

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

Board Packet for November 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*

November 2, 2007

To: James B. Tyson, President
Livia Rivera, Vice President
Matthew Pardy, Trustee
Sara Brady, 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, November 8, 2007 at the **Herndon Branch Library; 4324 East Colonial Drive; Orlando, Florida 32803; 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

**Orange County Library System
Board of Trustees Meeting
November 8, 2007**

Executive Summary

Minutes from October 11, 2007

Staff Presentation: Sheri Chambers, Web Administrator will discuss locally authored digital products

Library Performance Reports

Financial Statement

- The second Special Legislation of the year on the topic produced another version of Property Tax Reform, which will appear on the January 29, 2008 ballot.

- Our revenues and expenses at the end of October 2007 are consistent with $\frac{1}{12}$ th of the fiscal year. Additional staff parking costs were not included and less than the anticipated staff health care costs are noted.

Statistical Statement

All Library locations posted an increase in circulation over last year.

Action Items

Consent Agenda:

- **Approval of Annual Plan of Service as required by the State Library** ~ The initiatives presented here are consistent with our Strategic Plan Objectives.

- **Approval of the Strategic Plan objectives for fiscal year 2008** ~ The Strategic Plan objectives have been modified to correspond to our current income due to Property Tax Reform.

Non-Consent Agenda:

- **Proposed Policy for Dispute Review** ~ The proposed policy for review of disputes is submitted in an attempt to standardize the procedures and inform customers of policy implication in addressing customer disputes over a wide range of issues.

- **Acceptance of the Personnel Committee Meeting Minutes ~ October 26, 2007**

- **Director's Evaluation** ~ The Director is evaluated every year at this time by the Board, to provide feedback and guidance on her past and future performance.

Discussion and Possible Action Items

- **Librarian Initiative Summary** ~ Progress continues.

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
November 8, 2007
Herndon Branch Library
4324 East Colonial Drive
Orlando, Florida 32803
407.835.READ (7323)

07-167 I. **Call to Order**

07-168 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 .

07-169 III. **Approval of Minutes: Library Board of Trustees Meeting ~ October 11, 2007**

07-170 IV. **Staff Presentation: OCLS Digital Products and Virtual Galleries ~ Sheri Chambers**

07-171 V. **Financial Statements and Summaries: October 2007**

07-172 VI. **Statistics and Summaries: October 2007**

07-173 VII. **Action Items**

07-174 **Consent Agenda**

07-175 **Annual Plan of Service ~ FY 2008**

07-176 **Strategic Plan ~ FY 2008**

07-177 **Non-Consent Agenda**

07-178 **Dispute Review Policy**

07-179 **Acceptance of the Personnel Committee Meeting Minutes ~ October 26, 2007**

07-180 **Director's Evaluation**

07-181 III. **Discussion and Possible Action Items**

07-182 **Librarian Initiative Summary**

07-183 IX. **Information**

07-184 **Director's Report**

07-185 **FY 2008 Compensation Plan**

07-186 **Public Comment: Non-Agenda Items**

 X. **Adjournment**

Next Meeting Date: --- December 13, 2007 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801
--- January 10, 2008 ~ West Oaks Branch Library; 1821 East 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 8, 2007**

Call to Order

**Orange County Library System
Board of Trustees Meeting
Thursday, November 8, 2007**

Public Comment

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**Orange County Library System
Board of Trustees Meeting
Thursday, November 8, 2007**

**Approval of Minutes: Library
Board of Trustees Meeting ~
October 11, 2007**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
October 11, 2007
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

- 07-147 I. **Call to Order**
Library Board Present: Matthew Pardy (10/0); Sara Brady; (10/1); James Tyson (10/2); Livia Rivera (10/0); Greg Lee (10/2)

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

President Pardy called the meeting to order at 7:02 p.m.
- 07-148 II. **Public Comment**
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- 07-149 III. **Approval of Minutes: Library Board of Trustees Meeting ~ September 13, 2007**
Trustee Tyson, seconded by Trustee Lee, moved to approve the minutes for the Library Board of Trustees Meeting held on September 13, 2007. Motion carried 5-0.
- 07-150 IV. **Staff Presentation: Erika Torres ~ Hispanic Heritage Celebration at OCLS**
- 07-151 V. **Financial Statements and Summaries: September 2007 (Preliminary)**
- 07-152 VI. **Statistics and Summaries: September 2007**
- 07-153 VII. **Action Items**
- 07-154 **Consent Agenda**
Trustee Lee, seconded by Trustee Tyson, moved to approve the items on the Consent Agenda. Motion carried 5-0.

- 07-155 **After-Hours Event: Request to Serve Alcoholic Beverages**
The Board authorized the serving of alcoholic beverages in accordance with the Board-approved policy at the after-hours event on Friday, November 16, 2007 at the Orlando Public Library.
- 07-156 **Mission Statement Revision**
The Board approved the revised Library Mission Statement.
- President Pardy presented resolutions to honor, recognize, and sincerely thank State Representative Dean Cannon and State Senator Michael Fasano, on behalf of Orange County Library Users, for their leadership and being most instrumental in preserving the State Aid to Florida Libraries in the current State Budget.
- Vice President Brady, seconded by Trustee Tyson, moved to pass the resolutions.
Motion carried 5-0.
- 07-157 **Non-Consent Agenda**
- 07-158 **Election of Board Officers and Committee Appointments**
Vice President Brady nominated President Pardy for another one year term and he declined. Trustee Lee nominated Trustee Tyson as Board President. Trustee Lee, seconded by Vice President Brady, moved to elect Trustee Tyson as Board President for FY 2008. Motion carried 5-0. Vice President Brady nominated Trustee Rivera as Vice President. Vice President Brady, seconded by Trustee Lee, moved to elect Trustee Rivera as Board Vice President for FY 2008. Motion carried 5-0.
- The following appointments were made to the committees:
Finance Committee: Chair: James B. Tyson
Partnership Committee: Chair: Sara Brady
Personnel Committee: Chair: Matthew Pardy
Planning Committee: Chair: TBA
- 07-159 III. **Discussion and Possible Action Items**
- 07-160 **Strategic Plan Quarterly Update: Year Five ~ 4th Quarter Update**
Trustee Lee gave a progress overview of the 4th quarter of Year Five of the Strategic Plan. Brief discussion ensued.
- 07-161 **Director's Goals ~ 4th Quarter Update**
Director Hodel stated that all goals for FY 2007 have been completed, and that great strides have been achieved regarding the relationship between the Librarians and the Management Team. She also stated that she is very appreciative that positive progress has been made in the Librarian's Meetings and with the Librarians as Learning Leaders Initiative.
- 07-162 **Librarian Initiative Summary**
- 07-163 **Director's Evaluation**
Director Hodel will coordinate with President Pardy and provide the necessary documentation.

07-164 IX. **Information**

07-165 **Director's Report**

07-166 **Public Comment: Non-Agenda Items**

X. **Adjournment**

President Pardy adjourned the meeting at 7:53 p.m.

Next Meeting Date: ---November 8, 2007 ~ Herndon Library; 4324 E. Colonial Drive; Orlando, Florida 32803 --- December 13, 2007 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801

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**Orange County Library System
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Thursday, November 8, 2007**

**Staff Presentation: OCLS Digital
Products and Virtual Galleries ~
Sheri Chambers**

**Orange County Library System
Board of Trustees Meeting
Thursday, November 8, 2007**

**Financial Statements and
Summaries: October 2007**

Orange County Library System

Financial Statement Highlights

One Month Ended October 31, 2007

Operating Fund Revenue and Expenditures

Life & Health Insurance

Given favorable claims experience, there will be no increase for dental insurance in 2008. This was good news. Although claims experience for medical coverage was about the same as the previous period, medical inflation is running about 12% which is causing our rates for 2008 to increase a comparable amount. The Library's Health Insurance Committee, which consists of representative from all levels of staff, considered increasing co-pays and deductibles but ended up making a recommendation to the Administrative Team to maintain the same coverage and plans for 2008. The Committee's recommendation was accepted. The overall medical and dental increase of **11.2%** for 2008 is less than the 20% increase that was budgeted. This is also good news. The Library will continue to pay the entire cost for single medical and dental coverage, an annual amount of nearly **\$7,700**. Employees will continue to pay the full cost of any dependent coverage.

Parking & Bus Passes

The Library provides parking for all Main Library staff through 50 spaces in a parking garage in the basement and 150 leased spaces from the City of Orlando. We started leasing roof top only spaces from the City in 1998 and the \$45 monthly cost had not increased until now. The City recently changed the lease structure for the parking garages and roof top only spaces are no longer offered. Plus, the monthly rate for each space has increased to \$100, effective November 1. Staff are pleased with the changes as all the spaces are in the garage across from the Library and they like parking below the roof top level. The additional cost above what was budgeted is about \$72,000 for the current fiscal year.

Property Tax Reform

As you probably have read, the House and the Senate took much different approaches to the latest attempt at property tax reform. As time was running out to get something on the January 29th ballot, the Senate approved a plan and basically suggested the House take it or leave it. In the end, the House approved it. The following is a summary of the concepts which will appear on the ballot.

- Portability of Save Our Homes
- Additional \$25,000 homestead exemption for assessed values between \$50,000 - \$75,000 (equates to savings of \$9.37 in Library tax based on current millage rate)
- Exempts \$25,000 of assessed value of tangible personal property
- 10% assessment cap for non homesteaded property

Now, it's up to the voters.

According to a quote in the newspaper, Governor Crist indicated the amendment was only the second plan in the property tax playbook. However, the same article indicated that Senator Steve Geller stated that lawmakers were likely done with property taxes until the effect of the amendment is known. Stay tuned.

Herndon Branch Lease

The initial ten year term of this Lease is due to expire in October 2008. The Lease does provide for a five year renewal option, provided we give at least 180 days notice to our landlord. Recently, we asked our real estate broker, Margo Thomas with CB Richard Ellis, to investigate other lease opportunities in the immediate area. Her research did not turn up any options that would work well for us. Fortunately, the Herndon Branch has been a good location for us and thus, we intend to give our landlord notice to renew the Lease for a five year period.

Possible Future Branch Locations – FDOT Property and Lake Nona

A meeting with our civil engineer, Klima & Weeks, has been scheduled to discuss the results of the due diligence services performed on the FDOT property located near the intersection of Chuluota Road and State Road 50. We have contracted with Klima & Weeks to evaluate whether the northern portion of the site is suitable for the construction of a branch library.

Our real estate broker, Margo Thomas, continues to stay in contact with the Lake Nona representatives about a possible branch in that area. They are still not far enough along in their design process for the Lake Nona town center and asked to contact them again after the first of the year.

Update on Money Manager Searches for Defined Benefit Pension Plan

Since the previous mutual funds were liquidated in June and temporarily invested in three low cost Fidelity index mutual funds, our investment consultant, Kalson & Associates, has conducted searches for large cap core, international, and small cap core equity managers. The attached pages, which were taken from Kalson's report for the international manager search, summarizes the typical search process used by Kalson. The full report also shows quantitative data such as performance and risk criteria, pros and cons, and firm information for each of the semi finalists. The following summarizes the semi finalists for each of the manager searches thus far. The firms selected to make presentations are shown in italics and the name of the finalist is bolded. The amount in parentheses is how much the manager will initially be responsible for investing.

Large Cap Core Equity Manager (\$8,000,000)

Manning & Napier

Morgan Stanley

Truscoco Capital Management

US Trust

Victory Capital Management

Status: Contract has been executed with Manning & Napier and \$8,000,000 was transferred to the custodian, Bank of New York, for Manning & Napier to invest.

International Core Equity Manager (\$7,500,000)

Baring Asset Management

State Street Global Advisors

The Boston Company

Nicholas Applegate

Oppenheimer Capital

Status: Contract documents have been received from Baring but still need to be negotiated.

Small Cap Core Equity Manager (\$4,000,000)

CS Mckee

MFC Global Investment Management

Jennison Associates

Denver Investment Advisors

Luther King Capital Management

Status: Presentations being scheduled for November 20th.

BACKGROUND

The Plan's overall goal was to transition from an allocation comprised of A-share mutual funds into one consisting of some combination of separate accounts, commingled accounts, and/or institutional share class mutual funds. At the end of the second quarter, the OCLS Investment Committee sold all of the A-share funds. The proceeds were temporarily parked in four Fidelity index funds, thereby mirroring the 40/25/35 asset class target mix. OCLS then directed Kalson & Associates to perform searches in the following asset classes: large cap core; small cap core; international core; and fixed income. The large-cap core search has been completed, subject to final contract negotiation. The information below will apply to the international core search.

SEARCH METHODOLOGY

K&A utilized several sources to build a working list of search candidates:

- Plan Sponsor Network (PSN) database screens
- Ongoing due diligence interviews (in our offices) and other communications with money managers around the country and internationally.
- Firms that are successfully managing in these styles for other K&A clients.
- Managers interviewed for the large-cap core search that also had credible international core products
- Competitor firms respected by other interviewed candidates.
- Our collective experience.

Based on these sources and on-the-spot data review, we developed an initial list of 51 candidates (products) worthy of further consideration. We pared the list to 13 managers after reviewing year-by-year performance; style analysis; investment philosophies; portfolio construction techniques; fees; and the manager's interest in an OCLS relationship.

At this point, we contacted the 13 firms and received information that included current marketing materials; Form ADVs; sample RFP responses; and representative portfolios. These materials helped us to further evaluate the respective companies and their processes. The decision was made to conduct interviews with nine of these firms.

The majority of interviews took place in our offices. When schedules precluded on-site meetings, interviews were conducted via conference calls or videoconference. In some cases, we interviewed managers in our offices and then spoke to other staff by phone. Each interview was at least 1½ hours in length. Our interview approach was proactive as opposed to listening to presentations that were based on standard marketing brochures.

Continued...

Our recommended INTERNATIONAL CORE STYLE SEMI-FINALISTS are:

- ❖ Baring Asset Management
- ❖ Boston Co. (Munder Capital)
- ❖ Nicholas Applegate
- ❖ Oppenheimer Capital
- ❖ State Street Global Advisors

DISCLOSURES

Kalson & Associates has no economic relationship with any of the search candidates. Two K&A clients utilize the Boston Co. (Munder Capital) international core product that we are recommending. Another K&A client currently utilizes the Boston Co. International Value portfolio.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
One Month Ended October 31, 2007**

| | ANNUAL BUDGET | YTD ACTUAL | (1 month=8%) |
|------------------------------------|--------------------------|-----------------------|---------------------|
| AD VALOREM TAXES | 35,853,472 | 0 | 0.0% |
| INTERGOVERNMENTAL | | | |
| State Aid | 1,252,000 | 0 | 0.0% |
| | <u>1,252,000</u> | <u>0</u> | <u>0.0%</u> |
| CHARGES FOR SERVICES | | | |
| Fee Cards | 9,000 | 1,075 | 11.9% |
| PC Pass | 26,000 | 1,276 | 4.9% |
| PC Express | 0 | 10 | |
| Classes | 2,000 | 185 | 9.2% |
| Copy & Vending, Value Card | 175,000 | 11,101 | 6.3% |
| Special Charges | 0 | 390 | |
| Fax | 0 | 190 | |
| Scanner | 0 | 5 | |
| Computer Booklets | 0 | 11 | |
| Reference Charges | 0 | 25 | |
| Disk Sales | 2,500 | 110 | 4.4% |
| | <u>214,500</u> | <u>14,377</u> | <u>6.7%</u> |
| FINES | | | |
| Fines | 1,525,000 | 96,401 | 6.3% |
| Lost Materials | 100,000 | 5,584 | 5.6% |
| | <u>1,625,000</u> | <u>101,985</u> | <u>6.3%</u> |
| MISCELLANEOUS | | | |
| Interest Earnings | 750,000 | 19,030 | 2.5% |
| Rents | 9,000 | 0 | 0.0% |
| Contributions - Friends of Library | 122,000 | 6,497 | 5.3% |
| Contributions - Others | 20,000 | 7,106 | 35.5% |
| Miscellaneous | 40,000 | 1,996 | 5.0% |
| Grants & Awards | 0 | 21,750 | |
| | <u>941,000</u> | <u>56,379</u> | <u>6.0%</u> |
| TRANSFER FM PROP APPRAISER | 36,000 | 0 | 0.0% |
| TRANSFER FM TAX COLLECTOR | 300,000 | 0 | 0.0% |
| TOTAL REVENUES | <u><u>40,221,972</u></u> | <u><u>172,741</u></u> | <u><u>0.4%</u></u> |

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
One Month Ended October 31, 2007**

| | ANNUAL BUDGET | YTD ACTUAL | (1 month=8%) |
|---------------------------------------|--------------------------|-------------------------|---------------------|
| SALARIES & BENEFITS | | | |
| Salaries | 14,704,524 | 1,174,287 | 8.0% |
| Medicare Taxes | 213,216 | 14,772 | 6.9% |
| Defined Contribution Pension Plan | 1,102,839 | 79,138 | 7.2% |
| Defined Benefit Pension Plan | 1,175,020 | 101,480 | 8.6% |
| Money Purchase Pension Plan | 315,632 | 22,179 | 7.0% |
| Life and Health Insurance (Employees) | 2,363,339 | 155,364 | 6.6% |
| Retiree Health Care (OPEB) | 1,702,844 | 135,369 | 7.9% |
| Worker's Compensation | 115,398 | 23,491 | 20.4% |
| Unemployment Compensation | 15,000 | 0 | 0.0% |
| Parking & Bus Passes | 129,876 | 7,956 | 6.1% |
| | <u>21,837,688</u> | <u>1,714,036</u> | <u>7.8%</u> |
| OPERATING | | | |
| Professional Services | 375,000 | 14,500 | 3.9% |
| Other Contractual Services | 931,000 | 21,681 | 2.3% |
| Other Contract. Serv.- Janitorial | 291,000 | 19,353 | 6.7% |
| Training and Travel | 125,000 | 5,725 | 4.6% |
| Telecommunication | 408,000 | 2,674 | 0.7% |
| Delivery and Postage | 1,376,000 | 130,400 | 9.5% |
| Utilities | 1,038,000 | 15,938 | 1.5% |
| Rentals and Leases | 975,000 | 79,880 | 8.2% |
| Insurance | 325,000 | 53,754 | 16.5% |
| Repair and Maintenance | 1,050,000 | 50,690 | 4.8% |
| Repair & Maint. - Hardware/Software | 407,000 | 33,637 | 8.3% |
| Copying/Printing | 300,000 | 10,623 | 3.5% |
| Property Appraiser's Fee | 295,000 | 74,598 | 25.3% |
| Tax Collector's Fee | 725,000 | 0 | 0.0% |
| Supplies | 900,000 | 40,030 | 4.4% |
| Supplies-Hardware/Software | 375,000 | 1,956 | 0.5% |
| Memberships | 20,000 | 1,750 | 8.8% |
| Contingency | 325,000 | 0 | 0.0% |
| | <u>10,241,000</u> | <u>557,188</u> | <u>5.4%</u> |
| CAPITAL OUTLAY | | | |
| Building and Improvements | 0 | 9,800 | |
| Equipment and Furniture | 0 | 1,716 | |
| Hardware/Software | 200,000 | 0 | 0.0% |
| | <u>200,000</u> | <u>11,516</u> | <u>5.8%</u> |
| LIBRARY MATERIALS | | | |
| Materials - Rest. Contributions | 37,000 | 3,618 | 9.8% |
| Materials - Other | 4,800,000 | 370,169 | 7.7% |
| | <u>4,837,000</u> | <u>373,787</u> | <u>7.7%</u> |
| TRANSFERS TO OTHER FUNDS | | | |
| Branch Debt Service Fund | 410,000 | 0 | 0.0% |
| Capital Projects Fund | 4,000,000 | 0 | 0.0% |
| | <u>4,410,000</u> | <u>0</u> | <u>0.0%</u> |
| TOTAL EXPENDITURES | <u>41,525,688</u> | <u>2,656,526</u> | <u>6.4%</u> |

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
One Month Ended October 31, 2007**

| | ANNUAL BUDGET | YTD ACTUAL | 0.00 |
|----------------------------|--------------------------|-----------------------|-------------|
| REVENUES | | | |
| Transfer From General Fund | 410,000 | 0 | 0.0% |
| Interest | 23,000 | 1,987 | 8.6% |
| TOTAL REVENUES | 433,000 | 1,987 | 0.5% |
| EXPENDITURES | | | |
| <u>2003 NOTE</u> | | | |
| Principal | 374,226 | 0 | 0.0% |
| Interest | 35,233 | 0 | 0.0% |
| | 409,459 | 0 | 0.0% |
| RESERVES | 23,541 | 0 | 0.0% |
| TOTAL EXPENDITURES | 433,000 | 0 | 0.0% |

FUTURE DEBT SERVICE PAYMENTS FOR 2003 NOTE

| DATE | PRINCIPAL | INTEREST |
|-----------------|------------------|-----------------|
| 2008 February 1 | 185,582 | 19,147 |
| 2008 August 1 | 188,644 | 16,085 |
| 2009 | 386,677 | 22,781 |
| 2010 | 399,542 | 9,916 |
| | 1,160,445 | 67,930 |

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
One Month Ended October 31, 2007**

| | <u>ANNUAL BUDGET</u> | <u>YTD ACTUAL</u> | <u>0.05</u> |
|----------------------------|--------------------------|-----------------------|--------------------|
| REVENUES | | | |
| Transfer From General Fund | 4,000,000 | 0 | 0.0% |
| Interest | 75,000 | 5,610 | 7.5% |
| Reserves | 1,425,000 | 0 | 0.0% |
| TOTAL REVENUES | <u>5,500,000</u> | <u>5,610</u> | <u>0.1%</u> |
| EXPENDITURES | | | |
| <u>FUTURE BRANCHES</u> | | | |
| Land | 3,450,000 | 0 | 0.0% |
| <u>CHICKASAW</u> | | | |
| Architect / Engineer | 150,000 | 0 | 0.0% |
| Improvements | 1,900,000 | 0 | 0.0% |
| | <u>2,050,000</u> | <u>0</u> | <u>0.0%</u> |
| TOTAL EXPENDITURES | <u>5,500,000</u> | <u>0</u> | <u>0.0%</u> |

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
One Month Ended October 31, 2007**

| | <u>ANNUAL BUDGET</u> | <u>YTD ACTUAL</u> | <u>(1 month=8%)</u> |
|------------------------------------|--------------------------|-----------------------|---------------------|
| REVENUES | | | |
| Reserves - Technology | 90,000 | | 0.0% |
| Interest | 20,000 | 1,476 | 7.4% |
| TOTAL REVENUES | <u>110,000</u> | <u>1,476</u> | <u>1.3%</u> |
| EXPENDITURES | | | |
| Reserves-Building and Improvements | 10,000 | | 0.0% |
| Open Source Software | 100,000 | | 0.0% |
| TOTAL EXPENDITURES | <u>110,000</u> | <u>0</u> | <u>0.0%</u> |

**ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
October 31, 2007**

| | BALANCE 9-30-07 | RECEIPTS | DISBURSE | BALANCE 10-31-07 |
|----------------------------|----------------------------|-------------------|---------------------|-----------------------------|
| OPERATING | | | | |
| Checking | 137,098 | 6,515,497 | (6,339,927) | 312,668 |
| SBA Investments | 4,711,566 | 1,500,000 | (1,800,000) | 4,411,566 |
| CD Investments | 4,944,540 | 1,999,874 | (4,000,000) | 2,944,414 |
| | 9,793,204 | 10,015,371 | (12,139,927) | 7,668,647 |
| BRANCH DEBT SERVICE | | | | |
| CD Investments | 502,274 | 504,262 | (502,274) | 504,262 |
| SINKING | | | | |
| SBA Investments | 151,414 | 0 | 0 | 151,414 |
| CD Investments | 363,000 | 1,951 | 0 | 364,951 |
| | 514,414 | 1,951 | 0 | 516,365 |
| CAPITAL PROJECTS | | | | |
| SBA Investments | 151,749 | 0 | 0 | 151,749 |
| CD Investments | 1,380,000 | 7,417 | 0 | 1,387,417 |
| | 1,531,749 | 7,417 | 0 | 1,539,166 |

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
October 31, 2007**

ASSETS

| | |
|-------------------------|--------------------------------|
| Certificates of Deposit | 2,944,414 |
| Cash on Hand | 8,345 |
| Equity in Pooled Cash | 312,668 |
| Accounts Receivable | 37,194 |
| Due from Other Funds | 33,818 |
| Interest Receivable | 3,031 |
| Inventory | 251,850 |
| Investments-SBA | 4,411,566 |
| Prepays | 106,697 |
| Other Assets-Deposits | <u>9,275</u> |
| TOTAL ASSETS | <u><u>8,118,857</u></u> |

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
October 31, 2007

LIABILITIES

| | |
|----------------------------------|----------------|
| Accounts Payable | 241,239 |
| Unclaimed Disbursements | 1,140 |
| Retainage Payable | 5,146 |
| Accrued Wages Payable | 680,993 |
| Accrued FIT Tax Payable | 0 |
| Accrued Med Tax Payable | 0 |
| Accrued Sales Tax | 8 |
| Due To FOL-Taxable Book Sales | 3,173 |
| Due To FOL-Nontaxable Book Sales | 17 |
| Due To FOL-Sales Tax | 212 |
| Deferred Revenue | 0 |
| United Appeal | 159 |
| Bonds | 43 |
| Child Support | 0 |
| Def Comp Employees | 0 |
| Dental Insurance | 1,682 |
| Health Insurance | 0 |
| Union Dues | 520 |
| Optional Life | 2,004 |
| Flex Spend Med | 0 |
| Flex Spend Dep | 0 |
| Miscellaneous | 0 |
| Daughters of American Revolution | 1,434 |
| Staff Association | 2,151 |
| Unclaimed Payroll | 61 |
| TOTAL LIABILITIES | 939,982 |

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 | 724,689 |
| Designated for Sondheim | 39,941 |
| Designated for Strategic Plan | 4,000,000 |
| Designated for Encumbrances | 164,911 |
| Unreserved/Undesignated | 4,575,601 |
| Current Year Excess of Revenues Over Expenditures | (2,483,784) |
| TOTAL FUND BALANCE | 7,178,875 |

TOTAL LIABILITIES & FUND BALANCE

8,118,857

**Orange County Library System
Board of Trustees Meeting
Thursday, November 8, 2007**

**Statistics and Summaries:
October 2007**

STATISTICAL SUMMARY

October 2007 Statistics for November 2007 Meeting

Circulation and Door Count Trends:

All locations posted an increase in circulation over last year.

Special Services set another all time record this month with a circulation of **66,523**, a 20.96 % increase over last year's 54,998. Their previous record of 63,543 was set in August 2007.

Library Activity

Electronic Reference questions received via email in Quest Line jumped from 226 to 328 while overall phone activity was down, 10.50% from 17,658 to 15,804.

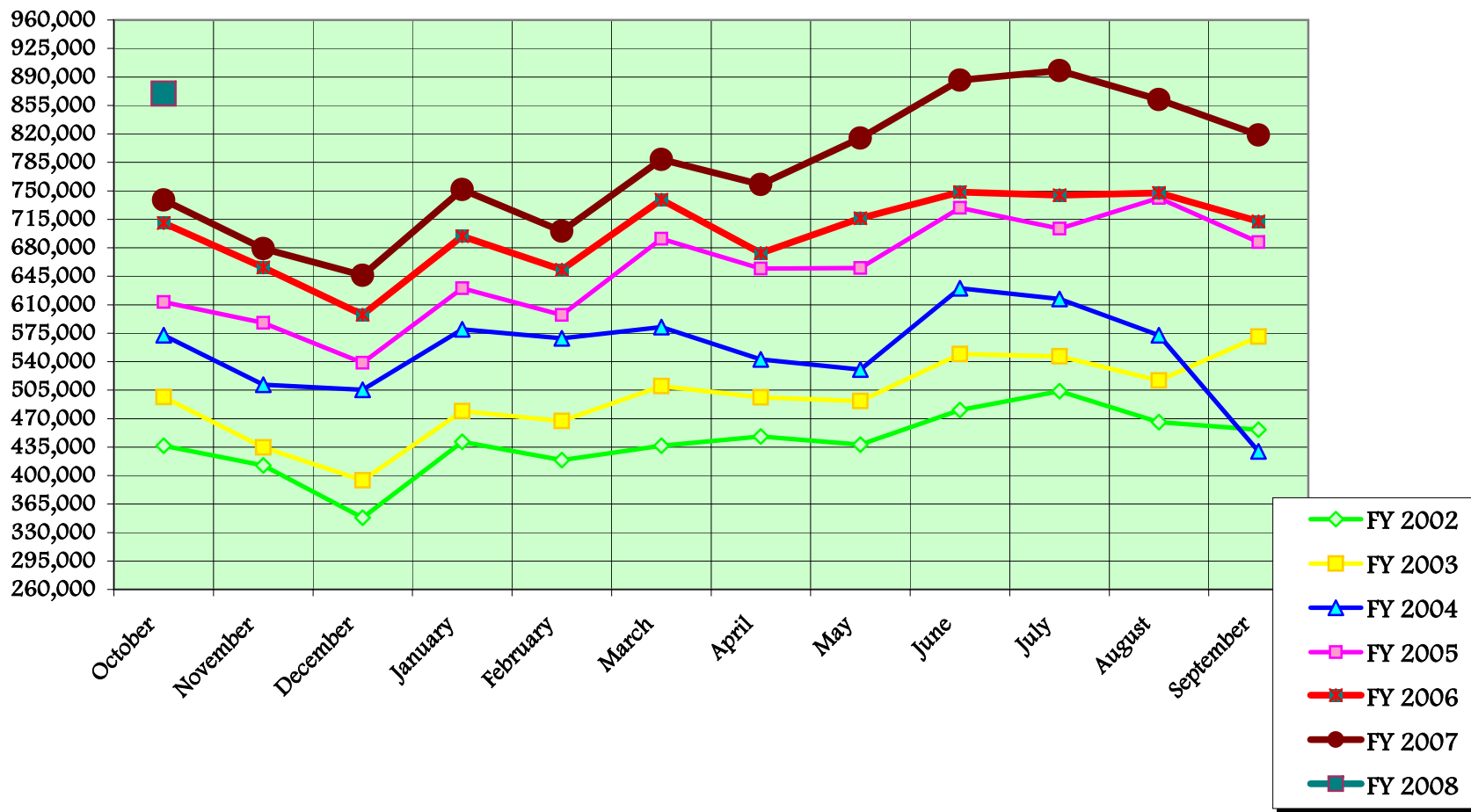
Computer use remains popular with our customers. This month we reached another all time high with 86,050 session system wide. This represents a 16.32% growth from 73,975 sessions in October 2006.

Online Activity

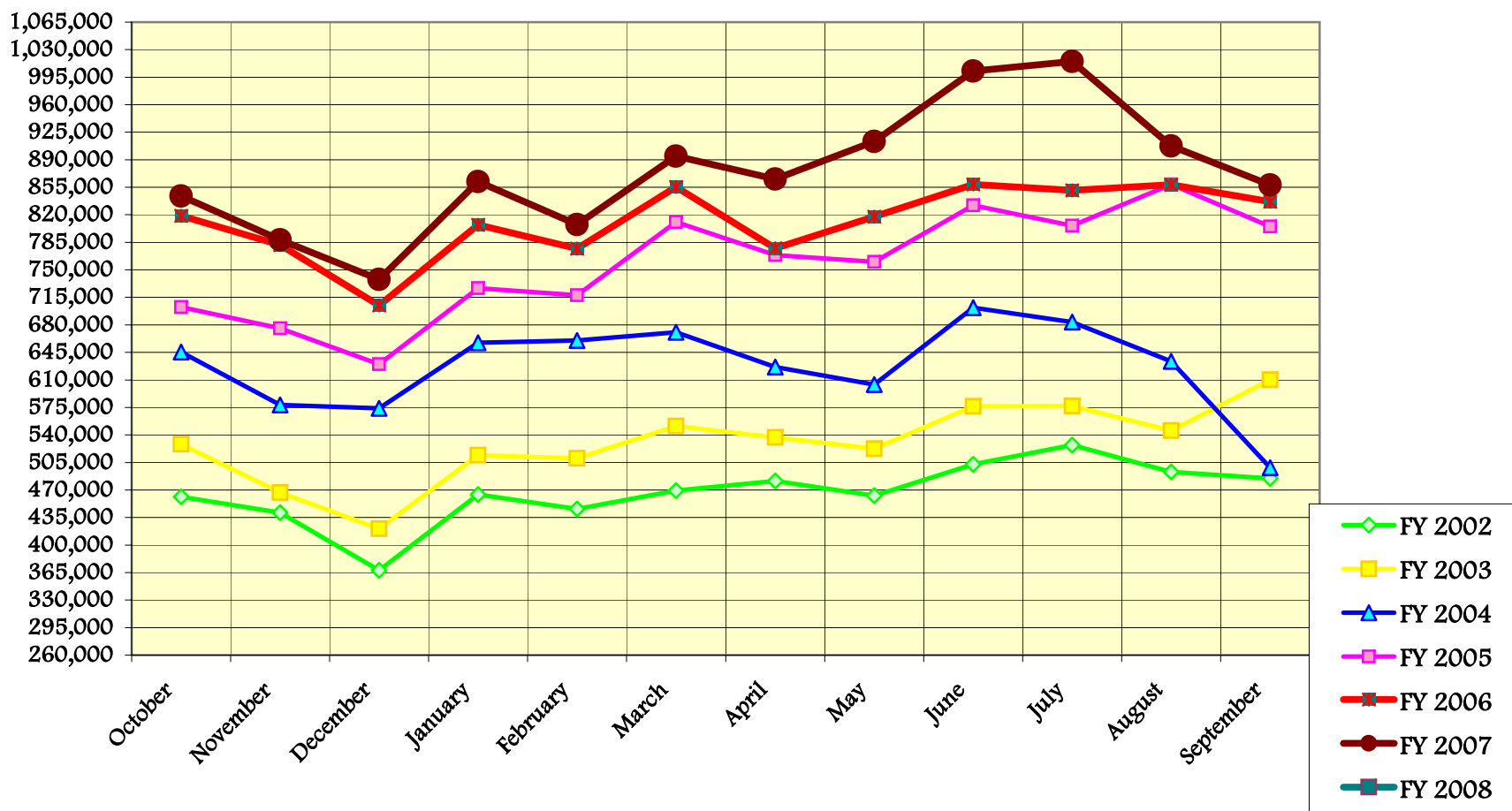
Our online software tutorials are also gaining in popularity. Last year we had 162 views of 10 products. This year we have 2 additional tutorials for a total of 12 which were viewed 284 times.

Orange County Library System
Statistical Reports
October 2007

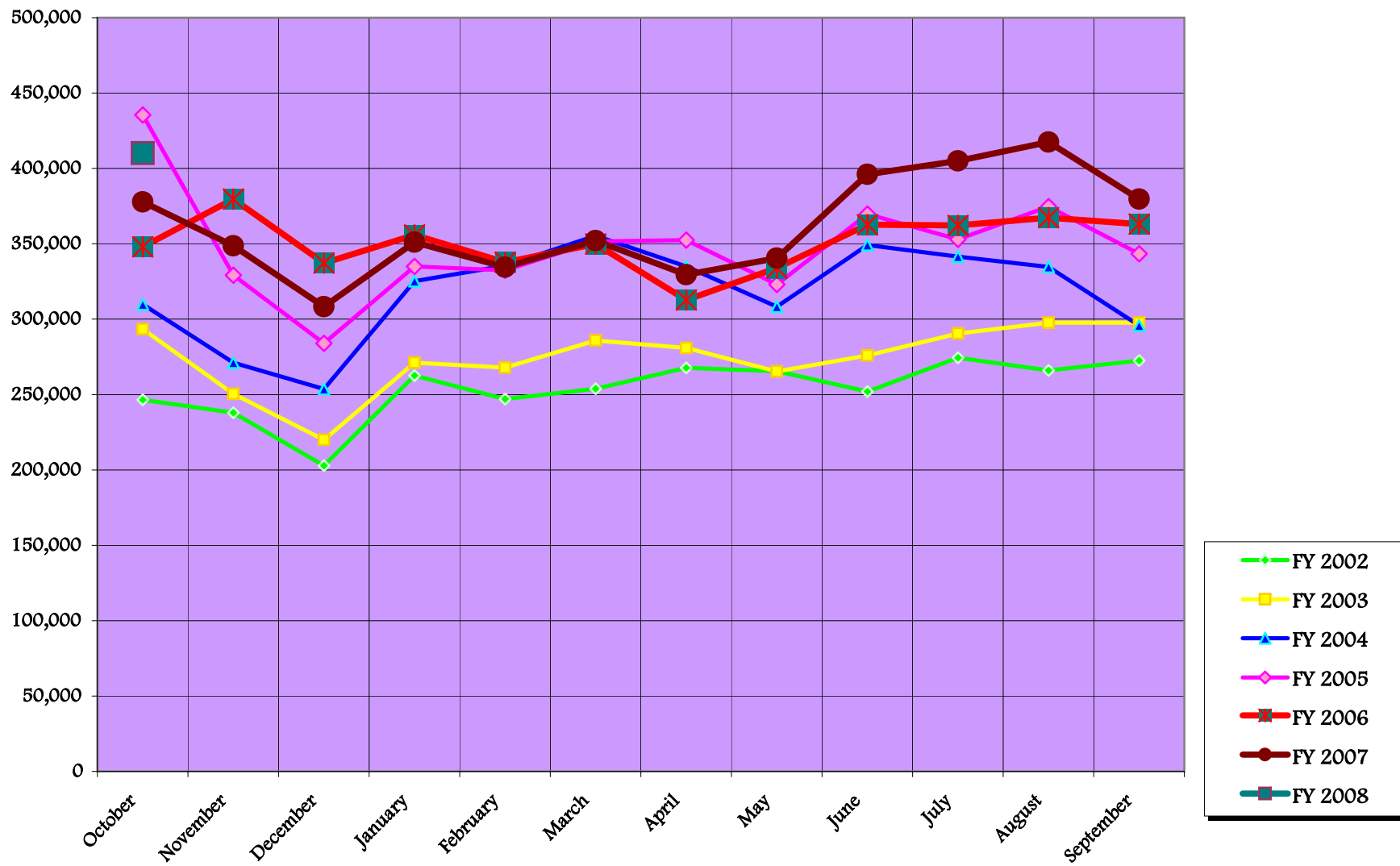
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION**
Fiscal Year 2002 Through Fiscal Year 2007 TO Date



**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

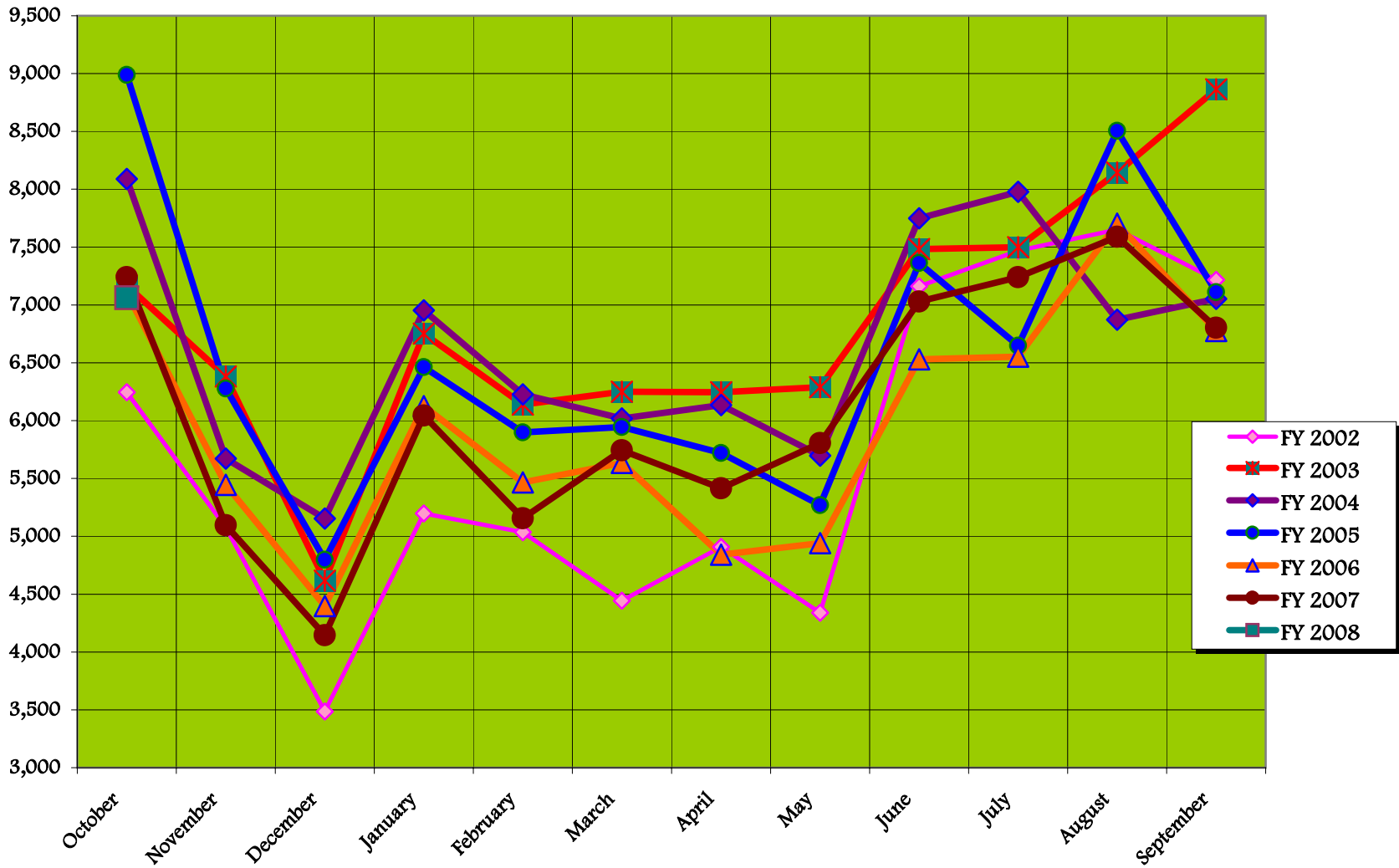


Orange County Library System
 Door Counts
 Fiscal Year 2002 through Fiscal Year 2007 To Date



Beginning June 2007 Includes Drive Up Window Totals

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-07 | Oct-06 | % of Change | Nov~07 | Nov-06 | Dec~07 | Dec-06 | Jan~08 | Jan-07 | Feb~08 | Feb-07 | Mar~08 | Mar-07 |
|--------------------|----------------|----------------|---------------|--------|----------------|--------|----------------|--------|----------------|--------|----------------|--------|----------------|
| Circulation | | | | | | | | | | | | | |
| Main | 263,951 | 234,277 | 12.67% | | 211,081 | | 193,356 | | 217,389 | | 210,048 | | 239,381 |
| Branches | 493,444 | 421,603 | 17.04% | | 393,085 | | 375,753 | | 441,904 | | 406,935 | | 458,048 |
| MAYL | 66,523 | 54,998 | 20.96% | | 49,729 | | 45,918 | | 61,668 | | 52,988 | | 60,392 |
| Digital Products | 41,163 | 23,968 | 71.74% | | 21,525 | | 27,330 | | 30,471 | | 38,276 | | 36,482 |
| Talking Books | 4,372 | 3,916 | 11.64% | | 3,508 | | 3,642 | | 3,903 | | 3,573 | | 4,093 |
| Total | 869,453 | 738,762 | 17.69% | | 678,928 | | 645,999 | | 755,335 | | 711,820 | | 798,396 |
| Door Count | | | | | | | | | | | | | |
| Main | 63,693 | 57,887 | 10.03% | | 50,362 | | 48,123 | | 54,861 | | 52,197 | | 57,450 |
| Branches | 323,951 | 324,667 | -0.22% | | 298,364 | | 260,088 | | 296,157 | | 282,301 | | 294,646 |
| Talking Books | 16 | 12 | 33.33% | | 10 | | 7 | | 15 | | 17 | | 14 |
| Drive Up Windows | 22,427 | N/A | N/A | | | | | | | | | | |
| Total | 410,071 | 382,554 | 7.19% | | 348,726 | | 308,211 | | 351,018 | | 334,498 | | 352,096 |

Circulation and Door Count
April - September

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

| | Apr-08 | Apr-07 | May~08 | May-07 | Jun~08 | Jun-07 | Jul~08 | Jul-07 | Aug~08 | Aug-07 | Sep~08 | Sep-07 | FY 2008 YTD | FY 2007 |
|----------------------|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|----------------|-----------|
| Circulation | | | | | | | | | | | | | | |
| Main | | 227,199 | | 232,486 | | 247,215 | | 258,685 | | 248,371 | | 246,311 | 263,951 | 2,765,799 |
| Branches | | 431,592 | | 474,099 | | 525,106 | | 531,303 | | 502,923 | | 466,223 | 493,444 | 5,428,574 |
| MAYL | | 55,854 | | 59,172 | | 61,690 | | 62,631 | | 63,543 | | 61,428 | 66,523 | 690,011 |
| Digital Products* | | 39,339 | | 44,921 | | 47,990 | | 41,190 | | 43,079 | | 41,157 | 41,163 | 435,728 |
| Talking Books | | 3,931 | | 4,225 | | 3,972 | | 3,928 | | 4,228 | | 3,493 | 4,372 | 46,412 |
| Total | | 757,915 | | 814,903 | | 885,973 | | 897,737 | | 862,144 | | 818,612 | 869,453 | 9,366,524 |
| Door Count | | | | | | | | | | | | | | |
| Main | | 55,349 | | 55,653 | | 60,946 | | 66,572 | | 67,694 | | 64,915 | 63,677 | 691,850 |
| Branches | | 274,094 | | 284,798 | | 314,873 | | 316,015 | | 327,130 | | 295,424 | 323,951 | 3,568,557 |
| Talking Books | | 11 | | 8 | | 12 | | 14 | | 16 | | 23 | 16 | 159 |
| Drive Up Windows | | | | | | 20,277 | | 22,376 | | 22,662 | | 19,352 | 0 | 84,667 |
| Total | | 329,443 | | 340,451 | | 396,096 | | 404,963 | | 417,486 | | 379,691 | 387,644 | 4,345,233 |

| | Oct-07 | Oct-06 | % of Change | Nov-07 | Nov-06 | Dec-07 | Dec-06 | Jan-08 | Jan-07 | Feb-08 | Feb-07 | Mar-08 | Mar-07 |
|----------------------------|-------------------|------------------|---------------|--------|------------------|--------|------------------|--------|------------------|--------|------------------|--------|------------------|
| Hits to the Website | | | | | | | | | | | | | |
| Inside | 5,664,814 | 4,773,449 | 18.67% | | 4,562,952 | | 4,523,894 | | 5,123,216 | | 5,162,308 | | 5,329,565 |
| Outside | 5,139,056 | 4,177,185 | 23.03% | | 4,089,059 | | 3,931,882 | | 4,701,691 | | 4,270,514 | | 4,637,463 |
| Total | 10,803,870 | 8,950,634 | 20.71% | | 8,652,011 | | 8,455,776 | | 9,824,907 | | 9,432,822 | | 9,967,028 |
| Visits | | | | | | | | | | | | | |
| Inside | 111,148 | 88,297 | 25.88% | | 76,559 | | 75,103 | | 80,741 | | 79,993 | | 89,675 |
| Outside | 255,253 | 216,146 | 18.09% | | 207,221 | | 235,165 | | 240,477 | | 230,351 | | 272,129 |
| Total | 366,401 | 304,443 | 20.35% | | 283,780 | | 310,268 | | 321,218 | | 310,344 | | 361,804 |
| Unique Visitors | | | | | | | | | | | | | |
| Inside | 1,492 | 1,049 | 42.23% | | 1,074 | | 1,049 | | 1,152 | | 1,128 | | 1,150 |
| Outside | 77,285 | 62,360 | 23.93% | | 60,691 | | 70,574 | | 73,597 | | 72,562 | | 77,096 |
| Total | 78,777 | 63,409 | 24.24% | | 61,765 | | 71,623 | | 74,749 | | 73,690 | | 78,246 |
| Page Views | | | | | | | | | | | | | |
| Inside | 1,471,571 | 1,301,906 | 13.03% | | 1,187,174 | | 1,177,277 | | 1,402,342 | | 1,594,702 | | 1,467,667 |
| Outside | 1,231,557 | 1,063,999 | 15.75% | | 943,229 | | 904,271 | | 1,132,779 | | 1,028,603 | | 1,153,659 |
| Total | 2,703,128 | 2,365,905 | 14.25% | | 2,130,403 | | 2,081,548 | | 2,535,121 | | 2,623,305 | | 2,621,326 |

| | Apr~08 | Apr-07 | May~08 | May-07 | Jun~08 | Jun-07 | Jul~08 | Jul-07 | Aug~08 | Aug-07 | Sep~08 | Sep-07 | FY 2008 YTD | FY 2007 |
|----------------------------|--------|------------------|--------|------------------|--------|-------------------|--------|------------------|--------|-------------------|--------|-------------------|-------------|--------------------|
| Hits to the Website | | | | | | | | | | | | | | |
| Inside | | 4,770,520 | | 4,890,475 | | 5,369,189 | | 5,117,648 | | 5,369,189 | | 5,064,315 | | 60,056,720 |
| Outside | | 4,408,148 | | 4,512,473 | | 4,639,531 | | 4,685,234 | | 4,638,405 | | 5,078,352 | | 53,769,937 |
| Total | | 9,178,668 | | 9,402,948 | | 10,008,720 | | 9,802,882 | | 10,007,594 | | 10,142,667 | | 113,826,657 |
| Visits | | | | | | | | | | | | | | |
| Inside | | 85,837 | | 89,037 | | 99,906 | | 103,750 | | 99,906 | | 96,425 | | 1,065,229 |
| Outside | | 249,796 | | 263,169 | | 310,455 | | 331,431 | | 310,225 | | 251,216 | | 3,117,781 |
| Total | | 335,633 | | 352,206 | | 410,361 | | 435,181 | | 410,131 | | 347,641 | | 4,183,010 |
| Unique Visitors | | | | | | | | | | | | | | |
| Inside | | 1,161 | | 1,245 | | 1,335 | | 1,378 | | 1,335 | | 1,353 | | 14,409 |
| Outside | | 69,539 | | 71,543 | | 69,374 | | 67,523 | | 69,189 | | 70,515 | | 834,563 |
| Total | | 70,700 | | 72,788 | | 70,709 | | 68,901 | | 70,524 | | 71,868 | | 848,972 |
| Page Views | | | | | | | | | | | | | | |
| Inside | | 1,273,702 | | 1,300,761 | | 1,395,787 | | 1,432,922 | | 1,395,787 | | 1,341,788 | | 16,271,815 |
| Outside | | 1,134,327 | | 1,157,842 | | 1,224,765 | | 1,364,984 | | 1,223,639 | | 1,197,993 | | 13,530,090 |
| Total | | 2,408,029 | | 2,458,603 | | 2,620,552 | | 2,797,906 | | 2,619,426 | | 2,539,781 | | 29,801,905 |

Library Activities
October - March

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

| | Oct-07 | Oct-06 | % of Change | Nov~07 | Nov-06 | Dec~07 | Dec-06 | Jan~08 | Jan-07 | Feb~08 | Feb-07 | Mar~08 | Mar-07 |
|--------------------------------------|---------|---------|-------------|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|
| Program Attendance Total | 14,869 | 13,466 | 10.42% | | 9,174 | | 8,399 | | 11,419 | | 12,314 | | 13,515 |
| Total # of Programs | 531 | 468 | 13.46% | | 421 | | 440 | | 440 | | 521 | | 532 |
| Community Events Attendance Total | 856 | 1,459 | -41.33% | | 826 | | 778 | | 5,421 | | 1,877 | | 1,081 |
| Total # of Community Events | 11 | 23 | -52.17% | | 25 | | 6 | | 19 | | 12 | | 5 |
| Events Line | 9 | 3 | 200.00% | | 2 | | 5 | | 18 | | 27 | | 9 |
| StoryLine | 144 | 62 | 132.26% | | 96 | | 86 | | 121 | | 162 | | 111 |
| Class Attendance Total | 3,414 | 2,142 | 59.38% | | 1,907 | | 1,110 | | 1,732 | | 1,938 | | 2,422 |
| Total # of Classes | 1,156 | 947 | 22.07% | | 816 | | 730 | | 792 | | 847 | | 1,003 |
| QuestLine | 15,804 | 17,658 | -10.50% | | 15,442 | | 13,156 | | 15,792 | | 14,394 | | 14,661 |
| P.C. Sessions | 86,050 | 73,975 | 16.32% | | 64,072 | | 62,767 | | 68,485 | | 65,848 | | 73,671 |
| Number of Active Cards in the System | 458,669 | 441,638 | 3.86% | | 447,566 | | 452,460 | | 459,020 | | 464,505 | | 470,636 |
| New Customer Registrations | 7,063 | 7,241 | -2.46% | | 5,095 | | 4,145 | | 6,043 | | 5,155 | | 5,743 |
| Total Registered Borrowers | 960,280 | 893,132 | 7.52% | | 898,011 | | 902,007 | | 907,033 | | 911,919 | | 917,446 |

Library Activities
April - September

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

| | Apr-08 | Apr-07 | May~08 | May-07 | Jun~08 | Jun-07 | Jul~08 | Jul-07 | Aug~08 | Aug-07 | Sep~08 | Sep-07 | FY 2008 YTD | FY 2007 |
|---|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|----------------|---------|
| Program Attendance Total | | 14,222 | | 13,223 | | 18,409 | | 19,597 | | 14,640 | | 12,988 | 14,869 | 161,366 |
| Total # of Programs | | 476 | | 516 | | 551 | | 558 | | 488 | | 452 | 531 | 5,863 |
| Community Events Attendance Total | | 3,917 | | 266 | | 407 | | 2,371 | | 3,554 | | 1,625 | 856 | 23,582 |
| Total # of Community Events | | 20 | | 1 | | 4 | | 11 | | 22 | | 11 | 11 | 159 |
| Events Line | | 8 | | 13 | | 10 | | 8 | | 7 | | 10 | 9 | 120 |
| StoryLine | | 112 | | 121 | | 224 | | 252 | | 215 | | 181 | 144 | 1,743 |
| Class Attendance Total | | 2,152 | | 2,450 | | 3,171 | | 3,093 | | 3,095 | | 3,118 | 3,414 | 28,330 |
| Total # of Classes | | 983 | | 1,026 | | 1,011 | | 983 | | 1,058 | | 934 | 1,156 | 11,130 |
| QuestLine | | 14,130 | | 14,136 | | 14,575 | | 15,441 | | 16,018 | | 14,802 | 15,804 | 180,205 |
| P.C. Sessions | | 70,325 | | 72,464 | | 76,536 | | 81,996 | | 84,569 | | 76,317 | 86,050 | 871,025 |
| Number of Active Cards in the System | | 474,337 | | 471,143 | | 470,400 | | 467,287 | | 437,042 | | 462,774 | | |
| New Customer Registrations | | 5,416 | | 5,806 | | 7,030 | | 7,241 | | 7,590 | | 6,803 | 7,063 | 73,308 |
| Total Registered Borrowers | | 922,540 | | 927,632 | | 934,032 | | 940,597 | | 947,820 | | 954,244 | | |

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

| | Oct-07 | Oct-06 | % of Change | Nov~07 | Nov-06 | Dec~07 | Dec-06 | Jan~08 | Jan-07 | Feb~08 | Feb-07 | Mar~08 | Mar-07 |
|----------------------------------|---------|---------|-------------|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|
| Online Catalog Searches | 718,606 | 641,874 | 11.95% | | 554,957 | | 481,726 | | 641,908 | | 588,197 | | 561,152 |
| Online Renewals | 148,473 | 126,197 | 17.65% | | 116,022 | | 110,932 | | 115,544 | | 113,861 | | 130,036 |
| Electronic Reference Questions | 328 | 226 | 45.13% | | 208 | | 186 | | 283 | | 242 | | 246 |
| Live Chat Questions | 273 | 279 | -2.15% | | 206 | | 160 | | 248 | | 301 | | 313 |
| Total Online Reference Questions | 601 | 505 | 19.01% | | 414 | | 346 | | 531 | | 543 | | 559 |
| Online Requests | 62,668 | 52,785 | 18.72% | | 46,223 | | 42,537 | | 59,824 | | 53,385 | | 56,996 |
| Online Suggestions | 107 | 139 | -23.02% | | 86 | | 70 | | 100 | | 101 | | 83 |

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

April ~ September

| | Apr-08 | Apr-07 | May~08 | May-07 | Jun~08 | Jun-07 | Jul~08 | Jul-07 | Aug~08 | Aug-07 | Sep~08 | Sep-07 | FY 2008 YTD | FY 2007 |
|----------------------------------|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|----------------|-----------|
| Online Catalog Searches | | 560,947 | | 555,291 | | 687,525 | | 680,464 | | 700,734 | | 697,522 | 718,606 | 7,352,297 |
| Online Renewals | | 124,080 | | 125,333 | | 126,794 | | 135,874 | | 130,799 | | 131,702 | 148,473 | 1,487,174 |
| Online Reference Questions | | 288 | | 273 | | 243 | | 279 | | 297 | | 296 | 328 | 3,067 |
| Live Chat Questions | | 296 | | 262 | | 198 | | 263 | | 263 | | 265 | 273 | 3,054 |
| Total Online Reference Questions | | 584 | | 535 | | 441 | | 542 | | 560 | | 561 | 601 | 6,121 |
| Online Requests | | 56,038 | | 63,429 | | 67,528 | | 65,392 | | 66,402 | | 61,113 | 62,668 | 691,652 |
| Online Suggestions | | 95 | | 108 | | 100 | | 100 | | 101 | | 78 | 107 | 1,161 |

Orange County Library System

Circulation Statistics

October 1, 2007 ~ October 31, 2007

| Location | Days Open | Circulation Total | % of Total | Year Ago | Gain (Loss) | % Gain - Loss | Drive Up Window Visits | Walk In Visits | Total Visits | Visits Year Ago | Gain or Loss | % Gain or Loss |
|------------------|------------|-------------------|----------------|----------------|----------------|---------------|------------------------|----------------|----------------|-----------------|---------------|----------------|
| Main | 31 | 263,951 | 30.36% | 234,277 | 29,674 | 12.67% | 3,596 | 63,693 | 67,289 | 57,887 | 9,402 | 16.24% |
| MAYL | 22 | 66,523 | 7.65% | 54,998 | 11,525 | 20.96% | | 64,511 | 64,511 | 52,455 | 12,056 | 22.98% |
| Digital Products | | 41,163 | 4.73% | 23,968 | 17,195 | 71.74% | | | | - | - | - |
| Talking Books | 31 | 4,372 | 0.50% | 3,916 | 456 | 11.64% | | 16 | 16 | 12 | 4 | 33.33% |
| West Oaks | 31 | 43,982 | 5.06% | 39,231 | 4,751 | 12.11% | 4,659 | 24,525 | 29,184 | 23,396 | 5,788 | 24.74% |
| Herndon | 26 | 48,923 | 5.63% | 41,635 | 7,288 | 17.50% | | 28,140 | 28,140 | 25,063 | 3,077 | 12.28% |
| Alafaya | 31 | 66,538 | 7.65% | 59,082 | 7,456 | 12.62% | 5,783 | 33,588 | 39,371 | 38,246 | 1,125 | 2.94% |
| Southeast | 27 | 41,198 | 4.74% | 36,694 | 4,504 | 12.27% | 3,157 | 26,943 | 30,100 | 32,562 | (2,462) | -7.56% |
| Hiawasse | 27 | 26,618 | 3.06% | 21,126 | 5,492 | 26.00% | | 26,987 | 26,987 | 22,000 | 4,987 | 22.67% |
| Southwest | 27 | 44,520 | 5.12% | 38,913 | 5,607 | 14.41% | | 23,918 | 23,918 | 25,365 | (1,447) | -5.70% |
| Edgewater | 27 | 32,248 | 3.71% | 24,638 | 7,610 | 30.89% | | 21,853 | 21,853 | 17,515 | 4,338 | 24.77% |
| North Orange | 31 | 45,473 | 5.23% | 40,753 | 4,720 | 11.58% | | 27,282 | 27,282 | 28,788 | (1,506) | -5.23% |
| South Creek | 31 | 56,573 | 6.51% | 48,322 | 8,251 | 17.08% | 4,317 | 32,499 | 36,816 | 37,442 | (626) | -1.67% |
| South Trail | 27 | 26,308 | 3.03% | 22,786 | 3,522 | 15.46% | | 30,237 | 30,237 | 28,037 | 2,200 | 7.85% |
| Winter Garden | 27 | 31,388 | 3.61% | 24,159 | 7,229 | 29.92% | 915 | 17,208 | 18,123 | 16,595 | 1,528 | 9.21% |
| Windermere | 27 | 13,915 | 1.60% | 12,796 | 1,119 | 8.74% | | 10,504 | 10,504 | 8,888 | 1,616 | 18.18% |
| Washington Park | 27 | 13,606 | 1.56% | 9,919 | 3,687 | 37.17% | | 13,769 | 13,769 | 14,837 | (1,068) | -7.20% |
| Eatonville | 27 | 2,154 | 0.25% | 1,549 | 605 | 39.06% | | 6,498 | 6,498 | 5,933 | 565 | 9.52% |
| Total | 446 | 869,453 | 100.00% | 738,762 | 130,691 | 17.69% | 22,427 | 387,644 | 410,071 | 382,554 | 27,517 | 7.19% |

*MAYL Visits ~ Customer Transactions

**Online Database Usage Statistics
NUMBER OF VIEWS
SEPTEMBER 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 | 3,033 | 1,916 | 2,394 | 2,248 | 2,086 | 1,152 | 1,246 | 1,164 | 966 | 1,306 | 2,544 | 1,065 | 21,120 | 31,539 |
| Associations Unlimited | 196 | 79 | 28 | 33 | 83 | 169 | 12 | 57 | 900 | 170 | 139 | 247 | 2,113 | 2,270 |
| Auto Repair Reference Center | 987 | 284 | 430 | 514 | 348 | 554 | 478 | 435 | 518 | 584 | 471 | 516 | 6,119 | 5,379 |
| Biography & Genealogy Master Index | 131 | 138 | 83 | 144 | 125 | 90 | 88 | 56 | 71 | 100 | 64 | 78 | 1,168 | 1,563 |
| Biography Resource Center | 1,146 | 743 | 501 | 1,400 | 1,563 | 910 | 810 | 422 | 480 | 368 | 951 | 1,243 | 10,537 | 8,263 |
| Books In Print.com | | | | | | | | | | 16 | 50 | 35 | 101 | N/A |
| Business & Company Resource Center | 181 | 358 | 160 | 243 | 476 | 276 | 675 | 417 | 104 | 210 | 331 | 267 | 3,698 | 5,192 |
| Business Index ASAP | 62 | 79 | 61 | 67 | 57 | 44 | 34 | 65 | 51 | 121 | 85 | 24 | 750 | 913 |
| Computer Database | 45 | 37 | 12 | 34 | 30 | 34 | 34 | 3 | 138 | 16 | 46 | 20 | 449 | 401 |
| Consulta | 8 | 20 | 143 | 81 | 4 | 21 | 0 | 1 | 1 | 21 | 5 | 6 | 311 | 99 |
| Expanded Academic ASAP | 334 | 415 | 101 | 263 | 167 | 1,200 | 316 | 171 | 236 | 399 | 251 | 784 | 4,637 | 2,263 |
| Gale Virtual Reference Library e-books | 138 | 249 | 457 | 1,099 | 166 | 442 | 257 | 204 | 176 | 235 | 199 | 158 | 3,780 | 1,515 |
| General Business File ASAP | 52 | 161 | 50 | 46 | 50 | 78 | 54 | 173 | 58 | 60 | 97 | 49 | 928 | 930 |
| General One File (formerly, InfoTrac One File) | 1,371 | 1,622 | 1,134 | 1,338 | 1,287 | 1,374 | 1,364 | 1,287 | 1,302 | 1,924 | 1,206 | 2,190 | 17,399 | #### |
| General Reference Center Gold | 689 | 874 | 385 | 696 | 613 | 489 | 641 | 259 | 306 | 393 | 229 | 921 | 6,495 | 6,250 |
| Health Reference Center | 227 | 187 | 63 | 102 | 85 | 187 | 174 | 46 | 66 | 130 | 67 | 92 | 1,426 | 1,508 |
| Health & Wellness Resource Center and Alternative Health Module | 248 | 222 | 124 | 156 | 159 | 232 | 260 | 121 | 188 | 218 | 161 | 236 | 2,325 | 2,936 |
| HeritageQuest Online | 10,249 | 8,897 | 10,935 | 15,224 | 23,452 | 13,936 | 15,899 | 17,661 | 17,298 | 20,796 | 20,948 | 17,268 | 192,563 | 197,673 |
| Informa | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 11 | 2 | 0 | 0 | 6 | 21 | 12 |
| Junior Edition - K12 | 48 | 59 | 51 | 82 | 32 | 32 | 77 | 32 | 45 | 16 | 26 | 60 | 560 | 416 |
| Kid's Edition - K12 | 20 | 26 | 8 | 36 | 31 | 10 | 11 | 12 | 1 | 4 | 11 | 21 | 191 | 215 |
| LitFinder (formerly known as Poem/Story/Essay Finder) | 610 | 410 | 253 | 285 | 250 | 220 | 509 | 188 | 87 | 143 | 138 | 197 | 3,290 | 8,308 |
| Literature Resource Center | 1,112 | 2,124 | 469 | 1,384 | 1,246 | 1,710 | 3,955 | 622 | 318 | 569 | 247 | 804 | 14,560 | 13,783 |
| Mergent Online | 185 | 212 | 101 | 186 | 145 | 189 | 169 | 129 | 92 | 120 | 77 | 139 | 1,744 | 3,034 |
| Morningstar | 971 | 1,021 | 2,661 | 2,393 | 1,730 | 1,580 | 1,872 | 2,169 | 1,045 | 2,444 | 1,639 | 1,663 | 21,188 | 16,617 |
| Novelist | 160 | 231 | 64 | 263 | 177 | 203 | 116 | 110 | 220 | 87 | 185 | 179 | 1,995 | 2,056 |
| Opposing Viewpoints Resource Center | 992 | 879 | 332 | 318 | 347 | 653 | 828 | 300 | 303 | 1,787 | 223 | 333 | 7,295 | 3,375 |
| p4A Antiques Reference | 31 | 43 | 114 | 338 | 189 | 252 | 307 | 268 | 139 | 223 | 90 | 214 | 2,208 | 1,056 |
| Professional Collection | 18 | 29 | 2 | 11 | 21 | 49 | 20 | 15 | 2 | 11 | 16 | 14 | 208 | 420 |
| ProQuest Newspapers | 1,704 | 1,069 | 911 | 1,504 | 1,817 | 1,826 | 1,358 | 5,290 | 2,721 | 2,691 | 2,137 | 1,559 | 24,587 | 20,996 |
| Reference USA | 10,261 | 9,012 | 7,696 | 12,210 | 11,102 | 12,752 | 18,821 | 16,375 | 24,680 | 16,518 | 9,666 | 6,714 | 155,807 | 92,970 |
| SIRS Knowledge Source | 348 | 607 | 309 | 666 | 329 | 474 | 244 | 107 | 230 | 184 | 486 | 291 | 4,275 | 2,614 |
| Small Business Resource Center | | | | | | | | 4,309 | 1,178 | 441 | 32 | 44 | 6,004 | N/A |
| Student Edition - K12 | 106 | 59 | 47 | 110 | 91 | 88 | 56 | 106 | 22 | 36 | 17 | 133 | 871 | 775 |
| The Street.com Ratings (formerly known as | 470 | 296 | 320 | 342 | 459 | 1,543 | 419 | 346 | 1,314 | 916 | 1,345 not avail | | 7,770 | 5,417 |
| What Do I Read Next? | 40 | 83 | 39 | 9 | 54 | 74 | 70 | 50 | 284 | 114 | 91 | 63 | 971 | 924 |
| Worldbook Online | 992 | 950 | 695 | 1,066 | 929 | 1,219 | 1,051 | 438 | 253 | 416 | 1,120 | 765 | 9,894 | 12,194 |
| TOTAL NUMBER OF VIEWS | 37,165 | 33,392 | 31,134 | 44,891 | 49,700 | 44,062 | 52,225 | 53,419 | 55,795 | 53,787 | 45,390 | 38,398 | 539,358 | 464,971 |

Orange County Library System

Circulation Statistics

FY 2007

October 1, 2006 - September 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 | 350 | 2,765,799 | 29.53% | 2,591,321 | 174,478 | 6.73% | 705,823 | 625,451 | 80,372 | 12.85% |
| MAYL | 250 | 690,011 | 7.37% | 616,913 | 73,098 | 11.85% | N/A | N/A | N/A | N/A |
| Digital Products* | | 435,728 | 4.65% | 54,776 | N/A | N/A | N/A | N/A | N/A | N/A |
| Talking Books | 350 | 46,412 | 0.50% | 46,356 | 56 | 0.12% | 159 | 179 | (20) | -11.17% |
| West Oaks | 349 | 481,446 | 5.14% | 478,024 | 3,422 | 0.72% | 269,710 | 235,010 | 34,700 | 14.77% |
| Herndon | 302 | 546,920 | 5.84% | 518,456 | 28,464 | 5.49% | 295,927 | 290,867 | 5,060 | 1.74% |
| Alafaya | 350 | 783,013 | 8.36% | 691,767 | 91,246 | 13.19% | 427,875 | 385,757 | 42,118 | 10.92% |
| Southeast | 303 | 465,218 | 4.97% | 443,372 | 21,846 | 4.93% | 351,440 | 378,189 | (26,749) | -7.07% |
| Hiwassee | 303 | 276,401 | 2.95% | 272,253 | 4,148 | 1.52% | 262,002 | 272,782 | (10,780) | -3.95% |
| Southwest | 303 | 501,260 | 5.35% | 474,067 | 27,193 | 5.74% | 256,075 | 290,078 | (34,003) | -11.72% |
| Edgewater | 297 | 326,150 | 3.48% | 326,509 | (359) | -0.11% | 228,040 | 233,320 | (5,280) | -2.26% |
| North Orange | 350 | 500,908 | 5.35% | 481,589 | 19,319 | 4.01% | 302,848 | 306,102 | (3,254) | -1.06% |
| South Creek | 350 | 616,194 | 6.58% | 597,256 | 18,938 | 3.17% | 377,554 | 357,146 | 20,408 | 5.71% |
| South Trail | 303 | 296,556 | 3.17% | 271,803 | 24,753 | 9.11% | 329,024 | 296,984 | 32,040 | 10.79% |
| Winter Garden | 303 | 315,034 | 3.36% | 296,961 | 18,073 | 6.09% | 190,992 | 163,711 | 27,281 | 16.66% |
| Windermere | 303 | 162,923 | 1.74% | 160,775 | 2,148 | 1.34% | 113,576 | 132,185 | (18,609) | -14.08% |
| Washington Park | 303 | 135,135 | 1.44% | 112,991 | 22,144 | 19.60% | 159,808 | 139,114 | 20,694 | 14.88% |
| Eatonville | 301 | 21,416 | 0.23% | 12,598 | 8,818 | 70.00% | 74,539 | 48,798 | 25,741 | 52.75% |
| Totals | 5020 | 9,366,524 | 100.00% | 8,447,787 | 918,737 | 10.88% | 4,345,233 | 4,155,494 | 189,739 | 4.57% |

*FY 2006 Digital Products
 ~ Incomplete date;
 reporting began mid-year

**Orange County Library System
Board of Trustees Meeting
Thursday, November 8, 2007**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, November 8, 2007**

Consent Agenda

07-175 **Annual Plan of Service ~ FY 2008**

07-176 **Strategic Plan ~ FY 2008**

**Orange County Library System
Board of Trustees Meeting
Thursday, November 8, 2007**

Annual Plan of Service ~ FY 2008

Annual Plan of Service FY 2008

Overview

In order to apply for and meet eligibility requirements for a Fiscal Year 2008 State Aid to Libraries Grant, the Annual Plan of Service needs approval from the Board of Trustees and is due for submission to the Florida Department of State, Division of Library and Information Services by December 1, 2007:

The State Aid grant monies received for Fiscal Year 2007 totaled \$1,252,782 and were allocated to the purchase of books, AV materials, lease of CD's and online databases.

Recommendation

The Library Administration recommends, to the Board of Trustees, approval of the documents as required by the Florida Department of State, Division of Library and Information Services, in order for the Orange County Library System to be eligible for a State Aid to Libraries Grant during the Fiscal Year ending September 30, 2008.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 07-175

RESOLUTION TO APPROVE THE ANNUAL PLAN OF SERVICE FY 2008.

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 8th day of November, 2007, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following was offered by

The Board Resolves:

1. To approve the Annual Plan of Service FY 2008.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

Orange County Library System - Annual Plan of Service FY 2008

| |
|---|
| GOAL 1: Increase Customer Satisfaction & Provide Greater Ease of Access to Services |
| Create and maintain inviting and appealing library spaces |
| Activity |
| Downloading digital music and books. |
| Analyze existing leases that will expire and determine our future locations. |
| |
| Expand classes to be given over the Web |
| Activity |
| Expand classes given over the web. |
| |
| GOAL 2: Provide a Range of Services that are Responsive to a Changing Community |
| |
| Expand Access to and Availability of Programs for the Public |
| Activity |
| Create open source catalog. |
| |
| Expand and Diversify Collections |
| Activity |
| Explore and implement new formats such as Learn 2.0 for customers using technical classes. |
| |
| GOAL 3: Expand Use and Awareness of Library Services Through Marketing |
| |
| Increase Market Share by 10 Percentage Points |
| Activity |
| Increase opportunities for specific audiences to become involved with the Library. |
| Develop comprehensive program for Seniors. |
| Offer events for new audiences to be exposed to the Library. |
| |
| GOAL 4: Invigorate Employee Satisfaction and Invest in Quality of Staff |
| Expand opportunities for staff to increase their technological capabilities |
| Activity |
| Explore internal career path. |
| Explore opportunities for Librarians to become Learning Leaders. |
| |
| Enhance System Wide Communication Plan |
| Activity |
| Establish regular opportunities for Admin Team to communicate with employees, at each department and branch. |
| Conduct regular labor/management meetings - once a month. |
| |
| Continue Professional/Employee Development Plan |
| Activity |
| Adjust/Recruit/Reallocate staffing as needed. |
| Continue Recruitment Plan to include outreach/interviewing at targeted schools; advertising in electronic and print format to targeted professional journals and listservs. |

**Orange County Library System
Board of Trustees Meeting
Thursday, November 8, 2007**

Strategic Plan ~ FY 2008

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 07-176

RESOLUTION TO APPROVE THE FY 2008, YEAR SIX OF THE
STRATEGIC PLAN.

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 8th day of November, 2007, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following was offered by

The Board Resolves:

1. To approve FY 2008, Year Six of the Strategic Plan.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

Orange County Library System Strategic Plan - Year Six (FY 2008)

| | | Funding Estimate |
|---|--|------------------|
| GOAL 1: Increase Customer Satisfaction & Provide Greater Ease of Access to Services | | |
| Objective 1: Consider expanded and other self service options | | |
| Activity | | |
| Downloading digital music and books | | |
| Analyze existing leases that will expire and determine our future locations. | | |
| | | |
| Objective 4: Expand classes to be given over the Web | | |
| Activity | | |
| Classes given over the web | | |
| | | |
| Activity | | |
| Objective 5: Enhance the Virtual Library | | |
| | | |
| | | |
| GOAL 2: Provide a Range of Services that are Responsive to a Changing Community | | |
| Objective 1: Expand Access to and Availability of Programs for the Public | | |
| | | |
| | | Funding Estimate |
| Create open source catalog | | |
| Create a new Strategic Plan structure with goals and initiatives that correspond to our current & future projects | | |
| | | |
| Objective 2: Expand Use of Relevant Technology | | |
| Activity | | Funding Estimate |
| Expand Genealogy services to include fee-base, premier, customized searching and creating family trees. | | |
| | | |
| Objective 3: Expand End User Services | | |
| Activity | | Funding Estimate |
| Explore and implement new formats such as Learn 2.0 for customers using technology classes. | | |
| | | |

| | | |
|---|--|-------------------------|
| GOAL 3: Expand Use and Awareness of Library Services Through Marketing | | |
| Objective 1: Increase Market Share by 10 Percentage Points Annually | | |
| Activity | | Funding Estimate |
| Increase opportunities for specific audiences to become involved with the Library. | | |
| Develop comprehensive program for Seniors. | | |
| Offer events for new audiences to be exposed to the Library. | | |
| | | |
| GOAL 4: Invigorate Employee Satisfaction and Invest in Quality of Staff | | Funding Estimate |
| | | |
| Objective 1: Expand opportunities for staff to increase their technological capabilities | | |
| Explore internal career path. | | |
| Explore opportunities for Librarians to become Learning Leaders. | | |
| Enhance System Wide Communication Plan | | |
| Activity | | Funding Estimate |
| Establish regular opportunities for Admin Team to communicate with employees, at each department and branch. | | |
| Conduct regular labor/management meetings - once a month. | | |
| | | |
| Continue Professional/Employee Development Plan | | |
| Activity | | |
| Adjust/Recruit/Reallocate staffing as needed. | | |
| Continue Recruitment Plan to include outreach/interviewing at targeted schools; advertising in electronic and print format to targeted professional journals and listservs. | | |

**Orange County Library System
Board of Trustees Meeting
Thursday, November 8, 2007**

Non-Consent Agenda

07-178 **Dispute Review Policy**

07-179 **Acceptance of the Personnel Committee
Meeting Minutes ~ October 26, 2007**

07-180 **Director's Evaluation**

**Orange County Library System
Board of Trustees Meeting
Thursday, November 8, 2007**

Dispute Review Policy

Proposed Dispute Review Policy

I. PROBLEM STATEMENT

Though the Library has a practice in place for handling service disputes, we do not have a policy which formalizes that process. A policy will provide consistency and clarity regarding steps to be taken and options available to the public.

II. BACKGROUND

Though the vast majority of customer interactions are characterized by high user satisfaction, from time to time there is a misunderstanding regarding policy or dissatisfaction on the part of the customer with service or policy. The Library is invested in making sure that in the shortest time frame we look into such situations to determine whether our service was at fault.

When these disputes cannot be addressed at the management level, administrative staff members are contacted by customers to further clarify policy. When the customer remains unsatisfied with the application or interpretation of policy they may seek to take their concern to another authority of the Library.

This policy will allow us to provide a clear channel to members of the public regarding the most effective means to have those concerns heard and provide for orderly handling of such concerns at the Board meeting.

III. OPTIONS

The Library has identified 2 options.

Option 1. Accept the proposed draft attached.

Advantages: We can standardize our practices for staff and public and clearly communicate our intent to both groups.

Disadvantages: Could encourage escalation of problems to the highest level.

Option 2: Make no change and continue using our current practices.

Advantages: The process used now is generally functional.

Disadvantages: The current process doesn't provide a standard, consistent and transparent process for the public.

IV. RECOMMENDATION

Staff recommend approval of Option 1 to take effect immediately.

Dispute Review Policy

The Orange County Library System places a high value on customer service. We have in place policies and procedures which we believe are fair to both the library customer and the library. For more information on [Library Fees and Fines](#) please visit the Library's website. On occasion, a customer may disagree with our application of library policy and wish to dispute a charge on their account, or a decision made or action taken by the library or one of our representatives. The following process is in place to review such disputes.

1. Location Manager Contact

To address misunderstandings or disputes at the earliest possible stage, any issue should be discussed with the management of the location at which the situation occurred.

2. Administrative Contact

When issues are not resolved at the management level a referral should be made to administrative staff as appropriate to the situation. A request to be contacted by an administrator may be made through the location manager, via "Share Your Library Experience" forms, an email to comments@ocls.info, in writing to 101 East Central Blvd, Orlando, FL 32801, or via phone call to QuestLine (407-835-7323).

3. Board Appeal

If the dispute is not resolved at levels 1 or 2, customers may address the Library Board of Trustees at one of their monthly board meetings. Meetings are held on the second Thursday of each month at 7:00 p.m. Locations vary and are listed on the Library website at www.ocls.info/boardmeetings and are also posted in each library location.

Customers wishing to address the Board must complete a Notice of Intent to Speak form before the meeting begins. These forms will be available at least 15 minutes before the meeting is scheduled to begin at the meeting location. Any form not submitted by the time a meeting convenes will be deferred for public comment at the next Board meeting.

The Library's [Public Comment Policy](#) will apply, including limits of three minutes per presentation.

The Board will hear the customer and respond in writing regarding the concern. The Board's decision is final.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 07-178

RESOLUTION TO APPROVE THE DISPUTE REVIEW 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 8th day of November 2007, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following was offered by

The Board Resolves:

To approve the Dispute Review Policy.

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 8, 2007**

**Acceptance of the Personnel
Committee Meeting Minutes ~
October 26, 2007**

MEETING MINTUES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
PERSONNEL COMMITTEE MEETING

October 26, 2007
3rd Floor Cypress Room
Orlando Public Library
101 East Central Boulevard
Orlando, FL 32801
407.835.READ (7323)

Personnel Committee Member Present: Matthew Pardy, OCLS Board of Trustees

Library Administration Present: Mary Anne Hodel, Director/CEO
Carla Fountain, Human Resources Manager

The meeting was called to order at 8:45 a.m.

The purpose of the meeting was to conduct a performance evaluation of Director Hodel.

Mr. Pardy asked Ms. Hodel to discuss the progress made on her goals this year. Ms. Hodel indicated that she had met the goals established for this year. She stated that her continuing challenge will be to keep the doors open to ensure a continued flow of communication with staff. Mr. Pardy complimented Ms. Hodel's efforts in this regard.

Mr. Pardy asked Ms. Hodel to discuss her concerns for the upcoming year. Ms. Hodel stated that her major concern is balancing the demands of property tax reform and still deliver quality service.

Mr. Pardy asked Ms. Hodel to discuss her goals for the upcoming year. Ms. Hodel discussed keeping services at the level they are without taking anything away from any neighborhoods or service groups. She and Mr. Pardy also discussed continuing our fundraising efforts with targeted appeals and bequests, continued interaction with the public schools, and continuing the Library's search for property in east Orange County.

Mr. Pardy asked Ms. Hodel if there was anything she felt the Board needed to be doing. Ms. Hodel indicated that she relies on the Trustees to use their influence with different people to help us tell the "Library's Story." Ms. Hodel stated that she would like to hear from the Board regarding their ideas for her goals this year and appreciates their input.

Mr. Pardy complimented Ms. Hodel's achievements and stated that she has done a great job this year.

The meeting adjourned at 9:25 a.m.

**Orange County Library System
Board of Trustees Meeting
Thursday, November 8, 2007**

Director's Evaluation

Director's Goals: 2007

October Update

- Plan and execute renovation of Chickasaw branch location.
 - *Design process put on hold per Board instruction June 14, 2007.*

- Implement Shelf Check-out at Southeast and Southwest.
 - *Completed. Southeast Branch went live with self check out on August 8th and Southwest Branch on August 22nd.*
 - *First month utilization of self check out at Southeast ~ 91.7% and Southwest ~ 91.2%.*

- Continue to work with the Librarian Work Group to minimize librarian/management differences
 - *Meetings held monthly: January through October.*

- Continue to meet with Trustee designee and Union Representative to address librarians' issues
 - *Meetings held on a regular basis with Greg Lee and John Henkle: February 13; April 12; June 14 and September 6.*

- Create an additional add-on year for the Strategic Plan
 - *Completed add-on year for Fiscal Year 2011, year 9 of the Strategic Plan.*

Accomplishments: 2007

Under my leadership in the past fiscal year (1 October 2006 to 30 Sept 2007), the Orange County Library System, has accomplished the following:

Facilities:

Closed on purchase of the Chickasaw property on 6 October 2006. Plans made for substantial renovation of the building. Construction drawings were not started. Process halted due to property tax reform. Cubicles and manufactured wall units used to design new spaces for Quest Line, Technical Services, Information Services and many branch workrooms.

Refurbished Southwest Branch lobby included new lighting, painting, casework for library displays and new automatic sliding door entryway. A new computer area, complete with moveable partitions was also installed. ADA modifications, concrete 'landings' outside the three emergency exits and new ramp outside the staff door. Additional ADA parking space in parking lot.

Installed Self check-out at Southeast and Southwest branches.

Replaced the underground water pipes under the sidewalk on Central Blvd.

Renovated 2nd floor, Quest Line, Talking Books, and CRC of Main.

Renovated first Floor bathrooms at Main.

Renovated Tech Services on Main's Lower level.

Installed new soda vending machines and snack machines at most branches.

Fenced the adjacent small strips of land to the north of the parking lot at the North Orange Branch in Apopka. Plan to pave it and extend the parking lot to accommodate more vehicles.

Installed security system at Southeast.

Installed new computer classrooms at Southwest, Herndon, North Orange, South Creek and Hiawassee. North Orange, South Creek and Hiawassee are part of the IMLS grant.

The West Oaks Children's Area is now proudly displaying two mobiles and Herndon has one new mobile. All three mobiles were designed and donated by Doug Rhodehamel.

Refurbished Washington Park with computer teaching area and slat-wall end panels for displays. Completed ADA work.

Refurbished South Trail and Edgewater Branches with new paint and carpeting.

Refurbished Alafaya Branch with new carpeting, tile, paint, layout and a new mobile featuring Florida waterfowl by local artist, John Wolf.

Purchased self check-in equipment for Herndon.

Prepared a plan for the renovation of the 4th floor. Plan is not being executed due to Property Tax Reform.

Products/Services:

Circulation increased from 8,460,493 to 9,366,524: a 10.71% increase.

Door count remained steady from 4,155,494 to 4,318,653: a 3.93% increase.

Programs increased from 5,046 to 5,863: a 16.19% increase.

Program attendance increased from 160,451 to 161,366: a 0.57% increase.

Summer Reading Programs increased 51% over 2006. Summer Reading Program Attendance increased 42% over 2006.

Number of classes increased from 7,510 to 11,130: an increase of 48.2%.

Class attendance increased from 19,686 to 28,330: an increase of 43.91%.

Number of PC sessions increased from 774,648 to 871,025: an increase of 12.44%

Number of hits to website increased from 85,142,016 to 113,826,657: an increase of 33.69%.

Number of total registered borrowers increased from 886,201 to 954,244: an increase of 7.67%.

Since January 2002, increased market share (number of new cards / active users) ~ From 220,764 to 462,774: a 109.6% increase.

Provided 15 gaming consoles for juvenile card holders at all locations. Funding made possible by Electronic Arts.

Conducted annual first grade library card campaign, License to Learn, with packages were delivered to over 700 first grade classes Although the deadline was October 20, contest entry forms and library card applications are still coming in. Of the schools that participated in the contest, (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 with 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.

Conducted the annual 4th grade Spring Library Card Contest--47 schools participated, up from 30 in 2006. Of those classes, 10 had 100 percent participation and overall, contest resulted in 554 new library card signups. Last year, the contest resulted in 162 new cards.

Conducted Summer Rush to Register, where all branches reached 130% of their library card sign up goals. Total number of cards signed up were: 26, 753 cards.

Introduced Playaways, the all-in-one audio books.

Increased DVD check out limit to 15.

Inaugurated book bundles for book clubs, to allow multiple copies of a book to be checked out in their own carrying bag.

Implemented Large Print Float for all locations except Eatonville, to keep the Large Print collections fresher.

Participated with early voting at six of the OCLS locations: Main, North Orange, West Oaks, Alafaya, South Creek Branch, Southeast, Washington Park, Southwest Branches. .

Partnered with Baker and Taylor to provide ability to purchase titles to be delivered directly to their home, with a percentage of funds from each purchase will revert back to the Library as income!

Participated with the Orange County Public Schools in a summer program the 21st Century Community Learning for children in poverty areas. "The OCLS Advantage Program," to be presented at Palmetto, Pineloch, and Washington Shores Elementary Schools. The OCLS Advantage Program was designed to give students "an edge" by using OCLS resources for academic enrichment:

Honors:

Presented with proclamations in honor of National Library Week. City of Orlando Mayor Buddy Dyer at the City Council meeting on April 9 and the second presented by Orange County Mayor Richard Crotty at the Orange County Board of County Commissioners Meeting on April 17.

Recognized by the Orange County Public Schools, at the suggestion of School Board member Kat Gordon for efforts at helping Orange County school children do their best on the FCAT on 31 May.

Our joint project with UCF, *Central Florida Memory*, has been honored by appearing on the lead page of *American Libraries Direct*, the e-version of *American Libraries*.

Received an award from Orange County Government as a 2007 B.E.S.T. Partner, Businesses for an Environmentally Sustainable Tomorrow for our participation with the County Water department on their conservation efforts.

Awarded Library Administration and Management Association (LAMA) Winner for Young Adult Reading Club Materials at the recent American Library Association conference.

Received the Golden Brick Award for the second floor renovation project/CRC by the Downtown Development Board. Also featured in the Orlando Sentinel March 11.

Books & Beyond newsletter won the "Best of Category" award in the four-color newsletter category in the 20th Annual Florida Print Awards.

Named a winner in the nonprofit category of the 2007 Beacon Awards which recognize organizations and individuals for celebrating the diversity of Greater Orlando by promoting inclusion.

OCLS featured as an example in a press release introducing the results of a study on Public Libraries and the Internet 2006 sponsored by The Bill & Melinda Gates Foundation, American Library Association and Florida State University.: "Today's Public Libraries Are Thriving Technology Hubs That Millions Rely on for First or Only Choice for Internet Access."

OCLS's "Anything Goes Poetry Readings" were featured in noted blogger David Lee King's Video Blog presentation.

OCLS is happy to announce the Library's latest acquisition, a ceramic work entitled: **Way to a Man's Heart** by Vince Sansone. This was the First Place winner for 2006 Fiesta in the Park. This very whimsical piece was delivered 16 November 2006.

Urban Libraries Council's Joey Rodger Fund for Library Leadership awarded to Debbie Moss. This award recognizes a distinguished library leader who has contributed to the advancement of the profession and the community. The award provided funds for her to participate in a weeklong leadership program on

performance leadership strategies at the John F. Kennedy School of Executive Education at Harvard University. Debbie has been selected to present a program at the 2008 National Public Library Conference on our customer surveying effort, entitled: "*Customer Satisfaction Management - Moving from Rhetoric to Action ... and the Rewards Thereof.*" A write-up on Debbie being honored with the award ran in the Central Florida Business section of the Orlando Sentinel on Monday, April 2

Gregg Gronlund, of Quest Line made a presentation about the Central Florida Memory project at the Central Florida Library Consortia meeting in Celebration.

Kathryn Robinson was interviewed for an upcoming article in the Reference Librarian by Steven Bell who has written numerous library articles. He had heard about some of the things that we are doing at OCLS. He especially wanted to know about Vocera, Mobile service and removing traditional reference desks.

Jo Ann Sampson's article on "Launching Into the Podcast/Vodcast Universe" was the cover article in the Nov/Dec "Hip High-Tech" issue of *Computers in Libraries* magazine .

Wendi Bost and Jamie Conklin authored an article in the Fall 06 issue of *Florida Libraries* on OCLS's innovative cataloging extras as well as our E-Guides and our services to businesses.

OCLS made a clean sweep of this month's issue of *Florida Libraries*!

Three of the five articles selected for the Fall Florida Libraries issue were written by OCLS staff. The following staff have had their articles accepted: Thomas Simpson on Learning 2.0, Paolo Melillo on Learning English as a Second Language at OCLS with Ellis, Rosetta Stone and Tell Me More and Jamie Conklin and Nicole Cavallaro on Mobile Gamma.

Two OCLS managers, Jamie Conklin and Donna Bachowski, have been invited to give a presentation called "Take a Walk: Mobile Reference Services" at the annual Public Library Association National Conference 25-29 March 2008 in Minneapolis. They were selected for this honor based on a competitive call for presentations.

Donna Bachowski has also been accepted for the next Florida State Sunshine Leadership Program, a state wide honor given to a select group of future library leaders.

Jamie Conklin has been selected for the ALA's 2006-07 Emerging Leaders Program!

Youth Program Coordinator Danielle King's article on our Teen Library Council was published in the Spring edition of *Florida Libraries*.

Sheri Chambers presented at the Fort Bend, Texas Public Library (just outside of Houston) in August to serve on a panel of four librarians to help them look at their web resources and be more in tune with the times. Ft. Bend Texas library has 235 staff members. The staff there did some research and they were impressed with our website.

Digital Content Manager, Sheri Chambers, on the publication of her article "Building for the Next level: Orange County, Florida Implements New Website Design." in v. 24, number 4 of the Public Library Quarterly. This prestigious library publication is addressed to leaders—directors, managers, staff, trustees, and friends—who believe that change is imperative if public libraries are to fulfill their service missions in the twenty-first century. The Library was contacted by PLQ editor, Glen E. Holt, regarding our website. He was a fan and wanted to invite Sheri to work on an article regarding the development for the site.

Tom Simpson headlined a ULC audio conference with Helene Blowers the maven of Learning 2.0. His focus was on the benefits and effectiveness of E-Learning. These audio presentations are offered to Urban Libraries Council members for a fee.

Bethany Corbett was accepted for the Florida Library Leadership program.

Criticas magazine featured Wendi Bost in the November issue, profiling Spanish-language collection development librarians

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.

Eric Atkinson, was asked by the State Library to represent Florida at a special conference in e rate state coordinators conference in Washington.

Graphic Artist, Ben Garcia, has won the state-wide contest and bid for developing Florida's Summer Reading Program graphic materials for children and teens.

Carolyn McClendon and Lelia Higgins presented a program on gaming with the Pasco County Public Library at the Florida Library Association conference, April 17th.

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.

Lisa Stewart appeared on Palmetto Elementary School's "morning news" to promote the library tutoring, FCAT explorer, programs, computers, DVDs etc

The Library System's Webinars including great quotes from Assistant Director Debbie Moss published in the February 5 issue of *LJ Hotline*.

Director Hodel appointed to the Florida Library Network Council.

Director Hodel elected to LAMA-SASS Board. Appointed as Chair of LAMA SASS Management Practices committee.

Director Hodel stood for election as the SOLINET representative to OCLC.

The Director was asked to give a quote for publication about one of our databases, The Rosetta Stone.

Director Hodel featured as subject of "Someone You Should Know" profile in *Central Florida Lifestyle* magazine.

Visitors touring OCLS from other libraries:

Board of Trustees of Sarasota County Public Library, Florida to find out about system wide collection development, roving reference, Technology classes, Vocera, Olive, Rules of Conduct, Security and video cameras, out of district cards, automatic PC sign-up, self-check. Counting Opinions, pursuing debts owed on library accounts.

Florida Gulf Coast University Library visited to investigate Vocera.

Queens New York Public Library senior administrative team to find out about Vocera, programs, classes, drive-up windows, the work of the Digital Access Architects, self check and surveys.

Public Library Services State Library of New South Wales's public Library Consultant to hear about Vocera and Mobile Reference.

Bruton Memorial Library in Plant City, Florida to find out about roving reference.

Information Requests by Others:

- | | |
|---|--|
| 1) Gail Borden Public Library District ~ Elgin, Illinois | RFID |
| 2) Frederick County Public Libraries ~ Maryland | Mobile Reference |
| 3) The New York Public Library | Mobile Reference |
| 4) Indianapolis Marion County Library System ~ Indiana | Vocera |
| 5) Tulsa City-County Library ~ Tulsa, Oklahoma | Mobile Reference |
| 6) Florida Gulf Coast University ~ Fort Myers | Vocera |
| 7) Newport Beach Public Library, California | MAYL |
| 8) Austin Public Library, Texas | MAYL |
| 9) Libraries Division, Broward County ~ Florida | Collection Dev & Technical Services |
| 10) Decatur Public Library ~ Illinois | MyLibraryDV |
| 11) Central Arkansas Library System | Innovative Interfaces |
| 12) Osceola Library System ~ Florida | Read the Books |
| 13) Pikes Peak Public Library ~ Colorado | Pimsleur Downloadable titles. |
| 14) Atlanta-Fulton County Library System ~ Georgia | Collection Development |
| 15) San Antonio Public Library ~ Texas | Reference |
| 16) Highland Beach Public Library ~ Florida | MyLibraryDV |
| 17) Sanibel Public Library ~ Florida | Guest Internet User Policy |
| 18) Charleston County Public Library ~ South Carolina | The Big Read |
| 19) Seminole County Public Library System ~ Florida | FLA Membership |
| 20) Linebaugh Public Library System ~ Tennessee | Radio Disney |
| 21) Jacksonville Public Library ~ Florida | Call Center |
| 22) Marengo Public Library District ~ Illinois | ILS |
| 23) Douglas County Libraries ~ Colorado | Website |
| 24) Selby Public Library ~ Sarasota, Florida | Website |
| 25) Thomson Gale Publishing ~ Michigan | Publishing Formats; community's information needs, trends and orders |
| 26) Fairfax County Public Library ~ Virginia | Assistive Services |
| 27) Poughkeepsie Public Library District ~ NY | Title Source & Millennium |
| 28) New South Wales Library ~ Australia | Vocera |
| 29) Boone County Public Library ~ Kentucky | Mobile Reference |
| 30) King County Library System ~ Washington | Virtual Library |
| 31) Galecia Group ~ project & website development firm for California Libraries | MAYL |
| 32) Palm Harbor Library ~ Florida | Library Services & Operations |
| 33) Brooklyn Public Library ~ New York | MAYL |
| 34) Osceola County Library System ~ Florida | Computer Classes |
| 35) Osceola County Court Administration ~ Kissimmee | Public Access Computer Security Software |
| 36) San Antonio Public Library ~ Texas | Fund Codes |
| 37) Sacramento Public Library ~ California | Single Service Point Configuration |
| 38) Lee County Library System ~ Florida | Innovative services and branch set ups |
| 39) Brooklyn Public Library ~ New York | Shop OCLS |
| 40) Osceola Library System ~ Kissimmee | Sorenson VRS |
| 41) Metropolitan Library System ~ Illinois | Shop OCLS |
| 42) St. Johns County Library System ~ Florida | Library MySpace Page |
| 43) Martin County Library System ~ Florida | Library Calculator Page |
| 44) Tampa Bay Library Consortium ~ Florida | MAYL |
| 45) Sarasota County Library System ~ Florida | Shop OCLS |
| 46) Salt Lake City Public Library ~ Utah | Credit Cards |
| 47) Public Library of Charlotte & Mecklenburg County ~ NC | Organization Chart |
| 48) Sno-Isle Libraries ~ Washington | Text Messaging Service |
| 49) Hoover Public Library ~ Alabama | Surveillance System |
| 50) Library System of Lancaster County ~ Pennsylvania | Patriot Act Handout |
| 51) Friends of Brentwood Public Library ~ Tennessee | Self Check-Out |
| 52) University of Arkansas | MAYL |
| 53) Jefferson County Public Library ~ Colorado | Vocera, Roving Reference & QuestLine |
| 54) East Tennessee State University | Cataloging |
| 55) Public Library of Cincinnati and Hamilton ~ Ohio | Teen Space |
| 56) Jefferson County Public Library ~ Colorado | Shop OCLS |
| 57) Temple University ~ Pennsylvania | Vocera |

- | | |
|--|--|
| 58) Public Library of Charlotte Mecklenburg County – N. Carolina | Gaming is Life |
| 59) Kimberly Bolan and Associates ~ Indianapolis, IN | Club Central and Collection |
| 60) Boca Raton Public Library ~ Florida | B&T and Opening Day Collections |
| 61) Arapahoe Library District ~ Colorado | Shop OCLS |
| 62) West Palm Beach Public Library ~ Florida | Millennium Acquisitions |
| 63) Middlesex County Library ~ Ontario | Survivor Logo |
| 64) Bucks County Free Library ~ Pennsylvania | Essential Reference Titles |
| 65) Contra Costa County Library in California. | OLIVE |
| 66) State Library of New South Wales ~ Australia | Vocera & Mobile |
| 67) Plant City Public Library ~ Florida | Mobile Reference |
| 68) West Palm Beach Public Library ~ Florida | OCLS mobile service, Vocera & PDA's |
| 69) Las Vegas Clark County Library System | Request for Acquisition Presentation to their managers |
| 70) Norfolk Library System – Virginia | System-Wide Services Brochure |
| 71) Fresno Library ~ California | YA Library Card Policies |
| 72) Scottsdale Public Library ~ Arizona | Shop OCLS |

Awards/ Grants/ Fundraising:

From 2002 to the present, the library has received **\$2,755,317** in awards, grants, donations, and fundraising, including **\$1,728,943** won this fiscal year.

Received the 2006 National Leadership Grant of \$185,439 by the Institute of Museum and Library Services for the project, "OCLS as Economic Development Partner." OCLS was one of only 25 projects that were chosen for funding, the only project in Florida and only one of two public libraries chosen. This project is focused on connecting directly with the business community, especially small businesses, by offering classes related to accounting, desktop publishing, creating presentations,-e-commerce, networking and business planning.

Awarded an Electronic Arts grant of \$15,000 that will fund our gaming initiative and bring gaming services into each branch location. Branch locations will be trained on the gaming pod and hold a gaming night, as well as receive a "gaming pod." The Main Library will hold 3 major gaming events: a kick-off, a half-time event, and a final wrap up Career Day in Gaming. The Children's Dept and Teen Library Council were involved in game concept design contest, gaming web pages and the e-Newsletter.

Selected by the National Endowment for the Arts for a \$5,250 award and participation in *The Big Read*, a national program to combat the fading interest in literature. As part of the grant, OCLS selected *Their Eyes Were Watching God* by Zora Neale Hurston as the community novel.

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. Received 5 Tiny Tykes IBM computers for young children worth \$10,745..

The Hot Topic Foundation awarded \$13,750 in grant funding to OCLS for teen programs.

Received \$500 from Wal-Mart Super Store # 1220 (near Kirkman Road and Raleigh Street).

Held our third set of Technology webinars to other libraries and library schools to find out OCLS's winning strategies. Tame the Beasts: Try a Little TLC with your Teens on Feb. 13th; Get Them with Gaming: Teen Gamers and Libraries - Feb 20th; Library Security Today: Tools Used for a Safe Library - Feb 27th

Target awarded the Library a third grant for \$6,500 for the continuation of our Alphabet Bytes program. Prior grants include \$6300 the first time and \$6,500 the second time, So our total from Target is \$15,800 over three years.

Partnered with Barnes & Noble in a book buy fundraiser to raise \$601.53.

Received \$2,775 from the Florida Youth Library Program for the state-wide Summer Reading Program design work provided to them by OCLS.

Fundraising & Donation Totals:

| | |
|------------------------|----------|
| Books By MAYL | \$34,374 |
| Summer Reading Program | \$2,350 |
| Holiday Appeal | \$3,843 |
| GENERAL Donors | \$1,622 |
| Character Breakfast: | \$905 |
| Helen Thomas | \$13,712 |
| Webinars | \$1,050 |

Darden Restaurants donated six \$25.00 gift cards for the major winners for the Step Show winners.

In addition, over \$194,511 of goods in-kind was received from local businesses for the Summer Reading Program:

| Donations for SRP 2007 Children's and Teens | Dollar Value |
|---|---------------------|
| Full Speed Race & Golf of Kissimmee- donated 2,000 golf games & 4 all day games and golf passes | 20,060.00 |
| Wonderworks- donated 4 free passes | \$85.00 |
| Regal Movie Theatres- donated 4 movie tickets | \$37.00 |
| Universal Studios Orlando- 4 donated park tickets | \$296.00 |
| Planet Smoothie-donated 35 free smoothie coupons | \$140.00 |
| Titanic the Exhibition of Orlando- donated a family pass | \$80.00 |
| Sanrio at the Mall at Millenia- donated 2,000 pencils & 2,000 coloring sheets | \$1,160.00 |
| Walt Disney World-donated 4 park hopper tickets | \$448.00 |
| Subway-Di Pasqua Enterprises, Inc.- donated 1,500 free meal gift certificates | \$5,250.00 |
| Fun Spot Action Park- donated 2,000 puzzles & 4 all day passes | \$287.00 |
| Dairy Queen-donated 200: \$1.00 gift coupons | \$200.00 |
| Rainforest Café- donated free meal gift certificates and posters | \$12,180.00 |
| Walmart-donated a check | \$200.00 |
| Pizzeria Uno Chicago Grill-donated 2,000 free kids pizzas | \$7,980.00 |
| Colonial Lanes Bowling- donated 12 free bowling games | \$60.00 |
| Papa John's Pizza- donated 3,000 free pizza coupons | \$20,970.00 |
| Pirate's Dinner Adventure- donated 3,200 free child admissions | \$115,088.00 |

| | |
|---|--------------|
| Joe's Crab Shack. Donated 1,000 free kids meals and 1,000 \$5 off coupons | \$9,990 |
| Total Prize Donation Value for SRP 2007 | \$194,511.00 |

Marketing/Promotion/Publicity:

Launched "Take Know for an Answer!" campaign. Mayor Crotty spoke at the event. Several of the billboard stars attended the event on Wednesday, April 18 in Library Central. The event was covered by the Sentinel, Channel6, CentralFlorida News 13, and Orange TV. Participants in the campaign were: 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. A total of 28 billboards went up across Orange County and will remain in the air through October. TV spot aired on MSNBC, CNN, HGTV, ESPN and Central Florida News 13. New banners went 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 coincided with National Library Week.

OCLS 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.

A full-page article on the Library System's Gaming Initiative ran in La Prensa on Thursday, March 29. It featured a lengthy description of the initiative as well as photos of kids enjoying gaming at the library.

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

Special signs promoting the Book Sale were designed and installed in the Lynx Lynmo buses.

The first of a series of six postcards mailed to small businesses in Orange County to promote Know Your Business, an initiative to promote libraries as a resource for business professionals.

The Admin Team and staff participating in Executive Edge program received formal training from professional media trainer Dr. Joe Trahan on June 8.

Director Hodel visited Eccleston School numerous times during the school year to promote the Library, get parents to sign their children up for Library cards, talk with teachers about the importance of Library Card signups, and attended 2 events at Washington Park Branch to celebrate Eccleston's Library Night at Washington Park.

OCLS received numerous mentions in the press in conjunction with the highly anticipated release of the final installment of the Harry Potter series including top billing in the Orlando Sentinel's round-up of Harry Potter events for the release. Director Hodel was interviewed by Channel 6 and OCLS was also included in an article in the Seminole Chronicle about the release of the last Harry Potter book. Information about the release of the Harry Potter book was also provided to FOX-35 and Central Florida News 13 news.

During the week of August 12th, *West Oaks* staff participated in Meet the Teacher events at Ocoee Middle School and Citrus Elementary as well as the 1st Annual Community Safety Spectacular at the West Oaks Mall. In 12 hours, a total of 50 library card registrations were processed utilizing the laptop with remote registration capabilities and staff also assigned PINS and offered card status information to many customers.

Z-Coffee, based in the Orlando Public Library, won the WESH-TV "Best in Orlando" designation for best coffee shop in the Orlando area.

Featured in the *Orlando Arts Magazine* in the literature section of the Season Preview issue.

Participated in the Sentinel's One Book One Community Reading by Nine initiatives effort around **Mr. Popper's Penguins** by Richard and Florence Atwater. Additional sponsors for this year's initiative included: Sea World, Borders Bookstore, Publix, and OCLS! The kick-off event was held at OPL on Sunday, January 21 at 2 p.m. The Sea World brought penguins to march in Library Central! We will also have a popular Sentinel Reporter come over to the Library to read the book on our story line.

Sponsored TV ads to promote resources we offer for support of the Orange County Public Schools. They were on A & E channel, 7-29 Oct Weekends 12-6 pm
HGTV 2-30 Oct M-Fri 9am-4 pm
LIF 2-30 Oct 06 M-F 4pm- 6pm.
TNT 2-30 October 06 M-F 4pm- 6pm.

A new "testimonials" page was added to the Press Room section of the OCLS Web site.
<http://www.ocls.info/About/OnlinePress/WhatOCLSCustomersAreSaying.asp?bhcp=1>

The Friends conducted a fax campaign promoting Gifts & Greetings that was sent to 74 businesses in the immediate area.

The Friends of the Library has the honor of participating in the City of Orlando's Veteran's Day parade. OCLS staff members who were Veterans or active military also participated by joining the Friends on their float. The parade was Saturday, November 11 in downtown Orlando.

Director Hodel was 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.

The library was invited by Dr. Bridget Williams, principal at Jones High to speak at Kathleen "Kat" Gordon's community meeting. They had *Books and Beyond* newsletters, "Get Your Card" library applications and a flyer promoting Homework help @ OCLS and gave demonstrations on accessing 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. Kat Gordon emphasized that partnering with the library is important to the success of these high schools.

OCLS promoted <http://www.myregion.org>'s "How Shall We Grow" campaign via the NewsBox on the www.ocls.info home page.

The Library's monthly *Books & Beyond* newsletter was reformatted to magazine style beginning with the February issue. The new format includes center stapling (so there are no longer loose pages), a table of contents and a monthly note from the Director.

OCLS participated in Otronicon 2007, a 10-day gaming event hosted by the Orlando Science Center and reached over 2,600 patrons.

Partnered with Florida BookPals in presenting 6 sessions at 6 Orange County Elementary schools during 2007/2008 academic year at which our librarians will give brief presentations of about 20 minutes about the public library's services, programs, resources and about how to sign up for library cards.

Library representatives spoke to the Oak Ridge faculty about homework resources on January 24th.

George Perrault, Technology person for OCPS and Nancy Pelsler-Borowicz, OCPS District Library Media Specialist were here December 16 to meet with Craig Wilkins, Vera Gubnitskaia, Ormillia Vengersammy, Sheri Chambers and Eric Atkinson about ways in which OCPS and OCLS could better cooperate along technological lines.

Steven Ford from the *Orlando Sentinel* contacted OCLS about the Kids Talent Show. He put information about the Kids Talent Show on his blog. Check it out at:
http://blogs.orlandosentinel.com/features_parenting_blog/2007/01/my_kids_possess.html

The January issue of *First Monday* included a write-up on "Know Your Business." It's the lead item in the News, Notes and Commentary column on page 10. The article mentioned the IMLS grant.

The Library had a terrific float in the Capital One Citrus Parade on Saturday, December 30, 2006.

Volunteers - 7,711 hours of volunteer service was logged system wide. Teen volunteers assisted with 109 programs during calendar year 2006.

The Friends of the Library made their annual trip to Tallahassee to communicate with our legislative delegation about our views on proposed property tax reform, proposed sun setting of special taxing districts and state aid for libraries.

The OCLS website shared our concerns about the property tax measures being proposed:

The many calls for sweeping changes to Florida's property tax system are already a hot topic for this year's legislative session. At first blush, tax-burdened homeowners may delight in the prospect of a lower tax bill, but they should think twice before supporting such dramatic measures. Why? Because every silver lining has a cloud and the reality is that the property tax burden will be eased at local expense. Property tax is a primary source of revenue for the Orange County Library System. Any reduction in the amount of property taxes is likely to prompt cuts in library service.

The Orange County Library System encourages citizens to seek information about the various proposed property tax reform plans and the real impact that they will have on the community. The Florida League of Cities and the Florida Association of Counties will be monitoring the issue throughout the legislative session. Visit their websites often and stay up to date on the implications of property tax reform. Ask us for other sources to stay informed on this much discussed topic. The bottom line is - reforms that reduce property tax revenues will mean reductions in funding to the Orange County Library System.

Community Outreach

Orange County Arts & Cultural Affairs Arts Job Fair
Jewish Community Center's Family Fun Day
Downtown Orlando Art & Living Expo
Third Annual Kite Festival at Jay Blanchard Park.
Dr. Seuss Birthday Celebration at the Orlando Science Center
Central Florida Fair
Hispanic Business & Consumer Expo

Health Kids Day at Blanchard Park YMCA
Nathaniel's Hope – Make 'Em Smile Event
Annual Caribbean Health Fair in September.

Library participation in Community Events:

Conway Old Time Country Picnic with Commissioner Linda Stewart on Saturday, October 28 at Barber Park.

City of Orlando, Orange County Community Action Division, and Delta Sigma Theta Sorority annual "It's A Family Affair" Community Event on Saturday, January 20.

Fourth Annual Caribbean Health Fair Sept 30. at the Central Florida Fairgrounds.

Read Around the Park/Montsho Foundation, Inc./Saturday, October 14, Lake Eola Park

Pioneer Days Family Festival/Saturday, October 14 and Sunday, October 15 @ Pine Castle Center of the Arts

Hispanic Heritage Celebration (Lockheed Martin)/Monday, October 16 the Lockheed Martin Information Systems Center in East Orlando,

East Orlando Celebrates Education-2006 (East Orlando Chamber of Commerce)/Saturday, October 21

February 18 Jewish Community Center,

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.

2007 Downtown Orlando Art & Living Expo (two day event) - February 24 & February 25, 11am to 6pm at Lake Eola Park

International Kite Festival hosted by Commissioner Mildred Fernandez - Sunday*, February 25 at Jay Blanchard Park

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

OCLS participated in the Second Annual Otronicon Exhibit that will be held at the Orlando Science Center Friday January 12th through Sunday January 21st. This exhibit attract teen techies, a group that the library wants very much to attract. We had a booth sharing all of our cool services: My Library TV, downloadables, virtual classes, playaways, gaming, graphical novels, cheat sheet guides, etc.

Children's Department manager, Vera Gubnitskaia, made a very successful visit to and presentation at the Orlando Tech. There were over 70 teachers and support staff from Orlando Tech, Ace centers, ESOL, etc. She gave them a teaser of some of our resources and services: educational, recreational and business so they can promote and include our resources in their classes.

Graphic Artist Ben Garcia gave a talk on graphic design to three classes of students at Timber Creek High School.

Taryn Brown participated in a Teach-In event at Durrance Elementary as well as Union Park Middle School's reading night.

Classes and Staff Training:

Rolled out 7 new classes this year: Introduction to Quick books, Gantt Project Basics, Web Design Basics, Create Publications Using Scribus, Advanced Image Editing Using GIMP, Create Interactive Games Using Scratch, Introduccion a la Computadoras.

Digital Content:

Total number of new Virtual Galleries produced this year – 14

Total number of Virtual Galleries re-vamped this year – 24

List of the top 10 Virtual Galleries for the year and their usage counts

- Native Americans: History and Culture of Florida Tribes – 8,717
- Winter Holidays - 8,687
- Tsunami: Resources and Relief Efforts - 7,221
- Learn a Language – 6,123
- Spooky Florida – 5,142
- Harry Potter – 4,872
- Florida Citrus Bowl – 4,634
- Black History Month – 4,405
- Women’s History Month – 4,305
- Weddings – 4,080

Total number of podcasts, vodcasts, and youtubes posted this year and their view stats.

- 58 podcasts viewed 9,170
- 35 vodcasts viewed 5,027
- 25 Youtube postings viewed 24,343 times

Total access to the FCAT tutorial this year – 6,528

Total references to OCLS digital content in various publications and blogs.

- Blogs – 24
- Publications – 3
- Miscellaneous – 1 (Mash up)

We also conduct internal training. We have trained 229 staff members for a total of 65 hours and 9 minutes.

On 10/5/06 the Spooky Florida virtual gallery went live to the public. In addition to a full listing of library digital resources, the gallery also included an interactive construct that pointed users to spooky library resources.

On 10/18/2006 the Morningstar tutorial was posted online in the Virtual Library on ocls.info. This tutorial was created to help the virtual user navigate this online resource.

The second OCLS Pushing it Forward webinar Series began on 10/31/2006 with “To Tag or Not to Tag: Insights on RFID.” This was followed by two additional webinars focusing on gaming and MAYL. Prior Digital Staff member Jo Ann Sampson published article “Launching into the podcast/vodcast Universe” in the November/December 2006 edition of Computers in Libraries.

On 11/15/06, Digital Staff went live with the “All Things Football” Virtual Gallery. The gallery brings together digital resources on the game of football.

Digital Staff designed and coded the look and feel of “Homework Help” the new KidsConnect homework portal. This went live on 11/16/06 for patrons and staff.

On 11/17 Digital Staff went live with the “National Puzzle Week” virtual gallery. This collection of online puzzle resources was in celebration of this holiday.

On 11/27/06 the “Winter Holidays” virtual gallery went live to the public. This extremely popular gallery included digital library resources and an interactive “create a snowman” construct. This construct was widely used throughout the United States and was found to be popular in Russia.

Alphabet Bites complete and live in KidsConnect and promoted in homepage newsbox on 1/8/07.

Orange Slices, the staff blog maintained by the Division of Reference and Information went live on the Orange Peel on 1/10/07.

On 1/11/07 Digital Staff went live with the "Downloadable" Virtual Gallery. This web page is the perfect start for all OCLS downloadable resources.

The third OCLS Pushing it Forward webinar Series began on 2/31/2007 with "Tame the Beasts: Try a Little TLC with your Teens." This was followed by two additional webinars focusing on gaming and Library Security.

On 3/1/06, Digital Staff went live with the "Citizenship & Immigration" Virtual Gallery. This gallery focuses on digital resources for citizenship.

On 3/6/2007 we upgraded our ILL software to include Web Pac Pro. This enhancement allows digital staff the ability to hand code several catalog pages that we had previously been unable to adjust.

On 3/12/07 the Orlando Art Scene (formerly OMART) went live to the public. This collection of local art resources was a concept designed by the Division of Reference and Information.

The Library Calculator and the Library Tax Calculator both went live on 3/15/07. By using these tools patrons are able to see the value of their Library card and the possible impact of the Florida property tax.

On 3/15/07 Digital Staff went live with the "Irish American" Virtual Gallery. This gallery was celebrating Irish American History Month by gathering digital resources on the topic.

The Sitepals for Matt Parady and Mary Anne were added to the Library Leader blog on 3/20/07. This personalized message invites patrons to read our blog and learn about our innovative services.

The "Gaming @OCLS" promotional page went live on 3/28/07. This one stop web page contains all the info you need to know about our OCLS gaming initiative.

"See Us in Action," the Human Resources recruitment video went live in the "Jobs" section of ocls.info on 4/2/07. By highlighting OCLS and our original services, we hope to recruit talent individuals from around the country.

On 4/19/07 the Gaming Virtual Gallery went live to the public. This gallery is a collection of all digital resources aimed at gaming and the gaming industry.

On 4/19/07 the "Real Estate" Virtual Gallery went live to the public. This gallery was used to promote digital resources and it also included an interactive construct that included house selling "tips" to the public.

Digital Staff designed and coded the look and feel of "Kindergarten Readiness." This new web pages went live on 5/29/07 and was designed to help parents prepare their young children for Kindergarten.

This year marked the first year of registering for the Summer Reading Program online. On 5/30/07 the registration web page went live and staff were able to administer the users reading logs behind the scenes.

On 6/4/07 the Gardening Virtual Gallery went live to the public. This collection of gardening resources also includes an interactive construct that allows the public to grow the flower of their liking. Our newest book club service, "Book Bundles" went live to the public on 6/5/07. Patrons were offered a full selection of "bundled" titles that they could reserve online via a web form for their next book club meeting.

Each location received a Wii gaming console on 7/11/07 for use at their location. This additional console was meant to enhance their monthly gaming nights and was a huge success.

The fourth OCLS Pushing it Forward webinar Series began on 7/17/2007 with “The Design and Evolution of Interactivities in a Digital Library.” This was followed by two additional webinars focusing on the Mystery Shopper program and Computer Curriculum.

Fee Card Registration went live on ocls.info on 7/18/07. This online form allowed out of district residents the ability to purchase an ocls fee card online.

On 8/1/07 we rolled out the “SMS Poetry Slam.” We received 50 entries and the best poem was announced on “Poets Day.”

On 8/15/07, Digital Staff went live with the “Back to School” Kids Virtual Gallery. This gallery is a collection of digital resources aimed specifically for kids.

“Hip Music. Hip Library” a catalog tutorial aimed for Teens went live on 8/22/07. This tutorial follows Timmy Thingvall on his quest for good music at the library.

Updated the FCAT explorer tutorial and ran it on the homepage beginning on November 7th for promotion.

Created the following new Virtual Galleries:

The “Symphony Spot.” A staff duet worked together to bring about the Symphony Spot--a Virtual Gallery that combines the concert schedule of the Orlando Philharmonic and the resources of the Library. What a wonderful duet! A symphony of sounds is available live and at the library. Indulge your penchant for classical and other genres with the Symphony!

Spot.<http://www.ocls.info/virtual/galleries/events/symphonyspot.asp>

We introduced another Virtual Gallery to help celebrate Halloween! Check it out!

http://www.ocls.info/Virtual/Galleries/Holidays/spookyflorida1_staging.asp

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.

Inaugurated a new text messaging service called “XPLOR”. Patrons can send questions to OCLS through SMS text messages. Text message your question to **97567** ('XPLOR' on most devices) and the library will text message back results. You can also get a quick answer by texting one of our special keywords to use one of our instant services!

Another new service is the option to SHOP OCLS and own your favorites! Thanks to a pilot program with a major supplier of books, music, DVDs and games, you may now purchase materials. Of course as always, patrons who prefer to borrow the materials may request the item be reserved for them.

OCLS featured the video for the terrific Children's Talent Show held last Saturday on:

<http://www.ocls.info/Virtual/Videos/general/talentshow070113.asp>

1385 snowmen have been created on our Build a Snowman featured on our home page! The newest Virtual Gallery allows users to build their own snowman and “save” it to our gallery. 1385 snowmen have been created.. <http://www.ocls.info/Virtual/Galleries/Holidays/winterholidays.asp>

The snowman activity on its webpage has been getting quite a lot of attention on some blogs, including one from Japan and one from Germany. To quote one of the bloggers, “Impromptu Librarian” this is “Seriously fabulous.”

Offered events to help teachers, students and parents prepare for the FCAT, including a Virtual Class (a.k.a. Webinar) through our online meeting room OPAL.

Created FCAT tutorial on our home page.. The English version of our webpage experienced 1,508 views, a 542% increase from last month. The Spanish version is reporting 208 views, which represents a 270% increase from last month. □On our first FCAT tutorial, we had 17 parents and 2 teens from Rolling Hills Elementary sign up to participate.

Published vodcasts weekly rather than monthly. The vodcast statistics are reporting 491 downloads, which represents a 340% increase from last month.

Set up a room reservation system for patrons to request meeting rooms online. The link is currently located under the Locations tab and the link is called "Book A Meeting Room."

Internal Infrastructure:

Began process of transitioning the Employee Pension Retirement Fund from mutual fund based investments with USI of Glastonberry Ct. to equity based money managers. Severed relationship with USI, secured assistance of Kalson & Assoc. and selected the Large Cap money manager, Manning & Napier. Finalization of agreement forthcoming. This transition process should result in better appreciation of capital in the fund, due to lower fees and better returns as well as more responsiveness to OCLS's concerns.

Completed transition to new Money Purchase Plan for new employees and provided period of choice for all other full time employees to stay with traditional retirement plan or to transition to money purchase plan. Held information sessions for staff about the new Defined Contribution Retirement Plan.

Moved to self funding for our employee health insurance, saving us money otherwise spent with United Health Care.

Rolled out and trained all employees on the new Evaluation system, allowing employees to create their own performance journals and enabling the library to keep all performance/evaluation records digitally. This saves the library countless hours in creating storing and searching paper records and notices, and also allowing up to the minute reports and monitoring of late reports.

The Library has been working toward achieving greater alignment within the organization. To this end there have been numerous discussions about the need for Library's mission statement, rather than continued use of the tag line: "Information, Imagination and Inspiration". While we will continue to use the tag line, a new mission statement would help us define clearly who we are, who we serve, what we do and what we can accomplish.

OCL hosted the 2nd all system-wide meeting of all the Technical and Computer Support System employees today. We will be making some adjustments to the training program based on their suggestions.

In the regular meetings with staff at the Branches and at Main, the Director has been focusing on ideas for the Chickasaw Branch, changes in the defined benefit plan and the new defined contributions plan, as well as the new grants OCLS has received.

Installed new Voice Mail System to allow patrons to 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.

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

Side by Side, whereby the Admin Team chose a day to leave their desks behind and work alongside staff members at different locations throughout the system, was held June 12. The Director worked at South Creek Branch. 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

For the sixth year, the Library conducted the OCLS as an Employer survey for all staff. A second smaller survey incorporated questions on the individual work and now comprise the “My Work Location” mini-survey, which provides upward feedback in response to statements that concern individual work location. 380 employees participated in the survey, which represents 89% of our entire workforce.

Hosted Staff Development Day. Joe Janes, Associate Professor/ Associate Dean from University of Washington’s School of Information started out the day as our keynote speaker.

Awards announced at Staff Day were:

Employee of the Year: Wanda Torres

Shopper Location - Eatonville Branch

FISH! Award – Special Services

Health, Safety & Wellness Award – Technical Services

Customer Service Survey Award – Winter Garden Branch

Over 150 employees attended the annual Health, Safety, & Wellness Fair. Employees received much health and wellness information from vendors including United Healthcare, Blue Cross Blue Shield Dental, American Cancer Society, and American Heart Association

Hosted *Take Our Sons and Daughters to Work Day* on April 26, 2007.

Held annual 2006 Staff Pumpkin Decorating Contest with the following winners: 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.”

Director Hodel participated in a half-day retreat with the Friends of the Library Board on Saturday, Feb 17.

Started an employee idea market to promote best ideas ideas. Any employee can submit ideas to the Orange Seed. The ideas can then grow and take root in our organization. The Orange Seed market is being reworked to further encourage more thought out ideas.

Completed the Open Enrollment period for employees to enroll in their benefits for 2007. Employees participated in Open Enrollment meetings virtually this year through OPAL – Online Programming for All Libraries. These virtual meetings enabled employees at branch locations to attend the meeting without leaving their branches, saving everyone lots of time.

Provided flu shots for 70 employees on a volunteer basis on Dec 12 and 13th at the Main Library. The flu shots were provided at no expense for library staff.

Sponsored “Your Heart, Your Health, and a New You” to encourage staff to become more aware of and responsible for their own healthy lifestyles. As a result, 192 employees were able to receive free health screenings to test blood pressure, glucose and cholesterol.

Presented seven library card registration training modules live on the Staff Intranet. These training sessions, sponsored by the Circulation Dept. cover the basics and are a good refresher for seasoned staff and a good training tool for new staff. Special thanks to Vanessa Neblett and Matthew Donofrio for

recording and reviewing the scripts and to Sheri Chambers and other IS members for troubleshooting and posting the sessions.

Orange Slices," An internal library blog for staff, "received 1,114 page views in its first month. It was the most viewed library blog in January.

Annually, Orange County Library System employees contribute money to the Orange County Heart of Florida United Way Campaign. Since 1999, OCLS staff have contributed over \$15,000 to Central Floridians in need

Sponsored a water stop at the Walt Disney World Marathon on Sunday, January 7th. Water and Poweraide were passed out to over 14,000 runners at the mile 23 point by over 40 volunteers.

Formed a team to walk to support the Juvenile Diabetes Research Foundation. This event was at the University of Central Florida campus on Saturday March 3rd.

IOA 5K Race eighteen OCLS employees joined over 7,000 runners and walkers from 342 downtown Orlando companies for the IOA Corporate 5K walk/run.

Celebrated *Go Red Day* on 2 February to show heart for heart disease prevention! Raised \$225.00 for the American Heart Association's *Go Red Day* last Friday!

All OCLS locations will be accepting donations from staff for the Second Harvest Food Bank

The Main Library hosted a blood drive on Tuesday, September 26 2006. Fourteen donors came out to the drive and Florida's Blood Centers collected 11 pints of blood. That's 33 lives that can be saved.

Director's Meetings with Bargaining Unit

All Librarians Meetings

November 1
December 13
January 26
March 6
April 9
May 17
June 28
July 24
August 28

August 27
September 25

Labor / Management Meetings

November 21
December 12
January 16
February 23
March 29
June 5
June 6
June 13
July 17

**Communication Meetings with
Trustee Greg Lee and Union
Representative John Henkle**

November 8
November 29
January 4
February 13
April 12
June 14
September 6

Librarians as Learning Leaders Meetings

September 13
October 8
November 1 (upcoming)

Director's Meetings with Staff

| | | |
|---------------------|-----------|--------------------|
| October 2006 | 9 | Main |
| 2 | 13 | Main |
| 3 | 21 | South Creek |
| 3 | 27 | Main |
| 5 | | |
| 10 | | |

November 2006
20 South Creek
21 Alafaya
22 South Trail
28 Eatonville
30 Washington Park

December 2006
1 North Orange
5 Southwest
6 Windermere
12 Hiawasee

January 2007
3 Herndon
5 Southeast
9 Edgewater
12 Winter Garden

February 2007
2 Hiawasee
6 Alafaya
7 Windermere
8 Washington Park
12 Main
22 Main

March 2007
1 Main
2 North Orange
6 Eatonville
7 West Oaks
9 Southeast

April 2007

3 Southwest
11 South Trail
26 Washington Park
27 Winter Garden

May 2007

1 Alafaya
2 Windermere
16 South Trail

June 2007

1 North Orange
5 Edgewater
15 Winter Garden

July 2007

11 West Oaks
13 Hiwassee

17 Eatonville
20 Southeast
25 South Creek

August 2007

1 Windermere
6 Main
7 Alafaya
9 Main
14 South Trail
15 Edgewater
21 Main
23 Main
24 Main

September 2007

7 North Orange
20 Custodial Maintenance Staff
26 West Oaks

Highlights of the year's programs:

Over the past year, the Library has continued to provide informative programs whereby the citizens can learn about a wide variety of topics to cultivate creative minds. A sampling of our most successful programs:

Author/ Reading Programs:

Author Sharon Hinck spoke on her book, "The Secret Life of Becky Miller".

Pamela Bayless discussed her new book, *The Courage of a Community: Creating the Central Florida YMCA 1885-2004*.

New York Times celebrated Chef Neil Connolly, chef at Doc's Restaurant, former personal chef to the Kennedy family spoke on his new book *In the Kennedy Kitchen*.

Local writer Joy Wallace Dickinson discussed her new book *Remembering Orlando: Tales from Elvis to Disney*.

Central Florida Reads with author Don Schyberg on Saturday, 14 October when the Friends. This year's Central Florida Reads book is Les Standiford's *Last Train to Paradise*.

North Orange featured guest author Linn Random who shared her secrets for writing suspense novels

Romancing the Book Club met on Tuesday, November 21 and discussed *The Little Balloonist* by Linda Donn.

The appearance of Lindsay Moss, author of *You Made this Drink . . . You Drink It*.

Authors Program on Sunday, March 11 featured Dan Bessie & Jeanne Johnson.

The South Creek Spanish Book Club is up to 19 members

Local author Rachel Hamman spoke on *Bye-Bye Boardroom: Confessions of a New Breed of Stay-at-Home Moms*

The Conversation with Chan Rogers (Holocaust survivor) program.

Author Ben Brotemarkle, spoke about African-American historical perspective of Orlando.

Alice Notley, Pulitzer prize finalist and winner of a LA Times Book Award, gave poetry readings.

Suspense writer Martha Powers spoke on her book *Death Angel*, arranged by the Dr. Phillips Rotary, a fundraising initiative for improvements at the Branch.

A Guide to Historic Orlando at the Main Library with local author Steve Rajtar.

Collaborated with UCF on the Kerouac Project, with Liza Monroy, author in residence at Jack Kerouac House who gave a reading from her book on Kerouac.

The 50th anniversary celebration of Jack Kerouac's famous novel *The Dharma Bums* continued with book discussions at several branches. The celebration culminated with a special performance honoring beat icon Ken Nordine and Beat the Move with Voci Dance for a modern performance of the *Colors* album on October 20.

Cultural Programs:

Tour of the Main Library by a group of 27 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. They were enthused by the Lead architect's knowledge and the plethora of services that the Library offers.

Branches and Main offered several Halloween programs to the public, including an after-hours Scary Stories program that was attended by 148 people.

Tea for Two program with the Orlando Magic at the Orlando Public Library on Sunday, October 15. Tea service provided by The Olde Cup and Saucer Tea House.

ArtsFest program attracted almost 700 people.

Step Off @ the Library attracted 625 people.

Art After Hours programs

Friday, 8 Sept 06 was a tremendous success! Approximately 225 people attended the event which featured six local artists of Hispanic heritage. The November 17 *Art After Hours* program featuring children's illustrator Brian Demeter, had an audience of 123. The Art After Hours reception on March 23 featured a photo exhibit comprised of works by area middle school students, attended by 45 people. The Art After Hours on May 11 was the opening reception for "To the East: An Evening of Asian Inspiration", enjoyed by 325 attendees. The Art After Hours series featured an exhibit featuring Artist/Sculptor Stefan Alexandres on July 13 was attended by 88 people.

Journey through African Culture at the Orlando Public Library on August 14 explored and celebrated African culture through music and dance which featured the Orlando School of Cultural Dance with African drumming and traditional instruments, authentic costumes.

First-ever Hispanic ESOL Resource Fair was held on September 15. It was attended by almost 200 people, and received coverage in the news media in the *Orlando Sentinel* and Channel 9.

Friday "Music in the Library" Series have been very successful on Friday, March 9 had 71 people stop in to enjoy the music of Old Guys on the Porch. Barnstorm on 16 March had 94 people in attendance. August 17 was a "Folk Sampler with Barry Brogan" attended by 32 people. Chris Zabriskie on Friday, August 24 was attended by 38 people.

Thanks to a partnership with the Rachmaninoff Society, – we had a special guest, Denis Plutalov, a concert pianist from Russia, who played to a crowd of 53 people on Thursday, March 15.

The South Creek Branch staff hosted the opening of the Verizon Wireless Clothesline Project, a traveling exhibit on domestic violence on September 4.

Hispanic Heritage Month was celebrated at all library facilities September 15 through October 15. These included a Hispanic ESOL Resource Fair, several family fiesta events and "Fiesta at the Library" as well as Olé at North Orange and Olé at Edgewater. Library Central was the venue for the Hispanic Film Festival Preview with the preview showing of Dream Havana.

To celebrate Cinco de Mayo, the Edgewater Branch hosted Latin Dancing @ The Library. Salsa dancers gave a demonstration and a brief lesson.

Hiwassee Branch held a dance program on March 24th, featuring the Footworks Dance Studio. There were a total of 55 attendees.

A hip-hop dance performance offered May 6 in Library Central as part of the celebration of National Music Week was well received and attended by 73 people.

Jazz Discussion Series (funded by a grant from the National Endowment or the Humanities) on May 8 focused on jazz singers. In total, 340 people participated in jazz discussions and performances offered as a six-week series.

North Orange featured the kickoff event for National Music Week with a fine acoustic guitar performance by Christopher Peters.

Informational Programs:

The U.S. Citizenship and Immigration Service presented a workshop on March 3 at Main to assist individuals with questions and unresolved issues.

North Orange 's a series of "Financial Savvy for Seniors" programs, and "First Aid for Pets," which featured a panel of veterinarians and other pet care expert.

"Try It Before You Buy It" Festival with Best Buy held November 18, 2006. 120 customers not only learned about the Library's gaming services but also had the opportunity to play the newest gaming consoles and speak with the Best Buy Geek Squad on the trends of the gaming industry.

Just What You Ordered at Main on Sunday, December 3 had 63 attendees.

Alafaya hosted an Introduction to Astronomy in January that was conducted in the evening, with 491 attendees going outside to view the sky through a telescope as part of the program.

Cat Adoption Day at South Creek on 16 September was attended by 124 people -- 30 cats visited the library and eight were adopted.

100 people turned out for the Travel Forecast Travel Institute on Friday evening January 19 at the Orlando Public Library. Attendees learned about the "10 Changes in Travel" from the *National Geographic Traveler* Editor-in-Chief Keith Bellows.

Women in Early America: Struggle, Survival and Freedom in a New World by Rollins professor and author Dorothy Mays on 3 March generated significant interest! Attendance was 49.

Senior Crime Prevention Seminar being offered at South Creek on March 22; and the Identity Theft Protection program at Winter Garden on March 22 had good responses.

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

Orlando Police Department's Mounted Patrol at Washington Park; a Buyer Beware: How to be a Savvy Consumer session with Greg Dawson from the Orlando Sentinel and Learn About Allergies and Asthma at Alafaya.

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.

Chamberlain's Natural Food Market brought "organics" to our libraries in July. Patrons learned about "green cuisine" and its health benefits plus other great information and samples at Eatonville on Saturday, July 21, at Alafaya on Sunday, July 22, at Herndon on Friday, July 27; at Edgewater on Saturday, July 28, and at North Orange on Sunday, July 29.

A series of scrapbooking events was held at many branches in July. *Scrapbooking for the Soul* offered great tips from area scrapbooking experts creating memories to share with family, friends and future

generations at South Creek on Saturday, July 7, at Winter Garden on Saturday, July 14, and at Hiawassee on Saturday, July 21.

Dr. Richard Lopez spoke at the South Trail Branch on Saturday, July 28 at 2 p.m. as part of a presentation called *Understanding Women's Health*.

Orlando Sentinel Consumer Reporter and Columnist Greg Dawson spoke at the Orlando Public Library on Saturday, May 5. His talk Buyer Beware! How to Be a Savvy Consumer was attended by 15 people.

South Creek hosted the Orange County Fire Department which trained 30 adults in CPR and basic first aid. Thank you to the Orange County Fire Department!

Music in the Library was celebrated at Alafaya on 4 nights During National Music Week. Acoustic music, Opera, Jazz and Rock and Roll were featured. Over 800 customers enjoyed music on these nights.

The Ocoee Police Department did a big bicycle registration and safety program targeted to the middle school student population at the West Oaks Branch in September and gave out helmets to all middle school student attendees.

The Friends Family Frolic on Saturday, July 14 at the Orlando Public Library was attended by 280 children and adults. The library was transformed into a "pink paradise" for the event complete with pink flamingoes, pink lemonade, pink balloons and face painting.

Financial Information with Banco Popular was presented in Spanish at the South Trail Branch on August 9. The program informed people how to open a bank account as well as discuss saving plans and loan applications.

The Orange County Library System presented Dare to Dive In with Jairo Serna, general manager of Scuba Quest, on August 11 at the Winter Garden Branch.

Body, Mind, Spirit with Shine on Yoga offered a free yoga class with breathing and relaxation techniques at the Windermere Branch in August and at the Washington Park Branch.

West Oaks Branch continued its partnership with the Prevent Blindness Florida Organization and hosted a Children's Eye Health and Safety Fair on August 11th.

Childrens'/ Family programs:

The Super Slamming Bash for the Summer Reading Program took place Saturday, August 4 with 321 in attendance. Some of the prizes that were awarded to children who had completed and returned their reading calendars included Disney Park Hopper passes, Tickets to Universal, and a Poppa John's pizza party for 15 and many other smaller prizes. Squirt, Hello Kitty, The Red Defender, Spiderman and Wonder Woman costumed characters greeted children, posed for photos and talked about the importance of reading with children. There were interactive stories, a kryptonite cave, face painting, super hero cape making, a memory game, smash the villain, super bubble pop video game, superhero training activities.

Washington Park held its annual Family Fun Night with Eccleston Elementary on September 19th it was a great success! Eccleston's school Principal and other faculty attended and they brought refreshments and prizes for the school's parents and children.

106 people attended to hear about OCLS at the Toys R Us Sesame Street Event on Sunday, 9/24.

258 people showed up at the Dover Shores Elementary Family Reading Night on Tuesday, 9/26.

The Edgewater's Branch's Harry Potter program drew 74 children. Activities included wand-making and playing Harry Potter on the Wii.

Eatonville Branch hosted a Back 2 School and *Wii Party* for Camp Savvy participants. The sixty kids that attended the program not only played our Wii interactive games but a few developed a short movie. Refreshments were served and the kids left with goody bags.

Eatonville Branch had a wonderful summer with Camp Savvy – kids attending our classes were taught such programs as Window's Media Player but also the various Office Programs. Our attendance at the classes for Kids 6-12 was 295 and the Teen classes had a total of 143. In fact, Eatonville had the largest attendance system wide.

Eatonville Neighborhood Center for Families and *Eatonville Branch* gave away Back-2-School Backpacks with school supplies in the month of August and September to the first 25 new Library card applicants.

The *South Creek Branch* has eight Little Mozarts in training. The 10-week Little Mozart Program introduces children to music. The youngest participant was 4- years old.

The Library joined Orange County Mayor Richard T. Crotty in celebrating National Family Week-Orange County's Week of the Family, October 28th – November 5th, 2006. We presented family themed programs at various branch locations and hosted Fantastic Family Fair on Friday, November 3 from 7 p.m. to 9 p.m. This FREE "after-hours" event was held at the Main Library in Library Central, the Children's Department and the Lobby. The Fourth Annual *Friends Family Frolic* will be Saturday, July 14 from 11:30 a.m. – 2:30 p.m. at the Orlando Public Library.

As part of the Big Read Initiative, the Eatonville Branch hosted a program in conjunction with the Preserve Eatonville Community where the Quilters of Eatonville were showcased. As a follow up to this program the Eatonville Quilters taught 12 to 15 young adults during Spring Break basic quilting techniques. The hard work of these young adults will be on display at the Branch beginning April 28th at 2:00 PM.

Edgewater Branch had 55 attendees for our Dr. Seuss Whobillation Program on March 16th.

Joan McSween and Wendy Prasad of the Herndon Branch attended Michael's Family Fun Day on Saturday March 24th. This event was a great success with 167 people visiting the OCLS table for information as well as storytelling for the children.

A science and learning community event called "Animal Babies" on May 12 at Main attracted 266 people to the library to see live animals and learn all about cute little critters.

Herndon Branch hosted a "Hogwarts at Herndon" program a few days before the release of *Harry Potter and the Deathly Hallows*. There were 78 Muggles in attendance.

On Friday July 20th West Oaks presented Midnight at Hogwarts. 46 people attended and at the stroke of midnight copies of J.K. Rowling's book Harry Potter and the Deathly Hallows were checked out!

West Oaks celebrated National Ice Cream Day with Bruster's Real Ice Cream. 50 people enjoyed flavors like double chocolate chunk ice cream. Gatorland brought snakes and alligators and other animals indigenous to Florida for 93 patrons to enjoy. Ronald McDonald presented Power Reading with Ronald McDonald to 104 excited patrons.

At South Trail, the children's program Deanna the Mime performed for an audience of 55 on Tuesday, July 24. The children loved her!

Él Día de Los Niños (Day of the Children) was celebrated at the Main Library on Saturday, May 5th . It was a wonderful event with 215 people in attendance.

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

Camelot Elementary school teachers set up a large paper mushroom garden display in a part of the branch lobby. Large and small mushrooms, butterflies, a frog and a humorous "Keep off the Grass" sign have brought smiles to the faces of many customers!

For National Music Week, the Eatonville Branch hosted the Macedonia Missionary Baptist Church Youth Choir on the evening of May 10th. A total 65 children and adults participated in the program. Those in attendance enjoyed an evening of song and dance. We were proud to host such a great program!

The Edgewater Branch hosted the OCLS Alphabet Bites series for kindergarten readiness. At the final program on May 17, there were 71 attendees.

South Trail had a very successful Spiderman Supreme Day program on Saturday, June 16. 85 attendees showed up, some of whom wore Spiderman costumes.

Washington Park Branch has had a phenomenal month with more than 700 children, teens and adults attending a wide variety of Summer Reading Programs. The Ronald McDonald program , held on June 25thm, had 177 attendees!

At Eatonville Branch, Camp Savvy classes have been very popular- the kids' favorite classes have been Meez Avatar and Internet Safety for Kids. The average attendance at these classes has been 16+. Other popular programs at Eatonville Branch for the summer have been Pirates Dinner Adventure and the dance group "Kids in Action". The Kids in Action program was held June 29th and we had a total of 97 kids, teens and adults in attendance.

Herndon Branch Summer Programs were very popular. The "Meet the Pirate" turn out was a total of 87 attendees, "Candy Sushi" with 28 attendees, the Firefighters' Hero Program had a group of 97 & Bedtime stories had 25 participants.

In anticipation of the release of the final installment in the Harry Potter series, OCLS has created a virtual gallery and will be hosting several events at multiple locations. These include a Midnight at Hogwarts program on July 20 at West Oaks for the release of Book 7, a Harry Potter Party all day long at Edgewater and an Enchanted Harry Potter Evening at the Main Library, Herndon and Alafaya.

Freedom Ride Therapeutic Horses were presented at four programs at library locations in July. Instructors talked about therapeutic riding and its benefits, and concluded with a "meet and greet" with some very special horses. The program was offered at Edgewater, Alafaya, at Eatonville, and North Orange. It was covered in a featured article in the *Orlando Sentinel*.

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 was 25.

Alafaya Branch continued to host a successful Bedtime Stories program. This month the theme was "Dinosaurs" with 44 children and their parents in attendance.

North Orange presented Thomas the Tank Engine Boxcar Party on Sept 10, and "Grossology 101," on Sept 23, which has the kids making edible "dirt" complete with gummy worms and other "grossities."

Super Grover visited the Main Library October 4 and got a Library Card. We announced the winners of the library card contest to win four free tickets. Over 130 adults, 297 children for a grand total of 427 in attendance.

Fingerprinting and Photo ID for Your Children at the South Trail Branch had a total attendance of 34 and 20 children were fingerprinted. Southwest Branch on Monday, December 4 had a total attendance of 36 people and 21 children were fingerprinted.

The West Oaks Branch held its first Alphabet Bites program in January 31. Eighty five were in attendance and received gifts as well as a great performance by Danielle King. Eighty-two patrons attended computer classes.

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.

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.

The West Oaks Branch hosted an Easter Egg Hunt on April 2.

Edgewater hosted the first three of six Alphabet Bites programs. 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.

On March 24 South Trail held a very successful Dora the Explorer Egg Hunt program hosted by LaTonya Green. The fun program was attended by 69 people, 47 of them children. They checked out all the Dora items in the branch that day.

Alafaya hosted "Spring Break Frenzy," a triple header program series for kids and parents held during the week Orange County students were out of school. The series was composed of "Movie Madness", "School's out, game's on" and "Crafternoon." 287 people attended Alafaya's 9 programs for this month.

At World's End, a Pirates-themed program at West Oaks on May 30 attracted more than 50 kids and 30 adults plus a few teens.

Teen Programming

Teen Battle of the Bands took place on stage in Library Central with over 220 persons in attendance and five bands participating in the contest. The winners, a jazz group called Funk Alchemy received a four hour recording session from Rotary Records and other prizes.

Teen Gaming Nights at all the branches have been very successful, bringing in many teens and providing programs that were safe, fun, and interactive. Wii; Xbox; Dance, Dance Revolution; NBA Live, and PS2 games were featured.

Teen Gaming @ OCLS was a great success at South Trail on Friday, July 20. 27 teens were clamoring at the door for Dance Dance Revolution an hour before it even started. They danced until we closed. The debut of the Wii at the Trail was very popular too.

"Gaming Is Life: Extreme Technology for Teens at Library Central, Orlando Public Library on Saturday, April 14 was attended for 402 people. 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.. Our second speaker was Ron Handy, owner of Phoenix 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. A real Toyota Scion xB driving simulator projected their game onto the white screen on the Library Central stage.

"Gaming Is Life Halftime: Extreme Technology for Teens" on Wednesday, June 27, 2007 was our second gaming event. The event was funded by an Electronic Arts Grant. Teens listened to speakers who have made careers out of their love of gaming. They also enjoyed the opportunity to take a ride in a tricked out Toyota Scion built for gaming, 2 Wii gaming consoles and learned about the gaming resources available to them through the Library. This event was attended by 422 teens.

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 with 58 teens.

Teen programming included a "Self Defense for Teens: Dating and Social Events," at North Orange

At the *Hiwassee Branch* on August 21, held the very first teen engineering program. The program was called "Creative Engineering for Teens" and included a demo of Science On-Line as well as a bridge building contest. The event was conducted by Hiwassee Circulation Clerk Michael Acevedo who is currently enrolled as an engineering student at UCF. The attendees expressed an interest in similar events in the future and some have returned with friends or family members to show them their bridges that we have on display in the branch.

OCLS hosted a Teen Poetry Contest. The winners were awarded prizes and announced at special Teen Open Mike Night in Library Central on April 26.

More than 500 essays were received for the *What Art Means to Me* essay contest. The winning class had a photo exhibit at the *Art After Hours* on March 23.

The Wizard Rock Concert at Main with the Remus Lupins and the Whomping Willows was a huge success. Total attendance was 270, 160 teens, 40 children and 70 adults. The bands were really great and the library really rocked. The teens thrilled with the band members and the Harry Potter tunes. Afterwards, as the library was closing, the band went out on the front sidewalk and signed autographs and posed for photos

Alafaya has been interested in making contact and conducting outreaches to the high schools in our area. *Alafaya* began this month by participating in an outreach at Timber Creek High School called "The Pack is Back" welcoming all 9th, 10th and 11th grade students to the new school area.

Modeling 101 Workshop was offered on Saturday, August 11 to give aspiring models an edge for success, the information will help interested teens pursue dreams to become a model.

Orange County Library System
Grants, Awards Donations & Fund-raiser Report
Fiscal Years 2002 - 2007

| Grants | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 | FY 2007 | FY 2008 | Total |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| Adult Literacy | 25,000 | | | | | | | 25,000 |
| Winter Garden Construction | | 500,000 | | | | | | 500,000 |
| Holden Heights | | 8,172 | | | | | | 8,172 |
| Summer Reading | | 10,000 | | | | | | 10,000 |
| Endowment for Humanities | | 1,000 | | | | | | 1,000 |
| Cultural Affairs Van Gogh | | | 5,000 | | | | | 5,000 |
| Mayor's Educational | | | 10,000 | | | | | 10,000 |
| Gates | | | 7,200 | | | | | 7,200 |
| Florida Humanities Prime Time | | | 1,200 | | | | | 1,200 |
| ALA Walgreen's | | | 18,750 | | 6,250 | | | 25,000 |
| Loleta Fyan | | | 5,000 | | | | | 5,000 |
| Florida Humanities - Children's | | | | 1,000 | | | | 1,000 |
| Florida Humanities - South Trail | | | | 1,000 | | | | 1,000 |
| Prime Time - South Trail | | | | 4,324 | | | | 4,324 |
| Prime Time - Hiawassee | | | | 4,324 | | | | 4,324 |
| National Library of Medicine | | | | 39,800 | | | | 39,800 |
| Loleta Fyan | | | | 5,000 | | | | 5,000 |
| MetLife Foundation | | | | 2,500 | 2,500 | | | 5,000 |
| Family Lit. Book Disc. - North Orange | | | | | 13,100 | | | 13,100 |
| Family Lit. Book Disc. - Alafaya | | | | | 13,100 | | | 13,100 |
| PPLC - El Dia de los Niños | | | | | 500 | | | 500 |
| Literacy Grant - Wal-Mart | | | | | 2,000 | | | 2,000 |
| Target | | | | | 6,300 | 6,500 | 3,000 | 15,800 |
| Bill & Melinda Gates | | | | | 73,500 | | | 73,500 |
| ALA Thomson Gale | | | | | 3,000 | | | 3,000 |
| ULC/Highsmith Award | | | | | 1,000 | | | 1,000 |
| Innovate - IUG Winner | | | | | 500 | | | 500 |
| Wal-Mart - Hiawassee | | | | | 2,000 | | | 2,000 |
| Dr Phillips Foundation | | | | | 3,880 | | | 3,880 |
| LSTA - Technology & Language @ Emp. | | | | | | 110,234 | | 110,234 |
| Jazz Legacy: An American Art Form | | | | | | 1,000 | | 1,000 |
| NLG Library-Advancing Learning | | | | | | 185,439 | | 185,439 |
| Extreme Tech. @ Teens - Community Fou | | | | | | 15,000 | | 15,000 |
| Univ. Orlando Found - Southwest Branch | | | | | | 5,000 | | 5,000 |
| The Big Read - Art Midwest | | | | | | 5,250 | | 5,250 |
| Community Foundation | | | | | | 200 | | 200 |
| California Community Foundation | | | | | | 13,750 | | 13,750 |
| Walt Disney's World - Helping Kids Shine | | | | | | 5,000 | | 5,000 |
| IBM - Traducelo Ahora | | | | | | 10,745 | | 10,745 |
| Orange County (Dr. Phillips) | | | | | 15,000 | | | 15,000 |
| Dr. Phillips Rotary Club | | | | | | 15,000 | | 15,000 |
| Joey Rodger Award from ULC | | | | | | 5,000 | | 5,000 |
| Wal-Mart - (Kirkman + Raleigh Store) | | | | | | 500 | | 500 |
| Florida Youth Library Program (B. Garcia) | | | | | | 3,945 | | 3,945 |
| Total Grants | 25,000 | 519,172 | 47,150 | 57,948 | 142,630 | 382,563 | 3,000 | 1,177,463 |

Orange County Library System
Grants, Awards Donations & Fund-raiser Report
Fiscal Years 2002 - 2007

| Donations | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 | FY 2007 | FY 2008 | Total |
|--|----------------|----------------|----------------|----------------|----------------|------------------|----------------|------------------|
| Library Central Gala Donations & Tick Sale | | | 26,225 | | | | | 26,225 |
| MAYL | | | | 14,033 | 1,249 | 34,374 | 5,603 | 55,259 |
| Summer Reading Program | | | | 2,535 | 3,375 | 2,350 | 100 | 8,360 |
| Holiday Donations | | | | | | 3,843 | | 3,843 |
| Donor / Honoree 2007 | | | | | | 1,622 | | 1,622 |
| E. Murray Contribution | | | | 152,431 | 4,345 | 1,287,422 | | 1,444,198 |
| The Musante Family Foundation | | | | | | 500 | | 500 |
| Total Donation | - | - | 26,225 | 168,999 | 8,969 | 1,330,111 | 5,703 | 1,540,007 |

| Fund-Raiser | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 | FY 2007 | FY 2008 | Total |
|---------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|
| Carl Hiaassen Fund Raiser | | | | 28,128 | 514 | | | 28,642 |
| Artist, Authors & Ape | | | | | 1,639 | | | 1,639 |
| Characters Breakfast | | | | | | 905 | | 905 |
| Helen Thomas | | | | | | 13,712 | | 13,712 |
| Library Webinars | | | | | | 1,050 | | 1,050 |
| Barnes & Noble | | | | | | 602 | | 602 |
| Total Fund-Raiser | - | - | - | 28,128 | 2,153 | 16,269 | - | 46,550 |

| | | | | | | | | |
|---|---------------|----------------|---------------|----------------|----------------|------------------|--------------|------------------|
| Total Grants, Donation & Fund-Raiser | 25,000 | 519,172 | 73,375 | 255,075 | 153,752 | 1,728,943 | 8,703 | 2,764,020 |
|---|---------------|----------------|---------------|----------------|----------------|------------------|--------------|------------------|

Director's Goals: 2008 Draft Proposal

- Develop strategies to position library to respond to property tax reform.
- Come to a final disposition about the future of the Chickasaw location.
- Chuluota/F-Dot Property & Lake Nona area – come back with recommendation on the two properties.
- Continue to work with Librarians Work Group to minimize librarian/management differences.
- Continue exploration of Librarians as Learning Leaders.
- Address branch leases for Herndon; Southwest; Hiawassee; Southeast and decide whether to renew, renegotiate or find alternative locations.
- Revise / Revamp the Strategic Plan.
- Pursue fundraising strategies: Signature event with Bright House and planned giving opportunities.

**Orange County Library System
Board of Trustees Meeting
Thursday, November 8, 2007**

**Discussion and Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, November 8, 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

November 1, 2007

The previous report date for the Librarian Initiative was October 3, 2007. There has not been an *All Librarians Meeting* since the previous report. However, a variety of activities have occurred which contribute to the Initiative.

- A new task force has been appointed to begin discussion on the combined topics of *Librarianship, Job Descriptions and Career Paths*. Members have been appointed, and the launch meeting has been set for November 6, 2007.
- The *Communications Task Force* continues its work on the online Communications Workshop that will be posted on the Library's intranet site "Orange Peel".
- *Librarians as Learning Leaders*, a group of Librarians which formed as an outgrowth of the Librarian's Initiative has now met twice (with a third meeting scheduled for November 1st) to discuss professional development and methodology for adapting to the changing needs and learning styles of today's population.

The next *All Librarians Meeting* is scheduled for November 29, 2007.

**Orange County Library System
Board of Trustees Meeting
Thursday, November 8, 2007**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, November 8, 2007**

Director's Report

Director's Report November 2007

The Library is very pleased to announce that the Main Library has been selected as the site for the National Public Radio Storycorps booth coming to Orlando in January 10 to February 2, 2008! Many thanks to Nicole S. Cavallaro for spearheading this effort and her dogged efforts to make this dream become a reality. We will be working to supplement the visit with additional programming around the power of family stories.

The Orlando Public Library was named a 2008 Best Bet for MP3 Player Listening. Editors and independent journalists at 10Best, Inc. selected the Orlando Public Library as one of the 10 best places to chill out and listen to an MP3 player in the City Beautiful. Established in 1999, 10 Best Inc. provides unbiased travel advice to more than 40 million travelers each year and has become known for its "trusted advice for travelers." For more information, visit www.10Best.com

New author interviews with Jane Smiley, Joanne Fluke, Thomas Cook, and others have been added to the Literature channel of MyLibraryDV. This new content was developed in partnership with Library Journal. The Orange County Library System was the first library in the country to go live with this when we made it available to patrons in December 2006. Since it debuted, we have had a total download of 2,180 programs. We currently have 848 registered users of MyLibraryDV.

A revamped Spooky Florida Virtual Gallery debuted in October to help patrons to prepare for Halloween – the spookiest day of the year! The gallery features creepy materials, chilling resources, ghostly Web sites and scary programs that tie in with the gallery. There's also a box "For Kids & Teens" that focuses on spooky content for that audience.

Fall holiday displays featuring pumpkins and mums are on display at all library locations.

A representative from Community Relations attended a daylong workshop presented by the Florida First Amendment Foundation on Monday, October 15 at UCF.

The Library negotiated some great changes to our parking arrangements with the City of Orlando Parking Bureau which became effective November 1:

Employees currently parking in the Central Parking Garage will now have spaces in the city's Library Garage. There is no longer a restriction on where employees may park. As long as there is not a "reserved" sign on the space, they may park anywhere in the garage and no longer just the rooftop.

Decals are no longer required for employee vehicles.

For the second consecutive year, OCLS offered all employees the opportunity to get free flu shots on October 24 and 25. This preventive measure was intended to help employees avoid getting sick this flu season and is one more way to help staff maintain a healthy lifestyle. There were 98 employees that took advantage of this benefit. Here's to having a no colds winter season at the Library.

On October 24th, OCLS hosted Dr. Christie Koontz, professor from FSU's College of Information, for an information sharing event for the college's Master's of Library and Information Studies program. The event was open to OCLS employees and employees of other local library systems

As part of Save for Retirement Week, there were 17 employees who enrolled or increased their contributions to the 457 last week.

The Computer Resource Center has begun to offer live interactive online classes. Our QuickBooks classes have been very popular. These classes are free to our resident card holders. Out of district residents will be charged \$25.00 to participate.

Debbie Moss has been asked to serve on the SOLINET Development Advisory Council. This group will make suggestions regarding products under consideration for group purchase by SOLINET.

Representative from Lynx's Organizational Development and Training is meeting with the Library about Lynx managers and staff who may be interested in attending our classes within the next 3 months. Some don't have a Library card so they will register for one and others are Out-of-District, so Lynx will pay for their classes.

-

Kathy Sanchez and Kathryn Robinson are enrolled in the Intermediate Class on Virtual World Librarianship offered through the University of Illinois. The classes, of which there are six, are held in Second Life, and are approximately two hours long -- conducted in chat. Classes are on November 6, 13, 20, 27, Dec. 4, and 11.

Director Hodel taped a segment for the Cultural Advantage program hosted by Margot Knight which appears on Orange TV. The segment will run 12 – 15

Thanks to everyone who participated in the Susan G. Korman Breast Cancer Foundation fundraiser! OCLS pulled together and rased \$631.00! We appreciate all the donations and are excited about OCLS's contribution.

The results are in and the competition was fierce but the Friends of the Library Board Members have selected the winners of the 2007 OCLS Great Pumpkin Decorating Contest. One thing all the judges agreed on was that picking a top choice was tough! Two locations tied for the prize. Top honors went to Southeast Branch for their entry "Halloween Happy Meal" and to Special Services "Carved Cardholder." Both will receive a pizza lunch courtesy of the Friends Honorable mention went to Hiawassee Branch for it entry: "Where the Wild Things Are." Congratulations to the winners and thanks to all locations for their ingenuity and creativity in participating in this annual competition.

The Director has been asked to stand for election to chair the Public Library Association's Cluster on Issues and Concerns. The term would begin July 2008.

The Director will be featured in an article about blogging in the November 15 issue of Library Journal!

Programs

As a part of our partnership with the Central Florida Sports Commission and AST Dew Action Tour, we hold contests that encourage kids and teens to use the library as well as promoting the AST Dew Action Sports tour. This year, we held a "Check it Out" contest, where kids and teens checked out library materials and filled out an entry form for a chance to enter in a free prize drawing to win a BMX bike. Kids who entered the contest also received one ticket to the Dew event on October 18. We had 289 entries. We also added another contest to design a skate board. The winner will receive the skateboard with their design and get a behind-the-scenes tour of the Dew Action event. We had 49 entries for this contest.

Winners of both contests were announced at the Celebrity Gaming Night on Thursday, October 18. Kevin Robinson, one of the extreme sports athletes from the AST Tour came to talk to teens about extreme sports, give out prizes, and participate in the gaming event (72 attended.) This was part of the same sequence of events as the AST demo at Herndon (62 attending) The total number participated in AST Dew events: 472.

On the heels of the successful Helen Thomas event, Director Hodel and two representatives from the Community Relations Office met with Bright House Networks on Tuesday, October 23 to begin planning and brainstorming for the 2008 event.

The October 27 Pizza Party at the West Oaks Branch in celebration of National Pizza Month was attended by 117 people. Papa John's donated 20 large pizzas and even brought their mascot Mr. Slice.

The October 27 Hawk Encounter program at the Hiawassee Branch Library was enjoyed by 18 patrons including seven adults, two teens and nine children.

The second installment of "English Chatter," a new recurring program to encourage English-speaking skills, was attended by 10 adults on October 27 at the South Creek Branch Library. The English Chatter at South Creek on Monday, October 8 attracted a great showing of 30 people for its first program.

The October 11 Music in the Library was enjoyed by 25 adults and four children.

The October 19 Music in the Library with Robert Johnson was attended by 24 people.

The October 26 Music in the Library was attended by 45 people.

On October 20th Windermere staff member Yvonne Wisdom presented "Meet Julie" an American Girl program. She dressed in 70's inspired clothing and read aloud historical facts from the American Girls' Meet Julie series book. The games played were "Jenga and Operation" and the program included a Disco Ball featuring 70's dances. A total of 19 children and 5 adults attended the program and had a great time.

On Saturday, October 13, 61 people attended Southeast's movie night event. The featured movie was "Surf's Up" and a total of 38 children and 23 adults participated. And on Tuesday, October 16, 48 people attended Southeast's popular Game Night.

On October 27th South Creek Branch hosted Halloween Spooktacular. 117 people attended, about half in costume! Activities included scary stories, a costume contest, a coloring contest, and an origami and crafts demonstration.

On Friday, 10/26, the Hiawassee branch hosted a Halloween Spooktacular brought in 63 people to hear stories and enjoy treats with prizes given to the best costumed boy and girl in attendance.

Each Tuesday during October, the Hiawassee Branch hosted a grant program called Alpha Bites. The attendees and their parents hear stories and songs about a different letter of the alphabet each week, and each event includes a craft and a healthy snack. The positive comments have been overwhelming, and so has the attendance. The cumulative total of the five programs at Hiawassee to date has been 283 people, and parents are expressing their desires for the program to possibly be offered again in the future.

On October 5th and 13th, West Oaks Branch hosted a "Hey Kids: Brush Up on Good Dental Hygiene" event with a total of 190 total attendees who received free toothbrushes.

Susan Dugas, Orlando Field Officer for the U.S.C.I.S. (United States Citizens and Immigration Services) answered several immigration questions for attendees at the "Learn How the U.S.C.I.S. Can Help" event at West Oaks on Saturday, October 27th

On Wednesday, October 24th at 10:10 the Eatonville Branch was host to the Audubon Center for Birds of Prey. Thirty nine children and seven adults from Hungerford Elementary School and NCF Daycare were mesmerized by the hour long presentation.

A group of eighty teachers, librarians and students from Alachua and Marion County met at the Eatonville Branch Library for a lecture from the staff of the Zora Neale Hurston Museum and a tour of the Library Branch. Their visit to Eatonville was the culmination to their Big Read Initiative on Hurston's *Their Eyes Were Watching God*.

The Herndon was host to the staff association game night where games, snacks, and fun were enjoyed by all in attendance. Herndon also celebrated reaching our library card sign up goal with a lunch from Olive Garden.

On Saturday, Oct. 13, Alafaya Branch staff attended East Orlando Celebrates Education and signed up 47 people for library cards!

The Alafaya Branch had another whopping success with bedtime stories, Monday, Oct. 16! A total of 48 people came out for Bug Tales...36 kids and 12 adults. The kids had a great time!

On Wednesday, Oct. 17, branch manager Renae Bennett attended the October East Orlando Chamber of Commerce lunch. Property Appraiser Bill Donegan was the guest speaker and presented information about property tax issues and legislation. During his presentation Mr. Donegan said some very nice things about OCLS!

Computing for Seniors has shown the best attendance of all classes offered at North Orange. Two Computer Basics for Seniors classes, offered on October 1 and October 15, had attendances of 9 and 10 people. Internet for Seniors, on October 8, included 8 students; and Microsoft Word for Seniors, on October 29, had 11 attendees.

North Orange Staff attended the "Building Better Readers Night" at Lake Silver Elementary, speaking to 75 children and adults; and took part in the new Wekiva High School's Open House, speaking to 14 students as they whizzed by between classes.

North Orange Branch hosted Apopka High School when they brought 24 special needs students and their 5 teachers and chaperones for a tour of the library, on October 12.

Upcoming Programs

Arts & Culture

Art After Hours featuring Elizabeth St. Hilaire Nelson's Paper Paintings will be Friday, November 9 from 7 to 9 p.m. at the Orlando Public Library. Meet award-winning artist Elizabeth St. Hilaire Nelson at the opening for her Library exhibit "Paper Paintings – Works in Collage." This reception is free and everyone is invited. Nelson's collages will remain on display at the downtown library during November and December.

Architecture Night: The Excitement is Building! This invitation-only event on Friday, November 16 at 7 p.m. will shine a spotlight on the power of architecture as it celebrates the architecture of a downtown landmark – the Orlando Public Library. This reception is generously underwritten by the Law Office of Kim, Pardy & Rodriguez, and Fifi's Bistro and Wine Bar. Printing of the invitations was donated by Office Max.

Hawk Encounter: Nov. 10, 1 p.m.; South Creek Branch Library, 1702 Deerfield Blvd., Orlando. See a real live hawk up close and personal. Swoop in and learn fascinating facts about hawks at this fun, educational program featuring "Storm the Hawk."

Animals Have Class: Nov. 3, 11 a.m.; Eatonville Branch Library, 200 E. Kennedy Blvd., Eatonville. Discover the differences between the vertebrates and invertebrates. See live animals up-close and learn interesting facts. Presented by the Central Florida Zoo.

Holiday Happenings

Set the Table-Welcome the Guests: Nov. 3, 11 a.m.; Windermere Branch Library, 530 Main St., Windermere. Experts will give advice on how to make your holiday dinners more memorable using simple table-setting tips.

Creating Holiday Crafts: Nov. 10, 10 a.m.; Hiawassee Branch Library, 2768 N. Hiawassee Rd., Orlando. Learn to create your own stylish holiday ornaments and decorations. Seating is limited to 20. Free. Reservations, 407-835-7323.

Yummy Gifts: Nov. 20, 2 p.m.; North Orange Branch Library, 1211 E. Semoran Blvd., Apopka. Learn to make gifts for your family and friends out of candy and other treats.

Health

Get Fit for the Holidays: Nov. 3, 12:30 p.m.; North Orange Branch Library, 1211 E. Semoran Blvd., Apopka. Join Coin McKenzie, Gold's Gym trainer, for exercising tips and training to help burn off those Thanksgiving calories and maintain a healthy lifestyle.

Keeping the Family Healthy: Nov, 10, 10:30 a.m.; Alafaya Branch Library, 12000 E. Colonial Dr., Orlando. Take control of your family's health. Find out how to avoid disease and increase life expectancy; learn what true health really is and how to achieve it.

Holiday Health Check: Nov. 10, 2 p.m.; Southeast Branch Library, 5575 S. Semoran Blvd., Orlando. Have your blood pressure checked, receive information about diabetes and cholesterol, and have your questions answered by a registered nurse from Pine Castle Clinic.

Body Basics: Start Anew...Start Now: Nov. 17, 2 p.m.; Orlando Public Library, 101 E. Central Blvd., Orlando. Body Basic Acupuncture Healthcare Center will share information on natural solutions to digestive problems.

Bust-A-Move: Nov. 17, 2 p.m.; Hiawassee Branch Library, 2768 N. Hiawassee Rd., Orlando. From hip-hop to modern dance, R.P.M. Dance Company will teach you how to stay in shape while you bust a move.

Healthy Holidays: Nov. 17, 2 p.m.; Washington Park Branch Library, 5151 Raleigh St., Orlando. Check your blood pressure and get tips on how to reduce stress and stay healthy for the holidays.

Seniors

Maintain Your Brain: Nov. 11, 1 p.m.; West Oaks Branch Library, 1821 E. Silver Star Rd., Ocoee. November is National Alzheimer's Disease Month, and the Library is partnering with the Alzheimer's Association to present an informative program on ways to keep your minds sharp and focused.

Informational

Parenting Workshop: Nov. 3, 11 a.m.; Orlando Public Library, 101 E. Central Blvd., Orlando. Better Parents...Better World! Parents are invited to learn how to balance work and family. Presented by Suzette C. Boyette, certified Parent Educator and founder of Parents Everywhere, Inc.

Guitar Workshop: Nov. 17, 10 a.m.; Alafaya Branch Library, 12000 E. Colonial Dr., Orlando. Learn how to play guitar in this two-hour workshop. For ages 7 and up.

African-American Hair Care, Tips & More: Nov. 17, 12:30 p.m.; Orlando Public Library, 101 E. Central Blvd., Orlando. Danetta Collins, licensed hair-care specialist, will share the four types of African American hair and how to care and maintain various hair styles. This program is specifically for Adoptive and Foster Care parents and is presented in honor of National Adoption Awareness Month.

Identity Theft Awareness: Nov. 17, 3:30 p.m.; North Orange Branch Library, 1211 E. Semoran Blvd., Apopka. Staff from Choice Paralegal, Pre-paid legal and The Federal Trade Commission will show you how to protect yourself from identity theft.

Community Events

OCLS participated in these recent community events:

Pioneer Days Family Festival (10/13)

East Orlando Celebrates Education Fair (10/13)

Starlight Ranch's Health Fair (10/17)

Lake Buena Vista YMCA Family Night (10/19)

El Nuevo Dia Orlando 1st Immigration & Health Fair (10/21)

OCLS will participate in upcoming community events:

Jamaican-American Association Health Fair Saturday, November 10

Migrant Education Interagency Workshop Sunday, November 11

Orlando Downtown Art & Living Expo February 23-24, 2008

Upcoming Tours, Study Visits, Library Talks include:

The Christ School Study Visit Tuesday, November 13

Freedom High School Tour Friday, November 16

Alpha Delta Kappa Teacher's Sorority Monday, November 26

Evans High School Tour Friday, January 11, 2008

**Orange County Library System
Board of Trustees Meeting
Thursday, November 8, 2007**

FY 2008 Compensation Plan



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

Date: September 26, 2007
To: All Support and Management Staff
From: Mary Anne Hodel
Subject: FY 2007/2008 Compensation Plan

Attached are the Salary Ranges for the fiscal year 10/1/07 to 9/30/08. Each year increases in the cost of labor are considered when determining adjustments to our salary ranges. Based upon labor market data salary ranges for this fiscal year have been adjusted by 3%.

I am very proud the Library continues to maintain a strong merit compensation plan that rewards and encourages high levels of performance. Below is the merit increase grid that will be used to determine increases for those employees in the fully functional and high proficiency zones.

| | Fully Functional Zone | High Proficiency Zone |
|-----------------------------------|-----------------------|---|
| Far Exceeds Requirements | 5.5% | 5.0% - balance above maximum to be paid out in lump sum |
| Exceeds Requirements | 4.75% | 4.5% - balance above maximum to be paid out in lump sum |
| Meets Requirements | 4.0% | 4.0% - balance above maximum to be paid out in lump sum |
| Needs Improvement | -0- | -0- |
| Does Not Meet Requirements | -0- | -0- |

To recap the "Zone" system used to administer the Library's compensation plan, please see the summary below:

(1) Learning Zone – new employees are hired at the beginning of the salary range in the Learning Zone. This is the period of time when employees are learning how to do their jobs and adapting to their work environment. Employees are in the Learning Zone for 12 months. Employees currently in the Learning Zone will receive a 3% range adjustment effective 10/1/07 to keep pace with the range adjustment factor.

(2) Fully Functional Zone – after 12 months, employees are expected to have learned the essential elements of their jobs and are considered to be fully functional. Employees are in the Fully Functional Zone during the majority of their careers. Employees in the Fully Functional Zone are eligible for merit increases based upon the table above.

(3) High Proficiency Zone – employees in the High Proficiency Zone are those with longer service with the Library and typically higher levels of performance. Employees at this level have a mastery over the essential functions of their jobs and make contributions at a high level. Employees in the High Proficiency Zone are eligible for merit increases based upon the table above.

**Orange County Library System
Board of Trustees Meeting
Thursday, November 8, 2007**

**Public Comment:
Non-Agenda Items**