

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

Board Packet for July 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*

July 7, 2006

To: Sara Brady, President
James B. Tyson, Vice President
Matthew Pardy, Trustee
Livia Rivera, Trustee
Gregory D. Lee, 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 Deborah
Girard, 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, July 13, 2006, at the **Washington Park Branch Library; 5151 Raleigh Street; Orlando, Florida 32811;** 407.835.READ (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, Nominating Board ~ City of Orlando

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
July 13, 2006
Washington Park Branch Library
5151 Raleigh Street
Orlando, Florida 32811
407.835.READ (7323)

- 06-100 I. **Call to Order**
- 06-101 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 .
- 06-102 III. **Approval of Minutes:**
Library Board of Trustees Meeting ~ June 8, 2006
- 06-103 **Staff Presentations:**
Special Services Relocation ~ Jim Myers
Library TV Advertisement ~ Eric Atkinson
- 06-104 V. **Financial Statements and Summaries: June 2006**
- 06-105 VI. **Statistics and Summaries: June 2006**
- 06-106 VII. **Action Items**
- 06-107 **Consent Agenda**
- 06-108 **Bulletin Boards and Brochure Racks Policy**
- 06-109 **Call Center and Voice Mail Upgrade**
- 06-110 **Auditor Selection**
- 06-111 VIII. **Discussion and Possible Action Items**
- 06-112 **Strategic Plan Update: Year Four ~ 3rd Quarter Update**
- 06-113 **Director's Goals: 3rd Quarter Update**
- 06-114 IX. **Information**

- 06-115 **Director's Report**
- 06-116 **Holiday and Closed Day Schedule for FY 2007**
- 06-117 **Second Floor Renovation Project Summary**
- 06-118 **Public Comment: Non-Agenda Items**

X. Adjournment

Next Meeting Dates: August 10, 2006 ~ Orlando Public Library; Albertson Room; 101 East Central Boulevard; Orlando, Florida 32801 --- September 14, 2006 ~ Eatonville Branch Library; 200 East Kennedy Boulevard; Eatonville, Florida 32751.

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

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

**Orange County Library System
Board of Trustees Meeting
Thursday, July 13, 2006**

Call To Order

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

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**Orange County Library System
Board of Trustees Meeting
Thursday, July 13, 2006**

**Approval of Minutes:
Library Board of Trustees Meeting
~ June 8, 2006**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
June 8, 2006
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

- 06-081 I. **Call to Order**
Board Members Present: Sara Brady (5/2); James Tyson (5/0); Matthew Pardy (5/0); Livia Rivera (5/0); Gregory Lee (3/0)
- 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 7:00 p.m.
- 06-082 II. **Public Comment**
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- 06-083 III. **Approval of Minutes:**
Library Board of Trustees Meeting ~ May 11, 2006
Trustee Pardy, seconded by Trustee Lee, moved to approve the minutes for the May 11, 2006 Board of Trustees Meeting. Motion carried 5-0.
- 06-084 **Staff Presentation: Read Together, Grow Together ~ Bobbie Gonzalez & Lauren Rimes**
Assistant Managers Bobbie Gonzalez and Lauren Rimes discussed the *Read Together, Grow Together* program established at the North Orange and Alafaya Branches funded by an LSTA grant. The literacy book discussion series brought together families for storytime and group discussions. The discussions were lively among the parents (who spoke exclusively in Spanish) and the children (who spoke in English), an interpreter participated as well. All participants enjoyed sharing literature with their children and discussing the books with their family. The program will be presented at the Diversity Fair program at the American Library Association Conference in New Orleans at the end of June 2006.
- 06-085 V. **Financial Statements and Summaries: May 2006**

06-086 VI. **Statistics and Summaries: May 2006**

06-087 VII. **Action Items**

06-088 **Consent Agenda**

Vice President Tyson, seconded by Trustee Lee, moved to approve the items on the Consent Agenda. Motion carried 5-0.

06-089 **PC Purchase**

The Board authorized the purchase of computer equipment for an amount not to exceed \$120,300.

06-090 **RFID Purchase: Southeast and Southwest Branches**

The Board awarded a contract, not to exceed \$ 357,329, to 3M for the purchase of self check equipment and tags for Southeast and Southwest as well as additional tags to be used throughout the system.

06-091 **Non-Consent Agenda**

06-092 **Preliminary Budget for the Year ending September 30, 2007**

Comptroller Tessier delivered a PowerPoint presentation of the Preliminary Budgets for the fiscal year ending September 30, 2007. Topics addressed included the budget process, explanations for significant changes to the current year's budget, the Branch Expansion Plan, and the impact on the proposed millage rates. Discussion ensued regarding the need to expand branches. The conversion of the Debt millage to Operating together with the increase in property values would allow for the addition of three new libraries over an eight year period. Without the conversion of the Debt millage to Operating, only two new branches could be added during that same time period. The Board indicated its preference for the three branch approach.

Vice President Tyson, seconded by Trustee Lee moved:

1. To approve preliminary FY 2007 Operating, Capital Projects, Sinking, Main Debt Service, and Branch Debt Service Fund budgets. By taking this action, the Library Board is approving the total budget for each fund and not the individual line items in each budget.
2. To recommend to the Library District Governing Board that the expiring Debt millage of .0181 be converted to Operating for a total millage of .4325 in FY 2007

Motion carried 5-0.

06-093 **Reconsideration of Actions Taken at March 2006 Board Meeting**

President Brady stated that there was some concern from the County's Agenda Development Office regarding Trustee Lee's attendance; as well as former Trustee Kohler's voting at the March 9, 2006 meeting. President Brady indicated that the County is of the opinion that Mr. Kohler's votes should be negated. Brief discussion

ensued and no action was taken. President Brady stated the Board would move forward and thanked the County for expressing concern.

06-094 VIII. **Discussion and Possible Action Items**

06-095 IX. **Information**

06-096 **Director's Report**

► We just received word that OCLS is the winner of the Library Administration and Management Association (a division of the American Library Association) 2006 Best of Show competition in the Young Adult Reading Club Materials category.

Over 360+ entries in the 2006 Best of Show competition from across the U.S. and Canada, and the judges were quite impressed with the high caliber of your work.

Awards will be presented at the 2006 LAMA Public Relations Swap and Shop event to be held at the ALA's annual Convention in New Orleans on Sunday, June 25, at 12:30 p.m. at the *Best of Show Awards Ceremonies* held at the annual Swap and Shop program. The Swap & Shop event will run from 11 a.m. to 1:30 p.m.

We will be sending copies of our award-winning materials to share with colleagues at the event. Our entry will also be on display with the Best of Show winners. Last year, the Swap and Shop event was attended by more than 1,000 library professionals who gathered to collect samples of promotional materials and to network with others regarding public relations. Congratulations go to Vera Gubniskaia, Manager of the Children's Department, Ben Garcia, our graphic artist, Danielle King, Kristin Alvarado, Intern Lisa Blue and members of the Teen Voices Advisory Group.

► On Thursday, 2 June, OCLS celebrated health, safety and wellness. One hundred fifty-four employees attended the Fair and took advantage of the opportunity to get blood pressure, BMI and skin cancer checks, and enjoy some healthy food samplings. Employees also received health and safety information from representatives from seventeen community/health organizations here in Central Florida, including United Health Care, Walgreen's, Blood Bank, Red Door Yoga, Orange County Health Dept, Orlando Police department, YMCA, MEDCOM, Sam's Club, Blue Cross Blue Shield (Dental), MedCom, Jefferson-Pilot, Infusions Tea of College Park, Chamberlin's, Orange County Parks & Recreation, Advanced Dermatology, LA Fitness, Planet Smoothie, Valencia CC Student Nurses. Besides the great information, employees received great giveaways, from cool smoothies, low-fat nibbles, pens, openers, coolers, gift coupons and a light key chain with the OCLS Staff Info line number imprinted on it. Forty-two employees won prizes, but no one walked away empty-handed. We are grateful to these community organizations for participating. Many thanks to Yvonne Pierre for coordinating the Fair. Kudos to Debora Gillette, Jane Tracy, Lelia Higgins and Carla who did a terrific job on the room set-up and decorating. Thanks to Christina Adelman, Jim Baker, Carla Fountain, Jeb Harrilal, Tonia Hinkle, Rebecca Houck, Hoy Moy, Pam Sogge, Carolyn Rosenblum, Cheryl Taylor, and Jane Tracy for your time and efforts in greeting, making healthy treats, and accomplishing all the numerous tasks that made the event so wonderful.

► Our first ever system wide meeting of the Technical Computer Support Specialists was convened on Tuesday, 6 June. The purpose of the meeting was two fold: one to recognize their contributions to our success, since they have been responsible for the incredible growth in the number, variety and attendance at our hands on classes. The other purpose was to elicit from them collectively, their ideas to making of program offerings better. We thought that by having them exchange ideas jointly they might come up with some great new ideas that we could incorporate into our program. A number of them received their MSFT certifications in an award ceremony. OCLS is deeply indebted to them for making our hands-on classes such a success.

► Thursday, June 8, we held our quarterly “Get to Know Your Library” orientation for new employees. We take a half day for all new employees to talk with the Admin team ask questions and hear about the Library’s philosophy, get a tour of the Main Library. This has been a good opportunity for new employees to see the bigger picture of the library and how we add value to the community.

► Our first-ever Adult Summer Reading Program, *Summer Survivor Series*, began June 3. The librarians have done a fantastic job securing prize donations and developing programming. They also worked closely with the DAA’s for the ASRP page on the Web site: <http://www.ocls.info/virtual/galleries/summerreading/adult.asp?bhcp=1>.

► The Bestsellers Book Club selections for the next two months are as follows: June – *The Tenth Circle* by Jodi Picoult and July – *1776* by David McCullough

► Tracy Zampaglione and Wendi Bost met with representatives from Lure Design Group as part of efforts for a campaign to create awareness of the Library’s programs and services available to assist businesses and business people.

► The Library met with Ray Larsen and James Tyson of the YMCA on the potential for a joint facility in conjunction with some of our new branches. We had a productive discussion and thought there could be some synergies that could be realized for both organizations with a shared facility.

► The Main Library of the Orange County Library System hosted a blood drive on Tuesday, June 6 from 2:00 - 5:00p.m. Sixteen donors came out to the drive and Florida’s Blood Centers collected fifteen pints of blood...that's 45 lives that can be saved! Our next blood drive will be on August 1st. Thanks to Amy VanSchaik, Carolyn McClendon, Cynthia Aponte, Ivey King, John Henkle, Kathy Mellowe, Lisa Glassford, Megan Moran, Milinda Neusaenger, Nils Thingvall, Pam Bergner, Pam Sogge, Taryn Brown, Tonia Hinkle, Julie Balagia, Gabe Cox.

► At this time the Library is tentatively scheduled for presentation of our budget to the Governing Board on July 19 at 3:45 PM. The Library Board is invited to participate.

06-097

OCLS as an Employer Survey Results

Carla Fountain presented and summarized the results of the *OCLS as an Employer* survey. Vice President Tyson commended the Administration for taking the initiative to survey staff to identify any issues or concerns.

06-098 **Second Floor Renovation Project Summary**

06-099 **Public Comment: Non-Agenda Items**

X. Adjournment

President Brady adjourned the meeting at 8:37 p.m.

Next Meeting Dates: July 13, 2006 Washington Park Branch Library; 5151 Raleigh Street; Suite A; Orlando, Florida 32811 --- August 10, 2006 ~ Orlando Public Library; Albertson Room; 101 East Central Boulevard; Orlando, Florida 32801

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Staff Presentations:

**Special Services Relocation ~ Jim Myers
Library TV Advertisement ~ Eric Atkinson**

**Orange County Library System
Board of Trustees Meeting
Thursday, July 13, 2006**

**Financial Statements and
Summaries: June 2006**

Orange County Library System

Financial Statement Highlights

Nine Months Ended June 30, 2006

Operating Fund Revenue and Expenditure Summaries

State Aid

During the month of June we received the second and last payment for the current fiscal year. The total received of \$1,350,000 is less than the \$1,502,000 budgeted. State Aid dollars are allocated to eligible libraries based on how much each spends locally for library service. The grant award is not made until after the start of the fiscal year so our budgeted amount is based on how much we received the previous fiscal year. As indicated in the FY 07 Budget Notebook, the amount of State Aid we receive has been slowly declining.

PC Pass

A PC Pass costs \$10 and allows a person who is not eligible for a Library Card to use our public computers for 7 days. Compared to retail establishments like Kinko's that charge by the minute for computer access, the PC Pass is a bargain. Our current year revenues are down compared to the budget and are down about \$5,000 compared to the same period last year.

Training & Travel

Although we have not exceeded the budget for this account yet, we will do so before the end of the fiscal year. Our spending for training and travel has increased, but the budget for this account has not kept pace. We exceeded the \$90,000 budget last year as well. In next year's budget we have increased the budget for this account to \$125,000. Part of the increased spending relates to the change in October 2005 to reimburse mileage at the IRS rate (currently .445 per mile) rather than the rate (.29 per mile) provided in the Florida Statutes. This change was made out of fairness to our employees.

Repairs & Maintenance

For the quarter ended June 30, 2006, we paid our handyman \$16,334 which consisted of \$14,369 for labor and \$1,965 for materials.

Property Insurance Coverage

The FY 07 Budget Notebook indicated that our current insurance company, Safeco, has notified our insurance broker that they will not be renewing the Library's property coverage due to the hurricane exposure and the significant value of the building and property that we own. The attached article indicates the school systems across the State are facing a crisis on this issue. Simply stated, the schools are only able to purchase a fraction of the coverage they previously had yet the cost is much higher. Our insurance broker, Arthur Gallagher, is currently seeking quotes for our current coverage, which expires on September 30, 2006.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Nine Months Ended June 30, 2006**

	ANNUAL BUDGET	YTD ACTUAL	(9 month=75%)
AD VALOREM TAXES	27,477,433	27,351,368	99.5%
INTERGOVERNMENTAL			
Grants	148,000	20,150	13.6%
State Aid	1,502,000	1,350,422	89.9%
Law Collection Fees	57,000	56,276	98.7%
	<u>1,707,000</u>	<u>1,426,848</u>	<u>83.6%</u>
CHARGES FOR SERVICES			
Fee Cards	5,500	5,377	97.8%
PC Pass	42,000	25,496	60.7%
PC Express	0	345	
Classes	1,500	2,010	134.0%
Copy & Vending	185,000	130,292	70.4%
Meeting Room Fee	0	920	
Fax	0	1,963	
Scanner	0	314	
Computer Booklets	0	18	
Reference Charges	0	1,000	
Tell Me More Program	0	350	
	<u>234,000</u>	<u>168,085</u>	<u>71.8%</u>
FINES			
Fines	1,250,000	1,123,737	89.9%
Lost Materials	100,000	90,624	90.6%
	<u>1,350,000</u>	<u>1,214,361</u>	<u>90.0%</u>
MISCELLANEOUS			
Interest Earnings	299,567	557,864	186.2%
Rents	7,000	6,070	86.7%
Sales of Fixed Assets	0	1,631	
Contributions - Friends of Library	118,000	77,959	66.1%
Contributions - Fund Raiser	0	2,138	
Contributions - Others	6,000	18,117	302.0%
Miscellaneous	30,500	37,458	122.8%
Disk Sales	2,500	1,898	75.9%
Grants & Awards	0	94,050	
	<u>463,567</u>	<u>797,185</u>	<u>172.0%</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>30,957,847</u></u>	<u><u>98.3%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Nine Months Ended June 30, 2006**

	ANNUAL BUDGET	YTD ACTUAL	(9 month=75%)
SALARIES & BENEFITS			
Salaries	12,867,552	9,227,465	71.7%
Medicare Taxes	186,580	132,568	71.1%
Defined Contribution Pension Plan	965,067	708,183	73.4%
Defined Benefit Pension Plan	1,055,242	450,000	42.6%
Life and Health Insurance	2,213,057	1,339,079	60.5%
Worker's Compensation	128,676	105,299	81.8%
Unemployment Compensation	20,000	4,400	22.0%
Parking & Bus Passes	93,960	81,973	87.2%
	<u>17,530,134</u>	<u>12,048,967</u>	<u>68.7%</u>
OPERATING			
Professional Services	250,000	239,267	95.7%
Other Contractual Services	888,000	547,229	61.6%
Other Contract. Serv.- Janitorial	276,000	190,058	68.9%
Training and Travel	90,000	83,724	93.0%
Telecommunication	315,000	181,981	57.8%
Delivery and Postage	1,270,000	825,828	65.0%
Utilities	784,000	621,524	79.3%
Rentals and Leases	913,000	692,382	75.8%
Insurance	216,000	160,068	74.1%
Repair and Maintenance	850,000	636,405	74.9%
Repair & Maint. - Hardware/Software	356,000	228,414	64.2%
Copying/Printing	231,000	141,296	61.2%
Property Appraiser's Fee	289,000	287,090	99.3%
Tax Collector's Fee	560,000	547,027	97.7%
Supplies	750,000	734,476	97.9%
Supplies-Hardware/Software	267,000	121,894	45.7%
Memberships	15,000	13,826	92.2%
Contingency	300,000	0	0.0%
	<u>8,620,000</u>	<u>6,252,489</u>	<u>72.5%</u>
CAPITAL OUTLAY			
Building and Improvements	1,155,000	433,358	37.5%
Equipment and Furniture	300,000	187,423	62.5%
Hardware/Software	345,000	82,746	24.0%
	<u>1,800,000</u>	<u>703,527</u>	<u>39.1%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	12,500	938	7.5%
Materials - Law	36,000	30,829	85.6%
Materials - Other	4,229,500	3,104,653	73.4%
	<u>4,278,000</u>	<u>3,136,420</u>	<u>73.3%</u>
TRANSFERS TO OTHER FUNDS			
Branch Debt Service Fund	702,000	204,729	29.2%
Sinking Fund	150,000	150,000	100.0%
	<u>852,000</u>	<u>354,729</u>	<u>41.6%</u>
TOTAL EXPENDITURES	<u>33,080,134</u>	<u>22,496,132</u>	<u>68.0%</u>

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Nine Months Ended June 30, 2006**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(9 month=75%)</u>
REVENUES			
Ad Valorem Taxes	1,200,149	1,195,642	99.6%
Interest	15,851	24,801	156.5%
Transfer From Tax Collector	13,000	0	0.0%
TOTAL REVENUES	<u>1,229,000</u>	<u>1,220,443</u>	<u>99.3%</u>

EXPENDITURES

Principal	1,200,000	0	0.0%
Interest	54,000	27,000	50.0%
Tax Collector's Fee	26,000	23,913	92.0%
TOTAL EXPENDITURES	<u>1,280,000</u>	<u>50,913</u>	<u>4.0%</u>

FUTURE DEBT SERVICE PAYMENTS

DATE	<u>PRINCIPAL</u>	<u>INTEREST</u>
09/01/06	1,200,000	27,000

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Nine Months Ended June 30, 2006**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(9 month=75%)</u>
REVENUES			
Transfer From General Fund	702,000	204,729	29.2%
Interest	10,000	12,856	128.6%
TOTAL REVENUES	<u>712,000</u>	<u>217,585</u>	<u>30.6%</u>

EXPENDITURES

2003 NOTE

Principal	350,513	173,822	49.6%
Interest	58,946	30,907	52.4%

FUTURE BORROWINGS

Principal	200,000	0	0.0%
Interest	100,000	0	0.0%

TOTAL EXPENDITURES	<u>709,459</u>	<u>204,729</u>	<u>28.9%</u>
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FUTURE DEBT SERVICE PAYMENTS FOR 2003 NOTE

DATE	<u>PRINCIPAL</u>	<u>INTEREST</u>
08/01/06	176,690	28,039
2007	362,175	47,283
2008	374,226	35,233
2009	386,677	22,781
2010	399,542	9,916
	<u>1,699,310</u>	<u>143,252</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Nine Months Ended June 30, 2006**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(9 month=75%)</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			
<u>FUTURE BRANCH LOCATION</u>			
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
Nine Months Ended June 30, 2006**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(9 month=75%)</u>
REVENUES			
Transfer From General Fund	150,000	150,000	100.0%
Interest	0	5,974	
TOTAL REVENUES	<u>150,000</u>	<u>155,974</u>	<u>104.0%</u>
 RESERVES			
Reserves-Building and Improvements	75,000	75,000	100.0%
Reserves-Technology	75,000	75,000	100.0%
TOTAL RESERVES	<u>150,000</u>	<u>150,000</u>	<u>100.0%</u>

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

	<u>BALANCE</u> <u>5/31/2006</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> <u>06/30/2006</u>
OPERATING				
Checking	809,459	6,638,206	(6,990,315)	457,350
SBA Investments	8,188,562	37,733	(2,000,000)	6,226,295
CD Investments	8,732,000	3,000,000	(3,000,000)	8,732,000
	17,730,021	9,675,939	(11,990,315)	15,415,645
MAIN DEBT SERVICE				
AIM Investments	1,204,282	17,314	0	1,221,596
BRANCH DEBT SERVICE				
CD Investments	416,308	0	0	416,308
CAPITAL PROJECTS				
Checking	0	0	0	0
SBA Investments	307,910	1,315	0	309,225
	307,910	1,315	0	309,225

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

ASSETS

Certificates of Deposit	8,732,000
Cash on Hand	11,755
Equity in Pooled Cash	457,350
Accounts Receivable	32,810
Due From Other Funds	88,381
Due From Other Governments	0
Interest Receivable	139,487
Inventory	186,354
Investments-SBA	6,226,295
Prepays	242,189
Other Assets-Deposits	<u>9,275</u>
TOTAL ASSETS	<u><u>16,125,896</u></u>

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

LIABILITIES

Accounts Payable	0
Retainage Payable	12,313
Due to Other Funds	0
Accrued Wages Payable	204,966
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	6
Due To FOL-Taxable Book Sales	2,455
Due To FOL-Nontaxable Book Sales	5
Due To FOL-Sales Tax	164
United Appeal	0
Bonds	108
Def Comp Employees	0
Health Insurance	0
Union Dues	945
Union-Cope	0
Optional Life	875
Flex Spend Med	0
Flex Spend Dep	0
Ben-DCP	0
Miscellaneous	37
Daughters of American Revolution	671
Unclaimed Payroll	1,571
TOTAL LIABILITIES	224,116

FUND BALANCE

Reserve for Inventory	186,354
Reserve for Prepaids	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	8,461,719
TOTAL FUND BALANCE	15,901,780

TOTAL LIABILITIES & FUND BALANCE **16,125,896**

**Orange County Library System
Board of Trustees Meeting
Thursday, July 13, 2006**

**Statistics and Summaries:
June 2006**

STATISTICAL SUMMARY

June 2006 Statistics for July 2006 meeting

Circulation and Door Count Trends:

System circulation is up slightly. Some of the “leveling” that we’ve seen in circulation is related to the fact that we have been at the increased DVD limit (from 5 to 10) for over a year. Some locations have experienced a decrease (notably West Oaks who is likely contributing to increases at Winter Garden). Other locations are seeing exciting increases, notably South Trail and Southeast. Outreach efforts to particular user groups in both locations appear to be a benefit.

Library Activities

Another contributing factor to lower circulation in some locations is a slow down in new registrations or accounts which have not been used. In June we sent an email to 199 accounts which had not been used in the last year. These accounts were not expired and had no blocks to prevent them being used. We asked these account holders if they could help us identify reasons they no longer used us and asked for their ideas on what we could offer to get them back. We received 10 responses to our survey.

Of the 10 responses, 4 identified the fact that they have moved as the reason they no longer use the Library. Two of those who moved commented:

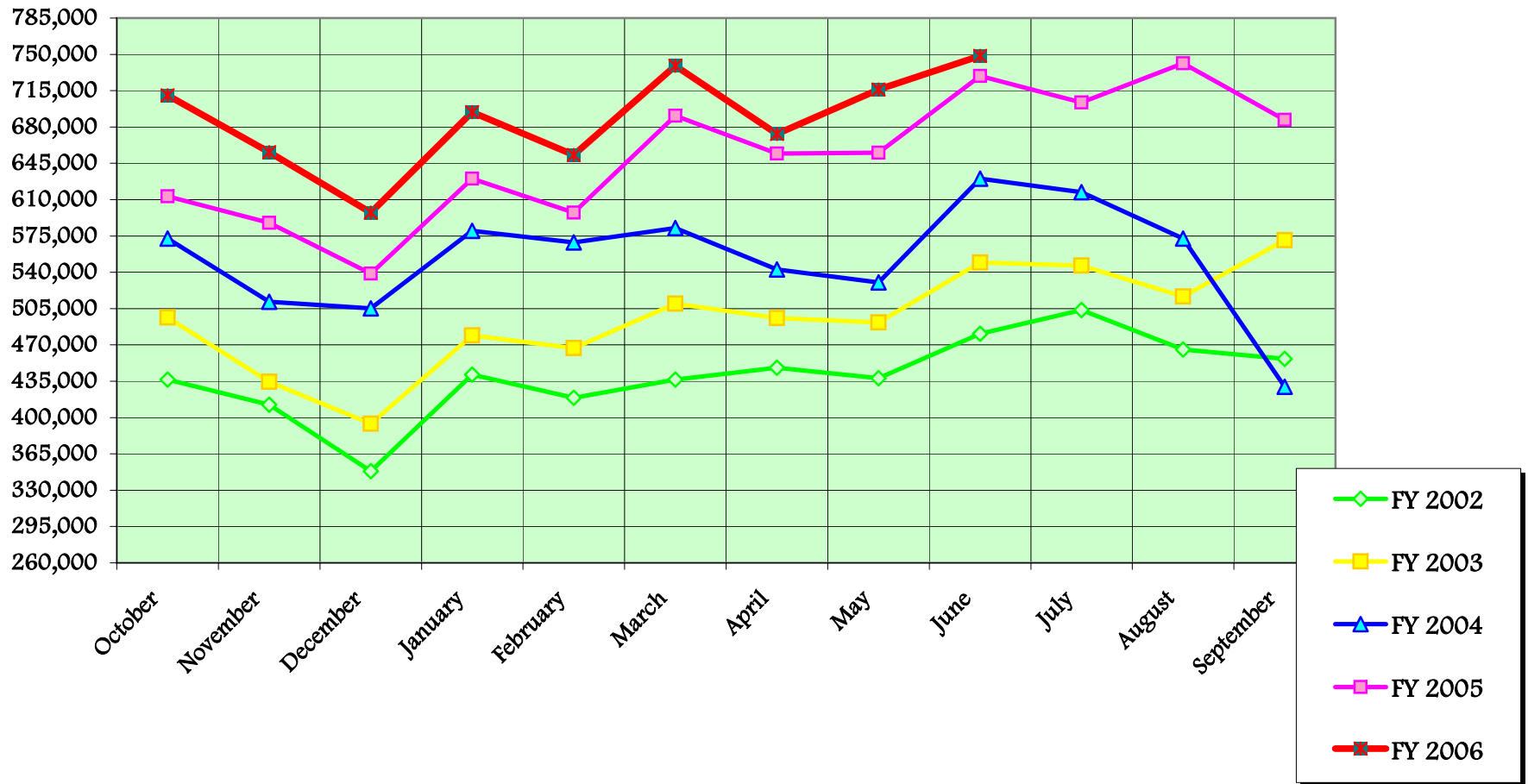
“We greatly MISS the Orange County library system. It is far superior to our system in Fairfax County, VA. Thanks for your good work.”

“I miss your library so much! It is one of the best I have seen. Your children's librarians were so helpful when pulling books for my class. Keep up the good work.”

When asked if users knew about some of our services such as online book discussions, a variety of services through which to learn other languages and downloadable audio books, most users responded that they did not know that the Library provided such services.

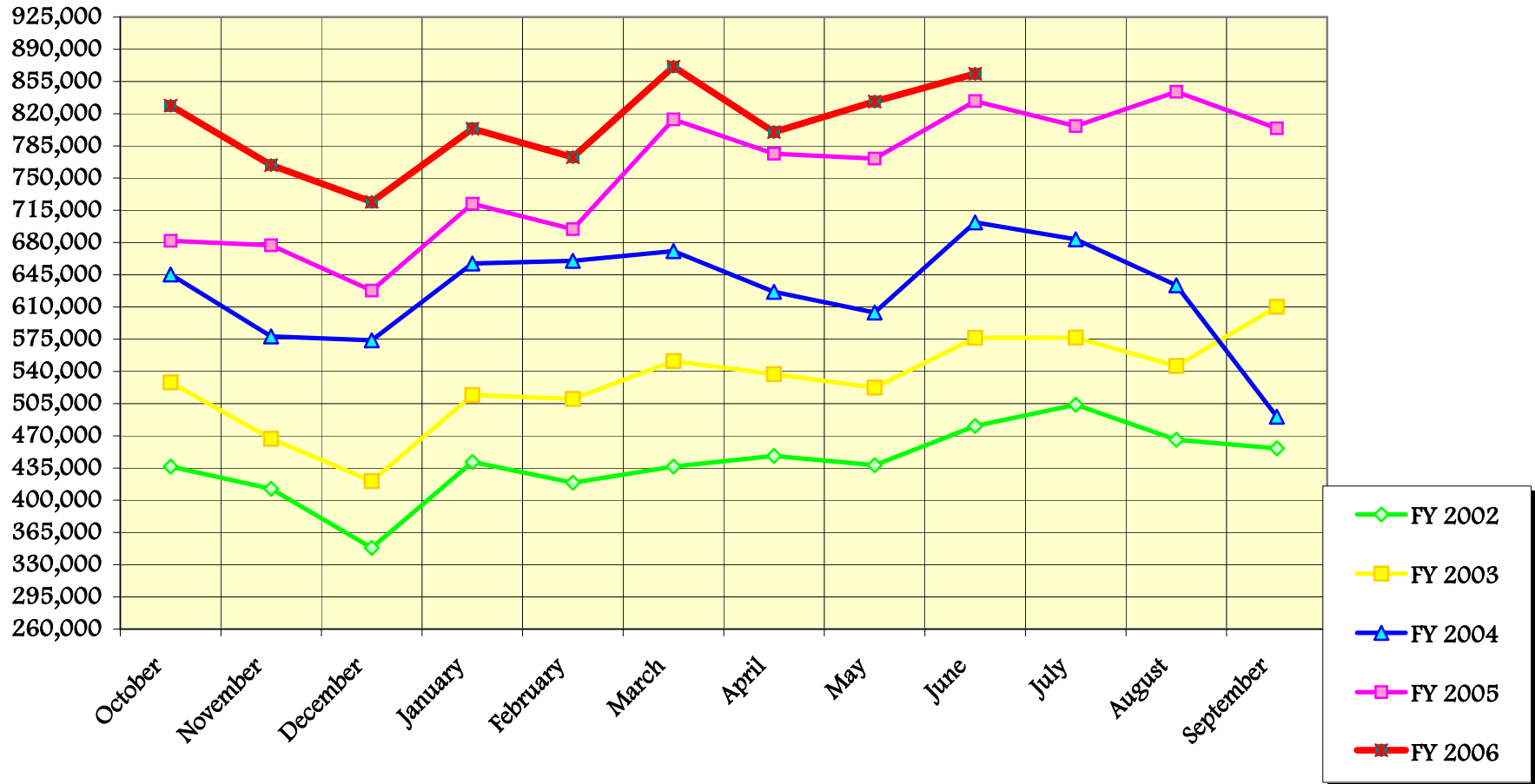
Clearly getting the word out continues to be our most significant challenge.

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

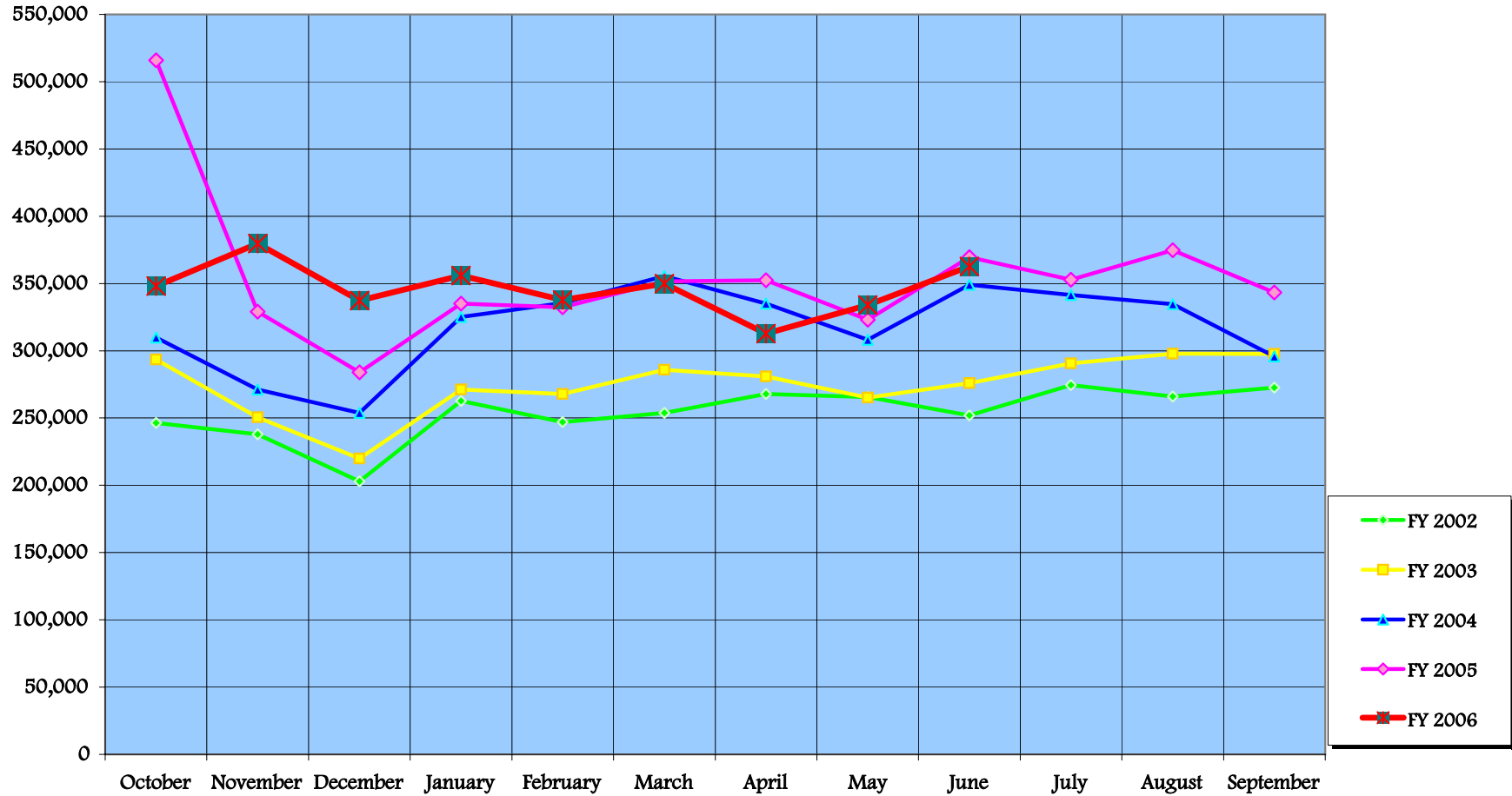


ORANGE COUNTY LIBRARY SYSTEM CIRCULATION WITH ELECTRONIC STATS

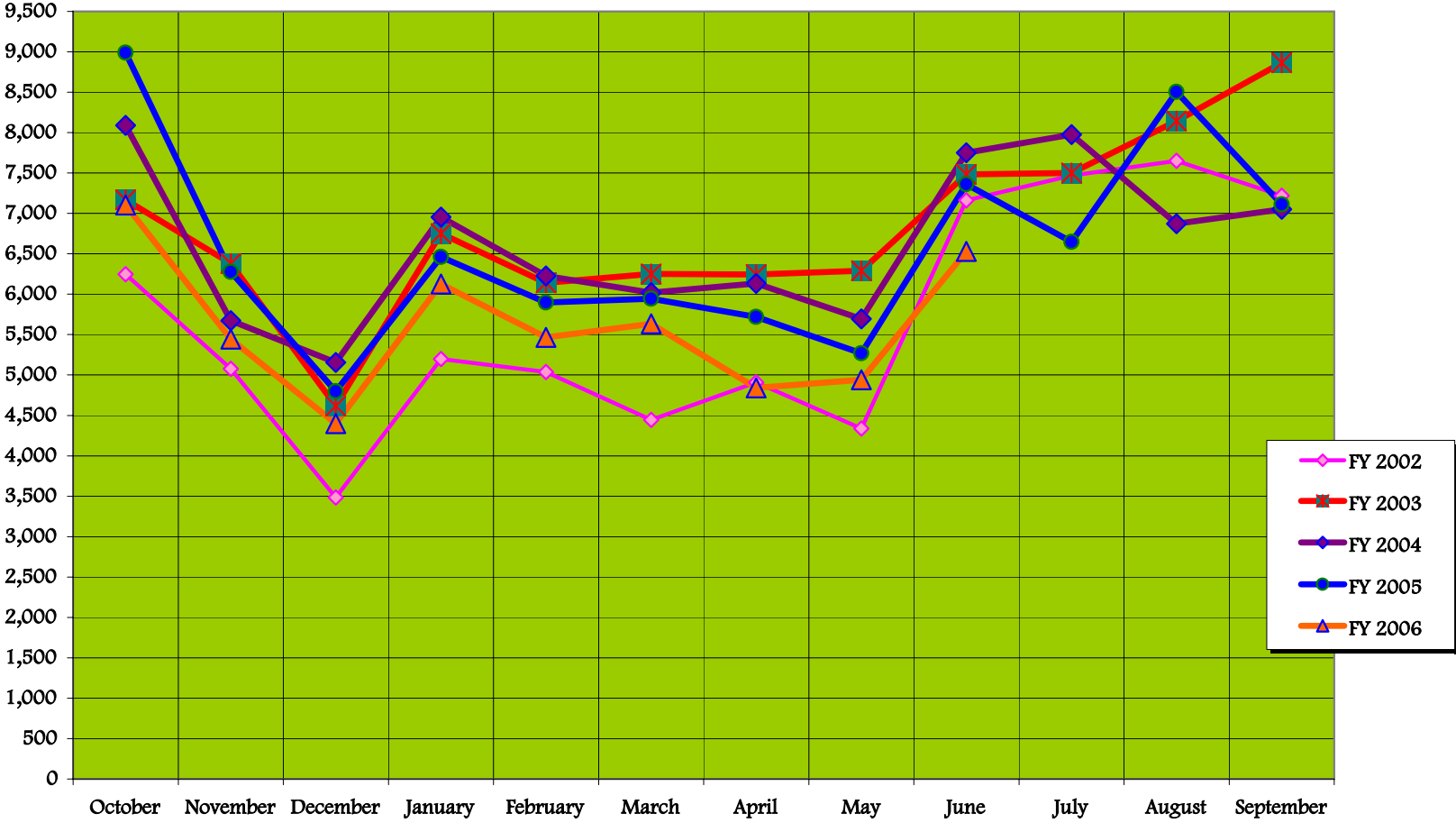
(Circ Stats - previous month & Electronic Stats - 2 months previous)
Fiscal Year 2002 Through Fiscal Year 2006 TO Date



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	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	229,242	206,377
Branches	433,780	366,219	405,141	356,640	366,457	320,269	431,980	389,616	396,513	371,003	445,868	421,338
MAYL	49,789	52,902	41,659	48,152	40,549	42,305	49,931	52,548	50,267	44,206	59,724	59,822
Digital Products												
Talking Books	3,650	528	3,587	2,907	4,007	3,211	3,825	2,942	3,779	2,885	4,271	3,400
Total	710,581	613,125	655,648	588,143	597,605	538,694	694,342	630,159	653,054	597,501	739,105	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	54,986	61,375
Branches	292,293	366,470	296,053	278,637	294,060	236,839	305,733	272,964	268,963	274,354	296,840	290,246
Talking Books	17	13	14	4	10	6	17	4	14	7	18	9
Total	348,061	435,466	343,356	331,358	338,702	283,905	355,824	335,053	318,964	332,377	351,826	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	% of Change	Jul-06	Jul-05	Aug-06	Aug-05	Sep-06	Sep-05	YTD 2006	YTD 2005
Circulation															
Main	217,059	201,587	218,997	204,294	220,906	211,295	4.55%		215,285		219,182		207,422	1,912,520	2,376,731
Branches	402,539	399,791	440,301	399,146	471,490	460,906	2.30%		433,969		460,450		424,117	3,794,069	4,803,464
MAYL	50,065	50,238	52,863	48,332	51,971	53,710	-3.24%		50,541		57,287		51,355	446,818	611,398
Digital Products					12,322	N/A	N/A								
Talking Books	3,662	2,930	4,001	3,327	4,158	3,162	31.50%		3,837		4,403		3,929	34,940	37,461
Total	673,325	654,546	716,162	655,099	760,847	729,073	4.36%		703,632		741,322		686,823	6,200,669	7,829,054
Door Count															
Main	52,259	60,548	48,595	53,029	53,910	59,132	-8.83%		58,070		61,156		55,695	457,545	697,894
Branches	260,498	291,853	285,442	269,970	308,787	310,530	-0.56%		294,817		313,581		287,655	2,608,669	3,487,916
Talking Books	15	4	12	7	15	10	50.00%		10		8		7	114	80
Total	312,757	352,401	334,037	322,999	362,697	369,662	-1.88%		352,887		374,737		343,350	3,066,214	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		4,325,221	
Outside	2,710,018		2,323,331		1,570,032		2,261,183		2,771,534		3,145,267	
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	7,470,488	15,023,342
Visits												
Inside	71,594		67,454		66,441		72,152		73,840		79,460	
Outside	144,488		128,652		115,571		145,892		151,408		185,434	
Total	216,082		196,106		182,012		218,044		225,248		264,894	
Unique Visitors												
Inside	943		959		1,603		1,003		1,005		1,062	
Outside	39,180		37,254		34,309		41,898		42,481		44,262	
Total	40,123		38,213		35,912		42,901		43,486		45,324	
Page Views												
Inside	927,149		912,106		717,327		914,262		1,452,487		1,370,508	
Outside	622,173		318,710		366,306		402,549		806,280		963,843	
Total	1,549,322		1,230,816		1,083,633		1,316,811		2,258,767		2,334,351	

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	4,120,375		4,443,306		4,167,081			3,309,887		3,406,272		2,763,607		9,479,766
Outside	3,101,708		3,402,201		3,656,191			2,589,153		3,120,101		2,664,211		8,373,465
Total	7,222,083	14,544,626	7,845,507	14,512,004	7,823,272	17,533,639		5,899,040		6,526,373		5,427,818		141,210,775
Visits														
Inside	76,803		78,328		83,869			64,246		78,924		59,230	597,789	274,552
Outside	179,908		188,209		206,150			132,821		146,379		118,883	1,299,820	543,975
Total	256,711		266,537		290,019			197,067		225,303		178,113	1,897,609	818,527
Unique Visitors														
Inside	1,033		988		1,010			865		924		871	9,606	2,660
Outside	44,284		46,489		55,680			34,199		41,216		34,211	385,837	109,626
Total	45,317		47,477		56,690			35,064		42,140		35,082	395,443	112,286
Page Views														
Inside	1,200,997		1,168,557		1,198,600			639,531		696,532		755,731	9,861,993	2,091,794
Outside	900,138		909,923		985,245			707,694		739,477		902,985	6,275,167	2,350,156
Total	2,101,135		2,078,480		2,183,845			1,347,225		1,436,009		1,658,716	16,137,160	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	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	15,567	11,942
Total # of Programs	420	405	405	350	383	365	357	342	431	419	440	458
Community Events Attendance Total	1760	1,704	2,060	1,792	506	0	493	277	986	472	1,466	353
Total # of Community Events	27	18	22	25	8	0	6	7	9	14	14	4
Events Line	12	-	16	49	5	16	4	30	9	33	13	23
StoryLine	141	345	150	332	92	285	99	279	109	210	194	252
Class Attendance Total	1331	1,162	900	1,049	1,090	652	1268	1041	1,691	1,243	1644	1215
Total # of Classes	479	262	396	229	486	190	513	232	535	281	612	310
QuestLine	17,532	15,480	16,296	13,728	14,321	11,873	18,150	14,530	16,583	14,240	18,245	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	68,610	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	391,066	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	5,634	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	851,379	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	% of Change	Jul-06	Jul-05	Aug-06	Aug-05	Sep-06	Sep-05	YTD 2006	YTD 2005
Program Attendance Total	13,738	12,397	12,866	13,709	16,632	17,541	-5.18%		15,644		10,532		12,460	120,025	148,444
Total # of Programs	395	417	397	435	478	496	-3.63%		497		398		426	3,706	5,008
Community Events Attendance Total	2,800	3,211	3,175	1,111	1,932	911	112.07%		2,140		2,912		5,677	15,178	20,560
Total # of Community Events	20	17	22	10	12	4	200.00%		12		23		43	140	177
Events Line	10	20	7	10	9	17	-47.06%				17		18		
StoryLine**	132	231	116	177	122	295	-58.64%				161		107	1,155	2,674
Class Attendance	1,714	1,088	1,639	1,032	1,989	1,835	8.39%		1,237		1,361		1,189	13,266	14,104
Total # of Classes	606	300	697	322	676	396	70.71%		350		405		398	5,000	3,675
QuestLine	16,968	15,797	17,160	15,661	18,952	18,202	4.12%		16,923		19,009		16,545	154,207	188,028
P.C. Sessions*	63,040	63,801	66,261	60,898	69,685	63,127	10.39%		62,563		71,777		62,731	567,845	749,937
Number of Active Cards in the System	396,385	302,083	402,051	309,804	409,821	319,719	28.18%		328,747		339,984		349,269		
New Customer Registrations	4,842	5,720	4,940	5,270	6,530	7,363	-11.31%		6,647		8,505		7,110		78,983
Total Registered Borrowers	855,829	801,148	859,997	806,113	866,565	797,312	8.69%		810,172		802,202		819,769		

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

www.ocls.info

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	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	514,197	580,861
Online Renewals	113,507	73,115	106,202	89,428	98,035	86,114	103,153	84,577	103,675	84,884	118,682	98,498
Electronic Reference Questions	137	250	124	202	92	155	152	198	119	167	138	222
Live Chat Questions	52	79	33	85	22	58	22	53	32	68	37	89
Total Online Reference Questions	189	329	157	287	114	213	174	251	151	235	175	311
Online Requests	49,854	47,087	43,046	44,087	35,531	38,464	52,277	51,113	45,441	45,738	50,924	50,663
Online Suggestions	176	62	203	105	84	89	120	56	88	86	88	104

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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	% of Change	Jul-06	Jul-05	Aug-06	Aug-05	Sep-06	Sep-05	YTD 2006	YTD 2005
Online Catalog Searches	468,781	591,395	481,271	552,508	548,960	588,634	-6.74%		562,331		749,206		500,632	4,321,105	6,608,185
Online Renewals	112,941	95,989	116,296	100,356	109,244	100,356	8.86%		102,351		106,361		102,603	981,735	1,124,632
Online Reference Questions	121	172	105	163	87	178	-51.12%		67		120		25	1,075	1,919
Live Chat Questions	43	72	32	58	17	45	-62.22%		17		30		34	290	688
Total Online Reference Questions	164	244	137	221	104	223	-53.36%		84		150		59	1,365	2,607
Online Requests	49,726	48,774	56,889	50,203	58,081	52,956	9.68%		52,366		54,738		48,920	441,769	585,109
Online Suggestions	64	198	68	148	103	152	-32.24%		148		199		171	994	1,518

Orange County Library System

Circulation Statistics

June 1, 2006 - June 30, 2006

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain Loss	% Gain Loss	Total Visits	Year Ago	Gain/ Loss	% Gain/ Loss
Main	30	220,906	29.51%	211,295	9,611	4.55%	53,910	59,132	(5,222)	-8.83%
MAYL	22	51,971	6.94%	53,710	(1,739)	-3.24%	49,994	49,755	239	0.48%
Talking Books	22	4,158	0.56%	3,162	996	31.50%	15	10	5	50.00%
West Oaks	30	43,416	5.80%	51,568	(8,152)	-15.81%	20,134	22,416	(2,282)	-10.18%
Herndon	26	47,063	6.29%	45,545	1,518	3.33%	25,212	30,289	(5,077)	-16.76%
Alafaya	30	66,982	8.95%	64,306	2,676	4.16%	39,126	33,134	5,992	18.08%
Southeast	26	42,522	5.68%	34,161	8,361	24.48%	31,352	28,021	3,331	11.89%
Hiwassee	26	24,693	3.30%	26,054	(1,361)	-5.22%	21,076	24,900	(3,824)	-15.36%
Southwest	26	42,732	5.71%	42,314	418	0.99%	22,392	27,214	(4,822)	-17.72%
Edgewater	26	29,301	3.91%	30,855	(1,554)	-5.04%	20,206	24,176	(3,970)	-16.42%
North Orange	30	43,669	5.83%	47,070	(3,401)	-7.23%	24,116	29,379	(5,263)	-17.91%
South Creek	30	52,627	7.03%	52,056	571	1.10%	28,641	27,596	1,045	3.79%
South Trail	26	24,265	3.24%	22,330	1,935	8.67%	32,641	24,388	8,253	33.84%
Winter Garden	22	27,416	3.66%	18,569	8,847	47.64%	17,625	10,839	6,786	62.61%
Windermere	22	14,938	2.00%	13,969	969	6.94%	9,384	9,412	(28)	-0.30%
Washington Park	22	10,374	1.39%	10,622	(248)	-2.33%	11,210	13,106	(1,896)	-14.47%
Eatonville		1,492	0.20%	1,487	5	0.34%	5,672	5,660	12	0.21%
Total	416	748,525	100%	729,073	19,452	2.67%	362,697	419,417	(56,720)	-13.52%

*MAYL Visits ~ Customer Transactions

**NUMBER OF SEARCHES
MAY 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	204	232	204	156					2,150
Associations Unlimited	832	882	391	598	743	323	280	562					4,611
Auto Repair Reference Center	229	224	229	219	160	302	263	299					1,925
Biography & Genealogy Master Index	881	819	440	549	771	395	325	343					4,523
Biography Resource Center	6,611	5,459	2,871	4,391	6,049	3,632	3,259	2,011					34,283
Business & Company Resource Center	1,876	2,010	2,636	1,687	1,472	2,168	1,030	1,744					14,623
Business Index ASAP	182	106	50	17	42	49	73	53					572
Classical.com	32	67	28	22	19	20	28	58					274
Computer Database	23	587	429	260	193	511	301	770					3,074
Consulta	237	53	53	20	35	112	139	52					701
Countrywatch	842	1,285	747	1,144	1,376	572	895	757					7,618
DearReader.com Online Book Club (formerly Chapter-A-Day)	48,360	49,860	51,100	51,900	52,600	52,720	52,940	53,040					412,520
Dun & Bradstreet International Business Locator	50	48	36	51	69	55	54	60					423
Expanded Academic ASAP	238	1,551	1,241	996	2,864	2,368	1,810	1,388					12,456
Ferguson's Career Guidance Center	511	595	358	348	377	161	207	236					2,793
First Search	5,250	4,703	2,761	3,664	3,949	2,566	1,988	1,945					26,826
Gale Virtual Reference Library e-books (FEL)	232	750	641	107	213	351	141	114					2,549
General Business File ASAP	305	559	255	395	187	286	220	306					2,513
General Reference Center Gold	1,317	6,100	5,334	5,833	8,449	6,674	6,201	4,906					44,814
Health & Wellness Resource Center and Alternative Health Module	2,374	2,097	1,439	1,698	1,678	1,518	792	1,007					12,603
Health Reference Center Academic	189	900	800	1,081	3,247	2,195	1,216	1,924					11,552
HeritageQuest Online	8,298	8,310	6,081	6,149	5,595	7,277	5,468	5,388					52,566
Info Trac OneFile	859	7,877	6,246	6,365	7,753	8,563	6,388	5,918					49,969
Informe	99	12	8	259	4	7	6	6					401
Junior Edition - K12	223	454	516	359	92	193	49	65					1,951
Kid's Edition - K12	288	100	181	239	229	270	115	350					1,772
Learneatst	477	357	298	419	462	389	339	352					3,093
Lit Finder (formerly Essay/ Poem/ Storyfinder)	2,347	1,040	599	890	1,048	492	502	499					7,417
Literature Resource Center	4,509	5,784	2,495	4,559	4,549	3,061	4,027	2,094					31,078
Live Homework Help	315	261	160	403	355	239	238	131					2,102
Mergent Online	456	459	225	275	263	127	103	110					2,018
Morningstar	65	2,083	97	191	111	369	123	113					3,152
NetLibrary eBooks	188	109	90	183	181	192	160	170					1,273
NetLibrary eBooks - Shared Collection	689	280	332	348	308	325	404	384					3,070
NetLibrary Downloadable Audiobooks	468	403	454	536	630	676	679	702					4,548
Novelist	849	443	317	346	733	666	663	709					4,726
Opposing Viewpoints Resource Center	3,881	4,276	2,002	2,189	2,631	1,866	2,334	1,068					20,247
p4A Antiques Reference	533	491	276	349	396	262	179	352					2,838
Powermediaplus Streaming Videos	255	150	57	19	214	114	196	206					1,211
Professional Collection	158	612	2,353	1,508	1,791	1,179	646	835					9,082
ProQuest Newspapers	2,825	2,554	2,460	2,354	2,077	2,182	1,480	1,767					17,699
Reference USA	3,611	3,240	1,733	2,761	2,738	3,198	2,156	2,415					21,852
Rosetta Stone	785	923	755	1,780	1,086	1,660	1,621	2,099					10,709
Science Online	96	77	67	152	87	418	803	406					2,106
SIRS Knowledge Source	2,266	2,071	1,216	1,742	1,633	1,103	519	447					10,997
Smithsonian Global Sound	1	7	8	50	10	5	11	13					105
Standard Deviants Video (formerly known as Cerebellum Online Videos)	63	69	56	56	60	198	43	43					588
Standard & Poors NetAdvantage	104	197	74	509	78	51	74	99					1,186
Student Edition - K12	219	646	232	419	384	363	208	313					2,784
Tumblebooks	* Not avail	334	283	173	368	333	180	299					1,970
Weiss Ratings	1,021	2,659	6,722	8,020	10,490	13,117	14,326	15,399					71,754
What Do I Read Next?	740	687	368	588	489	202	278	268					3,620
Worldbook Online	641	606	529	260	472	419	417	109					3,453
TOTAL NUMBER OF SEARCHES	108,386	126,688	109,339	119,626	132,014	126,726	117,101	114,860					954,740

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, July 13, 2006**

Actions Items

**Orange County Library System
Board of Trustees Meeting
Thursday, July 13, 2006**

Consent Agenda

- 06-108 **Bulletin Boards and Brochure Racks Policy**
- 06-109 **Call Center and Voice Mail Upgrade**
- 06-110 **Auditor Selection**

**Orange County Library System
Board of Trustees Meeting
Thursday, July 13, 2006**

**Bulletin Boards and Brochure
Racks Policy**

Approval of OCLS Bulletin Board and Brochures Policy

I. Issue Statement

The Library has had long standing procedures to address the dissemination of information provided by other organizations for display in and on the Library's public bulletin boards and displays. The Board has never approved our practices in support of the Goal One of the Strategic Plan: *Increase Customer Satisfaction & Provide Greater Ease of Access to Services; Objective Four ~ Create and Maintain Inviting and Appealing Library Spaces.*

II. Executive Summary and Background

The Library wishes to keep the community informed about Library events, programs and classes and has set up bulletin boards, brochure racks and display tables for this purpose. The Library also wants to help promote the distribution of local and state government information. From time to time, we get requests from a wide variety of organizations to distribute information to Library visitors. Space considerations necessitate that we cannot accept everything given to the Library. Where to set that limit is the purpose for the policy. What information is appropriate for the Library to distribute? This draft policy is the culmination and consolidation of library practice with a view that the Library's bulletin boards are available to support promotion of library services and information from other government or nonprofit agencies which maybe be of value to the community. Their purpose is more specifically not to publicize for-profit promotion, individual communications (for example: "roommate sought"), or the promotion of other individual social networking.

III. Options

Option 1: The Board does not adopt the policy.

Advantage:

The Library would continue to adhere to the existing procedures despite no formal approval by the Board.

Disadvantages:

1. The Library would not be able to designate these procedures as Board approved policies.
2. The Board would not be exercising its powers as provided by the Board of Trustees By-Laws.

Option 2: The Board adopts the policies.

Advantages:

1. The Library would be able to designate these procedures as Board approved policies.
2. The Board would be exercising its powers as provided by the Board of Trustees By-Laws.

Disadvantages: Some organizations and companies might not have access to distribution of their pamphlets at library facilities.

IV. Recommendation

Staff recommend that the Library Board formally approves the Library Bulletin Board and Brochure Display Policy.

Orange County Library System
Bulletin Board and Brochure Display Policy

The purpose of the bulletin boards and brochure racks in the Orlando Public Library (OPL) and Branch Libraries is to primarily provide information to the community about the Orange County Library System and government agencies. As space allows, information may also be provided about various nonprofit organizations, public and private educational and cultural institutions, including the activities and events they sponsor.

The types of organizations listed above may submit items for consideration either to the Community Relations Office at OPL for display or distribution at the main library and/or system-wide or to a Branch Manager/Department Head for individual Branch/Department display or distribution.

OPL and its branches reserve the right to determine the appropriateness of content for each item before it is accepted for display or distribution. Acceptance does not guarantee continued display and/or distribution. All publications must be clean, clear, and intelligible, with a professional appearance. They should include contact information, including address and telephone number. Nonprofit status does not guarantee acceptance of items for the bulletin boards or the brochure racks.

Approved items will be displayed as space is available and may be changed or rotated periodically by OPL or branch staff. Excess or out-of-date copies will be discarded. Items submitted and not approved may be retrieved. If not, they will be discarded. Items delivered to OPL or its branches, posted on the bulletin boards, or left in the brochure racks without approval will be discarded.

Appropriate posters, flyers, and notices that have been approved, promoting an upcoming event or activity may be displayed on the bulletin boards. In OPL, informational pieces on events of general community interest are placed on the main bulletin board, and those on specific topics are routed to the applicable departments. Items of local community interest are given preference. Branch Libraries post and display items as space and facilities permit.

The Orange County Library System does not display or distribute publications such as newspapers, magazines, advertisements, classified or want ads, real estate guides, and apartment guides. These materials are generally available in the Library's collection or at numerous stands and machines located throughout the area.

**RESOLUTION TO APPROVE THE OCLS BULLETIN BOARD AND BROCHURE DISPLAY
POLICY
Resolution 06-108**

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 13^h day of July 2006 at 7:00 PM, prevailing Time.

PRESENT:

ABSENT:

The Board resolves:

To approve the OCLS Bulletin Board and Brochure Display Policy.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary _____

**Orange County Library System
Board of Trustees Meeting
Thursday, July 13, 2006**

**Call Center and
Voice Mail Upgrade**

CALL CENTER AND VOICE MAIL PURCHASE RECOMMENDATION

I. ISSUE STATEMENT

In pursuit of Goal 2: Provide a Range of Services that are Responsive to a Changing Community, Objective 2: Expand Use of Relevant Technology of the Strategic Plan, the Library would needs to purchase upgrades to the telephone system at the Main Library

II. EXECUTIVE SUMMARY

In 1999 the Library purchased a telephone system for the Main Library from Lucent Technologies (now Avaya). As well as supporting standard telephone calls, the system also supports our Call Center (Questline) and Voice Messaging.

The system purchased in 1999 was designed to be modular and upgradeable. The Library would like to upgrade the Call Center and Voice Messaging components of our existing telephone system.

Our current basic Call Center component runs on our telephone system and has limited functionality. For example, the system is unable to interact with other computer applications or provide Interactive Voice Response (IVR). The system also has limited programmability and reporting. The proposed upgrade would provide increased power and flexibility. For example, the system would be able to prompt the user to key (or speak) their card number to present the Questline agent with the patron's information at the time they take the call. The result will be enhanced workflow for the patron and more personalized customer service.

The Call Center Component of the proposal includes new server hardware, software, custom programming and support. The cost of this component of the proposal is \$103,890.60.

Our current Voice Messaging component, Intuity Audix, has reached the end of its product cycle and will soon be dropped from Avaya support. The new product, Modular Messaging, includes integration with Microsoft Exchange allowing staff one centralized location to check for both Voice and E-Mail Messages.

The Modular Messaging component of the proposal includes new server hardware, software, integration with our existing Exchange platform and support. The cost of this component of the proposal is \$42,625.93.

The Call Center component was included in this fiscal year's budget. The Modular Messaging component was scheduled for next fiscal year, but shifts in some projects to next year allow funds in this year's budget to be spent to

accomplish the work this year. By combining the two projects, we will be able to recognize some cost savings in installation and project management costs. All of the hardware and software components of this proposal are covered under a Florida State Contract which was established through a competitive bid process.

III. OPTIONS

The following options are offered for consideration.

Option 1. Purchase and install both the Call Center and Modular Messaging components as described below.

Advantages

1. Library patrons and staff would benefit from faster, more flexible call handling.
2. New Modular Messaging would provide reliable voice messaging and provide staff simpler access to both voice and email messaging. Also, the messaging platform would continue to be supported.

Disadvantages

1. Work will need to be accomplished this fiscal year.

Option 2. Purchase only the Call Center component of the proposal.

Advantages

1. Library patrons and staff would benefit from faster, more flexible call handling.

Disadvantages

1. The messaging component would have to be done next fiscal year resulting in slightly higher installation costs.

IV. RECOMMENDATION

Staff recommends board approval of option 1 which includes the following costs.

Call Center Component	\$103,890.60
Modular Messaging Component	\$42,625.93
Miscellaneous	<u>\$3,483.47</u>
Total project costs	<u>\$150,000.00</u>

**RESOLUTION TO APPROVE THE PURCHASE OF
CALL CENTER AND VOICE MAIL SYSTEM
Resolution 06-109**

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 July 2006 at 7:00 PM, prevailing Time.

PRESENT:

ABSENT:

The Board resolves:

To authorize the purchase and installation of both the Call Center and Modular Messaging components from Avaya for the following amount:

Call Center Component	\$103,890.60
Modular Messaging Component	\$42,625.93
Miscellaneous	\$3,483.47
<hr/>	<hr/>
Total project costs	<u>\$150,000.00</u>

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, July 13, 2006**

Auditor Selection

Auditor Selection

I. ISSUE STATEMENT

The Library Board needs to approve the selection of auditors to audit the Library's financial statements for the year ending September 30, 2006.

II. BACKGROUND

Florida Statute 218 requires each local government, including the Library, to engage an independent certified public accountant to perform an audit of its annual financial statements.

In previous years, we simply "piggy backed" off of Orange County's audit contract, which is permissible under our Purchasing Policy. Although this arrangement has worked well, it is no longer allowed due to a change in the Florida Statute referenced above. The revision to the Statute requires each local government to form an audit committee, the primary purpose of which is to assist in the selection 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.

Rather than form our own audit committee and issue an RFP just for the Library, we were able to pursue another option thanks to the cooperation of Orange County staff. Earlier this year, the County issued an RFP for auditing services, a draft of which was provided to us for review and comment. This RFP, which includes relevant information about the Library, required each auditing firm submitting a proposal to provide separate quotes for the County and the Library. The concept is the Library adopted the County's selection process up front and was included in the County's RFP rather than "piggy backing" off of the County's contract after the fact. The final decision for selecting auditors, however, still rests with the Library Board of Trustees.

Two proposals (Cherry Bekaert & Holland LLP, McGladrey & Pullen LLP) were received by the March 23rd deadline. Cherry Bekaert & Holland LLP (CBH), which most recently has been the auditors for both the County and the Library, quoted \$29,000 for the Library audit and McGladrey & Pullen (M&P) quoted \$9,100. Given how low the fee is for M&P there is a concern whether they understood the full scope of the engagement.

The County's Audit Committee was chaired by Deputy Comptroller Jim Moye and included representatives from the Office of Management & Budget, Tax Collector, and the City of Orlando's Internal Audit Department. On April 13th, the Committee met to review and evaluate the two proposals based on criteria stipulated in the RFP. The results of this meeting, which was attended by Bob Tessier, are reflected in the attached spreadsheet. The Committee ranked CHB first and M&P second. On May 9th the Orange County Commission selected CBH to audit the County's financial statements for the year ending September 30, 2006. The County's contract with CBH provides for four additional one year renewals at the option of the County.

III. OPTIONS

Option 1 – Based on the County’s auditor selection process, approve selection of Cherry Bekaert & Holland LLP as the Library’s auditor and authorize staff to negotiate a contract not to exceed \$29,000 for the current fiscal year’s audit. Like the County’s contract, ours will provide for four additional one year renewals at our option.

Advantages

1. CBH has been the Library’s auditor for the last 5 years and thus, is familiar with our operations. They have quite of bit of experience auditing local governments and are well qualified to audit the Library’s financial statements.
2. Since the County rolls our financial statements into theirs, logistically it is advantageous for both entities to have the same auditors.

Disadvantages

1. A new auditor would have a different approach and a new perspective might be beneficial.

Option 2 – Disregard the County’s auditor selection process and request staff to form an audit committee to solicit proposals from auditors.

Advantages

1. Process might result in selection of a new auditor, which might have a different approach than CBH.

Disadvantage

1. Based on the limited response to the County’s RFP, it is likely not many firms would be interested in submitting a proposal for just the Library.
2. Preparing an audit RFP and evaluating proposals is a time consuming process.

IV. RECOMMENDATION

It is staff’s recommendation to utilize the County’s auditor selection process, approve the selection of Cherry Bekaert & Holland LLP as the Library’s auditor, and authorize staff to negotiate a contract not to exceed \$29,000 for the current fiscal year’s audit. The negotiated contract will provide for four additional one year renewals at our option.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 06-110

RESOLUTION TO SELECT AUDITORS

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in Orange County, on the 13th day of July, 2006, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

- 1. To utilize the County’s auditor selection process, approve the selection of Cherry Bekaert & Holland LLP as the Library’s auditor, and authorize staff to negotiate a contract not to exceed \$29,000 for the current fiscal year’s audit. The negotiated contract will provide for four additional one year renewals at our option.
- 2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, July 13, 2006**

**Discussion and Possible
Action Items**

Orange County Library System Strategic Plan - FY 2006 ~ 3rd Quarter Update

Item Number	Status		Notes	Point Person
1		GOAL 1: Increase Customer Satisfaction & Provide Greater Ease of Access to Services		
1.1		Objective 1: Provide Additional days/hours of service		
		Activity		
1.1-1	Ongoing	Implement Branch Master Plan	Library Board given update in April and second presentation before the Governing Board given May 9th. Working with CB Richard Ellis to find sites. Preliminary approval of funding options approved by Governing Board in May.	Craig Wilkins & Sally Fry
1.3		Objective 3: Provide self service options		
		Activity		
1.3A		Implement Self Check Out at one additional location.	RFID tagging 100% complete at Herndon. Installed June 12th. Board approved in June two additional locations ~ Southeast & Southwest for next fiscal year.	Craig Wilkins & Sally Fry
1.3B		Evaluate Value Card project at Main & South Creek	Purchase of equipment for most Branches approved by Library Board and order placed in April. Herndon, North Orange completed; Southeast and Alafaya completed.	
1.4		Objective 4: Create and maintain inviting and appealing library spaces		
		Activity		
1.4A		Replace carpeting, wall covering, retrofit lighting, 2nd floor of Main Library	Lighting upgrade in West end complete, carpeting for West end completed. Contract with Skanska recently executed for East end construction. Demolition completed & project on track for October completion.	Bob Tessier
1.4B	Completed & Ongoing	Provide sinking fund for significant future repairs and replacements	\$75,000 transferred to Sinking Fund in March	Bob Tessier
1.5		Objective 5: Implement effective communication loop with customers		
		Activity		
1.5-1		Create Customer Service Action (CSA) group with staff from all levels participating		
1.5-1A	Ongoing	Inform, seek feedback and prepare staff through meetings and Intranet articles regarding customer satisfaction goals and surveys prior to start date of survey	Representatives of CSA Group met with Main and Branch staff twice -- first, to solicit feedback regarding Shopper Program and then to update staff regarding changes. CSA reports concept for fee-based services or tiered memberships.	Sally Fry
1.5-1B	Ongoing	Design and distribute customer survey tools	Updated questionnaire implemented and definitions developed for each question January 2006	Sally Fry
1.5-1C	Ongoing	Monitor customer response to survey tools monthly.	Shopper Reports: Average score for March 2006 was 83.6; April was 92.7*; May was 85.1. (* April shops did not reflect accurate Question of the month, therefore all locations were credited an additional 10 points.) Quarterly average is 87.3. Results of Class surveys distributed to managers and CSA Group	Sally Fry
1.5-1D	Ongoing	On a quarterly basis, CSA reports survey results and recommended actions to Admin Team	Final updates to Shopper Program presented to Admin Team	Sally Fry
1.5-1E	Ongoing	Administration reviews CSA recommendations and implements feasible response	Administration approved updates to questionnaires and staff reward system. Assigned new project to CSA regarding potential premium services. Administration	Sally Fry
1.5-1F	Ongoing	Publicize changes to customers	Through website, e-newsletter and RSS feeds	Sally Fry
		Roll out InfoSpot	Info Spots installed in all locations.	Sally Fry
		Introduce customer service software		

1.6		Objective 6: Prepare staff to exceed the expectation of the customer		
		Activity		
1.6A	Ongoing	Provide staff training annually in customer-driven service practices	*Third Ready, Set, Go! class graduated . Employees apply to be part of Ready, Set, Go! which provides web based and classroom training on fundamental informational services and customer service related topics. *Web based classes offered to staff in Business Reference and Reader's Advisory 101, providing employees with tools to maximize our customers' library experience. To date, 20 EE's have completed.	Carla Fountain
		(Continued)	*Plans underway for Staff Development Day 2006, with several breakout sessions providing customer service topics. Next Ready , Set, Go class to begin in September.	
1.6B	Ongoing	Review customer service practices annually	Reviewed our damaged book practices at the December 15, 2005 managers meeting. Using new online survey reporting to review customer feedback. This new software provides enhanced options for categorizing and reviewing customer comments. Attended Counting Opinions, customer service vendor, user group meeting at FLA. Reviewed future development plans which include the ability to publish comments with responses for the public.	Debbie Moss
		(Continued)	Will review for potential use. Training Asst Circulation Manager in management of survey data. Plan to make access to back end information available to all Branch Managers. Currently (6/06) reviewing various policies regarding renewals and holds for possible revision.	
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.	27 programs given by volunteer storygivers during 1st Quarter (Oct.-Dec. 05), and 15 were given during the 2nd Quarter (Jan.-Mar 06), and 25 during the 3rd quarter (April-June).	Kathryn Robinson
2.1B	Ongoing	Empower librarians to create four events for presentation to the public each year.	Ongoing-examples: The History of Bikes; Bromeliads: An Adventure in Gardening; My African Heritage; BBQ for You; Friendship Force; and Medicine, Medicare and You.	Kathryn Robinson
2.1C	Complete & Ongoing	Employ technology to disseminate classes, programs and storytelling to multiple locations and to home users	Ongoing- 1st Quarter Example -newly developed E Guide "Start Your Own Business." Includes information resources on Statistics, Marketing, Starting a Business, and Growing a Business.. 2nd Quarter -February 2006 OCLS introduces podcasting with selections on Events, Children's Pod stories and Teen Podcasts. 3rd Quarter- Development of the first OPAL classes, and introduction of Spanish version of E Guide "Establezca su Propio Negocio."	Kathryn Robinson
2.1D	Ongoing	Offer at least two classes or two programs per month and storytelling once a month in Spanish. By year 3, increase classes and programs to four and storytelling to weekly.	1st Quarter (Oct.-Dec. 2005) 16 storytimes, 25 programs and 229 computer classes offered in Spanish., 2nd Quarter (Jan-Mar 06) 15 storytimes, 2 Programs and 220 classes were offered in Spanish, 3rd quarter(April, May June) 13 storytimes, 9 programs and 288 computer classes offered in Spanish.	Kathryn Robinson
2.1E	Ongoing	Offer after hours programs twice per year on Friday nights for Youth at Main.	Fantastic Family Fair held after hours at Main on 11.4.2005. 6.10.2006 - Battle of the Bands for Teens was held on 6-1-06 with 191 in attendance.	Kathryn Robinson

2.2		Objective 2: Expand Use of Relevant Technology		
2.2A	Ongoing	Maintain and expand current PC network. Add 30 new stations to the network each year with the balance of PC's purchased upgrading current equipment.	Upgrade of 88 computers and monitors acquired through Gates Grant has been completed. Deployed InfoSpots at all locations An additional 150 computers have been ordered to replace all Windows NT computers in our network as well as add additional computers in the children's department	Eric Atkinson
2.2B	Ongoing	Evaluate and add new software programs for public and staff.	Created a custom <u>Claims Return</u> web form for staff to better track checking shelves for returned materials. Implemented an online <u>Room Reservation</u> system to book meeting rooms and provide more access to information about which groups have meetings booked at various locations. Set up Yahoo! Merchant store for <u>FOL eCommerce sales</u> . Enhanced eGuides by making the <u>Links Basket</u> e-mailable. Investgatiing offering library services by Text Messaging (SMS)	Eric Atkinson
2.2C	Ongoing	Expand the Library's role as a digital content creator: Participate in partnership with UCF/History Museum to create pilot digital history project. Seek grant funds for project expansion.	Created Online Classes for Computer Basics Level I and Word Level 2. Three new Spanish classes were offered this quarter; PowerPoint Level 3 en Español, PowerPoint Level 4 en Español and Weblogs en Espanol. One new class in Haitian Creole was offered; Internet Level I.	Eric Atkinson
		(Continued)	Other new classes include HTML Level 4, Creating Organizational Charts, Creating Forms, Inserting Objects and Files, Marketing your Small Business Online, Computer Class Orientation, and FAFSA, Spyware Protection and Removal,	Eric Atkinson
		(Continued)	How to Protect your PC. Implemented two blogs Southwest and Techno Teen Blog on ocls.info. Created Gaming section and Bird Flu sections in netlinks. Created Central Florida Memories website usage tutorials. Redesigned the home page of ocls.info and created web pages for Arts & Appetizers and "Summer Reading Series" which includes an online review function. Created or reworked Virtual Galleries for Baseball @ Your Library , Adoption Awareness, National Music Week, Hurricane Preparedness and National Poetry Month.	Eric Atkinson
		(Continued)	Created postcards for Spanish eGuide, Gaming Night, and Library Donations. Finished Alphabet Bites Letter "J" and "Play" sections in Alphabet Bites for letter "Q", "D", "O", "Z" and "C"; "Mystery Box" for Alphabet Bites for letter "Q" and "C"; and "Listening Game" for letter "Q" and "C". Submitted grant application, seeking funding for system-wide console deployment also submitted proposal to Florida Educational Technology Conference for Alphabet Bites project and submitted website and eGuide for W3 award.	Eric Atkinson
2.2D	Ongoing	Install video conferencing technology to provide programs, classes, storytimes at multiple locations from one location. First year three locations, add at least 3 locations each subsequent year.	Trained additional staff on OPAL. Created informational OPALs page for email linking and basic instructions on public usage. (Live Online Events) Created "Pushing It Forward" webinar invitation. First Online Book Discussion, The Summer I Dared, on June 15, 2006. There were 8 participants	Eric Atkinson
2.2E		Renegotiate contract to expand bandwidth to internet from 6 Mbps to 40+ Mbps	New service went live May 22nd	Eric Atkinson
2.2F	Ongoing	Provide sinking fund for technology purposes.	\$75,000 transferred to Sinking Fund in March	Bob Tessier

2.3		Objective 3: Expand End User Services		
		Activity		
2.3A	Ongoing	Experiment with cost vs. use of scanners at Main. Success is measured by recovery of cost of equipment.	1st Quarter: \$65; 2nd Quarter \$120; 3rd Quarter \$100 for a YTD total of \$285. For April and May there were 20 scans.	Eric Atkinson
2.4		Objective 4: Expand and Diversify Collections		
		Activity		
2.4A	Ongoing	Add computer games (X Box, Playstation 2). If successful (measured by circulation, return and retention) add collections to all locations.	We have added to all 7 day locations and have found increased utilization. Plan to add to all locations in first quarter of 2006. Established Gaming Task Force. First meeting was March 7, 2006. A 13 member group from all levels of staff participating to help set a course of the future of gaming and games at OCLS. View their wiki at http://oclsqamers.pbwiki.com/ .	Debbie Moss
		(Continued)	We will be piloting access to games for children in three locations beginning soon (Club Central, Herndon and West Oaks). Kids will be able to check out "tokens" on their accounts and play games for 30 minutes.	
2.4B		Continue to explore and implement new formats such as Streaming Video, MP3 Technology, downloadable cd's. Owning and circulating items in a digital format.	Created 6 storytelling audio podcasts as well as special podcasts of events titled "Poetry Troupe" and "Too Much Noise". Created video podcasts of "U-Turn Dance Troupe" and "Ballroom Dance". Creates promotional video of the Gaming Night and a Special Services" video for the staff site. The total number of requests for podcasts from the first broadcast (February 14, 2006) through May 31, 2006 is 1,019. A total of 12 unique programs have been broadcast through May. April requests = 344. May requests = 387.	Eric Atkinson

GOAL 3: Expand Use and Awareness of Library Services Through Marketing				
3				
3.1		Ojective 1: Increase Market Share by 10 Percentage Points Annually		
		Activity		
3.1A	Underway	Consult a demographic study of our service area for further marketable services & future branch locations	Branch Development Plan research and presentation developed by Sally Fry and Craig Wilkins. Consulted Orange County Planning Department and CB Richard Ellis to create. Also, we have been consulting U.S. Census Data and Orange County Public School data.	Tracy Zampaglione
3.1B	Ongoing	Promote specific services that are new or not being used to their potential	Working to promote the Library as a resource to the business community through a campaign to publicize classes offered through the Computer Resource Center.	Tracy Zampaglione
3.1-1		Image Projection		
3.1-1A		Develop a signature Library event	Plans for Fall '06 or Winter '07 author event are in progress. Currently working with Bright House Networks (event sponsor) to identify the presenting author.	Tracy Zampaglione
3.1-1B	Ongoing	Develop partnerships, performances, and programs.	OCLS will have a table at Orange County Neighborhood Services 14th annual Homeowners Associations Conference at the Convention Center this summer and will be an active participant in Week of the Family in the Fall. In addition, plans for system-wide Open Houses in September (Get Your Card Month) are in the works	Tracy Zampaglione
3.1-2		Marketing Strategies:		
3.1-2A		Explore opportunities to reach new residents to Orange County.	Summer new card direct mail promotion planned with List Management and Welcome Wagon. Postcards mailed to new residents promote all the library services and products available to cardholders. New card registrants will also receive a free gift when they sign up for their card.	Tracy Zampaglione
3.1-2B		Supply apartment complexes and realtors with Library card information.	Library Card sign up information and promotional materials sent to identified groups (25+ per month).	Tracy Zampaglione
3.1-2C		Businesses - Identify businesses in service area.	Library Card sign up information and promotional materials sent to identified groups (25+ per month).	Tracy Zampaglione
3.1-2D		Create brochure in English and Spanish to feature services & databases	Library card brochures, adults and children, featuring services is in English and Spanish.	Tracy Zampaglione
3.1-2E		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 sent to identified groups (25+ per month). Also, making phone calls to promote our services and ask how we can best connect.	Tracy Zampaglione
3.1-2F		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 sent regularly.	Tracy Zampaglione
3.1-3		Market Library services to seniors.		
3.1-3A		Supply retirement homes with Library card information/flyers senior services	Library Card sign up information and promotional materials sent to identified groups (25+ per month).	Tracy Zampaglione
3.1-3B		Supply senior citizen organizations with Library card information/flyers	Library Card sign up information and promotional materials sent to identified groups (25+ per month).	Tracy Zampaglione

3.1-4		Market Library services to children.		
3.1-4A		Supply schools with Library card sign up for new students.	Accomplished with Fall 2005 License to Learn Contest for 1st Grade Classes. 45 elementary schools have been chosen as Honor Roll Schools.4th Grade. Contest conducted Spring 2006 overlapping 2nd and 3rd quarters. Winners announced 3rd quarter. Grand Prize winner Mrs. Jennifer Gerry's class from Lake Whitney Elementary School and runners up Ms. Edna Martinez' class and Ms. Martina Madrigal's class both from Oakshire Elementary.	Kathryn Robinson
3.1-4B		Attend open houses at elementary schools to distribute Library card sign up packages.	Staff distributed library information including Library Card information in meeting with school staff, at open houses, and PTA meetings, Fall 2005., 2nd Quarter (Jan. - Mar 06) 4th Grade Library card contest materials (Passport for Learning) distributed to schools by staff.	Kathryn Robinson
3.1-5		Market Library services to Teens		
3.1-5A		Meet with Teen Advisory Group 3 times per year.	Staff met with Teen Voices 2 times during 1st Quarter (Oct.-Dec. 2005, 2 times during the 2nd Quarter (Jan.-Mar 06) , and 7 times during the third quarter (April, May, June).	Kathryn Robinson
3.1-5B	Ongoing	Partner and plan programs with community teen groups.	During 1st Quarter, 7 teen programs were offered with assistance from the Teen Library Corp (TLC). 2nd Quarter, at Main, 5 programs were created with input from teens and a total of 7 were presented at Main with assistance from teens and in the 3rd Quarter (April, May, June) 7 programs were prepared by teens and a total of 24 programs at Main had assistance from teen volunteers.	Kathryn Robinson

4		GOAL 4: Invigorate Employee Satisfaction and Invest in Quality of Staff		
4.1		Objective 1: Establish Human Resources Development Plan		
		Activity		
4.1-1		Develop internal "Best Practices" for Managers		
4.1-1A	Ongoing	Hold system wide training at least once a year on relevant management topics. For example: ADA and Diversity Issues; Coaching and Counseling Skills; Interviewing Skills, etc.	Summer series of management seminars to include benefits and personnel policy reviews, interviewing, performance evaluation, and employee coaching and counseling, and support management. Plans underway for executive leadership series.	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	FISH! Award and Health, Safety, & Wellness award applications are on staff intranet and departments and branches are planning their "strategies" to win. Mary Anne continues to present years of service certificates to employees (5 year increments). System wide TCSS (Technology & Customer Support Specialist) meeting held in June during which employees were recognized for accomplishments.	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.	*Offered seminars in April 2006 on planning for retirement and investing wisely with 457 Plan Account Manager, Steven Brindle. *Plans underway for Staff Development Day 2006, with several breakout sessions providing customer service topics. Health, Safety & Wellness Fair included hand washing demos, preparing for the Bird Flu, Safe-Start Swimming, healthy cooking and screenings.	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.	Tracy Zampaglione and Wendi Bost accompanied Mary Anne during the current quarter to provide updates and answer questions regarding issues that have an impact on the system collection, publications and community. Next quarter, Jim Myers, Special Services Manager, and a Staff Association representative will attend.	Carla Fountain
4.2B		Conduct regular labor/management meetings - 1 X per month	We continue to hold monthly meetings with the librarians to discuss their priority issues. These meetings have resulted in the appointment of three task forces: Programs & Classes; Scheduling & Staffing; and Communication comprised of both librarians and management. The task forces work together to recommend improvements/changes. Several changes have already been implemented.	Carla Fountain
4.2C	Ongoing	Hold "front end" communication meetings on major initiatives.	*Renovations/construction of the second floor in the Main Library began in May 2006. Summary of temporary relocation plans that will impact virtually all Main Library staff was provided to managers in April 2006. Plans are also posted on the staff intranet. * Sheri Chambers, Digital Content Manager, met with branches and departments to obtain feedback on the redesign of the online catalog, and suggestions shared at the meetings have been implemented.	Carla Fountain
		(Continued)	*Shopper Program refinements implemented based on staff feedback. *Avian Flu Task Force appointed. Staff communication regarding issues has begun and regular communication flow will be established. *Training for new online meeting room reservation system has been completed. OPAL Training has been completed; Health Insurance Committee will be meeting to discuss next year's health insurance policy for the Library.	

4.3		Objective 3: Establish Staff Technology Development Plan		
		Activity		
4.3-1		Develop internal technology based training program		
4.3-1A	Ongoing	Complete assessment of all Microsoft products.	Nearly all managers and librarians have successfully completed and reached our competency goal for Word, Excel and Power Point. As new staff enter into these positions they are also asked to complete assessments. We have begun working with staff in positions which are Grade 6 and above. This group includes our Technical and Customer Support Specialists. They have completed Word and Excel is almost completed. We will begin Power Point assessments in May. Results overall have been very good.	Debbie Moss
		(Continued)	We have just a few follow up assessments and essentially this project will be complete with staff in three categories (managers, librarians and grade 6 and higher support staff) all having achieved a proficiency of 75 or above in Word, Excel and Power Point. We will begin developing a maintenance plan in order to assess the skills of new employees in these categories.	Debbie Moss
4.3-1B	Ongoing	Initiate classes for staff based upon identified core competencies	Complete	Debbie Moss
4.3-1C		Measure and evaluate staff competency level	Complete	Debbie Moss
4.4		Objective 4: Establish Professional/Employee Development Plan		
		Activity		
4.4-1		Identify expectations for all staff, in relation to position, for professional activity and employee development opportunities		
4.4-1A	Ongoing	Partner with CFLC and other organizations to offer at least 2 annual in-house opportunities to acquire professional knowledge and lifelong learning.	1st Quarter: On Staff Day CFLC offered "Google Like a Guru." Second Quarter: University of Washington Professor and Author, Joe Janes, Guest speaker for staff on Feb. 2, 2006.	Kathryn Robinson
4.4-2		Conduct evaluation of staffing levels each fiscal year		
4.4-2A	Ongoing	Adjust/Recruit/Reduce staffing as needed	Ongoing	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.	Participated in recruiting at Midwinter American Library Association Conference in January 2006. Recruitment Visit to FSU on January 27, 2006 - MLIS Career Center arranged for panel discussion on "Getting Prepared for Job Hunting" featuring recruiters from OCLS and other public libraries; recruitment Visit to USF on March 23, 2006. Plan to partner with FSU in online presentation to FSU class.	Kathryn Robinson
4.4-2C	Ongoing	Create award program for employee innovations that are successfully used.	Accepting nominations/Applications	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.	Staff Day classes offered on Survival Spanish with 27 attendees and on American Sign Language with 39 attendees. Tell Me More software in Spanish & French offered to public service staff and there are 12 EE enrollees.	Kathryn Robinson
4.6		Objective 6: Minimize the potential for staff or patron injury		
		Activity		
4.6-1		Conduct safety and security evaluations of facilities		
4.6-1A	Ongoing	Conduct four air quality surveys on a rolling schedule.	FY 2006 survey completed at Hiawassee. Next plan to conduct surveys at South Trail, Southeast and Washington Park.	Craig Wilkins
4.6-2		Provide safety education for staff		
4.6-2A	Ongoing	Conduct annual drills to test efficiency of evacuation plans.	Completed for FY 2005	
4.6-3		Minimize security risks		
4.6-3A	Ongoing	Conduct annual review of incident reports	Completed for FY 2005	Craig Wilkins

**Orange County Library System
Board of Trustees Meeting
Thursday, July 13, 2006**

**Director's Goals:
3rd Quarter Update**

Director's Goals: 2006 July 2006 Update

- Conduct series of briefings for Governing Board to suggest increasing the library millage for Branch Expansion
 - *December 6th – First Briefing conducted re: locations and number of proposed Branches.*
 - *May 9th Briefing held, and the Governing Board voted unanimously to support our recommendations.*

- Continue to work with the Librarian Work Group to minimize librarian/management differences
 - *Meetings with Librarian Work Group held December 1st, January 12th, February 28th, March 16th and April 27th, May 23rd, June 20th.*

- Renovate Second Floor
 - *Construction documents prepared & completed.*
 - *Contract with Skanska signed.*
 - *Questline and CRC moved to temporary quarters.*
 - *Demolition completed.*
 - *Metal framing delivered and installation begun.*

- Refurbish South Trail Branch Library
 - *Carpet installed.*
 - *Easy chairs reupholstered.*
 - *Painting completed.*
 - *New tiling completed.*
 - *Furniture delivered.*
 - *New signage for materials featuring Staff on order. (This is the last remaining item.)*

- Install Express Check Out at one additional branch
 - *Herndon selected ~ 100% completed.*
 - *Equipment delivered & installed.*
 - *Operational.*

- Create an additional add-on year for the Strategic Plan
 - *Input obtained from Managers.*

**Orange County Library System
Board of Trustees Meeting
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Information

**Orange County Library System
Board of Trustees Meeting
Thursday, July 13, 2006**

Director's Report

Director's Report July 2006

► "Healthy Connections" programs and TV show we did in partnership with the Orange County Florida (with a grant from the National Library of Medicine) has won its 3rd award! It won a 2005-2006 Telly Award, a well-known national television award.

► We have just won a \$2000 grant from the new Wal-Mart getting ready to open in Pine Hills, at 5559 Clarcona-Ocoee Road. A representative from the library will be at the opening day ceremony with the newspaper and other local media on Monday, 7/24/06. We will get a tour of the facility along with some of the media. On Wednesday, 7/26/06 we will have a representative there from the library at 6:00 p.m. as another part of the opening week festivities to be presented with the \$2000 check.

► The Library launched its first television campaign during the month of July. Our television ad promotes our computer classes and will run from July 3rd through July 30th. The ad will run a total of 85 times and will run on the CNN, ESPN, FX, HGTV and USA networks in our market area. A copy of the ad can be viewed online at: <http://www.spotrunner.com/advertiser/ads/host/play/?cde=HVZ>

► National Video Resources (NVR), in partnership with the American Library Association (ALA) Public Programs Office, has named 43 public and academic libraries nationwide as pilot sites for the documentary film viewing and discussion series "Looking At: Jazz, America's Art Form." We have been chosen as part of this select group and are excited to have this opportunity. This six-week initiative features six carefully curated viewing and discussion programs accompanied by a selection of compelling documentary films, essays written by eminent scholars, and an extensive resource guide for additional reading, Web sites, videos and DVDs. The National Endowment for the Humanities (NEH) provides support for "Looking At: Jazz."

"Looking At: Jazz" explores the history of jazz music, an art form that evolved in the 20th century to occupy a unique place in American cultural history. Themes for the six programs in the series are: New Orleans: The Birthplace of Jazz; The Jazz Age and the 1920s; The Women of Jazz; The Jazz Swing Era; Jazz Innovators: From Bebop, to Hard Bop, to Cool and More; Latin Jazz.

A total of 50 nonprofit institutions were selected to participate. We will receive materials and resources (films, written materials, publicity materials, access to an electronic discussion list and project Web site), inclusion in a 1.5 day training workshop and a cash grant of \$1,000.

The 43 libraries selected for the pilot program are:

- * University of Alaska, Anchorage, Anchorage, Alaska
- * Central Arkansas Library, Little Rock, Ark.
- * Phoenix Public Library, Phoenix, Ariz.
- * Berkeley Public Library, Berkeley, Calif.
- * Sacramento Public Library, Sacramento, Calif.
- * San Diego Public Library, San Diego, Calif.
- * New Haven Free Public Library, New Haven, Conn.
- * Jacksonville Public Library, Jacksonville, Fla.
- * **Orange County Library, Orlando, Fla.**
- * University of South Florida Tampa Library, Tampa, Fla.
- * Albany State University Library, Albany, Ga.
- * Athens-Clarke County Library, Athens, Ga.
- * Cedar Rapids Public Library, Cedar Rapids, Iowa
- * University of Idaho Library, Moscow, Idaho
- * Bloomington Public Library, Bloomington, Ill.
- * Oak Park Public Library, Oak Park, Ill.
- * Allen County Public Library, Fort Wayne, Ind.
- * University of Kansas Libraries, Lawrence, Kan.

- * Wichita State University Library, Wichita, Kan.
- * Lucille C. Little Fine Arts Library, University of Kentucky, Lexington, Ky.
- * East Baton Rouge Parish Library, Baton Rouge, La.
- * New Orleans Public Library, New Orleans, La.
- * Albert S. Cook Library, Towson University, Towson, Md.
- * Detroit Public Library, Detroit, Mich.
- * Minneapolis Public Library, Minneapolis, Minn.
- * St. Louis Public Library, St. Louis, Mo.
- * University of New Hampshire Library, Durham, N.H.
- * Princeton Public Library, Princeton, N.J.
- * Northern Onondaga Public Library, Cicero, N.Y.
- * Queens Library, Jamaica, N.Y.
- * Kent State University Library, Kent, Ohio
- * Carlson Library, University of Toledo, Toledo, Ohio
- * Multnomah County Library, Portland, Ore.
- * Langston Hughes Memorial Library, Lincoln University, Lincoln University, Pa.
- * Gumberg Library, Duquesne University, Pittsburgh, Pa.
- * Brown University Library, Providence, R.I.
- * Charleston County Public Library, Charleston, S.C.
- * University Libraries, University of Memphis, Memphis, Tenn.
- * Dallas Public Library, Dallas, Texas
- * Williamsburg Regional Library, Williamsburg, Va.
- * Bellingham Public Library, Bellingham, Wash.
- * Milwaukee Public Library, Milwaukee, Wis.
- * Natrona County Public Library, Casper, Wyo.

National Video Resources (NVR) is a not-for-profit organization established in 1990 by the Rockefeller Foundation. NVR's goal is to assist in increasing the public's awareness of and access to independently produced media & film and video as well as motion media delivered through the new digital technologies.

► OCLS has signed an agreement with “Welcome Wagon” for a postcard campaign to new residents.

► We will be having the License To Learn Contest again this year for all the first grade teachers in Orange County Public Schools. After consulting with our Librarians, we will be starting the contest after Labor Day. The contest will run from September 5th through Friday October 20th.

► In response to the many requests from other libraries, both public and academic, OCLS is starting a Webinar series “Taking Your Library to the Next Level.” We will be broadcasting short programs on our innovations to other libraries across the US via the Web. We distributed flyers about our webinars at the recent ALA Conference.

So far we have 5 different institutions participating: Gwinnett County (Georgia), Selby County (Florida), Seminole Community College (Florida), Frederick County (Maryland), and Sacramento Public Library (California).

► The Orange County Library System has it's first-ever Adult Summer Reading Program, Summer Survivor Series: Outread, Outlisten, Check Out! Area adults are invited to survive the summer heat by attending these programs. All program attendees have the chance to win wonderful door prizes donated by local businesses including dinners out, guest passes and more.

► Beginning in mid- July we will be informing MAYL users who return materials without postage that in addition to charging the postage amount to their account, we will add a \$5.00 processing charge. Customers will be notified that such a change will take place effective October 1, 2006. Currently

we add only the postage due amount to the borrower record. We feel however that the additional handling required for these returned items justifies the charge of a handling fee. Thanks to staff in Special Services for this suggestion.

▶ Assistant Manager Paolo Melillo has been invited to speak at a staff development event at the Queens Borough Public Library. He was invited by them after his presentation at PLA.

▶ The Library participated in the Celebrity Mascot Games, coordinated by the Central Florida Sports Commission. This is the only event of its kind in the world. The Celebrity Mascot Games features over 30 mascots from the NFL, the NBA, Major League Baseball, the National Hockey League and the NCAA. The Mascots come together and do competition games against each other. Proceeds from the Celebrity Mascot Games benefit New Hope for Kids, an Orlando-based not-for-profit organization that grants wishes to children under the age of 18 who are suffering from life-threatening illnesses. On July 6th, the event was an open invite to daycares across Central Florida. Over one thousand kids attended the Interactive area in front of the TD Waterhouse to have fun. The Orange County Library System was one of the featured booths right across from the Orlando Magic's interactive Van. Children's department staff; Danielle King, Heather Pippin, Hai Duong, and Jackie Padilla set up our booth with library information, coloring station, freebies, balloon animals, and face painting. We spent 4 hours at our booth. By the end of our time there, we had given out over 200 free Star Wars toys, hundreds of coloring pages, we made close to 500 balloon swords, and painted well over 500 faces. This experience was a great one for both staff and attendees. The kids were excited to see us and the lines for our services stretched out past that of any other booth. Every child that came through our booth left with a smile on their face. Thanks to Danielle King, Heather Pippin, Hai Duong, and Jackie Padilla for a job well done. Also, a big thanks to Vera Gubnitskaia and Patrice Florence-Walker!

▶ Online Room Reserve went live to the public on 5 June via our Web site. This is the second phase of the rollout in which customers will be able to view meeting room availability.

▶ Herndon's self check out became operational on Monday June 12th. Herndon is the 6th location that has been installed with self check. Herndon also received the Value Card system, new computer tables and arrangement, and a newly remodeled front desk area.

▶ Sometimes the name of OCLS comes up unexpectedly. One of our staff found this item at:
<http://theagcanas-wolfs.blogspot.com/2006/03/library.html>

"I love the library. The family goes to the library regularly. We actually go every week. We rent the usual books, but we also rent DVDs, which can only be out for 1 week. Thus, we make it to the library every week because of the DVDs. Today, we took my dad with us. Actually, I think he has gone with us every week since he moved back to Orlando. He just got his library card a month ago. And he's lived in FL for almost 10-11 years. It is actually sad how little people use the library these days. With Barnes & Noble and Borders – and their cushy chairs and warm mochas - there is little incentive to go to the library."

"However, the [library in Orlando](#) is fabulous, especially the one we go to on Alafaya in East Orlando. It has the cushy chairs and a coffee shop. There are vending machines with soda and snacks. In the center of the library are a few rows of computers. A computer lab is in the back corner by the kids books. It is actually just like a Barnes and Noble – except that it is all for FREE."

“I want to start going to some of the free programs and events that the OCLS offers throughout the city. I think the kids would absolutely love it. Plus, it gets them socializing (and me too!). I have to admit that I miss Vegas terribly simply for the fact that I do not have any friends in town. I had SO many friends in Vegas. It was very cool. We even had friends with kids – which is rare - to find friends with our types of likes (and dislikes) who also have kids.”

“Back to the library... I highly recommend making a trip to your local library. It is not for schoolwork and studying any more. It is still the ultimate resource for information –even with the prolific-ness of the information on the Internet. You can access the Internet on the computers at the library – plus check out some great books, recent DVD releases including TV series, and participate in community events. I am having dad go next week to the Computer Basics I class that they offer. He is insistent that he needs his own computer. But he needs to learn how to work one first. I think the classes at the library would be perfect for him.”

► Bobbie Gonzalez’s presentation on the *Read Together, Grow Together* program at the Diversity Fair Program at the American Library Association Conference was attended by about 330 people!

► The Director made a presentation at the recent ALA conference for a Library Administration and Management Association program. About 230 professional librarians and administrators attended the program.

Recent Programs

► Battle of the Bands, an after-hours event at Main on Saturday, 10 June was a big success!

The winning band was Scorned, the last band to perform. A total of 191 people were in attendance: 128 teens, 7 children, and 56 adults. We received such nice compliments supporting the library for providing an after hour event for teens. All the groups, parents, and other members in the audience stayed and supported each band and not just their own band. The winning band from last year, “DC North”, and “Scorned,” from this year’s contest, will play again on Teen Night, 29 July 2006. Photos of the Battle are posted at:

<http://www.ocls.info/Children/Teen/doi/TeenBattleOfTheBands2006/BattleOfTheBands2006.asp#TheBands>

► We had 26 attendees, our largest audience ever for Anime Cinema on the 8th June.

► The June 16 Music in the Library performance celebrated the Philippine Independence Day and featured the music and moves of the Bayanihan of Wedgefield and Kayumannggi Dance Troupe. Orange TV was here to tape and will be re-broadcasting the performance.

► We had our first live online book discussion on Thursday on *The Summer I Dared* by Barbara Delinsky. The new technology worked really well for this type of program and it was a successful start. We will host three more book discussions using the OPAL room between now and the end of the summer and look forward to improving on a great start!

► Plans for system-wide Open Houses in September (Get Your Card Month) are in the works. Winter Garden will host theirs on Saturday, September 30 as a combination Open House/First Anniversary Party featuring birthday cake, favors and fun as the branch turns one!

OCLS will participate in the following Community Outreach Events

▶ OCLS will have a table at Orange County Neighborhood Services 14th annual Homeowners Associations Conference at the Convention Center July 15.

▶ Bee Wise – Immunize! Organized by Orange County Health Department & Amerigroup Corporation, Saturday, July 15, 9am to 2pm at T.D. Waterhouse Centre

▶ Commissioner Fernandez' Back to School Event, Saturday, July 22, 9am to 2pm. at Colonial High School

▶ Central Florida Community Information Fair organized by Latino Leadership, Saturday, July 29, 10am to 2pm at Oak Ridge High School

▶ OCLS has been invited to participate in the 4th Annual "Orange County National Family Week" which will be October 28 -November 4, 2006. We are hosting our 2nd Annual Fantastic Family Fair on Friday, November 3, 2006

▶ Summer Reading Programs are in full swing at Branches. Attendance has been good for a number of events. Here are some examples:

- West Oaks Pirates Dinner Adventure Program – 114 attendees
- Hiawasse Center for Dance Program – 106 attendees
- Windermere AM-JAM Productions Program – 73 attendees
- Winter Garden Ronald McDonald Program – 166 attendees
- Herndon Bugs Alive Program – 106 attendees
- South Trail Juneteenth Celebration – 45 attendees
- Alafaya Sea World Program – 104 attendees
- Southwest AM-Jam Productions Program – 104 attendees
- Edgewater Farris & Foster Program – 117 attendees
- Eatonville Center for Dance Program – 83 attendees
- South Creek Sea World Program – 117 attendees
- North Orange Branch hosted more than 500 people at our summer reading programs in June. The weekly Thursday Summer Reading Programs has drawn 80-100+ attendees. The Camp Savvy computer classes for kids and for teens have also drawn an enthusiastic audience.

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**Holiday and Closed Day
Schedule for FY 2007**



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 Orlando, Florida 32801-2471
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 website: www.ocls.info

Mary Anne Hodel,
 Library Director, Chief Executive Officer

Holidays & Closed Days: Fiscal Year 2007 October 1, 2006 – September 30, 2007

Holidays	Closed Dates
Veteran's Day	Friday, November 10, 2006 ~ Library Staff Development Day
Thanksgiving Day	Wednesday, November 22, 2006 ~ Library Closes at 6:00 p.m. Thursday, November 23, 2006 (H) Friday, November 24, 2006 (H)
Christmas	Sunday, December 24, 2006 Monday, December 25, 2006 (H)
New Year's	Sunday, December 31, 2006 Monday, January 1, 2007 (H)
Martin Luther King Jr.'s Birthday	Sunday, January 14, 2007 Monday, January 15, 2007 (H)
Easter	Sunday, April 8, 2007
Memorial Day	Sunday, May 27, 2007 Monday, May 28, 2007 (H)
Independence Day	Wednesday, July 4, 2007 (H)
Labor Day	Sunday, September 2, 2007 Monday, September 3, 2007 (H)

(H) = 8 Hours Staff Holiday Pay

**Orange County Library System
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**Second Floor Renovation
Project Summary**

Main Library 2nd Floor Renovation Project Summary

June 30, 2006

CATEGORY	BUDGET APPROVED 04/13/06	Revised Budget	EXPENDED TO DATE
Architect/Engineer	69,000	69,000	46,476
East End Construction			
Contractor	1,170,000	1,170,000	123,128
Floor covering	60,000	57,177	
Testing	7,500	7,500	
Permits	10,130	10,130	9,217
	<u>1,247,630</u>	<u>1,244,807</u>	<u>132,345</u>
West End			
Floor Covering	91,796	91,796	91,796
Lighting	35,000	36,328	36,328
Paint & Wall Covering	15,000	15,000	
	<u>141,796</u>	<u>143,124</u>	<u>128,124</u>
Project Total	1,458,426	1,456,931	
Contingency	101,574	103,069	
TOTAL PROJECT	<u><u>1,560,000</u></u>	<u><u>1,560,000</u></u>	<u><u>306,945</u></u>

Note: The project is progressing nicely. Framing, electrical and mechanical rough-in have begun. A review of the original classroom design made it clear that a few revisions to the design would enhance the amount of natural light coming into the classrooms. Due to the time involved in having our architect revise the construction drawings for these changes as well as a change to the lighting specification, it is likely Skanska will request additional time and money although they have not requested either thus far. Currently, the project remains 'on schedule'.

**Orange County Library System
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**Public Comment:
Non-Agenda Items**