

**Orange County Library System
Board of Trustees**

Board Packet for March 2005



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

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

March 4, 2005

To: Sara Brady, President
James B. Tyson, Vice President
Gloria Fernandez, Trustee
Thomas Kohler, Trustee
Matthew Pardy, Trustee

The Honorable Richard T. Crotty, Chairman of the Library Governing Board, Members of the Governing Board, Commissioners Teresa Jacobs, Bob Sindler, Mildred Fernandez, Bill Segal, Homer Hartage, Linda Stewart, Orange County; and Patty Sheehan, City of Orlando.

From: Mary Anne Hodel, Director

Re: Library Board of Trustees Meeting

The next meeting of the Library Board of Trustees will be at 7:00 p.m. Thursday, March 10, 2005, at the **Eatonville Branch Library; 200 East Kennedy Boulevard; Eatonville, Florida 32751; 407.623-5728.**

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, City of Orlando

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
March 10, 2005
Eatonville Branch Library
200 East Kennedy Boulevard
Eatonville, Florida 32751
407-623-5728

- 05-041 I. **Call to Order**
- 05-042 II. **Public Comment**
Public comments of items listed on the agenda will occur just prior to the Board's discussion and possible action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda.
- 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 .
- 05-043 III. **Approval of Minutes: Library Board of Trustees Meeting – February 10, 2005**
- 05-044 IV. **Staff Presentation: QuestLine – Kathryn Robinson & Gregg Gronlund**
- 05-045 V. **Financial Statements and Summaries: February 2005**
- 05-046 VI. **Statistics and Summaries: February 2005**
- 05-047 VII. **Action Items**
- 05-048 **Consent Agenda**
- 05-049 **PC Purchase**
- 05-050 **Non-Consent Agenda**
- 05-051 **Real Estate Consultant Contract**
- 05-052 **Third Floor Renovation Contract**
- 05-053 VIII. **Discussion and Possible Action Items**
- 05-054 **Director's Goals for 2005**
- 05-055 **Edgewater Plan**

- 05-056 **Union / Management Meeting**

- 05-057 IX. **Information**

- 05-058 **Director's Report**

- 05-059 **Winter Garden Project Summary**

- 05-060 **Public Comment: Non-Agenda Items**

X. **Adjournment**

**Next Meeting Dates: April 14, 2005 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 ---
May 12, 2005 – Winter Garden Branch Library; 805 East Plant Street; Winter Garden, Florida 34787.**

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

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

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

Call To Order

Orange County Library System Board of Trustees Meeting Thursday, March 10, 2005

Public Comment

Public comments of items listed on the agenda will occur just prior to the Board's discussion and possible action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda.

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 .

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

**Approval of Minutes: Library
Board of Trustees Meeting –
February 10, 2005**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
February 10, 2005
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407-835-READ (7323)

- 05-021 I. **Call to Order**
Board Members Present: Sara Brady (2/0); Gloria Fernandez (2/0);
Tom Kohler (2/0); James Tyson (2/1); Matthew Pardy (2/0)
- Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier;
Carla Fountain; Eric Atkinson; Marilyn Hoffman; Craig Wilkins; Sally Fry; Kathryn Robinson; Milinda Neusaenger
- President Brady called the meeting to order at 7:00 p.m.
- 05-022 II. **Public Comment**
Public comments of items listed on the agenda will occur just prior to the Board's discussion and possible action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda.
- 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 .
- 05-023 III. **Approval of Minutes: Library Board of Trustees Meeting – January 13, 2005**
Trustee Fernandez, seconded by Trustee Tyson, moved to approve the minutes of the January 13, 2005 Board of Trustees meeting. Motion carried 5-0
- 05-024 **Approval of Minutes: Library Board Workshop: January 28, 2005**
Trustee Pardy, seconded by Trustee Kohler, moved to approve the minutes of the January 28, 2005 Library Board Workshop. Motion carried 5-0.
- 05-025 IV. **Staff Presentations:**
FCAT – Vera Gubnitskaia & Bobby Tsui
Vera Gubnitskaia and Bobby Tsui presented an overview of the FCAT Tutorial that was developed by OCLS to aid students and parents with navigating the FCAT Explorer. The Explorer is provided by the Florida Department of Education and introduces sample tests for students to take in preparation of the actual test. The FCAT Tutorial also highlights resources available at OCLS that assist students with their FCAT preparation as well as general studies.

Eatonville Branch Grand Opening – Bethany Corbett & Beverley-Ann Galloway

Branch Manager Bethany Corbett presented the video of the Eatonville Branch Grand Opening held on January 22, 2005. She reported that 250 customers attended the opening, and that 31 registered for library cards, including State Senator Gary Siplin. Ms. Corbett also stated that Eatonville is the first location to use signature capture technology, which will electronically store a customer's signature in his/her account file. Eatonville is very popular with classes and daycare centers as well as older children who are after-school customers, and are accommodated within the parameters of the Unattended Children's Policy. Ms. Corbett also shared that the puppet theatre is quite a hit and that children of all ages find it entertaining to put on puppet shows. Brief discussion ensued.

- 05-026 V. **Financial Statements and Summaries: January 2005**
Comptroller Bob Tessier summarized additional information provided to the Board. Two graphs were created to track the tax revenues and expenditures for the last ten years. Brief discussion ensued.
- 05-027 VI. **Statistics and Summaries: January 2005**
Assistant Director Debbie Moss briefly discussed the increasing self check-out figures at North Orange and Alafaya. Brief discussion ensued regarding contacting customers with expired cards.
- 05-028 VII. **Action Items**
05-029 **Consent Agenda**
Trustee Kohler, seconded by Trustee Tyson, moved to approve the items on the Consent Agenda. Motion carried 5-0.
- 05-030 **Change of Venue: July 14, 2005 Board of Trustee Meeting – from South Creek Branch to Edgewater Branch**
The Board approved the change of venue for the July 14, 2005 Board of Trustees Meeting.
- 05-031 **Monthly Newsletter Printing Contract**
The Board voted to award the annual contract for the printing of the monthly newsletter to Mercury Printing and Promotions. The amount of the annual contract is estimated to be \$54,612.
- 05-032 **Non-Consent Agenda**
05-033 **Telecommunications Contract**
President Brady declared a conflict of interest regarding the vote on the Telecommunications Contract. As Managing Director for the Central Florida Division of Wragg and Casas Public Relations, Inc., she represents Bright House Networks, which has a continuing partnership with Time Warner Telecommunications. For this reason she made public her conflict of interest and recused herself from the contractual vote regarding Time Warner Telecommunications and the Orange County Library System.

Information Systems Manager Eric Atkinson gave a brief overview regarding the need to increase the telecommunications bandwidth between the Main Library and Branches as well as the need for an updated local phone service contract at Main. Brief discussion ensued.

Trustee Kohler, seconded by Trustee Tyson, moved to award, in the amount of \$333,549, a contract to Time Warner Telecommunications to provide local phone service at Main and wide-area network (WAN) services between system locations. Motion carried 4-0 with President Brady abstaining due to the aforementioned conflict of interest.

05-034
05-035

VIII. **Discussion and Possible Action Items**
Draft Director's Goals for 2005

Director Hodel asked for input and direction from the Board regarding the goals for 2005. Trustee Kohler asked for the goals to include a strategy to consolidate the Hiawassee and Edgewater Branches, a strategy for negotiating the transition of the debt millage to capital funds, and collaboration with some of the public schools. Trustees Tyson and Pardy requested to include staff development goals to address staff with MLS degrees, to increase diversity, and to reduce staff turnover. Trustee Fernandez asked for the goals to include continuing to address issues in the community and focus on education and meeting the needs of the changing diverse community. Trustee Pardy requested that greater effort be made by the Administration to reach out to the union in order to create a better relationship. Director Hodel stated that the Administration has extended the offer to meet with the union on a regular basis. President Brady asked for a list of the current school partnerships.

05-036
05-037

IX. **Information**
Director's Report

► We already have 180 people signed up for our Tea with Queen Elizabeth I program on Sunday, February 13 at 2pm. Calls are coming in so frequently that we can no longer promise tables to those that try to make a reservation. Tea is being provided by the new downtown firm, **Everta Tea Trade House** on Church Street. Pastries are being provided by **Bruno's Gourmet Kitchen**. Shortbread cookies are being provided by **Walker's Shortbread** of Great Britain and camellia centerpieces are being provided by **Leu Gardens**. We are pleased with this overwhelming response. Many have asked about the fee and are surprised that it is free.

► There was a water leak from the men's room at Southeast Branch. The Branch was forced to close on Monday afternoon and Tuesday and is back in operation now.

► Sara Isaacs of the *Orlando Sentinel* is planning to put information about the Library's newest service, Downloadable Audio books, through Recorded Books, Inc. in the Book section of Sunday's paper. Ms. Isaac is a regular Library user and was enthusiastic about the downloadable audio books.

► Funds are included in this year's budget to find a suitable branch site on the East side of the County. The Library had used CB Richard Ellis to find the South Creek site, so we contacted them again. Recently, we met with Margo Thomas and Bill Moss with that firm to discuss whether they could help us find a location. CB Richard Ellis has an

existing contract with Orange County to do similar projects. We are exploring “piggybacking” off of the Orange County contract.

Director Hodel stated that at the branch workshop held on January 28th, it was agreed upon that location alternatives would be presented to the Board. Discussion ensued regarding the costly option of terminating the Hiawassee lease, which makes combining Hiawassee and Edgewater an expensive alternative. Trustee Pardy asked for the option of subleasing the Hiawassee space to be explored. Director Hodel asked for input from the Board in pursuing the possible replacement of Edgewater. Trustee Kohler pointed out the high concentration of branches in a small service area, which lends to the low circulation figures at Edgewater. The substandard condition and emptiness of the strip mall in which the Edgewater Branch is located was discussed.

Trustee Kohler, motioned for the Administration to present at the March meeting, a plan to close the Edgewater Branch. The plan needs to include various options with positive and negative aspects, as well as a communications strategy. Trustee Tyson seconded and amended the motion to include exploring a sublease of Hiawassee. Motion carried 5-0.

05-038

Winter Garden Project Summary

The progress made at the Winter Garden Branch Construction site was briefly discussed.

05-039

Age Requirement in Children’s and Club Central Areas Policy

Claire Stephens, Orange County Resident and cardholder, spoke regarding the Age Requirement in Children’s and Club Central Areas Policy and asked again for the Board to address how the current policy is better than requiring individuals to sign in as they enter the children’s areas. She also expressed her appreciation for the seating area that was added just outside of the Children’s Library at Main. Kathryn Robinson, Head of Division of Reference and Information, spoke briefly regarding the positive feedback received from the public concerning the policy.

President Brady stated that contrary to comments made at earlier dates, no one is being denied access to the children’s or young adult collections. Adults may utilize the collections, but are then asked by staff to conduct their research and reading in adult areas of the library. President Brady also stated that OCLS is very concerned about the safety of children, and that staff cannot discriminate against those who may want to use the children’s collections. Brief discussion ensued.

05-040

Public Comment: Non-Agenda Items

X. **Adjournment**

President Brady adjourned the meeting at 8:41 p.m.

**Next Meeting Dates: March 10, 2005 – Eatonville Branch Library; 200 East Kennedy Boulevard; Eatonville, Florida 32751
--- April 14, 2005 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.**

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

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

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

**Staff Presentation: QuestLine –
Kathryn Robinson &
Gregg Gronlund**

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

**Financial Statements and
Summaries: February 2005**

Orange County Library System

Financial Statement Highlights

Five Months Ended February 28, 2005

Sub Leasing of Hiawassee Branch Space

Per the Library Board's request, we are pursuing the possibility of sub leasing the Hiawassee Branch space and have consulted with our real estate attorney, Phil Finch. Unfortunately, the language in the lease is very restrictive. After trading numerous voice mail messages, we finally spoke to a representative of the landlord, Tom Merridith with Equity One. Tom indicated he would have to pursue the issue with his boss and said he would get back to us early the week of the Board meeting. If the landlord provides some flexibility on the sub leasing issue, the likelihood of finding a tenant is very low due to the condition of the center. If the real estate consultant contract with CBRE is approved by the Library Board, our plan would be to use this firm to try to sub lease the space.

Auditor Selection

Every three to five years, Orange County solicits proposals for auditing services. Our practice has been to "piggy back" off their selection process and negotiate a contract with the firm selected by the County. This practice has worked well for us and was used to select our current auditors, Cherry Bekaert & Holland. The Auditor General's office recently appointed a task force to make recommendations on how local governments should select auditors. Although the specifics are not available, it is likely that the Auditor General will recommend that the Legislature adopt more stringent standards for the selection of auditors. To better position the Library for this process, Bob Tessier contacted the Orange County Comptroller's Office and volunteered to serve on the County's next auditor selection committee. Bob's offer to serve has been approved by the appropriate representatives in the County.

Time & Attendance System

Currently, managers maintain departmental time sheets on Excel spreadsheets and each absence is documented on what we call a "Long Form". Every bi-weekly pay period the Finance Department staff manually key the information from the time sheets into our payroll system. The process works but is inefficient.

After evaluating time and attendance software from four different vendors, we have decided to use the software of Echelon 3. Shortly, we will be executing an Application Service Provider (ASP) Agreement with our financial software vendor, H.T.E., to make this happen. Basically, the ASP solution allows us to pay a monthly fee to H.T.E. to allow us to access the software from Echelon 3 over the Web. We don't have to purchase any hardware or software and our Information Systems Department also does not have to deal with any upgrades. We have used the ASP solution for our financial software and found it to be a very good solution. We expect to have the time and attendance system up and running this summer.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Five Months Ended February 28, 2005**

05-045

	ANNUAL BUDGET	YTD ACTUAL	(5 month=42%)
AD VALOREM TAXES	24,602,704	21,570,718	87.7%
INTERGOVERNMENTAL			
Grants	20,000	9,648	48.2%
State Aid	1,480,000	0	0.0%
Law Collection Fees	250,000	46,583	18.6%
	<u>1,750,000</u>	<u>56,231</u>	<u>3.2%</u>
CHARGES FOR SERVICES			
Fee Cards	2,000	1,375	68.8%
PC Pass	55,000	17,165	31.2%
Classes	1,000	880	88.0%
Copy & Vending	165,000	74,906	45.4%
Fax	0	871	
Notary	0	0	
Scanner	0	91	
Computer Booklets	0	6	
	<u>223,000</u>	<u>95,294</u>	<u>42.7%</u>
FINES			
Fines	850,000	459,172	54.0%
Lost Materials	90,000	40,087	44.5%
	<u>940,000</u>	<u>499,259</u>	<u>53.1%</u>
MISCELLANEOUS			
Interest Earnings	175,000	87,080	49.8%
Rents	0	0	
Sales of Fixed Assets	0	0	
Contributions - Friends of Library	152,000	50,000	32.9%
Contributions - Others	5,000	4,804	96.1%
Miscellaneous	30,500	14,518	47.6%
Disk Sales	2,500	1,120	44.8%
Grant & Awards	0	5,000	
	<u>365,000</u>	<u>162,522</u>	<u>44.5%</u>
TRANSFER FM PROP APPRAISER	20,000	0	0.0%
TRANSFER FM TAX COLLECTOR	220,000	0	0.0%
TOTAL REVENUES	<u><u>28,120,704</u></u>	<u><u>22,384,024</u></u>	<u><u>79.6%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Five Months Ended February 28, 2005**

	ANNUAL BUDGET	YTD ACTUAL	(5 month=42%)
SALARIES & BENEFITS			
Salaries	11,966,413	4,796,805	40.1%
Medicare Taxes	173,513	68,265	39.3%
Defined Contribution Plan	897,481	364,030	40.6%
Defined Benefit Plan	1,221,066	311,350	25.5%
Life and Health Insurance	2,019,439	630,127	31.2%
Worker's Compensation	119,664	48,915	40.9%
Unemployment Compensation	20,000	4,258	21.3%
Parking & Bus Passes	85,320	33,814	39.6%
	<u>16,502,896</u>	<u>6,257,564</u>	<u>37.9%</u>
OPERATING			
Professional Services	210,000	78,494	37.4%
Other Contractual Services	620,000	210,493	34.0%
Other Contract. Serv.- Janitorial	256,000	103,385	40.4%
Training and Travel	75,000	54,285	72.4%
Telecommunication	322,000	127,311	39.5%
Delivery and Postage	1,272,000	499,010	39.2%
Utilities	710,000	231,554	32.6%
Rentals and Leases	901,000	347,100	38.5%
Insurance	155,000	101,906	65.7%
Repair and Maintenance	628,000	287,128	45.7%
Repair & Maint. - Hardware/Software	284,000	152,161	53.6%
Copying/Printing	185,000	68,809	37.2%
Property Appraiser's Fee	282,000	134,614	47.7%
Tax Collector's Fee	486,000	431,414	88.8%
Supplies	625,000	282,070	45.1%
Supplies-Hardware/Software	80,000	41,269	51.6%
Contingency	300,000	0	0.0%
	<u>7,391,000</u>	<u>3,151,003</u>	<u>42.6%</u>
CAPITAL OUTLAY			
Building and Improvements	1,940,000	39,076	2.0%
Hardware/Software	195,000	65,182	33.4%
Equipment and Furniture	162,000	57,505	35.5%
	<u>2,297,000</u>	<u>161,763</u>	<u>7.0%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	5,500	4,078	74.1%
Materials - Law	210,000	45,685	21.8%
Materials - Other	4,236,500	1,719,674	40.6%
	<u>4,452,000</u>	<u>1,769,437</u>	<u>39.7%</u>
TRANSFER TO OTHER FUNDS			
Branch Debt Service Fund	410,000	204,729	49.9%
Sinking Fund	100,000	0	0.0%
	<u>510,000</u>	<u>204,729</u>	<u>40.1%</u>
TOTAL EXPENDITURES	<u>31,152,896</u>	<u>11,544,496</u>	<u>37.1%</u>

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Five Months Ended February 28, 2005**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(5 month=42%)</u>
REVENUES			
Ad Valorem Taxes	1,234,885	1,082,740	87.7%
Interest	7,000	2,503	35.8%
Transfer From Tax Collector	11,000	0	0.0%
TOTAL REVENUES	<u>1,252,885</u>	<u>1,085,243</u>	<u>86.6%</u>

EXPENDITURES			
Principal	1,150,000	0	0.0%
Interest	104,600	0	0.0%
Tax Collector's Fee	26,400	21,655	82.0%
TOTAL EXPENDITURES	<u>1,281,000</u>	<u>21,655</u>	<u>1.7%</u>

FUTURE DEBT SERVICE PAYMENTS

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
03/01/05	0	52,300
09/01/05	1,150,000	52,300
2006	1,200,000	54,000
	<u>2,350,000</u>	<u>158,600</u>

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Five Months Ended February 28, 2005**

05-045

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(5 month=42%)</u>
REVENUES			
Transfer From General Fund	410,000	204,729	49.9%
Interest	5,000	3,131	62.6%
TOTAL REVENUES	<u>415,000</u>	<u>207,860</u>	<u>50.1%</u>

EXPENDITURES

Principal	339,227	168,225	49.6%
Interest	70,233	36,504	52.0%
TOTAL EXPENDITURES	<u>409,460</u>	<u>204,729</u>	<u>50.0%</u>

FUTURE DEBT SERVICE PAYMENTS

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
8/1/05	171,001	33,729
2006	350,513	58,945
2007	362,175	47,283
2008	374,226	35,233
2009	386,677	22,781
2010	399,542	9,916
	<u>2,044,134</u>	<u>207,887</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Five Months Ended February 28, 2005**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(5 month=42%)</u>
REVENUES			
Line of Credit Proceeds	1,000,000	0	0.0%
TOTAL REVENUES	<u>1,000,000</u>	<u>0</u>	<u>0.0%</u>

EXPENDITURES

FUTURE BRANCH LOCATION

Land	1,000,000	0	0.0%
------	-----------	---	------

WINTER GARDEN BRANCH

Architect/Engineer	0	1,575	
Construction Contractor	0	113,412	
Carpet	0	0	
Impact & Permit Fees	0	0	
Testing	0	3,841	
Other	0	6,882	
	<u>0</u>	<u>125,710</u>	

TOTAL EXPENDITURES	<u>1,000,000</u>	<u>125,710</u>	<u>12.6%</u>
---------------------------	-------------------------	-----------------------	---------------------

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Five Months Ended February 28, 2005**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(5 month=42%)</u>
REVENUES			
Transfer From General Fund	100,000	0	0.0%
Interest	0	351	
TOTAL REVENUES	<u>100,000</u>	<u>351</u>	<u>0.4%</u>
 RESERVES			
Reserves-Building and Improvements	50,000	0	0.0%
Reserves-Technology	50,000	0	0.0%
TOTAL RESERVES	<u>100,000</u>	<u>0</u>	<u>0.0%</u>

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
February 2005

	<u>BALANCE</u> <u>1/31/05</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> <u>2/28/05</u>
OPERATING				
Checking	916,704	7,622,257	(8,389,065)	149,896
SBA Investments	6,935,154	3,016,473	0	9,951,627
CD Investments	8,580,000	3,001,318	(3,000,000)	8,581,318
	16,431,858	13,640,048	(11,389,065)	18,682,841
MAIN DEBT SERVICE				
AIM Investments	896,070	210,391	0	1,106,461
BRANCH DEBT SERVICE				
CD Investments	399,552	0	0	399,552
CAPITAL PROJECTS				
Checking	0	0	0	0
SBA Investments	50,419	0	0	50,419
	50,419	0	0	50,419

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - ASSETS
February 2005**

05-045

ASSETS

Certificates of Deposit	8,581,318
Cash on Hand	14,355
Equity in Pooled Cash	149,896
Accounts Receivable	12,150
Due From Other Funds	194,386
Due From Other Governments	29,400
Interest Receivable	24,035
Inventory	353,745
Investments-SBA	9,951,627
Prepays	87,957
Other Assets-Deposits	<u>9,175</u>
TOTAL ASSETS	<u><u>19,408,044</u></u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND
BALANCE SHEET - LIABILITIES & FUND BALANCE
February 2005

05-045

LIABILITIES

Accounts Payable	2,682	
Retainage Payable	0	
Accrued Wages Payable	284,857	
Accrued FIT Tax Payable	0	
Accrued Med Tax Payable	0	
Accrued Sales Tax	12	
Due To FOL-Taxable Book Sales	3,333	
Due To FOL-Nontaxable Book Sales	6	
Due To FOL-Sales Tax	223	
United Appeal	188	
Bonds	173	
Def Comp Employees	0	
Health Insurance	22,265	
Union Dues	849	
Union-Cope	0	
Optional Life	3,250	
Flex Spend Med	(11,303)	
Flex Spend Dep	0	
Miscellaneous	111	
Daughters of American Revolution	35,457	
Unclaimed Payroll	1,571	
TOTAL LIABILITIES	343,674	

FUND BALANCE

Reserve for Inventory	353,745	
Reserve for Encumbrances	380,466	
Reserve for Prepaids	109,137	
Reserve for Walker	4,000	
Reserve for Phillips	100,000	
Reserve for Warner	33,712	
Reserve for Gullett	19,805	
Designated Murray	380,491	
Designated for Sondheim	39,941	
Designated for Strategic Plan	4,000,000	
Unreserved/Undesignated	2,803,549	
Current Year Excess of Revenues Over Expenditures	10,839,524	0.00
TOTAL FUND BALANCE	19,064,370	

TOTAL LIABILITIES & FUND BALANCE	19,408,044	
---------------------------------------------	-------------------	--

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

**Statistics and Summaries:
February 2005**

STATISTICAL SUMMARY

March 2005 presentation of February 2005 statistics

Circulation and Door Count

MAYL shows a rare decrease in volume. We had some problems with the way in which the automation system processed our requests for a period of 8-10 days during February which caused a decrease in the number of requested items to be checked out. No customer requests were lost but delay was caused in fulfillment.

We had double the number of online renewal requests in Feb 05 that we had in Jan 05, up to 215 from 119. We are continuing to send out email reminders for renewal, which seems to be paying off.

Library Activities

New customer registrations are down from last year from 6,226 to 5,898. There were 29 days in last February compared to 28 for 2005 so the average registrations per day are about even (210 this year and 214 last year).

WWW.OCLS.INFO

Most online activity is up for us though we have a trend of decreased use of reference services online that goes back to May 2004. We have been creating monthly topical web pages to direct users to frequently sought after information. A copy of our Women's History Month page is included here. Development of timely topical pages such as this help users go straight to the information they need.

For January 2005 staff developed a Martin Luther King page. An investment of 5 hours of development paid off in 635 accesses to this page. Kudos to Vanessa Neblett, Cassie Shivers, and Bobby Tsui for their work in developing these products.

Item Type	January 2005	January 2004	January 2003
Books	320007	327494	312962
Cassette Book	13899	15415	15311
Compact Disc Music	56262	43083	22119
VHS	64024	93817	96563
Record Book	2298	2794	1525
Compact Disc Book	13544	9235	6133
DVD	152006	76124	21712
Games	210	374	202
Computer Software	137	271	145
Total	622387	568607	476672

This table shows the circulation by type of material (Item Type) for the last three January circulation periods.

Wireless Usage Statistics - February 2005

User #	Days Used In February
1	1
2	1
3	1
4	1
5	2
6	3
7	1
8	3
9	2
10	1
11	1
12	2
13	1
14	1
15	2
16	13
17	1
18	1
19	2
20	1
21	19
22	1
23	5
24	2
25	1
26	9
27	1
28	3
29	3
30	1
31	1
32	1
33	1
34	1
35	1
36	1
37	2
38	1
39	1
40	2
41	3
42	1
43	1
44	9
45	2
46	1
47	1
48	1
49	1
50	1
51	1
52	1
53	1
54	3
55	1
56	1
57	1
58	6

59	1
60	1
61	1
62	1
63	3
64	1
65	1
66	7
67	1
68	1
69	1
70	1
71	3
72	4
73	3
74	3
75	1
76	4
77	1
78	1
79	1
80	1
81	1
82	1
83	1
84	2
85	1
86	2
87	1
88	8
89	1
90	2
91	1
92	1
93	5
94	1
95	2
96	1
97	1
98	5
99	2
100	1
101	2
102	9
103	6
104	4
105	1
106	1
107	3
108	1
109	8
110	16
111	1
112	4
113	1
114	1
115	3
116	1
117	1
118	1
119	1
120	3
121	14
122	1
123	1

124	2
125	3
126	1
127	3
128	2
129	4
130	1
131	3
132	7
133	3
134	1
135	1
136	1
137	1
138	1
139	1
140	6
141	10
142	5
143	2
144	1
145	2
146	9
147	1
148	13
149	2
150	3
151	5
152	5
153	1
154	5
155	2
156	1
157	8
158	1
159	1
160	5
161	1
162	12
163	1
164	3
165	21
166	1
167	4
168	1
169	1
170	1
171	1
172	15
173	3
174	1
175	2
176	2
177	2
178	1
179	3
180	12
181	1
182	1
183	1
184	1
185	1
186	1
187	1
188	1
189	2
190	5
191	1

192	6
193	1
194	1
195	5
196	1
197	1
198	1
199	8
200	1
201	1
202	1
203	1
204	2
205	1
206	1
207	1
208	1
209	1
210	2
211	1
212	1

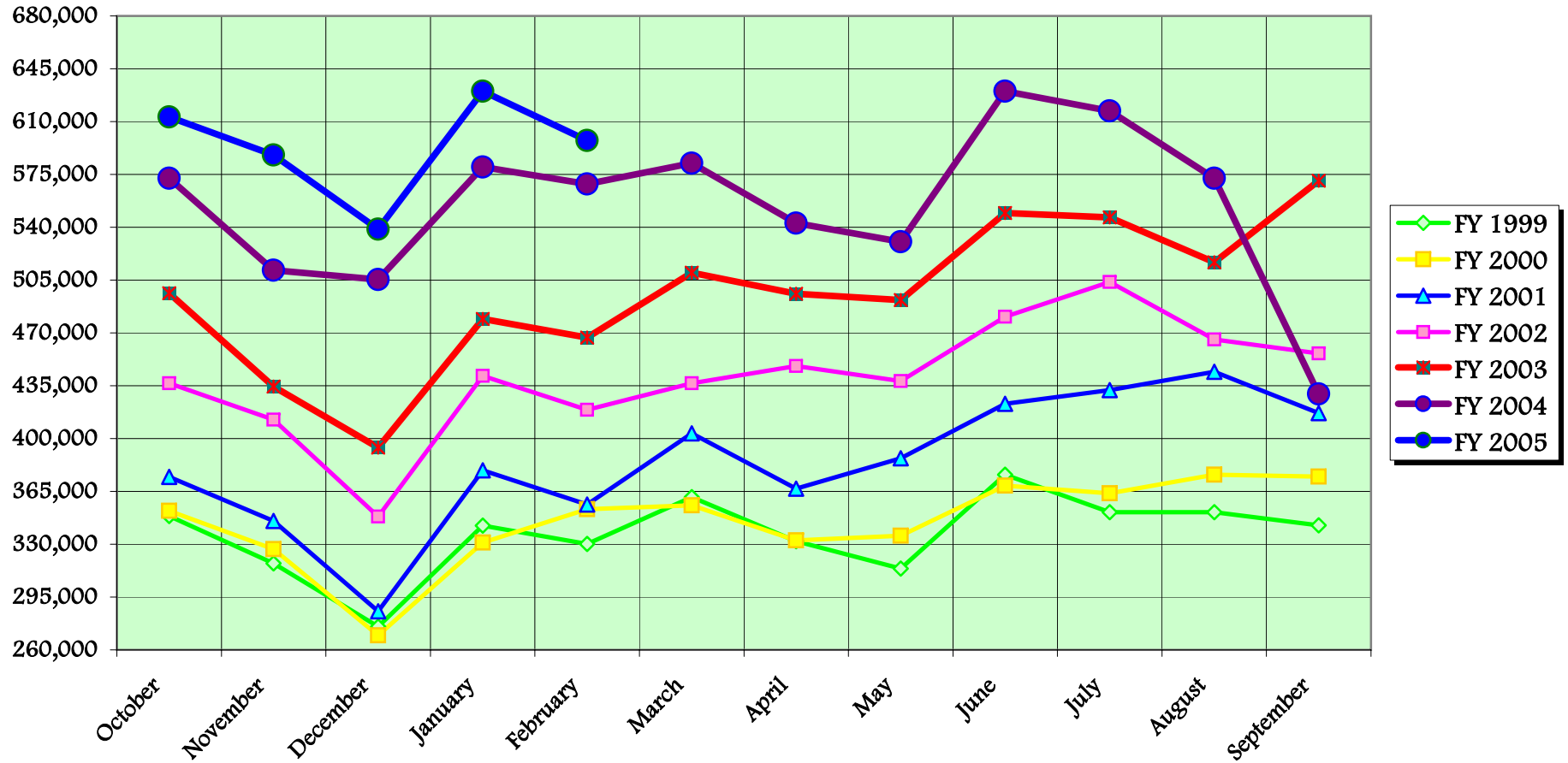
Total **566**

Wireless Registrations - February 2005

Date	PC Pass	Regular	Fee
20050201		1	5
20050202			1
20050203			4
20050204			4
20050205		1	3
20050206			2
20050207			4
20050208			4
20050209			6
20050210			3
20050211		1	5
20050212		1	3
20050213			1
20050214		1	4
20050215		2	6
20050216			4
20050217			5
20050218		1	4
20050219			2
20050220			1
20050221		1	4
20050222		1	5
20050223		1	5
20050224			4
20050225			1
20050226			3
20050227			4
20050228		1	5
Subtotals	12		102
Grand Total			114

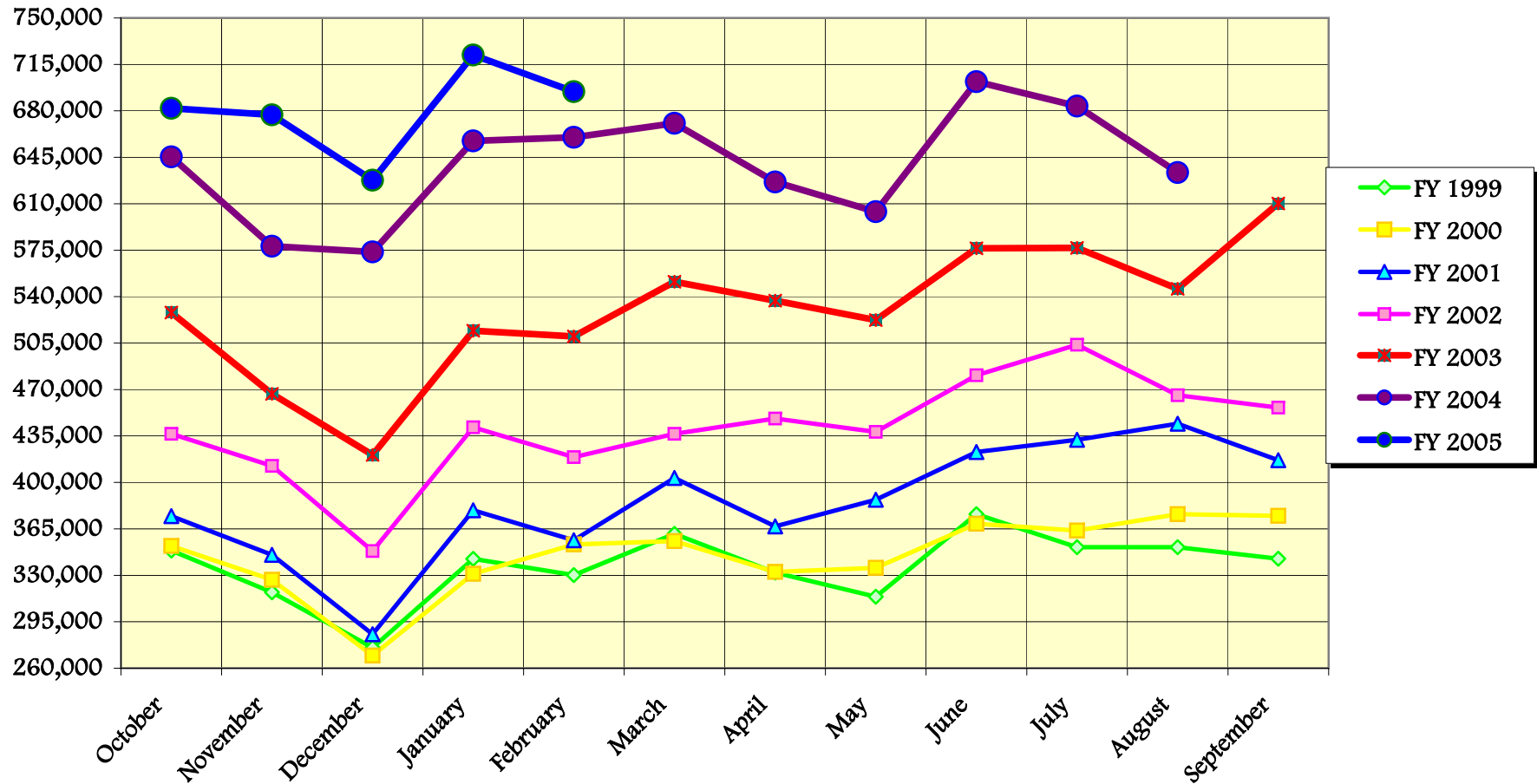
ORANGE COUNTY LIBRARY SYSTEM CIRCULATION

Fiscal Year 1999 Through Fiscal Year 2005 TO Date

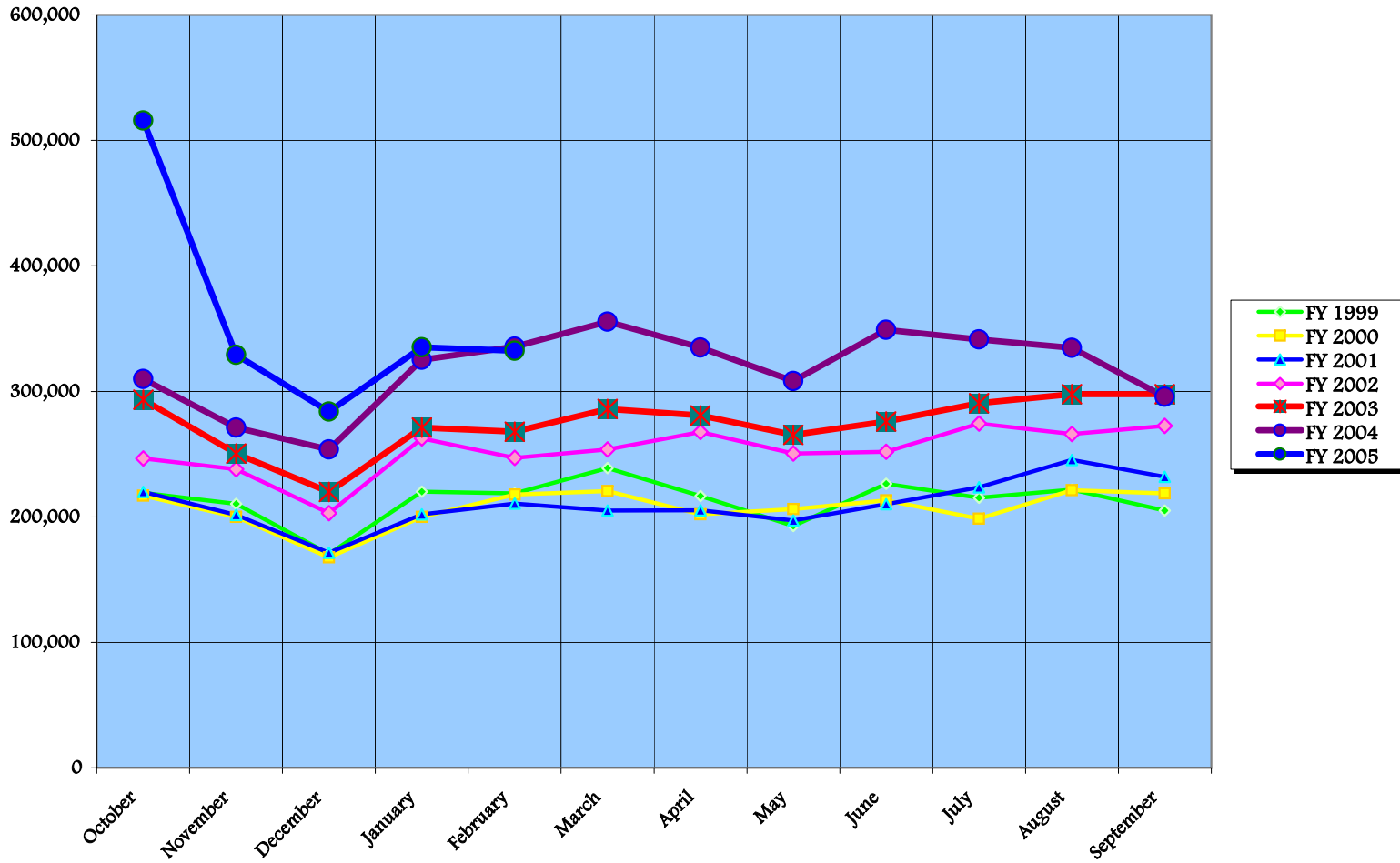


ORANGE COUNTY LIBRARY SYSTEM CIRCULATION WITH ELECTRONIC STATS

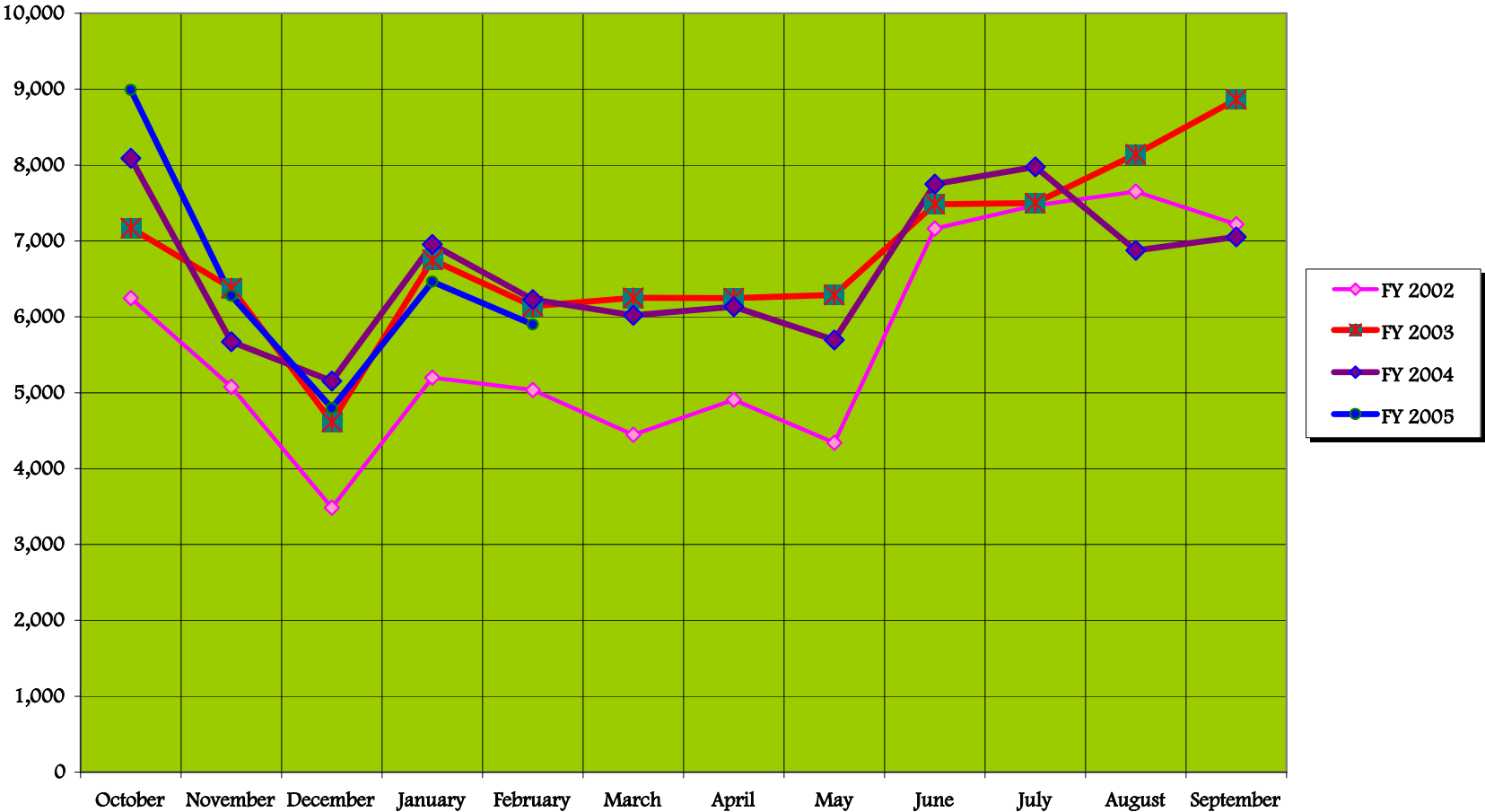
(Circ Stats - previous month & Electronic Stats - 2 months previous)
Fiscal Year 1999 Through Fiscal Year 2005 TO Date



Orange County Library System
 Door Counts
 Fiscal Year 1999 through Fiscal Year 2005 To Date



Orange County Library System
 New Patron Registration
 Fiscal Year 2002 through Fiscal Year 2005 To Date



Circulation and Door Count
October - March

Orange County Library System: Report for FY 2005 YTD & FY 2004

	Oct-04	Oct-03	Nov-04	Nov-03	Dec-04	Dec-03	Jan-05	Jan-04	Feb-05	Feb-04	% of Change	Mar-05	Mar-04
Circulation													
Main	193,476	158,181	180,444	153,204	172,909	151,399	185,053	163,584	179,407	165,452	8.43%		185,438
Branches	366,219	355,946	356,640	318,901	320,269	308,460	389,616	368,668	371,003	352,094	5.37%		355,523
MAYL	52,902	54,059	48,152	36,786	42,305	45,092	52,548	47,237	44,206	50,673	-12.76%		41,130
Talking Books	528	4,192	2,907	2,622	3,211	338	2,942	371	2,885	446	546.86%		388
Total	613,125	572,378	588,143	511,513	538,694	505,289	630,159	579,860	597,501	568,665	5.07%		582,479
Door Count													
Main	68,996	66,816	52,721	76,673	47,060	54,546	62,089	64,798	58,023	64,232	-9.67%		66,748
Branches	366,470	242,940	278,637	192,229	236,839	199,173	272,964	260,359	274,354	271,292	1.13%		288,689
Talking Books	13	14	4	12	6	6	4	10	7	7	0.00%		5
Total	435,466	309,756	331,358	268,902	283,899	253,719	335,053	325,157	332,377	335,524	-0.94%	-	355,437

Circulation and Door Count
April - September

Orange County Library System: Report for FY 2005 YTD & FY 2004

	Apr-05	Apr-04	May-05	May-04	Jun-05	Jun-04	Jul-05	Jul-04	Aug-05	Aug-04	Sep-05	Sep-04	YTD 2005	YTD 2004
Circulation														
Main		160,695		163,787		179,221		186,623		181,947		161,106	911,289	2,010,637
Branches		340,887		323,463		393,268		372,016		343,175		227,233	1,803,747	4,059,634
MAYL		40,739		42,770		57,286		58,076		46,989		41,001	240,113	561,838
Talking Books		413		319		438		341		312		302	12,473	10,482
Total		542,734		530,339		630,213		617,056		572,423		429,642	2,967,622	6,642,591
													-	-
Door Count														
Main		58,954		58,195		65,602		62,215		62,228		57,948	288,889	393,813
Branches		276,023		250,031		283,512		279,198		272,493		237,756	1,429,264	1,819,824
Talking Books		2		13		17		6		14		5	34	
Total		-		334,977		-		349,114		-		334,721	-	295,704
													1,718,153	3,447,508

Library Activities October ~ March

Orange County Library System: Report for FY 2005 YTD & FY 2004

	Oct-04	Oct-03	Nov-04	Nov-03	Dec-04	Dec-03	Jan-05	Jan-04	Feb-05	Feb-04	% of Change	Mar-05	Mar-04
Program Attendance Total	13,258	14,888	10,838	14,554	7,987	7,168	9,680	9,933	12,456	12,366	0.728%		11,893
Total # of Programs	405	488	350	376	365	402	342	402	419	402	4.229%		406
Community Events Attendance Total	1,704	1,634	1,792	2,071	0	260	277	354	472	1,599	-70.482%		10
Total # of Community Events	18	19	25	27	0	3	7	3	14	9	55.556%		668
Events Line	-	N/A	49	N/A	16	N/A	30	N/A	33	N/A	N/A		N/A
StoryLine	345	474	332	395	285	676	279	809	210	898	-76.615%		551
Class Attendance	1,162	535	1,049	525	652	439	1041	747	1243	789	57.541%		822
Total # of Classes	262	122	229	145	190	165	232	226	281	166	69.277%		195
QuestLine	15,480	15,927	13,728	13,338	11,873	13,281	14,530	15,494	14,240	15,831	-10.05%		18,063
Hits to Website**	10,603,759	6,715,631	8,440,620	5,329,645	11,531,063	5,869,349	15,352,285	8,090,200	15,816,206	7,731,165	104.58%		10,014,583
P.C. Sessions*	61,841	60,436	57,898	48,232	55,421	50,453	62,062	56,474	60,939	59,058	3.19%		61,856
Number of Active Cards in the System	301,108	277,480	300,679	279,139	299,476	280,449	301,975	283,903	300,538	285,382	5.31%		284,869
New Customer Registrations	8,989	8,090	6,277	5,672	4,798	5,154	6,462	6,953	5,898	6,226	-5.27%		6,019
Total Registered Borrowers*	767,093	685,385	774,114	691,057	778,890	696,211	785,166	703,164	787,143	709,390	10.96%		715,409

*October 2004: Only 12 days of data retrieved at Hiawassee due to software failure.

** October & November 2004 Website Hits are Estimates due to software error.

Library Activities April - September

Orange County Library System: Report for FY 2005 YTD & FY 2004

	Apr-05	Apr-04	May-05	May-04	Jun-05	Jun-04	Jul-05	Jul-04	Aug-05	Aug-04	Sep-05	Sep-04	YTD 2005	YTD 2004
Program Attendance Total		11,940		12,383		14,772		13,833		8,415		7,776	54,219	139,721
Total # of Programs		405		376		414		423		357		301	1,881	4,752
Community Events Attendance Total		2,996		7		896		493		4,284		2,111		
Total # of Community Events		21		779		3		3		20		30		
Events Line		N/A		N/A		N/A		N/A		N/A		N/A		N/A
StoryLine		371		472		-				212		273	1,451	5,191
Class Attendance		1,125		561		1,145		1,234		822		1,022	5,147	9,766
Total # of Classes		249		129		233		252		197		213	1,194	2,292
QuestLine		15,570		13,583		15,209		15,277		15,999		13,446	69,851	181,018
Hits to Website		8,644,039		8,344,958		8,421,651		9,971,756		10,408,304		9,097,730	61,743,933	98,639,011
P.C. Sessions		63,112		60,124		64,706		66,685		62,026		51,023	298,161	704,185
Number of Active Cards in the System		289,406		290,595		296,191		296,807		298,476		298,390		
New Customer Registrations		6,134		5,696		7,730		7,977		8,053		7,052	32,424	80,776
Total Registered Borrowers		722,516		722,516		735,474		743,310		750,945		757,980		

*March 2004 is an estimate due to the III Conversion.

** June 2004 StoryLine Stats not available.

Orange County Library System: Report for FY 2005 YTD & FY 2004

	Oct-04	Oct-03	Nov-04	Nov-03	Dec-04	Dec-03	Jan-05	Jan-04	Feb-05	Feb-04	% of Change	Mar-05	Mar-04
Online Catalog Searches	521,255	206,826	477,761	174,333	382,173	155,673	540,385	211,633	561,044	205,932	172.44%		290,315
Online Renewals	73,115	74,416	89,428	65,647	86,114	72,829	84,577	66,484	84,884	70,968	19.61%		85,077
Electronic Reference Questions	250	353	202	392	155	227	198	301	167	384	-56.51%		516
Live Chat Questions	79	65	85	67	58	50	53	87	68	45	51.11%		109
Total Online Reference Questions	329	418	287	459	213	277	251	388	235	429	-45.22%		625
Online Requests	47,807	38,272	54,462	29,210	38,464	33,468	51,113	39,163	46,095	33,556	37.37%		35,988
Online Suggestions	62	105	105	114	89	112	56	81	86	86	0.00%		193

	Apr-05	Apr-04	May-05	May-04	Jun-05	Jun-04	Jul-05	Jul-04	Aug-05	Aug-04	Sep-05	Sep-04	YTD 2005	YTD 2004
Online Catalog Searches		424,052		418,066		496,984		508,807		483,052		430,540	2,482,618	4,006,213
Online Renewals		73,009		79,866		83,849		87,401		84,250		73,115	418,118	916,911
Online Reference Questions		450		191		246		275		191		184	972	3,710
Live Chat Questions		92		63		85		73		60		80	343	876
Total Online Reference Questions		542		254		331		348		251		264	1,315	4,586
Online Requests		45,966		45,286		52,893		54,221		50,772		41,419	237,941	500,214
Online Suggestions		146		86		88		30		68		64	398	1,173

Orange County Library System

Circulation Statistics

February 1, 2005 - February 29, 2005

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain -Loss	% Gain -Loss	Total Visits	Visits Year Ago	Gain -Loss	%Gain -Loss
Main	28	179,407	30.03%	165,452	13,955	8.43%	58,023	64,232	(6,209)	-9.67%
MAYL	20	44,206	7.40%	50,673	(6,467)	-12.76%	N/A	N/A	N/A	N/A
Talking Books	28	2,885	0.48%	446	2,439	546.86%	7	7	0	0.00%
West Oaks	28	39,633	6.63%	37,838	1,795	4.74%	20,693	20,847	(154)	-0.74%
Herndon	24	35,424	5.93%	34,633	791	2.28%	23,440	24,594	(1,154)	-4.69%
Alafaya	28	51,345	8.59%	48,353	2,992	6.19%	29,662	25,168	4,494	17.86%
Southeast	24	26,262	4.40%	27,279	(1,017)	-3.73%	24,338	24,957	(619)	-2.48%
Hiwassee	24	20,347	3.41%	19,458	889	4.57%	21,951	21,860	91	0.42%
Southwest	24	33,961	5.68%	31,784	2,177	6.85%	24,900	26,183	(1,283)	-4.90%
Edgewater	24	24,506	4.10%	24,211	295	1.22%	20,517	18,850	1,667	8.84%
North Orange	28	37,768	6.32%	35,094	2,674	7.62%	25,459	26,974	(1,515)	-5.62%
South Creek	28	46,506	7.78%	42,755	3,751	8.77%	28,058	28,255	(197)	-0.70%
South Trail	24	17,753	2.97%	17,897	(144)	-0.80%	20,945	22,853	(1,908)	-8.35%
West Orange	24	14,266	2.39%	12,228	2,038	16.67%	9,793	8,670	1,123	12.95%
Windermere	24	12,951	2.17%	13,966	(1,015)	-7.27%	8,854	11,632	(2,778)	-23.88%
Washington Park	24	8,879	1.49%	6,598	2,281	34.57%	11,783	10,449	1,334	12.77%
Eatonville	24	1,402	0.23%	N/A	N/A	N/A	3,961	N/A	N/A	N/A
Total	428	597,501	100.00%	568,665	28,836	5.07%	332,377	335,524	(3,147)	-0.94%

**NUMBER OF SEARCHES
JANUARY 2005**

FISCAL YEAR 2005	OCT 2004	NOV	DEC	JAN 2005	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD
Ancestry Library Edition	319	388	175	66									948
Associations Unlimited	309	180	347	316									1,152
Auto Repair Reference Center	312	342	317	313									1,284
Biography & Genealogy Master Index	132	221	355	327									1,035
Biography Resource Center	5,885	4,273	4,448	5,864									20,470
Business & Company Resource Center	2,869	2,761	2,945	3,894									12,469
Business Index ASAP	10	72	51	88									221
Chapter-A-Day Online Book Club	38,840	40,100	40,740	41,160									160,840
Classical.com	415	85	74	26									600
Computer Database	124	261	105	79									569
Consulta	64	25	14	75									178
Countrywatch	1,818	1,428	2,615	1,576									7,437
Dun & Bradstreet International	99	64	114	78									355
Expanded Academic ASAP	411	371	555	554									1,891
Ferguson's Career Guidance Center	104	155	221	161									641
First Search	2,252	1,563	2,871	2,900									9,586
General Business File ASAP	92	134	256	293									775
General Reference Center Gold	3,755	3,571	2,535	3,095									12,956
Health & Wellness Resource Center	1,754	1,517	1,908	2,138									7,317
Health Reference Center Academic	221	455	374	456									1,506
HeritageQuest Online	9,567	9,755	9,799	9,684									38,805
Info Trac OneFile	2,285	2,473	1,983	3,661									10,402
Informe	14	7	93	120									234
Junior Edition - K12	97	134	170	194									595
Kid's Edition - K12	104	188	220	318									830
Learnatest	553	398	241	321									1,513
Lit Finder (formerly Essay/ Poem/	3,390	632	697	702									5,421
Literature Resource Center	2,130	3,013	3,252	4,324									12,719
Mergent Online	8	10	123	358									499
Morningstar	756	901	830	970									3,457
NetLibrary eBooks	261	277	269	249									1,056
NetLibrary Downloadable Audiobooks				75									75
Novelist			247	455									702
Online Homework Help	275	244	161	204									884
Opposing Viewpoints Resource Center	1,150	2,087	2,441	1,880									7,558
p4A Antiques Reference	70	159	177	296									702
Professional Collection	123	80	250	250									703
ProQuest Newspapers	2,139	2,153	2,986	2,821									10,099
Reference USA	3,941	4,421	3,918	3,670									15,950
Rosetta Stone	600	493	181	478									1,752
Science Online	126	154	103	111									494
SIRS Knowledge Source	837	1,420	1,162	1,262									4,681
Standard Deviants Video (formerly known	326	219	864	400									1,809
Student Edition - K12	85	76	172	180									513
Tumblebooks	77	141	107	77									402
What Do I Read Next?	375	264	329	272									1,240
Worldbook Online	554	461	499	208									1,722
TOTAL NUMBER OF SEARCHES	89,628	88,126	92,294	96,999	0	0	0	0	0	0	0	0	367,047

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

Consent Agenda

05-049 PC Purchase

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

PC Purchase

STAFF COMPUTER UPGRADE RECOMMENDATION

I. PROBLEM STATEMENT

In pursuit of Goal 2: Provide a Range of Services that are Responsive to a Changing Community, Objective 2: Expand Use of Relevant Technology of the Strategic Plan, the Library seeks to purchase additional computer hardware to replace outdated equipment at approximately ninety staff work locations.

II. EXECUTIVE SUMMARY

The Library has already expanded the number of public access computers by 44 in this fiscal year and will add an additional 28 when the Winter Garden Branch opens. This exceeds the strategic plan goal of expanding our network by 30 computers each year. We would now like to upgrade a portion of our existing staff computers.

Library staff members are increasingly multi-tasking, utilizing several applications at the same time including the Millennium client, multiple web browsers and MS Office applications simultaneously. Computers that can run a single application well tend to bog down under the increasingly complex workload.

While still marginally functional, the library has a significant number of computers that are about 4 ½ years old. These computers are no longer under warranty and are beginning to need repair more frequently. They are also significantly slower (under 1 GHz and 128MB of RAM), than models we have recently purchased. These slow machines slow up our staff in the performance of their duties. An example of this is with the Questline computers, where slow response time to access databases can slow the completion of patrons calls and may add to call length and wait time for patrons. The Library recommends replacing these models with computers at least 2.8 GHz with 512 MB of RAM and Windows XP Pro.

III. OPTIONS

The following options are offered for consideration.

Option 1. Purchase and install equipment and software as described below.

Advantages

1. Library staff will be able to perform their work faster and more easily.
2. The newer hardware will be more reliable reducing service calls and providing more reliable system access.

Disadvantages

1. Money would be spent this fiscal year.

Option 2. Do not purchase these computers at this time.

Advantages

- 1. No cost at this time.

Disadvantages

- 1. Library staff would continue to use slower PCs and be less able to perform their tasks efficiently.
- 2. Older hardware would involve more service calls with parts not under warranty.

IV. RECOMMENDATION

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

Laptop Computers	\$20,000.00
Desktop Computers	<u>\$60,000.00</u>
Total project costs	<u>\$80,000.00</u>

These costs are within the amount budgeted for the expansion and maintenance our PC network.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-049**

**RESOLUTION TO APPROVE THE PURCHASE OF ADDITIONAL
COMPUTER EQUIPMENT AND FURNITURE.**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Eatonville, on the 10th day of March, 2005 at 7:00pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize the purchase of computer equipment and furniture with the following costs:

Laptop Computers	\$20,000.00
Desktop Computers	<u>\$60,000.00</u>
Total project costs	<u>\$80,000.00</u>

These costs are within the amount budgeted for the expansion and maintenance our PC network.

2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

Non-Consent Agenda

05-051 Real Estate Contract

05-052 Third Floor Renovation Contract

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

Real Estate Contract

Real Estate Consultant Contract

I. Problem Statement

Both the Library's Strategic Plan (Goal 1, Objective 1) and the Branch Development Plan call for opening new branch locations on the East side of the County. The starting point for this process is locating suitable sites. While Library staff have been attempting to search for suitable sites, we do not have access to all the multiple listing tools and commercial real estate expertise to conduct an effective and productive search. A real estate consultant is needed to assist us to search for suitable sites based on parameters established by the Library and to negotiate a purchase price with the seller.

II. Executive Summary & Background

In addition to documenting the need for additional sites on the East side of the County in the Strategic Plan and Branch Development Plan, \$1,000,000 was included in the current year Capital Projects Fund budget for the purchase of land. However, the delay of the Winter Garden project has pushed some of the costs of the Winter Garden project into the current fiscal year. As a result, our rough estimate is \$750,000 will be available this fiscal year for the purchase of land.

We contacted CB Richard Ellis (CBRE) to see if they might be able to help us find land. We had used this firm to acquire the property for the South Creek Branch. CBRE has a real estate consulting contract with Orange County. The original term of the contract was for three years and the County elected to renew it for another year. We contacted the County and received a very favorable reference on CBRE. In fact, the County intends to renew the contract with CBRE for another year beginning June 15, 2005. Although the immediate issue is finding land on the East side, the County's contract covers many areas including leasing which might also be helpful to us. The contract with the County is structured such that the County does not pay any broker's commissions.

Our Purchasing Policy allows us to "piggy back" off of another local government's contract. Although "piggy backing" off of the County's contract would not require us to pay any commissions, we are bringing this issue to the Library Board for approval due to the significance of the contract.

III. Options

The following options are offered for consideration.

Option 1: Piggy back off of Orange County's real estate consultant contract with CBRE.

Advantages

1. Orange County selected CBRE after soliciting and evaluating proposals from several firms.
2. Piggy backing off of the County's contract would allow us to use our time more effectively in the search.
3. Land prices are not decreasing in Orange County. Proceeding quickly is to our advantage.
4. The likelihood of getting a better contract with CBRE or another firm is not very high.

Disadvantage

Another real estate consulting firm might do a better job.

Option 2: Prepare a request for proposal (RFP) and solicit proposals for real estate consulting services.

Advantage

A more qualified firm might be located.

Disadvantage

The RFP process will take longer which will delay the search for suitable sites.

IV. Recommendation

Staff recommends piggy backing off of Orange County's real estate consultant contract with CB Richard Ellis. Our real estate attorney, Phil Finch, reviewed the County's contract and suggested we not make any changes to it.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-051**

REAL ESTATE CONSULTANT CONTRACT

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the Town of Eatonville, on the 10th day of March 2005, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

- 1. To piggy back off of Orange County’s real estate consultant contract with CB Richard Ellis.
- 2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

Third Floor Renovation Contract

Construction Management at Risk Contract for the Main Library 3rd Floor Renovation

I. PROBLEM STATEMENT

The Library would like to renovate the east wing of the 3rd floor of the Main Library. The condition of the lighting, carpeting, and furnishings do not add to creating an inviting environment to the public. To proceed, a Construction Management at Risk (CM) contract needs Board approval for the Main Library 3rd Floor Renovation Project.

II. EXECUTIVE SUMMARY

The Library determined to employ Construction Management at Risk for the 3rd Floor Renovation Project. After receiving a single response from Skanska USA Building (Skanska) to the Request for Proposal, the Board approved negotiation of a CM contract with Skanska, including the Guaranteed Maximum Price (GMP). Staff is now requesting approval of a CM contract for the renovation of the 3rd floor of the Main Library and for approval of the project budget.

III. BACKGROUND

The Library proceeded with the contractor selection process that was outlined in the summary presented to the Board at the November meeting. A Request for Qualifications (RFQ) was published in the Orlando Sentinel. In addition, our architect and our attorney provided names of contractors that might be qualified. Copies of the RFQ were sent to these companies. At the end of the 30-day advertisement period, two replies had been received. One was from a contractor that declined to participate and the other from Skanska.

Skanska performed the 1st Floor Library Central renovation project. The Library was pleased with their professional approach to the work and with the final product. Skanska is qualified to do the work and staff feels that they would be a good choice for the 3rd floor project.

The Board approved negotiation of a CM contract with Skanska to determine whether agreement could be reached. While Skanska was preparing a cost proposal, the Library employed Cost Management Inc. (CMI) to prepare an estimate for the project to be used as a benchmark to compare with the number presented by Skanska.

The GMP of \$598,644 presented by Skanska is shown on Attachment A. This is less than the CMI estimate of \$642,457. The Library has asked that CMI review the Skanska proposal before the Board meeting. The proposal has been reviewed by the Library's legal counsel, Guy Haggard, and his recommended changes will be negotiated with Skanska.

Staff is presenting the Main Library 3rd Floor Renovation Project Budget (Attachment B) which incorporates the Skanska proposal, architectural fees, carpet, testing, and a construction contingency. The total project budget is \$800,000. Staff proposes that

Change Orders to this contract be approved using the approval limits in the Library's Purchasing Policy.

The FY 2005 Budget includes \$530,000 for the 3rd Floor Renovation. The additional \$270,000 would come from the Third Floor Roof Terrace Project, which is not being pursued due to cost.

IV. OPTIONS

Staff offers the following options regarding the Main Library 3rd Floor Renovation Project.

Option 1:

Authorize staff to execute a Construction Management at Risk contract with Skanska for an amount not to exceed \$600,000 and approve the Project Budget of \$800,000.

Advantages:

1. The project can be started immediately.
2. The contract amount is less than the estimate by CMI.
3. The Library has successfully completed another renovation project with Skanska.

Disadvantage:

1. The money spent on this project would not be available for other projects.

Option 2:

Do not approve the CM contract with Skanska and solicit proposals again.

Advantage:

1. We might get a better response and/or negotiate a lower price.

Disadvantages:

1. The selection process will need to be repeated with no guarantee that there would be a better response or a lower price.
2. Necessary renovations would not be started this fiscal year.

Option 3:

Do not renovate the 3rd floor.

Advantage:

The money budgeted for this project would be available for other projects.

Disadvantage:

The condition of the carpet, poor lighting, and outdated design dictate that the 3rd floor should be renovated soon.

V. RECOMMENDATIONS

Staff recommends Option 1, that the Library Board authorize staff to execute a Construction Management at Risk contract with Skanska USA Building for an amount not to exceed \$600,000 and approve the Main Library 3rd Floor Renovation Project Budget of \$800,000. Further, Staff recommends applying the approval limits in the Library Purchasing Policy to any Change Orders.

Attachment B

Main Library 3rd Floor Renovation

Budget Proposal

05-052

<u>CATEGORY</u>	<u>BUDGET PROPOSED 03/10/05</u>
Architect/engineer	53,500 (1)
Construction	
Contractor	600,000
Floor covering	61,000 (2)
Testing	3,000
Other	10,000
Construction Total	<u>674,000</u>
Contingency	72,500
TOTAL PROJECT	<u><u>800,000</u></u>

Notes:

(1) Includes the \$45,000 contract with HKS which was previously approved by the Library Board and \$7,000 for CMI to prepare a construction estimate.

(2) The carpet purchase will be brought to the Library Board for approval at a later date.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-052

MAIN LIBRARY 3rd FLOOR RENOVATION PROJECT CONTRACT

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the Town of Eatonville, on the March 10, 2005, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

- 1. To authorize staff to execute a Construction Management at Risk contract with Skanska USA Building for an amount not to exceed \$600,000 for the Main Library 3rd Floor Renovation Project.
- 2. To approve the Main Library 3rd Floor Renovation Project Budget of \$800,000.
- 3. To apply the approval limits in the Library Purchasing Policy to any Change Orders.
- 4. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

**Discussion and Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

Director's Goals for 2005

Proposed Director's Goals: 2005

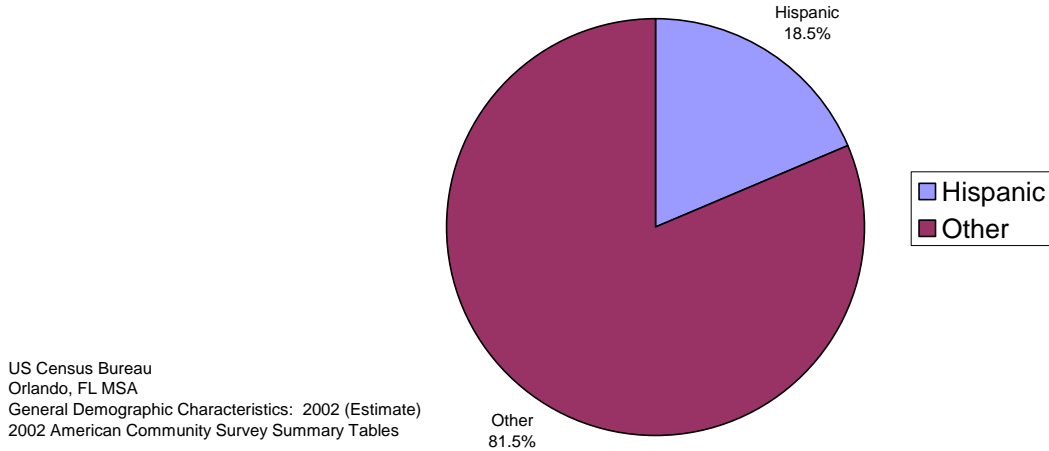
- ✓ Open Eatonville Branch – completed January 22, 2005.
- Develop strategy for negotiating transition of debt millage to capitals funds
- Review and report periodically to Board on staff development issues:
 - ❖ Staff holding MLS, CS/technical and other advanced degrees
 - ❖ Staff turnover
 - ❖ Staff diversity
 - ❖ Management Union relationship
- More focus on educational part of our mission
- Review and report on Outreach to Public Schools:
 - ❖ List schools with whom we have relationships/ partnerships
 - ❖ Develop ideas to reward schools that work well with OCLS
- Open Winter Garden Branch.
- Install Express Check Out at one additional branch: West Oaks.
- Renovate 3rd Floor, East Wing.
- Main Library Roof replacement.
- Make future plans for 2nd floor usage
- Scout for potential branch locations in East Orange County.
- Create an additional add-on year for the current Strategic Plan.



Diversity Matters at OCLS and It Takes Many Forms

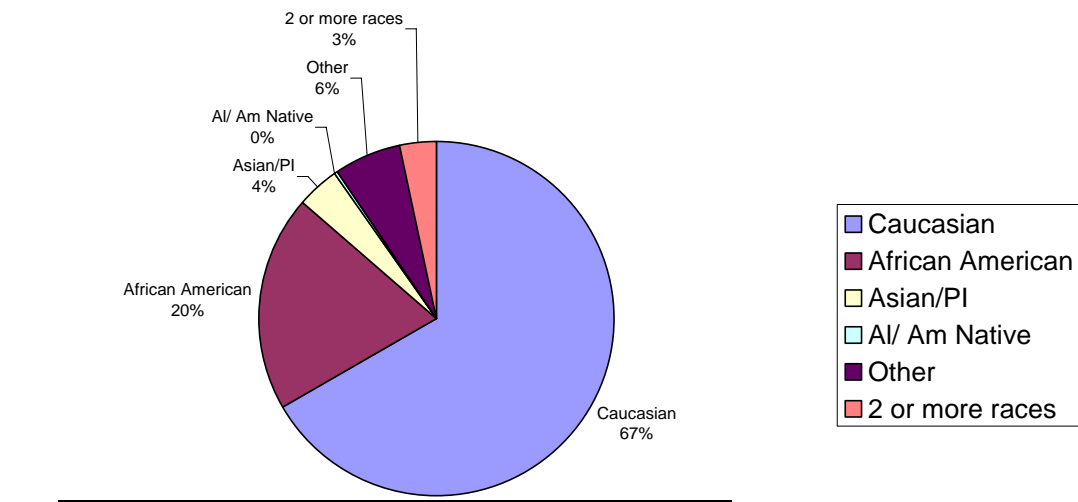
- Staff Language Skills – through our diverse staff we can assist library customers in 17 different languages
- Diversity Training – December 2005 – all employees participated in Diversity Training facilitated by Donna Long of Learning Journey, Inc., “Service Savvy – Providing Outstanding Service in a Diverse World”
- Hosted, in cooperation with the State Library, “Empowering Library Staff to Meet the Technology Needs of Spanish Speakers in Their Communities”
- Latino Outreach
- Spanish speakers at 75% of our locations
- Latino Outreach Committee established and coordinator appointed to follow through on Library initiatives
- Programs for the public include (these are examples from the month of February and March 2005:
 - Voices from the Community – 2/12/05 – A celebration of Black History Month through songs, music and dance
 - Explore African American Internet Resources – 2/16/05
 - Stories for Grown Ups – 2/20/05 - Library storytellers feature stories honoring Black History Month
 - Meet the Author – 2/20/05 - The Life and Legacy of Mary McLeod Bethune
 - The History and Heritage of African Americans of Winter Garden – 2/28/05
 - Friends of the Library Second Saturday program, poet Langston Hughes portrayed by Bob Devin Jones
- Staff Development Day – workshops included Survival Spanish and American Sign Language
- International potluck dinners hosted by the Staff Association for employees to share favorite dishes and traditions from many lands
- Sensitivity training for visually impaired scheduled in March 2005 for staff
- Computer Classes taught in Spanish at various locations
- Monthly Story Programs in Spanish at the Southeast Branch
- Participation at Eatonville Branch with a exhibit/program in meeting room for Zora Festival
- Access to web page in 4 different languages (French, Spanish, German, Portuguese)
- Contract with Language Line services that enables us to conduct a conference call and have a translator on the phone in 150 different languages
- Assistive technology in all locations for those with print impairments
- Large print collections in all locations

Metropolitan Statistical Area 2002
(Lake, Orange, Osceola, Seminole counties)
Orlando, FL
Hispanic as Percentage of Total Population



Hispanic or Latino origin – This designation is not considered a “race” as displayed in the first chart, therefore, this number must be viewed as a separate statistic.

ORANGE COUNTY - 2002
ANALYSIS BY RACE/ETHNICITY

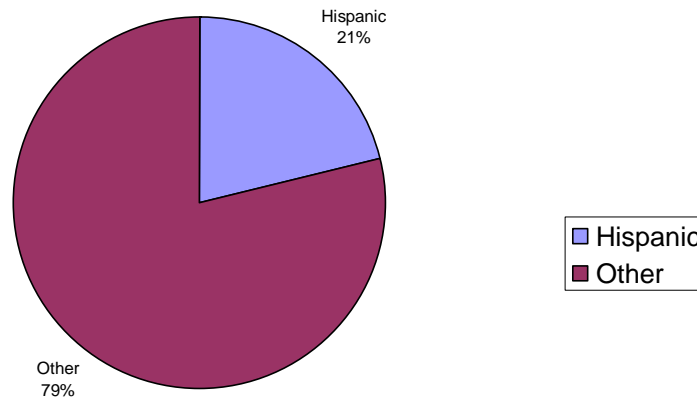


U.S. C
Genera
2002 A

Hispanic or Latino origin – This designation is not considered a “race” as displayed in the first chart, therefore, this number must be viewed as a separate statistic.

ORANGE COUNTY - 2002

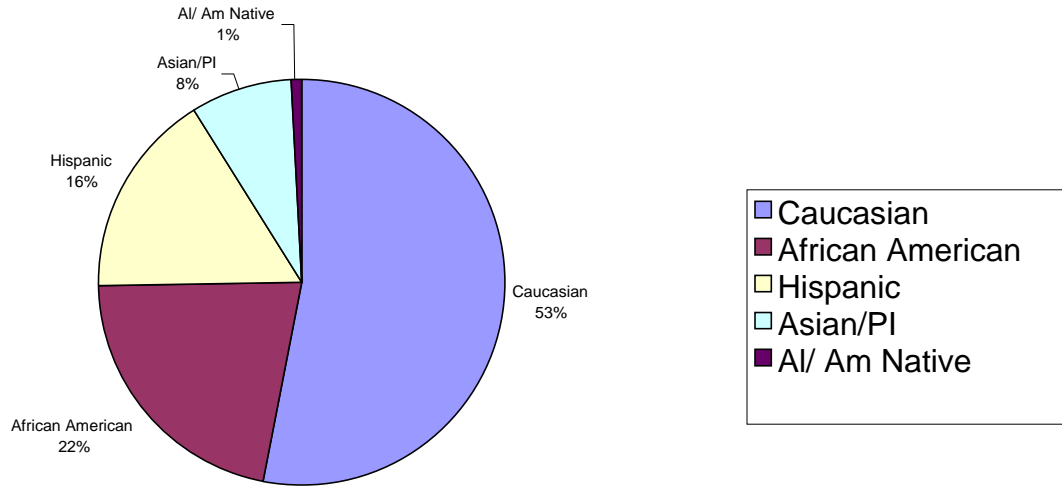
HISPANIC POPULATION AS PERCENTAGE OF TOTAL



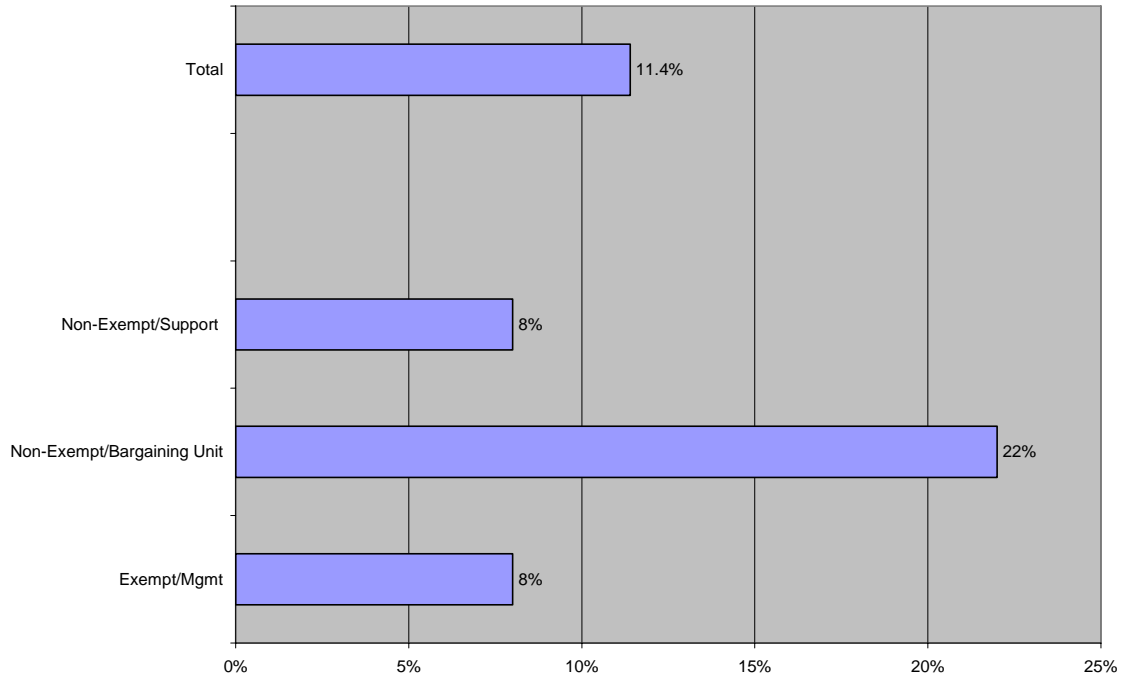
U.S. Census Bureau
General Demographic Characteristics - 2002 (Estimate)
2002 American Community Survey Summary Tables

Hispanic or Latino origin – This designation is not considered a “race” as displayed in the first chart, therefore, this number must be viewed as a separate statistic.

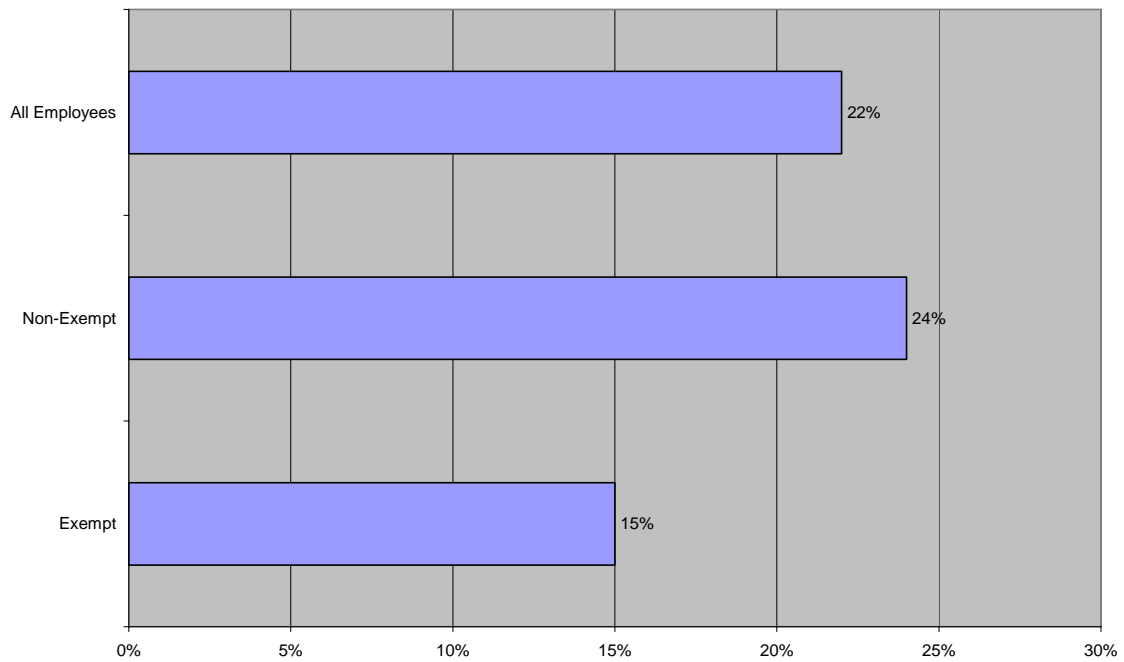
2005 OCLS STAFF DIVERSITY CHART



OCLS Turnover 2004



Employers Association of Florida 2003 Turnover Survey



Note:

Separations for turnover data include employee initiated resignations; organization initiated terminations; retirements and deaths. Turnover for part time employees has been excluded.

Orange County Library System Staff Educational Snapshot

Number of Library Employees Receiving Scholarship \$ from Friends of the Library since Fall 2002:	13
Number of Library Employees who have achieved MLS Degree through Support from Friends of the Library since Fall 2002:	3
System Wide, Number of Employees holding a Masters in Library Science:	41
Number of Employees in the Bargaining Unit holding a Masters in Library Science:	15
Number of Employees with Bachelor's or Masters Degrees in Technology or Digital Media:	8
Number of Employees who have achieved Microsoft Office Trainer Certifications since Implementation of OCLS Incentive Program:	5

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

Edgewater Plan

For Discussion

Hiawassee and Edgewater Branches Realignment

On the west side of the county, there are eleven branches serving nearby residents. East of downtown, there are only three branches. This results in some west side residents having two branches within three miles of their homes. Nine of the west side branches are less than five miles from another library. The three east side branches are six to ten miles from each other. Under current funding, the Library cannot afford to operate additional facilities to offer east side residents the same level of access. A better spread of facilities would allow for more equitable service.

Four branches are clustered within an 8.5 mile spread in the northwest part of the County: West Oaks, Hiawassee, Edgewater and Eatonville. Two of these facilities are in shopping centers with leases that expire in the next five years. This situation creates the opportunity to consolidate facilities. The Edgewater Branch lease expires in August 2005. If changes are to be made this year, notice to Edgewater's landlord must be given in May.

The Branch Master Plan calls for a merger of two branches. A combined Edgewater/Hiawassee facility in leased space could result in annual cost savings of \$200,000 to \$724,000. Restructuring branch facilities will directly create savings through increased operational efficiency. Such a change would benefit district residents as a whole. Those living near these two branches could perceive it as a decrease of service.

A new opportunity has been identified during recent meetings with some members of the Orange County School Board and staff. Both Edgewater and Evans High School are scheduled for redevelopment. The Library and the School representatives seem to be very interested in the possibility of joint use on new campuses.

Some possible options for branch realignment are:

- **Pursue possible site for a combined Hiawassee – Edgewater facility at a former Eckerd's store location on Clarcona-Ocoee Road**

Pros: Creates estimated annual savings of \$200,000
Distribution of branches is more equitable
Relocates branches out of declining shopping centers

Cons: Hiawassee lease does not allow closure until 2010. This will result in additional costs for a buyout due to unlikely ability to sublease
Likely negative perception and complaints by users of both branches.

- **Terminate Edgewater lease and combine locations at existing Hiawassee Branch**

Pros: Creates estimated annual savings \$720,000 (once all positions are vacated through attrition)
Distribution of branches is more equitable
Decreases number of branches in declining shopping centers

Cons: Likely negative perception and complaints by users of Edgewater Branch

For Discussion

Resulting facility remains in declining shopping center
Location remains too close to neighboring branch

- **Pursue collaboration with School System for joint use at Evans and Edgewater High School.**

Pros: Leverage existing taxpayer dollars
Develop innovative public library/public school model
Expected decrease in operating costs for both branches
Maintains a library presence in the heart of each community

Cons: Timeline for completion of joint use facility is unknown
Cost saving is delayed
New partnership could carry significant resource commitment

- **Do nothing**

Pros: Current access is maintained
No negative reaction from community

Con: Access remains inequitable
Current opportunity of partnership with schools is lost
Some duplication of library resources continues

Draft Communication Plan for the Closure of Edgewater Branch

If the Library Board decides to close the Edgewater Branch, the following Communication Plan is submitted for Board consideration and discussion.

- 1) Develop an information packet including fact sheet, background, and potential questions/suggested answers concerning the closure.**
Purpose - to have a full understanding of closure decision and for information to answer specific questions from commissioners/staff/community/press.
Responsibility for development – Sally Fry/Division of Branches and Marilyn Hoffman/Community Relations – March.
- 2) Decide who will be the official spokesperson concerning the closure.**
Purpose – to send the same message to all.
Responsibility for decision - Library Board – when Board motion is passed.
- 3) Create a sample article for the Orlando Sentinel’s “My Word” as a response.**
Purpose – to be prepared to send the Library’s point of view to the newspaper.
Responsibility for creation – Marilyn Hoffman/Community Relations – March.
- 4) Inform Orange County Commissioners immediately after the Library Board makes the decision to close.**
Purpose - To insure that the Governing Board is informed.
Responsibility for informing – Library Board and Mary Anne Hodel – immediately following Board decision.
- 5) Inform Library Staff immediately after the Library Board makes the decision to close.**
Purpose – to inform and to reassure staff of the reasoning behind the closure and the continuance of their employment.
Responsibility for informing – Division of Branches/Sally Fry – immediately following Board decision.
- 6) Discontinue booking meeting rooms for dates after proposed closure dates. Inform groups of alternate meeting room options within the Library System.**
Purpose – to give meeting room groups the opportunity to make arrangements to hold their meetings elsewhere.
Responsibility for discontinuing – Bethany Corbett/Edgewater manager and staff – immediately following Board decision.

- 7) Inform Edgewater Branch customers of the closure date by posting signs in the Branch 1 month prior to closing. Include information on where the closest Branches are located, where they may return materials and how to request materials online.**

Purpose – to give our customers ample information and notice in order that they may continue to use the Library System.

Responsibility for informing – Bethany Corbett/Edgewater manager and staff – One month prior to closure date.

Main Talking points for Board and Staff:

- 1) The Library's Branch Master Plan approved by the Board on August 12, 2004, calls for the merger of the Edgewater and Hiawassee Branches.
- 2) The lease has expired at the Edgewater Branch and the Branch is located in a declining shopping center.
- 3) There are 2 Branches conveniently located within a 3.5 mile radius of the Edgewater Branch, namely, the Eatonville and Hiawassee Branches. The main downtown Orlando Public Library and the West Oaks Branch are located about 6 miles away.

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

Union / Management Meeting

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

Director's Report

Director's Report March 2005

■ We have been informed that two of the programs we submitted for consideration to the Public Library Conference in Boston March 2006 have been accepted. Wendi Bost and Lynette Schimpf submitted the program proposal, **Push it Forward - Taking Your Collection to the Next Level**; Eric Atkinson, Renae Bennett, and Gregg Gronlund submitted the proposal, **One OLIVE or TWO, Shaking or Stirring Up Library Service Using Videoconferencing**. The 2006 National Conference Program Subcommittee reviewed nearly 300 proposals in its meetings in Boston in January, from which approximately 100 were selected for presentation. Congratulations to Wendi, Lynette, Renae, Eric and Gregg!

■ We are very proud of Kelly Pepo, Assistant Manager in Technical Services, who has been appointed by the Florida Library Association Board as the vice-chair/chair-elect of the Local Arrangements Committee and as Local Arrangements Chair for the 2006 FLA Conference to be held in Orlando.

■ Library administrators had meetings recently with members of the Orange County Public Schools Board to discuss the potential for joint use facilities. The meetings were very positive and helped us see the potential for partnering with OCPS. We intend to continue the discussion and explore this opportunity.

■ Construction has begun on the parking lot of Alafaya, where the crew is working on digging up the "green space" for 9 more greatly needed parking spots.

■ OCLS has been selected to be one of only five public library systems in the US to take part in the IMLS survey project to interview library users who are in the library searching for information but not using the Internet while in the library. The survey is designed as an exit survey of users 18 years of age or older.

The project calls for conducting the survey in all locations during one week.

Once instructions for data collectors and managing the survey are received from IMLS, the Customer Service Action Group will work with managers to prepare their staff to conduct the survey.

When the survey is completed, OCLS will receive \$4,690 from the IMLS grant to compensate our expenses.

■We are swapping out the full height (90”) shelving at Washington Park Branch on Sunday, 6 March. The Children’s area, along with computers for the children will be relocated to the south area of the building near the glass wall.

■There was a break-in at Washington Park Branch this past week Staff arrived to find doors unlocked and items disturbed throughout the building. Police report that the Headstart offices located in the same complex were broken into as well.

No obvious signs of forced entry were present. We were very fortunate that we did not suffer a major loss. No computer equipment was taken and there was no serious damage to the facility. Police speculate that the break-in may have been due to kids or a drug addict looking for money. Aside from having to cleanup the stuff that got strewn all about, we are ok.

■We continue to look for ways to keep our customers better informed on events and happenings at their library, to make it easier for them to utilize our resources and to provide advanced learning opportunities. In January we started using RSS newsfeeds to allow up to the minute promotion of library events and services. In February, we posted 81 articles to our three feeds. Also, on February 11th, we converted to a new online calendar that allows patrons to make their own class registrations. This provides a more streamlined process and has been well received. Since going live, 1,838 people have registered for classes. The Computer Resource Center will also be debuting two new advanced technology classes in March. “Wireless Internet Networks” on March 22nd will teach customers wireless networking concepts and show them how to use the OCLS wireless network with their laptop. “Web Design with Office XP” on March 24th will show to build professional quality web sites with Microsoft Office XP applications including Word and Publisher.

■The Library is sending an E-Mail reminder that mentions the options for renewing a card two weeks before the customer’s card expires. The reminder also gives links to both the online renewal and the e-newsletter subscription pages. We are trying to determine how many people renewed their cards from the previous week’s notice. Of those who had email addresses on file, about 8% are renewing their cards

If that trend continues for 52 weeks, we can anticipate that nearly 1,500 cards will be renewed in a year. That number will probably increase as the percentage of patrons with e-mail addresses increases. This will a.) remind users about the library, giving them a chance to sign up for the e-mail newsletter, b.) allow uninterrupted use of MyOCLS, and c) speed the checkout process since they will be able to re-new online rather than find out their card is expired when they try to check out.

■ Our success with collecting email addresses is shown below:

	Total	With E-Mail	%
All Patron Records	799450	97120	12.15%
District Residents only	726031	91516	12.60%
District Residents created since 4/1/04 only	63329	26140	41.28%

■ The Notice To Proceed has been issued for the roof project at Main. The start date is 21 February. The Full completed is estimated to be 21 July 2005

■ OCLS will be hosting Disability Awareness Training workshops for staff on March 23rd and 30th at 2:30p.m. in the Albertson Room, 3rd floor, Main Library. These workshops will be facilitated by trainers from Lighthouse Central Florida.

Employees will gain knowledge in providing services to patrons who are blind or have low vision. Employees will learn about specific eye conditions that can lead to visual impairment in addition to proper etiquette when interacting with individuals who have a visual impairment. The session will also include how to provide travel assistance (sighted guide), as well as the use of magnification devices and access technology.

■ The Health Safety & Wellness Committee is pleased to announce the Health Challenge for 2005. The Walkabout Tour Across Australia!

Gather up a few of your mates and join us on the Walkabout Tour Across Australia. We'll have a bonza time visiting the interesting cities and bushwalking through the outback!

Get active and complete a virtual tour of Australia, beginning in Sydney on March 1st through November 1st (35 weeks).

This challenge is open to all activities including swimming, aerobics, biking and of course walking. Employees can choose from three levels depending upon just how active they want to be: Kangaroo Tour (Advanced) - 6,018 miles; Wallaby Tour (Intermediate) - 3,982 miles; or Koala Tour (beginner) - 2,237 miles. Thanks to Health, Safety & Wellness Committee members Yvonne Pierre, Tonia Hinkle and Pam Sogge for their efforts in developing this new challenge and to Amy Van Schaik from Information Systems for her technical expertise.

■The Tea with Queen Elizabeth was a great success! Thanks to Yvonne Pierre, Sara Goff, Kris Woodson, Chris Salhab, Bob Rosenthal, Karen Smith, Sally Fry, Pam Sogge, Betty Hyde, Mark Argentine, Joe Vaught, Aidy Silva-Ortiz, Grace Silva, Ben Garcia and August Calabrese. Attendance was 285 people. We received \$25.41 in donations plus the generous donation of talent, tea, pastries, cookies and flowers from our sponsoring partners: actors Roy and Judy Scheerer from the Hystorical Players, Evertea Tea Trade House, Bruno's Gourmet Kitchen, Leu Gardens and Walker's Shortbread.

It was a wonderful event!

■We were mentioned in the Book Buzz in the Sentinel on Sunday. We have now had 304 downloads of our digital audio books.

■ The Conway Elementary School's Parent Help Page has picked up our live homework help LOGO for inclusion on their page.

<http://www.conwayelem.ocps.net/index2.php?go=8>

This will help get parents (and hopefully the children) to come straight to the tutorial.

■CF Channel 13 filmed parts of the Thomas Jefferson program yesterday with 118 in attendance and an interview with Dr. Nancy Long, the author of *The Life*

and Legacy of Mary McLeod Bethune, another program held yesterday for an audience of 18. Channel 13 has already been airing the Jefferson piece.

■Dollars to date from the Summer Reading Donation Appeal in December: \$2350.00

■ James and the Giant Peach Poetry Contest Winner was Miranda M., age 10.

Here's her winning poem:

I've eaten many strange and scrumptious dishes in my time...

Such as wonderful pies made of key lime;

Hot dogs and grilled cheese;

Carrots and dip;

Cake and ice cream that goes

drip,

drippity,

drip-drip!

Apples, candy, and kabobs are all neat;

Strawberries, honey, and cream of wheat.

P.B and J's and bananas are all right,[

But peaches are my stomach's

biggest delight!

■The Library is celebrating the State's initiative Florida Heritage month (mid March-mid April). On April 3 at 1:30 p.m. in Library Central, we will host the Premiere Showing of *Patrick Smith's Florida A Sense of Place*, an intimate visit with one of Florida's most popular writers, speakers and storytellers. If possible, considering his health, Patrick Smith will attend and sign his new DVD which will be on sale. On April 10, at 3:00 p.m. in Library Central artist Theodore Morris will share his book and artwork in *Florida's Lost Tribes*.

■In anticipation of the renovation of the Third Floor Bookstore, the Friends of the Library are offering a 2 for 1 sale throughout the month of March. The bookstore will temporarily be relocated to the second floor in April until completion of the project.

■Put your dancing shoes on and join the Friends on Second Saturday, April 9, 10:00

am for the International Folk Dance Ensemble program in Library Central. Dances are performed to traditional music in authentic costumes with time for the audience to learn simple folk dances.

■Meet teen author Jordan Wagner at Windermere Library on April 16 at 11:00 a.m. and hear about his experiences in writing and publishing his novel, *Nightmare Awakened*. Meet author Chris Chag on April 16 at 2:00 p.m. as he discusses his new book, *The Thirsty Manatee*, named the Best Mystery of 2004 by the Florida Writers Association.

■Meet wildlife at the Library during National Wildlife Week including Gatorland alligators at Main on Saturday April 23 at 10:00 a.m. and Central Florida Zoo reptiles at Hiawassee Branch on Saturday, April 30 at 11:00 a.m.

■Have a good night with Bedtime Stories at the Herndon or Windermere Branches on April 27 at 6:30 p.m.

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

Winter Garden Project Summary

Winter Garden Project Summary

Feb 28, 2005

<u>Category</u>	<u>Budget Approved 12/12/02</u>	<u>Revised Budget</u>	<u>Expended to Date</u>
Architect/engineer	150,000	152,148	144,876
Construction			
Contractor	2,100,000	2,206,403	2,148,677
Carpet	35,000	26,085	0
Impact & Permit Fees	40,000	25,000	22,594
Testing	8,000	20,000	17,302
Other	10,000	22,500	8,882
Construction Total	<u>2,193,000</u>	<u>2,299,988</u>	<u>2,197,456</u>
Contingency	207,000	97,864	
TOTAL PROJECT	<u><u>2,550,000</u></u>	<u><u>2,550,000</u></u>	<u><u>2,342,332</u></u>

Construction Contract Summary

Base Contract	1,961,100
CO #1 - Civil Improvements	71,187
CO #2 - Additional civil improvements required by WG)	20,903
CO#3 - Additional City requirements & Primary power costs	18,409
CO #4 - Additional Civil Improvements	23,401
CO #5 - Upgrade glass	9,271
CO #6 - 2nd Book return, storm water structure adjustment, toilet partition change	9,548
CO #7 - Ramp walls, truncated domes, 2nd book return rev, remove columns, secondary feeders	34,012
CO #8 - Terrazzo	53,778
CO #9 - 85 days and fixture deletion	-4,934
CO #10 - Site issues	20,147
CO #11 -Terrazzo base, gates, vinyl fence	4,086
CO #12 - Truncated domes, adjust storm structure	11,496
CO #13 - Delete Alternate #1 - glass wall	-26,000
Total	<u>2,206,403</u>

Winter Garden Project Summary March 2005

Staff has previously reported the poor drainage conditions on the site. The Library's testing company, Nodarse, has recommended a remedial plan that calls for the replacement of some of the landscape area soils. APM began that work in February. There is still discussion between the architect, Nodarse, and APM as to how much of the recommended work will be completed and who is responsible for the cost.

It has also been previously reported that the retention ponds are not working as designed. The retention area consists of two ponds; one dry and one wet, with a berm between them. It is suspected that the soil used to construct the dry pond did not meet specifications. The verbal report from Nodarse is that the soils in the dry pond do not meet the specifications and the soil in the berm is not satisfactory. APM will need to replace approximately six feet of fill under the dry pond and the berm between the two ponds with soil which meets the specifications. This work has not begun. APM has said that they may ask another independent testing company to test the soils. It could take two or more weeks to complete the work once it begins.

We have DEP approval of the lift station (sanitary sewer)!

The Contractor decided in December that they would not continue to pay the power bill and has refused to pay the outstanding bill of about \$10,000. As a result, Progress Energy turned off power to the building on February 18th. Staff is working with the architect to determine our next step on this issue.

The status of Perkins Road is also a stumbling block. There are design issues to be resolved between our site and the site to our east (the Bradford property). This is one problem that doesn't directly involve APM, since it is off the site. The City is requiring that Perkins be fixed before they would grant us a Certificate of Occupancy. Several meetings have occurred, with no resolution to the issue thus far. Another meeting is scheduled on 3/9/05. The Library's civil engineer, our architect, Library staff, the City, the Bradford civil engineer, and Mr. Bradford should be in attendance. It is possible that this issue will be resolved at that time.

**Orange County Library System
Board of Trustees Meeting
Thursday, March 10, 2005**

**Public Comment:
Non-Agenda Items**