

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

Board Packet for March 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

March 7, 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, March 13, 2008 at the **Southeast Branch Library; 5575 South Semoran Boulevard; Orlando, Florida 32822;** 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
March 13, 2008
Southeast Branch Library
5575 South Semoran Boulevard
Orlando, Florida 32822
407.835.READ (7323)

08-031 I. **Call to Order**

08-032 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 .

08-033 III. **Approval of Minutes: Library Board of Trustees Meeting ~ February 14, 2008**

08-034 IV. **Staff Presentation: Paolo Melillo ~ Smart Investing Grant Review**

08-035 V. **Financial Statements and Summaries: February 2008**

08-036 VI. **Statistics and Summaries: February 2008**

08-037 VII. **Action Items**

08-038 **Consent Agenda**

08-039 **Purchasing Policy Revisions**

08-040 **Investment Policy – Non Pension Funds**

08-041 **Chickasaw Lease Listing Agreement**

08-042 **After Hours Event – Southwest Branch: Request to Serve Alcohol**

- 08-042.1 **Non-Consent Agenda**
- 08-043 **Fine and Fee Schedule Review**
- 08-044 III. **Discussion and Possible Action Items**
- 08-045 **FY 2009 Budget: Tax Reform Options**
- 08-046 **Librarian Initiative Summary**
- 08-047 IX. **Information**
- 08-048 **Director's Report**
- 08-049 **Public Comment: Non-Agenda Items**
- X. **Adjournment**

Next Meeting Dates: --- April 10, 2008 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 ---
May 8, 2008 ~ Hiawassee Branch Library; 2768 North Hiawassee Road; Orlando, Florida 32818.

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, March 13, 2008**

Call to Order

**Orange County Library System
Board of Trustees Meeting
Thursday, March 13, 2008**

**Approval of Minutes: Library Board of
Trustees Meeting ~ February 14, 2008**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
February 14, 2008
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

- 08-018 I. **Call to Order**
Library Board Present: James Tyson (2/0); Livia Rivera (2/0); Matthew Pardy (2/0);
Guy Houk (2/0)

Library Board Absent: Sara Brady (2/1)

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

President Tyson called the meeting to order at 7:01 p.m.

- 08-019 II. **Public Comment**
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- 08-020 III. **Approval of Minutes: Library Board of Trustees Meeting ~
January 10, 2008**
Trustee Pardy, seconded by Trustee Houk, moved to approve the minutes for the January 10, 2008 Board of Trustees Meeting. Motion carried 4-0.

- 08-021 IV. **Staff Presentation: Special Services Virtual Tour Video ~ Dianne Cox, Fanya Jones & Demetrisk Nisbette; Special Services Staff Members**
Dianne Cox, Fanya Jones and Demetrisk Nisbette gave an in depth presentation regarding the Special Services Department which handles the Library's extremely popular MAYL program.
- 08-022 V. **Financial Statements and Summaries: January 2008**
Comptroller Tessier gave an overview regarding the projected impact of the Property Tax Reform, approved by the Legislature last June and Amendment One, which was recently approved by voters of the State of Florida. He stated that the severity of the impact on the library's FY 2009 budget is not yet known. Preliminary discussion ensued regarding various areas in which reductions could be made in anticipation of the pending budget shortfall.
- President Tyson stated that it is time to prepare to shift the budget to operate at a lower level and requested a report regarding the various areas of potential budget reductions and savings estimations as well as a prospectus of the possible impacts of each. Director Hodel stated that such a report is indeed being prepared for presentation to the Board.
- 08-023 VI. **Statistics and Summaries: January 2008**
- 08-024 VII. **Action Items**
- 08-025 III. **Discussion and Possible Action Items**
- 08-026 **Potential Choices for MAYL (Mail Access to Your Library)**
Assistant Director Moss gave a brief synopsis of the MAYL service and the possible impact from the passage of Amendment One. Ms. Moss discussed the options of generating revenue and controlling costs and she indicated that neither option would be beneficial in the long run. If charges were implemented for the service, the majority of the customers would not use the service and would not seek out the library at all for their informational and recreational needs, resulting in an extreme drop in our circulation statistics. Many indicate that this is the only way they use the library, because it is online and convenient to their schedules. Ms. Moss stated that even with charging for the service, OCLS does not have the means to compete with online, fee-based services such as Netflix and Bookswim and by charging we would undoubtedly lose a great deal of our market share and customer base. If the service were downsized in order to control costs, the only other option would be to offer customers the ability to pick up items at library locations. This would involve far more intensive use of staff time and a significant amount of dedicated space, (which is currently not available) at each location, thus resulting in the increased labor efforts for a far less efficient service. Also, the cost per unit would rise significantly. Ms. Moss also stated that the MAYL service circulates approximately 60,000 items per month throughout the entire service area. This is equivalent to the circulation figures of a large branch, which serves a small part of the service area surrounding the branch and only a portion of Orange County. MAYL services the entire county, filling in especially those areas in east Orange County and far west Orange County that are not near a facility. Discussion ensued regarding the service.

08-027 **Librarian Initiative Summary**08-028 **IX. Information**08-029 **Director's Report**

► Celebrate the birth of George Washington and Abraham Lincoln by visiting our newly revamped 'Know your Presidents this Presidents' Day, our latest Virtual Gallery. Watch the videos selected from YouTube.com video gallery, of leaders from our country. Get an overview of the holiday by reading biographies and articles of the United States Presidents, revive the history and pass along this link to our patron's this Presidents' Day! Special thanks to the Children's, Community Relations, and DRI departments for their contributions to this gallery revamp.

► Congratulations to Carla Fountain whose application for OCLS's "Ready, Set, Go! Dynamic Training and Development for Paraprofessionals," was accepted for the Association of College and Research Libraries and Library Administration and Management Association Joint Spring Virtual Institute, "Leading from the Middle: Managing in All Directions." They received numerous proposals and were only able to accept a select few for presentation. The Institute is scheduled for 29-30 April 2008.

An Online Poster Session is a PowerPoint presentation that includes your voice recorded along with each slide. The Poster Session is posted in the Online Community

► OCLS, as a library system in the 2008 Wrestlemania host city of Orlando, we will be partnering with both World Wrestling Entertainment and Young Adult Library Services Association. We will be conducting reading challenge activities and host the Battle of the Books, the final event of the Reading Challenge. The Battle of the Books will take place on Saturday, March 29 from 10 am to 12 pm, in Library Central. Ten teens from middle and high schools from different regions of the United States who won regional finals will compete for the title of the National Champion. We will have famous wrestlers, notable teen authors and either their agents or publicists, YALSA representatives including the YALSA president, city of Orlando and Orange County representatives, families of regional champions, and, of course, lots and lots of wrestling fans. There is more about the Reading Challenge at: <http://www.ala.org/ala/yalsa/teenreading/trw/trw2007/wrestlemania.cfm> .

► OCLS hosted a visit to the Library by Zanfira Ilie, the Director of the Galati County (Romania) Public Library. He was most impressed by our services and facilities, especially by our CRC and the technology classes we offer our customers.

► We also hosted a group of visitors from Urayasu International Friendship Group of Japan. Urayasu is Orlando's sister city. They were most impressed by the MAYL service and asked many questions. The group was about 40 individuals. The Gift Shop was their second favorite place.

► We recently had a visit from Jesper Jensen, a librarian from a public library in Denmark, who commented very favorably on the extent of our services. It is an understatement to say he is very impressed with our library. He commented several

times that he wants his library to follow in our footsteps. He was delighted with the appearance and ambience of the building. He is incredibly jealous of our Friends group and our digital abilities. And if we have any job openings, he is very interested in applying! Thanks go to Sheri Chambers, Kris Woodson and Donna Bachowski for sharing their time and knowledge with him.

08-030

Public Comment: Non-Agenda Items

X. Adjournment

President Tyson adjourned the meeting at 8:10 p.m.

Next Meeting Dates: --- March 13, 2008 ~ Southeast Branch Library 5575 South Semoran Boulevard; Orlando, Florida 32822 --- April 10, 2008 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

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**Orange County Library System
Board of Trustees Meeting
Thursday, March 13, 2008**

**Staff Presentation: Paolo Melillo ~
Smart Investing @ your Library®
Grant Overview**

**Orange County Library System
Board of Trustees Meeting
Thursday, March 13, 2008**

**Financial Statements and Summaries:
February 2008**

Orange County Library System

Financial Statement Highlights

Five Months Ended February 29, 2008

Operating Fund Revenue and Expenditure Summaries

Grants & Awards

The Library was awarded a \$96,360 grant by the Investor Education Foundation of the Financial Industry Regulatory Authority (FINRA) to provide an eight part series of programs for investor education. Smart Investing @ Your Library, as described by project lead Paolo Melillo, is a joint program of FINRA and the American Library Association. The Library will provide bilingual programs at Southeast and South Creek Branches starting in September 2008. The FINRA Investor Education Foundation supports educational projects that give underserved Americans the knowledge, tools, and skills necessary for financial success throughout life. Half of the grant dollars were received in February.

Insurance

Due to the series of hurricanes in 2004, the liability insurance market prior to the start of the FY 07 fiscal year was very challenging. In fact, we were not able to get the same amount of coverage as the prior year and the coverage was more expensive. As a result of a calm hurricane season last year, the insurance carriers were more willing to provide additional coverage and the rates have dropped for the current fiscal year. We expect to under spend the \$325,000 annual budget for his account by at least \$25,000.

Supplies

The balance in this account increased by about \$156,000 during the month of February due to the following purchases, which just coincidentally fell in the same month:

Radio frequency identification tags	\$77,000
KWIK cases (used to protect DVD's)	\$35,000
CD cases	\$9,000

Copper Thefts

Recent newspaper articles have focused on the continuing problem of copper thefts from heating, ventilating, and air conditioning (HVAC) units on the exterior of buildings. Currently, the market value of copper is around \$2.50 - \$3.00 per pound. When the Board meeting was held at the Chickasaw property in January 2007, we found out that most of the units in that location had been hit. Since that time, we have avoided similar thefts until recently. Some of the rooftop units at the Herndon Branch were hit in January and then again in February. Although we had installed chain link fence to protect the HVAC units on the exterior of the prototype branches, the copper thieves recently struck Winter Garden. This is a huge problem with no simple solution. Between the Herndon and Winter Garden Branches, costs to replace or repair the damaged equipment are in excess of \$38,000. We have consulted with the Orlando Police Department and are obtaining quotes from two separate HVAC vendors which custom make cages to protect the HVAC units. Additionally, our handyman has fabricated and installed stainless steel straps to protect the units at the Herndon Branch. We are currently evaluating the options available to provide additional deterrents. An update will be provided at the Board meeting.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Five Months Ended February 29, 2008**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(5 month=42%)</u>
AD VALOREM TAXES	35,853,472	30,938,951	86.3%
INTERGOVERNMENTAL			
State Aid	1,252,000	0	0.0%
CHARGES FOR SERVICES			
Fee Cards	9,000	5,375	59.7%
PC Pass	26,000	8,865	34.1%
PC Express	0	322	
Classes	2,000	770	38.5%
Copy & Vending, Value Card	175,000	66,710	38.1%
Special Charges	0	1,070	
Fax	0	986	
Scanner	0	135	
Computer Booklets	0	519	
Reference Charges	0	75	
Online Book Sale	0	202	
Disk Sales / Book Bag Sales	2,500	2,994	119.8%
	<u>214,500</u>	<u>88,022</u>	<u>41.0%</u>
FINES			
Fines	1,525,000	610,347	40.0%
Lost Materials	100,000	38,020	38.0%
	<u>1,625,000</u>	<u>648,367</u>	<u>39.9%</u>
MISCELLANEOUS			
Investment Earnings	750,000	256,092	34.1%
Rents	9,000	2,419	26.9%
Contributions - Friends of Library	122,000	24,111	19.8%
Contributions - Fund Raiser	0	1,115	
Contributions - Others	20,000	14,264	71.3%
Miscellaneous	40,000	14,049	35.1%
Grants & Awards	0	68,430	
	<u>941,000</u>	<u>380,481</u>	<u>40.4%</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>32,055,820</u></u>	<u><u>79.7%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Five Months Ended February 29, 2008**

	ANNUAL BUDGET	YTD ACTUAL	(5 month=42%)
SALARIES & BENEFITS			
Salaries	14,704,524	5,995,940	40.8%
Medicare Taxes	213,216	84,980	39.9%
Defined Contribution Pension Plan	1,102,839	454,651	41.2%
Defined Benefit Pension Plan	1,175,020	507,400	43.2%
Money Purchase Pension Plan	315,632	127,904	40.5%
Life and Health Insurance (Employees)	2,363,339	816,689	34.6%
Retiree Health Care (OPEB)	1,702,844	676,843	39.7%
Worker's Compensation	115,398	46,982	40.7%
Unemployment Compensation	15,000	1,080	7.2%
Parking & Bus Passes	129,876	75,324	58.0%
	<u>21,837,688</u>	<u>8,787,793</u>	<u>40.2%</u>
OPERATING			
Professional Services	375,000	136,527	36.4%
Other Contractual Services	931,000	287,525	30.9%
Other Contract. Serv.- Janitorial	291,000	110,010	37.8%
Training and Travel	125,000	47,137	37.7%
Telecommunication	408,000	104,729	25.7%
Delivery and Postage	1,376,000	586,644	42.6%
Utilities	1,038,000	337,949	32.6%
Rentals and Leases	975,000	402,420	41.3%
Insurance	325,000	173,575	53.4%
Repair and Maintenance	1,050,000	403,041	38.4%
Repair & Maint. - Hardware/Software	407,000	222,694	54.7%
Copying/Printing	300,000	103,477	34.5%
Property Appraiser's Fee	295,000	224,776	76.2%
Tax Collector's Fee	725,000	618,779	85.3%
Supplies	900,000	449,818	50.0%
Supplies-Hardware/Software	375,000	12,719	3.4%
Memberships	20,000	17,856	89.3%
Contingency	325,000	0	0.0%
	<u>10,241,000</u>	<u>4,239,674</u>	<u>41.4%</u>
CAPITAL OUTLAY			
Building and Improvements	0	61,392	
Equipment and Furniture	0	51,207	
Hardware/Software	200,000	82,466	41.2%
	<u>200,000</u>	<u>195,064</u>	<u>97.5%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	37,000	26,782	72.4%
Materials - Other	4,800,000	1,564,510	32.6%
	<u>4,837,000</u>	<u>1,591,292</u>	<u>32.9%</u>
TRANSFERS TO OTHER FUNDS			
Branch Debt Service Fund	410,000	204,729	49.9%
Capital Projects Fund	4,000,000	1,666,666	41.7%
	<u>4,410,000</u>	<u>1,871,395</u>	<u>42.4%</u>
TOTAL EXPENDITURES	<u>41,525,688</u>	<u>16,685,218</u>	<u>40.2%</u>

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Five Months Ended February 29, 2008**

	ANNUAL BUDGET	YTD ACTUAL	(5 month=42%)
REVENUES			
Transfer From General Fund	410,000	204,729	49.9%
Investment Earnings	23,000	9,417	40.9%
TOTAL REVENUES	433,000	214,146	49.5%
 EXPENDITURES			
<u>2003 NOTE</u>			
Principal	374,226	185,582	49.6%
Interest	35,233	19,147	54.3%
TOTAL EXPENDITURES	409,459	204,729	50.0%

FUTURE DEBT SERVICE PAYMENTS FOR 2003 NOTE

DATE	PRINCIPAL	INTEREST
2008 August 1	188,644	16,085
2009	386,677	22,781
2010	399,542	9,916
	974,863	48,782

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Five Months Ended February 29, 2008**

	ANNUAL BUDGET	YTD ACTUAL	(5 month=42%)
REVENUES			
Transfer From General Fund	4,000,000	1,666,666	41.7%
Investment Earnings	75,000	34,128	45.5%
TOTAL REVENUES	4,075,000	1,700,794	41.7%
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%
	2,050,000	0	0.0%
TOTAL EXPENDITURES	5,500,000	0	0.0%

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Five Months Ended February 29, 2008**

	ANNUAL BUDGET	YTD ACTUAL	(5 month=42%)
REVENUES			
Investment Earnings	20,000	8,836	33.2%
TOTAL REVENUES	20,000	8,836	44.2%
 EXPENDITURES			
Open Source Software	100,000	33,590	33.6%
TOTAL EXPENDITURES	100,000	33,590	33.6%

**ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
February 29, 2008**

	BALANCE 01-31-08	RECEIPTS	DISBURSE	BALANCE 02-29-08
OPERATING				
Checking	538,322	4,492,260	(4,550,860)	479,722
SBA Investments	11,410	172		11,582
Money Market (Federated Treasury Obligations Fund)	14,773,371	1,000,000	(1,963,163)	13,810,208
CD Investments	10,956,082	3,708		10,959,790
	26,279,185	5,496,140	(6,514,022)	25,261,303
BRANCH DEBT SERVICE				
CD Investments	509,900	1,791		511,691
SINKING				
SBA Investments	3,930	396		4,327
Money Market (Federated Government Obligations Fund)	114,904	473		115,377
CD Investments	369,366	1,403		370,768
	488,200	2,272	0	490,472
CAPITAL PROJECTS				
SBA Investments	4,266	61		4,327
Money Market (Federated Government Obligations Fund)	1,482,379	670,778	(333,000)	1,820,157
CD Investments	1,404,200	5,333		1,409,533
	2,890,845	676,172	(333,000)	3,234,017

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
February 29, 2008**

ASSETS

Certificates of Deposit	10,959,790
Cash on Hand	8,345
Equity in Pooled Cash	479,722
Accounts Receivable	224
Interest Receivable	83,290
Inventory	278,122
Investments-SBA	11,583
Treasury Obligation Money Market Fund	13,810,208
Prepays	97,509
Other Assets-Deposits	<u>9,275</u>
TOTAL ASSETS	<u><u>25,738,069</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
February 29, 2008

LIABILITIES

Accounts Payable	234,777
Unclaimed Disbursements	1,140
Retainage Payable	1,000
Accrued Wages Payable	496,733
Accrued Sales Tax	63
Due To FOL-Taxable Book Sales	4,104
Due To FOL-Nontaxable Book Sales	0
Due To FOL-Sales Tax	272
United Appeal	262
Bonds	28
Dental Insurance	1,628
Union Dues	438
Daughters of American Revolution	1,434
Staff Association	1,844
Unclaimed Payroll	61
TOTAL LIABILITIES	743,783

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
Unreserved/Undesignated	4,701,536
Current Year Excess of Revenues Over Expenditures	15,370,602
TOTAL FUND BALANCE	24,994,286

TOTAL LIABILITIES & FUND BALANCE

25,738,069

**Orange County Library System
Board of Trustees Meeting
Thursday, March 13, 2008**

**Statistics and Summaries:
February 2008**

STATISTICAL SUMMARY

February 2008 Statistics for March 2008

Circulation

Circulation figures continue on a positive trend up. February 2008 had one additional day to add to our totals but increases are not only due to one more day of transactions. An increase of 12.10% over last year represents a healthy increase in utilization.

Door count shows an increase of 21.40%. One contributing factor is the inclusion of drive up window counts in this year's number. Last year we were not including this figure with door count.

This month we report door count for both years from our Trafsys door counting system. We have developed a confidence in this system and look forward to more reliable comparisons for our year to year numbers. The extreme figure reported for Southwest is noted and is due to a problem related to installation of the system last year.

Library Activities

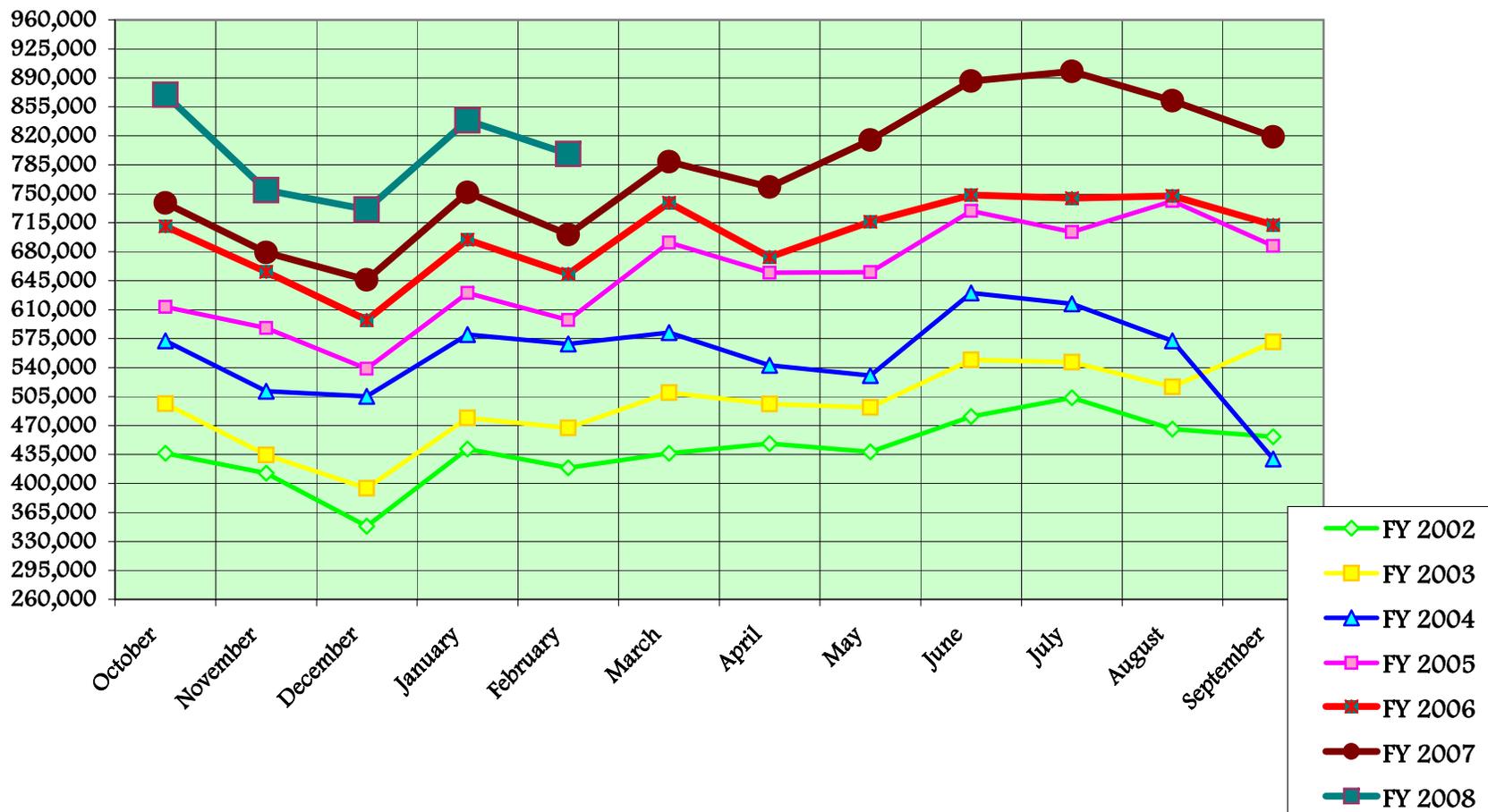
The popularity of computer classes was demonstrated clearly again this month. We have set our all time attendance for computer classes with an attendance of 3,461. Our next highest monthly attendance was October 2007 with 3,414. Though this February did have one more day than last year, it's very impressive to set a record in a month that is at least one day shorter than most other months.

www.ocls.info

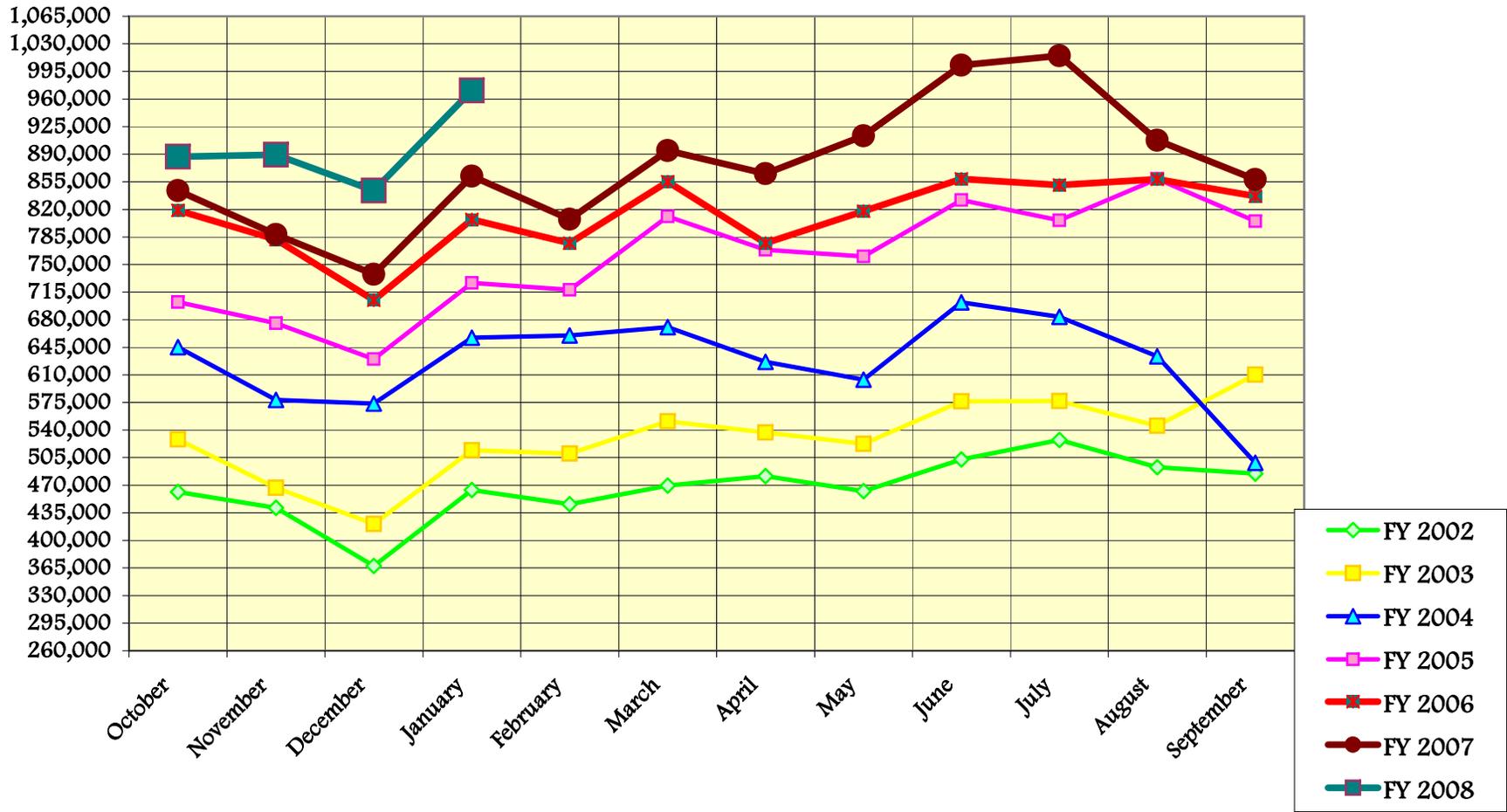
Use of online self service options like requests, renewals and catalog searching are up.

Orange County Library System
Statistical Reports
February 2008

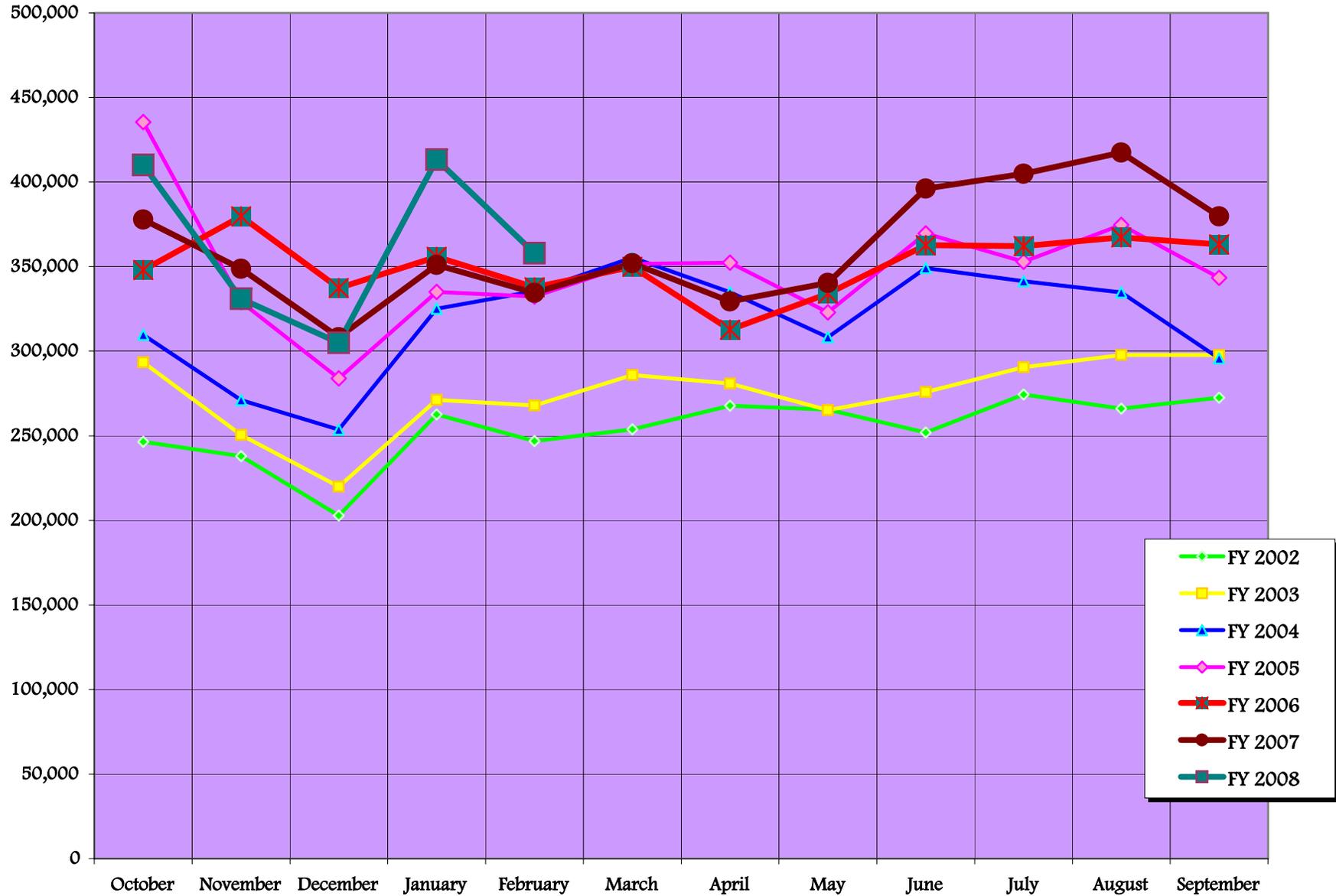
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION**
Fiscal Year 2002 Through Fiscal Year 2008 TO Date



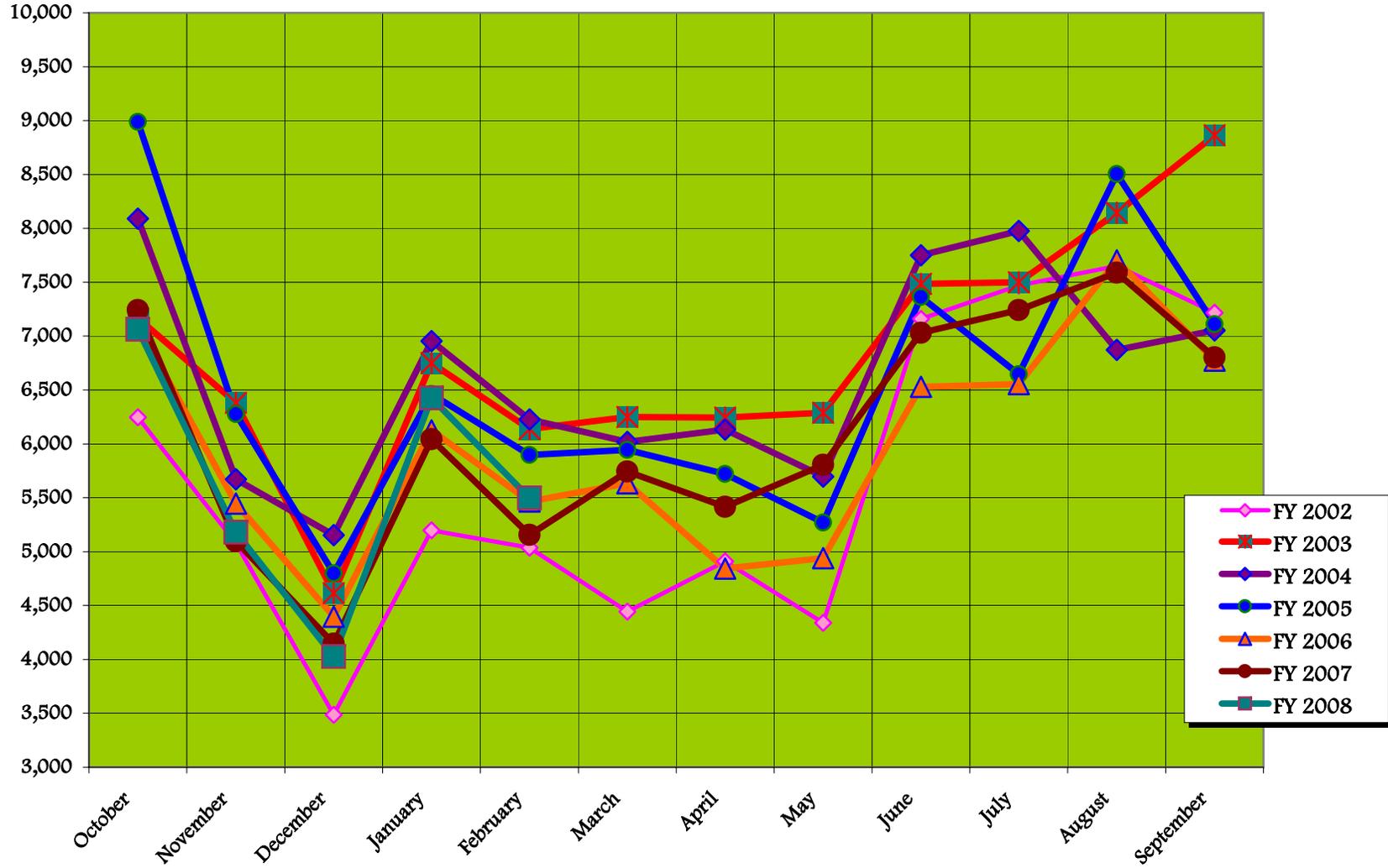
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION WITH ELECTRONIC STATS**
(Circ Stats & Electronic Database Stats ~ 2 months previous)
Fiscal Year 2002 Through Fiscal Year 2008 TO Date



Orange County Library System
Door Counts
Fiscal Year 2002 through Fiscal Year 2008 To Date



Orange County Library System
 New Customer Registration
 Fiscal Year 2002 through Fiscal Year 2008 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	Jan~08	Jan-07	Feb~08	Feb-07	% of Change	Mar~08	Mar-07
Circulation													
Main	263,951	234,277	237,835	211,081	236,330	193,356	248,259	217,389	240,178	210,048	14.34%		239,381
Branches	493,444	421,603	426,268	393,085	397,334	375,753	491,342	441,904	445,479	406,935	9.47%		458,048
MAYL	66,523	54,998	53,234	49,729	61,091	45,918	60,961	61,668	66,792	52,988	26.05%		60,392
Digital Products	41,163	23,968	33,824	21,525	32,765	27,330	33,989	30,471	41,548	38,276	8.55%		36,482
Talking Books	4,372	3,916	3,011	3,508	3,450	3,642	4,055	3,903	3,956	3,573	10.72%		4,093
Total	869,453	738,762	754,172	678,928	730,970	645,999	838,606	755,335	797,953	711,820	12.10%		798,396
Door Count													
Main	63,693	57,887	57,654	50,362	53,501	48,123	64,803	54,861	58,844	50,386	16.79%		57,450
Branches	323,951	324,667	256,200	298,364	234,895	260,088	331,321	296,157	280,825	244,468	14.87%		294,646
Talking Books	16	12	8	10	8	7	11	15	21	17	23.53%		14
Drive Up Windows	22,427	N/A	17,239	N/A	16,491		17,162	N/A	18,297	N/A	N/A		
Total	410,071	382,554	331,093	348,726	304,887	308,211	413,286	351,018	357,966	294,854	21.40%		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	1,226,553	2,765,799
Branches		431,592		474,099		525,106		531,303		502,923		466,223	2,253,867	5,428,574
MAYL		55,854		59,172		61,690		62,631		63,543		61,428	308,601	690,011
Digital Products*		39,339		44,921		47,990		41,190		43,079		41,157	183,289	435,728
Talking Books		3,931		4,225		3,972		3,928		4,228		3,493	18,844	46,412
Total		757,915		814,903		885,973		897,737		862,144		818,612	3,991,154	9,366,524
Door Count														
Main		55,349		55,653		60,946		66,572		67,694		64,915	298,431	690,039
Branches		274,094		284,798		314,873		316,015		327,130		295,424	1,427,192	3,530,724
Talking Books		11		8		12		14		16		23	64	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	1,725,687	4,305,589

	Oct-07	Oct-06	Nov-07	Nov-06	Dec-07	Dec-06	Jan-08	Jan-07	Feb-08	Feb-07	% of Change	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	5,271,546	5,123,216	5,209,567	5,162,308	0.92%		5,329,565
Outside	5,139,056	4,177,185	4,576,053	4,089,059	4,430,452	3,931,882	5,606,337	4,701,691	5,215,845	4,270,514	22.14%		4,637,463
Total	10,803,870	8,950,634	9,022,493	8,652,011	8,890,040	8,455,776	10,877,883	9,824,907	10,425,412	9,432,822	10.52%		9,967,028
Visits													
Inside	111,148	88,297	88,627	76,559	86,330	75,103	99,575	80,741	96,577	79,993	20.73%		89,675
Outside	255,253	216,146	226,436	207,221	216,804	235,165	249,995	240,477	223,939	230,351	-2.78%		272,129
Total	366,401	304,443	315,063	283,780	303,134	310,268	349,570	321,218	320,516	310,344	3.28%		361,804
Unique Visitors													
Inside	1,492	1,049	1,353	1,074	1,332	1,049	1,385	1,152	1,345	1,128	19.24%		1,150
Outside	77,285	62,360	67,133	60,691	65,541	70,574	73,385	73,597	68,921	72,562	-5.02%		77,096
Total	78,777	63,409	68,486	61,765	66,873	71,623	74,770	74,749	70,266	73,690	-4.65%		78,246
Page Views													
Inside	1,471,571	1,301,906	1,141,034	1,187,174	1,089,580	1,177,277	1,292,162	1,402,342	1,261,531	1,594,702	-20.89%		1,467,667
Outside	1,231,557	1,063,999	1,088,394	943,229	1,079,609	904,271	1,328,426	1,132,779	1,206,848	1,028,603	17.33%		1,153,659
Total	2,703,128	2,365,905	2,229,428	2,130,403	2,169,189	2,081,548	2,620,588	2,535,121	2,468,379	2,623,305	-5.91%		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	Jan~08	Jan-07	Feb~08	Feb-07	% of Change	Mar~08	Mar-07
Program Attendance Total	14,869	13,466	10,144	9,174	7,412	8,399	11,461	11,419	13,778	12,314	11.89%		13,515
Total # of Programs	531	468	473	421	420	440	490	440	537	521	3.07%		532
Community Events Attendance Total	856	1,459	428	826	241	778	1,717	5,421	2,625	1,877	39.85%		1,081
Total # of Community Events	11	23	11	25	5	6	8	19	9	12	-25.00%		5
Events Line	9	3	8	2	9	5	15	18	4	27	-85.19%		9
StoryLine	144	62	106	96	146	86	157	121	95	162	-41.36%		111
Class Attendance Total	3,414	2,142	2,587	1,907	2,304	1,110	3,374	1,732	3,461	1,938	78.59%		2,422
Total # of Classes	1,156	947	996	816	972	730	1,086	792	1,063	847	25.50%		1,003
QuestLine	15,804	17,658	12,994	15,442	11,382	13,156	14,906	15,792	14,210	14,394	-1.28%		14,661
P.C. Sessions	86,050	73,975	68,834	64,072	67,163	62,767	76,603	68,485	73,039	65,848	10.92%		73,671
Number of Active Cards in the System	458,669	441,638	453,825	447,566	449,896	452,460	446,265	459,020	444,431	464,505	-4.32%		470,636
New Customer Registrations	7,063	7,241	5,181	5,095	4,028	4,145	6,425	6,043	5,498	5,155	6.65%		5,743
Total Registered Borrowers	960,280	893,132	965,112	898,011	968,490	902,007	974,578	907,033	979,561	911,919	7.42%		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	57,664	161,366
Total # of Programs		476		516		551		558		488		462	2,451	5,863
Community Events Attendance Total		3,917		266		407		2,371		3,554		1,625	5,867	23,582
Total # of Community Events		20		1		4		11		22		11	44	159
Events Line		8		13		10		8		7		10	45	120
StoryLine		112		121		224		252		215		181	648	1,743
Class Attendance Total		2,152		2,450		3,171		3,093		3,095		3,118	15,140	28,330
Total # of Classes		983		1,026		1,011		983		1,058		934	5,273	11,130
QuestLine		14,130		14,136		14,575		15,441		16,018		14,802	69,296	180,205
P.C. Sessions		70,325		72,464		76,536		81,996		84,569		76,317	371,689	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	28,195	73,308
Total Registered Borrowers		922,540		927,632		934,032		940,597		947,820		954,244		

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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	Jan~08	Jan-07	Feb~08	Feb-07	% of Change	Mar~08	Mar-07
Online Catalog Searches	718,606	641,874	609,751	554,957	531,351	481,726	690,468	641,908	639,000	588,197	8.64%		561,152
Online Renewals	148,473	126,197	135,516	116,022	136,377	110,932	132,819	115,544	134,407	113,861	18.04%		130,036
Electronic Questions	328	226	274	208	250	186	259	283	253	242	4.55%		246
Live Chat Questions	273	279	215	206	179	160	222	248	225	301	-25.25%		313
Total Online Questions	601	505	489	414	429	346	481	531	478	543	-11.97%		559
Online Requests	62,668	52,785	53,927	46,223	49,152	42,537	66,488	59,824	62,197	53,385	16.51%		56,996
Online Suggestions	107	139	98	86	77	70	104	100	76	101	-24.75%		83

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

April ~ September

	Apr-08	Apr-07	May~08	May-07	Jun~08	Jun-07	Jul~08	Jul-07	Aug~08	Aug-07	Sep~08	Sep-07	FY 2008 YTD	FY 2007
Online Catalog Searches		560,947		555,291		687,525		680,464		700,734		697,522	3,189,176	7,352,297
Online Renewals		124,080		125,333		126,794		135,874		130,799		131,702	687,592	1,487,174
Online Questions		288		273		243		279		297		296	1,364	3,067
Live Chat Questions		296		262		198		263		263		265	1,114	3,054
Total Online Questions		584		535		441		542		560		561	2,478	6,121
Online Requests		56,038		63,429		67,528		65,392		66,402		61,113	294,432	691,652
Online Suggestions		95		108		100		100		101		78	462	1,161

Orange County Library System Circulation Statistics

February 1, 2008 - February 29, 2008

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	29	240,178	30.10%	210,048	30,130	14.34%	3,161	58,844	62,005	50,386	11,619	23.06%
MAYL*	21	66,792	8.37%	52,988	13,804	26.05%		64,351	64,351	50,112	14,239	28.41%
Digital Products		41,548	5.21%	38,276	3,272	8.55%		N/A	N/A	N/A	N/A	N/A
Talking Books	29	3,956	0.50%	3,573	383	10.72%		21	21	17	4	23.53%
West Oaks	29	38,423	4.82%	36,459	1,964	5.39%	3,490	23,103	26,593	20,878	5,715	27.37%
Herndon	25	45,013	5.64%	40,783	4,230	10.37%		24,989	24,989	23,406	1,583	6.76%
Alafaya	29	63,890	8.01%	61,508	2,382	3.87%	5,147	29,982	35,129	27,894	7,235	25.94%
Southeast	25	38,903	4.88%	34,969	3,934	11.25%	1,989	24,127	26,116	21,608	4,508	20.86%
Hiawasse	25	21,061	2.64%	20,422	639	3.13%		20,796	20,796	17,238	3,558	20.64%
Southwest	25	42,387	5.31%	37,351	5,036	13.48%		21,941	21,941	10,126	11,815	116.68%
Edgewater	25	29,036	3.64%	23,924	5,112	21.37%		19,109	19,109	17,059	2,050	12.02%
North Orange	29	39,383	4.94%	38,275	1,108	2.89%		21,688	21,688	20,318	1,370	6.74%
South Creek	29	51,863	6.50%	44,416	7,447	16.77%	3,733	29,307	33,040	26,005	7,035	27.05%
South Trail	25	22,114	2.77%	21,688	426	1.96%		25,434	25,434	23,595	1,839	7.79%
Winter Garden	25	27,410	3.44%	23,954	3,456	14.43%	777	14,942	15,719	13,513	2,206	16.33%
Windermere	25	13,204	1.65%	12,464	740	5.94%		9,248	9,248	8,757	491	5.61%
Washington Park	25	11,249	1.41%	9,192	2,057	22.38%		10,364	10,364	9,316	1,048	11.25%
Eatonville	23	1,543	0.19%	1,530	13	0.85%		5,795	5,795	4,755	1,040	21.87%
Total	443	797,953	100.00%	711,820	86,133	12.10%	18,297	339,669	357,966	294,854	63,112	21.40%

*MAYL Visits ~ Customer Transactions

**Southeast has 4 days of estimated visitor data ~ equipment malfunction

*** Southwest data incomplete ~ new equipment installed after February 2007.

****2007 Visitor totals now reflect the new TrafSys figures

Online Resources Usage Statistics
NUMBER OF SEARCHES
JANUARY 2008

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	3	3									50	N/A
Ancestry Library Edition	79	130	130	130									469	803
Associations Unlimited	316	720	169	246									1,451	1,371
Auto Repair Reference Center	249	258	266	356									1,129	1,235
Biography & Genealogy Master Index	355	336	247	296									1,234	1,450
Biography Resource Center	3,346	3,397	2,294	3,074									12,111	13,496
Books In Print.com	92	50	34	92									268	N/A
Business & Company Resource Center	2,421	942	939	1,659									5,961	4,518
Business Index ASAP	14	56	17	31									118	271
Classical.com	151	315	123	95									684	544
Computer Database	81	116	86	53									336	1,305
Consulta	15	53	10	38									116	285
Countrywatch	806	1,169	545	844									3,364	8,241
Countrywatch - Youth ed.		359	132	343									834	N/A
DearReader.com Online Book Club (formerly Chapter-A-Day)	67,640	68,820	69,560	69,580									275,600	231,920
Dun & Bradstreet International Business Locator	74	62	60	59									255	192
Expanded Academic ASAP	405	353	108	97									963	2,797
Ferguson's Career Guidance Center	272	291	129	196									888	754
First Search	1,639	1,453	1,146	1,561									5,799	5,091
Gale Virtual Reference Library e-books(FEL)	157	219	93	23									492	745
General Business File ASAP	237	290	139	46									712	1,216
General One File (formerly InfoTrac One File)	982	828	504	679									2,993	8,682
General Reference Center Gold	310	452	282	281									1,325	4,855
Health & Wellness Resource Center and Alternative Health Module	1,124	1,093	823	1,589									4,629	4,118
Health Reference Center Academic	96	108	40	82									326	1,926
HeritageQuest Online	6,748	5,759	2,910	7,516									22,933	23,624
Informe	21	51	22	13									107	168
Junior Edition - K12	323	395	178	106									1,002	1,553
Kid's Edition - K12	172	215	137	61									585	1,227
Learnatest	585	400	290	589									1,864	2,030
LitFinder (formerly Essay/ Poem/ Storyfinder)	317	391	169	386									1,263	1,781
Literature Resource Center	2,472	3,181	1,477	1,994									9,124	13,599
Live Homework Help	316	270	234	312									1,132	900
Mergent Online	130	626	96	120									972	524
Morningstar	178	306	155	107									746	758
MyLibraryDV	256	245	208	172									881	N/A
NetLibrary eBooks	132	90	67	65									354	411
NetLibrary eBooks - Shared Collection	564	503	537	418									2,022	2,065
NetLibrary Downloadable Audiobooks	794	678	673	852									2,997	3,195
Novelist	866	1,141	470	948									3,425	3,119
Opposing Viewpoints Resource Center	636	848	439	429									2,352	8,459
p4A Antiques Reference	267	228	119	186									800	919
Personal and Business Forms	124	80	129	128									461	450
Powermediaplus Streaming Videos	495	222	147	340									1,204	663
Professional Collection	50	90	25	54									219	635
ProQuest Newspapers	2,073	2,093	1,332	1,679									7,177	8,937
Read the Books	32,855	21,372	14,005	22,200									90,432	N/A
Reference USA	5,868	3,515	3,736	3,344									16,463	15,448
Rosetta Stone	7,339	6,464	5,162	7,950									26,915	14,136
Science Online	631	720	262	501									2,114	3,718
SimplyMap	134	99	83	73									389	N/A
SIRS Knowledge Source	768	903	342	577									2,590	3,860
Small Business Resource Center	217	296	234	43									790	N/A
Smithsonian Global Sound	11	28	21	8									68	85
Standard Deviants Video (formerly known as Cerebellum Online)	29	4	Not avail.	196									229	248
Standard & Poors NetAdvantage	297	366	214	173									1,050	1,202
Student Edition - K12	106	96	49	63									314	1,162
The Street.com Ratings (formerly known as Weiss Ratings)	204	Not avail.	Not avail.	Not avail.									204	194
Tumblebooks	232	321	276	448									1,277	2,440
TumbleReadables		62	26	37									125	N/A
What Do I Read Next?	242	322	141	199									904	917
Worldbook Online	651	821	429	614									2,515	2,856
TOTAL NUMBER OF SEARCHES	148,003	135,076	112,673	134,354									530,106	417,098

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. No data available for The Street.com for Nov.-Dec. 2007 and Jan. 2008. No data for Standard Deviants Video for Dec. 2007.

**Orange County Library System
Board of Trustees Meeting
Thursday, March 13, 2008**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, March 13, 2008**

Consent Agenda

- 08-039 **Purchasing Policy Revisions**
- 08-040 **Investment Policy – Non Pension Funds**
- 08-041 **Chickasaw Lease Listing Agreement**
- 08-042 **After Hours Event – Southwest Branch:
Request to Serve Alcohol**

**Orange County Library System
Board of Trustees Meeting
Thursday, March 13, 2008**

Purchasing Policy Revisions

Revised Purchasing Policy

I. Issue Statement.

The current Purchasing Policy has been in effect since November, 2005. It continues to provide necessary fiscal controls, but some changes are needed to update job titles and to clarify the procedures for credit card holders. The proposed Purchasing Policy is attached. *Text deletions are highlighted by strike-outs and text additions are underlined.*

II. Background.

The current Policy provides sound fiscal safeguards, yet allows appropriate decision-making flexibility for the Library's purchasing staff to function effectively in the public's interest. Revisions to the Purchasing Policy are primarily being proposed to accommodate recent changes in the structure of the Facilities & Operations Department and to clarify credit card holders' responsibilities. The proposed Policy also includes some minor editorial changes. Our attorney reviewed the proposed Purchasing Policy and found that it continues to conform to the requirements of the Florida Statutes.

III. Options.

Option 1 – Don't approve the Purchasing Policy revisions.

Advantage:

No changes would need to be made to the current Purchasing Policy.

Disadvantage:

The current Purchasing Policy does not reflect the correct job titles, making it unclear which staff positions are authorized to make purchases and could lead to inaction or inappropriate action.

Option 2 – Approve the Purchasing Policy revisions.

Advantages:

1. The job title changes will be current, making it clear which staff positions are authorized to make routine purchases.
2. The new Policy will clarify credit card holders' responsibilities.

Disadvantage:

New Credit Card Holder Agreements would need to be executed.

IV. Recommendation.

Staff recommend that the Library Board approve the attached Purchasing Policy, which will be effective in April 2008.

PURCHASING POLICY

April 2008

Introduction

This Policy sets forth the requirements and restrictions that govern purchases of goods and services for the Orange County Library System (the "Library"). The intent of this Policy is to maximize the use of the Library's funds by employing prudent, time efficient, and professional acquisition and procurement practices to achieve the best possible value in meeting the Library's needs for goods and services. This Policy is designed to provide sound safeguards, yet allow appropriate decision-making flexibility for the Library's purchasing staff to function effectively in the public's interest. It is the Library's goal to extend honest, courteous and impartial treatment to all vendors.

Nature of Policy

This Policy controls the procurement of goods and services with Library funds. Purchases of goods and services for the Library shall be subject to the requirements and restrictions in this Policy.

Exclusions

This Policy does not apply to the following:

- A. Real property;
- B. Insurance;
- C. Dues and memberships in trade or professional organizations;
- D. Subscriptions for periodicals;
- E. Advertisements;
- F. Postage;
- G. Petty cash purchases;
- H. Utility services;
- I. Copyrighted materials, patented materials, art and artistic services;
- J. Employee benefits;
- K. Library materials, which is are the responsibility of the Technical Services Department;
- L. Legal Services; (the selection of attorneys for consultation and other legal services is at the discretion of the CEO/Director);
- M. Fees and costs of job-related travel, seminars, registration and training; and
- N. Procurement, transfer, sale or exchange of goods or services between the Library and other governmental entities or nonprofit organizations.

Purchases of the items described above may be undertaken by such Library staff as the Library CEO/Director may designate from time to time.

Implementing Policy

The Facilities and Operations Manager, who is responsible for implementation of this Policy, shall promulgate procedures as may be necessary or useful.

Purchasing Agents

Certain staff positions are designated as Purchasing Agents with the authority to purchase goods and services up to the Approval Limits outlined below. In addition to these positions, other employees may be designated as Restricted Purchasing Agents. These Restricted Purchasing Agents have the authority to purchase specific goods and services up to the Approval Limit outlined below. Purchasing Agents and Restricted Purchasing Agents shall comply fully with the requirements and restrictions of this Policy.

Approval Limits

The following approval limits shall apply.

<u>Approval Limits</u>	<u>Purchasing Agent</u>
Up to \$500	Purchasing Clerk, Service Clerk, and Restricted Purchasing Agents
Up to \$10,000	Purchasing Manager <u>and</u> Service & Project Manager <u>&</u> Service Manager
Up to \$20,000	Facilities & Operations Manager
Up to \$70,000	Comptroller <u>and</u> Assistant Director
Up to \$100,000	CEO/Director
Over \$100,000	Library Board of Trustees

Quotes

Unless otherwise excluded in this Policy, two quotes or bids will be solicited for purchases over \$10,000 and three quotes or bids will be solicited for purchases over \$20,000.

Quotes shall not be required if the goods or services are provided by a vendor that is then under contract with the Library, so long as the procurement conforms to the terms of the contract.

The need for quotes or bids shall be applied to service contracts, blanket purchase orders, and similar arrangements based on projected annual purchases of the good or service, as determined by the Facilities & Operations Manager.

Sole-Source Purchases

Non-competitive purchases may be used to procure goods or services available from only one source, or when it is determined that competitive bidding is not feasible or not advantageous to the Library. The Library may purchase from a sole source supplier under the following circumstances:

- A. Product or service is available from only one source.
- B. Product or service is wanted for experimental trial or testing.
- C. Product is purchased for resale.
- D. Additional products ~~or~~ and services are needed to complete an ongoing task, or to supplement ~~or~~ an existing system.
- E. Product or service is purchased from, or a sale is made to, another unit of government.
- F. Item is a component or replacement part for which there is no commercially available substitute and which can be purchased only from the manufacturer or distributor.
- G. Compatibility is the overriding consideration for purchasing that specific item or service, or the purchase matches an existing product or service.
- H. Technical support agreements.
- I. Library has a compelling and valid interest in selecting a particular vendor.
- J. Proposed vendor is uniquely qualified to provide the product or service.

The justification for each sole-source purchase in excess of \$10,000 shall be documented in writing and approved by the Facilities & Operations Manager.

Government Contracts

To obtain the benefits of volume purchases or reduce administrative expenses when procuring similar goods or services, the Library may utilize a process commonly known as "piggybacking". When "piggybacking" off of another government's contract (State of Florida, Federal Government, Orange County, City of Orlando for example), the Library forgoes its normal quote process and instead adopts the

prices in another governmental entity's contract with a vendor. The Library may also utilize the selection process of another local government and negotiate a contract with the vendor selected by that government. The term of the Library's contract with a vendor selected in this way is independent of the other government's contract term.

Construction Projects and Professional Services

The procurement of construction projects and the selection process for professional services shall comply with the applicable Florida Statutes. Specifically, construction projects with a total estimated construction cost in excess of \$200,000 and electrical projects with a total estimated cost of \$50,000 or greater shall be subject to competitive award as outlined in Florida Statutes Section 255.20, unless an exception therein applies. Purchases of services subject to the Consultants Competitive Negotiation Act or "CCNA" (Section 287.057 of Florida Statutes) shall comply with that law.

Acceptance/Rejection of Quotes/Bids

The Library reserves the right to accept the lowest or best bid or quote, to waive any and all informalities or irregularities in any bid, and to reject any and all bids received.

Emergency Purchases

When there is evidence of imminent or existing danger to persons or property, emergency purchases may be authorized by the CEO/Director, Assistant Director, Comptroller, or Facilities and Operations Manager in excess of the Approval Limits outlined above. The CEO/Director shall document the reason for the emergency purchases in writing and inform the Library Board of Trustees at their next regularly scheduled Board meeting.

Minority/Women Owned Business Enterprises

The Library will send bid or quote solicitations for goods or services, which are expected to exceed \$50,000, to the City of Orlando and Orange County M/WBE offices. These offices will be responsible for distributing the Library's bid or quote information to qualified M/WBE vendors.

Contract Terms and Renewals

Initial contract terms vary depending on the nature of the product or service, the Library's needs, and the circumstances surrounding the purchase. However, the Library generally awards multi-year contracts with periods for renewal at the Library's option. Once all renewal periods outlined in the contract have expired, the Library shall have the option of renewing for additional terms provided a fair price can be negotiated and the Library has concluded the product or service is good. Library Board of Trustees approval shall be required if the initial contract amount exceeds the CEO/Director's Approval Limit. Renewal of contracts shall not require Board approval.

Credit Cards

The Library will issue credit cards to some of the Purchasing Agents and Restricted Purchasing Agents. These cards are to be held in the Facilities and Operations Department, except when signed out by the individual for a specific purchase. Purchases made with the card must conform with this Policy, particularly with regard to the Approval Limits and quote requirements. Individuals Credit card holders are responsible for returning the card and receipts promptly and are personally responsible for any misuse of their credit card.

Written Comptroller approval is required to issue a credit card to an individual and to increase a card limit. Individual's being issued a card must complete a Cardholder Agreement (Appendix A).

An individual's charges shall be approved on the monthly statements by a higher level position.

Appendix A

Orange County Library System Credit Card Holder Agreement

I have read the Library Purchasing Policy and agree to abide by the procedures contained therein. I acknowledge that the use of this card for any purpose other than Library approved business expenses is prohibited and will be grounds for disciplinary action, up to and including termination. In addition, I must reimburse the Library for such charges.

I agree to surrender the credit card upon retirement, termination, or upon request of an authorized representative of the Library. I understand that use of the credit card after privileges are withdrawn is prohibited.

If the card is lost or stolen, I will immediately notify the issuing bank by telephone. I will confirm the telephone notification by mail or facsimile to the issuing bank with a copy to the Facilities and Operations Manager. I understand that failure to promptly notify the issuing bank of the theft, loss, or misplacement of the credit card may make me responsible for any fraudulent use of the card.

I hereby authorize the Library to deduct from my wages or from any other amounts payable to me, an amount equal to the total charges for improper or unauthorized purchases with the credit card even if I am no longer employed by the Library. Also, if the Library initiates legal proceedings to recover amounts owed by me for unauthorized/improper purchases, I agree to pay court costs, reasonable attorney fees and other expenses incurred by the Library in such proceedings assuming the Library prevails in such legal action.

Card ~~Number~~ Limit: _____

Purchase Limit: _____

Name: _____

Signature: _____

Comptroller: _____

Date: _____

cc: Cardholder
Purchasing ~~and Services~~ Manager
Human Resources

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 08-039

RESOLUTION TO APPROVE THE REVISED PURCHASING POLICY.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County, Florida, held in the city of Orlando on the 13th day of March, 2008, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the attached Purchasing Policy, which will be effective in April 2008.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, March 13, 2008**

Investment Policy – Non Pension Funds

Investment Policy

I. ISSUE STATEMENT

To provide the Library Board with an Investment Policy for surplus funds other than pensions, deferred compensation, and other post employment benefit plans for their review and approval.

II. EXECUTIVE SUMMARY AND BACKGROUND

After Orange County, California's investment scandal in the nineties, the Florida Legislature adopted Florida Statute 218.415 in 1995 to address the investment of surplus funds. The Statute required each local government to select one of the following for their general government investments.

1. Adopt a written investment policy which addresses 16 specific points outlined in the Statute **or**
2. Restrict the investment of surplus funds to a narrow list of options including the State Board of Administration Investment Pool (SBA), direct obligations of the U.S. Treasury, and interest bearing and time deposits.

The Library Board approved an investment policy in January 1993, which limited investments to those listed in #2 above, an option which is more appropriate for smaller local governments. Although Option #1 is more common for larger local governments such as Orange County, which have greater investment expertise and staff devoted solely to this function, we believe an abbreviated written policy would be advantageous. Given the recent SBA situation, we drafted the attached Investment Policy for the Library Board's consideration.

This policy covers the following:

- The foremost objective of this Policy is the safety of the principal.
- The funds covered by this investment policy will be combined and invested as one portfolio rather than being invested separately for each accounting fund as we currently do.
- Annual reports will continue to be presented to the Library Board showing the amounts and types of investments held during the year. This will keep the Library Board informed of the investment activities of the library.

III. OPTIONS

Option 1 – Approve the attached Investment Policy

Advantages:

1. Provides written guidelines on the investment of surplus funds so they are transparent
2. The Policy has been reviewed and approved by Ron Conrad of Cherry, Bekaert and Holland, Library's Auditors
3. The Policy has been reviewed and approved by Grant Kalson, Library's Investment Advisor for the Defined Benefit Pension Plan

Disadvantage:

It will take more time for staff to comply with the Policy and allocate investment earnings for each fund

Option 2 – Do not approve the attached Investment Policy

Advantage:

No changes need to be made at this time

Disadvantage:

Investment guidelines will not be as transparent

IV. RECOMMENDATIONS

Staff recommends Option 1 to approve the attached Investment Policy, which would be effective in April 2008.

ORANGE COUNTY LIBRARY SYSTEM

INVESTMENT POLICY

APRIL 2008

PURPOSE

The purpose of this Policy is to set forth the objectives and parameters for the investment of surplus funds other than pension, deferred compensation, and other post employment benefit plans of the Orange County Library System (Library). This Policy is designed to manage surplus funds prudently and obtain a reasonable investment return.

SCOPE

This Policy applies to the investment of surplus funds in excess of the amounts needed to meet current expenditures in the following accounting funds:

- General Fund
- Capital Project Funds
- Debt Service Funds
- Internal Service Funds
- Any new fund created by the Library, unless specifically exempt.

The surplus funds for all the above will be combined and invested as one portfolio rather than being invested separately for each accounting fund. The Finance Department will maintain appropriate records to track each accounting fund's portion of the investment portfolio and investment earnings will be allocated periodically on a pro rata basis.

OBJECTIVES

The objectives of the Library's investment activities in order of importance are:

- (1) Safety of principal
- (2) Liquidity to pay obligations when due
- (3) Reasonable rate of return

DELEGATION OF AUTHORITY

The responsibility for providing oversight and direction in regard to the management of the investment program resides with the Comptroller.

PRUDENCE STANDARD

The standard of prudence to be applied by all Library staff making investment decisions shall be the "Prudent Person" rule, which is outlined in Florida Statute 218.45 (4) and states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income derived. "The Prudent Person" rule shall be applied in the context of managing the overall investment portfolio.

AUTHORIZED INVESTMENTS

Per Florida Statute 218.415 (16), the Library has elected to limit its investments to the following:

- (a) The Local Government Surplus Funds Trust Fund, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act in s. 163.01. **
- (b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
- (c) Interest-bearing time deposits or savings accounts in qualified public depositories, as defined in s. 280.02.
- (d) Direct obligations of the U.S. Treasury.

** No more than 50% of the total investment portfolio shall be invested in each intergovernmental investment pool, including the Local Government Surplus Funds Trust Fund.

INTERNAL CONTROLS

The Library's Finance Department shall establish a system of internal controls and operational procedures to manage the investments. The internal controls shall be designed to prevent losses of funds, which might arise from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees. There shall be a separation of duties between those making investment decisions (normally Comptroller or Finance Manager) and those reconciling the investments in the Library's financial records.

Independent auditors as a normal part of the annual financial audit of the Library, shall conduct a review of these internal controls to ensure compliance with Florida Statute 218.415.

REPORTING

The Library shall provide an annual investment report to the Library Board of Trustees showing the amounts and types of investments held during the year.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 08-040

RESOLUTION TO APPROVE INVESTMENT POLICY

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County, Florida, held in the City of Orlando, Florida, on the 13th day of March, 2008, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves to:

1. Approve the attached Investment Policy, which would be effective in April 2008.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, March 13, 2008**

Chickasaw Lease Listing Agreement

CBRE Leasing Listing Agreement

I. ISSUE STATEMENT

In order to lease the Chickasaw property, a Leasing Listing Agreement from CB Richard Ellis is being submitted to the Library Board for consideration.

II. EXECUTIVE SUMMARY AND BACKGROUND

In 2005 and 2006, the Library prepared branch development and financing plans, both of which were approved by the Library and Governing Boards, to construct three new branches over an eight year period. One of the areas targeted for a new branch was in the vicinity of Chickasaw Trail and State Road 50.

In June 2006, we became aware that a former State Farm building on Chickasaw Trail was for sale. The property was very close to our targeted location and although the building would need to be remodeled, it was well suited for our needs. In October 2006, we purchased the property for \$2,550,000. Shortly thereafter, we solicited proposals from both architects and contractors to remodel the building.

Although the design of the remodeled space had started, this process was halted when property tax reform started to gather steam in 2007. We do have sufficient "capital funds" to pay for the construction project to remodel the building but due to property tax reform, we do not have the funds needed to pay for annual operating costs.

Rather than sell the property in the current real estate market, one option is to try and lease the building on short term (5 years) basis. Accordingly, the attached Leasing Listing Agreement from CB Richard Ellis (CBRE) is being presented for Board consideration. The following are some of the key terms of the Agreement:

- Initial term is for six months
- Commission is 6% of the total base rental for the first 60 months in which rent is to be paid

The attached Agreement has been reviewed and approved by our real estate attorney, Mr. Phil Finch. Our broker from CBRE, Ms. Margo Thomas, will attend the Board meeting to address any questions.

The following options are offered for consideration.

III. OPTIONS

Option 1 – Approve attached CBRE Leasing Listing Agreement

Advantages:

1. Leasing Chickasaw will provide some much needed revenue
2. Having a tenant in the space will provide for greater security than leaving the building vacant
3. We have had an ongoing contractual relationship with CBRE and are very happy with the services provided by Ms. Thomas
4. Leasing the space will buy us some time and give us more options at the expiration of the lease
5. According to Mr. Finch, the 6% fee and the Agreement are standard

Disadvantages:

1. No guarantees we will be able to find a suitable tenant
2. Approximately \$50,000 - \$75,000 would need to be spent to make the space suitable for leasing

Option 2 – Don't approve the attached CBRE Leasing Listing Agreement

Advantage:

1. No action is required at this time
2. Would not have to expend any funds to make the space suitable for leasing

Disadvantages:

1. The building is vacant and thus, more susceptible to vandalism. The copper in the HVAC units on the exterior of the building was stolen over a year ago.
2. No rental income is being collected on the space

IV. RECOMMENDATIONS

Staff recommends Option 1 to approve the CBRE Leasing Listing Agreement in substantially the form as attached and authorize staff to execute the Agreement documents. Additionally, it is recommended that the Board authorize staff to negotiate and execute a lease if a suitable tenant can be found. Any lease agreements would be reviewed and approved by Mr. Finch.



EXCLUSIVE LEASING LISTING AGREEMENT
(Florida)
CB RICHARD ELLIS, INC.
BROKERAGE AND MANAGEMENT
LICENSED REAL ESTATE BROKER

1. In consideration of the listing for lease the real property hereinafter described (the "Property") by CB Richard Ellis, Inc. ("Broker") and Broker's agreement to use its best efforts to effect a lease or leases of same, the undersigned ("Owner") hereby grants to Broker the exclusive right to negotiate a lease or leases of the Property for a period commencing _____, 20____, and ending midnight _____, 20 ____ (the "Term"). The lease(s) shall be on the following terms, or such other terms as Owner may agree: _____

The Property is situated in the City of _____, County of _____, State of Florida, is located at and is further described as:

References herein to the Property shall be understood to include portions of the Property.

2. Owner agrees to pay Broker a leasing commission in accordance with Broker's Schedule of Sale and Lease Commissions (the "Schedule"), a copy of which is executed by Owner, attached hereto and hereby made a part hereof. The commission shall be earned for services rendered, if , during the Term: (a) the Property is leased to a tenant procured by Broker, Owner or anyone else; (b) a tenant is procured by Broker, Owner, or anyone else who is ready, willing and able to lease the Property on the terms above stated, or an any other terms agreeable to Owner; (c) any contract for the lease of the Property is entered into by Owner; or (d) Owner removes the Property from the market. Broker is authorized to cooperate with and to share its commission with other licensed real estate brokers, regardless of whether said brokers represent prospective tenants or assist Broker.
3. Owner further agrees to pay Broker a commission in accordance with the Schedule, if, within one hundred twenty (120) calendar days after the expiration or termination of the Term the Property is leased to, or negotiations continue, resume or commence and thereafter continue leading to the execution of a lease with any person or entity (including his/her/its successors, assigns or affiliates) with whom Broker has negotiated (either directly or through another broker or agent) or to whom the Property has been submitted prior to the expiration or termination of the Term. Broker is authorized to continue negotiations with such persons or entities. Broker agrees to submit a list of such persons or entities to Owner not later than fifteen (15) calendar days following the expiration or termination of the Term, provided, however, that if a written offer has been submitted, it shall not be necessary to include the offeror's name on the list.
4. Owner further agrees that (a) if a sale, exchange or option to purchase the property is made during the Term to anyone, or (b) if, within one hundred twenty (120) calendar days after the expiration or termination of the Term, the property is sold, exchanged, or an option to purchase is granted, or negotiations continue, resume or commence and thereafter continue leading to a sale, exchange or grant of an option to any person or entity (including his/her/its successors, assigns or affiliates) with whom Broker has negotiated (either directly or through another broker or agent) or to whom the Property has been submitted prior to the expiration or termination of the Term, Owner shall pay broker a sales commission in accordance with the Schedule.
5. Commissions shall be payable hereunder when earned or at the earlier of lease execution, closing, closing of escrow, recordation of the deed, or possession by the purchaser or tenant.

6. If security, earnest money or similar deposits made by a prospective tenant or purchaser are forfeited, in addition to any other rights of Broker pursuant to this agreement, Broker shall be entitled to one half (1/2) thereof, but not to exceed the total amount of the anticipated commission.
- ~~7. To the extent permitted by applicable law, Broker is authorized to deduct its commissions from any deposits, payments or other funds, including proceeds of rental payments or sale proceeds, paid by a tenant or purchaser in connection with a transaction contemplated by this Agreement, and Owner hereby irrevocably assigns said funds and proceeds to Broker to the extent necessary to pay said commissions. Broker is authorized to provide a copy of this Agreement to any tenant or escrow or closing agent working on such transaction, and such escrow or closing agent, or tenant, is hereby instructed by Owner to pay Broker's commissions from any such funds or proceeds available. Owner shall remain liable for the entire amount of said commissions regardless of whether Broker exercises its rights under this paragraph.~~
8. Owner and Broker acknowledge that it is illegal for either of them to refuse to display to or to sell to any person because of the person's race, color, religion, national origin, sex or physical disability. Owner and Broker agree that the Property will be offered in compliance with all applicable federal, state and local anti-discrimination laws and regulations.
9. Owner agrees to cooperate with Broker in effecting leases of the Property and immediately to refer to Broker all inquiries of anyone interested in the Property. All negotiations are to be through Broker. Broker is authorized to accept a deposit from any prospective tenant and to handle it in accordance with the instructions of the parties unless contrary to applicable law. Broker is exclusively authorized to advertise the Property and exclusively authorized to place a sign(s) on the Property if, in Broker's opinion, such would facilitate the leasing of the Property. Owner represents that it is the owner of the Property. Owner and its counsel will be responsible for determining the legal sufficiency of all leases and any other documents relating to any transaction contemplated by this Agreement.
10. Owner agrees to disclose to Broker and to prospective tenants or purchasers any and all information which Owner has regarding present and future zoning and environmental matters affecting the Property and the condition of the Property, including, but not limited to structural, mechanical and soils conditions, the presence and location of asbestos, PCB transformers, other toxic, hazardous or contaminated substances, and underground storage tanks in, on or about the Property. Broker is authorized to disclose any such information to prospective tenants or buyers.
11. This agreement establishes Broker as Owner's single agent under Florida law. Owner acknowledges that Broker is a national brokerage firm and that in some cases it may represent prospective tenants or purchasers. Owner desires that the Property be presented to such persons or entities, and, in the event that such tenant or purchaser is also represented by Broker, either (a) consents to Broker transitioning from a single agent to a transaction broker; or (b) upon request and consent, to Broker appointing designated agents, if permitted by Florida Statute §475.2755, for both Owner and any prospective tenant or purchaser. Broker shall, in such events, make the transaction broker transition disclosure required by Florida Statute § 475.278(3)(2), attached hereto as Exhibit A, and obtain Owner's consent thereto; or the designated agent disclosure required by Florida Statute § 475.2755, attached hereto as Exhibit B, and obtain Owner's consent thereto.
12. In the event that the Property comes under the jurisdiction of a bankruptcy court, Owner shall immediately notify Broker of the same, and shall promptly take all steps necessary to obtain court approval of Broker's appointment as exclusive listing agent for the Property, unless Broker shall elect to terminate this Agreement upon said notice.
13. In the event that the Property becomes the subject of foreclosure proceedings prior to the expiration of this Agreement, then this Agreement shall be deemed suspended until such time as the Owner may reacquire his interest in the Property within the Term. If this Agreement is suspended pursuant to this paragraph, Broker shall be free to enter into a listing agreement with any receiver, the party initiating the foreclosure, the party purchasing the Property at a foreclosure sale, or any other person having an interest in the Property.

14. In the event of any dispute between Owner and Broker relating to this Agreement, the Property or Owner or Broker's performance hereunder, Owner and Broker agree that such dispute shall be resolved by means of binding arbitration in accordance with the commercial arbitration rules of the American Arbitration Association and judgement upon the award rendered by the arbitrator(s) may be entered in any court of competent jurisdiction. Depositions may be taken and other discovery obtained during such arbitration proceedings to the same extent as authorized in civil judicial proceedings in the state where the office of Broker executing this Agreement is located. The arbitrator(s) shall be limited to awarding compensatory damages and shall have no authority to award punitive, exemplary or similar type damages. The prevailing party in the arbitration proceeding shall be entitled to recover its expenses, including the costs of the arbitration proceeding, and reasonable attorneys' fees from the non-prevailing party.

15. In the event that Owner lists Property with another broker after the expiration or termination of this Agreement, Owner agrees to provide in the subsequent listing agreement that a commission will not be payable to the new broker with respect to transactions for which Owner remains obligated to pay a commission to Broker under paragraphs 3 or 4 hereof. Owner's failure to do so, however, shall not affect Owner's obligations to Broker under paragraphs 3 or 4 hereof.

16. Each signator to this Agreement represents and warrants that (s)he has full authority to sign this Agreement on behalf of the party for whom (s)he signs and that this Agreement binds such party.

17. This Agreement constitutes the entire agreement between Owner and Broker and supersedes all prior discussions, negotiations and agreements, whether oral or written. Owner and Broker each represent and warrant to the other that in entering into this Agreement, they are not relying upon any discussions, representations, understandings or agreements, other than the matters specifically stated herein. No amendment, alteration, cancellation or withdrawal of this Agreement shall be valid or binding unless made in writing and signed by both Owner and Broker. This Agreement shall be binding upon, and shall benefit, the heirs, successors and assignees of the parties. In the event any clause, provision, paragraph or term of this Agreement shall be deemed to be unenforceable or void based on any controlling state or federal law, the remaining provisions hereof, and each part, shall remain unaffected and shall continue in full force and effect.

18. The parties hereto agree to comply with all applicable federal, state and local laws, regulations, codes, ordinances and administrative orders having jurisdiction over the parties, property or the subject matter of this Agreement, including, but not limited to, the 1964 Civil Rights Act and all amendments thereto, the Foreign Investment In Real Property Tax Act, the Comprehensive Environmental Response Compensation and Liability Act, and The Americans With Disabilities Act.

19. The Florida Commercial Real Estate Leasing Commission Lien Act provides that when a broker has earned a commission by performing licensed services under a brokerage agreement with you, the broker may claim a lien against your interest in the property for the broker's commission. The broker's lien rights under the Act cannot be waived before the commission is earned.

The undersigned Owner hereby acknowledges receipt of a copy of this Agreement.

Accepted:

CB Richard Ellis, Inc.
Licensed Real Estate Broker

A(n) _____
(Owner)

By: _____
William S. Moss
Title: Senior Managing Director

By: _____
Title: _____

Address: 189 S. Orange Avenue, Suite 1900
Orlando, FL 32801

Address: _____

Telephone: 407.404.5000

Telephone: _____

Date: _____

Date: _____

CONSULT YOUR ADVISORS – This document has legal consequences. No representation or recommendation is made by Broker as to the legal or tax consequences of this Agreement or the transaction(s) which it contemplates. These are questions for your attorney and financial advisors.

EXHIBIT A

CONSENT TO TRANSITION FROM SINGLE AGENT TO TRANSACTION BROKER

FLORIDA LAW ALLOWS REAL ESTATE LICENSEES WHO REPRESENT A BUYER/TENANT OR SELLER/LANDLORD AS A SINGLE AGENT TO CHANGE FROM A SINGLE AGENT RELATIONSHIP TO A TRANSACTION BROKERAGE RELATIONSHIP IN ORDER FOR THE LICENSEE TO ASSIST BOTH PARTIES IN A REAL ESTATE TRANSACTION BY PROVIDING A LIMITED FORM OF REPRESENTATION TO BOTH THE BUYER AND THE SELLER. THIS CHANGE IN RELATIONSHIP CANNOT OCCUR WITHOUT YOUR PRIOR WRITTEN CONSENT.

As a transaction broker, CB Richard Ellis, Inc. and [NAMES OF SALES PROFESSIONALS], provide to you a limited form of representation that includes the following duties:

1. Dealing honestly and fairly;
2. Accounting for all funds;
3. Using skill, care, and diligence in the transaction;
4. Disclosing all known facts that materially affect the value of residential real property and are not readily observable to the buyer;
5. Presenting all offers and counteroffers in a timely manner, unless a party has previously directed the licensee otherwise in writing;
6. Limited confidentiality, unless waived in writing by a party. This limited confidentiality will prevent disclosure that the seller will accept a price less than the asking or listed price, that the buyer will pay a price greater than the price submitted in a written offer, of the motivation of any party for selling or buying property, that a seller or buyer will agree to financing terms other than those offered, or of any other information requested by a party to remain confidential; and
7. Any additional duties that are entered into by this or by separate written agreement.

Limited representation means that a buyer or seller is not responsible for the acts of the licensee. Additionally, parties are giving up their rights to the undivided loyalty of the licensee. This aspect of limited representation allows a licensee to facilitate a real estate transaction by assisting both the buyer and the seller, but a licensee will not work to represent one party to the detriment of the other party when acting as a transaction broker to both parties.

[INSERT NAME OF OWNER] agrees that CB Richard Ellis, Inc. and [NAMES OF SALES PROFESSIONALS] may assume the role and duties of a transaction broker.

[INSERT NAME OF OWNER]

By: _____

Title: _____

Date: _____

EXHIBIT B

CONSENT TO DESIGNATED AGENCY

Florida Statutes Section 475.2755 permits CB Richard Ellis, Inc., and where the buyer or tenant and seller or landlord have assets of \$1 million or more, at the request of the customers, to designate sales associates to act as single agents for different customers in the same transaction. Such designated sales associates shall have the duties of a single agent as outlined in Section [475.278\(3\)](#) as follows:

SINGLE AGENT NOTICE

FLORIDA LAW REQUIRES THAT REAL ESTATE LICENSEES OPERATING AS SINGLE AGENTS DISCLOSE TO BUYERS AND SELLERS THEIR DUTIES.

As a single agent, CB Richard Ellis, Inc. and [NAMES OF SALES PROFESSIONALS] owe to you the following duties:

1. Dealing honestly and fairly;
2. Loyalty;
3. Confidentiality;
4. Obedience;
5. Full disclosure;
6. Accounting for all funds;
7. Skill, care, and diligence in the transaction;
8. Presenting all offers and counteroffers in a timely manner, unless a party has previously directed the licensee otherwise in writing; and
9. Disclosing all known facts that materially affect the value of residential real property and are not readily observable.

FLORIDA LAW PROHIBITS A DESIGNATED SALES ASSOCIATE FROM DISCLOSING, EXCEPT TO THE BROKER OR PERSONS SPECIFIED BY THE BROKER, INFORMATION MADE CONFIDENTIAL BY REQUEST OR AT THE INSTRUCTION OF THE CUSTOMER THE DESIGNATED SALES ASSOCIATE IS REPRESENTING. HOWEVER, FLORIDA LAW ALLOWS A DESIGNATED SALES ASSOCIATE TO DISCLOSE INFORMATION ALLOWED TO BE DISCLOSED OR REQUIRED TO BE DISCLOSED BY LAW AND ALSO ALLOWS A DESIGNATED SALES ASSOCIATE TO DISCLOSE TO HIS OR HER BROKER, OR PERSONS SPECIFIED BY THE BROKER, CONFIDENTIAL INFORMATION OF A CUSTOMER FOR THE PURPOSE OF SEEKING ADVICE OR ASSISTANCE FOR THE BENEFIT OF THE CUSTOMER IN REGARD TO A TRANSACTION. FLORIDA LAW REQUIRES THAT THE BROKER MUST HOLD THIS INFORMATION CONFIDENTIAL AND MAY NOT USE SUCH INFORMATION TO THE DETRIMENT OF THE OTHER PARTY.

BY SIGNING THIS CONSENT, THE UNDERSIGNED REPRESENT AND WARRANT FOR THEMSELVES THAT THEY HAVE ASSETS OF \$1 MILLION OR MORE, AND THATY THEY HAVE REQUESTED THAT CBRE USE THE DESIGNATED SALES ASSOCIATE FORM OF REPRESENTATION.

BUYER/TENANT

Date
SELLER/LANDLORD

Signature

Date

Signature

Schedule of Sale and Lease Commissions

CB Richard Ellis, Inc.
Brokerage and Management
Licensed Real Estate Broker

FOR PROPERTY AT _____

A. SALES:

As to sales of improved real property, Broker's commission shall be 6% of the gross sales price. As to sales of unimproved real property, Broker's commission shall be 10% of the gross sales price. Gross sales price shall include any and all consideration received or receivable, in whatever form, including but not limited to assumption or release of existing liabilities. For purposes of this Schedule, the Property is deemed to be _____ improved _____ unimproved. This commission shall be paid when earned or at the closing, or if there is no closing, then upon recordation of the deed; provided, however, if the transaction involves an installment contract, then payment shall be made upon execution of such contract. In the event Owner contributes or conveys the Property or any interest therein to a joint venture, partnership, or other business entity, the commission shall be calculated on the fair market value of the Property, less the value of the interest in the Property retained by or transferred to Owner, as the case may be, and shall be paid at the time of the contribution or transfer. If Owner is a partnership, corporation or other business entity, and an interest in the partnership, corporation or other business entity is transferred, whether by merger, outright purchase, or otherwise, in lieu of a sale of the Property, and applicable law does not prohibit the payment of a commission in connection with such sale or transfer, the commission shall be calculated on the fair market value of the Property, rather than the gross sales price, multiplied by the percentage of interest so transferred, and shall be paid at the time of the transfer.

B. LEASES OR SUBLEASES:

Commissions shall be payable on execution of a lease by Owner and a tenant, in accordance with the following rates:

- 6% of the total base rental for the first 60 months in which rent is to be paid, plus
- 4% of the total base rental for the next 60 months in which rent is to be paid, plus
- 2 1/2% of the total base rental for the remainder of the term.

The above rates are subject to the following provisions:

1. Term of More Than 25 Years:

If a lease term is in excess of 25 years then the commission shall be calculated only upon the base rental to be paid for the first 25 years of the lease term.

2. Month to Month Tenancy:

The minimum commission for a month to month tenancy, tenancy at will, or any other tenancy which is not reduced to a written lease agreement between a tenant and Owner shall be equal to 50% the first month's base rental or \$ _____, whichever is greater. The commission shall be payable upon occupancy. In the event such a tenant subsequently executes a written lease with Owner, either directly or with the assistance of Broker or anyone else, within 24 months from the date of initial occupancy, then Broker shall receive a leasing commission with respect to such lease in accordance with the provisions of paragraph B., above.

3. Option(s) or Right(s) of First Refusal to Renew, Extend Lease or Occupy Additional Space:

~~If a lease for which a commission is payable hereunder contains (i) an option(s) or right(s) of first refusal to renew or extend, and a lease term(s) is renewed or extended whether strictly in accordance with the terms of such option(s) or right(s) or otherwise and/or (ii) an option(s) or right(s) of first refusal to expand, and a tenant occupies additional space whether strictly in accordance with the terms of such option(s) or right(s) or otherwise, then Owner shall pay a leasing commission in accordance with the provisions of this Schedule on the additional base rental to be paid, calculated at the commission rate applicable hereunder to the years of the lease in which the additional base rental is payable. Said commission shall be earned and payable at the time the extended term commences or the additional space is occupied, as applicable.~~

4. *Purchase of Property by Tenant:*

If a lease for which a commission is payable hereunder contains an option, right of first refusal, or similar right, and a tenant, its successors or assignees, or any agent, officer, employee or shareholder of a tenant purchases the Property whether strictly in accordance with the terms of such option, right of first refusal, similar right or otherwise during (a) the term of the lease, (b) any extension thereof, or (c) within ninety days after the expiration thereof, then a sales commission shall be calculated and paid in accordance with the provisions of Section A above; provided however, that there shall be a credit against such sales commission in the amount of lease commissions previously paid to Broker relating to that portion of the purchaser's lease term which is cancelled by reason of such sale. In no event shall such credit exceed the amount of such sales commission.

5. *Percentage Rent:*

~~If a lease for which a commission is payable hereunder contains a percentage rent clause, Owner shall pay a commission on the percentage rent payable by the tenant at the commission rate applicable to the period of the lease term for which the percentage rent is payable. This commission shall be payable within fifteen days after the tenant's final payment and accounting of percentage rent for the preceding lease year. Notwithstanding the foregoing, at the end of the third full lease year Owner shall pay a commission on percentage rent for the remainder of the original term of the lease. For the purpose of calculating this commission, the percentage rent for each remaining year of the term of the lease shall be deemed to be the same amount of the percentage rent payable for the third full lease year.~~

The provisions hereof are subject to the terms and provisions of any Exclusive Sales Listing Agreement, Exclusive Leasing Listing Agreement, Exclusive Subleasing Listing Agreement, Exclusive Representation Agreement or other agreement to which this Schedule may be attached and which is executed by the parties hereto. In addition to the rates set forth above, Owner shall pay Broker the applicable sales tax on all commissions.

In the event Owner fails to make payments within the time limits set forth herein, then the date due until paid the delinquent amount shall bear interest at the maximum rate permitted in the state in which the office of the Broker executing this Schedule is located. If Broker is required to institute legal action against Owner relating to this Schedule or any agreement of which it is a part, Broker shall be entitled to reasonable attorneys' fees and costs.

Owner hereby acknowledges receipt of a copy of this Schedule and agrees that it shall be binding upon its heirs, successors and assignees. In the event Owner sells or otherwise disposes of its interest in the Property, Owner shall remain liable for payment of the commissions provided for in this Schedule and any agreement of which it is a part, including, without limitation, the commission obligations set forth in paragraphs 3, 4, and 5 of Section B, unless the purchaser or transferee assumes all of such obligations in writing. The term "Owner" as used herein shall be deemed to include the owner of the Property, a party under contract to acquire the Property, a tenant under a ground lease and a tenant of the Property wishing to effect a sublease, lease assignment, or lease cancellation. The term "Tenant" as used herein shall be deemed to include any subtenant, or assignee of a tenant, and the term "Lease" shall be deemed to include a sublease or lease assignment.

APPROVED this _____ day of _____, 200__

Owner

CB Richard Ellis, Inc.

Licensed Real Estate Broker

By: _____

William S. Moss

Title: Senior Managing Director

Address: 189 S. Orange Avenue, Suite 1900

Orlando, Florida 32801

Date: _____

Telephone: 407-404-5000

By: _____

Title: _____

Address: _____

Date: _____

Telephone: _____

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 08-041

RESOLUTION TO APPROVE CBRE LEASING LISTING AGREEMENT

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County, Florida, held in the city of Orlando on the 13th day of March, 2008, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the CBRE Leasing Listing Agreement in substantially the form as attached and authorize staff to execute the Agreement documents.
2. To authorize staff to negotiate and execute a lease if a suitable tenant can be found.
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, March 13, 2008**

**After Hours Event ~ Southwest Branch:
Request to Serve Alcohol**

After Hours Events: Request to serve alcoholic beverages

I. Overview

In May 2008, the Dr. Phillips Rotary Club would like to host an author event, after hours in the Southwest Branch. For several years the Rotary Club has been engaged in an active partnership with the Library and has raised funds to enhance the front lobby and children's areas at the Branch. This year the Club has pledged additional funds for interior enhancements. The Dr. Phillips Rotary Club has sponsored two previous author events at the Branch and would like permission to host a third event including authorization to serve alcoholic beverages at the function.

As stated in the adopted Alcoholic Beverage Policy (see below), Board approval is necessary to serve alcoholic beverages.

II. Options

Option 1: Board approves the serving of alcoholic beverages in accordance with the Board approved policy.

Advantage: The event is held as conceived and planned and attracts an appreciative audience.

Disadvantage: There is always a degree of risk when alcoholic beverages are served.

Option 2: Board does not approve the serving of alcoholic beverages.

Advantage: Decreased risk if there is no alcohol served.

Disadvantages:

- A. Alternative plans would have to be made.
- B. There is a small chance the absence of alcohol might hurt the prospects for the event.

II. Recommendation

Staff recommends the approval of Option 1.

Library Alcoholic Beverage Policy

Alcoholic beverages may be served for the purpose of fundraising and various Library sponsored development and promotions projects or approved events, when the following requirements are met:

- **The event is sponsored by the Library or Library approved**
- **The Library Board of Trustees has approved alcoholic beverages to be served, and**
- **A licensed bartender, caterer, or other entity which provides liquor liability insurance coverage, is engaged to serve beverages, and**
- **The bartender, caterer, or other entity executes an agreement which shall:**
 1. **Hold the Library harmless and indemnify the Library against liability arising from alcoholic beverages willfully and unlawfully served to a person who is not lawful drinking age or knowingly served to a person habitually addicted to the use of any or all alcoholic beverages; and**
 2. **Require the bartender, caterer, or other entity to comply with all County, State, and Federal laws governing the service of alcoholic beverages**

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 08-042**

**RESOLUTION TO APPROVE THE SERVING OF ALCOHOLIC BEVERAGES AT
SOUTHWEST BRANCH LIBRARY AFTER HOURS EVENT IN MAY 2008.**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County, Florida, held in the City of Orlando, on the 13th day of March 2008 at 7:00 p.m. prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. Authorize the serving of alcoholic beverages in accordance with the Board approved policy at an after hours event in May 2008 at Southwest Branch.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

Resolution declared adopted:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, March 13, 2008**

Non-Consent Agenda

08-043 **Fine and Fee Schedule Review**

**Orange County Library System
Board of Trustees Meeting
Thursday, March 13, 2008**

Fine and Fee Schedule Review

Fine and Fee Schedule Review

I. PROBLEM STATEMENT

A full review of the Library's fines and fees has not been conducted since 2002. Even without the concern over the impact of the public's decision on January 29, 2008 to approve Amendment 1, this schedule of charges is due for review.

II. BACKGROUND

In January 2008, Mary Anne Hodel, accompanied by Assistant Director, Debbie Moss, began a series of meetings with Library staff to discuss fees and fines. To date 16 meetings have been held and 215 staff have attended. In these meetings we have reviewed current charges and discussed opportunities for increased or new charges. The attached recommendations have also been posted for staff review and comment. We clearly recognize that changes will be implemented and communicated at the front lines and very much desired for staff to have input in the earliest stages of review.

Our last adjustment to overdue fines was in October of 2002. Some other changes have been made intermittently (the PC Pass increased to \$10.00 in 2004 and our delinquency limit decreased in 2005). In our review of all fees and fines a number of considerations were taken into account. The chief concern is that none of these proposed charges should interfere with a resident's regular use of standard Library services. We recognize that charges for certain services might keep people from using those services and that is not our goal. We have attempted to concentrate our recommendations in the following areas:

- the collection of fees and fines already incurred and owed the Library
- charging for additional services which are outside of normal parameters, such as additional time on a computer
- charging for added value services which are costly to provide and are used heavily by a small number of customers, such as meeting room use and Interlibrary Loan.

Revenue generation for any of these services will be minimal in comparison to our overall need in light of property tax reform. However, they do contribute to the amelioration of our need. Our recommendation is to implement changes October 1, 2008 in order to provide ample opportunity for staff and public education and appropriate updates to print and web materials which reference these services. Items under consideration for change are highlighted in green in the attached table.

III. OPTIONS

Option 1: Make no changes at this time

Advantages: No adjustment to new policies for either the public or staff.

Disadvantages: Allows outdated charges to remain in place, putting the library at a disadvantage in collecting fines/fees. Limits new opportunities to access service that the charges would otherwise provide. Continues to provide certain high cost services used by only a small number of patrons with no cost recovery.

Option 2: Accept all staff recommendations.

Advantages: We will engage in a comprehensive staff and public education program regarding changes rather than dealing piecemeal with changes over a longer time frame.

Disadvantages: There will be some cost in time and resources to implementing changes. Changing current print materials and creating a print communication plan will have related minimal expenses.

Option 3: Implement only some of the recommendations

Advantages: The public and staff are not overwhelmed by a larger number of changes.

Disadvantages: May miss opportunity to make comprehensive changes.

IV. RECOMMENDATION

Staff recommend board approval of Option 2. These options have been discussed with many front line staff and have their support. We have reviewed the work associated with making changes and believe that it can be accomplished in the time frame available.

Review of Fine/Fee Structure Presented to Board March 13, 2008

CATEGORY	CURRENT CHARGE	2008 RECOMMENDATION	Estimated Yield
Fines/late fees			
Fines per day (most material)	.20	.25	\$100,000
Fines per day (DVD's)	\$1	No change	
Fines, limit per item	\$15	No change	
Lost item processing fee	\$5.00 handling charge plus list price of item.	No change	
Audiovisual sets returned with pieces missing	charge flat \$30 and an additional \$10 for each additional piece up to three. Beyond three missing pieces charge full amount.	No change	
Collection Agency fee	\$10	No change	
Account Settlement	\$10.00	No change in amount but change in payment required	\$275,000 as a one Time increase during implementation period
Computer Use Threshold, class signup and meeting room reservation	\$10.00	Balance must be zero	\$25,000 as a one time increase during implementation period.
Collection Agency Threshold	\$25.00	No change	
Returned Checks	\$25.00	No change	
Library Cards			
Fee Cards	\$125 per household \$100 for 6 months \$75 for 3 months	No change	
RB Cards	None	No change	
Replacement library card	\$2	\$3.00	\$2,500

CATEGORY	CURRENT CHARGE	2008 RECOMMENDATION	Estimated Yield
Copy Services			
Photocopies (in house)	.15	No change	
Microform 10.5 x 11 10x17	.25 .50	.50 1.00	\$ 500
Computer printouts	.15	No change	
Photocopies or computer printouts (via mail)	0.25 a page, max of 10 pages. Min cost 1.00 Max cost 2.50	No change to copy charge. Max of 10 copies with a \$5.00 handling charge.	\$ 500
Photocopies of microform (via mail)	8.5 x 11 .50/page 11x17 .75/page Min. charge 1.00 Max, charge. 2.50	No change to copy charge. Max of 10 copies with a \$5.00 handling charge.	\$ 500
Fax machine services	\$1.00 domestic \$15.00 international	No change for local \$2.00 long distance \$10.00 international	\$10,000
Color copies	\$1.00	No Change	
Computer Access			
PC Pass (for out-of-district user) (1 week, two sessions per day)	\$10.00	No change	
PC Express Pass (1 hour session, one time)	\$5.00 for 15 minutes at Southeast	\$5.00	\$5,000
Extra sessions for any card types	None	\$5.00 per hour	\$2,500
Computer classes	\$10 for out of district residents	Out of district online \$25 No change for in person class	\$1,000

CATEGORY	CURRENT CHARGE	2008 RECOMMENDATION	Estimated Yield
No show Fees			
Meeting Room	\$10.00	\$25 (loss of deposit)	\$1,000
Computer Class	\$5.00	No change	
Facility Rental			
Use of computer training spaces	None	\$250 for less than 4 hours, \$500 for 4-8 hours.	\$5,000
Meeting room use	None	Albertson Room: \$150 less than 2 hours. \$500 for 2-4 hours. Other rooms: \$25 per 2 hours (or less)	\$12,000
Consignment space for artists/authors. Make available space for artists to hang works for sale or for authors to sell books at programs.		TBD (% of sales)	
Delivery			
MAYL	None	No Change	

CATEGORY	CURRENT CHARGE	2008 RECOMMENDATION	Estimated Yield
Added Value Services			
Interlibrary Loans	None	\$20	\$1,000
Extended reference services: information request from out-of-district user	\$25.00 Prepaid for up to 30 minutes of staff time and includes up to 10 copies	\$30.00 Prepaid for up to 30 minutes of staff time and includes up to 10 copies	\$ 300
Book A Specialist	None	\$75 per hour	\$1,500
Premium Service Card Possible benefits: <ul style="list-style-type: none"> • FOL membership • Advance notice of FOL sales & entry to preview night at sales • Books and Beyond newsletter mailed to you monthly • Orange Bag • ½ price tickets to after hours events • Increased game token check out • Higher DVD limit • Email or text alerts on DVD New releases • Early entry on Tuesday mornings • 10 % Discount on meeting rooms • Early admission to library events 	No such account	\$50-\$75	\$1,500
Sale of Peripheral Materials			
Earbuds		TBD	
Jump drives		TBD	

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 08-043**

RESOLUTION TO APPROVE THE RECOMMENDED CHANGES TO THE FINE AND FEE SCHEDULE.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County, Florida, held in the City of Orlando, on the 13th day of March 2008 at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the recommended changes to the Fine and Fee Schedule.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

Resolution declared adopted:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, March 13, 2008**

Discussion and Possible Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, March 13, 2008**

**FY 2009 Budget:
Tax Reform Options**

FY 09 Property Tax Reform Options

In accordance with the Library Board's request at the February 2008 Board meeting, the attached spreadsheet reflects a wide variety of options to address the anticipated budget shortfall for next fiscal year. For each option, an estimate of the dollar impact is provided as well as some potential consequences. Additional information is included in the Board packet for the first two items on the spreadsheet. Fees and fines were last increased in 2002.

There is still confusion as to how the Bill approved by the Legislature last June interfaces with Amendment 1, which was approved by the voters on January 29th. As a result, making a projection of the FY 09 shortfall is very challenging. At this point in time, our best estimate of the budget shortfall remains \$3,600,000, but this amount could easily be off by as much as \$1,000,000. In addition, other tax reform and budget proposals are being considered by the Taxation and Budget Reform Commission, which has the ability to place items on the November 2008 ballot. The Florida Legislature, which is currently in session, also may consider additional tax reform or budget Bills. As a result of these other "wild cards," staff is requesting that the Library Board prioritize items totaling \$5,000,000 from the attached spreadsheet. Of course, staff is open to other ideas that the Library Board may have. If the actual budget shortfall for next fiscal year is less than \$5,000,000, staff will only go down the Board's priority list as far as needed to generate the needed dollars.

Behind the spreadsheet is a list of ideas generated by Library staff to address the property tax issue. As you can see from the list, the ideas cover the gamut. We certainly appreciate that our staff have given considerable thought to this very important issue.

Orange County Library System FY09 Property Tax Reform Options

Item #	Description	Increase in Revenue	Decrease in Spending	Comments / Potential Consequences
1	Implement account settlement thresholds (not recurring revenue)	\$ 300,000		Most revenue will be received within the first few months after implementation, public's reaction is a concern
2	Increase fees and fines	\$ 157,000		Have not been adjusted in almost 6 years so time to address anyway, public's reaction is a concern
3	Try to lease Chickasaw (16,000 square feet @ \$10/sq. ft.)	\$ 160,000		May not be able to lease for short term (5 years), need to spend \$50,000 - \$75,000 to make suitable for leasing
4	Retiree health care - increase amort period from 10 to 15 years		\$ 311,000	Will end up costing more in total in long run
5	Eliminate funding for future branches		\$ 4,000,000	Some areas of district will not have a branch Library nearby, however MAYL would still serve all areas
6	Reduce hours open to public at Main (open 1 hr later or close earlier)		\$ 256,000	Makes Main and branch hours more consistent, reaction from Main patrons is a concern
7	Reduce Training & Travel budget (FY 08 budget = \$125,000)		\$ 50,000	Will need to cut back on out of town training and travel, would need to do more distance learning
8	Reduce marketing budget (FY 08 budget = \$100,000)		\$ 25,000	Marketing efforts will be reduced
9	Reduce professional services (FY 08 budget = \$375,000)		\$ 50,000	Sufficient funds may not be available to cover issues which may arise
10	Reduce repairs & maint for projects (FY 08 budget = \$1,050,000)		\$ 50,000	Projects will need to be cancelled or deferred to future years
11	Reduce external printing costs (FY 08 budget = \$200,000)		\$ 50,000	Some publicity will not look as attractive and/or fewer will be printed
12	Reduce contingency (FY 08 budget = \$325,000)		\$ 50,000	Less dollars available for an emergency
13	Take more money out of reserves	\$ 500,000		Reduces reserves available for future years
14	Reduce hardware/software supplies (FY 08 budget = \$375,000)		\$ 100,000	Our goal is 3 year PC replacement cycle, we are currently at 4 years, this option would move us to 5 years
15	Eliminate Workforce (charter school student) positions (1)		\$ 94,000	Less resources to do same or increasing amount of work
16	Eliminate Sunday pay differential		\$ 240,000	Will not be well received by staff, will be more difficult to staff Sundays
17	Reduce hours open to the public at Main and Branches (1)		\$ 928,000	Reduces customer service, reduces Circulation and other performance statistics
18	Implement unpaid two week furlough		\$ 540,000	Will not be well received by staff, reduces customer service, reduces Circulation and other performance statistics
19	Limit health insurance increase to 10% rather than 15%		\$ 107,000	Will result in less benefits for staff and higher out of pocket costs for staff
20	Reduce materials budget (FY 08 budget = \$4,800,000)		\$ 300,000	Reduces customer service, Circulation will drop
21	Cut raises in half (from average 4% to 2%)		\$ 294,000	Will not be well received by staff, could result in loss of current talent pool, will affect retention and recruitment
22	Eliminate all raises		\$ 588,000	Will not be well received by staff, could result in loss of current talent pool, will affect retention and recruitment
23	Close a branch (1)		\$ 1,200,000	Will not be well received by public if it's their branch

*Note 1 - Staff would **not** be laid off but rather reduced through attrition.*

Many thanks to all the staff who have been able to attend a meeting to discuss fees and fines and the impacts of property reform on the Library's budget. Compiled here are those suggestions.

Benefits/hours:

Employee participation in insurance cost
Don't buy shirts for all employees this year
Eliminate Sunday pay differential
Close one day per week (Friday most often identified as least busy)
Close branches on Sundays
Shorten daily hours Monday – Thursday
Drop Accidental Death and Dismemberment insurance. Not much money but also not many claims
Close the week between Christmas and New Year

Charging for services for regular card holders:

Computer classes
Make basic classes free and charge for advanced classes
Charge for PC use
Charge for an additional session beyond two (\$5.00 per session over two)
Charge to check out popular materials: Lease, DVDs, Games, downloadable audio books
Charge for Databases
Charge for MAYL
MAYL- if you want holds for free offer to let you pick it up only where we find it
Charge for wifi
Learning 2.0 to the public for a fee
Gold Card: offer higher limits on holds, DVDs, one free meeting room, extended borrowing periods, lower fine amounts, DVD New holds
Conduct Genealogy workshops
Offer an hour specialist assistance from a librarian to learn to use marketing resources or other specialized resources
Charge for one on one computer training
Charge for people to renew their card
Don't allow holds on unverified cards
Having holds automatically placed based on reading history

Charges for non-residents:

Single session PC pass for \$5.00
Charge for RB card holders to get AV
Raise collection agency fee to \$20
Add MAYL back to fee cards (2.46 per transaction, with maybe 12 holds per month would need to charge about \$350 for cost recovery)

Fines and Fees:

Increase DVD limit to 20
Charge for renewal of DVD New
Charge for any renewal
Raise \$5.00 processing/handling fee
Make replacement cards \$3.00
ILL fee should be \$1-2 or up to \$30
Increase fines: .25 up to .50 for most fines, up to \$1.50 for DVD's
Provide a time frame for which a payment to zero should be made
From time to time send out a balance reminder via email
Charge for not picking up a hold (\$3.00-5.00 or whatever overdue fine would be)

Facility Rental:

Equipment rental with meeting rooms (boards, markers, etc), DVD or video players/TV, digital projectors
After hours facility rentals (WI, WO where staff don't need to stay)
Charge for Computer classes for groups
Charge for group study rooms
Charge for Meeting Rooms- charge more in evening due to popularity
Charge for corporate use of computer rooms
Charge artists and others for space they use for displays. If they sell something then look for a %

Fundraising:

Incorporate fund raising into staff (like a dance-a-thon)
Have a bake sale
Make online donation opportunities more prominent
Donation envelopes – make them available in multiple areas
Ask for small donations to attend programs, provide recognition in the form of putting name in prominent place, use die cut shapes to hang names around a branch
Use wood walls in Lobby to have patrons “buy” space to display their name
Hannah Montana as speaker
Put fundraising page on website so that if other groups would like to raise money for the library they would have a “tool box” available
Write more grants
Maybe do a raffle at programs or after-hours events
Martin Luther King Day breakfast or dinner while we are closed
Do an FOL membership drive at all locations, give out something at check out for people to join
Do pledge drive a la public TV, have a big event where people donate talent, food
Have more character breakfasts since we can get costumes for free from Scholastic
Do author events like Helen Thomas for kids/families, partner with theme parks to support reading
Do a big gala event with silent auction

Revenue:

Increase copy/print charges
Increase Library share for vending machines
Install parking meters in branch lots
Install ATM in branches
Notary public
Expand Fax service – use existing workroom Fax machines- no added overhead
Provide service to prepare/print résumés
Sell library produced posters like our celebrity posters
Sell curriculum/booklets to other libraries
Sell more stuff like jump drives
Stop checking out head phones and sell cheaper ear buds/headphones
Charge for after-hours teen events
Put advertising on www.ocls.info
Charge to provide tutoring services
Expand our scanning access – QL gets questions but when patron hears cost they usually go somewhere else so maybe lower cost
Charge for using our power outlets for computers/cell phones
Charge for school group tours of library which end in special computer room session to learn about databases
Lower prices at Gifts and Greetings
Open other locations like Z Coffee
Sell advertising in Books and Beyond

Start an after school club and charge a small amount to be a member

Bank of America has a satellite office in a Publix near me. It occupies a small space and brings in customers. Perhaps, we can lease some space to businesses that have small space requirements and in the process, gain some new patrons

Sponsorship of certain materials or services- like stickers on newspapers or signage on DVD displays

Audio advertising on QL hold line

Advertising on Orange Peel or www.ocls.info

Sell ad space in public elevators

Have larger and more frequent book sales

Do book programs to promote selling particular titles

Sell donations and withdrawals on Ebay

Charge interest on unpaid account balances

Cost Reduction:

Consider lowering some of our printing quality. SRP paper weight and “four color” printing could be reduced for lower costs

Bundle deliveries to same address (SS staff is already doing)

Use more volunteers and/or interns

To extend life of equipment put note on monitors not to touch the screen

Close a Branch

Lease/sell Chickasaw

Consider solar power for buildings

Dim lights for power saving

Sell shelving in storage

Consider having staff do janitorial work in lieu of contracted vendor at branches

**Orange County Library System
Board of Trustees Meeting
Thursday, March 13, 2008**

Librarian Initiative Summary

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Orange County Library System

Librarian Initiative Summary

Prepared for the Board of Trustees

February 29, 2008

The previous report date for the Librarian Initiative was February 7, 2008.

The most recent *All Librarians Meeting* was held on February 21, 2008. This meeting represents a significant milestone in the Librarian Initiative in several ways. Through both general discussion at the session and advance input received in response to the assignment given at the January meeting, consensus was reached that the original list of concerns developed at the outset of the initiative has been fully addressed. The group acknowledged that substantial progress has been made and is on-going in the area of workplace communications. Librarians were able to identify no less than ten channels of communication that are formally established and available to all to bring forward issues and concerns without fear of reprisal and with confidence that attention will be appropriately given by the Management Team.

The members of both the Scheduling/Staffing Task Force and the Communications Task Force reported that their initial assignments had been successfully completed, and the group at large supported that conclusion. The Librarianship, Job Description and Career Path Task Force participants described their efforts as still in the early stages, but expressed confidence that progress can be made here, as well.

There was a general consensus that, while it is important to continue with the Initiative, forward progress is now sufficient enough to make a transition from meeting monthly to quarterly sessions. The change will be phased in by next meeting in April, then June. The following session will be held in September. At that point, *All Librarians Meetings* will be conducted once per calendar quarter.

Emphasis has been placed on the importance of continual on-going dialogue to insure that potential issues are recognized and addressed early on and not allowed to build up over time. The April *All Librarians Meeting* has been scheduled for Tuesday the twenty- second.

**Orange County Library System
Board of Trustees Meeting
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Information

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Director's Report

Director's Report March 2008

► The Orange County Library System will be recognized with proclamations in honor of National Library Week by Orlando City Commission and the Board of Orange County Commissioners. OCLS will be presented a proclamation by the City of Orlando on Monday, April 7th and then by the Board of Orange County Commissioners on Tuesday, April 8th.

► Three of our librarians have been invited to participate in the planning effort for the Florida Library Association Conference to be held next Spring 2009 in Orlando. We are indeed honored to have Sandy Mayer, Ruth Wiley and Peggy Gunnell represent us in this important statewide effort.

► Congratulations to the Children's Department whose proposal has been accepted for the Florida Library Association's conference in St. Petersburg Beach this April.

► Continuing our eGuide tradition, we're now thrilled to bring to our public the Personal Finance eGuide! Like its predecessors, the Personal Finance eGuide is available in English and Spanish and has a Links Basket so you can print out or e-mail your list of selected links. Many thanks to Josh Fox and DRI, Community Relations, and Erika Torres who all had a part in creating this eGuide.

► The Strategic Planning team has met on a couple times to begin the planning process. The session started with an analysis of our mission statement and identification of possible directions for the strategic plan. Team members then worked through an exercise to identify and rank internal constraints or road blocks to our growth and efficiency. They also identified and ranked internal and external opportunities. They have analyzed the competition that challenges us directly and indirectly. The team identified our competitors, listed each competitor's strengths and compared them against our strengths. The information gained will be used to guide the development of strategies. The list of identified competitors included: Blockbuster, Netflix, Theme Parks, Bookstores, Amazon, Google, Yahoo Answers, and social gathering places. Work will continue on this endeavor.

► MAYL (Materials Access to Your Library) performance is really doing well: The MAYL circulation is up 26% over last February. (66,792 up from 52,931) Online Holds in February 2008 were 62,197. They are up 17% from 53,385 from February 2007.

MAYL Circ has shown a significant increase this month and a new all-time high was reached. Through two months, '08 is up 11% from '07. Online Holds have shown an increase for 24 consecutive months. Through two months, '08 is up 14% from '07.

► The *Orlando Sentinel* published a story about *Read Across America* day and included information about the Edgewater event in celebration of the occasion. A reporter interviewed Edgewater Branch Manager Kelly Pepo for the story. The print edition included a nice photo taken at Edgewater:

<http://www.orlandosentinel.com/community/news/kissimmee/orl-orreading2808feb28,0,3073621.story>

We have also gotten coverage from WMFE radio.

► The Library's *Grow your Business* resources are being promoted throughout March with ads in the *Orlando Sentinel* and the *Orlando Business Journal*. The ads are being paid for with grant funding.

► The Orange County Library System submitted a grant application to Wachovia for support of its Summer Reading Program.

▶ The Friends of the Orange County Library System will make its annual lobbying trip to Tallahassee on March 19 and 20. A key message we will be articulating to legislators is the impacts of property tax reform on libraries.

▶ The Friends will also be visiting a couple Head start locations around the county and distributing a free book to each child enrolled in the program.

▶ The Library provided biometric screenings for its employees this past month. Testing was offered at no charge for all employees at the Main Library, Herndon and West Oaks branches for glucose, total cholesterol, HDL, LDL, and blood pressure. The effort is part of a total package of “Healthy You 2008” aimed at encouraging employees to keep a healthy lifestyle.

▶ Local artist Martha Sanders has approached the Windermere Branch with a unique proposal. Ms. Sanders has offered to teach a series of watercolor/Acrylic painting classes at the Windermere Library and donate the entire proceeds to the Library. Students would participate in 6 – 8 weeks of training at the rate of \$15 per class or \$80 - \$90 for the whole series. Ms. Saunders attended San Francisco Art Institute and has exhibited in galleries and solo shows since 1982. Her paintings are in private and public collections such as the Orlando International Airport, the Orlando Arena, and Sea World of Florida. She has exhibited at the Orlando Museum of Art as well art shows throughout the area. Staff are finalizing details of the proposal.

Programs

▶ The Library’s third annual Step Competition at Main on Saturday, February 23 was attended by an amazing 560 people. Six teams from Orange County middle and high schools were represented in the competition.

▶ The Dental Hygiene Program at Windermere on Saturday February 23 had six attendees; the Dental Hygiene Program at Washington Park the same day was attended by five people.

▶ The Carol Mundy Collection on Monday, February 25 at Edgewater was attended by 12 people.

▶ The John Cunningham performance for the February 29 Music in the Library had 26 attendees.

▶ Give the Gift of Love at North Orange on Saturday, February 16 was attended by three people.

▶ The Carol Mundy Collection presented at Eatonville on Monday, February 18 was attended by six people, three adults and three teens.

▶ Identity Theft at Windermere on Saturday, February 16 was attended by 10 people.

▶ Dental Program at South Trail on Saturday, February 16 was attended by 11 people.

▶ Identity Theft at Southwest on Wednesday, February 20 was attended by six people.

▶ The Friday, February 22 Music in the Library featuring jazz by C-Bar Duo was enjoyed by an audience of 79 – 66 adults, 10 teens and three children.

▶ On February 28 at the Herndon Branch, 17 children and 7 adults attended Tooth Fairy Day. Wendy Prasad read four books, gave coloring sheets, and certificates the children could give to the tooth fairy once they loose a tooth. This program was developed by Wendy Prasad and has been added to the Children's program Wiki database. Ben Mittag, a librarian who was visiting Herndon from main, helped facilitate the program.

▶ Bill Johnson and Craig Stilings, Assistant Directors of the Winter Park Public Library, observed and asked questions regarding self check out and self check-in at the Herndon Branch.

▶ AARP once again gives free tax help on Mondays and Wednesdays at the Herndon Branch which started in February and lasts through April.

▶ On Monday, February 4th, at the Hiawassee Branch Library 23 teens at our monthly Teen Gaming Night who danced their way to fun and fitness.

▶ The Hiawassee Branch Library also hosted, on Friday, February 22nd, the "Evans High School Jam". The event was held outside the entryway under the canopy and we had 67 people of all ages come to see the teens perform. The community (and the staff) really enjoyed the performance!

▶ February was full of new programs at the South Creek Branch Library:

Friendship, Hearts and Flowers" Valentine's Day program attracted 38 children and 13 adults. The kids heard stories and made crafts for the holiday.

Dr. Nancy Chiu spoke to 22 people on the benefits of acupuncture.

The "Let Them Eat Cake" program demonstrated the how's of wedding cake decorating. 21 attendees were later treated to a host of cake samples.

A Martial Arts demo on February 16th, hosted by Victory Martial Arts, was so popular with 200 people attending that it had to be moved from the meeting room to an open area in the library.

Dino Time, a program combining learning about dinosaurs, a story time, and a crafts was held on February 23 with 55 attendees.

V is for Victory at the South Creek Branch on Saturday, February 16 at 2 p.m. had 200 patrons including 55 adults, 60 teens and 84 children.

English Chatter at South Creek continues to draw a regular following.

All this, and our friends from AARP are back on Thursdays, helping our neighbors with their income tax preparation

▶ Jim Baker, Manager of the West Oaks Branch Library, received a certificate of appreciation for his service as a member of the School Advisory Committee at Citrus Elementary School and a Volunteer pin and gift card from the PTA.

▶ On February 2nd, West Oak's Kimberley Ware with Mama Nem's presented the History of Soul Food with tasty soul food samples for 10 library patrons.

▶ Tonya from Ready, Set, Dance brought a total of 60 library patrons and dance groups to their feet with a history of music and performance at West Oaks.

▶ 16 library patrons enjoyed Valentine's Day with the Love 'N Chocolate program on February 14th at West Oaks

- ▶ On February 16th, Berry Sweet and Party Flavors Custom Cakes programs brought in a total of 25 patrons who enjoyed everything from strawberries dipped in chocolate to tasty samples of various cakes.
- ▶ West Oaks Wii® Love Gaming programs brought in 56 children on February 18th and 19th along with Subway Restaurants in Ocoee providing delicious sandwich platters for hungry gamers. The Subway on Silver Star Road has been a great library supporter and we are very grateful for their support.
- ▶ February 9th was a busy day at Alafaya: customers even attended the "Yoga for a Better Life" program and 21 folks enjoyed popcorn and the movie "Mr. Bean's Holiday."
- ▶ Alafaya Branch's Gaming night attracted 14 participants on February 19.
- ▶ At Paws to Read at Alafaya, therapy dog Bear (a chow/shepherd mix) entertained 9 children while they read to him on February, 23.
- ▶ Eatonville Branch celebrated with the community's annual Zora Neale Hurston Festival from Feb 1st through the 3rd. Over 1550 attendees came to the branch to visit the "Jump de Sun Exhibit.
- ▶ On Feb 14th, Eatonville hosted our monthly teen gaming night. Gaming fever is catching on with 12 in attendance including some first timers.
- ▶ "Game Night @ Southeast" continues to be popular with local youth. On Thursday, February 21, there were 31 people in attendance.
- ▶ The Southeast Saturday afternoon movie held on February 23, *Snow Buddies*, was attended by 23 people.
- ▶ At Southwest, pets weren't left out this Valentine's Day. Five Southwest Branch patrons took the opportunity to show their dog and cat how much they love them by attending *Pet Care and Safety* with Cat Bruce, owner of Pets First Holistic Therapy and Pet Sitting Services, Inc on Feb 13th.
- ▶ The Southwest Branch hosted a program called, "Becoming a Writer by Mistake...Or How I Traded Needlepoint for Fiction" on February 18th. Multi-published author Terry Odell entertained 11 patrons with her story of breaking into a new career as a romance writer even though she'd never read a romance novel.
- ▶ Windermere's February *Wacky Wednesday Arts and Crafts* program broke the record with 28 children and 11 adults, 39 in all! They celebrated Valentine's Day by decorating Valentine heart glasses and candy hearts coloring sheets. It was a fun program and the children had a blast!
- ▶ Windermere hosted a tour for 35 children and adults from Christ the King Lutheran Pre-School on 29 February.
- ▶ Party Flavors at the West Oaks Branch on Saturday, February 16 at 2 p.m. had 17 patrons.

Upcoming Programs

Sandra Scheetz Wise: World of Surrealism

Nationally known local surreal artist Sandra Scheetz Wise exhibits a group of enticing works of art at the North Orange Branch through April. Sandra uses everyday objects set in novel combinations and environments that seem to come to life, expressing human emotions.

English Chatter

South Creek Branch Thursday, April 3, 6:30 p.m.; Thursday, April 17, 6:30 p.m.

Winter Garden Branch Monday, April 14, 6:30 p.m.

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.

Yoga for Seniors

Alafaya Branch Saturday, April 5, 11 a.m.

Exercise your mind, body and spirit with a regiment of gentle yoga postures, breathing exercises, meditation and chair yoga designed especially for seniors. Join us for a demonstration with certified Yoga Instructor Jennifer Fowler and learn the many health benefits that yoga has to offer.

Smiles that Dazzle

Winter Garden Branch Saturday, April 5, 11 a.m.

West Oaks Branch Saturday, April 5, 2 p.m.

Hiawassee Branch Saturday, April 12, 11:30 a.m.

South Creek Branch Saturday, April 19, noon

Herndon Branch Saturday, April 19, 3 p.m.

Make your smile dazzle! Get tips on dental hygiene and more with the Greater Orlando Dental Hygiene Association. Samples for all attendees.

Secrets Revealed to Raise Your Credit

Herndon Branch Saturday, April 5, 2 p.m.

Be ahead of the game when qualifying for home loans, car loans and credit cards. Get tips to lower interest rates that could save you thousands of dollars. Free materials provided.

Walk on the Wild Side

Edgewater Branch Tuesday, April 8, 6 p.m.

South Trail Branch Wednesday, April 9, 6 p.m.

Washington Park Branch Wednesday, April 23, 6 p.m.

North Orange Branch Saturday, April 26, 2 p.m.

Celebrate National Wildlife Week with Back to Nature Wildlife Refuge and explore the species of Orlando. See some of the animals that linger in your backyard and learn how you can help preserve their habitats.

Writing at the Edge

Edgewater Branch Thursday, April 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!

Sense of Smell

North Orange Branch Thursday, April 10, 7 p.m.

South Trail Branch Tuesday, April 15, 6 p.m.

Edgewater Branch Tuesday, April 22, 6 p.m.

Washington Park Branch Tuesday, April 29, 6 p.m.

Join Katie Haley from Cosmic Flower Aromatherapy Inc. and honor National Sense of Smell Day by learning all about the power of organic plant fragrances and essential oils. There will be a special prize drawing and free samples along with the opportunity to try dozens of rare and exotic scents from all over the world.

Chinese Herbs and Acupuncture

Southwest Branch Thursday, April 10, 7 p.m.

Learn how Chinese herbs and acupuncture can help treat joint pain and disorders from Michelle O'Shaughnessy, doctor of oriental medicine at the Aesthetic Acupuncture Clinic.

Hands-On Healing

Windermere Branch Friday, April 11, noon

Southwest Branch Friday, April 18, noon

Learn the health benefits of massage therapy. Join Lori Dunn, a licensed massage therapist from Amazon Message and Health Spa for complimentary massages in honor of National Stress Awareness Day. Call 407.835.7481 to reserve your spot.

Lawn Care 101: It Isn't Easy Being Green!

West Oaks Branch Saturday, April 12, 11 a.m.

April is National Lawn Care Month, and a great time to get your lawn in tip-top shape for the summer months. Learn how to make your lawn the cream of the crop from Ben Cox of Massey Green-Up Services.

Live a Fruitful Life

Windermere Branch Saturday, April 12, 11:30 a.m.

Join Lisa Pardue for an informative program about the importance of fruit in a healthy diet. Samples of Xango Juice will be provided.

Art of Making Gift Baskets

South Creek Branch Saturday, April 12, 1 p.m.

Learn the art of creating beautiful gift baskets. From decorating to itemizing, we'll teach you how to make the perfect gift basket for friends, family or profit.

Five Wishes: The Living Will

Winter Garden Branch Saturday, April 12, 3 p.m. Monday, April 14, 3 p.m.

Everyone should have a Living Will to help your family understand and follow your wishes. Join professionals from Carey Hand Funeral Home for an informative discussion on the benefits of having a Living Will. Light snacks will be provided.

Think Like a Lender

South Creek Branch Saturday, April 12, 3:30 p.m.

Get the inside scoop on how to think like a lender. Protect yourself from escalating interest rates and hidden fees next time you apply for a mortgage loan.

A Stroke Survivor's Story

South Creek Branch Monday, April 14, 7 p.m.

Stroke survivor Roger Caldwell will discuss his insightful book *The Inspiring Journey of a Stroke Survivor*, a story of his recovery experiences. Learn how to control and lower blood pressure through exercise and diet. Book signing will follow the program.

Southwest Book Club

Southwest Branch Tuesday, April 15, 7 p.m.

Join the Southwest Book Club to discuss the New York Times bestseller *A Thousand Splendid Suns* by Khaled Hosseini, author of *The Kite Runner*. *Suns* is the story of two women, born nearly a generation apart, living in war-torn Afghanistan during decades of fighting that lasted nearly 30 years. Ages 18 and older are welcome. For more information please call 407.835.7323.

Fruits & Veggies: Nature's Nutrition

Eatonville Branch Wednesday, April 16, 6 p.m.

Southeast Branch Saturday, April 19, 1 p.m.

Alafaya Branch Saturday, April 26, 2 p.m.

In honor of *National Women's Nutrition Week*, health expert Pat Perez will share the many benefits of fruits and vegetables in your diet.

Awareness=Prevention

Windermere Branch Saturday, April 19, 11 a.m.

Southwest Branch Saturday, April 26, 12:30 p.m.

Join CVS Pharmacy in honor of *Medication Safety Week* for a discussion about proper medication use. Ask questions about prescriptions you're using and clear up concerns about other medicines.

Have a Gourmet Table

West Oaks Branch Saturday, April 19, 11:30 a.m.

Join Chef Stacy Mackey from the Gourmet Table and get tips on healthy eating and more in honor of *National Women's Nutrition Week*. Tasty samples for all attendees.

Understanding Your Credit Report

Hiawassee Branch Saturday, April 19, 11:30 a.m.

Improving credit is like a game. In order to win, you'll need to know the rules and know your score. Learn how to read your credit report and which factors determine your credit score. Free materials available.

Personal and Professional Development

Windermere Branch Wednesday, April 23, 6 p.m.

Develop a greater awareness of self and others. Join us for an enlightening program on developing skills for personal interaction presented by Virginia Rizzo, owner of Generations Coaching and Training.

Creative and Colorful Paper Flowers

Hiawassee Branch Saturday, April 26, 10 a.m.

Learn how to make tissue-paper flowers just in time for Mother's Day. Supplies will be provided. Limited seating available. Call 407.835.7323 to register.

Six Mortgage Mistakes to Avoid

Winter Garden Branch Saturday, April 26, 11:30 a.m.

Local mortgage planner and financial educator Sherry Daniels will share inside information on what to look out for when obtaining a mortgage. Free materials available.

Meet the Authors

West Oaks Branch Saturday, April 26, 2 p.m.

Meet local authors Renette Upson-Bush, Judy Smith Wright, Carolyn J. Smith and Carole J. Davis and listen to their discussion of their book *Teacher of the Year*. The book's theme touches on child abuse - a timely topic for *April, National Child Abuse Prevention Month*. Book sale and signing follows the program.

The Library System will be represented at the following **Upcoming Community Events:**

April 18-20 Hispanic Business and Consumer Expo

Mar 3 City of Orlando's Unity in the Community Family Fun Day

May 23 2008 Employee Academy Talk and Tour

June 7 Nathaniel Hope's Make'm Smile Event – Lake Eola Park

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