

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

Board Packet for August 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*

August 7, 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, August 13, 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
August 13, 2009
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

09-107 I. **Call to Order**

09-108 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 .

09-109 III. **Approval of Minutes: Library Board of Trustees Meeting ~ July 9, 2009**

09-110 IV. **Staff Presentation: Workforce Central Florida Program ~ Edward Booker**

09-111 V. **Financial Statements and Summaries: July 2009**

09-112 VI. **Statistics and Summaries: July 2009**

09-113 VII. **Action Items**

09-114 **Consent Agenda**

09-115 **Approval of Required Documents for State Aid to Libraries Grant for Fiscal Year ending September 30, 2010**

- State Aid to Libraries Grant Agreement
- Certification of Credentials - Single Library Administrative Head

09-116 **Strategic Plan Add On Year: FY 2012**

09-117 **Library Board of Trustees Meeting Schedule ~ FY 2010**

- 09-118 **Materials Management Policy Revision**
- 09-119 **After Hours Event: Request to Serve Alcohol**
- 09-120 III. **Discussion and Possible Action Items**
- 09-121 IX. **Information**
- 09-122 **Director's Report**
- 09-123 **Public Comment: Non-Agenda Items**

X. **Adjournment**

Next Meeting Dates: September 9, 2009 ~ Eatonville Branch Library 200 East Kennedy Boulevard; Eatonville, Florida 32751.

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, August 13, 2009**

Call to Order

Orange County Library System Board of Trustees Meeting Thursday, August 13, 2009

Public Comment

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**Orange County Library System
Board of Trustees Meeting
Thursday, August 13, 2009**

**Approval of Minutes: Library Board of
Trustees Meeting ~ July 9, 2009**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
July 8, 2009
Washington Park Branch Library
5151 Raleigh Street; Suite A
Orlando, Florida 32811
407.835.READ (7323)

- 09-091 I. **Call to Order**
- Library Board Present: James Tyson (7/1); Ted Maines (7/1); Richard Maladecki (7/1); Guy Houk (7/1)
- Library Board Absent: Sara Brady (7/3)
- Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Craig Wilkins; Wendi Bost; Renae Bennett; Eric Atkinson; Tracy Zampaglione; Kathryn Robinson; Milinda Neusaenger

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

- 09-092 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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- 09-093 III. **Approval of Minutes: Library Board of Trustees Meeting ~ June 11, 2009**
- Trustee Maines, seconded by Trustee Maladecki, moved to approve the minutes for the June 11, 2009 Library Board of Trustees Meeting. Motion carried 4-0.
- 09-094 IV. **Staff Presentations:**
- **Welcome to Washington Park ~ Patsy Williams & Anthony Bradburn**
 - **Circulation Station ~ Jim Myers**
 - **World Refugee Day ~ Kris Woodson**
- 09-095 V. **Financial Statements and Summaries: June 2009**

Comptroller Bob Tessier gave a presentation regarding reserves. Discussion ensued regarding the parameters of a forthcoming draft reserve policy and the need for sufficient reserves. The Board agreed that there needs to be some flexibility in the policy and that staff need to continue pursuing reserve policies from other libraries. President Tyson requested that the library's general counsel be involved with the drafting of the policy. Comptroller Tessier explained that a fine balance needs to be struck between maintaining sufficient reserves while providing resources to the fund annual operating budget.

09-096 VI. **Statistics and Summaries: June 2009**

Assistant Director Debbie Moss stated that there have been extraordinary circulation increases in the month of June. There were nine days in which the system circulation was over 30,000.

09-097 VII. **Action Items**

09-098 **Application for a Public Library Construction Grant for Chickasaw Location**

Trustee Maladecki, seconded by Vice President Houk, moved to approve the reapplication process for the Public Libraries Construction Grant. Motion carried 4-0.

09-099 **Budget for the Fiscal Year Ending September 30, 2010**

Comptroller Tessier gave a presentation regarding the Budget for FY 2010, entitled *Making the Most of Less*. He explained that with the current economic situation, the library is in the position of providing as many services as possible, but with less revenue. Discussion ensued regarding the budget and the various measures proposed in order to reduce expenditures.

Vice President Houk, seconded by Trustee Maladecki, moved:

1. to approve the FY 2010 budgets for the Operating, Capital Projects, Sinking, and Branch Debt Service Funds.
2. to recommend to the Library Governing Board that the Library District's millage be maintained at .3748 for FY 2010.

Motion carried 4-0.

09-100 III. **Discussion and Possible Action Items**

09-101 **Strategic Plan FY 2009: 3rd Quarter Update**

Vice President Houk stated he is pleased to see the progress the Staff has made with the Strategic Plan.

08-102 **Director's Goals FY 2009: 3rd Quarter Update**

08-103 **Librarian's Initiative Summary**

09-104 IX. **Information**

09-105 **Director's Report**

•The Orange County Library System has opened a new exhibit in the Downtown Orlando's new Glimpse Gallery located at the Downtown Orlando Information Center, where the Downtown Arts District will showcase six non-profit organizations. The library's exhibit opened Monday, July 6, and we are the first featured organizations over the course of one year. These non-profits will utilize the 400 square-foot space, providing Orlando-area residents and visitors with information about their business.

The timeline for participating organizations is as follows:

- July/August 2009, Orange County Library System
- September/October 2009, Wells' Built Museum of African American History
- November/December 2009, SAK Comedy Lab
- January/February 2010, Florida Theatrical Association
- March/April 2010, Orlando Ballet
- May/June 2010, Orange County Regional History Center

The Downtown Information Center and Glimpse Gallery will be open Monday through Friday from 9:00 a.m. to 5:00 p.m. The Glimpse Gallery will also host a special reception on the Third Thursday of each month from 6:00 p.m. to 9:00 p.m., participating in the Downtown Arts District's monthly Third Thursday Gallery Hop. The Downtown Arts District hopes to raise awareness about these great cultural amenities.

•OCLS has been invited to join a group of the 20 highest-circulating libraries in the country – *The Library Group*. OCLS is in very elite company and ranks 19th in North America, right up there with Toronto, Los Angeles, L.A. County, Queen's, and Brooklyn. OCLS, along with Las Vegas-Clark County, was invited to join. In the new Public Library Data Service Statistical Report 2009 the two library systems ranked 19th and 20th respectively in total circulation in North America. The combined annual circulation for *The Library Group* is now 365,494,780!

•The winning band from the Teen Battle of the Bands *Before You Exit*, (students from Boone HS, Edgewater HS and Lee MS) got an offer to play at the Hard Rock after being viewed on the live stream of their performance at OCLS.

•The Children's Department outdid themselves this year. The multitude of donations, prizes and incentives for Children's and Teen's programming that was obtained this year was enough for all locations for the Summer Reading Program. It was a group effort and nearly \$210,000 in donations was raised this year. Kudos to Children's!

•The Library would like to experiment with a Red Box DVD vending machine by installing outside of a branch so that customers can rent movies. Brief discussion ensued and the Board consensus was favorable.

09-106

Public Comment: Non-Agenda Items

President Tyson adjourned the meeting at 9:16 p.m.

X. Adjournment

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**Orange County Library System
Board of Trustees Meeting
Thursday, August 13, 2009**

**Staff Presentation: Workforce Central
Florida Program ~ Edward Booker**

**Orange County Library System
Board of Trustees Meeting
Thursday, August 13, 2009**

**Financial Statements and
Summaries: July 2009**

Orange County Library System

Financial Statement Highlights

Ten Months Ended July 31, 2009

The following is a brief description of the three sets of financial statements included in this section of the Board packet:

Operating Fund Revenue and Expenditure Summaries

These are the typical financial statements included in each monthly Board packet.

Operating Fund FY 09 Budget Projection

These statements show estimates for each revenue and expenditure line item through the end of the current fiscal year as compared to the current year's budget. In total, we expect to collect about \$112,000 more in revenue than what was budgeted and spend \$2,255,000 less. The reduction in spending was very deliberate on our part in order to increase our reserves heading into the difficult years ahead. While the current year's budget was based on *using* \$922,000 of reserves, the attached estimates we will *create* reserves to the tune of \$1,445,000. The estimate of reserves at the end of the current fiscal year is approximately \$10,839,000. It should be emphasized that these numbers are based on projections and we won't know the actual numbers until early December.

Operating Fund Budget Projections FY 10 – FY 14

The purpose of these projections is to try to forecast where we may be heading. Since these projections are several years in the future, the numbers are based on guesses and assumptions. The percentage changes for ad valorem tax revenues were supplied by the State. Given that the projections are based on assumptions, the margin for error is very large. For any year, the bottom line, or "Hole to be Plugged", could be off by as much as \$1,000,000. For example, if the Legislature eliminated State Aid, the \$925,000 included in next year's budget would disappear. If the stock market recovers quickly, the impact would be lower required contributions into the Defined Benefit Pension Plan. The attached assumes 5% annual increase in health and dental insurance premiums but they could easily be much higher. The attached also assumes we could spend reserves down to \$5,500,000. We understand the Library Board may decide a different reserve guideline is more appropriate. The higher the reserve requirement, the larger the numbers on the "Hole to be Plugged" line item become.

The numbers shown on the "Hole to be Plugged" line in the attached must not be viewed as specific destinations but rather, a direction we may be heading. The numbers on this line are obviously sobering and have the Administrative Team's attention. We have been discussing this financial picture and evaluating what changes need to be made in the future to better position the Library. For example, since March, 48 staff have left the Library and have not been replaced. The reduction in salaries from these vacated positions places the Library in a better financial position heading into next fiscal year..... and beyond.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Ten Months Ended July 31, 2009**

	ANNUAL BUDGET	YTD ACTUAL	(10 month=83%)
AD VALOREM TAXES	36,007,392	36,129,588	100.3%
INTERGOVERNMENTAL			
State and Federal Grants	100,000	169,135	169.1%
State Aid	1,145,000	928,282	81.1%
	<u>1,245,000</u>	<u>1,097,417</u>	<u>88.1%</u>
CHARGES FOR SERVICES			
Fee Cards	13,000	10,652	81.9%
Premium Cards	2,000	0	0.0%
PC Pass (\$10 for 7 days)	25,000	11,574	46.3%
PC Express (\$5 for 1 hour)	5,000	16,541	330.8%
Additional PC Sessions	0	875	
Classes / Virtual Computer Classes	3,000	2,010	67.0%
Copy & Vending, Value Card	175,000	146,355	83.6%
Meeting Rooms	30,000	40,033	133.4%
Fax	12,000	13,791	114.9%
Scanner	0	225	
Computer Booklets	0	272	
Ear Buds and Jump Drives	0	6,397	
Reference Charges	0	235	
Online Book Sale	0	211	
Disk Sales	1,500	1,811	120.8%
Orange Bag Sales	7,500	11,754	156.7%
MAYL/PEP Advertising	0	3,990	
ILL Charges	0	835	
	<u>274,000</u>	<u>267,560</u>	<u>97.6%</u>
FINES			
Fines	1,985,000	1,353,900	68.2%
Lost Materials	115,000	75,292	65.5%
	<u>2,100,000</u>	<u>1,429,192</u>	<u>68.1%</u>
MISCELLANEOUS			
Investment Earnings	450,000	186,312	41.4%
Rent	9,000	4,221	46.9%
Contributions - Friends of Library	107,000	47,074	44.0%
Contributions - Fund Raiser	0	8,705	
Contributions - Others	25,000	24,507	98.0%
Miscellaneous	50,000	69,328	138.7%
Grants & Awards	0	77,207	
	<u>641,000</u>	<u>417,354</u>	<u>65.1%</u>
TRANSFER FM PROP APPRAISER	36,000	0	0.0%
TRANSFER FM TAX COLLECTOR	300,000	0	0.0%
TOTAL REVENUES	<u><u>40,603,392</u></u>	<u><u>39,341,111</u></u>	<u><u>96.9%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Ten Months Ended July 31, 2009**

	ANNUAL BUDGET	YTD ACTUAL	(10 month=83%)
SALARIES & BENEFITS			
Salaries	15,083,747	12,679,819	84.1%
Medicare Taxes	218,714	179,820	82.2%
Defined Contribution Pension Plan	1,131,281	960,417	84.9%
Defined Benefit Pension Plan	950,193	961,248	101.2%
Money Purchase Pension Plan	378,448	323,206	85.4%
Life and Health Insurance (Employees)	2,575,455	1,799,821	69.9%
Retiree Health Care (OPEB)	1,316,492	968,960	73.6%
Worker's Compensation	122,972	98,519	80.1%
Unemployment Compensation	12,000	10,138	84.5%
Parking & Bus Passes	214,722	188,417	87.7%
	22,004,024	18,170,365	82.6%
OPERATING			
Professional Services	330,000	272,324	82.5%
Other Contractual Services	931,000	677,120	72.7%
Other Contract. Serv.- Janitorial	331,000	242,529	73.3%
Training and Travel	100,000	70,669	70.7%
Telecommunication	325,000	253,962	78.1%
Delivery and Postage	1,513,000	1,418,960	93.8%
Utilities	1,182,000	805,234	68.1%
Rentals and Leases	1,018,000	826,008	81.1%
Insurance	300,000	218,394	72.8%
Repair and Maintenance	1,200,000	782,906	65.2%
Repair & Maint. - Hardware/Software	407,000	347,975	85.5%
Copying/Printing	317,000	257,226	81.1%
Property Appraiser's Fee	300,000	294,434	98.1%
Tax Collector's Fee	725,000	682,077	94.1%
Supplies	950,000	717,046	75.5%
Supplies-Hardware/Software	500,000	113,345	22.7%
Memberships	25,000	17,792	71.2%
Contingency	325,000	0	0.0%
	10,779,000	7,998,000	74.2%
CAPITAL OUTLAY			
Building and Improvements	1,450,000	1,415,165	97.6%
Equipment and Furniture	300,000	79,626	26.5%
Hardware/Software	300,000	240,734	80.2%
	2,050,000	1,735,525	84.7%
LIBRARY MATERIALS			
Materials - Rest. Contributions	22,000	33,118	150.5%
Materials - Other	5,000,000	4,190,191	83.8%
	5,022,000	4,223,309	84.1%
TRANSFERS TO OTHER FUNDS			
Branch Debt Service Fund	293,000	204,729	69.9%
Capital Projects Fund	1,377,000	229,500	16.7%
	1,670,000	434,229	26.0%
TOTAL EXPENDITURES	41,525,024	32,561,428	78.4%

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Ten Months Ended July 31, 2009**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(10 month=83%)</u>
REVENUES			
Transfer From General Fund	293,000	204,729	69.9%
Investment Earnings	10,000	5,145	51.4%
TOTAL REVENUES	<u>303,000</u>	<u>209,874</u>	<u>69.3%</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
Ten Months Ended July 31, 2009**

	ANNUAL BUDGET	YTD ACTUAL	(10 month=83%)
REVENUES			
Transfer From General Fund	1,377,000	229,500	16.7%
Investment Earnings	100,000	57,553	57.6%
TOTAL REVENUES	1,477,000	287,053	19.4%
EXPENDITURES			
Land (Future Branches)	5,000,000	0	0.0%
TOTAL EXPENDITURES	5,000,000	0	0.0%

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Ten Months Ended July 31, 2009**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(10 month=83%)</u>
REVENUES			
Investment Earnings	9,000	4,746	52.7%
TOTAL REVENUES	<u>9,000</u>	<u>4,746</u>	<u>52.7%</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
July 31, 2009**

ASSETS

Cash on Hand	6,595
Equity in Pooled Cash	494,856
Equity in Pooled Investments	16,679,271
Accounts Receivable	4,467
Inventory	267,592
Prepays	225,723
Other Assets-Deposits	<u>9,315</u>
TOTAL ASSETS	<u><u>17,687,818</u></u>

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

LIABILITIES

Unclaimed Disbursements	1,153
Retainage Payable	43,833
Accrued Wages Payable	538,925
Accrued Sales Tax	102
Accrued Fax Tax	137
Due To Friends of the Library	4,013
Employee Payroll Deductions	
Savings Bonds	53
United Appeal	173
Union Dues / COPE	452
Daughters of American Revolution	1,434
Staff Association	1,707

TOTAL LIABILITIES	591,981
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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	6,779,682

TOTAL FUND BALANCE	17,095,837
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TOTAL LIABILITIES & FUND BALANCE	<u>17,687,818</u>
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ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
July 31, 2009

	<u>BALANCE</u> <u>06/30/09</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> <u>07/31/09</u>
OPERATING				
Equity in Pooled Cash	243,432	5,317,924	(5,066,500)	494,856
Equity in Pooled Investments	<u>17,812,723</u>	<u>1,200,000</u>	<u>(2,333,452)</u>	<u>16,679,271</u>
	18,056,155	6,517,924	(7,399,952)	17,174,126
BRANCH DEBT SERVICE				
Equity in Pooled Investments	<u>525,967</u>	<u>498</u>	<u></u>	<u>526,464</u>
SINKING				
Equity in Pooled Investments	<u>484,945</u>	<u>459</u>	<u></u>	<u>485,403</u>
CAPITAL PROJECTS				
Equity in Pooled Investments	<u>5,922,195</u>	<u>5,602</u>	<u></u>	<u>5,927,797</u>
SELF FUNDED HEALTH				
Equity in Pooled Cash	59,887	199,526	(259,413)	0
Claims Payment Checking Account	28,000	96,617	(96,617)	28,000
Equity in Pooled Investments	<u>1,872,508</u>	<u>106,631</u>	<u></u>	<u>1,979,139</u>
	1,960,395	402,774	(356,030)	2,007,139

ORANGE COUNTY LIBRARY DISTRICT
GENERAL POOLED INVESTMENTS
July 31, 2009

<u>INVESTMENT TYPE</u>	<u>DOLLARS</u>	<u>% PORTFOLIO</u>
CERTIFICATES OF DEPOSIT	13,124,614	51%
MONEY MARKET FUNDS		
Federated Treasury Obligations Fund	5,039,320	20%
Federated Government Obligations Fund	1,885,312	7%
Invesco AIM Treasury Fund	5,530,347	22%
STATE BOARD OF ADMINISTRATION		
Local Government Surplus Trust Fund	<u>18,481</u>	<u>0.1%</u>
TOTAL	<u><u>25,598,075</u></u>	<u><u>100%</u></u>

FY 2009 Budget Projection

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUES
FY09 PROJECTION**

	FY 09 BUDGET	FY 09 PROJECTION	VARIANCE
AD VALOREM TAXES	36,007,392	36,367,000	359,608
INTERGOVERNMENTAL			
Grants	100,000	174,000	74,000
State Aid	1,145,000	928,000	(217,000)
	<u>1,245,000</u>	<u>1,102,000</u>	<u>(143,000)</u>
CHARGES FOR SERVICES			
Fee Cards	13,000	12,000	(1,000)
Premium Cards	2,000		(2,000)
PC Pass	25,000	14,000	(11,000)
PC Express	5,000	22,000	17,000
Classes	3,000	2,000	(1,000)
Meeting Rooms	30,000	48,000	18,000
Faxes	12,000	18,000	6,000
Ear Buds and Jump Drives		7,000	7,000
Disks and Orange Bag Sales	9,000	16,000	7,000
Copy & Vending	175,000	179,000	4,000
Other		8,000	8,000
	<u>274,000</u>	<u>326,000</u>	<u>52,000</u>
FINES & LOST MATERIALS	2,100,000	1,762,000	(338,000)
MISCELLANEOUS			
Investment Earnings	450,000	225,000	(225,000)
Rents	9,000	5,000	(4,000)
Contributions - Friends of Library	107,000	75,000	(32,000)
Contributions - Others	25,000	29,000	4,000
Miscellaneous	50,000	79,000	29,000
Telephone Rebate		209,000	209,000
Grants and Awards		77,000	77,000
	<u>641,000</u>	<u>699,000</u>	<u>58,000</u>
TRANSFER FM PROP APPRAISER	36,000	41,000	5,000
TRANSFER FM TAX COLLECTOR	<u>300,000</u>	<u>418,000</u>	<u>118,000</u>
TOTAL REVENUES	<u><u>40,603,392</u></u>	<u><u>40,715,000</u></u>	<u><u>111,608</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURES
FY09 PROJECTION

	FY 09 BUDGET	FY 09 PROJECTION	VARIANCE
SALARIES & BENEFITS			
Salaries	15,083,746	15,109,000	(25,254)
Medicare Taxes	218,714	213,000	5,714
Defined Contribution Pension Plan	1,131,281	1,131,000	281
Defined Benefit Pension Plan	950,193	1,206,000	(255,807)
Money Purchase Pension Plan	378,448	382,000	(3,552)
Life & Health Insurance (Employees)	2,575,455	2,140,000	435,455
Retiree Health Care (OPEB)	1,316,492	1,125,000	191,492
Worker's Compensation	122,972	99,000	23,972
Unemployment Compensation	12,000	18,000	(6,000)
Parking & Bus Passes	214,722	228,000	(13,278)
	<u>22,004,023</u>	<u>21,651,000</u>	<u>353,023</u>
OPERATING			
Professional Services	330,000	323,000	7,000
Other Contractual Services	931,000	882,000	49,000
Other Contract. Serv.- Janitorial	331,000	307,000	24,000
Training & Travel	100,000	90,000	10,000
Telecommunication	325,000	339,000	(14,001)
Delivery & Postage	1,513,000	1,609,000	(96,000)
Utilities	1,182,000	1,164,000	18,000
Rentals & Leases	1,018,000	1,004,000	14,000
Insurance	300,000	230,000	70,000
Repair & Maintenance	1,200,000	1,000,000	200,000
Repair & Maint. - Hardware/Software	407,000	411,000	(4,000)
Copying/Printing	317,000	338,000	(21,000)
Property Appraiser's Fee	300,000	295,000	5,000
Tax Collector's Fee	725,000	722,000	3,000
Supplies	950,000	900,000	50,000
Supplies-Hardware/Software	500,000	340,000	160,000
Memberships	25,000	20,000	5,000
Contingency	325,000	325,000	-
	<u>10,779,000</u>	<u>9,974,000</u>	<u>804,998</u>
CAPITAL OUTLAY			
Building & Improvements	1,450,000	1,559,000	(109,000)
Equipment & Furniture	300,000	230,000	70,000
Hardware/Software	300,000	300,000	-
	<u>2,050,000</u>	<u>2,089,000</u>	<u>(39,000)</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	22,000	33,000	(11,000)
Materials - Other	5,000,000	5,000,000	-
	<u>5,022,000</u>	<u>5,033,000</u>	<u>(11,000)</u>
TRANSFERS TO OTHER FUNDS			
Branch Debt Service Fund	293,000	293,000	-
Capital Projects Fund	1,377,000	230,000	1,147,000
	<u>1,670,000</u>	<u>523,000</u>	<u>1,147,000</u>
TOTAL EXPENDITURES	<u>41,525,023</u>	<u>39,270,000</u>	<u>2,255,023</u>
NEG=RES USED POS=RES CREATED	(921,631)	1,445,000	
Reserve Balance at 09/30/08		9,394,000	
Projected Reserve Balance at 9/30/09		10,839,000	

**FY 2010 ~ FY 2014
Budget Projections**

	FY10 Budget	FY11 Projection	FY12 Projection	FY13 Projection	FY14 Projection	Comments
REVENUES						
AD VALOREM TAXES	32,049,516	30,254,743	30,648,055	31,352,960	32,450,314	Reduction - 5.6% FY11, Increases - 1.3% FY12, 2.3% FY13 and 3.5% FY14.
INTERGOVERNMENTAL						
State and Federal Grants	100,000	100,000	100,000	100,000	100,000	
State Aid	925,000	825,000	725,000	625,000	525,000	Reduction of \$100,000 per year.
	1,025,000	925,000	825,000	725,000	625,000	
CHARGES FOR SERVICES						
Fee Cards	12,000	14,000	14,000	14,000	14,000	
PC Pass	15,000	15,000	15,000	15,000	15,000	
PC Express	20,000	21,000	21,000	21,000	21,000	
Classes	2,000	2,000	2,000	2,000	2,000	
Meeting Rooms	50,000	50,000	50,000	50,000	50,000	
Faxes	15,000	16,000	16,000	16,000	16,000	
Disks Sales	2,500	-	-	-	-	
Orange Bag Sales	15,000	15,000	15,000	15,000	15,000	
Ear Bud & Jump Drive Sales	9,000	7,000	7,000	7,000	7,000	
Scanners	300	300	300	300	300	
Booklets & Online Book Sales	800	800	800	800	800	
Reference Charges	400	400	400	400	400	
ILL Charges	1,000	1,000	1,000	1,000	1,000	
MAYL Ads	5,000	3,000	-	-	-	
Copy and Vending	187,000	190,000	190,000	190,000	190,000	
	335,000	335,500	332,500	332,500	332,500	
FINES						
Fines and Lost Materials	1,865,000	1,903,000	1,941,000	1,980,000	2,020,000	2% increase per year
MISCELLANEOUS						
Investment Earnings	225,000	275,000	325,000	375,000	425,000	\$50K annual increase based on expected market recovery.
Rents	6,000	6,000	6,000	6,000	6,000	
Contributions-FOL	75,000	64,000	64,000	64,000	64,000	Proposed budget by FOL
Contributions others	30,000	30,000	30,000	30,000	30,000	
Miscellaneous	50,000	50,000	50,000	50,000	50,000	
	386,000	425,000	475,000	525,000	575,000	
TRANSFER FROM PROP APPRAISER	35,000	33,000	34,000	34,000	35,000	
TRANSFER FROM TAX COLLECTOR	350,000	330,000	335,000	343,000	355,000	
TOTAL REVENUES	36,045,516	34,206,243	34,590,555	35,292,460	36,392,814	

**Operating Fund Budget Projections
FY10 through FY14**

	FY10 Budget	FY11 Projection	FY12 Projection	FY13 Projection	FY14 Projection	Comments
EXPENDITURES						
SALARIES & BENEFITS						
Salaries	15,169,718	14,714,626	14,714,626	14,714,626	14,714,626	3% reduction from Fy10 to FY11
Medicare Taxes	219,961	213,362	213,362	213,362	213,362	1.45% of total salaries
Defined Contribution Pension Plan	1,137,729	1,103,597	1,103,597	1,103,597	1,103,597	7.5% of total salaries
Defined Benefit Pension Plan	1,650,045	1,550,045	1,450,045	1,350,045	1,250,045	Reduced \$100k per year, based on market recovery
Money Purchase Pension Plan	391,471	379,727	379,727	379,727	379,727	
Life and Health Insurance (Employees)	2,420,166	2,541,174	2,668,233	2,801,645	2,941,727	5% increases for FY11 - FY14
Retiree Health Care (OPEB)	1,124,658	1,180,891	1,239,935	1,301,932	1,367,029	5% increase per year
Worker's Compensation	125,664	125,664	125,664	125,664	125,664	
Unemployment Compensation	12,000	12,000	12,000	12,000	12,000	
Parking and Bus Passes	235,987	235,987	235,987	235,987	235,987	
	22,487,399	22,057,073	22,143,176	22,238,585	22,343,764	
OPERATING						
Professional Services	310,000	310,000	310,000	310,000	310,000	
Other Contractual Services	926,000	963,040	1,001,562	1,041,624	1,083,289	4% increase based on trends
Other Contract. Serv.- Janitorial	340,000	346,800	353,736	360,811	368,027	2% increase based on trends
Training and Travel	55,000	55,000	55,000	55,000	55,000	
Telecommunication	320,000	336,000	352,800	370,440	388,962	5% increase based on trends
Delivery and Postage	1,576,000	1,607,520	1,639,670	1,672,464	1,705,913	2% increase based on trends
Utilities	1,200,000	1,260,000	1,260,000	1,260,000	1,323,000	5% increase in FY11 and FY14
Rentals and Leases	1,051,000	1,034,199	1,042,097	1,050,074	1,058,131	Based on lease agreements
Insurance	285,000	293,550	302,357	311,427	320,770	3% increase based on trends
Repairs and Maintenance	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	
Repairs and Maint.-Hardware/Software	430,000	451,500	474,075	497,779	522,668	5% increase based on trends
Copying/Printing	346,000	314,100	389,805	409,295	429,760	5% increase based on trends
Property Appraiser's Fee	274,000	282,220	290,687	299,407	308,389	3% increase based on trends
Tax Collector's Fee	641,000	605,095	612,961	627,059	649,006	
Supplies	982,000	969,640	989,033	1,008,813	1,028,990	2% increase based on trends (reduction in FY11 due to Hiwassee RFID tags)
Supplies-Hardware/Software	300,000	300,000	300,000	300,000	300,000	
Memberships	30,000	30,000	30,000	30,000	30,000	
	10,266,000	10,358,664	10,603,782	10,804,193	11,081,905	
CAPITAL OUTLAY						
Building and Improvements	465,000	300,000	50,000	50,000	50,000	FY10 and 11, elevator project
Equipment and Furniture	55,000	50,000	250,000	50,000	50,000	FY12 Phone system replacement
Hardware/Software	175,000	50,000	350,000	50,000	175,000	FY12 Replace switches. FY14 Replace Millenium box.
	695,000	400,000	650,000	150,000	275,000	
LIBRARY MATERIALS						
Materials - Rest. Contributions	14,000	17,100	20,200	23,300	26,400	
Materials - Other	4,750,000	4,750,000	4,750,000	4,750,000	4,750,000	
	4,764,000	4,767,100	4,770,200	4,773,300	4,776,400	
TOTAL EXPENDITURES	38,212,399	37,582,837	38,167,159	37,966,078	38,477,069	
Deficit (Expenditures over revenues)	(2,166,883)	(3,376,594)	(3,576,604)	(2,673,618)	(2,084,255)	
Funded from Reserves	2,166,883	2,000,000	1,172,117	0	0	
Hole to be Plugged	0	(1,376,594)	(2,404,487)	(2,673,618)	(2,084,255)	(8,538,955)
Estimated reserves on hand at year's end	8,672,117	6,672,117	5,500,000	5,500,000	5,500,000	

**Orange County Library System
Board of Trustees Meeting
Thursday, August 13, 2009**

**Statistics and
Summaries: July 2009**

STATISTICAL SUMMARY

July 2009 Statistics for August 2009

Circulation and Door Count

July was another record setting month. In addition to an all time high for monthly circulation, we had our all time single day circulation of 44,460 on Monday, July 6, 2009. All of this was accomplished while being open one day less in July 2009 than we were in July 2008 due the July 4 holiday.

Circulation of our downloadable materials continues to catch on with the addition of new materials. Last year we only had 1,608 downloads and this year borrowers downloaded 4,956, a 208% increase. These circulations are unmediated by staff and can occur 24/7, taking self service use of the Library to a new level.

Library Activities

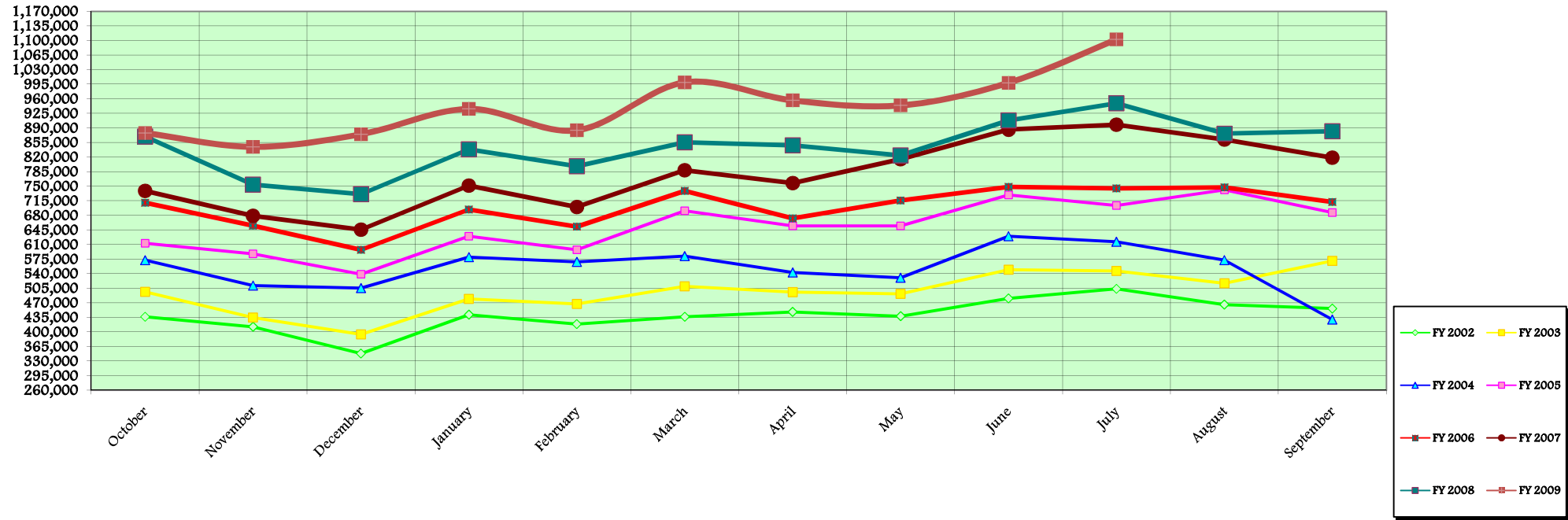
In July 2009, there were 2,589 unique patrons who used the Library's WiFi network a total of 9,718 times. This is the second straight month of all-time record usage. We also had our second highest record month for computer use of 87,649 (previous record March 2009 with 89,383).

Class attendance went up by 35.81% though the number of classes was down 2.59%. This decrease is likely accounted for by the additional closed day in 2009.

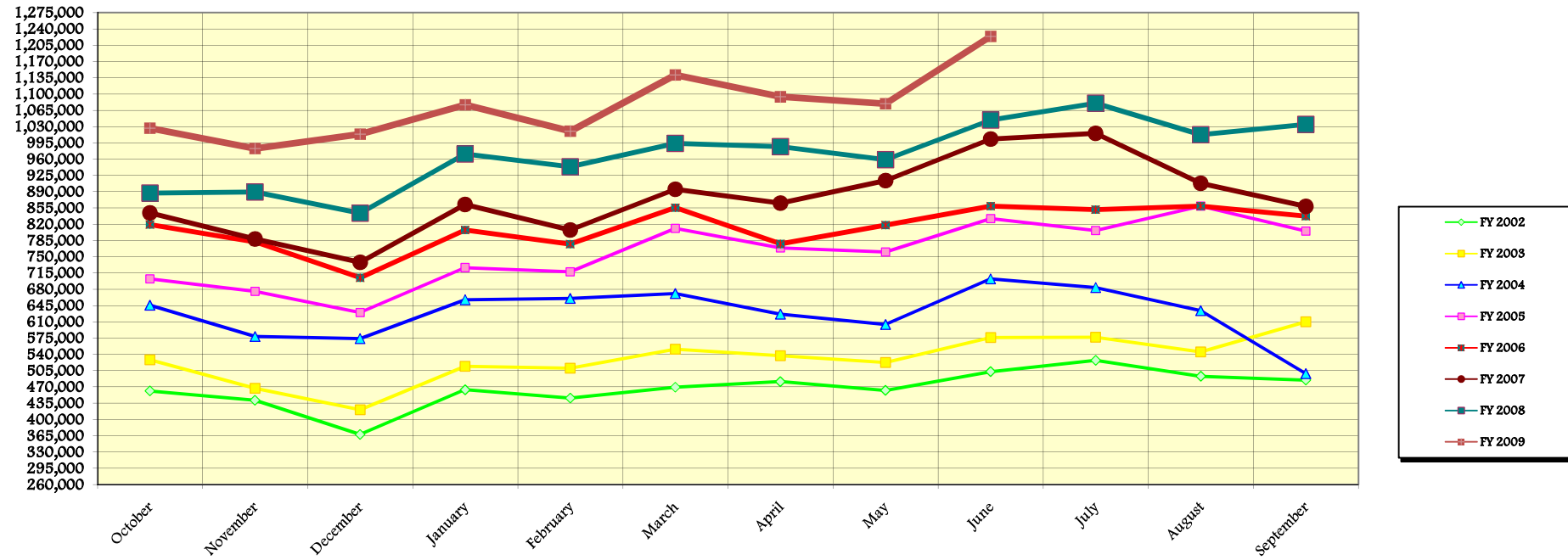
www.ocls.info

Though phone calls to Questline was down 2.43% (again likely due to the additional closed day), the number of electronic communications to Questline increased by 36.65%. A trend generally followed by increases in most patron initiated uses of other online services such as online renewal (up 14.93%) and online requests (up 22.81%).

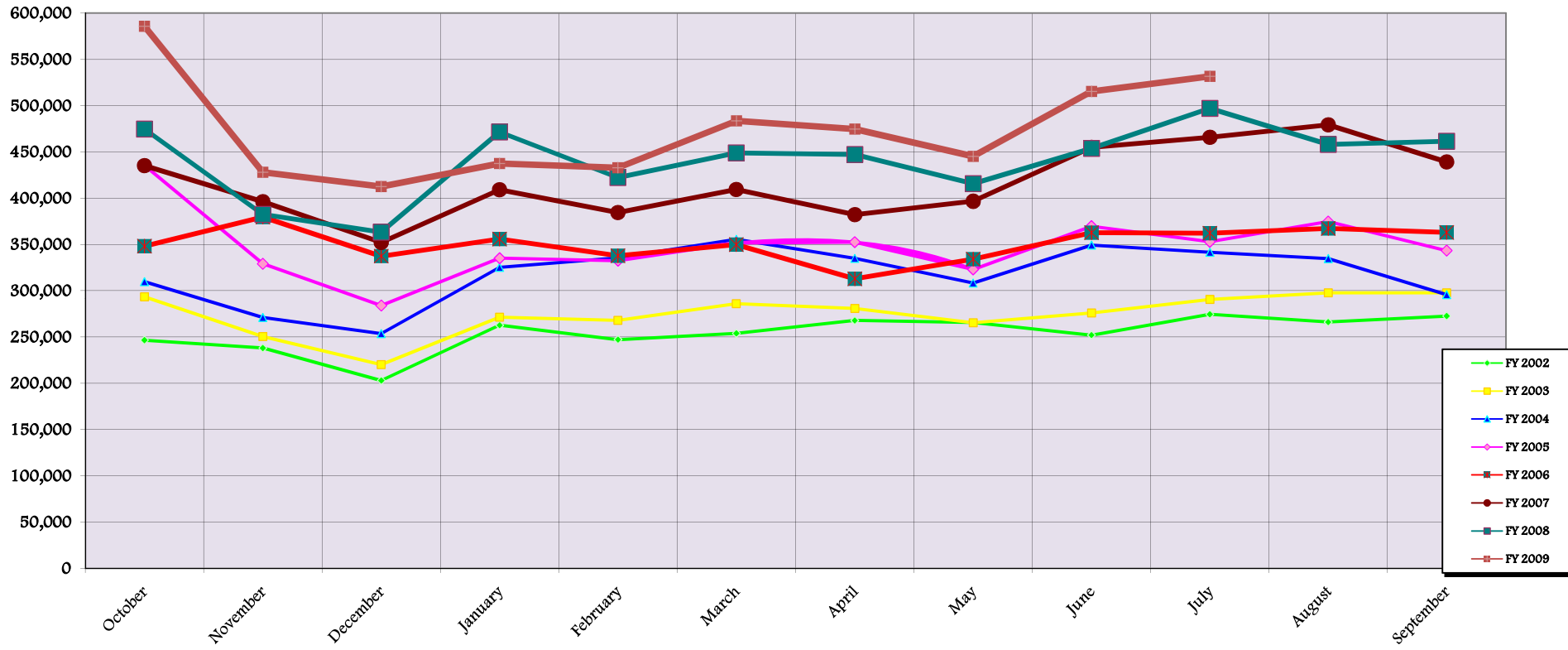
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION
Fiscal Year 2002 Through Fiscal Year 2009 To Date**



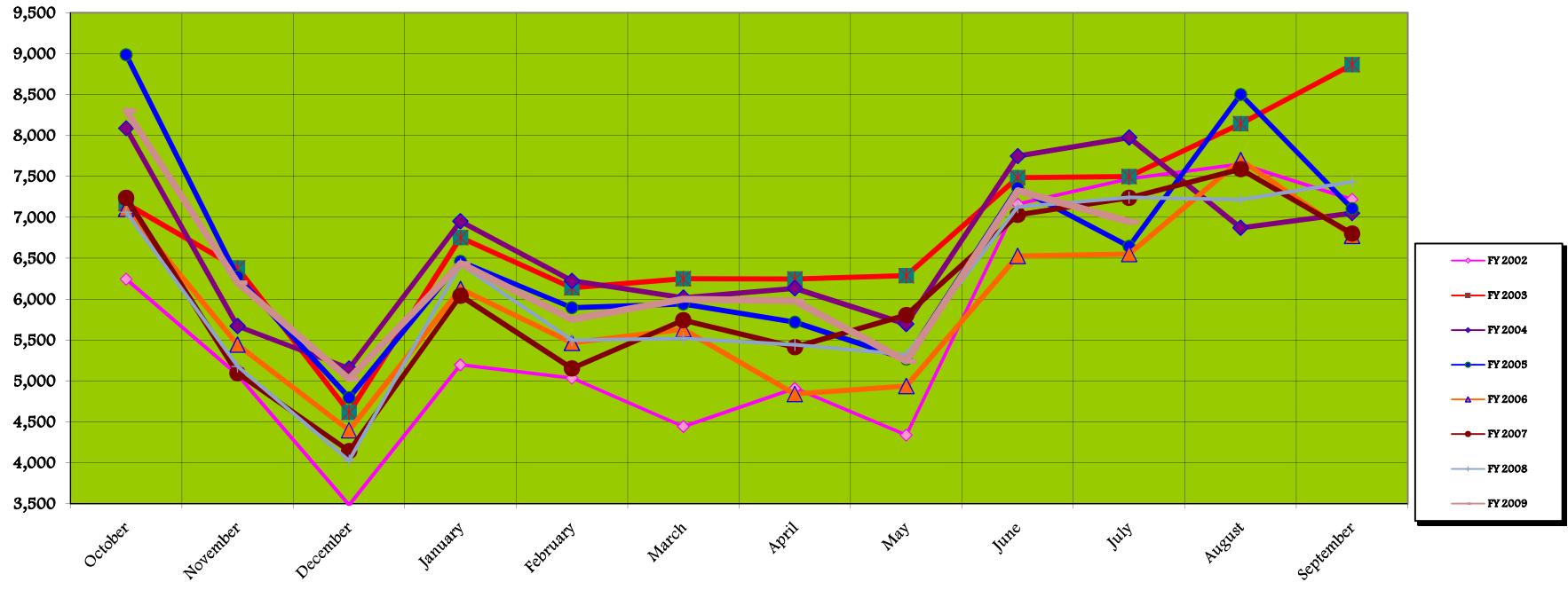
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION WITH ELECTRONIC STATS**
(Circ Stats & Electronic Database Stats ~ 2 months previous)
Fiscal Year 2002 Through Fiscal Year 2009 To Date



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	May '09	May '08	Jun '09	Jun '08	% of Change with Database Usage	Jul '09	Jul '08	% of Change without Database Usage	Aug '09	Aug '08	Sep '09	Sep '08	FY 2009 YTD	FY 2008
Circulation																
Main	267,360	256,941	271,451	249,297	281,574	256,647	9.71%	293,897	263,516	11.53%		261,391		259,199	2,688,438	3,036,559
Branches	523,735	472,723	512,477	453,752	624,588	523,453	19.32%	617,536	565,805	9.14%		498,441		505,576	5,317,350	5,756,026
MAYL	82,332	72,046	75,295	67,743	83,880	69,359	20.94%	92,732	76,087	21.88%		69,141		69,772	756,182	803,872
Database Usage	137,612	138,035	135,006	134,055	138,467	133,717	3.55%		130,654			135,695		152,300	1,245,389	1,642,433
Digital Products	74,789	42,620	77,035	49,486	86,765	55,012	57.72%	89,559	38,242	134.19%		41,659		41,584	679,961	487,227
Digital Downloads	3,712	1,454	4,079	1,463	4,122	1,441	186.05%	4,956	1,608	208.21%		1,945		2,454	33,401	19,783
Talking Books	4,184	4,152	3,645	4,024	4,056	3,948	2.74%	3,994	4,104	-2.68%		3,892		3,802	37,854	46,646
Total without Database Usage	956,112	849,936	943,982	825,765	1,084,985	909,860	19.25%	1,102,674	949,362	16.15%	0	876,469	0	882,387	9,513,186	10,150,113
Total with Database Usage	1,093,724	987,971	1,078,988	959,820	1,223,452	1,043,577	17.24%	1,102,674	1,080,016	Not Yet Available	0	1,012,164	0	1,034,687	10,758,575	11,792,546
Door Count								Jul '09	Jul '08	% of Change						
Main	60,119	60,997	57,789	55,530	67,521	65,815		68,107	68,788	-0.99%		59,965		62,992	623,891	734,218
Branches	313,270	297,458	293,465	277,463	344,591	302,110		351,301	334,139	5.14%		311,800		312,029	3,187,488	3,560,255
MAYL Packages	77,960	68,977	71,903	64,416	80,273	66,200		89,565	73,167	22.41%		66,029		66,479	717,978	769,938
Talking Books	14	16	7	16	8	24		16	13	23.08%		19		20	166	184
Drive Up Windows	23,352	19,590	22,169	18,314	23,060	19,677		22,628	20,839	8.58%		20,352		20,015	218,056	231,616
Total	474,701	447,022	445,333	415,723	515,445	453,802		531,601	496,933	6.98%		458,146		461,515	4,747,420	5,296,027

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	Jun '09	Jun '08	Jul '09	Jul '08	% of Change	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	12,880,754	6,069,938	11,957,780	5,934,514	101.50%		5,848,128		7,767,281	99,182,071	67,963,459
Outside	7,208,275	5,681,414	8,266,122	5,251,553	8,856,947	5,868,512	10,110,948	5,806,271	74.14%		5,657,932		6,736,810	75,492,369	65,628,854
Total	17,438,752	11,866,191	19,280,767	10,679,954	21,737,701	11,938,450	22,068,728	11,740,785	87.97%		11,506,060		14,504,091	174,674,440	133,592,313
Visits															
Inside	118,990	101,937	111,083	101,535	119,980	102,267	119,616	105,764	13.10%		100,989		104,379	1,126,173	1,198,578
Outside	249,583	261,534	279,617	256,912	308,005	227,353	343,285	230,419	48.98%		217,184		230,154	2,573,391	2,849,637
Total	368,573	363,471	390,700	358,447	427,985	329,620	462,901	336,183	37.69%		318,173		334,533	3,699,564	4,048,215
Unique Visitors															
Inside	1,175	1,410	1,164	1,425	1,188	1,432	1,194	1,456	-17.99%		1,479		1,404	12,220	16,929
Outside	74,928	63,785	76,915	66,924	79,500	73,624	83,647	72,124	15.98%		70,957		73,210	759,072	839,251
Total	76,103	65,195	78,079	68,349	80,688	75,056	84,841	73,580	15.30%		72,436		74,614	771,292	856,180
Page Views															
Inside	1,304,345	1,341,549	1,281,633	1,315,120	1,886,788	1,536,410	728,440	1,003,277	-27.39%		1,393,040		1,050,998	12,326,689	15,158,295
Outside	1,328,180	1,205,566	1,279,953	1,214,091	1,427,674	1,351,074	976,510	951,669	2.61%		1,303,452		1,280,790	12,697,210	14,466,115
Total	2,632,525	2,547,115	2,561,586	2,529,211	3,314,462	2,887,484	1,704,950	1,954,946	-12.79%		2,696,492		2,331,788	25,023,899	29,624,410

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	Jun '09	Jun '08	Jul '09	Jul '08	% of Change	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	22,190	18,635	22,190	20,177	9.98%		15,059		12,930	145,403	169,633
Total # of Programs	572	568	570	538	597	558	597	592	0.84%		515		501	5,258	6,252
														0	
Community Events Attendance Total	2,248	4,246	1,236	921	1,067	802	3,267	1,407	132.20%		3,613		3,161	17,847	20,219
Total # of Community Events	19	26	11	8	6	8	10	6	66.67%		14		22	120	130
Events Line	47	27	37	15	54	9	46	9	411.11%		3		7	469	121
StoryLine	124	181	114	135	143	130	134	122	9.84%		123		119	1,352	1,569
Class Attendance Total	4,990	3,470	5,221	3,505	5,321	3,680	5,321	3,918	35.81%		3,315		3,544	45,314	40,019
Total # of Classes	1,100	1,082	1,136	1,063	1,127	1,088	1,127	1,157	-2.59%		1,093		1,033	10,911	12,871
QuestLine	13,695	13,928	12,956	13,021	15,251	14,225	15,280	15,661	-2.43%		15,624		14,437	142,543	170,389
P.C. Sessions	83,106	78,836	78,579	78,283	85,061	78,874	87,649	86,331	1.53%		80,552		82,312	812,928	932,142
Wireless Access Activity	8,256	N/A	8,162	N/A	9,611	N/A	9,718	N/A	N/A					70,166	N/A
Number of Active Cards in the System	430,229	437,356	429,226	435,909	432,495	437,941	433,027	437,355	-0.99%		436,635		355,581	4,327,568	
New Customer Registrations	5,980	5,444	5,243	5,322	7,325	7,126	6,947	7,242	-4.07%		7,216		7,434	63,223	73,499
Total Registered Borrowers*	857,262	989,144	862,460	993,824	869,711	1,000,401	877,334	801,720	9.43%		807,868		814,883		
Customers Transacting	76,174	N/A	74,262	N/A	81,535	N/A	73,056	N/A	N/A		72,432		76,921	305,027	

*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	Jun~09	Jun~08	Jul~09	Jul~08	% of Change	Aug~09	Aug~08	Sep~09	Sep~08	FY 2009 YTD	FY 2008
Online Catalog Searches	981,879	688,093	972,627	644,641	1,129,243	789,090	1,165,829	835,487	39.54%		775,812		792,854	9,463,493	8,407,916
Online Renewals	169,086	150,227	171,932	148,613	170,921	145,679	181,412	157,849	14.93%		153,563		153,426	1,654,391	1,750,446
Online Questions	574	503	578	455	595	507	660	483	36.65%		392		294	5,809	5,593
Online Requests	79,695	68,214	84,668	69,478	95,491	78,638	97,907	79,723	22.81%		71,711		69,391	780,534	805,367
Online Suggestions	126	125	166	77	147	115	182	106	71.70%		113		121	1,365	1,231

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

Circulation Statistics

June 1, 2009 - June 30, 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	30	293,897	26.65%	263,516	30,381	11.53%	3,741	68,107	71,848	3,330	68,788	72,118	(270)	-0.37%
MAYL*	22	92,732	8.41%	76,087	16,645	21.88%		89,565	89,565		73,167	73,167	16,398	22.41%
Digital Products		89,559	8.12%	38,242	51,317	134.19%								
Digital Downloads		4,956	0.45%	1,608	3,348	208.21%								
Talking Books	30	3,994	0.36%	4,104	-110	-2.68%		16	16		13	13	3	23.08%
West Oaks	30	52,495	4.76%	46,287	6,208	13.41%	4,029	25,325	29,354	3,291	22,862	26,153	3,201	12.24%
Herndon	26	61,081	5.54%	56,551	4,530	8.01%		30,940	30,940		25,395	25,395	5,545	21.84%
Alafaya	30	88,613	8.04%	81,761	6,852	8.38%	5,399	38,128	43,527	5,990	37,773	43,763	(236)	-0.54%
Southeast	26	57,015	5.17%	52,690	4,325	8.21%	2,852	32,698	35,550	2,460	31,184	33,644	1,906	5.67%
Hiwassee	26	29,224	2.65%	29,153	71	0.24%		27,566	27,566		26,558	26,558	1,008	3.80%
Southwest	26	56,718	5.14%	52,225	4,493	8.60%		29,187	29,187		26,726	26,726	2,461	9.21%
Edgewater	26	39,176	3.55%	34,836	4,340	12.46%		25,378	25,378		23,177	23,177	2,201	9.50%
North Orange	30	51,671	4.69%	50,657	1,014	2.00%		28,686	28,686		28,851	28,851	(165)	-0.57%
South Creek	30	68,041	6.17%	62,687	5,354	8.54%	4,823	32,174	36,997	4,285	32,372	36,657	340	0.93%
South Trail	26	32,062	2.91%	27,160	4,902	18.05%		27,422	27,422		28,792	28,792	(1,370)	-4.76%
Winter Garden	26	42,498	3.85%	37,077	5,421	14.62%	1,784	21,700	23,484	1,483	18,981	20,464	3,020	14.76%
Windermere	26	19,727	1.79%	18,248	1,479	8.10%		13,486	13,486		12,247	12,247	1,239	10.12%
Washington Park	26	17,034	1.54%	14,478	2,556	17.65%		12,855	12,855		13,569	13,569	(714)	-5.26%
Eatonville	26	2,181	0.20%	1,995	186	9.32%		5,756	5,756		5,652	5,652	104	1.84%
Total	432	1,102,674	100.00%	949,362	153,312	16.15%	22,628	508,973	531,601	20,839	476,094	496,933	34,668	6.98%

*MAYL Visits ~ Customer Transactions

Online Resources Usage Statistics
NUMBER OF SEARCHES
 July 2009 Report for June 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	11	0				270	92	100
Ancestry Library Edition	4,582	3,913	5,520	5,387	4,829	4,891	5,386	5,961	8,222				48,691	61,401	98,274
Associations Unlimited	469	551	327	454	566	534	439	315	365				4,020	3,075	4,075
Auto Repair Reference Center	339	250	329	366	299	310	370	452	284				2,999	2,820	3,721
Biography Resource Center	2,825	2,226	2,243	2,810	3,704	4,051	5,175	2,599	1,509				27,142	22,625	26,570
Business & Company Resource Center	2,071	3,173	1,429	622	1,795	1,195	1,296	730	936				13,247	17,156	22,705
Business Index ASAP	47	37	38	105	114	62	66	37	83				589	563	654
Classical.com	90	245	388	413	333	349	235	251	152				2,456	1,567	1,749
Computer Database	109	85	72	71	90	131	83	84	103				828	720	951
Consulta	254	239	153	188	247	203	196	135	161				1,776	177	279
Countrywatch	1,343	1,051	1,103	1,531	886	1,457	3,101	1,239	979				12,690	8,752	12,655
Countrywatch -- Youth ed.	562	346	160	177	339	413	1,822	541	162				4,522	1,882	3,041
DearReader.com Online Book Club <i>(cumulative total of people registered)</i>	69,640	69,300	69,480	70,120	69,820	69,960	70,200	69,860	68,780				627,160	627,540	838,680
Expanded Academic ASAP	280	168	211	250	147	173	133	134	225				1,721	2,380	2,801
Ferguson's Career Guidance Center	366	343	271	489	413	405	506	185	266				3,244	1,808	2,611
First Search	1,278	1,453	1,316	1,303	1,306	1,485	1,179	1,306	1,642				12,268	15,556	21,094
Gale Virtual Reference Library e-books (FEL)	25	34	15	29	39	58	10	30	25				265	751	836
General Business File ASAP	78	67	85	75	104	101	127	66	122				825	1,232	1,432
General One File (formerly InfoTrac One File)	706	762	565	714	834	880	761	815	1,092				7,129	6,019	7,980
General Reference Center Gold	373	336	306	311	459	407	398	285	314				3,189	3,131	4,262
Health & Wellness Resource Center and Alternative Health Module	1,373	1,498	837	1,008	1,332	1,308	1,107	1,015	1,130				10,608	8,960	11,266
Health Reference Center Academic	158	111	10	56	79	101	75	78	167				835	936	1,216
HeritageQuest Online	4,819	4,106	3,517	4,419	4,539	6,354	6,047	5,619	4,969				44,389	51,972	72,488
Informe	11	13	4	15	23	16	9	21	13				125	249	289
Junior Edition - K12	202	178	97	279	91	182	111	118	53				1,311	1,496	1,741
Kid's Edition - K12	84	382	171	167	281	64	55	86	76				1,366	798	1,033
Learntest	609	502	542	646	631	638	571	348	507				4,994	4,624	6,571
LitFinder (formerly Essay/ Poem/ Storyfinder)	343	2,265	2,328	2,425	2,092	2,306	887	2,264	2,252				17,162	3,128	3,712
Literature Resource Center	425	374	241	257	598	608	342	201	144				3,190	22,869	25,389

Fiscal Year 2008 - 2009													FINAL FY 07-		
	8-Oct	NOV	DEC	9-Jan	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD 08 - 09	YTD 07 - 08	08
Live Homework Help	482	463	398	497	298	438	428	388	232				3,624	2,656	3,519
Mango Languages	417	386	507	609	541	629	567	530	603				4,789	845	2,315
Mergent Online	286	275	163	195	272	242	217	151	177				1,978	1,585	2,145
Morningstar	463	834	1,222	1,748	906	996	1,001	921	884				8,975	1,713	2,432
Novelist Plus	406	400	650	785	771	579	666	688	846				5,791	6,123	7,588
Opposing Viewpoints Resource Center	1,224	897	586	509	806	957	1,077	610	609				7,275	5,526	7,045
p4A Antiques Reference	334	256	218	257	237	253	179	186	381				2,301	1,814	2,591
Personal and Business Forms	150												150	991	1,236
Pop Culture Universe	275	241	385	674	304	822	898	751	170				4,520	N/A	1,298
Powermediaplus Streaming Videos	336	313	200	406	709	691	286	186	8				3,135	2,919	3,368
Professional Collection	68	54	43	43	69	84	61	61	78				561	497	618
ProQuest Newspapers	2,316	2,083	1,988	1,683	1,915	2,351	2,219	2,023	2,236				18,814	15,833	22,146
Read the Books	38,298	29,559	23,981	28,197	22,945	21,994	18,003	17,843	12,053				212,873	179,371	253,581
ReferenceUSA	3,561	2,616	2,283	2,315	1,795	2,589	2,629	6,404	2,070				26,262	42,233	53,718
ReferenceUSA -- New Business			127	137	149	269	135	87	141				1,045	NA	NA
ReferenceUSA -- New Movers			20	16	23	40	30	14	10				153	NA	NA
ReferenceUSA-- New Homeowners			45	21	44	32	34	24	19				219	NA	NA
ReferenceUSA -- Lifestyles			102	31	45	52	10	33	25				298	NA	NA
Science Online	675	571	367	451	603	949	765	415	315				5,111	4,274	5,602
SimplyMap	176	293	838	847	127	514	336	899	128				4,158	4,046	4,745
SIRS Knowledge Source	1,301	992	892	527	849	1,002	848	619	567				7,597	5,516	7,422
Small Business Resource Center	101	112	51	122	119	244	200	127	123				1,199	1,506	1,707
Smithsonian Global Sound	38	32	92	88	25	36	31	65	66				473	167	175
Standard Deviants Video (formerly known as Cerebellum Online Videos)	29	16	33	26	22	25	13	21	27				212	521	666
Standard & Poors NetAdvantage	312	324	366	301	570	326	256	298	299				3,052	2,420	3,372
Student Edition - K12	119	97	75	86	294	115	47	70	21				924	935	1,076
Tell Me More	583	536	160	149	169	231	297	191	207				2,523	N/A	N/A
Tumblebooks	328	422	305	314	324	358	586	949	1,168				4,754	3,695	5,130
TumbleReadables	18	26	40	26	31	5	8	16	7				177	628	869
Typing Master (cumulative total of people registered)	872	930	975	1,046	1,153	1,324	1,417	1,522	1,621				10,860	4,109	6,351
Value Line	512	545	520	3,628	2,461	2,272	2,602	2,749	17,638				32,927	724	2,184
What Do I Read Next?	397	382	309	332	396	381	327	296	393				3,213	2,048	2,825
Worldbook Online	1,191	1,508	1,022	893	1,035	1,726	998	1,373	612				10,358	5,754	7,476
TOTAL NUMBER OF SEARCHES	148,750	139,180	130,834	141,696	136,029	141,192	137,868	135,296	138,467				1,249,312	*1,223,784	*1,642,433

**Orange County Library System
Board of Trustees Meeting
Thursday, August 13, 2009**

Actions Items

**Orange County Library System
Board of Trustees Meeting
Thursday, August 13, 2009**

Consent Agenda

- 09-115 **Approval of Required Documents for State Aid to Libraries Grant for
Fiscal Year ending September 30, 2010**
 - **State Aid to Libraries Grant Agreement**
 - **Certification of Credentials - Single Library Administrative Head**

- 09-116 **Strategic Plan Add On Year: FY 2012**

- 09-117 **Library Board of Trustees Meeting Schedule ~ FY 2010**

- 09-118 **Materials Management Policy Revision**

- 09-119 **After Hours Event: Request to Serve Alcohol**

**Orange County Library System
Board of Trustees Meeting
Thursday, August 13, 2009**

**Documents for State Aid to Libraries Grant for
Fiscal Year ending September 30, 2010**

- **State Aid to Libraries Grant Agreement**
- **Certification of Credentials - Single Library
Administrative Head**

Requirements for State Aid to Libraries Grant

Overview

In order to apply and meet eligibility requirements for a Fiscal Year 2010 State Aid to Libraries Grant, the following documents need approval from the Board of Trustees and are due for submission to the Florida Department of State, Division of Library and Information Services by October 1, 2009:

- State Aid to Libraries Grant Agreement
- Certification of Credentials – Single Library Administrative Head

The State Aid grant monies received for Fiscal Year 2009 totaled \$928,282 and were allocated to the purchase of books, AV materials, lease of CD's and online databases.

Recommendation

The Library Administration recommends to the Board of Trustees, approval of the documents as required by the Florida Department of State, Division of Library and Information Services, in order for the Orange County Library System to be eligible for a State Aid to Libraries Grant during the Fiscal Year ending September 30, 2010.

Florida Department of State, Division of Library and Information Services
STATE AID TO LIBRARIES GRANT AGREEMENT

The Applicant (Grantee) Orange County Library Board of Trustees
(Name of library governing body)

Governing body for Orange County Library District
(Name of library)

hereby makes application and certifies eligibility for receipt of grants authorized under Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.

I. The Grantee agrees to:

- a. Expend all grant funds awarded and perform all acts in connection with this agreement in full compliance with the terms and conditions of Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program. Funds will not be used for lobbying the Legislature, the judicial branch, or any state agency.
- b. Provide the Division of Library and Information Services (DIVISION) with statistical, narrative, financial, and other reports as requested.
- c. Not discriminate against any employee employed in the performance of this agreement, or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, or marital status. The Grantee shall insert a similar provision in all subcontracts for services by this agreement.
- d. Retain all records for a period of 5 years from the date of submission of the final project report. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the 5 year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 5 year period, whichever is later.
- e. In the event that the Grantee expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such grantee, the Grantee must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, *Florida Statutes*; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*. In determining the state financial assistance expended in its fiscal year, the Grantee shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.

In connection with the audit requirements addressed in part e., paragraph 1, the Grantee shall ensure that the audit complies with the requirements of Section 215.97(8), *Florida Statutes*. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), *Florida Statutes*, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*.

If the Grantee expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, is not required. In the event that the grantee expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the grantee's resources obtained from other than State entities).

Information related to the requirements of Section 215.97, *Florida Statutes*, (the Florida Single Audit Act) and related documents may be found at <https://apps.fldfs.com/fsaa/>.

Copies of financial reporting packages required by this agreement shall be submitted by or on behalf of the Grantee directly to each of the following:

A. The Department of State at the following addresses:

Office of Inspector General
Florida Department of State
Clifton Building, Suite 320
2661 Executive Center Circle
Tallahassee, FL 32399-0250

B. The Auditor General's Office at the following address:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

- f. Identify an individual or position with the authority to make minor modifications to the application, if necessary, prior to execution of the agreement.

II. The DIVISION agrees to:

- a. Provide a grant in accordance with the terms of this agreement in consideration of the Grantee's performance hereinunder, and contingent upon an annual

appropriation by the Legislature. In the event that the state funds on which this agreement is dependent are withdrawn, this agreement is terminated and the DIVISION has no further liability to the Grantee beyond that already incurred by the termination date. In the event of a state revenue shortfall, grants shall be reduced in accordance with Section 257.195, *Florida Statutes*.

- b. Notify the grantee of the grant award after review and approval of required documents. The grant amount shall be calculated in accordance with Chapter 257, *Florida Statutes* and guidelines for the State Aid to Libraries Grant Program.
- c. Distribute grant funds in two payments. The first payment will be requested by the DIVISION from the Chief Financial Officer upon execution of the agreement. The remaining payment will be made by June 30.

III. The Grantee and the DIVISION mutually agree that:

- a. This instrument embodies the whole agreement of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein; and this agreement shall supersede all previous communications, representation, or agreements either verbal or written, between the parties. No amendment shall be effective unless reduced in writing and signed by the parties.
- b. The agreement is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida. Each party shall perform its obligations hereunder in accordance with the terms and conditions of this agreement.
- c. If any term or provision of the agreement is found to be illegal and unenforceable, the remainder of the agreement shall remain in full force and effect and such term or provision shall be deemed stricken. If any matter arising out of this Contract becomes the subject of litigation, venue shall be in Leon County.
- d. No delay or omission to exercise any right, power, or remedy accruing to either party upon breach or default by either party under this Agreement shall impair any such right, power, or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default, or any similar breach or default.
- e. The DIVISION shall unilaterally cancel this agreement if the Grantee refuses to allow public access to all documents or other materials subject to the provisions of Chapter 119, *Florida Statutes*.
- f. Unless authorized by law and agreed to in writing by the DIVISION, the DIVISION shall not be liable to pay attorney fees, interest, or cost of collection.
- g. The DIVISION shall not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants, or employees; nor shall the Grantee exclude liability for its own acts, omissions to act, or negligence to the DIVISION. In addition, the Grantee hereby agrees to be responsible for any injury or property damage resulting from any activities conducted by the Grantee.

- h. The Grantee, other than a Grantee which is the State or agency or subdivision of the State, agrees to indemnify and hold the DIVISION harmless from and against any and all claims or demands for damages of any nature, including but not limited to personal injury, death, or damage to property, arising out of any activities performed under this agreement and shall investigate all claims at its own expense.
- i. Neither the State nor any agency or subdivision of the State waives any defense of sovereign immunity, or increases the limits of its liability, upon entering into a contractual relationship.
- j. The Grantee, its officers, agents, and employees, in performance of this agreement, shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the DIVISION. Under this agreement, Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment in the State Career Service. Grantee agrees to take such steps as may be necessary to ensure that each subcontractor of the Grantee will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the DIVISION.
- k. The Grantee shall not assign, sublicense, nor otherwise transfer its rights, duties, or obligations under this agreement without the prior written consent of the DIVISION, whose consent shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the program. If the DIVISION approves a transfer of the Grantee's obligations, the Grantee remains responsible for all work performed and all expenses incurred in connection with the Agreement. In the event the Legislature transfers the rights, duties, or obligations of the Department to another governmental entity pursuant to Section 20.60, *Florida Statutes*, or otherwise, the rights, duties, and obligations under this agreement shall also be transferred to the successor government entity as if it were an original party to the agreement.
- l. This agreement shall bind the successors, assigns, and legal representatives of the Grantee and of any legal entity that succeeds to the obligation of the DIVISION.
- m. This agreement shall be terminated by the DIVISION because of failure of the Grantee to fulfill its obligations under the agreement in a timely and satisfactory manner unless the Grantee demonstrates good cause as to why it cannot fulfill its obligations. Satisfaction of obligations by Grantee shall be determined by the DIVISION, based on the terms and conditions imposed on the Grantee in paragraphs I and III of this agreement and guidelines for the State Aid to Libraries Grant Program. The DIVISION shall provide Grantee a written notice of default letter. Grantee shall have 15 calendar days to cure the default. If the default is not cured by Grantee within the stated period, the DIVISION shall terminate this agreement, unless the Grantee demonstrates good cause as to why it cannot cure the default within the prescribed time period. For purposes of this agreement, "good cause" is defined as circumstances beyond the Grantee's control. Notice

shall be sufficient if it is delivered to the party personally or mailed to its specified address. In the event of termination of this agreement, the Grantee will be compensated for any work satisfactorily completed prior to notification of termination.

- n. Unless there is a change of address, any notice required by this agreement shall be delivered to the Division of Library and Information Services, 500 South Bronough Street, Tallahassee, Florida 32399-0250, for the State and, for the Grantee, to its single library administrative unit. In the event of a change of address, it is the obligation of the moving party to notify the other party in writing of the change of address.

IV. The term of this agreement will commence on the date of execution of the grant agreement.

THE APPLICANT/GRANTEE

Chair of Governing Body or
Chief Executive Officer

James B. Tyson

Typed Name

Date

Robert Tessier

Clerk or Chief Financial Officer

Library Comptroller

Typed Name and Title of Official

Date

THE DIVISION

Florida Department of State
Division of Library and Information Services

Typed Name

Date

Division Witness

Date

**FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES**

**STATE AID TO LIBRARIES GRANT APPLICATION
Certification of Credentials - Single Library Administrative Head
Form DLIS/SA03**

The Orange County Library Board of Trustees
(Name of library governing body)

governing body for the Orange County Library District
(Name of library)

hereby certifies that the incumbent single library administrative head,

Mary Anne Hodel
(Name of incumbent)

- Has completed a library education program accredited by the American Library Association; and
- Has at least two years full-time paid professional experience, after completing the library education program, in a public library that is open to the public for a minimum of 40 hours per week.

Signature

Chair, Library Governing Body

Date

James B. Tyson
Name (typed)

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 09-115

RESOLUTION TO APPROVE THE DOCUMENTS REQUIRED FOR STATE AID TO LIBRARIES GRANT.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 13th day of August, 2009, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following was offered by

The Board Resolves:

1. To approve the documents listed below as required by the Florida Department of State, Division of Library and Information Services, in order for the Orange County Library System to be eligible for a State Aid to Libraries Grant for the Fiscal Year ending September 30, 2010:
 - (a) State Aid to Libraries Grant Agreement
 - (b) Certification of Credentials – Single Library Administrative Head
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, August 13, 2009**

**Library Board of Trustees
Meeting Schedule: FY 2010**

**Meeting Schedule for the
Orange County Library District Board of Trustees
2009 - 2010**

**All meetings are scheduled for 7:00 p.m. the second Thursday of the month
(unless otherwise indicated).**

**Meetings held at the Orlando Public Library will be
in the Albertson Room on the third floor.**

October 7, 2009 (Wednesday)
Winter Garden Branch Library
805 E. Plant Street
Winter Garden, Florida 34787

April 8, 2010
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

November 11, 2009 (Wednesday)
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

May 13, 2010
Herndon Branch Library
4324 East Colonial Drive
Orlando, Florida 32803

December 10, 2009
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

June 10, 2010
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

January 14, 2010
Edgewater Branch Library
5049 Edgewater Drive
Orlando, Florida 32810

July 8, 2010
Southwest Branch Library
7255 Della Drive
Orlando, Florida 32819

February 11, 2010
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

August 12, 2010
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

March 11, 2010
Hiawassee Branch Library
7391 West Colonial Drive
Orlando, Florida 32818

September 9, 2010
West Oaks Branch Library
1821 East Silver Star Road
Ocoee, Florida 34761

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

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

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 09-117

RESOLUTION TO APPROVE THE LIBRARY BOARD OF TRUSTEE MEETING
SCHEDULE FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2010.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the city of Orlando, on the 13th day of August 2009, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. Approve the Library Board of Trustees Meeting Schedule for the fiscal year ending September 30, 2010.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, August 13, 2009**

Strategic Plan Add On Year: FY 2012

Strategic Plan Add On Year: FY 2012

I. ISSUE STATEMENT

OCLS has continuously worked on completing tasks and directives crafted into the Strategic Plan. The current plan was approved by the Library Board on August 14, 2008. As each year of the plan has been completed, a new year has been added to the end of the plan to keep a rolling three to five year plan in place. As a requirement for State Aid to Public Libraries eligibility, libraries must have a Board approved three to five year Plan in place and submitted to the State by October 1, 2009.

Much has been accomplished as a result of the Strategic Plan including the implementation of self check out, the creation of a branch development plan, the expansion of our computer network and the development of new digital content like Orlando Memory.

It is time to explore new strategies for the future of the Orange County Library System to keep our direction relevant to the community we serve.

II. BACKGROUND

Work on developing the current plan began in January 2008, and representatives from various OCLS locations and major library function areas participated, ensuring input from a diverse cross section of employees, including public service staff, librarians, technology training staff, support staff and managers.

Members of the Strategic Planning Team were provided with data reflecting the opinions of the public and staff regarding the Orange County Library System, performance as an employer and service provider, which services are most utilized and experiencing the greatest growth, and the challenges facing the library globally and within the community.

The Mission Statement, approved by the Board in October 2007, was key to the strategic plan development. The team engaged in activities to find appropriate alignment between the direction established by our mission statement and needs identified in other data.

After much discussion and evaluation, we agreed on five strategic priorities for the organization.

- Marketing and Recognition: We will develop OCLS as the gold standard for public libraries
- Innovation: We will ensure continuous innovation
- Fiscal Excellence: We will maximize the public's Return on Investment
- Communication: We will develop and optimize communication
- Staff Empowerment: We will empower staff to achieve their potential

IV. RECOMMENDATION

The Library Administration recommends to the Board of Trustees, the approval of the additional year to the Strategic Plan for FY 2012, this keeps OCLS eligible for State Aid to Public Libraries from the State of Florida, as well as serves as a communication tool for our taxpaying public.

Orange County Library System

MISSION STATEMENT

The Orange County Library System, a public enterprise, brings value to the residents of the district through collections, staff, services and facilities. The Library connects our changing community to the evolving world of ideas, information and technology. Through continuous innovation, the Orange County Library System will create a well-informed, well-connected community, making Orange County a great place to live, learn, work, and play.

Developed by staff and Board approved October 2007

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 09-116

RESOLUTION TO APPROVE THE ADDITIONAL YEAR TO THE STRATEGIC PLAN FOR FY 2012.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the city of Orlando, on the 13th day of August 2009, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the additional year to the Strategic Plan for FY 2012.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

Orange County Library System – Strategic Plan: FY 2012

I. Strategic Goal: We will develop OCLS as the gold standard for public libraries.

A. Continue to cultivate the reputation of OCLS as a national model

1. Participate in local and state meetings as presenters and seek out remote engagements
2. Continue to publish in national library literature periodicals and other publications
3. Create and promote developed webinars
4. Continue to communicate our achievements with our colleagues and our local community

B. Connect the community to our services and products

1. Continue to recruit Library Ambassadors and update toolkit
2. Continue to promote OCLS as an important community institution at targeted community events

C. Continue to use psychographics to develop and market services

1. Isolate and target specific services for retention as highest priority
2. Maximize remote attendance of computer classes and library programs by reaching out to target groups

II. Strategic Goal: We will ensure continuous innovation

- A. Upgrade network infrastructure to desktop to support projected speed and upgrade internet connection to 100 Gigabytes.**

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

- A. Develop a plan to evaluate current media formats for sustainability for future users**
- B. Develop a plan evaluating current facilities for sustainability**
- C. Determine Chickasaw's viability as a potential future branch and implement accordingly**

IV. Strategic Goal: We will develop and optimize communication

- A. Evaluate current communications and develop an action plan for future implementation including emerging social media**

V. Strategic Goal: We will empower staff to achieve their potential

- A. Engage in practices to maximize diminished staff resources**
- B. Establish retention plan**
- C. Evaluate jobs for redefinition and relevance in light of current economic / technological climate**

**Orange County Library System
Board of Trustees Meeting
Thursday, August 13, 2009**

Materials Management Policy Revision

Revise Materials Management Policy

I. PROBLEM STATEMENT

On January 13, 2005, the Library Board of Trustees approved an amendment to the Materials Management Policy. The policy should now to be revised to clarify some procedures and to update some information. The Materials Management Policy provides information for customers and staff on the selection and maintenance of materials offered by the Orange County Library System. It is a guide for Collection Development staff in the selection of Library materials while supporting the Library mission. For these reasons it is important to have an up-to-date policy.

II. BACKGROUND

The Materials Management Policy has been revised to reflect the following changes:

- Update the Library mission statement.
- Add information about the new “Local Author Collection.”
- Add information about monetary donations.
- Add information that gifts to the library are non-returnable.
- Provide more details on material selection.

Attached are two versions of the Materials Management Policy. The first copy has all the changes tracked. The second copy is a clean copy of the recommended policy.

III. OPTIONS

Option 1: Make no changes to the Materials Management Policy

Advantages: No need to update policy online.
No need for staff to learn revised policy.
No need to inform patrons of changes when need arises.

Disadvantage: Policy would not reflect all current practices.

Option 2: Approve the revised Materials Management Policy

Advantage: Policy will clarify and update procedures.

Disadvantage: Need to update policy online and inform staff of changes.

IV. RECOMMENDATION

Staff recommend Board approval of Option 2 to adopt the revised policy as presented.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 09-118

RESOLUTION TO ADOPT THE REVISED MATERIALS MANAGEMENT POLICY.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the city of Orlando, on the 13th day of August 2009, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To adopt the revised Materials Management Policy.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

PROPOSED MATERIALS MANAGEMENT POLICY
(CHANGES ARE TRACKED)

ORANGE COUNTY LIBRARY SYSTEM

Materials Management Policy

MISSION STATEMENT

The Orange County Library System, a public enterprise, brings value to the residents of the district through collections, staff, services and facilities. The Library connects our changing community to the evolving world of ideas, information and technology. Through continuous innovation, the Orange County Library System will create a well informed, well connected community, making Orange County a great place to live, learn, work, and play.

General Statement of PURPOSE OF THE MATERIALS MANAGEMENT POLICY

~~The mission of the Orange County Library System is Information, Inspiration and Imagination. We strive to support the members of our Library District in their pursuit of lifelong learning, entertainment and self-fulfillment. The goal of the Collection Development program is to select materials in a variety of formats to support this mission. The Library provides materials that represent and reflect diverse viewpoints and opinions.~~

The Materials Management Policy provides information for customers and staff on the selection and maintenance of materials offered by the Orange County Library System. It is a guide for Collection Development staff to follow in the selection of Library materials while supporting the Library mission. The Library provides materials that represent and reflect diverse viewpoints and opinions.

COLLECTION RESPONSIBILITY for Selection

~~Responsibility for selection-collection decisions regarding content of the collection is given to the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Library Director delegates to staff members the authority to interpret and apply the policy. in making day-to-day decisions. The Library accepts recommendations from the public. Library materials, including recommended works, are considered according to the general policies and guidelines that follow.~~

General COLLECTION POLICIES

The Library attempts to provide a large general collection of current and retrospective materials in various formats to meet a wide range of needs. The development of the collection is focused on balance and variety with an understanding that it is limited by available space and funds. The Collection includes print, ~~audio-visual~~-digital, electronic and other non-print formats. New and/or emerging formats will be considered when

appropriate. The collection is developed to meet the needs and interests of the residents of the Orange County Library District.

Materials in a variety of formats are potential candidates for inclusion in the Orange County Library System collection. Each work will be considered on its particular merits. The staff rely on the guidelines as outlined listed below in this document as well as professional insight in the selection process. Staff depend on selection tools to find reviews since it is impossible to examine all items being considered for purchase. Special Collection materials such as Genealogy, are determined item by item, since reviews may not be available.

The Orange County Library System endorses the Library Bill of Rights, the Freedom to Read Statement and all other statements regarding intellectual freedom as adopted and published by the American Library Association. The Library recognizes that some library materials are controversial and that an item may offend some customers. The Library expects each user to determine the appropriateness of the materials they select. The Library maintains that parents and legal guardians have the ultimate responsibility for their children's choices of material. The Library staff does not act "in loco parentis".

Selections will not be made on the basis of any anticipated approval or disapproval. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials. Library materials will not be sequestered except for the purpose of protecting them from damage or theft. Obscene materials are not purchased. The latest court proceedings and definitions will be used to determine appropriateness.

COLLECTION GUIDELINES

The following guidelines provide an overview of the criteria used when making decisions regarding the content of the collection. for the selection of materials included in the collection. Materials must be readily available from reliable sources. Collection Development librarians use the criteria on a daily basis.

Material Requests:

- Materials with a positive, objective review from a recognized source, such as professional journals, magazines and newspapers, in print or online, will be considered for the collection.
- Materials must have a high standard of quality in content, expression and physical attributes (binding, printing, paper quality).
- Materials that are expected to be popular with a significant number of the Library's customers will be given preference over works of interest to only a few customers. To meet limited demand, the Library may rely on the availability of the collections of other local libraries, interlibrary loans and on line searching.

- Materials possessing unique qualities or making a significant contribution to a field will be considered for inclusion into the collection.
- Materials of timeless value or historic significance may be maintained.
- Materials Works of local, national or international interest and material mentioned in the media will be considered for the collection.
- Materials on nationally recognized lists such as the "New York Times Bestseller" list or the "Academy Awards" list are also and those in receipt of or a nomination for major awards or prizes will be given consideration.
- Materials must be readily available from professional and reliable sources.
- Materials should be timely, accurate and representative of various viewpoints.
- The reputation of the publisher, author, editor, producer and/or illustrator is considered.
- The Library considers recommendations from customers but does not pursue every title requested.
- Materials being considered will be looked at in relation to the existing collection and other materials already available on the subject.
- Materials are selected to supplement school curricula. The Library does not provide curricular needs of students such as textbooks.

~~The Library takes seriously its supplementary role in support of public, private and school curricula. A variety of titles on popular homework topics, a wide selection of lifelong learning and recreational reading materials for a broad range of reading levels, a vast array of online databases, and referrals and interlibrary loan services are provided. The Library does not select materials for the sole purpose of fulfilling specific curricular needs of students, recognizing this to be the role of the individual school libraries.~~

~~*Critical acclaim:* Works possessing unique qualities or making a significant contribution to a field will be considered for inclusion into the collection, as well as favorably reviewed works from reputable sources and those in receipt of or a nomination for major awards or prizes.~~

~~*"Classic" status:* Works of timeless value or historic significance may be maintained.~~

Juvenile and Young Adult Collections

~~The Library seeks to devote a significant portion of the collection to materials produced for children and young people. The purpose of this collection is to encourage library use and the development of lifelong readers. The Library maintains that parents and legal guardians have the ultimate responsibility for their own children's selection choices. The Library staff does not act "in loco parentis".~~

Local Authors

The “Local Author” collection will support local authors that reside in Florida. One copy of the item can be donated to be considered for addition into the collection. The item cannot be returned if we do not add it to the collection following our current gift policy.

Donations and Gifts

The Library accepts non-returnable gift materials from the public. Gifts may be considered for addition to the collection subject to the same principles and criteria as purchased materials. Donated materials not selected for addition to the collection are still considered a benefit to the Library. Donations not added to the collection may be eligible for sale in our Friends of the Library Bookstore, for sale in Branches, or may be donated to our community partners. Funds generated from any sales of these gifts are returned to the Library as financial support for projects. The monetary appraisal of gifts to the Library for tax purposes is the responsibility of the donor.

Monetary donations are welcome and will be used to purchase materials following the policies and guidelines that are outlined in this policy. Donors may specify a general subject and age group for which material are to be purchased. Materials purchased with monetary donations may be designated as memorials.

EVALUATION OF COLLECTIONS

Evaluation of the collection is a continuing process aimed at maintaining an active and useful collection. Essential materials are updated and titles that are superseded, outdated, physically worn, or no longer in demand are removed on an ongoing basis. Removal of an item from a collection and the replacement of withdrawn materials are based on the guidelines included in this document. It is the responsibility of the Collection Development staff to discontinue formats as market trends change, as well as search for new emerging formats. Materials withdrawn from the collection may be included in the Friends of the Library Book Sale or sold from any Library location.

Future Formats

~~While maintaining traditional collections, the Library is committed to expanding the selection of electronic resources. Though standard selection criteria will apply in these decisions, the rapidly changing technology environment requires the development of its own criteria. Cost, access to various technologies by the general public, and licensing restrictions are among those things that will be considered.~~

Donations and Gifts

~~The Library accepts non-returnable gift materials from the public. Gifts may be considered for addition to the collection subject to the same principles and criteria as purchased materials. Donated materials not selected for addition to the collection are still considered a benefit to the Library. Donations not added to the collection may be eligible for sale in our Friends of the Library Bookstore, for sale in Branches, or may be donated to our community partners. Funds generated from any sales of these gifts are returned to the Library as financial support for projects.~~

Intellectual Freedom

The Library recognizes that while anyone is free to reject any material of which he does not approve, he cannot exercise this right of censorship to restrict the freedom of others to read, view, or listen.

The Orange County Library System endorses the Library Bill of Rights, the Freedom to Read Statement and all other statements regarding intellectual freedom as adopted and published by the American Library Association. The Library recognizes that some library materials are controversial and that an item may offend some customers. The Library expects each user to determine the appropriateness of the materials they select. Selections will not be made on the basis of any anticipated approval or disapproval. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials. Library materials will not be sequestered except for the purpose of protecting them from damage or theft. Obscene materials are not purchased. The latest court proceedings and definitions will be used to determine appropriateness.

COLLECTION REVIEW PROCEDURE

Library users may complete a Request for Review of Library Materials form. Completed forms are directed to the appropriate Division Head and shared with the Director. Appointed staff will evaluate the request and the material concerned. In all cases, customers will receive a written response.

Summary

The Orange County Library System provides resources based on the needs and interests of its customers. The Library strives to select, as efficiently and economically as possible, a wide variety of materials. It recognizes each individual's right of access to information and ideas and supports intellectual freedom as a common element of a democratic society.

This Materials Management Policy will be updated or revised as conditions warrant.
Approved by Library Board of Trustees 11/14/1996
Amended by the Board 03/21/2002
Amended by the Board 1/13/2005

PROPOSED MATERIALS MANAGEMENT POLICY
(CLEAN COPY)

ORANGE COUNTY LIBRARY SYSTEM

Materials Management Policy

MISSION STATEMENT

The Orange County Library System, a public enterprise, brings value to the residents of the district through collections, staff, services and facilities. The Library connects our changing community to the evolving world of ideas, information and technology. Through continuous innovation, the Orange County Library System will create a well informed, well connected community, making Orange County a great place to live, learn, work, and play.

PURPOSE OF THE MATERIALS MANAGEMENT POLICY

The Materials Management Policy provides information for customers and staff on the selection and maintenance of materials offered by the Orange County Library System. It is a guide for Collection Development staff to follow in the selection of Library materials while supporting the Library mission. The Library provides materials that represent and reflect diverse viewpoints and opinions.

COLLECTION RESPONSIBILITY

Responsibility for decisions regarding content of the collection is given to the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Library Director delegates to staff members the authority to interpret and apply the policy. Library materials, including recommended works, are considered according to the general policies and guidelines that follow.

COLLECTION POLICIES

The Library attempts to provide a large general collection of current and retrospective materials in various formats to meet a wide range of needs. The development of the collection is focused on balance and variety with an understanding that it is limited by available space and funds. The Collection includes print, digital, electronic and other non-print formats. New and/or emerging formats will be considered when appropriate. The collection is developed to meet the needs and interests of the residents of the Orange County Library District.

The staff rely on the guidelines listed below as well as professional insight in the selection process. Staff depend on selection tools to find reviews since it is impossible to examine all items being considered for purchase. Special Collection materials such as Genealogy, are determined item by item, since reviews may not be available.

The Orange County Library System endorses the Library Bill of Rights, the Freedom to Read Statement and all other statements regarding intellectual freedom as adopted and published by the American Library Association. The Library recognizes that some library materials are controversial and that an item may offend some customers. The Library expects each user to determine the appropriateness of the materials they select. The Library maintains that parents and legal guardians have the ultimate responsibility for their children's choices of material. The Library staff does not act "in loco parentis".

Selections will not be made on the basis of any anticipated approval or disapproval. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials. Library materials will not be sequestered except for the purpose of protecting them from damage or theft. Obscene materials are not purchased. The latest court proceedings and definitions will be used to determine appropriateness.

COLLECTION GUIDELINES

The following guidelines provide an overview of the criteria used when making decisions regarding the content of the collection.

- Materials with a positive, objective review from a recognized source, such as professional journals, magazines and newspapers, in print or online, will be considered for the collection.
- Materials must have a high standard of quality in content, expression and physical attributes (binding, printing, paper quality).
- Materials that are expected to be popular with a significant number of the Library's customers will be given preference over works of interest to only a few customers.
- Materials possessing unique qualities or making a significant contribution to a field will be considered for inclusion into the collection.
- Materials of timeless value or historic significance may be maintained.
- Materials of local, national or international interest and material mentioned in the media will be considered for the collection.
- Materials on nationally recognized lists such as the "New York Times Bestseller" list or the "Academy Awards" list and those in receipt of or a nomination for major awards or prizes will be given consideration.
- Materials must be readily available from professional and reliable sources.
- Materials should be timely, accurate and representative of various viewpoints.
- The reputation of the publisher, author, editor, producer and/or illustrator is considered.
- The Library considers recommendations from customers but does not pursue every title requested.

- Materials being considered will be looked at in relation to the existing collection and other materials already available on the subject.
- Materials are selected to supplement school curricula. The Library does not provide curricular needs of students such as textbooks.

Local Authors

The “Local Author” collection will support local authors that reside in Florida. One copy of the item can be donated to be considered for addition into the collection. The item cannot be returned if we do not add it to the collection following our current gift policy.

Donations and Gifts

The Library accepts non-returnable gift materials from the public. Gifts may be considered for addition to the collection subject to the same principles and criteria as purchased materials. Donated materials not selected for addition to the collection are still considered a benefit to the Library. Donations not added to the collection may be eligible for sale in our Friends of the Library Bookstore, for sale in Branches, or may be donated to our community partners. Funds generated from any sales of these gifts are returned to the Library as financial support for projects. The monetary appraisal of gifts to the Library for tax purposes is the responsibility of the donor.

Monetary donations are welcome and will be used to purchase materials following the policies and guidelines that are outlined in this policy. Donors may specify a general subject and age group for which material are to be purchased. Materials purchased with monetary donations may be designated as memorials.

EVALUATION OF COLLECTIONS

Evaluation of the collection is a continuing process aimed at maintaining an active and useful collection. Essential materials are updated and titles that are superseded, outdated, physically worn, or no longer in demand are removed on an ongoing basis. Removal of an item from a collection and the replacement of withdrawn materials are based on the guidelines included in this document. It is the responsibility of the Collection Development staff to discontinue formats as market trends change, as well as search for new emerging formats. Materials withdrawn from the collection may be included in the Friends of the Library Book Sale or sold from any Library location.

COLLECTION REVIEW PROCEDURE

Library users may complete a Request for Review of Library Materials form. Completed forms are directed to the appropriate Division Head and shared with the Director. Appointed staff will evaluate the request and the material concerned. In all cases, customers will receive a written response.

Summary

The Orange County Library System provides resources based on the needs and interests of its customers. The Library strives to select, as efficiently and economically as possible, a wide variety of materials. It recognizes each individual's right of access to information and ideas and supports intellectual freedom as a common element of a democratic society.

This Materials Management Policy will be updated or revised as conditions warrant.

Approved by Library Board of Trustees 11/14/1996

Amended by the Board 03/21/2002

Amended by the Board 1/13/2005

**Orange County Library System
Board of Trustees Meeting
Thursday, August 13, 2009**

**After Hours Event:
Request to Serve Alcohol**

After-Hours Event: Request to Serve Alcoholic Beverages

I. Overview

On Friday, September 11, 2009, the Orange County Library System will host an after-hours author talk and fundraiser at the Main Library with plans to serve alcoholic beverages. As stated in the adopted Alcoholic Beverage Policy (please see below), Board approval is required to serve alcoholic beverages. The event will be the annual *Evening with the Author* featuring *Wall Street Journal* columnist and author Jeff Zaslow. Mr. Zaslow co-authored the bestseller *The Last Lecture* and the recently released *The Girls from Ames*.

Options:

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

Advantages:

A. The event would attract prospective new patrons to the Library, and raise public awareness and build continued support for the Orange County Library System.

Disadvantages:

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

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

Advantages:

A. Decreased risk if there is no alcohol served.

Disadvantages:

A. Changes for alternative refreshments would have to be made to the current plans for the event.

B. There is a small chance that the absence of alcohol might hurt attendance at this evening, weekend event.

II. Recommendation

Staff recommends the approval of Option 1.

Library Alcoholic Beverage Policy

(Revised and approved by the Library Board of Trustees August 12, 2004.)

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

- The event is sponsored by the Library or Library approved
- The Library Board of Trustees has approved alcoholic beverages to be served, and
- A licensed bartender, caterer, or other entity which provides liquor liability insurance coverage, is engaged to serve beverages, and
- The bartender, caterer, or other entity executes an agreement which shall:

1. Hold the Library harmless and indemnify the Library against liability arising from alcoholic beverages willfully and unlawfully served to a person who is not of lawful drinking age or knowingly served to a person habitually addicted to the use of any or all alcoholic beverages; and
2. Require the bartender, caterer, or other entity to comply with all County, State, and Federal laws governing the service of alcoholic beverages.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 09-119**

RESOLUTION TO APPROVE THE SERVING OF ALCOHOLIC BEVERAGES AT AN AFTER-HOURS EVENT AT THE ORLANDO PUBLIC LIBRARY.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held at the Orlando Public Library in Orlando, on the 13th day of August 2009 at 7 p.m., prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. Authorize the serving of alcoholic beverages in accordance with the Board-approved policy at the after-hours event on Friday, September 11, 2009 at the Orlando Public Library.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, August 13, 2009**

Discussion and Possible Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, August 13, 2009**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, August 13, 2009**

Director's Report

Director's Report August 2009

Recently, South Creek Branch Staff Member Michael Sriprashad was at the drive up window and a customer returned an item and drove on. He opened the DVD and found a \$100 bill inside. He contacted the customer, who was unaware the money was in there, and asked her to return. The money had been placed there by a family member trying to surprise the customer, but she hadn't opened the case to see it. You can imagine her response at being handed the money! He's been roundly applauded by all of his fellow Staff Members at South Creek. Ethics in action!

On 28 July, Workforce Central Florida (WFCF) brought individuals from the State and Federal Government to visit the Herndon Branch Library to see our WFCF interns in action. The interns are being paid from Federal stimulus funds. The gentleman from the American Recovery and Reinvestment Act interviewed Herndon Manager Edward Booker about the program and was noticeably impressed with his answers, knowledge of the program and salesmanship about the library system. Edward took the opportunity to share what we do at OCLS! Thanks to Edward for representing OCLS so well.

Self check out went live at the South Trail Branch on 5 August 09. The first customer was a branch regular and was very pleased to be the first self check user! Everything went smoothly. Three cheers to the South Trail staff for their enthusiasm and can do attitude!

One of our staffers from the Children's Department, Heather Pippin, is again featured on the Florida Youth Program (FLYP) newsletter. Congratulations! We are very proud of Heather's accomplishments.

Questline Manager Gregg Gronlund participated as a speaker in the Hand Held Librarian Online Conference on July 30, 2009, sponsored by Alliance Library System, Learning Times, and the Infoquest Project. He spoke on our experiences with SMS and its implementation, staffing, user response, and problems as part of the public library panel. <http://www.handheldlibrarian.org>.

OCLS is participating in the statewide broadband application for federal stimulus funds. The amount we will be seeking is \$795,000.

The Library files for E-Rate payments each year for our eligible telecommunications expenses. We are likely to receive \$208,946 for the year ending 6/30/09.

Another addition to the Penny Pincher list: The Library received a Certificate of Recycling" from Creative Recycling and a check for \$1,810.00 for the salvage of PC equipment. Kudos goes to Pam Bergner, who found the new disposal method. Her diligence resulted in a projected \$8,000 savings by discovering a Florida State contract for PC disposal in place of the commercial firm we have used in prior years.

Jeff Zaslow, *Wall Street Journal* columnist and co-author of the *The Last Lecture*, will speak at the Orlando Public Library on Friday, September 11 at 7 p.m. Zaslow helped the late Randy Pausch share his last lecture in the powerful bestselling book *The Last Lecture*. With eloquence and inspiration, the book imparts key messages about the importance of overcoming obstacles, of seizing every moment and making time for what matters. During these difficult economic times, his simple lessons are more important than ever. His second book on *The New York Times* bestseller list, *The Girls from Ames*, tells the true story of a group of women and their 40-year friendship. Zaslow is currently coauthoring *Highest Duty*, the autobiography of Captain Chesley "Sully" Sullenberger, famous for landing US Airways Flight 1549 in the Hudson River. That book is expected to be released October 13, 2009. We hope we will attract a large crowd who will enjoy hors d'oeuvres, wine and a book sale and signing, presented by Bright House Networks. Tickets

are \$50 each and all proceeds benefit the Orange County Library System. They can be purchased online, by phone at 407-835-7481 or in person at the library system's Community Relations Office on the third floor of the Orlando Public Library.

It's time to think about going back to school and OCLS is here to help with its updated virtual gallery. The *Back to School Virtual Gallery* can equip a child with all the tools to start off with a successful school year!

Throughout the summer, OCLS has partnered with Fashion Square Mall to offer *Storytelling at the Square*. Every Wednesday at 10 a.m., kids are treated to an assortment of fun stories as Fashion Square Orlando on Colonial Drive.

Tweet, tweet! OCLS will offer a Twitter Tworkshop at the end of this month. Learn how to use Twitter from *Orlando Sentinel* technology columnist Etan Horowitz at the Orlando Public Library on Wednesday, August 26 at 7 p.m.

Senator Mel Martinez is scheduled to speak about his upcoming book at the Orlando Public Library on Saturday, September 26 at 10 a.m.

Forty-two-year-old Olympic champion Dara Torres will discuss her new book *Age Is Just a Number* at the Orlando Public Library on Saturday, October 10. She will present her thoughts on competing in her forties, as she shares her journey of dedication, determination and finding balance in her life while pursuing her dreams. She will motivate customers to take care of oneself both mentally and physically, and believe in oneself to achieve your dreams at any stage of life.

The *Orlando Business Journal* recently tagged OCLS as a prime candidate for federal stimulus money aimed at expanding broadband access for citizens. Debbie Moss was interviewed for the story. The article included photos of Debbie and also of the library's Computer Resource Center.

The Institute of Museum and Library Services (IMLS) posted an online story highlighting the many computer classes offered by OCLS and how that helps the community of business people and job seekers.

Learn about new performances, museum exhibitions, comedy acts, and other arts and cultural happenings by visiting the brand new Downtown Information Center Glimpse Gallery. The Orange County Library System is one of six nonprofit organizations on display in the gallery, featuring three promotional towers. Each tower highlights resources and events taking place at the library including: the weekly Music in the Library program series, the bi-monthly *Art After Hours* events, cell phone guided tours of the downtown library, free computer classes and more. The library display will be up through the end of August.

OCLS will soon be unveiling *Read This!*, a series of video book reviews from library staff members. The one-minute reviews of reading materials will be available for patrons to view on the library's website.

Beginning September 15, 2009, all DVDs will no longer be "requestable." These collections will become browsing only. Effective 1 October 2009, any unfilled outstanding holds on DVDs will be canceled.

Though DVDs can no longer be requested for delivery or pickup, it will mean a greater selection of DVDs will be available in the library. Another new benefit is that all DVDs will be renewable as long as the patron's library card is in good standing and the item has not already been renewed three times. This will apply to DVDs checked out on or after August 3, 2009 only. Also effective

August 3, 2009, OCLS increased the checkout limit for DVDs to 20 so patrons can take more entertainment home with them.

Effective Monday, October 5, 2009, the downtown Orlando Public Library will close Monday through Thursday evenings at 8 p.m. Use of services in this location during those hours falls off considerably and this early closure allows us to re-allocate staffing to busier times. The following branch locations will continue to be open until 9 p.m: Alafaya, Edgewater, Herndon, Hiawassee, North Orange, South Creek, Southeast, Southwest, West Oaks and Winter Garden. We will encourage our patrons to make use of www.ocls.info, the library's website. It is open 24/7 to find an article for a presentation due tomorrow, to check library accounts, to sign up for a technology class, or to find a free program to attend over the weekend.

Effective September 1, OCLS will discontinue putting extra batteries in the Playaways as they circulate. Locations will continue to distribute batteries until September 1,. On Friday, July 24, OCLS issued an email to all customers with a playaway checked out informing them of the upcoming change.

OCLS will have a presence at the following upcoming community outreach events:

- August 25 Speakers Bureau presentation to Kiwanis Club of Downtown
- September 12 Caribbean Health Summit
- October 24 Commissioner Diamond's Fall Picnic

OCLS has several tours scheduled for the International Academy of Art & Design:

- August 11 International Academy of Art & Design
- August 11 International Academy of Art & Design
- August 14 International Academy of Art & Design

Alafaya

Alafaya had another busy month with the Summer Reading Programs. On Tuesday, July 7th the branch hosted Reading with Ronald McDonald with 121 attendees.

On Saturday, July 11th one of the staff members, Misty White, held the Harry Potter's Muggles, Mudbloods and Wizards program where teens enjoyed magical trivia and making a craft with 40 attendees.

A total of 48 people came by and participated in our Summer Craft Series, creating paper flowers and built a garden.

The branch hosted the Canine Companions program on Tuesday, July 21st, and learned about these specially trained dogs with a total of 90 people. They laughed out Loud with Mr. Bill, with his funny stories and jokes; total of 90 people.

The branch Paws to Read program has really taken off. On Saturday, July 25th, they had 30 people adults participate in a fun reading environment.

Alafaya held our 2009 Rock Band Competition on Saturday, July 18th, with 14 people.

Eatonville

Eatonville hosted a total of 33 events which included 15 Summer Reading Programs, 16 Camp Savvy computer classes, and 2 library programs. Programs with the highest attendance were Hip Hop Don't Stop, 61 active kids enjoyed stories to rap, Laugh Out Loud with Mr. Bill with an

attendance of 47, and Barking Cows and Mewing Birds with an attendance of 43. Total attendance for the 33 events was 471.

Every Monday there is a special library day program for Park Avenue Summer Camp. The branch has hosted a total of 2 programs this month with an attendance of 61. Each visit begins with a 40 minute reading time and then the kids are rewarded with stories told by Mrs. Walker and ending their library visit with either a craft program or gaming event.

Edgewater

On July 6, Edgewater had 1500 visitors and circulated 2,862 items.

Summer Reading Program events continue to be popular for the Edgewater Branch. This month, there were 410 participants for the Summer Reading Program events. The Mad Cow program peaked the highest interest with 103 participants attending.

On July 14, the Edgewater Branch held a Vegetable Gardening program where participants received tips on growing and maintaining their own vegetable garden. This program was enjoyed by 19 attendees.

Herndon

On July 10, Herndon hosted The Life of a Firefighter as a part of the Summer Reading Program. 113 were in attendance.

In conjunction with the Orlando Museum of Art's exhibition Jerry Pinkney: Aesop's Fables and other Tales, 35 attended this craft and story program.

Ninety-seven attendees enjoyed Critter Encounters which included a skunk, snake and fox during this informative and hands on program.

Mad Cow Theater joined the Herndon branch once again this summer and had 43 in attendance.

Vienna Beef Company and Hot Dog Heaven celebrated National Hog Dog Month by presenting this history of the greatest hot dog in the world, the Chicago Hot Dog. Twenty three patrons attended this program, coordinated through Rebeka Jacobs in Community Relations.

The current class of Citizenship Inspired at Herndon has increased to seventeen patrons.

Hiawasse

July has been a whirlwind of activity. Record door counts were reached twice this month. The highest seen until now was numbers in the 1400 range, but on Monday 6 July, the branch had 1,571 visitors to Hiawasse and on Tuesday 14 July, the branch had 1,562 visitors. The Summer Reading Program events continue to be very strong draws for the community. For the four SRP Tuesday events this month there were a grand total of 767 attendees, which is an average of 192 people per program. Additionally, the other summer programs have drawn good numbers as well.

On 2 July, the "Sesame Street: Being Green" program was enjoyed by 29 people while the Harry Potter program "Muggles, Mudbloods, and Wizards" on 15 July had 34 folks in attendance.

Our Friday "Smarty Pants" programs are still going strong. There were four programs this month with an average attendance of 41 people at each event.

Lastly, both the staff and the public continue to get excited about the "New Hiawassee" that is on the way. This month a sign went up in front of the new location featuring our very own Shelving Clerk Elisa Edwards. Patrons have commented that they saw the sign and noticed Elisa on it. For her part, Elisa is all smiles as she has friends and family alike drive by the new branch so that they can see her on the marquee during her "fifteen minutes of fame"!

North Orange

The Summer Reading Program is still going strong this month at North Orange. On 2 July 109 attendees participated in "Audience Participation Stories" told by a favorite storyteller, Mother Goose. On 9 July 108 the audience had fun in outerspace with "Play Out Loud in Outer Space". On July, the Orlando Science Center staff member read a story to 132 people about gross stuff and staff member Kris Geoffrey demonstrated gross experiments such as slime and silly putty at the program "Gross Me Out". On July 23, the stage was set and 101 people enjoyed "Once Upon a Stage".

On July 9, North Orange hosted Gaming Night. 9 people enjoyed playing our video games!

On July 10, staff member Glenda Castillo hosted English Chatter. 7 people came to the branch to practice their English speaking skills.

Children enjoyed reading to their furry friends on July 11. 15 people came out to the monthly "Paws to Read" program to practice reading to the dogs!

Harry Potter and his muggles returned for a day of magical crafts, trivia and fun on 11 July. Staff member Ashley Taylor and Wendy Castillo hosted a Harry Potter party for 14 people.

Something good was blooming at North Orange on 25 July. 37 people came to the *Vegetable Gardens* program. The program was presented by Ed Thralls, the Residential Horticulture and Master Gardener with the Orange County Extensions office.

South Creek

The Summer Reading Programs continue to be a success. Some of the highlights include:

July 1 - Canine Companions - 105 participants

July 15 - Laugh Out Loud with Mr. Bill - 152 participants

July 22 - Barking Cows and Mewing Birds - 72 participants

The regular story times continued to be full, with 67 attendees for our July 13 Story Book Fun. This beat last month's high of 64.

*861 people attend 111 computer classes this month for an average of 7.8% per class.

* "New Twist on an Ice Cream Social" brought in 50 people on Sunday, July 19.

*The branch has enjoyed having 3 Workforce Central Florida Students these past few months and are happy that 2 of them will be staying until September 30th.

South Trail

South Trail's successful "Practice Makes Perfect" conversational English class for non- English speakers has a new teacher. Beth Schaffer, formerly of Disney started teaching the class on August 26. The class meets every Wednesday evening and averages over 15 students a week.

South Trail is wrapping up another Citizenship Inspired class. There are currently 6 people in the class studying for their citizenship tests.

Teens enjoyed teen gaming and a Rockband competition. Teen gaming entertained 20 teens on 13 July, while the Rockband competition on 9 July allowed 36 teens to participate.

On 21 July, South Trail hosted a program on vegetable gardening which 13 people attended. Eleven people enjoyed a program on QiGong: Hi energy living on 27 July and C.A.F.E. en Poemes - a poetry workshop for the entire family on 30 July allowed over 30 people to practice their poetry skills.

Southeast

Southeast Branch broke our door count records with over 1900 guests in the Branch on two Mondays in July!!

Summer Reading programs (SRP) at the Southeast Branch are busy busy! 67 participants came to the Canine Companion program on July 6, 2009. Everyone enjoyed the SRP "Gross me Out" program held July 13, 2009. 60 participants were grossed out at the program. Twist -n- Tale Summer Reading program served 21 participants on Monday, July 20, 2009.

Look out... Southeast Branch and Gatorland partnered to present the SRP "Wrangler on the Way". No joke, just ask the 129 participants about the live alligators that were here on Monday, July 27, 2009.

Southeast Branch's Rock band entertained 12 teens on July 7, 2009.

On Saturday, July 11, 2009 the Southeast Branch hosted a Hurricane Preparedness program in Spanish for 10 participants. That same day the branch hosted a CPR class in Spanish with 15 participants. And that afternoon our Harry Potter program was a big success with 39 participants flying around the room on their brooms.

Southeast Branch partnered with Rita's Ice to cool off 91 patrons during the Race Trac Cars event on Saturday, July 18, 2009. Southeast Branch also offered an Immigration Information workshop on Saturday, July 18, 2009 serving 9 participants.

The Southeast Branch children's program on July 22, 2009 featured Aesop's Fables: "A Mouse with a Really Big Heart" story. 26 children made a mouse craft while listening to several Aesop's Fables.

Saturday, July 25, 2009 Southeast Branch hosted another Hurricane Preparedness certification for 21 participants.

Southeast Branch partnered with the Central FL Nicaraguan Association to host: "A Taste (Sabor) of Central America" on July 25, 2009. Over 52 guests sampled a variety of delicious dishes at this event.

The Golf Balls workshop presenter gave hands on tips to 8 golfers at the Southeast Branch on July 29, 2009.

Southwest

Eleven members of the Southwest Book Club met on July 14th to discuss *Born on a Blue Day* by Daniel Tammet. The author, an autistic savant with genius-level mathematical talents describes in the book how he was shunned by his classmates in spite of his super-human capacity for math and language.

On July 11th 58 Southwest patrons headed to the library to meet race car drivers and see the vehicles they take to the track each Friday at Orlando SpeedWorld. Patrons attending this event even had a chance to win free tickets to a future race.

On July 16th Sean Adley of OrlandoGolfLessons.com offered a free golf workshop at the Southwest Branch. Sean was able to show five patrons how to take strokes off their handicap and impress their friends on the links.

Washington Park

On 16 July, Washington Park experienced the ancient Chinese energy cultivation technique of Qigong which is used to balance the flow of energy through the body. Tatsumi Gonzalez presented this interactive demonstration to 10 participants, showing them how to improve their health, reduce stress and breathe deeper. When this program was over, the participants felt relaxed and asked how they could sign-up for the next class.

On 18 July, Ria Perez presented a fire safety program, the last of a series of bilingual programs to 12 patrons who joined the fun of participating in a game that had the children racing to match bilingual words. Tito the firefighter, Tito el Bombero was read to the audience. The importance of fire safety was discussed with the group and the little firefighters (bomberos) walked out of the branch with their fireman's hats worn proudly on their heads.

West Oaks

West Oaks held a Tween "Wii are Guitar Heroes" gaming tournament with 31 in attendance on Monday 7/13. First place winner was Buteara Wade. Snacks were provided by Subway.

Camp Savvy for Kids and Teens has been well attended this month. Comic strips that were created by participants are on display at the branch.

Teen Library Corps volunteers worked a total of 141 hours in July, helping out with programming and other tasks at the branch.

Windermere

Tales of Shakespeare Tuesdays - Yvonne Wisdom presented this program series every Tuesday afternoon during the month of July and 35 attendees enjoyed listening to stories and participating in craft activities.

Windermere's Wacky Wednesday Arts and Crafts program was held on July 8. The children had lots of fun making door hangers and decorating them with sea creatures. Total attendance was 22.

Windermere staff hosted Hip Hop You Don't Stop on July 10th. 42 people attended and enjoyed this fun filled event.

Balloon Bonanza program held on July 11. It was presented by Balloon Artist Jenny Casey of "Kid Dazzle Parties" and had 37 in attendance.

Our monthly Third Thursday Pajama Jamboree program held on July 16 had a total attendance of 17. The children enjoyed listening to a story read by Yvonne Wisdom. Afterwards they participated in a craft activity and enjoyed milk and cookies.

During the month of July Windermere's total SRP attendance was 497.

Winter Garden

Summer Reading Program "Reading with Ronald McDonald" continues to be a favorite at Winter Garden. 114 people were there on July 13th for Ronald's annual appearance.

Two programs were held on July 25th:

"Dream. Dare. One Writer's Journey" a writer's workshop with local author Brad Kuhn was held at 2pm in the presentation area with 11 attendees.

"Play-Doh Party" was held in the Children's area at the same time...Liz Seiltgen and Nadine Nelson showed the 54 attendees how to create some unique Play-Doh crafts on their own.

On July 28th, the Orange County Dept. of Emergency Preparedness and the Winter Garden Fire Department presented "When Disaster Strikes," a 90 minute program on how to deal with summer storms, fire emergencies and health emergencies. Participants were given information and handouts with local assistance providers and agencies that can assist them. A drawing was held among the 14 participants for a NOAA emergency radio.

**Orange County Library System
Board of Trustees Meeting
Thursday, August 13, 2009**

**Public Comment:
Non-Agenda Items**