

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

Board Packet for January 2008



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*

January 4, 2008

To: James B. Tyson, President
Livia Rivera, Vice President
Matthew Pardy, Trustee
Sara Brady, Trustee
Guy Houk, 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, January 10, 2008 at the **West Oaks Branch Library; 1821 E. Silver Star Road; Ocoee, Florida 34761;** 407.835.READ (7323).

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

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

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
January 10, 2008
West Oaks Library
1821 East Silver Star Road
Ocoee, Florida 34761
407.835.READ (7323)

08-001 I. **Call to Order**

08-002 II. **Public Comment**

Members of the public who wish to address the Board must first fill out and present to the Orange County Library System Board of Trustees, a "Notice of Intent to Speak" form. If an electronic form of comments is submitted, these will be made available to the public as part of the Board Minutes. Public comments of items listed on the agenda will occur just prior to the Board's discussion and action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda. Public presentations shall be limited to three (3) minutes. In the event more than ten (10) persons signify their intent to speak, a period not to exceed thirty (30) minutes shall be set aside and divided up equally among those registered to speak. The order of speaking among those persons who have filled out the "Notice of Intent to Speak Form" shall be the order in which the forms were received by the Board's Administrative Assistant. "Notice of Intent to Speak" forms will not be accepted after the meeting has been called to order. Information listed on the "Notice of Intent to Speak" forms will be included in the Board Meeting Minutes and thus become public record. The Board shall have the power to extend periods of public comment to address issues of special concern by a majority vote of those Board Members present.

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.

08-003 III. **Approval of Minutes: Library Board of Trustees Meeting ~ December 13, 2007**

08-004 IV. **Staff Presentation: Alert Services ~ Sheri Chambers**

08-005 V. **Financial Statements and Summaries:**

➤ **Property Tax Reform Presentation ~ Roger Ross, Tax Roll Manager, Orange County Property Appraiser's Office**

➤ **Comprehensive Annual Financial Report (see separate Report) Presentation for Fiscal Year ended September 30, 2007**

➤ **December 2007 Financial Statements**

08-006 VI. **Statistics and Summaries: December 2007**

08-007 VII. **Action Items**

08-008 **Non-Consent Agenda**

08-009 **Telecommunications Contract**

08-010 III. **Discussion and Possible Action Items**

08-011 **Strategic Plan Quarterly Update: Year Six ~ 1st Quarter Update**

08-012 **Director's Goals ~ 1st Quarter Update**

08-013 **Librarian Initiative Summary**

08-014 IX. **Information**

08-015 **Director's Report**

08-016 **Open Source at OCLS**

08-017 **Public Comment: Non-Agenda Items**

X. **Adjournment**

Next Meeting Dates: --- February 14, 2008 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801
--- March 13, 2008 ~ Southeast Branch Library 5575 South Semoran Boulevard; Orlando, Florida 32822.

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, January 10, 2008**

Call to Order

Orange County Library System Board of Trustees Meeting Thursday, January 10, 2008

Public Comment

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**Orange County Library System
Board of Trustees Meeting
Thursday, January 10, 2008**

**Approval of Minutes: Library Board of
Trustees Meeting ~ December 13, 2007**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
December 13, 2007
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

- 07-187 I. **Call to Order**
Library Board Present: James Tyson (12/2); Livia Rivera (12/0); Sara Brady (12/2);
Guy Houk (1/0)
- Library Board Absent: Matthew Pardy (12/1)
- Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier;
Carla Fountain; Eric Atkinson; Sally Fry; Wendi Bost;
Craig Wilkins; Tracy Zampaglione; Milinda Neusaenger
- Administration Absent: Kathryn Robinson

President Tyson called the meeting to order at 7:00 p.m.

- 07-188 **Oath of Office: Dr. Guy R. Houk**

- 07-189 II. **Public Comment**
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- 07-190 III. **Approval of Minutes: Library Board of Trustees Meeting ~ November 8, 2007**
Trustee Brady, seconded by Vice President Rivera, moved to approve the minutes for the November 8, 2007 Library Board of Trustees Meeting. Motion carried 4-0.

- 07-191 IV. **Staff Presentation: LSTA Grant Final Report ~ Jo Ann Sampson, Special Services Manager**
- 07-192 V. **Financial Statements and Summaries: November 2007**
President Tyson praised Comptroller Tessier for his insight and stellar financial control when he moved quickly to withdraw library funds from the Florida Local Government Investment Pool (LGIP) before access to the funds was frozen. Brief discussion ensued.
- 07-193 VI. **Statistics and Summaries: November 2007**
Assistant Director Moss spoke briefly about the customer service survey results for October 2007. Trustee Houk inquired about a correlation between increased circulation and decreased visits. Brief discussion ensued regarding the increase of DVD check out limits from ten to fifteen; the addition of other media formats to the collection; and door counting equipment changes. New equipment was installed approximately one year ago. Current statistics are comparing the new counting system with the old counting system. Trustee Houk inquired about the installation schedule and when anniversary comparisons would take effect.
- 07-194 VII. **Action Items**
- 07-195 **Consent Agenda**
- 07-196 **Rules of Conduct Revision**
Trustee Houk, seconded by Trustee Brady, moved to approve the revision to the Rules of Conduct. Motion carried 4-0.
- 07-197 III. **Discussion and Possible Action Items**
- 07-198 **Librarian Initiative Summary**
- 07-199 IX. **Information**
- 07-200 **Director's Report**
- The Library has just been notified that our proposal for the Smart Investing @ Your Library grant has just been approved by the American Library Association and the FINRA Investor Education Foundation. Our project manager, Paolo Melillo will be going to Philadelphia this January to participate in the grant training that was required. The cost of the training is covered by the grant.
 - Southeast was broken into today at 3:15 a.m. Stolen was a 42 inch LCD HDTV valued at \$1,200.00. In addition to the broken window, small sections of dry wall were damaged in two spots. We were able to open as scheduled without public disruption.
 - Thus far with our alert service, we have sent 171 messages and have had 164 new signups.

Pending Approval

- Winter Holidays Virtual Gallery has been revamped and now includes a super section for our children & teen customers. This gallery has resources for Christmas, Hanukkah, Kwanzaa, and other Fall & Winter holidays. There are also materials for cultural dialogues, festivals, and customs. The virtual snowman is back too.
- The holiday concert with The Escorts had about 60 people in attendance. Friends of the Library Vice President Tom Kohler introduced the band and afterwards invited everyone up to the Bookstore for refreshments.
- We are getting ready to open a MAC class and should be ready in February 2008.

President Tyson suggested seeking grants to improve the recording and amplification equipment in Library Central.

07-201

Public Comment: Non-Agenda Items

X. Adjournment

President Tyson adjourned the meeting at 7:50 p.m.

**Next Meeting Date: --- January 10, 2008 ~ West Oaks Branch Library; 1821 East Silver Star Road; Ocoee, Florida 34761
--- February 14, 2008 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.**

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**Orange County Library System
Board of Trustees Meeting
Thursday, January 10, 2008**

**Staff Presentation:
Alert Services ~ Sheri Chambers**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 10, 2008**

Financial Statements and Summaries:

- **Property Tax Reform Presentation ~ Roger Ross, Tax Roll Manager, Orange County Property Appraiser's Office**
- **Comprehensive Annual Financial Report (see separate [report](#)) Presentation for Fiscal Year ended September 30, 2007**
- **December 2007 Financial Statements**

Orange County Library System

Financial Statement Highlights

Three Months Ended December 31, 2007

Final Financial Statements for Year Ended September 30, 2007

Preliminary statements were included in the October 2007 Board packet. Now that all the adjustments have been made and the audit has been completed, we have attached the final statements, which are in a slightly different format. A variance column has been added to show the difference between what was budgeted and the actual revenue or expenditure for each account. For our Operating Fund, we received \$1,505,000 more in revenue than what was budgeted and total expenditures were under the budget by \$1,015,000.

Comprehensive Annual Financial Report for Year Ended September 30, 2007

Per Florida Statutes, every local government is required to prepare annual financial statements in accordance with generally accepted accounting principles and have them audited by a licensed, independent certified public accounting firm. The Library's audited financial statements for the year ended September 30, 2007, together with the auditor's opinion, are included in the Comprehensive Annual Financial Report (CAFR), which is a separate document included with the Board packet.

The format and the financial information included in the CAFR are largely dictated by accounting standards promulgated by the Governmental Accounting Standards Board (GASB). The following sections in the CAFR are a good starting point to understand how the report is organized:

<i>Introductory Section</i>	<i>pages i – vii</i>
<i>Management's Discussion and Analysis</i>	<i>pages 3 – 10</i>

A brief presentation summarizing the finances for last fiscal year will be given at the January Board meeting.

Financial Statements for Three Months Ended December 31, 2007

These are the normal statements included in the monthly Board packet.

Update on Money Manager Searches for Defined Benefit Pension Plan

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

Trusco Capital Management

US Trust

Victory Capital Management

Status: Contract has been executed with Manning & Napier. \$8,000,000 was transferred at the end of October to the custodian, Bank of New York, and the funds have been invested by Manning & Napier.

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 executed with Baring Asset Management. \$7,500,000 was wired on December 3rd to Baring's custodian, Northern Trust, for investment in Baring's commingled account.

Small Cap Core Equity Manager (\$5,000,000)

MFC Global Investment Management

CS Mckee

Jennison Associates

Denver Investment Advisors

Luther King Capital Management

Status: Contract documents have been executed with MFC Global Investment Management. \$5,000,000 was wired on December 28th to the custodian, Bank of New York.

Fixed Income Core Manager (\$11,000,000)

Our investment consultant, Grant Kalson & Associates, has started the search process for a fixed income manager and we hope to interview the semi-finalists by the end of January. Currently, approximately \$7,100,000 is invested in a Gartmore Morley Stable Value Fund. Although the rest of the mutual fund investments associated with our former consultant, USI Advisors were liquidated last June, this particular investment required up to one year advance notice to liquidate. Gartmore, however, has indicated we are in the queue to liquidate next month.

**Orange County Library System
Board of Trustees Meeting
Thursday, January 10, 2008**

**Financial Statements and Summaries:
Fiscal Year Ended
September 30, 2007 ~ Final**

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Twelve Months Ended September 30, 2007
FINAL**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
AD VALOREM TAXES	35,374,813	35,884,567	509,754
INTERGOVERNMENTAL			
Grants	292,000	249,320	(42,680)
State Aid	1,300,000	1,252,782	(47,218)
	<u>1,592,000</u>	<u>1,502,102</u>	<u>(89,898)</u>
CHARGES FOR SERVICES			
Fee Cards	7,000	10,481	3,481
PC Pass	33,000	28,164	(4,836)
PC Express	0	615	615
Classes	2,000	2,305	305
Copy & Vending, Value Card	170,000	189,802	19,802
Special Charges	0	3,225	3,225
Fax	0	2,542	2,542
Scanner	0	316	316
Computer Booklets	0	79	79
Reference Charges	0	1,042	1,042
Tell Me More Program	0	775	775
Webinars	0	1,050	1,050
Online Book Sale	0	274	274
Disk Sales	2,500	2,671	171
	<u>214,500</u>	<u>243,341</u>	<u>28,841</u>
FINES			
Fines	1,400,000	1,607,335	207,335
Lost Materials	120,000	106,625	(13,375)
	<u>1,520,000</u>	<u>1,713,959</u>	<u>193,959</u>
MISCELLANEOUS			
Interest Earnings	625,000	982,580	357,580
Rents	7,000	9,508	2,508
Sales of Fixed Assets	0	2,952	2,952
Contributions - Friends of Library	122,000	117,476	(4,524)
Contributions - Fund Raiser	0	14,617	14,617
Contributions - Others	10,000	250,389	240,389
Miscellaneous	40,000	78,329	38,329
Telephone Discount	0	26,640	26,640
Grants & Awards	0	37,445	37,445
	<u>804,000</u>	<u>1,519,935</u>	<u>715,935</u>
TRANSFER FM PROP APPRAISER	35,000	33,818	(1,182)
TRANSFER FM TAX COLLECTOR	260,000	407,684	147,684
TOTAL REVENUES	<u><u>39,800,313</u></u>	<u><u>41,305,406</u></u>	<u><u>1,505,093</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Twelve Months Ended September 30, 2007
FINAL**

	BUDGET	ACTUAL	VARIANCE
SALARIES & BENEFITS			
Salaries	13,683,612	13,528,613	154,999
Medicare Taxes	198,412	188,368	10,044
Defined Contribution Pension Plan	1,026,271	1,008,400	17,871
Defined Benefit Pension Plan	1,109,530	1,067,921	41,609
Money Purchase Pension Plan	0	191,204	(191,204)
Life and Health Insurance (Employees)	1,993,004	1,809,024	183,980
Retiree Health Care (OPEB)	2,000,000	1,624,422	375,579
Worker's Compensation	123,153	103,338	19,815
Unemployment Compensation	20,000	410	19,590
Parking & Bus Passes	132,720	113,127	19,593
	<u>20,286,702</u>	<u>19,634,826</u>	<u>651,876</u>
OPERATING			
Professional Services	325,000	336,127	(11,127)
Other Contractual Services	1,007,000	952,460	54,540
Other Contract. Serv.- Janitorial	288,000	255,675	32,325
Training and Travel	125,000	107,559	17,441
Telecommunication	288,000	334,019	(46,019)
Delivery and Postage	1,283,000	1,280,169	2,831
Utilities	1,000,000	985,805	14,195
Rentals and Leases	968,000	959,182	8,818
Insurance	328,000	272,927	55,073
Repair and Maintenance	950,000	1,207,297	(257,297)
Repair & Maint. - Hardware/Software	385,000	408,216	(23,216)
Copying/Printing	292,000	272,141	19,859
Property Appraiser's Fee	300,000	294,623	5,377
Tax Collector's Fee	712,000	692,758	19,242
Supplies	924,000	983,964	(59,964)
Supplies-Hardware/Software	371,000	317,708	53,292
Memberships	20,000	16,247	3,753
Contingency	325,000	0	325,000
	<u>9,891,000</u>	<u>9,676,877</u>	<u>214,123</u>
CAPITAL OUTLAY			
Building and Improvements	600,000	784,344	(184,344)
Equipment and Furniture	450,000	848,120	(398,120)
Hardware/Software	351,000	378,772	(27,772)
	<u>1,401,000</u>	<u>2,011,236</u>	<u>(610,236)</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	30,000	27,766	2,234
Materials - Chickasaw ODC	500,000	0	500,000
Materials - Other	4,440,000	4,475,863	(35,863)
	<u>4,970,000</u>	<u>4,503,629</u>	<u>466,371</u>
TRANSFERS TO OTHER FUNDS			
Branch Debt Service Fund	702,000	409,458	292,542
Sinking Fund	175,000	175,000	0
Capital Projects Fund	4,100,000	4,100,000	(0)
	<u>4,977,000</u>	<u>4,684,458</u>	<u>292,542</u>
TOTAL EXPENDITURES	<u>41,525,702</u>	<u>40,511,026</u>	<u>1,014,676</u>

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Twelve Months Ended September 30, 2007
FINAL**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
REVENUES			
Interest	<u>1,000</u>	<u>599</u>	<u>(401)</u>
			0
TOTAL REVENUES	<u>1,000</u>	<u>599</u>	<u>(401)</u>
 EXPENDITURES			
Transfer to Branch Debt Service Fund	<u>75,000</u>	<u>53,434</u>	<u>21,566</u>
TOTAL EXPENDITURES	<u>75,000</u>	<u>53,434</u>	<u>21,566</u>

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Twelve Months Ended September 30, 2007
FINAL**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
REVENUES			
Transfer From General Fund	702,000	409,458	(292,542)
Transfer From Main Debt Service Fund	75,000	53,434	(21,566)
Interest	20,000	23,718	3,718
TOTAL REVENUES	<u>797,000</u>	<u>486,610</u>	<u>(310,390)</u>
EXPENDITURES			
<u>2003 NOTE</u>			
Principal	362,176	362,175	1
Interest	47,283	47,283	0
	<u>409,459</u>	<u>409,458</u>	<u>1</u>
<u>FUTURE BORROWINGS</u>			0
Principal	200,000	0	200,000
Interest	100,000	0	100,000
	<u>300,000</u>	<u>0</u>	<u>300,000</u>
RESERVES	87,541	77,152	10,389
TOTAL EXPENDITURES	<u>797,000</u>	<u>486,610</u>	<u>310,390</u>

FUTURE DEBT SERVICE PAYMENTS FOR 2003 NOTE

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
2008	374,226	35,233
2009	386,677	22,781
2010	399,542	9,916
	<u>1,160,445</u>	<u>67,930</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Twelve Months Ended September 30, 2007
FINAL**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
REVENUES			
Transfer From General Fund	4,100,000	4,100,000	0
Line of Credit Proceeds	1,900,000	0	(1,900,000)
Winter Garden Settlement		25,000	25,000
Interest		11,777	11,777
	<u>6,000,000</u>	<u>4,136,777</u>	<u>(1,863,223)</u>
TOTAL REVENUES			
EXPENDITURES			
<u>CHULUOTA & 50 BRANCH</u>			
Land	1,500,000	0	1,500,000
Architect/Engineer	0	0	0
	<u>1,500,000</u>	<u>0</u>	<u>1,500,000</u>
<u>CHICKASAW BRANCH</u>			
Land & Building	2,550,000	2,550,000	0
Architect / Engineer	175,000	49,150	125,850
Improvements	1,775,000	0	1,775,000
	<u>4,500,000</u>	<u>2,599,150</u>	<u>1,900,850</u>
<u>WINTER GARDEN</u>			
Building	0	4,248	(4,248)
	<u>6,000,000</u>	<u>2,603,398</u>	<u>3,396,602</u>
TOTAL EXPENDITURES			

ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Twelve Months Ended September 30, 2007
FINAL

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
REVENUES			
Transfer From General Fund	175,000	175,000	0
Interest	<u>0</u>	<u>25,120</u>	<u>25,120</u>
TOTAL REVENUES	<u>175,000</u>	<u>200,120</u>	<u>25,120</u>
RESERVES			
Reserves-Building and Improvements	87,500	100,060	12,560
Reserves-Technology	<u>87,500</u>	<u>100,060</u>	<u>12,560</u>
TOTAL RESERVES	<u>175,000</u>	<u>200,120</u>	<u>25,120</u>

**Orange County Library System
Board of Trustees Meeting
Thursday, January 10, 2008**

**Financial Statements and Summaries:
December 2007**

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Three Months Ended December 31, 2007**

	ANNUAL BUDGET	YTD ACTUAL	(3 month=25%)
AD VALOREM TAXES	35,853,472	21,436,324	59.8%
INTERGOVERNMENTAL			
State Aid	1,252,000	0	0.0%
CHARGES FOR SERVICES			
Fee Cards	9,000	3,075	34.2%
PC Pass	26,000	4,412	17.0%
PC Express	0	55	
Classes	2,000	505	25.2%
Copy & Vending, Value Card	175,000	36,030	20.6%
Special Charges	0	670	
Fax	0	570	
Scanner	0	60	
Computer Booklets	0	198	
Reference Charges	0	75	
Online Book Sale	0	110	
Disk Sales	2,500	407	16.3%
	<u>214,500</u>	<u>46,166</u>	<u>21.5%</u>
FINES			
Fines	1,525,000	325,610	21.4%
Lost Materials	100,000	20,222	20.2%
	<u>1,625,000</u>	<u>345,832</u>	<u>21.3%</u>
MISCELLANEOUS			
Interest / Dividends Earnings	750,000	78,931	10.5%
Rents	9,000	1,620	18.0%
Contributions - Friends of Library	122,000	16,445	13.5%
Contributions - Others	20,000	12,184	60.9%
Miscellaneous	40,000	6,698	16.7%
Grants & Awards	0	21,750	
	<u>941,000</u>	<u>137,628</u>	<u>14.6%</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>21,965,950</u></u>	<u><u>54.6%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Three Months Ended December 31, 2007**

	ANNUAL BUDGET	YTD ACTUAL	(3 month=25%)
SALARIES & BENEFITS			
Salaries	14,704,524	3,744,204	25.5%
Medicare Taxes	213,216	55,595	26.1%
Defined Contribution Pension Plan	1,102,839	297,070	26.9%
Defined Benefit Pension Plan	1,175,020	304,440	25.9%
Money Purchase Pension Plan	315,632	79,739	25.3%
Life and Health Insurance (Employees)	2,363,339	478,078	20.2%
Retiree Health Care (OPEB)	1,702,844	406,106	23.8%
Worker's Compensation	115,398	46,982	40.7%
Unemployment Compensation	15,000	0	0.0%
Parking & Bus Passes	129,876	41,632	32.1%
	<u>21,837,688</u>	<u>5,453,845</u>	<u>25.0%</u>
OPERATING			
Professional Services	375,000	85,581	22.8%
Other Contractual Services	931,000	158,089	17.0%
Other Contract. Serv.- Janitorial	291,000	64,029	22.0%
Training and Travel	125,000	32,778	26.2%
Telecommunication	408,000	39,177	9.6%
Delivery and Postage	1,376,000	334,555	24.3%
Utilities	1,038,000	189,339	18.2%
Rentals and Leases	975,000	239,974	24.6%
Insurance	325,000	126,322	38.9%
Repair and Maintenance	1,050,000	204,296	19.5%
Repair & Maint. - Hardware/Software	407,000	180,675	44.4%
Copying/Printing	300,000	54,300	18.1%
Property Appraiser's Fee	295,000	150,178	50.9%
Tax Collector's Fee	725,000	428,726	59.1%
Supplies	900,000	204,343	22.7%
Supplies-Hardware/Software	375,000	4,420	1.2%
Memberships	20,000	16,029	80.1%
Contingency	325,000	0	0.0%
	<u>10,241,000</u>	<u>2,512,814</u>	<u>24.5%</u>
CAPITAL OUTLAY			
Building and Improvements	0	14,542	
Equipment and Furniture	0	36,171	
Hardware/Software	200,000	74,996	37.5%
	<u>200,000</u>	<u>125,709</u>	<u>62.9%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	37,000	21,334	57.7%
Materials - Other	4,800,000	931,623	19.4%
	<u>4,837,000</u>	<u>952,957</u>	<u>19.7%</u>
TRANSFERS TO OTHER FUNDS			
Branch Debt Service Fund	410,000	0	0.0%
Capital Projects Fund	4,000,000	1,000,000	25.0%
	<u>4,410,000</u>	<u>1,000,000</u>	<u>22.7%</u>
TOTAL EXPENDITURES	<u>41,525,688</u>	<u>10,045,325</u>	<u>24.2%</u>

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Three Months Ended December 31, 2007**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 month=25%)</u>
REVENUES			
Transfer From General Fund	410,000	0	0.0%
Interest	23,000	5,719	24.9%
TOTAL REVENUES	<u>433,000</u>	<u>5,719</u>	<u>1.3%</u>
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	<u>433,000</u>	<u>0</u>	<u>0.0%</u>

FUTURE DEBT SERVICE PAYMENTS FOR 2003 NOTE

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

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Three Months Ended December 31, 2007**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 month=25%)</u>
REVENUES			
Transfer From General Fund	4,000,000	1,000,000	25.0%
Interest	75,000	17,486	23.3%
Reserves	1,425,000	0	0.0%
TOTAL REVENUES	<u>5,500,000</u>	<u>1,017,486</u>	<u>18.5%</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
Three Months Ended December 31, 2007**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 month=25%)</u>
REVENUES			
Reserves - Technology	90,000		0.0%
Interest	20,000	5,166	25.8%
TOTAL REVENUES	<u>110,000</u>	<u>5,166</u>	<u>4.7%</u>
 EXPENDITURES			
Reserves-Building and Improvements	10,000		0.0%
Open Source Software	100,000	33,590	33.6%
TOTAL EXPENDITURES	<u>110,000</u>	<u>33,590</u>	<u>30.5%</u>

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

	BALANCE 11-30-07	RECEIPTS	DISBURSE	BALANCE 12-31-07
OPERATING				
Checking	508,067	20,867,835	(20,862,246)	513,655
SBA Investments	78,004	0	(66,000)	12,004
Money Market (Federated Treasury Obligations Fund)	3,250,000	7,000,751	0	10,250,751
CD Investments	2,948,928	10,016,783	(2,000,000)	10,965,711
	6,784,998	37,885,369	(22,928,246)	21,742,121
BRANCH DEBT SERVICE				
CD Investments	506,094	1,900	0	507,993
SINKING				
SBA Investments	27,137	0	(23,000)	4,137
Money Market (Federated Government Obligations Fund)	125,000	46	(10,590)	114,456
CD Investments	366,385	1,487	0	367,872
	518,522	1,533	(33,590)	486,466
CAPITAL PROJECTS				
SBA Investments	27,473	0	(23,000)	4,473
Money Market (Federated Government Obligations Fund)	125,000	1,046,046	(23,000)	1,148,046
CD Investments	1,392,868	5,654	0	1,398,522
	1,545,341	1,051,701	(46,000)	2,551,041

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

ASSETS

Certificates of Deposit	10,965,711
Cash on Hand	8,345
Equity in Pooled Cash	513,655
Accounts Receivable	2,431
Inventory	278,122
Investments-SBA	12,004
Treasury Obligation Fund	10,250,751
Prepays	95,861
Other Assets-Deposits	<u>9,275</u>
TOTAL ASSETS	<u><u>22,136,156</u></u>

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

LIABILITIES

Accounts Payable	234,537
Unclaimed Disbursements	1,140
Retainage Payable	1,000
Accrued Wages Payable	346,081
Accrued Sales Tax	15
Due To FOL-Taxable Book Sales	3,384
Due To FOL-Nontaxable Book Sales	46
Due To FOL-Sales Tax	225
Bonds	18
Dental Insurance	1,523
Union Dues	465
Daughters of American Revolution	1,434
Staff Association	1,918
Unclaimed Payroll	61
TOTAL LIABILITIES	591,846

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	4,536,625
Current Year Excess of Revenues Over Expenditures	11,920,626
TOTAL FUND BALANCE	21,544,310

TOTAL LIABILITIES & FUND BALANCE **22,136,156**

STATISTICAL SUMMARY

December 2007 Statistics for January 2008 meeting

Circulation and Door Count Trends:

One important thing to note for statistics this month is the number of days open. Seven day locations were open 28 days this year AND December 2006. Six day branches however were open 23 days this year compared to 25 days in December 2006. This year we were closed two additional Mondays, Christmas Eve and New Year's Eve which would normally be high volume days. This certainly contributes to the lower circulation increase in branches since only four of them are open 7 days.

Again this month there are inconsistencies between increases in circulation and decreases in door count. Included here is an overview of our door counter history to help place the situation in some perspective for the future.

The Library is using a pedestrian counting system manufactured by a company called Traf Sys. Here is a link to their website (<http://www.trafsys.com>). The products page on the Traf Sys website has a concise explanation of the components of their system along with illustrations on how the technology works. Traf Sys equipment measures body heat moving across a detection field in contrast to our former system which was based on pedestrians breaking infrared light beams.

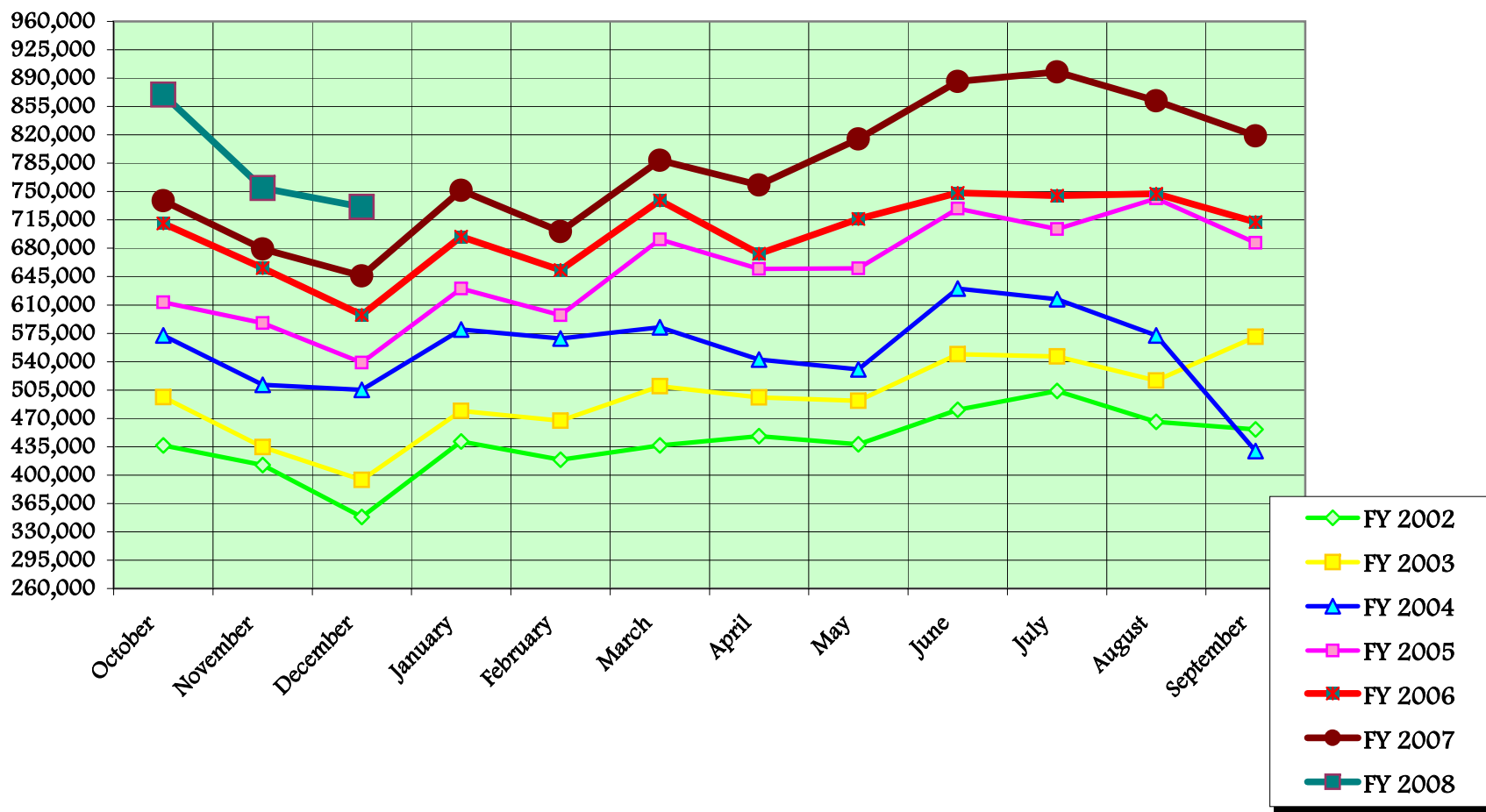
We installed Traf Sys equipment at our Herndon Branch on a trial basis on August 10, 2006. We tested both the equipment and the software data reporting component for a number of months. In November 2006 we made the decision to purchase a complete system for all Library locations and negotiated a contract which was finalized in early December. The equipment was installed January 23 – 25, 2007. The Company made adjustments and completed field work during February 2007. In March we conducted accuracy checks and asked the Company to make some final adjustments. We went operational system wide April 1, 2007 and reported the April door count figures to the Board at the May 2007 meeting.

Library activity

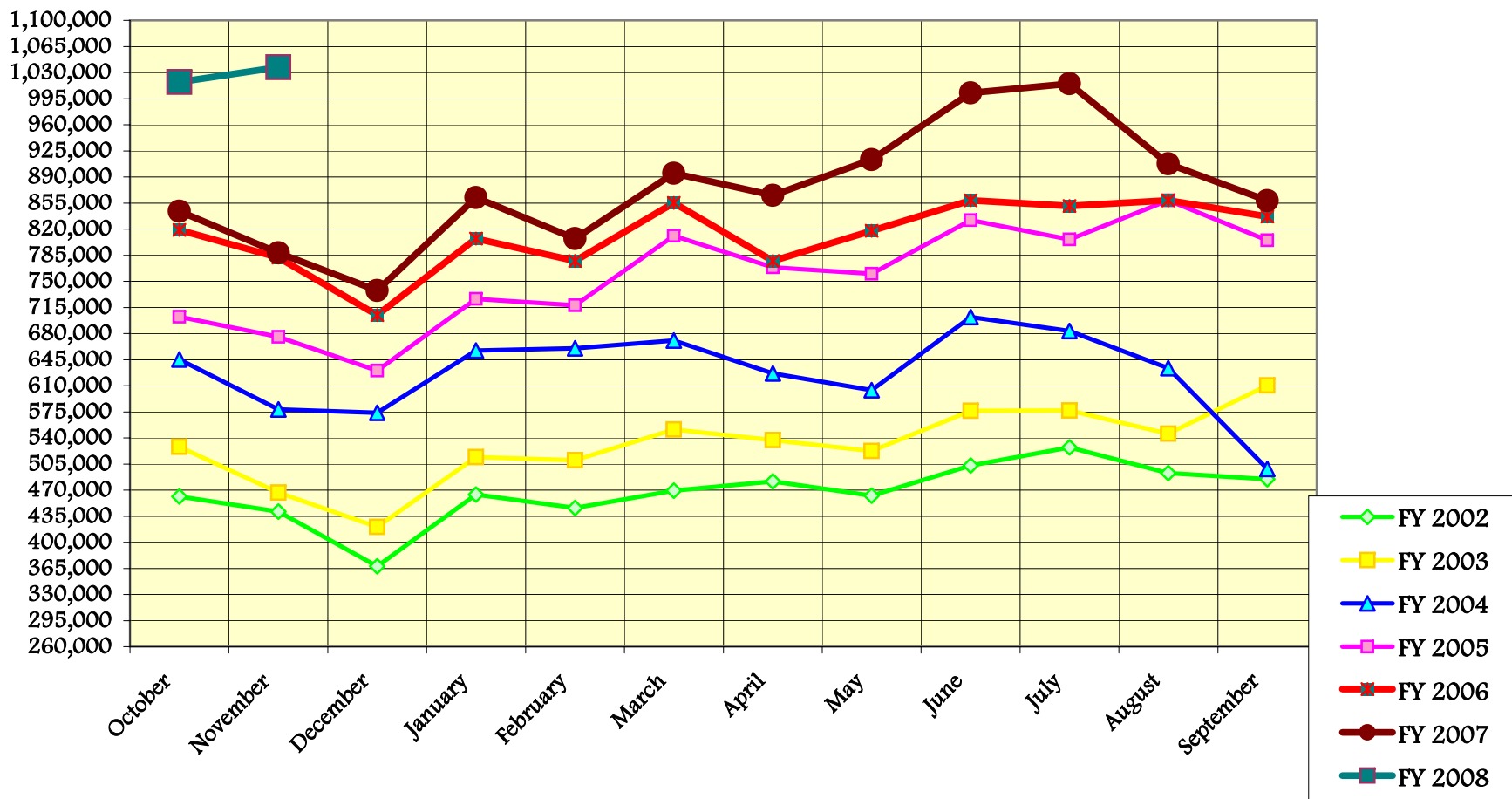
On December 3, 2007, we first offered our new "Alerts" service. This text message service allows customers to sign up for a variety of text alerts from the Library. We'll send an alert that reminds a customer that a class is coming up or that materials are coming due. In the first month, 296 customers signed up for the service. To date 695 date due reminders and 27 class registration reminders have been sent.

ORANGE COUNTY LIBRARY SYSTEM CIRCULATION

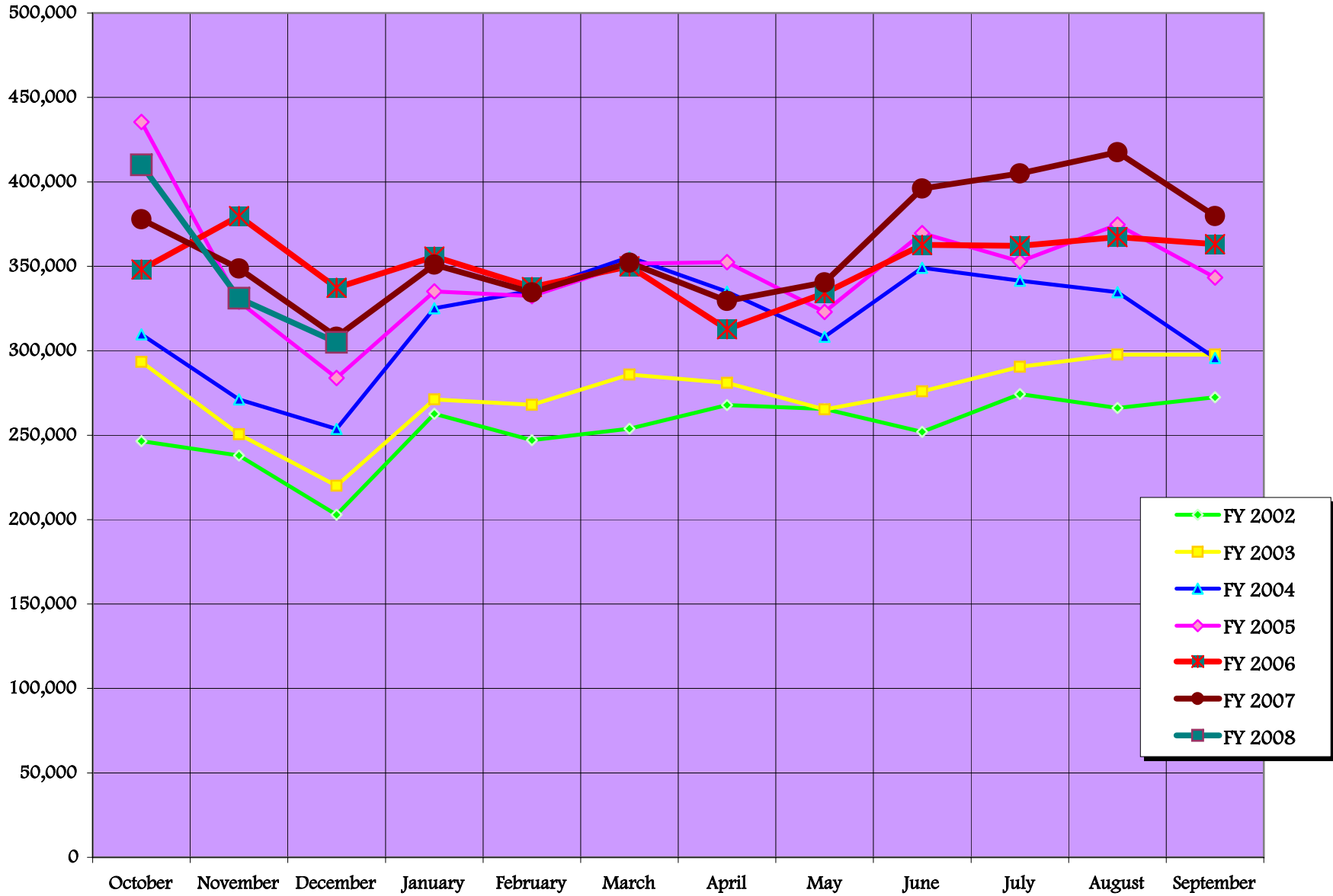
Fiscal Year 2002 Through Fiscal Year 2007 TO Date



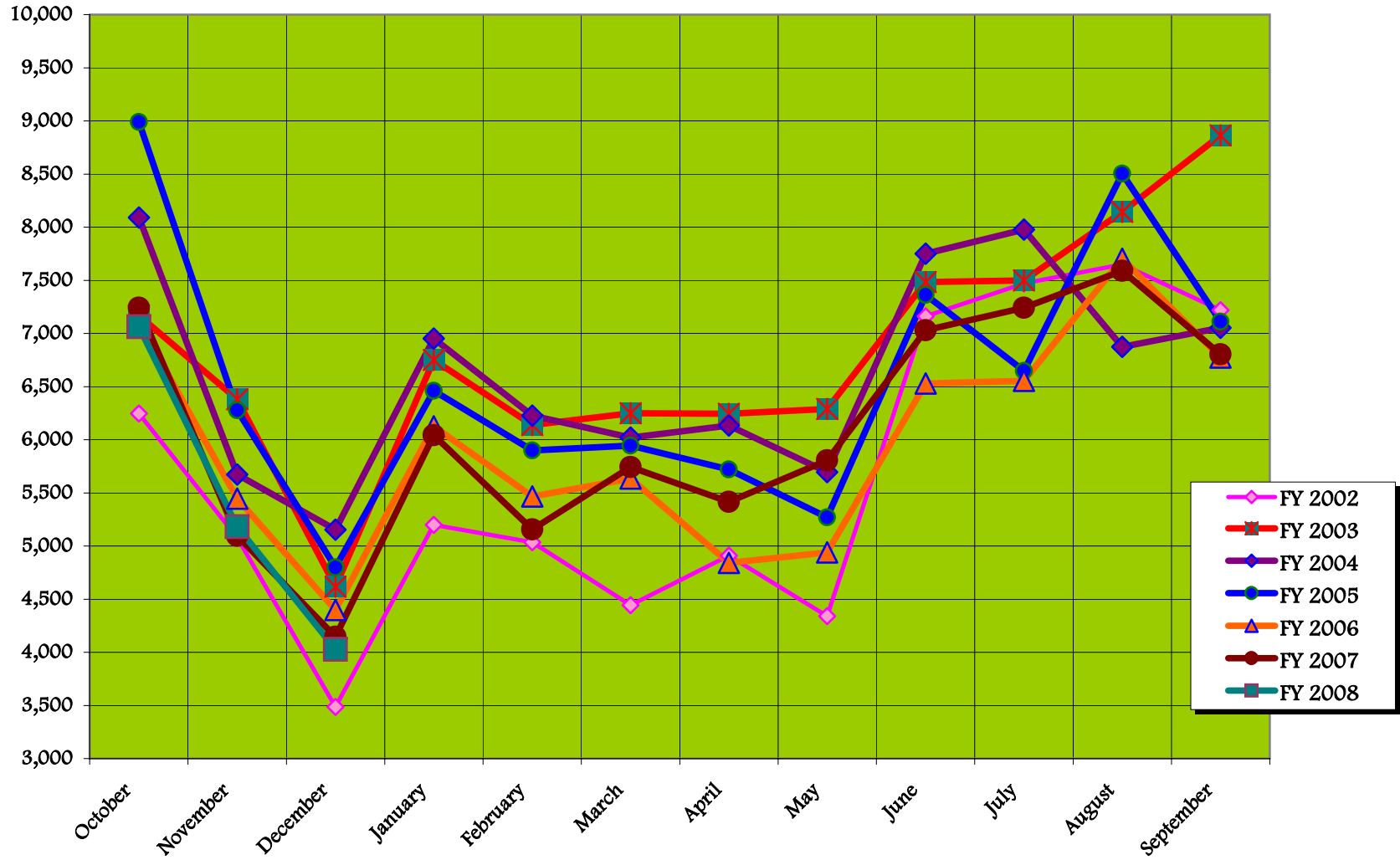
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION WITH ELECTRONIC STATS**
(Circ Stats & Electronic Database Stats ~ 2 months previous)
Fiscal Year 2002 Through Fiscal Year 2007 TO Date



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



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



Circulation and Door Count
October - March

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

	Oct-07	Oct-06	Nov~07	Nov-06	Dec~07	Dec-06	% of Change	Jan~08	Jan-07	Feb~08	Feb-07	Mar~08	Mar-07
Circulation													
Main	263,951	234,277	237,835	211,081	236,330	193,356	22.23%		217,389		210,048		239,381
Branches	493,444	421,603	426,268	393,085	397,334	375,753	5.74%		441,904		406,935		458,048
MAYL	66,523	54,998	53,234	49,729	61,091	45,918	33.04%		61,668		52,988		60,392
Digital Products	41,163	23,968	33,824	21,525	32,765	27,330	19.89%		30,471		38,276		36,482
Talking Books	4,372	3,916	3,011	3,508	3,450	3,642	-5.27%		3,903		3,573		4,093
Total	869,453	738,762	754,172	678,928	730,970	645,999	13.15%		755,335		711,820		798,396
Door Count													
Main	63,693	57,887	57,654	50,362	53,501	48,123	11.18%		54,861		52,197		57,450
Branches	323,951	324,667	256,200	298,364	234,895	260,088	-9.69%		296,157		282,301		294,646
Talking Books	16	12	8	10	8	7	14.29%		15		17		14
Drive Up Windows	22,427	N/A	17,239	N/A	16,491								
Total	410,071	382,554	331,093	348,726	304,887	308,211	-1.08%		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	738,116	2,765,799
Branches		431,592		474,099		525,106		531,303		502,923		466,223	1,317,046	5,428,574
MAYL		55,854		59,172		61,690		62,631		63,543		61,428	180,848	690,011
Digital Products*		39,339		44,921		47,990		41,190		43,079		41,157	107,752	435,728
Talking Books		3,931		4,225		3,972		3,928		4,228		3,493	10,833	46,412
Total		757,915		814,903		885,973		897,737		862,144		818,612	2,354,595	9,366,524
Door Count														
Main		55,349		55,653		60,946		66,572		67,694		64,915	174,816	691,850
Branches		274,094		284,798		314,873		316,015		327,130		295,424	815,046	3,568,557
Talking Books		11		8		12		14		16		23	32	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	989,894	4,345,233

	Oct-07	Oct-06	Nov~07	Nov-06	Dec~07	Dec-06	% of Change	Jan~08	Jan-07	Feb~08	Feb-07	Mar~08	Mar-07
Hits to the Website													
Inside	5,664,814	4,773,449	4,446,440	4,562,952	4,459,588	4,523,894	-1.42%		5,123,216		5,162,308		5,329,565
Outside	5,139,056	4,177,185	4,576,053	4,089,059	4,430,452	3,931,882	12.68%		4,701,691		4,270,514		4,637,463
Total	10,803,870	8,950,634	9,022,493	8,652,011	8,890,040	8,455,776	5.14%		9,824,907		9,432,822		9,967,028
Visits													
Inside	111,148	88,297	88,627	76,559	86,330	75,103	14.95%		80,741		79,993		89,675
Outside	255,253	216,146	226,436	207,221	216,804	235,165	-7.81%		240,477		230,351		272,129
Total	366,401	304,443	315,063	283,780	303,134	310,268	-2.30%		321,218		310,344		361,804
Unique Visitors													
Inside	1,492	1,049	1,353	1,074	1,332	1,049	26.98%		1,152		1,128		1,150
Outside	77,285	62,360	67,133	60,691	65,541	70,574	-7.13%		73,597		72,562		77,096
Total	78,777	63,409	68,486	61,765	66,873	71,623	-6.63%		74,749		73,690		78,246
Page Views													
Inside	1,471,571	1,301,906	1,141,034	1,187,174	1,089,580	1,177,277	-7.45%		1,402,342		1,594,702		1,467,667
Outside	1,231,557	1,063,999	1,088,394	943,229	1,079,609	904,271	19.39%		1,132,779		1,028,603		1,153,659
Total	2,703,128	2,365,905	2,229,428	2,130,403	2,169,189	2,081,548	4.21%		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	Nov~07	Nov-06	Dec~07	Dec-06	% of Change	Jan~08	Jan-07	Feb~08	Feb-07	Mar~08	Mar-07
Program Attendance Total	14,869	13,466	10,144	9,174	7,412	8,399	-11.75%		11,419		12,314		13,515
Total # of Programs	531	468	473	421	420	440	-4.55%		440		521		532
Community Events Attendance Total	856	1,459	428	826	241	778	-69.02%		5,421		1,877		1,081
Total # of Community Events	11	23	11	25	5	6	-16.67%		19		12		5
Events Line	9	3	8	2	9	5	80.00%		18		27		9
StoryLine	144	62	106	96	146	86	69.77%		121		162		111
Class Attendance Total	3,414	2,142	2,587	1,907	2,304	1,110	107.57%		1,732		1,938		2,422
Total # of Classes	1,156	947	996	816	972	730	33.15%		792		847		1,003
QuestLine	15,804	17,658	12,994	15,442	11,382	13,156	-13.48%		15,792		14,394		14,661
P.C. Sessions	86,050	73,975	68,834	64,072	67,163	62,767	7.00%		68,485		65,848		73,671
Number of Active Cards in the System	458,669	441,638	453,825	447,566	449,896	452,460	-0.57%		459,020		464,505		470,636
New Customer Registrations	7,063	7,241	5,181	5,095	4,028	4,145	-2.82%		6,043		5,155		5,743
Total Registered Borrowers	960,280	893,132	965,112	898,011	968,490	902,007	7.37%		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	32,425	161,366
Total # of Programs		476		516		551		558		488		462	1,424	5,863
Community Events Attendance Total		3,917		266		407		2,371		3,554		1,625	1,525	23,582
Total # of Community Events		20		1		4		11		22		11	27	159
Events Line		8		13		10		8		7		10	26	120
StoryLine		112		121		224		252		215		181	396	1,743
Class Attendance Total		2,152		2,450		3,171		3,093		3,095		3,118	8,305	28,330
Total # of Classes		983		1,026		1,011		983		1,058		934	3,124	11,130
QuestLine		14,130		14,136		14,575		15,441		16,018		14,802	40,180	180,205
P.C. Sessions		70,325		72,464		76,536		81,996		84,569		76,317	222,047	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	16,272	73,308
Total Registered Borrowers		922,540		927,632		934,032		940,597		947,820		954,244		

www.ocls.info

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

	Oct-07	Oct-06	Nov~07	Nov-06	Dec~07	Dec-06	% of Change	Jan~08	Jan-07	Feb~08	Feb-07	Mar~08	Mar-07
Online Catalog Searches	718,606	641,874	609,751	554,957	531,351	481,726	10.30%		641,908		588,197		561,152
Online Renewals	148,473	126,197	135,516	116,022	136,377	110,932	22.94%		115,544		113,861		130,036
Electronic Questions	328	226	274	208	250	186	34.41%		283		242		246
Live Chat Questions	273	279	215	206	179	160	11.88%		248		301		313
Total Online Questions	601	505	489	414	429	346	23.99%		531		543		559
Online Requests	62,668	52,785	53,927	46,223	49,152	42,537	15.55%		59,824		53,385		56,996
Online Suggestions	107	139	98	86	77	70	10.00%		100		101		83

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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	1,859,708	7,352,297
Online Renewals		124,080		125,333		126,794		135,874		130,799		131,702	420,366	1,487,174
Online Questions		288		273		243		279		297		296	852	3,067
Live Chat Questions		296		262		198		263		263		265	667	3,054
Total Online Questions		584		535		441		542		560		561	1,519	6,121
Online Requests		56,038		63,429		67,528		65,392		66,402		61,113	165,747	691,652
Online Suggestions		95		108		100		100		101		78	282	1,161

Orange County Library System

Circulation Statistics

December 1, 2007 - December 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 (Loss)	%Gain (Loss)
Main	28	236,330	32.33%	193,356	42,974	22.23%	3,220	53,501	56,721	48,123	8,598	17.87%
MAYL*	19	61,091	8.36%	45,918	15,173	33.04%		58,409	58,409	43,943	14,466	32.92%
Digital Products		32,765	4.48%	27,330	5,435	19.89%						
Talking Books	28	3,450	0.47%	3,642	(192)	-5.27%		8	8	7	1	14.29%
West Oaks	28	35,665	4.88%	31,998	3,667	11.46%	1,977	18,557	20,534	16,236	4,298	26.47%
Herndon	23	39,637	5.42%	38,084	1,553	4.08%		22,338	22,338	20,293	2,045	10.08%
Alafaya	28	55,570	7.60%	53,322	2,248	4.22%	4,854	25,722	30,576	28,194	2,382	8.45%
Southeast	23	32,805	4.49%	34,930	(2,125)	-6.08%	2,143	15,364	17,507	27,330	(9,823)	-35.94%
Hiawassee	23	21,646	2.96%	20,729	917	4.42%		19,161	19,161	19,384	(223)	-1.15%
Southwest	23	36,309	4.97%	34,710	1,599	4.61%		17,834	17,834	22,237	(4,403)	-19.80%
Edgewater	23	26,183	3.58%	22,563	3,620	16.04%		15,595	15,595	15,481	114	0.74%
North Orange	28	34,991	4.79%	34,131	860	2.52%		18,727	18,727	21,140	(2,413)	-11.41%
South Creek	28	47,162	6.45%	42,574	4,588	10.78%	3,618	24,467	28,085	25,222	2,863	11.35%
South Trail	23	21,823	2.99%	22,245	(422)	-1.90%		23,220	23,220	27,468	(4,248)	-15.47%
Winter Garden	23	22,472	3.07%	19,655	2,817	14.33%	679	11,521	12,200	11,316	884	7.81%
Windermere	23	10,350	1.42%	10,253	97	0.95%		7,379	7,379	7,050	329	4.67%
Washington Park	23	11,400	1.56%	9,221	2,179	23.63%		10,526	10,526	12,195	(1,669)	-13.69%
Eatonville	23	1,321	0.18%	1,338	(17)	-1.27%		4,484	4,484	6,542	(2,058)	-31.46%
Total	389	730,970	100.00%	645,999	84,971	13.15%	16,491	288,396	304,887	308,211	(3,324)	-1.08%

*MAYL Visits ~ Customer Transactions

Online Resources Usage Statistics
NUMBER OF SEARCHES
NOVEMBER 2007

FISCAL YEAR 2007 - 2008	OCT 2007	NOV	DEC	JAN 2008	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD 07-08	YTD 06-07
African-American Song Index	39	5											44	N/A
Ancestry Library Edition	79	130											209	425
Associations Unlimited	316	720											1,036	898
Auto Repair Reference Center	249	258											507	513
Biography & Genealogy Master Index	355	336											691	915
Biography Resource Center	3,346	3,397											6,743	6,285
Books In Print.com	92	50											142	N/A
Business & Company Resource Center	2,421	942											3,363	2,364
Business Index ASAP	14	56											70	133
Classical.com	151	315											466	338
Computer Database	81	116											197	883
Consulta	15	53											68	165
Countrywatch	806	1,169											1,975	4,896
Countrywatch -- Youth ed.		359											359	N/A
DearReader.com Online Book Club (formerly Chapter-A-Day)	67,640	68,820											136,460	115,000
Dun & Bradstreet International Business Locator	74	62											136	102
Expanded Academic ASAP	405	353											758	1,761
Ferguson's Career Guidance Center	272	291											563	280
First Search	1,639	1,453											3,092	2,487
Gale Virtual Reference Library e-books (FEL)	157	219											376	362
General Business File ASAP	237	290											527	837
General One File (formerly InfoTrac One File)	982	828											1,810	5,136
General Reference Center Gold	310	452											762	3,082
Health & Wellness Resource Center and Alternative Health Module	1,124	1,093											2,217	2,810
Health Reference Center Academic	96	108											204	1,386
HeritageQuest Online	6,748	5,759											12,507	11,016
Informe	21	51											72	119
Junior Edition - K12	323	395											718	972
Kid's Edition - K12	172	215											387	712
Learnatest	585	400											985	963
LitFinder (formerly Essay/ Poem/ Storyfinder)	317	391											708	1,200
Literature Resource Center	2,472	3,181											5,653	9,176
Live Homework Help	316	270											586	437
Mergent Online	130	626											756	334
Morningstar	178	306											484	290
MyLibraryDV	256	245											501	N/A
NetLibrary eBooks	132	90											222	226
NetLibrary eBooks - Shared Collection	564	503											1,067	1,053
NetLibrary Downloadable Audiobooks	794	678											1,472	1,497
Novelist	866	1,141											2,007	1,723
Opposing Viewpoints Resource Center	636	848											1,484	6,165
p4A Antiques Reference	267	228											495	351
Personal and Business Forms	124	80											204	197
Powermediaplus Streaming Videos	495	222											717	349
Professional Collection	50	90											140	298
ProQuest Newspapers	2,073	2,093											4,166	4,675
Read the Books	32,855	21,372											54,227	N/A
Reference USA	5,868	3,515											9,383	7,265
Rosetta Stone	7,339	6,464											13,803	5,893
Science Online	631	720											1,351	856
SimplyMap	134	99											233	N/A
SIRS Knowledge Source	768	903											1,671	2,446
Small Business Resource Center	217	296											513	N/A
Smithsonian Global Sound	11	28											39	37
Standard Deviants Video (formerly known as Cerebellum Online)	29	4											33	126
Standard & Poors NetAdvantage	297	366											663	732
Student Edition - K12	106	96											202	725
The Street.com Ratings (formerly known as Weiss Ratings)	204	Not available											204	122
Tumblebooks	232	321											553	1,221
TumbleReadables		62											62	N/A
What Do I Read Next?	242	322											564	634
Worldbook Online	651	813											1,464	1,612
TOTAL NUMBER OF SEARCHES	148,003	135,068											283,071	214,500

Notes: African-American Song Index added to April 2007 Report. Books In Print.com added to Report July 2007. My LibraryDV added to Report October 2007. Read the Books went live on Feb. 22, 2007. SimplyMap added to our collection October 2007. Small Business Resource Center became publicly accessible on May 7, 2007. Countrywatch-Youth ed. and TumbleReadables became available to the public starting Nov. 1, 2007.

**Orange County Library System
Board of Trustees Meeting
Thursday, January 10, 2008**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, January 10, 2008**

Non-Consent Agenda

**Orange County Library System
Board of Trustees Meeting
Thursday, January 10, 2008**

Telecommunications Contract

TELECOMMUNICATIONS CONTRACT RECOMMENDATION

I. ISSUE STATEMENT

The Library needs to contract for Telecommunications Services including Telephone Service, Internet Service and Wide Area Network (WAN) data communications connections between the Main Library and the Branches.

II. BACKGROUND

The Library contracts for several different telecommunications services: among them are Telephone Service, Internet Access and Data Communications. These services are eligible for significant discounts provided by the Universal Services Fund (USF) a federal program administered by the Universal Service Administrative Company (USAC). <http://www.universalservice.org/default.asp>

The process of qualifying for USF discounts is a very specific, schedule driven process designed to ensure competitive bidding. The program year runs from July 1st through June 30th. Qualifying entities such as the Library, notify vendors of communications services that they are seeking by filing a Form 470 with the USAC. This form is posted on the USAC web site for a minimum of 28 days. Qualified vendors then initiate contact with qualifying entities and submit proposals. Several factors are considered when evaluating the proposals but USF regulations require that cost of eligible services be given the greatest weighting. Other factors such as Cost of Non-eligible Services can also be considered along with Vendor Experience, Personnel Qualifications, and Management Capabilities. Examples of Costs related to Non Eligible Services include such items as one time installation costs, costs of converting services, early termination penalties.

The Library can then enter into a contract and file a Form 471 with the USAC notifying them that contracts have been executed. In order to qualify for the discounts, the Library needs to file this form within a filing window, which closes 11:59 p.m. on February 7, 2008.

This year the Library filed a Form 470 for Telephone Service, Internet Access, and WAN data communications connections. The Telephone Services being sought are the same as our current capacity. We are seeking to increase our Internet Access capacity from 80 Mbps to 300 Mbps and we are seeking to increase our WAN data communications capacity from 4.5Mbps per branch to 30Mbps per branch. The Library received inquiries from AT&T, Bright House Networks, ENA, and Time Warner Telecommunications. We received formal proposals from AT&T, Bright House Networks, and Time Warner Telecommunications.

Each company that submitted proposals is a major communications company with the skill and experience to provide the contracted services. Each company was asked to submit pricing for a three year contract with two optional one year renewals.

Telephone Service

The Library requested quotes for 2 ISDN PRI connections. These connections provide for 48 simultaneous phone connections. This is sufficient capacity for current operations with ample capacity for growth. Our current provider is Time Warner Telecommunications and our cost is \$1,000 per month. Two vendors made proposals for this service. The Time Warner Telecommunications proposal remained at \$1,000 per month. AT&T submitted a proposal for \$1,456 per month.

Internet Access

The Library requested quotes for a 300Mbps connection. The Library's current contract is with Time Warner Telecommunications and the current cost is \$5,710 per month for 80Mbps of bandwidth.

Time Warner Telecommunications and Bright House Networks submitted bids for 300Mbps while AT&T provided a quote for a 200Mbps option and a 622Mbps option. The Time Warner Telecommunications proposal was \$8,380 per month for 300Mbps, Bright House Networks was \$12,500 for 300Mbps and AT&T was \$7,709 for 200Mbps. Since the AT&T proposal was for a different bandwidth, we calculated the cost per 100Mbps and found Time Warner Telecommunications was the lowest cost vendor per bandwidth. In addition, were we to switch Internet vendors, we would also incur reconfiguration costs of about \$10,000.

Wide Area Network (WAN)

The Library requested quotes for connections to support 30Mbps to each branch. The Library's current contract is with Time Warner for 4.5 Mbps per connection at a monthly cost of \$20,000.

AT&T, Bright House Networks and Time Warner Telecommunications all submitted proposals which met the technical requirements. The monthly cost for the Bright House Networks proposal was \$12,320, the AT&T proposal was \$38,641, and Time Warner was \$43,930. Besides being the lowest cost, the Bright House Networks proposal is 100% fiber based. And can be easily scaled to 100 Mbps as our needs grow.

III. OPTIONS

The following options are offered for consideration.

Option 1. Authorize Library staff to negotiate contracts with Time Warner Telecommunications for Telephone Service and Internet Access. And authorize Library staff to negotiate a contract with Bright House Networks for Wide Area Network data communications connections.

Advantage

1. This combination provides the best increase in capacity at the lowest cost. The total amount for all three services will actually drop from \$320,520 per year to \$260,400.
2. This option will maximize any E-Rate discounts.

Disadvantage

1. There would be some overlap in services during the transition from Time Warner Telecommunications to Bright House Networks for the WAN connections.

Option 2. Stay with Time Warner Telecommunications for Telephone Service, Internet Access and Wide Area Network data communications connections.

Advantage

1. Using the same service provider would eliminate any overlap in service during the transition period.

Disadvantages

1. The actual monthly costs would be significantly higher than Option 1.
2. Since all other factors are relatively equal, selecting a vendor that is not lowest cost would likely jeopardize E-Rate discounts for the Wide Area Network data communications connections.

IV. RECOMMENDATION

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

Bright House Networks	\$147,840
Time Warner Telecommunications	\$112,560

The effective date of the three year contract would be July 1, 2008. This contract would actually reduce the cost the Library pays for telecommunications services access while providing a significant increase in capacity.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 08-009**

**RESOLUTION TO APPROVE TELECOMMUNICATION CONTRACT
NEGOTIATIONS.**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Ocoee, on the 10th day of January, 2008, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize Library staff to negotiate contracts with Time Warner Telecommunications for Telephone Service and Internet Access.
2. To authorize Library staff to negotiate a contract with Bright House Networks for Wide Area Network data communications connections.
3. 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, January 10, 2008**

Discussion and Possible Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, January 10, 2008**

**Strategic Plan Quarterly Update:
Year Six ~ 1st Quarter Update**

Orange County Library System Strategic Plan - FY 2008

Item Number	Status		Notes	Point Person
1		GOAL 1: Increase Customer Satisfaction & Provide Greater Ease of Access to Services		
1.1		Objective 1: Provide Additional days/hours of service		
		Activity		
1.1A	Ongoing	Implement Branch Master Plan		Craig Wilkins, Wendi Bost & Renae Bennett
	On Hold	Purchase and renovate property in east Orange County for an additional branch location.		
		Pursue land options on the east side		
1.1B		Add the Virtual Library (begin FY 2008)		
		Activity		
		More content such as Standard Deviants streaming videos; ESL and SAT tapes		
1.2		Objective 2: Expand Self Check Out		
		Activity		
1.3		Objective 3: Consider expanded and other self service options		
		Activity		
1.3A		Downloading digital music and books		
1.3B		Investigate viability of off-site vending machines for cd's and dvd's		
1.4		Objective 4: Create and maintain inviting and appealing library spaces		
		Activity		
1.4A		Provide sinking fund for significant future repairs and replacements	Funding for Sinking Fund was deleted from FY 2008 Budget due to Property Tax Reform.	Bob Tessier
	On Hold	Renovate the 4th Floor	On Hold ~ Pending Property Tax Reform Referendum	

Objective 6: Prepare staff to exceed the expectation of the customer				
		Activity		
1.6A	Ongoing	Provide staff training annually in customer-driven service practices	Staff Development Day (11/12/07) breakout sessions included "Public Library Service for Today, Tomorrow and Beyond"; Survival Spanish; Survival Haitian Creole; and Look, Speak, and Behave for the Professional.	Carla Fountain
1.6B	Ongoing	Review customer service practices regularly. Use customer service input to improve performance.	In October 2007 all locations participated in our drive to have visitors take our customer service survey. Small incentives (snack bars, cookies) were provided and each location was challenged to increase the number of surveys completed last year by 10%, from 1,642 to 1,811. The efforts of OCLS staffers made the 2007 Push for Customer Survey a huge success.	Debbie Moss
		(Continued)	There were a total of 2,255 completed surveys throughout the month, and every location exceeded their goal! Each location was rewarded with 100 "shopper points" for their location. These points can be accumulated and redeemed for reimbursement for staff celebrations like pizza lunches. The information gathered will be used to plan for future changes/ improvements in customer service.	
1.6C	Ongoing	Recognize & reward customer service excellence	Shopper Reports average scores: Sept 92.9, October 87.1, Nov. 94.4. Average for quarter was 90.5. Question of the month for October was "Were you encouraged to take the Customer Satisfaction Survey?" September and November was "Did the staff person follow up on a clue and tell you more about a service, activity, online resource, or other info?"	Craig Wilkins
2		GOAL 2: Provide a Range of Services that are Responsive to a Changing Community		
2.1		Objective 1: Expand Access to and Availability of Programs for the Public		
		Activity		
2.1A	Ongoing	Employ technology to disseminate classes, programs and storytelling to multiple locations and to home users	Several examples from the 1st Quarter include the addition of three new story podcasts for children and the new Health and Medical E-Guide.	Kathryn Robinson
2.1B	Ongoing	Offer at least four classes or four programs per month and storytelling once a week in Spanish.	2 programs, 440 classes, and 9 storytimes were offered in Spanish during the 1st Quarter of FY 2008.	Kathryn Robinson
2.1C		Expand Haitian-Creole programs and classes.	94 programs and classes were offered in Haitian Creole during the 1st Quarter of FY 2008 compared with 29 offered the same Quarter of FY 2007.	Kathryn Robinson
2.1D		Offer after hours programs twice per year on Friday nights for Youth at Main.	1 after hours program (Fantastic Family Fair) was offered on a Friday and 1 after hours program (Teen Annual Bash) was offered on a Saturday during the 1st Quarter of FY 0708.	Kathryn Robinson

2.1E		Offer bi-monthly after-hours art/cultural events featuring the opening of an exhibit, community reception, entertainment and refreshments.	Art After Hours held on Nov. 9th; the next Art After Hours will be January 11, 2008.	Tracy Zampaglione
2.1F		Offer other occasional after-hours events as celebratory tie-ins with other community events.	Fantastic Family Fair Nov 2 and Nov. 16 Architectural Night	Kathryn Robinson
2.1G		Explore grant opportunities for library research & development in librarians' future roles.	Exploring IMLS National Leadership Grant. Participated in teleconference on December 21st to explore this opportunity. Applied for H.W. Wilson Library Staff Development Grant to support expansion of our Ready, Set, Go training program. Also applied for a Digital Humanities StartUp grant from the NEH/IMLS to support the Orlando Memory project.	Debbie Moss
		(Continued)	OCLS was awarded the Smart Investing @Your Library Grant Opportunity from the FINRA Investor Education Foundation and the American Library Association for \$98,780. Our Project Manager, Paolo Melillo will be at ALA Mid-Winter to accept the award and attend training in January 2008.	
2.2		Objective 2: Expand Use of Relevant Technology		
		Activity		
2.2A	Ongoing	Maintain and expand current PC network. Add new stations to the network each year with the balance of PC's purchased upgrading current equipment.	47 laptops for staff have been purchased and are being deployed to provide 21 additional staff workstations and to replace 26 outdated staff laptops.	Eric Atkinson
2.2B	Ongoing	Evaluate and add new software programs for public and staff.	New OCLS Alerts service went live on 12/3 and 296 patrons signed up in the first month, 695 date due reminders and 27 class registration reminders were sent. OCLS Alerts allows customers the option of receiving date due and class information on their mobile phone. Additionally, Quiz Creator software was purchased to create web based quizzes. Quizzes on Civics and Personal Finances have been added to www.ocls.info.	Eric Atkinson
		(Continued)	Began offering Online Classes via Adobe connect: Introduction to QuickBooks, Curso en Linea: Creando su Resumé (Hoja de Vida), (Resume Writing in Spanish), Klas sou Entènèt:Ekri Rezime-CV (Resume Writing in Haitian Creole, What's New in Microsoft Excel 2007, Online Class: What's New in Microsoft Word 2007.	

		(Continued)	New In Person Classes include: Create Interactive Games Using Scratch, Introducción a las Computadoras, GanttProject Basics, Web Design Basics, Create Publications Using Scribus, Advanced Image Editing Using GIMP, QuickBooks Pro 2006 Level 3, Keyboard Shortcuts for Windows Applications. New Online Tutorials: Resume Writing in Spanish, Resume Writing in Haitian Creole, Computer Basics in Haitian Creole.	
2.2C	Ongoing	Expand the Library's role as a digital content creator through Kete community digital collection.	Orlando Memory, powered by Kete OpenSource software has been installed. Initial content and application testing are underway. Eric Atkinson will be presenting information about Orlando Memory in April of 2008 at the Computers in Libraries conference in Washington DC.	Eric Atkinson
2.2D		Provide sinking fund for technology purposes.	Funding for Sinking Fund was deleted from FY 2008 Budget due to Property Tax Reform.	Bob Tessier
2.2E		Add social networking component to library content	Contract for new catalog interface powered by Koha has been signed and first project design meeting was held 12/19.	Eric Atkinson
2.2F		Experiment with class schedules to increase attendance. Develop Learning 2.0 content for the public	Recent coordination of class schedules into "Microsoft Office Week" at the main library have seen class attendance triple during the week before the Christmas holiday, traditionally a time of low class attendance. Learning 2.0 concepts have been incorporated into Web 2.0 basics, Weblog Basics , Podcasting Basics and Google Docs & Spreadsheets.	Eric Atkinson
2.3		Objective 3: Expand Revenue		
2.3A		Expand Genealogy services to include fee-based, premier, customized searching and creating family trees		Eric Atkinson
2.3B		Meeting Room charges		Tracy Zampaglione
2.3C		Computer Room rental		Eric Atkinson
2.3D		Marketing technology classes nationwide		Eric Atkinson

2.4		Objective 4: Expand and Diversify Collections		
		Activity		
2.4A	Ongoing	Expand in-house gaming opportunities.	We are working on some gaming opportunities for adult programming as an alternative to the focus which has been on teens. Gaming Task Force Coordinator, Sheri Chambers, was interviewed for an upcoming <i>Library Journal</i> article on gaming. Wrote and turned in final report for Entertainment Arts grant. Purchased High School Musical Wii game and SingStar Pop game for gaming events.	Debbie Moss
2.4C		Continue to explore and implement new formats such as Streaming Video, MP3 Technology, downloadable audio, Playaways, My Library DV. Owning and circulating items in a digital format.	The new formats of Playaways and MP3 discs (1,899 items) have circulated over 4,360 times in the last year. Tumbleweed-ables database was added to www.ocls.info. These include hi-low reading materials appropriate for literacy tutoring and ESOL programs. Country Watch Youth and the American Song databases were added to www.ocls.info.	Debbie Moss
		(Continued)	The Take Know for an Answer viral video campaign started. Visitors are asked to participate in a short video statement about how they "Took Know for an Answer" from the Library. A link is found on the home page of www.ocls.info.	
3		GOAL 3: Expand Use and Awareness of Library Services Through Marketing		
3.1		Objective 1: Increase Market Share by 10 Percentage Points Annually		
		Activity		
3.1A	Ongoing	Promote specific services that are new or not being used to their potential	Promote new initiatives: <i>Job Smart, Job Start and Grow Your Business.</i>	Tracy Zampaglione
3.1B		Image Projection		
	Ongoing	Develop partnerships, performances, and programs and fundraising opportunities.	Hosted Architecture Night, a private after-hours event for this purpose, at the Main Library on November 16, 2007.	Tracy Zampaglione
3.1C		Marketing Strategies:		
3.1-1C	Ongoing	Market library services to the Hispanic community.	Working Together Committee met at Main on December 6, 2007.	Tracy Zampaglione
3.1-2C	Ongoing	Supply apartment complexes and realtors with Library card information.		Tracy Zampaglione
3.1-3C	Ongoing	Businesses - Identify businesses in service area.	Began supplying newsletters to Lynx in December 2007.	Tracy Zampaglione
3.1-4C	Ongoing	Contact large local businesses and ask them to distribute Library card information to their employees at employee fairs/open season medical		Tracy Zampaglione
3.1-5C	Ongoing	Partner with Chambers of Commerce and Economic Development to promote Library as part of package to attract new businesses.	Leadership Orlando met here on December 18.	Tracy Zampaglione

3.1D	Ongoing	Market Library services to seniors.		
	Ongoing		Target market appropriate library programs to local senior centers.	Tracy Zampaglione
3.1E		Market Library services to children.		Kathryn Robinson
3.1-1E	Ongoing	Supply schools with Library card sign up for new students.	The Library Card Contest for 1st Grades is held the Fall Quarter, 68 schools and 181 classrooms participated. 987 new library card applications were received.	Kathryn Robinson
3.1-2E	Ongoing	Attend open houses at elementary schools and middle schools to distribute Library card sign up packages.	Schools were visited during the Fall Quarter and given library information and Library Card Sign Up Information.	Kathryn Robinson
3.1F		Market Library services to Teens		Kathryn Robinson
	Ongoing	Meet with Teen Advisory Group 3 times per year.	The Teen Advisory Group met 2 times during the 1st Quarter of FY 2008.	Kathryn Robinson
3.1-1F	Ongoing	Partner and plan programs with community teen groups.	38 programs were planned with Teens for the 1st Quarter of FY 2008.	Kathryn Robinson
3.2		Objective 2: Actively engage customers as Library Value Ambassadors		
		Activity		
3.2A		Implement "Take Know for an Answer" campaign with library produced and customer submitted short videos.	Launched "Take Know for an Answer" library produced videos online.	
3.2B		Engage customers in evaluating new databases and services.		

4		GOAL 4: Maximize OCLS's effectiveness by strengthening its capabilities and infrastructure		
4.1		Objective 1: Expand opportunities for staff to increase their technological capabilities - Life Long Learning Training (Begin FY 2008)		
		Activity		
4.1A		Establish skill sets & competencies for select positions.	1st Step will to be to select the positions and create a plan for establishing skills and competences for those positions.	Kathryn Robinson
4.1-2A		Develop internal certification programs for all levels of staff.		Kathryn Robinson
4.1B		Evaluate staffing needs, quantify required staffing with performance measures.	Newest Hired Librarian started at Main during Dec. 2007	Kathryn Robinson
4.1-1B		Continue Recruitment Plan to include outreach/interviewing at targeted schools; advertising in electronic and print format to targeted professional journals and listservs.	Human Resources Manager and Librarian made recruitment visit to Library School at Florida State University during Dec. 2007.	Kathryn Robinson
4.1C		Develop award program to encourage staff innovation peer group to drive organization performance.	The Orange Seed Programs was revitalized. Staff were invited to give input and the new program was rolled out Oct. 31, 2007.	Kathryn Robinson
4.2		Objective 2: Establish Employee Development Plan		
			Executive Edge, a leadership development initiative, was launched in February 2007. Four employees were selected to participate in the initial group. This initiative will continue in 2008, adding new members. "Career Pathing" and "Librarianship" task forces established from "All Librarians" group to discuss issues related to these topics. We continue to offer employees in various workgroups the opportunity to expand horizons through Meeting of the Minds (new librarians); Ready, Set, Go! (support staff development program); Spectrum (Assistant Manager Development Program) and Librarians as Learning Leaders (open to all librarians).	Carla Fountain
		Activity		
4.3		Objective 3: Develop an internal Management Plan		
			In addition to the Executive Edge leadership development initiative, the Orgnaizational Development Manager is facilitating management study groups to initiate discussion on various leadership topics.	Carla Fountain

**Orange County Library System
Board of Trustees Meeting
Thursday, January 10, 2008**

Director's Goals ~ 1st Quarter Update

Director's Goals: 2008

1st Quarter Update

- Develop strategies to position library to respond to property tax reform.
- Come to a final disposition about the future of the Chickasaw location.
 - Waiting for outcome of Property Tax Referendum, January 29, 2008
- 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.
 - These meetings are continuing. Meetings held on October 2nd and November 29th. The next meeting is scheduled for January 10th.
- Continue exploration of Librarians as Learning Leaders.
 - These meetings are continuing. Meetings held October 8th; November 1st; January 4th and the next meeting is scheduled for January 25th.
- Address branch leases for Herndon; Southwest; Hiawassee; Southeast and decide whether to renew, renegotiate or find alternative locations.
 - Herndon will be renewed. No other suitable alternate locations found to replace Herndon. Search for alternatives for Southwest, Southeast and Hiawassee continuing.
 - The owner of Southeast property is planning to sell the shopping center. We will be meeting with them shortly.
- 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, January 10, 2008**

Librarian Initiative Summary



*101 East Central Boulevard
Orlando, Florida 32801-2471
phone: 407.835.7323
fax: 407.835.7649
website: www.ocls.info*

*Mary Anne Hodel,
Library Director, Chief Executive Officer*

To: Mary Anne Hodel
From: Carla Fountain
Date: January 4, 2008
Subject: Librarian Initiative Summary

Due to the holidays and various scheduling issues, no meetings have been held since the December 13 Board Meeting. Task forces and the Librarians as Learning Leaders meetings have continued to meet during the interim. The next All Librarians meeting is scheduled for Thursday, January 10, 2008, and Bob Case will resume his monthly report for the February Board Packet.

**Orange County Library System
Board of Trustees Meeting
Thursday, January 10, 2008**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, January 10, 2008**

Director's Report

Director's Report January 2008

The American Library Association and the Financial Industry Regulatory Authority (FINRA) Investor Education Foundation *Smart Investing @ your library* program, have informed us that the grant proposal submitted by Orange County Library System to Smart Investing@ your library has been approved in an amount not to exceed \$96,360. As part of this grant program, ALA and the FINRA Foundation will host one-day training on January 11th in Philadelphia for Paolo Melillo, who will be our Grant Coordinator for this project.

The Library participated in the Capital One Parade through downtown Orlando as part of the Capital One day festivities. The large crowds cheered and clapped as the staff passed by the crowds gathered on the sidewalks.

We had a wonderful response to our 2007 Character Breakfast Fundraiser. We had 180 show up this year and we raised \$1,355. It was a wonderful success because of our wonderful staff volunteers who worked as characters, handlers, DJ's, food servers or helped with registration, set up, clean-up. Many thanks to Vera Gubnitskaia, Kris Woodson, Jackie Padilla, Heather Pippin, Wendy Castillo, Antoinette Griffin, Bill Cordell, Deanna Braunstein, Munkhgerel Bilegsaikhan, Aidybert Silva-Ortiz, Damon Wood, Omar Elkalyoubie, Kelly Brown, Sara Brown, Crystal Sullivan, Hoy Moy, Tonia Hinkle, Sue Jeanguenat, Kathy Mellowe, Vivian Nguyen, Pam Sogge, Jake, Amanda Maneiro, James Kunkel, Christina Adelman, Sarah Bird, Felicia Benn, Ronndale Smith, Tatyana Passyugina, Danielle King, Ben Garcia, Sherri Chambers, Tracy Zampaglione

We've sold 67 of the recyclable "Go Green with Orange" bags in the Bookstore and Gifts & Greetings alone! I know some of the branches have already sold out of their original 50. The bags didn't come in until almost mid December so this is good progress.

The Story Corp bus arrives Monday, 7 January for its premier visit in Orlando. Many thanks to Nicolle Cavallaro, Donna Bachowski, John Claytor, Kathryn Robinson, Kris Woodson, Jamie Conklin and Tracy Zampaglione.

On December 18, 2007, the results of the bargaining unit election were announced to the Library and the bargaining unit by the Public Employee Relations Commission. The vote was 23 in favor of maintaining the current representation provided by the Service Employees International Union, Florida Public Services Union and 11 in favor of working without representation. The Library will continue to bargain in good faith to reach a new collective bargaining agreement with the represented staff. We will also continue the process of communication and collaboration that has been in process with Librarians and look forward to continued partnership for the future of the Library.

Several employees retired from OCLS in December and we wish them all long, healthy and happy retirement years:

Clara Magee, 34 years of service	Sally Fry, 22 years of service	Carol Kamann, 40 years of service
Mary Jo Biehl, 18 years of service	Betty Hyde, 24 years of service	

On December 12, 2007, 22 members of the local Hispanic business support group Working Together attended an orientation to library services in the Albertson Room at the main library. They were very excited about our services and had many questions. We had representatives from many organizations such as HOLA (Hispanic Office for Local Assistance), Center for Drug Free Living, State of Florida Department of Financial Services to name a few.

The Staff Association held a great holiday bash on December 2, 2007 at the Southwest Branch. We had about 150 holiday party attendees who enjoyed great food, music and dancing. Thanks very much to the Staff

Association who worked so hard to bring all of this together: Nicole Cavallaro, Luis Franco, Sally Fry, Melanie Higgins, Pam Langley, Carolyn McClendon, Kathy Mellowe, Denisa Metko, Jim Myers, Niza Ortiz, Olga Rodriguez, Crystal Sullivan, and Dawn Tripp. Thanks too to the Friends of the Library for their generous support of this effort.

In mid- December Sheri Chambers, Digital Content Manager, was invited to answer a series of questions regarding our Gaming Initiative for possible inclusion in an article on gaming in libraries.

Programs

The Herndon Branch had 15 attend *Create Your own Holiday Paper and Crafts* event on December 1. Nancy Flynn, staff member and Art Major at UCF, showed how to make crafts out of recycled newspapers, paper, and tissue as well as how to make clothespin reindeer.

Community Relations coordinated the *Music in the Library Holiday Showcase* which highlighted the talents of five area middle school choruses and/or orchestras. The weeklong event attracted 426 people to the Orlando Public Library to enjoy performances in Library Central. Even better, every student left with library card registration materials.

Librarian Wendy Prasad conducted two library orientations for Special Needs classes from Colonial High School at Herndon Branch on December 12. There were 40 teens and 10 adults in the two sessions which included a story, introduction to library card services, and a brief tour of the library.

Herndon's gaming night, a monthly program since July 2006, had 20 teens in attendance on December 10th. The teens played XBox 360, Wii, and computer games on the PCs during the evening.

West Oaks celebrated the holiday season with patrons during various events at the branch including *Spa La La La, Be Simply Brilliant* and *Winter Wonderland* on 12/2 and 12/8 with 15 attendees.

Bedtime Stories, Tiny Tales, Toddler Time and Storybook Fun continued its popularity at West Oaks Branch during the month (12/3, 12/5, 12/10, 12/17 and 12/19) with a total of 163 attendees.

West Oaks staff and patrons proved that gaming isn't just for kids and conducted a *Bowling for Boomers Gaming for Grandma* event on 12/11 with 8 attendees enjoying themselves. While not a large turn out many participants were new to gaming and excited to learn about the added health benefits to games like those played on the Wii®.

On 12/26 and 12/27, nearly 80 kids with library cards participated in *Wii® Wish You a Happy Winter Break* Gaming event at West Oaks Branch and enjoyed refreshments as well as sandwich platters donated by Jean Legere, Director of Operations from Ocoee's Subway.

The Hiawasse monthly Teen Gaming Night had a relatively strong showing on the evening of December 10th with sixteen folks gaming and dancing the evening away. Additionally, we had eleven people in attendance at our Winter Wonderland program on December 8th which featured wintery stories and crafts.

In December at Winter Garden Monday nights were ELLIS orientation nights and classes were busy. Some were smaller with 4 customers and some were full with 12, but all participants were excited about improving their English Language Skills.

December '07 was a time of exciting events put on by the staff at South Creek! 13 customers attended the Filipino Culture event celebrating the Filipino Culture, 15 customers were in attendance for the scrapbooking

event, 25 people attended their Winter Wonderland event and the Winter Crafty Madness event attracted 55 people to the South Creek Branch.

South Creek continues to host English Chatter, a program designed to help those learning English practice their skills with others. 14 people attended the event held during December '07.

On Thursday, Dec 6, South Trail's Dianneson Doranzil and Ricky Jean Marseille hosted Teen Gaming. 22 kids had a great time!

On December 12, a member of the South Trail Branch community presented "*Girl, you look good.*" Individual skin care, make-up & hair tips were given to 13 patrons who asked a lot of questions.

Niurka Olivera & Tiahna Mebane from South Trail hosted the Winter Wonderland on the afternoon of Dec 15th. The room was beautifully decorated for the 36 attendees who had fun in a paper snowball fight, listening to stories and making crafts.

Eatonville's Teen Game Night on December 13 brought six children and teens to the branch. A good time was had by all.

On December 14 Rock Springs Elementary School's music teacher, Mrs. Schroeder, came to North Orange with first-grader Christmas carolers, and they performed to an audience of 73 people.

A children's program at the North Orange Branch drawn from the popular "High School Musical" on December 8 had 16 attendees; 13 people participated in the "Candy Pizza" program on December 27.

Currently the North Orange "Winter Break Movie Madness" (showings so far on Dec 27 and 28) is drawing a dozen or more movie-watchers each day! They enjoy a recent family film DVD release complete with popcorn and delicious lemonade.

Upcoming Events

Prevent Blindness Florida is partnering with the Orange County Library System to offer FREE Glaucoma Screenings at the Orange County Library West Oaks Branch, during the month of January.

We will be adding FCAT virtually Gallery and classes that will launch this month:

Got FCAT? No problem The Orange County Library System is here to assist students, parents, and teachers. Learn more about how the Library can help you study! In January 2008 OCLS will launch our virtually gallery filled with ways to help our community prepare for the FCAT. We also will be holding classes and programs at many locations – here is a sample listing

Got FCAT? No problem! Monday, January 14, **6:00 PM** – Alafaya Branch - Room 2
Got FCAT? No Problem! Wednesday, January 16, **4:00 PM** - Washington Park Branch
Got FCAT? No problem! Friday, January 18, **1:30 PM** - West Oaks Branch - Meeting Room 2
Got FCAT? No Problem! Saturday, January 19, **10:00 AM** - Eatonville Branch - Computer Area
Got FCAT? No problem! Saturday, January 19, **2:00 PM** - Southwest Branch -
Got FCAT? No problem! Saturday, January 19, **3:00 PM** - Herndon Branch - Training Lab
Got FCAT? No problem! Wednesday, January 23, **3:30 PM** - Alafaya Branch - Meeting Room 2
Got FCAT? No problem! Saturday, January 26, **1:30 PM** - Alafaya Branch - Meeting Room 2
Got FCAT? No Problem! Saturday, January 26, **3:00 PM** - Washington Park Branch

EARLY VOTING @ THE LIBRARY!

Early voting for the January 2008 Presidential Primary Election will be offered at the following library locations beginning Monday, Jan. 14 through Sunday, Jan. 27. Voting hours are 10 a.m. – 6 p.m. Monday through Friday; 10 a.m. – 3 p.m. on Saturday; and 1 p.m. – 4 p.m. on Sunday.

Orlando Public Library – 101 E. Central Blvd., Orlando, FL 32801

Alafaya Branch Library – 1200 E. Colonial Dr., Orlando FL 32826

North Orange Branch Library – 1211 E. Semoran Blvd., Apopka, FL 32703

South Creek Branch Library, 1702 Deerfield Blvd., 32837

Southeast Branch Library, 5575 S. Semoran Blvd., Orlando, FL 32822

Southwest Branch Library, 7255 Della Dr., Orlando, FL 32819

Washington Park Branch, 5151 Raligh St., Orlando, FL 32811

West Oaks Branch Library, 1821 E. Silver Start Rd., Ocoee, FL 34761

RELATED LIBRARY PROGRAM

Hear all about property tax reform and its potential impact from Orange County Property Tax Appraiser Bill Donegan on Saturday, January 12 at 1 p.m. at the Orlando Public Library. Donegan will discuss the January 29 Florida ballot issue; and will answer questions from the audience following his talk.

Second Saturday featuring David Isay, StoryCorps Architect

Re-live the most fascinating moments of your life at the Orlando Public Library, Library Central. Meet David Isay, StoryCorps founder and architect of the book *Listening is an Act of Love* on **Saturday, January 12 at 10 a.m.** Hear some of the most touching stories recorded throughout the StoryCorps project, an oral history initiative to record and document the lives of everyday American citizens. Find out how it began and what's next for this fascinating venture. After the program, books will be available for purchase and signing. Participants are also invited to reserve a spot to tell their story in the StoryCorps sound booth by visiting www.wmfe.org/storycorps.

Winter Book Sale – Everything 50% Off!

The Members-Only Preview Sale is Thursday, January 24 from 6 - 8 p.m. The sale continues Friday & Saturday, January 25 and 26 from 10 a.m. - 5 p.m.; and wraps up on Sunday, January 27 from 1 – 4:30 p.m. Save some cash at the Friends of the Orange County Library System Annual Winter Book Sale! A great selection of fiction and non-fiction, recorded books, magazines and more will be available for 1/2 price.

The Joy of Bob Ross: A Painting Workshop

South Creek Branch

Sunday, January 6, 1:30 p.m.

Watch and learn the famous “wet-on-wet” painting technique of late-great American painter and PBS star Bob Ross. Receive professional training through a demonstration from a Bob Ross-certified instructor from Michael's Crafts.

Art After Hours: Almost 30 Days In China by John De Silva

Orlando Public Library, Library Central

Friday, January 11, 7 p.m.

See the beauty of China through a photographic lens! View photographer John De Silva's views of ancient Chinese architecture, well-preserved relics, historical sites and breathtaking landscapes at this exhibit opening and reception. Enjoy refreshments a traditional Chinese music performance.

Gnome Home by Gary L. Smith

North Orange Branch

Wednesday, January 30, 7 p.m.

Attend the unveiling of the Best in Show art piece from the 2007 Fall Fiesta in the Park. The piece, a work by Gary L. Smith titled *Gnome Home*, will be displayed at the North Orange Branch permanently. Smith's bandsaw box is part of an original class he calls Camphor Unique Secret Art Boxes, handcrafted for more than four years from exotic camphor hardwood, a tree found throughout Florida.

Herndon Book Club

Herndon Branch

Thursday, January 10, 10:30 a.m.

Meet with other readers to discuss *Dispatches from the Edge* by Anderson Cooper.

Writing at the Edge: Edgewater Writing Club

Edgewater Branch

Thursday, January 10, 6:30 p.m.

Do you like to write? Are you interested in having others critique your work and offer helpful suggestions? If so, then come to the Edgewater Branch's Writing Club, a place to show off your prowess as a writer!

Southwest Book Club

Southwest Branch

Tuesday, January 15, 7 p.m.

Join the Southwest Book Club to discuss *Snow Flower and the Secret Fan* by Lisa See. It's a story of friendship set against the backdrop of 19th century China, a time when women suffered severe oppression. The novel follows an elderly woman and her companion as they communicate their hopes, dreams and tragedies through a unique secret language. Anyone age 18 or older is welcome to attend.

Manage Your Papers!

Tired of rifling through overflowing file cabinets and digging through paper pile-ups in search of that area that used to resemble a desk? Let us lend a helping hand before things get out of hand! Learn tips to develop an efficient filing system to manage your most important documents. All attendees will be eligible to win door prizes. Offered at the following locations on these dates and times:

West Oaks Branch	Saturday, January 12, 2 p.m.
Hiawasse Branch	Saturday, January 19, 2 p.m.
Winter Garden Branch	Saturday, January 26, 2 p.m.

Tax Tips

Save time and money with tips on taxes! An H & R Block representative will answer questions about tax strategies and ways to maximize all possible deductions. Offered at the following locations on these dates and times:

Southeast Branch	Saturdays, January 12, 19 and 26, 2:30 p.m.
Winter Garden Branch	Tuesdays, January 15 and 22, 5:30 p.m.
Edgewater Branch	Tuesdays, January 15 and 22, 6 p.m.
Herndon Branch	Wednesdays, January 16 and 23, 6 p.m.

Become a Qualified Buyer

West Oaks Branch

Tuesday, January 8, 7 p.m.

It's a home-buyer's market right now, so take advantage! Learn how to check your credit rating, clear up possible errors and prepare your financial status for a home mortgage in 2008. Receive helpful advice from mortgage broker Jan Grant and become a qualified buyer in the process.

The Secret Life of Tea

Herndon Branch

Saturday, January 12, 1 p.m.

Learn about the history and healing properties of teas used in cultures throughout the world. Choose from a variety of teas and do a little tea tasting of your own!

Clutterbusters!!

If your home or office is a disaster area, who ya' gonna call? Clutterbusters!! Let our organizing experts teach you some tidy tips to help bring order to your life. Kick off *Get Organized Month* with this helpful program. All attendees will be eligible to win door prizes. Offered at the following locations on these dates and times: Herndon Branch Saturday, January 12, 3:30 p.m.; Alafaya Branch Sunday, January 13, 2 p.m.; North Orange Branch Saturday, January 19, 2:30 p.m.

English Chatter

South Creek Branch

Monday, January 14 and 28, 6:30 p.m.

English Chatter is an opportunity to improve your English-speaking skills while enjoying refreshments! Join us for some friendly conversation. Fluent English speakers are welcome to attend and help lead conversations.

Haitian Celebrations

Commemorate Haitian ancestry by learning about their native language, music, cooking and authors at the South Trail Branch on Wednesday, January 16 at 6 p.m. and also at the Washington Park Branch on Thursday, January 24 at 6 p.m.

Protect Your Home, Protect Yourself

South Creek Branch

Saturday, January 19, 2 p.m.

Prevent a potential burglary, avoid common fire hazards, and ensure the safety of your home and family.

America's Favorite Pie

Winter Garden Branch

Saturday, January 19, 2 p.m.

Celebrate *National Pie Day* with the American Pie Pizza Company and the Library. Join us for pizza, trivia and more!

West Oaks Quilters

West Oaks Branch

Thursday, January 24, 6:30 p.m.

Meet monthly to quilt and chat with the West Oaks Quilters. Bring your work to display and a current project to work on if you are a seasoned quilter. Beginners, please bring three different coordinating colors of material, one yard each - 100% cotton and ironed. An instructor will be present and tools will be provided to get you started.

Meet the Author: Dr. Jamila Edmunds

Edgewater Branch

Saturday, January 26, 2 p.m.

Meet the Author of *How to Unlock the Dream Inside of You*. Do you know your life's purpose? Dr. Edmunds will lead a discussion and help unlock the potential that lies within. Book sale and signing follow the program.

Jiu-jitsu For You

West Oaks Branch

Saturday, January 26, 2 p.m.

Protect yourself with tips from Gracie Orlando self-defense experts during National Self Defense Month. Learn self-defense jiu-jitsu techniques developed by former UFC champion Royce Gracie.

Post-Holiday Pampering

South Creek Branch

Saturday, January 12, 11 a.m.

Enjoy a relaxing spa escape! Revitalize, renew and relax for the New Year with the latest spa products and stress-releasing techniques. Call 407.835.7481 to reserve your spot today!

Simple Skin Care Solutions

Southeast Branch

Saturday, January 12, 1 p.m.

Rejuvenate your outer soul. Learn how to keep a smoother appearance from skin care experts. Protect your skin against sun damage, acne and other unwanted blemishes.

New Year, New You

Edgewater Branch

Saturday, January 12, 2 p.m.

Meet Clare Holcomb, independent beauty consultant with Mary Kay Cosmetics, and learn more about skin care and color application. Find out what works for your face and ring in the New Year with a fabulous new you! All attendees will be eligible to win door prizes. Call 407.835.7323 to register.

Body Basics: Start Anew...Start Now

Orlando Public Library, Palm Room

Saturday, January 12, 2 p.m.

Tired of tossing and turning all night long? We've got a program for you from Body Basic Acupuncture Healthcare Center that focuses on natural solutions to sleep problems. If you are not getting a good night's sleep and would rather not take a pill...attend this program, bring a friend and then sweet dreams! It's the New Year and it's never too late to start anew, so start now!

Me Time For Mommy

Windermere Branch

Saturday, January 26, 11 a.m.

Get in shape! Combat the stress of work and family responsibilities with an exercise program designed specifically for Moms. Learn fitness methods that work on common trouble spots and release endorphins to increase your level of happiness. Wear comfortable clothing to participate.

Screen Actors Guild Signatory Workshop

Orlando Public Library, Library Central

Thursday, January 17, 7 p.m.

Are you considering producing your own film and don't know where to start? Attend this useful workshop presented by the Screen Actors Guild (SAG) and the Orlando Hispanic Film Festival. Learn the steps to producing a low-budget film from SAG South Region Executive David Fazekas.

Fairytales Foods from Around the World

Herndon Branch

Saturday, January 12, 1 p.m.

Enjoy four fantastic food fairytales originating from four different countries! Learn the history behind the story and then eat the delicious foods. Call 407.835.7323 to register.

Little Red and the Hoods

Orlando Public Library, Library Central

Saturday, January 12, 3 p.m.

This delightful retelling of Little Red Riding Hood is told with modern lessons for today's children. With lots of audience interaction, this play teaches its young audiences about not judging people by their looks, how to protect themselves from strangers and the importance of reading. Presented by Magic Curtain Productions, Inc.

Appreciate a Dragon Day

Herndon Branch

Tuesday, January 15, 4 p.m.

Come to the Herndon Branch and learn to appreciate the finer things about dragons. Learn all there is to know about these fire-breathing flyers, read stories, make crafts and have a great time!

Martin Luther King Jr. Celebration

South Trail Branch

Wednesday, January 16, 3:30 p.m.

Celebrate the life of orator and Civil Right's leader Martin Luther King Jr. Learn how a Baptist minister became one of the most influential people in American history. Play fun trivia games, enjoy tasty snacks and practice Dr. King's infamous "I Have a Dream" speech.

Celebrity Bedtime Stories!

Edgewater Branch

Wednesday, January 16, 7 p.m.

Join us for story time with a surprise special guest storyteller. Bring your teddy bear and favorite blanket, and enjoy milk and cookies!

Bedtime Stories @ Herndon

Herndon Branch

Thursday, January 17, 6:30 p.m.

Come in your pajamas and bring your teddy bear to enjoy bedtime stories, milk and cookies!

Kids Talent Show

Orlando Public Library, Library Central

Saturday, January 19, 3 p.m.

Show your stuff at the Kid's Talent Show! Watch talented kids dazzle the audience with skits, music, dance or anything in between. If you would like to perform, please call 407.835.7323. For children ages 6-12.

Learn to be Fancy with Lessons from Nancy

Windermere Branch

Saturday, January 19, 2 p.m.

So you think you're a real fancy pants? Take a lesson in all things fancy with a reading of the book Fancy Nancy, written by Jane O'Connor. Learn how to tell the difference between plain and fancy, update your wardrobe or learn the art of proper decorating. Supplies will be provided and refreshments will be served.

Space Explorers

Edgewater Branch

Tuesday, January 22, 6 p.m.

Blast off to a new year with an out-of-this-world adventure! Complete your astronaut training and then explore the solar system and make some cool crafts. Join us for this stellar program!

Gaming @ OCLS

Orlando Public Library, Library Central

Saturday, January 26, 3 p.m.

Come check out our gaming consoles, play DDR, and meet other gamers. Bring your friends and make new friends while challenging your abilities. Library card is required to play. For ages 6-18.

Bubble Wrap Appreciation Day

Herndon Branch

Wednesday, January 30, 3:30 p.m.

Pop, pop! Snap, snap! Who can resist the joys of popping and snapping that leftover bubble wrap from all of those holiday packages? Learn the history of bubble wrap and perfect the fine art of snapping and popping.

Bye-Bye Birdies

Edgewater Branch

Wednesday, January 30, 4 p.m.

Flock together for a fun craft! Build your own birdfeeder for our feathered winter visitors. Learn about the birds wintering in the Sunshine State.

Music in the Library

Friday, January 11, noon

Orlando Public Library, Library Central Stage

Enjoy the bluesy-acoustic rock in the spirit of Dave Matthews performed by local guitarist and singer-songwriter Robert Johnson.

Music in the Library

Friday, January 18, noon

Orlando Public Library, Library Central Stage

Drift away to the sweet sound of Sarah Purser and her acoustic Indie-folk set.

Music in the Library

Friday, January 25, noon

Orlando Public Library, Library Central Stage

Ilah Raleigh fills Library Central with her melody-driven piano performance.

**Orange County Library System
Board of Trustees Meeting
Thursday, January 10, 2008**

Open Source @ OCLS

OCLS and Open Source

12/31/08

Assessment of Open Source Alternatives

In April of 2007, there were three Open Source packages that were receiving a lot of attention. These included the Koha Integrated Library System (ILS) developed in New Zealand, the Evergreen Integrated Library System implemented in Georgia, the Wordpress content management system used to implement the Ann Arbor District Library (AADL) catalog. In May of 2007 I reviewed the available literature and contacted a third-party software integrator Liblime. Online product demos were held in late May including staff from Division of Branches, Division of Reference and Information, Acquisitions, Circulation, and Web administration. We also reviewed an additional Open Source application, Kete, a Web 2.0 collaborative digital collection application.

I arranged for an in person meeting with Joshua Ferraro which was held 6/26/07 at the American Library Association (ALA) in Washington DC. At that time, the Director, Assistant Director and I discussed both the Kete application and various alternatives for a phased implementation of the Koha ILS focusing first on the Web OPAC. Also at ALA, I found out that the Wordpress implementation in use at AADL actually relied on an XML server product from Innovative Interfaces and that Innovative no longer markets this XML server to public libraries. I also found out that Evergreen was better positioned for large consortia where member libraries had diverse configurations and policies. These findings served to narrow the various alternatives down, placing Koha as the clear front runner for OCLS.

Open Source Implementation

In July 2007, OCLS entered into an agreement with Liblime to implement Kete. At this time, I also did some preliminary extracts from the Millennium database so that Liblime could examine the feasibility of a phased Koha implementation. I also researched to see what additional software and hardware support skills would be needed to support Open Source applications.

I found that the Debian Linux distribution is the one preferred for Koha and Kete. I also found that Apache was the preferred web server, MySQL was the preferred database and Perl/PHP are the preferred application languages. These combined are referred to as the LAMP platform. During the implementation of Kete, the Network Communications Manager learned to install and support the LAMP platform. Also in July of 2007, OCLS recruited a Web Developer with significant experience in the LAMP platform. As additional positions are filled, LAMP skills have become and will remain one of the desired skill sets. In addition, the Web Developer has begun cross training other IS staff in the LAMP platform.

In November 2007, an agreement was reached with Liblime to implement Koha as a WebOPAC working in concert with the Millennium system. This will allow OCLS to implement a Web 2.0, Social Networking catalog while at the same time testing the other ILS functions and identifying the custom programming needed to provide for a fully functional ILS that provide better functionality and reduced costs. Appropriate hardware has been purchased, the LAMP environment has been installed, and the server is ready for the Koha installation.

The initial phase will implement the Koha catalog pulling data from daily Millennium extracts. OCLS also is sponsoring several enhancements of the Koha catalog which include Shop OCLS integration, Content Café catalog enrichment, Tagging, Enhanced Patron Lists and Reading History, and Messaging Enhancements.

Debra Denault has been assigned as the Liblime project manager. A tentative project timeline has been developed and OCLS and Liblime staff will review on 01/03/08.

Tentative project timeline

Jan 02 to 04	Project kick-off call
Jan 07 to 11	Send initial data mapping worksheets
Jan 14 to 18	Bib and Authority load development -- Bib and Authority mapping analysis
Jan 21 to 25	-- Bib and Authority load development ---- Bib and Authority mapping analysis ----- Item Mapping analysis
Jan 28 to Feb 1	Item load development -- Bib and Authority load development -- Patron mapping analysis
Feb 04 to 08	Patron load development -- Item load development
Feb 11 to 15	-- Patron load development
Feb 18 to 22	Enhanced Patron List features -- Scripts to perform loads
Feb 25 to 29	Content cafe integration Messaging enhancements Testing of data import (3 week process)
Mar 03 to 07	Book Store integration
Mar 10 to 14	Preferred go-live Tagging enhancements -- Book Store integration
Mar 17 to 21	-- Tagging enhancements
Mar 24 to 28	Testing – system profiling
Mar 31 to Apr 04	Testing – system profiling
Apr 07 to 11	Testing – system profiling
Apr 14 to 18	Final Load
Apr 21 to 25	Realistic go-live

Concurrent with the WebOPAC implementation, Liblime will also install the other modules of the Koha ILS so that OCLS staff can review the rest of the ILS in depth. This review will allow OCLS to test various functions such as SIP implementation for 3M Self Checkout, LibraryMate Self Check In and PC Reservation. We will also be able to identify which internal processes may need to be changed and what additional custom programming may be needed. Areas of particular focus will include MAYL and holds implementation, TitleSource3 support, Telephone Renewal, Signature Capture support, Cash Receipts Integration.

This partial implementation will also allow Liblime to work on Millennium specific data conversion issues such as dealing with Fines, Holds, Patron Photos and Signatures.

In summary, significant work has been done to position OCLS to take advantage of the benefits of Open Source software including faster development cycles and reduced costs.

**Orange County Library System
Board of Trustees Meeting
Thursday, January 10, 2008**

Public Comment: Non-Agenda Items