

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

Board Packet for May 2007



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*

May 11, 2007

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, Fred Brummer,
Mildred Fernandez, Linda Stewart, Bill Segal, Tiffany Moore, 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, May 17, 2007 at the **Edgewater Branch Library; 5049 Edgewater Drive; Orlando, Florida 32810; 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
May 17, 2007
Edgewater Branch Library
5049 Edgewater Drive
Orlando, Florida 32810
407.835.READ (7323)

- 07-068 I. **Call to Order**
- 07-069 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 .
- 07-070 III. **Approval of Minutes: Library Board of Trustees Meeting ~ April 12, 2007**
- 07-071 IV. **Staff Presentation: Balanced Scorecard ~ Lisa Stewart and Bobbie Gonzalez**
- 07-072 V. **Financial Statements and Summaries: April 2007**
- 07-073 VI. **Statistics and Summaries: April 2007**
- 07-074 VII. **Action Items**
- 07-075 **Authorization to Purchase Replacement Telecommunication Switches**
- 07-076 III. **Discussion and Possible Action Items**
- 07-077 **Property Tax Reform Implications ~ FY 2008 Preliminary Budget**
- 07-078 **Librarian Initiative Summary**
- 07-079 IX. **Information**
- 07-080 **Director's Report**
- 07-081 **Public Comment: Non-Agenda Items**

X. Adjournment

Next Meeting Dates: June 14, 2007 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- July 12, 2007 ~ Windermere Branch Library; 530 Main Street; Windermere, Florida 34786.

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, May 17, 2007**

Call to Order

Orange County Library System Board of Trustees Meeting Thursday, May 17, 2007

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 .

**Orange County Library System
Board of Trustees Meeting
Thursday, May 17, 2007**

**Approval of Minutes: Library
Board of Trustees
Meeting ~ April 12, 2007**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
April 12, 2007
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

- 07-051 I. **Call to Order**
Library Board Present: Matthew Pardy (4/0); Sara Brady; (4/1); Livia Rivera (4/0);
Greg Lee (4/1)

Library Board Absent: James Tyson (4/2)

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

Administration Absent: Robert Tessier

President Pardy called the meeting to order at 7:04 p.m.
- 07-052 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 .
- 07-053 III. **Approval of Minutes: Library Board of Trustees Meeting ~
March 8, 2007**
Vice President Brady, seconded by Trustee Lee, moved to approve the March 8,
2007 Library Board of Trustees Meeting Minutes. Motion carried 4-0.
- 07-054 IV. **Staff Presentation: Learning 2.0: Bringing Library Staff to the
Future Tense ~ Tom Simpson**
Technology Integration Manager Tom Simpson, gave a presentation on *Learn 2.0*, the
new training program created for Staff to use in order to become familiar and more
comfortable with current technologies that are available and relevant to library services.
- 07-055 V. **Financial Statements and Summaries: March 2007**
- 07-056 VI. **Statistics and Summaries: March 2007**

07-057 VII. **Action Items**

07-058 **Consent Agenda**

Vice President Brady asked for item #07-061 to be removed from the Consent Agenda for discussion.

Trustee Lee, seconded by Trustee Brady, moved to approve the remaining items on the Consent Agenda. Motion carried 4-0.

07-059 **Fourth Amendment to the Defined Benefit Pension Plan**

The Board approved the Fourth Amendment to the Defined Benefit Pension Plan and authorized staff to execute it.

07-060 **1st Floor Restroom Renovation Project**

The Board awarded the contract to Ruby Builders for \$136,000. Change orders will be authorized in accordance with the limits set forth in the Purchasing Policy.

07-061 **Automated Materials Handling System at Herndon**

Vice President Brady asked if in addition to the Herndon location if the automated materials handling system will be included in the Chickasaw design. Director Hodel stated that the plan is to install the system as well as self check-out at the Chickasaw property in order to be mindful of future costs of additional staff to maintain a manual system. A video demonstration was presented, which gave a complete view of the system and the entire process. Branch Administrator Sally Fry also discussed her visit to the Delray Library System (Florida), and she was able to identify that the system handles items more quickly and accurately than traditional check in methods. President Pardy asked about the materials return rate at Herndon and on average Herndon checks in approximately 1,000 more items than are checked out at the location each month. "It was noted that nearly a half/million items were returned to Herndon last year." President Pardy expressed concern over the amount of the cost and the timing of the expenditure with the uncertainty of impending state tax reduction legislation effecting OCLS. Further discussion ensued regarding the cost efficiency and accuracy of the system.

Trustee Lee, seconded by Vice President Brady, moved to approve the purchase of the purchase of automated materials handling system at Herndon from 3M/FKI in an amount not to exceed \$283,000. Motion carried 3-1 with President Pardy voting nay.

07-062 VIII. **Discussion and Possible Action Items**

07-063 **Strategic Plan Update**

Director Hodel summarized the progress of the various projects in the Strategic Plan.

07-064 **Librarian Initiative Summary**

07-065 IX. **Information**

07-066 **Director's Report**

Pending Approval

● We received proclamations this week from both the City of Orlando and Orange County in honor of National Library Week. We are grateful to both units of local government for their support. The county put us up on their web site.

● Orange County Mayor Richard Crotty will speak as part of brief kick-off ceremonies for the “Take Know for an Answer” library public awareness campaign on Wednesday, April 18 at 10:30 a.m. at the Orlando Public Library, 101 E. Central Blvd. Mayor Crotty is one of 15 local leaders and celebrities with Orlando ties urging residents to “Take Know for an Answer” and tap into the rich array of resources available to them free at public libraries.

At the core of the initiative are billboards featuring Mayor Crotty and other high-profile individuals helping to “drive” the message home. Others participating in the campaign are:

- City of Orlando Mayor Buddy Dyer
- HGTV Designer and Color Splash Host David Bromstad
- Golf Legend Arnold Palmer
- Orlando Magic Player Dwight Howard
- Disney Princess BELLE
- R&B Singer Tamia
- Radio Personalities Scott & Erica
- University of Central Florida President Dr. John Hitt
- Orange County Teacher of the Year Rick Ellenburg
- HBA President Carmen Dominguez
- Gatorland Handler Brandon Fisher
- OPD Deputy Police Chief Val Demings
- Circuit Court Judge Fred Lauten

Many of the above will be on hand for the ceremonies which will include unveiling of the billboards and a showing of a companion 30 second TV spot to complement the campaign. Fun new exterior banners are going up on 17 April outside of Main on the fire escape towers to coincide with the *Take Know for an Answer* campaign. The launch of this public awareness campaign coincides with National Library Week which runs April 15 – 21.

● We had a call this week from Larry Domingos of Jefferson County Public Library in Lakewood, Colorado to discuss Vocera, Roving Reference and our call center in Quest Line.

● OCLS gaming initiative was the subject of a full-page article complete with photos that published in the March 29 issue of *La Prensa*.

07-067

Public Comment: Non-Agenda Items

X. **Adjournment**

President Pardy adjourned the meeting at 8:04 p.m.

Next Meeting Dates: May 17, 2007 ~ Edgewater Branch Library; 5049 Edgewater Drive; Orlando, Florida 32810 --- June 14, 2007 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

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

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

**Orange County Library System
Board of Trustees Meeting
Thursday, May 17, 2007**

**Staff Presentation:
Balanced Scorecard ~ Lisa Stewart
and Bobbie Gonzalez**

**Orange County Library System
Board of Trustees Meeting
Thursday, May 17, 2007**

**Financial Statements and
Summaries: April 2007**

Orange County Library System

Financial Statement Highlights

Seven Months Ended April 30, 2007

Operating Fund Revenue and Expenditure Summaries

Interest Earnings

Thanks to higher interest rates, actual revenues will exceed the budget for the year. The State Board of Administration, which operates an investment pool for local governments, has been paying 5.4% since last July. Most of the CD's purchased this fiscal year have rates of around 5%.

Contributions- Friends of the Library

The Friends of the Library is a wonderful organization that serves as an advocate for the Library and provides financial support, primarily from the sale of used books in the Bookstore. The current year's budget includes the following support from the Friends:

- Staff Development \$50,000
- General Support \$25,000
- Rainy Day Bags \$25,000
- Endowment Books \$13,000

To date, we have received funds for the rainy day bags and endowment books. We will receive the remaining support by the end of the fiscal year. We are very grateful for everything the Friends do for our Library.

Professional Services

All full time staff who were employed as of December 31, 2006 are being given the opportunity to freeze their benefits in the Defined Benefit Pension Plan and begin participating in the newly created Money Purchase Plan. In order to educate staff about the two plans and the election which must be made, we contracted with our actuaries, USI Consulting Group, to conduct group meetings. The group meeting were held over three days in March. For those staff who wanted more information, we asked USI to generate personalized charts showing the projected benefits over time for each of the plans. The additional cost of these actuarial services is the main reason we are currently over budget in this account. However, it is vital that we provide staff the information they need to make this important decision.

Edmund L. Murray Estate

The Library was named as a beneficiary in the Will of Edmund L. Murray who died on September 7, 1983. The initial distributions to the Library from the estate were roughly \$265,000. As the Will did not specify how the funds were to be used, the Library Board in December 1989 decided to maintain the principal as an endowment and use the interest to purchase materials and services in the area of business. The Will also left funds to three siblings of Mr. Murray and upon the death of each sibling, the Library was to receive 25% of the value of the trust account for that sibling. We have been notified that the last sibling has died and we will be receiving another distribution from the estate. This distribution is estimated to be \$180,000 bringing the grand total received from Mr. Murray's estate to \$717,000. A bronze plaque recognizing Mr. Murray is located on the third floor of the Main Library.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Seven Months Ended April 30, 2007**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(7 month=58%)</u>
AD VALOREM TAXES	35,374,813	33,125,308	93.6%
INTERGOVERNMENTAL			
Grants	292,000	158,620	54.3%
State Aid	1,300,000	626,391	48.2%
	<u>1,592,000</u>	<u>785,011</u>	<u>49.3%</u>
CHARGES FOR SERVICES			
Fee Cards	7,000	6,379	91.1%
PC Pass	33,000	16,300	49.4%
Classes	2,000	1,380	69.0%
Copy & Vending, Value Card	170,000	105,071	61.8%
Special Charges	0	1,905	
Fax	0	1,548	
Scanner	0	196	
Computer Booklets	0	46	
PC Express	0	365	
Reference Charges	0	742	
Tell Me More Program	0	450	
Webinars	0	1,050	
Disk Sales	2,500	1,510	60.4%
	<u>214,500</u>	<u>136,943</u>	<u>63.8%</u>
FINES			
Fines	1,400,000	882,161	63.0%
Lost Materials	120,000	59,661	49.7%
	<u>1,520,000</u>	<u>941,823</u>	<u>62.0%</u>
MISCELLANEOUS			
Interest Earnings	625,000	596,214	95.4%
Rents	7,000	4,829	69.0%
Sales of Fixed Assets	0	1,743	
Contributions - Friends of Library	122,000	32,006	26.2%
Contributions - Fund Raiser	0	905	
Contributions - Others	10,000	34,350	343.5%
Miscellaneous	40,000	41,298	103.2%
Grants & Awards	0	26,700	
	<u>804,000</u>	<u>738,046</u>	<u>91.8%</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>35,727,130</u></u>	<u><u>89.8%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Seven Months Ended April 30, 2007**

	ANNUAL BUDGET	YTD ACTUAL	(7 month=58%)
SALARIES & BENEFITS			
Salaries	13,683,612	7,679,294	56.1%
Medicare Taxes	198,412	107,155	54.0%
Defined Contribution Pension Plan	1,026,271	573,739	55.9%
Defined Benefit Pension Plan	1,109,530	555,921	50.1%
Money Purchase Pension Plan	0	7,919	
Life and Health Insurance (Employees)	1,993,004	1,041,740	52.3%
Retiree Health Care (OPEB)	2,000,000	947,580	47.4%
Worker's Compensation	123,153	77,414	62.9%
Unemployment Compensation	20,000	408	2.0%
Parking & Bus Passes	132,720	71,642	54.0%
	<u>20,286,702</u>	<u>11,062,812</u>	<u>54.5%</u>
OPERATING			
Professional Services	325,000	216,112	66.5%
Other Contractual Services	1,007,000	466,337	46.3%
Other Contract. Serv.- Janitorial	288,000	152,778	53.0%
Training and Travel	125,000	60,247	48.2%
Telecommunication	288,000	137,349	47.7%
Delivery and Postage	1,283,000	716,443	55.8%
Utilities	1,000,000	478,271	47.8%
Rentals and Leases	968,000	548,791	56.7%
Insurance	328,000	234,055	71.4%
Repair and Maintenance	950,000	722,345	76.0%
Repair & Maint. - Hardware/Software	385,000	269,958	70.1%
Copying/Printing	292,000	129,325	44.3%
Property Appraiser's Fee	300,000	220,967	73.7%
Tax Collector's Fee	712,000	662,506	93.0%
Supplies	924,000	606,809	65.7%
Supplies-Hardware/Software	371,000	149,209	40.2%
Memberships	20,000	13,068	65.3%
Contingency	325,000	0	0.0%
	<u>9,891,000</u>	<u>5,784,570</u>	<u>58.5%</u>
CAPITAL OUTLAY			
Building and Improvements	600,000	336,915	56.2%
Equipment and Furniture	450,000	534,795	118.8%
Hardware/Software	351,000	115,723	33.0%
	<u>1,401,000</u>	<u>987,433</u>	<u>70.5%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	30,000	3,381	11.3%
Materials - Chickasaw ODC	500,000	0	0.0%
Materials - Other	4,440,000	2,792,232	62.9%
	<u>4,970,000</u>	<u>2,795,613</u>	<u>56.2%</u>
TRANSFERS TO OTHER FUNDS			
Branch Debt Service Fund	702,000	204,729	29.2%
Sinking Fund	175,000	175,000	100.0%
Capital Projects Fund	4,100,000	2,638,381	64.4%
	<u>4,977,000</u>	<u>3,018,110</u>	<u>60.6%</u>
TOTAL EXPENDITURES	<u>41,525,702</u>	<u>23,648,537</u>	<u>56.9%</u>

**ORANGE COUNTY LIBRARY DISTRICT
 MAIN DEBT SERVICE FUND
 Seven Months Ended April 30, 2007**

	ANNUAL BUDGET	YTD ACTUAL	(7 month=58%)
REVENUES			
Interest	1,000	599	59.9%
TOTAL REVENUES	1,000	599	59.9%
 EXPENDITURES			
Transfer to Branch Debt Service Fund	75,000	53,434	71.2%
TOTAL EXPENDITURES	75,000	53,434	71.2%

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Seven Months Ended April 30, 2007**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(7 month=58%)</u>
REVENUES			
Transfer From General Fund	702,000	204,729	29.2%
Transfer From Main Debt Service Fund	75,000	53,434	71.2%
Interest	20,000	13,348	66.7%
TOTAL REVENUES	<u>797,000</u>	<u>271,511</u>	<u>34.1%</u>
EXPENDITURES			
<u>2003 NOTE</u>			
Principal	362,176	179,606	49.6%
Interest	47,283	25,123	53.1%
	<u>409,459</u>	<u>204,729</u>	<u>50.0%</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>204,729</u>	<u>25.7%</u>

FUTURE DEBT SERVICE PAYMENTS FOR 2003 NOTE

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
August 1, 2007	182,569	22,159
2008	374,226	35,233
2009	386,677	22,781
2010	399,542	9,916
	<u>1,343,014</u>	<u>90,089</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Seven Months Ended April 30, 2007**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(7 month=58%)</u>
REVENUES			
Transfer From General Fund	4,100,000	2,638,381	64.4%
Line of Credit Proceeds	1,900,000	0	0.0%
Winter Garden Settlement		25,000	
	<hr/>	<hr/>	<hr/>
TOTAL REVENUES	<u>6,000,000</u>	<u>2,663,381</u>	<u>44.4%</u>
EXPENDITURES			
<u>CHULUOTA & 50 BRANCH</u>			
Land	1,500,000	0	0.0%
Architect/Engineer	0	0	
	<hr/>	<hr/>	<hr/>
	1,500,000	0	0.0%
<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%
	<hr/>	<hr/>	<hr/>
	4,500,000	2,550,000	56.7%
<u>WINTER GARDEN</u>			
Building	0	4,248	
TOTAL EXPENDITURES	<u>6,000,000</u>	<u>2,554,248</u>	<u>42.6%</u>

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Seven Months Ended April 30, 2007**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(7 month=58%)</u>
REVENUES			
Transfer From General Fund	175,000	175,000	100.0%
Interest	0	13,500	
TOTAL REVENUES	<u>175,000</u>	<u>188,500</u>	<u>107.7%</u>
 RESERVES			
Reserves-Building and Improvements	87,500	87,500	100.0%
Reserves-Technology	87,500	87,500	100.0%
TOTAL RESERVES	<u>175,000</u>	<u>175,000</u>	<u>100.0%</u>

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
April 30, 2007

	BALANCE 03/31/07	RECEIPTS	DISBURSE	BALANCE 04-30-07
OPERATING				
Checking	443,417	3,657,242	(3,466,090)	634,569
SBA Investments	9,941,858	88,801	(1,600,000)	8,430,659
CD Investments	11,898,086	782,720	(752,523)	11,928,282
	22,283,361	4,528,763	(5,818,614)	20,993,510
BRANCH DEBT SERVICE				
CD Investments	435,897	492,080	(435,897)	492,079
SBA Investments	53,898	419	(54,317)	(0)
	489,795	492,499	(490,215)	492,079
SINKING				
SBA Investments	498,798	4,470	0	503,268

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
April 30, 2007**

ASSETS

Certificates of Deposit	11,928,283
Cash on Hand	8,095
Equity in Pooled Cash	634,569
Accounts Receivable	23,818
Due From Other Funds	90,690
Inventory	224,512
Investments-SBA	8,430,659
Prepays	95,532
Other Assets-Deposits	<u>9,275</u>
TOTAL ASSETS	<u><u>21,445,433</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
April 30, 2007

LIABILITIES

Accounts Payable	0
Unclaimed Disbursements	1,073
Retainage Payable	20,744
Due to Other Funds	0
Accrued Wages Payable	509,492
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	12
Due To FOL-Taxable Book Sales	3,648
Due To FOL-Nontaxable Book Sales	0
Due To FOL-Sales Tax	244
United Appeal	165
Bonds	98
Def Comp Employees	0
Dental Insurance	0
Union Dues	589
Union-Cope	0
Optional Life	0
Flex Spend Med	0
Flex Spend Dep	0
Ben-DCP	0
Miscellaneous	37
Daughters of American Revolution	1,434
Unclaimed Payroll	0
TOTAL LIABILITIES	537,536

FUND BALANCE

Reserve for Walker	4,000
Reserve for Phillips	100,000
Reserve for Warner	33,712
Reserve for Gullett	19,805
Designated for Murray	537,268
Designated for Sondheim	39,941
Designated for Strategic Plan	4,000,000
Designated for Encumbrances	197,437
Unreserved/Undesignated	3,897,140
Current Year Excess of Revenues Over Expenditures	12,078,594
TOTAL FUND BALANCE	20,907,897

TOTAL LIABILITIES & FUND BALANCE **21,445,433**

**Orange County Library System
Board of Trustees Meeting
Thursday, May 17, 2007**

**Statistics and Summaries:
April 2007**

STATISTICAL SUMMARY

April 2007 Statistics for May 2007 meeting

Circulation and Door Count Trends

Overall system circulation has increased over the same period last year. On a location level we should note that though South Trail is attracting an increasing number of visitors, the current numbers are affected by the fact that they were closed for 6 days for the same period last year. Please note that the Edgewater Branch was closed from April 2-6 accounting for the decrease in their activity numbers.

For some time, we have been piloting with in house games at the Main Library, Herndon and West Oaks. Juvenile card holders are able to check out two “tokens” which allows them to play video games at the Library. The pilot plans were quite successful and thanks to an Entertainment Arts grant secured by Sheri Chambers in Information Systems, we have expanded the program to all locations. For the first month of games in all locations we circulated 2,525 tokens! The top two performers in gaming this month were South Trail (371) and Hiwassee (349).

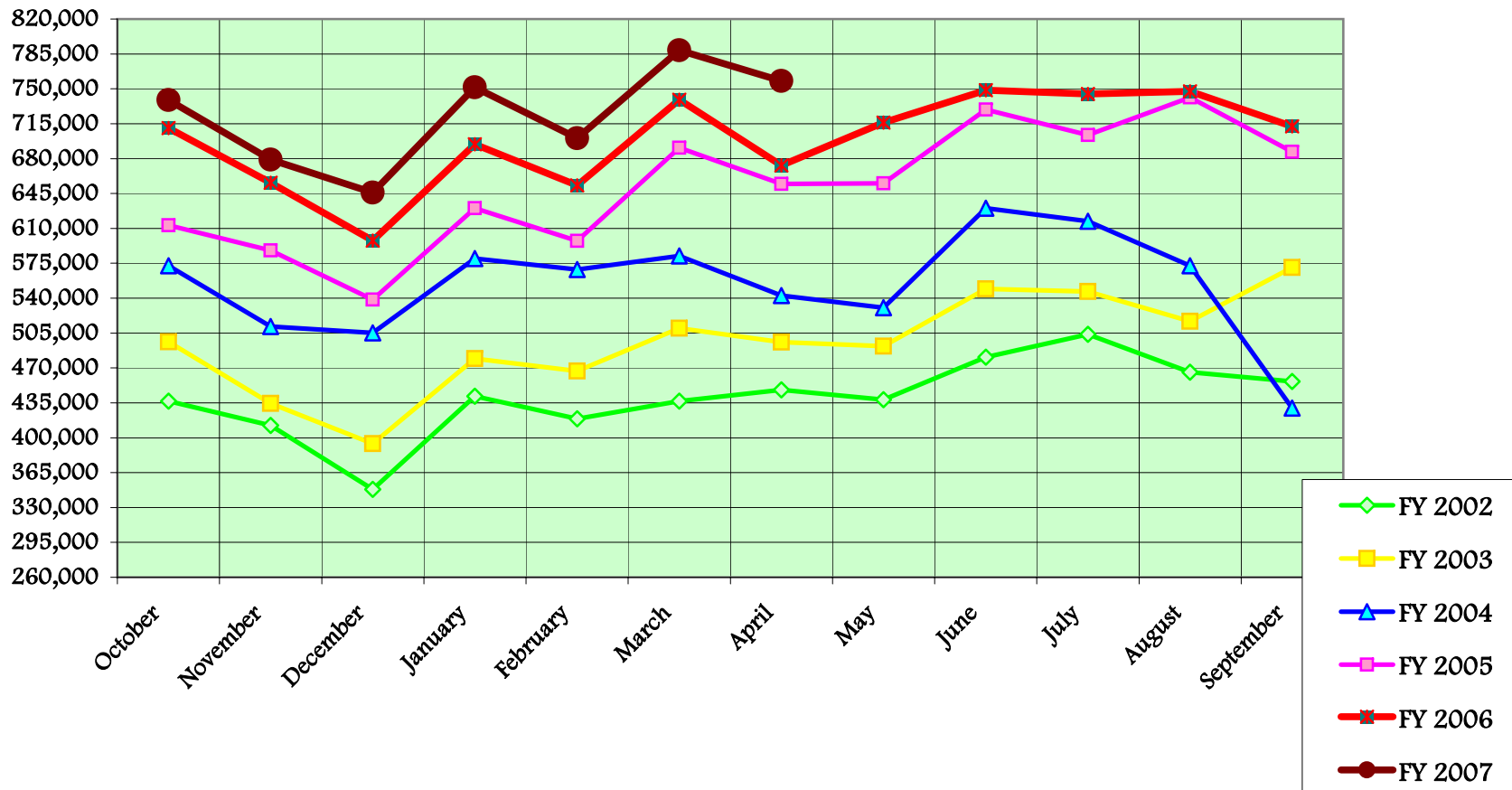
Library Activity

The PC Sessions for April '07 were 70,325 up from 63,040 in April '06. This is an 11.56% increase. The largest increase was in the newly reopened Computer Resource Center. CRC has signed up over 10,000 sessions for the two months since opening in our new location. Monthly averages were 8,000-9,000 prior to the move. Staff have noticed the computers filling up more than in recent months, perhaps the result of the new, more attractive facility. The numbers certainly back up that observation!

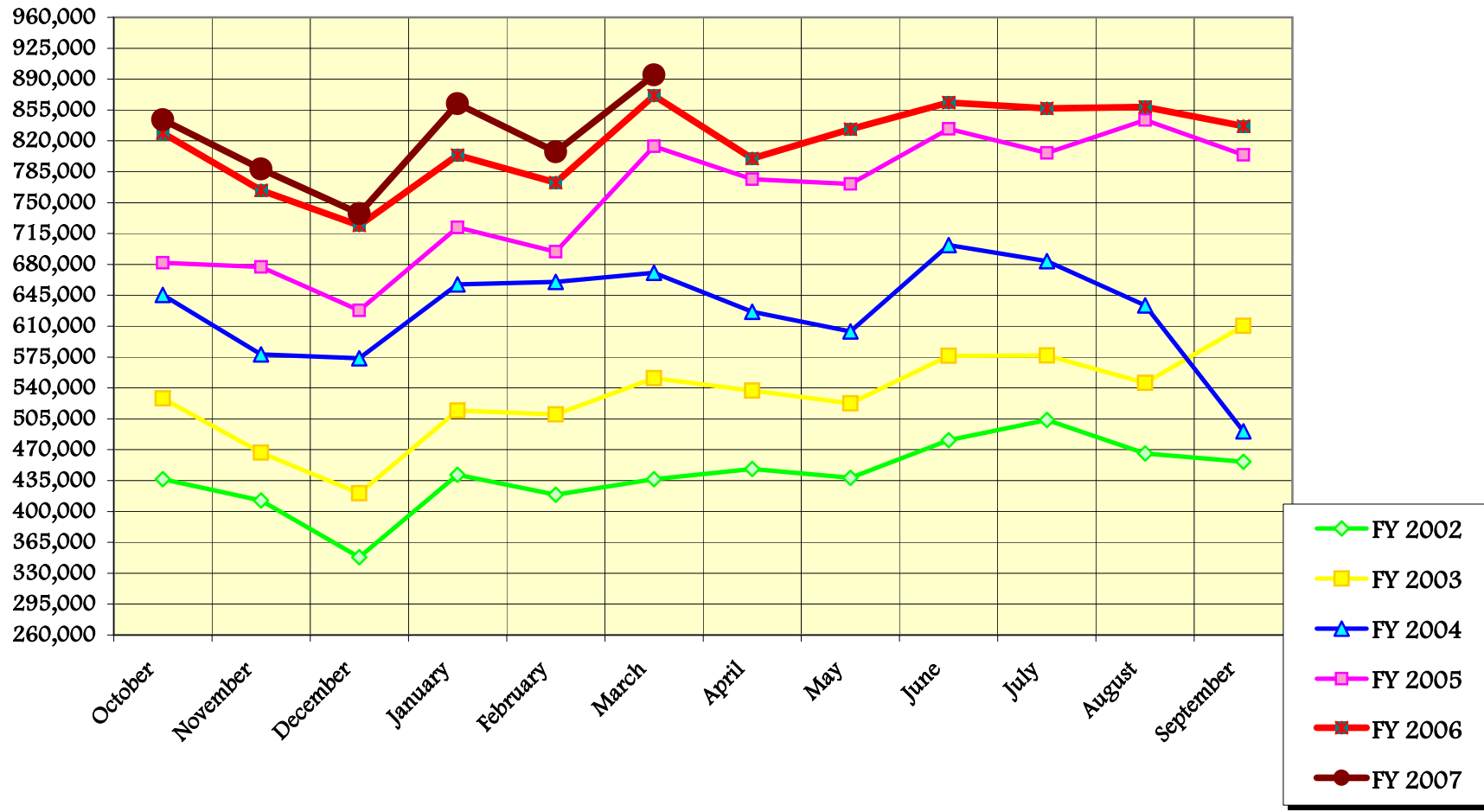
Questline activity is down 16.73% from last year (16,968 to 14,130) but don't mistake that decrease for a lack of interest in the service! The change is really due to some positive changes (for both staff and public) to our customer service practices. The first change is the fact that we no longer ask the new card holder to call in to verify their card. A new automated process is in place and is now saving the time of all involved! Staff in QL also observed that the new ability for the public to reserve meeting rooms online has moved those phone calls to the web!

Orange County Library System
Statistical Reports
April 2007

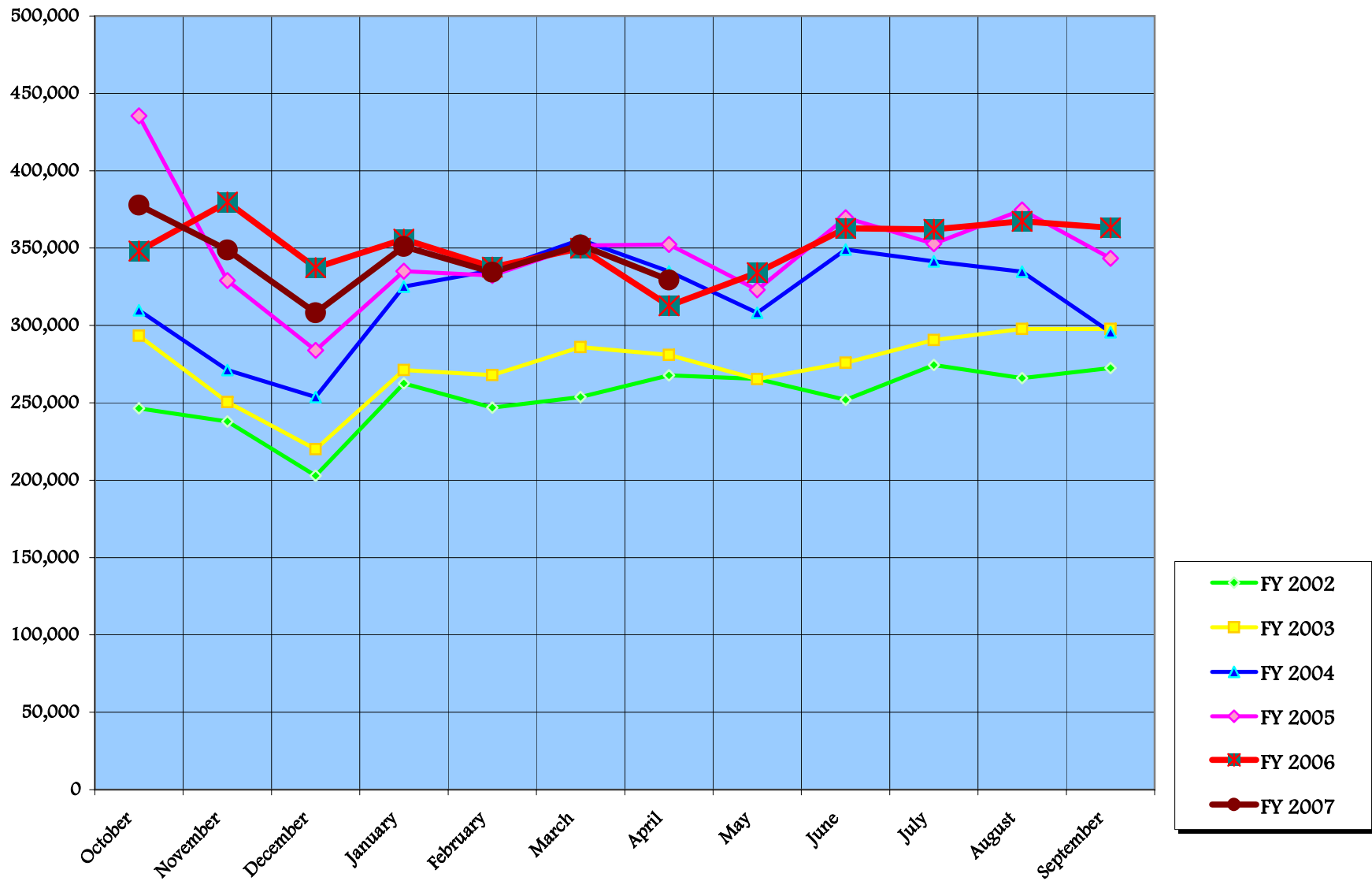
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION**
Fiscal Year 2002 Through Fiscal Year 2007 TO Date



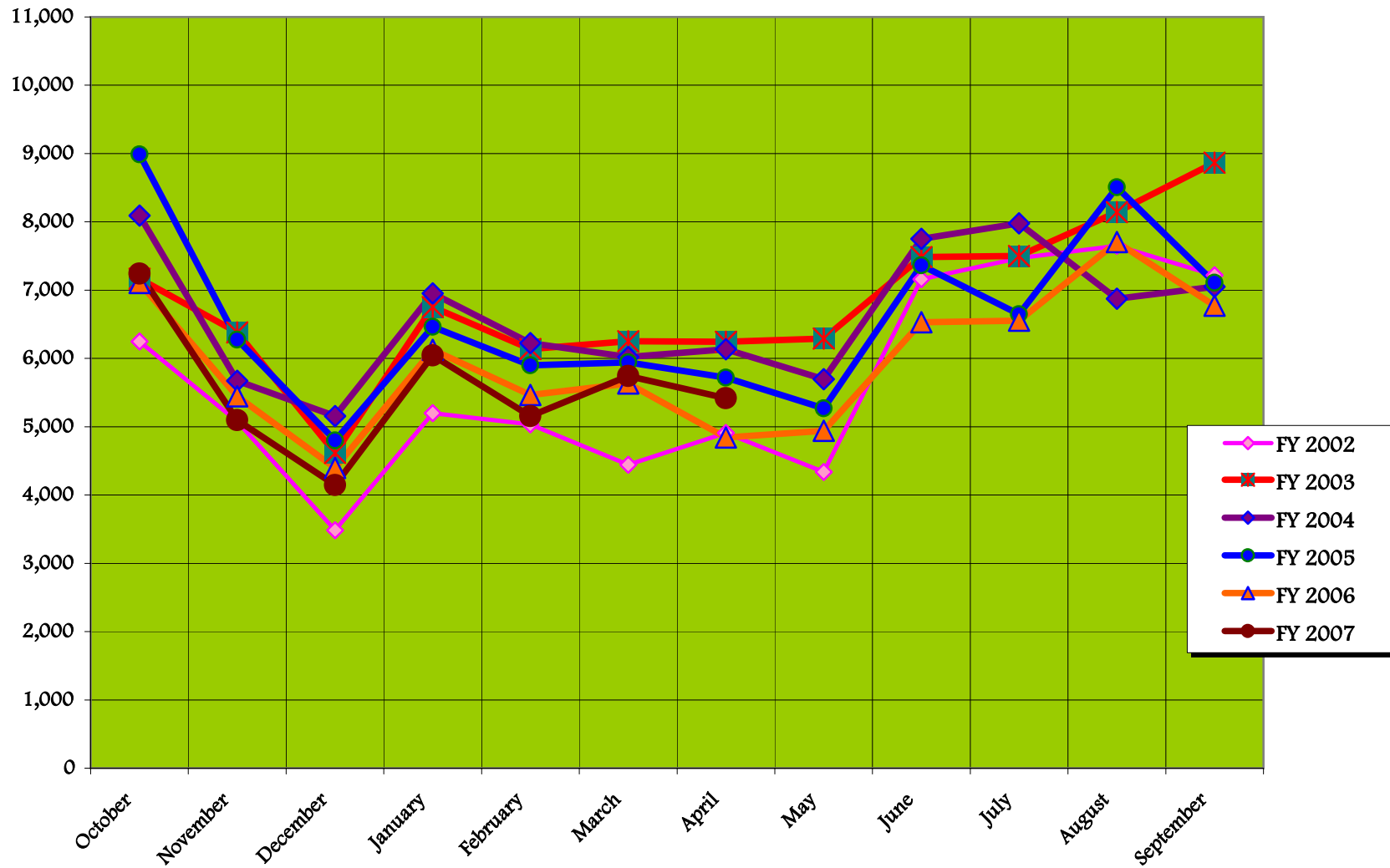
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION WITH ELECTRONIC STATS**
(Circ Stats & Electronic Database Stats ~ 2 months previous)
Fiscal Year 2002 Through Fiscal Year 2007 TO Date



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



Orange County Library System
 New Customer 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	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	211,081	205,261	193,356	186,592	217,389	208,606	210,048	202,495	239,381	229,242
Branches	421,603	433,780	393,085	405,141	375,753	366,457	441,904	431,980	406,935	396,513	458,048	445,868
MAYL	54,998	49,789	49,729	41,659	45,918	40,549	61,668	49,931	52,988	50,267	60,392	59,724
Digital Products	23,968	-	21,525	-	27,330	-	30,471	-	38,276	-	36,482	-
Talking Books	3,916	3,650	3,308	3,587	3,642	4,007	3,903	3,825	3,573	3,779	4,093	4,271
Total	738,762	710,581	678,928	655,648	645,999	597,605	755,335	694,342	711,820	653,054	798,396	739,105
Door Count												
Main	57,887	55,768	50,362	47,303	48,123	44,632	54,861	50,091	52,197	50,001	57,450	54,986
Branches	382,554	292,293	298,364	296,053	260,088	292,663	296,157	305,733	282,301	268,963	294,846	294,931
Talking Books	12	17	10	14	7	10	15	17	17	14	14	18
Total	440,441	348,061	348,726	343,356	308,211	337,295	351,018	355,824	334,498	318,964	352,296	349,917

Circulation and Door Count
April - September

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

	Apr-07	Apr-06	% of Change	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	227,199	217,059	4.67%		218,997		220,906		227,773		227,896		223,132	1,532,731	2,591,321
Branches	431,592	402,539	7.22%		440,301		471,490		457,825		454,820		431,707	2,928,920	5,138,421
MAYL	55,854	50,065	11.56%		52,863		51,971		55,502		60,653		53,940	381,547	616,913
Digital Products	39,339				12,706		12,322		11,515		13,630		17,309	217,391	67,482
Talking Books	3,931	3,662	7.35%		4,001		4,158		3,677		4,065		3,674	26,566	46,356
Total	787,915	673,325	12.56%		728,868		760,847		756,292		761,064		729,762	5,087,155	8,460,493
Door Count															
Main	55,349	52,259	5.91%		48,595		53,910		56,485		56,153		55,268	376,229	625,451
Branches	274,094	260,498	5.22%		285,442		308,787		305,700		311,162		307,318	2,088,404	3,530,043
Talking Books	11	15	-26.67%		12		15		20		25		20	86	197
Total	329,443	312,757	5.34%		334,037		362,697		362,185		367,315		363,086	2,464,633	4,155,494

Website Report

	Oct-06	Oct-05	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	4,562,952	3,465,026	4,523,894	3,090,526	5,123,216	3,628,805	5,162,308	4,051,328	5,329,565	4,325,221
Outside	4,177,185	2,710,018	4,089,059	2,323,331	3,931,882	1,570,032	4,701,691	2,261,183	4,270,514	2,771,534	4,637,463	3,145,267
Total	8,950,634	6,220,666	8,652,011	5,788,357	8,455,776	4,660,558	9,824,907	5,889,988	9,432,822	6,822,862	9,967,028	7,470,488
Visits												
Inside	88,297	71,594	76,559	67,454	75,103	66,441	80,741	72,152	79,993	73,840	89,675	79,460
Outside	216,146	144,488	207,221	128,652	235,165	115,571	240,477	145,892	230,351	151,408	272,129	185,434
Total	304,443	216,082	283,780	196,106	310,268	182,012	321,218	218,044	310,344	225,248	361,804	264,894
Unique Visitors												
Inside	1,049	943	1,074	959	1,049	1,603	1,152	1,003	1,128	1,005	1,150	1,062
Outside	62,360	39,180	60,691	37,254	70,574	34,309	73,597	41,898	72,562	42,481	77,096	44,262
Total	63,409	40,123	61,765	38,213	71,623	35,912	74,749	42,901	73,690	43,486	78,246	45,324
Page Views												
Inside	1,301,906	927,149	1,187,174	912,106	1,177,277	717,327	1,402,342	914,262	1,594,702	1,452,487	1,467,667	1,370,508
Outside	1,063,999	622,173	943,229	318,710	904,271	366,306	1,132,779	402,549	1,028,603	806,280	1,153,659	963,843
Total	2,365,905	1,549,322	2,130,403	1,230,816	2,081,548	1,083,633	2,535,121	1,316,811	2,623,305	2,258,767	2,621,326	2,334,351

Website Report

	Apr-07	Apr-06	% of Change	May-07	May-06	Jun-07	Jun-06	Jul-07	Jul-06	Aug-07	Aug-06	Sep-07	Sep-06	FY 2007 YTD
Hits to the Website														
Inside	4,770,520	4,120,375	15.78%		4,443,306		4,167,081		4,539,985		4,681,001		4,153,525	34,245,904
Outside	4,408,148	3,101,708	42.12%		3,402,201		3,656,191		3,880,829		4,125,356		4,017,539	30,215,942
Total	9,178,668	7,222,083	27.09%		7,845,507		7,823,272		8,420,814		8,806,357		8,171,064	64,461,846
Visits														
Inside	85,837	76,803	11.76%		78,328		83,869		83,973		85,040		79,764	576,205
Outside	249,796	179,908	38.85%		188,209		206,150		207,837		198,319		201,255	1,651,285
Total	335,633	256,711	30.74%		266,537		290,019		291,810		283,359		281,019	2,227,490
Unique Visitors														
Inside	1,161	1,033	12.39%		988		1,010		1,026		1,049		1,053	7,763
Outside	69,539	44,284	57.03%		46,489		55,680		56,351		61,297		61,583	486,419
Total	70,700	45,317	56.01%		47,477		56,690		57,377		62,346		62,636	494,182
Page Views														
Inside	1,273,702	1,200,997	6.05%		1,168,557		1,198,600		1,225,447		1,312,417		1,160,716	9,404,770
Outside	1,134,327	900,138	26.02%		909,923		985,245		1,025,020		1,059,551		1,184,283	7,360,867
Total	2,408,029	2,101,135	14.61%		2,078,480		2,183,845		2,250,467		2,371,968		2,344,999	16,765,637

Library Activities
October - March

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

	Oct-06	Oct-05	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	14,096	9,174	14,719	8,399	8,077	11,419	10,313	12,314	14,017	13,515	15,567
Total # of Programs	468	420	421	405	440	383	440	357	521	431	532	440
Community Events Attendance Total	1,459	1,760	826	2,060	778	506	5,421	493	1,877	986	1,081	1,466
Total # of Community Events	23	27	25	22	6	8	19	6	12	9	5	14
Events Line	3	12	2	16	5	5	18	4	27	9	9	13
StoryLine	62	141	96	150	86	92	121	99	162	109	111	194
Class Attendance Total	2,142	1,331	1,907	900	1,110	1,090	1,732	1,268	1,938	1,691	2,422	1,644
Total # of Classes	947	479	816	396	730	486	792	513	847	535	1,003	612
QuestLine	17,658	17,532	15,442	16,296	13,156	14,321	15,792	18,150	14,394	16,583	14,661	18,245
P.C. Sessions	73,975	62,244	64,072	59,609	62,767	57,206	68,485	62,245	65,848	58,945	73,671	68,696
Number of Active Cards in the System	441,638	358,336	447,566	365,466	452,460	371,147	459,020	378,417	464,505	384,601	470,636	391,066
New Customer Registrations	7,241	7,104	5,095	5,445	4,145	4,397	6,043	6,126	5,155	5,466	5,743	5,634
Total Registered Borrowers	893,132	825,839	898,011	831,207	902,007	834,813	907,033	840,468	911,919	845,734	917,446	851,379

Library Activities April - September

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

	Apr-07	Apr-06	% of Change	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	14,222	13,738	3.52%		12,866		16,632		14,751		11,661		14,014	82509	160,451
Total # of Programs	476	395	20.51%		397		478		453		440		447	3298	5,046
Community Events Attendance Total	3,917	2,800	39.89%		3,175		1,932		7,644		1,071		1,111	15359	25,004
Total # of Community Events	20	20	0.00%		22		12		11		14		22	110	187
Events Line	8	10	-20.00%		7		9		11		10		6	72	112
StoryLine	112	132	-15.15%		116		122		139		318		110	750	1,722
Class Attendance Total	2,152	1,714	25.55%		1,639		1,989		2,280		2,351		1,789	13403	19,686
Total # of Classes	983	606	62.21%		697		676		659		988		863	6118	7,510
QuestLine	14,130	16,968	-16.73%		17,160		18,952		18,429		18,716		17,124	105,233	208,476
P.C. Sessions	70,325	63,040	11.56%		66,261		70,171		68,387		71,288		67,102	479,143	775,194
Number of Active Cards in the System	474,337	396,385	19.67%		402,051		409,821		417,073		425,631		433,295	3,210,162	
New Customer Registrations	5,416	4,842	11.85%		4,940		6,530		6,554		7,702		6,774	38838	71,514
Total Registered Borrowers	922,540	855,829	7.79%		859,997		866,565		872,213		880,029		886,201	6352088	

www.ocls.info

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

	Oct-06	Oct-05	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	554,957	470,938	481,726	360,185	641,908	487,735	588,197	444,506	561,152	514,197
Online Renewals	126,197	113,507	116,022	106,202	110,932	98,035	115,544	103,153	113,861	103,675	130,036	118,682
Electronic Reference Questions	226	137	208	124	186	92	283	152	242	117	246	138
Live Chat Questions	279	52	206	33	160	22	248	22	301	32	313	37
Total Online Reference Questions	505	189	414	157	346	114	531	174	543	149	559	175
Online Requests	52,785	49,854	46,223	43,046	42,537	35,531	59,824	52,277	53,385	45,441	56,996	50,924
Online Suggestions	139	176	86	203	70	84	100	120	101	88	83	88

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

	Apr-07	Apr-06	Change	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	560,947	468,781	19.66%		481,271		548,960		615,487		695,022		634,209	4,030,761	6,265,823
Online Renewals	124,080	112,941	9.86%		116,296		109,244		114,494		116,450		116,353	836,672	1,329,032
Reference Questions	288	121	138.02%		105		87		120		118		91	1,679	1,402
Live Chat Questions	296	43	588.37%		32		17		66		74		74	1,803	504
Total Online Reference Questions	584	164	256.10%		137		104		186		192		165	3,482	1,906
Online Requests	56,038	49,726	12.69%		56,889		58,081		57,123		59,266		51,322	367,788	609,480
Online Suggestions	95	64	48.44%		68		103		86		118		102	674	1,300

Orange County Library System

Circulation Statistics

April 1, 2007 - April 30, 2007

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain -Loss	%Gain -Loss	Total Visits	Visits Year Ago	Gain -Loss	% Gain -Loss
Main	29	227,199	29.98%	217,059	10,140	4.67%	55,349	52,259	3,090	5.91%
MAYL*	21	55,854	7.37%	50,065	5,789	11.56%	52,792	47,886	4,906	10.25%
Digital Products		39,339	5.19%							
Talking Books	29	3,931	0.52%	3,662	269	7.35%	11	15	(4)	-26.67%
West Oaks	29	39,462	5.21%	38,294	1,168	3.05%	22,360	19,002	3,358	17.67%
Herndon	25	44,133	5.82%	40,845	3,288	8.05%	24,494	22,024	2,470	11.22%
Alafaya	29	64,252	8.48%	56,092	8,160	14.55%	30,793	27,761	3,032	10.92%
Southeast	25	36,077	4.76%	36,262	(185)	-0.51%	26,023	32,346	(6,323)	-19.55%
Hiawasee	25	22,271	2.94%	21,154	1,117	5.28%	20,768	20,452	316	1.55%
Southwest	25	40,153	5.30%	37,658	2,495	6.63%	15,853	22,097	(6,244)	-28.26%
Edgewater	19	21,368	2.82%	27,259	(5,891)	-21.61%	14,581	15,154	(573)	-3.78%
North Orange	29	40,110	5.29%	37,835	2,275	6.01%	23,071	26,257	(3,186)	-12.13%
South Creek	29	48,443	6.39%	46,307	2,136	4.61%	29,183	25,312	3,871	15.29%
South Trail	25	24,145	3.19%	15,914	8,231	51.72%	26,011	13,398	12,613	94.14%
Winter Garden	25	25,914	3.42%	21,802	4,112	18.86%	14,501	13,113	1,388	10.58%
Windermere	25	12,577	1.66%	12,688	(111)	-0.87%	9,584	8,642	942	10.90%
Washington Park	25	10,927	1.44%	9,488	1,439	15.17%	10,667	11,255	(588)	-5.22%
Eatonville	25	1,760	0.23%	941	819	87.04%	6,205	3,685	2,520	68.39%
Total	414	757,915	100.00%	673,325	84,590	12.56%	329,443	312,757	16,686	5.34%

*MAYL Visits ~ Customer Transactions

NUMBER OF SEARCHES
MARCH 2007

FISCAL YEAR 2006	OCT 2006	NOV	DEC	JAN 2007	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD 2007	YTD 2006
Ancestry Library Edition	225	200	186	192	166	140							1,109	1,790
Associations Unlimited	518	380	213	260	196	249							1,816	3,769
Auto Repair Reference Center	281	232	339	383	323	406							1,964	1,363
Biography & Genealogy Master Index	467	448	226	309	184	181							1,815	3,855
Biography Resource Center	3,359	2,926	1,948	5,263	4,994	3,102							21,592	29,013
Business & Company Resource Center	1,042	1,342	945	1,189	1,503	1,214							7,235	11,849
Business Index ASAP	58	75	78	60	68	62							401	446
Classical.com	181	157	178	109	56	148							829	188
Computer Database	420	463	174	248	158	179							1,642	2,003
Consulta	64	101	67	53	24	29							338	510
Countrywatch	1,247	3,649	520	2,825	2,459	2,244							12,944	5,966
DearReader.com Online Book Club (formerly Chapter-A-Day)	57,380	57,620	58,200	58,720	59,060	60,320							351,300	306,540
Dun & Bradstreet International Business Locator	49	53	47	43	45	57							294	309
Expanded Academic ASAP	842	919	379	657	358	684							3,839	9,258
Ferguson's Career Guidance Center	135	145	116	358	516	189							1,459	2,350
First Search	1,288	1,199	1,123	1,481	1,487	1,505							8,083	22,893
Gale Virtual Reference Library e-books (FEL)	112	250	195	188	137	156							1,038	2,294
General Business File ASAP	328	509	152	227	166	185							1,567	1,987
General Reference Center Gold	1,373	1,709	674	1,099	1,026	716							6,597	33,707
Health & Wellness Resource Center and Alternative Health Module	1,444	1,366	580	728	642	1,003							5,763	10,804
Health Reference Center Academic	650	736	229	311	223	323							2,472	8,412
HeritageQuest Online	6,047	4,969	5,342	7,266	8,892	6,789							39,305	41,710
Info Trac OneFile	2,369	2,767	1,570	1,976	1,756	1,535							11,973	37,663
Informe	41	78	23	26	36	31							235	389
Junior Edition - K12	474	498	238	343	157	182							1,892	1,837
Kid's Edition - K12	325	387	134	381	490	113							1,830	1,307
Learnatest	448	515	363	704	628	487							3,145	2,402
Lit Finder (formerly Essay/ Poem/ Storyfinder)	777	423	274	307	223	190							2,194	6,416
Literature Resource Center	3,804	5,372	1,449	2,974	2,216	3,256							19,071	24,957
Live Homework Help	196	241	145	318	298	211							1,409	1,733
Mergent Online	170	164	79	111	86	98							708	1,805
Morningstar	203	94	337	124	155	144							1,057	2,904
NetLibrary eBooks	84	142	64	121	87	99							597	943
NetLibrary eBooks - Shared Collection	427	626	474	538	639	544							3,248	2,282
NetLibrary Downloadable Audiobooks	727	770	705	993	806	805							4,806	3,167
Novelist	809	914	484	912	756	932							4,807	3,354
Opposing Viewpoints Resource Center	3,274	2,891	1,126	1,168	1,200	1,909							11,568	16,845
p4A Antiques Reference	191	191	130	407	139	298							1,356	2,307
Personal and Business Forms	53	144	109	144	180	116							746	
Powermediaplus Streaming Videos	202	147	90	224	226	164							1,053	809
Professional Collection	100	198	133	204	134	118							887	7,601
ProQuest Newspapers	2,301	2,374	1,975	2,287	1,870	2,095							12,902	14,452
Read the Books					133	213							346	
Reference USA	3,283	3,982	3,716	4,467	4,247	3,856							23,551	17,281
Rosetta Stone	3,070	2,823	3,652	4,591	4,470	4,763							23,369	6,989
Science Online	647	209	415	2,447	1,161	787							5,666	897
SIRS Knowledge Source	1,277	1,169	612	802	555	734							5,149	10,031
Smithsonian Global Sound	20	17	37	46	17	17							154	81
Standard & Poors NetAdvantage (formerly known as Ceresium Online Videos)	82	44	49	73	98	36							382	502
Standard & Poors NetAdvantage	337	395	201	269	220	307							1,729	1,013
Student Edition - K12	345	380	183	254	206	261							1,629	2,263
Tumblebooks	561	660	498	721	412	737							3,589	1,491
Weiss Ratings	76	46	48	24	95	300							589	42,029
What Do I Read Next?	295	339	155	128	126	145							1,188	3,074
Worldbook Online	859	753	429	815	479	671							4,006	2,927
TOTAL NUMBER OF SEARCHES	105,337	109,201	91,808	110,868	106,984	106,035							630,233	722,767

**Orange County Library System
Board of Trustees Meeting
Thursday, May 17, 2007**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, May 17, 2007**

**Authorization to
Purchase Replacement
Telecommunication Switches**

**PURCHASE OF MAIN LIBRARY
TELECOMMUNICATION SWITCHES
07-075**

I. ISSUE STATEMENT

The Library purchased telecommunication switches from AVAYA in 2002 for the main library and in 2003 for the branch locations. These switches are of an age that they are no longer under warranty and reaching the end of their reliable life cycle. In addition, these data switches do not offer extensive network monitoring and diagnostic capabilities available in today's telecommunication switches.

II. BACKGROUND

Earlier this year, the Library began to experience some intermittent trouble with the Millennium circulation application in the branches. Computers at the branches would occasionally lock up and require a re-boot, delaying customers. Information Systems and various vendors began investigating the problems to determine the underlying cause. Eventually we determined the problem most likely was in our Wide Area Network connections from Time Warner Communications (TWTC).

TWTC could not see any errors on their circuits. Because the Library's branch telecommunication switches did not provide some of today's advanced monitoring capabilities, we were unable to provide diagnostic data to pinpoint the problem either. The Library brought in outside networking specialists to review our network configurations. Eventually, we reached a point where the replacement of our branch telecommunication switches was necessary to provide additional monitoring. On 4/30/07, the Library ordered 23 Cisco switches to replace the Avaya switches in the branches after receiving three competitive bids. The cost of these switches was approximately \$70,000. We began installing them in branches on 5/1/07 and completed replacement on 5/3/07.

On 5/2/07, we also brought an outside network specialist in to help us configure the new switches and run diagnostic tests with the new equipment. Within a few hours, we were able to pinpoint 3 separate problems with the TWTC connections. We opened trouble tickets with TWTC and two of the three issues were resolved at that time. The remaining issue was resolved on Monday, May 7th. Since that date, the number of Millennium freezes has dropped by over 90%. We are still troubleshooting to determine the cause of these few remaining problems.

The Library had planned to replace all data switches system-wide next fiscal year. However, we would now like to complete the switch replacements by purchasing 16 Cisco switches for the Main Library this fiscal year. Replacing

these switches will allow for better overall monitoring of our network and diagnosing the remaining problems as well as also provide increased future reliability. The cost to replace the remaining switches will be approximately \$60,000. Because the combined purchase exceeds \$100,000 we are bringing this purchase for board approval.

III. OPTIONS

The following options are offered for consideration.

Option 1. Approve the purchase of 16 Cisco telecommunication switches to complete the replacement of the remaining switches at the Main Library.

Advantages

1. Cisco equipment ranks among the fastest and most reliable in the industry.
2. Cisco equipment will provide close integration with core Cisco switch and provide for enhanced network reliability and monitoring.

Disadvantages

1. Money would not be available for other projects.

Option 2. Wait until next fiscal year to replace the telecommunication switches here at the Main Library.

Advantages

1. Money would be available for other projects this year.

Disadvantages

1. We would not be able to provide the same level of monitoring and troubleshooting of network issues here at the Main Library.
2. The older switches would be more likely to fail than the newer equipment.

IV. RECOMMENDATION

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

Purchase and installation of 16 additional Cisco telecommunications switches not to exceed \$60,000.

Sufficient funds are available in this year's budget to accomplish this purchase.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 07-075**

Resolution to approve the purchase of 16 Cisco telecommunication switches to complete the replacement of the remaining switches at the Main Library.

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 17th day of May, 2007, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board resolves:

To approve the purchase and installation of 16 additional Cisco telecommunications switches not to exceed \$60,000.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, May 17, 2007**

**Discussion and Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, May 17, 2007**

**Property Tax Reform
Implications ~ FY 2008 Preliminary
Budget**

Property Tax Reform Implications- FY 08 Preliminary Budget

Timing to Present FY 08 Preliminary Budget to Library Board

Typically, the preliminary budget is presented to the Library Board each year in June. However, the timing of the special legislative session on property tax reform in June will require a change in this schedule. Currently, the special session is scheduled to run from June 12th through June 22nd. Staff considered several possibilities, including a special Library Board meeting at the end of June or moving the July Board meeting up one week. These are still options but staff's recommendation is to bring the FY 08 Preliminary Budget to the regularly scheduled Library Board meeting on July 12th. This should give staff time to analyze the results of the special session and determine the impact on next year's budget.

Proposed Reductions to FY 08 Operating Budget

Although there does not seem to be any consensus on which tax reform proposal will ultimately be approved during the special legislative session, the likely outcome will be less tax revenue for the Library. Given that outcome, what areas can we cut our budget?

The attached is based on a reduction in tax revenues of \$8,000,000 and reflects the areas that we think should be cut first. The notes shown on the Operating Fund Expenditures are explained on the subsequent page. For example, the \$4,100,000 reduction (Note 1) would eliminate funding for future branch development. The approach we took was to at least try to maintain the status quo.

In this exercise, \$6,390,000 was cut from our budget. However, this would be partially offset by normal increases in salaries in benefits for a net reduction of \$4,841,000. In order to fund the attached budget, we would need to take \$5,100,000 out of our reserves which would only leave about \$2,400,000 for future years. In order to reduce the amount to be taken out of our reserves or if the reduction in tax revenues exceeds \$8,000,000, we would need to make further cuts in the budget. Although we are not recommending them at this point, the last page in the attached represents other possible cuts and changes.

The purpose of the attached is to provide a starting point for the Library Board to discuss areas to target for potential cuts. We would like to hear your ideas and thoughts as we approach these painful decisions.

ORANGE COUNTY LIBRARY DISTRICT

OPERATING FUND REVENUES

Comparison of Actual FY07 Budget to Starting Point FY08 Budget

REVENUES	FY07 BUDGET	INCREASE (DECREASE)	NOTES	STARTING POINT FY08 BUDGET
AD VALOREM TAXES	35,374,813	(8,000,000)		27,374,813
INTERGOVERNMENTAL				
Grants	292,000	(292,000)		-
State Aid	1,300,000	(48,000)		1,252,000
	1,592,000	(340,000)		1,252,000
CHARGES FOR SERVICES				
Fee Cards	7,000	1,000		8,000
PC Pass	33,000	(7,000)		26,000
Classes	2,000	-		2,000
Disk Sales	2,500	-		2,500
Copy and Vending	170,000	-		170,000
	214,500	(6,000)		208,500
FINES				
Fines	1,400,000	50,000		1,450,000
Lost Materials	120,000	(20,000)		100,000
	1,520,000	30,000		1,550,000
MISCELLANEOUS				
Interest Earnings	625,000	100,000		725,000
Rents	7,000	-		7,000
Contributions-FOL	122,000	-		122,000
Contributions others	10,000	-		10,000
Miscellaneous	40,000	-		40,000
	804,000	100,000		904,000
TRANSFERS FM PROP APPRAISER	35,000	-		35,000
TRANSFERS FM TAX COLLECTOR	260,000	-		260,000
RESERVES	1,725,389	3,374,824		5,100,213
TOTAL REVENUES	41,525,702	(4,841,176)		36,684,526

ORANGE COUNTY LIBRARY DISTRICT

OPERATING FUND EXPENDITURES

Comparison of Actual FY07 Budget to Starting Point FY08 Budget

EXPENDITURES	FY07 BUDGET	INCREASE (DECREASE)	NOTES	STARTING POINT FY08 BUDGET
SALARIES & BENEFITS				
Salaries	13,683,612	1,037,272		14,720,884
Medicare Taxes	198,412	15,041		213,453
Defined Contribution Pension Plan	1,026,271	77,795		1,104,066
Defined Benefit Pension Plan	1,109,530	109,875		1,219,405
Money Purchase Pension Plan		100,921		100,921
Life and Health Insurance (Employees)	1,993,004	370,368		2,363,372
Retiree Health Care (OPEB)	2,000,000	(309,064)		1,690,936
Worker's Compensation	123,153	(10,540)		112,613
Unemployment Compensation	20,000	0		20,000
Parking and Bus Passes	132,720	(2,844)		129,876
	20,286,702	1,388,824		21,675,526
OPERATING				
Professional Services	325,000	50,000		375,000
Other Contractual Services	1,007,000	(76,000)		931,000
Other Contract. Serv.- Janitorial	288,000	3,000		291,000
Training and Travel	125,000	(50,000)	(7)	75,000
Telecommunication	288,000	120,000		408,000
Delivery and Postage	1,283,000	93,000		1,376,000
Utilities	1,000,000	38,000		1,038,000
Rentals and Leases	968,000	7,000		975,000
Insurance	328,000	(3,000)		325,000
Repairs and Maintenance	950,000	64,000		1,014,000
Repairs and Maint.-Hardware/Software	385,000	2,000		387,000
Copying/Printing	292,000	8,000		300,000
Supplies	924,000	(74,000)	(6)	850,000
Supplies-Hardware/Software	371,000	4,000		375,000
Memberships	20,000	0		20,000
Property Appraiser's Fee	300,000	12,000		312,000
Tax Collector's Fee	712,000	(162,000)		550,000
Contingency	325,000	0		325,000
	9,891,000	36,000		9,927,000
CAPITAL OUTLAY				
Building and Improvements	600,000	(600,000)		-
Equipment and Furniture	450,000	(450,000)		-
Hardware/Software	351,000	(156,000)		195,000
	1,401,000	(1,206,000)	(5)	195,000
LIBRARY MATERIALS				
Materials - Chickasaw ODC	500,000	(500,000)	(4)	
Materials - Rest. Contributions	30,000	7,000		37,000
Materials - Other	4,440,000	0		4,440,000
	4,970,000	(493,000)		4,477,000
TRANSFERS TO OTHER FUNDS				
Branch Debt Service Fund	702,000	(292,000)	(3)	410,000
Sinking Fund	175,000	(175,000)	(2)	-
Capital Projects Fund	4,100,000	(4,100,000)	(1)	-
	4,977,000	(4,567,000)		410,000
TOTAL EXPENDITURES	41,525,702	(4,841,176)		36,684,526

ORANGE COUNTY LIBRARY DISTRICT
NOTES ON PROPOSED BUDGET CUTS

- (1) Eliminate funding for future branch development (land purchase and construction)
- (2) Eliminate funding for Sinking Fund
- (3) Eliminate funding for Debt Service on additional borrowing for future Branch development
- (4) Eliminate funding the Chickasaw opening day collection
- (5) Eliminate all capital spending except \$195,000 for small list of Hardware/Software items
- (6) Since no additional self check branches in 08, deduction represents fewer RFID tags purchased.
- (7) Reduce Training and Travel budget

**ORANGE COUNTY LIBRARY DISTRICT
OTHER POSSIBLE CHANGES**

<u>Action</u>		
(A)	Reduce hours in Branches (open 1 hour later and close 1 hour earlier)	\$ 800,000 *
(B)	Close Main one day each week.	\$ 375,000 *
(C)	Through hiring freeze reduce staffing levels throughout system	\$ 500,000 *
(D)	Reduce spending on Library materials	\$ 500,000
(E)	Eliminate all overtime	\$ 75,000
(F)	Reduce projected health insurance increase from 20% to 15%	\$ 75,000
(G)	Increase Fines and Fees	?
(H)	Change MAYL Program	?

* Savings would be generated over time due to attrition.

**Orange County Library System
Board of Trustees Meeting
Thursday, May 17, 2007**

Librarian Initiative Summary

RB CASE

CONSULTING

R.B. Case, President

P.O. Box 720129, Orlando, Florida 32872~0129

phone (407)382.5826 ~ fax (407)382.5064

RRBCASE@aol.com

Orange County Library System

Librarian Initiative Summary

Prepared for the Board of Trustees

May 9, 2007

The previous report date for the Librarian Initiative was March 28, 2007. There has been one *All Librarians Meeting* since the previous report, and the two task forces have continued to meet as well.

- *All Librarians Meeting...* discussion continued regarding the new Customer Interaction Survey, and the methodology for gathering data and defining transaction types. The ad hoc committee which was established to address Librarian concerns in this area reported favorably on the work they had done. This discussion marks a passage for these meetings. While, on the one hand some Librarians have concerns that these statistics not be used to reflect unfavorably on the amount of demand for reference work, and on the other hand the Management Team sees this as an important tool to help keep the organization responsive to changing patron needs, the group collectively didn't let these potentially conflicting perspectives block them from having meaningful dialog on the subject. There was a good level of interchange of ideas, and most attendees concluded there was a better understanding of the initiative and its overall importance.
- *Communications Task Force...* is still finalizing completion of the communications workshop. A meeting scheduled for the end of this month will be used for the final dry run before taking the end product to the focus group. The last meeting also revealed some immediate communications concerns which can be addressed in a more informal manner through one-on-one training and coaching.
- *Scheduling Task Force...* looked at metrics in the areas of customer service, time freed up for other necessary functions, managers' time for training and development, and database use/development as ways to measure the value of the ensuing release from training of the recently hired Librarians. Final plans will be in place for this tracking when these individuals are added to the schedule. Additional transactional analysis statistics for both Main and all branches have also been compiled and reviewed. This work will continue. The committee also reviewed the results of the recently completed "Off Desk Activities" survey. Next steps with this data will be to attempt to collate the information in a way that will help determine whether more efficient methods can be used to schedule these tasks.

Overall direction remains positive. The next *All Librarians Meeting* is scheduled for May 17, 2007.

**Orange County Library System
Board of Trustees Meeting
Thursday, May 17, 2007**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, May 17, 2007**

Director's Report

Director's Report – May 2007

●The Orange County Library System was presented with two proclamations in honor of National Library Week in April. On Monday, April 9, City of Orlando Mayor Buddy Dyer presented a proclamation to OCLS at the regular meeting of City Council and on Tuesday, April 10, Orange County Mayor Richard Crotty presented a proclamation to OCLS at the regular meeting of the Board of County Commissioners.

●We have been notified that OCLS won the 2007 Disney Helping Kids Shine grant. While we applied for \$56,400, we do not know the amount awarded. The grants will officially be announced at a ceremony on May 14 at 3:30 pm at Walt Disney Amphitheater in Lake Eola Park. In addition, we were given 4 Park Hopper tickets that we will use for Summer Reading Program prizes.

●The Hot Topic Foundation awarded \$13,750 in grant funding to OCLS for teen programs. Congratulations to Jackie Padilla, Nicole Cavalarro and Danielle King for successfully attaining this grant.

●Emily Santos, IBM's corporate community relations manager has informed us that IBM is giving OCLS two to five computers housed in Little Tykes furniture and will prepare an order for delivery to OCLS around 5/31/07. These computers are loaded with IBM software for preschool learning activities. The computers can be seen at this website: www.kidsmartearlylearning.org.

●The fourth grade Spring Library Card contest was a terrific success. Forty-seven schools participated – up from just 30 in 2006. Of those classes, 10 had 100 percent participation and overall, the contest resulted in 554 new library card sign-ups. Last year, the contest resulted in only 162 new card sign-ups. The winners in the prize drawing (selected from schools with 100% participation) for the 2007 4th grade Library Card Contest are Clarcona Elementary, Wyndham Lakes Elementary and Whispering Oak Elementary. The winners will each be getting \$50 gift cards from Darden Restaurants.

●We have secured a very impressive list of donations for the Summer Reading Program 2007 prizes. It is almost three times more than last year!!! There is grand total of \$184,521.00 in prize donations. Businesses from all over Orlando have been amazing in supporting our Summer Reading Program. Thank you to Danielle King, Vera Gubnitskaia, Jackie Padilla and the entire Children's Department assisted with our largest donor support this year, **Pirates Dinner Adventure**.

●The Library would like thank everyone who helped package the Summer Reading Program flyers for delivery to the Orange County schools. We met the goal of sending flyers to nearly 170,000 students and prepared over 500 packages for each school..

●OCLS will be featured as a model library for our teen space in the 2nd edition of Teen Spaces due out in 2008 by Kimberly Bolan and Associates. Ms. Bolan was here touring our facility. Ms. Bolan has also recommended OCLS to DEMCO as a model teen site for DEMCO's "model teen space" catalog.

indielibrarian.blogspot.com
www.libraryconsultants.org

●The president of Latino Leadership Inc., Marytza Sanz, is will be meeting with library representatives May 21st to see the resources we offer to the Hispanic community.

●OCLS will have a visitor from the State Library of New South Wales who will be here on June 18th to find out about mobile reference, vocera and some of our other innovations.

- The DVD check out limit is increasing from 10 to 15 on Friday, June 1, 2007. The limit of 10 has been in place since May of 2005. In March of 2002, the Library Board approved a number of parameters for the circulation of DVDs which was a new format for the Library at that time. We began circulating DVDs soon after the approval with a collection size of approximately 4,500 items. At that time customers were able to have 3 DVDs at a time. In September 2003 our collection size had grown to 16,000 and we asked the Board to increase that limit to 5 DVDs at a time. The resolution approved at that time states that the board voted “to authorize staff to continue, at certain intervals, to increase the circulation limit based on collection size and use”.

Our collection now contains over 100,000 individual DVDs and continues to be one of our most popular services. Materials available on shelves in all locations indicate that the collection is healthy enough to support the increased check out limit while still making a large selection of DVDs available to our browsing borrowers. The change will be accompanied by reminders in print and verbally that the fines on these items remain at \$1.00 per day. New signage has been provided for all check out stations and new bookmarks are being distributed as reminders regarding all fines. Both of those documents are included at the end

- Special invitations to the Friends Preview Sale were designed and are being sent out. Signs promoting the Book Sale were designed and are being installed in the Lynx Lymmo buses.

- FOL Annual Meeting and Volunteer Luncheon will be held 12 May, after the Friend’s Second Saturday program featuring Jay Boyar. All volunteers at our facilities have been invited.

- We have more than 280 people blogging as part of the OCLS Learn 2.0 course. Topics covered so far include learning styles, RSS and wikis. The eXplore activity involved adding RSS feeds to our new Bloglines account. Future topics include Web 2.0 and its applications.

- IOA 5K Results!

On Thursday, April 19, 2007, eighteen OCLS employees joined over 7,000 runners and walkers from 342 downtown Orlando companies for the IOA Corporate 5K walk/run. Welcomed by Orlando Mayor Buddy Dyer, the walkers and runners were enthusiastic as they participated to improve health, start exercising or beat personal records.

- Take Our Sons and Daughters to Work Day

The Orange County Library System celebrated Take Our Sons and Daughters to Work Day on Thursday, April 26th with eleven children at the Main Library and 6 children at branch locations.

- The installation of the video security system for the Southeast Branch has been completed. There are now 15 cameras in place and images are being recorded. The images can be viewed from main with the right software

- We have a new virtual gallery for Mother’s Day featuring tips, resources, programs and articles with loads of information on Mothers' Day and Adoption.

<http://www.ocls.info/Virtual/Galleries/Topical/adoption.asp?bhcp=1>

- Director Hodel and select members of Admin participated in a system-wide, all-librarian meeting on Monday, April 9. The next all-librarian meeting is scheduled for Thursday, May 17.

●Each year the Admin Team chooses a day to leave their desks behind and work alongside staff members at different locations throughout the system. This year, the "Side by Side" day will be Tuesday, June 12. Admin Team members will be working at the following locations:

- Mary Anne Hodel – South Creek
- Debbie Moss – Children’s
- Kathryn Robinson – Technical Services
- Wendi Bost – QuestLine
- Tracy Zampaglione – Circulation
- Sally Fry – Custodial Maintenance
- Craig Wilkins – Special Services
- Bob Tessier – Computer Resource Center
- Eric Atkinson – Alafaya
- Carla Fountain - Herndon

●The first of a series of six postcards being mailed to small businesses in Orange County went out in April. This direct mail campaign is designed to promote Know Your Business, an initiative to promote libraries as a resource for business professionals. The mailers have a unique URL to the Know Your Business page so that we can track people coming to the site as a result of the campaign.

●Carolyn McClendon and Lelia Higgins presented a program on gaming with the Pasco County Public Library at the Florida Library Association conference, April 17th. 60 people were in attendance and their information about gaming at OCLS was very well received. Renae Bennett attended another gaming program and during attendee participation spoke about OCLS’s gaming initiatives. Attendees at this meeting were also impressed with our efforts.

●Assistant Library Director Debbie Moss attended the John F. Kennedy School of Government at Harvard University the last week in April. Moss was awarded funds to attend from the JOEY Rodger Award which is presented annually by the Urban Libraries Council to recognize a distinguished library leader who contributes to the advancement of the profession and the community it serves. Moss attended an intensive, multi-day program on performance leadership strategies at the John F. Kennedy School of Government through their Executive Education program. She will also be formally recognized at the Leadership Breakfast held in conjunction with the American Library Association’s annual conference in Washington, D.C. in June.

●Counting Opinions, a provider of library survey technology recently quoted our Assistant director, Debbie Moss in their March newsletter on OCLS’s use of the product. “Orange County Library System is actively using LibSat to improve our customer service performance. After a big promotion for survey participation in October (where we had over 1,600 visitors take our survey) each of our 15 locations has developed a Customer Service Action Plan. Locations chose areas for improvement from survey results and are currently engaging in activities to improve survey results. Real results from real input!" They also published a photo of some of our staff.

●Director Hodel was elected to Library Administration and Management Board. LAMA is a division of the American Library Association.

●Directed Hodel was appointed as Chair of Library Administration and Management Practices Committee

Programs and Events

The Second Saturday Program on Saturday, April 14 featured local author Rachel Hamman (*Bye-Bye Boardroom: Confessions of a New Breed of Stay-at-Home Moms*) and was attended by 24 very interested audience members.

The *Gaming Is Life: Extreme Technology for Teens* at Library Central, Orlando Public Library on Saturday, April 14 was attended for 402 people. It was also featured in the Control Freak blog published by the *Orlando Sentinel*. This event was funded by an Electronic Arts Grant. The first presenter, Daniel Castorani, an Assistant Producer at EA Games spoke to the teens about his job and how he developed the necessary skills to design video games. The teens were eager to ask him questions about games he has worked on, future projects and how he got started. They were especially interested in an Electronic Arts teen program where teens can demo the games and give feedback before the games are released. Our second speaker was Ron Handy, owner of Phenix Design Group and owner of a Scion xB driving simulator. Mr. Handy talked about his background in military simulation and how he moved into the world of simulation video games. Eight different gaming stations, including several interactive stations, set up throughout Library Central and Club Central. Nearly every child found time to play the major attraction – a real Toyota Scion xB driving simulator that projected their game onto the white screen on the Library Central stage.

We received excellent feedback from all of the attendees and gave interviews with reporters from both the *Orlando Sentinel* and *La Prensa* about the library's gaming initiative who submitted copy about the Gaming Kickoff.

Many thanks to Heather Pippin and the staff of the Children's Dept, Carolyn McClendon for bringing this wonderful event to our customers. And thanks go to Sheri Chambers, Craig Goetzke and John Claytor for the advance work needed to bring in the Gaming Scion to Library Central!

The *Safari Acrobats Extravaganza* on Tuesday evening, April 17 at the Main Library was attended by 71 people and all were amazed by the demonstration featuring a young acrobat doing a hand stand at the top of a stack of five chairs.

The kick-off of the Library's new public awareness campaign *Take Know for an Answer* on Wednesday, April 18 was attended by 171 people. It featured remarks from Orange County Mayor Richard Crotty, Library Board of Trustee member Greg Lee and Director Hodel. Several of the billboard stars were on hand to be recognized and three TV stations covered the event. The campaign also received coverage in Scott Maxwell's column in the *Orlando Sentinel* and on the Scott and Erica in the morning radio show. There are a total of 28 billboards all across Orange County and these will rotate locations ever four weeks for six months. A :30 TV spot to complement the campaign was produced in both English and Spanish. There is also a portion of the Library's Web site dedicated to the campaign and the TV spot can be viewed there. We are currently negotiating a media buy for airing the spot as well as distributing it as a public service announcement. The event was covered by Local 6, Central Florida News 13 and Orange TV. We are requesting copies of the coverage to post of the Take Know section of the Web site. Grammy-nominated R&B star Tamia also posted news about the campaign on her Web site.

http://www.tamiaworld.com/news_details.php?news_id=26

The *Conversation with Chan Rogers* (Holocaust survivor) program was attended by 12 people.

The April 27 after-hours *Friday Night with Alice Notley* at the Main Library was attended by 36 people who enjoyed poetry readings from the Pulitzer prize finalist and winner of a *LA Times* Book Award.

Some 42 people kicked off their weekend at the Southwest Branch of the Library System to spend a Friday evening (April 27) with contemporary suspense writer Martha Powers, author of *Death Angel*. This event

was arranged by the Dr. Phillips Rotary as part of a fundraising initiative for improvements at the Southwest Branch.

Fifteen people attended *Buyer Beware, How to be a Savvy Consumer* with *Orlando Sentinel* Columnist Greg Dawson on Saturday, May 5. Also on May 5, 10 people attended *Dispelling Mortgage Myths*. Both programs were offered at the Main Library.

Día de Los Niños (Day of the Children) was celebrated at the Main Library on Saturday, May 5th. Jackie Padilla and Jose Lopez served as MC's announcing the schedule in both English and Spanish. A Tumblebook story in Spanish was projected on the screen to showcase this data base and four computers were set up in Library Central with Clementine Kreitz (CRC) demonstrating Spanish Language classes, Tumblebooks and Tradúcelo to patrons. We had child performers, 2 singers, 2 classes from Princeton Elementary School doing 2 different original plays and child violinists. A Brazilian Capoeira group gave an amazing demonstration and Suzanne Arvizu from the Mexican consulate attended. Three winners were announced from more than 375 entries by Jose Lopez. Bobbie Gonzalez read the poem, *Sí Se Puede* (Yes I can), the winners read their poems and received prizes which were World Globes donated by the Map and Globe store and gift baskets donated by Circle of Friends. It was a wonderful event with 215 people in attendance.

The Mexican Consulate indicated that they would welcome the opportunity to advertise our programs and events as well as Traducelo Ahora during a twice weekly Spanish language radio program that they broadcast.

The Jazz Grant has been an enormous success! So far, 288 people have participated through attendance at lectures conducted by Rollins College Jazz Scholar Chuck Archard and musical performances from special guests including the Rollins Jazz Ensemble, Jeff Rupert and the Dirty Martini and the Escorts. The Jazz Grant concludes on Tuesday, May 8 at 6 p.m. beginning with a lecture on jazz singers and ending with a musical performance from special guest jazz vocalist Michelle Amato.

The Library System's participation in the Hispanic Business & Consumer Expo was quite well received – 1,354 people visited the Library's table and 75 people signed up for library cards.

The OCLS table at the Central Florida Fair was visited by 1,343 individuals and 54 people signed up for library cards.

A full day book sale was held on the first Saturday, April 7th, to benefit the Friends of the Library. \$325.00 was raised at this event. The Branch also kicked off the First South Creek Branch Gaming Night on 19 April. Twenty-five teens participated in "Dance, Dance Revolution" and a number of other games.

The Washington Park Branch was invited to attend this year's Teen Career & Job Fair at the Boys & Girls Club located in the Carver Shores Community. Staff from Washington Park enthusiastically represented the Library sharing current job openings and positions available, along with many flyers and brochures announcing various programs, events, classes, and other services that the Library provides. The 58 teens that stopped by the Library's booth were eager to learn what the Library has to offer and several of them completed applications on the spot for some of the current job vacancies.

Washington Park experienced a banner evening with more than 40 children and teens attending Washington Park's first Gaming Night. There were several children that played XBOX's "Dance Dance Revolution", logging in more than one hour and a half of exercise time. Gamers also enjoyed the challenges of PlayStation's NBA Live 07 as well. Gaming Night was a wonderful success and Washington Park Gamers are looking forward to the next Gaming Night. Many thanks to all the staff that participated in OCLS securing the Electronic Arts Grant that funded this brilliant gaming initiative.

For the last program Dia de los Ninos on April 30 at South Trail we had 44 attendees. Maria Perez & Gloria Medina hosted this program. Everyone enjoyed making bookmarks and little books and reading bilingual stories. Even the parents were reading.

The Victims Services of Orange County organization hosted an adult program at South Trail: Sexual Assault Awareness with 27 attendees.

South Trail hosted Peter Rabbit's Garden Party with an attendance of 30.

Alafaya staff celebrated March's record breaking circulation of 68,253 check outs with a pizza party on Tuesday, April, 24th. This was in recognition of staff efforts to assist customers in finding, reserving and locating material and providing great customer service to encourage customers to return and continue to use the library.

Alafaya created book displays for Diet and Nutrition, New Materials and Get Ready For Summer Reads. Customers are very interested in these displays and take materials to check out. The displays are refreshed frequently

Alafaya's "The Earth Day Today and Everyday" program on April 21st had 45 participants!

Cheyenne McCullough, granddaughter of Alafaya Branch Circulation Clerk Edel Ripley, joined the Alafaya staff on "Take your sons and daughters to work day!" on Thursday April 26th. Staff enjoyed Cheyenne's company and she was a big help in the branch. She would like to come back again next year!

Eatonville Branch partnered with the Zora Neale Hurston Museum for a series of sessions with Eatonville quilters teaching young people the traditional art of quilt making. This resulted in the creation of a quilt for the Branch which is now on display at the branch.

Audubon Center for Birds of Prey presented a wonderful program on the "Mighty Eagle" at the Eatonville Branch. The program was held April 25th. The third-grade class of Hungerford Elementary enthusiastically took part in the program and adopted Picasso the Bald Eagle. The total attendance for this event included 17 children and 7 adults.

Edgewater has a new look! Closed for renovations in the first week of April, Edgewater has beautiful new carpet and tile throughout the building to compliment our purple and teal walls and red doors. Patrons have been thrilled with the beautification of The Edge!

Edgewater hosted the first three of six Alphabet Bites programs. So far, there have been 130 attendees!

April at North Orange has included Monday morning Alphabet Bites, the debut of our game pod (245 tokens circulated in the first month), and the very successful Dia de Los Ninos celebration on April 28, where in three hours over 100 people attended, experiencing stories, a martial arts demonstration, music, and great food.

Representatives of the Friends of the Library Organization of the Brentwood Public Library (TN) visited the Herndon Branch recently to observe our self check out system. They are considering self check out stations for their own library and were pleased to see one in action.

The Hiawasse Branch had their first Teen Gaming Night on Wednesday 25 April. One full wall of the meeting room was used to broadcast "Dance, Dance Revolution." Ten pizzas were donated and delivered by Dominoes. Subway donated chips and sodas. The kids rotated between the games and ate their fill of the

pizzas. There were twenty kids playing at this first event. All of the participants signed two huge Thank You posters that will be given to Dominoes and Subway. Everyone left full and happy and said they would be back next month and bring their friends

Attendance at the Winter Garden Library story times has increased dramatically since moving to the new location. In 2005, at the old location, the average attendance per month was 355. In 2006, the first full year at the new location, attendance shot up to 540 per month. And now, since the beginning of 2007, the attendance is averaging 643 per month. That is an increase of 81% over the average 2005 attendance.

Upcoming Events

As a reminder, the Library System will be closed on Sunday, May 27 and Monday, May 28 for the Memorial Day holiday.

The Friends of the Library will hold its Annual Spring Book Sale the third weekend in May and everything will be reduced 50 percent. The Friends “members only” preview sale will be Thursday evening May 17 from 6 – 8 p.m. The regular sale continues all day Friday, May 18 and Saturday, May 19.

Celebrating the “Central Florida Y”

Orlando Public Library, Library Central; Tuesday, May 15 at 11 am

Meet author Pamela Bayless and enjoy an entertaining discussion on the unusual findings and interesting facts she discovered while compiling her new book, *The Courage of a Community: Creating the Central Florida YMCA 1885-2004*. Bayless is a [writer](#), editor and communications professional who has worked as a journalist and communications executive for 25 years. Specializing in financial and feature writing, she held editorial positions at Newsweek International and SELF Magazine. She is also the author of *YMCA at 150: A History of the YMCA of Greater New York, 1852-2002*, and currently is a principal in Coronado Consultants, strategy/communications advisors.

This is good for all who loves food, the Kennedys or for aspiring chefs!

In the Kennedy Kitchen

Orlando Public Library; Saturday, May 19, 2 p.m.

New York Times celebrated Chef Neil Connelly; Head Chef at Doc’s Restaurant on Orange Avenue and former personal chef to the Kennedy family will share stories and recipes from his new book, *In the Kennedy Kitchen*. Join us for a delicious and entertaining experience! Book sale and signing follows program.

In June we hope to see you at these upcoming programs:

Second Saturday Presents: *A Guide to Historic Orlando*

Orlando Public Library, Albertson Room; Saturday, June 9, 10 a.m.

All are invited to take a walk with local author Steve Rajtar as he uncovers old Orlando with his book, *A Guide to Historic Orlando*. *A Guide to Historic Orlando* leads the reader on a journey through decades of Orlando history and explores the story behind street names and noteworthy Orlando addresses. Rajtar travels through Orlando’s intriguing past that can still be seen within the new cityscape – if one knows where to look. Steve Rajtar is a local historian and tour guide who is sure to delight with a discussion of Orlando’s decades gone by. The Friends of the Library welcome all ages to this exciting and informative event! Book sale and signing follow the program.

Upcoming Community Outreach

- May 18th Orange County Employee Academy Presentation. & Tour
- June 2nd Nathaniel’s Hope – Make ‘m Smile Event
- June 9th Day of Giving Event - Maxey Community Ctr.
- July 28th New Destiny Family of Wellness Summit
- September 8th Annual Caribbean Health Fair



Save Money!

Return items on Time

**REMEMBER THAT YOU CAN *REQUEST* RENEWAL OF MATERIALS ONLINE OR BY PHONE!
ASK US HOW!**

Remember!

DVDs - 7 DAYS

\$1.00 per day overdue fine

GAMES - 7 DAYS

\$1.00 per day overdue fine

VIDEOS - 7 DAYS

\$.20 per day overdue fine
May be eligible for renewal up to 3 times

ALL OTHER OCLS MATERIALS

3 WEEKS

\$.20 per day overdue fine

Thank you for your patronage.



CHECK OUT INFORMATION

DVDs - 7 DAYS

\$1.00 per day overdue fine

May be eligible for renewal up to 3 times

NO RENEWALS ON NEW DVDs

Limit 10

GAMES - 7 DAYS

\$1.00 per day overdue fine

May be eligible for renewal up to 3 times

Limit 1

VIDEOS - 7 DAYS

\$.20 per day overdue fine

May be eligible for renewal up to 3 times

**ALL OTHER OCLS MATERIALS
3 WEEKS**

\$.20 per day overdue fine

May be eligible for renewal up to 3 times

TOTAL LIMIT ITEMS PER CARD: 100

- ✚ Items need to be returned before closing on the due date to avoid overdue fines.
- ✚ Returned items that are missing a part or damaged will result in a \$5 non-refundable handling charge, any overdue fines and possibly the cost of the item being charged to the library account.
- ✚ Returned items missing the case, cover, labels or tags will result in a \$5 non-refundable handling charge added to the library account.

For complete account and service information:

Website: www.ocls.info

Questline: 407.835.7323

Telephone Renewal Line:

407.316.0021



**Orange County Library System
Board of Trustees Meeting
Thursday, May 17, 2007**

**Public Comment:
Non-Agenda Items**