

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

Board Packet for June 2009



101 East Central Boulevard
Orlando, Florida 32801-2471
phone: 407.835.7611
fax: 407.835.7648
website: www.ocls.info

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

June 5, 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, June 11, 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
June 11, 2009
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

09-077 I. **Call to Order**

09-078 II. **Public Comment**

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

If a request is made for written comments to be included in the official record of this meeting, it is helpful if the requestor is able to provide the comments in an electronic format. However, this is not required. This is to ensure the completion and accuracy of the official record when posted on the Library’s website, www.ocls.info. For more information, contact Milinda Neusaenger at 407.835.7611 or neusaenger.milinda@ocls.info.

09-079 III. **Approval of Minutes: Library Board of Trustees Meeting ~ May 14, 2009**

09-080 IV. **Staff Presentation: WebTopicks: Ormilla Vengersammy& Tony Orengo**

09-081 V. **Financial Statements and Summaries: May 2009**

09-082 VI. **Statistics and Summaries: May 2009**

09-083 VII. **Action Items**

09-084 **Acceptance of Personnel Committee Meeting Minutes**

09-085 **Director’s Draft Goals ~ FY 2009**

09-086 III. **Discussion and Possible Action Items**

09-087 **FY 2010 Budget Workshop**

09-088 IX. **Information**

09-089 **Director’s Report**

X. Adjournment

**Next Meeting Dates: July 8, 2009 ~ Washington Park Branch Library; 5151 Raleigh Street - Suite A; Orlando, Florida 32811 --
- August 13, 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, June 11, 2009**

Call to Order

Orange County Library System Board of Trustees Meeting Thursday, June 11, 2009

Public Comment

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**Orange County Library System
Board of Trustees Meeting
Thursday, June 11, 2009**

**Approval of Minutes: Library Board of
Trustees Meeting ~ May 14, 2009**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
May 14, 2009
South Creek Branch Library
1702 Deerfield Boulevard
Orlando, Florida 32837
407.835.READ (7323)

- 09-063 I. **Call to Order**
- Library Board Present: James Tyson (5/1); Guy Houk (5/0); Ted Maines (5/1)
- Library Board Absent: Sara Brady (5/1); Richard Maladecki (5/1)
- Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Eric Atkinson; Craig Wilkins; Wendi Bost; Renae Bennett; Tracy Zampaglione; Milinda Neusaenger
- Administration Absent: Kathryn Robinson

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

- 09-064 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.

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- 09-065 III. **Approval of Minutes: Library Board of Trustees Meeting ~ April 9, 2009**
- Vice President Houk, seconded by Trustee Maines, moved to approve the meeting minutes for the April 9, 2009 Library Board of Trustees Meeting. Motion carried 3-0.

- 09-066 IV. **Staff Presentations:**
- **South Creek Branch: What Makes the Creek Unique ~ Diana Franco and Loida Garcia**
 - **Twitter ~ Lynette Schimpf**

- 09-067 V. **Financial Statements and Summaries: April 2009**

Comptroller Tessier gave an update regarding the property near Chuluota Road and Highway 50, which is available for purchase and would be a good location for a future library in East Orange County. One of the appraisers who previously submitted an appraisal researched newer sales, and concluded that the original appraisal of \$130,000 per acre, or \$921,700, for the site was still appropriate. The Library's Real Estate Broker Margo Thomas, stated that at last check the asking price for the parcel was \$1,900,000. Discussion ensued regarding a potential offer below the appraised value.

Comptroller Tessier also spoke about the progress with the Main Library Chiller Project which is coming to a close. He recognized Steve Powell who has done a fabulous job overseeing the entire Chiller Project from start to finish.

09-068 VI. **Statistics and Summaries: April 2009**

09-069 VII. **Action Items**

09-070 **Hiawassee Lease**

Comptroller Tessier summarized the history of the current location of the Hiawassee Branch. He further stated that the proposed new space is located in a busy shopping center with better security for only a slightly higher price. He stated that the Simon Properties, owner of the center, has been very accommodating with the library's offers and terms. Brief discussion ensued. Vice President Houk, seconded by Trustee Maines, moved to approve the Highland Lakes Center lease in substantially the form as presented, to authorize staff to finalize the lease language, and to authorize the Director to execute the lease. Motion carried 3-0.

09-071 III. **Discussion and Possible Action Items**

09-072 **Books and Beyond Newsletter**

Director Hodel stated that in a recent newspaper article, it was suggested that OCLS is not appropriately spending funds on the *Books and Beyond* newsletter. She briefly explained the history of the newsletter and shared example newsletter copies from over the past 10 years. Director Hodel further stated that the newsletter has grown and evolved into the current format as a direct result of the expanded and increased offerings of system-wide classes and programs. As a result of the popularity of the classes and programs, the library frequently runs out of copies before the end of the month. Staff members also find the newsletter to be a very useful tool as it is very comprehensive with all of the library's information included. Director Hodel stated that the newsletter is printed in the most cost efficient manner, using staff members for photos and printing on the most inexpensive paper stock. Approximately 1/3 of the printing cost is subsidized by the Friends of the Orange County Library System. Trustee Maines stated that since the newsletter is popular and the library often runs out of copies, it must be a useful and resourceful tool to library customers and distribution in its current format should continue. Further discussion ensued regarding the newsletter and the importance of having an all encompassing resource tool that provides information to library customers.

09-073 IX. **Information**

09-074 **Director's Report**

OCLS had a big presence at the Florida Library conference held in Orlando last week. A number of our staff gave presentations to enthusiastic audiences:

- Wendy Prasad and Jim Elder presented on Smarty Pants and Alphabet Bytes.
- Jim Myers and Alexis Weimar presented on Ready, Set, Go!
- Craig Wilkins and Paolo Melillo on the Smart Investing @ Your Library.
- Carla Fountain was part of a panel “Success! Landing your First (& your next) Library Job.
- Kathryn Robinson was part of a team talking about the Balanced Scorecard.
- Donna Bachowski, Nicole Cavallaro and Kathryn Robinson presented on Orlando Memory and Central Florida Memory.
- Patrice Florence Walker gave a very emotional and stirring rendition of the National Anthem at the opening session.
- The Director gave the welcoming address at the opening session.
- Melody Mitchell was the winner of a scholarship to attend FLA.

OCLS has just submitted a grant as an extension to continue our Citizenship Inspired efforts. We are asking \$100,000. We have received letters of support from Senators Mel Martinez and Bill Nelson, the Lou Frey Institute, Mayor Crotty, Mayor Dyer, Commissioner Mildred Fernandez and Barry Baker, Director of the UCF Libraries. We are very grateful for their support in the important effort.

OCLS is hosting Anup Sekhar, an international Librarian visitor from India.

May 13th, was quite exciting. Steve Powell, our Project and Service Manager responded very quickly to a phone call the Director received around midnight about an open door at the North Orange Branch from one of the cleaning staff. The Director attested to the fact that it is no fun being awoken in the middle of the night to receive a report of a door open. Yet Steve quickly responded to the emergency and secured our premises.

John Claytor, our Facilities and Operations Manager, was put in much the same position the same evening when called by the Orlando Fire department to respond to an alarm here at Main. It seems that the air handler on the 5th floor triggered the alarm. John and Steve were able to resolve both problems. The Library owes a debt of gratitude to both Steve and John for their dedication, service and rapid effective responses to these emergencies. We are indeed lucky to have them as employees.

09-075

Amended FY 2009 Board Meeting Schedule

09-076

Public Comment: Non-Agenda Items

X. Adjournment

President Tyson adjourned the meeting at 8:02 p.m.

Next Meeting Dates: June 11, 2009 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- July 8, 2009 ~ Washington Park Branch Library; 5151 Raleigh Street - Suite A; Orlando, Florida 32811.

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**Orange County Library System
Board of Trustees Meeting
Thursday, June 11, 2009**

**Staff Presentation: WebTopicks:
Ormilla Vengersammy & Tony Orengo**

**Orange County Library System
Board of Trustees Meeting
Thursday, June 11, 2009**

**Financial Statements and
Summaries: May 2009**

Orange County Library System

Financial Statement Highlights

Eight Months Ended May 31, 2009

Operating Fund Revenue and Expenditure Summary

Ad Valorem Taxes

Through the end of May, tax receipts have been comparable to the same period last year which is good news.

State Aid

The final payment was received in May. For the year, we received \$928,000 or \$217,000 less than what was budgeted.

Investment Earnings

While the interest rates on our certificates of deposit range from 1.2 – 2.5%, the money market rates have been dismal and are currently only averaging about .20%. The impact of lower rates has been dramatic. Year to date investment earnings are \$147,000 whereas a year ago they were \$460,000 for the same period.

Defined Benefit Pension Plan

Like most pension plans, the value of the Library's pension plan investments took a big hit in calendar year 2008 due to the market conditions. Per the chart shown below, the Plan lost 26%. Given this decline, the Library's contributions into the Plan will need to increase significantly. While \$950,000 was budgeted, the expected contribution for the current fiscal year is \$1,206,000 or \$256,000 more.

Transfer to Capital Projects Fund

The purpose of this transfer is to set aside funds for future branch expansion. Since the budgets in some accounts, like the Define Benefit Pension Plan will be exceeded and others like Salaries will be very close, we have elected to stop making monthly transfers to the Capital Project Fund. Instead, we will use the fund as a "safety valve" for the rest of the budget. If these funds are not needed to cover overages in other accounts, the transfers can be caught up before the end of the fiscal year.

Defined Benefit Pension Plan Investment Returns

The following summarizes the investment returns for recent periods.

Period	OCLS Portfolio	Benchmark
12 months ended 12/31/08	-26.0%	-25.9%
3 months ended 3/31/09	-5.2%	-7.7%
5 months ended 5/31/09	11.9%	4.9%

After so much "red ink" in recent periods, it is good to see positive returns for the five month period ending May 31, 2009. In addition, all four of the Library's investment managers are currently performing well compared to their respective benchmarks.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Eight Months Ended May 31, 2009**

	ANNUAL BUDGET	YTD ACTUAL	(8 month=67%)
AD VALOREM TAXES	36,007,392	33,712,245	93.6%
INTERGOVERNMENTAL			
Grants	100,000	157,749	157.7%
State Aid	1,145,000	928,282	81.1%
	<u>1,245,000</u>	<u>1,086,031</u>	<u>87.2%</u>
CHARGES FOR SERVICES			
Fee Cards	13,000	9,333	71.8%
Premium Cards	2,000	0	0.0%
PC Pass (\$10 for 7 days)	25,000	9,725	38.9%
PC Express (\$5 for 1 hour)	5,000	13,111	262.2%
Additional PC Sessions	0	635	
Classes / Virtual Computer Classes	3,000	1,645	54.8%
Copy & Vending, Value Card	175,000	120,938	69.1%
Meeting Rooms	30,000	34,053	113.5%
Fax	12,000	10,380	86.5%
Scanner	0	185	
Computer Booklets	0	223	
Ear Buds and Jump Drives	0	5,314	
Reference Charges	0	205	
Online Book Sale	0	211	
Disk Sales	1,500	1,630	108.7%
Orange Bag Sales	7,500	9,302	124.0%
MAYL/PEP Advertising	0	3,741	
ILL Charges	0	654	
	<u>274,000</u>	<u>221,285</u>	<u>80.8%</u>
FINES			
Fines	1,985,000	1,087,547	54.8%
Lost Materials	115,000	60,904	53.0%
	<u>2,100,000</u>	<u>1,148,451</u>	<u>54.7%</u>
MISCELLANEOUS			
Investment Earnings	450,000	146,956	32.7%
Rent	9,000	3,372	37.5%
Contributions - Friends of Library	107,000	14,529	13.6%
Contributions - Fund Raiser	0	2,105	
Contributions - Others	25,000	18,254	73.0%
Miscellaneous	50,000	57,566	115.1%
Grants & Awards	0	77,207	
	<u>641,000</u>	<u>319,989</u>	<u>49.9%</u>
TRANSFER FM PROP APPRAISER	36,000	0	0.0%
TRANSFER FM TAX COLLECTOR	300,000	0	0.0%
TOTAL REVENUES	<u>40,603,392</u>	<u>36,488,001</u>	<u>89.9%</u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Eight Months Ended May 31, 2009**

	ANNUAL BUDGET	YTD ACTUAL	(8 month=67%)
SALARIES & BENEFITS			
Salaries	15,083,747	10,153,110	67.3%
Medicare Taxes	218,714	147,609	67.5%
Defined Contribution Pension Plan	1,131,281	788,092	69.7%
Defined Benefit Pension Plan	950,193	668,256	70.3%
Money Purchase Pension Plan	378,448	263,838	69.7%
Life and Health Insurance (Employees)	2,575,455	1,433,229	55.6%
Retiree Health Care (OPEB)	1,316,492	755,624	57.4%
Worker's Compensation	122,972	73,889	60.1%
Unemployment Compensation	12,000	3,720	31.0%
Parking & Bus Passes	214,722	150,467	70.1%
	<hr/> 22,004,024	<hr/> 14,437,833	<hr/> 65.6%
OPERATING			
Professional Services	330,000	250,045	75.8%
Other Contractual Services	931,000	549,157	59.0%
Other Contract. Serv.- Janitorial	331,000	191,987	58.0%
Training and Travel	100,000	60,884	60.9%
Telecommunication	325,000	191,382	58.9%
Delivery and Postage	1,513,000	1,073,206	70.9%
Utilities	1,182,000	610,707	51.7%
Rentals and Leases	1,018,000	657,305	64.6%
Insurance	300,000	193,188	64.4%
Repair and Maintenance	1,200,000	636,708	53.1%
Repair & Maint. - Hardware/Software	407,000	306,415	75.3%
Copying/Printing	317,000	199,159	62.8%
Property Appraiser's Fee	300,000	294,434	98.1%
Tax Collector's Fee	725,000	674,245	93.0%
Supplies	950,000	643,257	67.7%
Supplies-Hardware/Software	500,000	87,360	17.5%
Memberships	25,000	17,517	70.1%
Contingency	325,000	0	0.0%
	<hr/> 10,779,000	<hr/> 6,636,955	<hr/> 61.6%
CAPITAL OUTLAY			
Building and Improvements	1,450,000	1,237,812	85.4%
Equipment and Furniture	300,000	70,266	23.4%
Hardware/Software	300,000	198,180	66.1%
	<hr/> 2,050,000	<hr/> 1,506,258	<hr/> 73.5%
LIBRARY MATERIALS			
Materials - Rest. Contributions	22,000	32,090	145.9%
Materials - Other	5,000,000	3,416,427	68.3%
	<hr/> 5,022,000	<hr/> 3,448,517	<hr/> 68.7%
TRANSFERS TO OTHER FUNDS			
Branch Debt Service Fund	293,000	204,729	69.9%
Capital Projects Fund	1,377,000	229,500	16.7%
	<hr/> 1,670,000	<hr/> 434,229	<hr/> 26.0%
TOTAL EXPENDITURES	<u>41,525,024</u>	<u>26,463,792</u>	<u>63.7%</u>

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Eight Months Ended May 31, 2009**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(8 month=67%)</u>
REVENUES			
Transfer From General Fund	293,000	204,729	69.9%
Investment Earnings	10,000	4,140	41.4%
TOTAL REVENUES	<u>303,000</u>	<u>208,869</u>	<u>68.9%</u>
EXPENDITURES			
<u>2003 NOTE</u>			
Principal	386,677	191,756	49.6%
Interest	23,323	12,973	55.6%
TOTAL EXPENDITURES	<u>410,000</u>	<u>204,729</u>	<u>49.9%</u>

FUTURE DEBT SERVICE PAYMENTS FOR 2003 NOTE

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
August 1, 2009	194,920	9,809
2010	399,542	9,916
	<u>594,462</u>	<u>19,725</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Eight Months Ended May 31, 2009**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(8 month=67%)</u>
REVENUES			
Transfer From General Fund	1,377,000	229,500	16.7%
Investment Earnings	100,000	46,239	46.2%
TOTAL REVENUES	<u><u>1,477,000</u></u>	<u><u>275,739</u></u>	<u><u>18.7%</u></u>
EXPENDITURES			
Land (Future Branches)	5,000,000	0	0.0%
TOTAL EXPENDITURES	<u><u>5,000,000</u></u>	<u><u>0</u></u>	<u><u>0.0%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Eight Months Ended May 31, 2009**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(8 month=67%)</u>
REVENUES			
Investment Earnings	9,000	3,819	42.4%
TOTAL REVENUES	<u>9,000</u>	<u>3,819</u>	<u>42.4%</u>
 EXPENDITURES			
Reserves-Building and Improvements	5,000	0	0.0%
Reserves - Technology	4,000	0	0.0%
TOTAL EXPENDITURES	<u>9,000</u>	<u>0</u>	<u>0.0%</u>

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

ASSETS

Cash on Hand	6,545
Equity in Pooled Cash	216,191
Equity in Pooled Investments	19,992,633
Accounts Receivable	3,292
Inventory	267,592
Prepays	222,723
Other Assets-Deposits	<u>9,315</u>
TOTAL ASSETS	<u><u>20,718,292</u></u>

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

LIABILITIES

Unclaimed Disbursements	1,076
Retainage Payable	56,441
Accrued Wages Payable	309,889
Accrued Sales Tax	112
Accrued Fax Tax	118
Due To Friends of the Library	4,761
Employee Payroll Deductions	
Savings Bonds	63
United Appeal	443
Dental Insurance	1,595
Union Dues / COPE	452
Daughters of American Revolution	1,434
Staff Association	1,545
TOTAL LIABILITIES	<u>377,928</u>

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	10,024,209
TOTAL FUND BALANCE	<u>20,340,364</u>

TOTAL LIABILITIES & FUND BALANCE **20,718,292**

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

	<u>BALANCE 04/30/2009</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE 05/31/2009</u>
OPERATING				
Equity in Pooled Cash	240,920	3,553,264	(3,577,993)	216,191
Equity in Pooled Investments	<u>21,601,745</u>	<u>20,003</u>	<u>(1,629,115)</u>	<u>19,992,633</u>
	21,842,665	3,573,267	(5,207,108)	20,208,824
BRANCH DEBT SERVICE				
Equity in Pooled Investments	<u>524,995</u>	<u>464</u>		<u>525,460</u>
SINKING				
Equity in Pooled Investments	<u>484,049</u>	<u>428</u>		<u>484,477</u>
CAPITAL PROJECTS				
Equity in Pooled Investments	<u>5,911,253</u>	<u>5,229</u>		<u>5,916,482</u>
SELF FUNDED HEALTH				
Equity in Pooled Cash	0	201,147	(201,147)	0
Claims Payment Checking Account	28,000	140,320	(140,320)	28,000
Equity in Pooled Investments	<u>1,839,983</u>	<u>30,733</u>		<u>1,870,716</u>
	1,867,983	372,199	(341,467)	1,898,716

ORANGE COUNTY LIBRARY DISTRICT
GENERAL POOLED INVESTMENTS
May 31, 2009

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>	<u>% PORTFOLIO</u>
CERTIFICATES OF DEPOSIT	18,618,695	65%
MONEY MARKET FUNDS		
Federated Treasury Obligations Fund	4,238,252	15%
Federated Government Obligations Fund	1,384,727	5%
Invesco AIM Treasury Fund	4,529,333	16%
STATE BOARD OF ADMINISTRATION		
Local Government Surplus Trust Fund	<u>18,761</u>	<u>0.1%</u>
TOTAL	<u><u>28,789,768</u></u>	<u><u>100%</u></u>

**Orange County Library System
Board of Trustees Meeting
Thursday, June 11, 2009**

**Statistics and Summaries:
May 2009**

STATISTICAL SUMMARY

May 2009 Statistics for June 2009

Circulation and Door Count

On Tuesday, May 26, 2009, system circulation was 40,558. This was the first day open after Memorial Day and our highest ever daily circulation. Generally Tuesday circulation averages in the mid to high 20's. It is days like these where self check out is a particular help to us with 51% of the system's checkouts occurring at a Self Checkout unit.

Drive-up windows are another feature to prove their usefulness this month. With the rainy May that we had, use of drive-up windows system-wide increased 21% over the same period last year. The system has drive-up facilities at the Main Library, Alafaya, South Creek, Southeast, West Oaks, and Winter Garden.

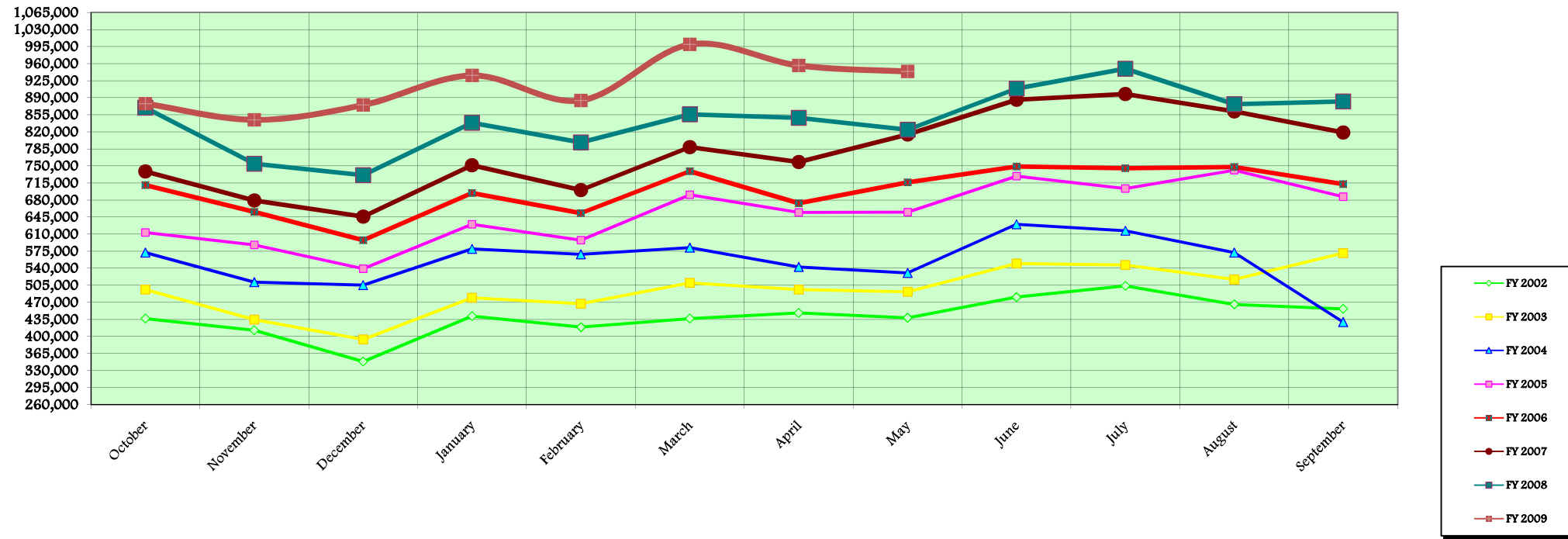
Library Activities

New card registration is rather flat (a decrease of 1.48%). PC Sessions after several months of significant increases also are flat with only a .38% increase. This is a service which also could have been affected by the weather during that third week in May.

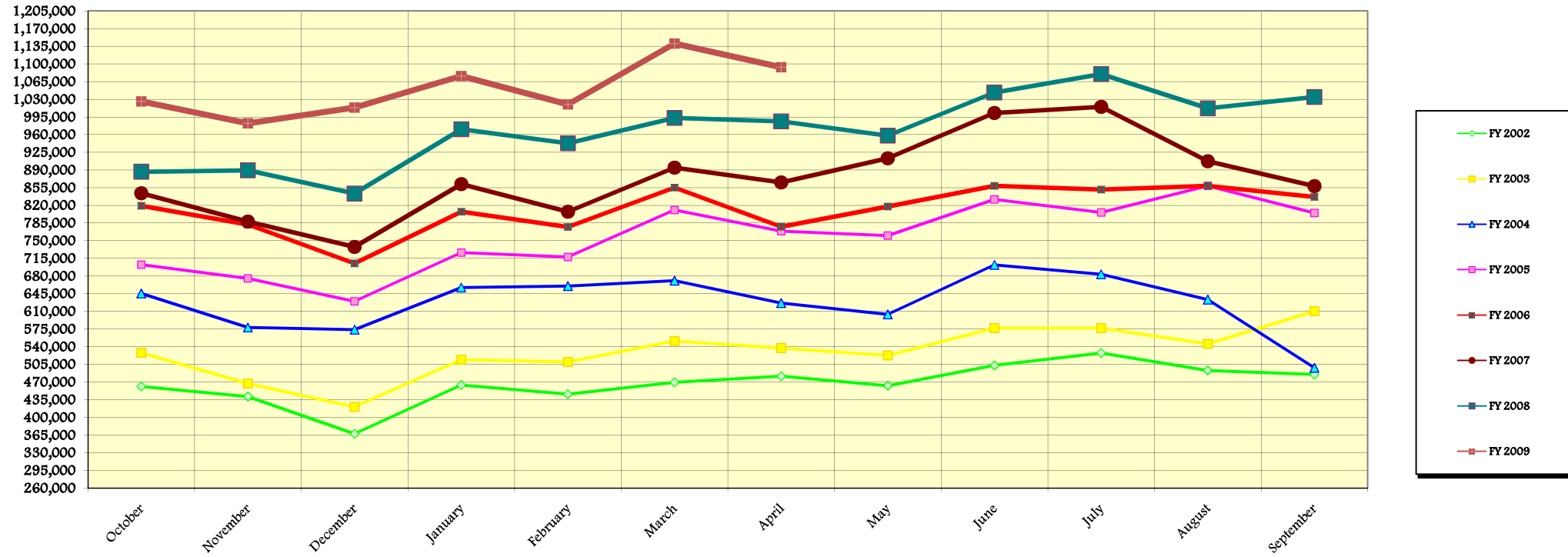
www.ocls.info

Website use is up with a 9% increase in visitors to our site and an increase of over 14% of unique visitors coming to the site from outside of our network. These increases are not accompanied by a similar increase in page views however. We believe that this is attributable to improved site navigation. Fewer "clicks" or page views are required to get to your information destination through the implementation of improved site "way finding" and search capabilities.

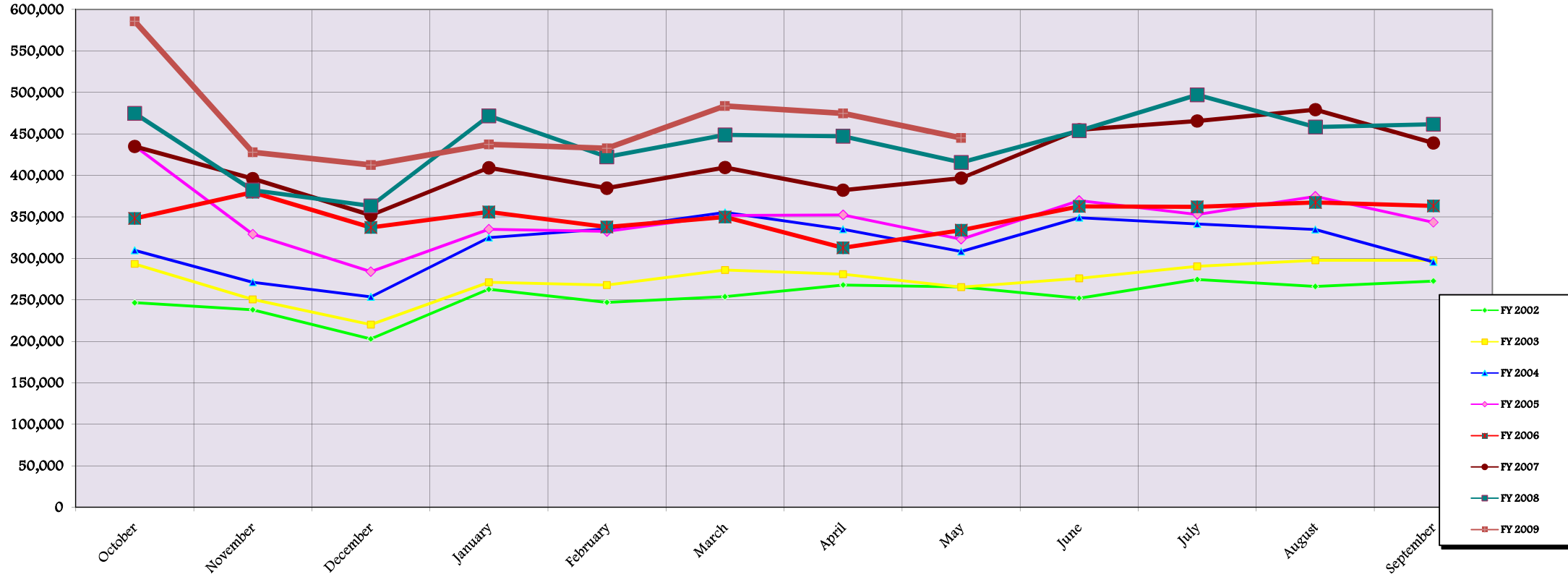
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION
Fiscal Year 2002 Through Fiscal Year 2009 To Date**



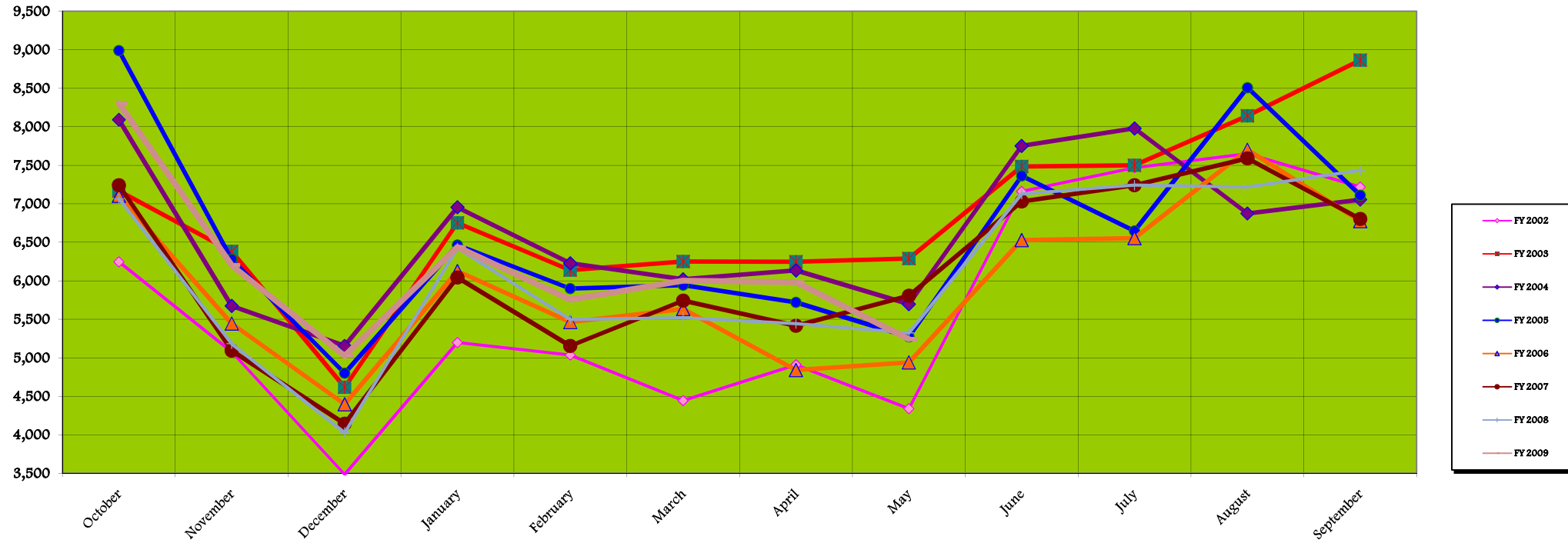
ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION WITH ELECTRONIC STATS
 (Circ Stats & Electronic Database Stats ~ 2 months previous)
 Fiscal Year 2002 Through Fiscal Year 2009 To Date



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	Feb '09	Feb '08	Mar '09	Mar '08
Circulation												
Main	264,369	263,951	255,348	237,835	261,492	236,330	259,901	248,259	251,636	240,178	281,410	263,015
Branches	490,764	493,444	471,493	426,268	493,273	397,334	529,875	491,342	493,687	445,479	559,922	482,409
MAYL	66,641	66,695	63,778	53,363	69,572	61,091	70,695	60,961	71,507	66,792	79,750	70,822
Database Usage	148,564	149,022	138,173	135,767	130,115	113,750	140,543	135,138	135,820	145,782	141,089	138,518
Digital Products	49,538	41,163	48,185	33,824	52,926	32,765	69,051	33,989	61,053	41,548	71,060	35,335
Digital Downloads	2,308	1,746	2,673	1,516	2,735	1,485	2,717	1,571	2,853	1,421	3,246	1,679
Talking Books	4,129	4,372	3,001	3,011	3,806	3,450	3,508	4,055	3,566	3,956	3,965	3,880
Total without Database Usage	877,749	871,371	844,478	755,817	883,804	732,455	935,747	840,177	884,302	799,374	999,353	857,140
Total with Database Usage	1,026,313	1,020,393	982,651	891,584	1,013,919	846,205	1,076,290	975,315	1,020,122	945,156	1,140,442	995,658
Door Count												
Main	74,877	63,693	55,250	57,654	55,296	53,501	62,777	64,803	59,340	58,844	62,815	61,636
Branches	424,494	323,951	292,736	256,200	271,682	234,895	288,981	331,321	285,374	280,825	321,594	298,064
MAYL Packages	63,354	64,511	60,008	51,270	65,272	58,409	66,209	58,203	67,693	64,351	75,741	67,926
Talking Books	17	16	17	8	27	8	17	11	15	21	28	12
Drive Up Windows	23,061	22,427	19,993	17,239	20,406	16,491	19,467	17,162	20,456	18,297	23,464	21,213
Total	585,786	474,582	427,987	382,363	412,656	363,296	437,434	471,489	432,863	422,317	483,614	448,839

Circulation & Door Count

April through September

	Apr '09	Apr '08	% of Change with Database Usage	May '09	May '08	% of Change	Jun '09	Jun '08	Jul '09	Jul '08	Aug '09	Aug '08	Sep '09	Sep '08	FY 2009 YTD
Circulation															
Main	267,360	256,941	4.06%	271,451	249,297	8.89%		256,647		263,516		261,391		259,199	2,112,967
Branches	523,735	472,723	10.79%	512,477	453,752	12.94%		523,453		565,805		498,441		505,576	4,075,226
MAYL	82,332	72,046	14.28%	75,295	67,743	11.15%		69,359		76,087		69,141		69,772	579,570
Database Usage	137,612	138,035	-0.31%	Not Yet Available	134,055	Not Yet Available		133,717		130,654		135,695		152,300	#VALUE!
Digital Products	74,789	42,620	75.48%	77,035	49,486	55.67%		55,012		38,242		41,659		41,584	503,637
Digital Downloads	3,712	1,454	155.30%	4,079	1,463	178.81%		1,441		1,608		1,945		2,454	24,323
Talking Books	4,184	4,152	0.77%	3,645	4,024	-9.42%		3,948		4,104		3,892		3,802	29,804
Total without Database Usage	956,112	849,936	12.49%	943,982	825,765	14.32%	0	909,860	0	949,362	0	876,469	0	882,387	#VALUE!
Total with Database Usage	1,093,724	987,971	10.70%	Not Yet Available	959,820	Not Yet Available	0	1,043,577	0	1,080,016	0	1,012,164	0	1,034,687	#VALUE!
Door Count															
Main	60,119	60,997		57,789	55,530	4.07%		65,815		68,788		59,965		62,992	488,263
Branches	313,270	297,458		293,465	277,463	5.77%		302,110		334,139		311,800		312,029	2,491,596
MAYL Packages	77,960	68,977		71,903	64,416	11.62%		66,200		73,167		66,029		66,479	548,140
Talking Books	14	16		7	16	-56.25%		24		13		19		20	142
Drive Up Windows	23,352	19,590		22,169	18,314	21.05%		19,677		20,839		20,352		20,015	172,368
Total	474,701	447,022		445,333	415,723	7.12%		453,802		496,933		458,146		461,515	3,700,374

Web Site Traffic
April through September

	Oct '08	Oct '07	Nov '08	Nov '07	Dec '08	Dec '07	Jan '09	Jan '08	Feb '09	Feb '08	Mar '09	Mar '08
Hits to the Website												
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	8,752,211	5,209,567	10,960,374	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	6,694,017	5,215,845	7,558,408	5,658,619
Total	15,294,095	10,803,870	13,954,431	9,022,493	14,559,907	8,890,040	16,375,049	10,877,883	15,446,228	10,425,412	18,518,782	11,337,084
Visits												
Inside	109,660	111,148	99,554	88,627	107,370	86,330	110,764	99,575	109,096	96,577	120,060	99,450
Outside	237,939	255,253	218,251	226,436	213,052	216,804	251,254	249,995	227,925	223,939	244,480	253,654
Total	347,599	366,401	317,805	315,063	320,422	303,134	362,018	349,570	337,021	320,516	364,540	353,104
Unique Visitors												
Inside	1,293	1,492	1,315	1,353	1,311	1,332	1,181	1,385	1,223	1,345	1,176	1,416
Outside	74,404	77,285	69,437	67,133	66,168	65,541	83,215	73,385	74,587	68,921	76,271	66,362
Total	75,697	78,777	70,752	68,486	67,479	66,873	84,396	74,770	75,810	70,266	77,447	67,778
Page Views												
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	1,215,731	1,261,531	1,355,822	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	1,222,576	1,206,848	1,351,311	1,224,639
Total	2,366,468	2,703,128	2,338,358	2,229,428	2,322,758	2,169,189	2,637,352	2,620,588	2,438,307	2,468,379	2,707,133	2,486,662

Web Site Traffic
April through September

	Apr '09	Apr '08	May '09	May '08	% of Change	Jun '09	Jun '08	Jul '09	Jul '08	Aug '09	Aug '08	Sep '09	Sep '08	FY 2009 YTD	FY 2008
Hits to the Website															
Inside	10,230,477	6,184,777	11,014,645	5,428,401	102.91%		6,069,938		5,934,514		5,848,128		7,767,281	74,343,537	67,963,459
Outside	7,208,275	5,681,414	8,266,122	5,251,553	57.40%		5,868,512		5,806,271		5,657,932		6,736,810	56,524,474	65,628,854
Total	17,438,752	11,866,191	19,280,767	10,679,954	80.53%		11,938,450		11,740,785		11,506,060		14,504,091	130,868,011	133,592,313
Visits															
Inside	118,990	101,937	111,083	101,535	9.40%		102,267		105,764		100,989		104,379	886,577	1,198,578
Outside	249,583	261,534	279,617	256,912	8.84%		227,353		230,419		217,184		230,154	1,922,101	2,849,637
Total	368,573	363,471	390,700	358,447	9.00%		329,620		336,183		318,173		334,533	2,808,678	4,048,215
Unique Visitors															
Inside	1,175	1,410	1,164	1,425	-18.32%		1,432		1,456		1,479		1,404	9,838	16,929
Outside	74,928	63,785	76,915	66,924	14.93%		73,624		72,124		70,957		73,210	595,925	839,251
Total	76,103	65,195	78,079	68,349	14.24%		75,056		73,580		72,436		74,614	605,763	856,180
Page Views															
Inside	1,304,345	1,341,549	1,281,633	1,315,120	-2.55%		1,536,410		1,433,254		1,393,040		1,050,998	9,711,461	15,588,272
Outside	1,328,180	1,205,566	1,279,953	1,214,091	5.42%		1,351,074		1,358,050		1,303,452		1,280,790	10,293,026	14,872,496
Total	2,632,525	2,547,115	2,561,586	2,529,211	1.28%		2,887,484		2,791,304		2,696,492		2,331,788	20,004,487	30,460,768

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	Feb '09	Feb '08	Mar '09	Mar '08
Program Attendance Total	14,432	14,869	11,234	10,144	8,813	7,412	12,584	11,461	13,977	13,778	13,139	13,177
Total # of Programs	503	531	426	473	430	420	456	490	537	537	570	529
Community Events Attendance Total	2,301	856	3,158	428	530	241	2,167	1,717	637	2,625	1,236	202
Total # of Community Events	19	11	23	11	8	5	6	8	11	9	7	2
Events Line	51	9	42	8	38	9	58	15	47	4	49	6
StoryLine	101	144	136	106	84	146	163	157	95	95	258	111
Class Attendance Total	4,012	3,414	3,065	2,587	3,177	2,304	4,038	3,374	4,948	3,461	5,221	3,447
Total # of Classes	1,167	1,156	927	996	1,046	972	1,091	1,086	1,054	1,063	1,136	1,082
QuestLine	18,374	15,804	12,982	12,994	12,470	11,382	13,665	14,906	13,686	14,210	14,184	14,197
P.C. Sessions	83,150	86,050	70,062	68,834	78,461	67,163	80,309	76,603	77,168	73,039	89,383	75,265
Wireless Access Activity	-		4,956		6,329		7,103		7,513		8,518	N/A
Number of Active Cards in the System	437,425	458,669	434,009	453,825	432,708	449,896	434,314	446,265	432,554	444,431	431,581	439,188
New Customer Registrations	8,304	7,063	6,203	5,181	5,026	4,028	6,438	6,425	5,755	5,498	6,002	5,520
Total Registered Borrowers	822,774	960,280	828,382	965,112	833,350	968,490	840,016	974,578	845,480	979,561	851,378	984,132
Customers Transacting	64,460	N/A	68,072	N/A	70,371	N/A	58,047	N/A	69,588	N/A	75,512	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	% of Change	Jun '09	Jun '08	Jul '09	Jul '08	Aug '09	Aug '08	Sep '09	Sep '08	FY 2009 YTD	FY 2008 YTD
Program Attendance Total	13,705	17,952	13,139	14,039	-6.41%		18,635		20,177		15,059		12,930	101,023	169,633
Total # of Programs	572	568	570	538	5.95%		558		592		515		501	4,064	6,252
														0	
Community Events Attendance Total	2,248	4,246	1,236	921	34.20%		802		1,407		3,613		3,161	13,513	20,219
Total # of Community Events	19	26	11	8	37.50%		8		6		14		22	104	130
Events Line	47	27	37	15	146.67%		9		9		3		7	369	121
StoryLine	124	181	114	135	-15.56%		130		122		123		119	1,075	1,569
Class Attendance Total	4,990	3,470	5,221	3,505	48.96%		3,680		3,918		3,315		3,544	34,672	40,019
Total # of Classes	1,100	1,082	1,136	1,063	6.87%		1,088		1,157		1,093		1,033	8,657	12,871
QuestLine	13,695	13,928	12,956	13,021	-0.50%		14,225		15,661		15,624		14,437	112,012	170,389
P.C. Sessions	83,106	78,836	78,579	78,283	0.38%		78,874		86,331		80,552		82,312	640,218	932,142
Wireless Access Activity	8,256	N/A	8,162	N/A	N/A									50,837	N/A
Number of Active Cards in the System	430,229	437,356	429,226	435,909	-1.53%		437,941		437,355		436,635		355,581	3,462,046	
New Customer Registrations	5,980	5,444	5,243	5,322	-1.48%		7,126		7,242		7,216		7,434	48,951	73,499
Total Registered Borrowers*	857,262	989,144	862,460	993,824	-13.22%		1,000,401		801,720		807,868		814,883	6,741,102	
Customers Transacting	76,174	N/A	74,262	N/A	N/A						72,432		76,921	150,436	

*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	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	875,998	639,000	987,437	692,763
Online Renewals	157,539	148,473	154,951	135,516	162,186	136,377	155,574	132,819	154,857	134,407	175,933	153,497
Online Questions	641	601	465	489	480	429	608	481	585	478	623	481
Online Requests	72,482	72,832	64,163	53,927	62,768	49,152	75,106	66,488	70,395	62,197	77,859	63,616
Online Suggestions	155	107	146	98	118	77	119	104	87	76	119	112

	Apr~09	Apr~08	May~09	May~08	% of Change	Jun~09	Jun~08	Jul~09	Jul~08	Aug~09	Aug~08	Sep~09	Sep~08	FY 2009 YTD	FY 2008
Online Catalog Searches	981,879	688,093	972,627	644,641	50.88%		789,090		835,487		775,812		792,854	7,168,421	8,407,916
Online Renewals	169,086	150,227	171,932	148,613	15.69%		145,679		157,849		153,563		153,426	1,302,058	1,750,446
Online Questions	574	503	578	455	27.03%		507		483		392		294	4,554	5,593
Online Requests	79,695	68,214	84,668	69,478	21.86%		78,638		79,723		71,711		69,391	587,136	805,367
Online Suggestions	126	125	166	77	115.58%		115		106		113		121	1,036	1,231

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

Circulation Statistics

May 1, 2009 - May 31, 2009

Location	Days Open**	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	271,451	28.76%	249,297	22,154	8.89%	3,828	57,789	61,617	3,161	55,530	58,691	2,926	4.99%
MAYL*	20	75,295	7.98%	67,743	7,552	11.15%		71,903	71,903		64,416	64,416	7,487	11.62%
Digital Products		77,035	8.16%	49,486	27,549	55.67%								
Digital Downloads		4,079	0.43%	1,463	2,616	178.81%								
Talking Books	29	3,645	0.39%	4,024	-379	-9.42%		7	7		16	16	(9)	-56.25%
West Oaks	29	40,816	4.32%	36,864	3,952	10.72%	3,707	23,818	27,525	2,710	22,208	24,918	2,607	10.46%
Herndon	25	53,167	5.63%	44,997	8,170	18.16%		24,388	24,388		21,570	21,570	2,818	13.06%
Alafaya	29	71,627	7.59%	66,087	5,540	8.38%	5,915	30,886	36,801	5,448	30,232	35,680	1,121	3.14%
Southeast	25	47,175	5.00%	41,950	5,225	12.46%	2,736	26,924	29,660	2,469	26,265	28,734	926	3.22%
Hiwassee	25	24,126	2.56%	21,900	2,226	10.16%		21,924	21,924		21,115	21,115	809	3.83%
Southwest	25	50,093	5.31%	42,856	7,237	16.89%		23,897	23,897		22,266	22,266	1,631	7.33%
Edgewater	25	34,289	3.63%	30,081	4,208	13.99%		22,150	22,150		20,357	20,357	1,793	8.81%
North Orange	29	42,839	4.54%	39,921	2,918	7.31%		24,137	24,137		20,466	20,466	3,671	17.94%
South Creek	29	56,990	6.04%	49,730	7,260	14.60%	4,461	27,693	32,154	3,627	26,592	30,219	1,935	6.40%
South Trail	25	25,983	2.75%	23,117	2,866	12.40%		24,666	24,666		24,001	24,001	665	2.77%
Winter Garden	25	33,646	3.56%	28,107	5,539	19.71%	1,522	16,248	17,770	899	15,033	15,932	1,838	11.54%
Windermere	25	16,176	1.71%	14,865	1,311	8.82%		10,751	10,751		10,066	10,066	685	6.81%
Washington Park	25	13,602	1.44%	11,672	1,930	16.54%		10,961	10,961		10,888	10,888	73	0.67%
Eatonville	25	1,948	0.21%	1,605	343	21.37%		5,022	5,022		6,404	6,404	(1,382)	-21.58%
Total	415	943,982	100.00%	825,765	118,217	14.32%	22,169	423,164	445,333	18,314	397,409	415,723	29,610	7.12%

*MAYL Visits ~ Customer Transactions

Online Resources Usage Statistics
NUMBER OF SEARCHES
May 2009 Report for April 2009 Data

FISCAL YEAR 2008 - 2009	Oct-08	NOV	DEC	Jan-09	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD 08- 09	YTD 07 - 08	FINAL FY 07 - 08
African-American Song Index	21	9	113	50	32	24	10						259	84	100
Ancestry Library Edition	4,582	3,232	5,520	4,784	4,829	4,891	5,269						33,107	35,618	98,274
Associations Unlimited	469	551	327	454	566	534	439						3,340	2,532	4,075
Auto Repair Reference Center	339	250	329	366	299	310	370						2,263	1,997	3,721
Biography Resource Center	2,825	2,226	2,243	2,810	3,704	4,051	5,175						23,034	19,371	26,570
Business & Company Resource Center	2,071	3,173	1,429	622	1,795	1,195	1,296						11,581	9,565	22,705
Business Index ASAP	47	37	38	105	114	62	66						469	441	654
Classical.com	90	245	388	413	333	349	235						2,053	1,282	1,749
Computer Database	109	85	72	71	90	131	83						641	611	951
Consulta	254	239	153	188	247	203	196						1,480	156	279
Countrywatch	1,343	1,051	1,103	1,531	886	1,457	3,101						10,472	6,119	12,655
Countrywatch -- Youth ed.	562	346	160	177	339	413	1,822						3,819	1,409	3,041
DearReader.com Online Book Club (cumulative total of people registered)	69,640	69,300	69,480	70,120	69,820	69,960	70,200						488,520	485,940	838,680
Expanded Academic ASAP	280	168	211	250	147	173	133						1,362	1,981	2,801
Ferguson's Career Guidance Center	366	343	271	489	413	405	506						2,793	1,515	2,611
First Search	1,278	1,453	1,316	1,303	1,306	1,485	1,179						9,320	11,636	21,094
Gale Virtual Reference Library e-books (FEL)	25	34	15	29	39	58	10						210	676	836
General Business File ASAP	78	67	85	75	104	101	127						637	1,073	1,432
General One File (formerly InfoTrac One File)	706	762	565	714	834	880	761						5,222	4,828	7,980
General Reference Center Gold	373	336	306	311	459	407	398						2,590	2,688	4,262
Health & Wellness Resource Center and Alternative Health Module	1,373	1,498	837	1,008	1,332	1,308	1,107						8,463	7,455	11,266
Health Reference Center Academic	158	111	10	56	79	101	75						590	719	1,216
HeritageQuest Online	4,819	4,106	3,517	4,419	4,539	6,354	6,047						33,801	40,628	72,488
Informe	11	13	4	15	23	16	9						91	226	289
Junior Edition - K12	202	178	97	279	91	182	111						1,140	1,414	1,741
Kid's Edition - K12	84	382	171	167	281	64	55						1,204	763	1,033
Learnatest	609	502	542	646	631	638	571						4,139	3,639	6,571
LitFinder (formerly Essay/ Poem/ Storyfinder)	343	2,265	2,328	2,425	2,092	2306	887						12,646	2,407	3,712
Literature Resource Center	425	374	241	257	598	608	342						2,845	18,372	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	497	298	438	428						3,004	2,209	3,519
Mango Languages	417	386	507	609	541	629	567						3,656	N/A	2,315
Mergent Online	286	275	163	195	272	242	217						1,650	1,348	2,145
Morningstar	463	806	1,002	1,748	906	893	862						6,680	1,316	2,432
Novelist Plus	406	400	650	785	771	579	666						4,257	5,375	7,588
Opposing Viewpoints Resource Center	1,224	897	586	509	806	957	1,077						6,056	4,626	7,045
p4A Antiques Reference	334	256	218	257	237	253	179						1,734	1,414	2,591
Personal and Business Forms	150												150	766	1,236
Pop Culture Universe	275	241	385	674	304	822	898						3,599	N/A	1,298
Powermediaplus Streaming Videos	336	313	200	406	709	691	286						2,941	2,413	3,368
Professional Collection	68	54	43	43	69	84	61						422	441	618
ProQuest Newspapers	2,316	2,083	1,988	1,683	1,915	2,351	2,219						14,555	12,495	22,146
Read the Books	38,298	29,559	23,981	28,197	22,945	21,994	18,003						182,977	149,399	253,581
ReferenceUSA	3,561	2,616	2,283	2,315	1,795	2,589	2,629						17,788	31,964	53,718
ReferenceUSA -- New Business			127	137	149	269	135						817	NA	NA
ReferenceUSA -- New Movers			20	16	23	40	30						129	NA	NA
ReferenceUSA-- New Homeowners			45	21	44	32	34						176	NA	NA
ReferenceUSA -- Lifestyles			102	31	45	52	10						240	NA	NA
Science Online	675	571	367	451	603	949	765						4,381	3,263	5,602
SimplyMap	176	293	838	847	127	514	336						3,131	3,597	4,745
SIRS Knowledge Source	1,301	992	892	527	849	1,002	848						6,411	4,633	7,422
Small Business Resource Center	101	112	51	122	119	244	200						949	1,365	1,707
Smithsonian Global Sound	38	32	92	88	25	36	31						342	115	175
Standard Deviants Video (formerly known as Cerebellum Online Videos)	29	16	33	26	22	25	13						164	457	666
Standard & Poors NetAdvantage	312	324	366	301	570	326	256						2,455	2,017	3,372
Student Edition - K12	119	97	75	86	294	115	47						833	758	1,076
Tell Me More	583	536	160	149	169	231	297						2,125	N/A	N/A
Tumblebooks	328	422	305	314	324	358	586						2,637	2,859	5,130
TumbleReadables	18	26	40	26	31	5	8						154	370	869
Typing Master (cumulative total of people registered)	872	930	975	1,046	1,153	1,324	1,417						7,717	2,881	6,351
Value Line	512	545	520	3,628	2,461	2,272	2,602						12,540	119	2,184
What Do I Read Next?	397	382	309	332	396	381	327						2,524	1,618	2,825
Worldbook Online	1,191	1,508	1,022	893	1,035	1,726	998						8,373	4,933	7,476
TOTAL NUMBER OF SEARCHES	148,750	138,471	130,614	141,093	136,029	141,089	137,612						973,658	*956,012	*1,642,433

**Orange County Library System
Board of Trustees Meeting
Thursday, June 11, 2009**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, June 11, 2009**

**Acceptance of Personnel Committee
Meeting Minutes: May 13, 2009**

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

May 13, 2009
3rd Floor Palm Room
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

Personnel Committee Members Present: Sara Brady, OCLS Board of Trustees
Tom Kohler, President – Friends of the Library Board

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

The meeting was called to order at 11:03 a.m.

The purpose of the meeting is to discuss a draft of Director Hodel's Goals for FY 2009 to be presented to the Library Board of Trustees for approval.

Trustee Brady began the meeting by stating that the Board had previously approved the process and format for the Director's annual evaluation. Discussion ensued regarding establishing the Director's Goals for FY 2009 and the process of measuring and defining the success of the goals. Trustee Brady stated that the proposed goals should more closely reflect the Library's Strategic Plan. Mr. Kohler mentioned that a goal regarding stewardship and fiscal responsibility should also be included. The proposed Director's goals for FY 2009 will be reformulated for submission to the full Library Board of Trustees.

The meeting was adjourned at 11:46 a.m.

**Orange County Library System
Board of Trustees Meeting
Thursday, June 11, 2009**

Director's Draft Goals ~ FY 2009

The Director's Annual Goals cascade from and link to the five goals in the OCLS Strategic Plan. In turn, each goal has a connection to the dimensions of performance provided on the Director's Performance Evaluation form.

Strategic Goal: Develop OCLS as the Gold Standard for Public Libraries

Performance Dimension: Public Relations, Fundraising, Library Perspective

Goal	Successful Completion
Create unique opportunities for colleagues to learn from OCLS	Marketing of in-house training to other libraries Development of entrepreneurial opportunities for OCLS products
Represent the Library at local, state, and national venues	Participation in library related venues such as Florida Library Association and American Library Association Representation and promotion of the Library in the community Seeking opportunities for recognition of OCLS at local, state, and national levels.

Strategic Goal: We will ensure continuous innovation

Performance Dimension: Technology Development

Goal	Successful Completion
Establish Innovation Champions	Establishing diverse team of staff to brainstorm new ideas and innovative initiatives

Strategic Goal: We will maximize the public's Return on Investment

Performance Dimensions: Steward of Capital Resources

Steward of Collection

Fiscal Responsibility & Stewardship

Goal	Successful Completion
Investigate greater operational efficiencies	Implementation of new procedures, systems or practices. Find opportunities to educate staff and the

	public regarding current and future challenges
Pursue leases for Southeast and Hiawassee: determine best options for renewal, renegotiation, or alternative locations	Leases executed following consideration of options and presentation before the Board
Aggressively pursue grant applications	Apply for minimum of five grants.

Strategic Goal: We will develop and optimize communication

Performance Dimensions: Training

Technology Development

Goal	Successful Completion
Continue regular meetings with staff throughout system to provide opportunities for feedback and questions	Meet with all Branch Staff at least on a quarterly basis; meet with all Main Library Staff at least on a bi-annual basis

Strategic Goal: We will empower staff to achieve their potential

Performance Dimension: Employment and Staffing

Training

Goal	Successful Completion
Continue to work with Librarians Work Group to minimize librarian/management differences	Meet with Librarians work group quarterly (or any alternative schedule agreed to by the group) for the purpose of providing expanded opportunity to communicate with Library leadership.
Continue to foster Librarians as Learning Leaders	Participate in minimum of 10 meetings per year (or any alternative schedule agreed to by the group) of Librarians as Learning Leaders, providing encouragement to this group to work on varied and relevant projects and initiatives.

**Orange County Library System
Board of Trustees Meeting
Thursday, June 11, 2009**

**Discussion and Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, June 11, 2009**

FY 2010 Budget Workshop

FY 10 Operating Fund Budget

Given the significant reduction in the property tax revenues, the budget for next fiscal year will indeed be challenging. However, thanks to the Library Board's support, a number of changes have been made proactively in recent years, which puts the Library in a much better position to weather the current financial storm. These changes include the following:

- Growth in staffing levels has primarily been accomplished through part time employees. While we only had 50 part timers in January 2002, we currently have 190. Each time we opt to fill positions with part time staff in lieu of a full time position, the estimated *annual* savings in benefits is approximately \$10,000.
- Self check has been implemented at 8 branch locations and will be implemented at 2 more before the end of the fiscal year. No staff are eliminated when self check is implemented, but it does allow us to handle increased circulation at those locations without corresponding increases in staffing levels.
- Effective January 1, 2007, the Defined Benefit Pension Plan (DB Plan) was closed to future full time hires. A defined contribution pension plan (referred to as the Money Purchase Plan) instead was established for new employees. Contributions to the DB Plan are actuarially determined and can vary significantly from year to year based on the change in the value of the investments. Contributions to a defined contribution pension plan on the other hand are a fixed percentage of payroll and thus, are far more stable and predictable.
- Effective January 1, 2007, the retiree health care benefit was eliminated for future full time employees.
- Effective January 1, 2007, self funding was implemented for health insurance. Rather than purchase traditional insurance, we pay premiums to an internal fund from which claims are paid. Thus far, self insurance has worked very well for us. For calendar year 2009, there was no increase in the health insurance premiums.
- When a full time position is vacated, it is not automatically filled. Rather, the manager must justify the need for the position to the Director or the position is not filled.

The above changes have made the Library more efficient and have saved money. Salaries and benefits as a percentage of total expenditures equaled 51% last year and represent 53% of the total budget for the current fiscal year. Most local governments and most other public libraries have much higher percentages. Since FY 01, our usage statistics have increased dramatically. For example, from FY 01 to FY 08 circulation doubled to over 10,000,000 items while at the same time total labor hours paid only increased 27%. During this same period we also expanded dramatically our product line and increased door count and non-circulation usage. The bottom line is we are handling tremendous growth in a very efficient manner. That efficiency will be a critical factor in helping us weather the current financial storm.

FY 10 Budget Documents

The FY 10 budget documents include the following attachments:

Baseline Budget – This reflects the projected costs and revenues to continue offering the same level of services and nothing new. Every effort was made to hold the line on cost increases and wherever possible, to reduce costs.

Options Spreadsheet – This shows all the options that the Administration considered and evaluated. Most options reflect cost savings but some, like remodeling the elevators at the Main Library, would result in a cost increase. The amounts in the “Staff Productivity” column do not affect the dollars in the budget. Instead they reflect estimates of the productivity gains/losses for some of the options. For example, if we were to eliminate Staff Development Day, which is a system wide training day for all staff, a productivity gain would be realized as those same staff would be in their regular work areas doing their normal jobs.

Options Spreadsheet (with the Administration’s recommendations) – It’s the same spreadsheet as the previous one except the options that the Administration are recommending are highlighted in yellow. While increasing revenue through fee increases is an option, we recognize that many of our patrons are suffering hardships due to the economy and thus, we are not recommending any increases in our fees. We are proposing to charge for holds filled but that charge is meant solely to reduce the demand in our Materials Access to Your Library (MAYL) program.

The following parameters were considered when evaluating each of the options on the Options Spreadsheet:

- Compliance with Mayor Crotty’s FY 10 budget guideline (5% reduction from current year’s budget which equates to approximately \$2,076,000)
- Effect on reserves being used to fund the FY 10 budget. Since the current financial climate likely will last a couple of years, our reserves need to be sufficient to carry the Library through this period as well.

The next couple of pages provide additional information on items in both the Baseline Budget and Options Spreadsheet.

Baseline Budget

Revenues

Ad valorem taxes – Reflects 11% reduction in property tax values. Orange County is not increasing its millage rate and the expectation is that we will not increase ours.

State Aid – Budget based on amount of Aid received for the current fiscal year.

Fines – Current year's budget is too high, so next year's budget is more in line with our current fine revenues.

Investment Earnings – Rates are way down and thus, so are the revenues.

Reserves – Where our current year's budget is based on using \$922,000 from our reserves, the amount we will need to take out of reserves next year will increase significantly due to the lower property tax revenues.

Expenditures

Salaries – No raises for staff, reduction in staffing levels equal to 8.5 full time equivalent positions, no Workforce Advantage Academy students who previously worked part time each school year.

Defined Benefit Pension Plan – Due to the drop in the value of the Plan investments in 2008, contributions will need to be increased significantly.

Life & Health Insurance – Due to 9 fewer full time positions, health insurance premiums will be lower.

Retiree Health Care – Based on the most recent actuarial report, contributions are projected to be lower than currently budgeted.

Delivery & Postage – Due to our increasing circulation statistics, the costs of our MAYL program likewise are increasing.

Supplies –Hardware/Software – The plan is to purchase fewer personal computers next fiscal year. Of the \$300,000 budget, \$250,000 would be used for personal computers and the balance for printer, monitors, and barcode scanners.

Building & Improvements – Most of the reduction relates to the chiller replacement project, which is included in the current year's budget. The \$65,000 budgeted for next year is for the flooring and signage at the new Hiawassee Branch.

Equipment & Furniture – The only thing budgeted is \$25,000 for a staff entry card access system at the new Hiawassee Branch.

Hardware/Software – The \$175,000 budget provides \$50,000 for a storage area network, \$25,000 for virtualization servers, \$25,000 for out of warranty laptops and other hardware, \$75,000 for switches and routers for our wireless network.

Transfer to Branch Debt Service Fund – Each year dollars are transferred to the Branch Debt Service Fund from which the interest and principal (on a loan used to fund past branch expansion projects) are paid. Although the final loan payment is not due until August 2010, sufficient reserves have built up in the Branch Debt Service Fund such that no additional transfers are needed from the Operating Fund.

Transfer to Capital Projects Fund – The sole purpose of the transfer is to set aside funds for future branch expansion. Given the current financial circumstances, there simply are not sufficient funds available to continue funding this.

In total, the FY 10 Baseline Budget reflects a **6.8% reduction** from the current year's budget and would be funded using approximately \$2,490,000 from our reserves.

Options Spreadsheet

The following information is provided to help explain some of the options on this spreadsheet.

1 Sunday Differential – About 30 years ago, the Main Library opened to the public on Sundays. At the time, few organization public or private, were open on this day. In order to provide an incentive for staff to work on Sundays, the Sunday Differential was created. In its current form, staff work 5 hours on Sunday but get paid for 8. In essence, they are paid a 60% differential for each hour worked. The first option is to reduce the Sunday Differential.

2 Staff Holiday Appreciation Payment – In recent years, each staff person has received \$100 around the holidays.

3 Staff Development Day – On Veterans Day each year, all facilities are closed to the public and all staff attend a day of training at the Main Library.

4 Health & Dental Insurance – This options does not automatically reduce benefits but rather, reduces the amount of premiums increases built into the budget from 20% to 15%. We won't know the amount of the increase in the premiums until the fall of 2009.

5 Contingency – Each year a contingency is built into the budget for unforeseen circumstances and emergencies such as hurricanes. This option would lower the contingency by \$50,000.

6 Main Library Hours – Currently, the Main Library closes at 9:00pm Monday through Thursday. Our statistics show this last hour of the day is very slow. Only 3% of the Main Library's door count and 2% of personal computer sessions occur during this last hour. This option proposes to close Main at 8:00pm instead of 9:00pm.

7 Hold Charge – The intent of this charge is to slow down the growth and corresponding costs in our MAYL program. When a patron reserves an item and that item is found, 25 cents will be assessed against his account and the item will be delivered/mailed as is the current practice. Some patrons will object to this new charge, but it is a very reasonable approach to both maintaining our very popular MAYL program while at the same time slowing down the increases in cost. Our projections are \$200,000 would be saved in delivery charges and the 25 cents charge would raise approximately \$120,000 in revenue.

8 Materials – While the specific items have yet to be worked out, the intent would be to obtain the savings as much as possible through the elimination of data bases that reflect a lower usage rate.

9 Self Check at New Hiawassee – While this requires us to spend dollars upfront, self check is a very efficient and cost effective way of checking out materials and has helped us handle the increases in circulation without corresponding increases in new staff. With employee head count decreasing and circulation increasing, this action gives the best solution to handling the spread.

10 Main Library Elevators – Like the chillers, the 4 elevators in the newer part of the Main Library are at the end of their useful lives. Parts are becoming scarce and the expertise to maintain the equipment is becoming harder to find. This option would cover the initial engineering and bidding as well as the costs to remodel 2 of the elevators. The intent would be to hire one contractor which would then remodel the remaining 2 elevators at the beginning of the following fiscal year (FY 11).

If all ten options were to be implemented, the projected savings is \$232,000 from the Baseline Budget.

FY10 OPERATING FUND BASELINE BUDGET

REVENUES	FY 2009 BUDGET	INCREASE (DECREASE)	% CHANGE	FY 2010 BUDGET
AD VALOREM TAXES	36,007,392	(4,009,634)	-11.1%	31,997,758
INTERGOVERNMENTAL				
Grants	100,000	-		100,000
State Aid	1,145,000	(220,000)		925,000
	1,245,000	(220,000)	-17.7%	1,025,000
CHARGES FOR SERVICES				
Fee Cards	13,000	(1,000)		12,000
Premium Cards	2,000	(2,000)		
PC Pass	15,000	-		15,000
PC Express	15,000	5,000		20,000
Classes	3,000	(1,000)		2,000
Meeting Rooms	30,000	20,000		50,000
Faxes	12,000	3,000		15,000
Disks Sales	2,500	-		2,500
Orange Bag Sales	6,500	8,500		15,000
Ear Bud & Jump Drive Sales		9,000		9,000
Scanners		300		300
Booklets & Online Book Sales		800		800
Reference Charges		400		400
ILL Charges		1,000		1,000
MAYL Ads		5,000		5,000
Copy and Vending	175,000	12,000		187,000
	274,000	61,000	22.3%	335,000
FINES				
Fines	1,985,000	(220,000)		1,765,000
Lost Materials	115,000	(15,000)		100,000
	2,100,000	(235,000)	-11.2%	1,865,000
MISCELLANEOUS				
Investment Earnings	450,000	(225,000)		225,000
Rents	9,000	(3,000)		6,000
Contributions-FOL	107,000	(32,000)		75,000
Contributions others	25,000	5,000		30,000
Miscellaneous	50,000	-		50,000
	641,000	(255,000)	-39.8%	386,000
TRANSFER FROM PROP APPRAISER	36,000	(1,000)	-2.8%	35,000
TRANSFER FROM TAX COLLECTOR	300,000	50,000	16.7%	350,000
RESERVES	921,632	1,799,910	195.3%	2,721,542
TOTAL REVENUES	41,525,024	(2,809,724)	-6.8%	38,715,300

FY10 OPERATING FUND BASELINE BUDGET

EXPENDITURES	FY 2009 BUDGET	INCREASE (DECREASE)	%	FY 2010 BUDGET
SALARIES & BENEFITS				
Salaries	15,083,746	178,972		15,262,718
Medicare Taxes	218,714	2,595		221,309
Defined Contribution Pension Plan	1,131,281	13,423		1,144,704
Defined Benefit Pension Plan	950,193	699,851		1,650,045
Money Purchase Pension Plan	378,448	13,023		391,471
Life and Health Insurance (Employees)	2,575,455	(77,225)		2,498,230
Retiree Health Care (OPEB)	1,316,492	(191,834)		1,124,658
Worker's Compensation	122,972	3,206		126,178
Unemployment Compensation	12,000	0		12,000
Parking and Bus Passes	214,722	21,264		235,986
	22,004,024	663,275	3.0%	22,667,299
OPERATING				
Professional Services	330,000	(20,000)		310,000
Other Contractual Services	931,000	(5,000)		926,000
Other Contract. Serv.- Janitorial	331,000	9,000		340,000
Training and Travel	100,000	(35,000)		65,000
Telecommunication	325,000	(5,000)		320,000
Delivery and Postage	1,513,000	263,000		1,776,000
Utilities	1,182,000	18,000		1,200,000
Rentals and Leases	1,018,000	33,000		1,051,000
Insurance	300,000	(15,000)		285,000
Repairs and Maintenance	1,200,000	0		1,200,000
Repairs and Maint.-Hardware/Software	407,000	23,000		430,000
Copying/Printing	317,000	29,000		346,000
Property Appraiser's Fee	300,000	(25,000)		275,000
Tax Collector's Fee	725,000	(85,000)		640,000
Supplies	950,000	0		950,000
Supplies-Hardware/Software	500,000	(200,000)		300,000
Memberships	25,000	5,000		30,000
Contingency	325,000	0		325,000
	10,779,000	(10,000)	-0.1%	10,769,000
CAPITAL OUTLAY				
Building and Improvements	1,450,000	(1,385,000)		65,000
Equipment and Furniture	300,000	(275,000)		25,000
Hardware/Software	300,000	(125,000)		175,000
	2,050,000	(1,785,000)	-87.1%	265,000
LIBRARY MATERIALS				
Materials - Rest. Contributions	22,000	(8,000)		14,000
Materials - Other	5,000,000	0		5,000,000
	5,022,000	(8,000)	-0.2%	5,014,000
TRANSFERS TO OTHER FUNDS				
Branch Debt Service Fund	293,000	(293,000)		-
Capital Projects Fund	1,377,000	(1,377,000)		-
	1,670,000	(1,670,000)	-100.0%	-
TOTAL EXPENDITURES	41,525,024	(2,809,725)	-6.8%	38,715,300

Orange County Library System

FY 2010 Budget Options

		Budget	Reserves
Target (5% below FY09 Budget)		\$ 39,449,000	
FY10 Baseline with Options		\$ 38,715,300	\$ 2,721,542
(Over) / Under Target		\$ 733,700	
Description	Additional Cost/(Savings)	Options Selected	Staff Productivity Gain/(Loss)
1 Change Sunday Differential			143,000
2 Eliminate Staff Holiday Appreciation Payment (\$100/EE)	(45,000)		
3 Eliminate Staff Development day (SDD)	(10,000)		63,000
4 Limit health and dental insurance increase to 15% rather than 20%	(78,000)		
5 Reduce contingency from \$325,000 to \$275,000	(50,000)		
6 Reduce hours open to the public at Main (close 1 hour earlier Mon - Thurs) (1)	(61,000)		
7 Reduce growth in MAYL costs by charging .25 per hold filled (est. revenue \$120k)	(200,000)		
8 Reduce materials budget 5%	(250,000)		
9 Install self check out at new Hiawassee branch (\$30k equipment, \$32k tags)	62,000		
10 Remodel 2 of the 4 elevators at Main Library (remodel remaining 2 in FY 11)	400,000		
11 Remodel remaining 2 elevators at Main	300,000		
12 Construct additional parking and connect to City sewer at North Orange	150,000		
13 Remodel 4th floor restrooms at Main	100,000		
14 Install security / camera system at new Hiawassee branch	25,000		
15 Reduce frequency of window cleaning at Main (from 4 to 2 times a year)	(5,000)		
16 Eliminate plant service at Main	(9,000)		
17 Eliminate Shopper program	(15,000)		
18 Reduce marketing budget from \$75,000 to \$50,000	(25,000)		
19 Eliminate year end vacation, floating and part time leave payouts	(130,000)		(130,000)

Orange County Library System

FY 2010 Budget Options

		Budget	Reserves
Target (5% below FY09 Budget)		\$ 39,449,000	
FY10 Baseline with Options		\$ 38,715,300	\$ 2,721,542
(Over) / Under Target		\$ 733,700	
Description	Additional Cost/(Savings)	Options Selected	Staff Productivity Gain/(Loss)
20 Reduce hours open to the public at Branches (1 shift / branch / day)	(1) (614,000)		
21 Close Branches on Sundays	(1) (255,000)		
22 Close Main on Sundays	(1) (317,000)		
23 Implement unpaid 2 week staff furlough	(585,000)		
24 Close a Branch	(1) (1,200,000)		
25 Layoff 10% of Staff	(1,525,000)		
Note 1: Staff will not be laid off. Savings will be realized through attrition and reduction in hours.			
		\$ (4,337,000)	\$ - \$ 76,000

Orange County Library System
FY 2010 Budget Options

			Budget	Reserves
	Target (5% below FY09 Budget)		\$ 39,449,000	
	FY10 Baseline with Options		\$ 38,483,300	\$ 2,369,542
	(Over) / Under Target		\$ 965,700	
Description		Additional Cost/(Savings)	Options Selected	Productivity Gain/(Loss)
1	Change Sunday Differential			143,000
2	Eliminate Staff Holiday Appreciation Payment (\$100/EE)	(45,000)	(45,000)	
3	Eliminate Staff Development day (SDD)	(10,000)	(10,000)	63,000
4	Limit health and dental insurance increase to 15% rather than 20%	(78,000)	(78,000)	
5	Reduce contingency from \$325,000 to \$275,000	(50,000)	(50,000)	
6	Reduce hours open to the public at Main (close 1 hour earlier Mon - Thurs) (1)	(61,000)	(61,000)	
7	Reduce growth in MAYL costs by charging .25 per hold filled (est. revenue \$120k)	(200,000)	(200,000)	
8	Reduce materials budget 5%	(250,000)	(250,000)	
9	Install self check out at new Hiawassee branch (\$30k equipment, \$32k tags)	62,000	62,000	
10	Remodel 2 of the 4 elevators at Main Library (remodel remaining 2 in FY 11)	400,000	400,000	
11	Remodel remaining 2 elevators at Main	300,000		
12	Construct additional parking and connect to City sewer at North Orange	150,000		
13	Remodel 4th floor restrooms at Main	100,000		
14	Install security / camera system at new Hiawassee branch	25,000		
15	Reduce frequency of window cleaning at Main (from 4 to 2 times a year)	(5,000)		
16	Eliminate plant service at Main	(9,000)		

Orange County Library System
FY 2010 Budget Options

		Budget	Reserves
Target (5% below FY09 Budget)		\$ 39,449,000	
FY10 Baseline with Options		\$ 38,483,300	\$ 2,369,542
(Over) / Under Target		\$ 965,700	
Description	Additional Cost/(Savings)	Options Selected	Productivity Gain/(Loss)
17 Eliminate Shopper program	(15,000)		
18 Reduce marketing budget from \$75,000 to \$50,000	(25,000)		
19 Eliminate year end vacation, floating and part time leave payouts	(130,000)		(130,000)
20 Reduce hours open to the public at Branches (1 shift / branch / day)	(1) (614,000)		
21 Close Branches on Sundays	(1) (255,000)		
22 Close Main on Sundays	(1) (317,000)		
23 Implement unpaid 2 week staff furlough	(585,000)		
24 Close a Branch	(1) (1,200,000)		
25 Layoff 10% of Staff	(1,525,000)		
Note 1: Staff will not be laid off. Savings will be realized through attrition and reduction in hours.			
		\$ (4,337,000)	\$ (232,000) \$ 76,000

**Orange County Library System
Board of Trustees Meeting
Thursday, June 11, 2009**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, June 11, 2009**

Director's Report

Director's Report June 2009

- Two of the library's submissions were accepted for the presentation at the Public Library Association's 2010 National Conference to be held in Portland, Oregon, March 23-27, 2010. 375 proposals were submitted and ours were two of the 110 selected.

- Members of the administrative team took on different roles when they participated in the annual *Side-by-Side*, where they spend a day working side-by-side with OCLS employees meeting and serving our customers. On Wednesday, May 20, the following Admin team members worked in these locations:

Eric Atkinson - Quest Line (28 May)

Craig Wilkins - 4th fl Reference Central

Kathryn Robinson - I.S., Digital Content Creators

Carla Fountain - Edgewater Branch

Wendi Bost - Info Systems

Tracy Zampaglione - South West Branch

Bob Tessier - Herndon Branch;

Debbie Moss - Computer Resource Center (19 May)

Renae Bennett - Custodial Maintenance

Mary Anne Hodel - Winter Garden Branch.

- Tony Orengo and Niza Ortiz from Main were on the local 6pm and 10pm news 27 May promoting the Citizenship Inspired program. It was shown on Univision, the area's most watched Spanish channel.

- Mobile Web. Learn about what it is and what the future may hold for Mobile Web technology.
<http://ocsl25.blogspot.com/> Learn 2.5

- Wendy Prasad and Jim Elder have been selected to present at the One Goal Summer Conference this summer in Tampa, where they will speak on the OCLS early literacy programs of Alphabet Bites (live and online components), the Kindergarten Readiness web portal, and the Smarty Pants series of story time programs.

- The Director has been asked to be part of the reactor panel for an Urban Libraries Council Webinar entitled, "The User Experience (UX)" to be held on 17 June. Nate Bolt is the keynote speaker who will address the experience of the library user, drawing from the successes and failures of human-to-technology interface design. Usability, aesthetics, community, collections and customer service are the key tenets of this user-centric service initiative. Nate Bolt is the Co-Founder and President of Bolt | Peters where he has overseen hundreds of user research studies for Sony, Oracle, HP, Greenpeace, Electronic Arts, and others.
The other Panel Members: David W. Singleton, Director of Library Experiences, Public Library of Charlotte & Mecklenburg County (NC); and Tony Tallent, Director of Libraries & Arts, City of Boulder (CO) *Our Moderator:* Rick J. Ashton, ULC Chief Operating Officer.

- OCLS will move to an entirely online web-based process for accepting job applications. The new job page will work like job boards such as Monster.com. Applicants will be able to apply directly from the jobs section posted on our website. The entire process is handled electronically – so it will not only be an efficient process, but a green one as well.

- The current events webpage Flu Prevention was promoted on www.ocls.info and received 957 views. This page was created to meet the information needs of the community concerning the H1N1 flu. Thanks were given to Reference Central for their participation in this project.

- The Gardening Virtual Gallery was promoted on www.ocls.info and received 927 views. Thanks were given to Reference Central for their participation in this project.

- The following Virtual Galleries were promoted on www.ocls.info : Mother's Day – 680 views, National Music Week – 463 views, National Pet Month – 523 Views, and Severe Weather – 356 views. Thanks were given to Reference Central for their participation in this project.

- The “Share This” tag was added to www.ocls.info on May 12th. This allows visitors to the www.ocls.info website to share the Web page or content of their choosing through email or on a wide variety of social networking sites including Facebook and Twitter. 51 items were shared using the “Share This” tag with 32 of those being shared to Facebook.

- This summer we are presenting the **Adult Summer Reading Club**. The theme for this year is Book BINGO. Joining the club is very easy and customers will have fun participating! ASR-Club events will run from Saturday, June 13 through Saturday, July 25.

Customers will also be able to share their book reviews on a moderated blog, <http://blog.ocls.info/bookbingo>. They may also submit their registration and weekly entries through the blog.

Each week, customers who read a book or participate in an **ASRC** activity can enter for a weekly drawing for a prize pack. Adult Summer Reading Club activities include the Books & Biscotti Book Talks at Main, as well as other scheduled adult program. The deadline for submitting the entry form to the library is listed on each week’s slip. Customers also have the option of playing Book BINGO. By completing a BINGO on the card (up/down/diagonally) and submitting the grand prize entry form, customers will be entered into a drawing for 4 sky-box seats at an Orlando Magic game.

- OCLS has secured Olympic Champion swimmer Dara Torres to speak at the Orlando Public Library on Saturday, October 10. Torres made history by winning three silver medals at the age of 41 and has a new book out called *Age is Just a Number*. We look forward to having her share Olympic-size words of wisdom with the community in October.

- A Social Media Hub has been created on the OCLS website to showcase all the ways the library system is tapping into social media to communicate with the community. The new OCLS Social Web page [OCLS Social](#) includes all of our current Social Networking sites including Twitter, Facebook, YouTube and more.

- The June *Books & Beyond* newsletter features the WebTopicks 10-week program. This program is quite similar to OCLS Learn 2.0 and 2.1. Only now WebTopicks is available to the public. WebTopicks consists of 10 units. These units will cover a number of topics including: blogs, RSS Feeds, podcasting, social networking, language learning and much more. Units are released weekly and will remain open for the entirety of the program. The first unit will be available on June 15. Users who complete all 10 missions will be eligible to win skybox tickets to an Orlando Magic home game.

- OCLS provided Speakers Bureau Presentations at the Orange County Employee Academy on Friday, May 22, and with Aloma High School on May 26 and 28. The Aloma High School presentations reached 134 students.

- The Friends *Gifts & Greetings* store on the first floor of the Orlando Public Library continues to diversify its merchandise selection. Recently added items include gift wrap, gift bags, Webkinz and trendy jewelry. Currently, a nice selection of Graduation and Father’s Day cards are available in the store.

- In order to prepare the public for Hurricane Season, OCLS has launched a [Hurricane Preparedness Virtual Gallery](#). This is designed to assist patrons to be fully prepared for possible future storms. It provides hurricane information, evacuation routes and maps, preparedness tips, and videos on how to secure your home. Hurricane season runs from June 1 through November 30.

- In order to help the public during these tough economic times, the E-Government Team and the Digital Content Team created a new [eGovernment Web Portal](#). This new digital resource combines assistance on the

Local, State, and Federal level. It is aimed to help patrons find information on the services they need, such as food stamps, temporary cash assistance, unemployment, as well as many other government services.

- To help promote the library's various upcoming programs, products and services, OCLS has created a bank of email signature graphics for staff to use. Employees can now access a wonderful array of such signatures on the Staff Intranet under the digital assets section. This way, employees take a shared responsibility in marketing the library, and help do so in a fun, creative and attractive way with each and every email they send.

- To help our patrons grow and blossom, OCLS has assembled useful information on Florida gardening in our revamped [Gardening Virtual Gallery](#). This [Virtual Gallery](#) provides answers to questions about lawns, great landscaping ideas, tips on growing colorful flowers, vegetables, and more!

- The May Second Saturday Program featuring Dr. David Guggenheim, aka the *Ocean Doctor*, was enjoyed by 70 people. OCLS was selected as a stop on the Ocean Doctor's *50 Years . . . 50 States . . . 50 Speeches* tour. Guggenheim shared tales from his many voyages in the deep blue sea and important messages on ocean conservation.

- On March 7, 2009, sixteen OCLS employees participated in the Juvenile Diabetes Research Foundation's Walk to Cure Diabetes and raised a total of \$1,070.

- The Friends of the Library Spring Book Sale was the biggest Spring Sale on record – bringing in \$6,145.

- www.MSN.com videotaped a segment for the show *Homeroom Moms* at the Southwest branch on Wednesday, May 20. The segment focused on the rich array of resources available for home-schooling moms at the library. It will be posted on msn.com shortly.

- Natalie Houston, Youth Outreach Coordinator, had the chance to play a game show host at Orange County Public School's 14th Annual Battle of the Books on April 28. Teams from each Middle School faced off in a book trivia game. Questions were based on the content Sunshine State Books. The Battle was a fun way to encourage students to read the books and reward teens that excel as bookworms. Thanks to OCPS for inviting us to participate!

- The annual Employee Health Fair was held 4 June with representatives from many of the areas health and care providers participating, including United Health Care MedCom, Track Shack, American Heart Association, CentraCare, Longwood Healing Center and Spa. 139 employees participated in the event.

- The Orange County Library System's Orlando Memory project was the subject of a Florida Flashback column in the *Orlando Sentinel* on Sunday, May 11.

- OCLS hosted a Red Cross bloodmobile at the Main Library on Wall Street on Tuesday, May 5. Seventeen employees donated blood and shared the gift of life.

- The Staff Association hosted the Annual Employee Picnic at Blanchard Park over the Memorial Day weekend. Attendees enjoyed Bubbalou's Bodacious BBQ, a 7-in-1 bounce house for the little ones there, games and more! Nearly 150 people attended the picnic.

- OCLS will participate in the following upcoming community events:

- June 6 Nathaniel's Hope 6th Annual Make'm Smile Event
- June 13 International Academy of Design & Technology Summer Bash
- October 24 Commissioner Diamond's Fall Picnic

What's Happening in the Branches

Alafaya

- Family Movie Day on May 2nd was a big hit! Alafaya had 21 people enjoy the film "Bedtime Stories".
- 14 people attended Bedtime Storytime hosted by Yamell Rodriguez and Adriana Torres.
- Rock Out @ Alafaya had eight participants playing Rockband.
- Twelve children enjoyed reading to the dogs at the Paws to Read program!
- Nine people learned how to draw at the Drawing 101 event on May 21st.
- Alafaya hosted a Preschool Tea Party on Saturday, May 23. Jenny Rivera entertained a crowd of 50 people with the help of staff members Adriana Torres and Misty White. The participants enjoyed stories, crafts and cupcake decorating!

Eatonville

- May began by celebrating National Barbecue month on May 4th with Bubbalou's Bodacious Barbecue. 25 patrons, feasted on delicious pulled pork, sliced beef, baked beans, coleslaw and rolls while learning successful tips on how to make your barbecue the best.
- The Eatonville Branch first Mother/Daughter tea was held on Saturday, May 9th. The meeting room was transformed into an afternoon of mothers and daughters getting to know each other and having a fun time. There was a total of 14, with one of the guests (Ms. Williams) being the mother of the 2004 Miss America winner Erica Dunlap. Ms. Williams surprised the girls with an autograph picture of her daughter.
- The Crafty Wednesday programs presented by Laura O'Donnell continue to be a success. A total of 30 children and teens attended our programs on May 6th and 20th. The craft programs have established a regular following and the parents love having events for their children to attend in the afternoon.
- Helpful Hands Foundation was on hand to provide information on Foreclosure Assistance to 8 adults on May 12, 2009.
- Stacian Thompson's Saturday at the Movies on May 16th was enjoyed by nine children as they feasted on cookies and punch.
- The month ended with Sonya Surgeont presenting our Teen Sunburn program. The guests made sun visors, friendship bracelets, while watching Shark Tale and staying cool by feasting on freeze pops!

Edgewater

- On May 4, Edgewater's patrons enjoyed a live concert featuring John Cunningham in celebration of National Music Week. There were 25 attendees.
- On May 23, Edgewater held its "Reading is a Hoot" program as part of the One Book, One Community partnership. Children enjoyed stories, activities and crafts inspired by the best-selling novel Hoot by Carl Hiaasen. There were 23 attendees.

Herndon

- The "Wildflowers Abound" program was held on Saturday May 9th. Attendees learned about native Florida wildflowers and received free seeds and germination and care instructions. Ten people attended.
- Herndon Librarian Joan McSween presented "Fiber to Yarn 101" on May 23rd. The program included a presentation explaining the origins of wool and plant fibers that can be spun into yarn. The presentation was followed by a hands-on demonstration of hand spinning using a drop spindle. All were fascinated, and one patron took the time to submit an OCLS comment card praising Ms. McSween for sharing her talents.
- The current Citizenship Inspired class has nine participants. La Prensa newspaper has contacted OCLS about writing an article and interviewing willing participants for the article highlighting the Library's proactive involvement to this community.

Hiawassee

- On Tuesday, May 5th, there were 26 people for the "Curious George Adventure Program" and on Saturday, May 9th there were 24 people for the "Music in the Library Program."

●On Tuesday, May 26th, a date for new DVD releases, a patron pulled into the parking lot on his riding lawn mower! Obviously, the library has become such a popular destination that users will get here by any means necessary. This was a first for Hiawassee Branch.

North Orange

●The story time programs continue to draw big crowds to North Orange on Wednesday mornings. On May 27, there were 46 participants in Storybook Fun and 53 in Toddler Time. On this same day, a patron called to compliment the staff and programming at North Orange, as reflected in this message sent by Questline staff; "Patron wanted to tell us that she loves the story times at North Orange. She stated that she has taken her granddaughter there since she was two months old and she has advanced so much."

●Indeed, preschool programs are a popular draw for North Orange patrons. On May 5, North Orange hosted a Preschool Tea Party. 49 participants enjoyed stories and games geared toward children ages 3 through 5.

● North Orange celebrated National Music Week (May 4 - 10) by hosting performances by two local musicians; Patrick Burke and Gio Andollo. Both performers provided Library patrons with a variety of lively acoustic music.

●North Orange teens enjoyed Anime Day on May 2 with Manga inspired crafts and Anime classics. This program proved to be a success with 16 enthusiastic teens joining in to share their fondness for all things Anime.

●Teens also participated in "Teen Sunburn" on Saturday, May 9. This program was a celebration to kick-off summer with beach-themed crafts, popcorn, drinks and the movie "Surf's Up!" Thirteen teens participated in this program.

South Creek

●The May Library Board Meeting of Trustees met at South Creek on May 14. Diana Franco and Loida Garcia presented a slide show of what makes South Creek unique.

●The annual Spring Fling, held on Saturday, May 16, attracted 258 visitors. There was a live band, DreamCatcher; entertain with acoustic music from the 60's 70's and 80's. A story time completed the day. 29 participants heard stories and assembled crafts. Well over 1200 people stopped by during the course of the day. The idea for the program was the brainchild of Diane Williams.

●The branch started Citizenship Inspired classes, which help people pass their tests for citizenship. This program is normally held in the computer lab, which seats 12 people, but by changing the set up of the classes, the attendance was doubled. The first class had 27 in attendance. This 6 week course is taught by Jorge Aviles, Loida Garcia, and Kory Hinze.

●Diana Franco visited Cypress Park elementary and talked to over 400 children about the Summer Reading Program, which begins at South Creek on June 10.

●The gaming nights continue to attract teens and children. Offered twice a month, we average about 15 kids who enjoy the Wii, X-box and Playstation offerings.

●The branch has offered 102 classes so far in May. Attendance is 714 people. South Creek continues to lead the system in having the highest attendees per class.

● At the two English Chatter events, a total of 59 people attended the program to enjoy practicing English in an informal setting.

● Reshard Ausserlechner, the branch librarian, has been presenting a series of programs demonstrating OCLS databases. The attendance has ranged between four and ten patrons for each session.

South Trail

●South Trail started the third session of Citizenship Inspired with 7 members in the current class. All of the former participants who have taken their citizenship test have passed. Junelle Pierre and Myriam Delien have done an outstanding job with this program.

●Linda LaGrace presented a program on May 16 about Haitian Creole culture called "Being Different is Cool." 35 people attended and food was provided by the local Haitian Restaurant "Bon Appetit"

●Junelle Pierre sponsored a program on May 14 by the Legal Aid Society on how to obtain free legal service. Seven people enjoyed this presentation.

- Azoria Williams invited Carol Mundy to display her doll collection on May 15. Over 30 people admired her collection.
- Practice Makes Perfect continues to be a success with an average of 12 people attending classes on Wednesday evenings learning how to speak English.
- Alice Grace wrapped up her SuperStarz presentations by celebrating the start of summer with her Rock Lake students.

Southeast

- PAWS to Read pups and volunteers read to 7 children at the Southeast Branch on Saturday, May 2, 2009.
- Trace Academy sent their second graders to Southeast Branch on May 1, 2009. 12 students received goody bags filled with book marks, pencil sharpeners, and program information. Students enjoyed their educational field trip to tour the branch.
- Wii love gaming at Southeast Branch played Wii games on Tuesday, May 12, 2009. Six teens participated.
- Southeast Branch hosted an *Anime Day* event on Thursday, May 7, 2009. The program was a huge success with total program attendance of 42.
- Southeast Branch's Teen Sunburn program was too much fun for 47 participants who attended the program on May 14, 2009. Youth played beach volleyball, danced the limbo and had a hula hoop contest. Participants created and decorated colorful fish out of paper plates which are hanging in the Branch's children's department.
- Southeast Branch hosted a display table for 'Florida School Choice' on May 13, 2009. A representative gave out information and spoke to 14 patrons regarding their agencies and programs in the community.
- Florida's Blood Centers *Big Red Bus* parked at the Southeast Branch on Monday, May 18, 2009. 15 donors got on the bus!
- Bubbalou's Bodacious Bar-B-Que dished out free tasty samples at the Southeast Branch on May 18, 2009. Patrons really ate up the program....42 to be exact.
- What's in your Tummy? Southeast Branch staff Jimmy Clarke & Jose Ubarri, with the help of volunteers, conducted the youth program *Bubbleguts: Tummy Trouble* on Saturday, May 23, 2009. Kids snacked on dirt cups filled with gummy worms and drank green slime juice. Over **71** participants attended! Kids were blindfolded to explore & identify more gross food items.
- Children's Storybook Fun, Toddler Time and Tiny Tales continue to draw crowds on Wednesday mornings at the Southeast Branch. In the month of May 2009, the branch served 565 participants! That is an average attendance of 35 individuals per program.

Southwest

- Southwest kicked off the month with a May Day Celebration hosted by circulation clerk Karola Modenesi. Children celebrated the start of May with crafts, stories and a Maypole dance. 9 patrons attended this event on May 2nd.
- Also in May, Southwest celebrated an ancient form of healthcare with two acupuncture events. On May 2nd, 23 patrons attended Acupuncture and Weight Loss. Dr. Elena Farrance, director of the Center for Holistic Health and Education, hosted the event explaining the positive effects of acupuncture on weight loss.
- On May 12th, Acupuncture and Chinese Herbs for Allergies, Asthma and Sinus Congestion was attended by 12 more patrons. This event was hosted by Dr. Michelle O'Shaughnessy from the Aesthetic Acupuncture Clinic in Orlando.
- 35 patrons attended our Bodacious Barbecue event on the night of May 11. Bubbalou's Bodacious BBQ set up in front of our branch and shared samples and some of their secrets for great barbeque with the public.

Washington Park

- Hola, (Hello) May 5th was the day to celebrate Cinco de Mayo at Washington Park with 44 in attendance. The time was filled with arts & crafts, music, a Spanish matching game and story time. The patrons practiced Spanish words and had fun playing musical chairs. Shante Porter assisted Ria Perez with the crowd of excited children and their family. Hasta luego! (See you later!).

West Oaks

- West Oaks staff presented a “Comics for Tweens” program on Saturday, May 2nd with 23 tweens in attendance. The Coliseum of Comics store donated comic books to all the tweens who came for the program.
- The WorkForce Central Florida computer helper has been busy assisting patron with forms and applications.
- When families arrived on the wrong date for our Bed Time Story program, the branch librarian presented an impromptu program that was enjoyed by all of the participants.

Windermere

- The "Princess Tea Party" program held on May 2, was a great success! The girls were presented with "Tiaras" as they introduced themselves at the beginning of the program. Activities included playing the Cinderella Shoe Hunt and making wands fit for a princess. Total attendance was 18, 10 girls and 8 adults. Afterwards they enjoyed cookies and punch.
- Our Cinco de Mayo program "Viva Mexico" held on May 5, was a lot of fun for everyone. The children and moms decorated paper plates to make maracas and snacked on chips and salsa while listening to traditional Mexican music. Afterwards the children pretended to whack a pinata filled with special treats. There was a total of 22 attendees.
- In celebration of "National Music Week" Windermere hosted performances by two local musicians. Matt the "Saxman" performed on Tuesday, May 5, and Austin Miller on Wednesday, May 6. The music really added a lively touch to a library visit. The branch received favorable comments from our patrons and requests for more music.
- Windermere's Wacky Wednesday Arts & Crafts program was held on May 13. The children decorated paper plates to make Frisbees and had a blast tossing them around. Total attendance was 30, 19 children and 11 adults.
- Our monthly Third Thursday Pajama Jamboree program held on May 21, had a total attendance of 20, 12 children and 8 adults. Yvonne Wisdom read aloud "Sleepover Larry" by Daniel Pinkwater and assisted the children with decorating their polar bear handouts using cotton balls. Afterwards the children enjoyed milk and cookies.

Winter Garden

- Bedtime Stories was a big hit on our First Thursday Night Movie on May 7th. A whopping 56 people attended to enjoy the movie and free popcorn.
- Winter Garden continues to have high attendance in our story programs, especially our Toddler Time; this month the highest Toddler Time attendance was 100 on May 20th! Storybook Fun on that same day drew an all time high attendance of 70! Thanks to our talented OCLS story tellers for bringing in the kids and parents!
- On May 21st 6 little ones enjoyed bedtime stories and activities in their favorite pajamas. The program was conducted by Liz Seiltgen.

**Orange County Library System
Board of Trustees Meeting
Thursday, June 11, 2009**

**Public Comment:
Non-Agenda Items**