

**Orange County Library System
Board of Trustees**

Board Packet for October 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*

October 7, 2005

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

The Honorable Mayor 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, October 13, 2005, at the **Southeast Branch Library; 5575 South Semoran Boulevard; Orlando, Florida 32822; 407.249.6210.**

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
October 13, 2005
Southeast Branch Library
5575 South Semoran Boulevard
Orlando, Florida 32822
407.249.6210

- 05-196 I. **Call to Order**
- 05-197 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 .
- 05-198 III. **Approval of Minutes: Library Board of Trustees Meeting ~ September 8, 2005**
- 05-199 IV. **Staff Presentation: Roving Reference ~ Paolo Melillo**
- 05-200 V. **Financial Statements and Summaries: September 2005 (Preliminary)**
- 05-201 VI. **Statistics and Summaries: September 2005**
- 05-202 VII. **Action Items**
- 05-203 **License to Learn Drawing**
- 05-204 **Election of Officers**
- 05-205 **Consent Agenda**
- 05-206 **Amendment to the Budget for Fiscal Year Ending September 30, 2006**
- 05-207 **Annual Plan of Service ~ FY 2006**
- 05-208 **RFID / Self-Check Equipment (Herndon Branch) and RFID Tags (Herndon Branch & Existing RFID Branches)**
- 05-209 **Mileage Reimbursement**
- 05-210 **Kwik Cases Purchase**

05-211 VIII. **Discussion and Possible Action Items**

05-212 **Strategic Plan Update**

05-213 **Director's Goals Update**

05-214 **Director's Evaluation**

05-215 IX. **Information**

05-216 **Director's Report**

05-217 **Third Floor Renovation Project**

05-218 **Winter Garden Project Summary**

05-219 **Public Comment: Non-Agenda Items**

X. **Adjournment**

**Next Meeting Date: November 10, 2005 ~ Hiawassee Branch Library; 2768 North Hiawassee Road; Orlando, Florida 32818
--- December 8, 2005 ~ Orlando Public Library; Albertson Room; 101 East Central Boulevard; Orlando, Florida 32801.**

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

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

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

Call To Order

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

Public Comment

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

**Approval of Minutes: Library
Board of Trustees Meeting ~
September 8, 2005**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
September 8, 2005
Southeast Branch Library
5575 South Semoran Boulevard
Orlando, Florida 32822
407.249.6210

- 05-173 I. **Call to Order**
Board Members Present: James Tyson (9/1); Tom Kohler (9/1); Matthew Pardy (9/0); Livia Rivera (5/0)

Board Member Absent: Sara Brady (9/1)

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

Vice President Tyson called the meeting to order at 7:00 p.m.
- 05-174 II. **Public Comment**
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- 05-175 III. **Approval of Minutes**
- 05-176 **Library Board of Trustees Meeting ~ August 11, 2005**
Trustee Kohler, seconded by Trustee Pardy, moved to approve the minutes for the Library Board of Trustees Meeting held on August 11, 2005. Motion carried 4-0.
- 05-177 **Strategic Plan Workshop ~ August 17, 2005**
Trustee Rivera, seconded by Trustee Pardy, moved to approve the minutes for the Strategic Plan Workshop held on August 17, 2005. Motion carried 4-0.
- 05-178 IV. **Staff Presentation: Southeast Branch Staff ~ ELLIS Language Software**
Branch Manager Keith Graham, Lead Clerk Victor Rodriguez and Technical and Customer Support Specialist Jackie Atoy gave an overview of the new ELLIS language software available at the Library. The software allows customers to learn English using modules in their native languages. Brief discussion ensued.

- 05-179 V. **Financial Statements and Summaries: August 2005**
Comptroller Tessier informed the Board that the Library's real estate attorney was drafting the closing documents for the sale of the West Orange Branch property. In 2003, the Board approved a contract to sell the property to the City of Winter Garden for \$350,000.
- 05-180 VI. **Statistics and Summaries: August 2005**
Vice President Tyson recognized and congratulated the Southeast Staff for the increases in circulation and customer visits to their Branch. Brief discussion ensued.
- 05-181 VII. **Action Items**
- 05-182 **Consent Agenda**
Trustee Pardy requested to pull item #05-184 for discussion.

Trustee Kohler, seconded by Trustee Pardy moved to approve the remaining items on the Consent Agenda. Motion carried 4-0.
- 05-183 **Library Board of Trustees Meeting Schedule ~ FY 2006**
The Board approved the FY 2006 Library Board Meeting Schedule.
- 05-184 **Strategic Plan Add-on Year ~ FY 2009**
Trustee Pardy asked for clarification of estimated costs listed in the FY 2009 Strategic Plan Add-on year. Brief discussion ensued.

Trustee Kohler, seconded by Trustee Pardy, moved to approve the FY 2009 Strategic Plan Add-on year. Motion carried 4-0.
- 05-185 **HVAC Service Contract for Main Library**
The Board awarded the Main Library HVAC service contract in the amount of \$55,968 to York International.
- 05-186 **Architect Contract for Second Floor Renovation Project**
The Board approved a contract with HKS for additional Architectural/Engineering services for the Second Floor Renovation in the amount of \$59,116 plus expenses.
- 05-187 **Non-Consent Agenda**
- 05-188 **Tell Me More Access Service**
Assistant Director Moss summarized the online service *Tell Me More*, which is an online service used by English speakers to learn other languages and will be available remotely. She explained the service is different than most, as the Library is limited to 200 users. Customers who sign up for the service will "own" a license and have access to the service for six months. They will have the ability to learn one new language using the content rich modules and tests in the six month period. The cost of \$25.00 per license issued is strictly a cost-recovery charge, since only 200 users may access the service. Ms. Moss explained that the Library will distribute the

licenses, and that once a customer obtains it, that customer is the sole user of the license purchased until it expires. Usage reports and improvement summaries will be provided.

Trustee Kohler, seconded by Trustee Tyson, moved to approve the purchase of access to the *Tell Me More* online service and to make it available to eligible cardholders for a \$25 fee. Motion carried 4-0.

05-189 VIII. **Discussion and Possible Action Items**

05-190 IX. **Information**

05-191 **Holiday and Closed Day Calendar ~ FY 2006**

05-192 **Director's Report**

OCLS will participate in the Volunteer Income Tax Assistance (VITA) as Sites Partners. We are targeting the South East Branch for Spanish language assistance.

▶ Staff will hold a Bake sale at the Main Library on Thursday, September 15th! Homemade baked goods will be on sale for staff in the Main Library lobby from 7:30a.m. - 8:30a.m. Staff can purchase goodies in the Human Resources Department throughout the day. We will also have a silent auction for favorite recipes! All money raised from this bake sale will go to help the victims of Hurricane Katrina.

▶ West Orange won the Summer Rush to Read with a 42% increase in the number of verified borrowers. It's pretty dramatically above any other location.

▶ Paolo Melillo and Gregg Gronlund have been chosen to hosting a Table Talk at Public Library Association on Mobile Reference in Boston in 2006. Talk Tables offer a unique opportunity for attendees to share information and promise to be a conference highlight.

▶ Ms. Joy Wallace Dickinson wrote about Central Florida Memory in last Sunday's paper. Several of the beautiful images accompany the article. On the front page of the Orange section, the teaser with the image mentions all five partners in larger type.

▶ Beginning October 1, 2005, we will no longer provide home delivery to addresses outside of Orange County for Orange County Property Owner library card holders.

We will be notifying our current 523 property owner card holders that can deliver materials to their Orange County address or business or arrange for pick up at a Branch location.

▶ The Library wishes to do our part to support those individuals who have been displaced by Hurricane Katrina. Until the end of December 2005, staff will issue a PC Pass, at no charge, for visitors who have been displaced as a result of Hurricane Katrina.

▶ OCLS's first *Alphabet Bites* program went great yesterday! We had 52 kids and 12 adults at Main. The program will be available every Wednesday at 10:30 am –

all through November 16th. The program will address literacy and kindergarten readiness by focusing on a different letter each week and is funded by a grant from Target.

► Author Phil Bildner, a teacher and author of Brooklyn, NY, has donated autographed copies of two of his books to add to Eatonville's collection. We already own his books, so these will be added copies. Many thanks to Mr. Parady for arranging this with Mr. Bildner. <http://www.philbildner.com>

05-193

Third Floor Renovation Project

Facilities and Operations Manager John Claytor stated that the Third Floor Renovation Project is on schedule.

05-194

Winter Garden Project Summary

05-195

Public Comment: Non-Agenda Items

X. Adjournment

Vice President Tyson adjourned the meeting at 8:00 p.m.

Next Meeting Dates: October 13, 2005 ~ Southeast Branch Library; 5575 South Semoran Boulevard; November 10, 2005 ~ Hiawassee Branch Library; 2768 North Hiawassee Road; Orlando, Florida 32818 --- December 8, 2005 ~ Orlando Public Library; Albertson Room; 101 East Central Boulevard; Orlando, Florida 32801.

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

**Staff Presentation: Roving
Reference ~ Paolo Melillo**

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

**Financial Statements and
Summaries: September 2005
(Preliminary)**

Orange County Library System

Financial Statement Highlights

Twelve Months Ended September 30, 2005

FY 2006 Budget Hearings

As required by the Truth in Millage (TRIM) process, two public hearings before the Governing Board were held in September. Both went well. At the second hearing, two patrons from the Edgewater community expressed support for both the Library system and a future increase in the Library's millage rate.

Sale of West Orange Property to City of Winter Garden

Both parties have executed the closing documents and we anticipate the \$350,000 check in the next couple of days.

2006 Medical & Dental Insurance Rates

Although the "trend" or inflation rate for health care continues to be around 13%, we have some very good news. Due to our favorable claims experience, medical and dental insurance premiums will only increase about **5.5%** for 2006. That is the smallest increase we have experienced in years. This will be especially good news to those employees who pay for dependent coverage. There will be no changes in coverage and we will be renewing with both United HealthCare for medical and Blue Cross Blue Shield for dental coverage.

Preliminary Financial Statements

September 30th is the end of the Library's fiscal year. The attached financial statements are marked "preliminary" as many adjustments still need to be made. For example, invoices for last fiscal year will continue to come in through the early part of November. During the first week in October, about \$922,000 was paid for invoices for last fiscal year. The final financial statements will be included in the January Board packet.

Operating Fund Revenue and Expenditure Summaries

Salaries

One account that will not likely change much between the preliminary and final financial statements is Salaries. Of the \$11,966,000 budgeted, we spent \$11,621,000 or 97%. Given the multitude of issues, including merit increases throughout the fiscal year, promotions, annual vacation payouts, and sick and vacation payouts at termination, budgeting for this account is based on many assumptions. We are pleased that the actual is so close to the budget.

Repairs & Maintenance

For the quarter ended September 30, 2005, we paid our handyman \$14,699, which consisted of \$12,968 for labor and \$1,731 for materials.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Twelve Months Ended September 30, 2005
Preliminary**

05-200

| | ANNUAL BUDGET | YTD ACTUAL | (12 months=100%) |
|------------------------------------|--------------------------|--------------------------|-------------------------|
| AD VALOREM TAXES | 24,602,704 | 24,917,045 | 101.3% |
| INTERGOVERNMENTAL | | | |
| Grants | 20,000 | 50,447 | 252.2% |
| State Aid | 1,480,000 | 1,502,357 | 101.5% |
| Law Collection Fees | 250,000 | 179,787 | 71.9% |
| | <u>1,750,000</u> | <u>1,732,591</u> | <u>99.0%</u> |
| CHARGES FOR SERVICES | | | |
| Fee Cards | 2,000 | 9,250 | 462.5% |
| PC Pass | 55,000 | 40,656 | 73.9% |
| PC Express | 0 | 95 | |
| Classes | 1,000 | 2,071 | 207.1% |
| Copy & Vending | 165,000 | 189,431 | 114.8% |
| Fax | 0 | 2,592 | |
| Scanner | 0 | 296 | |
| Computer Booklets | 0 | 54 | |
| Reference Charges | 0 | 339 | |
| | <u>223,000</u> | <u>244,784</u> | <u>109.8%</u> |
| FINES | | | |
| Fines | 850,000 | 1,315,170 | 154.7% |
| Lost Materials | 90,000 | 112,934 | 125.5% |
| | <u>940,000</u> | <u>1,428,104</u> | <u>151.9%</u> |
| MISCELLANEOUS | | | |
| Interest Earnings | 175,000 | 383,119 | 218.9% |
| Rents | 0 | 2,865 | |
| Contributions - Friends of Library | 152,000 | 96,666 | 63.6% |
| Contributions - Fund Raiser | 0 | 27,586 | |
| Contributions - Others | 5,000 | 176,553 | 3531.1% |
| Miscellaneous | 30,500 | 80,912 | 265.3% |
| Disk Sales | 2,500 | 2,926 | 117.0% |
| Universal Services Fund Rebate | 0 | 77,713 | |
| Grant & Awards | 0 | 7,500 | |
| | <u>365,000</u> | <u>855,840</u> | <u>234.5%</u> |
| TRANSFER FM PROP APPRAISER | 20,000 | 0 | 0.0% |
| TRANSFER FM TAX COLLECTOR | 220,000 | 0 | 0.0% |
| TOTAL REVENUES | <u><u>28,120,704</u></u> | <u><u>29,178,364</u></u> | <u><u>103.8%</u></u> |

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Twelve Months Ended September 30, 2005**

05-200

| | Preliminary | | |
|-------------------------------------|--------------------------|--------------------------|-------------------------|
| | ANNUAL BUDGET | YTD ACTUAL | (12 months=100%) |
| SALARIES & BENEFITS | | | |
| Salaries | 11,966,413 | 11,620,766 | 97.1% |
| Medicare Taxes | 173,513 | 162,046 | 93.4% |
| Defined Contribution Plan | 897,481 | 865,698 | 96.5% |
| Defined Benefit Plan | 1,221,066 | 741,410 | 60.7% |
| Life and Health Insurance | 2,019,439 | 1,590,118 | 78.7% |
| Worker's Compensation | 119,664 | 128,450 | 107.3% * |
| Unemployment Compensation | 20,000 | 5,571 | 27.9% |
| Parking & Bus Passes | 85,320 | 85,486 | 100.2% * |
| | <u>16,502,896</u> | <u>15,199,545</u> | <u>92.1%</u> |
| OPERATING | | | |
| Professional Services | 210,000 | 240,125 | 114.3% * |
| Other Contractual Services | 620,000 | 589,808 | 95.1% |
| Other Contract. Serv.- Janitorial | 256,000 | 252,356 | 98.6% |
| Training and Travel | 75,000 | 113,825 | 151.8% * |
| Telecommunication | 322,000 | 309,368 | 96.1% |
| Delivery and Postage | 1,272,000 | 1,258,836 | 99.0% |
| Utilities | 710,000 | 723,161 | 101.9% * |
| Rentals and Leases | 901,000 | 887,588 | 98.5% |
| Insurance | 155,000 | 190,939 | 123.2% * |
| Repair and Maintenance | 628,000 | 702,484 | 111.9% * |
| Repair & Maint. - Hardware/Software | 284,000 | 300,093 | 105.7% * |
| Copying/Printing | 185,000 | 217,081 | 117.3% * |
| Property Appraiser's Fee | 282,000 | 269,228 | 95.5% |
| Tax Collector's Fee | 486,000 | 488,276 | 100.5% * |
| Supplies | 625,000 | 651,735 | 104.3% * |
| Supplies-Hardware/Software | 80,000 | 150,504 | 188.1% * |
| Contingency | 300,000 | 0 | 0.0% |
| | <u>7,391,000</u> | <u>7,345,407</u> | <u>99.4%</u> |
| CAPITAL OUTLAY | | | |
| Building and Improvements | 1,940,000 | 484,577 | 25.0% |
| Hardware/Software | 195,000 | 224,831 | 115.3% * |
| Equipment and Furniture | 162,000 | 367,113 | 226.6% * |
| | <u>2,297,000</u> | <u>1,076,521</u> | <u>46.9%</u> |
| LIBRARY MATERIALS | | | |
| Materials - Rest. Contributions | 5,500 | 5,442 | 98.9% |
| Materials - Law | 210,000 | 84,020 | 40.0% |
| Materials - Other | 4,236,500 | 4,358,255 | 102.9% * |
| | <u>4,452,000</u> | <u>4,447,717</u> | <u>99.9%</u> |
| TRANSFER TO OTHER FUNDS | | | |
| Branch Debt Service Fund | 410,000 | 409,458 | 99.9% |
| Sinking Fund | 100,000 | 100,000 | 100.0% |
| | <u>510,000</u> | <u>509,458</u> | <u>99.9%</u> |
| TOTAL EXPENDITURES | <u>31,152,896</u> | <u>28,578,648</u> | <u>91.7%</u> |

*=Expect to over spend the budget for this account

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Twelve Months Ended September 30, 2005
Preliminary**

| | <u>ANNUAL BUDGET</u> | <u>YTD ACTUAL</u> | <u>(12 months=100%)</u> |
|-----------------------------|--------------------------|-------------------------|-------------------------|
| REVENUES | | | |
| Ad Valorem Taxes | 1,234,885 | 1,251,296 | 101.3% |
| Interest | 7,000 | 22,819 | 326.0% |
| Transfer From Tax Collector | 11,000 | 0 | 0.0% |
| TOTAL REVENUES | <u>1,252,885</u> | <u>1,274,115</u> | <u>101.7%</u> |

EXPENDITURES

| | | | |
|---------------------------|-------------------------|-------------------------|---------------------|
| Principal | 1,150,000 | 1,150,000 | 100.0% |
| Interest | 104,600 | 104,600 | 100.0% |
| Tax Collector's Fee | 26,400 | 24,521 | 92.9% |
| TOTAL EXPENDITURES | <u>1,281,000</u> | <u>1,279,121</u> | <u>99.9%</u> |

FUTURE DEBT SERVICE PAYMENTS

| <u>DATE</u> | <u>PRINCIPAL</u> | <u>INTEREST</u> |
|-------------|------------------|-----------------|
| 2006 | 1,200,000 | 54,000 |

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Twelve Months Ended September 30, 2005
Preliminary**

| | <u>ANNUAL BUDGET</u> | <u>YTD ACTUAL</u> | <u>(12 months=100%)</u> |
|----------------------------|--------------------------|-----------------------|-------------------------|
| REVENUES | | | |
| Transfer From General Fund | 410,000 | 409,458 | 99.9% |
| Interest | 5,000 | 8,051 | 161.0% |
| TOTAL REVENUES | <u>415,000</u> | <u>417,509</u> | <u>100.6%</u> |

EXPENDITURES

| | | | |
|---------------------------|-----------------------|-----------------------|----------------------|
| Principal | 339,227 | 339,226 | 100.0% |
| Interest | 70,233 | 70,232 | 100.0% |
| TOTAL EXPENDITURES | <u>409,460</u> | <u>409,458</u> | <u>100.0%</u> |

FUTURE DEBT SERVICE PAYMENTS

| <u>DATE</u> | <u>PRINCIPAL</u> | <u>INTEREST</u> |
|-------------|-------------------------|-----------------------|
| 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>1,873,133</u> | <u>174,158</u> |

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Twelve Months Ended September 30, 2005
Preliminary**

| | <u>ANNUAL BUDGET</u> | <u>YTD ACTUAL</u> | <u>(12 months=100%)</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 | | | |
| <u>FUTURE BRANCH LOCATION</u> | | | |
| Land | 1,000,000 | 0 | 0.0% |
| <u>WINTER GARDEN BRANCH</u> | | | |
| Architect/Engineer | 0 | 2,099 | |
| Construction Contractor | 0 | 193,579 | |
| Carpet | 0 | 0 | |
| Impact & Permit Fees | 0 | 0 | |
| Testing | 0 | 19,400 | |
| Other | 0 | 19,710 | |
| | <u>0</u> | <u>234,788</u> | |
| TOTAL EXPENDITURES | <u>1,000,000</u> | <u>234,788</u> | <u>23.5%</u> |

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Twelve Months Ended September 30, 2005
Preliminary**

| | <u>ANNUAL BUDGET</u> | <u>YTD ACTUAL</u> | <u>(12 months=100%)</u> |
|------------------------------------|--------------------------|-----------------------|-------------------------|
| REVENUES | | | |
| Transfer From General Fund | 100,000 | 100,000 | 100.0% |
| Interest | 0 | 2,608 | |
| TOTAL REVENUES | <u>100,000</u> | <u>102,608</u> | <u>102.6%</u> |
| RESERVES | | | |
| Reserves-Building and Improvements | 50,000 | 50,000 | 100.0% |
| Reserves-Technology | 50,000 | 50,000 | 100.0% |
| TOTAL RESERVES | <u>100,000</u> | <u>100,000</u> | <u>100.0%</u> |

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
September, 2005

05-200

| | <u>BALANCE</u> 8/31/05 | <u>RECEIPTS</u> | <u>DISBURSE</u> | <u>BALANCE</u> 9/30/05 |
|----------------------------|---------------------------|------------------|--------------------|---------------------------|
| OPERATING | | | | |
| Checking | 688,722 | 3,751,359 | (4,172,437) | 267,644 |
| SBA Investments | 4,355,573 | 1,515,770 | (1,250,000) | 4,621,343 |
| CD Investments | 5,581,318 | 0 | (2,000,000) | 3,581,318 |
| | 10,625,613 | 5,267,129 | (7,422,437) | 8,470,305 |
| MAIN DEBT SERVICE | | | | |
| AIM Investments | 1,235,789 | 4,377 | (1,202,300) | 37,866 |
| BRANCH DEBT SERVICE | | | | |
| CD Investments | 399,552 | 0 | 0 | 399,552 |
| CAPITAL PROJECTS | | | | |
| Checking | 0 | 96,190 | (96,190) | 0 |
| SBA Investments | 152,329 | 446 | 0 | 152,775 |
| | 152,329 | 96,636 | (96,190) | 152,775 |

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
September, 2005
Preliminary**

05-200

ASSETS

| | |
|----------------------------|--------------------------------|
| Certificates of Deposit | 3,581,318 |
| Cash on Hand | 14,405 |
| Equity in Pooled Cash | 267,644 |
| Accounts Receivable | 23,768 |
| Due From Other Funds | 406,889 |
| Due From Other Governments | 34,000 |
| Interest Receivable | 24,403 |
| Inventory | 195,088 |
| Investments-SBA | 4,621,343 |
| Prepays | 126,449 |
| Other Assets-Deposits | <u>9,275</u> |
| TOTAL ASSETS | <u><u>9,304,582</u></u> |

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

September, 2005

Preliminary

LIABILITIES

| | | |
|----------------------------------|----------------|--|
| Accounts Payable | 0 | |
| Retainage Payable | 37,199 | |
| Accrued Wages Payable | 419,932 | |
| Accrued FIT Tax Payable | 0 | |
| Accrued Med Tax Payable | 0 | |
| Accrued Sales Tax | 17 | |
| Due To FOL-Taxable Book Sales | 2,925 | |
| Due To FOL-Nontaxable Book Sales | 55 | |
| Due To FOL-Sales Tax | 198 | |
| United Appeal | 282 | |
| Bonds | 148 | |
| Def Comp Employees | 0 | |
| Health Insurance | 22,274 | |
| Union Dues | 657 | |
| Union-Cope | 0 | |
| Optional Life | 4,118 | |
| Flex Spend Med | (11,303) | |
| Flex Spend Dep | 0 | |
| Miscellaneous | 129 | |
| Def Comp Plan -401 | 0 | |
| Daughters of American Revolution | 1,819 | |
| Unclaimed Payroll | 1,571 | |
| TOTAL LIABILITIES | 480,021 | |

FUND BALANCE

| | | |
|---|------------------|------|
| Reserve for Inventory | 195,088 | |
| 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 | 2,962,207 | |
| Current Year Excess of Revenues Over Expenditures | 599,714 | 0.00 |
| TOTAL FUND BALANCE | 8,824,561 | |

TOTAL LIABILITIES & FUND BALANCE

9,304,582

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

**Statistics and Summaries:
September 2005**

STATISTICAL SUMMARY

September 2005 and Annual Statistics for October 2005 meeting

Circulation and Door Count trends:

Last September we experienced closed days due to Hurricane Frances. All system locations were closed all day on September 3rd and 4th due to the storm and remained closed on the 5th and 6th for the Labor Day holiday. The Southwest Branch which had been damaged during Hurricane Charley, reopened on September 10th. These factors make the monthly increases over last year difficult to evaluate, but we can look at some of the annual trends. Overall circulation activity was up 17.86% for the year and door count was up 13.8%.

Annual Circulation was up across the board at all system locations. However, door counts were slightly down at Main while most branch locations saw double digit increases in door counts. Washington Park, West Orange/Winter Garden, West Oaks, South Creek and Alafaya all experienced greater than 20% growth in circulation. Washington Park, West Orange/Winter Garden, and Southeast all saw a greater than 20% increase in door counts.

Last meeting, the board requested information regarding Eatonville usage. There is a chart included this month showing the monthly circulation and door counts since the branch opened. The figures indicate that prior to the street work which began on August 19th, usage was trending upward. It is difficult to tell if this is due to the branch reaching a greater percentage of the community, or if it was from summer business. We do not have any indication from the town how long construction will take, so it may be some time before we can really evaluate the trends.

Web Statistics:

When we went live with the redesigned www.ocls.info site in July, we became able to separate statistics based on whether the customer was using our site from their home or office from those using it at one of our locations. We have designed a new table to reflect this distinction. Previously, we reported on "Hits" to our web site. Our new pages have been reworked to be more efficient, resulting in a drop in the number of hits. Therefore, we have started to report Visits, Unique Visitors, and Page Views. "Visits" indicates the number of times that a user has accessed our site, regardless of the number of pages they visit, "Unique Visitors" reports the number of different computer terminals used to access our site and "Page Views" reports the number of individual web pages viewed.

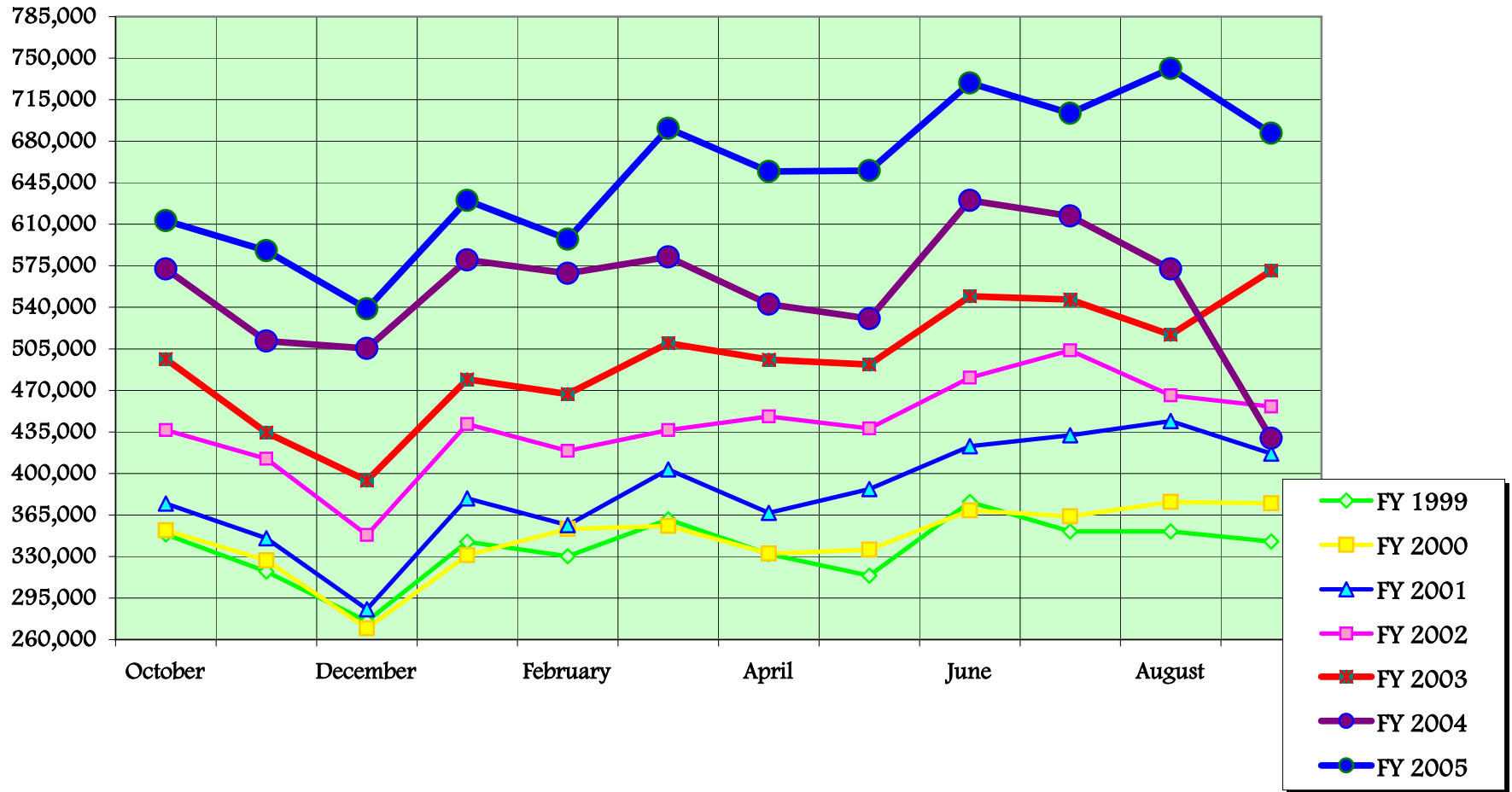
These figures reveal that a very large amount of our web site activity occurs from outside of our physical facilities. In each month of the last quarter, www.ocls.info was accessed by over 35,000 different computers outside of our locations. For the last quarter of the year, we see that 66% of the Visits and 50% of the Page View came from users outside the Library.

Library Activity:

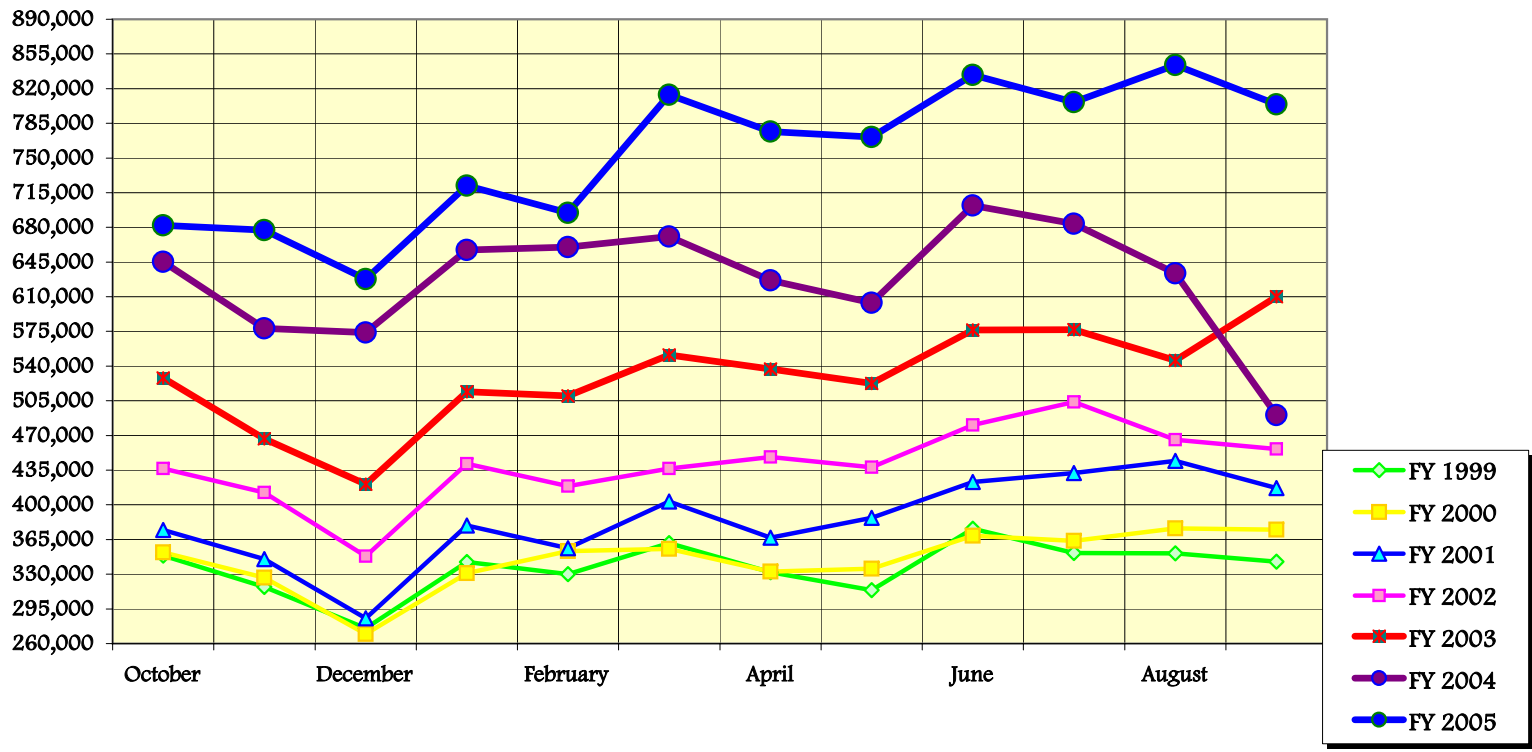
Attendance at Library programs and community events are also up significantly from last year. While some of this may be explained by the weather-related closings last year, the annual attendance has shown significant growth at library programs (6.24%) and classes (16.34%).

Although the Winter Garden opening day statistics will be reflected in October's statistics, it is worthy to note that on opening day 53 new cards were issued and 1900 items were checked out.

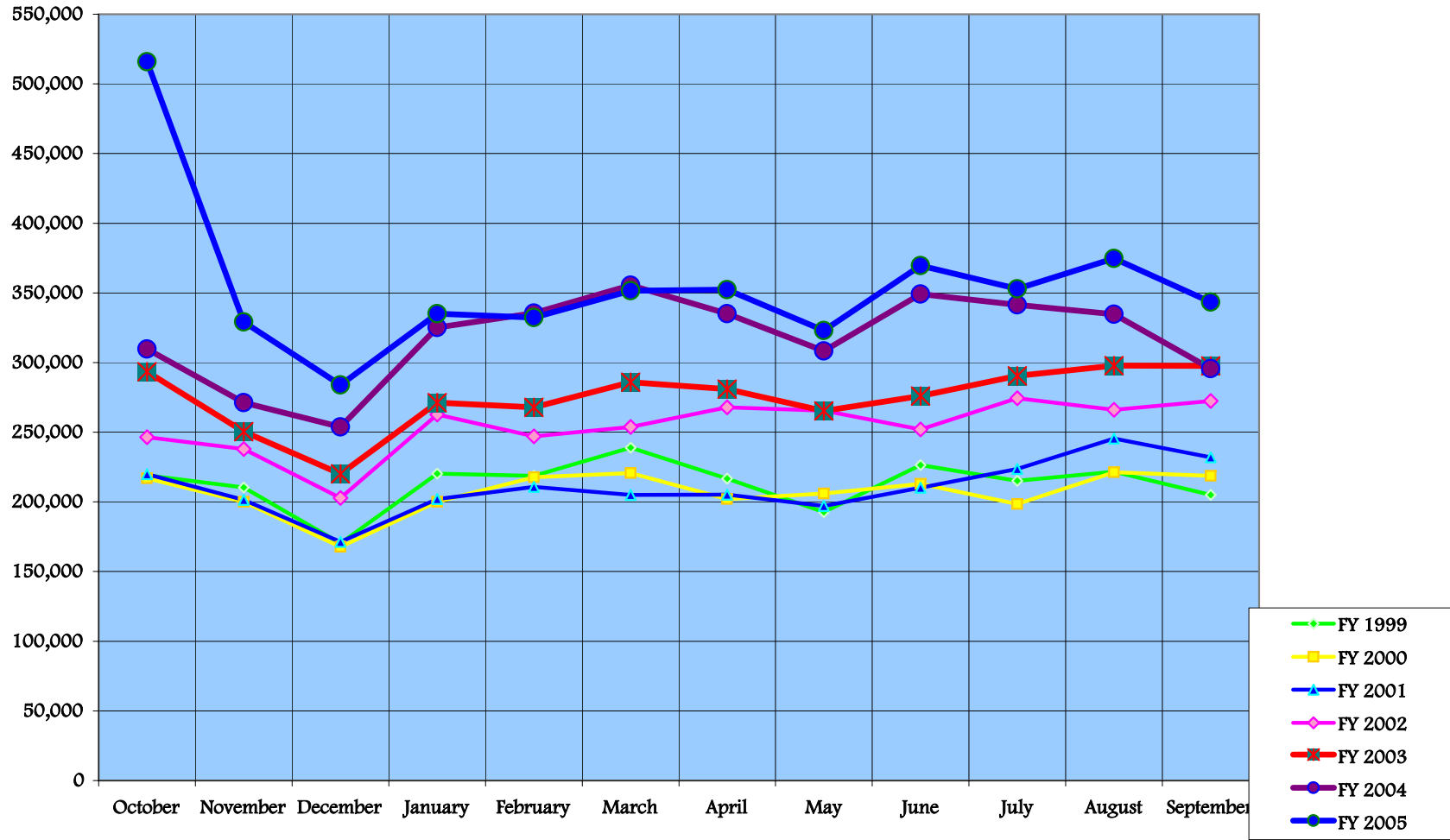
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION**
Fiscal Year 1999 Through Fiscal Year 2005 TO Date



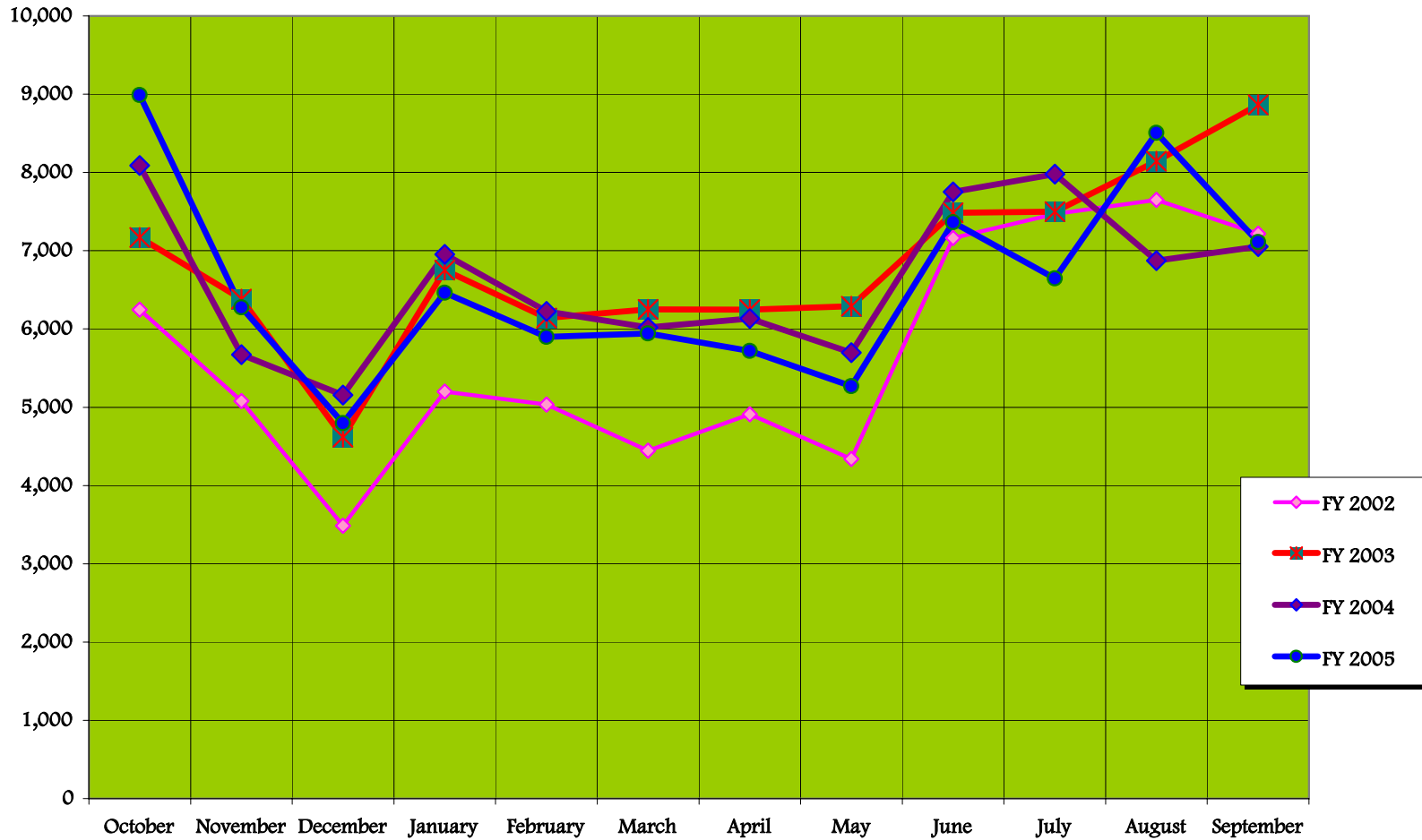
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION WITH ELECTRONIC STATS**
(Circ Stats - previous month & Electronic Stats - 2 months previous)
Fiscal Year 1999 Through Fiscal Year 2005 TO Date



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 | 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 | 185,053 | 163,584 | 179,407 | 165,452 | 206,377 | 185,438 |
| Branches | 366,219 | 355,946 | 356,640 | 318,901 | 320,269 | 308,460 | 389,616 | 368,668 | 371,003 | 352,094 | 421,338 | 355,523 |
| MAYL | 52,902 | 54,059 | 48,152 | 36,786 | 42,305 | 45,092 | 52,548 | 47,237 | 44,206 | 50,673 | 59,822 | 41,130 |
| Talking Books | 528 | 4,192 | 2,907 | 2,622 | 3,211 | 338 | 2,942 | 371 | 2,885 | 446 | 3,400 | 388 |
| Total | 613,125 | 572,378 | 588,143 | 511,513 | 538,694 | 505,289 | 630,159 | 579,860 | 597,501 | 568,665 | 690,937 | 582,479 |
| Door Count | | | | | | | | | | | | |
| Main | 68,996 | 66,816 | 52,721 | 76,673 | 47,060 | 54,546 | 62,089 | 64,798 | 58,023 | 64,232 | 61,375 | 66,748 |
| Branches | 366,470 | 242,940 | 278,637 | 192,229 | 236,839 | 199,173 | 272,964 | 260,359 | 274,354 | 271,292 | 290,246 | 288,689 |
| Talking Books | 13 | 14 | 4 | 12 | 6 | 6 | 4 | 10 | 7 | 7 | 9 | 5 |
| Total | 435,466 | 309,756 | 331,358 | 268,902 | 283,899 | 253,719 | 335,053 | 325,157 | 332,377 | 335,524 | 351,621 | 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 | % of Change | YTD 2005 | YTD 2004 | YTD % of Change |
|--------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|------------------|------------------|-----------------|
| Circulation | | | | | | | | | | | | | | | | |
| Main | 201,587 | 160,695 | 204,294 | 163,787 | 211,295 | 179,221 | 215,285 | 186,623 | 219,182 | 181,947 | 207,422 | 161,106 | 28.75% | 2,376,731 | 2,010,637 | 18.21% |
| Branches | 399,791 | 340,887 | 399,146 | 323,463 | 460,906 | 393,268 | 433,969 | 372,016 | 460,450 | 343,175 | 424,117 | 227,233 | 86.64% | 4,803,464 | 4,059,634 | 18.32% |
| MAYL | 50,238 | 40,739 | 48,332 | 42,770 | 53,710 | 57,286 | 50,541 | 58,076 | 57,287 | 46,989 | 51,355 | 41,001 | 25.25% | 611,398 | 561,838 | 8.82% |
| Talking Books | 2,930 | 413 | 3,327 | 319 | 3,162 | 438 | 3,837 | 341 | 4,403 | 312 | 3,929 | 302 | 1200.99% | 37,461 | 10,482 | 257.38% |
| Total | 654,546 | 542,734 | 655,099 | 530,339 | 729,073 | 630,213 | 703,632 | 617,056 | 741,322 | 572,423 | 686,823 | 429,642 | 59.86% | 7,829,054 | 6,642,591 | 17.86% |
| Door Count | | | | | | | | | | | | | | | | |
| Main | 60,548 | 58,954 | 53,029 | 58,195 | 59,132 | 65,602 | 58,070 | 62,215 | 61,156 | 62,228 | 55,695 | 57,948 | -3.89% | 697,894 | 758,955 | -8.05% |
| Branches | 291,853 | 276,023 | 269,970 | 250,031 | 310,530 | 283,512 | 294,817 | 279,198 | 313,581 | 272,493 | 287,655 | 237,756 | 20.99% | 3,487,916 | 3,053,695 | 14.22% |
| Talking Books | 4 | 2 | 7 | 13 | 10 | 17 | 10 | 6 | 8 | 14 | 7 | 5 | 40.00% | 80 | 111 | -27.93% |
| Total | 352,401 | 334,977 | 322,999 | 308,226 | 369,662 | 349,114 | 352,887 | 341,413 | 374,737 | 334,721 | 343,350 | 295,704 | 16.11% | 4,185,810 | 3,812,650 | 9.79% |

Website Report

| | 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 |
|----------------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|------------------|------------------|------------------|-------------------|------------------|------------------|-------------------|-------------------|
| Hits to the Website | | | | | | | | | | | | | | |
| Inside | | | | | | | 3,309,887 | | 3,406,272 | | 2,763,607 | | 9,479,766 | - |
| Outside | | | | | | | 2,589,153 | | 3,120,101 | | 2,664,211 | | 8,373,465 | - |
| Total | 14,544,626 | 8,644,039 | 14,512,004 | 8,344,958 | 17,533,639 | 8,421,651 | 5,899,040 | 9,971,756 | 6,526,373 | 10,408,304 | 5,427,818 | 9,097,730 | 64,443,500 | 54,888,438 |
| Visits | | | | | | | | | | | | | | |
| Inside | | | | | | | 64,246 | | 78,924 | | 59,230 | | 202,400 | - |
| Outside | | | | | | | 132,821 | | 146,379 | | 118,883 | | 398,083 | - |
| Total | | | | | | | 197,067 | | 225,303 | | 178,113 | | 600,483 | - |
| Unique Visitors | | | | | | | | | | | | | | |
| Inside | | | | | | | 865 | | 924 | | 871 | | 2,660 | - |
| Outside | | | | | | | 34,199 | | 41,216 | | 34,211 | | 109,626 | - |
| Total | | | | | | | 35,064 | | 42,140 | | 35,082 | | 112,286 | - |
| Page Views | | | | | | | | | | | | | | |
| Inside | | | | | | | 992,417 | | 856,423 | | 756,301 | | 2,605,141 | - |
| Outside | | | | | | | 800,882 | | 886,262 | | 914,997 | | 2,602,141 | - |
| Total | | | | | | | 1,793,299 | | 1,742,685 | | 1,671,298 | | 5,438,397 | 228,925 |

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 | 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 | 9,680 | 9,933 | 12,456 | 12,366 | 11,942 | 11,893 |
| Total # of Programs | 405 | 488 | 350 | 376 | 365 | 402 | 342 | 402 | 419 | 402 | 458 | 406 |
| Community Events Attendance Total | 1,704 | 1,634 | 1,792 | 2,071 | 0 | 260 | 277 | 354 | 472 | 1,599 | 353 | 668 |
| Total # of Community Events | 18 | 19 | 25 | 27 | 0 | 3 | 7 | 3 | 14 | 9 | 4 | 10 |
| Events Line | - | N/A | 49 | N/A | 16 | N/A | 30 | N/A | 33 | N/A | 23 | N/A |
| StoryLine** | 345 | 474 | 332 | 395 | 285 | 676 | 279 | 809 | 210 | 898 | 252 | 551 |
| Class Attendance | 1,162 | 535 | 1,049 | 525 | 652 | 439 | 1041 | 747 | 1243 | 789 | 1215 | 822 |
| Total # of Classes | 262 | 122 | 229 | 145 | 190 | 165 | 232 | 226 | 281 | 166 | 310 | 195 |
| QuestLine | 15,480 | 15,927 | 13,728 | 13,338 | 11,873 | 13,281 | 14,530 | 15,494 | 14,240 | 15,831 | 16,040 | 18,063 |
| P.C. Sessions* | 61,841 | 60,436 | 57,898 | 48,232 | 55,421 | 50,453 | 62,062 | 56,474 | 60,939 | 59,058 | 66,879 | 61,856 |
| Number of Active Cards in the System | 301,108 | 277,480 | 300,679 | 279,139 | 299,476 | 280,449 | 301,975 | 283,903 | 300,538 | 285,382 | 300,756 | 284,869 |
| New Customer Registrations | 8,989 | 8,090 | 6,277 | 5,672 | 4,798 | 5,154 | 6,462 | 6,953 | 5,898 | 6,226 | 5,944 | 6,019 |
| Total Registered Borrowers | 767,093 | 685,385 | 774,114 | 691,057 | 778,890 | 696,211 | 785,166 | 703,164 | 787,143 | 709,390 | 795,661 | 715,409 |

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

** June & July 2004 StoryLine Stats not available.

***July 2005 - Decrease due to format change on website.

**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 | % of Change | YTD 2005 | YTD 2004 | YTD % of Change |
|--------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-------------|----------|----------|-----------------|
| Program Attendance Total | 12,397 | 11,940 | 13,709 | 12,383 | 17,541 | 14,772 | 15,644 | 13,633 | 10,532 | 8,415 | 12,460 | 7,776 | 60.24% | 148,444 | 139,721 | 6.24% |
| Total # of Programs | 417 | 405 | 435 | 376 | 496 | 414 | 497 | 423 | 398 | 357 | 426 | 301 | 41.53% | 5,008 | 4,752 | 5.39% |
| Community Events Attendance Total | 3,211 | 2,996 | 111 | 779 | 911 | 896 | 2,140 | 493 | 2,912 | 4,284 | 5,677 | 2,111 | 168.92% | 19,560 | 18,145 | 7.80% |
| Total # of Community Events | 17 | 21 | 10 | 7 | 4 | 3 | 12 | 3 | 23 | 20 | 43 | 30 | 43.33% | 177 | 155 | 14.19% |
| Events Line | 20 | N/A | 78 | N/A | 17 | N/A | | N/A | 17 | N/A | 18 | N/A | N/A | | N/A | N/A |
| StoryLine** | 231 | 371 | 177 | 472 | 295 | - | | - | 161 | 212 | 107 | 273 | -60.81% | 2,674 | N/A | N/A |
| Class Attendance | 1,088 | 1,125 | 1032 | 561 | 1835 | 1145 | 1,237 | 1,234 | 1,361 | 822 | 1,189 | 1,022 | 16.34% | 14,104 | 9,766 | 44.42% |
| Total # of Classes | 300 | 249 | 322 | 129 | 396 | 233 | 350 | 252 | 405 | 197 | 398 | 213 | 86.85% | 3,675 | 2,292 | 60.34% |
| QuestLine | 15,797 | 15,570 | 15,661 | 13,583 | 18,202 | 15,209 | 16,923 | 15,277 | 19,009 | 15,999 | 16,545 | 13,446 | 23.05% | 188,028 | 181,018 | 3.87% |
| P.C. Sessions* | 63,801 | 63,112 | 60,898 | 60,124 | 63,127 | 64,706 | 62,563 | 66,685 | 71,777 | 62,026 | 62,731 | 51,023 | 22.95% | 749,937 | 704,185 | 6.50% |
| Number of Active Cards in the System | 302,083 | 289,406 | 309,804 | 290,595 | 319,719 | 296,191 | 328,747 | 296,807 | 339,984 | 298,476 | 349,269 | 298,390 | 17.05% | | | |
| New Customer Registrations | 5,720 | 6,134 | 5,270 | 5,696 | 7,363 | 7,750 | 6,647 | 7,977 | 8,505 | 8,053 | 7,110 | 7,052 | 0.82% | 78,983 | 80,776 | -2.22% |
| Total Registered Borrowers | 801,148 | 722,516 | 806,113 | 728,761 | 797,312 | 735,474 | 810,172 | 743,310 | 802,202 | 750,945 | 819,769 | 757,980 | 8.15% | | | |

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

** June 2004 StoryLine Stats not available.

***As of July 2005 - Decrease due to format change on website.

www.ocls.info

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

October ~ March

| | Oct-04 | Oct-03 | Nov-04 | Nov-03 | Dec-04 | Dec-03 | 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 | 540,385 | 211,633 | 561,044 | 205,932 | 580,861 | 290,315 |
| Online Renewals | 73,115 | 74,416 | 89,428 | 65,647 | 86,114 | 72,829 | 84,577 | 66,484 | 84,884 | 70,968 | 98,498 | 85,077 |
| Electronic Reference Questions | 250 | 353 | 202 | 392 | 155 | 227 | 198 | 301 | 167 | 384 | 222 | 516 |
| Live Chat Questions | 79 | 65 | 85 | 67 | 58 | 50 | 53 | 87 | 68 | 45 | 89 | 109 |
| Total Online Reference Questions | 329 | 418 | 287 | 459 | 213 | 277 | 251 | 388 | 235 | 429 | 311 | 625 |
| Online Requests | 47,807 | 38,272 | 54,462 | 29,210 | 38,464 | 33,468 | 51,113 | 39,163 | 46,095 | 33,556 | 50,663 | 35,988 |
| Online Suggestions | 62 | 105 | 105 | 114 | 89 | 112 | 56 | 81 | 86 | 86 | 104 | 193 |

www.ocls.info

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

| | Apr-05 | Apr-04 | May-05 | May-04 | Jun-05 | Jun-04 | Jul-05 | Jul-04 | Aug-05 | Aug-04 | Sep-05 | Sep-04 | % of Change | YTD 2005 | YTD 2004 | YTD % of Change |
|----------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-------------|-----------|-----------|-----------------|
| Online Catalog Searches | 591,395 | 424,052 | 552,508 | 418,066 | 588,634 | 496,984 | 562,331 | 508,807 | 749,206 | 483,052 | 500,632 | 430,540 | 16.28% | 6,608,185 | 4,006,213 | 64.95% |
| Online Renewals | 95,989 | 73,009 | 100,356 | 79,866 | 100,356 | 83,849 | 102,351 | 87,401 | 106,361 | 84,250 | 102,603 | 73,115 | 40.33% | 1,124,632 | 916,911 | 22.65% |
| Online Reference Questions | 172 | 450 | 163 | 191 | 178 | 246 | 67 | 275 | 120 | 191 | 25 | 184 | -86.41% | 1,919 | 3,710 | -48.27% |
| Live Chat Questions | 72 | 92 | 58 | 63 | 45 | 85 | 17 | 73 | 30 | 60 | 34 | 80 | -57.50% | 688 | 876 | -21.46% |
| Total Online Reference Questions | 244 | 542 | 221 | 254 | 223 | 331 | 84 | 348 | 150 | 251 | 59 | 264 | -77.65% | 2,607 | 4,586 | -43.15% |
| Online Requests | 49,204 | 45,966 | 50,203 | 45,286 | 52,956 | 52,893 | 52,366 | 54,221 | 54,738 | 50,772 | 48,920 | 41,419 | 18.11% | 596,991 | 500,214 | 19.35% |
| Online Suggestions | 198 | 146 | 148 | 86 | 152 | 88 | 148 | 30 | 199 | 68 | 171 | 64 | 167.19% | 1,518 | 1,173 | 29.41% |

Orange County Library System

Circulation Statistics

| September 1, 2005 - September 30, 2005 | | | | | | | | | | |
|--|------------|-------------------|----------------|----------------|----------------|---------------|----------------|----------------|---------------|---------------|
| Location | Days Open | Circulation Total | % of Total | Year Ago | Gain (Loss) | % Gain - Loss | Total Visits | Year Ago | Gain (Loss) | %Gain (Loss) |
| Main | 28 | 207,422 | 30.20% | 161,106 | 46,316 | 28.75% | 55,695 | 57,948 | (2,253) | -3.89% |
| MAYL* | 21 | 51,355 | 7.48% | 41,001 | 10,354 | 25.25% | 49,391 | 38,158 | 11,233 | 29.44% |
| Talking Books | 28 | 3,929 | 0.57% | 302 | 3,627 | 1200.99% | 7 | 5 | 2 | 40.00% |
| West Oaks | 28 | 46,183 | 6.72% | 22,380 | 23,803 | 106.36% | 21,660 | 18,992 | 2,668 | 14.05% |
| Herndon | 25 | 41,872 | 6.10% | 22,082 | 19,790 | 89.62% | 24,518 | 21,485 | 3,033 | 14.12% |
| Alafaya | 28 | 58,395 | 8.50% | 22,110 | 36,285 | 164.11% | 31,005 | 25,178 | 5,827 | 23.14% |
| Southeast | 25 | 33,279 | 4.85% | 18,894 | 14,385 | 76.14% | 28,541 | 17,296 | 11,245 | 65.02% |
| Hiawasse | 25 | 23,909 | 3.48% | 18,785 | 5,124 | 27.28% | 26,753 | 20,783 | 5,970 | 28.73% |
| Southwest | 25 | 39,496 | 5.75% | 16,668 | 22,828 | 136.96% | 25,391 | 16,517 | 8,874 | 53.73% |
| Edgewater | 25 | 28,150 | 4.10% | 25,538 | 2,612 | 10.23% | 20,338 | 15,347 | 4,991 | 32.52% |
| North Orange | 28 | 41,714 | 6.07% | 20,769 | 20,945 | 100.85% | 26,444 | 23,180 | 3,264 | 14.08% |
| South Creek | 28 | 50,553 | 7.36% | 28,675 | 21,878 | 76.30% | 27,969 | 26,094 | 1,875 | 7.19% |
| South Trail | 25 | 22,873 | 3.33% | 14,646 | 8,227 | 56.17% | 23,418 | 21,344 | 2,074 | 9.72% |
| Winter Garden | 25 | 14,471 | 2.11% | 6,375 | 8,096 | 127.00% | 9,279 | 8,891 | 388 | 4.36% |
| Windermere | 25 | 14,772 | 2.15% | 6,361 | 8,411 | 132.23% | 9,056 | 12,455 | (3,399) | -27.29% |
| Wash. Park | 25 | 7,719 | 1.12% | 3,950 | 3,769 | 95.42% | 9,544 | 10,194 | (650) | -6.38% |
| Eatonville | 25 | 731 | 0.11% | N/A | N/A | N/A | 3,739 | N/A | N/A | N/A |
| | | | | | | | | | - | |
| Total | 439 | 686,823 | 100.00% | 429,642 | 257,181 | 59.86% | 392,741 | 333,862 | 58,879 | 17.64% |

*MAYL ~ Customer Transactions

**NUMBER OF SEARCHES
AUGUST 2005**

| FISCAL YEAR 2005 | OCT | | | JAN | | | | | | | | | YTD |
|--|---------------|---------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------|------------------|
| | 2004 | NOV | DEC | 2005 | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | |
| Ancestry Library Edition | 319 | 388 | 175 | 66 | 385 | 580 | 632 | 622 | 658 | 382 | 646 | | 4,853 |
| Associations Unlimited | 309 | 180 | 347 | 316 | 991 | 1,012 | 844 | 875 | 722 | 875 | 965 | | 7,436 |
| Auto Repair Reference Center | 312 | 342 | 317 | 313 | 368 | 418 | 331 | 453 | 381 | 368 | 352 | | 3,955 |
| Biography & Genealogy Master Index | 132 | 221 | 355 | 327 | 1,019 | 962 | 768 | 723 | 688 | 896 | 931 | | 7,022 |
| Biography Resource Center | 5,885 | 4,273 | 4,448 | 5,864 | 11,996 | 7,384 | 7,469 | 6,533 | 3,853 | 4,771 | 5,195 | | 67,671 |
| Business & Company Resource Center | 2,869 | 2,761 | 2,945 | 3,894 | 4,352 | 2,995 | 1,774 | 2,511 | 2,247 | 1,266 | 4,028 | | 31,642 |
| Business Index ASAP | 10 | 72 | 51 | 88 | 151 | 127 | 165 | 56 | 160 | 72 | 87 | | 1,039 |
| Classical.com | 415 | 85 | 74 | 26 | 19 | 45 | 135 | 114 | 117 | 41 | 53 | | 1,124 |
| Computer Database | 124 | 261 | 105 | 79 | 34 | 104 | 101 | 79 | 64 | 42 | 33 | | 1,026 |
| Consulta | 64 | 25 | 14 | 75 | 169 | 356 | 109 | 25 | 20 | 53 | 146 | | 1,056 |
| Countrywatch | 1,501 | 1,030 | 1,673 | 973 | 1,107 | 1,251 | 1,350 | 1,190 | 2,702 | 812 | 610 | | 14,199 |
| DearReader.com Online Book Club (formerly Chapter-A-Day) | 38,840 | 40,100 | 40,740 | 41,160 | 41,440 | 41,940 | 42,800 | 43,600 | 44,880 | 45,260 | 46,940 | | 467,700 |
| Dun & Bradstreet International Business Locator | 99 | 64 | 114 | 78 | 94 | 116 | 86 | 71 | 93 | 68 | 113 | | 996 |
| Expanded Academic ASAP | 411 | 371 | 555 | 554 | 970 | 894 | 1,065 | 771 | 679 | 710 | 798 | | 7,778 |
| Ferguson's Career Guidance Center | 104 | 155 | 221 | 161 | 500 | 560 | 502 | 439 | 402 | 452 | 497 | | 3,993 |
| First Search | 2,252 | 1,563 | 2,871 | 2,900 | 5,658 | 6,120 | 5,078 | 4,688 | 4,333 | 5,214 | 5,832 | | 46,509 |
| Gale Virtual Reference Library e-books (FEL) | | | | | | | | | | 128 | 188 | | 316 |
| General Business File ASAP | 92 | 134 | 256 | 293 | 670 | 636 | 519 | 491 | 396 | 593 | 702 | | 4,782 |
| General Reference Center Gold | 3,755 | 3,571 | 2,535 | 3,095 | 3,468 | 3,919 | 3,210 | 2,259 | 2,082 | 2,553 | 2,677 | | 33,124 |
| Health & Wellness Resource Center and Alternative Health Module | 1,754 | 1,517 | 1,908 | 2,138 | 2,478 | 3,691 | 2,463 | 2,329 | 2,248 | 1,978 | 2,939 | | 25,443 |
| Health Reference Center Academic | 221 | 455 | 374 | 456 | 1,022 | 998 | 660 | 707 | 536 | 678 | 792 | | 6,899 |
| HeritageQuest Online | 9,567 | 9,755 | 9,799 | 9,684 | 9,575 | 10,815 | 10,686 | 8,321 | 8,944 | 7,913 | 7,465 | | 102,524 |
| Info Trac OneFile | 2,285 | 2,473 | 1,983 | 3,661 | 2,872 | 5,096 | 4,076 | 2,361 | 2,188 | 2,942 | 2,358 | | 32,295 |
| Informe | 14 | 7 | 93 | 120 | 440 | 462 | 376 | 375 | 322 | 413 | 438 | | 3,060 |
| Junior Edition - K12 | 97 | 134 | 170 | 194 | 497 | 499 | 515 | 461 | 345 | 451 | 518 | | 3,881 |
| Kid's Edition - K12 | 104 | 188 | 220 | 318 | 638 | 557 | 566 | 638 | 368 | 520 | 514 | | 4,631 |
| Learnatest | 553 | 398 | 241 | 321 | 293 | 263 | 336 | 301 | 373 | 321 | 359 | | 3,759 |
| Lit Finder (formerly Essay/ Poem/ Storyfinder) | 3,390 | 632 | 697 | 702 | 1,577 | 1,694 | 1,048 | 1,066 | 1,374 | 1,175 | 1,174 | | 14,529 |
| Literature Resource Center | 2,130 | 3,013 | 3,252 | 4,324 | 7,550 | 6,431 | 6,366 | 4,802 | 3,783 | 4,701 | 5,507 | | 51,859 |
| Live Homework Help | 275 | 244 | 161 | 204 | 229 | 232 | 281 | 266 | 26 | 36 | 209 | | 2,163 |
| Mergent Online | 8 | 10 | 123 | 358 | 525 | 500 | 393 | 416 | 365 | 395 | 474 | | 3,567 |
| Morningstar | 756 | 901 | 830 | 970 | 801 | 618 | 747 | 1,066 | 515 | 275 | 151 | | 7,630 |
| NetLibrary eBooks | | | | | | | | | 67 | 113 | 142 | | 322 |
| NetLibrary eBooks - Shared Collection | 261 | 277 | 269 | 249 | 407 | 422 | 374 | 285 | 248 | 312 | 220 | | 3,324 |
| NetLibrary Downloadable Audiobooks | | | | 75 | 464 | 543 | 413 | 423 | 412 | 468 | 427 | | 3,225 |
| Novelist | | | 247 | 455 | 582 | 1,098 | 770 | 575 | 478 | 453 | 478 | | 5,136 |
| Opposing Viewpoints Resource Center | 1,150 | 2,087 | 2,441 | 1,880 | 3,794 | 4,275 | 4,244 | 2,911 | 2,598 | 2,724 | 2,327 | | 30,431 |
| p4A Antiques Reference | 70 | 159 | 177 | 296 | 659 | 526 | 391 | 365 | 493 | 440 | 574 | | 4,150 |
| Powermediaplus Streaming Videos | | | | | | | | 114 | 204 | 137 | 190 | | 645 |
| Professional Collection | 123 | 80 | 250 | 250 | 647 | 624 | 556 | 471 | 402 | 575 | 603 | | 4,581 |
| ProQuest Newspapers | 2,139 | 2,153 | 2,986 | 2,821 | 3,127 | 3,310 | 3,122 | 2,865 | 2,836 | 3,089 | 2,870 | | 31,318 |
| Reference USA | 3,941 | 4,421 | 3,918 | 3,670 | 4,335 | 3,797 | 4,435 | 3,847 | 4,411 | 3,613 | 5,997 | | 46,385 |
| Rosetta Stone | 600 | 493 | 181 | 478 | 500 | 485 | 370 | 640 | 604 | 488 | 886 | | 5,725 |
| Science Online | 126 | 154 | 103 | 111 | 65 | 146 | 136 | 112 | 43 | 62 | 84 | | 1,142 |
| SIRS Knowledge Source | 837 | 1,420 | 1,162 | 1,262 | 1,726 | 1,599 | 1,973 | 1,518 | 1,616 | 1,855 | 1,749 | | 16,717 |
| Smithsonian Global Sound | | | | | | | | | | | 15 | | 15 |
| Standard Deviants Video (formerly known as Cerebellum Online Videos) | 326 | 219 | 864 | 400 | 330 | 49 | 157 | 106 | 323 | 54 | 119 | | 2,947 |
| Standard & Poors NetAdvantage | | | | | | | | 388 | 358 | 122 | 563 | | 1,431 |
| Student Edition - K12 | 85 | 76 | 172 | 180 | 587 | 558 | 518 | 446 | 317 | 453 | 530 | | 3,922 |
| Tumblebooks | 77 | 141 | 107 | 77 | 128 | 125 | 182 | 236 | 339 | 82 | 436 | | 1,930 |
| Weiss Ratings | | | | | | | | | | | 4,314 | | 4,314 |
| What Do I Read Next? | 375 | 264 | 329 | 272 | 725 | 767 | 727 | 703 | 658 | 806 | 790 | | 6,416 |
| Worldbook Online | 554 | 461 | 499 | 208 | 269 | 363 | 467 | 530 | 566 | 231 | 319 | | 4,467 |
| TOTAL NUMBER OF SEARCHES | 89,311 | 87,728 | 91,352 | 96,396 | 120,233 | 119,962 | 114,286 | 105,144 | 102,837 | 102,431 | 117,324 | 0 | 1,147,004 |

**Orange County Library System
Circulation Statistics
FY 2005**

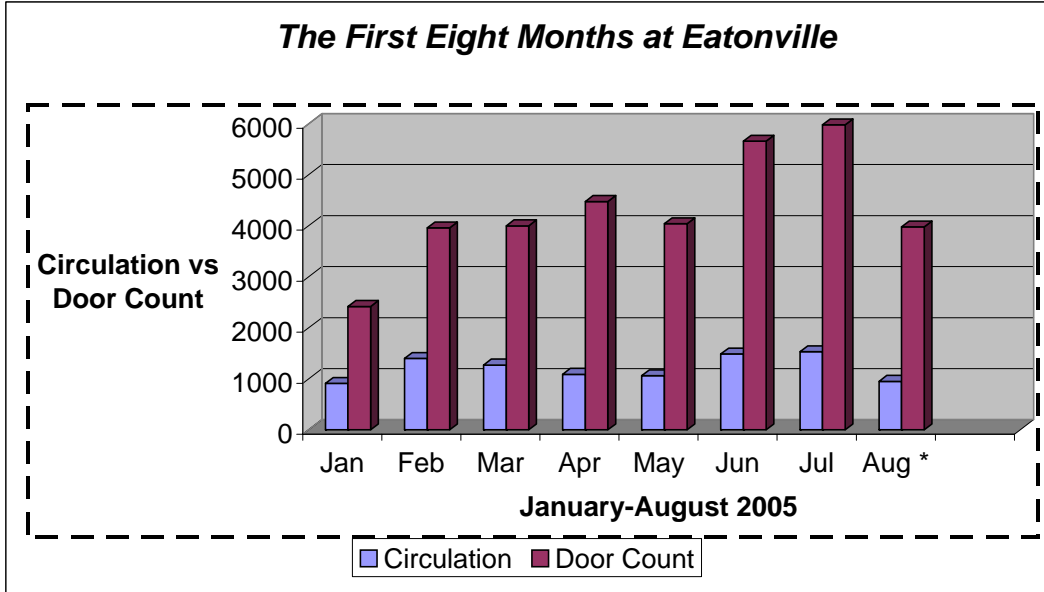
| October 1, 2004 - September 30, 2005 | | | | | | | | | | |
|---|------------------|--------------------------|-------------------|------------------|--------------------|----------------------|---------------------|------------------------|--------------------|---------------------|
| Location | Days Open | Circulation Total | % of Total | Year Ago | Gain (Loss) | % Gain - Loss | Total Visits | Visits Year Ago | Gain (Loss) | %Gain (Loss) |
| Main | 351 | 2,376,731 | 30.27% | 2,010,637 | 366,094 | 18.21% | 697,894 | 758,955 | (61,061) | -8.05% |
| MAYL* | 253 | 611,398 | 8.46% | 561,838 | 49,560 | 8.82% | 152,883 | N/A | N/A | N/A |
| Talking Books | 318 | 37,461 | 0.16% | 10,482 | 26,979 | 257.38% | 89 | 111 | (22) | -19.82% |
| West Oaks | 347 | 514,690 | 6.32% | 419,525 | 95,165 | 22.68% | 269,597 | 239,600 | 29,997 | 12.52% |
| Herndon | 305 | 471,049 | 6.06% | 402,284 | 68,765 | 17.09% | 289,753 | 290,459 | (706) | -0.24% |
| Alafaya | 347 | 648,428 | 8.08% | 536,785 | 111,643 | 20.80% | 364,726 | 317,353 | 47,373 | 14.93% |
| Southeast | 305 | 362,161 | 5.01% | 332,502 | 29,659 | 8.92% | 337,201 | 262,362 | 74,839 | 28.53% |
| Hiawasse | 305 | 269,513 | 3.61% | 239,628 | 29,885 | 12.47% | 283,518 | 249,952 | 33,566 | 13.43% |
| Southwest | 305 | 432,029 | 5.43% | 360,841 | 71,188 | 19.73% | 294,013 | 248,214 | 45,799 | 18.45% |
| Edgewater | 305 | 328,659 | 4.49% | 298,200 | 30,459 | 10.21% | 252,209 | 246,416 | 5,793 | 2.35% |
| North Orange | 340 | 477,789 | 6.05% | 401,960 | 75,829 | 18.86% | 338,198 | 300,215 | 37,983 | 12.65% |
| South Creek | 347 | 585,351 | 7.21% | 478,682 | 106,669 | 22.28% | 344,248 | 307,626 | 36,622 | 11.90% |
| South Trail | 305 | 241,800 | 3.21% | 213,493 | 28,307 | 13.26% | 276,002 | 253,920 | 22,082 | 8.70% |
| West Orange | 289 | 173,732 | 2.09% | 139,026 | 34,706 | 24.96% | 125,656 | 97,497 | 28,159 | 28.88% |
| Windermere | 289 | 171,450 | 2.33% | 154,653 | 16,797 | 10.86% | 128,256 | 128,516 | (260) | -0.20% |
| Wash. Park | 289 | 116,401 | 1.24% | 82,055 | 34,346 | 41.86% | 146,282 | 111,565 | 34,717 | 31.12% |
| Eatonville | 209 | 10,412 | N/A | N/A | N/A | N/A | 38,257 | N/A | N/A | N/A |
| Totals | 5,209 | 7,829,054 | 100.00% | 6,642,591 | 1,186,463 | 17.86% | 4,185,810 | 3,812,650 | 373,160 | 9.79% |

*MAYL ~ Customer Transactions

Looking at Eatonville Jan-Aug

Eatonville Statistics

| | <i>Circulation</i> | <i>Door Count</i> |
|--------------|--------------------|-------------------|
| <i>Jan</i> | 910 | 2420 |
| <i>Feb</i> | 1402 | 3961 |
| <i>Mar</i> | 1272 | 4000 |
| <i>Apr</i> | 1089 | 4477 |
| <i>May</i> | 1060 | 4042 |
| <i>Jun</i> | 1487 | 5660 |
| <i>Jul</i> | 1533 | 5978 |
| <i>Aug *</i> | 951 | 3980 |



*road closure began 8/19

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

Action Items

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

License to Learn Drawing

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

Election of Officers

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

Consent Agenda

- 05-206 **Amendment to the Budget for Fiscal Year Ending
September 30, 2006**
- 05-207 **Annual Plan of Service ~ FY 2006**
- 05-208 **RFID / Self-Check Equipment (Herndon Branch) and RFID
Tags (Herndon Branch & Existing RFID Branches)**
- 05-209 **Mileage Reimbursement**
- 05-210 **Kwik Cases Purchase**

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

**Amendment to the Budget
for Fiscal Year Ending
September 30, 2006**

FY 2006 BUDGET AMENDMENT

I. PROBLEM STATEMENT

The Operating and Main Debt Service Fund budgets for the current fiscal year need to be amended very slightly to match what was advertised in the newspaper prior to the second public hearing in September.

II. EXECUTIVE SUMMARY & BACKGROUND

To determine the amount of tax revenue to include in the budget every year, the taxable value of property in the District is multiplied by 95%. Only 95% is budgeted because of the early payment discounts as well as some taxes are not paid.

We are required to follow the rules established by the State Department of Revenue (DOR) for the entire Truth in Millage (TRIM) process. DOR requires that **at least** 95% of the taxable value be included in the budget as tax revenue. This year we rounded down to the nearest thousand which caused the percentage to be slightly less than 95%.

For the advertisement placed in the newspaper before the second public hearing in September, we were required to adjust the tax revenues to match the 95% calculation. There was no effect on the total budget. Rather, we increased tax revenues and decreased interest income by a like amount. The revisions to the budgets in the Operating and Main Debt Service Fund budgets were very minor. We are now asking the Library Board to amend the current year budgets for these two funds so they match what was advertised in the newspaper. The amounts of the revisions are located in the right most column on the attached sheets and the revised balances have a box around them.

III. OPTIONS

Staff offers the following options:

Option 1:

Approve budget amendments in the Operating and Main Debt Service Funds as indicated on the attached sheets.

Advantages:

Budgets will match what was advertised in the newspaper.

Disadvantage:

None.

Option 2:

Don't approve the budget amendments in the Operating and Main Debt Service Funds as indicated on the attached sheets.

Advantage:

None.

Disadvantages:

Department of Revenue could make a determination that we are not in compliance with the TRIM process.

IV. RECOMMENDATION

Staff recommends Option 1.

ORANGE COUNTY LIBRARY DISTRICT

FY 2006 OPERATING FUND BUDGET

REVENUES

| | FY 2005 BUDGET | INCREASE (DECREASE) | PERCENT CHANGE | FY 2006 BUDGET (REVISED) | FY 2006 BUDGET REVISION |
|-----------------------------------|---------------------------|--------------------------------|---------------------------|---|--|
| AD VALOREM TAXES | 24,602,704 | 2,874,729 | 11.7% | 27,477,433 | 433 |
| INTERGOVERNMENTAL | | | | | |
| Grants | 20,000 | 128,000 | | 148,000 | |
| State Aid | 1,480,000 | 22,000 | | 1,502,000 | |
| Law Collection Fees | 250,000 | (193,000) | | 57,000 | |
| | <u>1,750,000</u> | <u>(43,000)</u> | -2.5% | <u>1,707,000</u> | |
| CHARGES FOR SERVICES | | | | | |
| Fee Cards | 2,000 | 3,500 | | 5,500 | |
| PC Pass | 55,000 | (13,000) | | 42,000 | |
| Classes | 1,000 | 500 | | 1,500 | |
| Copy & Vending | 165,000 | 20,000 | | 185,000 | |
| | <u>223,000</u> | <u>11,000</u> | 4.9% | <u>234,000</u> | |
| FINES | | | | | |
| Fines | 850,000 | 400,000 | | 1,250,000 | |
| Lost Materials | 90,000 | 10,000 | | 100,000 | |
| | <u>940,000</u> | <u>410,000</u> | 43.6% | <u>1,350,000</u> | |
| MISCELLANEOUS | | | | | |
| Interest Earnings | 175,000 | 124,567 | | 299,567 | (433) |
| Rents | 0 | 7,000 | | 7,000 | |
| Disk Sales | 2,500 | 0 | | 2,500 | |
| Contributions-Friends of Library | 152,000 | (34,000) | | 118,000 | |
| Contributions-Others | 5,000 | 1,000 | | 6,000 | |
| Miscellaneous | 30,500 | 0 | | 30,500 | |
| | <u>365,000</u> | <u>98,567</u> | 27.0% | <u>463,567</u> | |
| TRANSFER FM PROP APPRAISER | 20,000 | 5,000 | 25.0% | 25,000 | |
| TRANSFER FM TAX COLLECTOR | 220,000 | 15,000 | 6.8% | 235,000 | |
| RESERVES | 3,032,192 | (1,444,058) | -47.6% | 1,588,134 | |
| TOTAL REVENUES | <u>31,152,896</u> | <u>1,927,238</u> | 6.2% | <u>33,080,134</u> | 0 |

ORANGE COUNTY LIBRARY DISTRICT

FY 2006 BUDGET

MAIN DEBT SERVICE FUND

| | <u>FY 2005 BUDGET</u> | <u>INCREASE (DECREASE)</u> | <u>PERCENT CHANGE</u> | <u>FY 2006 BUDGET (REVISED)</u> | <u>FY 2006 BUDGET REVISION</u> |
|-----------------------------|---------------------------|--------------------------------|---------------------------|---|--|
| REVENUES | | | | | |
| Ad Valorem Taxes | 1,234,885 | (34,736) | | 1,200,149 | 149 |
| Interest | 7,000 | 8,851 | | 15,851 | (149) |
| Transfer From Tax Collector | 11,000 | 2,000 | | 13,000 | |
| Reserves | 28,115 | 22,885 | | 51,000 | |
| TOTAL REVENUES | <u>1,281,000</u> | <u>(1,000)</u> | -0.1% | <u>1,280,000</u> | 0 |

EXPENDITURES

| | | | | | |
|---------------------------|------------------|----------------|-------|------------------|--|
| Principal | 1,150,000 | 50,000 | | 1,200,000 | |
| Interest | 104,600 | (50,600) | | 54,000 | |
| Tax Collector's Fee | 26,400 | (400) | | 26,000 | |
| TOTAL EXPENDITURES | <u>1,281,000</u> | <u>(1,000)</u> | -0.1% | <u>1,280,000</u> | |

FUTURE DEBT SERVICE PAYMENTS

| <u>PAYMENT DATE</u> | <u>PRINCIPAL</u> | <u>INTEREST</u> |
|-------------------------|------------------|-----------------|
| 03/01/06 | 0 | 27,000 |
| 09/01/06 | 1,200,000 | 27,000 |
| | <u>1,200,000</u> | <u>54,000</u> |

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-206**

AMEND FY 2006 BUDGETS IN THE OPERATING AND MAIN DEBT SERVICE FUNDS

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

PRESENT:

ABSENT:

The Board Resolves:

1. To amend the FY 2006 Operating and Main Debt Service Fund budgets as indicated on the attached sheets.
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, October 13, 2005**

**Annual Plan of Service ~ FY 2006
for State Aid**

**Orange County Library System - Annual Plan of Service FY 2006
For State Aid**

| |
|--|
| GOAL 1: Increase Customer Satisfaction & Provide Greater Ease of Access to Services |
| Provide self service options |
| Activity |
| Deploy Self Check-out at one additional library location |
| Create and maintain inviting and appealing library spaces |
| Activity |
| Start Renovations on 2nd floor at Main Library - Create new Technology Center, Replace carpeting, wall covering, retrofit lighting. |
| Implement effective communication loop with customers |
| Activity |
| Inform, seek feedback and prepare staff through meetings and Intranet articles regarding customer satisfaction goals and surveys prior to start date of survey |
| - Design and distribute customer survey tools |
| - Monitor patron response to survey tools monthly. |
| - On a quarterly basis, CSA reports survey results and recommended actions to Admin Team |
| Administration reviews CSA recommendations and implements feasible response |
| Publicize changes to patrons |
| Roll out <i>InfoSpot</i> to promote customer self-service |
| Introduce customer service software |
| Prepare staff to exceed the expectation of the customer |
| Activity |
| Provide staff training in customer-driven service practices |
| Review customer service practices annually |
| Set performance standards and revise and audit job descriptions as needed |
| GOAL 2: Provide a Range of Services that are Responsive to a Changing Community |
| Expand Access to and Availability of Programs for the Public |
| Activity |
| Employ technology to disseminate classes, programs and storytelling to multiple locations and to home users |
| Offer at least four classes or four programs per month and storytelling once weekly in Spanish. |
| Offer after hours programs twice per year on for Youth at Main. |
| Expand Use of Relevant Technology |
| 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. |
| Evaluate and add new software programs for public and staff. |
| Renegotiate contract to expand bandwidth to internet from 6 Mbps to 40+ Mbps |
| Expand and Diversify Collections |
| Activity |
| Enhance Vietnamese Collection |
| Enhance Spanish Collection |
| Enhance streaming video, MP3 and digital collections |

GOAL 3: Expand Use and Awareness of Library Services Through Marketing

Increase Market Share by 10 Percentage Points

Activity

Continue to develop partnerships, performances, programs and fundraising opportunities.

Promote specific services that are new or under-utilized

Partner with Chambers of Commerce and Economic Development to promote Library as part of package to attract new businesses.

Buy post office address lists to identify new residents in service area

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

Establish Human Resources Development Plan

Activity

Hold system wide training on relevant management topics.

Hold system wide training on relevant topics: Staff Day, plus other training.

Develop System Wide Communication Plan

Activity

Establish regular opportunities for Admin Team to communicate with employees, at each department and branch.

Establish Staff Technology Development Plan

Activity

Continued assessment of staff technical skills.

Initiate classes for staff based on identified core competencies

Establish Professional/Employee Development Plan

Activity

Partner with CFLC and other organizations to offer in-house opportunities to acquire professional knowledge and lifelong learning.

Conduct evaluation of staffing levels

Adjust/Recruit/Reduce staffing as needed

Continue Recruitment Plan to include outreach/interviewing at targeted schools; advertising in electronic and print format to targeted professional journals and listservs.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-207**

**RESOLUTION TO APPROVE THE ANNUAL PLAN OF SERVICE FOR FISCAL
YEAR ENDING SEPTEMBER 30, 2006.**

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

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the Annual Plan of Service for Fiscal Year ending September 30, 2005, which is a document required for State Aid eligibility.
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, October 13, 2005**

**RFID / Self-Check Equipment
(Herndon Branch)
And
RFID Tags
(Herndon Branch & Existing RFID
Branches)**

RFID/SELF CHECK EQUIPMENT AND TAGS FOR NEW IMPLEMENTATION AND CONTINUING TAGGING OF NEW MATERIAL

Addresses Strategic Plan Goal 1: Increase Customer Satisfaction & Provide Greater Ease of Access to Services

I. Problem Statement

The Library would like to continue to expand RFID/Self Check technology to an additional library location. This year's Budget includes \$100,000 for the purchase of self check equipment and \$55,000 for RFID tags for the Herndon Branch. This year's budget also includes \$62,000 for the purchase of approximately 113,000 RFID tags for items to be added to existing RFID branches (Alafaya, North Orange, South Creek, West Oaks, Winter Garden and Herndon)

II. Executive Summary and Background

The Library has successfully implemented RFID/Self Check in four locations (South Creek, Alafaya, North Orange and Winter Garden) and will complete installation at West Oaks this month. The FY2006 budget includes funds to implement RFID at the Herndon Branch as well as funds to purchase additional tags for items that will be added to all RFID branches throughout the coming year.

Herndon will be the fifth OCLS branch to convert to the 3M RFID one-tag system for material handling. Alafaya and North Orange Branches were the first branches to use the one-tag system and have consistently averaged 88-90% of materials checked out through the customer self check machines. This has resulted in a gain in staff efficiency at these busy branches. As an example, Alafaya, the busiest branch in the system has increased its monthly average of 45,000 checkouts (4th quarter FY 2004) to 60,000 (4th quarter FY 2005). This 31% increase in business has been accommodated without an increase in staffing.

3M has submitted a proposal for Herndon to add 4 shelf check stations, 3 staff workstations, a set of security gates, one hand held inventory device and some related software in the amount of \$100,334. For the purchase of 275,000 RFID tags (100,000 for tagging Herndon's existing collection and 175,000 for incoming material tagging), 3M has submitted a proposal for \$143,000 (.52 per tag).

III. OPTIONS

The library has identified two options.

OPTION 1. Do not add RFID/Self Check at Herndon this fiscal year and do not purchase tags for new material.

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

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

OPTION 2. Approve purchase of equipment and tags to support installation at Herndon and continue to support the existing RFID/Self Check process at other branches.

Advantage: Library continues to gain efficiencies in staff time and enhances customer service at busy library sites.

Disadvantage: Funds will not be available for other projects.

IV. Recommendation

The Staff recommends the Library Board approve Option 2 to install RFID at Herndon this year and support tagging of new material for existing RFID/Self Check branches. The amount of the contract with 3M for the Herndon equipment and 275,000 tags will be \$243,334. Although this is about \$26,000 higher than what was included in the budget, sufficient funds are available.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-208**

**RESOLUTION TO APPROVE THE PURCHASE OF 3M SELF CHECK
EQUIPMENT AND TAGS.**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the city of Orlando, on the 13th day of October 2005 at 7:00 PM, prevailing Time.

PRESENT:

ABSENT:

The Board resolves:

1. To approve the purchase and installation of 3M RFID/Self Check equipment at the Herndon Branch and tags in all system RFID locations, not to exceed \$243,334.
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, October 13, 2005**

Mileage Reimbursement

Mileage Reimbursement Rate

I. Problem Statement:

Increase the mileage reimbursement rate for employees who use their personal vehicles for Library business.

II. Background:

The Library has long followed Florida Statute 112.061 in setting the mileage reimbursement rate at 29 cents per mile. This rate has not increased since 1995. With the ever increasing cost of fuel lately, we took a look at this issue and queried our attorney, Tom Wilkes, as well as Orange County and the City of Orlando. Mr. Wilkes advised us that the Statute created a minimum entitlement to employees, rather than a maximum. Several years ago, Orange County increased their reimbursement rate to 32 cents per mile while the City of Orlando uses the IRS rate to reimburse its employees.

Effective September 1st, the IRS rate increased from 40.5 to 48.5 cents per mile. We should be fair to our employees who use their personal vehicles for Library business, including traveling between the Main Library and the branches for meetings and programs as well as to seminars out of the County. While we try to keep the number of trips to a minimum, there is a certain amount of travel that must go on for us to conduct business. We don't think it is fair to reimburse our employees at a rate lower than what the IRS has established.

III. Administration offers the following options:

Option 1: Effective October 1, 2005, begin using the IRS mileage rate to reimburse employees who use their vehicles for Library business. Currently, the IRS rate is 48.5 cents per mile but is subject to change. The intent of this option is for the Library Board to adopt a policy to reimburse Library employees at the IRS rate, rather than bring the issue back to the Board each time the IRS rate changes. While the Collective Bargaining Agreement specifically references the mileage rate in the Florida Statute, this option would also extend the IRS rate to the Bargaining Unit employees.

Advantage: Is fair to Library employees.

Disadvantage: Will cost the Library more.

Option 2: Approve current Orange County reimbursement rate of 32 cents per mile.

Advantage: Costs less than Option 1.

Disadvantage: Does not reflect the real cost to the employees.

Option 3: Maintain current reimbursement rate of 29 cents per mile

Advantage: Cheaper than options 1 and 2

Disadvantage: Does not reflect the real cost to the employees.

IV. Administration's Recommendation:

Option 1.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-209**

RESOLUTION TO ADOPT A POLICY TO USE THE INTERNAL REVENUE SERVICE MILEAGE RATE, WHICH IS CURRENTLY 48.5 CENTS PER MILE AND IS SUBJECT TO CHANGE, TO REIMBURSE EMPLOYEES WHO USE THEIR PERSONAL VEHICLES FOR LIBRARY BUSINESS. THIS RESOLUTION IS EFFECTIVE FOR TRAVEL ON OR AFTER OCTOBER 1, 2005.

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

PRESENT:

ABSENT:

The Board Resolves:

1. To adopt a policy to use the Internal Revenue Service mileage rate, which is currently 48.5 cents per mile and is subject to change, to reimburse employees who use their personal vehicles for Library business. This resolution is effective for travel on or after October 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, October 13, 2005**

Kwik Cases Purchase

PURCHASE OF KWIK CASES TO PROTECT DVD AND CD COLLECTIONS

I. Problem Statement

The Library needs to add additional security cases to protect DVD and CD items. This year's Budget includes \$75,000 for the purchase of KWIK cases. In response to high demand from our customers, the Library has been building a CD collection of popular music styles and an Entertainment DVD collection of popular and current release motion pictures and television shows for four years. Items in these two collections retain a high street value even when in used condition. In 2003, staff reviewed possible deterrents to minimize loss of items through theft and purchased Kwik Cases, a type of reusable lock security cases. Currently, there is a lack of sufficient number of cases resulting in some DVDs and CDs not being on display for customers.

II. Executive Summary and Background

CDs and DVDs are the dominant home-use formats for recorded music, movies and other visual arts. Their popularity and street value make them an easy target for theft. Their size and portability increase their vulnerability.

Libraries across the country are struggling to identify an effective deterrent whether a single method or a combination of approaches. Methods include placing items in protective cases, attaching security markers to items or their packaging, installing security cameras and housing items in a non-public area with only empty cases on display. Retail and commercial video lenders use these same approaches. No one method is perfect or inexpensive.

The Library has chosen a combination approach. This currently includes Kwik Cases at all locations. At the main library security strips are placed on items. RFID tags include a security chip and are used at the five RFID/Self check locations. The Alafaya Branch will soon be testing security cameras. These methods are passive and take limited staff time and effort.

Implementing the empty case on display approach would add significant costs. It would require additional shelving which would eliminate existing public space, a service desk to hold the collection, the purchase of protective holders to keep items from being scratched, a considerable increase in staff to shelve cases and materials in separate locations as well as operate an additional desk. It would eliminate the use of self-check.

There is no easy way to accurately calculate the rate with or without KWIK cases. Library staff's recommendation to continue purchasing is based on knowledge of DVD and CD popularity, their continuing street value, how quickly and easily a potential thief could conceal and make off with an item and the common use of security cases by retail outlets. However, we can estimate (based on data from our collection and circulation software) that of the 83,000 items purchased for The Entertainment DVD collection, an estimated 5,000 items have been lost through theft. The CD collection, with 95,000 purchased, has an estimated 8,000 items lost through theft. Without the use of security cases, these single-digit loss rates would undoubtedly increase.

III. Options

OPTION 1. Stop using protective cases

Advantages:

1. Money saved from not buying cases would be available for other projects.
2. Check out process would be easier without cases.

Disadvantages:

1. The near certainty that far more items in these very popular formats would be stolen.
2. The probable increase in customers questioning the lack of available popular items.

OPTION 2. Develop plan to create empty case/ protected material process

Advantage: DVD and CD collection is secured by removing from public shelving.

Disadvantages:

1. Process of checking items out becomes far more expensive.
2. Public space is decreased.
3. Self check cannot be used to check out these items.
4. There would be less money available for other projects

OPTION 3. Purchase \$125,000 worth of KWIK cases

Advantages:

1. Continued level of protection of items from theft.
2. All available items will be on display

Disadvantage: Money spent on cases not available for other projects.

IV. Recommendation

The Staff recommends the Library Board approve \$125,000 to purchase KWIK cases (approximately 25,500 DVD cases @ \$3.57 each, 11,000 CD cases @ \$2.37 each and 2000 large CD cases @ \$3.70). Although this is \$50,000 higher than what was included in the budget, sufficient funds are available due to a smaller increase in the health insurance premiums for 2006 than was included in the budget.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-210**

RESOLUTION TO APPROVE THE PURCHASE OF KWIK SECURITY CASES

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the city of Orlando, on the 13th day of October 2005 at 7:00 PM, prevailing Time.

PRESENT:

ABSENT:

The Board resolves:

1. To approve the purchase of additional KWIK security cases for DVDs and CDs.
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, October 13, 2005**

**Discussion and Possible
Action Items**

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

Strategic Plan Update

Orange County Library System Strategic Plan - FY 2005

| Item Num | 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 | Ongoing | Implement Branch Master Plan | Site selection for Branch locations in eastern Orange County is underway. Gathered and now reviewing demographic data to compare target areas. Met with Orange County Planning Department representatives on September 27, 2005. Scheduled a workshop with the Governing Board for December 6, 2005. | Craig Wilkins & Sally Fry |
| 1.1-1A | Completed | Open Eatonville | Eatonville opened January 22, 2005 | |
| 1.1-1B | Completed | Open new Winter Garden Branch (Carryover from FY 2004) | Winter Garden Opened October 1, 2005 | Bob Tessier |
| | | | | |
| 1.3 | | Objective 3: Provide self service options | | |
| | | Activity | | |
| 1.3A | Completed at North Orange & Alafaya. Underway at West Oaks. | Deploy Self Check-out at one additional library location. | Self check operational at South Creek, Alafaya, North Orange, and Winter Garden. West Oaks collection tagging is complete. Install public self check stations scheduled for October 2005 at West Oaks. | Craig Wilkins & Sally Fry |
| 1.3B | | Implement & evaluate Value Card project at Main & South Creek | To be implemented this Summer 2005; hardware received. Anticipate Fall 2005 implementation. Training in progress. | |
| 1.4 | | Objective 4: Create and maintain inviting and appealing library spaces | | |
| | | Activity | | |
| 1.4A | Underway | Renovate 3rd Floor at Main Library | Contractor working on punch list. Expect to get Certificate of Completion shortly. | Bob Tessier |
| 1.4B | Underway | Replace Main Library Roof (Carryover from FY 2004) | Project nearing completion. Some work expected to extend into FY 2006. | Bob Tessier |
| 1.4C | Completed | Provide sinking fund for significant future repairs and replacements | \$50,000 transferred in March 2005 | Bob Tessier |

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|---------------|--------------------|--|---|-----------|
| 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 | Average score for June 93%, July 94%, August 93.4%(Average for this quarter 93.46% increased from 93% average for previous quarter) | Sally Fry |
| 1.5-1B | Underway | Design and distribute customer survey tools | Received payment of \$4,690 for distributing 1,923 IMLS Grant surveys in April. Received results for IMLS Survey items specific to OCLS. Summary of results presented to Admin Team. | Sally Fry |
| 1.5-1C | Ongoing | Monitor customer response to survey tools monthly. | Overview of July and August exit and class surveys submitted to Admin Team, sent to all managers to share with staff. | Sally Fry |
| 1.5-1D | Ongoing | On a quarterly basis, CSA reports survey results and recommended actions to Admin Team | Sub-committee of CSA group developed update to form letters that are sent to customers regarding items returned damaged or with pieces missing. Design and content developed for INFO SPOT (approved by Admin Team last quarter), IS now developing online pages. Staff training being planned for November and anticipate implementation in December 2005. | Sally Fry |
| 1.5-1E | Ongoing | Administration reviews CSA recommendations and implements feasible response | Final draft of customer form letters submitted to Admin Team. Letters approved and implemented in September. | Sally Fry |
| 1.5-1F | Ongoing | Publicize changes to customers | Through website & e-newsletter & RSS feeds | 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 | Staff Development Day Committee is planning breakout sessions that include topics on customer service. Purchased training video "Customer Service at the Library," for departmental use. | Carla Fountain |
| 1.6B | Ongoing | Review customer service practices annually | A database evaluation survey was placed online. Staff team is reviewing results for input regarding online resources. A new www.ocls.info was launched on July 5, 2005. We incorporated feedback from the public regarding information and navigation. We revised our process for handling processes and communication for AV returns, | Debbie Moss |
| | | (continued) | rewrote our online Millennium manual and have developed new signage to communicate policies regarding cell phone use in the Library. | |
| 1.6C | Complete & Ongoing | Establish program to recognize & reward customer service excellence | Complete & ongoing through Secret Shopper program. | Sally Fry |

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| 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. | Programs by volunteers given as follows: 1st quarter-9, 2nd quarter-5, 3rd quarter-14, 4th quarter - 21 for total of 49 for FY 2005. | 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. | Examples of program and class topics given by librarians in the 4th quarter include Buying a Home (Bilingual program), Stranger Danger, Autism and ADD, Bloodpressure Checkpoint and Information as well as classes on the following databases: Science Online, S&P's Net Advantage and Reference USA. | Kathryn Robinson |
| 2.1C | Complete & Ongoing | Employ technology to disseminate classes, programs and storytelling to multiple locations and to home users | The virtual library is accessible at www.ocls.info . There is a section "Online videos" which includes videos on educational topics, library events, library technology and storytelling. The section on storytelling includes 11 presentations that fall under the categories of general storytelling, children programs and teen booktalks. | Kathryn Robinson |
| | | (continued) | Another section, "Online Tutorials" includes the categories of the Catalog, Software, Technology and Online Resources (such as FCAT tutorial). There are also collections of downloadable audio books and electronic books. The DAA's are creating online activities to supplement the development of the reading readiness program, Alphabet Bites. | |
| 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 and Classes in Spanish have been offered as follows: 1st quarter-7 story programs and 59 classes; 2nd quarter- 21 story programs and 57 classes and adult programs; 3rd quarter- 23 story programs and 135 classes and 7 adult programs; 4th quarter- 23 story programs and 190 computer classes and 7 adult programs. Totals for FY 2005: 74 story programs and 462 classes and adult programs. | Kathryn Robinson |
| 2.1E | Complete & Ongoing | Offer after hours programs twice per year on Friday nights for Youth at Main. | Battle of the Bands was held on June 4th and attended by 182. Teens Night Out was held on July 30th with 50 attendees. 30 People attended the after hours event for Harry Potter at West Oaks and a LAN Party was held at the Southwest Library. | Kathryn Robinson |

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| 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. | This quarter, 25 additional PCs were deployed for public use bringing the YTD total to 85. Upgrade of Wide-Area-Network has been completed and old BellSouth circuits disconnected. This upgrade provides faster connections between the main library and the branches. Hardware to implement Value Card at Main and South Creek has been received deployment is expected in the fall. | Eric Atkinson |
| 2.2B | Ongoing | Evaluate and add new software programs for public and staff. | Maya (for animation) and Coldfusion (Web-Server) software have been ordered to enhance website development. Custom OCLS Browser toolbar has been developed, Google Mini search engine has replaced Fusionbot for indexing the web site. Ellis language software and Tell-Me-More have been acquired and staff training is underway. Both products should be available to the public in October. | Eric Atkinson |
| | | (continued) | New classes developed this quarter include Internet for Kids in Spanish and Word for Kids in Spanish. Implementation of Echelon Time and Attendance software is underway. Systemwide Implementation is anticipated to be completed 10/28/2005 | |
| 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. | New digital content included the following videos: a 30 second OCLS commercial, Storybook Fun Program with Sesame Street Live, Carl Hiaasen sponsorship DVD, Healthy Connections PSA, "If You Give a Moose a Muffin" and "Sleepy Bear" online storytelling. Web development included rolling out a redesigned OCLS.info, adding Virtual Galleries for Baseball, Florida Authors and Harry Potter, | Eric Atkinson |
| | | (continued) | Credit Card payment for Carl Hiaasen event, Online Post Cards, Central Florida Reads web pages, and Hispanic Heritage booklists. A "Technology @ OCLS" newsletter went live on July 1st and already has 91 subscribers. Alphabet Bites project is being developed to encourage early childhood literacy. Central Florida Memory Conference held September 30th with 82 in attendance. | |
| 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. | GoToMeeting software continues to be used for internal training. Retesting of videoconferencing technology will occur this fall. | Eric Atkinson |
| 2.2E | Completed | Provide sinking fund for technology purposes. | \$50,000 transferred in March 2005. | Bob Tessier |

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| 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 equipment. | This quarter there were 12 scans bringing in a total of \$60. Genealogy Staff promoted this service during three "Scan It" classes in the CRC, a scanning Open House, and at a meeting of the Central Florida Genealogical Society at the Herndon Branch. | 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. | We have added new titles to our collections and they are circulating well. The turnover for games is 13 circulations (compared to 9 circulations for a DVD NEW). We continue to only purchase titles which are "E" for everyone. We hosted a monthly LAN party at Southwest, as an afterhours event. Game titles are now viewable in our online catalog. | Debbie Moss |

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| 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 | Underway | Consult a demographic study of our service area for further marketable services & future branch locations | Received ARC-VIEW software and staff is working with it to analyze demographic data. ARC-VIEW has been used to view active cardholders and population density in our service area. Participated in 83 events including career fairs, schools, training days, expos, to promote library card sign-up. Re-designed and printed 10,000 postcards for new residents to be sent out the first week of October covering new movers in our service area...July, August, September. | Marilyn Hoffman |
| 3.1-2 | Completed | Awareness Study: Find out who uses the Library and who does not and why not. | The Recchia Group survey completed. Focused on Teens, Seniors, Parents, and Working Professionals. | Marilyn Hoffman |
| 3.1-2A | Ongoing | Promote specific services that are new or not being used to their potential | Specifically promoted Summer Reading Program for children and teens which enjoyed a 55% increase in attendance; Library Programs (July over 14% increase in attendance, August over 25% increase in attendance, September over 60% increase in attendance); Classes (July a slight increase, August over 65% increase in attendance, September over 16% increase in attendance, and Databases, such as, Standard & Poor's NetAdvantage, which showed a 361% increase in views in August. | Marilyn Hoffman |
| 3.1-2B | Completed | Identify non-users and develop focus groups to determine their potential as patrons. | | Marilyn Hoffman |
| 3.1-3 | | Image Projection | | |
| 3.1-3A | | Develop partnerships, performances, and programs. | Partnered with numerous artists, authors, musicians, dancers to bring programs to all libraries. Other partnerships/sponsorships this quarter include YogaMatrixStudio, Disney On Ice, The History Center, UCF Arena/Global Spectrum, Leu Gardens, Orlando Acoustic Guitar Society, Central Florida Zoo, Farris and Foster, RBA Dance Center, Mad Cow Theatre, Valencia Community College, El Nuevo Dia, Muvico, Victory Martial Art School, | Marilyn Hoffman |
| | | (continued) | Planet Smoothie, Universal Orlando, Orlando Magic, Gotham Writer's Workshop, Bright House Networks, Channel 13, Gray Robinson, Barnes & Noble, Steak and Ale, Recorded Books, LLC, ABC Fine wine & Spirits, Ford & Harrison, Anheuser Busch, Godiva Chocolatier, United Health Care, Office Depot, Office Max, McDonalds, Sea World, Orlando Opera, AMJAM Productions, etc. Central Florida Memory Workshop held September 30th w/ UCF, History Center, Rollins College & Seminole History Museum. | |

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| 3.1-4 | | Marketing Strategies: | | |
| 3.1-4A | Completed, Monthly Quota | Supply apartment complexes and realtors with Library card information. | Library card sign up information and promotional materials going to identified groups, at least 25 per month. | Marilyn Hoffman |
| 3.1-4B | Completed, Monthly Quota | Businesses - Identify businesses in service | Library card sign up information and promotional materials going to identified groups, at least 25 per month. | Marilyn Hoffman |
| 3.1-4C | Completed, Monthly Quota | Contact large local businesses and ask them to distribute Library card information to their employees at employee fairs/open season medical | Library card sign up information and promotional materials going to identified groups, at least 25 per month. | Marilyn Hoffman |
| 3.1-4D | Completed, Monthly Quota | Partner with Chambers of Commerce and Economic Development to promote Library as part of package to attract new businesses. | Library card sign up information and promotional materials going to identified groups, at least 25 per month. | Marilyn Hoffman |
| 3.1-5 | | Market Library services to seniors. | | |
| 3.1-5A | Completed, Monthly Quota | Supply retirement homes with Library card information/flyers senior services | Library card sign up information and promotional materials going to identified groups, at least 25 per month. | Marilyn Hoffman |
| 3.1-5B | Completed, Monthly Quota | Supply senior citizen organizations with Library card information/flyers | Library card sign up information and promotional materials going to identified groups, at least 25 per month. | Marilyn Hoffman |
| 3.1-6 | | Market Library services to children. | Attendance increased this year for Summer Reading Programs for Children. Started new License to Learn Contest in August 2005. Staff have completed their fall school visits as part of the Children's Initiative. | Kathryn Robinson |
| 3.1-7 | | Market Library services to Teens | Staff are in the process of developing a library teen weblog. Presented Summer Reading program for teens, Sink Your Teeth into Reading, including a Battle of the Bands. Also available to teens: Teen Library Corps (teen volunteer opportunity now opened up in several branch locations in addition to Main Library), Teen Book Club, Teen Voices, Animanga Club and Techno Teens. Placticamos, a Parent/Teen Get Together was offered at the Southeast Branch through a MetLife Reading America Grant, VCC, and El Nuevo Dia newspaper. | Kathryn Robinson |
| | | Meet with Teen Advisory Group 3 times per year. | Goal exceeded as meetings held monthly from October 2004 through September 2005 for a total of 12 Teen Advisory Board Meetings in FY 2005. | Kathryn Robinson |
| 3.1-7A | Ongoing | Partner and plan programs with community teen groups. | Teen Voices helped with program planning as follows: 1st quarter 3 programs, 2nd quarter-at least 6 programs and events, 3rd quarter-1 program and 4th quarter-6 programs for a total of at least 16. The TLC volunteers have also started to assist staff with Children's programs at Main-4 in the last quarter of the FY 2005. | Kathryn Robinson |

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|---------------|---------|--|---|----------------|
| 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. | Currently planning FY 2006 Training Series. Topics currently include Maintaining a Positive Workplace which will cover sexual harassment, electronic communications and workplace aggression. | 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. | In addition to Staff Development Day breakout sessions, plans include offering the Maintaining a Positive Workplace seminar to all staff. This session will cover sexual harassment, electronic communications and workplace aggression. | 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 and departments (this quarter 22 meetings were held). Carla Fountain attended these sessions and reviewed retirement benefit information. Eric Atkinson will attend next quarter. These meetings are open door forums with direct access to the Director. Other meetings planned with staff to identify issues. | Carla Fountain |
| 4.2B | Ongoing | Hold "front end" communication meetings on major initiatives. | Time & Attendance software training continues through October and full implementation is planned for the end of October. Sally Fry has introduced "Info Spot," a new customer service online tool to public service employees in all locations. | Carla Fountain |

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|---------------|-----------|--|--|-------------|
| 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. | Managers and Librarians have virtually completed all Word assessments with flying colors. Initial assessments for Managers and Librarians for Excel have been completed and follow up training and re-assessments completed. Power Point followed. All steps (1B-1D) are complete for virtually all managers and librarians. | Debbie Moss |
| | | (continued) | These two groups have successfully completed assessments in Microsoft Word, Excel and Power Point. For those who did not reach our goal score in the first assessment their scores improved an average of 30%. We can comfortably say that we have a high level of proficiency in these applications in these workgroups. | |
| | | (continued) | In late October we will begin this process with a new staff group. Positions included in next group are Technology and Customer Support Specialists, Computer Equipment Technicians and Lead Branch Clerks. For internal purposes this workgroup will be identified as the "Grade 6" workgroup. Assessments will begin in late October 2005. | |
| 4.3-1C | Completed | Develop curriculum based upon identified needs | All curriculum in place. | Debbie Moss |
| 4.3-1D | Ongoing | Initiate classes for staff based upon identified core competencies | All initial Excel training is completed and follow up is being offered. Complete for Managers and Librarians. Will be ongoing for "Grade 6" workgroup. | Debbie Moss |

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| 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. | Goal met - 1st Quarter-CFLC gave two classes on giving presentations in December 2004. 2nd Quarter-Lighthouse Central Florida provided staff training on 3-23-05 and 3-30-05 on Disability Awareness. 3rd Quarter-OCLS hosted the teleconference "Library Hot Topics" on April 29th. Library Directors discussed the latest hot topics of the library profession. | Kathryn Robinson |
| 4.4-2 | | Conduct evaluation of staffing levels | | |
| 4.4-2A | Ongoing | Adjust/Recruit/Reduce staffing as needed | Completed for FY 2005. | 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. | Vacancy announcements posted; ads posted in professional library journal. We are expanding our recruitment outreach to other library schools. 4 new librarians hired. | Kathryn Robinson |
| 4.4-2C | Ongoing | Create award program for employee innovations that are successfully used. | Award Program has been established and awards are presented on Staff Day. | 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. | Goal met for FY 2005 - Offered "Survival Spanish" and Sign Language classes on Staff Development Day 2004. Spanish for Non-Spanish Speakers was added to the Staff Intranet. The site offers assistance with pronunciation, useful phrases, vocabulary, Dewey Decimal classification and dialogue. | Kathryn Robinson |
| 4.6 | | Objective 6: Minimize the potential for staff or patron injury | | |
| | | Activity | | |
| 4.6-1 | | Conduct safety and security evaluations | | |
| 4.6-1A | Underway | Conduct four air quality surveys on a rolling schedule. | Surveys conducted at North Orange, Alafaya, West Oaks, and Southwest. | Craig Wilkins |
| 4.6-2 | | Provide safety education for staff | | |
| 4.6-2A | Underway | Conduct annual drills to test efficiency of evacuation plans. | 3 Main Library drills completed. Branch drills 80% complete. Fire panel training for Branch Managers completed. | |
| 4.6-3 | | Minimize security risks | | |
| 4.6-3A | Complete & Ongoing | Conduct annual review of incident reports | Reviewed Spring 2005, next review November 2005. | Craig Wilkins |

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

Director's Goals Update

Director's Goals: 2005 October Update

- ✓ Open Eatonville Branch ~ completed January 22, 2005.
- ✓ Open Winter Garden Branch ~ completed October 1, 2005.

- Develop strategy for negotiating transition of debt millage to capital funds
 - ❖ Proposed converting debt millage to operating millage FY 2006 to Governing Board.
 - ❖ Briefed Governing Board on re-characterizing debt millage to operating millage.
 - ❖ Met with County Administrator and County Budget Office personnel and developed outline schedule for Governing Board presentation.

- Review and report periodically to Board on staff development issues:
 - ❖ Staff holding MLS, CS/technical and other advanced degrees
 - ❖ Staff turnover ~ see chart
 - ❖ Staff diversity ~ see chart
 - ❖ Management Union Relationship ~ undertook Non-Directive Employee Attitude Assessment: Work Group Librarians with Bob Case; monthly meetings held to further define the issues.

- More focus on educational part of our mission
 - ❖ *Health Education through Healthy Connections classes held monthly at all locations plus a Spanish Healthy Connections class each month.*
 - ❖ *Be Well Informed programs with Walgreen's Pharmacists held quarterly.*
 - ❖ *Camp Savvy classes continued in July including two new classes this year: Internet en Español for Kids and Word en Español for Kids.*
 - ❖ *Seniors classes were taught in Word, Publisher, Internet, and Computer Basics.*
 - ❖ *Two new classes for setting up home networks were introduced. The first class focuses on basic networking concepts and the second class focuses on wireless networks.*
 - ❖ *Alphabet Bites program is under development. The letter "m," "s" and "b" are completed.*
 - ❖ *Created Baseball resource webpage.*
 - ❖ *Ellis Language Software acquired to help people learn English as a Second Language and Tell-Me-More web licenses to help learn languages other than English.*
 - ❖ *Environmental education through Central Florida Reads programming held in September and October 2005; including an Information Fair.*
 - ❖ *Hispanic Heritage Month; Harry Potter; Florida Authors and Central Florida Reads programs*

- Review and report on Outreach to Public Schools:
 - ❖ List schools with whom we have relationships / partnerships ~ revising & updating list.
 - ❖ Develop ideas to reward schools that work well with OCLS
 1. *Underway ~ a School honor roll "A" list on OCLS website of those schools that promote library resources, contest ended September 30, 2005.*
 2. *Sent out letters to all Principals outlining the advantages of children having their library card.*
 3. *Sent out letters to all schools that did not participate in License to Learn contest.*
 4. *Planned next year's License to Learn contest with appropriate prizes and Squirr visits.*
 5. *Summer Reading flyers sent to every OCPS. Staff participated in Staff Training Days for teachers and media specialists. Continue to attend PTA events.*
- Install Express Check Out at one additional branch: West Oaks.
 - ❖ *Board approved purchase of self check-out equipment*
 - ❖ *Equipment ordered & received.*
 - ❖ *Tagging complete.*
 - ❖ *Installation scheduled for October 2005.*
- Renovate 3rd Floor, East Wing.
 - ❖ *Tentatively planning for November 2005 opening.*
- Main Library Roof replacement.
 - ❖ *Cost will come in a bit cheaper since cooling towers do not need to be raised. Project nearing completion; some work will extend into FY 2006.*
- Make future plans for 2nd floor usage
 - ❖ *Preliminary drawings completed, priorities on competing spaces decided*
 - ❖ *Design process is underway ~ seeking cost estimates*
 - ❖ *Contract with HKS approved at September 2005 Board Meeting.*
- Scout for potential branch locations in East Orange County.
 - ❖ *Visited potential sites for new east side branch with commercial real estate consulting firm CB Richard Ellis*
 - ❖ *Site selection for Branch locations in eastern Orange County is underway. Gathered and now reviewing demographic data to compare target areas. Met with Orange County Planning Department representatives on September 27, 2005. Scheduled a workshop with the Governing Board for December 6, 2005.*
- Create an additional add-on year for the current Strategic Plan.
 - ❖ *Submittal approved at September 2005 Board Meeting.*



Staff Snapshot

| | |
|---|----|
| Number of Library Employees Receiving Scholarship \$ from Friends of the Library since Fall 2002: | 15 |
| Number of Library Employees who have achieved MLS Degree through Support from Friends of the Library since Fall 2002: | 3 |
| System Wide - Employees with MLS: | 41 |
| | |
| Employees with Bachelor's or Master's Degrees in Technology or Digital Media: | 9 |
| Number of Employees who have achieved Microsoft Office Trainer Certifications since Implementation of OCLS incentive program: | 5 |

Management/Union Relationship

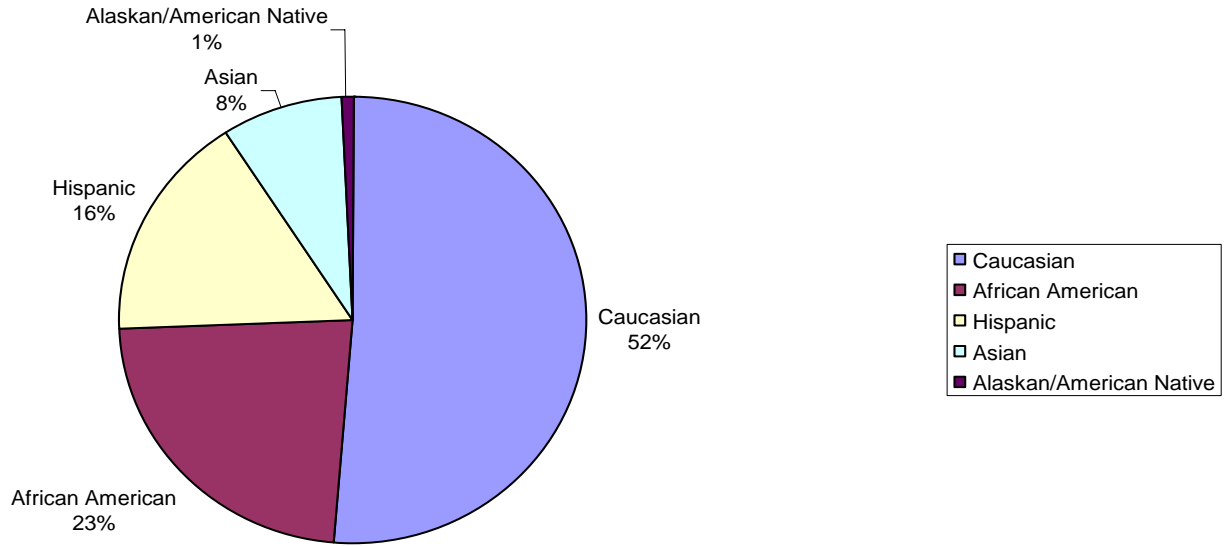
Since the last Board update, a forward looking focus has been made to establish a more positive management/union relationship. Following the Non-Directive Employee Attitude Assessment conducted by Bob Case in mid July, monthly meetings (July 29, August 26, and September 27) have been held with the librarians. The purpose of the monthly meetings is to continue defining items identified by the librarians as key issues. Once the process of defining these issues is completed, we will begin the process of prioritizing the issues and working toward solutions. The tenor of these meetings is open, all-inclusive and friendly.

Diversity Matters at OCLS

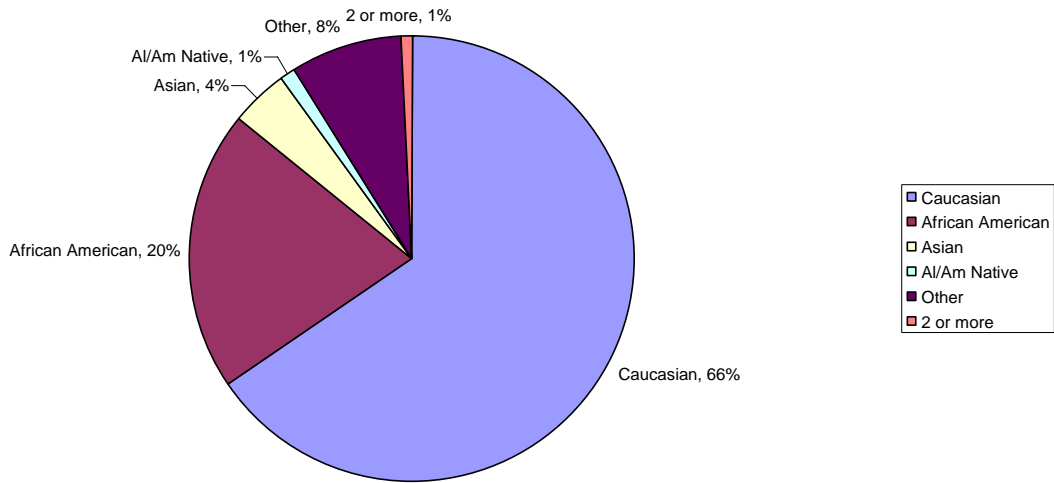
A sampling of services, programs and classes during
August and September

- Folk Sampler: Children of the Blues
- Cuentos Bilingües / Bilingual Stories
- Anímanga Club - Kumihimo
- Meet the Author: Asher Ledwidge - The Black Family: Towards More Self-Love
- Eatonville Family Night
- Folding Fun - Origami Toys
- Hispanic Heritage Month Programs - Art Display with Alice Rodriguez-Brady; Dance program; Music Program; and Paint like the Masters with Berto Ortega.
- Clases de Computadora en Español
- Ezra Jack Keats Story program
- Consulta and Informé Databases
- Cuentos en Español

OCLS Staff Diversity Chart 9/30/05

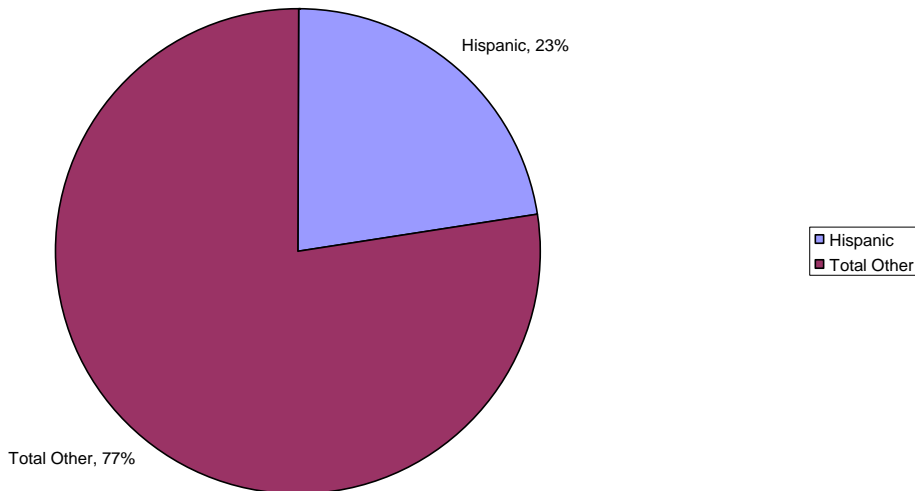


Orange County - 2004 Analysis by Race/Ethnicity



U.S. Census Bureau
General Demographic Characteristics-2004 (estimate)
2004 American Community Survey

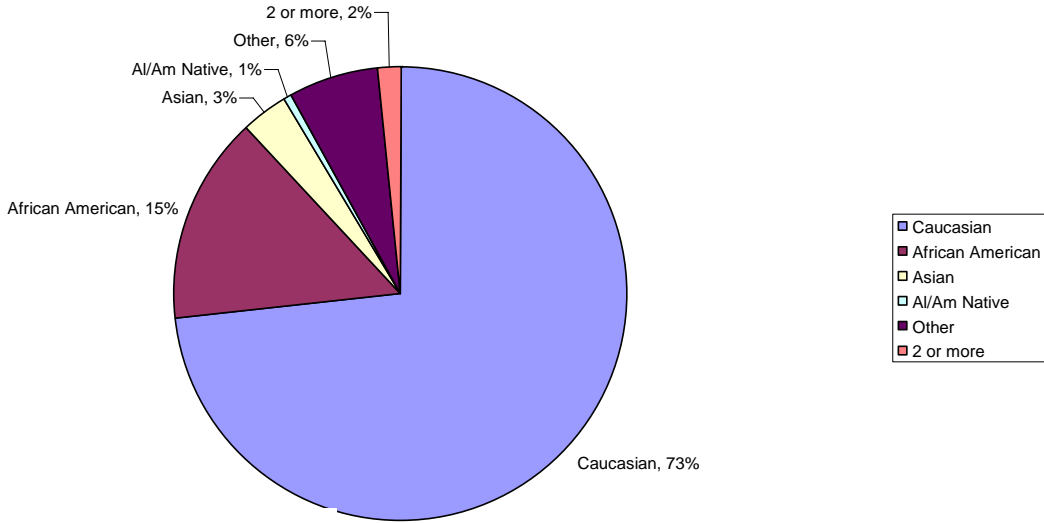
Orange County - 2004 Hispanic Population as Percentage of Total



U.S. Census Bureau
General Demographic Characteristics-2004 (estimate)
2004 American Community Survey

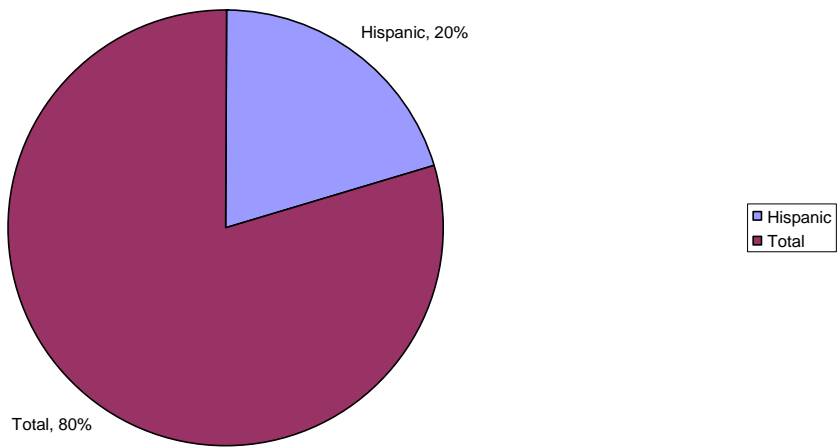
Hispanic or Latino origin – This designation is not considered a “race” as displayed in the chart above, therefore, this data is provided in a separate chart

**Metropolitan Statistical Area - 2004
(Lake, Orange, Osceola, Seminole)
Orlando Florida**



U.S. Census Bureau
Orlando, FL MSA
General Demographic Characteristics-2004
(estimate)
2004 American Community Survey

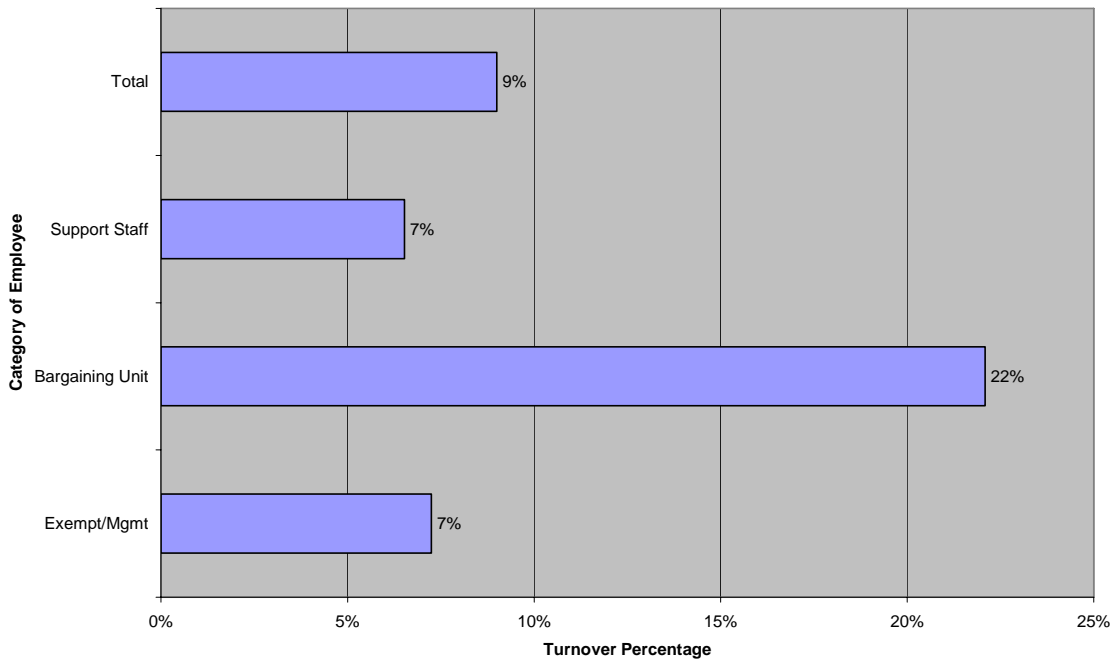
**Metropolitan Statistical Area - 2004
(Lake, Orange, Osceola, Seminole)
Orlando, Florida
Hispanic as Percentage of Total Population**



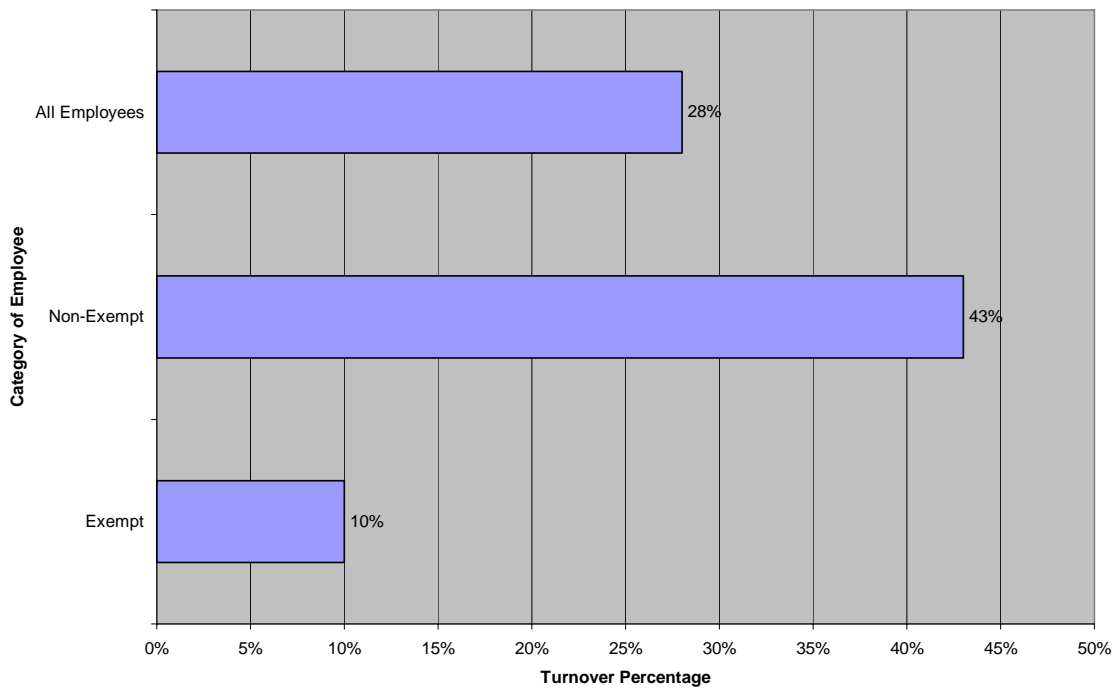
U.S. Census Bureau
Orlando, FL MSA
General Demographic Characteristics-2004
(estimate)
2004 American Community Survey

Hispanic or Latino origin – This designation is not considered a “race” as displayed in the chart above, therefore, this data is provided in a separate chart

OCLS - Turnover Data
January - September 2005



Turnover Data - Employers Association of Florida - 2004



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

Director's Evaluation

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

Information

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

Director's Report

Director's Report Oct 2005

► We received 800 gift certificates for teachers and 1500 gift certificates for students as *License to Learn* giveaways from Panera Bread. We are very grateful for Panera Bread's generosity and thankful for Karen Smith's involvement with Panera.

► The Library has invited Joe Janes, Associate Dean for Academics at the Information School, University of Washington in Seattle to address our professional staff in February. He will be talking about the future of libraries and the role of the reference function.

► Special Services MAYL contributions to date total: \$14,400.35

► In 2004 OCLS contributed \$2,672.90 to help agencies provide help to Central Floridians in need. This year, our employee's involvement and support of our activities helped raise \$3,033.02 toward building a safer, healthier, better community in 2005, with **\$1,823.50** of the money going to help the victims of Hurricane Katrina. Thanks go to our generous employees for their continued support of the OCLS United Way Campaign! A special thanks goes to Yvonne Pierre whose enthusiastic efforts in coordinating the OCLS campaign resulted in the Library exceeding its goal for this year – thanks, Yvonne!

► Florida's Blood Center has conducted several mini drives to collect blood at the Library's Branch locations. We are grateful to our generous staff and customers who provided the donations as reported in the table below:

| Date | Branch | Collected |
|----------|------------------|-----------|
| 06/08/05 | Edgewater Branch | 6 |
| 06/13/05 | South Creek | 8 |
| 06/20/05 | South Trail | 1 |
| 06/20/05 | Winter Garden | 3 |
| 07/27/05 | South East | 11 |
| 09/09/05 | West Oaks | 3 |
| 09/09/05 | North Orange | 2 |

▶ In hurricane season, thoughts of failed sump pumps come to mind. Our pumps were tested recently and checked out okay. The pumps are checked by our plumbers every quarter at Main and the one at Alafaya is on a regular schedule.

▶ On Sunday, October 9, 2005 the “Come Out with Pride” parade will march down Central from Summerlin to Heritage Square between 3:00 and 4:00 in the afternoon. There will be not access to the parking garage across from the Central side starting at 2:00. Entrance to and exit from the garage on Pine Street will not be interrupted.

▶ Quest Line exceeded 19,000 questions in August, the most questions received in one month yet! Quest Line started taking calls for the Edgewater Library Branch in August.

▶ The implementation for the Time and Attendance software is proceeding. By 30 October, all branches and Main departments should be on the new software., Executime.

▶ OCLS is partnering with the Central Florida Sports Commission and NBC Sports for their Dew Action Sports Tour in October. The City of Orlando and Orange County Government are also sponsors. The Dew Action Sports Tour takes place at the TD Waterhouse Center in Orlando October 13-16, 2005 and features action (extreme) sports. The partnership has several components:

1. ***Get Real Action Packed Book Review Contest*** – for youth ages 9-18. Kids read a book, submit a short book review, and they will be entered in a prize drawing to win a BMX bike. Please note that the contest runs through Friday, October 7.
2. ***Get Real Celebrity: Meet an Action Sports Athlete*** – This is a program at Main on Wednesday, October 12 at 3:00 pm. Chance for patrons to meet an extreme sports athlete. Drawing for BMX bike will be held and awarded to the winner of the Book Review Contest at this program.
3. ***Tickets to the Dew Action Sports Tour Event***:: Each branch will be receiving a couple of hundred tickets to the Dew Action Sports Tour

event that will be given to youth under the age of 18 who register for a library card or turn in a Book Review Contest form.

4. *For branches that have TLC Volunteers:* We will be submitting the names of the TLC who has the most number of hours volunteered between September 12-October 7. The TLC Volunteer that has the most number of hours volunteered will win a 4 day pass to the Dew Action Sports Tour.

► We have targeted the Disney National Entrepreneur Center and its affiliated groups for the attendees at the Bagels & Business event to be held 19 October 2005.

► The Friends had one of their best book sales this past weekend, moving a great number of books to new homes and earning almost \$7,000.

► On September 10, the Friends donated 3 boxes of books (one of children's books, two box of adult books) to the United Methodist Church for the Hurricane Katrina victims who were temporarily quartered there.

► Take a peek at the new online interactive class tutorials that CRC has developed using Macromedia Breeze by clicking on the links below.. We are planning to put these on our web sites. These follow along with our in-person classes and use the same voices, pictures and staff that give our classes.

Excel-1 <http://breeze.ocls.info/p48843910/>

Excel-1 en Español

PowerPoint-1 <http://breeze.ocls.info/p53224348/>

Be sure to turn on the computer volume to hear the instructions. These tutorials will require patron authentication similar to the MY OCLS Login for the Online Catalog

These tutorials will be placed on the **Virtual Classes** webpage and also accessed from the Computer Classes area.

► Our newest database tutorial on our website guides will guide customers in using Mergent Online to find detailed financial and investment information on over 15,000 U.S. publicly traded companies and 20,000 non-U.S. companies.

► The USA PATRIOT Act has been in the news lately. In early September 2005, a US District Court judge granted a request from the ACLU for a preliminary injunction involving provisions of the act which prevent any person who receives a request for information under the act from disclosing that they have been contacted. On September 16, 2005 an appeal was filed by the Justice Department which has placed that injunction on hold. We continue to monitor developments.

► OCLS participated in the Boy Scout Camporee in Forever Florida on the 24th September. Librarians Taryn Brown and Terran McCanna gave out library card registration materials and promoted our ecology and environmental programs for Central Florida Reads.

► The Library is hosting a Press Conference for Just Read Florida that will feature *The Lion, The Witch and The Wardrobe* on Friday, October 21 at 9:30 am. There will be an accompanying exhibit that will arrive on Thursday afternoon. The Press Conference will be hosted by Lt. Governor Toni Jennings, Florida Commissioner of Education John Winn, and possibly Florida State Film Commissioner Rebecca Dirden Mattingly. Lt. Gov. Jennings will read from the book and then lead a tour of the exhibit. There will be a craft for the children in Children's Dept. and an opportunity for Q&A by the press. We will be inviting groups of children to enjoy the craft activity. Governor Bush and First Lady Columba Bush launched the statewide reading in the arts contest for students in grades 3-12 focused on the book *The Lion, the Witch and the Wardrobe* by C.S. Lewis. The contest, sponsored by the *Just Read, Florida!* initiative, will coincide with the nationwide release of the Walt Disney Pictures and Walden Media film adaptation of the renowned story on December 9, 2005.

The contest, "Florida's Journey into the Land of Narnia," is open to all students in grades 3-12 in public, private and home schools. Three winners will be chosen based on the following categories:

- Elementary School, Grades 3-5: Short Essay Contest
- Middle School, Grades 6-8: Illustration Contest
- High School, Grades 9-12: Short Video Contest

Winners will receive prize packages including a private screening of the movie, a weekend stay at Disney's Swan and Dolphin Resort, dinner at Orlando's Medieval Times, movie memorabilia and more. Teachers of winning students and their classrooms will also receive prize packages. The Library continues Into the Wardrobe programs at Main and Branches in November. The website is www.justreadflorida.com.

► On Saturday, 1 October, four OCLS employees walked the Making Strides Against Breast Cancer 5 k walk to help support breast cancer research, education, advocacy and patient service programs. Linda Gabriel, Katy Marquardt, Pam Sogge who got up early on a day off, walked the 5K, and generated a \$676 donation for this great cause. Your representation of the Library at this event is an inspiration for others to follow in your footsteps. Thanks also to Yvonne Pierre for participating in the walk and for coordinating the Library's involvement.

► Washington Park Branch will reopen Monday 10 October after having a renovation on its bathrooms.

► OCLS hosted the Central Florida Memory Conference for about 90 attendees, representing Florida's libraries and museums. The Conference was intended as a learning experience to help foster more partnerships between libraries and museum personnel to digitize historic materials. The former head of the Institute for Museum and Libraries, Dr. Robert S. Martin came and made the keynote presentation, citing the importance of collaborations between libraries and museums. Presenters came from staff at UCF, the Orange County History Center, History Museum of Seminole County, Rollins College and OCLS. Many thanks to Debbie Moss, Milinda Neusaenger, Kathryn Robinson, Gregg Gronlund, Nedra Blanke, Marilyn Hoffman, John Claytor, Earl Hoffman, Eric Atkinson, Kris Woodson, Craig Goetzke, and Darryl Sims for all their help in making this a very successful event.

► The Winter Garden Branch opened 1 October with about 200 people in attendance. Signs of approval for the branch were on all the eager faces waiting to go in the doors. Many thanks to Bob Tessier, John Claytor, Craig Wilkins, Sally Fry, Pam Bergner, Wendi Bost and the whole Tech Services crew, Glenda Houck and the Winter Garden branch staff, Craig Goetzke, Darryl Sims, Mark Argentine, Renae Bennett, Keith Graham, Kristen Alvarado, Milinda Neusaenger, Eric Atkinson, Earl Hoffman, Bob Hensley, August Calabrese, Amy Van Schaik, Carla Fountain, Kathryn Robinson, Ben Garcia, Lynette

Schimpf, Lydia Peters, Marilyn Hoffman, Kris Woodson and the Community Relations staff for a beautiful opening. There were lots of beautiful new materials on the shelves, the furnishings were lovely, everything worked and the entire place was clean! It could not have been a better opening. Thanks to all for a really Grand Opening !

▶ Hispanic Heritage month events continue in October with an art exhibit by Alice Rodriguez Brady, movies, Paint Like the Masters art program, Learn How to Salsa Dance, and a Hispanic Heritage Celebration at South Creek Branch.

▶ October Teen Read Week Programs include an Anime/Manga Character Contest, Animanga Mania, Eragon: Teen Book Club and Teen Iron Chef...a culinary challenge.

▶ For children age 3-5, the Alphabet Bites programs feature a different letter each week in October and November. Funshine State Reads programs feature *Chasing Vermeer* in October and *Granny Torelli Makes Soup* in November for children in grades 3 through 8.

▶ The Library celebrates Orange County National Family Week with an after hours event at the main Library on November 4 with games, storytelling refreshments, music and prizes.

▶ Twisted Oak Productions presents a benefit concert for the Library and A Gift for Teaching in Library Central on November 5.

▶ North Orange Branch celebrates Mickey Mouse's 77th birthday on November 18.

▶ Central Florida Reads *River of Lakes* programs continue through October culminating with Bill Belleville's appearance on Saturday, November 12 in Library Central. Other authors in the Library include Greg Jenkins, *Florida's Ghostly Legends and Haunted Folklore*; Leslie Halpern, *Dreams on Films*; TJ Flynn, *Letters from Vietnam*; Julie Cannon, Karin Gillespie and Jackie Miles, the Dixie Divas; children's author and illustrator Matt Whitlock, plus a Meet the Author's Panel at Windermere Branch with Edward Bloor, Alison Jackson and Jordan Wagner.

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

Third Floor Renovation Project

3rd Floor Project Summary

10/7/2005

Sep 30 , 2005

| <u>CATEGORY</u> | <u>BUDGET APPROVED 03/10/05</u> | <u>Revised Budget</u> | <u>EXPENDED TO DATE</u> |
|----------------------|---|------------------------------|------------------------------|
| Architect | 53,500 | 52,968 | 45,900 |
| Construction | | | |
| Contractor | 600,000 | 598,644 | 371,986 |
| Floor covering | 61,000 | 60,186 | 0 |
| Testing | 3,000 | 5,000 | 4,694 |
| Other | 10,000 | 10,000 | 0 |
| Construction Total | <u>674,000</u> | <u>673,830</u> | <u>376,680</u> |
| Contingency | 72,500 | 73,202 | n/a |
| TOTAL PROJECT | <u><u>800,000</u></u> | <u><u>800,000</u></u> | <u><u>422,580</u></u> |

Comments: This project is nearly completed. There are three issues remaining: lights in the Bookstore, a grab bar in the new family restroom, and fire alarm strobes. The City is expected to sign a Certificate of Completion when the strobes are completed - likely by 10/15/05.

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

Winter Garden Project Summary

Winter Garden Project Summary

Sep 30, 2005

| <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 | 145,400 |
| Construction | | | |
| Contractor | 2,100,000 | 2,233,091 | 2,228,844 |
| Carpet | 35,000 | 26,085 | 0 |
| Impact & Permit Fees | 40,000 | 22,594 | 22,594 |
| Testing | 8,000 | 34,000 | 32,861 |
| Other | 10,000 | 22,000 | 21,711 |
| Construction Total | <u>2,193,000</u> | <u>2,337,770</u> | <u>2,306,010</u> |
| Contingency | 207,000 | 60,082 | |
| TOTAL PROJECT | <u>2,550,000</u> | <u>2,550,000</u> | <u>2,451,410</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 |
| CO #11 -Terrazzo base, gates, vinyl fence | 4,086 |
| CO #12 - Truncated domes, adjust storm structures | 11,496 |
| CO #13 - Delete Alternate #1 - glass wall; DIP liner | -23,312 |
| CO #14 - Completion agreement | 24,000 |
| Total | <u>2,233,091</u> |

Winter Garden Project Summary October 2005

We opened on October 1st!!!!

The actual Substantial Completion date is 9/22/05. APM has 30 days to complete the items listed on the Punch List. The most significant items on this list are:

- Installation of 8 site light poles (drive entrance and south patio)
- Installation of two skimmers in the retention ponds
- Installation of brick on the walk entrance on the south side (bike trail) of the building.

There have been a few issues discovered after opening that APM is handling as warranty issues. Overall, we are enjoying the new building.

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

**Public Comment:
Non-Agenda Items**