

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

**Board Packet for February 2009**



101 East Central Boulevard  
Orlando, Florida 32801-2471  
phone: 407.835.7611  
fax: 407.835.7648  
website: [www.ocls.info](http://www.ocls.info)

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Mary Anne Hodel,  
Library Director, Chief Executive Officer

February 6, 2009

To: James B. Tyson, President  
Guy Houk, Vice President  
Sara Brady, Trustee  
Ted Maines, Trustee  
Richard Maladecki, Trustee

cc: The Library Governing Board:  
The Honorable Mayor Richard T. Crotty, Chairman of the Library Governing Board,  
Members of the Governing Board, Commissioners S. Scott Boyd, Fred Brummer,  
Mildred Fernandez, Linda Stewart, Bill Segal, Tiffany Moore-Russell, 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, February 12, 2009 at the **Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801; 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**  
**February 12, 2009**  
**Orlando Public Library**  
**101 East Central Boulevard**  
**Orlando, Florida 32801**  
**407.835.READ (7323)**

09-021 I. **Call to Order**

09-022 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](http://www.ocls.info). For more information, contact Milinda Neusaenger at 407.835.7611 or [neusaenger.milinda@ocls.info](mailto:neusaenger.milinda@ocls.info).

09-023 III. **Approval of Minutes: Library Board of Trustees Meeting ~ January 8, 2009**

09-024 IV. **Staff Presentations:**

➤ **Grants Presentation ~**

<b>Grant</b>	<b>Project</b>	<b>Presenter</b>
ICMA	Drug and Alcohol Education	Debbie Moss
IMLS- National Leadership Research	Library automation development w/ KCLS	Debbie Moss
IMLS- Laura Bush	Orlando Memory	Wendi Bost
IMLS- National Leadership, 2009	Science for Kids	Renae Bennett
Disney Initiative	Helping Kids Shine	Ormilla Vengersammy
Galloway Foundation	Summer Reading Support	Vera Gubnitskaia
LSTA 2008	SuperStarz	Vera Gubnitskaia
LSTA 2009	Math Early Learning	Lisa Stewart
IMLS- National Leadership, 2008	Citizenship Inspired	Chris Gardner
Electronic Arts	Gaming	Carolyn McClendon
Prime Time	Family Reading	Kelly Pepo
FINRA	Investing for Hispanic Residents	Paolo Melillo
City of Orlando Community Grant	Youth Skills Development	Griselda Clarke
Fit For Life	Health Education	Kris Woodson

➤ **Branch Expansion Plan Update ~ Craig Wilkins**

09-025 V. **Financial Statements and Summaries: January 2009**

09-026 VI. **Statistics and Summaries: January 2009**

- 09-027 VII. **Action Items**
- 09-028 **Non-Consent Agenda**
- 09-029 **Self Check Out Systems: South Trail and Edgewater Branches**
- 09-030 **Director's Evaluation**
- 09-031 III. **Discussion and Possible Action Items**
- 09-032 IX. **Information**
- 09-033 **Director's Report**
- 09-034 **Adult Literacy League Update**
- 09-035 **Public Comment: Non-Agenda Items**
- X. **Adjournment**

**Next Meeting Dates: March 12, 2009 ~ Alafaya Branch Library; 12000 East Colonial Drive; Orlando, Florida 32826 --- April 9, 2009 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.**

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

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

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 12, 2009**

**Call to Order**

# Orange County Library System Board of Trustees Meeting Thursday, February 12, 2009

## Public Comment

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**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 12, 2009**

**Approval of Minutes:  
Library Board of Trustees Meeting ~  
January 8, 2009**

**MEETING MINUTES  
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES  
January 8, 2009  
South Trail Branch Library  
4600 South Orange Blossom Trail  
Orlando, Florida 32839  
407.835.READ (7323)**

- 09-001 I. **Call to Order**  
 Library Board Present: Guy Houk (1/0); Sara Brady (1/0); Ted Maines (1/0);  
 Richard Maladecki (1/0)  
  
 Library Board Absent: James Tyson (1/1)  
  
 Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla  
 Fountain; Renae Bennett; Eric Atkinson; Craig Wilkins  
 Wendi Bost; Tracy Zampaglione; Kathryn Robinson;  
 Milinda Neusaenger

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

- 09-002 **Oath of Office: Richard Maladecki**

- 09-003 II. **Public Comment**  
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- 09-004 III. **Approval of Minutes: Library Board of Trustees Meeting ~  
 November 13, 2008**  
 Trustee Maines, seconded by Trustee Brady, moved to approve the minutes from the November 13, 2008 Library Board of Trustees Meeting. Motion carried 4-0.
- 09-005 IV. **Staff Presentation: South Trail Branch Library ~ Alice Grace &  
 Sharon Payton: “Happy Trails”**



- 09-006 V. **Financial Statements and Summaries:**  
 ➤ **Comprehensive Annual Financial Report (see separate Report) Presentation for Fiscal Year ended September 30, 2008**  
 Finance Manager Patricia Quinones and Comptroller Robert Tessier presented a financial review for the Fiscal year ended September 30, 2008. Topics addressed included Operating Fund budget versus actual results, self funding health insurance results, the status of the Branch Expansion Plan, and some future financial challenges.
- **December 2008**
- 09-007 VI. **Statistics and Summaries:**  
 ➤ **December 2008**  
 ➤ **November 2008**
- 09-008 VII. **Action Items**
- 09-009 **Consent Agenda**
- 09-010 **Mechanical Prime Contractor Selection for the Main Library Chiller Replacement Project**  
 Trustee Brady, seconded by Trustee Maines moved to:  
 1. Award the mechanical prime contract for the Main Library Chiller Replacement Project in the amount of \$747,712 to Shaw Mechanical Services.  
 2. Authorize the Director/CEO to sign the contract with Shaw Mechanical Services.  
 3. Increase the project budget from \$1,300,000 to \$1,420,000.
- Motion carried 4-0.
- 09-011 **Southwest Lease Renewal**  
 Trustee Maladecki inquired regarding the possibility of capital improvement discussions during the 10 year lease. Branch Administrator Craig Wilkins stated that the Dr. P. Phillips Foundation is open to dialog of future improvements.
- Trustee Maladecki, seconded by Trustee Brady, moved to approve the Lease Amendment for the Southwest Branch and authorized the Director to execute it.  
 Motion carried 4-0.
- 09-012 **Non-Consent Agenda**
- 09-013 **Director’s Evaluation**  
 Trustee Brady distributed copies of the summary of her evaluation of Director Hodel and stated that she felt Director Hodel has done a great job over the course of the past year. Trustee Brady also provided two suggested options for Director Hodel’s annual compensation: 5.5% for “Far Exceeds Requirements,” or 4.75% for “Exceeds Requirements.”
- Vice President Houk questioned the process of presenting the evaluation summary at the Board Meeting with the anticipation of a Board vote. He felt that not enough time was provided for the Board to make an informed decision. Trustees Maines and Maladecki both agreed and Trustee Maladecki suggested the development of a formal procedure for future evaluations. Director Hodel stated that she is asked to submit goals each year and that document, along with the OCLS accomplishments, have

become the de facto criteria to measure her performance. Trustee Brady said she felt it would be better for all parties involved if there was a structured process in place, but that in years past only an oral summary was given by the acting Personnel Committee Chair. Trustee Maines stated that Director Hodel has done a good job, and that the questions raised are about the method of evaluating the position of Library Director, and not the evaluation of the person in the position.

Trustee Maladecki mentioned the Library’s fiduciary responsibility during the current economic atmosphere. He also added that this is a branding issue and not an issue with Director Hodel’s performance. Comptroller Tessier stated that merit increases were budgeted for the FY 2009 fiscal year. He also stated that the compensation plan is the same for all non-bargaining unit Library Staff, which includes the Director. Trustee Maines questioned the fairness of not providing Director Hodel with a merit increase like all other eligible Staff.

Trustee Brady suggested deferring the Director’s evaluation until the next Board meeting when they could discuss a new process for the evaluation, and that her preference would be to provide Director Hodel with an increase.

The Trustees requested further information, specifically a survey comparing the percentage increases of other local leaders. They also requested the development of a new procedure to address the Director’s evaluation going forward. All concurred to defer the Director’s evaluation until next month.

09-014                    **Acceptance of Minutes: Personnel Committee Meeting ~ December 4, 2008**  
Trustee Maladecki, seconded by Vice President Houk, moved to accept the minutes of the Personnel Committee Meeting held on December 4, 2008. Motion carried 4-0.

09-015                    III.    **Discussion and Possible Action Items**

09-016                               **Strategic Plan FY 2009: 1<sup>st</sup> Quarter Update**

09-017                    IX.    **Information**

09-018                               **Director’s Reports**

●The Library was asked by King County Library System in Washington State to join with them and be part of a grant application for creating the specifications for processes that would be used in implementation of Open Source software for large public libraries. If the grant is successful, we would work collaboratively with a few other large public libraries to create the specs for a large implementation. The grant will be submitted 1 February 2009 to the federal agency Institute for Libraries and Museums. We were very pleased to be considered.

●The Library will be submitting a grant application on 9 January 09 to the International County Management Association in cooperation with Orange County’s Office for a Drug Free Community for the maximum of \$60,000.

●The Library submitted a grant just before the Holidays to the U.S. Institute for Museums and Libraries, a federal oversight agency that releases federal funds to libraries through a competitive grant making process.

●WFTV-Channel 9 featured OCLS for their Family Connection Report on the 5:00 p.m. broadcast on Tuesday, January 6. It highlights the fact that more people are using

their public libraries in these difficult financial times and how much our services mean to the community.

- Jo Ann Sampson's essay "Outreach as Virtual Branch" on our Books By Mail service will be featured in the Jan/Feb '09 issue of Public Libraries in the *Perspectives* section.

- The Library's Float in the 30 December Citrus Bowl/ Capital One Parade was a big hit. Staff had on their safari hats and animal print scarves and featured George the Hippo, Froggy, Miss Spider, The Wild Thing, Saggy Baggy Elephant, Winnie the Pooh, Curious George, Chet the Gecko and Squirt. The whole team was well received by the crowds lining Orange Avenue.

- The Library's Web Site and Catalog will be Unavailable due to a Scheduled Update. Information Systems will install an update from 6 a.m. to 7 a.m. on Monday, January 19. During this time the Library Web site and catalog will not be available.

09-019

**Librarian's Initiative Summary**

09-020

**Public Comment: Non-Agenda Items**

## X. **Adjournment**

Vice President Houk adjourned the meeting at 8:38 p.m.

**Next Meeting Dates: February 12, 2009 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 ---  
March 12, 2009 ~ Alafaya Branch Library; 12000 East Colonial Drive; Orlando, Florida 32826.**

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# Orange County Library System Board of Trustees Meeting Thursday, February 12, 2009

## Staff Presentations:

### ➤ Grants Presentation ~

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City of Orlando Community Grant	Youth Skills Development	Griselda Clarke
Fit For Life	Health Education	Kris Woodson

### ➤ Branch Expansion Plan Update ~ Craig Wilkins

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 12, 2009**

**Financial Statements and  
Summaries: January 2009**

# Orange County Library System

## Financial Statement Highlights

### Four Months Ended January 31, 2009

#### **Operating Fund Revenue and Expenditure Summaries**

##### *Ad Valorem Taxes*

Thus far, property tax revenues are coming in more quickly than they did a year ago. Through the end of January 2009, we have received \$29,726,000 whereas during the same period last year, only \$28,616,000 had been received. To a certain extent, the timing of the tax revenues is dependent on how quickly the Tax Collector's office can process the individual tax payments and remit the proceeds to the various taxing agencies.

##### *Investment Earnings*

Although difficult to project the exact amount at this point, due to very low rates, we will receive less than the \$450,000 revenue budgeted for this account. Currently, our certificates of deposit are yielding 1.3 – 2.5%, depending on the duration and our money market accounts are yielding less than .50%.

##### *Miscellaneous*

Included in this account is \$17,600 as a reimbursement from the Supervisor of Elections office for Library staff's assistance with voting.

##### *Parking and Bus Passes*

The Library began providing paid parking for Main Library staff in 1998 and leases 151 spaces in a garage owned and operated by the City of Orlando. From 1998 through the end of 2007 the monthly rental rate was \$45 per space for rooftop parking. The City reorganized the rate structure, eliminated the rooftop parking option and increased the per space price to \$100, effective January 2008. Recently, the City increased the monthly cost to \$165. As a result of the most recent increase, we will over spend this account by roughly \$75,000.

#### **North Orange Branch**

In 1988 the branch was constructed by a local developer and leased to the Library for a 10 year term. The lease rate at the end of the term was high so rather than continue leasing it, we bought the property for \$1,087,500 in 1998. While the building is nothing fancy, the location has worked well for us. The building had a history of roof leaks so the roof was replaced within a few years after we acquired the property. Last summer, we again experienced some water infiltration during one of the tropical storms. Our roofing architect determined that the roof was fine but the water was coming in through the mortar joints in some of the exterior walls. Soon, work will start to address this problem at a cost of \$28,500.

As the branch has become more popular, parking has become an issue. On the north side of the branch are two very thin strips of land which we do not own. We are working with our real estate attorney to determine how we might acquire both parcels and will be contracting with a civil engineer to determine how much additional parking could be added. As part of the parking project, we would also like to abandon the septic system and connect to the City of Apopka sewer system.

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND REVENUE SUMMARY  
Four Months Ended January 31, 2009**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(4 month=33%)</b>
<b>AD VALOREM TAXES</b>	36,007,392	29,726,415	82.6%
<b>INTERGOVERNMENTAL</b>			
Grants	100,000	53,852	53.9%
State Aid	1,145,000	0	0.0%
	<u>1,245,000</u>	<u>53,852</u>	<u>4.3%</u>
<b>CHARGES FOR SERVICES</b>			
Fee Cards	13,000	4,025	31.0%
Premium Cards	2,000	0	0.0%
PC Pass (\$10 for 7 days)	25,000	4,122	16.5%
PC Express (\$5 for 1 hour)	5,000	5,651	113.0%
Additional PC Sessions	0	305	
Classes / Virtual Computer Classes	3,000	670	22.3%
Copy & Vending, Value Card	175,000	50,100	28.6%
Meeting Rooms	30,000	19,150	63.8%
Fax	12,000	3,973	33.1%
Scanner	0	70	
Computer Booklets	0	129	
Ear Buds and Jump Drives	0	2,540	
Reference Charges	0	115	
Online Book Sale	0	73	
Disk Sales	1,500	927	61.8%
Orange Bag Sales	7,500	4,197	56.0%
ILL Charges	0	275	
	<u>274,000</u>	<u>96,321</u>	<u>35.2%</u>
<b>FINES</b>			
Fines	1,985,000	511,384	25.8%
Lost Materials	115,000	27,611	24.0%
	<u>2,100,000</u>	<u>538,995</u>	<u>25.7%</u>
<b>MISCELLANEOUS</b>			
Investment Earnings	450,000	44,315	9.8%
Rent	9,000	1,525	16.9%
Contributions - Friends of Library	107,000	5,345	5.0%
Contributions - Fund Raiser	0	1,755	
Contributions - Others	25,000	9,152	36.6%
Miscellaneous	50,000	33,234	66.5%
Grants & Awards	0	11,500	
	<u>641,000</u>	<u>106,827</u>	<u>16.7%</u>
<b>TRANSFER FM PROP APPRAISER</b>	36,000	0	0.0%
<b>TRANSFER FM TAX COLLECTOR</b>	300,000	0	0.0%
<b>TOTAL REVENUES</b>	<u><u>40,603,392</u></u>	<u><u>30,522,409</u></u>	<u><u>75.2%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND EXPENDITURE SUMMARY  
Four Months Ended January 31, 2009**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(4 month=33%)</b>
<b>SALARIES &amp; BENEFITS</b>			
Salaries	15,083,747	5,173,683	34.3%
Medicare Taxes	218,714	73,889	33.8%
Defined Contribution Pension Plan	1,131,281	394,349	34.9%
Defined Benefit Pension Plan	950,193	310,432	32.7%
Money Purchase Pension Plan	378,448	128,686	34.0%
Life and Health Insurance (Employees)	2,575,455	711,054	27.6%
Retiree Health Care (OPEB)	1,316,492	331,901	25.2%
Worker's Compensation	122,972	49,259	40.1%
Unemployment Compensation	12,000	0	0.0%
Parking & Bus Passes	214,722	68,132	31.7%
	<u>22,004,024</u>	<u>7,241,385</u>	<u>32.9%</u>
<b>OPERATING</b>			
Professional Services	330,000	98,723	29.9%
Other Contractual Services	931,000	261,452	28.1%
Other Contract. Serv.- Janitorial	331,000	96,656	29.2%
Training and Travel	100,000	31,383	31.4%
Telecommunication	325,000	85,732	26.4%
Delivery and Postage	1,513,000	514,120	34.0%
Utilities	1,182,000	262,169	22.2%
Rentals and Leases	1,018,000	328,584	32.3%
Insurance	300,000	126,050	42.0%
Repair and Maintenance	1,200,000	302,253	25.2%
Repair & Maint. - Hardware/Software	407,000	225,962	55.5%
Copying/Printing	317,000	89,762	28.3%
Property Appraiser's Fee	300,000	147,217	49.1%
Tax Collector's Fee	725,000	594,528	82.0%
Supplies	950,000	287,808	30.3%
Supplies-Hardware/Software	500,000	36,991	7.4%
Memberships	25,000	15,664	62.7%
Contingency	325,000	0	0.0%
	<u>10,779,000</u>	<u>3,505,054</u>	<u>32.5%</u>
<b>CAPITAL OUTLAY</b>			
Building and Improvements	1,450,000	137,180	9.5%
Equipment and Furniture	300,000	35,827	11.9%
Hardware/Software	300,000	120,490	40.2%
	<u>2,050,000</u>	<u>293,497</u>	<u>14.3%</u>
<b>LIBRARY MATERIALS</b>			
Materials - Rest. Contributions	22,000	20,244	92.0%
Materials - Other	5,000,000	1,716,319	34.3%
	<u>5,022,000</u>	<u>1,736,563</u>	<u>34.6%</u>
<b>TRANSFERS TO OTHER FUNDS</b>			
Branch Debt Service Fund	293,000	0	0.0%
Capital Projects Fund	1,377,000	229,500	16.7%
	<u>1,670,000</u>	<u>229,500</u>	<u>13.7%</u>
<b>TOTAL EXPENDITURES</b>	<b><u>41,525,024</u></b>	<b><u>13,006,000</u></b>	<b><u>31.3%</u></b>



**ORANGE COUNTY LIBRARY DISTRICT  
BRANCH DEBT SERVICE FUND  
Four Months Ended January 31, 2009**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(4 month=33%)</u>
<b>REVENUES</b>			
Transfer From General Fund	293,000	0	0.0%
Investment Earnings	10,000	2,223	22.2%
<b>TOTAL REVENUES</b>	<b><u>303,000</u></b>	<b><u>2,223</u></b>	<b><u>0.7%</u></b>
 <b>EXPENDITURES</b>			
<u>2003 NOTE</u>			
Principal	386,677	0	0.0%
Interest	23,323	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b><u>410,000</u></b>	<b><u>0</u></b>	<b><u>0.0%</u></b>

**FUTURE DEBT SERVICE PAYMENTS FOR 2003 NOTE**

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
February 1, 2009	191,756	12,973
August 1, 2009	194,920	9,809
2010	399,542	9,916
	<b><u>786,219</u></b>	<b><u>32,697</u></b>

**ORANGE COUNTY LIBRARY DISTRICT  
CAPITAL PROJECTS FUND  
Four Months Ended January 31, 2009**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(4 month=33%)</b>
<b>REVENUES</b>			
Transfer From General Fund	1,377,000	229,500	16.7%
Investment Earnings	100,000	24,657	24.7%
<b>TOTAL REVENUES</b>	<b>1,477,000</b>	<b>254,157</b>	<b>17.2%</b>
<b>EXPENDITURES</b>			
Land (Future Branches)	5,000,000	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>5,000,000</b>	<b>0</b>	<b>0.0%</b>

**ORANGE COUNTY LIBRARY DISTRICT  
SINKING FUND  
Four Months Ended January 31, 2009**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(4 month=33%)</u>
<b>REVENUES</b>			
Investment Earnings	9,000	2,052	22.8%
<b>TOTAL REVENUES</b>	<b>9,000</b>	<b>2,052</b>	<b>22.8%</b>
<b>EXPENDITURES</b>			
Reserves-Building and Improvements	5,000	0	0.0%
Reserves - Technology	4,000	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>9,000</b>	<b>0</b>	<b>0.0%</b>

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND  
BALANCE SHEET - ASSETS  
January 31, 2009**

**ASSETS**

Cash on Hand	7,295
Equity in Pooled Cash	639,486
Equity in Pooled Investments	27,316,852
Accounts Receivable	4,421
Inventory	267,592
Prepays	186,975
Other Assets-Deposits	<u>9,275</u>
<b>TOTAL ASSETS</b>	<b><u><u>28,431,896</u></u></b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND**  
**BALANCE SHEET - LIABILITIES & FUND BALANCE**  
**January 31, 2009**

**LIABILITIES**

Unclaimed Disbursements	1,207
Accrued Wages Payable	581,790
Accrued Sales Tax	121
Due To Friends of the Library	3,491
Deferred Revenue	6,000
Employee Payroll Deductions	
Savings Bonds	48
United Appeal	185
Union Dues	411
Optional Life	2,149
Daughters of American Revolution	1,434
Staff Association	2,497
<b>TOTAL LIABILITIES</b>	<b>599,331</b>

**FUND BALANCE**

Reserved for Walker	4,000
Reserved for Phillips	100,000
Reserved for Warner	33,712
Reserved for Gullett	19,805
Designated for Murray	724,689
Designated for Sondheim	39,941
Designated for Strategic Plan	4,000,000
Unreserved/Undesignated	5,394,007
Current Year Excess of Revenues Over Expenditures	17,516,410
<b>TOTAL FUND BALANCE</b>	<b>27,832,565</b>

**TOTAL LIABILITIES & FUND BALANCE** **28,431,896**

**ORANGE COUNTY LIBRARY DISTRICT  
MONTHLY ROLLOVER  
January 31, 2009**

	<u>BALANCE 12/31/08</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE 12/31/08</u>
<b>OPERATING</b>				
Equity in Pooled Cash	958,718	7,167,035	(7,486,267)	639,487
Equity in Pooled Investments	<u>24,378,009</u>	<u>3,818,843</u>	<u>(880,000)</u>	<u>27,316,852</u>
	<b>25,336,727</b>	<b>10,985,878</b>	<b>(8,366,267)</b>	<b>27,956,338</b>
<b>BRANCH DEBT SERVICE</b>				
Equity in Pooled Investments	<u>523,028</u>	<u>514</u>	<u></u>	<u>523,543</u>
<b>SINKING</b>				
Equity in Pooled Investments	<u>482,236</u>	<u>474</u>	<u></u>	<u>482,710</u>
<b>CAPITAL PROJECTS</b>				
Equity in Pooled Investments	<u>5,889,109</u>	<u>5,792</u>	<u></u>	<u>5,894,901</u>
<b>SELF FUNDED HEALTH</b>				
Equity in Pooled Cash	127,043	224,558	(321,785)	29,816
Claims Payment Checking Account	35,000	78,038	(78,038)	35,000
Equity in Pooled Investments	<u>1,538,493</u>	<u>176,327</u>	<u></u>	<u>1,714,820</u>
	<b>1,700,535</b>	<b>478,923</b>	<b>(399,823)</b>	<b>1,779,635</b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**GENERAL POOLED INVESTMENTS**  
**January 31, 2009**

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>	<u>% PORTFOLIO</u>
<b>CERTIFICATES OF DEPOSIT</b>	18,672,694	52%
<b>MONEY MARKET FUNDS</b>		
Federated Treasury Obligations Fund	8,184,337	23%
Federated Government Obligations Fund	1,732,130	5%
Invesco AIM Treasury Fund	7,324,574	20%
<b>STATE BOARD OF ADMINISTRATION</b>		
Local Government Surplus Trust Fund	19,090	0.1%
<b>TOTAL</b>	35,932,825	100%

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 12, 2009**

**Statistics and Summaries:  
January 2009**



## STATISTICAL SUMMARY

### January 2009 Statistics for February 2009

#### Circulation and Door Count

Overall circulation is up 11.37% from 840,177 last year to 935,747 this year. This figure comes close to hitting our all time high from July 2008 of 949,362. Door count is down by 7.22%. Last January libraries served as both early voting and election day polling places. As everyone will recall, that election decided the Florida presidential primary and Amendment 1, regarding property tax reform. If we compare to the January 2007 door count of 409,119, we saw a 6.92% increase.

Digital products posted an outstanding increase of 103.16%, from 33,989 to 69,051. The increase was across products like the Virtual Galleries, Online Videos including YouTube and Vodcasts, Online tutorials, and Newsletter views. As a reminder, Digital Products are products on our website which have been locally created by OCLS staff.

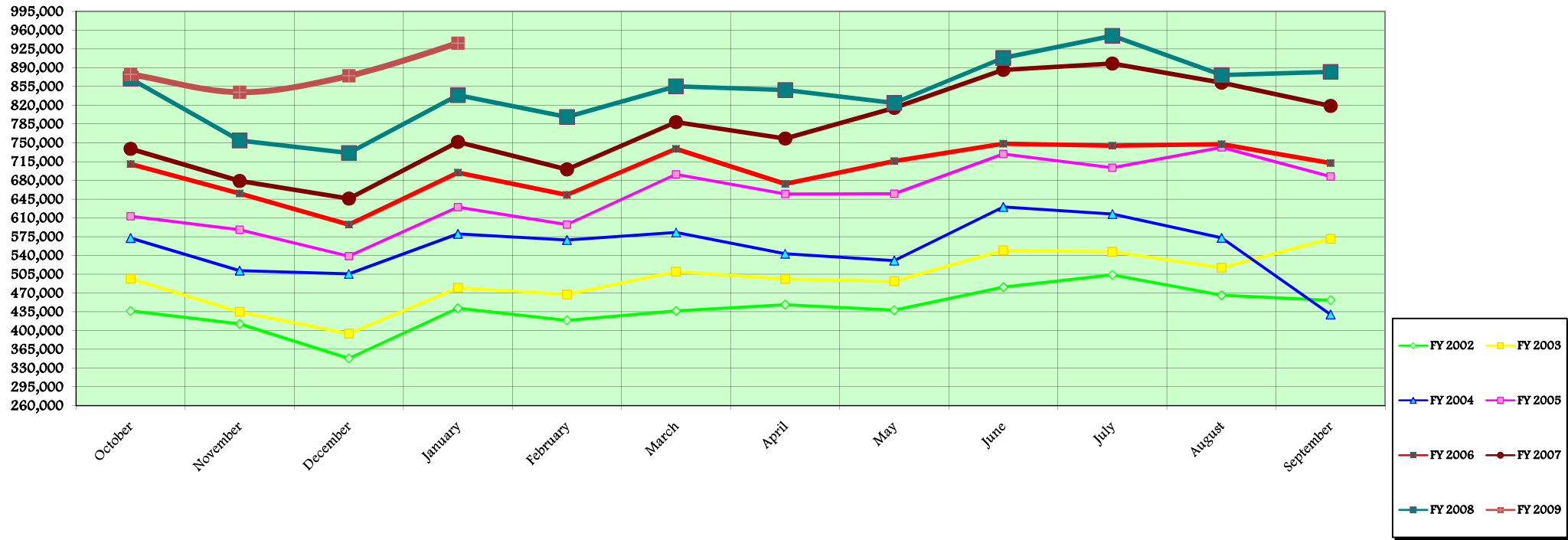
#### Library Activities

The number of programs offered this January is down. However, attendance at an even smaller number of programs is up 9.80%, a very positive development. Increasing program attendance “density” gives us a much greater return on our investment in program development.

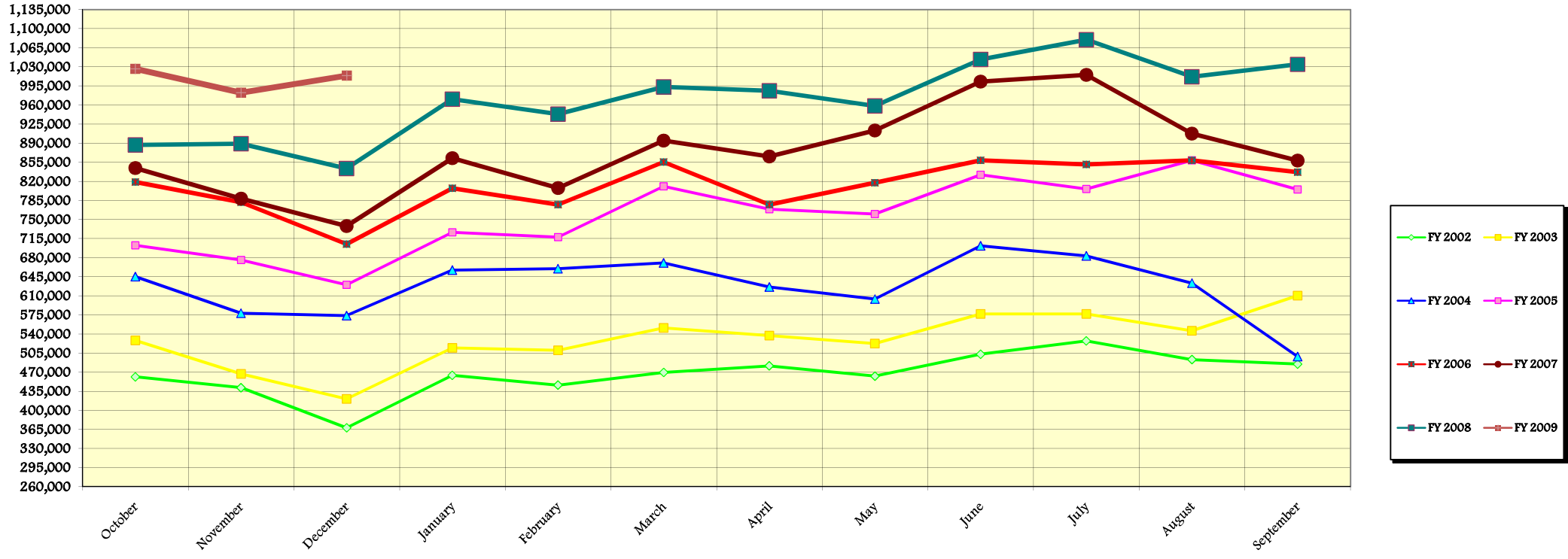
#### [www.ocls.info](http://www.ocls.info)

Though calls to Questline, our system call center, were down 8.33%, electronic (or online) questions increased 26.40%. Text messages alone grew from only 7 last year to 89 this year. Questline staff promoted the text service during January and it appears to have paid off! Through text service we are attempting to reach a new generation of information seekers, less likely to use the phone or even email to find out what they want to know.

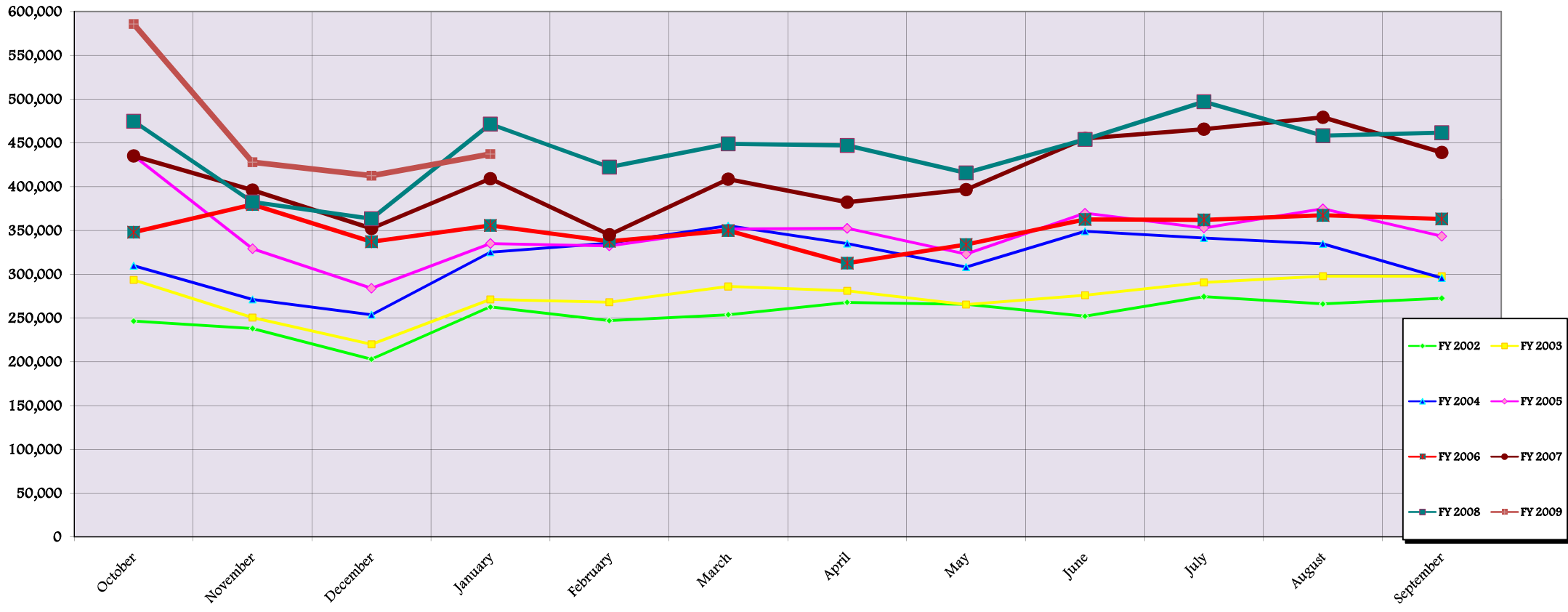
**ORANGE COUNTY LIBRARY SYSTEM  
CIRCULATION  
Fiscal Year 2002 Through Fiscal Year 2009 To Date**



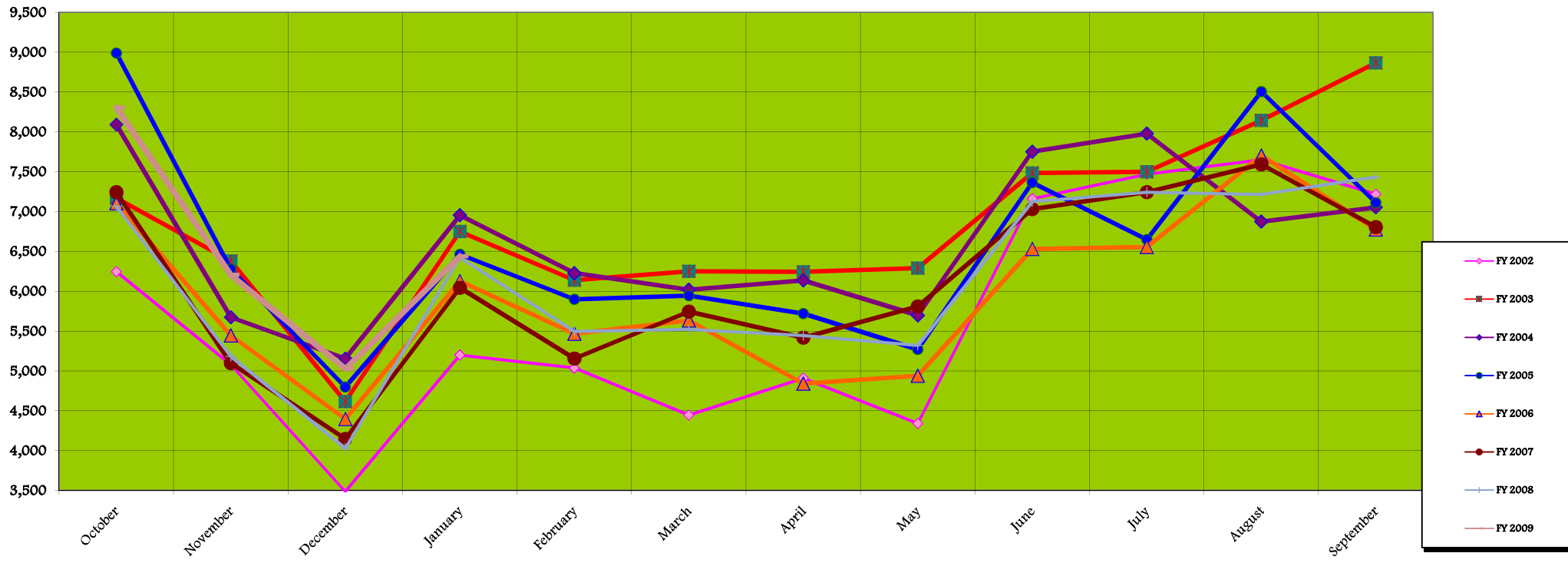
**ORANGE COUNTY LIBRARY SYSTEM**  
**CIRCULATION WITH ELECTRONIC STATS**  
 (Circ Stats & Electronic Database Stats ~ 2 months previous)  
**Fiscal Year 2002 Through Fiscal Year 2009 To Date**



Orange County Library System  
 Door Counts  
 Fiscal Year 2002 through Fiscal Year 2009 To Date



Orange County Library System  
 New Customer Registration  
 Fiscal Year 2002 through Fiscal Year 2009 To Date



## Circulation & Door Count

October through March

	Oct '08	Oct '07	Nov '08	Nov '07	Dec '08	Dec '07	Jan '09	Jan '08	% of Change	Feb '09	Feb '08	Mar '09	Mar '08
<b>Circulation</b>													
Main	264,369	263,951	255,348	237,835	261,492	236,330	259,901	248,259	4.69%		240,178		263,015
Branches	490,764	493,444	471,493	426,268	493,273	397,334	529,875	491,342	7.84%		445,479		482,409
MAYL	66,641	66,695	63,778	53,363	69,572	61,091	70,695	60,961	15.97%		66,792		70,822
Digital Products	49,538	41,163	48,185	33,824	52,926	32,765	69,051	33,989	103.16%		41,548		35,335
Digital Downloads	2,308	1,746	2,673	1,516	2,735	1,485	2,717	1,571	72.95%		1,421		1,679
Talking Books	4,129	4,372	3,001	3,011	3,806	3,450	3,508	4,055	-13.49%		3,956		3,880
<b>Total</b>	<b>877,749</b>	<b>871,371</b>	<b>844,478</b>	<b>755,817</b>	<b>883,804</b>	<b>732,455</b>	<b>935,747</b>	<b>840,177</b>	<b>11.37%</b>		<b>799,374</b>		<b>857,140</b>
<b>Door Count</b>													
Main	74,877	63,693	55,250	57,654	55,296	53,501	62,777	64,803	-3.13%		58,844		61,636
Branches	424,494	323,951	292,736	256,200	271,682	234,895	288,981	331,321	-12.78%		280,825		298,064
MAYL Packages	63,354	64,511	60,008	51,270	65,272	58,409	66,209	58,203	13.76%		64,351		67,926
Talking Books	17	16	17	8	27	8	17	11	54.55%		21		12
Drive Up Windows	23,061	22,427	19,993	17,239	20,406	16,491	19,467	17,162	13.43%		18,297		21,213
<b>Total</b>	<b>585,786</b>	<b>474,582</b>	<b>427,987</b>	<b>382,363</b>	<b>412,656</b>	<b>363,296</b>	<b>437,434</b>	<b>471,489</b>	<b>-7.22%</b>		<b>422,317</b>		<b>448,839</b>

## Circulation & Door Count

April through September

	<i>Apr '09</i>	<i>Apr '08</i>	<i>May '09</i>	<i>May '08</i>	<i>Jun '09</i>	<i>Jun '08</i>	<i>Jul '09</i>	<i>Jul '08</i>	<i>Aug '09</i>	<i>Aug '08</i>	<i>Sep '09</i>	<i>Sep '08</i>	FY 2009 YTD	FY 2008
<b>Circulation</b>														
Main		256,941		249,297		256,647		263,516		261,391		259,199	1,041,110	3,036,559
Branches		472,723		453,752		523,453		565,805		498,441		505,576	1,985,405	5,756,026
MAYL		72,046		67,743		69,359		76,087		69,141		69,772	270,686	803,872
Digital Products		42,620		49,486		55,012		38,242		41,659		41,584	219,700	487,227
Digital Downloads		1,454		1,463		1,441		1,608		1,945		2,454	10,433	19,783
Talking Books		4,152		4,024		3,948		4,104		3,892		3,802	14,444	46,646
<b>Total</b>		<b>849,936</b>		<b>825,765</b>		<b>909,860</b>		<b>949,362</b>		<b>876,469</b>		<b>882,387</b>	<b>3,541,778</b>	<b>10,150,113</b>
<b>Door Count</b>														
Main		60,997		55,530		65,815		68,788		59,965		62,992	248,200	734,218
Branches		297,458		277,463		302,110		334,139		311,800		312,029	1,277,893	3,560,255
MAYL Packages		68,977		64,416		66,200		73,167		66,029		66,479	254,843	769,938
Talking Books		16		16		24		13		19		20	78	184
Drive Up Windows		19,590		18,314		19,677		20,839		20,352		20,015	82,927	231,616
<b>Total</b>		<b>447,022</b>		<b>415,723</b>		<b>453,802</b>		<b>496,933</b>		<b>458,146</b>		<b>461,515</b>	<b>1,863,863</b>	<b>5,296,027</b>

## Web Site Traffic

April through September

	Oct '08	Oct '07	Nov '08	Nov '07	Dec '08	Dec '07	Jan '09	Jan '08	% of	Feb '09	Feb '08	Mar '09	Mar '08
<b>Hits to the Website</b>													
Inside	8,356,815	5,664,814	7,591,066	4,446,440	8,467,267	4,459,588	8,970,682	5,271,546	70.17%		5,209,567		5,678,465
Outside	6,937,280	5,139,056	6,363,365	4,576,053	6,092,640	4,430,452	7,404,367	5,606,337	32.07%		5,215,845		5,658,619
<b>Total</b>	<b>15,294,095</b>	<b>10,803,870</b>	<b>13,954,431</b>	<b>9,022,493</b>	<b>14,559,907</b>	<b>8,890,040</b>	<b>16,375,049</b>	<b>10,877,883</b>	<b>50.54%</b>		<b>10,425,412</b>		<b>11,337,084</b>
<b>Visits</b>													
Inside	109,660	111,148	99,554	88,627	107,370	86,330	110,764	99,575	11.24%		96,577		99,450
Outside	237,939	255,253	218,251	226,436	213,052	216,804	251,254	249,995	0.50%		223,939		253,654
<b>Total</b>	<b>347,599</b>	<b>366,401</b>	<b>317,805</b>	<b>315,063</b>	<b>320,422</b>	<b>303,134</b>	<b>362,018</b>	<b>349,570</b>	<b>3.56%</b>		<b>320,516</b>		<b>353,104</b>
<b>Unique Visitors</b>													
Inside	1,293	1,492	1,315	1,353	1,311	1,332	1,181	1,385	-14.73%		1,345		1,416
Outside	74,404	77,285	69,437	67,133	66,168	65,541	83,215	73,385	13.40%		68,921		66,362
<b>Total</b>	<b>75,697</b>	<b>78,777</b>	<b>70,752</b>	<b>68,486</b>	<b>67,479</b>	<b>66,873</b>	<b>84,396</b>	<b>74,770</b>	<b>12.87%</b>		<b>70,266</b>		<b>67,778</b>
<b>Page Views</b>													
Inside	1,128,610	1,471,571	1,050,819	1,141,034	1,144,905	1,089,580	1,229,596	1,292,162	-4.84%		1,261,531		1,262,023
Outside	1,237,858	1,231,557	1,287,539	1,088,394	1,177,853	1,079,609	1,407,756	1,328,426	5.97%		1,206,848		1,224,639
<b>Total</b>	<b>2,366,468</b>	<b>2,703,128</b>	<b>2,338,358</b>	<b>2,229,428</b>	<b>2,322,758</b>	<b>2,169,189</b>	<b>2,637,352</b>	<b>2,620,588</b>	<b>0.64%</b>		<b>2,468,379</b>		<b>2,486,662</b>



## Web Site Traffic

April through September

	Apr '09	Apr '08	May '09	May '08	Jun '09	Jun '08	Jul '09	Jul '08	Aug '09	Aug '08	Sep '09	Sep '08	FY 2009 YTD	FY 2008
<b>Hits to the Website</b>														
Inside		6,184,777		5,428,401		6,069,938		5,934,514		5,848,128		7,767,281	33,385,830	67,963,459
Outside		5,681,414		5,251,553		5,868,512		5,806,271		5,657,932		6,736,810	26,797,652	65,628,854
<b>Total</b>		<b>11,866,191</b>		<b>10,679,954</b>		<b>11,938,450</b>		<b>11,740,785</b>		<b>11,506,060</b>		<b>14,504,091</b>	<b>60,183,482</b>	<b>133,592,313</b>
<b>Visits</b>														
Inside		101,937		101,535		102,267		105,764		100,989		104,379	427,348	1,198,578
Outside		261,534		256,912		227,353		230,419		217,184		230,154	920,496	2,849,637
<b>Total</b>		<b>363,471</b>		<b>358,447</b>		<b>329,620</b>		<b>336,183</b>		<b>318,173</b>		<b>334,533</b>	<b>1,347,844</b>	<b>4,048,215</b>
<b>Unique Visitors</b>														
Inside		1,410		1,425		1,432		1,456		1,479		1,404	5,100	16,929
Outside		63,785		66,924		73,624		72,124		70,957		73,210	293,224	839,251
<b>Total</b>		<b>65,195</b>		<b>68,349</b>		<b>75,056</b>		<b>73,580</b>		<b>72,436</b>		<b>74,614</b>	<b>298,324</b>	<b>856,180</b>
<b>Page Views</b>														
Inside		1,341,549		1,315,120		1,536,410		1,433,254		1,393,040		1,050,998	4,553,930	15,588,272
Outside		1,205,566		1,214,091		1,351,074		1,358,050		1,303,452		1,280,790	5,111,006	14,872,496
<b>Total</b>		<b>2,547,115</b>		<b>2,529,211</b>		<b>2,887,484</b>		<b>2,791,304</b>		<b>2,696,492</b>		<b>2,331,788</b>	<b>9,664,936</b>	<b>30,460,768</b>

Circulation and Orange County Library System: Report for FY 2009 YTD & FY 2008

## Library Activities

April through September

	Oct '08	Oct '07	Nov '08	Nov '07	Dec '08	Dec '07	Jan '09	Jan '08	% of Change	Feb '09	Feb '08	Mar '09	Mar '08
<b>Program Attendance Total</b>	14,432	14,869	11,234	10,144	8,813	7,412	12,584	11,461	9.80%		13,778		13,177
<b>Total # of Programs</b>	503	531	426	473	430	420	456	490	-6.94%		537		529
<b>Community Events Attendance Total</b>	2,301	856	3,158	428	530	241	2,167	1,717	26.21%		2,625		202
<b>Total # of Community Events</b>	19	11	23	11	8	5	6	8	-25.00%		9		2
<b>Events Line</b>	51	9	42	8	38	9	58	15	286.67%		4		6
<b>StoryLine</b>	101	144	136	106	84	146	163	157	3.82%		95		111
<b>Class Attendance Total</b>	4,012	3,414	3,065	2,587	3,177	2,304	4,038	3,374	19.68%		3,461		3,447
<b>Total # of Classes</b>	1,167	1,156	927	996	1,046	972	1,091	1,086	0.46%		1,063		1,082
<b>QuestLine</b>	18,374	15,804	12,982	12,994	12,470	11,382	13,665	14,906	-8.33%		14,210		14,197
<b>P.C. Sessions</b>	83,150	86,050	70,062	68,834	78,461	67,163	80,309	76,603	4.84%		73,039		75,265
<b>Number of Active Cards in the System</b>	437,425	458,669	434,009	453,825	432,708	449,896	434,314	446,265	-2.68%		444,431		439,188
<b>New Customer Registrations</b>	8,304	7,063	6,203	5,181	5,026	4,028	6,438	6,425	0.20%		5,498		5,520
<b>Total Registered Borrowers</b>	822,774	960,280	828,382	965,112	833,350	968,490	840,016	974,578	-13.81%		979,561		984,132
<b>Customers Transacting</b>	64,460	N/A	68,072	N/A	70,371	N/A	58,047	N/A	N/A				

Circulation and Orange County Library System: Report for FY 2009 YTD & FY 2008

## Library Activities

April through September

	Apr '09	Apr '08	May '09	May '08	Jun '09	Jun '08	Jul '09	Jul '08	Aug '09	Aug '08	Sep '09	Sep '08	FY 2009 YTD	FY 2008 YTD
<b>Program Attendance Total</b>		17,952		14,039		18,635		20,177		15,059		12,930	47,063	169,633
<b>Total # of Programs</b>		568		538		558		592		515		501	1,815	6,252
													0	
<b>Community Events Attendance Total</b>		4,246		921		802		1,407		3,613		3,161	8,156	20,219
<b>Total # of Community Events</b>		26		8		8		6		14		22	56	130
<b>Events Line</b>		27		15		9		9		3		7	189	121
<b>StoryLine</b>		181		135		130		122		123		119	484	1,569
<b>Class Attendance Total</b>		3,470		3,505		3,680		3,918		3,315		3,544	14,292	40,019
<b>Total # of Classes</b>		1,082		1,063		1,088		1,157		1,093		1,033	4,231	12,871
<b>QuestLine</b>		13,928		13,021		14,225		15,661		15,624		14,437	57,491	170,389
<b>P.C. Sessions</b>		78,836		78,283		78,874		86,331		80,552		82,312	311,982	932,142
<b>Number of Active Cards in the System</b>		437,356		435,909		437,941		437,355		436,635		355,581	1,738,456	
<b>New Customer Registrations</b>		5,444		5,322		7,126		7,242		7,216		7,434	25,971	73,499
<b>Total Registered Borrowers*</b>		989,144		993,824		1,000,401		801,720		807,868		814,883	3,324,522	
<b>Customers Transacting</b>										72,432		76,921	0	

\*In July 2008, Removed 205,799 records for accounts which had been expired since March 2004 and had no outstanding activity.

	Oct~08	Oct~07	Nov~08	Nov~07	Dec~08	Dec~07	Jan~09	Jan~08	% of Change	Feb~09	Feb~08	Mar~09	Mar~08
Online Catalog Searches	839,559	718,606	822,318	609,751	771,593	531,351	917,010	690,468	32.81%		639,000		692,763
Online Renewals	157,539	148,473	154,951	135,516	162,186	136,377	155,574	132,819	17.13%		134,407		153,497
Online Questions	641	601	465	489	480	429	608	481	26.40%		478		481
Online Requests	72,482	72,832	64,163	53,927	62,768	49,152	75,106	66,488	12.96%		62,197		63,616
Online Suggestions	155	107	146	98	118	77	119	104	14.42%		76		112

	Apr~09	Apr~08	May~09	May~08	Jun~09	Jun~08	Jul~09	Jul~08	Aug~09	Aug~08	Sep~09	Sep~08	FY 2009 YTD	FY 2008
Online Catalog Searches		688,093		644,641		789,090		835,487		775,812		792,854	3,350,480	8,407,916
Online Renewals		150,227		148,613		145,679		157,849		153,563		153,426	630,250	1,750,446
Online Questions		503		455		507		483		392		294	2,194	5,593
Online Requests		68,214		69,478		78,638		79,723		71,711		69,391	274,519	805,367
Online Suggestions		125		77		115		106		113		121	538	1,231

Circulation and Orange County Library System: Report for FY 2009 YTD & FY 2008

**Circulation Statistics**  
January 1, 2009 - January 31, 2009

Location	Days Open	WiFi	Circulation	Total Circulation	% of Total	Previous Year	Gain/Loss	% Gain/Loss	Drive Up Window Visits	Walk In Visits	Total Visits	Drive Up Window Visits Previous Year	Walk In Visits Previous Year	Total Visits Previous Year	Gain / Loss	% Gain / Loss
Main	29	1,037	258,864	259,901	27.77%	248,259	11,642	4.69%	3,276	62,777	66,053	3,276	64,803	68,079	(2,026)	-2.98%
MAYL*	20		70,695	70,695	7.55%	60,961	9,734	15.97%		66,209	66,209		58,203	58,203	8,006	13.76%
Digital Products			69,051	69,051	7.38%	33,989	35,062	103.16%								
Digital Downloads			2,717	2,717	0.29%	1,571	1,146	72.95%								
Talking Books	29		3,508	3,508	0.37%	4,055	-547	-13.49%		17	17		11	11	6	54.55%
West Oaks	29	539	42,138	42,677	4.56%	42,407	270	0.64%	3,449	22,081	25,530	1,995	29,768	31,763	(6,233)	-19.62%
Herndon	25	666	52,452	53,118	5.68%	48,134	4,984	10.35%		25,638	25,638		28,067	28,067	(2,429)	-8.65%
Alafaya	29	530	72,216	72,746	7.77%	67,654	5,092	7.53%	4,946	31,236	36,182	5,152	38,018	43,170	(6,988)	-16.19%
Southeast	25	773	48,851	49,624	5.30%	43,928	5,696	12.97%	2,411	24,718	27,129	2,328	27,235	29,563	(2,434)	-8.23%
Hiawasse	25	598	25,002	25,600	2.74%	25,556	44	0.17%		21,618	21,618		24,344	24,344	(2,726)	-11.20%
Southwest	25	385	49,359	49,744	5.32%	46,511	3,233	6.95%		22,409	22,409		28,940	28,940	(6,531)	-22.57%
Edgewater	25	396	34,423	34,819	3.72%	32,738	2,081	6.36%		21,093	21,093		19,653	19,653	1,440	7.33%
North Orange	29	319	44,653	44,972	4.81%	43,552	1,420	3.26%		22,403	22,403		26,886	26,886	(4,483)	-16.67%
South Creek	29	639	61,763	62,402	6.67%	56,002	6,400	11.43%	4,031	29,108	33,139	3,587	34,943	38,530	(5,391)	-13.99%
South Trail	25	514	29,014	29,528	3.16%	26,025	3,503	13.46%		25,671	25,671		29,329	29,329	(3,658)	-12.47%
Winter Garden	25	379	33,451	33,830	3.62%	29,895	3,935	13.16%	1,354	16,522	17,876	824	15,389	16,213	1,663	10.26%
Windermere	25	36	15,353	15,389	1.64%	14,020	1,369	9.76%		9,705	9,705		9,304	9,304	401	4.31%
Washington Park	25	240	13,231	13,471	1.44%	13,107	364	2.78%		11,515	11,515		13,333	13,333	(1,818)	-13.64%
Eatonville	25	52	1,903	1,955	0.21%	1,813	142	7.83%		5,264	5,264		6,112	6,112	(848)	-13.87%
<b>Total</b>	<b>415</b>	<b>7,103</b>	<b>928,644</b>	<b>935,747</b>	<b>100.00%</b>	<b>840,177</b>	<b>95,570</b>	<b>11.37%</b>	<b>19,467</b>	<b>417,967</b>	<b>437,434</b>	<b>17,162</b>	<b>454,327</b>	<b>471,489</b>	<b>(34,055)</b>	<b>-7.22%</b>

\*MAYL Visits - Customer Transactions

**Online Resources Usage Statistics  
NUMBER OF SEARCHES  
December 2008**

<b>FISCAL YEAR 2008 - 2009</b>	<b>Oct-08</b>	<b>NOV</b>	<b>DEC</b>	<b>Jan-09</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>YTD 08- 09</b>	<b>YTD 07 - 08</b>	<b>FINAL FY 07 - 08</b>
African-American Song Index	10	1	0										11	47	100
Ancestry Library Edition	4,582	3,232	5,520										13,334	339	98,274
Associations Unlimited	469	551	327										1,347	1,205	4,075
Auto Repair Reference Center	339	250	329										918	773	3,721
Biography Resource Center	2,825	2,226	2,243										7,294	9,037	26,570
Business & Company Resource Center	2,071	3,173	1,429										6,673	4,302	22,705
Business Index ASAP	47	37	38										122	87	654
Classical.com	93	127	0										220	589	1749
Computer Database	109	85	72										266	283	951
Consulta	99	58	43										200	78	279
Countrywatch	1,343	1,051	1,103										3,497	2,520	12,655
Countrywatch -- Youth ed.	562	346	160										1,068	491	3,041
DearReader.com Online Book Club <i>(cumulative total of people registered)</i>	69,640	69,300	69,480										208,420	206,020	838,680
Expanded Academic ASAP	280	168	211										659	866	2,801
Ferguson's Career Guidance Center	366	343	271										980	692	2,611
First Search	1,278	1,453	1,316										4,047	4,238	21,094
Gale Virtual Reference Library e-books (FEL)	25	34	15										74	469	836
General Business File ASAP	78	67	85										230	666	1,432
General One File (formerly InfoTrac One File)	706	762	565										2,033	2,314	7,980
General Reference Center Gold	373	336	306										1,015	1,044	4,262
Health & Wellness Resource Center and Alternative Health Module	1,373	1,498	837										3,708	3,040	11,266
Health Reference Center Academic	158	111	10										279	244	1,216
HeritageQuest Online	4,819	4,106	3,517										12,442	15,417	72,488
Informe	11	13	4										28	94	289
Junior Edition - K12	202	178	97										477	896	1,741
Kid's Edition - K12	84	382	171										637	524	1,033
Learnatest	609	502	542										1,653	1,275	6,571
LitFinder (formerly Essay/ Poem/ Storyfinder)	343	2,265	2,328										4,936	877	3,712
Literature Resource Center	425	374	241										1,040	7,130	25,389

Fiscal Year 2008 - 2009	8-Oct	NOV	DEC	9-Jan	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD 08 - 09	YTD 07 - 08	FINAL FY 07-08
Live Homework Help	482	463	398										1,343	820	3,519
Mango Languages	417	386	507										1,310	N/A	2,315
Mergent Online	286	275	163										724	852	2,145
Morningstar	463	806	1,002										2,271	639	2,432
Novelist	406	400	650										1,456	2,477	7,588
Opposing Viewpoints Resource Center	1,224	897	586										2,707	1,923	7,045
p4A Antiques Reference	334	256	218										808	614	2,591
Personal and Business Forms	150												150	333	1,236
Pop Culture Universe	275	251	385										911	N/A	1,298
Powermediaplus Streaming Videos	336	313	200										849	864	3,368
Professional Collection	68	54	43										165	165	618
ProQuest Newspapers	2,316	2,083	1,988										6,387	5,498	22,146
Read the Books	38,298	29,559	23,981										91,838	68,232	253,581
Reference USA	3,561	2,616	2,577										8,754	13,119	53,718
Science Online	675	571	367										1,613	1,613	5,602
SimplyMap	176	293	838										1,307	2,179	4,745
SIRS Knowledge Source	1,301	992	892										3,185	2,013	7,422
Small Business Resource Center	101	112	51										264	747	1,707
Smithsonian Global Sound	15	31	0										46	60	175
Standard Deviants Video (formerly known as Cerebellum Online Videos)	29	16	33										78	33	666
Standard & Poors NetAdvantage	312	324	366										1,002	877	3,372
Student Edition - K12	119	97	75										291	251	1,076
Tell Me More	583	536	160										1,279	N/A	N/A
Tumblebooks	328	422	305										1,055	829	5,130
TumbleReadables	18	26	40										84	88	869
Typing Master (cumulative total of people registered)	872	930	975										2,777	924	6,351
Value Line	512	545	520										1,577	N/A	2,184
What Do I Read Next?	397	382	309										1,088	705	2,825
Worldbook Online	1,191	1,508	1,018										3,717	1,901	7,476
<b>TOTAL NUMBER OF SEARCHES</b>	<b>148,564</b>	<b>138,173</b>	<b>129,907</b>										<b>416,644</b>	<b>*398,539</b>	<b>*1,642,433</b>



**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 12, 2009**

**Action Items**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 12, 2009**

**Non-Consent Agenda**

09-029 **Self Check Out Systems: South Trail and Edgewater Branches**

09-030 **Director's Evaluation**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 12, 2009**

**Self Check Out Systems:  
South Trail and Edgewater Branches**

## **PURCHASE OF 3M SELF CHECK EQUIPMENT AND TAGS**

### **I. Issue Statement**

The Library would like to expand RFID self check technology to two additional branch locations. This year's budget includes \$200,000 for the purchase of self check equipment and \$50,000 for RFID tags for the collections of both branches.

### **II. Executive Summary and Background**

The Library has successfully implemented self check in eight locations (South Creek, Alafaya, North Orange, Winter Garden, West Oaks, Herndon, Southwest and Southeast.) This year's budget includes funds to purchase RFID equipment and tags for both the South Trail and Edgewater Branches.

If this purchase is approved ten of the fifteen locations would have the self check systems. In addition to being very popular, self check enhances customer service due to its ease of use, the increased privacy it offers customers and the gain in staff efficiency at these busy locations. It also provides increased security and protection of the collection. High customer acceptance is demonstrated by nearly 90% of all transactions being conducted at the self check stations. The increased efficiency and productivity for staff that this equipment affords will become even more critical in tight budget years to come. This appears to be one of the few tactics we can employ to maximize our operational dollars to serve more and more customers with flat budgets.

3M has submitted a proposal in the amount of \$214,161 for the purchase of self check equipment and RFID tags for South Trail and Edgewater Branches. In addition to this amount, we would need to spend an additional \$15,000 to purchase licenses from the Library's integrated library system vendor.

### **III. Options**

The Library has identified three options.

**OPTION 1.** Don't award the contract to 3M for the purchase of self check equipment and tags for South Trail and Edgewater Branches.

Advantage: Funds would be available for other projects.

Disadvantage: Current check out process is labor intensive. Longer lines for more customers would become the norm at these two branches.

**OPTION 2.** Award a \$214,161 contract to 3M for the purchase of self check equipment and tags for South Trail and Edgewater Branches.

Advantage: Self check is more efficient than current check out process and self check technology has been well received by our patrons.

Disadvantage: Funds will not be available for other projects.

**OPTION 3.** Buy self check equipment and tags for only one branch.

Advantage: Funds would be available for other initiatives.

Disadvantage: Longer lines at non-receiving branch would become the norm with no realistic way to address the wait given flat budgets.

#### **IV. Recommendation**

Staff recommends the Library Board approve Option 2 to award a \$214,161 contract to 3M for the purchase of self check equipment and tags for South Trail and Edgewater Branches.

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 09-029

**RESOLUTION TO APPROVE SELF CHECK PURCHASE FOR SOUTH TRAIL AND  
EDGEWATER BRANCHES**

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 12<sup>th</sup> day of February 2009, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To award a \$214,161 contract to 3M for the purchase of self check equipment and tags for South Trail and Edgewater Branches.
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, February 12, 2009**

**Director's Evaluation**

## Annual Performance Review

Mary Anne Hodel

Director, Orange County Library System

A review of Director Mary Anne Hodel's performance for 2008 was conducted on Thursday, December 4, 2008. In advance of the discussion which included Ms. Hodel, HR Director Carla Fountain and myself, Board Trustee Sara Brady, I reviewed materials provided to me regarding an overview of Ms. Hodel's achievements. Additional materials included this year's Employee Survey and the library's list of grant funding and donations received in 2008.

Ms. Hodel responded to several questions about her accomplishments, obstacles and where she feels improvements could be made. She was candid, forthcoming and provided her strategic thinking behind her decision-making for 2008 as well as for the future. Ms. Hodel credited her senior team as well as the librarians and other employees for their good work and stated that her priorities are to protect the system's operations and to prevent negative employee impact in this unpredictable economic climate. Particularly noteworthy, is that the library received nearly a half million dollars in grant monies and donations in 2008, which is remarkably considering the state of the nation's economy.

From an anecdotal perspective, I have witnessed firsthand Ms. Hodel's leadership in good times as well as in difficult. I found her answers in this interview to be completely in line with the events of the past year. Additionally, I found Ms. Hodel willing to take responsibility for situations she acknowledged could have been handled differently as well as the possibility of a different outcome.

Ms. Hodel has once again provided this community with outstanding leadership in the operation of our library system. I believe that because of her leadership, the library system has successfully weathered a difficult year without layoffs while simultaneously and significantly improving historically difficult employee relations. There appears to be renewed harmony and a spirit of teamwork and pride among the staff and that is validated in the employee survey.

Ms. Hodel has proven herself to be a tremendous asset to the Orange County Library System and to this community.

### Recommendation:

Based upon Ms. Hodel's tremendous accomplishments and contributions in 2008, her performance clearly far exceeds requirements. Under the library's current compensation plan, Ms. Hodel's 2008 performance rating would have made her eligible for a 5.5 percent increase in accordance with OCLS compensation guidelines. However, in light of the current economic climate, I am recommending that the Board approve a salary increase of 4.75%, effective 12/21/2008.





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Mary Anne Hodel,  
 Library Director, Chief Executive Officer

Date: October 16, 2008  
 To: All Support and Management Staff  
 From: Mary Anne Hodel  
 Subject: FY 2008/2009 Compensation Plan

Attached are the Salary Ranges for the fiscal year 10/1/08 to 9/30/09. Each year increases in the cost of labor are considered when determining adjustments to our salary ranges. Based upon labor market data salary ranges for this fiscal year have been adjusted by 3%.

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

	Fully Functional Zone	High Proficiency Zone
<b>Far Exceeds Requirements</b>	5.5%	5.5% - balance above maximum to be paid out in lump sum
<b>Exceeds Requirements</b>	4.75%	4.75% - balance above maximum to be paid out in lump sum
<b>Meets Requirements</b>	3.75%	3.75% - balance above maximum to be paid out in lump sum
<b>Needs Improvement</b>	-0-	-0-
<b>Does Not Meet Requirements</b>	-0-	-0-

To recap the “Zone” system used to administer the Library’s compensation plan, please see the summary below:

- (1) Learning Zone – new employees are hired at the beginning of the salary range in the Learning Zone. This is the period of time when employees are learning how to do their jobs and adapting to their work environment. Employees are in the Learning Zone for 12 months. Employees currently in the Learning Zone will receive a 3% range adjustment effective 10/1/08 to keep pace with the range adjustment factor.
- (2) Fully Functional Zone – after 12 months, employees are expected to have learned the essential elements of their jobs and are considered to be fully functional. Employees are in the Fully Functional Zone during the majority of their careers. Employees in the Fully Functional Zone are eligible for merit increases based upon the table above.
- (3) High Proficiency Zone – employees in the High Proficiency Zone are those with longer service with the Library and higher levels of performance. Employees at this level have a mastery over the essential functions of their jobs and make contributions at a high level. Employees in the High Proficiency Zone are eligible for merit increases based upon the table above.

# Director's Goals: 2008

## 4<sup>th</sup> Quarter Update

- ✓ **Develop strategies to position library to respond to property tax reform.**
  - Strategies presented to the Board at March 2008 meeting.
  - 2009 Budget approved by the Board of Trustees and the Library Governing Board.
  
- ✓ **Come to a final disposition about the future of the Chickasaw location.**
  - Extended listing agreement with CB Richard Ellis as broker to lease space.
  - CB Richard Ellis seeking tenants for leasing Chickasaw. The property has been shown to several prospects, but no takers thus far.
  
- ✓ **Chuluota/F-Dot Property & Lake Nona area – come back with recommendation on the two properties.**
  - Lake Nona – working with a group for partnership efforts at Lake Nona.
  - Chuluota – State owned property not suitable due to wetlands, looking for alternative properties in the area.
  
- ✓ **Continue to work with Librarians Work Group to minimize librarian/management differences.**
  - These meetings are continuing. Meetings held on January 10<sup>th</sup>, February 21<sup>st</sup>, April 17<sup>th</sup> and June 12<sup>th</sup>. The next meeting is scheduled for September 24<sup>th</sup>. Meetings will now be held on a quarterly basis, as agreed by the participants.
  
- ✓ **Continue exploration of Librarians as Learning Leaders.**
  - These meetings are continuing. Meetings held January 4<sup>th</sup>; January 25<sup>th</sup>; February 19<sup>th</sup>, March 11<sup>th</sup>, April 24<sup>th</sup>, May 20<sup>th</sup>, July 15<sup>th</sup> and September 16<sup>th</sup>. The next meeting is scheduled for October 21<sup>st</sup>.
  - Efforts centered around shared leadership and shared collaboration.
  
- ✓ **Address branch leases for Herndon; Southwest; Hiawassee; Southeast and decide whether to renew, renegotiate or find alternative locations.**
  - Herndon was renewed and Southwest will be renewed. Dr. Phillips Foundation supplied draft of lease renewal.
  - Alternatives for Southeast and Hiawassee need further research.
  
- ✓ **Revise / Revamp the Strategic Plan.**
  - New Plan approved at the August Board Meeting.
  - Implementation of New Plan to begin October 1, 2008.
  
- ✓ **Pursue fundraising strategies: Efforts continuing on signature event with Bright House and planned giving opportunities.**
  - Evening with Seymour Hersh held on September 19<sup>th</sup>.

# Accomplishments: 2008

With the cooperation of staff, under the direction of the Director, in the past fiscal year (1 October 2007 to 30 Sept 2008), the Orange County Library System has accomplished the following:

## Facilities

Inaugurated Self Check in System at Herndon Branch

Work completed on the ADA improvements to the Windermere Branch front porch.

## Products/ Services

Circulation increased from 9,370,266 to 10,149,812: an 8.32% increase.

Door count increased from 5,004,238 to 5,064,411: a 5.83% increase.

Programs increased from 5,863 to 6,252: a 6.63% increase.

Program attendance increased from 161,366 to 169,633: a 5.12% increase.

Number of classes increased from 11,130 to 12,871: a 15.64% increase.

Class attendance increased from 28,330 to 40,019: a 41.26% increase.

Number of PC sessions increased from 871,025 to 932,142: a 7.02% increase.

Number of visits to website decreased from 4,183,010 to 4,048,215: a -3.22% decrease.

Number of new registered borrowers for FY 2008: 73,499. A 0.26% increase from 73,308 in FY 2007.

Since FY 2002, increased market share (number of new card holders) by 18%, from 62,235 to 73,499.

Additional security cameras set up throughout Main Library, South East and Alafaya.

Inaugurated Library card holders seated first practice at all Library programs in January 2008.

Inaugurated MP3 format and OverDrive downloadables to the collection.

## eNewsletters

Books & Beyond eNewsletter is in its 5<sup>th</sup> year (started 12/1/2003) and is now being delivered to 4,631 patrons.

Informed Teens eNewsletter is in its 4<sup>th</sup> year (started 4/1/2004) and is now being delivered to 1,008 patrons.

Technology @ OCLS eNewsletter is in its 3<sup>rd</sup> year (started 6/29/2005) and is now being delivered to 2,223 patrons.

Fresh Picks eNewsletter is in its 2<sup>nd</sup> year (started 1/19/2006) and is now being delivered to 767 patrons.

## FCAT

The FCAT tutorial reached 5,749 users

The FCAT virtual gallery reached 6,455 users

## Video

There were 24 new streaming videos introduced this year.

101 East, the Library's videotaping unit created 37 videos.

There were 23 videos posted to YouTube this year.

There were 25 vodcasts created this year.

Continued the Children’s Initiative, comprising visits by librarians to all Orange County Public Schools to encourage sign up for Library cards. Spring and Fall initiatives involving Principal and Media Specialist visits, as well as presentations to PTAs and School staff meetings. Letters sent to all principals about the advantages of using Library cards and other library resources like Learn A Test and Online Homework Help for their students. Other additions to the program include:

- The Library System hosted its second annual *Hispanic ESOL Resource Fair* at the Main Library on [Friday, September 12](#) & 13<sup>th</sup>. OCLS demonstrated many language-learning resources, including ELLIS, Mango and FCAT/Homework Help!
- An online presentation that we offered to schools to play at their locations. <http://breeze.ocls.info/p80253716/>
- A Virtual Gallery – a website that provides quick and easy access to a variety of library and other resources that will help students and parents prepare for the FCAT at [www.ocls.info/fcat](http://www.ocls.info/fcat)
- Handouts for students and parents that provide information on accessing the online presentation and virtual gallery at any library location. Staff delivered these handouts to their “adopted” schools.
- Each Orange County Library location had at least two FCAT preparation resources classes in January 08 and two in February 08. Most locations scheduled more than that, so we had a total of almost a hundred classes throughout the system dedicated to kids improving their scores on the FCAT.
- The License to Learn Library Card Contest aimed at the 4<sup>th</sup> Grade started after Spring Break and was finished on 2 May 08. Library card applications were delivered to approximately 700 fourth grade classes in 107 Orange County Public Schools. Teachers then distributed them to students who did not have library cards and collected them after the parents completed them. As of today, we have 45 schools participating, representing 108 fourth grade classes. 26 classes had 100% of the children who applied for cards or already had cards. 448 applications have been submitted for new cards for 4<sup>th</sup> grade students.

**For 4<sup>th</sup> Grade contest:**

	2007/2008	2006/2007	2005/2006	2004/2005
# schools	45	55	30	n/a
# classes	108	134	41	n/a
# of 100% classes	26	30	10	n/a
New applications	448	651	162	n/a

**For 1<sup>st</sup> and 4<sup>th</sup> grade contests:**

Cards issued	3018	1499	1746	592
Circ for cards issued	18799	3095	16621	8277

Set up Online (remote) reserve for Meeting rooms via our website.

Installed Value Card system for print management at Main and all branches.

Set up OCLS Blog, Library Leader, featuring news and information on the Library in a friendly and conversational style.

Debuted our “Go Green with Orange” Bags, as an alternative to our plastic bags, which will be phased out, due to environmental and costs concerns.

Special Services completed every single order in the queue on 30 April. This has not happened in the past six years. The Special Services Team made history!

## Awards, Grants & Fundraising

From January 2002 to present the library has won \$1,556,846 in awards and grants, including the following won this fiscal year:

Awarded \$120,600 from IMLS for Citizenship - *Inspired: Preparing for Naturalization Through Collaborative Learning*.

Awarded \$107,704 from Library Services and Technology Act funds for our project *Superstarz: Skill Building for Underserved Children*.

Awarded \$96,360 for the *Smart Investing @ Your Library* by Financial Industry Regulation Agency (FINRA) Investor Education Foundation and the American Library Association. One staff member was provided travel grant to attend the ALA's annual meeting and grant training to Philadelphia in January 2008.

Libraries for the Future awarded \$20,000 to fulfill our grant proposal for *Fit for Life*, made possible through the generous support of MetLife Foundation. In this very competitive grant, OCLS was one of 17 library systems nationwide selected to promote lifelong health and wellness through community responsive programs

Awarded a grant from Electronic Arts for \$15,000 for game design software, hardware (an additional 12 MAC's) plus every OCLS location gets Rockband software for Xbox 360 gaming nights at our facilities.

Awarded \$13,750 from the Hot Topic Foundation

Received \$5,000 from the Dr Phillips Rotary Club for the renovation efforts of the adult reading are at the Southwest Branch.

Awarded The Big Read Grant of \$6,000 from Arts Midwest.

Awarded \$5,000 from the Disney's Helping Kids to Shine to provide alternative art workshops for middle and high school students.

Won the H.W. Wilson Library Staff Development Grant for \$3,500 for a joint *Ready, Set, Go!* support staff program for our staff and Osceola County Library staff.

Awarded by the City of Ocoee Community Relations Board a grant of \$250 to the West Oaks Branch Library that will fund a Tween video project. Using FLIP cameras acquired with grants funds, the Tweens will create commercials featuring The City of Ocoee and the West Oaks Branch Library.

Raised \$19,284 for the MAYL program.

\$1,355 was raised at our Character Breakfast fundraiser in December 2007 with 180 attendees

Raised \$1,570 in direct mail campaign for the Summer Reading Program 2008.

Fundraising event: Bright House Evening with the Author, Seymour Hersh, raised \$14,760.

## Honors

OCLS honored for National Library Week with a proclamation by the Orange County Commissioners, April 08

The Library received proclamations from the City of Orlando to celebrate National Library Week.

OCLS's business program was cited by the State Library of Florida as one of three library programs in the state as exemplary.

In conjunction with *National Library Week*, OCLS published its first-ever *Library Report Card* which shows how Orange County is earning high marks when it comes to libraries. An online version may be viewed on the OCLS Web site.

Awarded *the Beacon Award* to recognize diversity and inclusion in the workforce as well as diversely responsive to the community served.

OCLS placed 5<sup>th</sup> in the Grown Up Spelling Bee held by Adult Literacy League.

OCLS has been chosen by students at San José State University, School of Library & Information Studies (SLIS) for a research project. Students analyzed our data and shared their findings with us.

The Library received a VIP Award from the Lake Eola Charter School to acknowledge our caring and dedication. We are very grateful to them for recognizing our efforts.

Orlando Public Library Won title: "Best Library in Orlando" and West Oaks won title of Best Library for Teen Events from GoCityKids Orlando.

Sheri Chambers article on Gaming at OCLS was included in a larger piece on Gaming in U.S. Public Libraries that was published in Library Journal Reports, April 2008 issue. Congratulations Sheri!

Renaë Bennett and Kelly Pepo have written an article for submission to Public Libraries Magazine, "A Slice of the Action."

Debbie Moss gave a presentation to about 180- librarians at the Public Library Association meeting on customer surveys.

At PLA, Jamie Conklin and Donna Bachowski hosted a "Table Talk" on mobile reference

At PLA, Jo Ann Sampson hosted a "Table Talk" entitled "Take a Walk: Mobile Reference Services."

Jo Ann Sampson also hosted a "Table Talk" on our successful grant funded business initiatives, entitled "Make an Impact: Improve the Skills of your Community's Workforce." Fifteen librarians came to discuss computer training in multiple languages to improve job skills. After the session, some of the librarians said that they were very interested in our virtual classes (self-paced tutorials) and Haitian Creole materials. We are very proud of our employees who have brought such distinction on OCLS.

OCLS has received notice of our successful application for Picturing America, an initiative of the National Endowment for the Humanities (NEH), conducted in cooperation with the American Library Association (ALA).

We are very proud of the OCLS staff who will be featured as speakers at the Annual American Library Association's annual meeting at the end of June. This is the largest number of speakers representing OCLS at an annual conference, an indication of the leading position we play in public libraries in the US today.

Kelly Pepo spoke at ALA on our use of secret shoppers at OCLS. Her presentation is part of the You've Been Shopped: Mystery Shoppers in Libraries.

Donna Bachowski was featured as part of the RUSA President's Program on "Quality Service in an Impersonal World."

Jim Myers was the featured speaker in a program on OCLS's MAYL program.

Jaime Conklin presented our Ready, Set, Go! program at the RUSA president's Program. Debbie Tour received the H.W. Wilson award for our winning Ready, Set, Go! paraprofessional training program

Kathryn Robinson presented our Balanced Scorecard effort at an all day pre-conference program

Heather Pippin, our Youth Program Coordinator was interviewed by School Library Journal Online about our teen programming. She represented the Library very well and gave a national focus to OCLS's wonderful teen programming efforts!

Heather Pippin was also interviewed with a writer from the Orlando Sentinel regarding Teen Voices and our Teen Poetry Contest / Open Mic Night.

Nicole Cavallaro, has been accepted as a "mentee" with the American Library Association's Library Administration and Management Association formal mentoring program

Eric Atkinson, Information Systems Department Head, attended the 23<sup>rd</sup> Annual Computers in Libraries conference in Washington DC from April 7<sup>th</sup> – 9<sup>th</sup> and spoke about Open Source tools to develop collaborative digital collections.

Carla Fountain presented a virtual online session for the Association of College and Research Libraries and the Library Administration and Management Association Joint Spring Virtual Institute.

Nicole Cavallaro and Jamie Conklin presented at the Florida Library Conference on Mobile Reference: Reference 2.0”

Bobbie Gonzalez was invited to be a judge for Orange County Public School Teach grant applications, awarded by Teachers Grant Program, along with reps from the Bond Foundation, Progress Energy Foundation, and Universal Orlando Foundation.

Large Commentary, entitled “Pretty Fancy Stuff” on the OCLS Newsletter, Books and Beyond, in Library Administrator’s Digest January 2008, published by the noted Library Expert, Charles Robinson.

Danielle King’s proposal on our Teen Programming efforts was presented at the International Federation of Library Associations conference in Montreal 5 August 2008.

Library named 2008 Best Bet for MP3 Player Listening

Jamie Conklin was invited to present at the Florida Library Association Conference to talk about our Ready, Set, Go! Program as part of the Library Support Staff Empowerment Conference.

Sheri Chambers was invited by noted Library Leader Glen Holt to review a library web book for the Public Library Quarterly.

Debbie Moss has been serving for a year on the SOLINET Development Advisory Board. During that time the Board recommended a contract with Counting Opinions and TumbleBooks.

Kathryn Robinson and Kathy Sanchez completed the Intermediate class on Virtual World Librarianship offered by the University of Illinois.

Jim Myers presented our Books By MAYL service at the RUSA STARS (Sharing and Transforming Access to Resources) Pre-Conference before the annual meeting in Anaheim California in June 2008.

Alice Grace was recognized by the Pine Loch Elementary for her volunteerism on May 21 at a reception at the Hilton near Sea World.

Edgewater staff ‘s video on Zoomerang was selected to air on Zoomerang’s website

Director Hodel continues service on the Florida Library Network Council, serving since September 2006. The Council provides oversight for the planning and implementation of statewide library resources sharing programs. The Council’s top priority is to advise the State Library on the implementation of the Florida Electronic Library.

Director Hodel continues to serve as Member-At-Large on the Library Administration Management Association Systems and Services Section (SASS) Executive Committee.

Director Hodel was appointed to the PLA/DEMCO New Leaders Travel Grant Award Jury

Director Hodel was elected by the PLA membership as a Director of the Public Library Association and will co-chair the Issues and Concerns Cluster Steering Committee with Marion W. Francis.

Director Hodel was featured in an article about blogging in the 15 November issue of Library Journal.

Director Hodel was featured in “pARTicipate in the Cultural Advantage” program for Orange TV.

Director Hodel was elected to the Board of Directors of the Florida Humanities Council.

**Visitors touring OCLS from other libraries:**

Hosted visit at Eatonville Library by National Library and Information System Authority of Trinidad and Tobago, Annette Wallace visited Eatonville Branch on 22 August 08  
 Hosted visit by Zanfir Ilie, Director of Galati County (Romania Public Library)  
 In Jan 2008 OCLS hosted 40 visitors from sister city Urayasu, Japan.  
 Jesper Jensen, Public Library in Denmark,  
 Librarian from Dunedin Public Library System, New Zealand

**86 Information Requests by Other Libraries and Agencies throughout the Nation and the World:**

USF Student	Librarianship
Kitchener Public Library in Ontario, Canada	called to ask about self check out and RFID
Marion County Board of County Commissioners	Café Space
Watertown Massachusetts Library	MAYL
Palm Beach Public Library, Florida	RFID
Fort Worth Library	Personal Belongings
Brooklyn Public Library	MAYL
Salt Lake County Library System	Roving Reference
Montgomery County Memorial Library; Conroe, Texas	Self Check-Out
Bozeman Public Library, Montana	Mango Learning Languages Database
Palm Beach County Library System	Name Tags
Rapid City Library System, South Dakota	Olive
Sacramento Public Library, California	Book Lockers
Sunnyvale Public Library, California	MAYL
National Library & Info System Authority, Trinidad & Tobago	Children's Library
Seminole County Library System, Florida	Fees & Fines
Austin Public Library, Texas	Traducelo Ahora
West Palm Beach Public Library, Florida	3M – Self Services
Elisha D. Smith Public Library ; Menasha, Wisconsin	Podcasting
Caroline County Library System; Maryland	Mystery Shopper
Pioneer Library System; Canandaigua, New York	Customer Service
Queens Public Library, New York	Governing Structure
Leichhardt Library; New South Wales, Australia	Mango Learning Languages Database
Public Library of Charlotte & Mecklenburg Cnty; North Carolina	Learning Languages Services
North Port Library; Florida	Technology & Language Training for Employability
Winter Park Public Library; Florida	Customer Service Phones
Albuquerque Public Library System; New Mexico	MAYL
New Brighton Library of Christchurch City Libraries; Christchurch, New Zealand	Children's Programming
Disney Learning Center @ Disney University; Florida	Collection Maintenance
Sarasota County Library System; Florida	School Reading List Brochure
Graduate Student at Simmons College; Boston	Library Administration Challenges
Free Library of Philadelphia; Pennsylvania	My Library Bookstore
Kent District Library; Michigan	Newsletter & Promotional Materials
Alameda County Library; California	Counting Opinions Services
Children's Literacy Initiative; Philadelphia, Pennsylvania	Children's Services
UCF Library; Orlando	MAYL
Cascades Library; Potomac Falls, Virginia	Roving Reference
Kent District Library; Comstock Park, Michigan	Marketing & Promotions
Kent District Library; Grand Rapids Michigan	Tour of Questline
Denver Public Library; Colorado	Wikis
Belvedere-Tiburon Library; Tiburon, California	Tell Me More Language Database
Gwinnett County Public Library; Lawrenceville, Georgia	Computer Furniture



Baillieu Library; University of Melbourne; Victoria, Australia	Roving Reference & Vocera
Mission Viejo Library; Mission Viejo, California	Roving Reference & Vocera
Tampa-Hillsborough Public Library System; Florida	Adult Programming
Venice Public Library; Venice, Florida	Gaming Collection
Ann Arbor District Library; Ann Arbor, Michigan	MAYL
Irving Public Library System; Texas	MAYL
St. Johns County Public Library System; St. Augustine, Florida	Blogs
Superior Public Library; Superior, Wisconsin	Teen Programming
Desoto Public Library System; Florida	Informed Teens
King County Library System; Washington	Web Services
City of Clearwater, Florida	Library Facilities
Durango Public Library; Colorado	Self Check-In
Pasco County Library System; Florida	Survey Tools
Miami-Dade Library System; Florida	E-Vanced – web calendar and room reservation software
Jacksonville Public Library System; Florida	Web Services
Rochester Public Library System; Minnesota	Sorenson video telephone
Berkeley Public Library; California	Vocera
Glendale Public Library; Arizona	Vocera
Dover Town Library; Massachusetts	Eco-Bags
East Lansing Public Library; Michigan	Newsletter
Sarasota County Risk Management Department; Florida	Materials Delivery to Facilities
Silkeborg Public Library; Denmark	Library Tour
Broward County Main Library; Florida	Overdue Fines
Virginia Beach Public Library; Virginia	Interested in My Library Bookstore
Jacksonville Public Library; Florida	Roving Reference
The Shifted Librarian – Blog	OCLS Gaming as a Case Study
Tampa-Hillsborough Public Library System; Florida	Opening Day Collections
Collier County Library System; Florida	Self Check-Out
Unique Management Services	Collections Threshold Quote
Dunedin Public Library System; New Zealand	Library Tour
Tampa-Hillsborough Public Library System; Florida	Collection Service – UMS
Sarasota County Library System; Florida	Floating Collections
Lee County Library System; Florida	Library Cards for Minors
Washington-Centerville Public Library; Ohio	Circulating Game Collection
Seattle Public Library; Washington	Reserves
Buffalo & Erie County Public Library; New York	Vocera
Sarasota County Library System; Florida	Youth Services Position Description
St. Joseph County Public Library; Indiana	Mass Market Paperbacks
South Rowan Regional Library; North Carolina	Self Check-Out
Winter Park Public Library; Florida	performance management system
Seminole County Library System; Florida	Policies
Jacksonville Public Library System; Florida	Staff Training – Learn 2.0
SOLINET	Survey Tools
Madison Public Library; Wisconsin	Online Databases

## Digital Content

FCAT Tutorial reached 5,749 users.

Virtual Galleries added: All About Politics; Black History Month – Kids; Father's Day; FCAT; Go Green; Mother's Day; Poetry – Kids; Storycorps; Storytelling – Kids; Thanksgiving; Trains, Rails, & Tales – Kids; Women's History Month – Kids

Top Ten Virtual Galleries: Taxes; Gaming; Learn a Language; FCAT; Native Americans; Winter Holidays; Thanksgiving; Florida Citrus Bowl; Spooky Florida; Black History Month – Adult; Celebrate Valentine's Day

New YouTube Videos: Meet the Author: Tim Dorsey; Weeki Wachee: City of Mermaids; Wii Safety 101 (as Illustrated by G.I. Joes); OCLS Alerts; The Token Gamblers; OCLS @ The 2007 Citrus Parade; Dave Isay, founder of StoryCorps; Step Off! 2008; Dr. G, Medical Examiner; Val Demings, Orlando Chief of Police; Meet the Author: Rosalie Turner; Finesse Mitchell @ OCLS; Citricon: Library Defender (Trailer); Know Your Business: Computer Classes @ OCLS; Go Green with Orange!; Teen Battle of the Bands 2008: Mechanical Mayhem; Teen Battle of the Bands 2008: Silence the Ceremony; Teen Battle of the Bands 2008: Break the Silent Fall; Teen Battle of the Bands 2008: Orlandic Vibes; Teen Battle of the Bands 2008: Highlights; Tupperware Unsealed: The Story of Brownie Wise; Tiki Time: The Friends Family Frolic; VIVA: Art After Hours

Interactive streaming classes for the public.

Central Florida Memory Exhibit now available for viewing in Second Life

“Alphabet Bites”

Orlando Memory: Community participation in building / contributing photos videos and memorabilia to history of Orlando.

## Electronic Systems & Website

Deployed 82 additional computers to make a total of 1,156 PC's, 653 for customer access (includes internet, catalog, children's, class, survey, self-reservation stations, etc.) and 503 PC's (includes servers) for staff access.

Computers at Computer Resource Center at Main: 52 in Public area; 24 Classroom Public PC's at Main CRC.

Added an electronic text message alerts service

OCLS rolled out its new homepage, <http://www.ocls.info/hppreview/>

12 branch library connections increased from 3.5 Mbps to 30 Mbps

2 branch library connections increased from 1.5 Mbps to 30 Mbps

Main library network connection increased from 100 Mbps to 1,000 Mbps (1 Gbps)

Internet connection increased from 80 Mbps to 300 Mbps

Added 14 additional desktops and 27 additional laptops

Total number of access points replaced from Avaya to Cisco 65

Total new Cisco access points 5

Total number of access points 82

## Classes & Staff Training

Number of new in-person & online classes created this year, broken down by language:

<b>Total New English Classes</b>	29
<b>Total New Spanish Classes</b>	7
<b>Total New Haitian Creole Classes</b>	1
<b>Overall New Classes</b>	<b>37</b>

**English - 29**

Introduction to iPhoto
Photoshop Basics
Advanced Image Editing Using GIMP
Create Interactive Games Using Scratch
Create Publications Using Scribus
Finding a Job
GanttProject Basics
Introduction to GarageBand
Introduction to iMovie
Introduction to iWeb
Introduction to iWork: Keynote
Introduction to iWork: Numbers
Introduction to iWork: Pages
Introduction to Mac Computers
Keyboard Shortcuts for Windows Applications
OpenOffice.org Impress
QuickBooks Pro Level 3
QuickBooks Pro Level 4
Web Design Basics
Online Class: Introduction to Gantt Project
Online Class: Introduction to Microsoft Access 2007
Online Class: Introduction to QuickBooks
Online Class: Microsoft Excel 2007 Formulas and Functions
Online Class: Photoshop Level 1
Online Class: Photoshop Level 2
Online Class: QuickBooks Level 1
Online Class: QuickBooks Pro Level 2
Online Class: What's New in Microsoft Excel 2007
Online Class: What's New in Microsoft Word 2007

**Spanish - 7**

Curso en Linea: Creando su Resumé (Hoja de Vida)
Curso en Linea: Introducción a Photoshop
Curso en Linea: Introducción a QuickBooks
Introducción a Diseños de Paginas Web
Introducción a las Computadoras
Introducción al Web 2.0
Planeando Vacaciones en Linea

Total attendance in Spanish classes: **860**

## Haitian Creole - 1

### Klas sou Entènèt:Ekri Rezime-CV

Total attendance in Haitian Creole classes: **76**

Total Camp Savvy attendance for last year and this year:

*Summer 2008 Attendees: 1,100 15 locations*

**Summer 2007 Attendance: 1,489 9 locations**

Total number of virtual classes created this year and the total online.

**14 new online classes: 66 classes were offered with 302 attendees.**

Total training classes offered to staff and their attendance

**32 training classes with 269 attendees**

ELLIS usage statistics

**1,072 new Ellis Users**

**16,371 hours and 36 minutes of usage**

Added 14 new online classes. The Photoshop and QuickBooks 4-class series were added to enhance our online offerings. We also marketed by placing an ad on CareerBuilder. These classes were also marketed to surrounding universities and at Library events. A new OCLS webpage was developed to promote online classes to both Library card holders and visitors.

37 New classes offered for the first time this fiscal year.

Increased number of classes available in Spanish from 52 to 56, an increase of 4 new classes this fiscal year.

Classes in Haitian Creole remains at 12 unique classes.

We've expanded Office week to two weeks in the CRC this fiscal year due to the high turnout and waiting list stats. Some branches have started to do mini-Office class series by offering the series in one given day or at the same time each day during a week.

There were a total of 9 new Mac classes added this fiscal year featuring the iLife and iWork suites. 56 classes were offered with 207 attendees.

Live interactive online classes offered for the first time.

Introduced first online class: Introduction to Quickbooks in Spanish.

"Ready, Set, Go!" – internal staff training program: 5 classes have been completed with 40 graduates as of January 2008. OCLS was awarded the HW Wilson Grant to expand this program by including public service staff from other local library systems. Ready, Set, Go! Class #6 began October 8, 2008 with students from both OCLS and Osceola County Library System.

Continued Camp Savvy Technology classes for kids during the summer: Internet for Kids; Word for Kids; Publisher for Kids; PowerPoint for Kids; Excel for Kids; HTML for Kids; Photoshop for Kids; Windows Media Player for Kids; Internet en Español for Kids; Word en Español for Kids; HTML for Teens; Photoshop for Teens; and Windows Media Player for Teens.

## Marketing/ Promotion

TV spot ads first featured our technology classes this year.  
Rolled out "Take Know For An Answer" campaign.

The new Downtown Orlando Information Center will display library materials. They have video screens in totem-pole type monitors and we will be supplying them library information to display on-screen there.

Eugene Ramirez from Central Florida News 13's Spanish Channel interviewed Erika Torres, Paolo Melillo and Tony Orengo about all that OCLS offers for the Hispanic community. They promoted Ellis, computer classes in Spanish, materials in Spanish, our annual ESOL Fair and more.

Eric Atkinson and Tracy Zampaglione met with the Orlando Sentinel's tech reporter on 5 June 2008. The reporter was very interested in what we do with technology and will write about it in an upcoming column.

## **Partnerships and Cooperative Efforts**

National Public Radio's Story Corps booth was parked outside the Main Library on Central 10 January to 2 February 2008. Partnership with WFME.

Partnership with Adult Literacy League.

Library partnered with World Wrestling E, YALSA and the Central Florida Sports Commission to present Wrestle Mania Reading Challenge.

Free Glaucoma Screenings in January 2008 at West Oaks, courtesy of partnership with Prevent Blindness Florida.

We partnered with the Orange County Parks and Recreation's The OC Club to promote kids' and teen's events on their website. In addition to providing advertising space for our programs on the Upcoming Events portion of their website, they also have links to our OCLS, Kids Connect and Informed Teens web pages in the Members Area.

Partnership with Orlando Opera with three programs being offered for the public: Orlando Opera at the Library.

Participated in the Accelerated Reading Rally, hosted by Orlando City Commissioner Sam Ings.

Lynx staff toured the Computer Resource Center and promote our classes to their Lynx staff.

West Oaks Branch Staff presented information about OCLS resources such as FCAT and Know Your Business, to the City of Ocoee School Advisory Board on May 13<sup>th</sup>.

West Oaks Branch Staff also shared branch happenings at the City of Ocoee's Commissioner's Meeting on May 20<sup>th</sup>.

A new display on swans, and in particular the care and health of captive swans at Lake Eola, was installed in one of the cases on the Second Floor of the Main Library. Several of the items – including books and a DVD about swans – were donated to the Library by Orlando City Commissioner Patty Sheehan. Commissioner Sheehan is an active member of the group Regal Swans

## **COMMUNITY EVENTS**

- Oct 11 & 12 Pioneer Days Family Festival
- Oct 14 Starlight Ranch Health Fair
- Oct 18 East Orlando Celebration Education Fair
- Feb 2 Orange County Parks & Recreation Teen Education and Resource Fair
- Feb 7 Urayasu Japan International Friendship Association Tour
- Feb 23-24 Downtown Orlando Art & Living Expo – Lake Eola Park
- April 5 "Family Hope Day," Lila Mitchell Community Center (Commissioner Tiffany Moore-Russell)
- April 18-20 Hispanic Business and Consumer Expo
- Mar 3 City of Orlando's Unity in the Community Family Fun Day
- May 8 Life Skills Center in the Orange Blossom Center
- May 13 Young Author's Conference at Pine Loch Elementary
- May 15 South Lake High School Tour

- May 20 Oak Ridge High School Resource Fair
- May 20 Palmetto Elementary Book Fair
- May 23 Employee Academy Talk and Tour
- June 1 Be Cool Summer Kick-Off (Foundation for Foster Children)
- June 7 Make'm Smile Event (Nathaniel's Hope Foundation)
- June 14 Health Fair (Iglesia de Dios Pentecostal M. I.)
- June 21 Unity in the Community Event (Hurst Chapel A.M.E. Church)
- July 26 Back-2-School Back-2-Health Fair (Commissioner Mildred Fernandez)
- July 29 & 30 City of Orlando/ Keep Orlando Beautiful
- Aug 9 BBQ on the Tracks Back to School Block Party (Greater Faith Ministries)
- Aug 16 Commissioner Brummer's District 2 Back 2 School Fair
- Aug 27 3<sup>rd</sup> Annual Entrepreneur Fair by Disney Entrepreneur Center
- Sept 9 Caribbean Health Summit
- Sept 12 & 13 Hispanic ESOL Resource Fair
- Sept 16 & 17 BBQ on the Tracks Back to School Block Party (Greater Faith Ministries)
- Sept 16 & 17 Olympia High School Speaker's Bureau Presentation
- Sept 24 Central Florida Business Expo
- Sept 25 Magnolia Towers Speaker's Bureau Presentation
- Sept 26 Central Florida Small Business Summit
- Sept 27 Central Florida Boy Scout Council Camporee

## Internal Infrastructure

Completed or updated policies: Investment Policy, Meeting Room Policy, Purchasing Policy, Rules of Conduct, Library Mission Statement

Implemented new personnel evaluation software (Halogen).

Hired six new Librarians.

Strategic plan presented to the Board and approved in August 2008.

Conducted 6<sup>th</sup> annual employee survey, "OCLS as an Employer" with results demonstrating overall employee satisfaction. Librarians' results showed improved satisfaction over the previous year's responses.

Held sixth annual Staff Day, 12 November 2007.

Held Health and Wellness Day for staff Held health screening for staff for cholesterol, blood pressure and body mass index.

The Library has kicked off its Healthy You 2008 initiative to encourage all employees to jump start their health and wellness goals for the year. Held annual Employee Health Fair on Thursday, June 5 in the Albertson Room at the Main Library.

OCLS offered a series of Health, Safety & Wellness Seminars for employees in June. The seminars were provided in conjunction with Care24, the Orange County Library System's Employee Assistance Program, to give employees the skills needed to cope with challenges while staying healthy and well. Seminars offered included Managing Eldercare Issues; Coping with a Chronic Condition; and Coping for Caregivers. In addition, the library arranged for a safety seminar, Personal Safety, Rules of Conduct Update, presented by officers from OPD's Crime Prevention Division and Craig Goetzke, the library system's security and maintenance department head. Employees gained insight into dealing with library customers safely and professionally, safety practices for both on and off the job, and the consistent application of the library's Rules of Conduct.

Inaugurated Learn 2.1 to encourage employees to be tech savvy.

98 employees took offer of free flu shots for staff on 24 and 25 October

Hosted Dr. Christie Koontz professor from FSU's College of Information, for a sharing event for the school's Master of Library and Information Studies program.

On Tuesday, April 22 (Earth Day), OCLS kicked off its workplace recycling initiative at the Main Library

The Staff Association held its Annual Employee Picnic at Barnett Park on Sunday, May 25. More than 100 people joined in the fun for summer food, snow cones, a waterslide and overall good time.

The Staff Association received 25 poems entries for their poetry contest. All entrants received a small gift as a token of the Staff Association's appreciation for making the poetry contest a success.

Continued Staff Health insurance evaluation committee to provide input and recommendations on employee health insurance proposals.

Continued offering staff pretax Medical and Dependent Care Flexible spending accounts for staff.

Negotiated new rates for employee parking with the city's parking Garage.

Continued staff Pumpkin Carving contest on Halloween.

First ever system-wide meeting of the Technical Computer Support Specialists held 6 June.

Continued offering free Bus passes to staff as alternative to driving.

Four Get to Know Your Library Orientation sessions held for new employees

Entered a team for the annual IOA's 5K run participants: Demetrist Nisbette, Carla Fountain, Jonathan Small, Kathy Mellowe, Tanya Oquendo, Milinda Neusaenger, Leila Higgins, Aidybert Silva-Ortiz, Yvonne Pierre, and Fanya Jones. Raised \$180 to benefit the Parramore Kidz Zone, Christian Service Center, Insurance Office of America Foundation and the Orlando Runners Club Scholarship Fund.

Participated in "Take Your Sons & Daughters to Work" Day, 24 April. Eighteen children of employees joined their parents at work at OCLS.

Human Resources offered a session to our staff members on preparing for retirement. The Retirement on the Horizon seminar featuring Steve Brindle was held on June 25. It focused on educating employees on how to prepare for a secure retirement in six simple steps. It also informed employees how to maximize contributions and protect assets while thinking and planning for retirement. Brindle also discussed catch-up strategies and explained tax-savings opportunities

The administrative team took on an alternative work assignment in a different department, working side by side with other workers in jobs not in their own area. The six year old program fosters appreciation of all the jobs here at OCLS and provides another opportunity for better understanding and communication. The assignments for this year were:

Debbie Moss	Questline	Bob Tessier	Circulation
Tracy Zampaglione	Computer Resource Center	Wendi Bost	Custodial Maintenance
Kathryn Robinson	North Orange	Renae Bennett	Information Systems
Eric Atkinson	Edgewater	Mary Anne Hodel	Finance
Craig Wilkins	Technical Services	Carla Fountain	Community Relations

National Go Red Day - OCLS employees contributed \$70.00

The Main Library sponsored 4 blood drives (3/19, 5/29, 8/5, 10/23)

OCLS employees contributed a total of \$3,112 for the United Way Campaign

American Heart Association - Team of 7 walkers raised over \$100

Juvenile Diabetes Research Fund Walk - Team of 8 walkers raised \$635

## Director's Esprit d' Corps Meetings

October 24    January 31    April 15    August 22

## Director's Meetings with Bargaining Unit

### All Librarians Meetings

October 2  
November 29  
January 10  
February 21  
April 22  
June 12  
September 24

### Librarians as Learning Leaders Meetings

October 8  
November 1  
November 30  
January 4  
January 25  
February 19  
March 11  
April 24  
July 15  
August 19  
September 1

## Director's Meetings with Staff

### October 2007

3 – Herndon  
5 – Winter Garden  
9 – Edgewater  
17 – Hiawassee  
23 – Alafaya  
24 Southwest  
21 Eatonville

### November 2007

2 – Southeast  
8 – Washington Park  
14 – South Creek  
21 – South Trail

### December 2007

5 – Windermere

### January 2008

4 – North Orange  
18 – Winter Garden  
25 – Southeast  
31 - Hiawassee

### February 2008

5 – Alafaya  
6 – Windermere  
8 – Eatonville

12 – Edgewater  
12 – Main Library Staff  
13 – South Creek  
14 – Washington Park  
19 – Main Library Staff  
26 – Main Library Staff  
27 – Southwest

### March 2008

6 – Main Library Staff  
7 – North Orange  
11 – Herndon  
26 – West Oaks

### April 2008

4 – Winter Garden  
15 – Edgewater  
16 – Hiawassee  
25 – Southeast  
30 – South Creek

### May 2008

6 – Alafaya  
7 – Windermere  
8 – Washington Park  
30 – Southeast

### June 2008

6 – North Orange  
16 – West Oaks  
20 – Winter Garden

### July 2008

8 – Edgewater  
15 – South Trail  
16 – Hiawassee  
29 – Eatonville  
30 – Southwest  
31 – Washington Park

### August 2008

6 – Windermere  
19 – Alafaya  
25 – Main Library Staff  
27 – Herndon

### September 2008

2 – Main Library Staff  
5 – North Orange  
9 – Main Library Staff  
12 – Winter Garden  
17 – Main Library Staff  
24 – West Oaks  
25 – Main Library Staff



## Highlights of Programs

Wrestlemania Battle of the Books, with World Wrestling Entertainment and Young Adult Library Services Association (YALSA) 29 March in Library Central.

The Cinco de Mayo celebration program was attended by 453 people, mostly students who were very energetic and enthusiastic about the variety of instruments played and the variety of music

The Friends Family Frolic was a great success. Our total attendance was 566! (286 over last year

There was some major league action in Library Central on Wednesday, April 23 when two players from the Tampa Rays stopped in to host Reading with the Rays. Pitcher J.P. Howell and Catcher Shawn Riggans took time off the field to read to area school children – enjoyed by 140 people.

The famous Peabody ducks took to the red carpet for the March of the Peabody Ducks on Saturday, April 26. Some 103 people ducked in to see the charming procession led by Duck Master David Robinson from the Peabody Resort.

Rolled out an experimental program targeting elementary school students in underserved areas. “Unlocking the Hidden Treasures at OCLS” is an experimental program at three branches: Washington Park, Hiawassee and North Orange. The program encourages children to engage in a weekly activity involving using the Library.

Architecture Night included behind the scenes tours and exhibits of the original drawings and renderings for the Orlando Public Library building on 16 November 2007.

From Homeless to Harvard, featuring Liz Murray on 10 November 2007, with 122 attendees.

David Isay talked about the Story Corps project and answered questions on 12 January 2008.

Property Tax Reform with Bill Donegan Jan 12 at Orlando Public Library, with 62 people.

Art After Hours: Almost 30 Days in China with John De Silva, 11 January 2008.

July Art After Hours July 11: Celebrate Asian-American heritage with an art exhibition of magnificent paintings

The September Art After Hours opening reception for an exhibit featuring the work of five local Hispanic artists, in celebration of Hispanic Heritage Month, Friday, September 12.

September's Second Saturday (Sept 13) program invited customers to Rediscover Florida's Space Coast with Ray Osborne. Mr. Osborne is the author of the book Images of America: Cape Canaveral.

The end-of-summer Kids Around the World Bash at Main on Saturday, August 16 drew 578 people attending, a record number for us. Many thanks to all the staff who helped to make this event so special for our youngest users:

The Guitar Class on Sunday, June 8 at the Orlando Public Library was attended by 45 people.

The Guitar Lesson Session at Main on June 22 was attended by 100 people.

The June Second Saturday program Tupperware Unsealed was attended by 52

The Friends Family Frolic on July 12 was a huge success! Our biggest ever with 566 in attendance. Congratulations to the Community Relations team for a job well done.

The July 18 Music in the Library featuring Barry Taylor was attended by 60 patrons including 46 adults, eight teens and six children.

Cinco de Mayo program at Main on May 5 had an amazing 453 in attendance. It was also featured in a large photo in the local section of the Orlando Sentinel.

April 18 Music in the Library at Main with Evita Santana broke a record with a whopping 116 attendees! One of Evita's ongoing gigs is at Margaritaville at City Walk  
The May 9 Music in the Library featuring a vocal performance by the Chain of Lakes Middle School Chorus was a huge success. We had 76 attendees and 83 kids in the chorus.

Music in the Library on Friday, May 16 featuring Live Hart was enjoyed by 54 people.

June 13 Music in the Library featured the acoustic indie sound of Andy Matchett was enjoyed by 59 people.

On Saturday, April 19, 84 people turned out to hear author John Hemingway (grandson of Ernest) speak at the Orlando Public Library. Hemingway discussed his book *Strange Tribe: A Family Memoir*.

## **Alafaya Branch**

On July 8, Alafaya hosted a Brazilian Capoeira demonstration, with an audience of 81.

Alafaya brought the heat with the Orange County Fire Department's presentation on July 15. 127 in audience

On July 22, "Giving World Percussion" held a drumming program for 120 people

On July 29, McDonald was at Alafaya with 113 people

Jason the Juggler visited on 1 April, entertained an enthusiastic crowd of 98

The magician from Wonder Works was a huge hit for the summer reading program August 5. 115 attendees enjoyed a mystical magic show by this professional entertainer.

One Tuesday, June 17 Mr. Bill's Wizardry World of Magic was so popular with 171 people attending that Mr. Bill volunteered to do another performance for 28 more who could not fit in the first program.

Twenty two attendees enjoyed Alafaya's monthly Family Movie Day on Saturday, June 21.

The Save the Manatee Club presented an educational and fun summer reading program on June 23. Alafaya had a total of 111 people present.

Alafaya Branch's Paws to Read on June 28 was a hit with 30 people.

On June 10 Butterfly Encounter with Lukas Nursery, our first summer reading program, started off with a bang with 180

## **Eatonville**

July 11th, 48 patrons learned how to square dance.

Wednesday at the movies on July 16<sup>th</sup> had 59 in attendance.

Gatorland entertained 50 curious minds.

June for Eatonville began with free blood pressure checks being given to 27 patrons by the student nurses of UCF's Nursing School on Friday, June 6th.

On Friday, June 20, Eatonville Branch had a record breaking number of 103 that attended our 2nd Summer Reading Program with Ronald [McDonald](#) as our guest.

June 26 at the Wednesday @ the Movies, Eatonville had a super turnout of 90.

121 patrons came to see the Save the Manatee program held on Friday, June 27th.

Eatonville Branch hosted The Audubon Society's Birds of Prey Center program, "The Owl and Its Habitat", on 16 January. 57 people attended.

Eatonville ended the summer with the fantastic End of the Summer Back to School bash on Saturday, August 16<sup>th</sup>, partnering with the Eatonville Neighborhood Center for Families drew a crowd of 225.

## **Edgewater**

Willy Wonka Extravaganza in May, patrons won Golden Tickets by checking out "sweet" items, making them eligible for our grand prize drawing. The final event was a Wonka Movie Marathon with 23 attendees and Candy Crafts with 57 attendees.

Edgewater hosted a Pink Party on April 12<sup>th</sup> with 34 attendees.

Lake Weston Elementary school first graders visited Edgewater April 21-23 with a total of 115 attendees

Edgewater's Watermelon Challenge program was featured in the Orlando Sentinel as Today's Best Bet on August 8, 2008 with 27 attendees.

Edgewater's "Brrr! Baby, It's Cold and Sweet" summer reading program on July 8th was featured in the Orlando Sentinel's Local Today's Best Bets. We had 34 attendees!

Thomas the Tank Engine program presented on June 24, a Tuesday evening, had 41 people in attendance!

Edgewater had 101 attendees for the Out of this World Orlando Science Center summer reading program on June 26!

## **Herndon**

The Mime show on Friday, July 18th was attended by 59 people.

Moms, Dads, and boys and girls (122 of them!) all enjoyed Ronald McDonald's "Books are Great" program.

"Miss Manners' Wacky World Adventures" on Friday June 13th, had a full house of 75 people.

Our second summer reading program was even larger when 118 people attended the "Young Chef's Academy" on June 20.

And two animal themed Summer Reading Programs: Creatures of the Night and Animals Around the World each drew 47 attendees.

The last Summer Reading Programs were well attended. The Hellenic Dance Group attracted 58 people and the ever popular Fighting the Heat Program hosted by the Orlando Fire Department gave 107 a tour of a working fire truck.

An Elvis impersonator visited the branch and presented Library House Rock. A total of 170 patrons enjoyed over an hour of Elvis' music.

## **Hiwassee Branch**

June 17, 113 in attendance at "Miss Manner's Wacky World Adventures."

June 24, there were 83 people who came to view the antics of Ronald [McDonald](#).

Smarty Pants, a pilot children's program developed by Librarian Wendy Prasad and the Assistant Managers from the Division of Branches, debuted April 2008:

### Alafaya Smarty Pants

### Hiawassee Smarty Pants

Total Attendance	5 programs	157	Total Attendance	4 programs	80
Average		31.4	Average		20

Hiawassee Branch's Smarty Pants programs have continued to pack them in this month. On May 1st there were 17 people, and on May 8th there were 13 people. We were pleasantly shocked on May 15th when 60 people attended Smarty Pants. Those 60 people returned on May 22nd and brought one more for a total of 61 in attendance. Our final presentation of Smarty Pants on May 29th brought in 38 people.

July 1 there were 149 people here to see the reptiles from Gatorland.

Tuesday, July 8, Magical Bill's World of Wizardry dazzled 79 people.

The Tuesday after that, 7/22, there were 95 people here to see the Orange County Firefighters and get a personal tour of a fire truck.

Talako Indian Dancers performed on 29 July with 80 people here to watch Native American dance rituals.

Tuesday, June 24, there were 83 people who came to view the antics of Ronald [McDonald](#).

### North Orange

93 children watched family films for the North Orange Branch Spring Break Movie Marathon, April 1-6.

"Movies on the Map" continue to be popular in July; our four Monday afternoon films have drawn a total of 84 people.

Elliot and Friends, a SRP program on July 17, drew a crowd of 76.

A 'Back to School Fair' outreach at the John Bridges Center on August 9 gave staff the chance to share library information with the 483 attendees at that event.

Sixty children and adults loved the last Summer Reading Program event for elementary age children, "Didgeridoo Down Under," where the guest presenter shared his love for this ancient instrument.

Record breaking numbers at North Orange's first two Summer Reading Programs have packed the room: Tony Brent, magician from Wonder Works, performed for 109 on June 12.

Gatorland reptiles and their keepers interfaced with 169 in the program, on June 19.

A fencing demonstration the same day, by the Winter Garden Fencing Academy, was performed in the public area delighting an audience of 35.

### South Creek Branch

Two Wii gaming nights entertained 40 people.

The final summer reading program was Didgeridoo Down Under, with 108 kids..

An Elvis impersonator visited the branch and presented Library House Rock with 128 patrons.

Wednesday, July 2 Mr. Bill's Wizardry World of Magic visited our branch was with a total of 129 attendees.

Thursday, July 9th SRP: Ronald McDonald came, with a total of 157 attendees.

Wednesday, July 16, SRP: Fighting the Heat: The Life of a Firefighter had a total of 116.

Brazilian Capoeira had a turn out of 120 attendees.

Jason the Juggler, April 1st, 79 patrons.

June 11, the first Summer Reading Program had 128 attendees for with The Young Chef Academy

Wednesday, June 18, 122 children enjoyed the performance of Tony from Wonder Works Magic.

Saturday, June 28, A.R.T: Put a Spin on It, 50 teens participated and became a DJ for a day, funded by the Hot Topic Foundation and Disney's Helping Kids Shine Grant.

On Wednesday morning, June 11 was exciting at South Creek branch; our first SRP program had 128 attendees participate with The Young Chef Academy as they enjoyed a summer treat.

## **Southeast Branch**

Movie Day at Southeast on Saturday, June 28 was attended by 65 patrons.

Gaming Night program on May 15<sup>th</sup> was attended by 68. June 19 was attended by 86 people. The gaming event was repeated on June 26 and was attended by 76 people.

July 17, "Wii Love Gaming" A total of 46 people attended.

Teddy Bear Parade program with children decorating cookies shaped like teddy bears, teddy bear related stories, and marching around the branch with teddy bears. 58 in attendance.

January 26, movie day. was attended by 75 people (35 children, 23 adults and 16 teens).

Movie Day at Southeast continues to be a big success with 78 people attending the movie event on Saturday, August 30.

Southeast's monthly Movie Day featured "College Road Trip" in July. A total of 62 people came to watch the movie.

Southeast's four summer reading club programs were attended by at least 223 people this month.

June 9, 94 people attended a magic show program

June 23, 115 people attended a Gatorland program

## **Southwest Branch**

On May 9<sup>th</sup>, the Southwest Branch partnered with the Dr. Phillips Rotary to present the 3<sup>rd</sup> Annual Author's Series, featured political pundit and author Craig Crawford. This year's event had a record crowd with 157 attendees. The event was sponsored by the Tiger Bay Club and Highwoods Properties with refreshments provided by Publix and Bice.

Jason the Juggler helped 126 Southwest patrons wind up their spring break on April 4th..

Southwest patrons (19) celebrated April Fool's Day by attending the Act-A-Fool Storytime presented on April 5th..

Southwest Library hosted an Australian program, Didgeridoo Down Under for 56 patrons in August

On June 11th 116 people dared to enter the world of Indiana Jones with treasure hunting, dangerous quests and exciting adventures at the Southwest Branch.

## **South Trail Branch**

Nocturnal animals were the featured guests at "Creatures of the Night" on April 2<sup>nd</sup> at the South Trail Branch., with 31 attendees.

The Southwood Dance Group entertained 185 customers at the branch.

Didgeridoo Down Under on August 12 attracted 65 attendees.

The Summer Reading Program was in full swing during July at South Trail. On July 1 we had 93 people participate in square dancing during the Honor Your Partner and Allemande Left program.

Ronald McDonald was a huge hit attracting and entertaining 144 people on July 8.

Elliott and Friends had a crowd of 70 people on July 15.

The Orange County Firefighters ended the month with a presentation to 46 children.

Gatorland Experience kicked off the 2nd week of SRP on June 17 and was attended by 67 kids all excited to see a baby alligator and a pet a snake.

## **Washington Park Branch**

Jason the Juggler, April 3<sup>rd</sup>, 2008, with an audience of 75 children.

"Wii Love Gaming @ OCLS" event on May 7th, 2008 with 27 in attendance.

On Sat. August 9th, held the "Back to School Fair," held just outside the branch at the Lila Mitchell Community Center. Hosted 103 visitors.

On July 11th, "Cinderella Extravaganza" with 38 individuals

103 people square danced at the Washington Park branch on July 21st, During the "Honor Your Partner and Allemande Left" program,

On July 25th, a group of 30 patrons came to Pictionary.

Patsy Williams and Johanna Centeno from the Washington Park branch went offsite to visit Eccleston Elementary on June 3rd, where they spoke to 33 individuals.

On June 4th, they gave a second presentation to the entire school during their morning announcement broadcast, reaching 535 individuals.

Washington Park had 148 patrons at "It's a Doggie World" program on Mon. June 23, 2008.

## **West Oaks**

The After Hours Gaming event with the Geek Squad from Best Buy and the Geek Squad car. 42 people attended. Halo 3 Gaming Tournament: 43 attended.

Jazz It Up at West Oaks Branch on Saturday, May 10 at 2 p.m. had 63 patrons -- 54 adults and 9 children.

In August at West Oaks, volunteers from Best Buy painted the Meeting Room; Best Buy supplied the labor with OCLS supplying the paint.

The Blood Mobile had a successful visit, registering 17 people and collecting 11 pints of blood.

A demonstration of Business Databases was presented to a Sun Trust Mortgage Vice President that resulted in the purchase of an OCLS fee card. Further Library information is to me presented at a Sun Trust Mortgage Managers meeting.

There were 137 in attendance at the first West Oaks Branch Summer Reading Program – The Wonderworks Magician

84 patrons had a magic time with Ronald McDonald.

West Oaks experimented with offering the same program (Walk Like an Egyptian) two times this month. 20 patrons attended the first program and 24 were in attendance at the second program.

## **Windermere**

The "Honor Your Partner and Allemande Left" square dancing event on July 9 had 44.

Wacky Wednesday Arts and Crafts program held on July 9 had a record setting 87 in attendance. In celebration of "National Sugar Cookie Day" the children had a blast decorating and eating sugar cookies.

Mr. Bill's Wizardry World of Magic featured Magic of Joseph Constantine from Extreme Parties and Events was held 23 July with 125 in attendance.

The Mime Show held on July 30 had a total attendance of 55.

On August 5, 2008 Windermere staff presented a "Junie B. Jones Jamboree" program and had 48 in attendance."

On August 21, our Third Thursday Pajama Jamboree program had 36 in attendance.

Also, during the month of August staff participated in Meet the Teacher events at Eagles Nest Elementary and Chain of Lakes Middle School. Together they shared information about library services with 157 attendees and processed 28 new library card registrations.

Storybook Fun program on June 5th had a total attendance of 141.

Our Wacky Wednesday Arts and Crafts program was held on June 11 with 41 in attendance. In celebration of National Aquarium Month, the children had a fun filled time creating Ziploc bag aquariums

## **Winter Garden**

"Gatorland Experience" packed the program area with 98 folks.

Winter Garden had a whopping 43 on 6/5/08 watching *Enchanted* and eating popcorn at our movie night this month!

Our Toddler Time attendance was 100 on 6/18/08, which is not too unusual for that group, but our Storybook Fun attendance that day was 96, a record for the older preschoolers!

Winter Garden hit their all time high attendance for Toddler Time with 118 on 27 August!

Last Alphabet Bites program in May with highest attendance of 81.

Winter Garden had a whopping 43 on 5 June watching "*Enchanted*" and eating popcorn at movie night this month!

Toddler Time attendance was 100 on June 18 and Storybook Fun attendance that day was 96, a record for the older preschoolers.

# Position Description



**Title: Library Director/CEO (6000)**

**(Grade 22 - Exempt)**

**Requirements: MLS from ALA Accredited Institution**

**Scope:**

Perform functions, as Chief Executive Officer, to establish, implement and communicate strategies, direction, plans and programs for the operation and growth of the Library System to suit the needs of the community; and direct the efforts of subordinate Department Heads under the policies, guidance and at the pleasure of the Board of Trustees. Uphold the Library System's mission and values in the pursuit of all duties; respect for the individual, our organization, and the community, excellence in everything we do, and integrity in our actions, while providing excellent customer service to all internal and external customers.

**Essential Functions:**

1. Define the mission of the Library System and communicate concepts and objectives to the Board of Trustees. Plan long and short term strategies, programs and systems for implementation and communication to staff and the public and direct and motivate the efforts of immediate staff to ensure that activities are targeted toward realization and fulfillment of established mission.
2. Act as steward of the Library's collection. Establish the overall goals for the selection, control dissemination, management and maintenance of the Library's collection and direct the accumulation, arrangement and disposition of materials. Provide supplemental materials to other libraries in compliance with obligations as a Regional Resource Library and a Metropolitan Urban Resource Library. Ensure that the Library's practices and technology are sufficient and effective in maintaining Resource



Library designation status and funding.

3. Manage the Library's capital resources. Ensure the appropriate construction, renovation, maintenance, location and utilization of Library physical facilities and equipment.
4. Manage the Library's financial resources. Examine system wide and Division budget proposals, capital funding plans and any related millage adjustment proposals and ensure compliance with fiscal, operating, reserve and growth objectives. Present or direct the presentation of budgetary issues to Board of Trustees and respond to related inquiries. Ensure proper accounting, reporting and auditing of the Library's financial systems and records. Present and interpret financial statements and other financial reports to Board of Trustees and other regulatory agencies or organizations and respond to related inquiries.
5. Ensure that all elements of the Library's operations are in compliance with Board of Trustee, Governing Body, State, Federal and Local regulations, legal requirements and mandates.
6. Prepare and present periodic and special reports to the Board of Trustees relating to Library System operating statistics, project activities and issues of significance affecting the Library System.
7. Define, develop and modify the staffing structure of the Library System including all divisions of responsibility and levels of authority. Ensure that human resource systems including policies, practices, employment, employee relations, compensation and benefits programs are in compliance with regulatory requirements and meet sufficient competitive standards to attract and retain qualified staff. Interview, hire and train immediate staff and review and authorize the hiring of other Library staff. Establish objectives and assignments, review and explain work, monitor work quality and assist to resolve operating problems. Explain and enforce Library rules and regulations, interpret and clarify policy and maintain harmonious employee relations. Establish standards of performance, appraise performance and authorize changes in employee status. Monitor and authorize staffing plans and operating policies and procedures for the Divisions
8. Establish standards and goals for staff training related to professional, technical and managerial concepts and job

requirements. Authorize implementation plans, related policies and specific programs and monitor results. Establish management systems and professional precepts and direct the implementation of related programs.

9. Plan and implement public relations activities to ensure that the Library, its services and mission are effectively represented to the public. Represent librarianship and the Library System to the public as its chief spokesperson, through media communications, appearances at selected events, speaking engagements, membership and participation in community service, civic and professional organizations and other similar activities. Develop and implement systems and models to support and advance the profession of librarian, internally with staff and to the public.
10. Maintain current awareness of technological and managerial advances relating to library services. Develop and implement systems to update and enhance library services to the public through the utilization of technological innovations.
11. Maintain current awareness of library science and emerging issues affecting libraries and public access to information, including related perspectives, pending legislation, as well as the public's perception of libraries and their roles. Participate and develop an active presence in the Florida Library Association, the American Library Association and subsidiary or affiliated organizations to represent the Library System and influence others engaged in or interested in matters affecting libraries.

**Other duties may include but are not limited to:**

1. Perform or assist with any functions or conduct any studies or projects as initiated or direct by the Board of Trustees.





**HARRINGTON & ASSOCIATES, INC.  
TOTAL REWARDS SYSTEMS CONSULTING**

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January 19, 2009

Carla Fountain  
Human Resources Manager  
Orange County Library System

Dear Carla:

Here are the statistics comparing the 2007 and 2008 survey of public entities for top and upper level positions. We have compacted the areas of responsibility to three categories of positions. The Agency Head / Executive Director category includes only the top position within an organization. The second category includes senior division heads such as CFOs and COOs as well as Senior Vice Presidents and Deputy Executive Directors. The final category represents lower level directors and vice presidents who report to a function head rather than the leader of the organization.

We have attached a list of survey participants to further enlighten you on the types of positions surveyed.

The actual percentages of increase year over year in 2007 ranged from 3% to 16%, and from 0% to 16% in 2008. As you can see below, the average percentages of increases ranged from 6.6% to 8.4% in 2007 and from 2.8% to 7.3% in 2008.

Area of Responsibility	Number of Incumbents	Average Increase Percentage 2007	Average Increase Percentage 2008	Average Increase over 2007
Agency Head / Executive Director	5	8.4%	2.8%	-5.6%
Deputy Executive Director / SVP Function Head	26	7.8%	7.3%	-.5%
Director Level/VP	29	6.6%	4.5%	-1.9%

We hope this information proves helpful to your agency, and again we thank you for your continued use of Harrington & Associates for your Total Rewards consulting support.

*Gayanne Miller*  
Gayanne Miller  
Statistician

# Alternatives for Evaluating the Director in Future Years

## **Draft**

### **Evaluation Process for Library Director/CEO**

#### **Evaluation Process**

OCLS Library Director/CEO is evaluated by referencing progress towards the last fiscal year's organizational goals and the responsibilities defined on the job description. The following steps establish the sequence of activities toward that end and may need to be customized to meet the Board's specific requirements.

1. Annually at the October Board Meeting, the Board President will appoint a Personnel Committee for the purpose of conducting the Library Director's annual performance review.
2. Per the terms of the Library Director/CEO's Employment Agreement, "the Board ordinarily conducts an annual performance review of the Library Director in November of each year. To aid the Board in the annual review of her performance, prior to November, the Library Director will provide the Orange County Library Personnel Committee with a written report on the Library's operations and her progress toward accomplishing such goals and objectives as the Board may from time to time direct."
3. The Personnel Committee will ordinarily conduct the annual performance review prior to the November Board Meeting. Such review will consist of:
  - Evaluation Form, completed by the committee
  - Library Director's progress toward accomplishing assigned goals, objectives, and performance criteria provided at the time of the last review and other performance responsibilities as provided in the Library Director's job description
  - Consideration of the Library Director's written report providing a summary of Library operations for the year in review and progress toward accomplishing such goals and objectives as the Board may from time to time direct.
4. The Personnel Committee will (ordinarily) provide its report and recommendation to the full Board at its November meeting. The report will provide an overall description of the Director/CEO's performance as either "satisfactory" (or better) or "unsatisfactory." It will also include a recommendation whether an increase to the annual salary and/or other compensation is merited and, if so, the amount of any such increase and the date on which it will take effect. The Personnel Committee's full report, any relevant documentation, and its recommendation(s) will be included in the Board Packet submitted to the trustees for the month in which the Director/CEO's performance is to be considered (i.e., ordinarily in the November board packet, however, in the event the performance review is delayed, it will be included in the board packet for the month in which the Director/CEO's performance is to be reviewed).
5. The full Board, in conjunction with the CEO, will establish goals for the coming year taking into consideration strategic planning and budgets as well as other performance responsibilities from the job description.

## Sample Form - 1

### Chief Executive Officer Evaluation

Employee: \_\_\_\_\_

Position: Chief Executive Officer

Period Covered: \_\_\_\_\_

Board Personnel Committee Members (Optional)

**Review of Results:** Referring to the job description or the list of principal accountabilities for which results are to be reviewed, briefly summarize the results in each area, identifying those which exceeded expectations as well as needed improvements. Rate each accountability using the following ranking scale:

1 = Clearly below acceptable levels. Consistently fails to meet most job expectations.

2 = Inconsistent in meeting expectations. Fails to meet some essential goals.

3 = Consistently meets performance expectations. Well developed in position.

4 = Exceeds at least 50% of defined performance expectations.

5 = Consistently exceeds 90% or more of defined performance expectations. Performance is obviously exceptional.

Space is provided for written comments in the "Performance Results" section of each accountability.

A specific weighting factor is assigned to each accountability to denote its priority status. Multiply each ranking by the accountability's weighting factor and enter the number in the rating space.

The **Overall Performance Rating** is determined by adding all of the accountability ratings together.

#### 1. ACCOUNTABILITY: Leadership Competencies

**Outcome Measures:** Develops self and others, maintains effective communications, teamwork and relationships with Board and staff, advocates for the organization, and fosters commitment to the organization's mission and vision. Works with the Board to develop Strategic Planning and implements Annual Operating Plan.

**Optional Comments:**

**Performance Results:**

**Accountability Weighting:** \_\_\_\_\_ % X Ranking Score \_\_\_\_\_ = Rating \_\_\_\_\_

**2. ACCOUNTABILITY: Financial Oversight**

**Outcome Measures:** Develops and stays within realistic budgets, maintains necessary cash flow, conducts quarterly operations capital reviews, maintains successful audit outcomes, orchestrates fundraising activities.

**Optional Comments:**

**Performance Results:**

**Accountability Weighting:** \_\_\_\_\_ % X Ranking Score \_\_\_\_\_ = Rating \_\_\_\_\_

**3. ACCOUNTABILITY: Program Management**

**Outcome Measures:** Formulates policies and planning recommendations to the Board, guides actions of staff in operations, resolves problems that stand in the way of effective program maintenance and development, program evaluations demonstrate effectiveness.

**Optional Comments:**

**Performance Results:**

**Accountability Weighting:** \_\_\_\_\_ % X Ranking Score \_\_\_\_\_ = Rating \_\_\_\_\_

**4. ACCOUNTABILITY: Community and Public Relations**

**Outcome Measures:** Has a clear mission and strategic plan in place and completes goals, supports the Board in the selection, orientation and evaluation of Board members, supports the Board evaluation process for the CEO.

**Optional Comments:**

**Performance Results:**

**Accountability Weighting:** \_\_\_\_\_ % X Ranking Score \_\_\_\_\_ = Rating \_\_\_\_\_

**5. ACCOUNTABILITY: Human Resources**

**Outcome Measures:** Effectively manages the Human Resources of the organization according to authorized policies and procedures. Provides learning and development opportunities for self and staff.

**Optional Comments:**

**Performance Results:**

**Accountability Weighting:** \_\_\_\_\_ % X Ranking Score \_\_\_\_\_ = Rating \_\_\_\_\_

**6. ACCOUNTABILITY: Goal Achievement**

**Outcome Measures:** Effectively achieves the goals established at the time of the last annual review.

**Optional Comments:**

**Performance Results:**

**Accountability Weighting:** \_\_\_\_\_ % X Ranking Score \_\_\_\_\_ = Rating \_\_\_\_\_

**OVERALL PERFORMANCE RATING:** \_\_\_\_\_

**DEVELOPMENT GOALS (optional):**

**CEO COMMENTS:**

\_\_\_\_\_  
**Signature of CEO**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Chairman of the Board**

\_\_\_\_\_  
**Date**



Sample Form - 2

CEO Evaluation

Name of Preparer	Ratings	Weight Factor	= Score
<p><b>Finances, consider:</b></p> <ul style="list-style-type: none"> <li>· No loss of operating funds; no prolonged legal difficulties</li> <li>· Develops realistic budgets and stays within them</li> <li>· Maintains needed cash flow</li> <li>· Receives a "clean" financial audit</li> </ul> <p><b>Comments:</b></p>			
<p><b>Revenue, consider:</b></p> <ul style="list-style-type: none"> <li>· Raises enough revenue to accomplish significant program goals and maintains or builds a financial balance keeping with organizational policy</li> </ul> <p><b>Comments:</b></p>			
<p><b>Human Resources, consider:</b></p> <ul style="list-style-type: none"> <li>· Maintains or increases productivity of staff</li> <li>· Maintains sufficient and effective volunteer corps (<i>nonprofits</i>)</li> <li>· No undue staff turnover; no ongoing personnel complaints</li> </ul> <p><b>Comments:</b></p>			
<p><b>Products/Programs, consider:</b></p> <ul style="list-style-type: none"> <li>· Maintains or expands programs per plans</li> <li>· Program evaluations demonstrate effectiveness</li> <li>· Meets yearly program goals and objectives</li> </ul> <p><b>Comments:</b></p>			
<p><b>Facilities, consider:</b></p> <ul style="list-style-type: none"> <li>· Maintains professional surroundings and safe working environment</li> </ul> <p><b>Comments:</b></p>			
<p><b>Planning and Governance, consider:</b></p> <ul style="list-style-type: none"> <li>· Has in place a clear mission statement and strategic plan</li> <li>· Maintains an active Board that provide good governance to the organization</li> </ul> <p><b>Comments:</b></p>			
<p><b>Overall Rating:</b></p>			

**CEO PERFORMANCE DISCUSSION AND EVALUATION**

DIMENSIONS OF PERFORMANCE			
<b>DEFINES AND COMMUNICATES ORGANIZATION'S MISSION</b>	<b>Does Not Meet Requirements</b>	<b>Meets Requirements</b>	<b>Exceeds Requirements</b>
The organization's mission statement as defined, refined, and communicated by the President / CEO is completely reflective of the view of the industry as represented by the Board of Directors.			
<b>Rating &amp; Commentary from Personnel Committee</b>			
<b>STRATEGIC PLANNING</b>	<b>Does Not Meet Requirements</b>	<b>Meets Requirements</b>	<b>Exceeds Requirements</b>
Leads the organization's strategic planning process in a manner that engages all key decision makers. Strategic planning process results in clear, effective, and achievable plans that require organizational stretch, and that meet industry expectations for service and business results.			
<b>Rating &amp; Commentary from Personnel Committee</b>			





CEO PERFORMANCE DISCUSSION AND EVALUATION

DIMENSIONS OF PERFORMANCE			
<b>LEADERSHIP AND COACHING</b>	<b>Does Not Meet Requirements</b>	<b>Meets Requirements</b>	<b>Exceeds Requirements</b>
<p>This employee consistently demonstrates the ability to inspire and motivate others toward excellence. She effectively utilizes staff resources and talents to meet the organization's challenges and achieve the mission and objectives. She is well respected by the staff and they appear to be confident in and motivated through his leadership. She consistently demonstrates leadership courage in decision making, even when choices are difficult. She resolves conflict in ways that preserve good relations and values and openly explores different ideas and approaches. She constructively challenges conventional methods when change may lead to growth. She exerts a positive influence on the work environment. He expects excellence and leads by action and example. The work environment is positive and staff is highly satisfied, in great part due to her influence. Under her guidance OCLS is conveyed with a favorable image.</p>			
<b>Rating &amp; Commentary from Personnel Committee</b>			
<p><b>Overall Rating &amp; Commentary from Personnel Committee</b></p>			
<p>COMMENTS:</p> <p>&lt;insert comments here, cell will expand to accommodate your entry&gt;</p>			

BOARD APPROVED MERIT INCREASE %: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Personnel Committee Trustee/Signature \_\_\_\_\_

Date: \_\_\_\_\_

Board President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 12, 2009**

**Discussion and Possible  
Action Items**

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**Information**

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**Director's Report**



# Director's Report February 2009

- OCLS has been invited by Gale Research Company to work with Gale as an advisor on a new product initiative. The product will focus on career transitions / career development and Gale will pay the library for the time and services of staff who are interested
- Chris Gardner, the project manager for our IMLS grant Citizenship Inspired Grant, was invited by the State Library to talk more about the program before an e-Government task force this month.
- Bobbie Gonzalez has been asked by the Rollins College Child Development & Student Research Center to participate in an annual conference based on the lifework of Fred Rogers, an alumnus of the college, and his mission to be a good neighbor, called "The Good Neighbor Conference." This year's conference is themed "Being a Good Neighbor in Today's Multicultural Society." Bobbie will be part of a panel discussion about using children's literature / multicultural literature to talk about tolerance, teaching about differences in a positive way, on Friday, February 20 with a free lecture to the public, and culminating with a full day conference on Saturday, February 21.
- The Library gratefully acknowledges Gregg Gronlund's presentation on Best Practices on OCLS's Quest Line service that he gave for the Statewide Ask a Librarian's webinar on 30 January 2009.
- The Digital Staff attended the iPhone "Under the Hood" seminar at Full Sail this month. The session focused on the development of web and native applications using the Apple Web Kit. During the seminar several example applications were created to demonstrate the capabilities available through the interface builder. Instances of current applications and their uses were highlighted throughout the session. A Q&A session followed the event with real life application questions answered and demonstrated to the group.
- Sheri Chambers, Digital Content Manager, has been invited to present at a LITA sponsored program at the upcoming American Library Association's annual conference in July 09 in Chicago. Sheri will speak to the online activities that we created for the Summer Reading Program.
- One of our new digital services will be a comprehensive resource center for students of all ages. We've been evaluating many resources including [Mathway](#), a site that empowers students to enter a math question (basic math, pre-algebra, algebra, pre-calculus and calculus) and follow step-by-step instructions to solve that problem. On January 14<sup>th</sup>, we'll be adding a link to our website for Mathway. Students who choose to use Mathway will also have the option to complete a brief survey about the service.
- National Wear Red Day, Friday, Feb. 6, 2009 is being celebrated by OCLS as part of the American Heart Association's fight against heart disease by holding a Wear Red Day. The Library encourages all staff to participate by wearing red to work and donating \$5 to help the AHA raise women's awareness of cardiovascular disease and empower women to reduce their risk. The Library is proud to be joining the AHA and concerned companies and organizations across America in the fight against the #1 killer of women - as well as of men. Wear Red Day is a chance for us to arm ourselves with knowledge about this devastating disease and to raise funds that will help the AHA advance its research and education efforts.
- The new Puzzles Virtual Gallery has a fun interactive construct that involves piecing an image together with interesting bits of puzzle trivia. Celebrate the occasion by viewing and sharing the Puzzles! Puzzles! Puzzles! Virtual Gallery. The resources cover all types of games and puzzles and a section for kids and teens is included. Many thanks to Reference Central and Children's for the upkeep of this gallery.
- A new Valentine's Day Virtual Gallery has been posted to the Orange Peel. Check out some romantic resources including ideas, tips on proposing, websites, movies, and share a loving message with your sweetheart to say those magic words! Reach out and share the link with patrons & friends and spread the fun of creating your very own e-valentine! Special thanks to Reference Central and Children's for making this Virtual Gallery come together. Enjoy!

- Since Video games are increasingly popular with patrons, in an effort to maximize our resources and allow our expanding video game collection to be utilized by customers throughout the entire service area evenly and fairly, video games are now available only by request and come with a three-week loan period. The process has been centralized to handle requests more effectively by our Special Services Department where all requested material is prepared. By making these “items request only,” it allows the whole service area an equal shot at the entire collection. Moving them to Special Services allows the hold to be processed more quickly and efficiently.

- The first Electronic Arts grant gaming session went well on Saturday 10 January. We had 9 students out of the 13 that signed up showed for the EduGaming course. Four representatives from EA came and spent the first 20 minutes of the class talking about gaming and careers in gaming. One of the representatives gave out a few PS2 games. The kids were ecstatic and asked many questions. The attendees did not want to leave because they were having too much fun. Representatives from Ocoee Middle School called and they were very excited about our program and wanted to know more about it. Ocoee Middle School actually started an EduGaming program.

- Southeast and South Creek Branches have been involved in a series of programs in Spanish intended to provide financial education to the Hispanic Community. The programs, Smart Investing @ Your Library (Alcance Más Con Su Dinero) will cover saving, budgeting, investment, and retirement fundamentals. The classes are being taught by Rollins College Crummer Graduate School of Business MBA students. The Smart Investing program series is funded by a grant from the American Library Association and the FINRA Investor Educator Foundation. In addition to the upcoming programs, Craig Wilkins was invited by ALA and FINRA to go to Denver in late January to present our program design as an example of out-of-the-box innovative thinking to other potential grant recipients at a day-long workshop.

- Prime Time Family Reading is a six week program geared towards helping parents and children to bond around the act of reading. It reinforces the role of the family and encourages parents and children to read and discuss books together. This grant, awarded by the Florida Humanities Council, will fund this program at the Edgewater Branch this spring, the Main Library in the fall 2009 and West Oaks in spring 2010. This program is for children ages 6 to 10 and their parents. A separate program will be available at the same time for siblings ages 3-5. A light meal and door prizes will be provided. Registration is required.

- **Alafaya**

Alafaya presented a Bedtime Stories program on January 6, 2009. Yamell Rodriguez along with the help of Adriana Torres presented stories, songs and fun to a group of 24 people Alafaya will be hosting this event monthly.

Alafaya hosted a series of three "Drawing 101" programs for adults and older children. On January 10 the class featured "The Basics" and 16 people attended. On January 17, 18 class attendees learned how to draw trees, shrubs and landscapes. On January 24, 10 people (7 adults, 3 kids) learned how to draw mountains, rocks and flowers.

Andrew Rousch and Alex Beightler hosted a Kids Gaming Day on January 16 and 16 people played the Wii and XBox 360.

On January 20, Alafaya hosted "Rock Out with Rock Band!" 16 people enjoyed rocking out in the library with this video game.

Alafaya hosted Paws to Read on January 24, 2009. 18 people enjoyed practicing their reading to the dogs.

## ●Eatonville

January was exciting at Eatonville with two back to back weekends of special activity due to the Martin Luther King Day parade and the Zora Neale Hurston festival. On Saturday, the 17th Eatonville Staff: Beverley-Ann Galloway, Laura O'Donnell, Jasmine Williams, Patrice F-Walker and her granddaughter marched in the mile long MLK parade. We handed out 300 pencil sharpeners, 100 pencils, and flyers and shared information about our programs and free computer classes to the hundreds of spectators. The fun continued on January 23 - 25th as we visited with a total of 1985 patrons who toured the Zora's Jump To the Moon Art Exhibit in our meeting room and we also provided storytelling and face painting.

Our informational program, "Cervical Cancer: Reduce your Risk" presented by Planned Parenthood.

The month continued with 33 kids and 7 adults from Hungerford Pre-K and Denton Johnson Headstart participating in the My Circus Program. The kids listened to circus stories and made megaphones

On January 14<sup>th</sup> there were 9 kids who enjoyed an hour of play on the Wii and XBox during the Wii Love Gaming program.

On Wednesday, January 21st we had 5 kids who celebrated the Chinese New Year by making tiger and dragon crafts.

## ●Edgewater

There were 27 attendees at our *My Circus* program on January 24th.

In addition to regular branch activity staff at Edgewater have been preparing for two large upcoming events. First the addition of a new branch lab, thanks to the Citizenship Inspired IMLS grant, will provide a wonderful environment to launch the program and a great place for teaching. Secondly the team is preparing to launch PrimeTime in February 2009, PrimeTime is a six week program geared towards helping parents and children to bond around the act of reading. It reinforces the role of the family and encourages parents and children to read and discuss books together. This grant, awarded by the Florida Humanities Council, will fund this program at the Edgewater Branch this spring, the Main Library in the fall 2009 and West Oaks in spring 2010.

## ●Herndon

The new Citizenship Inspired classes began at Herndon on January 10th. Four students are tracking through the pilot program.. One of the students took the Naturalization class on January 27th and PASSED. She came to the branch for some last minute refresher assistance the night before the exam, then called very excitedly to tell the staff she had passed the test! Our first successful graduate!

The first meeting of the Herndon Writers Group met on Saturday, January 24th. Thirty people participated!

"Dating Do's and Don'ts" was held on January 20th at 7:00 pm with ten people in attendance.

## ●Hiwassee

This month "Teen Gaming Night" continued to draw people in. On Monday, 1/5, there were seventeen young adults playing and dancing their way to fun and fitness.

Additionally, there were two other very successful programs as well. "The Writer's Way", a program for aspiring authors, took place on Saturday, 1/10, and it was attended by fourteen budding writers.

A trivia program called "Trivia Mania" was held on Saturday, 1/24, which was attended by 42 people. This very successful program was noteworthy for the fact that there was an almost even mix of kids and adults. Most of our attendance at a program tends to skew heavily towards either adults or kids, but this program was a very pleasant mixture of everyone, and it offered something the entire family could enjoy. There were forty-two attendees.

### ●North Orange

The last three days of the Winter Break Movie Marathon, January 2-4, brought in a total of 50 attendees for family films and popcorn.

English Chatter, coordinated by TCSS Glenda Castillo, is taking off, with 6 attendees at the January 5 session and 3 at the January 31 session.

The January 17 program on Jewelry Design had 23 attendees, 6 of whom were children and teens.

North Orange is running a seminar series entitled "Healthy Living with Chronic Disease," and the January 13 program had 20 adults, growing to 23 adults on January 20 and to 26 adult attendees on January 27.

The teen "North Orange Bookworms" book talk club gathered 5 teens and 2 adults for a discussion of "Shade's Children" by Garth Nix.

### ●South Creek

On Saturday, January 7th, South Creek had a Pajama Family Movie night. Our guests had fun sitting around in pajamas, sleeping bag and mats to watch a movie and eat popcorn. They had a total of 23 attendees.

On Thursday, January 8th, South Creek had 12 teens come out and try out our new selection of X-Box and Wii games.

The Paws to Read program on Saturday, January 10 was a hit! There were a total of 59 patrons who came to practice their reading skills. Three specially trained therapy dogs, Sasha (a giant Schnauzer) Max (a miniature Schnauzer) and Murphy ( a mixed breed) and their owners spent two hours listening to children read to them.

This month English Chatter had a total of 22 attendees. Several patrons have commented how this program has helped them improve their language skills.

The branch has averaged over 20 people per meeting in hosting a Spanish Book Club, with our own Maria Mussi leading the group.

On Saturday, January 17 the program "My Circus" was presented for Preschoolers. 25 children and their parents came for an entertaining program with silly stories and a craft.

The first night of our Smart Investing Program was on Thursday, January 22nd with a total of 24 attendees. For the subsequent programs, there were 23 adults and 8 children. It was a great presentation with an open discussion for our patrons regarding saving, investing and preparing for retirement. Staff used the flip camera to capture our patrons' positive feedback about the presentation and information they received.

On Tuesday, January 27<sup>th</sup>, the Dating Do's and Don'ts program was held, 13 patrons participating.

During January, the branch hosted 111 computer classes, with a total participation of 759 registered patrons!

### ●South Trail

South Trail kicked off two grants this month: Citizenship Inspired and SuperStarz. South Trail began the Citizenship Inspired class designed to help immigrants pass their citizenship test on Saturday, January 24. The class had 13 eager participants and was taught by Myriam Delien and Junelle Pierre.

Alice Grace began the Superstarz program, teaching students at Rock Lake Community Center about databases on January 26. The 12 students in her class were excited about using the laptops to discover databases. Alice will visit Rock Lake weekly to present this program.

January was a busy month for programs at South Trail. Alice Grace hosted a "My Circus" program on January 12 and entertained 40 children with games, storytelling and face painting. Teens were entertained at South Trail with a gaming night on January 5. 13 teenagers played [RockBand](#) and Xbox 360 games.

The Trail hosted a several health related programs one on Cervical Cancer on January 10 and another on Tai Chi on January 14. A nurse practitioner from Take Care provided weight loss information for 33 people on January 20.

Twenty one women participated in a jewelry design class on January 28.

### ●Southeast

On Saturday, January 10, at least 131 patrons attended Southeast's meet the artist program titled "Generations: A Family in Art." The exhibit featured the work of local artist Lisa Ikegami and three generations of her family.

Southeast's Library Olympics program was attended by 21.

Southeast's monthly movie day featured the movie Igor on Saturday, January 24. A total of 18 patrons attended the viewing.

A total of 21 attended a "How to Draw Manga" program at Southeast on Saturday, January 31.

The Smart Investing @ Your Library classes, a FINRA and ALA grant opportunity, had a great start at Southeast. The Spanish language personal finance workshops were attended by 31 adults on January 20, by 19 adults on January 24 and 13 adults on January 27. These three sessions completed the module 1 class, comprising a total of 63 adults! The simultaneous children's programs were attended by 14 kids. At

least 2 people visited Southeast for the first time claiming they had never been to the Library before and visited only because they saw ads for the classes. They were impressed by what they saw and opened up accounts!!

### ●Southwest

On January 6th the Southwest Branch hosted a My Circus program for preschoolers. The 30 attendees enjoyed stories and crafts about different kinds of circus fun. The program highlight for most of the children was delightful face painting, which was done by Southwest staff member Anita Poonawala using the face painting kit purchased by the library.

The Southwest Library invited patrons to start out the New Year on a healthy note with the Healing Power of Reiki program offered on January 10th. The 11 patrons who attended the program learned about the natural and safe method of healing and self-improvement. The program was presented by Reiki Master M.Ximena Olarte of Orlando.

### ●Washington Park

Washington Park had an exciting Gaming night on Wednesday, January 7, 2009. Thirty-seven patrons attended and enjoyed exhibiting their skills on the XBOX and the Wii games. Several parents had fun “assisting” their children. Rita's Ice gave samples of Strawberry Kiwi, Mango, and Lemon flavored Ice.

Tuesday evening, 1/14/09 at 6pm, Joyce Lee and her assistant from Bead Bee Boutique and Beaderia showed 22 patrons how to make bracelets. Patrons were able to choose beads and design them from a large collection of assorted colors and shapes. They proudly showed off their creations on the way out of Washington Park.

### ●West Oaks

West Oaks Spanish and English language computer class offerings have had increased attendance this month. Staff focused on some successful outreach visits to Ocoee community businesses providing OCLS information, MAYL advertising opportunities and an offsite library card sign-up.

The first [SuperStarz](#) class was held at the North West Community Center by two West Oaks Staff Members. SuperStarz is a program that created by a grant to help provide homework help at the centers while introducing library resources.

The West Oaks staff have been sharpening their communication skills after viewing the online Communication Presentation. Each staff member has identified their own communication style and are aware of how their co-workers and managers best communicate.

### ●Windermere

The "Art of Fencing" was held at Windermere on Saturday, January 3, 2009. The demonstration was held outside and total attendance was 13.

On January 13th, Windermere held a series of Excel classes from levels 1 through 5. It was a marked success. All classes were full. Total attendance was 24.

Our "Third Thursday Pajama Jamboree" program was held on January 15, 2009. Staff member Yvonne Wisdom read aloud "Just Go To Bed" by Mercer Mayer. Afterwards, the Children participated in a craft activity and enjoyed milk and cookies. 20 people attended this program.

On Saturday, January 24, 2009 Windermere hosted the "Extreme Garage Makeover program.

●**Winter Garden**

54 enthusiastic patrons attended the Trivia Mania program hosted by Curtis Earth. Patrons got to test their knowledge of Orlando, Florida, and OCLS. They also met Mr. Slice and enjoyed pizza and door prizes provided by Papa John's Pizza.

The Chronicles of Narnia - Prince Caspian was the featured movie for the regular First Thursday Movie night this month. 12 movie goers attended and enjoyed popcorn as well as the movie.

The second Rock Out at the Library with [RockBand](#) program brought in 13 attendees. All had a rocking good time on Thursday, Jan. 22nd.

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**Adult Literacy League Update**



Adult Literacy League Agreement  
February 2009 Update

The following is a review of actions engaged in by OCLS and Adult Literacy League (ALL) to fulfill obligations under our agreement. Progress is on track and communication between our two agencies is good. We continue discussions regarding grant opportunities and project ideas.

August 12, 2008	Planning meeting
October 6, 2008	Agreement Executed
October 7, 2008	Cross posted logos/link recognition on ALL site and <a href="http://www.ocls.info">www.ocls.info</a>
October 7, 2008	Updated 103 patron records with ALL exception message, posted procedural message to Orange Peel. To date, we have authorized 125 library cards.
October 20, 2008	Received due dates for various ALL publication deadlines.
October 24, 2008	Sent newsletter copy to ALL.
October 29, 2008	D. Moss met with ALL to discuss contract fulfillment. Delivered <i>Books and Beyond</i> to ALL office.
December 2008	OCLS appears in both ALL newsletters.
December 5, 2008	Set schedule/secured tutor for language program at South Trail.
December 22, 2008	D. Moss and K. Woodson meet with Lisa Warren to discuss possible Big Read Partnership; will not pursue at this time.
January 7, 2009	Sent quarterly update on meeting room use to ALL. First quarter Oct, Nov, Dec 2008 - 40 rooms booked.
January 13, 2009	Sent <i>Between the Lines</i> copy to ALL (notified that future issues will be electronic).
January 2009	Got South Trail language practice program into February OCLS <i>Books and Beyond</i> newsletter and prepared bookmark for same.
January 31, 2009	First OCLS presentation to ALL tutors. Sara Brown and Jimi Kunkel from Community Relations made a library presentation to 30 tutors.
February 4, 2009	First South Trail English language program "Practice Makes Perfect" has an attendance of 28.
February 5, 2009	Library staff met with Joyce Whidden and an IBM representative to discuss a possible grant for reading improvement software.

Presented to the Board, February 12, 2009

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**Public Comment:  
Non-Agenda Items**