciprocal Borrower. Reciprocal Borrowers shall be instructed by the Maitland Public Library to return borrowed materials to the Maitland Public Library.
- 5.5 Any fines or user fees levied by the District may be charged to Reciprocal Borrowers only in the same manner as they are charged to District borrowers. It is the sole responsibility of the District to collect such fines and fees in accordance with the District's policies.
- 5.6 Any fines or user fees levied by the Maitland Public Library may be charged to Reciprocal Borrowers only in the same manner as they are charged to Maitland Public Library borrowers. It is the sole responsibility of the Maitland Public Library to collect such fines and fees in accordance with the Maitland Public Library's policies.
- 5.7 The parties agree to notify one another monthly of their own registered borrowers whose fees or fines on their home library account exceeds \$150.00. This provides each party with the opportunity to block further use of a Reciprocal Borrower card in the event the patron becomes delinquent at their home library after registering.

**6. COOPERATION AND MISPLACED MATERIALS:**

The Maitland Public Library and the District shall cooperate with each other in the implementation of this Agreement by establishing regular exchanges of materials mistakenly returned to the wrong library or library system.

**7. TERMINATION:**

- 7.1 If either party wishes to terminate this Agreement for any reason, it may do so with a ninety (90) day prior written notice to the other party. Upon such notice, each party shall honor the outstanding library cards issued to Reciprocal Borrowers until the end of the term of each card. Thereafter, each party may require payment of a Non-Resident Borrower Fee as a condition to renewal of a library card for a Reciprocal Borrower.
- 7.2 Upon notification of intent to terminate by either party, each party shall send out written notification to its Reciprocal Borrowers notifying each of the fact that all reciprocal borrowing privileges with the notifying library system will be terminated and not renewed on the expiration date of each such Reciprocal Borrower's card or will be renewed only upon payment of the required Non-Resident Borrower Fee.
- 7.3 Upon termination of the Agreement, the parties agree to continue regular exchanges of materials until all such materials have been returned to the host library.

**8. NOTICE:**

All notices, or other writing shall be made or sent in writing as follows:

DISTRICT

MAITLAND PUBLIC LIBRARY

Director

Director of Library Services

Orange County Library System

Maitland Public Library

101 E. Central Blvd.

501 S. Maitland Avenue

Orlando, FL 32801

Maitland, FL 32751

**9. ASSIGNMENT OF CONTRACT:**

The parties of this Agreement shall not assign in whole or in part any right or privilege connected with this Agreement or monies due or to become due under the terms of this Agreement without the written consent of the other party.

**10. THE LAW GOVERNING CONTRACT:**

The Laws of Florida shall govern the interpretation of this Agreement. This Agreement shall be binding upon the parties as of October 1, 2004 and shall become effective in accordance with the Laws of Florida.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: the District through its Board of Trustees, signing by and through its President, authorized to execute same by board on the \_\_\_\_ day of \_\_\_\_\_, 2004 and the Maitland Public Library, Inc., signing by and through its President authorized to execute same by the Maitland Public Library, Inc. Board of Trustees action on the 16<sup>th</sup> day of June, 2004.

ATTEST:

TRUSTEES OF THE ORANGE COUNTY LIBRARY DISTRICT

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

This \_\_\_\_ day of \_\_\_\_\_, 2004

ATTEST:

MAITLAND PUBLIC LIBRARY, INC.

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

This \_\_\_\_ day of \_\_\_\_\_, 2004

JOINT PLANNING DOCUMENT  
FOR PURPOSES OF  
STATE AID TO LIBRARIES GRANT

The Orange County Library District and the Maitland Public Library agree to engage in joint planning in the following areas:

- Joint school visits to elementary schools with both Orange County and Winter Park students to promote Library cards and Library services to them.
- Provide links to each other's library catalogs from the respective web pages.

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Mary Anne Hodel, Library Director  
Orange County Library District

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Karen Potter, Library Director  
Maitland Public Library



BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 04-154

RESOLUTION TO APPROVE THE DOCUMENTS REQUIRED FOR STATE AID TO LIBRARIES GRANT.

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 12<sup>th</sup> day of August, 2004, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following was offered by

The Board Resolves:

1. To approve the documents listed below as required by the Florida Department of State, Division of Library and Information Services, in order for the Orange County Library System to be eligible for a State Aid to Libraries Grant for the Fiscal Year ending September 30, 2005:
  - (a) State Aid to Libraries Grant Agreement
  - (b) Certification of Credentials – Single Library Administrative Head
  - (c) Reciprocal Borrowing Agreement with Maitland Public Library
  - (d) Joint Plan of Service with Maitland Public Library
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

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

**Discussion & Possible Action Items**

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

**Branch Development Plan**

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

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

**AV Circulation to Seminole County  
Reciprocal Borrowers**

## **Seminole County Reciprocal Borrowing**

The Seminole County Library system does not carry video tapes in their collection. Reviewing the borrowing patterns of Seminole County borrowers, we note that they make significant use of these (videos) and other audio visual resources.

Since our migration to Millennium (the new library automation system) Seminole County borrowers have checked out 39,365 items, 53% of these have been audio visual formats. As a comparison, our own borrowers reflect a 41 % check out of audio visual. Popular audio visual items which are checked out by Seminole County are not available for our own residents. These materials are utilized at a higher rate by these out of county borrowers, due to the fact that these materials are not available in their home library county. Reciprocal Borrowing is intended as a convenience for our mobile regional community, but was not intended to replace collection development needs for any participating library.

In the coming week we will notify Seminole County that **effective August 15, 2005**, we will no longer loan audio visual formats to Seminole County reciprocal borrowers. We will also send out a notice to all of our currently registered Seminole County reciprocal borrowers of this time line and change.

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

**Taking Reserves on  
New Release DVD's**

### **DVD Circulation and Patron Requests**

Over the past few years, the Library has developed a substantial popular DVD collection. We now own over 41,000 individual DVDs in our collection. During the month of July 2004 those 41,000 items circulated 71,618 times. Compare this to the circulation of videos. A collection of 101,893 items circulated 73,904 times. In spite of more robust purchasing of DVDs we still find that a visit to the DVD shelves in Library Central finds us looking at unpopulated shelves. We do want to make sure that visitors aren't disappointed and will have an appropriate selection when they come in to any facility. To support this goal, beginning in September 2004, we will make all new DVDs available only for walk in check out. DVD's will be considered "new" for the first 3-6 months that they are owned by the Library. Past that time period they will become requestable on the web for home delivery.

Along with our desire to populate our shelves with great selections we also need to look at the most efficient way in which to keep this highly prized asset in circulation! Currently borrowers may have only 5 DVDs checked out at one time. If a patron has already hit the limit of 5 DVDs checked out at a time when staff are trying to check out a delivery, we cannot complete the transaction. This is a waste of the resources of both staff time and the time the DVD in question could have been in circulation.

Once we have completed our initial period, there will regularly be new selections available for home users to request and receive in delivery.

**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 August 2004**

‡ In partnership with the Governor's literacy initiatives, the Governor's office distributes forms to all new parents in the state, describing the benefits of having a library card. When the forms are returned completed by the parents, they are then faxed to the appropriate libraries throughout the state. When OCLS receives the forms, we send out a letter inviting the parents to obtain a library card and enclose the "Got Your Card?" bi-fold form and the newsletter highlighting our programs and classes. We have been participating since mid 2002. We have offered all the parents an opportunity for the child to participate in the publicity for the governor's campaign. Recently, three sets of parents have expressed an interest in having their babies be a part of the publicity campaign. The photo shoots have been set up.

‡Kathryn Robinson and Sally Fry's proposal for a presentation at the 6<sup>th</sup> annual National Virtual Reference Conference next November in Cincinnati has been accepted. Their topic is "Using Wireless Mobile Technology for Offering Here and Now Service."

‡Sally Fry and Kathryn Robinson will be presenting a program for the Florida Library Association in Jacksonville in Spring 2005 on the use of wireless technology for enhancing customer service in libraries. The discussion will include wireless phones, computers and video-conferencing, specifically used for reference assistance.

‡Wendi Bost and Nedra Blanke attended the in-service training for Fine Arts Teacher in Orange County. It was a great event. Over 35 teachers attended the break out session, in which Nedra reviewed print sources for the arts and Wendi presented information on relevant online databases, music collections, streaming videos and DVD's. The teachers expressed excitement over the tools and sources available to them and their students. Kudos to Wendi and Nedra.

| The Library is pleased to announce that two of our employees have passed the necessary tests to achieve certification as Microsoft trained specialists. Hao Do and Ashley Sanders Donofrio have both been Microsoft certified in Office Power Point. In addition, Ashley just this week has been notified that she has received her certification in Outlook. Both Ashley and Hao are Technical Computer Support Specialists. Employees holding this position are generally the ones to conduct the Microsoft training classes that take place at Main in the Computer Resource Center and in branches. Upon certification we have offered recognition in the form of a \$25 gift certificate and reimbursement for the cost of the certification testing, (about \$80.00).

|The Library is very grateful for the check for \$1500 from the Wal-Mart store in Ocoee for the West Oaks Branch.

|We just reopened the 3<sup>rd</sup> floor to the public Friday 29 July after the renovation there. The new carpeting, wall coverings, paint, and lighting make a big difference. The baffles at that end of the building will be coming down in the coming week.

|The Friends Frolic 24 July was a great success. It was inspired by the exhibit mounted by one of our staffers, Kim Peters, to honor Church Street Station. The Friends decided to take it one step further and hired the Dixieland band that played for many years at Church Street Station. The Friends also provided lemonade and popcorn. All the kids enjoyed the face painter, the juggling, magic and the mime. We had over 700 people who enjoyed the Dixieland jazz band and ran through 100 gallons of popcorn. The Friends Family Frolic was a huge success and destined to become an annual event.

We are deeply indebted to the Friends for their assistance with this event. Many thanks also go to Jackie Green, Cathy Kennedy, Marilyn Hoffman, Kris Woodson, Ellen Wittmann, and our own mime, Deanna Braunstein.

|In 5 August Orlando Sentinel, there was a two page spread on Church Street Station and the Display in the Library.

OCLS is experimenting with a debit card for initial use on the 4<sup>th</sup> floor. The debit card would replace the copy cards now issued to customers who do a lot of copying. The debit cards would work on the copy machines as well as printing from a PC. The patron would get a new card or add value to a card and the card remembers how much value is left on the card after printing or copying. We spend over \$7,042.75 annually for staff to collect, and count money. With the debit cards, we would spend less time counting and rolling coins. The cards could also cut down on staff collecting and providing change for Internet print-outs. If the experiment works out, we would consider using the debit card at other locations at Main and branches.

Staff at the West Orange branch have been busy affixing the RFID tags to the collection that will move to the new Winter Garden branch. They anticipate completion near the beginning of September. Meanwhile the tagging equipment has arrived at the North Orange and the Alafaya branches and staff training has begun. This important process is the first step in implementing the express check out at these locations.

On Saturday, July 24 the Staff Association held Arts and Appetizers at the Herndon Branch. Talented staff were invited to display their personal art projects. About 60 staff came for the show and some great food was provided (and consumed!). We'll have pictures from the event posted on the Orange Peel.

During the month of July, the Library sponsored two events, Silly Hat Day and Crazy Socks Day to raise funds for the United Way. We are looking forward to a "Wear Your Jeans Day" and "Let Your Manager Serve You Breakfast" auction on Thursday 19 August for the Main Library and Tuesday, 24 August for the branches during the month of August. There will be a bake sale for the staff on 31 August for the United Way. The United Way Campaign is off to a great start!

The Library has developed a training program for support staff as an opportunity to strengthen their skills. We have named it Ready, Set, Go! We've developed an application form, and calendar schedule for the 15 week program open to all full time support staff. This is an opportunity for an individual to develop

and grow in his/her career and to obtain a level of excellence in skills that will be of value wherever the employee goes in the Library system. These transferable skills relate to communication (skillful expression, transmission and interpretation of knowledge and ideas); interpersonal skills (for resolving conflict, relating to and helping people) and leadership (ability to direct and guide individuals and groups. The individual modules are:

Basic Customer Query

Quick Query

Reader's Advisory and Award Winners

Be My Guest: Customer Service at the Platinum Level

Different managers will teach the various components.

Library Central staff are making a concerted effort to keep the displays fresh and current. They kept track of items placed on displays in July. The total was 9,544. Almost every item disappears and is presumably checked out. In the past, we did not place such an emphasis on displays. Some displays are refilled up to four and five times a day. The displays in the Lobby move the fastest and the ones in the back by Club Central move the slowest.

The Library Card Sign Up campaign continues...total of 13,500 new residents to our service area in the last 6 months have received Library Card sign up information, staff are going out to businesses in the community to set up sign up tables and distribute information, and focus groups to identify non-library users and ask them why they do not use the Library are in process.

Staff are reaching out to the first grade teachers and students in Orange County to distribute the License to Learn Library Card sign up.

In the two weeks since our New Resident Mail-outs were sent, they have resulted in...

1. 77 New Registrations, 74-Adult, 3-Children
2. 189 Items Checked Out
3. Branch where patron registered: Main – 60; South Creek – 7; Alafaya – 6; West Oaks – 3; North Orange - 1

| We held the pre-bid conference Thursday afternoon for the roof project. Eighteen people attended, representing nine roofing companies. Some sub-contractors also attended. ARC conducted the meeting and we did a walking tour of the roof. Follow-up site visits by sub-contractors are scheduled for next week. Bids are to be opened on the 24<sup>th</sup> of August. Only contractors who attended this meeting may bid and ARC is familiar with all of them.

| The Director has been nominated to serve as a member of Myregion.org Arts, Heritage, Nature-based Tourism, Sports, and Entertainment Implementation Team. The Team is charged with a developing a specific course of action for ensuring our region's Quality of Life by collectively promoting and strengthening our region's identity.

Myregion.org is a not-for-profit group organized under Chamber of Commerce sponsorship that is dedicated to building our Central Florida region. It is focused on the Central Florida counties of Brevard, Lake, Orange, Osceola, Polk, Seminole, and Volusia counties.

## **Programs and Events**

?A fashionable History of the First Ladies drew an audience of 76 for the Friends July Second Saturday program. Co-sponsored by the Florida Humanities Council the program featured actress and first lady expert Victoria Valentine. The Friends August Second Saturday program features Robin Chapman, television news reporter and author of the Absolutely Essential Travel Series including the Guide to Orlando and Winter Park.

?“The Escorts”, a local eleven piece swing band played to a group of about 95 in Library Central. There was some dedicated dancing on the new dance floor by a very enthusiastic group of seniors.

?The Summer Reading Programs for children and teens concluded with a Zoom Around the World with CF Zoo, Camp Savvy Computer programs, the Reading Olympics closing ceremonies plus a Library Lock In and an All You Can Read Buffet.

?In August, learn how to Protect Your PC (CRC), take a Vegas Vacation (CRC), To Blog or Not to Blog (Southwest), about Florida Friendly Landscaping (North Orange) and Mold and Your Health (West Oaks), listen A Letter to Amy by Ezra Jack Keats (South Trail), read to pets with the SPCA at the Wagging Tales programs (Southeast, Hiawassee), meet the artists Rebecca Newman (Alafaya) and Frida Kahlo (Main), get Homework Help for the Kids (Southwest), enjoy movies (North Orange, Washington Park) and attend computer classes at all locations.

?Business Programs in August include Retire Rich: A Step by Step Plan (North Orange) and Alzheimer's: Legal and Financial Perspectives (Edgewater).

?Computer classes, Storytime at Southeast, and the Library Storyline are offered in Spanish as well as English.

?Central Florida Reads a *Before Women Had Wings* by Connie May Fowler will kick off on the Second Saturday of September with a Friends program Wings Over Florida with Tom Williams of the Orange Audubon Society. Book discussions, programs and an information fair are planned throughout the Library System and Central Florida through October with a week of author events planned in November.

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

**Winter Garden Project Summary**



# Winter Garden Project Summary

Jul 31, 2004

<u>Category</u>	<u>Budget Approved 12/12/02</u>	<u>Revised Budget</u>	<u>Expended to Date</u>
Architect/engineer	150,000	152,148	140,826
Construction			
Contractor	2,100,000	2,196,675	1,817,789
Carpet	35,000	26,085	0
Impact & Permit Fees	40,000	40,000	22,594
Testing	8,000	9,000	10,586
Other	10,000	10,000	2,001
Construction Total	<u>2,193,000</u>	<u>2,281,760</u>	<u>1,852,970</u>
Contingency	207,000	116,092	
<b>TOTAL PROJECT</b>	<b><u><u>2,550,000</u></u></b>	<b><u><u>2,550,000</u></u></b>	<b><u><u>1,993,796</u></u></b>

## Scheduled Construction Completion Date: Sep 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
CO #9 - 85 days and fixture deletion (In process)	-4,934
Total	<u>2,196,675</u>

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

**Public Comment:  
Non-Agenda Items**

## **Winter Garden Project Summary**

### **July 31, 2004**

Little progress on the project was apparent through much of July. One site problem involves the paving contractor who prepared the lime rock sub base, but then left it for two months without sealing or paving it. Now the paving contractor is ready to pave it, but the sub base has to be re-compacted to meet the required density tests. Our general contractor, APM, has started to address the site related issues identified by the City of Winter Garden inspectors. These items will hold up the issuance of the certificate of occupancy unless they are resolved in a timely manner. They could delay the project even further. The glass wall issue is still under discussion and needs to be resolved in the near future. Terrazzo floor pattern pieces have been delivered to the site, color samples have been approved, and the necessary materials are on order. Photos of the terrazzo pattern pieces are attached.

At the last construction meeting on August 3<sup>rd</sup>, APM delivered an executed change order, which had previously been approved by all parties, to move the contractual substantial completion date to June 1, 2004. APM has indicated that they will be requesting additional delay days but have reaffirmed that the project will be substantially complete by September 10<sup>th</sup>. We anticipate a grand opening near the end of October.