

**Orange County Library System
Board of Trustees Meeting**

Board Packet for March 2006



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*

March 3, 2006

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

cc: The Honorable Mayor Richard T. Crotty, Chairman of the Library Governing Board,
Members of the Governing Board, Commissioners Teresa Jacobs, Bob Sindler, Mildred
Fernandez, Linda Stewart, Bill Segal, Homer Hartage, Orange County; and
Commissioner 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, March 9, 2006, at the **North Orange Branch Library; 1211 East Semoran Boulevard; Apopka, Florida 32703; 407.835.7323.**

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

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

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
March 9, 2006
North Orange Branch Library
1211 East Semoran Boulevard
Apopka, Florida 32703
407.835.READ (7323)

- 06-033 I. **Call to Order**
- 06-034 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 .
- 06-035 **City of Orlando's Annual Board Review Committee**
- 06-036 III. **Approval of Minutes:**
06-036.1 **Library Board of Trustees Meeting ~ January 12, 2006**
06-036.2 **Library Board of Trustees Supplemental Meeting ~ February 22, 2006**
- 06-037 **Staff Presentation: Podcasting ~ Jo Ann Sampson**
- 06-038 V. **Financial Statements and Summaries: February 2006**
- 06-039 VI. **Statistics and Summaries: February 2006**
- 06-040 VII. **Action Items**
- 06-041 **Consent Agenda**
- 06-042 **After Hours Events at Southwest Branch: Request to Serve Alcoholic Beverages**
- 06-043 **Value Card Equipment Purchase**
- 06-044 VIII. **Discussion and Possible Action Items**
- 06-045 IX. **Information**
- 06-046 **Director's Report**
- 06-047 **Public Comment: Non-Agenda Items**

X. Adjournment

Next Meeting Dates: April 13, 2006 ~ Orlando Public Library; Albertson Room; 101 East Central Boulevard; Orlando, Florida 32801 --- May 11, 2006 ~ South Trail Branch Library 4600 South Orange Blossom Trail; Orlando, Florida 32839.

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, March 9, 2006**

Call To Order

**Orange County Library System
Board of Trustees Meeting
Thursday, March 9, 2006**

Public Comment

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**Orange County Library System
Board of Trustees Meeting
Thursday, March 9, 2006**

**City of Orlando's Annual
Board Review Committee**

**Orange County Library System
Board of Trustees Meeting
Thursday, March 9, 2006**

Approval of Minutes

**Orange County Library System
Board of Trustees Meeting
Thursday, March 9, 2006**

**Approval of Minutes:
Library Board of Trustees Meeting
January 12, 2006**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
January 12, 2006
Winter Garden Branch Library
905 East Plant Street
Winter Garden, Florida 32787
407.835.READ (7323)

- 06-001 I. **Call to Order**
Board Members Present: James Tyson (1/0); Tom Kohler (1/0); Matthew Pardy (1/0); Livia Rivera (1/0)
- Board Members Absent: Sara Brady; (1/1)
- Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Eric Atkinson; Craig Wilkins; Sally Fry; Kathryn Robinson; Milinda Neusaenger
- Vice President Tyson called the meeting to order at 7:00 p.m.
- 00-002 II. **Public Comment**
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- 06-003 III. **Approval of Minutes: Library Board of Trustees Meeting ~ December 8, 2005**
Trustee Kohler, seconded by Trustee Pardy, moved to approve the minutes for the December 8, 2005 Board of Trustees Meeting. Motion carried 4-0.
- 06-004 **Staff Presentation: E-Guide ~ Cassie Shivers, Nils Thingvall, & Melody Mitchell**
Digital Access Architects Cassie Shivers and Nils Thingvall and Librarian Melody Mitchell debuted the new concept of E-Guides, which are online reference and information guides designed to help customers access the Library's resources for various popular subjects. The first E-Guide to be developed is *How to Start a Business*. Ms. Shivers and Mr. Thingvall worked closely with Ms. Mitchell to identify the best resources to be included in the E-Guide. Brief discussion ensued and The Board suggested that the E-Guides are shared with the Economic Development Council, the Chambers of Commerce, as well as the City's and County for possible inclusion on their websites.

06-005

V. **Financial Statements and Summaries:**

➤ **Comprehensive Annual Financial Report (September 30, 2005)**

Comptroller Tessier gave a presentation summarizing the Comprehensive Annual Financial Report for the fiscal year ended September 30, 2005. Mr. Tessier addressed each of the following topics:

- FY 2005 accomplishments
- Annual audit
- Operating Revenues (summary by category and comparison to budget)
- Operating Expenditures (summary by category and comparison to budget)
- Long term debt
- Defined Contribution Pension Plan
- Governmental Accounting Standards Board (GASB) 45

GASB 45, which will be implemented during the fiscal year ending September 30, 2008, will require the Library to calculate and report the Annual Required Contribution (ARC). The ARC is the actuarial determined cost of Other Post Employment Benefits (OPEB). Currently, the “Pay As You Go” cost is reported and funded. The Library has contracted with an actuary to do an initial ARC projection. Although this initial projection will not be available for 3 – 4 months, our actuary indicated it is possible that the annual ARC could range from \$900,000 - \$1,800,000.

➤ **September 2005 (Final)**

➤ **December 2005**

06-006

VI. **Statistics and Summaries: December 2005**

Assistant Director Debbie Moss briefly discussed the web statistics. Ms. Moss also reviewed the new statistical chart choices provided for circulation and door counts. Trustee Kohler suggested using charts that contain data from five years. Branch Administrator Craig Wilkins briefly discussed anomalies occurring with the door counters.

06-007

VII. **Action Items**

06-008

Non-Consent Agenda

06-009

Changes to the Defined Benefit Pension Plan

Trustee Kohler, seconded by Trustee Rivera, moved to approve, effective January 1, 2007 for current employees and retirees, changes the Defined Benefit Pension Plan in order to shorten the vesting period from 9 years of credited service to 4 years from date of hire, changing the normal retirement date to 65 with 4 years of vesting service, and adding an annual 2% COLA to the Plan. The motion is subject to a new Defined Contribution Pension Plan being approved by October 1, 2006, and employees hired now through September 30, 2006:

- A: Will not be affected by the new Defined Contribution Plan
- B: Will participate in the existing Defined Benefit Plan, and will receive all changes to the Plan in effect at the time of their hire and any changes in effect as of January 1, 2007.

Motion carried 4-0.

06-010 VIII. **Discussion and Possible Action Items**

06-011 **Strategic Plan ~ Year Four: 1st Quarterly Update**

Trustee Pardy summarized the Administration’s progress regarding the Strategic Plan. He highlighted the proposed plans for the renovations to the east side of the Second Floor, which will include an expanded Computer Resource Center. Trustee Pardy also briefly discussed ongoing projects such as technology enhancements with webinars and e-guides, the Read Together Grow Together family initiative, additional library card sign-up contests through the elementary schools, and health screening opportunities offered to all Staff. Brief discussion ensued.

06-012 **Update: Non-Directive Employee Attitude Assessment Work Group ~ Librarians**

Mr. Robert Case, summarized the progress that has been made to address the concerns of the Librarians’ Work Group. Some of the key concerns are scheduling and staffing, the programs initiative, and effective communication. Each topic includes approximately 10-25 components identified as concerns. Task force groups have been formed with librarians and managers working together to address these concerns with the most equitable and positive solutions for all library stakeholders - the staff, the management and most importantly the customers. Brief discussion ensued.

06-013 **Director’s Proposed Goals for 2006**

Trustee Kohler asked for the continuation of branch development to be included in Director Hodel’s goals for 2006. Trustee Pardy suggested formalizing the requirements for facilities and sharing the criteria with the Governing Board. Vice President Tyson also suggested developing an impact statement regarding the operating costs of five new potential branches and sharing this with the Governing Board as well.

06-014 IX. **Information**

06-015 **Director’s Report**

► Ten reference staff members from the Osceola County Library visited Questline, after having visited Winter Garden. They were given an overview of all the new items we are doing Library Central, Mobile, Reference Central, and then they visited Questline and used OLIVE. They were very impressed. They also saw other areas of the Main library. They also stopped at the South Creek library on their way back to Osceola and used OLIVE from there.

This is the library that brought a group of managers to do the same thing back in late November. They arranged this visit because their reference staff didn’t believe what they told them we were doing and said they would have to see if for themselves. The coordinator told our staff member on the phone that Osceola just watches us and then copies what we are doing if they can!

► Ormilla Vengersammy and Claude Tido (TCSS in CRC) and I met with Mr. Tiery Osias for a pre-interview on the Library’s Haitian Creole computer classes. He was very excited to hear about the program. There’s a date and time to do the LIVE

radio broadcast on February 1st from 6pm-7pm at the Tele-Kreyol Radio Station in Pine Hills.

We are trying to tape and /or podcast the show for staff as well as the public.

▶ The Brevard County Library Director called about our children's area policy. She and the Brevard attorney are meeting with a patron about this subject.

▶ South Trail landlord's representative indicated they would be amenable to splitting the cost of the new carpet (estimated at about \$46,000 for that branch since we would be renewing the lease about renewing South Trail lease for 5 years.

▶ The reference collection will be moved from the 3rd floor to the 4th floor, and incorporated into the space left by the Law collection on January 30th, 31st and the 1st of February.

06-016 **Cherry, Bekaert & Holland, CPA's Audit Information Correspondence**

06-017 **Customer Survey Results**

06-018 **Public Comment: Non-Agenda Items**

Nicole Hugues, Orange County Resident, spoke briefly and expressed her enthusiasm regarding the new and forthcoming E-Guides that were demonstrated at the beginning of the meeting.

X. **Adjournment**

Vice President Tyson adjourned the meeting at 8:52. p.m.

Next Meeting Dates: February 9, 2006 ~ Orlando Public Library; Albertson Room; 101 East Central Boulevard; Orlando, Florida 32801 --- March 9, 2006 ~ North Orange Branch Library; 1211 East Semoran Boulevard; Apopka, Florida 32703.

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**Orange County Library System
Board of Trustees Meeting
Thursday, March 9, 2006**

**Approval of Minutes:
Library Board of Trustees
Supplemental Meeting
February 22, 2006**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
SUPPLEMENTAL MEETING
February 22, 2006
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

I. Call to Order

Board Members Present: Sara Brady; James Tyson; Tom Kohler

Board Members Absent: Matthew Pardy; Livia Rivera

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

President Brady called the meeting to order at 6:00 p.m.

06-027

Construction Manager at Risk for the Main Library 2nd Floor Renovation Project

Trustee Kohler, seconded by Trustee Tyson, moved to authorize staff to negotiate the Construction Management at Risk fee and Guaranteed Maximum Price with Skanska for the Main Library 2nd Floor Renovation project, to authorize staff to increase the budget by \$500,000 and to approve a contract with Skanska for this project, provided this process falls within the parameters of the Florida Statutes and within an overall project budget of \$1,560,000. The proposed budget increase is due to the rising construction costs and additions to the scope of the project.

If an agreement cannot be reached with Skanska USA, staff is authorized to negotiate with BRPH.

Motion carried 3-0.

II. Adjournment

President Brady adjourned the meeting at 6:10 p.m.

Next Meeting Dates: March 9, 2006 ~ North Orange Branch Library; 1211 East Semoran Boulevard; Apopka, Florida 32703 --- April 13, 2006 ~ 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, March 9, 2006**

**Staff Presentation:
Podcasting ~ JoAnn Sampson**

**Orange County Library System
Board of Trustees Meeting
Thursday, March 9, 2006**

**Financial Statements and
Summaries: February 2006**

Orange County Library System

Financial Statement Highlights

Five Months Ended February 28, 2006

Auditor Selection Process

In previous years, Orange County has gone through an auditor selection process and we simply “piggy backed” off of the County’s audit contract, which is allowed by our Purchasing Policy. Although this arrangement has worked well, it is no longer allowable due to a change in the Statute governing the selection of auditors. The Statute requires each local government to form an audit committee, the primary purpose of which is to assist in the selecting of an auditor. The auditor selection process, including the preparation of a Request for Proposal (RFP) and evaluation of proposals, is a time consuming process.

Thanks to the cooperation of County staff, there is another option that we are pursuing. The County recently issued a RFP for auditing services, a draft of which had been provided to us for review and comment. The RFP, which includes relevant information about the Library, requires each auditing firm submitting a proposal to provide separate quotes for the County and Library. The following are the dates relating to the auditor selection process:

<i>RFP issued</i>	<i>February 27, 2006</i>
<i>Non-mandatory pre-proposal conference</i>	<i>March 8, 2006</i>
<i>Proposals due</i>	<i>March 23, 2006</i>
<i>Audit Selection Committee determines firm rankings</i>	<i>April 5, 2006</i>

All the meetings of the County’s Auditor Selection Committee will be open to the public and we plan on attending. We will also review the audit proposals submitted. The concept is the Library would be adopting the County’s selection process up front rather than “piggy backing” after the fact. Our understanding is the County’s Auditor Selection Committee will end up making the same auditor recommendation to both the Board of County Commissioners and Library Board of Trustees. However, the RFP specifically states that the Library Board of Trustees will make the final decision as to the Library District auditor selection. Provided the Library Board agrees in advance to use the County’s selection process, the Auditor General’s Office confirmed this concept would comply with the revised Statute.

Proposed Legislative Bills –Property Taxes

Bills have been proposed in the State Legislature to curtail the growth in taxable property values, which in turn would result in lower tax revenues for local governments. The impetus for these bills seems to be the growth in taxable values in recent years. Currently, the “Save Our Homes” initiative restricts the annual increases in taxable value for homestead property to no more than 3% per year. One of the proposed bills would extend this same limitation to commercial property.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Five Months Ended February 28, 2006**

	ANNUAL BUDGET	YTD ACTUAL	(5 month=42%)
AD VALOREM TAXES	27,477,433	24,936,020	90.8%
INTERGOVERNMENTAL			
Grants	148,000	13,100	8.9%
State Aid	1,502,000	0	0.0%
Law Collection Fees	57,000	59,174	103.8%
	<u>1,707,000</u>	<u>72,274</u>	<u>4.2%</u>
CHARGES FOR SERVICES			
Fee Cards	5,500	3,127	56.9%
PC Pass	42,000	12,760	30.4%
PC Express	0	130	
Classes	1,500	1,185	79.0%
Copy & Vending	185,000	67,711	36.6%
Meeting Room Fee	0	130	
Fax	0	1,022	
Scanner	0	155	
Computer Booklets	0	6	
Reference Charges	0	500	
Tell Me More Program	0	75	
	<u>234,000</u>	<u>86,801</u>	<u>37.1%</u>
FINES			
Fines	1,250,000	578,952	46.3%
Lost Materials	100,000	51,217	51.2%
	<u>1,350,000</u>	<u>630,169</u>	<u>46.7%</u>
MISCELLANEOUS			
Interest Earnings	299,567	189,908	63.4%
Rents	7,000	2,989	42.7%
Sales of Fixed Assets	0	1,228	
Contributions - Friends of Library	118,000	35,556	30.1%
Contributions - Fund Raiser	0	514	
Contributions - Others	6,000	13,864	231.1%
Miscellaneous	30,500	22,638	74.2%
Disk Sales	2,500	1,041	41.6%
Grants & Awards	0	88,050	
	<u>463,567</u>	<u>355,788</u>	<u>76.8%</u>
TRANSFER FM PROP APPRAISER	25,000	0	0.0%
TRANSFER FM TAX COLLECTOR	235,000	0	0.0%
TOTAL REVENUES	<u><u>31,492,000</u></u>	<u><u>26,081,052</u></u>	<u><u>82.8%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Five Months Ended February 28, 2006**

	ANNUAL BUDGET	YTD ACTUAL	(5 month=42%)
SALARIES & BENEFITS			
Salaries	12,867,552	5,084,880	39.5%
Medicare Taxes	186,580	72,778	39.0%
Defined Contribution Pension Plan	965,067	387,842	40.2%
Defined Benefit Pension Plan	1,055,242	250,000	23.7%
Life and Health Insurance	2,213,057	736,925	33.3%
Worker's Compensation	128,676	52,649	40.9%
Unemployment Compensation	20,000	3,025	15.1%
Parking & Bus Passes	93,960	41,689	44.4%
	<u>17,530,134</u>	<u>6,629,788</u>	<u>37.8%</u>
OPERATING			
Professional Services	250,000	128,089	51.2%
Other Contractual Services	888,000	234,122	26.4%
Other Contract. Serv.- Janitorial	276,000	105,301	38.2%
Training and Travel	90,000	44,052	48.9%
Telecommunication	315,000	94,477	30.0%
Delivery and Postage	1,270,000	426,980	33.6%
Utilities	784,000	287,396	36.7%
Rentals and Leases	913,000	379,584	41.6%
Insurance	216,000	97,891	45.3%
Repair and Maintenance	850,000	278,021	32.7%
Repair & Maint. - Hardware/Software	356,000	134,499	37.8%
Copying/Printing	231,000	58,599	25.4%
Property Appraiser's Fee	289,000	143,545	49.7%
Tax Collector's Fee	560,000	498,720	89.1%
Supplies	750,000	471,736	62.9%
Supplies-Hardware/Software	267,000	94,134	35.3%
Memberships	15,000	9,688	64.6%
Contingency	300,000	0	0.0%
	<u>8,620,000</u>	<u>3,486,834</u>	<u>40.5%</u>
CAPITAL OUTLAY			
Building and Improvements	1,155,000	57,086	4.9%
Equipment and Furniture	300,000	68,397	22.8%
Hardware/Software	345,000	22,987	6.7%
	<u>1,800,000</u>	<u>148,470</u>	<u>8.2%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	12,500	771	6.2%
Materials - Law	36,000	30,829	85.6%
Materials - Other	4,229,500	1,820,652	43.0%
	<u>4,278,000</u>	<u>1,852,252</u>	<u>43.3%</u>
TRANSFERS TO OTHER FUNDS			
Branch Debt Service Fund	702,000	204,729	29.2%
Sinking Fund	150,000	0	0.0%
	<u>852,000</u>	<u>204,729</u>	<u>24.0%</u>
TOTAL EXPENDITURES	<u>33,080,134</u>	<u>12,322,073</u>	<u>37.2%</u>

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Five Months Ended February 28, 2006**

	ANNUAL BUDGET	YTD ACTUAL	(5 month=42%)
REVENUES			
Ad Valorem Taxes	1,200,149	1,089,159	90.8%
Interest	15,851	5,438	34.3%
Transfer From Tax Collector	13,000	0	0.0%
TOTAL REVENUES	1,229,000	1,094,597	89.1%

EXPENDITURES			
Principal	1,200,000	0	0.0%
Interest	54,000	0	0.0%
Tax Collector's Fee	26,000	21,783	83.8%
TOTAL EXPENDITURES	1,280,000	21,783	1.7%

FUTURE DEBT SERVICE PAYMENTS

DATE	PRINCIPAL	INTEREST
03/01/06		27,000
09/01/06	1,200,000	27,000
	1,200,000	54,000

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Five Months Ended February 28, 2006**

	ANNUAL BUDGET	YTD ACTUAL	(5 month=42%)
REVENUES			
Transfer From General Fund	702,000	204,729	29.2%
Interest	10,000	6,174	61.7%
TOTAL REVENUES	712,000	210,903	29.6%
EXPENDITURES			
<u>2003 NOTE</u>			
Principal	350,513	173,822	49.6%
Interest	58,946	30,907	52.4%
<u>FUTURE BORROWINGS</u>			
Principal	200,000	0	0.0%
Interest	100,000	0	0.0%
TOTAL EXPENDITURES	709,459	204,729	28.9%

FUTURE DEBT SERVICE PAYMENTS FOR 2003 NOTE

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
2006	176,690	28,039
2007	362,175	47,283
2008	374,226	35,233
2009	386,677	22,781
2010	399,542	9,916
	1,699,310	143,252

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Five Months Ended February 28, 2006**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(5 month=42%)</u>
REVENUES			
Line of Credit Proceeds	2,200,000	0	0.0%
Misc. (Sale of West Orange)	0	350,000	0.0%
TOTAL REVENUES	<u>2,200,000</u>	<u>350,000</u>	<u>15.9%</u>

EXPENDITURES

FUTURE BRANCH LOCATION

Land	2,000,000	0	0.0%
Architect / Engineer	200,000	0	0.0%
TOTAL EXPENDITURES	<u>2,200,000</u>	<u>0</u>	<u>0</u>

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Five Months Ended February 28, 2006**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(5 month=42%)</u>
REVENUES			
Transfer From General Fund	150,000	0	0.0%
Interest	0	2,123	
TOTAL REVENUES	<u>150,000</u>	<u>2,123</u>	<u>1.4%</u>
RESERVES			
Reserves-Building and Improvements	75,000	0	0.0%
Reserves-Technology	75,000	0	0.0%
TOTAL RESERVES	<u>150,000</u>	<u>0</u>	<u>0.0%</u>

**ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
February, 2006**

	<u>BALANCE</u> <u>1/31/06</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> <u>2/28/06</u>	
OPERATING					
Checking	950,419	3,581,423	(4,108,276)	423,566	
SBA Investments	11,674,060	1,537,443	(1,000,000)	12,211,503	
CD Investments	8,732,000	0	0	8,732,000	
	21,356,479	5,118,866	(5,108,276)	21,367,069	
MAIN DEBT SERVICE					
AIM Investments	1,032,047	92,832	0	1,124,879	
BRANCH DEBT SERVICE					
CD Investments	407,945	0	0	407,945	
CAPITAL PROJECTS					
Checking	0	0	0	0	0
SBA Investments	154,800	574	0	155,374	
	154,800	574	0	155,374	0

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
February, 2006**

ASSETS

Certificates of Deposit	8,732,000
Cash on Hand	14,405
Equity in Pooled Cash	423,566
Accounts Receivable	20,932
Due From Other Funds	88,381
Due From Other Governments	20,000
Interest Receivable	77,918
Inventory	186,354
Investments-SBA	12,211,503
Prepays	98,614
Other Assets-Deposits	<u>9,275</u>
TOTAL ASSETS	<u><u>21,882,948</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
February, 2006**

LIABILITIES

Accounts Payable	103,092
Retainage Payable	214,931
Due to Other Funds	0
Accrued Wages Payable	333,587
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	13
Due To FOL-Taxable Book Sales	3,523
Due To FOL-Nontaxable Book Sales	96
Due To FOL-Sales Tax	237
United Appeal	205
Bonds	98
Def Comp Employees	0
Health Insurance	23,268
Union Dues	630
Union-Cope	0
Optional Life	841
Flex Spend Med	0
Flex Spend Dep	0
Ben-DCP	0
Miscellaneous	0
Daughters of American Revolution	1,819
Unclaimed Payroll	1,571
TOTAL LIABILITIES	<u>683,911</u>

FUND BALANCE

Reserve for Inventory	186,354
Reserve for Prepays	135,724
Reserve for Walker	4,000
Reserve for Phillips	100,000
Reserve for Warner	33,712
Reserve for Gullett	19,805
Designated Murray	537,268
Designated for Sondheim	39,941
Designated for Strategic Plan	4,000,000
Designated for Encumbrances	216,502
Unreserved/Undesignated	2,166,755
Current Year Excess of Revenues Over Expenditures	13,758,976
TOTAL FUND BALANCE	<u>21,199,037</u>

TOTAL LIABILITIES & FUND BALANCE

21,882,948

**Orange County Library System
Board of Trustees Meeting
Thursday, March 9, 2006**

**Statistics and Summaries:
February 2006**

STATISTICAL SUMMARY

February 2006 Statistics for March 2006 meeting

Circulation and Door Count Trends:

Borrowing of our materials remains popular with users. Overall circulation figures are up, although our location by location report shows some shift in use. For instance, as anticipated, our new Winter Garden location is attracting more users and activity (a 53.62% increase in circulation over February 2005 and a 7.26% increase in door count). However, some of that use may be taking some use away from our West Oaks location where there is an uncharacteristic decrease in both circulation (down 3.01% and door count 12.29%). We are confident that this quickly growing area of the county will keep both locations busy!

The door count decrease at Main continues to be at least partially attributable to meeting room use. In February 2005, we had 111 meetings and this year only 65. One meeting room is currently being used as our second computer classroom and we believe that some meeting room users made other arrangements while the rooms were closed for renovations.

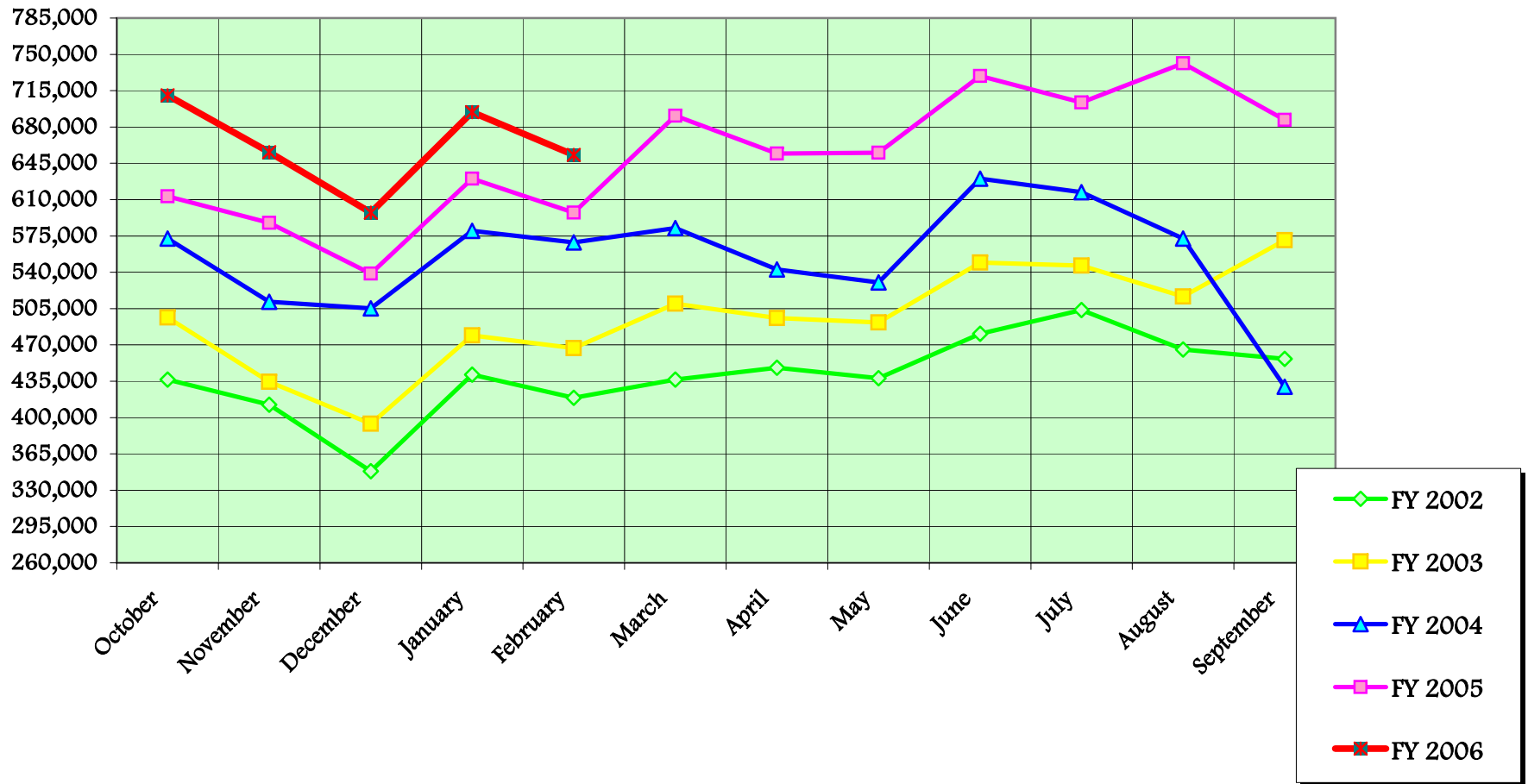
Library Activity

Libraries everywhere are seeking new roles which can help us remain relevant to the communities we serve. Although we have lone offered programs that have generally been focused on children, we have begun expanding our offerings to programming for adults. Adult program attendance is up 14% (from 4,991 last year to 5,668 this year).

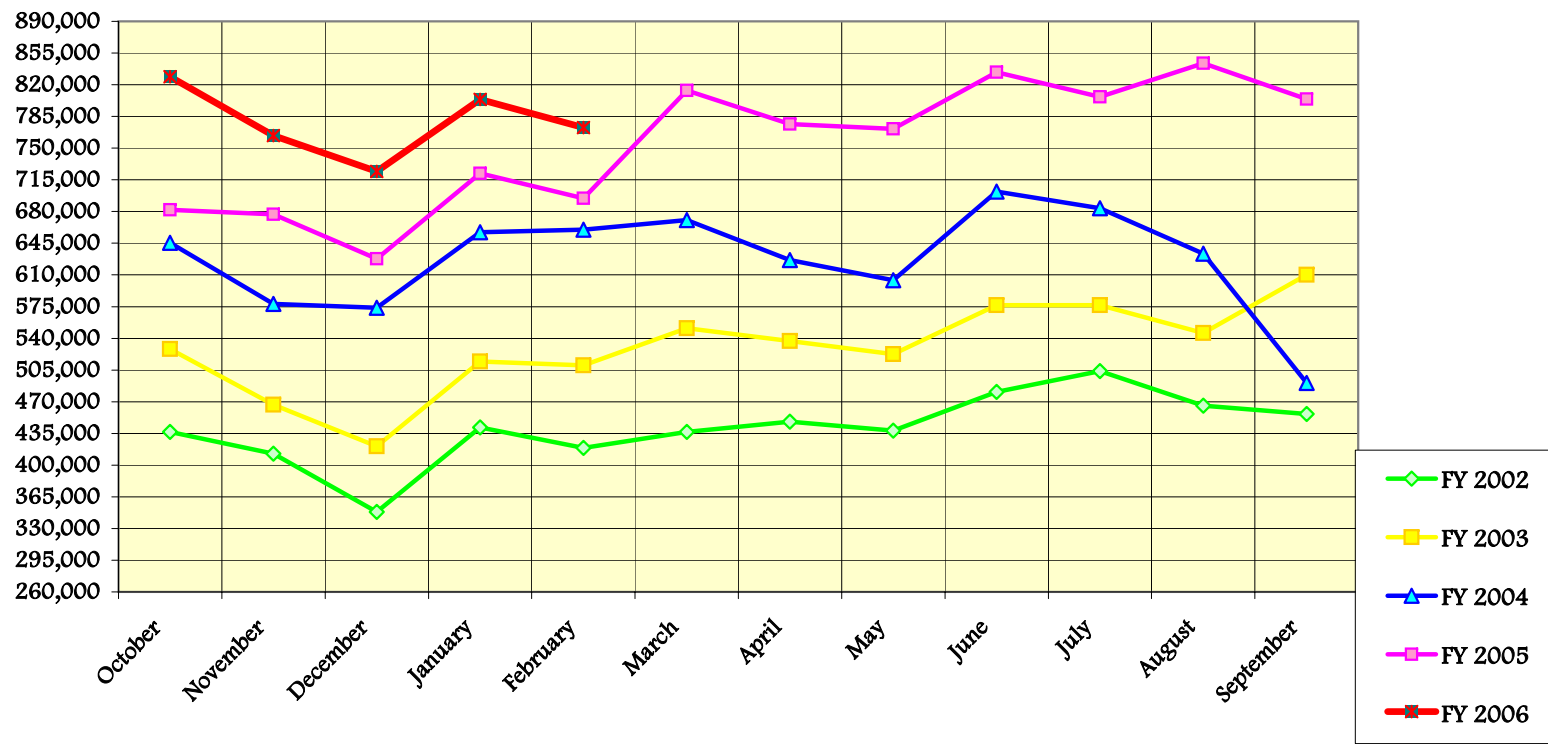
Certainly our rapidly expanding array of technology classes is being well utilized by the public with attendance increasing by 36.04% (from 1,243 last year to 1,691 this year).

Increases in the usage statistics of both of these new services indicate that we are providing services which are appreciated and utilized by the public.

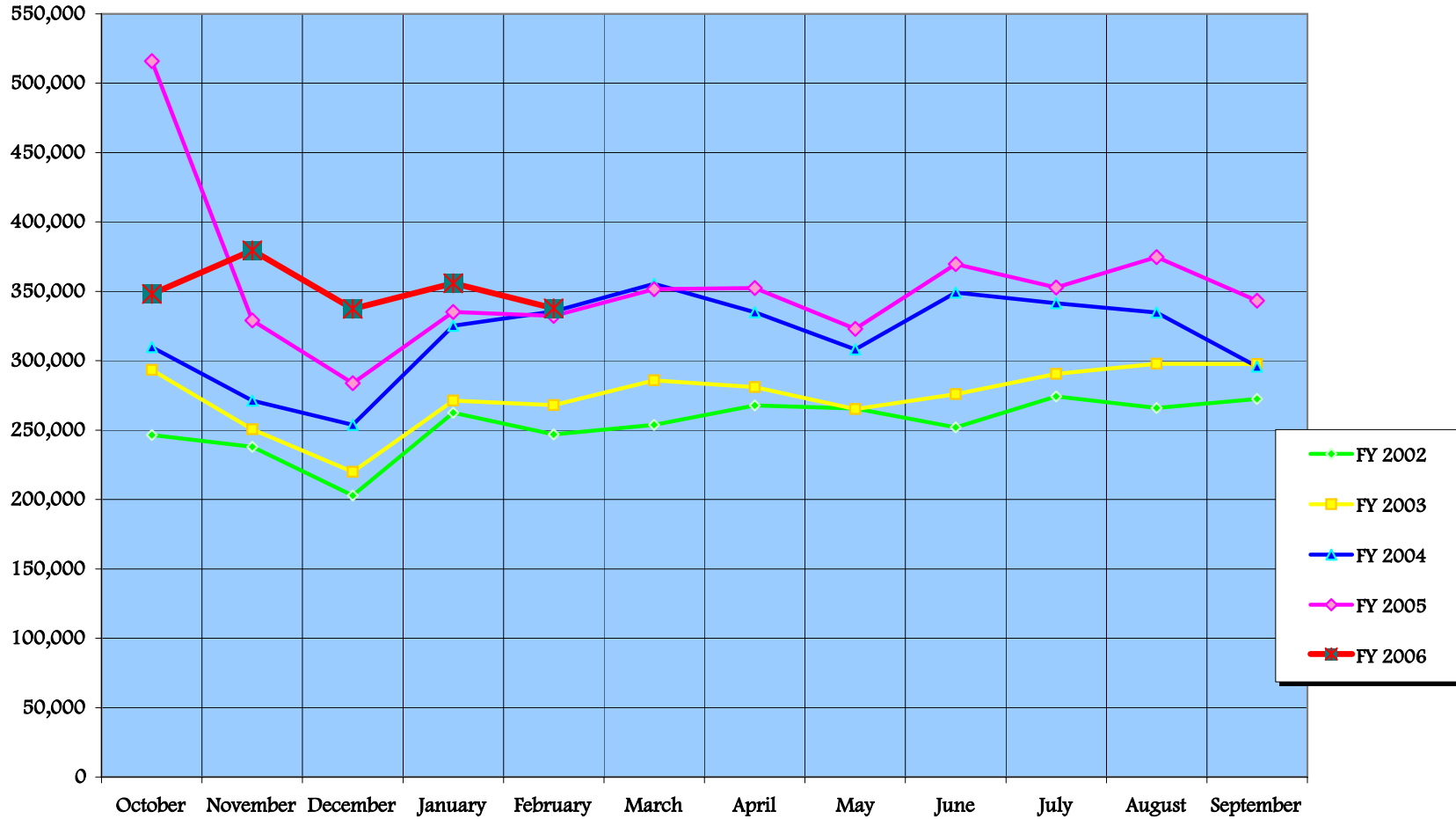
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION**
Fiscal Year 2002 Through Fiscal Year 2006 TO Date



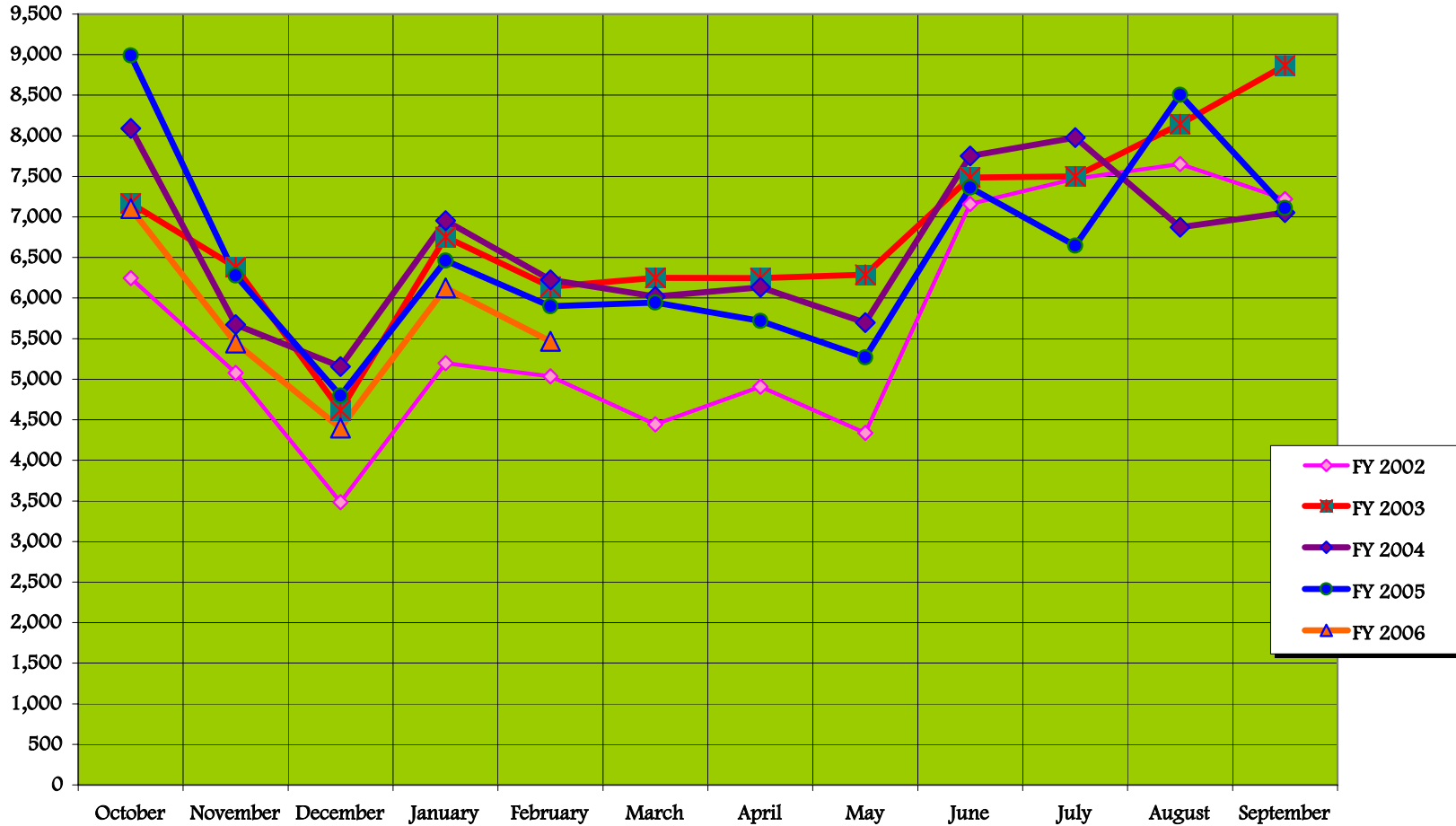
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION WITH ELECTRONIC STATS**
(Circ Stats - previous month & Electronic Stats - 2 months previous)
Fiscal Year 2002 Through Fiscal Year 2006 TO Date



Orange County Library System
Door Counts
Fiscal Year 2002 through Fiscal Year 2006 To Date



Orange County Library System
New Patron Registration
Fiscal Year 2002 through Fiscal Year 2006 To Date



Circulation and Door Count
October - March

Orange County Library System: Report for FY 2006 YTD & FY 2005

	Oct-05	Oct-04	Nov-05	Nov-04	Dec-05	Dec-04	Jan-06	Jan-05	Feb-06	Feb-05	% of Change	Mar-06	Mar-05
Circulation													
Main	223,362	193,476	205,261	180,444	186,592	172,909	208,606	185,053	202,495	179,407	12.87%		206,377
Branches	433,780	366,219	405,141	356,640	366,457	320,269	431,980	389,616	396,513	371,003	6.88%		421,338
MAVL	49,789	52,902	41,659	48,152	40,549	42,305	49,931	52,548	50,267	44,206	13.71%		59,822
Talking Books	3,650	528	3,587	2,907	4,007	3,211	3,825	2,942	3,779	2,885	30.99%		3,400
Total	710,581	613,125	655,648	588,143	597,605	538,694	694,342	630,159	653,054	597,501	9.30%		690,937
Door Count													
Main	55,768	68,996	47,303	52,721	44,632	47,060	50,091	62,089	50,001	58,023	-13.83%		61,375
Branches	292,293	366,470	296,053	278,637	294,060	236,839	305,733	272,964	268,963	274,354	-1.96%		290,246
Talking Books	17	13	14	4	10	6	17	4	14	7	100.00%		9
Total	348,061	435,466	343,356	331,358	338,702	283,905	355,824	335,053	318,964	332,377	-4.04%	351,621	

Circulation and Door Count

April - September

Orange County Library System: Report for FY 2006 YTD & FY 2005

	Apr-06	Apr-05	May-06	May-05	Jun-06	Jun-05	Jul-06	Jul-05	Aug-06	Aug-05	Sep-06	Sep-05	YTD 2006	YTD 2005
Circulation														
Main		201,587		204,294		211,295		215,285		219,182		207,422	1,026,316	2,376,731
Branches		399,791		399,146		460,906		433,969		460,450		424,117	2,033,871	4,803,464
MAYL		50,238		48,332		53,710		50,541		57,287		51,355	232,195	611,398
Talking Books		2,930		3,327		3,162		3,837		4,403		3,929	18,848	37,461
Total		654,546		655,099		729,073		703,632		741,322		686,823	3,311,230	7,829,054
Door Count														
Main		60,548		53,029		59,132		58,070		61,156		55,695	247,795	697,894
Branches		291,853		269,970		310,530		294,817		313,581		287,655	1,467,263	3,487,916
Talking Books		4		7		10		10		8		7	72	80
Total		352,401		322,999		369,662		352,887		374,737		343,350	1,715,058	4,185,810

Website Report

	Oct-05	Oct-04	Nov-05	Nov-04	Dec-05	Dec-04	Jan-06	Jan-05	Feb-06	Feb-05	Mar-06	Mar-05
Hits to the Website												
Inside	3,510,648		3,465,026		3,090,526		3,628,805		4,051,328			
Outside	2,710,018		2,323,331		1,570,032		2,261,183		2,771,534			
Total	6,220,666	10,603,759	5,788,357	8,440,620	4,660,558	11,531,063	5,889,988	15,352,285	6,822,862	15,816,206		15,023,342
Visits												
Inside	71,594		67,454		66,441		72,152		73,840			
Outside	144,488		128,652		115,571		145,892		151,408			
Total	216,082		196,106		182,012		218,044		225,248			
Unique Visitors												
Inside	943		959		1,603		1,003		1,005			
Outside	39,180		37,254		34,309		41,898		42,481			
Total	40,123		38,213		35,912		42,901		43,486			
Page Views												
Inside	927,149		912,106		533,497		914,262		1,452,487			
Outside	622,173		318,710		240,376		402,549		806,280			
Total	1,549,322		1,230,816		773,873		1,316,811		2,258,767			

Website Report

	Apr-06	Apr-05	May-06	May-05	Jun-06	Jun-05	Jul-06	Jul-05	Aug-06	Aug-05	Sep-06	Sep-05	YTD 2006	YTD 2005
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		14,512,004		17,533,639		5,899,040		6,526,373		5,427,818		141,210,775
Visits														
Inside								64,246		78,924		59,230	279,329	274,552
Outside								132,821		146,379		118,883	540,119	543,975
Total								197,067		225,303		178,113	819,448	818,527
Unique Visitors														
Inside								865		924		871	5,513	2,660
Outside								34,199		41,216		34,211	195,122	109,626
Total								35,064		42,140		35,082	200,635	112,286
Page Views														
Inside								639,531		696,532		755,731	4,739,501	2,091,794
Outside								707,694		739,477		902,985	2,390,088	2,350,156
Total								1,347,225		1,436,009		1,658,716	7,129,589	4,441,950

Library Activities October - March

Orange County Library System: Report for FY 2006 YTD & FY 2005

	Oct-05	Oct-04	Nov-05	Nov-04	Dec-05	Dec-04	Jan-06	Jan-05	Feb-06	Feb-05	% of Change	Mar-06	Mar-05
Program Attendance Total	14096	13,258	14,719	10,838	8,077	7,987	10,313	9,680	14,017	12,456	12.53%		11,942
Total # of Programs	420	405	405	350	383	365	357	342	431	419	2.86%		458
Community Events Attendance Total	1760	1,704	2,060	1,792	506	0	493	277	986	472	108.90%		353
Total # of Community Events	27	18	22	25	8	0	6	7	9	14	-35.71%		4
Events Line	12	-	16	49	5	16	4	30	9	33	-72.73%		23
StoryLine	141	345	150	332	92	285	99	279	109	210	-48.10%		252
Class Attendance Total	1331	1,162	900	1,049	1,090	652	1268	1041	1,691	1,243	36.04%		1215
Total # of Classes	479	262	396	229	486	190	513	232	535	281	90.39%		310
QuestLine	17,532	15,480	16,296	13,728	14,321	11,873	18,150	14,530	16,583	14,240	16.45%		16,040
P.C. Sessions	62,244	61,841	59,609	57,898	57,206	55,421	62,245	62,062	58,945	60,939	-3.27%		66,879
Number of Active Cards in the System	358,336	301,108	365,466	300,679	371,147	299,476	378,417	301,975	384,601	300,538	27.97%		300,756
New Customer Registrations	7,104	8,989	5,445	6,277	4,397	4,798	6,126	6,462	5,466	5,898	-7.32%		5,944
Total Registered Borrowers	825,839	767,093	831,207	774,114	834,813	778,890	840,468	785,166	845,734	787,143	7.44%		795,661

**Library Activities
April - September**

Orange County Library System: Report for FY 2006 YTD & FY 2005

	Apr-06	Apr-05	May-06	May-05	Jun-06	Jun-05	Jul-06	Jul-05	Aug-06	Aug-05	Sep-06	Sep-05	YTD 2006	YTD 2005
Program Attendance Total		12,397		13,709		17,541		15,644		10,532		12,460	61,222	148,444
Total # of Programs		417		435		496		497		398		426	1,996	5,008
Community Events Attendance Total		3,211		1,111		911		2,140		2,912		5,677	5,805	20,560
Total # of Community Events		17		10		4		12		23		43	72	177
Events Line		20		78		17				17		18		
StoryLine**		231		177		295				161		107	591	2,674
Class Attendance		1,088		1032		1835		1,237		1,361		1,189	6,280	14,104
Total # of Classes		300		322		396		350		405		398	2,409	3,675
QuestLine		15,797		15,661		18,202		16,923		19,009		16,545	82,882	188,028
P.C. Sessions*		63,801		60,898		63,127		62,563		71,777		62,731	300,249	749,937
Number of Active Cards in the System		302,083		309,804		319,719		328,747		339,984		349,269		
New Customer Registrations		5,720		5,270		7,363		6,647		8,505		7,110		78,983
Total Registered Borrowers		801,148		806,113		797,312		810,172		802,202		819,769		

*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.

Orange County Library System: Report for FY 2006 YTD & FY 2005
October ~ March

	Oct-05	Oct-04	Nov-05	Nov-04	Dec-05	Dec-04	Jan-06	Jan-05	Feb-06	Feb-05	% of Change	Mar-06	Mar-05
Online Catalog Searches	544,532	521,255	470,938	477,761	360,185	382,173	487,735	540,385	444,506	561,044	-20.77%		580,861
Online Renewals	113,507	73,115	106,202	89,428	98,035	86,114	103,153	84,577	103,675	84,884	22.14%		98,498
Electronic Reference Questions	137	250	124	202	92	155	152	198	119	167	-28.74%		222
Live Chat Questions	52	79	33	85	22	58	22	53	32	68	-52.94%		89
Total Online Reference Questions	189	329	157	287	114	213	174	251	151	235	-35.74%		311
Online Requests	49,854	47,087	43,046	44,087	35,531	38,464	52,277	51,113	45,441	45,738	-0.65%		50,663
Online Suggestions	176	62	203	105	84	89	120	56	88	86	2.33%		104

www.ocls.info

Orange County Library System: Report for FY 2006 YTD & FY 2005

April ~ September

	Apr-06	Apr-05	May-06	May-05	Jun-06	Jun-05	Jul-06	Jul-05	Aug-06	Aug-05	Sep-06	Sep-05	YTD 2006	YTD 2005
Online Catalog Searches		591,395		552,508		588,634		562,331		749,206		500,632	2,307,896	6,608,185
Online Renewals		95,989		100,356		100,356		102,351		106,361		102,603	524,572	1,124,632
Online Reference Questions		172		163		178		67		120		25	624	1,919
Live Chat Questions		72		58		45		17		30		34	161	688
Total Online Reference Questions		244		221		223		84		150		59	785	2,607
Online Requests		49,204		50,203		52,956		52,366		54,738		48,920	226,149	585,539
Online Suggestions		198		148		152		148		199		171	671	1,518

Orange County Library System

Circulation Statistics

February 1, 2006 - February 28, 2006

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain -Loss	% Gain -Loss	Total Visits	Visits Year Ago	Gain -Loss	% Gain -Loss
Main	28	202,495	31.01%	179,407	23,088	12.87%	50,001	58,023	(8,022)	-13.83%
MAYL	20	50,267	7.70%	44,206	6,061	13.71%	48,448	42,741	5,707	13.35%
Talking Books	28	3,779	0.58%	2,885	894	30.99%	14	7	7	100.00%
West Oaks	28	38,440	5.89%	39,633	(1,193)	-3.01%	18,150	20,693	(2,543)	-12.29%
Herndon	24	40,010	6.13%	35,424	4,586	12.95%	21,212	23,440	(2,228)	-9.51%
Alafaya	28	53,518	8.20%	51,345	2,173	4.23%	26,591	29,662	(3,071)	-10.35%
Southeast	24	34,836	5.33%	26,262	8,574	32.65%	28,457	24,338	4,119	16.92%
Hiawasse	24	19,558	2.99%	20,347	(789)	-3.88%	21,935	21,951	(16)	-0.07%
Southwest	24	36,714	5.62%	33,961	2,753	8.11%	23,973	24,900	(927)	-3.72%
Edgewater	24	25,278	3.87%	24,506	772	3.15%	17,627	20,517	(2,890)	-14.09%
North Orange	28	37,554	5.75%	37,768	(214)	-0.57%	23,659	25,459	(1,800)	-7.07%
South Creek	28	45,225	6.93%	46,506	(1,281)	-2.75%	30,156	28,058	2,098	7.48%
South Trail	24	21,437	3.28%	17,753	3,684	20.75%	16,744	20,945	(4,201)	-20.06%
Winter Garden	24	21,915	3.36%	14,266	7,649	53.62%	10,504	9,793	711	7.26%
Windermere	24	11,982	1.83%	12,951	(969)	-7.48%	14,241	8,854	5,387	60.84%
Washington Park	24	9,217	1.41%	8,879	338	3.81%	13,457	11,783	1,674	14.21%
Eatonville	24	829	0.13%	1,402	(573)	-40.87%	2,257	3,961	(1,704)	-43.02%
Total	428	653,054	100.00%	597,501	55,553	9.30%	318,964	332,377	(13,413)	-4.04%

*MAYL ~ Customer Transactions

NUMBER OF SEARCHES
JANUARY 2006

FISCAL YEAR 2005	OCT 2005	NOV	DEC	JAN 2006	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD
Ancestry Library Edition	486	462	210	196									1,354
Associations Unlimited	832	882	391	598									2,703
Auto Repair Reference Center	229	224	229	219									901
Biography & Genealogy Master Index	881	819	440	549									2,689
Biography Resource Center	6,611	5,459	2,871	4,391									19,332
Business & Company Resource Center	1,876	2,010	2,636	1,687									8,209
Business Index ASAP	182	106	50	17									355
Classical.com	32	67	28	22									149
Computer Database	23	587	429	260									1,299
Consulta	237	53	53	20									363
Countrywatch	842	1,285	747	1,144									4,018
DearReader.com Online Book Club (formerly Chapter-A-Day)	48,360	49,860	51,100	51,900									201,220
Dun & Bradstreet International Business Locator	50	48	36	51									185
Expanded Academic ASAP	238	1,551	1,241	996									4,026
Ferguson's Career Guidance Center	511	595	358	348									1,812
First Search	5,250	4,703	2,761	3,657									16,371
Gale Virtual Reference Library e-books (FEL)	232	750	641	107									1,730
General Business File ASAP	305	559	255	395									1,514
General Reference Center Gold	1,317	6,100	5,334	5,833									18,584
Health & Wellness Resource Center and Alternative Health Module	2,374	2,097	1,439	1,698									7,608
Health Reference Center Academic	189	900	800	1,081									2,970
HeritageQuest Online	8,298	8,310	6,081	6,149									28,838
Info Trac OneFile	859	7,877	6,246	6,365									21,347
Informe	99	12	8	259									378
Junior Edition - K12	223	454	516	359									1,552
Kid's Edition - K12	288	100	181	239									808
Learntest	477	357	298	419									1,551
Lit Finder (formerly Essay/ Poem/ Storyfinder)	2,347	1,040	599	890									4,876
Literature Resource Center	4,509	5,784	2,495	4,559									17,347
Live Homework Help	315	261	160	403									1,139
Mergent Online	456	459	225	275									1,415
Morningstar	65	2,083	97	179									2,424
NetLibrary eBooks	188	109	90	183									570
NetLibrary eBooks - Shared Collection	689	280	332	348									1,649
NetLibrary Downloadable Audiobooks	468	403	454	536									1,861
Novelist	849	443	317	346									1,955
Opposing Viewpoints Resource Center	3,881	4,276	2,002	2,189									12,348
p4A Antiques Reference	533	491	276	349									1,649
Powermediaplus Streaming Videos	255	150	57	19									481
Professional Collection	158	612	2,353	1,508									4,631
ProQuest Newspapers	2,825	2,554	2,460	2,354									10,193
Reference USA	3,611	3,240	1,733	2,761									11,345
Rosetta Stone	785	923	755	1,780									4,243
Science Online	96	77	67	152									392
SIRS Knowledge Source	2,266	2,071	1,216	1,742									7,295
Smithsonian Global Sound	1	7	8	50									66
Standard Deviants Video (formerly known as Cerebellum Online Videos)	63	69	56	56									244
Standard & Poors NetAdvantage	104	197	74	509									884
Student Edition - K12	219	646	232	419									1,516
Tumblebooks	Not avail	334	283	173									790
Weiss Ratings	1,021	2,659	6,722	8,020									18,422
What Do I Read Next?	740	687	368	588									2,383
Worldbook Online	641	606	529	260									2,036
TOTAL NUMBER OF SEARCHES	108,386	126,688	109,339	119,607									464,020

Please note: *Tumblebooks -- book view statistics stopped recording on Sept. 15; no data available for entire month of October.

**Orange County Library System
Board of Trustees Meeting
Thursday, March 9, 2006**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, March 9, 2006**

Consent Agenda:

- 06-042 **After Hours Events at Southwest Branch:
Request to Serve Alcoholic Beverages**

- 06-043 **Value Card Equipment Purchase**

**Orange County Library System
Board of Trustees Meeting
Thursday, March 9, 2006**

**After Hours Events at
Southwest Branch: Request to
Serve Alcoholic Beverages**

After Hours Events: Request to serve alcoholic beverages

I. Overview

On April 7, 2006 and May 5, 2006 the Dr. Phillips Rotary Club would like to hold fundraising events in partnership with the Library to benefit the Southwest Branch and there are plans to serve alcoholic beverages. As stated in the adopted Alcoholic Beverage Policy (see below), Board approval is necessary to serve alcoholic beverages.

The Dr. Phillips Rotary Club is engaging in a fund raising campaign to enhance the children's area and front lobby of the Southwest Branch. The April 7, 2006 event is the Kick Off Event and the May 5, 2006 event is the Victory Celebration. Both events would take place at the Southwest Branch after public service hours.

Options:

Option 1: Board approves the serving of alcoholic beverages in accordance with the Board approved policy.

Advantages:

A. The events are held as planned to attract and thank donors to the Rotary fundraising campaign.

Disadvantages:

A. There is always a degree of risk when alcoholic beverages are served.

Option 2: Board does not approve the serving of alcoholic beverages.

Advantages:

A. Decreased risk if there is no alcohol served.

Disadvantages:

A. Changes for alternative refreshments would have to be made to the current plans for the event.

B. There is a small chance that the absence of alcohol might hurt prospects for receiving donations.

II. Recommendation

Staff recommends the approval of Option 1.

Library Alcoholic Beverage Policy

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

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

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 06-042**

**RESOLUTION TO APPROVE THE SERVING OF ALCOHOLIC BEVERAGES
AT TWO SOUTHWEST BRANCH LIBRARY AFTER HOURS EVENTS.**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Apopka, on the 9th day of March 2006 at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. Authorize the serving of alcoholic beverages in accordance with the Board approved policy at two Southwest Branch Library after hours events on April 7, 2006 and May 5, 2006.
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, March 9, 2006**

Value Card Equipment Purchase

VALUE CARD PURCHASE RECOMMENDATION

I. ISSUE

In pursuit of Goal 1: Increase Customer Satisfaction & Provide Greater Ease of Access to Services, Objective 3: Provide self service options of the Strategic Plan, staff is requesting Library Board approval to purchase hardware and software to implement our Value Card technology at additional system locations.

II. BACKGROUND

In September 2005, the Library implemented Value Card technology at the Main Library. This technology empowers customers to pay for their copies and computer printouts using value stored on their Library Card, PC Pass or a Value Card. Then in December 2005, the same technology was deployed at the South Creek Branch. The pilot projects at the Main Library and South Creek Branch have been successful and thus the Library would now like to implement this technology at eleven additional branches.

This technology has been well received. Customers are now able to add value to their Library Cards without staff mediation. They are also able to pay for and pick up computer printouts on their own. This provides additional privacy for the customer and allows staff to focus on other aspects of customer service. There is always staff available to help the customer use the Value Card if needed. Once a Value Card is implemented, we will no longer accept coins as payment for copies and computer printouts. This makes for a more efficient operation with better security as we spend less time collecting small amounts of money.

There are several components needed to implement the Value Card at a location. Each location needs to have a computer dedicated to storing and releasing computer printouts. Secondly, each location needs an Add Value / Card Dispenser unit equipped with a card reader to encode Library Cards that were issued prior to September 2005. Card Readers are also needed for the Print Release station and each copier. Some of these components were not known at the time we developed a budget for this project last year, including the dedicated computer and the card reader to encode Library Cards. Additional software will need to be licensed for our existing print control system, LPT:One, and is available only from a sole source, Interface Electronics. Our intent is to seek competitive bids on all other components.

Although the hardware is under a maintenance contract, we will also purchase a spare of each component to minimize the impact of any hardware failures on the public.

In addition, we will replace the existing public printers which were acquired in 1999 and are nearing the end of their useful life. The new printers will provide

better quality printouts and give customer the choice of black and white for \$0.15 per page or color printing for \$1.00 per page.

The cost to equip a location with all of the hardware and software needed to implement the Value Card technology is slightly in excess of \$10,000 per location with yearly maintenance costs of \$866. Staff examined monthly copier and printer revenue for all branch locations and found that two locations did not have sufficient receipts to justify the Value Card technology. These two locations are the Eatonville Branch, which averages \$42.00 per month, and the Windermere Branch which averages \$130.00 per month.

III. OPTIONS

The following options are offered for consideration.

Option 1. Authorize the purchase and installation of equipment as below for an amount not to exceed \$125,000 to implement the Value Card system at eleven branches including spare equipment.

Computers and Monitors	\$9,130
Software Licensing (sole source)	1,406
Card Dispensers and Card Readers	88,616
Installation and Training	7,700
Hardware Maintenance	10,400
Printers	6,480
Total Projected Cost	\$123,272

Of the total \$123,272, all but \$9,000 is covered in the current year’s budget in various accounts. The \$9,000 shortfall is the result of the need for additional card readers and the standby spare equipment, which was not anticipated when the budget was prepared.

Advantages

- 1. More self service for customers.
- 2. Better customer privacy.
- 3. Reduced labor time on staff counting money
- 4. Greater security resulting from less cash handling

Disadvantages

- 1. Money would not be available for other projects.

Option 2. Authorize the purchase and installation of equipment as below for an amount not to exceed \$105,000 to implement the Value Card at 10 branches.

Computers and Monitors	\$8,300
Software Licensing (sole source)	1,406
Card Dispensers and Card Readers	73,000
Installation and Training	7,000
Hardware Maintenance	8,700
Printers	5,400
Total Projected Cost	\$103,806

Advantages

- 1. More self service for customers.
- 2. Better customer privacy.
- 3. Reduced labor time on staff counting money
- 4. Greater security resulting from less cash handling
- 5. Costs are within the budgeted amounts

Disadvantages

- 1. Two locations would not get the new technology until next fiscal year.
- 2. Lack of spare equipment could delay repair, resulting in reduced customer service.

IV. RECOMMENDATION

Staff recommends board approval of option 1.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 06-043**

**RESOLUTION TO APPROVE THE PURCHASE OF VALUE CARD
EQUIPMENT.**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Apopka, on the 9th day of March 2006 at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

- 1. Authorize the purchase and installation of equipment as below for an amount not to exceed \$125,000 to implement the Value Card system at eleven branches including spare equipment.
- 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, March 9, 2006**

**Discussion and
Possible Action Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, March 9, 2006**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, March 9, 2006**

Director's Report

Director's Report March 2006

► The Library has been awarded the 2006 Thomson Gale Award for Excellence in Reference and Adult Library Services, sponsored by Thomson Gale and administered by the Reference and User Services Association (RUSA). This award is given to a library or library system for developing an imaginative and unique resource to meet patrons' reference needs.

Library staff submitted the "e-guide" project which was presented to the Board in January 2006. Kudos to Nils Thingvall, Melody Mitchell, Vanessa Neblett, and Cassie Shivers for their work on this project and to JoAnn Sampson for her assistance in completing the award application. OCLS won for our E-Guides product

<http://www.ocls.info/Virtual/tutorials/eGuides/default.asp?bhcp=1>.

OCLS will be getting a citation and \$3,000 cash award.

► OCLS won Innovator of the Month from Live Homework Help for our customized MARC records. We will be featured in their newsletter and we get a \$50.00 American Express gift certificate as well as entry into their Innovator of the Year Award. They were thrilled to see the records and were surprised that no other client had thought of this!

► OCLS presented at the February 28 meeting of the Orange County School Board to brief board members on the library's Summer Reading Program, Honor Roll Schools, Camp Savvy and more.

► The Dr. Phillips Rotary is undertaking a fundraising effort on behalf of the library for improvements at the Southwest Branch. Improvements they will be raising money for include efforts to remodel the entrance and redesign the children's area.

► The Library is making application for a state Library Service and Technology Grant. Under the category of Library-Advancing Learning Communities. Our project focuses on the Orange County Library System as an Economic Development Partner. We are requesting \$185,438.14 and will be providing a match of \$183,837.07 from our own funds. The Project Director will be Ms. Jo Ann Sampson. Thanks go to Wendi Bost, Jaime Conklin, Jo Ann Sampson and Debbie Moss for writing the grant. We will find out in June or July if we won the grant.

► The library system hosted a number of successful and well-attended events in honor of Black History Month at the main library and all 14 branches. Black History Month events are continuing through the end of February.

► Several OCLS staff members will be attending the annual conference of the Florida Library Association coming up in April. Kelly Pepo, Manager of the Edgewater Branch, is the Local Arrangements Chair.

► On February 14, 2006, the Library was visited by staff from the National Network of Libraries of Medicine to review our progress on our subcontract with the National Library of Medicine. Jim Myers toured our visitors, introduced them to other project participants and provided a preview of our online tutorials and television programs related to the Healthy Connections project. Feedback was very positive and we have been encouraged to seek

funding for future projects. Our congratulations to Jim for delivering such an outstanding success with his management of this multifaceted multiple partner project.

► Last year, Danielle King submitted information about our teen summer reading programs and Teen Library Corp for inclusion in the second edition of the **Sizzling Summer Reading Programs for Young Adults** published by YALSA (Young Adult Library Services Association—a division of the American Library Association). It's official – we received the book and Teen SRP and TLC are in it along with Danielle's name as a contributor! Thanks go to Danielle for this wonderful effort.

► The Library is working with the architectural firm HKS in preparing an application for this year's golden brick award for their design for the 3rd floor renovation. They have contacted their Texas based photographer, who will be scheduling a photo shoot here at the library in the next week or two. It is most likely that this will be done at night after public hours, when they can better control the lighting.

► Staff enjoyed Joe Janes' presentation about the changes coming for libraries. Joe is Associate Dean for Academics at the University of Washington Information School in Seattle. He also writes for [Library Journal](#) and [American Libraries](#). He shared some interesting perspectives on library service and challenged the staff to think beyond today. He also learned about some of the things we are doing here. Besides our Podcasting, Joe raved about the Oprah's pick record in the catalog. He said it was one of the freshest things he has heard of in a long time and is going to tell people about it. He called it "out-Oprahing" Oprah. About 108 people attended, including staff from surrounding libraries.

► We have a new partner for the Summer Reading Program. Papa John's Pizza will be supplying: 2,000 free pizza cards for children and 1,000 free pizza cards for teens. Children will receive a free pizza card when they turn in their reading log, teens will receive theirs when they turn in their Fan Fiction contest form. There will also be a Grand Prize Drawing – two "Pizza Party for you and 15 of your friends" giveaway for the children's summer grand prize drawing and the teen's grand prize drawing. There is a possibility for donations of pizza for the Teen's Night Out program. And the possibility for possible promotional material to put into the 4,500 Radio Disney bags. OCLS will promote Papa John's as a sponsor on our summer flyer and we will do promotions on our website, e-newsletters and in the media. Many thanks to Jackie Padilla and Danielle King for their dedicated efforts to recruit sponsors. We are grateful to Papa John's for their support of this very important effort for promoting kids reading during the summer.

► We have installed a new awning over the drive-up window at Main. It is a nice marine blue. Check it out the next time you drive up.

► The Friends have announced that they have awarded tuition scholarships to the following staff members: Melanie Higgins; Danielle King; Sandy Mayer; Melissa Moeller; Nadine Nelson; Kathleen Sanchez; Glen Slawsky; and Cheryl Taylor Congratulations to them all!

► On Wednesday, Feb 15 South Trail hosted a program of Black History Entertainment. The program room was decorated with artifacts, crafts, clothing etc from various African nations. Staff members Alice Grace, LaTonya Green, Tierra Payton (daughter of South Trail staff member Sharon Payton), Maria Perez and Azoria Williams wore authentic African attire and presented a fashion show. Teens were invited to perform. Several teens recited poems; some were written by famous African-American authors, others were written by the teens themselves. Other teens sang. There were also African-American drummers dressed in ethnic attire who performed.

► Alafaya is presenting the inaugural series of the **Read Together Grow Together Family Literacy Book Discussion Program** The program was developed by OCLS through an LSTA Grant. Two sessions have been presented so far. Forty-one people (16 families) participated in the first session and forty-three people (18 families) participated in the second session. Each session includes discussion of two children's books that the families have read together at home. The discussion is lead by an OCLS storyteller and a community coordinator. Dinner is provided for the families through donations from local restaurants.

► Artist John Wolfe's mobile of Herons and Lily Pads was installed in Alafaya on Sunday morning, Feb. 19th. It's beautiful and has earned many compliments from customers and staff alike.

► Alafaya staff member Edel Ripley attended an all day outreach at Timber Creek High School on Saturday, Feb. 11! She handed out library information and spoke with many students and parents about getting library cards, using online resources and the value of the library. She said she received many complements about our library system and the services we provide.

► North Orange celebrated the Chinese New Year on Sunday, February 5th with the Wah Lum Temple Lion Dancers and a remarkable Kung Fu demonstration. Over 100 people were in attendance.

► South Creek held a talent show February 11 with 100 people attending. Activity included music and dancing. The program ended only when it was time to close the library. Staff member, Edith Medina organized the event. The program was so successful that the branch staff are working on similar events for the summer.

► West Oaks taught 48 classes in February, including some new ones like "Buying the Perfect PC", Sending Online Greeting Cards", and Writing Business Letters. The branch also hosted a number of successful programs in February programs included "Fiesta Rising", Music in the Library with Dominick Gaudious, Footworks Dance Studios, and of course our Bedtime Stories.

► On Feb. 4th, Winter Garden had a record attendance for the program Showbirdz (performing cockatoos) with 89 people attending! Having the program in the open area attracted many people who were coming in for other reasons. The branch had another successful month of computer classes with a total of 348 people attending their computer classes.

**Orange County Library System
Board of Trustees Meeting
Thursday, March 9, 2006**

**Public Comment:
Non-Agenda Items**