

**Orange County Library System
Board of Trustees**

Board Packet for January 2005



**101 East Central Boulevard
Orlando, Florida 32801-2471
phone: 407.835.7611
fax: 407.835.7648
website: www.ocls.info**

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

January 7, 2005

To: Sara Brady, President
James B. Tyson, Vice President
Gloria Fernandez, Trustee
Thomas Kohler, Trustee
Matthew Pardy, Trustee

The Honorable Richard T. Crotty, Chairman of the Library Governing Board, Members of the Governing Board, Commissioners Teresa Jacobs, Bob Sindler, Mildred Fernandez, Bill Segal, 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, January 13, 2004, at the **West Oaks Branch Library; 1821 E. Silver Star Road; Ocoee, Florida 34761; 407.521-3330.**

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
Nancy Jacobson, Liaison, City of Orlando

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
January 13, 2005
West Oaks Branch Library
1821 E. Silver Star Road
Ocoee, Florida 34761
407-521-3330

- 05-001 I. **Call to Order**
- 05-002 II. **Public Comment**
Public comments of items listed on the agenda will occur just prior to the Board's discussion and possible action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda.
- If a request is made for written comments to be included in the official record of this meeting, it is helpful if the requestor is able to provide the comments in an electronic format. However, this is not required. This is to ensure the completion and accuracy of the official record when posted on the Library's website, www.ocls.info . For more information, contact Milinda Neusaenger at 407.835.7611 or neusaenger.milinda@ocls.info .
- 05-003 III. **Approval of Minutes: Library Board of Trustees Meeting – December 9, 2004**
- 05-004 IV. **Staff Presentation: The Price is Right**
- 05-005 V. **Financial Statements and Summaries: Presentation of Annual Financial Statements – Fiscal Year Ending September 30, 2004**
- 05-006 VI. **Statistics and Summaries: December 2004 Reports**
- 05-007 VII. **Action Items**
- 05-008 **Consent Agenda**
- 05-009 **Eatonville Branch Lease Agreement**
- 05-010 **Materials Management Policy**
(Addresses Goal 2; Objective 4 of the Strategic Plan)
- 05-011 **Contractor Ranking: Third Floor Renovation Project**
(Addresses Goal 1; Objective 4 of the Strategic Plan)
- 05-012 **Non-Consent Agenda**
- 05-013 **Fee Schedule for Reference Services**
(Addresses Goal 2; Objective 3 of the Strategic Plan)
- 05-014 VIII. **Discussion and Possible Action Items**

- 05-015 **Strategic Plan Update: Matthew Pardy**

- 05-016 IX. **Information**

- 05-017 **Director's Report**

- 05-018 **Winter Garden Project Summary**

- 05-019 **Cherry Bekaert & Holland C.P.A. Audit Information Documents**

- 05-020 **Public Comment: Non-Agenda Items**

X. **Adjournment**

**Next Meeting Dates: 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.**

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, January 13, 2005**

Call To Order

Orange County Library System Board of Trustees Meeting Thursday, January 13, 2005

Public Comment

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**Orange County Library System
Board of Trustees Meeting
Thursday, January 13, 2005**

**Approval of Minutes: Library
Board of Trustees Meeting –
December 9, 2004**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
December 9, 2004
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407-835-READ (7323)

- 04-220 I. **Call to Order**
Board Members Present: Sara Brady (12/1); James Tyson (12/0); Gloria Fernandez (12/0); Tom Kohler (12/1); Matthew Pardy (10/0)
- Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Eric Atkinson; Marilyn Hoffman; Craig Wilkins; Sally Fry; Kathryn Robinson; Milinda Neusaenger
- President Brady called the meeting to order @ 7:00 p.m.
- 04-221 II. **Public Comment**
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- 04-222 III. **Approval of Minutes: Library Board of Trustees Meeting – November 11, 2004**
Vice President Tyson, seconded by Trustee Fernandez, moved to approve the November 11, 2004 meeting minutes.
Motion carried 5-0.
- 04-223 IV. **Staff Presentation: Razzle Dazzle – Sheri Chambers**
Web Content Manager, Sheri Chambers, gave an overview presentation of the newest technology that is available or is forthcoming on www.ocls.info . **SitePals:** These are animated characters that verbally communicate any message desired and can be customized by age, gender, race, hair. Animal characters are available as well. **My Reading History:** This is an optional feature, that customers can choose to activate, which will create a bibliography of previously checked-out titles. **Save Preferred Searches:** This feature will be available soon on the website and will allow customers to log into their account, save search results and then email these to OCLS. Once a month, a list of books meeting the customer's criteria will be emailed to them.

Self Online Registration: Customers are able to register online for a library card. Borrowing privileges are not available immediately, only after the information is submitted into the database. Once this occurs, an unverified card is sent to the customer. The card can be changed to verified status by providing one of the accepted types of identification. Information Systems Manager, Eric Atkinson, spoke briefly about the forthcoming signature capture feature, which will save customers' signatures within their accounts instead of archiving the paper version of the applications.

- 04-224 V. **Financial Statements and Summaries: November 2004**
Comptroller Bob Tessier briefly discussed the rising costs of health insurance and stated additional plan information was provided in the packet.
- 04-225 VI. **Statistics and Summaries: November 2004 Reports**
Assistant Director Debbie Moss spoke briefly regarding the monthly door counts. Brief discussion ensued.
- 04-226 VII. **Action Items**
- 04-227 **Consent Agenda**
Trustee Kohler, seconded by Vice President Tyson, moved to approve the items on the Consent Agenda.
Motion carried 5-0.
- 04-228 **January 13, 2005 Board of Trustee Meeting Location Change – from Winter Garden Branch to West Oaks Branch**
The Board approved the change of venue for the January 2005 Board of Trustee Meeting.
- 04-229 **May 12, 2005 Board of Trustees Meeting Location Change – from West Oaks Branch to Winter Garden Branch**
The Board approved the change of venue for the May 2005 Board of Trustee Meeting.
- 04-230 **Roof Contractor Recommendations
(Addresses Goal One; Objective Four of the Strategic Plan and is included in the Budget)**
The Board awarded the Main Library re-roof contract in the amount of \$993,000 to Weiss & Woolrich and authorized the application of the appropriate limits in the Library's Purchasing Policy to any change orders.
- 04-231 **Non-Consent Agenda**
- 04-232 **Personnel Committee: Acceptance of Meeting Minutes; November 17, 2004**
Trustee Fernandez, seconded by Trustee Kohler moved to accept the Personnel Committee Meeting Minutes. Motion carried 5-0.
- 04-233 **Personnel Committee: Director's Evaluation**
Trustee Fernandez, Personnel Committee Chair, stated that the Committee met on

November 17th to discuss Director Hodel’s performance evaluation for 2004. Trustee Fernandez stated that the Committee’s recommendation is to increase Director Hodel’s annual salary by \$10,000 and to increase her annual vacation accrual from three weeks to four weeks. Trustee Fernandez stated that Director Hodel’s employment contract will need to be amended in order to include the additional week of vacation.

Trustee Fernandez, seconded by Trustee Kohler, moved to accept the Personnel Committee’s recommendations. Motion carried 5-0.

Trustee Fernandez, seconded by Trustee Pardy, moved to authorize the amendment of Director Hodel’s employment contract. Motion carried 5-0.

Trustee Kohler requested that Director Hodel come back to the Board with her goals for 2005, so that the Board can agree on them and ensure these are in concurrence with the Strategic Plan. Trustee Kohler, seconded by Vice President Tyson, moved to table Director Hodel’s goals for 2005 until a forthcoming meeting. Motion carried 5-0.

Trustee Kohler thanked Director Hodel for her leadership and in keeping OCLS on the cutting edge of service and technology.

Director Hodel thanked the OCLS Staff and the Administrative Team for their hard work and efforts.

04-234

**Collective Bargaining Agreement Ratification
(Addresses Goal 4 of the Strategic Plan)**

Human Resources Manager Carla Fountain, gave a summary of the recently negotiated Collective Bargaining Agreement. The Collective Bargaining Agreement was negotiated by the library’s Bargaining Team (Mary Anne Hodel, Debbie Moss, Carla Fountain, Craig Wilkins and legal counsel Al McKenna), and the SEIU, Local 8.

Trustee Kohler, seconded by Vice President Tyson, moved to ratify the Collective Bargaining Agreement. Motion carried 5-0.

04-235

VIII. **Discussion and Possible Action Items**

04-236

Meeting Room Policy Revision

Community Relations Managers Marilyn Hoffman, stated that special requests have been made from various groups regarding meeting room usage. Some groups have requested permission for food service, special room set up, and the use of equipment. She further stated that while keeping the meeting rooms in good shape, these requests could be a revenue opportunity for premium services. Discussion ensued regarding possible revisions to the Meeting Room Policy to include a fee schedule for special accommodations requested of groups. Trustee Kohler suggested a three tiered policy to include parameters for room only requests, brown bag lunch requests and catered meal requests. Vice President Tyson suggested that the Administration return to the Board with some options to explore regarding catering as well as a potential RFP for caterers.

04-237 IX. **Information**04-238 **Director's Report**

?The Library has been honored to receive notice that a Certificate of Achievement for Excellence in Financial Reporting has been awarded to the Library for its comprehensive financial report. The certificate is awarded by the Government Finance Officers Association of the United States and Canada (GFOA) and is the highest form of recognition in the area of governmental accounting and financial reporting. Its attainment represents a significant accomplishment by a government and its management. The person responsible for this achievement is Bob Tessier and it is testament to his dedication to meeting the high standards of the program and his enthusiastic demonstration of "constructive spirit of full disclosure."

? Members of our staff are making presentations tomorrow morning, Friday 10 December on our Central Florida Memory project at the Central Florida Library Consortium Board Meeting.

? We have added a new webpage, Pearl Harbor Remembered, with various links to Pearl Harbor information, including the memorials, the historical background, the actual attack and other related information. Thanks to Vanessa Neblett, Cassie Shivers, and Nils Thingvall.

? We have new Hanukkah, Christmas, and Kwanzaa Reading List on our webpage under Recommend Reading. Thanks to Cassie Shivers and Kristen Hambrick.

? Martha Jiminez, Technical Customer Support Specialist in the Computer Resource Center attended a nationwide training effort centered around serving Spanish speaking populations, particularly in the area of technology. The project was sponsored by the Gates Foundation.

She will be providing this training on 25 January to a range of our own staff: managers, librarians, customer service staff, and technical customer support specialists.

Vice President Tyson, seconded by Trustee Kohler, moved to approve January 22, 2005 as the Opening Day of the Eatonville Branch Library. Motion carried 5-0.

04-239 **Winter Garden Project Summary**04-240 **Public Comment: Non-Agenda Items**

Claire Stephens – Orange County Resident spoke regarding the *Age Requirement in the Children's Areas and Club Central Policy*. As requested by Ms. Stephens, her comments and a letter from Nancy Bardoe are included, verbatim, as follows:

The recent decision by the Orange County Library System to ban childless adults from the children's section frustrates me deeply. The clear implication of this ban - a childless adult in the children's section is up to no good - could not be farther from the truth. There are many legitimate reasons for a lone adult to be in the children's section. For example, many educators make frequent use of library resources. A friend of mine goes in to get books for her grandchildren. College students use the children's section as a resource when pursuing degrees in education and other

disciplines. What about the working parent who stops by to pick up a few books to read to their children at home later that evening? Under this new policy - no children, no admission.

The library administration assures the public this is not true; so what type of access are they offering? Limited and discouraging are two words that come to mind. A staff member told me I could be in the area but could not sit down at a table. In other words, no browsing, no stopping to read or following the lead of one good book to another by the same author. Get your books and go, but where? The young adult section, also on the first floor, is restricted to teenagers. After recent remodeling, there is no adult reading space available on the main floor. Therefore, patrons must carry the books back and forth between the main and upper floors. This limits the ability to work with the wide variety of available children's literature located on the first floor. Does the patron leave the books upstairs when they are done? How long before the library staff stops this because of the extra work required to relocate children's books downstairs? The situation discourages use and even with all the 'careful wording', the message of this policy is clear. If you are a childless adult, do not come to the children's section.

I am sure this board understands the obligation of a public library to make all resources freely available to all users. This policy does not achieve that goal. I also understand there is a need to protect children in the library. Therefore, I hope the board will consider amending the policy to allow ready access for all by instituting the following simple recommendation.

Childless adults able to show valid photo identification and provide a legitimate reason to be "in" the children's section should be able to check in at the desk and be allowed to stay in the department for as long as needed without being harassed by library staff. This includes browsing, reading, sitting to take notes etc.

If the board is not willing to be flexible on this issue, please consider installing tables and chairs somewhere on the first floor for adults to use for work.

Regrettably, in the name of protecting children, the Orange County Library System has passed a discriminatory policy. I urge this board to explore other alternatives. There are simple, easy ways to protect both child and adult patrons so that everyone in the community can make use of our library system without feeling unwanted, uncomfortable or undesirable. – Claire Stephens

Letter from Nancy Bardoe, President of the Orange County Association of Educational Media

December 6, 2004

To Whom It May Concern:

Orange County Association of Educational Media is an active group of approximately 150 school librarians and library clerks who work with children and teenagers in the

*school setting, public, private and parochial. Our members consist of teacher-librarians (many with over 30 years of teaching experience), National Board Certified Teachers, and paraprofessionals. This is a dedicated, caring group of individuals whose primary joy in life is to create life-long learners and **readers**. We were very disheartened to read in the Orlando Sentinel about your new policy regarding “Age Requirements in the Children’s Areas and Club Central”.*

*As professionals, we have enjoyed a working relationship with the Orange County Public Library system for years. We feel this policy is very restricting and damaging to this long-standing relationship. Many of us like to browse the children’s books to look for titles appropriate to our collections. We understand that we still have access but this policy **greatly limits our physical access**; i.e., select titles, basket the titles, move to a table “somewhere else”, go back to the children’s stacks, start the process again, etc. I well remember hours in the children and teen sections when I was working on my Master’s degree and had to create bibliographies for my coursework. I can not imagine having to do this under your new policy. I also question how this policy will affect access, logistically, in many of the library system branches for my peers.*

*All Orange County Public Schools employees are fingerprinted and our backgrounds are checked for criminal activity. We would be glad to furnish you with a list of our membership and wear our OCPS picture employee identification badge. Please allow **fellow librarians as a professional courtesy** in the sections we are now being excluded from. At the very least adult-sized tables and chairs should be placed very near the collections to which we need access.*

We look forward to a resolution for this concern and to an ongoing professional relationship with the Orange County Public Library system.

Sincerely, Nancy Bardoe

Nicole Hugues – Talking Books Customer and Orange County Resident spoke favorably regarding the floor-indicating bells recently added to the elevators in the Main Library.

X. **Adjournment**

President Brady adjourned the meeting at 8:32 p.m.

Next Meeting Dates: January 13, 2005 – West Oaks Branch Library; 1821 E. Silver Star Road; Ocoee, Florida 34761. --- February 10, 2005 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

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**Orange County Library System
Board of Trustees Meeting
Thursday, January 13, 2005**

**Staff Presentation:
The Price is Right**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 13, 2005**

**Financial Statements and
Summaries: Presentation of
Annual Financial Statements –
Fiscal Year Ending
September 30, 2004**

Orange County Library System Financial Statement Highlights

Final Financial Statements – Year Ended September 30, 2004

Preliminary financial statements for the year ended September 30, 2004 were included in the October 2004 Board packet. All adjustments have been made and the attached are the final financial statements.

Final Operating Fund Revenue Summary

Per the attached, we budgeted \$25,972,000 for the year and actual revenues were \$26,639,000. The positive \$667,000 variance primarily resulted from the following accounts:

- Ad Valorem Taxes (\$258,000)
- Fines (\$283,000)
- Universal Services Fund Rebate (\$65,000)

Final Operating Fund Expenditure Summary

The actual results were very close to our budget. We budgeted \$28,370,000 and spent slightly less, \$27,625,000. The positive \$745,000 variance, which equates to just 2.6% of the total budget, was primarily the result of the following accounts:

- Salaries (\$466,000)
- Contingency (\$300,000)

Reserves – How Are We Doing?

Because of the above mentioned positive variances we used less of our reserves last fiscal year than we initially projected, which is good news. We budgeted to use \$2,398,000 and used \$986,000. The follow summarizes how much of our reserves we have used over the last several years:

<u>Fiscal Year End</u>	<u>Amount</u>
9/30/02	\$12,000
9/30/03	1,327,000
9/30/04	986,000
9/30/05 Budgeted	3,032,000
Total	\$5,357,000

The above does not come as a surprise. Our intent was to use our reserves to fund many of the large capital expenditures in our Strategic Plan. However, going forward the use of our reserves will need to be more limited. The reason is we need to maintain sufficient reserves to fund our operations at the beginning of each fiscal year until the tax revenues start coming in around mid November. Without sufficient reserves, we will be forced to borrow money to fund our operations every year.

Comprehensive Annual Financial Report

By law, every unit of local government in Florida, including the Library, is required to prepare annual financial statements in accordance with generally accepted accounting principles and have them audited by a licensed, independent certified public accounting firm. Our annual financial statements for the year ended September 30, 2004, together with the auditor's opinion, are included in the Comprehensive Annual Financial Report (CAFR), which is a separate document included with the Board packet.

The CAFR contains a wealth of financial information that we are required to disclose but it is not exactly the easiest document to read. Recognizing that, the following sections are a good starting point to summarize what is in the report and the financial highlights for the year:

Letter of Transmittal	pages i – iv
Management Discussion and Analysis	pages 3 – 10

More information on the CAFR will be presented at the Library Board meeting.

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Twelve Months Ended September 30, 2004
Final

05-005

	ANNUAL BUDGET	YTD ACTUAL	(12 months=100%)
AD VALOREM TAXES	22,635,232	22,892,774	101.1%
INTERGOVERNMENTAL			
Grants	50,000	23,400	46.8%
State Aid	1,482,000	1,506,792	101.7%
Law Collection Fees	250,000	200,427	80.2%
	<u>1,782,000</u>	<u>1,730,619</u>	<u>97.1%</u>
CHARGES FOR SERVICES			
Fee Cards	14,000	9,573	68.4%
PC Pass	30,000	37,650	125.5%
Classes	1,000	1,195	119.5%
Copy & Vending	170,000	177,379	104.3%
Fax	0	2,050	
Notary	0	45	
Scanner	0	33	
	<u>215,000</u>	<u>227,925</u>	<u>106.0%</u>
FINES			
Fines	650,000	933,287	143.6%
Lost Materials	70,000	89,576	128.0%
	<u>720,000</u>	<u>1,022,863</u>	<u>142.1%</u>
MISCELLANEOUS			
Interest Earnings	175,000	191,180	109.2%
Rents	5,000	1,408	28.2%
Sales of Fixed Assets	0	1,765	
Disk Sales	2,500	2,605	104.2%
Contributions - Friends of Library	162,000	119,735	73.9%
Contributions - Others	5,000	10,070	201.4%
Library Central Gala	0	26,225	
Miscellaneous	30,500	58,284	191.1%
Universal Services Fund Rebate	0	64,756	
Grants & Awards	0	23,750	
	<u>380,000</u>	<u>499,778</u>	<u>131.5%</u>
TRANSFER FM PROP APPRAISE	30,000	27,665	92.2%
TRANSFER FM TAX COLLECTO	210,000	237,068	112.9%
TOTAL REVENUES	<u><u>25,972,232</u></u>	<u><u>26,638,692</u></u>	<u><u>102.6%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Twelve Months Ended September 30, 2004

05-005

	Final		
	ANNUAL	YTD	
	BUDGET	ACTUAL	(12 months=100%)
SALARIES & BENEFITS			
Salaries	11,090,984	10,624,930	95.8%
Medicare Taxes	160,821	147,596	91.8%
Defined Contribution Plan	831,830	790,881	95.1%
Defined Benefit Plan	789,719	755,317	95.6%
Life and Health Insurance	1,568,690	1,391,580	88.7%
Worker's Compensation	134,669	105,274	78.2%
Unemployment Compensation	20,000	9,561	47.8%
Parking & Bus Passes	93,420	82,255	88.0%
	<u>14,690,133</u>	<u>13,907,394</u>	<u>94.7%</u>
OPERATING			
Professional Services	185,000	241,603	130.6%
Other Contractual Services	644,000	607,086	94.3%
Other Contract. Serv.- Janitorial	233,000	224,181	96.2%
Training and Travel	75,000	84,325	112.4%
Telecommunication	293,000	266,332	90.9%
Delivery and Postage	1,075,000	1,109,575	103.2%
Utilities	650,000	659,683	101.5%
Rentals and Leases	820,000	805,396	98.2%
Insurance	150,000	156,090	104.1%
Repair and Maintenance	587,000	693,270	118.1%
Repair & Maint. - Hardware/Softwa	205,000	218,483	106.6%
Copying/Printing	220,000	159,973	72.7%
Property Appraiser's Fee	262,000	262,425	100.2%
Tax Collector's Fee	452,000	446,986	98.9%
Supplies	750,000	674,274	89.9%
Supplies-Hardware/Software	55,000	152,568	277.4%
Contingency	300,000	0	0.0%
	<u>6,956,000</u>	<u>6,762,250</u>	<u>97.2%</u>
CAPITAL OUTLAY			
Building and Improvements	375,000	462,122	123.2%
Equipment and Furniture	275,000	466,163	169.5%
Hardware/Software	965,000	860,310	89.2%
	<u>1,615,000</u>	<u>1,788,595</u>	<u>110.7%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	13,500	9,371	69.4%
Materials - Law	210,000	199,705	95.1%
Materials - Other	3,936,500	4,321,012	109.8%
	<u>4,160,000</u>	<u>4,530,088</u>	<u>108.9%</u>
TRANSFER TO OTHER FUNDS			
Branch Debt Service Fund	417,000	409,458	98.2%
Capital Projects fund	482,000	177,000	36.7%
Sinking Fund	50,000	50,000	100.0%
	<u>949,000</u>	<u>636,458</u>	<u>67.1%</u>
TOTAL EXPENDITURES	<u>28,370,133</u>	<u>27,624,785</u>	<u>97.4%</u>

**ORANGE COUNTY LIBRARY DISTRICT
 MAIN DEBT SERVICE FUND
 Twelve Months Ended September 30, 2004
 Final**

05-005

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(12 months=100%)</u>
REVENUES			
Ad Valorem Taxes	1,207,139	1,222,240	101.3%
Interest	10,000	8,477	84.8%
Transfer From Tax Collector	13,000	12,657	97.4%
TOTAL REVENUES	<u>1,230,139</u>	<u>1,243,374</u>	<u>101.1%</u>

EXPENDITURES

Principal	1,100,000	1,100,000	100.0%
Interest	151,900	151,900	100.0%
Tax Collector's Fee	26,100	23,865	91.4%
TOTAL EXPENDITURES	<u>1,278,000</u>	<u>1,275,765</u>	<u>99.8%</u>

FUTURE DEBT SERVICE PAYMENTS

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
2005	1,150,000	104,600
2006	1,200,000	54,000
	<u>2,350,000</u>	<u>158,600</u>

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Twelve Months Ended September 30, 2004
Final**

05-005

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(12 months=100%)</u>
REVENUES			
Transfer From General Fund	417,000	409,458	98.2%
Interest	5,000	4,985	99.7%
TOTAL REVENUES	<u>422,000</u>	<u>414,443</u>	<u>98.2%</u>

EXPENDITURES

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

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
	<u>2,212,359</u>	<u>244,390</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Twelve Months Ended September 30, 2004
Final**

05-005

	ANNUAL BUDGET	YTD ACTUAL	(12 months=100%)
REVENUES			
State Construction Grant	310,000	262,000	84.5%
Proceeds-Sale of W. Orange Propert	350,000	0	0.0%
Contribution From City of Winter G	114,000	57,000	50.0%
Interest	0	2,818	0.0%
Transfer From General Fund	482,000	177,000	36.7%
TOTAL REVENUES	1,256,000	498,818	39.7%

EXPENDITURES

WINTER GARDEN BRANCH

Architect/Engineer	30,000	17,293	57.6%
Construction Contract	1,261,000	1,216,692	96.5%
Carpet	35,000	0	0.0%
Impact & Permit Fees	10,000	0	0.0%
Testing	4,000	10,019	250.5%
Other	7,000	0	0.0%
Contingency	208,000	0	0.0%
TOTAL EXPENDITURES	1,555,000	1,244,004	80.0%

5-S

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Twelve Months Ended September 30, 2004
Final

05-005

	ANNUAL BUDGET	YTD ACTUAL	(12 months=100%)
REVENUES			
Transfer From General Fund	50,000	50,000	100.0%
Interest	0	167	
TOTAL REVENUES	50,000	50,167	100.3%
 RESERVES			
Reserves-Building and Improvemen	25,000	25,000	100.0%
Reserves-Technology	25,000	25,000	100.0%
TOTAL RESERVES	50,000	50,000	100.0%

6-S

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Three Months Ended December 31, 2004

05-005

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 month=25%)</u>
AD VALOREM TAXES	24,602,704	11,627,583	47.3%
INTERGOVERNMENTAL			
Grants	20,000	4,324	21.6%
State Aid	1,480,000	0	0.0%
Law Collection Fees	250,000	21,900	8.8%
	<u>1,750,000</u>	<u>26,224</u>	<u>1.5%</u>
CHARGES FOR SERVICES			
Fee Cards	2,000	750	37.5%
PC Pass	55,000	9,670	17.6%
Classes	1,000	400	40.0%
Copy & Vending	165,000	43,910	26.6%
Fax	0	442	
Notary	0	0	
Scanner	0	60	
	<u>223,000</u>	<u>55,232</u>	<u>24.8%</u>
FINES			
Fines	850,000	252,001	29.6%
Lost Materials	90,000	21,091	23.4%
	<u>940,000</u>	<u>273,092</u>	<u>29.1%</u>
MISCELLANEOUS			
Interest Earnings	175,000	34,012	19.4%
Rents	0	0	
Sales of Fixed Assets	0	0	
Contributions - Friends of Library	152,000	50,000	32.9%
Contributions - Others	5,000	2,174	43.5%
Miscellaneous	30,500	3,860	12.7%
Universal Services Fund Rebate	0	0	
Disk Sales	2,500	695	27.8%
	<u>365,000</u>	<u>90,741</u>	<u>24.9%</u>
TRANSFER FM PROP APPRAISE	20,000	0	0.0%
TRANSFER FM TAX COLLECTC	220,000	0	0.0%
TOTAL REVENUES	<u><u>28,120,704</u></u>	<u><u>12,072,872</u></u>	<u><u>42.9%</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Three Months Ended December 31, 2004

05-005

	ANNUAL BUDGET	YTD ACTUAL	(3 month=25%)
SALARIES & BENEFITS			
Salaries	11,966,413	2,943,544	24.6%
Medicare Taxes	173,513	43,605	25.1%
Defined Contribution Plan	897,481	232,212	25.9%
Defined Benefit Plan	1,221,066	186,810	15.3%
Life and Health Insurance	2,019,439	368,841	18.3%
Worker's Compensation	119,664	48,915	40.9%
Unemployment Compensation	20,000	0	0.0%
Parking & Bus Passes	85,320	19,524	22.9%
	<u>16,502,896</u>	<u>3,843,451</u>	<u>23.3%</u>
OPERATING			
Professional Services	210,000	59,174	28.2%
Other Contractual Services	620,000	130,771	21.1%
Other Contract. Serv.- Janitorial	256,000	59,197	23.1%
Training and Travel	75,000	41,881	55.8%
Telecommunication	322,000	77,998	24.2%
Delivery and Postage	1,272,000	305,317	24.0%
Utilities	710,000	118,691	16.7%
Rentals and Leases	901,000	201,485	22.4%
Insurance	155,000	68,901	44.5%
Repair and Maintenance	628,000	155,489	24.8%
Repair & Maint. - Hardware/Software	284,000	113,505	40.0%
Copying/Printing	185,000	31,394	17.0%
Property Appraiser's Fee	282,000	134,614	47.7%
Tax Collector's Fee	486,000	232,552	47.9%
Supplies	625,000	144,378	23.1%
Supplies-Hardware/Software	80,000	30,994	38.7%
Contingency	300,000	0	0.0%
	<u>7,391,000</u>	<u>1,906,341</u>	<u>25.8%</u>
CAPITAL OUTLAY			
Building and Improvements	1,940,000	24,276	1.3%
Hardware/Software	195,000	17,994	9.2%
Equipment and Furniture	162,000	26,199	16.2%
	<u>2,297,000</u>	<u>68,469</u>	<u>3.0%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	5,500	4,000	72.7%
Materials - Law	210,000	34,262	16.3%
Materials - Other	4,236,500	1,149,862	27.1%
	<u>4,452,000</u>	<u>1,188,124</u>	<u>26.7%</u>
TRANSFER TO OTHER FUNDS			
Branch Debt Service Fund	410,000	0	0.0%
Sinking Fund	100,000	0	0.0%
	<u>510,000</u>	<u>0</u>	<u>0.0%</u>
TOTAL EXPENDITURES	<u>31,152,896</u>	<u>7,006,385</u>	<u>22.5%</u>

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Three Months Ended December 31, 2004**

05-005

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 month=25%)</u>
REVENUES			
Ad Valorem Taxes	1,234,885	583,650	47.3%
Interest	7,000	660	9.4%
Transfer From Tax Collector	11,000	0	0.0%
TOTAL REVENUES	<u>1,252,885</u>	<u>584,310</u>	<u>46.6%</u>

EXPENDITURES			
Principal	1,150,000	0	0.0%
Interest	104,600	0	0.0%
Tax Collector's Fee	26,400	11,673	44.2%
TOTAL EXPENDITURES	<u>1,281,000</u>	<u>11,673</u>	<u>0.9%</u>

FUTURE DEBT SERVICE PAYMENTS

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

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Three Months Ended December 31, 2004**

05-005

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 month=25%)</u>
REVENUES			
Transfer From General Fund	410,000	0	0.0%
Interest	5,000	1,775	35.5%
TOTAL REVENUES	<u>415,000</u>	<u>1,775</u>	<u>0.4%</u>

EXPENDITURES			
Principal	339,227	0	0.0%
Interest	70,233	0	0.0%
TOTAL EXPENDITURES	<u>409,460</u>	<u>0</u>	<u>0.0%</u>

FUTURE DEBT SERVICE PAYMENTS

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
2/1/05	168,226	36,504
8/1/05	171,001	33,729
2006	350,513	58,945
2007	362,175	47,283
2008	374,226	35,233
2009	386,677	22,781
2010	399,542	9,916
	<u>2,212,360</u>	<u>244,391</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Three Months Ended December 31, 2004**

05-005

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 month=25%)</u>
REVENUES			
Line of Credit Proceeds	1,000,000	0	0.0%
TOTAL REVENUES	<u>1,000,000</u>	<u>0</u>	<u>0.0%</u>

EXPENDITURES

FUTURE BRANCH LOCATION

Land	1,000,000	0	0.0%
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WINTER GARDEN BRANCH

Architect/Engineer	0	1,260	
Construction Contractor	0	100,626	
Carpet	0	0	
Impact & Permit Fees	0	0	
Testing	0	791	
Other	0	0	
	<u>0</u>	<u>102,677</u>	

TOTAL EXPENDITURES	<u>1,000,000</u>	<u>102,677</u>	<u>10.3%</u>
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5-D

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Three Months Ended December 31, 2004**

05-005

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 month=25%)</u>
REVENUES			
Transfer From General Fund	100,000	0	0.0%
Interest	0	159	
TOTAL REVENUES	<u>100,000</u>	<u>159</u>	<u>0.2%</u>

RESERVES

Reserves-Building and Improvement	50,000	0	0.0%
Reserves-Technology	50,000	0	0.0%
TOTAL RESERVES	<u>100,000</u>	<u>0</u>	<u>0.0%</u>

6-D

**ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
December 2004**

05-005

	BALANCE 11/30/04	RECEIPTS	DISBURSE	BALANCE 12/30/04
OPERATING				
Checking	994,554	9,823,529	(10,182,946)	635,137
SBA Investments	1,627,506	7,000,802	0	8,628,308
CD Investments	3,580,000	0	0	3,580,000
	6,202,060	16,824,331	(10,182,946)	12,843,445
MAIN DEBT SERVICE				
AIM Investments	152,076	936,311	(472,878)	615,509
BRANCH DEBT SERVICE				
CD Investments	399,552	0	0	399,552
CAPITAL PROJECTS				
Checking	0	496	(496)	0
SBA Investments	50,244	81	0	50,325
	50,244	577	(496)	50,325

7-D

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

05-005

ASSETS

Certificates of Deposit	3,580,000
Cash on Hand	14,155
Equity in Pooled Cash	635,137
Accounts Receivable	23,785
Due From Other Funds	172,632
Due From Other Governments	14,600
Interest Receivable	25,333
Inventory	353,745
Investments-SBA	8,628,308
Prepays	98,370
Other Assets-Deposits	<u>9,175</u>
TOTAL ASSETS	<u><u>13,555,240</u></u>

8-D

ORANGE COUNTY LIBRARY DISTRICT

05-005

OPERATING FUND

BALANCE SHEET - LIABILITIES & FUND BALANCE

December, 2004

LIABILITIES

Accounts Payable	2,682
Retainage Payable	0
Accrued Wages Payable	193,043
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	13
Due To FOL-Taxable Book Sales	2,840
Due To FOL-Nontaxable Book Sales	1
Due To FOL-Sales Tax	190
United Appeal	408
Bonds	113
Def Comp Employees	0
Health Insurance	34,256
Union Dues	1,273
Union-Cope	0
Optional Life	3,233
Flex Spend Med	(11,303)
Flex Spend Dep	0
Miscellaneous	129
Daughters of American Revolution	35,457
Unclaimed Payroll	1,571
TOTAL LIABILITIES	263,906

FUND BALANCE

Reserve for Inventory	353,745
Reserve for Encumbrances	380,466
Reserve for Prepaids	109,137
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	2,803,549
Current Year Excess of Revenues Over Expenditures	5,066,488
TOTAL FUND BALANCE	13,291,334

TOTAL LIABILITIES & FUND BALANCE

13,555,240

**Orange County Library System
Board of Trustees Meeting
Thursday, January 13, 2005**

**Statistics and Summaries:
December 2004 Reports**

STATISTICAL SUMMARY

January 2005 Presentation of December 2004 Statistics

Circulation and Door Count Trends:

Saturday evening of December 18th, the Alafaya library went through a major change. The service desk was moved from the lobby area to an area near the staff workroom. In its place, a new generation of 3M Self Check units were installed. In addition, a behind-the-scenes book return area was set up.

Staff eagerly greeted customers when the doors opened on Sunday and quickly showed them how to use the Self Check system. For the partial month in December, 85.84% of the checkouts at Alafaya occurred using the RFID Self Check technology. The Drive Up Window performed 2.36 % of the checkouts while the standard circulation desk performed the remaining 11.80%.

System wide circulation is up by 6.61%. This year, MAYL did not send out books on the 23rd and 30th, concerned about delay due to USPS delivery. As a result MAYL activity dropped 6.18% (2787 items). Even then, MAYL still circulated more items than any branch.

The main door count was down 13.72% from last year. This is less of a drop than last month, but continues to reflect a shift in usage from Main toward the branches. Overall door count system wide was up 11.9%. Last month, we reported a drop of 31.24% from November 2003 to November 2004. An inquiry was made concerning November 2002's door count. That data is contained in the chart below.

Month	Main Door Count	Branch Door Count	Total
November 2004	52,721	278,637	331,358
November 2003	76,673 *	192,229	268,902
November 2002	64,869	185,609	250,478
November 2001	64,382	173,592	237,974

*Opening of Library Central

Presented to Board January 13, 2005

Library Activity

Use of our PC's continues to increase from year to year. This month the number of sessions rose by 9.85%. Our technology classes are also popular. This month we increased the total number of classes by 15.15% and the number of people attending those classes rose by 48.52% over December 2003.

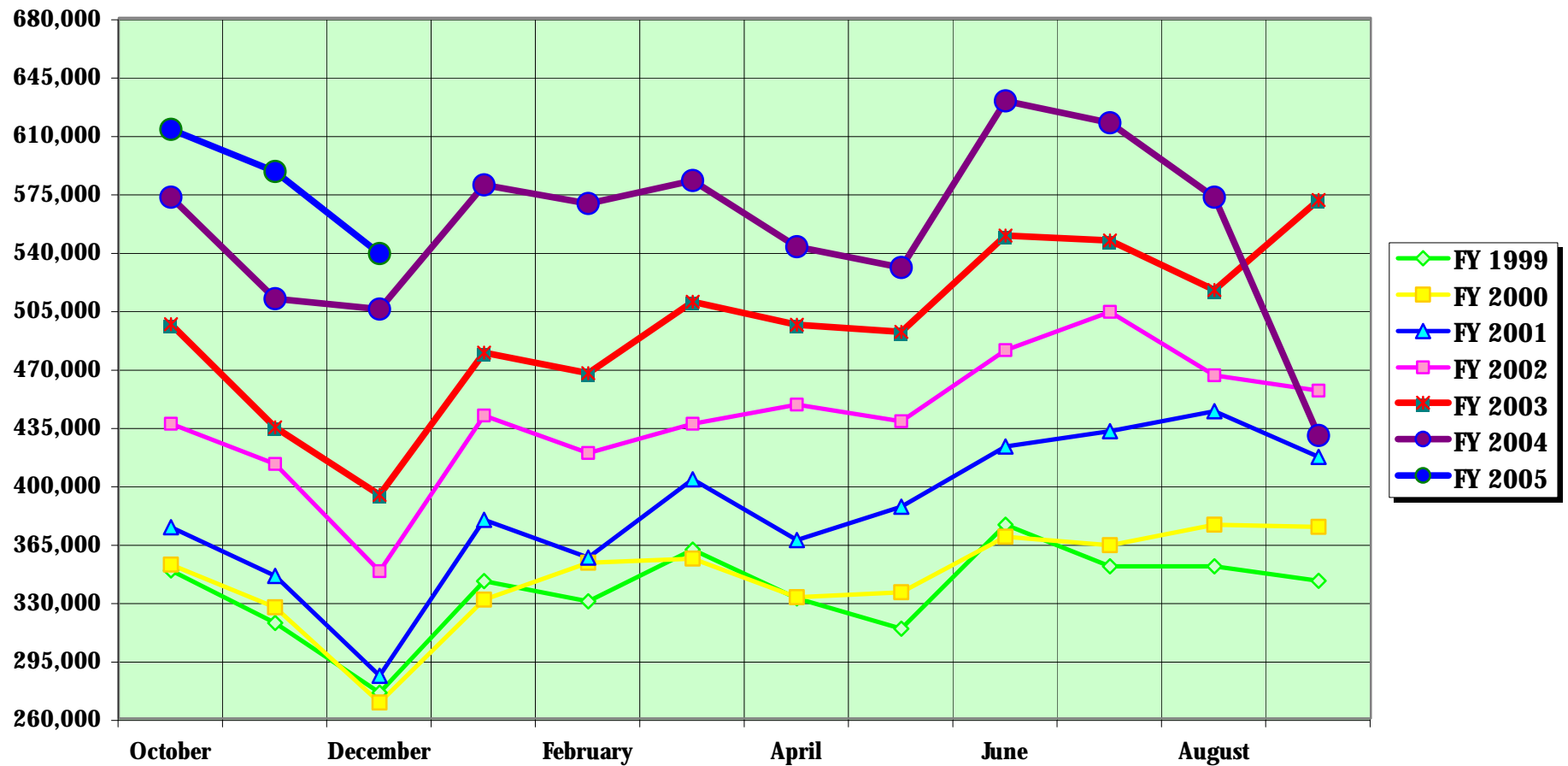
Online Activity

Another continuing trend is the increase in online activity. Hits to our web site are up 96.46%, Online Catalog Searches are up 145.5%, Online Renewals are up 18.24% and Online Requests are up 14.9%.

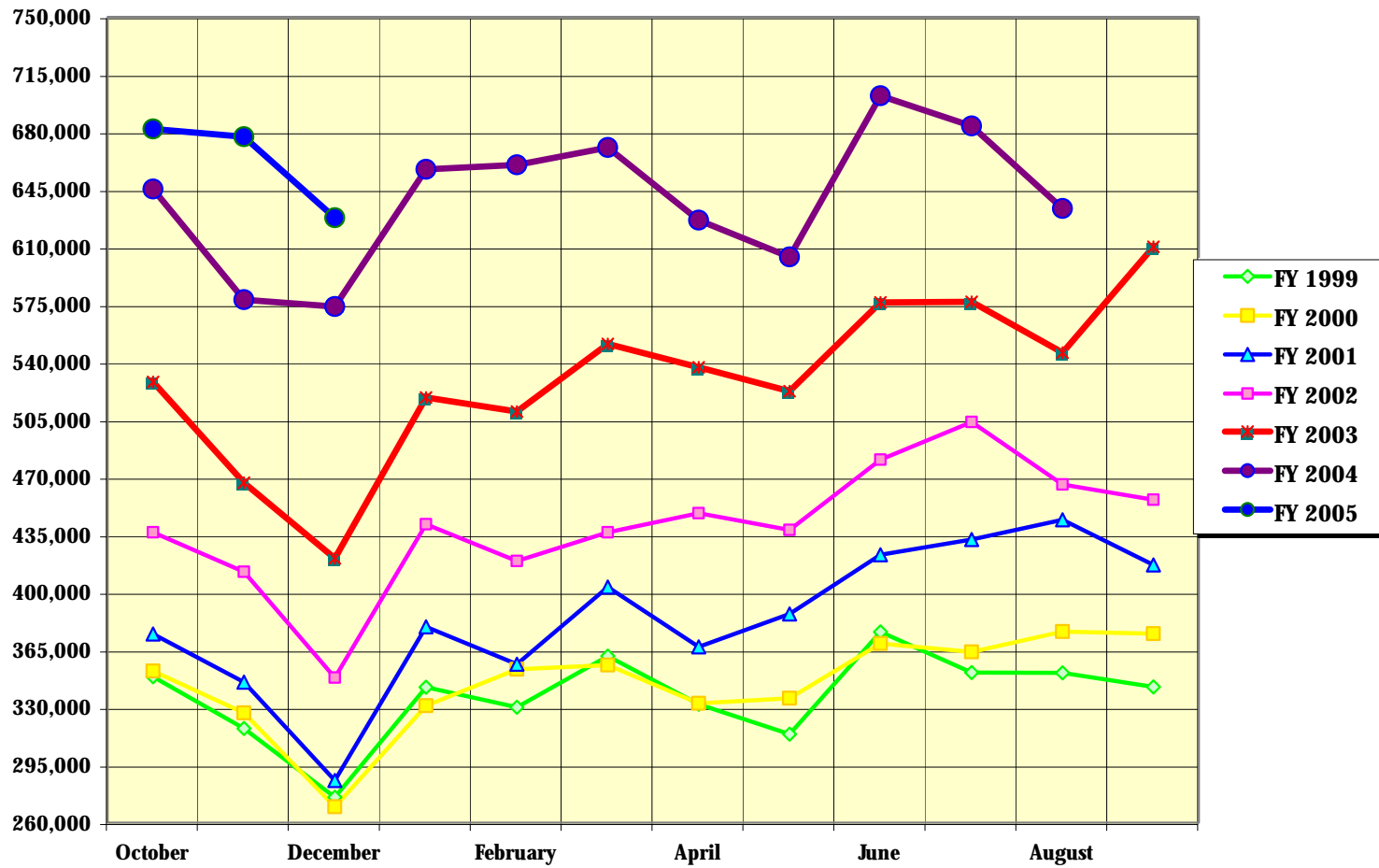
Use of our informational databases to provide information also continues to grow over last year. The number of searches is up 28% over the same month last year.

These increases indicate a customer base that is increasingly comfortable conducting their day-to-day library business online and using electronic resources.

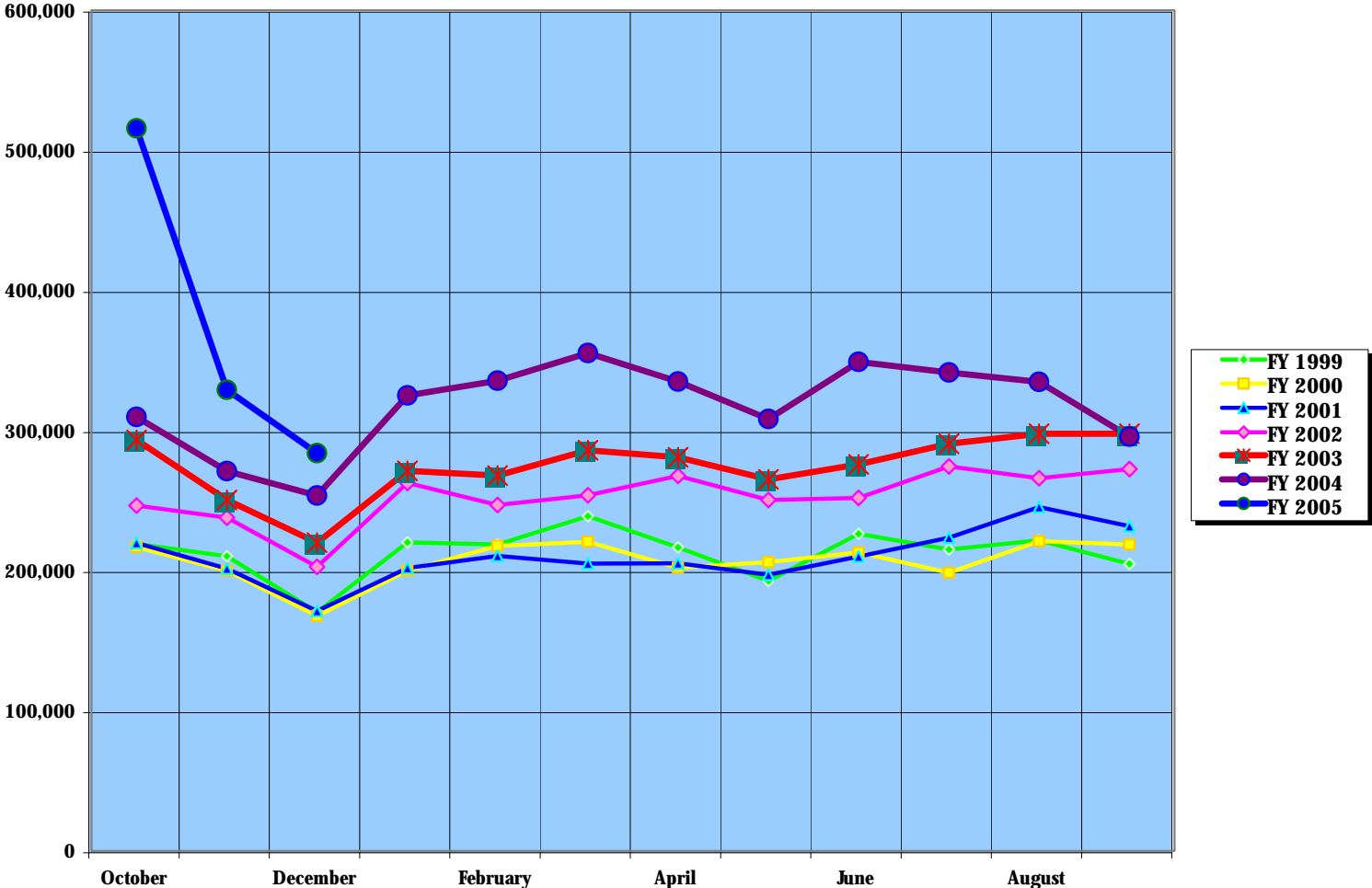
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION
Fiscal Year 1999 Through Fiscal Year 2005 TO Date**



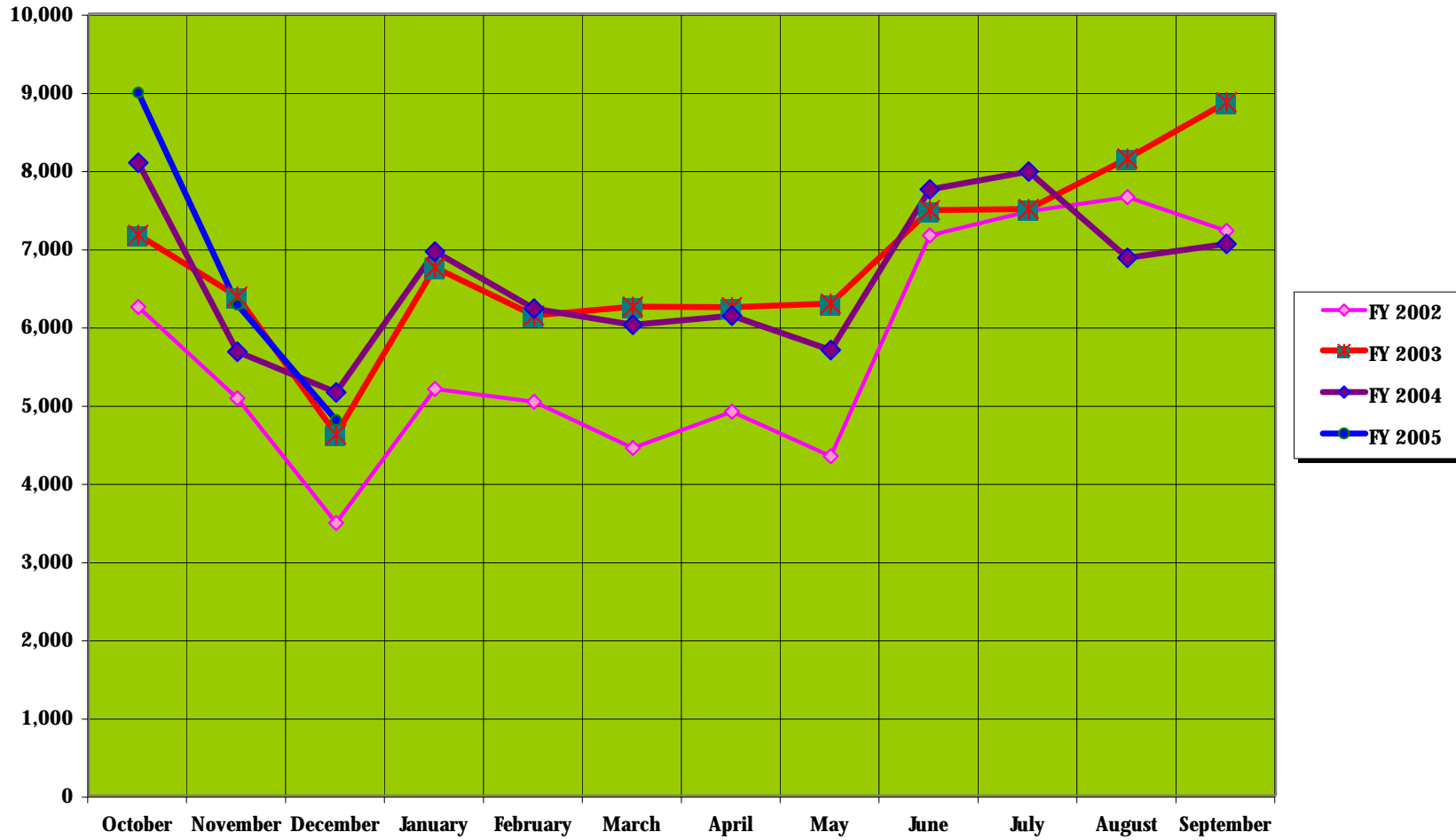
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION WITH ELECTRONIC STATS**
(Circ Stats - previous month & Electronic Stats - 2 months previous)
Fiscal Year 1999 Through Fiscal Year 2005 TO Date



**Orange County Library System
Door Counts
Fiscal Year 1999 through Fiscal Year 2005 To Date**



**Orange County Library System
New Patron Registration
Fiscal Year 2002 through Fiscal Year 2005 To Date**



**Circulation and Door Count
October - March**

Orange County Library System: Report for FY 2005 YTD & FY 2004

	Oct-04	Oct-03	Nov-04	Nov-03	Dec-04	Dec-03	% of Change	Jan-05	Jan-04	Feb-05	Feb-04	Mar-05	Mar-04
Circulation													
Main	193,476	158,181	180,444	153,204	172,909	151,399	14.21%		163,584		165,452		185,438
Branches	366,219	355,946	356,285	318,901	320,269	308,460	3.83%		368,668		352,094		355,523
MAYL	52,902	54,059	48,152	36,786	42,305	45,092	-6.18%		47,237		50,673		41,130
Talking Books	528	4,192	2,907	2,622	3,211	338	850.00%		371		446		388
Total	613,125	572,378	587,788	511,513	538,694	505,289	6.61%		579,860		568,665		582,479
Door Count													
Main	68,996	66,816	52,721	76,673	47,060	54,546	-13.72%		64,798		64,232		66,748
Branches	446,830	242,940	278,637	192,229	236,839	199,173	18.91%		260,359		271,292		288,689
Total	515,826	309,756	331,358	268,902	283,899	253,719	11.90%		325,157		335,524		355,437

Circulation and Door Count

April - September

Orange County Library System: Report for FY 2005 YTD & FY 2004

	Apr-05	Apr-04	May-05	May-04	Jun-05	Jun-04	Jul-05	Jul-04	Aug-05	Aug-04	Sep-05	Sep-04	YTD 2005	YTD 2004
Circulation														
Main		160,695		163,787		179,221		186,623		181,947		161,106	546,829	2,010,637
Branches		340,887		323,463		393,268		372,016		343,175		227,233	1,042,773	4,059,634
MAYL		40,739		42,770		57,286		58,076		46,989		41,001	143,359	561,838
Talking Books		413		319		438		341		312		302	6,646	10,482
Total		542,734		530,339		630,213		617,056		572,423		429,642	1,739,607	6,642,591
													-	-
Door Count													-	-
Main		58,954		58,195		65,602		62,215		62,228		57,948	168,777	393,813
Branches		276,023		250,031		283,512		279,198		272,493		237,756	962,306	1,819,824
Total		334,977		308,226		349,114		341,413		334,721		295,704	1,131,083	3,447,508

Library Activities October - March

Orange County Library System: Report for FY 2005 YTD & FY 2004

	Oct-04	Oct-03	Nov-04	Nov-03	Dec-04	Dec-03	% of Change	Jan-05	Jan-04	Feb-05	Feb-04	Mar-05	Mar-04
Program Attendance Total	13,258	14,888	10,838	14,554	7,987	7,168	11.43%		9,933		12,366		11,893
Total # of Programs	405	488	350	376	365	402	-9.20%		402		402		406
Community Events Attendance Total	1,704	1,634	1,792	2,071	0	260	-100.00%		354		9		10
Total # of Community Events	18	19	25	27	0	3	-100.00%		3		1,599		668
Events Line	-	N/A	49	N/A	16	N/A	N/A		N/A		N/A		N/A
StoryLine	345	474	332	395	285	676	-57.84%		809		898		551
Class Attendance	1,162	535	1,049	525	652	439	48.52%		747		789		822
Total # of Classes	262	122	229	145	190	165	15.15%		226		166		195
QuestLine	15,480	15,927	13,728	13,338	11,873	13,281	-10.60%		15,494		15,831		18,063
Hits to Website**	10,603,759	6,715,631	8,440,620	5,329,645	11,531,063	5,869,349	96.46%		8,090,200		7,731,165		10,014,583
P.C. Sessions*	61,841	60,436	57,898	48,232	55,421	50,453	9.85%		56,474		59,058		61,856
Number of Active Cards in the System	301,108	277,480	300,679	279,139	299,476	280,449	6.78%		283,903		285,382		284,869
New Patron Registrations	8,989	8,090	6,277	5,672	4,798	5,154	-6.91%		6,953		6,226		6,019
Total Registered Borrowers*	767,093	685,385	786,114	691,057	790,890	696,211	13.60%		703,164		709,390		715,409

*October 2004: Only 12 days of data retrieved at Hiwassee due to software failure.

** October & November 2004 Website Hits are Estimates due to software error.

Library Activities April - September

Orange County Library System: Report for FY 2005 YTD & FY 2004

	Apr-05	Apr-04	May-05	May-04	Jun-05	Jun-04	Jul-05	Jul-04	Aug-05	Aug-04	Sep-05	Sep-04	YTD 2005	YTD 2004
Program Attendance Total		11,940		12,383		14,772		13,633		8,415		7,776	32,083	139,721
Total # of Programs		405		376		414		423		357		301	1,120	4,752
Community Events Attendance Total		2,996		7		896		493		4,284		2,111		
Total # of Community Events		21		779		3		3		20		30		
Events Line		N/A		N/A		N/A		N/A		N/A		N/A		N/A
StoryLine		371		472		-				212		273	962	5,131
Class Attendance		1,125		561		1,145		1,234		822		1,022	2,863	9,766
Total # of Classes		249		129		233		252		197		213	681	2,292
QuestLine		15,570		13,583		15,209		15,277		15,999		13,446	41,081	181,018
Hits to Website		8,644,039		8,344,958		8,421,651		9,971,756		10,408,304		9,097,730	30,575,442	98,639,011
P.C. Sessions		63,112		60,124		64,706		66,685		62,026		51,023	175,160	704,183
Number of Active Cards in the System		289,406		290,595		296,191		296,807		298,476		298,390		
New Patron Registrations		6,134		5,696		7,750		7,977		8,053		7,052		
Total Registered Borrowers		722,516		722,516		735,474		743,310		750,945		757,980		

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

Orange County Library System: Report for FY 2005 YTD & FY 2004

	Oct-04	Oct-03	Nov-04	Nov-03	Dec-04	Dec-03	% of Changes	Jan-05	Jan-04	Feb-05	Feb-04	Mar-05	Mar-04
Online Catalog Searches	521,255	206,826	477,761	174,333	382,173	155,673	145.50%		211,633		205,932		290,315
Online Renewals	73,115	74,416	89,428	65,647	86,114	72,829	18.24%		66,484		70,968		85,077
Electronic Reference Questions	250	353	202	392	155	227	-31.72%		301		384		516
Live Chat Questions	79	65	85	67	58	50	16.00%		87		45		109
Total Online Reference Questions	329	418	287	459	213	277	-23.10%		388		429		625
Online Requests	47,807	38,272	54,462	29,210	38,464	33,468	14.9%		39,163		33,556		35,988
Online Suggestions	62	105	105	114	89	112	-20.54%		81		86		193

	Apr-05	Apr-04	May-05	May-04	Jun-05	Jun-04	Jul-05	Jul-04	Aug-05	Aug-04	Sep-05	Sep-04	YTD 2005	YTD 2004
Online Catalog Searches		424,052		418,066		496,984		508,807		483,052		430,540	1,381,189	4,006,213
Online Renewals		73,009		79,866		83,849		87,401		84,250		73,115	248,657	916,911
Online Reference Questions		450		191		246		275		191		184	607	3,710
Live Chat Questions		92		63		85		73		60		80	222	876
Total Online Reference Questions		542		254		331		348		251		264	829	4,586
Online Requests		45,966		45,286		52,893		54,221		50,772		41,419	140,733	500,214
Online Suggestions		146		86		88		30		68		64	256	1,173

**Orange County Library System
Circulation Statistics**

December 1, 2004 - December 31, 2004										
Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Total Visits	Visits Year Ago	Gain (Loss)	%Gain (Loss)
Main	30	172,909	32.10%	151,399	21,510	14.21%	47,060	54,546	(7,486)	-13.72%
MAYL	22	42,305	7.85%	45,092	(2,787)	-6.18%	N/A	N/A	N/A	N/A
Talking Books*	22	3,211	0.60%	338	2,873	850.00%	N/A	N/A	N/A	N/A
West Oaks	30	33,349	6.19%	29,663	3,686	12.43%	16,450	17,468	(1,018)	-5.83%
Herndon	26	31,741	5.89%	30,751	990	3.22%	20,000	20,868	(868)	-4.16%
Alafaya	30	38,277	7.11%	41,084	(2,807)	-6.83%	23,002	17,508	5,494	31.38%
Southeast	26	25,238	4.69%	25,939	(701)	-2.70%	19,639	15,811	3,828	24.21%
Hiawasse	26	19,098	3.55%	19,277	(179)	-0.93%	20,332	17,708	2,624	14.82%
Southwest	26	26,739	4.96%	28,095	(1,356)	-4.83%	21,599	16,671	4,928	29.56%
Edgewater	26	23,650	4.39%	22,750	900	3.96%	17,424	23,775	(6,351)	-26.71%
North Orange	30	31,743	5.89%	30,847	896	2.90%	22,808	19,659	3,149	16.02%
South Creek	30	40,798	7.57%	35,435	5,363	15.13%	25,054	21,418	3,636	16.98%
South Trail	26	18,082	3.36%	18,168	(86)	-0.47%	20,135	16,103	4,032	25.04%
West Orange	21	11,585	2.15%	10,022	1,563	15.60%	8,575	4,966	3,609	72.67%
Windermere	21	12,218	2.27%	10,310	1,908	18.51%	11,324	5,098	6,226	122.13%
Wash. Park	21	7,751	1.44%	6,119	1,632	26.67%	10,497	2,120	8,377	395.14%
Total	413	538,694	100.00%	505,289	33,405	6.61%	283,899	253,719	30,180	11.90%

*Returned to the normal title pull beginning December 2004.

**NUMBER OF SEARCHES
NOVEMBER 2004**

FISCAL YEAR 2005	OCT 2004	NOV	DEC	JAN 2005	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD
Ancestry Plus	319	388											707
Associations Unlimited	309	180											489
Automotive Repair Reference Center													654
Biography & Genealogy Master Index	312	342											353
Biography Resource Center	5,885	4,273											10,158
Business & Company Resource Center	2,869	2,761											5,630
Business Index ASAP	10	72											82
Chapter-A-Day Online Book Club	38,840	40,100											78,940
Classical.com	415	39											454
Computer Database	124	261											385
Consulta	64	25											89
Countrywatch	1,818	1,428											3,246
Dun & Bradstreet International	99	64											163
Expanded Academic ASAP	411	371											782
Ferguson's Career Guidance Center	104	155											259
First Search	2,252	1,563											3,815
General Business File ASAP	92	134											226
General Reference Center Gold	3,755	3,571											7,326
Health & Wellness Resource Center	1,754	1,517											3,271
Health Reference Center Academic													676
HeritageQuest Online	9,567	9,755											19,322
Info Trac OneFile	2,285	2,473											4,758
Informe	14	7											21
Junior Edition - K12	97	134											231
Kid's Edition - K12	103	188											291
Learnatest	553	398											951
Lit Finder (formerly Essay/ Poem/	3,390	632											4,022
Literature Resource Center	2,130	3,013											5,143
Mergent Online	8	10											18
Morningstar	756	901											1,657
NetLibrary	261	277											538
Online Homework Help	275	244											519
Opposing Viewpoints Resource Center	1,150	2,087											3,237
p4A Antiques Reference	70	159											229
Professional Collection	123	80											203
ProQuest Newspapers	2,139	2,153											4,292
Reference USA	3,941	4,421											8,362
Rosetta Stone	600	493											1,093
Science Online	126	154											280
SIRS Knowledge Source	837	1,420											2,257
Standard Deviants Video (formerly known	326	219											545
Student Edition - K12	81	76											157
Tumblebooks	77	141											218
What Do I Read Next?	375	264											639
Worldbook Online	203	461											664
TOTAL NUMBER OF SEARCHES	89,272	88,080	0	0	0	0	0	0	0	0	0	0	177,352

**Orange County Library System
Board of Trustees Meeting
Thursday, January 13, 2005**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, January 13, 2005**

Consent Agenda

- 05-009 **Eatonville Branch Lease Agreement**
- 05-010 **Materials Selection Policy
(Addresses Goal 2; Objective 4 of the Strategic Plan)**
- 05-011 **Contractor Ranking: Third Floor Renovation Project
(Addresses Goal 1; Objective 4 of the Strategic Plan)**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 13, 2005**

**Eatonville Branch
Lease Agreement**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 13, 2005**

**Additional information will be
provided in the paper copy of the
Board Packet.**

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-009**

RESOLUTION TO APPROVE THE AMENDED AND RESTATED LEASE AGREEMENT BETWEEN THE TOWN OF EATONVILLE, LESSOR AND ORANGE COUNTY LIBRARY SYSTEM, LESSEE AND TO AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE THE LEASE.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Ocoee, on the 13th day of January, 2005 at 7:00pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the amended and restated lease agreement between the Town of Eatonville and the Orange County Library System, and to authorize the Library Director to execute the lease.
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, January 13, 2005**

Materials Management Policy

Revisions to Materials Management Policy

January 13, 2005

I. PROBLEM STATEMENT

In our strategic plan Goal 1 (Increase Customer Satisfaction and provide Greater Ease of Access, Objective 6: Prepare staff to exceed the expectation of the customer) calls for staff to review customer service practices annually.

Certainly one of the most significant services we provide is managing our collection of materials, including electronic databases. In order to update this policy staff in Collection Development (Susan Zwer, John Henkle, Lynette Schimpf, Kathryn Cooper, Linda Gabriel and Wendi Bost) reviewed our existing policy for needed clarifications and updates. They drew on policies from other libraries as well as their own experiences. A draft of this policy was posted on the Orange Peel, our staff intranet, and all staff were encouraged to review and submit feedback. The resulting document is what we bring to the Board.

II. BACKGROUND

The majority of our collection development is handled centrally. Selection decisions for the entire system are made by staff in Collection Development. We are, however, expanding a practice of providing local funds to departments and branches to make selections to meet local needs. This means that a larger number of individuals are making decisions regarding the selection titles for our system collection. Broader decision making calls for clear and up to date guidelines to be in place.

The inclusion of our Mission statement and the introduction of materials “management” rather than just development are significant changes. For a collection to remain healthy and relevant we need not just to concentrate on what we add but also what we remove and when. Previous versions of this policy have not addressed this significant role in managing collections.

References to specific guidelines for particular special collections (Foundation Center Collection, Planning and Local Government) and even specific formats (Audio Visual, Electronic) have been removed. Staff feel that the essential elements in the selection of a title remain the same regardless of format or collection: the requests or demand we have from the public, an item’s critical acclaim as measured by appearance on a bestseller list or, in the case of films, the “box office”, or the perennial interest in a title.

III. OPTIONS

The Library has identified 3 options.

Option 1. Leave the current policy in place and make no changes.

Advantages: No updates to policy to promulgate.

Disadvantages: Miss opportunity to revise policy to keep pace with changing needs; miss opportunity to clarify our guidelines for removal of items from the collection as well as the addition of an item to the collection.

Option 2: Accept the staff recommendation and draft included in the packet.

Advantages: Emphasizes that our policies are living documents which need occasional revision to maintain relevance.

Disadvantages: Will need to promulgate to staff, update manuals, communicate changes.

Option 3: Accept or reject any individual changes suggested.

Advantages: If the Board had concerns regarding any individual section, we could still move ahead with other changes while we consider others.

Disadvantages: Changes at two different times can be a communication challenge for staff.

IV. RECOMMENDATION

Staff recommend option 2, the adoption of changes to our current Materials Selection Policy to become our new Materials Management Policy to become effective February 1, 2005.

ORANGE COUNTY LIBRARY SYSTEM

Materials Selection **Management** Policy

Goal **General Statement of Purpose**

The mission of the Orange County Library System is to ~~provide access to resources to support the informational, educational, recreational and cultural needs and interests of the members of the Orange County Library District in a financially responsible manner.~~ **Information, Inspiration and Imagination. We strive to support the members of our Library District in their pursuit of life long learning, entertainment and self-fulfillment.** The goal of the Collection Development program is to select materials in a variety of formats to support this mission. The Library ~~will provide~~ **provides** materials that represent and reflect the diversity of **diverse** viewpoints and opinions ~~common to a free society.~~

Responsibility for Selection

Responsibility for selection decisions is ~~vested in~~ **given to** the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Library Director delegates to staff members the authority to interpret and apply the policy in making day-to-day decisions. The Library ~~welcomes~~ **accepts** recommendations from the public. Library materials, including recommended works, are considered according to the general policies and guidelines that follow.

General Policies

The Library attempts to provide a large general collection of current and retrospective materials ~~covering all fields of knowledge in varying levels of reader ability in various formats to meet a wide range of needs.~~ **In reaching for this goal the collection is one of balance and variety limited only by available space and funds. The development of the collection is focused on balance and variety with an understanding that it is limited by available space and funds. The Collection includes print, audio visual, electronic and non-print formats.**

All Materials in a variety of formats are potential candidates for inclusion in the Orange County Library System collection. Each work will be considered on its particular merits. The staff rely on ~~review sources~~ **guidelines as outlined in this document** as well as professional insight in the selection process.

Guidelines which qualify a work for consideration are:

The following guidelines provide an overview for the selection of materials included in the collection. Materials must be readily available from reliable sources. Collection Development librarians use the criteria on a daily basis.

Demand: Material Requests: The library attempts to meet the requests of all **customers.** Works of local, national or international interest, ~~as indicated by patron requests and/or inclusion~~ **as well as those included** on "Bestseller" lists or

mentioned in the media will be given first-consideration. Materials which **that** are expected to be popular with a significant number of the Library's patrons **customers** will be given preference over works of interest to only a few patrons **customers**. To meet limited demand, the Library will **may** rely on the availability of the collections of the **other** local ~~academic~~ libraries, interlibrary loan and on-line searching.

~~Request: The Library attempts to meet the requests of all patrons, including students. The Library takes seriously its supplementary role in support of public, private and school curricula. A variety of titles on popular homework topics, a wide selection of lifelong learning and recreational reading materials for a broad range of reading levels, a vast array of online databases, referral, and interlibrary loan services are provided. However,~~ The Library does not select materials for the sole purpose of fulfilling specific curricular needs of students, recognizing this to be the role of the individual school libraries.

Critical acclaim: Works possessing unique qualities or making a significant contribution to a field ~~may will be included without regard to demand~~ **considered for inclusion into the collection, as well as favorably reviewed works from reputable sources.**

"Classic" status: Works of timeless value or historic significance ~~which are perennially cited~~ may be maintained.

Local authored or self-published titles must meet the same criteria as other materials for inclusion in the collection.

(Note: this section has been moved)

Intellectual Freedom

~~The Library recognizes that while anyone is free to reject any material of which he does not approve, he cannot exercise this right of censorship to restrict the freedom of others to read, view, or listen. The Orange County Library System endorses the Library Bill of Rights, the Freedom to Read Statement and all other statements regarding intellectual freedom as adopted and published by the American Library Association. The Library recognizes that some library materials are controversial and that an item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval. Library materials will not be sequestered except for the purpose of protecting them from damage or theft. Obscene materials are not purchased; and in determining what is disqualified under the above, the latest court proceedings and definitions will be used.~~

Juvenile materials and Young Adult Collections

The Library seeks to devote a significant portion of the collection to materials produced for children and young people. The purpose of the collection is to encourage library use and the development of lifelong readers. The Library

maintains that parents and legal guardians have the ultimate responsibility for their own children's selection choices. The Library staff does not act "in loco parentis".

Young Adult materials

The Orange County Library System is committed to providing materials of specific interest to young adults from 12 to 18 years of age. In fiction, the collection provides popular titles and critically recognized classics written specifically for young adults. In non-fiction, the collection focuses on materials dealing with issues of common concern among contemporary young adults. Examples include social, educational and career related topics. The collection also provides non-print (audio, video and electronic materials) on these subjects. The non-print collection also includes materials proven to be of specific interest to young adults, such as audio recordings of popular music, and video recordings of popular films. Other media may be considered for future inclusion in the collection based on their individual merits. Recognizing that young adults represent a diverse population, the Library strives to develop a Young Adult collection whose materials reflect a variety of experiences and points of view.

Branch Collections

Materials for branches are selected to meet the general needs and interests of the individual communities, so some variation may be found from one location to another. Branch collections include basic reference, popular fiction and informational materials for children, young adults and adults. The Orange County Library System follows a basic model of public library organization consisting of a main library and a number of branch libraries. In order to make the best use of branch facilities, and in order to avoid unnecessary duplication of materials, the Orlando Public Library acts as the resource center for the System, with appropriate size and collection to support that role. Branch collections are intended to meet the more frequent, recurring information and reading needs of local communities.

Special Collections

The Orange County Library System maintains a number of special collections all of which are located at the Main Library. Currently these collections include the Disney, Florida, Foundation Center, Genealogy, Law, and Planning and Local Government collections. Though the focus of each collection is unique, qualifications for selection are consistent with other areas of the Library System.

Disney Collection

The Orlando Public Library is a depository of Walt Disney World materials. This reference collection, which includes books, news clippings, company-produced publications as well as press releases, is a select collection of specialized materials of reference value. The library purchases books which add unique

information to the collection. Many other items such as clippings, releases and periodicals are provided by the Walt Disney Company.

Florida Collection

The purpose of the Florida collection is to provide reference materials of adult and juvenile materials about Florida, with an emphasis on Central Florida, of sufficient depth to provide current and historical information. Fiction is limited to books in which the predominant themes involve Florida, its culture, history and character. Non-fiction items are to be added for their unique and inherent reference value. The collection is limited in size and is not intended to be all inclusive.

Foundation Center Collection

As a member of the Cooperating Collections Network of the Foundation Center in New York City, the Orlando Public Library purchases material to make available to grant seekers a core collection of Foundation Center publications and various supplementary materials and services. The Library's Foundation Center in the Social Science Department houses many books, directories and other resources to help patrons identify funding sources, learn about existing foundations, start new foundations, write grant applications and discover how charities spend their money. The collection also includes all recent Florida Foundation IRS returns on aperture cards and vertical file materials on foundations.

Genealogy Collection

The Genealogy Collection offers a variety of non-circulating resources, including general books such as census indexes, mortality schedules, guides to research for most states and many foreign countries, heraldry, family histories, lineage society references, emigration-immigration books, periodicals and their indexes, and special resources by State. Additionally, the collection features over 10,000 reels of Federal census microfilm, plus additional miscellaneous microfilm reels. The Daughters of the American Revolution and the United Daughters of the Confederacy own materials housed in this collection.

Law Collection

The Law Collection is a special library collection intended to be a resource for the legal community and available to the general public. Funding for this special collection, as identified through agreement with Orange County, the owner of the collection, is provided by proceeds from court costs from civil court cases. Orange County Library System houses and maintains the collection and provides reference service to patrons.

Planning and Local Government Collection

The Planning and Local Government Collection serves the reference needs of the general public and local governments. Consisting of government documents

~~with an emphasis on Central Florida, Orange County and its municipalities, the collection also includes print and non-print resources in the areas of planning and public policy.~~

Audio-Visual Collection

~~Audio-visual materials are selected with the same criteria as are print materials. However, additional aspects of the media such as quality of the photography, sound track and narration are also evaluated. The collection consists of VHS video tapes; books on cassette; books on compact disk and **music** on compact disks. We will add DVD's (Digital Video Discs) to our circulating collection. New formats will be evaluated for the collection as they become available and widely accepted.~~

Electronic formats

~~While electronic resources are selected within the context of the overall material selection policy, due to the uniqueness of the format the following criteria will also be considered; comprehensiveness, authority, frequency of updates, user friendliness, platform, access to technologies by the general public, remote access and licensing restrictions. The Library does have a selection of owned and shared electronic books. Opportunities for expanding the e-book collection will be considered part of the material selection process.~~

Evaluation of Collections

Evaluation of the collection is a continuing process, aimed at maintaining an active and useful collection. Essential materials are updated and titles that are, superseded, outdated, physically worn, or no longer in demand are removed on an ongoing basis. Removal of an item from a collection and the replacement of withdrawn materials are based on the guidelines included in this document. It is the responsibility of the Collection Development staff to discontinue formats as market trends change, as well as search for new emerging formats.

Future Formats

While maintaining traditional collections, the Library is committed to expanding the selection of electronic resources. Though standard selection criteria will apply in these decisions, the rapidly changing technology environment requires the development of its own criteria. Cost, access to various ~~technology~~ **technologies** by the general public, and licensing restrictions are among those things that will be considered.

Gifts

The Library ~~welcomes~~ **accepts** gift materials from the public. Gifts ~~are~~ **may be** considered for addition to the collection subject to the same criteria as purchased ~~books~~ **materials**. ~~However, all gifts are considered~~ **Materials not selected for addition to the collection are still considered** a benefit to the ~~system~~ **Library**. ~~Materials not selected for addition to the collection~~ **Donations** are eligible for sale

in our Friends of the Library Bookstore and in Branches, and may be donated to our community partners. Funds generated from these any sales of these donations are returned to the Library as financial support for projects.

Intellectual Freedom

The Library recognizes that while anyone is free to reject any material of which he does not approve, he cannot exercise this right of censorship to restrict the freedom of others to read, view, or listen.

The Orange County Library System endorses the Library Bill of Rights, the Freedom to Read Statement and all other statements regarding intellectual freedom as adopted and published by the American Library Association. The Library recognizes that some library materials are controversial and that an item may offend some patrons customers. Selections will not be made on the basis of any anticipated approval or disapproval. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials. Library materials will not be sequestered except for the purpose of protecting them from damage or theft. Obscene materials are not purchased; and in determining what is disqualified under the above, The latest court proceedings and definitions will be used to determine appropriateness.

Patron Comments Collection Review Procedure

Library users are welcome to may complete a Request for Review of Library Materials form at any time. Completed forms are directed to the appropriate Division Heads and shared with the Director. The request and the material concerned will be evaluated by staff and specialists in the subject area where appropriate. Appointed staff will evaluate the request and the material concerned. In all cases, patrons customers will receive a written response to their request.

Summary

As a public library, The Orange County Library System provides resources based on the needs and interests of its patrons customers. The Library strives to select, as efficiently and economically as possible, the widest a wide variety of materials. It recognizes each individual's right of access to information and ideas and supports intellectual freedom as a common element of a democratic society.

This Materials Selection Management Policy will be updated or revised as conditions warrant.

Approved by Library Board of Trustees 11/14/1996

Amended by the Board 03/21/2002

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-010**

RESOLUTION TO APPROVE THE MATERIALS MANAGEMENT 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 Ocoee, on the 13th day of January, 2005 at 7:00pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the adoption of changes to the current Materials Selection Policy to become the new Materials Management Policy to become effective February 1, 2005.
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, January 13, 2005**

**Contractor Ranking:
Third Floor Renovation Project**

Contractor Selection for Main Library 3rd Floor Renovation

I. PROBLEM STATEMENT

A contractor needs to be selected for the Main Library 3rd Floor Renovation project.

II. EXECUTIVE SUMMARY & BACKGROUND

For this project, we have decided to try “Construction Management at Risk” rather than the “Low Bid” process that we have traditionally used. Staff proceeded with the contractor selection process that was outlined in the November 2004 Library Board packet. A Request for Qualifications (RFQ) was published in the Orlando Sentinel on November 9, 2004. In addition, both our architect and our attorney provided several names of contractors that might be qualified and interested in the project. Copies of the RFQ were sent to these contractors. In response to the RFQ, we heard from three companies. Two companies declined to submit proposals, citing excessive current workloads. We received one proposal and that was from Skanska USA Building, Inc.

Skanska was the contractor for the Library Central and Lobby renovation project. We were pleased with their professional approach to the work and the final product. Skanska’s proposal satisfied the requirements of the RFQ and staff feels that they would be a good choice for the 3rd floor project.

Our attorneys were asked whether there would be a potential problem with the selection process since there was only one applicant. They stated that we could proceed, since the project was estimated to cost less than \$500,000.

If several contractors had submitted proposals, staff would have evaluated them and recommended a ranking to the Library Board. Given we only received one proposal from the RFQ process, the next step is to request Library Board approval for staff to negotiate a contract price (contractor fee and guaranteed maximum price) with Skanska. Provided a satisfactory contract price can be negotiated, it would be brought back to the Library Board for review and approval at the February Board meeting. If a satisfactory price can’t be negotiated, we would have to start the RFQ process again and consider making the requirements less stringent.

III. OPTIONS

Staff offers the following options for the selection of a contractor for the Main Library 3rd Floor Renovation project.

Option 1:

Authorize staff to negotiate a contract price with Skanska for the Main Library 3rd Floor Renovation project.

Advantages:

1. Skanska's proposal satisfied the requirements of the RFQ.
2. Skanska performed well on the Library Central and Lobby renovation project.

Disadvantage:

Since only Skanska submitted a proposal, the negotiated price might be higher than if several contractors had proposed.

Option 2:

Revise the requirements in the RFQ to make them less stringent and go through the process again.

Advantage:

More contractors might submit proposals.

Disadvantages:

1. There is no guarantee that there would be a better proposal response.
2. Repeating the RFQ process would delay the project approximately three months.

Option 3:

Do not renovate the Main Library 3rd floor at this time.

Advantage:

The money budgeted for this project would be available for other projects.

Disadvantage:

The condition of the carpet, poor lighting, and outdated design dictate that the 3rd floor should be renovated soon.

IV. RECOMMENDATION

Staff recommends Option 1, to authorize staff to negotiate a contract price with Skanska for the Main Library 3rd Floor Renovation project. If a satisfactory price can be negotiated, it will be brought to the February Library Board meeting for review and approval.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-011

CONTRACT FOR CONSTRUCTION MANAGEMENT AT RISK FOR THE MAIN
LIBRARY 3rd FLOOR RENOVATION

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Ocoee, on the 13th of January 2005, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize staff to negotiate a contract price with Skanska for the Main Library 3rd Floor Renovation project.
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, January 13, 2005**

Non-Consent Agenda

**Orange County Library System
Board of Trustees Meeting
Thursday, January 13, 2005**

**Fee Schedule for
Reference Services**

PROPOSED FEE FOR RESPONDING TO REMOTE SERVICE REQUESTS FROM NON-RESIDENTS OF THE LIBRARY DISTRICT

Strategic Plan

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

Objective 3: Expand End User Services

I. Problem Statement

The Library would like to be able to charge a fee for responding to remote service requests for information/photocopies from non-cardholders residing outside the Library District.

II. Overview

The Reference Policy approved by the Library Board on January 9, 2003, establishes that reference services are available to all residents of the District. It states that out of district residents are welcome to visit the Library to receive service and that certain value-added services are limited to residents, property owners and fee card holders. While the Policy does not specifically address remote services (phone, fax, letter, email*) to non-cardholders staff consider these to be value added services.

Recently established Reference Guidelines which were presented to the Library Board on November 11, 2004, guide staff in the application of the Reference Policy. The Guidelines address the inequity that out of District users who do not financially support the Library have been able to receive free service when they call, write or fax the Library. In accordance with the guidelines, effective 1-1-05, requests by phone, letter, fax and email have been limited to our primary stakeholders, Library District residents.

While it is appropriate to refer out of District customers to their libraries for information services by letter or phone, at times customers request access to materials that are unique to OCLS.

III. There are several options.

Option 1

Return to providing remote service (phone, fax, email, letter*) to anyone who contacts Orange County Library System (OCLS) without regard for residency and library card status.

Advantage

All customers, including non-residents would receive the same excellent service that they had grown accustomed to at no charge.

Disadvantage

Out of District resident would in effect receive a "free ride" since they would not pay anything for the remote services provided.

Option 2

Continue to provide no remote (phone, fax, email, letter) reference services for non-cardholders residing outside of the Library District.

Advantage

This option allows staff, our most expensive resource, to be utilized exclusively for service to the cardholders of the Library District who fund the service.

Disadvantages

Some out of District residents will complain since in the recent past they had received the service. Some resources are unique and those outside of library district would have more difficult access to those resources.

Option 3

Provide remote reference/informational services as an option for those who live outside of the Orange County Library District and do not have a card for a flat service charge of \$25. The charge covers up to 30 minutes of staff time for searching plus up to 10 copies.

Someone in Palatka, Florida, for example, could ask for a copy of a page from a report on the Naval Training Center or someone in Jacksonville or in Georgia could request copies of 1850 census records for Florida or any other state.

Someone in Sanford or in Iowa City, Iowa could request an obituary for a relative who had died in Orlando in 1980.

The service charge is reasonable to the person who otherwise might travel to the Orlando area to obtain the information, and the Library would be compensated for the cost of providing the service to an out of District user.

Advantages

The service charge addresses the inequity that out of District users who do not financially support the Library had been able to receive free service when they called, wrote or faxed the Library.

Disadvantage

Some non-cardholders who had until recently used these services for free will complain.

IV. Recommendation

Staff recommend approval of option 3. This option supports the Library focus on service to District residents, the end users who fund OCLS, while still providing an option for convenient access to the Library's unique resources to those living outside the District.

Proposed Policy Statement

Requests for information from non-cardholder out of district residents may be searched for a charge of \$25.00 for up to 30 minutes of staff time including up to 10 photo or fiche copies. Payment by check or credit/debit card is required before service is rendered.

*Chat reference services are not included in this discussion as OCLS is part of the statewide Ask a Librarian chat reference project.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-013

AUTHORIZE STAFF TO PROVIDE REMOTE REFERENCE/INFORMATIONAL SERVICES AS AN OPTION FOR THOSE WHO LIVE OUTSIDE OF THE ORANGE COUNTY LIBRARY DISTRICT FOR A FLAT SERVICE CHARGE OF \$25.00.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Ocoee, on the 13th of January 2005, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize provide remote reference/information service as an option for those who live outside of the Orange County Library District and do not have a card. The service would be provided for a flat service charge of \$25.00 The charge covers up to 30 minutes of staff time for searching plus up to 10 copies.
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, January 13, 2005**

**Discussion and Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 13, 2005**

Strategic Plan Update

Orange County Library System Strategic Plan - FY 2005

Item Number	Status		Notes	Point Person
1		GOAL 1: Increase Customer Satisfaction & Provide Greater Ease of Access to Services		
1.1		Objective 1: Provide Additional days/hours of service		
		Activity		
1.1-1		Implement Branch Master Plan		Craig Wilkins & Sally Fry
1.1-1A	Underway	Open Eatonville	Grand Opening scheduled for January 22, 2005	
1.1-1B	Underway	Open new Winter Garden Branch (Carryover from FY 2004)	Branch still under construction	Bob Tessier
1.3		Objective 3: Provide self service options		
		Activity		
1.3A		Deploy Self Check-out at one additional library location.	Alafaya went live with RFID/Self-check on Sunday, December 19. North Orange Scheduled to go live on Sunday January 9. Winter Garden ready to go live at opening.	Craig Wilkins & Sally Fry
1.4		Objective 4: Create and maintain inviting and appealing library spaces		
		Activity		
1.4A	Underway	Renovate 3rd Floor at Main Library	Carpeting, lighting & wall covering in west-end completed in August 2004. Contractor selection for east-end construction project underway.	Bob Tessier
1.4B	Underway	Replace Main Library Roof (Carryover from FY2004)	Roofing contractor approved at December Board Meeting.	Bob Tessier
1.4C	Underway	Provide sinking fund for significant future repairs and replacements	\$50,000 included in FY 2005 Budget.	Bob Tessier

1.5		Objective 5: Implement effective communication loop with customers		
		Activity		
1.5-1		Create Customer Service Action (CSA) group made up of staff		
1.5-1A	Complete & Ongoing	Inform, seek feedback and prepare staff through meetings and Intranet articles regarding customer satisfaction goals and surveys prior to start date of survey	Ongoing shopper reports: Average score for Sept. - 88.9, Oct. - 80.2, Nov. - 89.4	Sally Fry
1.5-1B	Underway	Design and distribute customer survey tools	CSA group project identified to create mini-surveys in hard-copy and online format to identify preferences for specific aspect of service or project. First meeting for project scheduled.	Sally Fry
1.5-1C	Ongoing	Monitor patron response to survey tools monthly.		Sally Fry
1.5-1D	Ongoing	On a quarterly basis, CSA reports survey results and recommended actions to Admin Team		Sally Fry
1.5-1E	Ongoing	Administration reviews CSA recommendations and implements feasible response		Sally Fry
1.5-1F	Ongoing	Publicize changes to customers	Through website & e-newsletter	Sally Fry
1.6		Objective 6: Prepare staff to exceed the expectation of the customer		
		Activity		
1.6A	Complete & Ongoing	Provide staff training annually in customer-driven service practices	All employees attended "Service Savvy - Providing Outstanding Service in a Diverse World" in December 2004	Carla Fountain
1.6B	Ongoing	Review customer service practices annually	Collection Development staff have revised the Materials Management Policy and have posted a draft on the Orange Peel. All staff have been invited to provide input. Based on that input a final draft will be prepared for Board consideration at the January 13, 2005 meeting.	Debbie Moss
1.6C	Complete & Ongoing	Establish program to recognize & reward customer service excellence	Complete & ongoing through Secret Shopper program.	Sally Fry

2		GOAL 2: Provide a Range of Services that are Responsive to a Changing Community		
2.1		Objective 1: Expand Access to and Availability of Programs for the Public		
		Activity		
2.1A	Ongoing	Use Volunteer Story Givers program using staff and outside volunteers, to provide 25 additional programs per year.	October, November and December a total of 9 programs were given by volunteers. (Oct.- 4, Nov. -1, Dec.- 4)	Kathryn Robinson
2.1B	Ongoing	Empower librarians to create four events for presentation to the public each year at least two of which are classes.		Kathryn Robinson
2.1C	Complete & Ongoing	Employ technology to disseminate classes, programs and storytelling to multiple locations and to home users	OCLS.info now has a section called Online Videos with areas for Educational, Library Events, Library Technology and Recommended Reading. Central Florida Reads Interview with Author created in October 04.	Kathryn Robinson
2.1D	Ongoing	Offer at least two classes or two programs per month and storytelling once a month in Spanish. By year 3, increase classes and programs to four and storytelling to weekly.	Programs/Classes exceeded Goal. October -20 classes and 1 program, November- 24 classes and 1 program. December- 15 classes and 4 programs.Storytelling -close to on track with new goal with 1 in Oct, 1 in Nov. and 4 in Dec.	Kathryn Robinson
2.1E	Complete & Ongoing	Offer after hours programs twice per year on Friday nights for Youth at Main.	After hours events for teens were held at Main on June 11 and July 24, 2004.	Kathryn Robinson
2.2		Objective 2: Expand Use of Relevant Technology		
2.2A	Ongoing	Maintain and expand current PC network. Add 30 new stations to the network each year with the balance of PC's purchased upgrading current equipment.	I installed 17 new computers at Southeast and 6 in the Computer Resource Center. Upgraded 33 Gates computers in the branches. All locations have assistive technology deployed. Also added Events-Line to distribute timely information on library events.	Eric Atkinson
2.2B	Ongoing	Evaluate and add new software programs for public and staff.	New patron software evaluated include the collection of games that will be deployed on the Eatonville public workstations. In staff software, Office 2004 has been tested under Citrix and the CRC is working to develop curriculum for training. E*Vanced Calendar is being tested by staff and will go live early next year enhancing the web calendar and providing online class registration. Moveable Type Weblog is being customized for Southwest branch, and an additional weblog for upcoming Ready, Set, Go class has been set up. Ordered 2 copies of the Macromedia Video Kit to allow Flash-based video to our website using Dreamweaver. Photoshop, Digital Photography, and Moviemaker2 classes debuted in the CRC and continue to fill up. SitePal software has been added to provide animated characters to the library's web site and intranet.	Eric Atkinson
2.2C	Ongoing	Expand the Library's role as a digital content creator: Participate in partnership with UCF/History Museum to create pilot digital history project. Seek grant funds for project expansion.	Received additional grant for Central Florida Memory. The group has started meeting to start working on phase II. Received funds for Healthy Connections. Classes on Diabetes, Pre-Natal Care, and Senior Wellness are being taught. Two-thirds of the PowerPoint presentations have been built and are available online for our partners approval. We have also developed a presentation for FCAT explorer and are porting content to web format. We are currently looking at submitting a grant from the Institute of Museum and Library Services. We have also created 4 videotaped story programs which are being streamed from the library's web site.	Eric Atkinson
2.2D	Ongoing	Install video conferencing technology to provide programs, classes, storytimes at multiple locations from one location. First year three locations, add at least 3 locations each subsequent year.	We are developing a lower cost OLIVE solution utilizing a video phone and a standard LCD TV and telephone. Tested an Internet-based teleconference with Ponte Vedra Library in St. John's County, additional testing scheduled for next quarter.	Eric Atkinson
2.2E		Provide sinking fund for technology purposes.	\$50,000 included in FY 2005 Budget.	Bob Tessier

2.3		Objective 3: Expand End User Services		
		Activity		
2.3A	Ongoing	Experiment with cost vs. use of scanners at Main. Success is measured by recovery of cost of lease.	Doubled - 12 scans = \$60.00.	Eric Atkinson
2.4		Objective 4: Expand and Diversify Collections		
		Activity		
2.4A	Complete	Experiment with circulating software at Alafaya and South Creek. If successful (measured by circulation, return and retention) add collections to all locations.	No plans to expand purchase of software.	Debbie Moss
2.4B	Ongoing	Add computer games (X Box, Playstation 2) at Alafaya and South Creek. If successful (measured by circulation, return and retention) add collections to all locations.	No plans to expand purchase of games. We are watching developments in the online gaming industry. Increasing numbers of game fans are accessing games online. Traffic on the live Xbox site increased fourfold since the release of Halo 2. In January '05 we will have a dry run for a 'LAN' party in preparation for a larger spring break event.	Debbie Moss

3		GOAL 3: Expand Use and Awareness of Library Services Through Marketing		
3.1		Objective 1: Increase Market Share by 10 Percentage Points Annually		
		Activity		
3.1-1	Ongoing	Conduct a demographic study of our service area		Marilyn Hoffman
3.1-2	Ongoing	Awareness Study: Find out who uses the Library and who does not and why not.		Marilyn Hoffman
3.1-2A		Promote specific services that are new or not being used to their potential	Database of the month and streaming videos featured in newsletter and on website. Implemented Library event and news phone line.	Marilyn Hoffman
3.1-2B	Ongoing	Identify non-users and develop focus groups to determine their potential as patrons. Seeking funding.	Final report on Focus Groups and Surveys completed by The Recchia Group. Four categories of service area residents who do not use the Library were targeted...seniors, teens, working professionals and parents. We will be meeting to plan which group to target for the best results. Of note in the report is that some people just do not know about our services and others prefer to use their card as a family card.	Marilyn Hoffman
3.1-3		Image Projection		
3.1-3A		Develop partnerships, performances, and programs.	Partnerships, performances and programs with El Nuevo Dia (ad in paper, bookmarks) Harley-Davidson Motorcycles, Rollins College, Florida Humanities Council, Pineapple Press, American Library Association, Walgreens, National Library of Medicine, Alzheimer's Association, UCF, Ezra Jack Keats Foundation, CF Folk, Acoustic Guitar Society, Peabody Hotel, Creative Memories, Weavers of Orlando, Gain's German Restaurant, CF Ghost Society, OC Sheriff's Office., Orlando-UCF Shakespeare Festival, Lighthouse of Hope, Musicians, Artists and Authors, CF Romance Writers, Fitness Studio and First Fitness of Orlando, CF Reads partners, Martial Arts Center for Health, Consumer Credit Counseling Service, Natl. Endowment for the Humanities, Charlie's Bakery, CF Watercolor Society, various social service groups.	Marilyn Hoffman

3.1-4		Marketing Strategies:		
3.1-4A		Supply apartment complexes and realtors with Library card information.	Sending Library card sign up information and promotional materials - 25 per month	
3.1-4B	Ongoing	Businesses - I identify businesses in service area.	Using Orlando Business Journal and Reference USA.	Marilyn Hoffman
3.1-4C	Ongoing	Contact large local businesses and ask them to distribute Library card information to their employees at employee fairs/open season medical	Sending Library card sign up information and promotional materials - 25 per month.	Marilyn Hoffman
3.1-4D	Ongoing	Partner with Chambers of Commerce and Economic Development to promote Library as part of package to attract new businesses.	Sending Library card sign up information and promotional materials regularly.	Marilyn Hoffman
3.1-5		Market Library services to seniors.		Marilyn Hoffman
3.1-5A	Ongoing	Supply retirement homes with Library card information/flyers senior services	Sending Library card sign-up information and promotional materials - 25 per month. Targeted 42 Healthcare Facilities.	Marilyn Hoffman
3.1-5B	Ongoing	Supply senior citizen organizations with Library card information/flyers	Sending Library card sign-up information and promotional materials - 25 per month.	Marilyn Hoffman
3.1-6		Market Library services to children.	Sending Library card sign-up information and promotional materials - 25 per month, Educational and Community Facilities. Fundraising letter for Summer Reading Program sent to 1,000 people.	Kathryn Robinson
3.1-7		Market Library services to Teens	Sending Library card sign-up information and promotional materials - 25 per month.	Kathryn Robinson
		Meet with Teen Advisory Group 3 times per year.	Goal exceeded-Meetings held monthly each Oct., Nov, Dec.	Kathryn Robinson
3.1-7A	Ongoing	Partner and plan programs with community teen groups.	Teen Library Corp helped with Harry Potter Halloween Party, Series of Unfortunate Events, Under the Sea with Sponge Bob	Kathryn Robinson

4		GOAL 4: Invigorate Employee Satisfaction and Invest in Quality of Staff		
4.1		Objective 1: Establish Human Resources Development Plan		
		Activity		
4.1-1		Develop internal "Best Practices" for Managers		
4.1-1A	Ongoing	Hold system wide training at least once a year on relevant management topics. For example: ADA and Diversity Issues; Coaching and Counseling Skills; Interviewing Skills, etc.	All managers attended "Service Savvy - Providing Outstanding Service in a Diverse World" in December 2004	Carla Fountain
4.1-2		Establish Staff Development plan		
4.1-2A	Ongoing	Use established employee recognition programs such as Values Commendations, Safety Stars and Years of Service Awards		Carla Fountain
4.1-2B	Ongoing	Hold system wide training at least twice yearly on relevant topics: Staff Day once yearly plus other training such as sensitivity training on ADA and Diversity issues; Customer Service and Interpersonal Skills.	Staff Development Day (November 11, 2004) breakout sessions included financial planning/retirement seminars; sign language and survival Spanish, and Creating Wow Customer Service Experience	Carla Fountain
4.2		Objective 2: Develop System Wide Communication Plan		
		Activity		
4.2A	Ongoing	Establish regular opportunities for Admin Team to communicate with employees, at least annually at each department and branch.	Mary Anne Hodel continues to visit branches on a quarterly basis. Bob Tessier has attended most of these sessions this quarter.	Carla Fountain
4.2B	Ongoing	Hold "front end" communication meetings on major initiatives.	Staff input has been solicited regarding Materials Selection Policy and Reference Guidelines (these are policies/guidelines that affect public service staff)	Carla Fountain
4.3		Objective 3: Establish Staff Technology Development Plan		
		Activity		
4.3-1		Develop internal technology based training program		
4.3-1B	Ongoing	Complete assessment of all Microsoft products.	Upcoming this quarter: Word assessments for Librarians, Excel assessments for Managers.	Debbie Moss
4.3-1C	Ongoing	Develop curriculum based upon identified needs	Web design staff attended a Macromedia workshop in December '04. The Network Engineer is attending an open source workshop in January '05.	Debbie Moss
4.3-1D	Ongoing	Initiate classes for staff based upon identified core competencies	Follow up Word classes have been provided to managers who did not meet our baseline assessment score. Results of second assessment very positive and show that the training was very effective.	Debbie Moss

4.4		Objective 4: Establish Professional/Employee Development Plan		
		Activity		
4.4-1		Identify expectations for all staff, in relation to position, for professional activity and employee development opportunities		
4.4-1A	Ongoing	Partner with CFLC and other organizations to offer at least 2 annual in-house opportunities to acquire professional knowledge and lifelong learning.	CFLC gave two classes on giving presentations in December 2004.	Kathryn Robinson
4.4-2		Conduct evaluation of staffing levels each fiscal year		
4.4-2A	Ongoing	Adjust/Recruit/Reduce staffing as needed	Ongoing. Use PAR forms to review positons needed.	Kathryn Robinson
4.4-2B	Ongoing	Devise Recruitment Plan to include outreach/interviewing at targeted schools; advertising in electronic and print format to targeted professional journals and listservs.	USF recruiting trip made in November 2004; recruiting plans include trips out of state to seek candidates with strong technology background	Kathryn Robinson
4.4-2C	Ongoing	Create award program for employee innovations that are successfully used.	Award Program has been established, no awards offered to date.	Kathryn Robinson
4.4-4D	Underway & Ongoing	Offer opportunities for employees to learn conversational Spanish and sign language. Use in-house staff to mentor and coach - Train a total of 15 employees annually.	Offered "Survival Spanish" and Sign Language classes on Staff Development Day 2004	Kathryn Robinson
4.6		Objective 6: Minimize the potential for staff or patron injury		
		Activity		
4.6-1		Conduct safety and security evaluations of facilities		
4.6-1A	Underway	Conduct four air quality surveys on a rolling schedule.	Engaged consultant for environmental review at SW Branch after Hurricane Charley damaged facility.	Craig Wilkins
4.6-2		Provide safety education for staff		
4.6-2A		Create evacuation plans and conduct annual drills	Posted "The Voice of Safety," created and produced by staff members, as a streaming video on Staff Intranet to be used as a safety training and orientation tool.	
4.6-3		Minimize security risks		
4.6-3A	Complete & Ongoing	Conduct annual review of incident reports	Incident reports reviewed and Rules of Conduct modified November 2004.	Craig Wilkins

**Orange County Library System
Board of Trustees Meeting
Thursday, January 13, 2005**

Information

**Orange County Library System
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Thursday, January 13, 2005**

Director's Report

Director's Report Jan 2005

Congratulations to Jamie Conklin who received a full scholarship to pursue a master's degree in library and information studies at Florida State University. The scholarship is supported through a grant from the Institute of Museum and Library Services as part of the "Librarians Serving the Public" program, an initiative developed to recruit students to meet the diversity and leadership needs of academic, public, and school libraries in northern and central Florida.

Congratulations go also to Ashley Donofrio of the Computer Resource Center who has attained her second Microsoft Certification in Outlook XP.

Staff Association member Lisa Glassford found out that Santa Claus truly does have a challenging job as she transported over 12 boxes of toys donated by staff throughout the library to Harbor House. Thanks to the generosity of our employees and Lisa's efforts at coordinating this initiative, many children were able to find a new toy or gift on Christmas Day.

Over 100 employees and their guests enjoyed the holiday party sponsored by the Staff Association at Lee's Lakeside on December 17th. Thanks to Ashley Donofrio and the Staff Association for their planning and hard work to make this a fun event for everyone in attendance. We had so much fun that even some of the other guests at Lee's Lakeside that evening couldn't believe we were a group from the library (well, the karaoke machine did liven things up a bit!).

Nearly 50 staff members participated in the Citrus Bowl parade on December 30. This year's theme was "All Aboard for the Library/ The Library's Afloat With Adventure." Staff sailed through the parade on a float shaped like a ship and were escorted by costumed children's book characters, balloon handlers and our great book cart drill team!

We have made contact with the University of Central Florida regarding their sponsorship of the Library as a participant in Internet 2. Participation at this level would greatly enhance our technology program, particularly the ability to have robust support for sending video from our web site.

The OCLS has developed an online tutorial to inform students and parents not only of the FCAT Explorer product, but also other resources available through the Orange County Library System to help students prepare for the FCAT.

These resources include online tutoring in English and Spanish, online tests through Learn-a-test, online subscription databases, and also books and videos available check out at the library or home delivery.

In addition, OCLS staff will be doing presentations promoting our tutorial at system library locations as well as visiting schools and PTA events. Thanks to Linda Gabriel, Brandy Douberly, Shannon Long, Bobby Tsui, Amy Van Schiak, Ormilla Vengersammy, Martha Jimenez, Jamie Jimenez, Sheri Chambers, and Nils Thingvall for their work in various stages of the project.

Self Check out at Alafaya has gotten off to a great start with as many as 90% of one day's transactions conducted at self check. North Orange will go live on Sunday, January 9.

Quest Line has taken its first step toward becoming the system-wide call center. On December 19, QL began receiving calls automatically forwarded when customers called the Alafaya phone number. Eventually, QL receive calls routed from all branches.

TV Channel 13 was at the Main Library filming our Healthy Connections classes for the IMLS grant. Their filming will appear on this coming Monday on Channel 13. They also will be linking to our website from their website.

Invitations for the Eatonville Branch's January 22 grand opening have been sent to all residents of Eatonville, our Board, Orange County Board of County Commissioners, town dignitaries/organizations and Orange County and State legislators. We have additional invitations should you want some to distribute.

OCLS will be participating in a survey to help study the Impact of the Internet on Public Library Use, which has been funded by IMLS. The survey will take place in all of our branches. The survey will be scheduled for one week in April.

Library Central will be the setting for an Encounter with Thomas Jefferson performed by actor J.D. Sutton back by popular demand. Funded by the Friends of the Library and the Florida Humanities Council, this realistic and memorable portrayal will take place on Sunday, February 20 at 2:00 p.m.

As of January 7, we have received \$2,120 from our fundraising letter sent out in December requesting support of the Library's 2005 Summer Reading Program "Reading is a Treat."

The Elizabeth I Exhibit continues in Library Central through mid-February with a Fencing Demo at 10 p.m. and a Period Fashion show 22 at 1 p.m. on January 22, a Weaponry Demo presented by the knights of Medieval Times on January 29 at 10 and 11:30 a.m. and a Musical Tribute on January 30 at 2 p.m. then a movie series February 7-11 and an Elizabethan Tea with a visit from her Majesty the Queen enacted by Judy Sheerer in Library Central on Sunday, February 13, sponsors include Evertea, a teahouse on Church Street.

Stories for Grown Ups will be featured each month in Library Central on the third Thursday at 7:00 p.m. This storytelling program is presented by Library staff and appeals to the love of stories in all of us.

The Friends of the Library Winter Book Sale offers books, magazines, videos and more at half price on Friday and Saturday, January 21 and 22 with Members Night on Thursday evening 6-8 p.m.

**Orange County Library System
Board of Trustees Meeting
Thursday, January 13, 2005**

Winter Garden Project Summary

Winter Garden Project Summary

Dec 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	144,561
Construction			
Contractor	2,100,000	2,216,822	2,135,891
Carpet	35,000	26,085	0
Impact & Permit Fees	40,000	25,000	22,594
Testing	8,000	15,000	17,477
Other	10,000	2,500	2,001
Construction Total	<u>2,193,000</u>	<u>2,285,406</u>	<u>2,177,963</u>
Contingency	207,000	112,446	
TOTAL PROJECT	<u><u>2,550,000</u></u>	<u><u>2,550,000</u></u>	<u><u>2,322,524</u></u>

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	20,147
Total	<u>2,216,822</u>

Winter Garden Project Summary

January 2005

Poor drainage conditions continue to be a major concern. Our testing engineer, Nodarse, has recommended that some of the site soils need to be replaced. The civil engineer requested an additional round of testing of soils in the retention pond. The test results are needed to determine the extent of potential soil problems and possible resolutions. It may be several weeks before these results are available and a plan can be formulated.

The lift station (sanitary sewer) still has a few punch list items which the contractor needs to correct before the City will inspect it and then release the DEP application. Once the City has approved the application, it can take up to 30 days for DEP approval.

Our architect, Harvard Jolly, and John Claytor prepared a punch list for the interior of the building, which has been delivered to APM. We continue to hold off on carpet installation until most of the items on the list have been resolved.

The interior glass wall issue is still not resolved. It looks like portions of the wall proposed by APM will not be warranted by the manufacturer. Harvard Jolly has expressed reluctance about accepting a product without the manufacturer's warranty.

**Orange County Library System
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**Cherry, Bekaert & Holland, C.P.A.
Audit Information Documents**

**Orange County Library System
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**Additional information will be
provided in the paper copy of the
Board Packet.**

**Orange County Library System
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Thursday, January 13, 2005**

**Public Comment:
Non-Agenda Items**