

**Orange County Library System  
Board of Trustees**

**Board Packet for September 2004**



**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**

September 2, 2004

To: Thomas R. Kohler, President  
Gloria Fernandez, Vice President  
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, September 9, 2004, at the **South Trail Branch Library; 4600 S. Orange Blossom Trail; Orlando, Florida 32839**; 407.858.4749.

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**  
**September 9, 2004**  
**South Trail Branch Library**  
**4600 South Orange Blossom Trail**  
**Orlando, Florida 32839**  
**407.858.4749**

- 04-163      I.      **Call to Order**
- 04-164      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) .
- 04-165      III.      **Approval of Minutes: Library Board of Trustees Meeting – August 12, 2004**
- 04-166      IV.      **Staff Presentation: Central Florida Reads – Marilyn Hoffman**
- 04-167      V.      **Financial Statements and Summaries: August 2004**
- 04-168      VI.      **Statistics and Summaries: July 2004 Reports**
- 04-169      VII.      **Action Items**
- 04-170                      **Board of Trustees Meeting Schedule FY 2005**
- 04-171      VIII.      **Discussion and Possible Action Items**
- 04-172                      **Main Library Retail Space Concept**
- 04-173      IX.      **Information**
- 04-174                      **Director's Report**
- 04-175                      **Winter Garden Project Summary**
- 04-176                      **Holiday and Closed Day Calendar FY 2005**
- 04-177                      **Public Comment: Non-Agenda Items**

## X. Adjournment

**Next Meeting Dates:** --- October 21, 2004 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801  
--- November 11, 2004 – Eatonville Library; 200 East Kennedy Boulevard; Eatonville, Florida 32751.

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, September 9, 2004**

**Call To Order**

# **Orange County Library System Board of Trustees Meeting Thursday, September 9, 2004**

## **Public Comment**

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**Orange County Library System  
Board of Trustees Meeting  
Thursday, September 9, 2004**

**Approval of Minutes: Library  
Board of Trustees Meeting –  
August 12, 2004**

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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**MEETING MINUTES**  
**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**  
Board Members Present: Tom Kohler (8/1); Sara Brady (8/1); Gloria Fernandez (8/0); James Tyson (8/0); Matthew Pardy (6/0)  
  
Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Sally Fry; Eric Atkinson; Marilyn Hoffman; Craig Wilkins; Kathryn Robinson; Milinda Neusaenger  
  
President Kohler called the meeting to order at 7:04 p.m.
- 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**  
Trustee Tyson, seconded by Trustee Pardy, moved to approve the minutes for the July 8, 2004 Board of Trustees Meeting.  
Motion carried 5-0.
- 04-142 IV. **Staff Presentation: Walgreen's / ALA Press Conference Video – Jim Myers**  
Jim Myers, Manager of Special Services and Delivery, presented 101 East's video production of the Walgreen's / American Library Association (ALA) Press Conference, which was held in Library Central and announced the newly formed partnership between the two organizations. Walgreen's and ALA launched *Be Well Informed @ Your Library*, a national health information initiative to respond to the nearly half of all American adults (90 million people) who have difficulty understanding and using health information (*Institute of Medicine, April 2004*). The program will combine the partners' community health resources to help guide the more than 40 percent of



consumers who feel overwhelmed by the healthcare information available today (*Harris Interactive, June 2004*).

- 04-143 V. **Financial Statements and Summaries: July 2004**  
The information provided in the packet was sufficient and discussion was not necessary.
- 04-144 VI. **Statistics and Summaries: June 2004 Reports**  
Assistant Director Debbie Moss spoke briefly regarding the new door counters.
- 04-145 VII. **Action Items**  
President Kohler addressed the *Talking Books Program* (04-147) out of order in deference to the individuals present wishing to address the Board regarding this topic.
- 04-146 **Security Camera Equipment For Main Library  
(Addresses Goal 1; Objective 4 of the Strategic Plan)**  
Facilities and Operations Manager John Claytor summarized the proposal to purchase, install and operate 32 additional security cameras and related equipment for the Main Library. The cameras would be installed on the 1<sup>st</sup> and 2<sup>nd</sup> floors, in the hall of the 3<sup>rd</sup> floor meeting rooms, and the public elevator lobbies on all floors. Brief discussion ensued.
- Trustee Brady, seconded by Trustee Pardy, moved to approve the purchase of additional cameras and related equipment from Best Access Systems in an amount not to exceed \$75,000.
- Motion carried 5-0.
- 04-147 **Talking Books Program**  
Rachel Bader – Orange County Resident, spoke regarding the Talking Books program and OCLS’s sub-regional library status. She also offered the help and support of the Mid-Florida Council for the Blind if the Talking Books program remains intact.
- Jay Bader – Orange County Resident, spoke regarding the Talking Books program and OCLS’s sub-regional library status.
- Dwight Sayer – Orange County Resident, spoke regarding the Talking Books program and OCLS’s sub-regional library status.
- Chuck Graham – Orange County Resident, spoke regarding the Talking Books program and OCLS’s sub-regional library status.
- Bill Freeman – Orange County Resident, spoke regarding the Talking Books program and OCLS’s sub-regional library status.
- Margaret Briggs – Osceola County Resident, spoke regarding the Talking Books program and OCLS’s sub-regional library status.
- Bob Reoch – Seminole County Resident, spoke regarding the Talking Books program and OCLS’s sub-regional library status.

Harry Soyka – Orange County Resident, spoke regarding the Talking Books program and OCLS’s sub-regional library status.

Lisa Lawson – Seminole 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.

Scott Larson – Volusia County Resident, spoke regarding the Talking Books program and OCLS’s sub-regional library status.

Michelle Cooper – Volusia 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.

Marilyn Baldwin – Orange County Resident, spoke regarding the Talking Books program and OCLS’s sub-regional library status.

Sherry Brun – Orange County Resident, spoke regarding the Talking Books program and OCLS’s sub-regional library status. She also offered the services of the National Federation of the Blind if the Talking Books program remains intact.

Kent Lawman – Seminole County Resident, spoke regarding the Talking Books program and OCLS’s sub-regional library status.

Discussion ensued regarding the Talking Books program. President Kohler reiterated the Library’s intention to increase assistive services on an annual basis. Assistant Director Moss gave an overview of the program’s history. In the 1970’s the Daytona Beach regional library was struggling with the Talking Books program and decided to share funding and distribute the workload to public libraries throughout the state and sub-regional libraries were established at those locations. Thus OCLS became one of the sub-regional libraries. Eventually the funding dwindled and then ceased to exist by the early 1990’s. Discussion ensued regarding the lack of funding for the sub-regional libraries. The Board also directed staff to extend the hours of the Talking Books collection to match the hours of the Main Library.

Trustee Pardy stated that of the four options given, option one would allow for the staff position to be filled and the operation to remain intact. He also stated that he felt the remaining three options seemed to be reductions in service. Trustee Pardy said he appreciated the print disabled community’s commitment to the service and that if the position is filled, the service needs to be used. Trustee Pardy stated he supports option one. Trustee Brady stated she agrees with Trustee Pardy and would like to keep the program intact, as well as ensure it is being used, otherwise, in the future, the service may need to be reduced. Trustee Brady also suggested investigating the funding situation, to find out why the Daytona Beach regional library receives all of the funding while  $\frac{2}{3}$  of the work is done by the sub-regional libraries. Trustee Tyson stated that

usage of the other assistive services should also be monitored to ensure fiscal responsibility.

Trustee Pardy, seconded by Trustee Fernandez, moved to approve option one, to fill the Talking Books staff position and resume mailing items from this Library to local patrons.

Motion carried 5-0.

President Kohler stated that for there to be a true partnership with the print disabled community and organizations, then everyone must work together to provide the services needed. President Kohler commended the Talking Books supporters and said that it is incumbent on them to spread the word about all of the Library's services to ensure these are utilized by the print disable community.

04-148

### **Consent Agenda**

Trustee Pardy requested that the *Revision to the Alcoholic Beverage Policy* (04-153) be pulled from the consent agenda for discussion. Director Hodel stated that it is linked to *Library Facilities After Hours Rental and Permission to Serve Alcohol* (04-152) and suggested both are pulled for discussion.

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

Motion carried 5-0.

04-149

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

Trustee Tyson, seconded by Trustee Fernandez, moved to approve the final budgets for the Operation, Capital Projects, Sinking Main Debt Service, and Branch Debt Service funds for the fiscal year ending September 30, 2005.

Motion carried 5-0.

04-150

### **Closure of Library Facilities for Staff Day 2004 – 11 November 2004 (Addresses Goal 4; Objective 1 of Strategic Plan)**

Trustee Tyson, seconded by Trustee Fernandez, moved 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.

Motion carried 5-0.

04-151

### **Online Office Supply Ordering**

Trustee Tyson, seconded by trustee Fernandez, moved to authorize staff to piggyback off of Orange County's contract with Office Depot and implement an online office supply ordering system.

Motion carried 5-0.

04-152

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

Trustee Pardy asked questions regarding the rental of library facilities and the possible permission given to groups to serve alcohol. Community Relations Manager, Marilyn Hoffman, explained that requests are frequently received from groups that wish to use areas of the library after hours and sometimes the requests include the service of alcohol. According to the Alcoholic Beverage Policy, alcohol can be served only at

library sponsored events, with the Board's approval. In order to allow non-library groups to serve alcohol, the Alcoholic Beverage Policy needs to be revised. Ms. Hoffman also explained that two separate groups have requested the after hours use of facilities at the Main Library, with one group requesting permission to serve alcohol. Trustee Brady asked about the issue of safety and security if anyone gets intoxicated and out of hand. Ms. Hoffman explained that the caterer the groups chooses, must carry liquor liability insurance and employ a licensed bartender and be responsible for the service or non-service of alcohol to the guests.

Trustee Pardy, seconded by Trustee Tyson, moved to 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.

Motion carried 5-0.

04-153

**Revision to Alcoholic Beverage Policy**

Trustee Pardy, seconded by Trustee Tyson, moved to approve the revised Alcoholic Beverage Policy.

Motion carried 5-0.

04-154

**Requirements for State Aid to Libraries Grant**

Trustee Tyson, seconded by Trustee Fernandez, moved 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 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

Motion carried 5-0.

04-155

VIII. **Discussion and Possible Action Items**

04-156

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

Branch Administrators, Sally Fry and Craig Wilkins, summarized the Branch Development Plan with a PowerPoint Presentation and requested approval of the plan so that implementation can begin. The Board requested some changes to be made to the Plan, such as including acreage size at each site. Brief discussion ensued regarding the millage and Branch Debt Service Fund. Trustee Fernandez asked for more clarification as to which schools will be serviced with the proposed merger of two branches in West Orange County. President Kohler suggested meeting with John Martin of the Orange County Public Schools to talk about joint-use facilities.

Trustee Pardy, seconded by Trustee Fernandez, moved to approve the Branch Development Plan recommendation and authorize staff to implement it.

Motion carried 5-0.

04-157

**AV Circulation to Seminole County Reciprocal Borrowers**

Assistant Director Moss explained that the Seminole County Library System does not purchase video tapes or music cd's for their collection. Seminole County reciprocal borrowers are directed to and make significant use of these formats at OCLS, thus making these items unavailable for Orange County residents. Reciprocal Borrowing is intended as a convenience for the mobile regional community, not to replace collection development needs for any participating library. Seminole County will be notified that effective August 15, 2005, OCLS will no longer loan audio visual formats to Seminole County reciprocal borrowers. Notices will also be sent to registered Seminole County reciprocal borrowers.

04-158

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

Assistant Director Moss briefly summarized the discontinuance of taking reserves on newly released DVD's. The DVD's are a heavily used format and in spite of more robust purchasing, the DVD shelves are often empty for walk-in customers. An appropriate selection should be available so that anyone visiting a location is not disappointed. To support this goal, beginning in September 2004, new DVD's will only be available for walk-in check out. DVD's will be considered "new" for the first 3 to 6 months that they are owned by the Library. Past that time, these will become requestable on the web for home delivery.

04-159

**IX. Information**

04-160

**Director's Report**

\_ It's launch time for another year of the Children's initiative. The school list has been updated and and posted to the Orange Peel Children's Initiative Pages for the staff. We are conducting the License to Learn Library card contest for first graders again this year. We are excited to be offering this again to the first grade teachers of Orange County and look forward to another productive year working with them. I have delivered my information to Eccelston Elementary School already.

\_The amount collected from accepting credit cards on line since June 30<sup>th</sup> is \$9,904.33.

\_ The Bids for re-roofing the Main Library will be opened on 8/24. We hope to have a recommendation to present to the Board at the September meeting.

\_ The OCLS Purchasing Policy was adopted over a year ago. We have found a few issues we would like to revise, including the department name and a couple of the dollar limits for approval.

\_ We are working with an insurance broker, A. J. Gallagher, an insurance broker, to negotiate coverage for the coming fiscal year. We hope to be able to bring to the September board meeting a recommendation for insurance coverage. The cost of our insurances, primarily liability, amounts to about \$150,000/year.

\_We finally have a company to evaluate and adjust the automatic door closers throughout all our facilities. The last company agreed to do the work, but never showed up. This company has a contract with Orange County Public Schools, so we

piggybacked that contract. They will check all the closers in the system and make a recommendation as to any repairs or replacements that are needed.

\_ OCLS will be working with non-profit organization, Esteem, to provide additional special children's programming, like their Read It, Write It program at the soon to- be completed Eatonville branch.

\_ Looks like we have won the NLM sub grant. We will be working with Orange County Health Dept and the Orange County Commission for Children, the Neighborhood Community Centers, and Orange TV to implement the \$40,000 grant. We are the principals on the grant to improve access to and understanding of health information that is available on line, We will be emphasizing the National Library of Medicine resources. We will be creating classes for the public that demonstrate various informative web sites on 10 different health topics. The topics include: diabetes, prenatal care, senior wellness, Alzheimer's, healthy kids (obesity), nutrition, exercise and wellness, low vision, hearing loss, heart disease and prevention and care, menopause. Besides the hands-on classes at the library, these classes will be provided to a wide range of community residents in a variety of formats: including classes at the Neighborhood Centers for Families, through Orange County Vision TV, web streamed presentations to visitors from our website. CD-ROM presentations and distribution to additional locations.

04-161                   **Winter Garden Project Summary**

04-162                   **Public Comment: Non-Agenda Items**

X.       **Adjournment**

President Kohler adjourned the meeting @ 8:55 p.m.

**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.

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**Orange County Library System  
Board of Trustees Meeting  
Thursday, September 9, 2004**

**Staff Presentation: Central Florida  
Reads – Marilyn Hoffman**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, September 9, 2004**

**Financial Statements and  
Summaries: August 2004**



# Orange County Library System

## Financial Statement Highlights

### Eleven Months Ended August 31, 2004

#### **Operating Fund Revenue and Expenditure Summaries**

The attached Expenditure Summary shows the overall budget is in good shape at this point in the year. The following outlines the main accounts where we have over spent or expect to do so:

#### *Professional Services*

The overage is primarily due to higher than anticipated professional fees for a wide variety of issues, including construction.

#### *Training & Travel*

Although not included in our budget, a series of in-house seminars on leadership and management skills have been provided for our managers. The seminars have been well received.

#### *Delivery and Postage*

The increasing popularity of our MAYL program may result in over spending this account. On average, MAYL circulation is about 47,000 items on a monthly basis.

#### *Insurance*

To better protect the Library and the pension plan administrators, the fiduciary coverage was increased from \$5,000,000 to \$10,000,000.

#### *Supplies – Hardware/Software*

The following purchases were not included in the budget:

- ✓ Microsoft Office licenses (\$17,300) to replace expired licenses
- ✓ PC reservation and printing licenses (\$8,800) for support for expanded number of personal computers
- ✓ QWIZ testing software (\$7,500) for skill assessment for staff
- ✓ Photoshop software (\$6,900) for technology classes
- ✓ JAWS, Open Book, and similar software (\$14,600) for enhanced service to the visually impaired community
- ✓ Monitors (\$35,700) to replace old CRT monitors to work with the 3M RFID checkout systems

#### *Building & Improvements*

We expect to over spend this account due to a variety of projects including cameras for the Main Library, parking lot improvements for Alafaya, wiring and carpeting for Southeast, and a new air conditioning unit for the Main Library computer room.

#### *Equipment and Furniture*

The purchase of self-check out equipment for North Orange and Alafaya is the main reason we will over spend this account.

Sufficient funds are available in the other accounts to cover the above overages.

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND REVENUE SUMMARY  
Eleven Months Ended August 31, 2004**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(11 months=92%)</b>
<b>AD VALOREM TAXES</b>	22,635,232	22,838,267	100.9%
<b>INTERGOVERNMENTAL</b>			
Grants	50,000	23,400	46.8%
State Aid	1,482,000	1,506,792	101.7%
Law Collection Fees	250,000	231,900	92.8%
	<u>1,782,000</u>	<u>1,762,092</u>	<u>98.9%</u>
<b>CHARGES FOR SERVICES</b>			
Fee Cards	14,000	9,198	65.7%
PC Pass	30,000	33,635	112.1%
Classes	1,000	970	97.0%
Copy & Vending	170,000	160,826	94.6%
Fax	0	1,892	
Notary	0	45	
Scanner	0	15	
	<u>215,000</u>	<u>206,581</u>	<u>96.1%</u>
<b>FINES</b>			
Fines	650,000	832,836	128.1%
Lost Materials	70,000	80,478	115.0%
	<u>720,000</u>	<u>913,314</u>	<u>126.8%</u>
<b>MISCELLANEOUS</b>			
Interest Earnings	175,000	160,824	91.9%
Rents	5,000	1,409	28.2%
Sales of Fixed Assets	0	1,765	
Disk Sales	2,500	2,303	92.1%
Contributions - Friends of Library	162,000	100,049	61.8%
Contributions - Others	5,000	9,925	198.5%
Library Central Gala	0	26,225	
Miscellaneous	30,500	43,787	143.6%
Universal Services Fund Rebate	0	7,707	
Grants & Awards	0	23,750	
	<u>380,000</u>	<u>377,744</u>	<u>99.4%</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>26,097,998</u></u>	<u><u>100.5%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND EXPENDITURE SUMMARY  
Eleven Months Ended August 31, 2004**

04-167

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(11 months=92%)</b>
<b>SALARIES &amp; BENEFITS</b>			
Salaries	11,090,984	9,742,867	87.8%
Medicare Taxes	160,821	136,126	84.6%
Defined Contribution Plan	831,830	729,407	87.7%
Defined Benefit Plan	789,719	693,047	87.8%
Life and Health Insurance	1,568,690	1,273,889	81.2%
Worker's Compensation	134,669	105,274	78.2%
Unemployment Compensation	20,000	7,600	38.0%
Parking & Bus Passes	93,420	74,230	79.5%
	14,690,133	12,762,440	86.9%
<b>OPERATING</b>			
Professional Services	185,000	194,148	104.9% *
Other Contractual Services	644,000	521,895	81.0%
Other Contract. Serv.- Janitorial	233,000	193,045	82.9%
Training and Travel	75,000	74,700	99.6% *
Telecommunication	293,000	239,256	81.7%
Delivery and Postage	1,075,000	1,044,516	97.2% *
Utilities	650,000	533,812	82.1%
Rentals and Leases	820,000	737,822	90.0%
Insurance	150,000	158,331	105.6% *
Repair and Maintenance	587,000	536,323	91.4%
Repair & Maint. - Hardware/Softwar	205,000	201,948	98.5% *
Copying/Printing	220,000	136,622	62.1%
Property Appraiser's Fee	262,000	262,425	100.2% *
Tax Collector's Fee	452,000	445,896	98.6%
Supplies	750,000	475,545	63.4%
Supplies-Hardware/Software	55,000	146,851	267.0% *
Contingency	300,000	0	0.0%
	6,956,000	5,903,135	84.9%
<b>CAPITAL OUTLAY</b>			
Building and Improvements	375,000	207,252	55.3% *
Equipment and Furniture	275,000	173,976	63.3% *
Hardware/Software	965,000	774,475	80.3%
	1,615,000	1,155,703	71.6%
<b>LIBRARY MATERIALS</b>			
Materials - Rest. Contributions	13,500	8,435	62.5%
Materials - Law	210,000	170,457	81.2%
Materials - Other	3,936,500	3,881,519	98.6% *
	4,160,000	4,060,411	97.6%
<b>TRANSFER TO OTHER FUNDS</b>			
Branch Debt Service Fund	417,000	409,458	98.2%
Capital Projects fund	482,000	144,308	29.9%
Sinking Fund	50,000	50,000	100.0%
	949,000	603,766	63.6%
<b>TOTAL EXPENDITURES</b>	<b>28,370,133</b>	<b>24,485,455</b>	<b>86.3%</b>

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

**ORANGE COUNTY LIBRARY DISTRICT  
MAIN DEBT SERVICE FUND  
Eleven Months Ended August 31, 2004**

04-167

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(11 months=92%)</u>
<b>REVENUES</b>			
Ad Valorem Taxes	1,207,139	1,219,252	101.0%
Interest	10,000	6,982	69.8%
Transfer From Tax Collector	13,000	0	0.0%
<b>TOTAL REVENUES</b>	<b><u>1,230,139</u></b>	<b><u>1,226,234</u></b>	<b><u>99.7%</u></b>

**EXPENDITURES**

Principal	1,100,000	0	0.0%
Interest	151,900	75,950	50.0%
Tax Collector's Fee	26,100	23,805	91.2%
<b>TOTAL EXPENDITURES</b>	<b><u>1,278,000</u></b>	<b><u>99,755</u></b>	<b><u>7.8%</u></b>

**FUTURE DEBT SERVICE PAYMENTS**

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

**ORANGE COUNTY LIBRARY DISTRICT  
BRANCH DEBT SERVICE FUND  
Eleven Months Ended August 31, 2004**

04-167

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(11 months=92%)</u>
<b>REVENUES</b>			
Transfer From General Fund	417,000	409,458	98.2%
Interest	5,000	4,612	92.2%
<b>TOTAL REVENUES</b>	<b><u>422,000</u></b>	<b><u>414,070</u></b>	<b><u>98.1%</u></b>

**EXPENDITURES**

Principal	318,009	335,604	105.5%
Interest	98,770	73,855	74.8%
<b>TOTAL EXPENDITURES</b>	<b><u>416,779</u></b>	<b><u>409,459</u></b>	<b><u>98.2%</u></b>

**FUTURE DEBT SERVICE PAYMENTS**

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
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><u>2,212,359</u></b>	<b><u>244,390</u></b>

**ORANGE COUNTY LIBRARY DISTRICT  
CAPITAL PROJECTS FUND  
Eleven Months Ended August 31, 2004**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(11 months=92%)</u>
<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 Gæ	114,000	57,000	50.0%
Interest	0	2,823	0.0%
Transfer From General Fund	482,000	144,308	29.9%
<b>TOTAL REVENUES</b>	<b><u>1,256,000</u></b>	<b><u>354,131</u></b>	<b><u>28.2%</u></b>

**EXPENDITURES**WINTER GARDEN BRANCH

Architect/Engineer	30,000	14,818	49.4%
Construction Contract	1,261,000	1,097,315	87.0%
Carpet	35,000	0	0.0%
Impact & Permit Fees	10,000	0	0.0%
Testing	4,000	7,224	180.6%
Other	7,000	0	0.0%
Contingency	208,000	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b><u>1,555,000</u></b>	<b><u>1,119,357</u></b>	<b><u>72.0%</u></b>

**ORANGE COUNTY LIBRARY DISTRICT  
SINKING FUND  
Eleven Months Ended August 31, 2004**

04-167

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(11 months=92%)</u>
<b>REVENUES</b>			
Transfer From General Fund	<u>50,000</u>	<u>50,000</u>	<u>100.0%</u>
 <b>RESERVES</b>			
Reserves-Building and Improvement	25,000	25,000	100.0%
Reserves-Technology	<u>25,000</u>	<u>25,000</u>	<u>100.0%</u>
<b>TOTAL RESERVES</b>	<u><b>50,000</b></u>	<u><b>50,000</b></u>	<u><b>100.0%</b></u>

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

04-167

	<u>BALANCE</u> <u>7/31/04</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> <u>8/31/04</u>
<b>OPERATING</b>				
Checking	142,158	6,443,910	(5,761,890)	824,178
SBA Investments	5,412,653	4,716	(3,000,000)	2,417,369
CD Investments	7,580,000	3,000,000	(3,000,000)	7,580,000
	<b>13,134,811</b>	<b>9,448,626</b>	<b>(11,761,890)</b>	<b>10,821,547</b>
<b>MAIN DEBT SERVICE</b>				
AIM Investments	1,199,248	2,494	0	1,201,742
<b>BRANCH DEBT SERVICE</b>				
CD Investments	397,280	0	0	397,280
<b>CAPITAL PROJECTS</b>				
Checking	4,811	260,132	(176,659)	88,284
SBA Investments	64,107	143	(64,250)	0
	<b>68,918</b>	<b>260,275</b>	<b>(240,909)</b>	<b>88,284</b>



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

04-167

**ASSETS**

Certificates of Deposit	7,580,000
Cash on Hand	14,155
Equity in Pooled Cash	824,178
Accounts Receivable	0
Due From Other Governments	40,000
Interest Receivable	12,399
Inventory	202,537
Investments-SBA	2,417,369
Prepays	81,182
Other Assets-Deposits	<u>9,175</u>
<b>TOTAL ASSETS</b>	<b><u><u>11,180,995</u></u></b>

**ORANGE COUNTY LIBRARY DISTRICT**

04-167

**OPERATING FUND****BALANCE SHEET - LIABILITIES & FUND BALANCE****August, 2004****LIABILITIES**

Accounts Payable	25,932
Retainage Payable	525
Accrued Wages Payable	298,932
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	8
Due To FOL-Taxable Book Sales	2,697
Due To FOL-Nontaxable Book Sales	2,052
Due To FOL-Sales Tax	181
United Appeal	291
Bonds	128
Def Comp Employees	0
Health Insurance	22,583
Union Dues	917
Union-Cope	0
Optional Life	2,318
Flex Spend Med	(271)
Flex Spend Dep	0
Daughters of American Revolution	200
Miscellaneous	92
Unclaimed Payroll	929
<b>TOTAL LIABILITIES</b>	<b>357,514</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	1,612,542
<b>TOTAL FUND BALANCE</b>	<b>10,823,481</b>

**TOTAL LIABILITIES & FUND BALANCE****11,180,995**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, September 9, 2004**

**Statistics and Summaries:  
July 2004**

## **STATISTICAL SUMMARY**

### **September 2004 presentation of July 2004 statistics**

#### **Circulation and Door Count Trends:**

Generally June to July is either an increase or as in 2003 a flat line. This year when viewing Circulation and Door Count in the graphs there is a slight decrease. In July 2004 we were closed two days for the Independence Day holiday, compared to one closed day in 2003.

In July 2004 self check circulation at South Creek was 21,085 or 52 % of total circ at that location. It is notable that the self check circulation figure at South Creek was higher than the standard circulation figure at four branch libraries (South Trail: 18,333, Washington Park: 8375, West Orange: 12,584, and Windermere: 14,686).

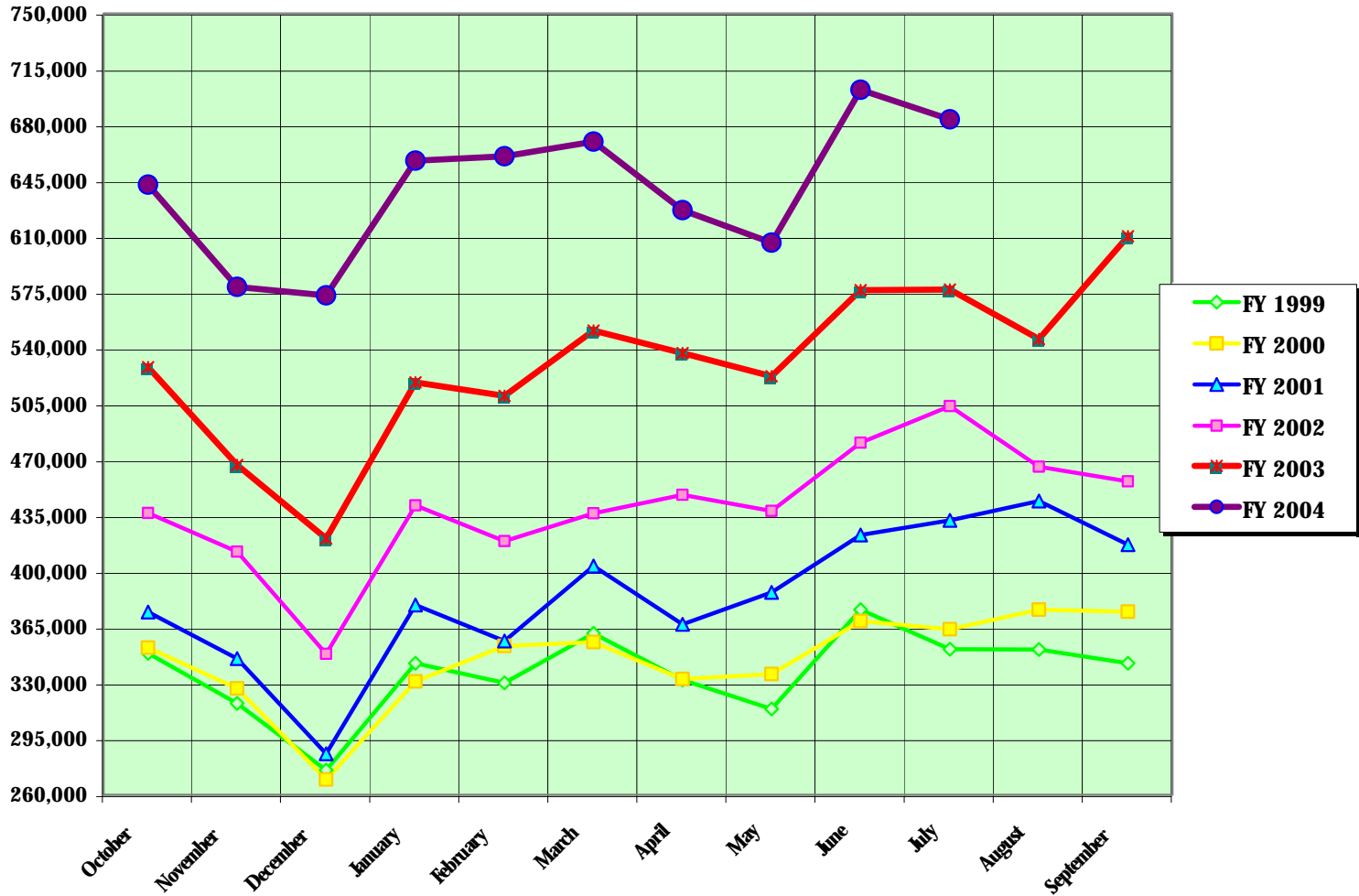
#### **Library Activity**

We are still working on our strategy for compiling patron numbers. An adjustment has been made to numbers for Active Registered Cards in the system reported last month. All months since the migration have been adjusted to reflect a consistent search strategy. This number now reflects the number of cards in our database with an expiration date between the first day of the month for the current year and the last day of the month four years forward.

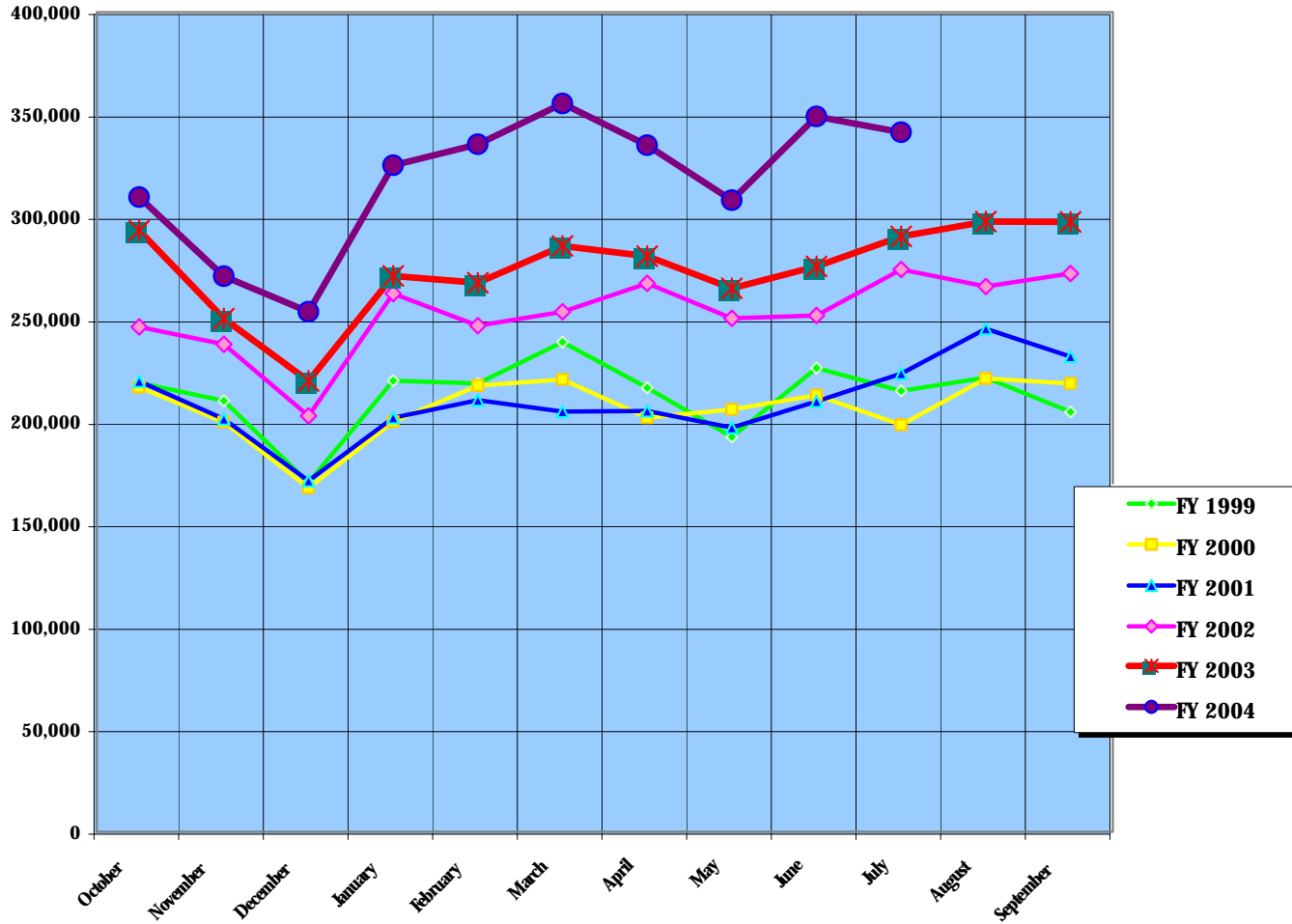
#### **[WWW.OCLS.INFO](http://WWW.OCLS.INFO)**

We have launched a new 12 part English as a Second Language Streaming Video Series from Standard Deviants. The series is designed to help those learning English as a Second Language AND is also great for those brushing up on grammar! Each video is approximately 30 minutes in length. Take a look by visiting [www.ocls.info](http://www.ocls.info) and look for the Standard Deviants logo.

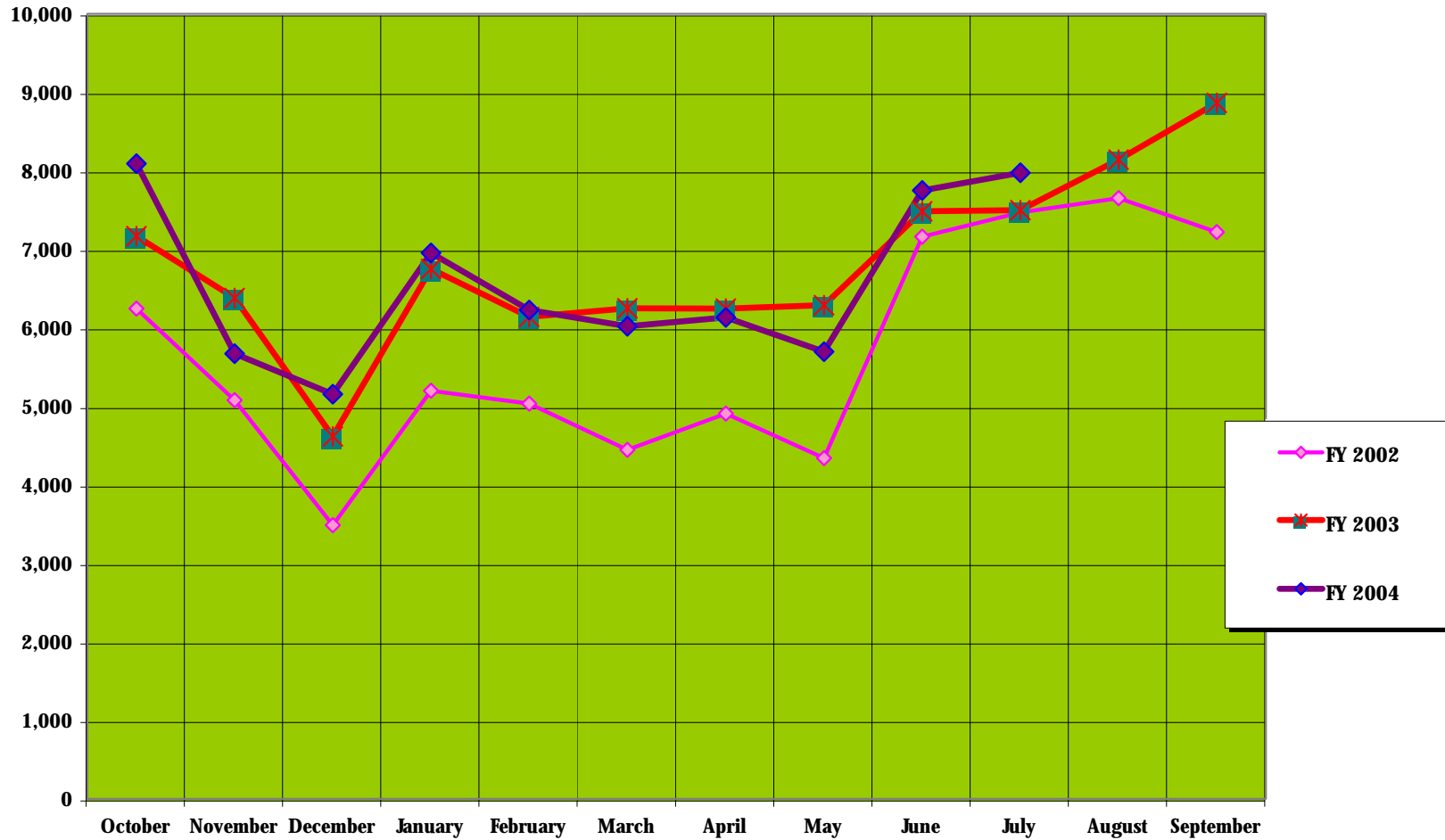
**ORANGE COUNTY LIBRARY SYSTEM  
CIRCULATION  
Fiscal Year 1999 Through Fiscal Year 2004 TO Date**



**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	Jul-04	Jul-03	% of Change	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	186,623	141,230	32.14%		143,639		156,832	1,667,584	1,703,946
<b>Branches</b>	340,887	306,955	323,463	308,687	393,268	349,850	372,016	340,589	9.23%		317,229		356,745	3,489,226	3,669,139
<b>MAYL</b>	40,739	44,887	42,770	42,634	57,286	46,850	58,076	60,975	-4.75%		52,125		53,289	473,848	537,515
<b>Electronic</b>	83,760	40,974	76,031	30,601	71,780	27,063	66,836	30,161	121.60%		29,087		39,336	760,017	407,348
<b>Talking Books</b>	413	3,738	319	4,146	438	3,752	341	3,766	-90.95%		3,758		3,993	9,868	45,953
<b>Total</b>	626,494	536,958	606,370	522,372	701,993	576,449	683,892	576,721	18.58%		545,838		610,195	6,400,543	6,363,901
<b>Door Count</b>															
<b>Main</b>	58,954	71,740	58,195	69,000	65,602	64,384	62,215	67,564	-7.92%		80,439		70,371	641,036	829,262
<b>Branches</b>	276,023	209,201	232,310	196,250	283,512	211,523	279,198	222,989	25.21%		217,309		227,323	2,525,725	2,464,762
<b>Total</b>	334,977	280,941	290,505	265,250	349,114	275,907	341,413	290,553	17.50%		297,748		297,694	3,166,761	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	Jul-04	Jul-03	% of Change	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	13,633	10,572	28.95%		8,694		11,447	123,530	127,976
<b>Total # of Programs</b>	405	367	376	329	414	405	423	391	8.18%		311		405	4,094	4,396
<b>Community Events Attendance Total</b>	2,996	N/A	7	N/A	896	N/A	493	N/A	N/A		N/A		N/A		
<b>Total # of Community Events</b>	21	N/A	779	N/A	3	N/A	3	N/A	N/A		N/A		N/A		
<b>StoryLine**</b>	371	1,096	472	747	-	799	452				731		578	4,646	11,632
<b>Class Attendance</b>	1,125	398	561	415	1145	415	1,234	493	150.30%		601		556	7,922	4,461
<b>Total # of Classes</b>	249	91	129	106	233	94	252	107	135.51%		115		123	1,882	926
<b>QuestLine</b>	15,570	15,251	13,583	14,476	15,209	15,965	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	9,971,756	6,253,471	59.46%		6,100,904		6,300,302	79,513,668	74,675,498
<b>P.C. Sessions</b>	63,112	44,271	60,124	43,024	64,706	43,024	66,685	51,313	29.96%		51,313		57,335	591,136	534,025
<b>Number of Active Registered Cards in the System</b>	289,406	257,783	290,595	261,323	296,191	264,606	297,940	267,799	11.26%		271,471		275,179		
<b>New Patron Registrations</b>	6,134	6,245	5,696	6,289	7,750	7,484	7,977	7,500	6.36%		8,144		8,865	65,671	81,832
<b>Total Registered Borrowers</b>	722,516	N/A	728,761	N/A	735,474	N/A	743,310	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	Jul-04	Jul-03	% of Change	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	508,807	193,819	162.52%		198,230		211,608	3,092,621	2,216,987
Online Renewals	73,009	62,337	79,866	59,002	83,849	59,797	87,401	64,477	35.55%		66,575		68,886	759,546	714,015
Online Reference Questions	450	420	191	425	246	466	275	454	-39.43%		290		330	3,335	4,848
Live Chat Questions	92	N/A	63	N/A	85	N/A	73	17	329.41%					N/A	N/A
Total Online Reference Questions	542	N/A	254	N/A	331	N/A	348	471	-26.11%					N/A	N/A
Online Requests	45,966	28,595	45,286	31,939	52,893	36,839	54,221	33,487	61.92%		35,115		39,228	408,023	369,235
Online Suggestions	146	112	86	96	88	102	30	91	-67.03%		66		83	1,041	1,049

# Orange County Library System

## Circulation Statistics

### July 1, 2004 - July 31, 2004

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain Loss	%Gain Loss	Total Visits	Year Ago	Gain/ Loss	% Gain/ Loss
Main	29	186,623	27.29%	141,230	45,393	32.14%	62,215	67,564	(5,349)	-7.92%
MAYL	21	58,076	8.49%	60,975	-2,899	-4.75%	N/A	N/A	N/A	N/A
Electronic		66,836	9.77%	30,161	36,675	121.60%	N/A	N/A	N/A	N/A
Talking Books	22	341	0.05%	3,766	-3,425	-90.95%	N/A	N/A	N/A	N/A
West Oaks	29	38,536	5.63%	33,669	4,867	14.46%	19,831	20,809	(3,419)	-16.43%
Herndon	26	37,467	5.48%	35,576	1,891	5.32%	28,133	23,250	7,374	31.72%
Alafaya	29	49,633	7.26%	45,557	4,076	8.95%	26,314	20,759	7,738	37.28%
Southeast	26	29,957	4.38%	28,148	1,809	6.43%	25,425	18,576	7,879	42.41%
Hiawassee	26	20,588	3.01%	21,600	-1,012	-4.69%	22,458	17,546	482	2.75%
Southwest	26	36,640	5.36%	32,800	3,840	11.71%	28,887	21,976	4,388	19.97%
Edgewater	26	26,905	3.93%	23,817	3,088	12.97%	19,233	24,499	(1,318)	-5.38%
North Orange	29	36,882	5.39%	33,863	3,019	8.92%	29,275	20,551	6,174	30.04%
South Creek	29	41,089	6.01%	38,358	2,731	7.12%	20,843	23,101	6,674	28.89%
South Trail	26	18,435	2.70%	16,622	1,813	10.91%	22,826	14,169	16,928	119.47%
West Orange	23	12,668	1.85%	11,557	1,111	9.61%	9,978	5,898	2,907	49.29%
Windermere	23	14,711	2.15%	12,979	1,732	13.34%	14,550	7,071	9,766	138.11%
Washington Park	23	8,505	1.24%	6,043	2,462	40.74%	11,445	4,784	6,661	139.23%
<b>Total</b>	<b>413</b>	<b>683,892</b>	<b>100.00%</b>	<b>576,721</b>	<b>107,171</b>	<b>18.58%</b>	<b>341,413</b>	<b>290,553</b>	<b>50,860</b>	<b>17.50%</b>

**NUMBER OF SEARCHES**

July 2004

FISCAL YEAR 2004	OCT 2003	NOV	DEC	JAN 2004	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD
ALLDATA Online	1,349	1,096	1,323	1,850	1,553	1,382							8,553
Ancestry Plus	465	431	348	397	476	515	771	559	543	479			4,984
Associations Unlimited	238	219	146	395	253	482	503	126	456	195			3,013
Auto Repair Reference Center													0
Biography & Genealogy Master Index	391	279	196	408	346	227	234	120	211	211			2,623
Biography Resource Center	5,638	5,287	5,548	6,012	11,488	5,814	6,361	3,259	1,970	1,776			53,153
Business & Company Resource Center	4,131	2,536	2,926	3,203	3,259	3,660	3,410	1,979	3,559	1,818			30,481
Cerebellum Online Videos				341	229	334	160	211	219	128			1,622
Chapter-A-Day Online Book Club	28,260	28,840	33,500	35,240	36,060	36,280	36,200	36,400	37,820	38,140			346,740
Classical.com				543	420	105	129	138	73	93			1,501
Computer Database	156	121	155	153	119	249	124	129	93	111			1,410
Consulta	156	8	82	29	57	27	8	25	20	5			417
Countrywatch	954	1,252	1,061	1,154	905	1,026	Not avail.	2,365	Not avail.	Not avail.			8,717
Dun & Bradstreet International	60	51	70	72	95	161	157	122	138	137			1,063
Expanded Academic ASAP	480	549	263	367	466	504	382	242	705	507			4,465
First Search	2,735	2,023	2,202	2,639	2,397	2,288	2,041	1,976	1,955	2,442			22,698
General Business File ASAP	259	185	101	102	373	196	95	75	134	137			1,657
General Reference Center Gold	3,476	3,267	2,135	2,417	3,542	2,845	2,746	1,583	2,292	2,617			26,920
Health Reference Center	373	510	426	196	393	326	344	335	381	368			3,652
Health & Wellness Resource Center	2,596	2,532	2,348	1,553	2,352	2,020	1,890	2,119	1,684	1,302			20,396
HeritageQuest Online	2,787	2,489	1,978	2,711	3,169	6,261	1,022	491	655	278			21,841
Info Trac OneFile	2,352	2,497	1,565	1,849	2,734	3,051	2,080	1,401	1,567	1,990			21,086
Informe	11	8	11	6	13	12	13	2	28	3			107
Junior Edition - K12	263	142	92	151	190	98	106	37	36	27			1,142
Kid's Edition - K12	453	375	184	222	606	252	352	158	61	143			2,806
Learnatest	457	349	247	435	665	431	599	511	538	443			4,675
Literature Resource Center	2,322	2,689	2,317	2,842	4,318	4,924	5,375	2,332	1,480	943			29,542
Mergent Online		Not avail.	Not avail.	9	44	40	32	25	66	16			232
Morningstar	141	115	150	270	997	1,064	1,235	1,274	1,079	1,111			7,436
NetLibrary				320	355	254	279	387	323	272			2,190
Novelist	926	939	614	910	640	93							4,122
Online Homework Help	214	176	138	168	176	215	184	180	91	34			1,576
Opposing Viewpoints Resource Center	1,579	1,043	994	1,687	2,146	2,284	2,678	1,059	848	1,143			15,461
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	513			7,305
Prices4Antiques	84	96	99	68	119	157	98	126	364	106			1,317
Professional Collection	113	193	101	48	143	88	77	51	62	36			912
ProQuest Newspapers (Oct 2003-Mar 2004	377	268	199	290	450	366	5,548	6,273	5,286	3,508			22,565
Reference USA	4,330	3,374	3,641	4,640	4,945	4,840	3,824	3,475	4,218	3,975			41,262
Rosetta Stone	592	272	151	430	427	421	366	687	367	503			4,216
SIRS Knowledge Source	498	517	386	395	467	504	530	1,185	296	465			5,243
Student Edition - K12	246	94	53	145	179	142	181	91	31	33			1,195
Tumblebooks	598	Not avail.	336	439	292	702	254	168	244	122			3,155
What Do I Read Next?	193	226	195	169	608	734	441	477	546	449			4,038
Worldbook Online	223	152	249	256	225	184	311	465	461	257			2,783
<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>66,836</b>			<b>762,015</b>

**Orange County Library System  
Board of Trustees Meeting  
Thursday, September 9, 2004**

**Action Items**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, September 9, 2004**

**Board of Trustees Meeting  
Schedule FY 2005**

**Meeting Schedule for the  
Orange County Library District Board of Trustees  
2004 - 2005**

**All meetings are scheduled for 7:00 p.m. the second Thursday of the month.  
Meetings held at the Orlando Public Library will be  
in the Albertson Room on the third floor.**

**October 21, 2004  
Orlando Public Library  
101 East Central Boulevard  
Orlando, Florida 32801**

**November 11, 2004  
Southeast Branch Library  
5575 South Semoran Blvd.  
Orlando, Florida 32822**

**December 9, 2004  
Orlando Public Library  
101 East Central Boulevard  
Orlando, Florida 32801**

**January 13, 2005  
Winter Garden Branch Library  
805 E. Plant Street  
Winter Garden, Florida 34787**

**February 10, 2005  
Orlando Public Library  
101 East Central Boulevard  
Orlando, Florida 32801**

**March 10, 2005  
Eatonville Branch Library  
200 East Kennedy Boulevard  
Eatonville, Florida 32751**

**April 14, 2005  
Orlando Public Library  
101 East Central Boulevard  
Orlando, Florida 32801**

**May 12, 2005  
West Oaks Branch Library  
1821 E. Silver Star Road  
Ocoee, Florida 34761**

**June 9, 2005  
Orlando Public Library  
101 East Central Boulevard  
Orlando, Florida 32801**

**July 14, 2005  
South Creek Branch Library  
1702 Deerfield Blvd.  
Orlando, Florida 32837**

**August 11, 2005  
Orlando Public Library  
101 East Central Boulevard  
Orlando, Florida 32801**

**September 8, 2005  
Alafaya Branch Library  
12000 East Colonial Blvd.  
Orlando, Florida 32826**

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, September 9, 2004**

**Discussion and Possible  
Action Items**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, September 9, 2004**

**Main Library Retail Space Concept**

## **Main Library Retail Space Concept**

Recently, a developer approached us about leasing approximately 14,000 square feet of the Magnolia Street side of the Main Library building. The developer in turn would lease the space out to a number of retail tenants, including possibly a casual dining restaurant and a day care center. The following are some of the issues which would need to be addressed as part of any potential agreement with the developer:

- Location of the leased space in the building
  
- Interior and exterior design of the leased space
  
- Access to the leased space from Magnolia Street, including after hours access
  
- Architect and contractor selection
  
- Approval of tenants
  
- Lease terms, including rent and term

Based on preliminary discussions thus far, the developer would pay for the entire cost of the construction.

Before progressing further with this concept, we first wanted to discuss the issue with the Library Board.

**Orange County Library System  
Board of Trustees Meeting  
Thursday, September 9, 2004**

**Information**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, September 9, 2004**

**Director's Report**

## **Director's Report September 2004**

\_ Fallout from Hurricane Charley:

SW Branch at Dr. Phillips suffered extensive roof damage. A large part of the roof blew off and large amounts of water entered the building. The main central area was saturated with water. Damage was done to the structure and contents. On the structural side, the list includes the roof, the attic insulation underneath, insulation around the air conditioning duct work, ceiling tiles, possibly the ceiling light grid, upper story drywall, and carpet. There may be additional issues in the upper story space such as wood decking or rafters. On the contents side, the list includes tables, chairs, display fixtures, computers, and library materials. It may be necessary to remove the ceiling grid and lighting system in order to replace the insulation and fix ductwork and of course the walls. These repairs will be extensive. After some discussion, the Dr. Phillips Foundation, our landlord has arranged for a new roof and the insulation is being replaced. Their vendors have promised to work on the building daily until the work is completed. Our wooden furniture has been sent out for refinishing. We will need to replace 2 or 3 display fixtures, the computers, and the central part of the carpet. We are in the process of cleaning the DVD's and CD's. Library books and magazines damaged by water are a total loss. We have already incurred costs for the dehumidifiers and cleaning services from Stanley Steamer. We are trying to work with the landlord, the Dr. Phillips Foundation and our insurers to resolve the costs. For now, the Southwest Branch is closed, pending repairs. Staff assigned to the SW Branch have been assigned to work at alternate locations.

The SE Branch suffered damage to the sign on route 436 (Semoran Blvd.).

We have been advised by our roofing architect to delay for 30-90 days our bidding for the roof contract at Main. Roofing contractors will be quoting higher prices to do our building now, knowing other work they will be forgoing. Materials for roofing are getting difficult to find. We intend to bring the bids to the January board meeting.

\_ Early Voting for the August 31<sup>st</sup> Primary Election started on Monday, August 16<sup>th</sup> and ran through Monday, August 30<sup>th</sup>. The following OCLS locations were Early Voting Sites: North Orange, South Creek, West Oaks, Alafaya, Southeast and Washington Park. The Supervisor of Elections staff were on site to serve as poll workers each day. It was a good experience and we were happy to help with this important community function. We had additional locations serve as polling places on election day. Senate candidate (and ex-library employee Mel Martinez) dropped in at our Herndon Branch to vote on election day!

\_ The Library received a thank you from Bill Cowles, Supervisor of Elections. He also offered his appreciation and gratitude to all of our staff members who have made their experiences pleasurable. He sent a special kudos and thanks to the staff at the Alafaya Branch. Employees at Alafaya endured multiple power outages and despite the discomfort and less than optimal conditions, the Alafaya Branch staff made the poll workers feel welcomed. He went on to say that he appreciated their (Alafaya) efforts to accommodate the election.

Preliminary numbers indicate that 291 Orange County Voters used our locations as an early Voting site!

Orlando Public Library - 44; North Orange Branch - 89; West Oaks -76; Alafaya Branch - 4; South Creek Branch - 37; South East Branch - 25 and Washington Park – 16.

\_ Thanks so much to all of the staff who put on your aprons and baked the wonderful and special goodies for the United Way bake sale. The Library made \$328! This was over triple what we made last year! Thanks to a generous staff, we had lots of fun and made a difference for a very good cause. The Library very much appreciates the contributions of the staff bakers, knowing how hard it is to find the time (and the energy) to make delicious and attractive treats like those available at the sale.

A special staff Breakfast auction was held 2 September at the Managers Meeting. Over \$600 in funds were collected for United Way. That same day, for the payment of a \$5.00 donation to United Way, staff could order up a fresh and elegant breakfast to be served by a manager to a staff member of their choosing. Staff and managers enjoyed some delicious breakfasts and raised funds for United Way as well. Special thanks to the cooks of the Admin Team for their culinary delights, and to Yvonne Pierre for coordinating both these efforts.

\_ The Citizen's Commission for Children, a division of Orange County Health and Family Services Department has selected Jessica Suguichi, from the South Trail branch to receive an honorable mention in the Children Must Count Award, for her efforts on behalf of the BLAST after school tutoring program at the South Trail branch. She will receive the award at a special ceremony on 8 September at the Downtown Marriott Expo Center. We are very proud of Jessica and extend a hearty congratulations to her on this honor!

\_ The Library is very pleased to announce the selection of the group of *Ready, Set, Go!* participants! These staff members have applied for the special training to get to the next level of library service:

1. Jamie Conklin (Library Central)
2. Ashley Donofrio (CRC)
3. Cherilyn Hernandez (Library Central)
4. Betsy Nieves (Herndon)
5. Wendy Nowell (Alafaya)
6. Michael Onsyko (Hiawassee)
7. Joe Vaught (Library Central)
8. Hope Wymer (Edgewater)
9. Kim Peters (Special Collections)

This is a first time ever program and we would like to extend a big congratulations to those selected. We applaud them for their commitment. This looks like a great first group! We are hoping this program can be offered again. We had limited space in the program. In the event the program is offered again, other employees can be re-considered.

Video format collection development: As went the music cassette after the introduction of the compact disc, so seems to be going the video in comparison to the DVD. According to the July 2004, Video Business,<sup>1</sup> "For every \$10 spent on the purchase and rental of home video, \$8.40 of it goes to DVD."

Over the last year the Library has shifted our spending from video (VHS) to DVD with great success. These collections, though smaller than our older and therefore more deeply developed VHS collections have been very popular with the public as exhibited by the circulation figures.

	DVD	VHS
Circ Year to Date (from 3/15/2004)	333,795	328,705
Size of Collection	38,707	79,847

We are yielding a significant number of circulations from the smaller DVD collection. Based on home video industry trends, the interests of our own users and the availability of materials in the DVD format, the Library will cease adding titles in the VHS format to our collection for the coming fiscal year. Indeed in the current fiscal year VHS spending was less than 1 % of our total materials budget while DVD spending was 11%.

We feel that continuing to place dollars in a format in its sunset is not the appropriate use of our precious materials resources.

The Director has been selected to serve as a member of the Urban Library Council's LSSI Award of Excellence in Library Management and the ULC Dynix Urban Player Award Committee. The Committee serves as a jury in selecting an annual winner for each award. OCLS won the LSSI Award of Excellence in Library Management in 2003 for its Spectrum program.

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<sup>1</sup> Video Business July 12, 2004, v 24 i28 p32 (1)



## **Programs and Events: September/October**

Central Florida Reads *Before Women Had Wings* by Connie May Fowler kicks off on September 11 at the Friends of the Library Second Saturday program **Wings Over Florida** with Tom Williams from the Orange Audubon Society presenting a talk and slide program about Florida birds with emphasis on the birds mentioned in Fowler's book. Live falcons will be here too. The main Library and some Branches will be having book discussions in September and October. The October Second Saturday program features Steven Deli owner of the Orlando Harley-Davidson. He will talk about *The Wings of Harley, Saving a Great American Icon* and bring some motorcycles too. Read *Before Women Had Wings* to discover the Harley connection. The Library is also hosting an information fair on domestic violence in connection with Connie May Fowler's book that explores abuse and survival from a child's point of view.

A number of Libraries across the country have contacted us about our technology, reference service, Library Central and CF Reads. Columbus Metropolitan Library asked about Vocera and became interested in OLIVE as well. Librarians from Tampa Hillsborough County Library are visiting at the end of September to see our new areas of renovation and the flow of our reference service. Libraries in Virginia, Illinois, and Florida have asked about how we conducted our one book, one community, asking for advice, and choosing Homer Hickam and Patrick Smith to read and their communities.

The Library has just posted English as a Second Language Streaming Video on Demand from the Standard Deviants on our web site. Written by professional English as a Second Language instructors, each 30-minute video covers a different part of speech, including pronouns, prepositions, adjectives, present tense, past tense, days/time, verbs, and more. Also, remind the students you know about Live Homework Help on the website with tutors in English and Spanish for math, science, social studies and English.

Mark your calendars for the Friends annual fall book sale...Frida and Saturday, September 17 and 18. Friends members are invited to the preview sale on Thursday evening. Almost everything is half-price and they have loads of children's books.

Teens are invited to participate in It's Alive @ Your Library during Teen Read Week, October 17 through 23. Activities include a mystery/horror short story writing contest, spook stories from the Ghost Society, movies at the Horror Film Fest; Beyond Belief: Urban Legends Fact or Fiction program plus help with math skills and information on scholarships for college degrees.

Authors at the Library in September and October include Kimberly Williams, *Alexandria and the Sea*; Walter (Buckie) Allen, *A Place for Me*; Marsha Bertrand, *A Woman's Guide to Savvy Investing*; Karen Potter, romance writer; and Dotti Wynn, *Live Life! Love Life!*

**Orange County Library System  
Board of Trustees Meeting  
Thursday, September 9, 2004**

**Winter Garden Project Summary**

# Winter Garden Project Summary

Aug 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	2,212,549	1,915,888
Carpet	35,000	26,085	0
Impact & Permit Fees	40,000	25,000	22,594
Testing	8,000	12,000	10,666
Other	10,000	4,000	2,001
Construction Total	<u>2,193,000</u>	<u>2,279,633</u>	<u>1,951,149</u>
Contingency	207,000	118,219	
<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>2,091,975</u></u></b>

**Projected Construction Completion Date: Nov 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	-4,934
CO #10 - Site issues (in process)	15,874
Total	<u>2,212,549</u>

## **Winter Garden Project Summary**

### **August 31, 2004**

On the positive side, the branch did not really suffer any damage from Hurricane Charley. Further, most of the paving and curbing have been installed.

The critical path items are water and sewer site issues, including the related permits with the Department of Environmental Protection (DEP). Before our contractor, APM, can proceed with this work, clarification on certain issues must first be obtained from the City of Winter Garden, which is requiring the work. Our architect, Harvard Jolly, is working with the City to get clarification. Once the work is done, our engineer must submit the appropriate documentation to the City for approval and then a permit must be requested from DEP. This entire process could take up to 8 weeks, which puts the substantial completion date some time in November.

On the interior, not a lot of progress was made during the month of August. The terrazzo floor material is on order and expected to be delivered in the next week. Options to resolve the glass wall issue are being pursued by APM.

**Orange County Library System  
Board of Trustees Meeting  
Thursday, September 9, 2004**

**Holiday and Closed Day  
Calendar FY 2005**



**101 East Central Boulevard**  
**Orlando, Florida 32801-2471**  
**phone: 407.835.7311**  
**fax: 407.835.7648**  
**website: [www.ocls.info](http://www.ocls.info)**

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

## **Holidays & Closed Days: Fiscal Year 2005** **October 1, 2004 – September 30, 2005**

<b>Holidays</b>	<b>Closed Dates</b>
Veteran's Day	Thursday, November 11, 2004 – Library Staff Development Day
Thanksgiving Day	Thursday, November 25, 2004 (H) Friday, November 26, 2004 (H)
Christmas	Friday, December 24, 2004 Saturday, December 25, 2004 (H)
New Year's	Friday, December 31, 2004 Saturday, January 1, 2005 (H)
Martin Luther King Jr.'s Birthday	Sunday, January 16, 2005 Monday, January 17, 2005 (H)
Easter	Sunday, March 27, 2005
Memorial Day	Sunday, May 29, 2005 Monday, May 30, 2005 (H)
Independence Day	Sunday, July 3, 2005 Monday, July 4, 2005 (H)
Labor Day	Sunday, September 4, 2005 Monday, September 5, 2005 (H)

(H) = 8 Hours Staff Holiday Pay

**Orange County Library System  
Board of Trustees Meeting  
Thursday, September 9, 2004**

**Public Comment:  
Non-Agenda Items**