

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

Board Packet for November 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*

November 3, 2006

To: Matthew Pardy, President
Sara Brady, Vice President
James B. Tyson, 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, November 9, 2006, at the **Alafaya Branch Library; 12000 East Colonial Drive; Orlando, Florida 32826; 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
November 9, 2006
Alafaya Branch Library
12000 East Colonial Drive
Orlando, Florida 32826
407.835.READ (7323)

- 06-179 I. **Call to Order**
- 06-180 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 .
- 06-181 III. **Approval of Minutes: Library Board of Trustees Meeting ~ October 12, 2006**
- 06-182 IV. **Staff Presentation: IMLS / LSTA Grants: Jo Ann Sampson**
- 06-183 V. **Financial Statements and Summaries: October 2006**
- 06-184 VI. **Statistics and Summaries: October 2006**
- 06-185 VII. **Action Items**
- 06-186 **Consent Agenda**
- 06-187 **FY 2007 Board Meeting Schedule Revision:
Change of Venue ~ January 11, 2007 Board Meeting**
- 06-188 **Library Privacy Policy Revision**
- 06-189 **Chickasaw Architect Selection**
- 06-190 **RHS Employer Investment Program**
- 06-191 VIII. **Discussion and Possible Action Items**
- 06-192 **Personnel Committee ~ Director's Evaluation**
- 06-193 **Bob Case Report**

06-194 IX. **Information**

06-195 **Director's Report**

06-196 **Second Floor Renovation Project Summary**

06-197 **Public Comment: Non-Agenda Items**

X. **Adjournment**

Next Meeting Dates: December 14, 2006 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- January 11, 2007 ~ West Oaks Library; 1821 E. Silver Star Road; Ocoee, Florida 34761.

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, November 9, 2006**

Call To Order

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

Public Comment

Members of the public who wish to address the Board must first fill out and present to the Orange County Library System Board of Trustees, a “Notice of Intent to Speak” form.

Public comments of items listed on the agenda will occur just prior to the Board’s discussion and action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda. “Notice of Intent to Speak” forms will not be accepted after the meeting has been called to order. Information listed on the “Notice of Intent to Speak” forms will be included in the Board Meeting Minutes and thus become public record.

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 .

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

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

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
October 12, 2006
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

- 06-158 I. **Call to Order**
Board Members Present: Sara Brady (9/2); James Tyson (9/2); Matthew Pardy (9/0); Livia Rivera (9/0); Gregory Lee (7/0)
- 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.
Trustee Pardy participated in the meeting via conference call.
- 06-159 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 .
- 06-160 III. **Approval of Minutes: Library Board of Trustees Meeting ~ September 14, 2006**
Vice President Tyson, seconded by Trustee Lee, moved to approve the minutes for the September 14, 2006 Board Meeting. Motion carried 5-0.
- 06-161 IV. **Staff Presentation: Joan Frye Williams Workshop ~ Renae Bennett, Bethany Corbett, Kelly Pepo**
Renae Bennett, Bethany Corbett, and Kelly Pepo; Alafaya, Southwest and Edgewater Branch Managers respectively; gave a PowerPoint overview of the seminar they recently attended; *Perceptions and Realities: New Service Responses for a New Library Environment* presented by Library Futurist Joan Frye Williams. They explained that Ms. Frye Williams spoke of the need for libraries to remain relevant by providing the technology tools that have become commonplace for the public, such as internet access and wi-fi. She also explained that facilities should be inviting and that libraries need to cater to youth. Ms Frye Williams discussed the issue of the public's declining need for traditional reference by offering outreach, training, coaching, roving customer service. She also suggested initiating reference appointments with

information professionals for individuals who seek reference assistance.

06-161 V. **Financial Statements and Summaries: September 2006 (Preliminary)**

06-162 VI. **Statistics and Summaries: September 2006**

06-163 VII. **Action Items**

06-164 **Consent Agenda**

06-165 **Washington Park Lease Agreement**

Trustee Lee requested to pull item 06-165 for dialog. Trustee Lee stated the lease is straightforward and commented regarding conformity. Brief discussion ensued. Trustee Lee, seconded by Vice President Tyson, moved to approve the Washington Park Lease Agreement. Motion carried 5-0.

06-166 VIII. **Discussion and Possible Action Items**

06-167 **Bob Case Report**

Director Hodel summarized the Non-Directive Librarian Work Group Report submitted by Bob Case. She stated that progress has been made and that everyone involved continues to work at the issues. President Brady said she is encouraged by the report overall, but that there are still some lingering issues that need to be resolved. Director Hodel announced the next meeting is scheduled for November 1, 2006 and it will be held without Managers, but that it is important to include Managers at future meetings for improved communication and to resolve differences. In addition to the monthly Librarian meetings, Trustee Lee suggested scheduling a meeting with a Board Member, Director Hodel and Union Representative John Henkle to facilitate this communication process. Trustee Lee offered to attend and Director Hodel agreed. President Brady asked Mr. Henkle to share with the Board his opinion of the proposal and Mr. Henkle agreed to participate.

Trustee Pardy suggested a timeline be established to reintroduce the Managers to the Meetings, as progress or significant change will not be made without their attendance. He felt that it was not necessary to wait for all of the Librarians to agree. Brief discussion ensued and in order to accommodate the Librarians, the Managers attending the November 1, 2006 Meeting will be limited to the Division Heads / Administration.

06-168 **Board's Information Request: Continuation of September Agenda Item #06-152**

06-169 **Strategic Plan Update: Year Four ~ 4th Quarter Update**

Trustee Lee gave a brief overview of the fourth quarter progress made on the Strategic Plan. All items on the plan are on track.

06-170 **Director's Goals: 4th Quarter Update**

- Conduct series of briefings for Governing Board to suggest increasing the library millage for Branch Expansion ~ *Completed.*
 - *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, including conversion of Debt Millage to Operating.*
- *Budget & Millage Hearings on September 11th & 19th.*
- *Millage increase approved by Governing Board for FY 2007 Fiscal Year.*
- 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, July 25th, August 31st, & September 28th.*
- Renovate Second Floor
 - *Project to be completed in October and space opened to the public in November.*
- Refurbish South Trail Branch Library ~ *Completed.*
 - *Carpet installed.*
 - *Easy chairs reupholstered.*
 - *Painting completed.*
 - *New tiling completed.*
 - *Furniture delivered.*
 - *New signage for materials featuring Staff has been installed.*
- Install Express Check Out at one additional branch ~ *Completed.*
 - *Herndon selected ~ 100% completed.*
 - *Equipment delivered & installed.*
 - *Operational in June.*
- Create an additional add-on year for the Strategic Plan ~ *Completed.*
 - *Input obtained from Managers.*
 - *Approved at September 2006 Board Meeting.*

President Brady left the room at 8:07 p.m. During her absence discussion ensued regarding plans for the new branch on Chickasaw Trail. Also, during Ms. Brady's absence the Balanced Scorecard presentation was moved up on the agenda and the presentation began. Ms. Brady returned during this presentation at 8:13 p.m.

06-171

Election of Officers and Committee Appointments

Trustee Lee nominated Trustee Pardy for President. President Brady nominated Trustee Tyson for President. Trustee Pardy was elected as President of the Board with Trustees Pardy, Rivera and Lee voting aye for Trustee Pardy; and President Brady and Trustee Tyson voting aye for Trustee Tyson.

President Brady nominated Vice President Tyson to another term as Vice President; he declined. Vice President Tyson nominated President Brady for Vice President. President-elect Pardy nominated Trustee Lee for Vice President; he declined. President Brady was elected as Vice President of the Board with all voting aye.

President Brady made the following committee chair nominations with the Children's Outreach and Partner committee nominations remaining vacant until a later date:

Finance Committee – President-elect Pardy

Personnel Committee – Vice President Tyson
Planning Committee – Trustee Lee
Marketing Committee – President Brady

Vice President Tyson, seconded by Trustee Lee, moved to approve all of nominations.
Motion carried 5-0.

06-172

Director's Evaluation

As chairperson of the Personnel Committee, Trustee Tyson will organize and conduct Director Hodel's annual performance evaluation.

06-173

IX. **Information**

06-174

Balanced Scorecard: Kathryn Robinson, Lisa Stewart and Katherine Puller

Kathryn Robinson, Head of Division of Reference and Information; Lisa Stewart, South Trail Branch Manager; and Katherine Puller, Reference Librarian presented an overview of the Balanced Scorecard evaluative process to be used throughout OCLS.

06-175

Director's Report

Vice President Brady left the room at 8:27 p.m.

► A group of architects, including the assistant to Mr. Schweitzer, the architect of the 1980 addition to the Library and Mr. Kaiser, president of the Nils Schweitzer Foundation, led a group of 27 architects through the Main Library. The 27 architects/enthusiasts were all engaged and enthused by the Lead architect's knowledge and the plethora of services that the Library offers.

► OCLS has been selected to participate in IBM's ¡Tradúcelo Ahora! grant program. IBM received many proposals from schools and nonprofit organizations nationwide and OCLS is included among more than 60 organizations that will be benefiting from this FREE translation software.

As a participating grant site, we will have unlimited access to this translation software that not only translates web sites from English to Spanish; but also translates emails bi-directionally (English-to-Spanish and Spanish-to-English).

Vice President Brady returned at 8:31 p.m.

► OCLS will be participating in Florida State University's new Fall Education & Library Expo on October 31st. This event is an opportunity to meet and recruit FSU's outstanding education and library students. This will be our only opportunity this academic year as FSU will not be hosting a Spring Education & Library Expo.

► OCLS's innovative cataloging features to promote other services through the catalog, was featured in the Fall 06 issue of *Florida Libraries*. Our E-Guides and out services to businesses were also discussed. Congratulations to Wendi Bost and Jamie Conklin, the authors of this wonderful article!

► We have been asked by a representative of Public Library Services State Library of New South Wales for some time to visit here with us to hear about Vocera and Mobile at Reference. Their representative will be here in the first months of 2007.

Director Hodel apprised the Board of her attendance at the Florida Library Director's Conference in Jacksonville and stated that the presenters have been very favorable about OCLS and that the services, innovations and technologies implemented here are being duplicated elsewhere by peer institutions. She stated that imitation is the greatest form of flattery.

06-176 **Second Floor Renovation Project Summary**

06-177 **FY 2007 Compensation Plan**

06-178 **Public Comment: Non-Agenda Items**
Vice President Brady left the room at 8:41 p.m.

Nicole Hugues, Orange County resident and library cardholder, spoke regarding the observance of National White Cane Day on October 16, 2006.

Emy Dol, Orange County resident and library cardholder, spoke regarding parking for patrons and students.

President Pardy inquired about the choosing of members of the Personnel Committee and offered to propose some names of individuals from the community to Trustee Tyson who welcomed the input. Vice President Brady returned at 8:47 p.m.

X. **Adjournment**
Vice President Brady adjourned the meeting at 8:49 p.m.

**Next Meeting Dates: November 9, 2006 ~ Alafaya Branch Library; 12000 East Colonial Drive; Orlando, Florida 32826 ---
December 14, 2006 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.**

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**Orange County Library System
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**Staff Presentation: IMLS / LSTA
Grants ~ Jo Ann Sampson**

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

**Financial Statements and
Summaries: October 2006**

Orange County Library System

Financial Statement Highlights

One Month Ended October 31, 2006

2007 Health Insurance Coverage

Due to favorable claims experience in 2005, our premiums only increased 5.8% for 2006. Unfortunately, in recent months our claims have spiked and have not come down. The initial 2007 renewal from UnitedHealthcare (UHC) represented a 24% increase for the same coverage we have now. Due to the high claims, our insurance consultants, Robinson Bush (RB), were confident that other carriers would not be interested in providing a quote. RB was able to negotiate the 2007 renewal with UHC down to 17%.

The Library's Health Insurance Committee, which consists of bargaining unit members, support staff, and managers met in October to consider the health and dental insurance options for 2007. The Committee's challenge and mission is to recommend an insurance package that is fair to all the stakeholders, including the taxpayers. The Committee recognizes we have at least two groups of employees and the concerns of each group are not the same. An employee with single coverage is very interested in the benefits offered but may not be particularly concerned about the cost since the Library pays for the employee's single coverage. On the other hand, an employee who pays for dependent coverage is very concerned about the cost.

Due to the high claims, the health insurance options for 2007 were limited. Although increasing co-pays and deductibles was discussed by the Committee as an option to reduce the overall increase in premiums, it was not desirable. The Library's philosophy has been to maintain current benefit levels as long as possible. In the end, the Committee recommended to offer the same coverage in 2007 that we have this year at the 17% increase.

The attached chart reflects the increase in annual health and dental premiums for single coverage over the last 10 years. The annual increase over this period has averaged 14.5% and annual premiums have increased from roughly \$2,100 in 1988 to \$6,900 in 2007. In an attempt to reduce future increases, we are taking a different approach to funding the health insurance coverage in 2007. Rather than paying premiums to purchase coverage, we will self fund the coverage. Self funding will have no affect on the benefit levels and should be seamless to our employees. There will be no change in the network of doctors. We will be contracting with UHC to process the claims and will purchase what is called "Stop Loss" coverage to protect us from catastrophic claims. Orange County is also going to the self funding concept for health coverage in 2007. At the very least, by going the self funding route, we hope to save what we otherwise would be paying to an insurance company as profit. Additionally, if our claims are less than projected, we get to keep the money whereas under a fully insured arrangement, the insurance company gets to keep the money.

Since self funding is a big change from what we have done in the past, we have asked our consultants from RB to give a brief presentation at the November Board meeting and explain why 2007 is a good time to go this route.

Defined Benefit Pension Plan Amendment

At the January 2006 Board meeting, the Library Board approved the following changes to the Defined Benefit Pension Plan:

- ✓ Shorten vesting period from 9 years of credited service to 4 years from date of hire
- ✓ Change Normal Retirement Date to age 65 with 4 years of vesting service
- ✓ Add annual 2% cost of living allowance

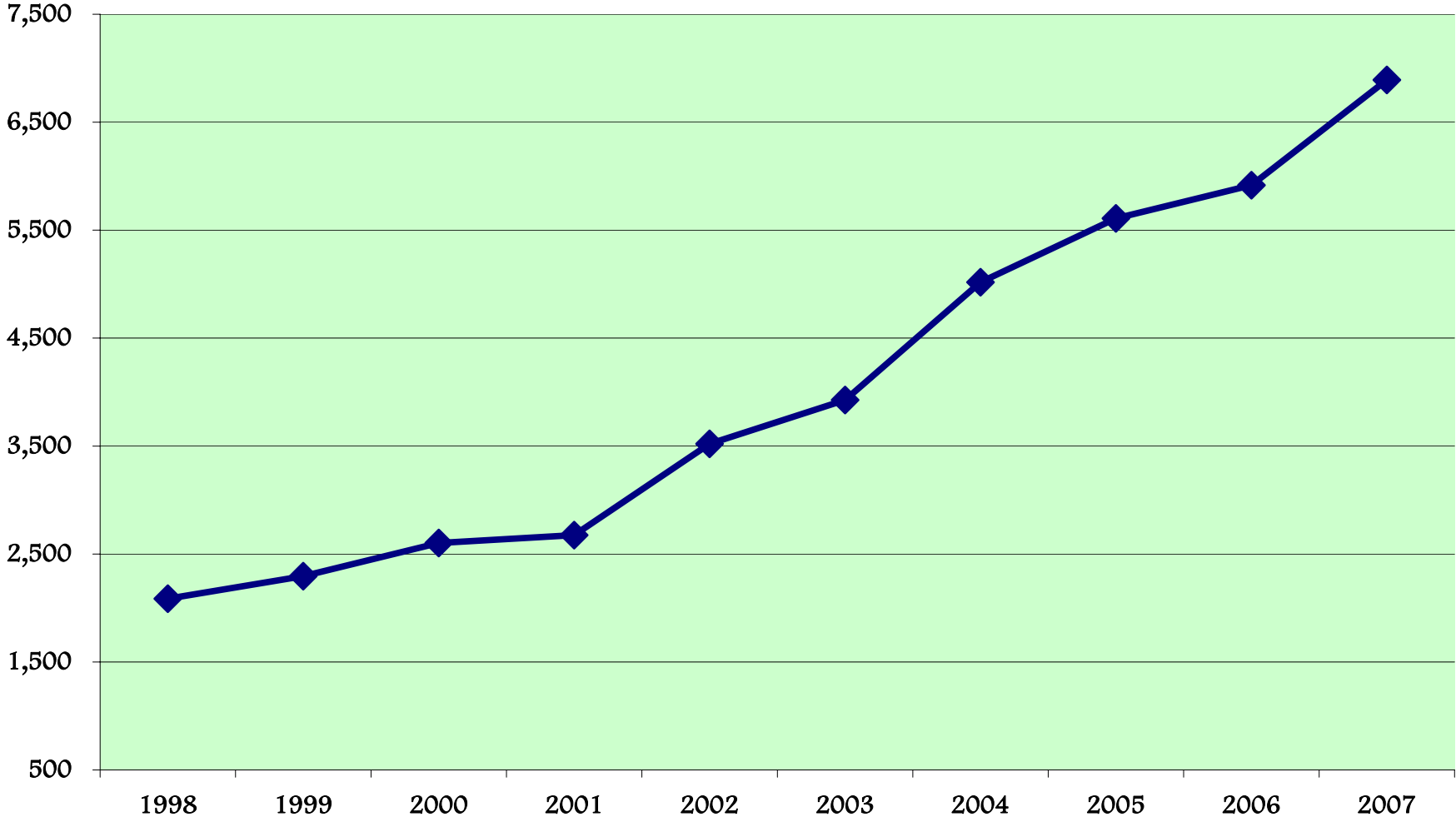
The Board's approval of the above changes was conditioned on a new defined contribution pension plan (New Plan) being established for full time employees hired on or after January 1, 2007. The key features of this New Plan were approved at the September 2006 Board meeting.

The Amendment to implement the three changes listed above is attached. No further action by the Library Board is required at this time but we are including the Amendment as information. Our pension attorney, Dave Pearson, who prepared the Amendment, will be at the November Board meeting in case there are any questions.

Defined Benefit Pension Plan Investments

Since terminating our contractual relationship with The Hartford in May of 2004, we have been using USI Consulting Group as our investment consultant. For calendar year 2005, the actual performance of the investments exceeded the benchmark in the Investment Policy Statement by 200 basis points, or 2%. Certainly, we were very pleased with that performance. Thus far in 2006, the actual performance, however, has trailed the benchmark and we are concerned about this. While we are not planning any immediate changes, we are exploring other options for investment consulting services.

Annual Health & Dental Rates
Single Coverage 1998 ~ 2007



**THIRD AMENDMENT TO
DEFINED BENEFIT PENSION PLAN
FOR EMPLOYEES OF
ORANGE COUNTY LIBRARY DISTRICT**

Orange County Library District (the "District"), hereby amends the Defined Benefit Pension Plan For Employees of Orange County Library District (the "Plan"), originally effective July 1, 1952 (as most recently amended and restated in its entirety, effective January 1, 1998), as follows:

WITNESSETH:

WHEREAS, the District maintains the Plan and has retained the right to amend the Plan from time to time; and

WHEREAS, the District wishes to amend the Plan, effective January 1, 2007, to (i) freeze the Plan to new participation, (ii) reduce the Plan's vesting schedule to four (4) years, (iii) and implement a two percent (2%) annual cost of living adjustment to retirement benefits, and (iv) permit Participants to elect to freeze future benefit accruals under this Plan as of July 1, 2007 in connection with concurrent commencement of participation in a separate retirement plan established by the District.

NOW, THEREFORE, effective January 1, 2007, the Plan is hereby amended as set forth below:

1. The Plan is frozen to new participation as of January 1, 2007, except for full-time employees of the District on December 31, 2006 who had not commenced participation as of that date. The freezing of the Plan to new participation shall not affect the continued participation in or benefit accrual under the Plan of Eligible Employees who had commenced participation in the Plan prior to January 1, 2007, or to full-time employees of the District on December 31, 2006 who commence participation on or after January 1, 2007.

2. Plan Section 1.1 is amended to read as follows:

1.1 "Accrued Benefit" means, effective January 1, 2007 for Participants who are employed by the District on or after that date, the retirement benefit a Participant, after becoming vested, is entitled to receive at his Normal Retirement Date based upon the retirement benefit formula set forth in **Section 4.1**. In the event a Participant terminates employment and elects to commence his distribution prior to his Normal Retirement Date, as provided in **Section 4.2**, the Participant's Accrued Benefit shall be adjusted pursuant to **Section 4.2**, and computed as of his date of termination of employment. A Participant who is

employed by the District on or after January 1, 2007 shall be vested upon being credited with four (4) Years of Vesting Service.

3. Plan Section 1.16 is amended to read as follows:

1.16 "Normal Retirement Age" means, for Participants who are employed by the District on or after January 1, 2007, the later of the Participant's attainment of Age 65 or completion of four (4) Years of Vesting Service in the Plan.

4. Plan Section 1.23 is amended to read as follows:

1.23 "Retirement Date" means the day on which a Participant actually retires and begins receiving benefits under the Plan; whether such retirement occurs on or after a Participant's Normal Retirement Date, Early Retirement Date, Late Retirement Date or Vested Terminated Retirement Date.

5. Plan Section 1.27 ("Year of Service") is renumbered as Section 1.28, and a new Section 1.27 is added to read as follows:

1.27 "Vested Terminated Retirement Date" means, in the case of a Participant who has (i) terminated his employment with the District on or after January 1, 2007 but prior to attaining either his Early Retirement Date or his Normal Retirement Age, and (ii) been credited with four (4) Years of Vesting Service, any day on or after the Participant's attainment of Age 65.

6. The last paragraph of Plan Section 1.28, as renumbered by Paragraph 5 above, is amended to read as follows:

Upon the amendment and restatement of the Plan, the Administrator shall insure that Participants receive credit for all service to the District that was credited under the terms of the Plan prior to the amendment and restatement of the Plan, with respect to the calculation of the Participant's Accrued Benefit and eligibility for a benefit upon Normal, Early, Late or Vested Terminated Retirement.

7. A new Plan Section 1.29 is added to read as follows:

1.29 "Year of Vesting Service" means a computation period of twelve (12) consecutive months, as defined below, during which the employee is classified as full-time on the payroll records of the District. The computation period for Years of Vesting Service for a Participant shall be measured from the later of (i) the date on which the Participant is hired into a full-time position on the payroll of the District, or (ii) the date on which the Participant is transferred from a part-time position to a full-time position on the payroll of the District. Partial or fractional years of Vesting Service shall be permitted and shall be calculated in

accordance with procedures established by the Administrator. Years of Vesting Service include all service with the District as a full-time employee. Years of Vesting Service also shall include time spent on unpaid leaves of absences under the Family and Medical Leave Act, but shall not include other unpaid leaves of absence.

8. Plan Section 2.2 is amended to read as follows:

2.2 PARTICIPATION REQUIREMENT. The participation requirements for the Plan are as follows:

(a) Prior to January 1, 2007, any Eligible Employee who has been transferred to the full-time, regular payroll of the District, shall become a Participant in the Plan one year after transfer to regular payroll.

(b) On or after January 1, 2007, only employees who were Eligible Employees on December 31, 2006, but who had not yet commenced participation in the Plan as of that date, shall be eligible to commence participation in the Plan. Any such Eligible Employee shall become a Participant in the Plan one year after transfer to regular payroll.

9. A new Plan Section 2.6 is added to read as follows:

2.6 PLAN FROZEN TO NEW PARTICIPATION AS OF JANUARY 1, 2007. Notwithstanding anything in the Plan to the contrary, except as provided in the following sentence, the Plan shall be frozen to new participation as of January 1, 2007, and no additional persons shall be permitted to commence participation in the Plan on or after that date. The foregoing freeze shall not apply to persons who were Eligible Employees on December 31, 2006, but had not yet commenced participation in the Plan as of that date. The freezing of the Plan to new participation shall not affect the continued participation in or benefit accrual under the Plan of Eligible Employees who had commenced participation in the Plan prior to January 1, 2007, or to those Eligible Employees on December 31, 2006 who commence participation on or after January 1, 2007.

10. A new Plan Section 2.7 is added to read as follows:

2.7 WAIVERS OF FUTURE BENEFIT ACCRUALS. The District will adopt the **[Name of replacement DC plan]**, a qualified money purchase pension plan (the "New Plan"), effective January 1, 2007. The New Plan generally does not permit participation by employees who participate in this Plan. However, the District intends to offer Participants in this Plan an opportunity to switch participation from this Plan to the New Plan, that is, to waive future benefit accruals under this Plan and concurrently commence participation in the New Plan. Participants will be provided administrative forms by the District by which they may elect to switch participation to the New Plan. Any such election to

switch participation must be made by Participants not later than **[last day to make election]**, and will be effective as of July 1, 2007. Any Participant electing to waive future benefit accruals under this Plan shall have his Accrued Benefit frozen as of July 1, 2007, and shall also commence participation in the New Plan as of July 1, 2007. Any waiver of future benefit accruals under this Plan will not affect (i) the future crediting of Years of Vesting Service under this Plan, (ii) the future crediting of Years of Service under this Plan solely for the purpose of attaining eligibility for the Early Retirement Benefit under Section 4.2, or (iii) the payment of the Participant's Accrued Benefit under this Plan, including the application of the COLA provided in Section 4.7.

11. Plan Sections 4.4 ("RECOMMENCEMENT OF EMPLOYMENT") and 4.5 ("LIMITATION ON BENEFITS") are renumbered as Sections 4.5 and 4.6, respectively, and references to "Section 4.5" in newly renumbered Section 4.6 are changed to references to "Section 4.6".

12. A new Plan Section 4.4 is added to read as follows:

4.4 VESTED TERMINATED RETIREMENT BENEFIT. A Participant who terminates employment with the District on or after January 1, 2007 after being credited with four (4) or more Years of Vesting Service, but who has been credited with fewer than nine (9) Years of Service, may elect to commence distribution of his Accrued Benefit on his Vested Terminated Retirement Date. If such a Participant elects to commence distribution of his Accrued Benefit on the date the Participant attains Age 65, the Accrued Benefit shall be paid in the manner provided in Section 4.1. If such a Participant elects to commence distribution of his Accrued Benefit on any later date, the Accrued Benefit shall be paid in the manner provided in the second paragraph of Section 4.3.

13. The final paragraph of Plan Section 4.5, as renumbered by Paragraph 12 above ("RECOMMENCEMENT OF EMPLOYMENT"), is amended to read as follows:

In the event a Former Participant shall return to the employment of the District before the fifth (5th) anniversary of his termination of employment, the Participant's Years of Service and Years of Vesting Service shall include his Years of Service and Years of Vesting Service, respectively, credited prior to the break in service, provided any contributions and interest previously distributed to the Former Participant are repaid to the District within sixty (60) days of his return.

14. A new Plan Section 4.7 is added to read as follows:

4.7 COST OF LIVING ADJUSTMENT. On January 1, 2007, and on each subsequent January 1 (each such January 1 being referred to as an "adjustment date"), the amount of each benefit distribution being paid to each

person who is receiving benefits under this Plan as of such adjustment date shall be increased by a cost of living adjustment ("COLA"). The COLA as of each adjustment date shall be the product of (i) two percent (2%) and (ii) the ratio of (A) the number of whole months during the prior calendar year during which the Participant received a distribution of benefits, divided by (B) twelve (12). Thus, if a Participant received a benefit distribution in each calendar month of any calendar year beginning on or after January 1, 2006, the amount of the benefit payments paid in such year would be increased by 2% on the following January 1 adjustment date; however, if a Participant had received benefit distributions in only 3 months during the calendar year preceding the January 1 adjustment date, the benefit distributions would only be increased by 0.5% (that is, the product of 2% times 3/12) as of such adjustment date. The COLA shall apply to all benefit distributions made on or after an adjustment date, and prior to the next adjustment date. The COLA as of any adjustment date shall be made to the benefit distributions that would otherwise have been made on or after such adjustment date, as increased by any previous COLAs. No COLAs shall be made to a Participant's Accrued Benefit prior to the time that such Participant's benefit distributions commence. As an example of the application of the foregoing COLA, assume a Participant commenced retirement benefit distributions on July 1, 2007 in a monthly amount of \$1,000.00. The COLA as of the January 1, 2008 adjustment date would be 1%, which would increase the Participant's monthly benefit distribution to \$1,010.00 during 2008 (the COLA is limited to 1% because the Participant only received benefit distributions during 6 calendar months in 2007). The COLA for this Participant as of the January 1, 2009 adjustment date would be the full 2% (because the Participant received benefit distributions during all 12 calendar months in 2008), and the monthly benefit distribution would increase to \$1,030.20 during 2009 (that is, 2% greater than the \$1,010.00 monthly distributions in 2008).

15. Plan Section 5.1 is amended to read as follows:

5.1 NORMAL FORM OF BENEFIT. The Accrued Benefit of a Retired Participant shall be payable in the form of a monthly benefit for life commencing on the first day of the month following the Participant's Normal Retirement Date, Early Retirement Date, Late Retirement Date or Vested Terminated Retirement Date.

16. Plan Section 6.1 is amended to read as follows:

6.1 DEATH PRIOR TO RETIREMENT. In the event a Participant or Former Participant shall die prior to his Normal, Early, Late or Vested Terminated Retirement Date and prior to the commencement of benefits, all employee contributions made by the Participant or Former Participant to the Plan (made under the terms of the Plan prior to this amendment and restatement) shall be paid to the Beneficiary in a single lump sum. Such contributions shall be credited

with interest at the annual rate of four percent (4%) (five percent (5%) effective January 1, 1998) per year (prorated daily), measured from the date of contribution to the Plan to the date of death. Such interest rate may be increased or decreased from time to time by the Administrator, in its discretion. This distributions shall be the entire death benefit payable to the Beneficiary pursuant to this Plan in the event of the Participant's or Former Participant's death prior to his commencement of benefits.

17. Plan Section 7.1 is amended to read as follows:

7.1 RETIREMENT BENEFIT. Any Former Participant who has been credited with nine (9) Years of Service prior to attainment of Age 55 and prior to termination of employment, shall be entitled to an accrued benefit payable on the first day of any month on or after the Former Participant's attainment of Age 55. See **Section 4.2**. Any Former Participant who was employed by the District on or after January 1, 2007 and who is credited with four (4) Years of Vesting Service prior to attainment of Age 65 and prior to termination of employment, shall be entitled to an accrued benefit payable on the first day of any month on or after the Former Participant's attainment of Age 65. See **Section 4.4**. Alternatively, in the case of any Former Participant described in the preceding two sentences, such Former Participant may elect to receive his employee contributions to the Plan (made under the terms of the Plan prior to its amendment and restatement) with interest calculated in accordance with Section 6.1 through the date of the election, in lieu of the Accrued Benefit that would otherwise have been paid. The election to receive an Accrued Benefit or the Participant's contributions plus interest may be made at any time prior to or after the date of termination. See also Section 4.2.

18. Plan Section 7.2 is amended to read as follows:

7.2 RETURN OF CONTRIBUTIONS. Any Former Participant who has failed to compete nine (9) Years of Service prior to termination of employment shall be entitled to receive all of his contributions to the Plan (made under the terms of the Plan prior to its amendment and restatement) with interest calculated through the date of termination in accordance with **Section 6.1**. In the case of a Participant who is employed by the District on or after January 1, 2007, the reference in the preceding sentence shall be to four (4) Years of Vesting Service instead of nine (9) Years of Service. However, if such employee contributions plus interest are distributed to the Former Participant, the Former Participant shall not be entitled to have his pre-termination years of Service reinstated upon full-time reemployment in accordance with Section 4.5, unless contributions and interest previously distributed are repaid to the District within 60 days of his return to employment.

* * *

Except as hereinabove modified and amended, the Plan will remain unchanged and will continue in full force and effect.

Signed, sealed and delivered
in the presence of:

DISTRICT:

Orange County Library District

By: _____

Its: _____

Witnesses as to District

Date: _____

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
One Month Ended October 31, 2006**

	ANNUAL BUDGET	YTD ACTUAL	(1 month=8%)
AD VALOREM TAXES	35,374,813	0	0.0%
INTERGOVERNMENTAL			
Grants	292,000	27,559	9.4%
State Aid	1,300,000	0	0.0%
	<u>1,592,000</u>	<u>27,559</u>	<u>1.7%</u>
CHARGES FOR SERVICES			
Fee Cards	7,000	1,000	14.3%
PC Pass	33,000	998	3.0%
PC Express	0	35	
Classes	2,000	185	9.3%
Copy & Vending, Value Card	170,000	8,416	5.0%
Meeting Room Fee	0	0	
Fax	0	141	
Scanner	0	5	
Computer Booklets	0	0	
Reference Charges	0	100	
Webinars	0	225	
Tell Me More Program	0	0	
	<u>212,000</u>	<u>11,105</u>	<u>5.2%</u>
FINES			
Fines	1,400,000	100,655	7.2%
Lost Materials	120,000	7,768	6.5%
	<u>1,520,000</u>	<u>108,423</u>	<u>7.1%</u>
MISCELLANEOUS			
Interest Earnings	625,000	11,464	1.8%
Rents	7,000	0	0.0%
Sales of Fixed Assets	0	543	
Contributions - Friends of Library	122,000	0	0.0%
Contributions - Others	10,000	9,713	97.1%
Miscellaneous	40,000	1,430	3.6%
Disk Sales	2,500	90	3.6%
Grants & Awards	0	6,500	
	<u>806,500</u>	<u>29,740</u>	<u>3.7%</u>
TRANSFER FM PROP APPRAISER	35,000	0	0.0%
TRANSFER FM TAX COLLECTOR	260,000	0	0.0%
TOTAL REVENUES	<u><u>39,800,313</u></u>	<u><u>176,827</u></u>	<u><u>0.4%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
One Month Ended October 31, 2006**

	ANNUAL BUDGET	YTD ACTUAL	(1 month=8%)
SALARIES & BENEFITS			
Salaries	13,683,612	993,612	7.3%
Medicare Taxes	198,412	13,680	6.9%
Defined Contribution Pension Plan	1,026,271	73,264	7.1%
Defined Benefit Pension Plan	1,109,530	50,000	4.5%
Life and Health Insurance (Employees)	1,993,004	156,213	7.8%
Health Insurance (OPEB)	2,000,000	0	0.0%
Worker's Compensation	123,153	25,923	21.0%
Unemployment Compensation	20,000	0	0.0%
Parking & Bus Passes	132,720	7,919	6.0%
	<u>20,286,702</u>	<u>1,320,611</u>	<u>6.5%</u>
OPERATING			
Professional Services	325,000	23,627	7.3%
Other Contractual Services	1,007,000	15,461	1.5%
Other Contract. Serv.- Janitorial	288,000	15,151	5.3%
Training and Travel	125,000	1,933	1.5%
Telecommunication	288,000	1,568	0.5%
Delivery and Postage	1,283,000	80,748	6.3%
Utilities	1,000,000	131	0.0%
Rentals and Leases	968,000	77,614	8.0%
Insurance	328,000	122,910	37.5%
Repair and Maintenance	950,000	17,481	1.8%
Repair & Maint. - Hardware/Software	385,000	24,709	6.4%
Copying/Printing	292,000	7,263	2.5%
Property Appraiser's Fee	300,000	73,617	24.5%
Tax Collector's Fee	712,000	0	0.0%
Supplies	924,000	18,610	2.0%
Supplies-Hardware/Software	371,000	0	0.0%
Memberships	20,000	500	2.5%
Contingency	325,000	0	0.0%
	<u>9,891,000</u>	<u>481,323</u>	<u>4.9%</u>
CAPITAL OUTLAY			
Building and Improvements	600,000	0	0.0%
Equipment and Furniture	450,000	6,005	1.3%
Hardware/Software	351,000	0	0.0%
	<u>1,401,000</u>	<u>6,005</u>	<u>0.4%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	30,000	185	0.6%
Materials - Chickasaw ODC	500,000	0	0.0%
Materials - Other	4,440,000	466,272	10.5%
	<u>4,970,000</u>	<u>466,457</u>	<u>9.4%</u>
TRANSFERS TO OTHER FUNDS			
Branch Debt Service Fund	702,000	0	0.0%
Sinking Fund	175,000	0	0.0%
Capital Projects Fund	4,100,000	0	0.0%
	<u>4,977,000</u>	<u>0</u>	<u>0.0%</u>
TOTAL EXPENDITURES	<u>41,525,702</u>	<u>2,274,396</u>	<u>5.5%</u>

**ORANGE COUNTY LIBRARY DISTRICT
 MAIN DEBT SERVICE FUND
 One Month Ended October 31, 2006**

	ANNUAL BUDGET	YTD ACTUAL	(1 month=8%)
REVENUES			
Interest	1,000	0	0.0%
TOTAL REVENUES	1,000	0	0.0%
 EXPENDITURES			
Transfer to Branch Debt Service Fund	75,000	0	0.0%
TOTAL EXPENDITURES	75,000	0	0.0%

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
One Month Ended October 31, 2006**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(1 month=8%)</u>
REVENUES			
Transfer From General Fund	702,000	0	0.0%
Transfer From Main Debt Service Fund	75,000	0	0.0%
Interest	20,000	1,852	9.3%
TOTAL REVENUES	<u>797,000</u>	<u>1,852</u>	<u>0.2%</u>
EXPENDITURES			
<u>2003 NOTE</u>			
Principal	362,176	0	0.0%
Interest	47,283	0	0.0%
	<u>409,459</u>	<u>0</u>	<u>0.0%</u>
<u>FUTURE BORROWINGS</u>			
Principal	200,000	0	0.0%
Interest	100,000	0	0.0%
	<u>300,000</u>	<u>0</u>	<u>0.0%</u>
RESERVES	87,541	0	0.0%
TOTAL EXPENDITURES	<u>797,000</u>	<u>0</u>	<u>0.0%</u>

FUTURE DEBT SERVICE PAYMENTS FOR 2003 NOTE

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
2007	362,176	47,283
2008	374,226	35,233
2009	386,677	22,781
2010	399,542	9,916
	<u>1,522,621</u>	<u>115,213</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
One Month Ended October 31, 2006**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(1 month=8%)</u>
REVENUES			
Transfer From General Fund	4,100,000	0	0.0%
Line of Credit Proceeds	1,900,000	0	0.0%
TOTAL REVENUES	<u>6,000,000</u>	<u>0</u>	<u>0.0%</u>
 EXPENDITURES			
<u>CHULUOTA & 50 BRANCH</u>			
Land	1,500,000	0	0.0%
Architect/Engineer	0	0	
	<u>1,500,000</u>	<u>0</u>	<u>0.0%</u>
<u>CHICKASAW BRANCH</u>			
Land & Building	2,550,000	2,550,000	100.0%
Architect / Engineer	175,000	0	0.0%
Improvements	1,775,000	0	0.0%
	<u>4,500,000</u>	<u>2,550,000</u>	<u>56.7%</u>
TOTAL EXPENDITURES	<u>6,000,000</u>	<u>2,550,000</u>	<u>43%</u>

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
One Month Ended October 31, 2006**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(1 month=8%)</u>
REVENUES			
Transfer From General Fund	175,000	0	0.0%
Interest	0	0	
TOTAL REVENUES	<u>175,000</u>	<u>0</u>	<u>0.0%</u>
 RESERVES			
Reserves-Building and Improvements	87,500	0	0.0%
Reserves-Technology	87,500	0	0.0%
TOTAL RESERVES	<u>175,000</u>	<u>0</u>	<u>0.0%</u>

**ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
October 31, 2006**

	BALANCE 9/30/06	RECEIPTS	DISBURSE	BALANCE 10/31/06
OPERATING				
Checking	409,629	8,357,760	(8,482,981)	284,408
SBA Investments	4,701,985	2,115,197	(3,250,000)	3,567,182
CD Investments	3,732,000	735,000	(3,732,000)	735,000
	8,843,614	11,207,957	(15,464,981)	4,586,590
MAIN DEBT SERVICE				
AIM Investments	38,156	14,679	0	52,835
BRANCH DEBT SERVICE				
CD Investments	416,308	426,447	(416,308)	426,447
CAPITAL PROJECTS				
SBA Investments	313,380	1,389	0	314,769

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
October 31, 2006**

ASSETS

Certificates of Deposit	735,000
Cash on Hand	11,755
Equity in Pooled Cash	284,408
Accounts Receivable	162,150
Due From Other Funds	2,638,381
Due From Other Governments	36,357
Interest Receivable	2,119
Inventory	186,354
Investments-SBA	3,567,182
Prepays	102,735
Other Assets-Deposits	<u>9,275</u>
TOTAL ASSETS	<u><u>7,735,716</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
October 31, 2006

LIABILITIES

Accounts Payable	205,389
Unclaimed Disbursements	1,296
Retainage Payable	109,043
Due to Other Funds	0
Accrued Wages Payable	496,806
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	6
Due To FOL-Taxable Book Sales	2,035
Due To FOL-Nontaxable Book Sales	57
Due To FOL-Sales Tax	136
United Appeal	103
Bonds	28
Def Comp Employees	0
Health Insurance	24,016
Union Dues	630
Union-Cope	0
Optional Life	1,762
Flex Spend Med	0
Flex Spend Dep	0
Ben-DCP	0
Miscellaneous	0
Daughters of American Revolution	671
Unclaimed Payroll	803
TOTAL LIABILITIES	842,781

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	3,717,197
Current Year Excess of Revenues Over Expenditures	(2,097,568)
TOTAL FUND BALANCE	6,892,935

TOTAL LIABILITIES & FUND BALANCE

7,735,716

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

**Statistics and Summaries:
October 2006**

STATISTICAL SUMMARY

October 2006 Statistics for November 2006 meeting

Circulation and Door Count Trends:

System door count is up and though its placement on the graph makes it look low it should be pointed out that the high October count for fy 2005 was early voting for the 2004 presidential race. That one is going to be tough to top! Circulation also shows an increase over last year of 3.97 %.

Some individual locations show quite a door count increase as compared to their circulation figures. For instance, at South Creek circulation decreased by 11.04 % with a 22% door count increase. Alafaya shows a similar but less dramatic count (circ down .59% and door count up 15.44%). Possible explanations include competition for parking between early voters and other users. Early voters may be less likely to take the additional time to check out materials after voting.

Library Activity

We had much better than expected results from our Customer Service Survey. We gathered 1670 responses during October 2006. Staff enthusiastically encouraged participation and small “thank you” snacks were provided to patrons who completed the survey. A competition was set up to recognize the location with the greatest number of surveys taken as a percentage of their door count. The winner will be announced on Staff Development Day. A more complete overview of the survey results will be presented in December. A few preliminary results are at the end of the statistics section.

Online Activity

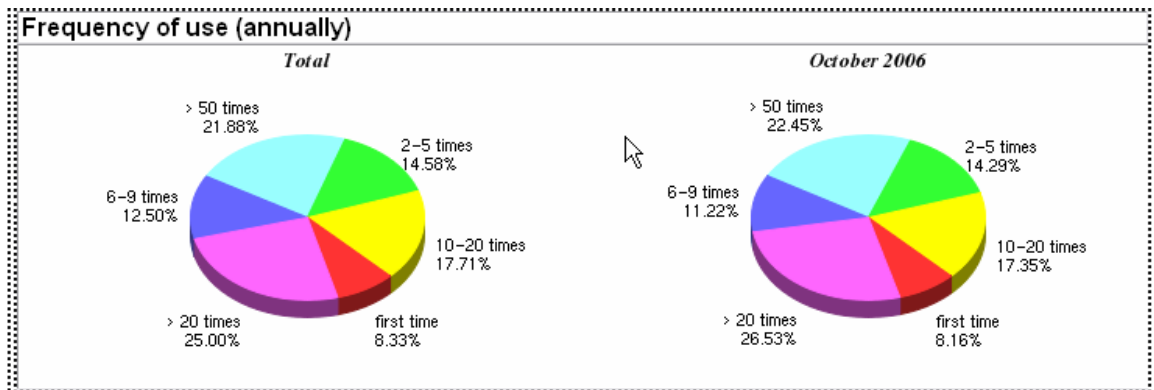
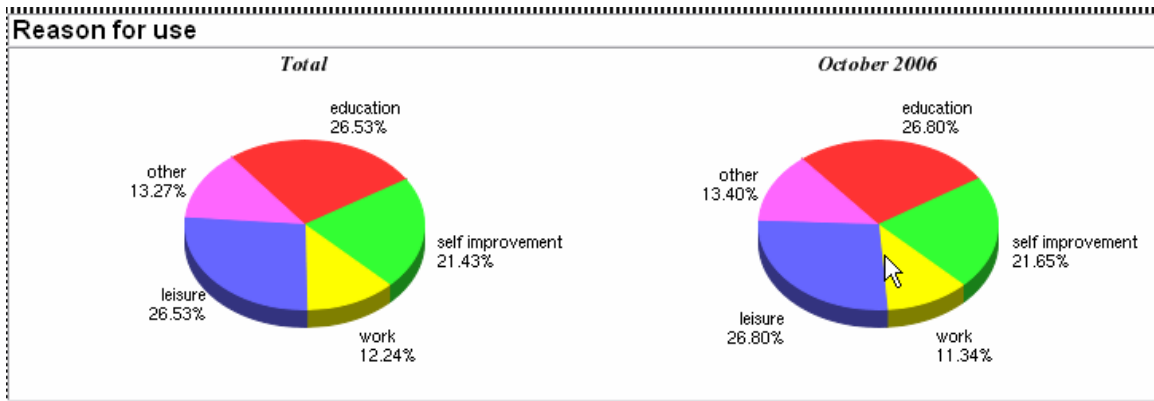
On October 2, 2006 the Information Systems Digital Access Architects added a link to our Orange Chat function to our library catalog. Now from any page in the catalog a user only needs to look at the header to find a link to either email or chat with staff.

Since this change Live Chat volume increased to 279 from 52 last year. Staff reaction has been positive. A few comments from staff include:

- *“It’s great; gives us more to do; it’s going well; we’re not logged on to chat for nothing.”*
- *“Although there used to be less, there used to be more reference questions. Now with more access & more chat, it is more simple questions like do you have DVDs? How long can I check them out? Etc. & less reference. But it is still a good thing, and an extension of the most frequent service Questline provides.”*

October 2006

Customer Service Satisfaction Survey Results



Some comments we received from patrons taking the survey:

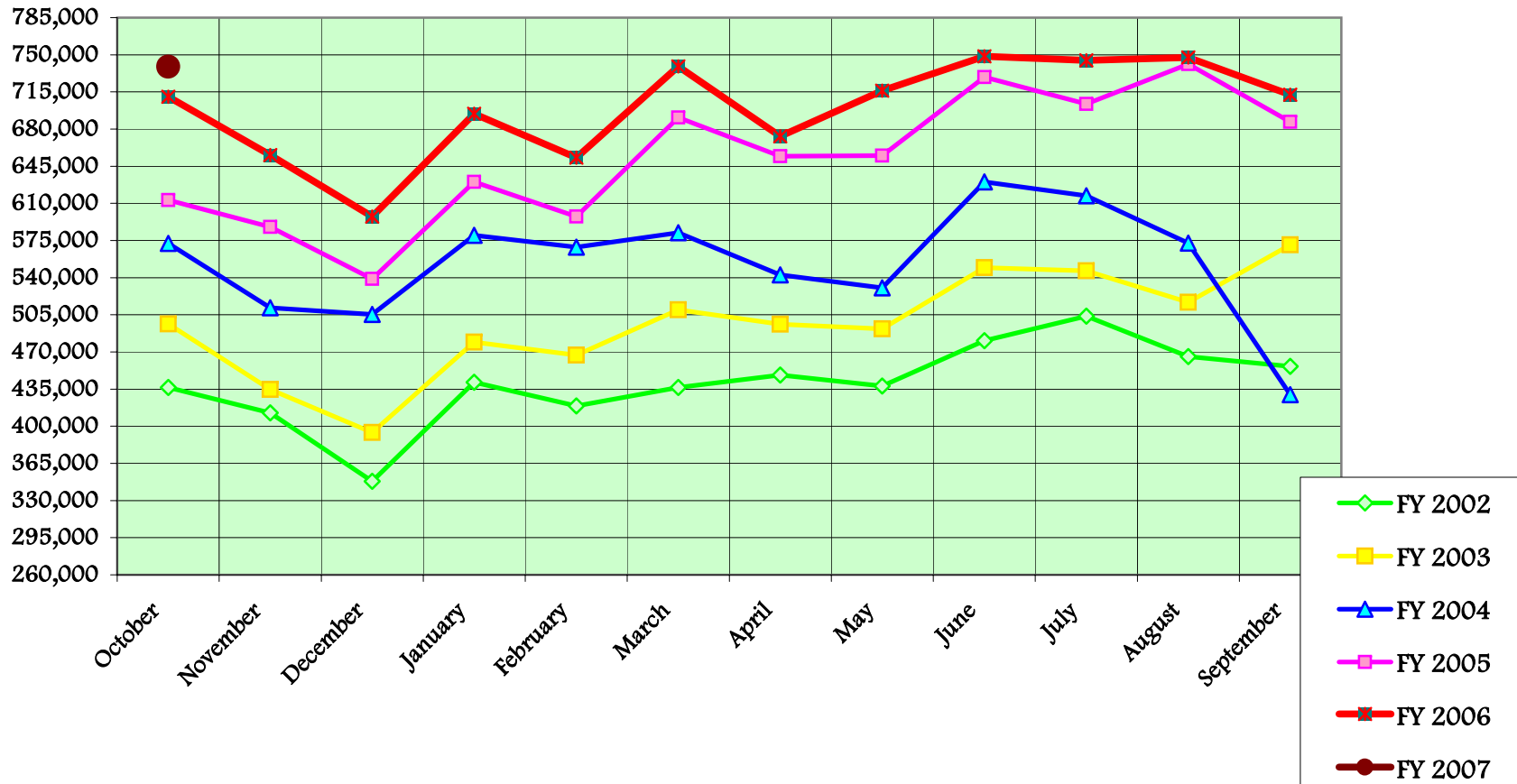
Southwest: “*Excellent staff, very helpful and personable. Always willing to assist, never ignores you and the make you feel welcome.*”

Main Library: “*My family and I love this library, I mean we really love this library; we are new to Orlando and this library has made us feel so much at home. Thanks*”

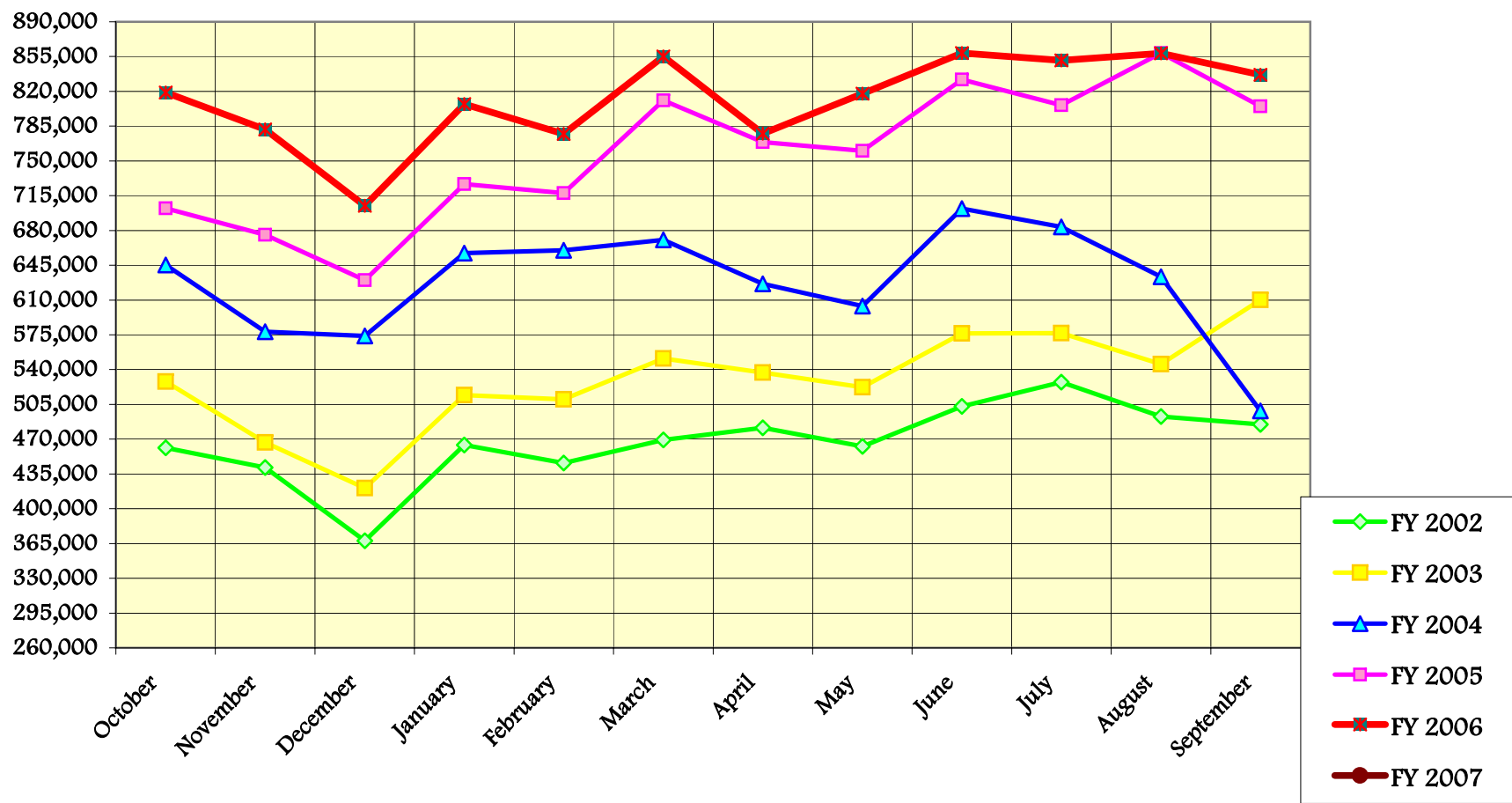
Edgewater: “*The staff here was extremely helpful and I thoroughly enjoyed my experience while visiting this library, when searching for genres and titles, I was extremely pleased with how quick the staff responded, and pointed me in the right direction. I've used this facility before, and I believe it has been changing for the better, I plan on returning as often as possible, and receiving steadily improving assistance.*”

Winter Garden: “*Catalog terminals work!! Yeah! Computer classes are very popular and it's nice to see them so well attended. If the computers didn't work, I think fewer folks would use the library.*”

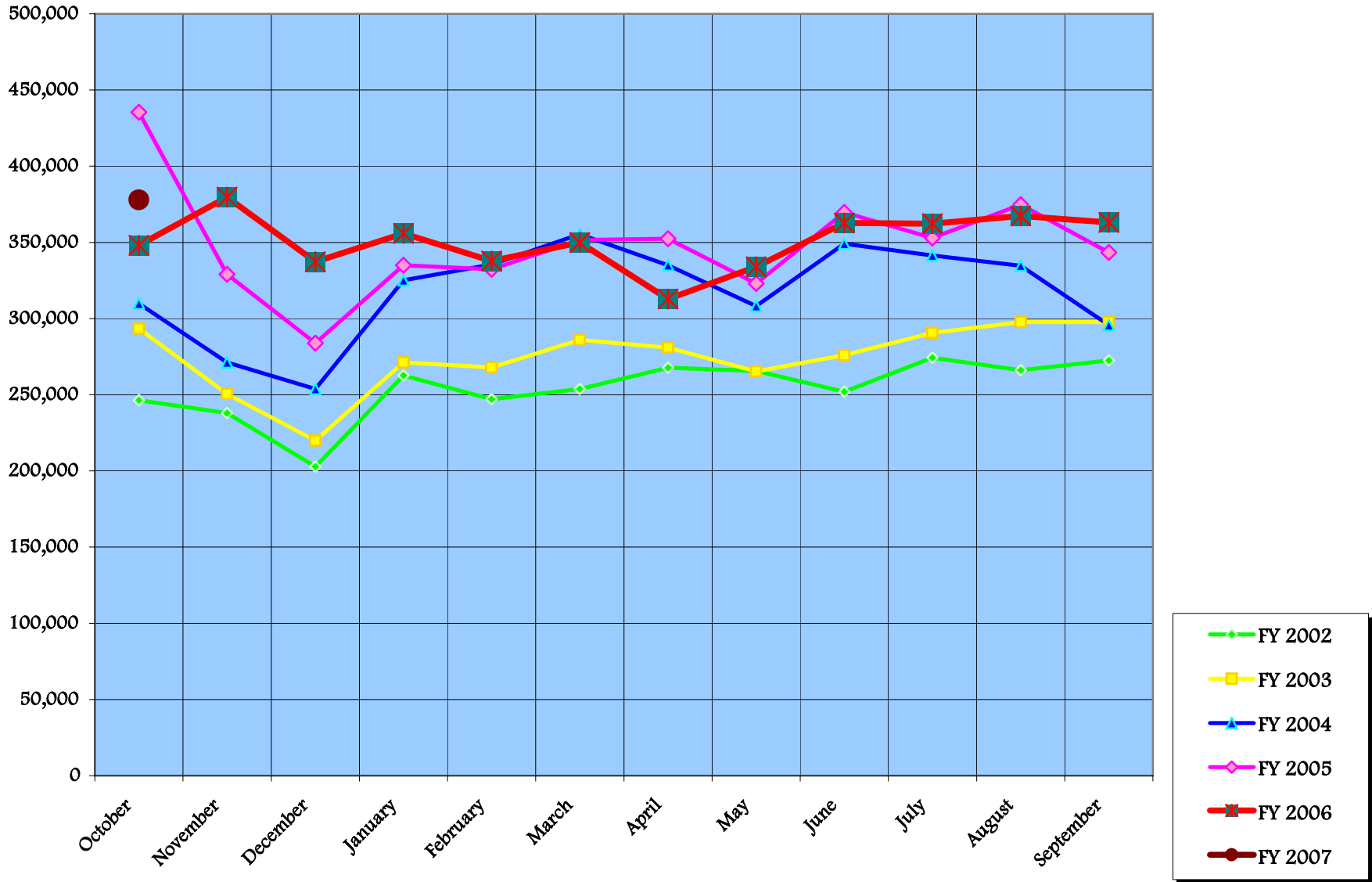
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION**
Fiscal Year 2002 Through Fiscal Year 2007 TO Date



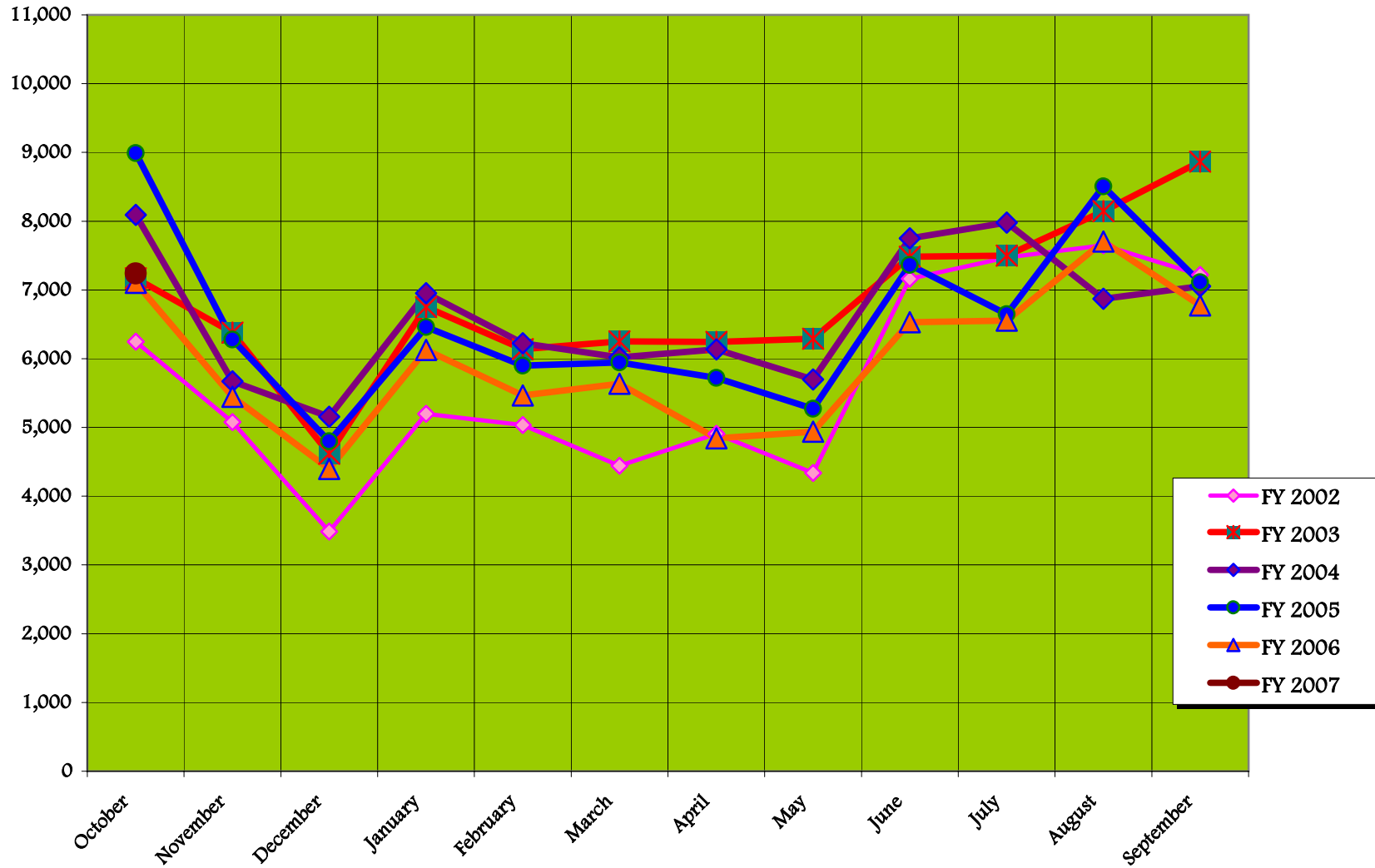
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION WITH ELECTRONIC STATS**
(Circ Stats & Electronic Database Stats ~ 2 months previous)
Fiscal Year 2002 Through Fiscal Year 2007 TO Date



Orange County Library System
 Door Counts
 Fiscal Year 2002 through Fiscal Year 2007 To Date



Orange County Library System
 New Patron Registration
 Fiscal Year 2002 through Fiscal Year 2007 To Date



Circulation and Door Count
October - March

Orange County Library System: Report for FY 2007 YTD & FY 2006

	Oct-06	Oct-05	% of Change	Nov-06	Nov-05	Dec-06	Dec-05	Jan-07	Jan-06	Feb-07	Feb-06	Mar-07	Mar-06
Circulation													
Main	234,277	223,362	4.89%		205,261		186,592		208,606		202,495		229,242
Branches	421,603	433,780	-2.81%		405,141		366,457		431,980		396,513		445,868
MAYL	54,998	49,789	10.46%		41,659		40,549		49,931		50,267		59,724
Digital Products	23,968	N/A	N/A										
Talking Books	3,916	3,650	7.29%		3,587		4,007		3,825		3,779		4,271
Total	738,762	710,581	3.97%		655,648		597,605		694,342		653,054		739,105
Door Count													
Main	57,887	55,768	3.80%		47,303		44,632		50,091		50,001		54,986
Branches	382,554	292,293	30.88%		296,053		292,663		305,733		268,963		294,931
Talking Books	12	17	-29.41%		14		10		17		14		18
Total	440,441	348,061	26.54%		343,356		337,295		355,824		318,964		349,917

Circulation and Door Count
April - September

Orange County Library System: Report for FY 2007 YTD & FY 2006

	Apr-07	Apr-06	May-07	May-06	Jun-07	Jun-06	Jul-07	Jul-06	Aug-07	Aug-06	Sep-07	Sep-06	FY 2007 YTD	FY 2006
Circulation														
Main		217,059		218,997		220,906		227,773		227,896		223,132	234,277	2,591,321
Branches		402,539		440,301		471,490		457,825		454,820		431,707	421,603	5,138,421
MAYL		50,065		52,863		51,971		55,502		60,653		53,940	54,998	616,913
Digital Products						12,322		11,515		13,630		17,309	23,968	#VALUE!
Talking Books		3,662		4,001		4,158		3,677		4,065		3,674	3,916	46,356
Total		673,325		716,162		760,847		756,292		761,064		729,762	738,762	#VALUE!
Door Count														
Main		52,259		48,595		53,910		56,485		56,153		55,268	57,887	625,451
Branches		260,498		285,442		308,787		305,700		311,162		307,818	382,554	3,530,043
Talking Books		15		12		15		20		25		20	12	197
Total		312,757		334,037		362,697		362,185		367,315		363,086	440,441	4,155,494

Website Report

	Oct-06	Oct-05	% of Change	Nov-06	Nov-05	Dec-06	Dec-05	Jan-07	Jan-06	Feb-07	Feb-06	Mar-07	Mar-06
Hits to the Website													
Inside	4,773,449	3,510,648	35.97%		3,465,026		3,090,526		3,628,805		4,051,328		4,325,221
Outside	4,177,185	2,710,018	54.14%		2,323,331		1,570,032		2,261,183		2,771,534		3,145,267
Total	8,950,634	6,220,666	43.89%		5,788,357		4,660,558		5,889,988		6,822,862		7,470,488
Visits													
Inside	88,297	71,594	23.33%		67,454		66,441		72,152		73,840		79,460
Outside	216,146	144,488	49.59%		128,652		115,571		145,892		151,408		185,434
Total	304,443	216,082	40.89%		196,106		182,012		218,044		225,248		264,894
Unique Visitors													
Inside	1,049	943	11.24%		959		1,603		1,003		1,005		1,062
Outside	62,360	39,180	59.16%		37,254		34,309		41,898		42,481		44,262
Total	63,409	40,123	58.04%		38,213		35,912		42,901		43,486		45,324
Page Views													
Inside	1,301,906	927,149	40.42%		912,106		717,327		914,262		1,452,487		1,370,508
Outside	1,063,999	622,173	71.01%		318,710		366,306		402,549		806,280		963,843
Total	2,365,905	1,549,322	52.71%		1,230,816		1,083,633		1,316,811		2,258,767		2,334,351

Website Report

	Apr-07	Apr-06	May-07	May-06	Jun-07	Jun-06	Jul-07	Jul-06	Aug-07	Aug-06	Sep-07	Sep-06	FY 2007 YTD	FY 2006
Hits to the Website														
Inside		4,120,375		4,443,306		4,167,081		4,539,985		4,681,001		4,153,525	4,773,449	48,176,827
Outside		3,101,708		3,402,201		3,656,191		3,880,829		4,125,356		4,017,539	4,177,185	36,965,189
Total		7,222,083		7,845,507		7,823,272		8,420,814		8,806,357		8,171,064	8,950,634	85,142,016
Visits														
Inside		76,803		78,328		83,869		83,973		85,040		79,764	88,297	918,718
Outside		179,908		188,209		206,150		207,837		198,319		201,255	216,146	2,053,123
Total		256,711		266,537		290,019		291,810		283,359		281,019	304,443	2,971,841
Unique Visitors														
Inside		1,033		988		1,010		1,026		1,049		1,053	1,049	12,734
Outside		44,284		46,489		55,680		56,351		61,297		61,583	62,360	565,068
Total		45,317		47,477		56,690		57,377		62,346		62,636	63,409	577,802
Page Views														
Inside		1,200,997		1,168,557		1,198,600		1,225,447		1,312,417		1,160,716	1,301,906	13,560,573
Outside		900,138		909,923		985,245		1,025,020		1,059,551		1,184,283	1,063,999	9,544,021
Total		2,101,135		2,078,480		2,183,845		2,250,467		2,371,968		2,344,999	2,365,905	23,104,594

Library Activities
October - March

Orange County Library System: Report for FY 2007 YTD & FY 2006

	Oct-06	Oct-05	% of Change	Nov-06	Nov-05	Dec-06	Dec-05	Jan-07	Jan-06	Feb-07	Feb-06	Mar-07	Mar-06
Program Attendance Total	13,466	14096	-4.47%		14,719		8,077		10,313		14,017		15,567
Total # of Programs	468	420	11.43%		405		383		357		431		440
Community Events Attendance Total	1,489	1760	-17.10%		2,060		506		493		986		1,466
Total # of Community Events	23	27	-14.81%		22		8		6		9		14
Events Line	3	12	-75.00%		16		5		4		9		13
StoryLine	62	141	-56.03%		150		92		99		109		194
Class Attendance Total	2,142	1331	60.93%		900		1,090		1268		1,691		1644
Total # of Classes	947	479	97.70%		396		486		513		535		612
QuestLine	17,658	17,532	0.72%		16,296		14,321		18,180		16,583		18,245
P.C. Sessions	73,975	62,244	18.85%		59,609		57,206		62,516		61,365		68,696
Number of Active Cards in the System	441,638	358,336	23.25%		365,466		371,147		378,417		384,601		391,066
New Customer Registrations	7,241	7,104	1.93%		5,445		4,397		6,126		5,466		5,634
Total Registered Borrowers	893,132	825,839	8.15%		831,207		834,813		840,468		845,734		851,379

Library Activities April - September

Orange County Library System: Report for FY 2007 YTD & FY 2006

	Apr-07	Apr-06	May-07	May-06	Jun-07	Jun-06	Jul-07	Jul-06	Aug-07	Aug-06	Sep-07	Sep-06	YTD FY 2007	FY 2006
Program Attendance Total		13,738		12,866		16,632		14,751		11,661		14,014	13466	160,451
Total # of Programs		395		397		478		453		440		447	468	5,046
Community Events Attendance Total		2,800		3,175		1,932		7,644		1,071		1,111	1459	25,004
Total # of Community Events		20		22		12		11		14		22	23	187
Events Line		10		7		9		11		10		6	3	112
StoryLine		132		116		122		139		318		110	62	1,722
Class Attendance		1,714		1,639		1,989		2,280		2,351		1,789	2142	19,686
Total # of Classes		606		697		676		659		988		863	947	7,510
QuestLine		16,968		17,160		18,952		18,429		18,716		17,124	17,658	208,476
F.C. Sessions		63,040		66,261		70,171		68,387		71,288		67,102	73,975	777,885
Number of Active Cards in the System		396,385		402,051		409,821		417,073		425,631		433,295	441,638	
New Customer Registrations		4,842		4,940		6,530		6,554		7,702		6,774	7241	71,514
Total Registered Borrowers		855,829		859,997		866,565		872,213		880,029		886,201	893132	

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Orange County Library System: Report for FY 2007 YTD & FY 2006
October ~ March

	Oct-06	Oct-05	% of Change	Nov-06	Nov-05	Dec-06	Dec-05	Jan-07	Jan-06	Feb-07	Feb-06	Mar-07	Mar-06
Online Catalog Searches	641,874	544,532	17.88%		470,938		360,185		487,735		444,506		514,197
Online Renewals	126,197	113,507	11.18%		106,202		98,035		103,153		103,675		118,682
Electronic Reference Questions	226	137	64.96%		124		92		152		119		138
Live Chat Questions	279	52	436.54%		33		22		22		32		37
Total Online Reference Questions	505	189	167.20%		157		114		174		151		175
Online Requests	52,785	49,854	5.88%		43,046		35,531		52,277		45,441		50,924
Online Suggestions	139	176	-21.02%		203		84		120		88		88

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Orange County Library System: Report for FY 2007 YTD & FY 2006

April ~ September

	Apr-07	Apr-06	May-07	May-06	Jun-07	Jun-06	Jul-07	Jul-06	Aug-07	Aug-06	Sep-07	Sep-06	FY 2007 YTD	FY 2006
Online Catalog Searches		468,781		481,271		548,960		615,487		695,022		634,209	641,874	6,265,823
Online Renewals		112,941		116,296		109,244		114,494		116,450		116,353	126,197	1,329,032
Reference Questions		121		105		87		120		118		91	226	1,404
Live Chat Questions		43		32		17		66		74		74	279	504
Total Online Reference Questions		164		137		104		186		192		165	505	1,908
Online Requests		49,726		56,889		58,081		57,123		59,266		51,322	52,785	609,480
Online Suggestions		64		68		103		86		118		102	139	1,300

Orange County Library System

Circulation Statistics

October 1, 2006 - October 31, 2006

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Total Visits	Visits Year Ago	Gain or Loss	% Gain or Loss
Main	31	234,277	32%	223,362	10,915	4.89%	57,887	55,768	2,119	3.80%
MAYL	22	54,998	7%	49,789	5,209	10.46%	52,455	47,741	4,714	9.87%
Digital Products		23,968	3%	-	23,968	N/A	-	-	-	-
Talking Books	31	3,916	1%	3,650	266	7.29%	12	17	(5)	-29.41%
West Oaks	30	39,231	5%	37,445	1,786	4.77%	23,396	21,756	1,640	7.54%
Herndon	26	41,635	6%	42,628	(993)	-2.33%	25,063	24,962	101	0.40%
Alafaya	31	59,082	8%	59,430	(348)	-0.59%	38,246	33,130	5,116	15.44%
Southeast	26	36,694	5%	34,535	2,159	6.25%	32,562	29,619	2,943	9.94%
Hiawassee	26	21,126	3%	24,585	(3,459)	-14.07%	22,000	26,893	(4,893)	-18.19%
Southwest	26	38,913	5%	38,872	41	0.11%	25,365	22,302	3,063	13.73%
Edgewater	26	24,638	3%	27,775	(3,137)	-11.29%	17,515	19,874	(2,359)	-11.87%
North Orange	31	40,753	6%	43,516	(2,763)	-6.35%	28,788	27,246	1,542	5.66%
South Creek	31	48,322	7%	54,316	(5,994)	-11.04%	37,442	30,575	6,867	22.46%
South Trail	26	22,786	3%	23,411	(625)	-2.67%	28,037	26,716	1,321	4.94%
Winter Garden	26	24,159	3%	27,930	(3,771)	-13.50%	16,595	11,245	5,350	47.58%
Windermere	26	12,796	2%	13,341	(545)	-4.09%	8,888	9,213	(325)	-3.53%
Washington Park	26	9,919	1%	5,138	4,781	93.05%	14,837	5,414	9,423	174.05%
Eatonville	26	1,549	0%	858	691	80.54%	5,933	3,348	2,585	77.21%
Total	467	738,762	100%	710,581	28,181	3.97%	382,554	348,061	34,493	9.91%

*MAYL Visits ~ Customer Transactions

**NUMBER OF SEARCHES
SEPTEMBER 2006**

FISCAL YEAR 2005	OCT 2005	NOV	DEC	JAN 2006	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD
Ancestry Library Edition	462	462	210	196	204	232	204	156	161	233	190	176	2,886
Associations Unlimited	832	882	391	598	743	323	280	562	315	360	328	376	5,990
Auto Repair Reference Center	229	224	229	219	160	302	263	299	331	436	274	270	3,236
Biography & Genealogy Master Index	881	819	440	549	771	395	325	343	411	372	344	420	6,070
Biography Resource Center	6,611	5,459	2,871	4,391	6,049	3,632	3,259	2,011	1,661	2,294	2,222	3,828	44,288
Business & Company Resource Center	1,876	2,010	2,636	1,687	1,472	2,168	1,030	1,744	1,522	1,012	2,017	1,264	20,438
Business Index ASAP	182	106	50	17	42	49	73	53	50	126	65	103	916
Classical.com	32	67	28	22	19	20	28	58	45	28	59	64	470
Computer Database	23	587	429	260	193	511	301	770	750	654	302	494	5,274
Consulta	237	53	53	20	35	112	139	52	63	190	135	69	1,158
Countrywatch	842	1,285	747	1,144	1,376	572	895	757	293	278	850	1,544	10,583
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	54,660	55,280	56,240	56,980	635,680
Dun & Bradstreet International Business Locator	50	48	36	51	69	55	54	60	45	38	65	32	603
Expanded Academic ASAP	238	1,551	1,241	996	2,864	2,368	1,810	1,388	2,965	1,695	489	840	18,445
Ferguson's Career Guidance Center	511	595	358	348	377	161	207	236	95	89	198	67	3,242
First Search	5,250	4,703	2,761	3,664	3,949	2,566	1,988	1,945	2,061	2,306	1,451	1,359	34,003
Gale Virtual Reference Library e-books (FEL)	232	750	641	107	213	351	141	114	167	608	195	200	3,719
General Business File ASAP	305	559	255	395	187	286	220	306	113	485	199	289	3,599
General Reference Center Gold	1,317	6,100	5,334	5,833	8,449	6,674	6,201	4,906	5,668	2,732	761	1,291	55,266
Health & Wellness Resource Center and Alternative Health Module	2,374	2,097	1,439	1,698	1,678	1,518	792	1,007	1,003	1,189	1,052	1,304	17,151
Health Reference Center Academic	189	900	800	1,081	3,247	2,195	1,216	1,924	2,136	1,298	364	586	15,936
HeritageQuest Online	8,298	8,310	6,081	6,149	5,595	7,277	5,468	5,388	7,824	10,604	7,660	6,103	84,757
Info Trac OneFile	859	7,877	6,246	6,365	7,753	8,563	6,388	5,918	8,680	4,678	1,505	3,029	67,861
Informe	99	12	8	259	4	7	6	6	7	34	26	54	522
Junior Edition - K12	223	454	516	359	92	193	49	65	38	611	285	503	3,388
Kid's Edition - K12	288	100	181	239	229	270	115	350	151	169	194	221	2,507
Learnatest	477	357	298	419	462	389	339	352	393	371	497	625	4,979
Lit Finder (formerly Essay/ Poem/ Storyfinder)	2,347	1,040	599	890	1,048	492	502	499	287	277	490	364	8,835
Literature Resource Center	4,509	5,784	2,495	4,559	4,549	3,061	4,027	2,094	1,410	1,940	1,675	2,694	38,797
Live Homework Help	315	261	160	403	355	239	238	131	54	16	216	174	2,562
Mergent Online*	456	459	225	275	263	127	103	110	35	108	139	181	2,481
Morningstar	65	2,083	97	191	111	369	123	113	106	51	112	120	3,541
NetLibrary eBooks	188	109	90	183	181	192	160	170	121	192	85	95	1,766
NetLibrary eBooks - Shared Collection	689	280	332	348	308	325	404	384	289	272	432	548	4,611
NetLibrary Downloadable Audiobooks	468	403	454	536	630	676	679	702	622	703	722	651	7,246
Novelist	849	443	317	346	733	666	663	709	339	605	669	767	7,106
Opposing Viewpoints Resource Center	3,881	4,276	2,002	2,189	2,631	1,866	2,334	1,068	679	1,088	908	2,020	24,942
p4A Antiques Reference	533	491	276	349	396	262	179	352	134	204	194	236	3,606
Personal and Business Forms												284	284
Powermediaplus Streaming Videos	255	150	57	19	214	114	196	206	192	61	161	235	1,860
Professional Collection	158	612	2,353	1,508	1,791	1,179	646	835	1,322	998	104	99	11,605
ProQuest Newspapers	2,825	2,554	2,460	2,354	2,077	2,182	1,480	1,767	2,080	1,799	2,061	2,502	26,141
Reference USA	3,611	3,240	1,733	2,761	2,738	3,198	2,156	2,415	2,702	3,172	4,128	5,530	37,384
Rosetta Stone	785	923	755	1,780	1,086	1,660	1,621	2,099	3,831	2,679	2,756	3,104	23,079
Science Online	96	77	67	152	87	418	803	406	336	394	401	860	4,097
SIRS Knowledge Source	2,266	2,071	1,216	1,742	1,633	1,103	519	447	894	580	461	1,006	13,938
Smithsonian Global Sound	1	7	8	50	10	5	11	13	17	6	8	9	145
Standard Deviants Video (formerly known as Cerebellum Online Videos)	63	69	56	56	60	198	43	43	42	24	89	29	772
Standard & Poors NetAdvantage	104	197	74	509	78	51	74	99	118	197	268	237	2,006
Student Edition - K12	219	646	232	419	384	363	208	313	144	537	190	429	4,084
Tumblebooks	Not avail	334	283	173	368	333	180	299	578	491	282	258	3,579
Weiss Ratings*	887	2,140	4,582	1,298	2,564	2,533	1,209	1,948	1,680	1,277	2,173	1,371	23,662
What Do I Read Next?	740	687	368	588	489	202	278	268	253	246	204	254	4,577
Worldbook Online	641	606	529	260	472	419	560	197	188	514	676	827	5,889
TOTAL NUMBER OF SEARCHES	108,228	126,169	107,199	112,904	124,088	116,142	104,127	101,497	110,061	106,601	97,571	106,975	1,321,562

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

*Mergent Online -- usage reported only from June 1 to June 6, 2006, due to glitch in the vendor's system. Computer problem fixed on July 6, 2006.

*Weiss Ratings -- discrepancies between May (revised) and June figures versus earlier months of this fiscal year. We are working with the vendor on this issue.

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

Action Items

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

Consent Agenda

- 06-187 **FY 2007 Board Meeting Schedule Revision:
Change of Venue ~ January 11, 2007 Board Meeting**
- 06-188 **Library Privacy Policy Revision**
- 06-189 **Chickasaw Architect Selection**
- 06-190 **RHS Employer Investment Program**

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

**FY 2007 Board Meeting Schedule
Revision: Change of Venue ~
January 11, 2007 Board Meeting**

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 06-187**

**RESOLUTION TO REVISE THE LIBRARY BOARD OF TRUSTEES MEETING
SCHEDULE**

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 9th day of November, 2006 at 7:00pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To change venue of the January 11, 2007 Board of Trustees meeting from the West Oaks Branch to the site of the future Chickasaw Branch.
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, November 9, 2006**

Library Privacy Policy Revision

Privacy Policy Revision

November 09, 2006

I. PROBLEM STATEMENT

The Library's Privacy Policy, last revised by the Board in November 2004 needs updating to reflect recent changes in state law requiring certain notifications to the public regarding email addresses.

II. BACKGROUND

The Library provides a Privacy Policy to inform the public of implications regarding the Library's obligations as a public entity, certain protections provided by state law, and our business practices regarding use of personal information.

Effective July 2006 a new state law took effect which requires that agencies subject to the state's public records law post the following message on their web sites.

668.6076 Public records status of e-mail addresses; agency website notice.--Any agency, as defined in s. [119.011](#), or legislative entity that operates a website and uses electronic mail shall post the following statement in a conspicuous location on its website:

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

We have in fact added this message to pages from which customers can contact the Library via e-mail and would like to revise our privacy policy to include this information. Recommended changes have been underlined in the attached document.

Please note that this new statute does not provide access to email addresses which are gathered as part of the Library registration record. Those records remain protected by Subsection 257.261(2) of the Florida Statutes.

III. OPTIONS

The Library has identified options.

Option 1. Make no changes to the existing policy.

Advantages: We will still have met the legal obligation of posting to our website. Will allow us to clarify that this change does not apply to email addresses which were provided at registration.

Disadvantages: All privacy concerns would not be addressed under a single umbrella statement.

Option 2: Make recommended changes the policy.

Advantages: Brings all privacy notification under a single document.

Disadvantages: May cause some confusion and concern among users regarding the privacy of email addresses provided to the library at registration.

IV. RECOMMENDATION

Staff recommend the adoption of the revised Privacy Policy.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 06-188**

RESOLUTION TO REVISE THE LIBRARY PRIVACY POLICY

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

PRESENT:

ABSENT:

The Board Resolves:

1. To revise the Library Privacy Policy.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

Orange County Library System Privacy Policy

The Orange County Library System is committed to protecting the privacy of your personal information as well as information regarding your individual use of the Library or its services. The policy outlined below addresses some specific privacy concerns.

Information We Collect

The registration information acquired by the Library for the purpose of allowing a patron to borrow books and other materials is limited to what we believe is necessary or useful to conduct Library business. Personal information gathered such as name, address, phone number, e-mail address, photo and driver's license number are gathered for the purpose of identification and accountability for use of Library materials. The registration information required by the Library is confidential and exempt from a public records request.

Records of Library use (i.e. quantity of or titles of materials checked out and returned or services used) are maintained only for the purpose of statistics or for the business purpose of recovering materials or fees. Users at their own discretion may choose to activate the "Reading History" option online which will create a history of items checked out on that account. This is information not otherwise maintained by the Library. The Library may ask for an e-mail address for the purpose of sending advance "about to be due" electronic notices, overdue notices, program announcements or other Library news.

From time to time, we may use personal information, for Library purposes only, for new unanticipated uses not previously disclosed in our privacy notice. If our information practices do change, we will post the policy changes on our website to notify you and provide you with the ability to opt out of these new uses. If you have any concerns about how your information is used, please contact us at comments@ocls.info.

Protecting Information About You

Personal information requested by the Library and information regarding a card holder's use of the Library is protected by Florida Statute 257.261. According to this statute this information may be turned over to a third party for the purpose of collecting materials, fines or fees owed the Library. This information is also subject to the provisions of Section 215 the USA PATRIOT Act which provides the federal government with the ability to request such records.

Please be aware of the fact that choosing to activate the "Reading History" option for your account creates a record which is accessible by both of the above mentioned exceptions to the general privacy of your record.

~~When we ask you to provide information such as an e-mail address or other contact information in order to assist us in answering inquiries, that information will be maintained for Library purposes only.~~

The Library will not sell, lease or otherwise share any personal information to outside parties except as outlined above or unless required by law.

Use of the Library's Web Site

When you visit the Library's web site, we collect and store only information to measure the number of visitors to different areas of our sites to assist us in making our sites more useful to you. This information includes:

- o The address (IP) of your computer or internet provider
- o The date and time you accessed our site
- o The Internet address of the web site that referred you to our site.

The Library's web sites use "cookies" to allow you access to certain functions (such as the on-line catalog and electronic resources, etc) within our sites. These cookie files do not capture any personal user information (such as e-mail address or user passwords). Some of our subscription databases such as *Learn A Test* do use "cookies".

Some of the Library web sites/pages contain links to external sites not maintained by the Library. The Library cannot be responsible for your privacy when you disclose information to outside web sites. It is your responsibility to protect your personal information.

Miscellaneous Records

Records, including but not limited to, correspondence with the Library or reports of incidents at the Library are considered public records as set forth in subsection 119.011(11) of the Florida Statutes.

E-mail Communications with the Library

E-mail addresses gathered as part of your Library registration are confidential and exempt from a public record request as set forth in subsection 257.261(1) of the Florida Statutes. E-mail communications with the Library and the e-mail addresses associated with them are a public record.

Visitors to our website should be aware that the Library complies with the following required posting to our website.

668.6076 Public records status of e-mail addresses; agency website notice. --Any agency, as defined in s. 119.011, or legislative entity that operates a website and uses electronic mail shall post the following statement in a conspicuous location on its website:

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Additionally the Library places the following message on all outgoing email.

Florida has a very broad Public Records Law. Virtually all written communications to or from State and Local officials are public records available to the public and media upon request. The Orange County Library System policy does not differentiate between personal and business emails. E-mail sent via any Library-owned system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law.

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

Chickasaw Architect Selection

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

**RHS Employer
Investment Program**

VantageCare RHS Employer Investment Program

I. ISSUE STATEMENT

The VantageCare RHS Employer Investment Program, which is sponsored by ICMA Retirement Corporation, requires Library Board approval before it can be implemented.

II. EXECUTIVE SUMMARY AND BACKGROUND

The Library, like most local governments, treats other post employment benefits (OPEB), including retiree health care, on what is called the “Pay as You Go” basis. Contrary to the annual funding for pensions, no funds are currently set aside for OPEB while the employee is still working for the Library. Rather, the cost of OPEB is only reflected after the employee retires. As previously reported, a new accounting standard from the Governmental Accounting Standards Board (GASB) will require all local governments to reflect the true cost of these benefits, as determined by an actuary, while the employee is still working. Although we are not required to implement the new GASB standard until FY 08, the sooner we start funding the liability, the lower the overall costs.

\$2,000,000 is included in the current year’s budget to start funding the liability associated with these OPEB costs. We have contracted with an actuary, Gabriel, Roeder, Smith (GRS) and Company, to determine the actuarial liability associated with the OPEB costs as well as the appropriate funding level. Although we have not received the final report from GRS, they have projected the Unfunded Actuarial Accrued Liability to be \$7,318,000. This amount represents a measurement of the obligation that has accrued so far, based on the promise that has been made to current retirees and employees. Although the GASB standard allows this amount to be “amortized” or paid off over a period not to exceed 30 years, we are taking an aggressive approach and intend to use a 10 year amortization period. Based on this approach, GRS has determined the funding for the current fiscal year to be \$1,624,000. We also have the option of funding the full \$2,000,000 that we have budgeted, which will allow us to pay down the unfunded liability a little quicker.

The preferred funding vehicle for funding the OPEB liability is an irrevocable trust, which protects the assets from both the employer and employee creditors. Similar to a pension trust, the assets in the OPEB trust are restricted and in this case, can only be used for the payment of retiree health care benefits.

The investment provider for the Library’s deferred compensation plan, existing defined contribution pension plan, and new defined contribution pension plan is ICMA Retirement Corporation (ICMA RC), which is a national firm that only serves public sector employers and employees. ICMA RC is also the sole investment provider for the City of Orlando’s deferred compensation and defined contribution pension plans. ICMA RC offers its VantageCare RHS Employer Investment Program (EIP) as a dedicated trust for funding the OPEB obligation.

The following documents are attached relative to the new accounting standard and the EIP from ICMA RC:

- Questions and answers about OPEB, GASB standard, and EIP
- Standard form of integral part trust in EIP

Staff offers the following options relative to the ICMA RC Employer Investment Program and integral part trust.

III. OPTIONS

Option 1 – Approve ICMA RC Employer Investment Program, including related integral part trust.

Advantages:

1. Little if any of the integral part trust document needs to be edited to suit our needs.
2. IRS has issued a favorable Private Letter Ruling on this exact form of the trust document.
3. We are familiar with the mutual fund options offered by ICMA RC.
4. Our pension attorney, Dave Pearson, is familiar with the ICMA RC integral part trust document.

Disadvantage:

Investment options will be limited to mutual funds offered through ICMA RC

Option 2 – Rather than using the ICMA RC Employer Investment Program, have our pension attorney prepare a trust document from scratch.

Advantage:

More investment options would be available to us.

Disadvantage:

It will be more time consuming and expensive to have Dave Pearson draft a trust document just for our use.

IV. RECOMMENDATIONS

Staff recommends Option 1 to:

1. Approve the ICMA RC Employer Investment Program, including the integral part trust
2. Authorize staff to execute whatever documents are necessary to implement the Employer Investment Program and integral part trust

Lastly, although not related to the above program, staff recommends that the Director, Human Resources Manager, and Comptroller be appointed as trustees for the new defined contribution pension plan that is being established for new employees hired on or after January 1, 2007. The key features of this new plan were approved by the Library Board at the September 2006 Board meeting.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 06-190

RESOLUTION TO APPROVE VANTAGECARE RHS EMPLOYER INVESTMENT PROGRAM

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

PRESENT:

ABSENT:

The Board Resolves to:

1. Approve the ICMA RC Employer Investment Program, including the integral part trust.
2. Authorize staff to execute whatever documents are necessary to implement the Employer Investment Program and integral part trust.
3. Appoint the Director, Human Resources Manager, and Comptroller as trustees for the new defined contribution pension plan that is being established for new employees hired on or after January 1, 2007.
4. 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, November 9, 2006**

**Discussion and Possible
Action Items**

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

**Personnel Committee:
Director's Evaluation**

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

Bob Case Report

RB CASE

CONSULTING

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Orange County Library System

Librarian Initiative Summary

Prepared for the Board of Trustees

November 3, 2006

The previous report date for the Librarian Initiative was October 6, 2006. There is a general consensus that the Initiative has been moving in a positive direction during the last month.

Activities which have occurred include:

- ***Scheduling Task Force*** has conducted two sessions. Work has continued on the analysis of scheduling data compared to transactions occurring. Out of this effort the task force has begun to establish “best practice” methodology to ensure adequate coverage. This, in turn has resulted in the group coming to consensus on numbers of Librarians needed in the branch locations, and recommending the net addition of two or three Librarians to the total branch staff, as well as the repositioning of one Librarian for better coverage. Both Librarians and Managers serving on this task force agree that this is real progress, and represents a good first step.
- ***Communications Task Force has also met twice***, and also agrees that substantive progress is being made. The group has begun to create a model, or protocol, for improved communications between Managers and Librarians. The plan at this point is to fine tune this work in process with input from others, and then create a brief “Communications Workshop” which can be jointly attended by both work groups. Again, commentary from the task force participants indicates strong support for this effort, and an overall feeling that progress is being made.
- ***All Librarians Meeting...***One All Librarian Meeting has been held. The Administrative Management Team was reintroduced into the process with positive results. Their attendance led to meaningful discussion of several day to day operating issues with a commitment by appropriate managers to look into them further. This could not have occurred effectively without their presence. Both task forces made interim reports, which were received positively. General consensus was expressed that the Initiative is making positive strides.

There appears to be some level of momentum growing at this point. It is important that the task force work continue to stay on track. A new approach is planned for the next All Librarians Meeting. Librarians have been asked to select one to three high priority topics. The Director will review this input, and invite those managers whose participation is needed to ensure meaningful dialog. This will assist in the continuing effort to create a strong communications bridge. At the next meeting we will also discuss the format for taking the meetings forward in the future.

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

Information

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

Director's Report

Director's Report Nov 2006

▶ OCLS has been awarded \$5000 Grant for the Big Read. OCLS was selected to be one of 72 organizations nationwide to receive grants to support Big Read programs between January and June 2007. The Big Read is a new national program by the National Endowment for the Arts, in partnership with the Institute of Museum and Library Services and Arts Midwest that encourages literary reading by asking communities to come together to read and discuss one book. OCLS will receive \$5,000 to promote and carry out a month long, community based series of programs using the Zora Neale Hurston novel *Their Eyes Were Watching God*. Many thanks to Susan Vogt and Margie Van Buren for their successful efforts on the grant application! And thanks to Karen Smith who has agreed to lead a team of staff to implement the grant. Attached is the list of this years Grant winners.

▶ Jamie Conklin, Assistant Manager, Technical Services for OCLS, has been selected for the ALA's 2006-07 Emerging Leaders Program! Her acceptance means that she gets to participate in a full-day workshop on Friday, January 19, 2007 during the ALA Midwinter Meeting in Seattle, WA, and a second full-day workshop on Friday, June 22, 2007 during the ALA Annual Conference in Washington, D.C. She will participate on a project team that will work virtually in the months between conferences. Congratulations to Jamie as this is a highly competitive program. We are very proud of her!

▶ Wendi Bost, library fellow for the Urban Libraries Councils Third Executive Leadership Institute has been invited to address the next class of fellows to share her own experiences and success in that program.

▶ In September and October of 2006, the library conducted our annual first grade library card campaign – License to Learn. Packages were delivered to over 700 first grade classes. Teachers were asked to distribute cards to students that did not have them; collect information about how many students have library cards, collect applications that students and their parents filled out, fill out a simple tally indicating the total number of students that either have or applied for library cards, and send to the library. We issued cards to students that brought back completed applications.

Although the deadline was October 20, contest entry forms and library card applications are still coming in. Right now, we have 64 schools that participated in the contest, or 166 first grade classes. 24 classes have 100% of their children with library cards. Total of 899 children applied for their cards as the result of this campaign.

This is a significant improvement over the last year. In 2005, 44 schools participated, 86 first grade classes, and we issued 692 new library cards. The number of classes with the 100% was the same – 24.

▶ OCLS's Anything Goes Poetry Readings will be featured in David Lee King's upcoming Video Blog presentation.

▶ As of Thursday, November 2, the fundraising appeal through the MAYL program had raised \$13,399.50.

▶ We will be partnering with Barnes & Noble in a book buy fundraiser. We are distributing vouchers through all 15 of our facilities. Anyone making purchases on the designated days accompanied by our voucher will earn a donation for the Library from Barnes and Noble. We are working on three in-store events (card sign ups) during the voucher period. Plan those holiday gifts now.

▶ October 20, 2006- Labor Management meeting with Bob Tessier, Debbie Moss, John Henkle and Sharon Ricket.

▶ The Main Library had a big surprise on Monday, October 18. We arrived to find a movie set in full operation on Wall Street. Though notification of the Library was overlooked in the process, staff coped well. Look for our loading dock to possibly appear in the production "Robocop"!

▶ The Friends of the Library has the honor of participating in the City of Orlando's Veteran's Day parade. OCLS staff members that are Veterans or active military have been invited to participate by joining the Friends on their float. The parade is Saturday, November 11 at 10 a.m. in downtown Orlando.

▶ The winners of the 2006 Staff Pumpkin Decorating Contest are: First Place: Information Systems Fifth Floor for "Wheel of Fortune," Second Place: North Orange – "The Story of the North Orange Pumpkin," and Third Place: Questline – "Haunted Palace." Honorable mention: Circulation – "Haunted Library" and Tech Services – "Ernie & his Rubber Duckie."

▶ Alphabet Bites - The second phase of the digital alphabet bites program is finished. The next 13 letters are complete and accessible to all from the OCLS homepage. The public roll-out has begun of the digital portion of our Alphabet Bites product. Currently, 18 letters are live with the remainder to be completed by January 1st. Check them out at:

http://www.ocls.info/children/kidsconnect/alphabetbites/default_flash.asp

In addition to the online offerings, the Children's Department staff have been offering a series of programs at different branches. Currently the programs are taking place at Alafaya with 60 – 70 children attending each session.

▶ We revamped the Native American Virtual Gallery which had a monthly usage of 1,930 and our Spooky Florida had a usage of 1,611. There were a couple of other high hitters – Symphony Spot had 613 and Tsunami received 605.

▶ The installation our new Voice Mail System went smoothly. The installation of our Call Center upgrade is progressing with staff training and some minor reprogramming underway. When the new Call Center goes live, patrons will be able to enter their library card number via their phone keypad then Call Center Agent's computer will automatically pull up their account information.

▶ Eric Atkinson, Information Systems Department Head, and Cassie Shivers, Digital Access Architect, attended the LITA 2006 National Forum in Nashville. LITA, Library & Information Technology Association, is a division of the American Libraries Association. They attended sessions on various technologies in use in libraries, most of which OCLS has been using for some time, including Podcasts, RSS Feeds, and Online Tutorials.

▶ OCLS participated in a librarian recruiting event on October 30 and 31 at Florida State University in Tallahassee. It included a pre-Expo recruiters reception as well as an Education and Library Career Exposition. Human Resources Manager Carla Fountain and Community Relations Librarian Taryn Brown represented OCLS sharing information and promoting the system among students, faculty and personnel from other public libraries

▶ The library was invited by Dr. Bridget Williams, principal at Jones High to speak at Kathleen "Kat" Gordon's community meeting. The meeting was held in the Jones Auditorium 2 November from 6:30-8pm. Melody Mitchell and Carolyn McClendon set up a table promoting the library. They had Books and Beyond newsletters, "Get Your Card" library applications and a flyer promoting Homework help @ OCLS.

Melody demonstrated how to access the homework help web page. Carolyn spoke about databases the library offers that could assist students with their studies. Carolyn also spoke about other resources available and emphasized that the library is here to help. They encouraged parents, faculty and administrators to make sure that all of the students get library cards.

They have been invited to attend the next community meeting Kat Gordon is hosting on December 7 at Jones. Jones, Evans and Oak Ridge High Schools will be included at this meeting. Ms. Gordon asked that we demonstrate a database and work with students in the media center following the meeting. The teachers and administrators took all of the promotional material we brought and were making it their goal to register all students for library cards. One faculty member for Jones suggested offering extra credit for students who have library cards.

The library was recognized and well received. Kat Gordon emphasized that partnering with the library is important to the success of these high schools. Many thanks to Melody Mitchell and Carolyn McClendon for their outreach efforts! Presentations such as these are critical in getting the public to realize the value of the services they library offers.

- ▶ All OCLS locations will be accepting donations from staff for the Second Harvest Food Bank
- ▶ Director Hodel is the subject of leadership profile in the November issue of *First Monday* magazine published by the Orlando Regional Chamber of Commerce.
- ▶ The new “Know Your Business” initiative was the subject of a story on the front-page of November 2 Business section of the *Orlando Sentinel*. It can be read at:
<http://www.orlandosentinel.com/business/orl-libraries0206nov02,0,4566889.story?coll=orl-business-headlines>
- ▶ Saturday *Orlando Sentinel* story (Good Living section) on genealogy listed Orlando Public as a good research resource.
- ▶ On Saturday October 12th Washington Park held its first Princess Tea Party and it was a hit. The girls came dressed as Ariel, Sleeping Beauty, Cinderella, Jasmine and other famous Princesses. On October 28th Washington Park participated in the Week of the Family by showing the DVD Over the Hedge with popcorn and prizes. Patrons enjoyed the program so much that they asked if they could celebrate “Family Day” at Washington Park every month.
- ▶ Southwest’s “official” patio concert on Wednesday, October 18 was attended by 13 people. However, while the performer was setting up, a fire alarm was pulled. During the confusion, Doug Spears graciously gave an impromptu parking lot concert for all of the patrons forced to evacuate the building.
- ▶ The first-ever Scary Stories Festival on Friday, October 13 was attended by 148 people.
- ▶ Birds of Prey at Eatonville had 125 attendees.
- ▶ The Barnstorm concert at South Creek on Thursday, October 19 was attended by 34 people.
- ▶ Early voting continues at six of the OCLS locations: Main, North Orange, West Oaks, Alafaya, South Creek Branch, Southeast, Washington Park, Southwest Branches. As of 2 November, 22,378 people have voted at these locations.
- ▶ During October South Creek branch hosted Hispanic Heritage Day, which brought in over 100 people for music, dancing, a display of local artists, and refreshments prepared by visitors originating from all over South America. South Creek’s Halloween Spooktacular brought in nearly 70 people. Two local schools brought all their kindergarteners in for tours of the library. Finally, Pets by Judy came and tried to find homes for more than a dozen dogs and cats. More than 90 people came to visit the animals.
- ▶ The West Oaks Branch featured the Haunted Library Saturday 28 October and Tuesday 31 October. Attendees were issued Haunted Library Cards, coloring pages, and goodies. 81 attended the Saturday event and 52 attended Halloween night.
- ▶ OCLS participated in the East Orlando Celebrates Education-2006 (East Orlando Chamber of Commerce) on Saturday, October 21 at Waterford Lakes Town Center.
- ▶ Central Florida Reads: The Hotel and Railroad Kings at Main on October 22 had 27 attendees.

▶ OCLS participated in the Conway Old Time Country Picnic with Commissioner Linda Stewart on Saturday, October 28 at Barber Park.

▶ Henry Flagler: Inventor of Modern Florida offered through OPAL on October 28 had a total attendance of 25 people.

▶ Fourteen people attended *The Florida Resort Hotels of Henry Flagler and Henry Plant* program, a Central Florida Reads program at Main on October 29.

▶ OCLS's fifth annual Staff Day is being held 10 November at the Mina Library. All OCLS facilities are closed to the public to allow for this staff training event. All Board members are invited to attend and participate in this fun day.

Community Outreach

We are hosting a library tour for an ESOL group of 30 adults from Orange County Public Schools for Thursday, November 9.

In addition, OCLS will have a presence at the following upcoming community events:

Tree Climbers Genealogy Group on November 14.

YMCA Holiday Extravaganza on December 9.

Upcoming Events:

▶ The Library will join Orange County Mayor Richard T. Crotty in celebrating National Family Week-Orange County's Week of the Family, October 28th – November 5th, 2006. During this special week, thousands of people across the nation and right here in Orange County will take time to honor the most important institution in America – the Family!

We will participate again by presenting family themed programs at various branch locations and by hosting the event, Fantastic Family Fair on Friday, November 3 from 7 p.m. to 9 p.m. This FREE “after-hours” event will be held at the Main Library in Library Central, the Children’s Department and the Lobby! There will be Fun! Family! Food! Games! Music! Face Painting! Storytelling!

▶ Prevent Blindness Florida has committed to providing free vision screenings at six library locations during January (Main, Washington Park, South Creek, Edgewater, West Oaks and Alafaya) for “Glaucoma Awareness Month.” Participants will leave the screening knowing whether they should follow up with an optometrist, and will have a printout of their screening results to take to their doctor. Prevent Blindness Florida can also make referrals within their network of physicians.

▶ Two other January programs are now scheduled for Windermere, and include a celebration of International Gourmet Coffee Month, “The Joy of Java,” courtesy of David Kahan (January 20) and “It’s So Faux,” a demonstration of faux painting techniques by Dave Annabring of Creative Walls (January 27).

▶ Kevin W. McCarthy, author of *The On-Purpose Business and The On-Purpose Person*, and CEO of On-Purpose Business Partners, a consulting and training firm in Winter Park, has agreed to offer two informational programs in January. One will be geared to small-to-medium business owners; another program will be more general in scope.

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

**Second Floor Renovation
Project Summary**

**Main Library 2nd Floor Renovation
Project Summary
Oct 31, 2006**

<u>CATEGORY</u>	<u>BUDGET APPROVED 04/13/06</u>	<u>Revised Budget</u>	<u>EXPENDED TO DATE</u>
Architect/Engineer	69,000	89,616	89,135
East End Construction			
Contractor	1,170,000	1,202,792	1,070,924
Floor covering	60,000	59,934	59,934
Testing	7,500	7,500	2,360
Permits	10,130	9,250	9,717
	<u>1,247,630</u>	<u>1,279,476</u>	<u>1,142,935</u>
West End			
Floor Covering	91,796	91,796	91,796
Lighting	35,000	36,328	36,328
Paint & Wall Covering	15,000	10,000	2,988
	<u>141,796</u>	<u>138,124</u>	<u>131,112</u>
Project Total	1,458,426	1,507,216	
Contingency	101,574	52,784	
TOTAL PROJECT	<u><u>1,560,000</u></u>	<u><u>1,560,000</u></u>	<u><u>1,363,182</u></u>

Skanska Base Contract

1,170,000

Change Order #1	This CO includes: Revised light fixtures, deleted sound system , reuse of existing doors, upgrading ductwork, moving restroom walls, revising restroom fixtures, replacing restroom walls, adding tile in janitor's closets, using epoxy grout, credit for different tiles, adding a new expansion joint.	17,708
Change Order #2	This CO includes classroom layout change; credits for reuse of doors and other electrical equipment and other value engineering	
Stair surround		3,696
Miscellaneous Changes		6,426
Paint change		3,329
		1,633

Revised Contract

1,202,792

Main Library 2nd Floor Renovation Project Notes October 2006

The contract work has been completed and all the final inspections passed. We are waiting for the City to issue the Certificate of Occupancy and working with Skanska to complete the closeout documents and make the final payments. Staff is working to open the new space in the next few weeks.

Due to budget constraints at the time, the 1st floor public restrooms were not remodeled in 2003 when the Lobby and Library Central were renovated. Our intent is the remodel the 1st floor public restrooms now so they match those on the 2nd and 3rd floors, which have been remodeled. This work will be done under Continuing Contracts with our architect, HKS, and our general contractor, Skanska. The extended scope will include the 1st floor restrooms, decorative wood panel walls on the 2nd floor, cladding the concrete stairwell on the 3rd floor to match that on the 2nd floor, and a few minor alterations in Library Central to accommodate access to data, power and communications for recording and broadcasting events. It is anticipated that the remaining Contingency balance from the 2nd floor renovation project will cover most of the cost of this additional work.

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

**Public Comment:
Non-Agenda Items**