

**Orange County Library System
Board of Trustees**

Board Packet for May 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*

May 6, 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, May 12, 2005, at the **South Creek Branch Library; 1702 Deerfield Boulevard; Orlando, Florida 32837; 407.858.4779.**

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
May 12, 2005
South Creek Library
1702 Deerfield Boulevard
Orlando, Florida 32837

- 05-086 I. **Call to Order**
- 05-087 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 .
- 05-088 III. **Approval of Minutes: Library Board of Trustees Meeting – April 14, 2005**
- 05-089 IV. **Staff Presentation: Security – Craig Goetzke & Pam Bergner**
- 05-090 V. **Financial Statements and Summaries: April 2005**
- 05-091 VI. **Statistics and Summaries: April 2005**
- 05-092 VII. **Action Items**
- 05-093 **Consent Agenda**
- 05-094 **Self Check-out System for West Oaks**
- 05-095 **Agreement with Unique Management Services for Notices**
- 05-096 **Collection of Overdue Patron Accounts**
- 05-097 **Main Library Building Security Enhancements**
- 05-098 **Amendment to Seminole County Reciprocal Borrowing**
- 05-099 VIII. **Discussion and Possible Action Items**
- 05-100 IX. **Information**
- 05-101 **Director's Report**

- 05-102 **Winter Garden Project Summary**
- 05-103 **Third Floor Renovation Project**
- 05-104 **Public Comment: Non-Agenda Items**

X. Adjournment

Next Meeting Dates: June 9, 2005 – Herndon Library 4324 East Colonial Drive; Orlando, Florida 32803 --- July 14, 2005 – Winter Garden 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, May 12, 2005**

Call To Order

**Orange County Library System
Board of Trustees Meeting
Thursday, May 12, 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.

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**Orange County Library System
Board of Trustees Meeting
Thursday, May 12, 2005**

**Approval of Minutes: Library
Board of Trustees Meeting ~
April 14, 2005**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
April 14 2005
Edgewater Branch Library
5049 Edgewater Drive
Orlando, Florida 32810
407-296-5153

- 05-061 I. **Call to Order**
Board Members Present: Sara Brady (4/0); Gloria Fernandez (4/0);
James Tyson (4/1); Tom Kohler (4/1);
Matthew Pardy (4/0)
- 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.
- 05-062 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 .
- 05-063 III. **Approval of Minutes: Library Board of Trustees Meeting – March 10, 2005**
Trustee Tyson, seconded by Trustee Fernandez, moved to approve the minutes of the March 10, 2005 Board of Trustees Meeting. Motion carried 5-0.
- 05-064 IV. **Staff Presentation: None**
- 05-065 V. **Financial Statements and Summaries: March 2005**
Finance Manager, Janelle McDaniel, gave an overview of the Value Card and how the concept will enable customers to purchase a card and maintain a monetary balance on it to pay for photocopying and printing charges. The Value Card project will initially be implemented as a pilot project at the Main Library and South Creek Branch. If successful, the project will be implemented system-wide and require Board approval for the purchase of additional equipment. Brief discussion ensued.
- 05-066 VI. **Statistics and Summaries: March 2005**

Further discussion was not necessary, as the information in the Board Packet was sufficient.

05-067 VII. **Action Items**

05-068 **Consent Agenda**

In the interest of time, Trustee Kohler seconded by Trustee Pardy, moved to defer Consent Agenda items 05-070 through 05-073 until a future meeting. Motion carried 5-0.

05-069 **Amendment to the Board of Trustees Meeting Schedule**

Trustee Tyson, seconded by Trustee Kohler, moved to approve the proposed changes to the Board of Trustees Meeting Schedule for Fiscal Year 2005. Motion carried 5-0.

05-070 **Kwik Cases for CD's & DVD's**

05-071 **Self Check-out System for West Oaks**

05-072 **Agreement with Unique Management Services for Notices**

05-073 **Collection of Overdue Patron Accounts**

05-074 **Non-Consent Agenda**

Trustee Kohler, seconded by Trustee Pardy, moved to extend time for public comment regarding the Edgewater Branch closure. Motion carried 5-0.

05-074.1 **Commissioner Vicki Vargo to Address the Board of Trustees**

Orlando City Commissioner Vicki Vargo, spoke against the closure of the Edgewater Branch, stating that it is an institution that has for years served the diverse communities in the surrounding area. Commissioner Vargo mentioned the previous talks Library Staff had with City officials regarding a new branch at the nearby Trotter's Park. She stated she was advised that at issue was the fact that the City of Orlando was not willing to give OCLS free land for the branch. Commissioner Vargo again asked to Board to reconsider closing the Edgewater Branch. There were no questions for the Commissioner, however, Trustee Kohler spoke in order to correctly state the position of the City of Orlando's Parks Division regarding a Trotter's Park branch location. Trustee Kohler stated that at issue was not that the City would not donate land for a branch location, but that the price of the building increased as the City continued to add on more requirements. This resulted in the Board and Administration taking a step back in order to readdress the entire strategic allocation of resources. Trustee Kohler also advised that three branches serve the eastern half of Orange County and ten branches serve the western half of the County, and that the Board continues to be the steward of the resources available and needs to be serving the entire County in an equitable and judicious manner. Trustee Kohler stated that it costs approximately one million dollars to operate a branch annually, and that taxes are not rising as fast as the population growth in Orange County, so therefore the Library has a fiduciary responsibility to serve all residents with limited resources. Brief discussion ensued.

05-075

Edgewater Branch Closure

The following individuals spoke against the closure of the Edgewater Branch Library:

Murray Marcus – Orange County Resident and Library Cardholder
 Ted Lewis – Orange County Resident and Library Cardholder
 Shirley Sharpe-Terrell – Aide to Orange County Commissioner Bob Sindler
 John Dobbs - Orange County Resident and Library Cardholder
 Daniel Taylor - Orange County Resident and Library Cardholder
 Lois Wilkerson - Orange County Resident and Library Cardholder
 Ashley Bray – Orange County Resident and Library Cardholder
 Jayne Thiesing – Orange County Resident and Library Cardholder
 Maria Tuzzeo – Orange County Resident and Library Cardholder
 Robert Froat – Orange County Resident and Library Cardholder
 Jim Greene – Orange County Resident and Library Cardholder
 Judy Whitsell – Orange County Resident and Library Cardholder
 Lena Fascetti – Orange County Resident and Library Cardholder
 Amit Gandhi – Orange County Resident and Library Cardholder
 Ellen Wolking – Orange County Resident and Library Cardholder
 Patrick Mullery – Orange County Resident and Library Cardholder
 Merrell Bailey – Orange County Resident and Library Cardholder
 Celeste Houlihan – Orange County Resident and Library Cardholder
 Jacquelyn Lamerty – Orange County Resident and Library Cardholder
 Harry Lamberty – Orange County Resident
 Edie Dossett – Orange County Resident and Library Cardholder
 Dena Wolking – Orange County Resident and Library Cardholder
 Elizabeth Rohrer – Orange County Resident and Library Cardholder
 Roberta Wood – Orange County Resident and Library Cardholder
 Nicole Hugues – Orange County Resident and Library Cardholder
 Russell Ullom – Orange County Resident and Library Cardholder
 Bill Peterson – Orange County Resident and Library Cardholder
 Beverly Dasher – Orange County Resident and Library Cardholder
 Thomas Hockman, Esq. – Orange County Resident and Library Cardholder
 Laura Reich – Orange County Resident and Library Cardholder
 Paul Lloyd – Orange County Resident and Library Cardholder
 Erminie Furst – Orange County Resident and Library Cardholder
 Jenny Williams-Cohen – Orange County Resident and Library Cardholder
 Jeanette Hinkle – Orange County Resident and Library Cardholder
 R.J. Nelson – Orange County Resident and Library Cardholder
 Harry Hinkle – Orange County Resident and Library Cardholder
 Emerson Lacey – Orange County Resident
 Mary Thompson – Orange County Resident and Library Cardholder
 David Furst – Orange County Resident and Library Cardholder
 Donna Jean Nelms – Orange County Resident and Library Cardholder
 Sharon Tatum – Orange County Resident and Library Cardholder
 Janet Galloway – Orange County Resident and Library Cardholder
 Warren Black – Orange County Resident and Library Cardholder
 Rocio Castiblanco – Orange County Resident and Library Cardholder
 Jucylene Stewart – Orange County Resident and Library Cardholder

Fran Carlton – Orange County Resident and Library Cardholder
Tammi Eubank – Orange County Resident and Library Cardholder
Ken Daubresse – Orange County Resident and Library Cardholder

Public comments concluded at 8:36 p.m.

Branch Administrators Craig Wilkins and Sally Fry, gave a presentation outlining the Strategic Plan objective to address library service and access in the eastern part of Orange County. They discussed the driving distances to branches, and the services loads at some locations, such as the circulation at the Alafaya Branch, which exceeds that of the Hiawassee and Edgewater Branches combined. Mr. Wilkins explained that the distribution of library locations is so divergent in the eastern part of the County when compared to the western part, it is necessary to address the inequality of service provided to those residents in the east side of the County. There are three branches east of downtown and 11 branches west of downtown and residents living in established communities in the east travel anywhere from 7.5 to 12 miles to the nearest branch location. Mr. Wilkins explained that since the Edgewater lease is up for renewal this year, there is an opportunity to terminate the lease in order to financially afford another branch on the east side of the County. Ms. Fry advised that the decision to terminate the lease cannot be delayed as the landlord requires a 90 day notice to terminate, which would need to occur in May. Ms. Fry also stated that another option would be to terminate the Hiawassee lease, which expires in 2010. Discussion ensued.

Trustee Kohler stated he was overwhelmed with the community response regarding the Edgewater Branch. He also stated that when the time comes for the Board and Administration to ask for an increase in millage, he hopes there will be the same community support to address the Governing Board.

Trustee Fernandez stated she was also overwhelmed by the emotion and compassion from members of the community regarding the Edgewater Branch and believes that it is necessary to continue to serve the community – especially the children and schools in the area. Trustee Fernandez advised that she supports renewing the Edgewater lease for another year, and that the Board needs the community's support in order to motivate the landlord to upgrade the center.

Trustee Tyson agreed that he was overwhelmed as well by the community support and that at last month's meeting he had suggested forming a community group to proactively address the situation. Trustee Tyson further stated that the Board has a fiduciary responsibility to all residents in Orange County, including those living in long established developments in East Orange County communities such as in Union Park, South Goldenrod, Christmas, and other areas along East Colonial Drive, who are desirous of additional library locations. Trustee Tyson concurred that Edgewater is a valuable community resource and supports renewing the lease for another year.

Trustee Pardy stated he was very moved by the passionate speeches and that continued community activism is needed to support the Library System when the time comes to seek increased funding so that services can be expanded for everyone throughout the County. Trustee Pardy agreed that he supports renewing the

Edgewater lease for another year.

President Brady stated that she was overwhelmed by the support for the Edgewater Branch and that the emails she had received from Edgewater were beautifully written and the arguments were articulated well and with integrity. She also stated that all of the members of the Library Board have volunteered to be on the Board because of their personal commitments and devotion to this Library System and that it is not about politics. Trustee Brady stated she supports renewing the Edgewater lease for another year.

Trustee Kohler, seconded by Trustee Pardy, moved to renew the Edgewater Branch Lease for one year. Motion carried 5-0.

Trustee Kohler suggested a standing committee be formed to address issues before the lease is up for renewal next year. He also stated that one of the committee's objectives could be outreach to other parts of the community so that when the time comes to go before the Governing Board asking for an increase in millage, representation and support would not be just from Edgewater and the Northeast part of Orange County, but from all of Orange County.

Trustee Kohler, seconded by Trustee Pardy, moved to establish a standing committee for library support, coordinated by Marilyn Hoffman with a liaison to be determined in the future. Motion carried 5-0.

05-076 VIII. **Discussion and Possible Action Items**

05-077 **Strategic Plan Update**

Trustee Pardy gave a brief overview of the progress made regarding items on the Strategic Plan. He highlighted that there were over 12,000 hits to the FCAT Tutorial website created by OCLS to assist Orange County students and parents in preparing for the tests; and that a program will be formulated to assist kindergartners obtaining the preparatory skills necessary to succeed in grade school.

05-078 **Director's Goals Update**

05-079 IX. **Information**

05-080 **Director's Report**

■ OCLS has been selected as the winner of the SOLINET (Southeast Library Network) 2005 Outstanding Library Programs Award for Continuing Education and Staff Development for its Ready, Set, Go! Internal Staff program. The award will be presented at SOLINET's Annual Membership Meeting 5-6 May 2005 in Atlanta.

■ OCLS will be interviewing library users who are in the library searching for information but not using the Internet during the week of 23-30 April. The survey is designed as an exit survey of users 18 years of age or older. We are one of five libraries nationwide to be selected. OCLS will receive \$4,690 from the IMLS grant.

Pending Approval

■Yesterday's Business section indicated the Colonial Promenade Shopping Center, that houses the Herndon Branch, was sold to Continental Real Estate for \$6.1 million. The article listed the anchors of the Center but did not show the Library's name. The Center is built on land owned by the airport. The article indicates Continental plans to renovate the Center. They have been managing the Center and now they also own it.

■The Library has been invited to participate in the 3rd Annual Make 'm Smile: Luvin' on the VIP Kids of Central Florida on Saturday, June 4 at the Lake Eola Amphitheatre in Downtown Orlando. This event is for kids with special needs that include any physical, mental or medical disability, chronic or life threatening illness or those that are medically fragile. We will share Library information, register participants for Library cards and have a visit from Squirt.

■The Library has installed display cases on the 3d floor of the Main Library. The five cases display items relating to the history of the OCLS, including a old cards from the original catalog, a letter from Melville Dewey (with phonetic spelling), a doorknob from the Albertson Library as well as the numerous awards the Library has won in more recent times. Stop by a take a look at the lovely displays.

05-081

OCLS As An Employer Survey - 2005

The Library has improved in every category from last year. Noteworthy is the question *OCLS as an Employer Overall*, 94% of Staff Members agreed that OCLS is a great place to work.

05-082

DVD Circulation Parameters

05-083

Winter Garden Project Summary

05-084

Final Eatonville Lease

05-085

Public Comment: Non-Agenda Items**X. Adjournment**

President Brady adjourned the meeting at 9:43 p.m.

Next Meeting Dates: May 12, 2005 – South Creek Branch Library, 1702 Deerfield Boulevard; Orlando, Florida 32837 ---
June 9, 2005 – Herndon Branch Library, 4324 East Colonial Drive; Orlando, Florida 32803.

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**Orange County Library System
Board of Trustees Meeting
Thursday, May 12, 2005**

**Staff Presentation: Security ~
Craig Goetzke & Pam Bergner**

**Orange County Library System
Board of Trustees Meeting
Thursday, May 12, 2005**

**Financial Statements &
Summaries: April 2005**

Orange County Library System

Financial Statement Highlights

Seven Months Ended April 30, 2005

Operating Fund Revenue and Expenditure Summaries

Grants

We applied for and have been awarded a \$40,000 National Library of Medicine (NLM) grant to promote the health resources of the NLM and its website, Medline Plus, to provide informational classes on a wide variety of health topics. To date, we have received just shy of \$30,000 from this grant, which has been used to purchase hardware and software for our Healthy Connections Classes. We expect to receive the remaining \$10,000 by the end of the current fiscal year.

State Aid

The second State Aid check was received in April bringing the total for year to \$1,502,000, which is slightly less than the \$1,507,000 received last fiscal year.

Fee Cards

In April, Workforce Central Florida purchased 25 fee cards at \$125 each. This \$3,125 purchase bumped the actual revenues above what we had budgeted for the entire year. Our understanding is Workforce may even buy more Fee Cards for its clients.

Interest Earnings

Due to higher interest rates, our actual revenues have exceeded the amount we budgeted for the year.

Contributions - Others

Although unusual, in the Spring of 2004 we received a small donation of stock (\$559), which was then sold. Just recently, the same patrons gave us another small donation of stock (\$237). Both donations were accompanied by a nice letter thanking the Library for everything we do in aiding reading in the community. The Library has sent letters to the patrons thanking them for the generous contributions.

Training & Travel

The following types of activities are currently charged to this account:

- ✓ Staff Day
- ✓ System wide training (Diversity for example)
- ✓ Training (seminar and travel costs) for specific staff members, including conferences such as ALA
- ✓ Mileage reimbursement
- ✓ Memberships (\$5,000 for Urban Libraries Council for example)

This account will be over spent before the end of the fiscal year primarily due to the Diversity training (\$10,950), which was provided to all staff in December and more specialized and thus, more expensive, training for technology issues. Starting with next year's budget, we will be setting up a new account for Memberships, which is consistent with State rules.

Supplies-Hardware/Software

Sometimes we budget a purchase in one account but charge the actual payment to another due to the nature of the item. Individual computer equipment purchases costing \$750 or more are charged to "Hardware/Software" and that is the account we budgeted the purchase of new personal computers. Since the actual per unit price of the recent personal computer purchase was less than the \$750, the entire \$59,000 purchase was charged to Supplies-Hardware/Software.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Seven Months Ended April 30, 2005**

05-090

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(7 months=58%)</u>
AD VALOREM TAXES	24,602,704	23,830,099	96.9%
INTERGOVERNMENTAL			
Grants	20,000	40,447	202.2%
State Aid	1,480,000	1,502,357	101.5%
Law Collection Fees	250,000	75,111	30.0%
	<u>1,750,000</u>	<u>1,617,915</u>	<u>92.5%</u>
CHARGES FOR SERVICES			
Fee Cards	2,000	5,000	250.0%
PC Pass	55,000	24,825	45.1%
Classes	1,000	1,220	122.0%
Copy & Vending	165,000	115,450	70.0%
Fax	0	1,368	
Scanner	0	131	
Computer Booklets	0	12	
PC Express	0	5	
	<u>223,000</u>	<u>148,011</u>	<u>66.4%</u>
FINES			
Fines	850,000	701,374	82.5%
Lost Materials	90,000	61,189	68.0%
	<u>940,000</u>	<u>762,563</u>	<u>81.1%</u>
MISCELLANEOUS			
Interest Earnings	175,000	197,647	112.9%
Contributions - Friends of Library	152,000	91,618	60.3%
Contributions - Others	5,000	5,597	111.9%
Miscellaneous	30,500	25,184	82.6%
Disk Sales	2,500	1,699	68.0%
Grant & Awards	0	5,000	
	<u>365,000</u>	<u>326,745</u>	<u>89.5%</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>26,685,333</u></u>	<u><u>94.9%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Seven Months Ended April 30, 2005**

05-090

	ANNUAL BUDGET	YTD ACTUAL	(7 months=58%)
SALARIES & BENEFITS			
Salaries	11,966,413	6,740,994	56.3%
Medicare Taxes	173,513	93,301	53.8%
Defined Contribution Plan	897,481	498,128	55.5%
Defined Benefit Plan	1,221,066	373,620	30.6%
Life and Health Insurance	2,019,439	905,841	44.9%
Worker's Compensation	119,664	73,340	61.3%
Unemployment Compensation	20,000	4,258	21.3%
Parking & Bus Passes	85,320	48,071	56.3%
	<u>16,502,896</u>	<u>8,737,553</u>	<u>52.9%</u>
OPERATING			
Professional Services	210,000	131,557	62.6%
Other Contractual Services	620,000	317,470	51.2%
Other Contract. Serv.- Janitorial	256,000	144,010	56.3%
Training and Travel	75,000	68,109	90.8% *
Telecommunication	322,000	178,469	55.4%
Delivery and Postage	1,272,000	750,874	59.0%
Utilities	710,000	343,274	48.3%
Rentals and Leases	901,000	492,909	54.7%
Insurance	155,000	128,347	82.8%
Repair and Maintenance	628,000	375,975	59.9%
Repair & Maint. - Hardware/Software	284,000	175,500	61.8%
Copying/Printing	185,000	105,948	57.3%
Property Appraiser's Fee	282,000	201,921	71.6%
Tax Collector's Fee	486,000	476,602	98.1%
Supplies	625,000	451,345	72.2%
Supplies-Hardware/Software	80,000	105,405	131.8% *
Contingency	300,000	0	0.0%
	<u>7,391,000</u>	<u>4,447,715</u>	<u>60.2%</u>
CAPITAL OUTLAY			
Building and Improvements	1,940,000	46,442	2.4%
Hardware/Software	195,000	76,615	39.3%
Equipment and Furniture	162,000	92,007	56.8%
	<u>2,297,000</u>	<u>215,064</u>	<u>9.4%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	5,500	4,141	75.3%
Materials - Law	210,000	46,559	22.2%
Materials - Other	4,236,500	2,511,348	59.3%
	<u>4,452,000</u>	<u>2,562,048</u>	<u>57.5%</u>
TRANSFER TO OTHER FUNDS			
Branch Debt Service Fund	410,000	204,729	49.9%
Sinking Fund	100,000	100,000	100.0%
	<u>510,000</u>	<u>304,729</u>	<u>59.8%</u>
TOTAL EXPENDITURES	<u>31,152,896</u>	<u>16,267,109</u>	<u>52.2%</u>

*=Expect to over spend the budget for this account

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Seven Months Ended April 30, 2005**

05-090

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(7 months=58%)</u>
REVENUES			
Ad Valorem Taxes	1,234,885	1,196,641	96.9%
Interest	7,000	8,064	115.2%
Transfer From Tax Collector	11,000	0	0.0%
TOTAL REVENUES	<u>1,252,885</u>	<u>1,204,705</u>	<u>96.2%</u>

EXPENDITURES

Principal	1,150,000	0	0.0%
Interest	104,600	52,300	50.0%
Tax Collector's Fee	26,400	23,933	90.7%
TOTAL EXPENDITURES	<u>1,281,000</u>	<u>76,233</u>	<u>6.0%</u>

FUTURE DEBT SERVICE PAYMENTS

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
09/01/05	1,150,000	52,300
2006	1,200,000	54,000
	<u>2,350,000</u>	<u>106,300</u>

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Seven Months Ended April 30, 2005**

05-090

	ANNUAL BUDGET	YTD ACTUAL	(7 months=58%)
REVENUES			
Transfer From General Fund	410,000	204,729	49.9%
Interest	5,000	4,534	90.7%
TOTAL REVENUES	415,000	209,263	50.4%

EXPENDITURES

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

FUTURE DEBT SERVICE PAYMENTS

DATE	PRINCIPAL	INTEREST
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
	2,044,134	207,887

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Seven Months Ended April 30, 2005**

05-090

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(7 months=58%)</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%
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WINTER GARDEN BRANCH

Architect/Engineer	0	1,575	
Construction Contractor	0	137,045	
Carpet	0	0	
Impact & Permit Fees	0	0	
Testing	0	17,417	
Other	0	12,795	
	<u>0</u>	<u>168,832</u>	

TOTAL EXPENDITURES	<u>1,000,000</u>	<u>168,832</u>	<u>16.9%</u>
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**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Seven Months Ended April 30, 2005**

05-090

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(7 months=58%)</u>
REVENUES			
Transfer From General Fund	100,000	100,000	100.0%
Interest	0	627	
TOTAL REVENUES	<u>100,000</u>	<u>100,627</u>	<u>100.6%</u>

RESERVES

Reserves-Building and Improvements	50,000	50,000	100.0%
Reserves-Technology	50,000	50,000	100.0%
TOTAL RESERVES	<u>100,000</u>	<u>100,000</u>	<u>100.0%</u>

ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
April 2005

05-090

	<u>BALANCE</u> <u>3/31/05</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> <u>4/30/05</u>	
OPERATING					
Checking	660,021	3,545,384	(3,182,189)	1,023,216	1,023,216
SBA Investments	9,168,317	723,528	(1,002,859)	8,888,986	8,888,986
CD Investments	8,581,318	0	0	8,581,318	
	18,409,656	4,268,912	(4,185,048)	18,493,520	9,912,202
MAIN DEBT SERVICE					
AIM Investments	1,102,896	68,449	0	1,171,345	1,171,345
BRANCH DEBT SERVICE					
CD Investments	399,552	0	0	399,552	399,552
CAPITAL PROJECTS					
Checking	0	11,026	(11,026)	0	0
SBA Investments	150,617	178	0	150,795	
	150,617	11,204	(11,026)	150,795	0

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

ASSETS

Certificates of Deposit	8,581,318
Cash on Hand	14,355
Equity in Pooled Cash	1,023,216
Accounts Receivable	12,940
Due From Other Funds	235,146
Due From Other Governments	36,000
Interest Receivable	61,890
Inventory	195,088
Investments-SBA	8,888,986
Prepays	89,962
Other Assets-Deposits	<u>9,175</u>

TOTAL ASSETS **19,148,076**

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

LIABILITIES

Accounts Payable	2,682
Retainage Payable	0
Accrued Wages Payable	441,087
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	15
Due To FOL-Taxable Book Sales	3,502
Due To FOL-Nontaxable Book Sales	1
Due To FOL-Sales Tax	235
United Appeal	94
Bonds	58
Def Comp Employees	0
Health Insurance	23,052
Union Dues	821
Union-Cope	0
Optional Life	4,820
Flex Spend Med	(11,303)
Flex Spend Dep	0
Miscellaneous	0
Daughters of American Revolution	38,370
Unclaimed Payroll	1,571

TOTAL LIABILITIES **505,005**

FUND BALANCE

Reserve for Inventory	195,088
Reserve for Encumbrances	380,466
Reserve for Prepays	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	2,962,207
Current Year Excess of Revenues Over Expenditures	10,418,224

TOTAL FUND BALANCE **18,643,071**

0.00

TOTAL LIABILITIES & FUND BALANCE **19,148,076**

**Orange County Library System
Board of Trustees Meeting
Thursday, May 12, 2005**

**Statistics and Summaries:
April 2005**

STATISTICAL SUMMARY

April 2005 Statistics for May 2005 meeting

Circulation and Door Count Trends:

System circulation increased over the same period last year. The significant increase at the Main Library is partially made up of an increase in renewal activity from 73,013 to 96,010 transactions this year. The remainder of the increase is predominantly increases in the circulation of DVDs and music.

On April 25, 2005 we increased the number of DVDs which could be checked out at one time from 5 to 10. The biggest impact we have seen so far on increasing the DVD limit is in the informational DVD section. One week after the new limit was in place Library Central staff noted that many more informational DVDs were off the shelves than we would normally see. Customers now feel free to take more and are combining entertainment and informational DVDs to take home.

Library Activity

For the first time since at least October 2004, class attendance is down. April 2004 was the first month in which our attendance exceeded 1000 so the bar was high! We will be opening a dedicated class room at our Winter Garden location and are exploring the same option at one other location.

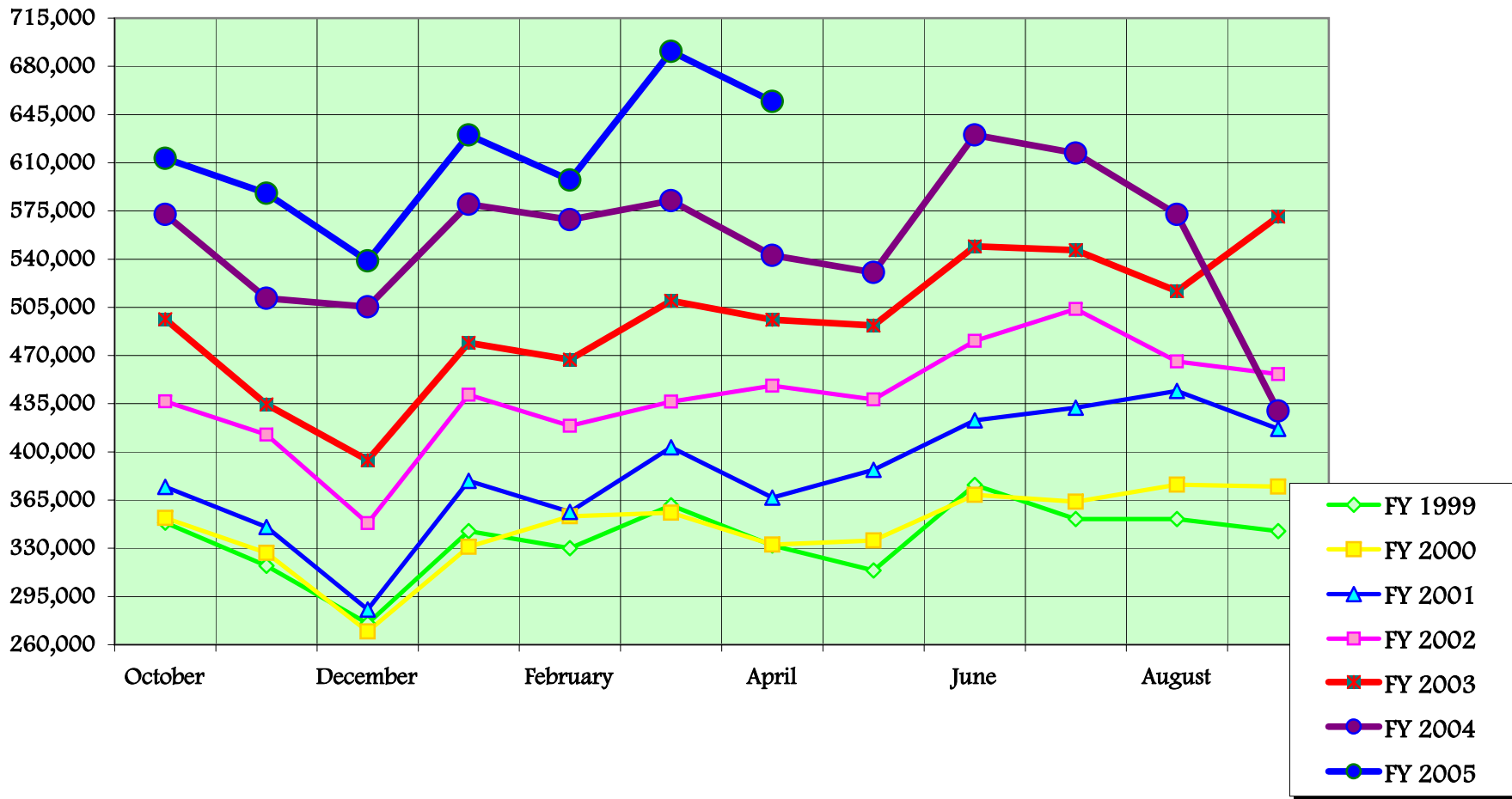
www.ocls.info Activity

Online suggestions were up over last year (146 to 198) and certainly over last month (104 to 198). The month's two big topics were the Edgewater discussion and the MAYL news story. MAYL generated the larger number of email messages.

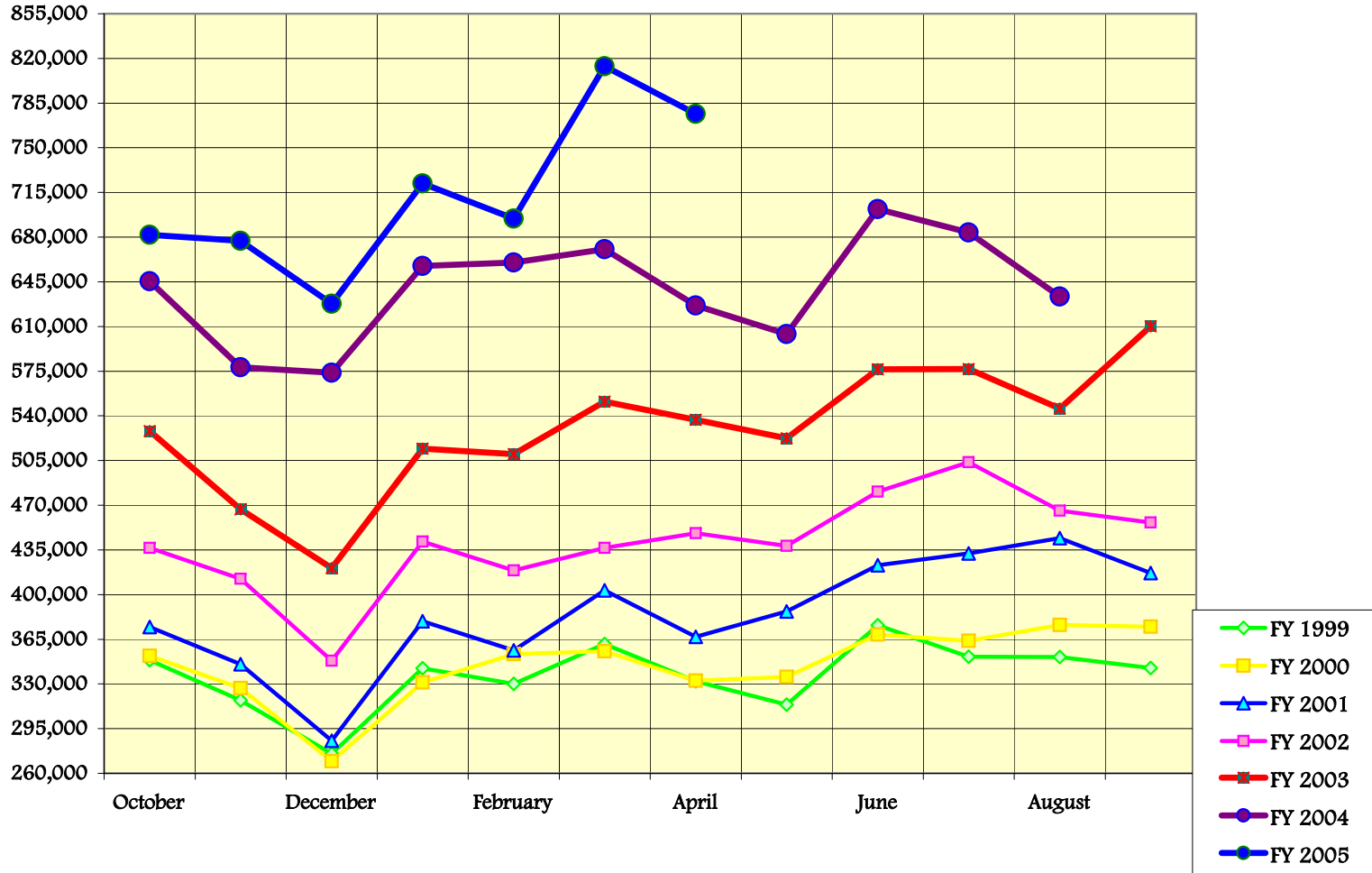
Though most activity online increased, the use of online references services decreased rather significantly, from 542 transactions last year to only 244 this year.

ORANGE COUNTY LIBRARY SYSTEM CIRCULATION

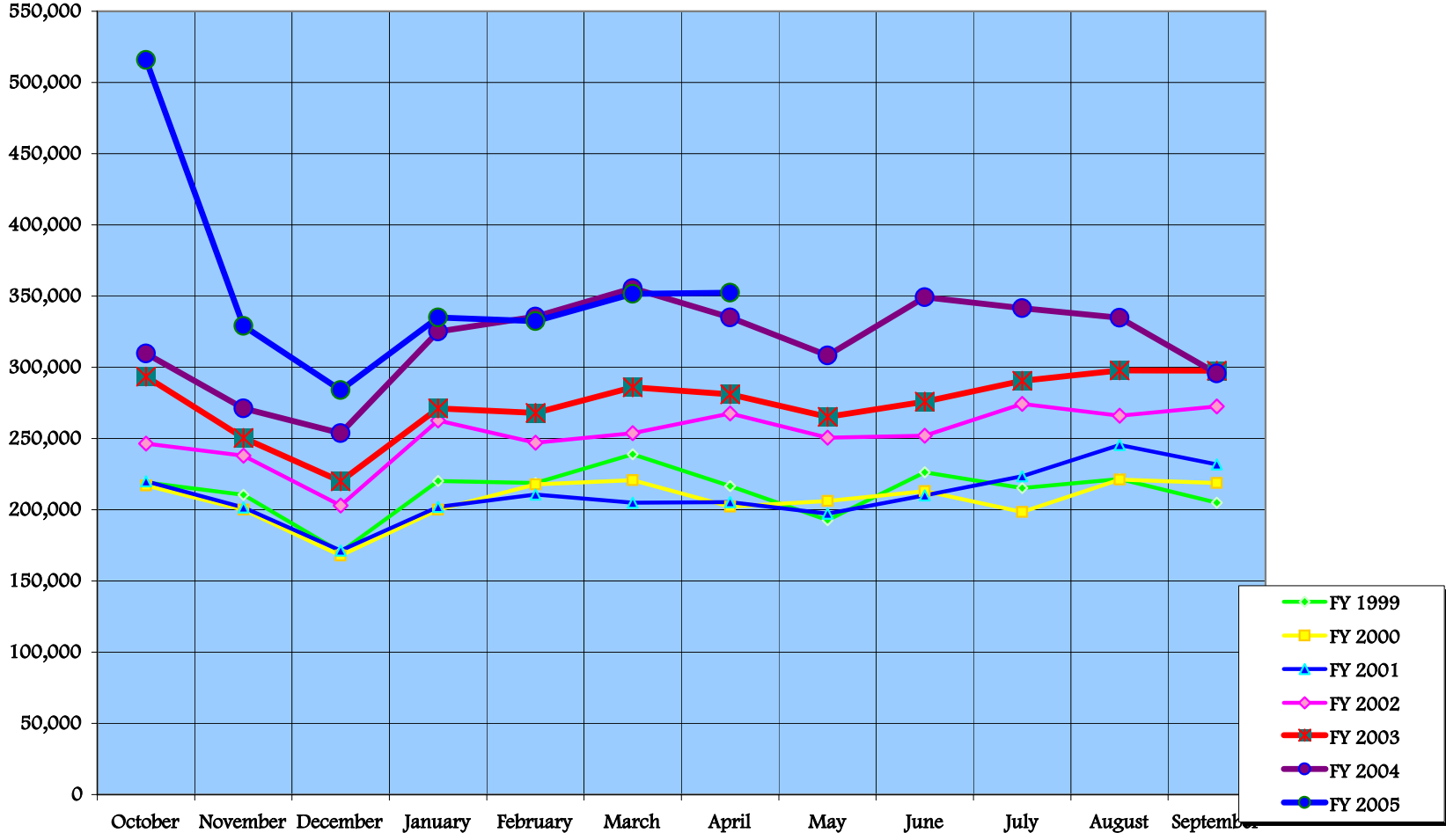
Fiscal Year 1999 Through Fiscal Year 2005 TO Date



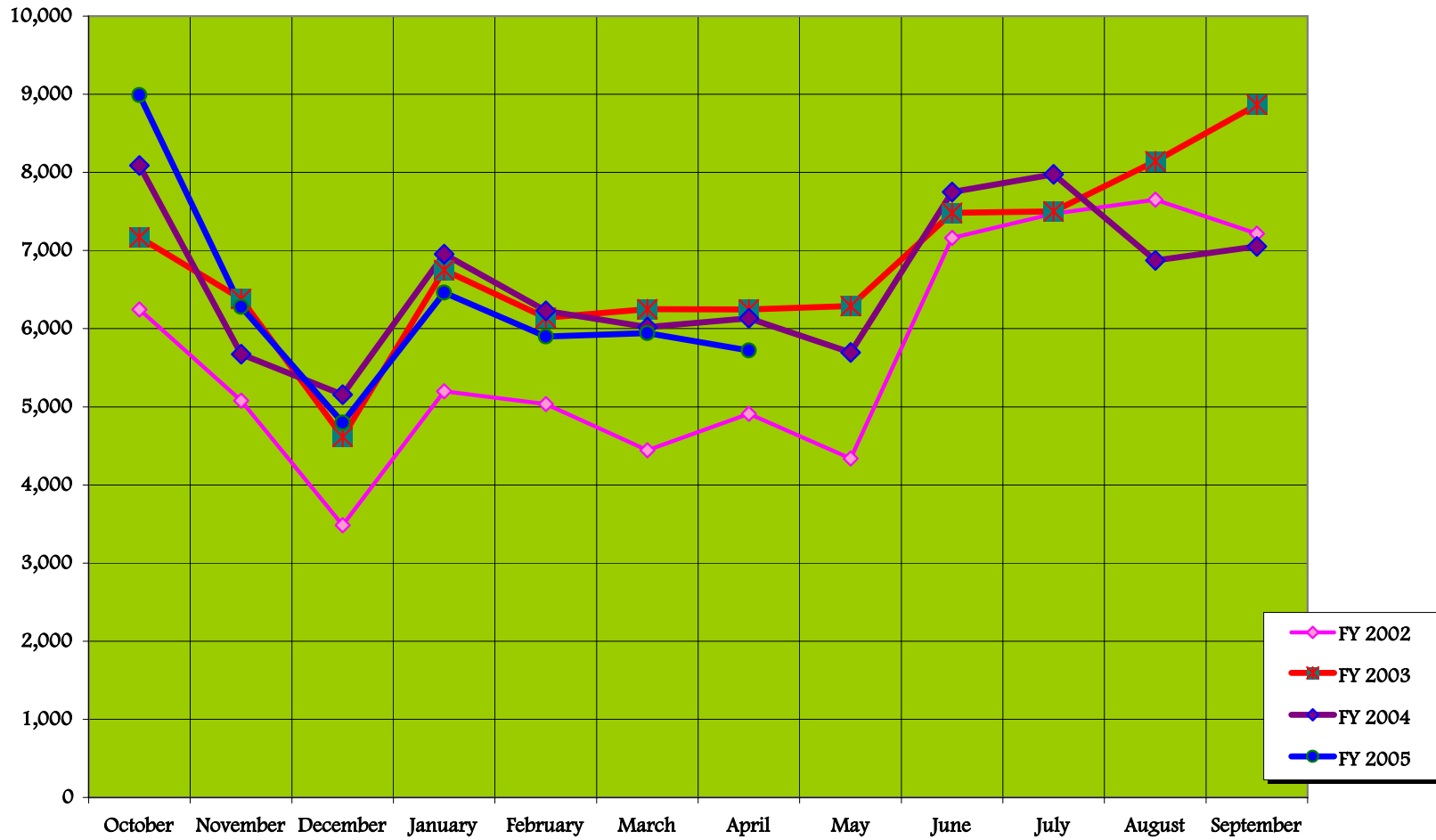
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION WITH ELECTRONIC STATS**
(Circ Stats - previous month & Electronic Stats - 2 months previous)
Fiscal Year 1999 Through Fiscal Year 2005 TO Date



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	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	206,377	185,438
Branches	366,219	355,946	356,640	318,901	320,269	308,460	389,616	368,668	371,003	352,094	421,338	355,523
MAYL	52,902	54,059	48,152	36,786	42,305	45,092	52,548	47,237	44,206	50,673	59,822	41,130
Talking Books	528	4,192	2,907	2,622	3,211	338	2,942	371	2,885	446	3,400	388
Total	613,125	572,378	588,143	511,513	538,694	505,289	630,159	579,860	597,501	568,665	690,937	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	61,375	66,748
Branches	366,470	242,940	278,637	192,229	236,839	199,173	272,964	260,359	274,354	271,292	290,246	288,689
Talking Books	13	14	4	12	6	6	4	10	7	7	9	5
Total	435,466	309,756	331,358	268,902	283,899	253,719	335,053	325,157	332,377	335,524	351,621	355,437

Circulation and Door Count
April - September

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

	Apr-05	Apr-04	% of Change	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	201,587	160,695	25.45%		163,787		179,221		186,623		181,947		161,106	1,319,253	2,010,637
Branches	399,791	340,887	17.28%		323,463		393,268		372,016		343,175		227,233	2,624,876	4,059,634
MAYL	50,238	40,739	23.32%		42,770		57,286		58,076		46,989		41,001	350,173	561,838
Talking Books	2,930	413	609.44%		319		438		341		312		302	18,803	10,482
Total	654,546	542,734	20.60%		530,339		630,213		617,056		572,423		429,642	4,313,105	6,642,591
Door Count														-	-
Main	60,548	58,954	2.70%		58,195		65,602		62,215		62,228		57,948	350,264	393,813
Branches	291,853	276,023	5.74%		250,031		283,512		279,198		272,493		237,756	1,780,058	1,819,824
Talking Books	4	2	100.00%		13		17		6		14		5	60,591	
Total	352,401	334,977	5.20%	-	308,226	-	349,114	-	341,413	-	334,721	-	295,704	2,361,627	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	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	11,942	11,893
Total # of Programs	405	488	350	376	365	402	342	402	419	402	458	406
Community Events Attendance Total	1,704	1,634	1,792	2,071	0	260	277	354	472	1,599	353	668
Total # of Community Events	18	19	25	27	0	3	7	3	14	9	4	10
Events Line	-	N/A	49	N/A	16	N/A	30	N/A	33	N/A	23	N/A
StoryLine	345	474	332	395	285	676	279	809	210	898	252	551
Class Attendance	1,162	535	1,049	525	652	439	1041	747	1243	789	1215	822
Total # of Classes	262	122	229	145	190	165	232	226	281	166	310	195
QuestLine	15,480	15,927	13,728	13,338	11,873	13,281	14,530	15,494	14,240	15,831	16,040	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	15,023,342	10,014,583
F.C. Sessions*	61,841	60,436	57,898	48,232	55,421	50,453	62,062	56,474	60,939	59,058	66,879	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	300,756	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	5,944	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	795,661	715,409

*March 2004: Network outage at Edgewater, internet inaccessible for approximately 24 hours. 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	% of Change	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	12,397	11,940	3.83%		12,383		14,772		15,633		8,415		7,776	78,558	139,721
Total # of Programs	417	405	2.96%		376		414		423		357		301	2,756	4,752
Community Events Attendance Total	3,211	2,996	7.18%		7		896		493		4,284		2,111		
Total # of Community Events	17	21	-19.05%		779		3		3		20		30		
Events Line	20	N/A	N/A		N/A		N/A		N/A		N/A		N/A		N/A
StoryLine	231	371	-37.74%		472		-				212		273	1,934	5,131
Class Attendance	1,088	1,125	-3.29%		561		1,145		1,234		822		1,022	7,450	9,766
Total # of Classes	300	249	20.48%		129		233		252		197		213	1,804	2,292
QuestLine	15,797	15,570	1.46%		13,583		15,209		15,277		15,999		13,446	101,688	181,018
Hits to Website	14,544,626	8,644,039	68.26%		8,344,958		8,421,651		9,971,756		10,408,304		9,097,730	91,311,901	98,639,011
P.C. Sessions	63,801	63,112	1.09%		60,124		64,706		66,685		62,026		51,023	428,841	704,185
Number of Active Cards in the System	302,083	289,406	4.38%		290,595		296,191		296,807		298,476		298,390		
New Customer Registrations	5,720	6,134	-6.75%		5,696		7,750		7,977		8,053		7,052	44,088	80,776
Total Registered Borrowers	801,148	722,516	10.88%		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.

www.ocls.info

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	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	580,861	290,315
Online Renewals	73,115	74,416	89,428	65,647	86,114	72,829	84,577	66,484	84,884	70,968	98,498	85,077
Electronic Reference Questions	250	353	202	392	155	227	198	301	167	384	222	516
Live Chat Questions	79	65	85	67	58	50	53	87	68	45	89	109
Total Online Reference Questions	329	418	287	459	213	277	251	388	235	429	311	625
Online Requests	47,807	38,272	54,462	29,210	38,464	33,468	51,113	39,163	46,095	33,556	50,663	35,988
Online Suggestions	62	105	105	114	89	112	56	81	86	86	104	193

	Apr-05	Apr-04	% of Change	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	591,395	424,052	39.46%		418,066		496,984		508,807		483,052		430,540	3,654,874	4,006,213
Online Renewals	95,989	73,009	31.48%		79,866		83,849		87,401		84,250		73,115	612,605	916,911
Online Reference Questions	172	450	-61.78%		191		246		275		191		184	1,366	3,710
Live Chat Questions	72	92	-21.74%		63		85		73		60		80	504	876
Total Online Reference Questions	244	542	-54.98%		254		331		348		251		264	1,870	4,586
Online Requests	49,204	45,966	7.04%		45,286		52,893		54,221		50,772		41,419	337,808	500,214
Online Suggestions	198	146	35.62%		86		88		30		68		64	700	1,173

**Orange County Library System
Circulation Statistics**

April 1, 2005 - April 30, 2005

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain -Loss	%Gain -Loss	Total Visits	Visits Year Ago	Gain -Loss	% Gain -Loss
Main	29	201,587	30.80%	163,445	38,142	23.34%	60,548	58,954	1,594	2.70%
MAYL	21	50,238	7.68%	40,739	9,499	23.32%	N/A	N/A	N/A	N/A
Talking Books	29	2,930	0.45%	413	2,517	609.44%	4	2	2	100.00%
West Oaks	29	43,013	6.57%	34,833	8,180	23.48%	22,138	19,186	2,952	15.39%
Herndon	26	39,088	5.97%	34,556	4,532	13.11%	25,250	23,546	1,704	7.24%
Alafaya	29	55,676	8.51%	46,766	8,910	19.05%	30,171	34,980	(4,809)	-13.75%
Southeast	26	29,945	4.57%	27,162	2,783	10.25%	25,625	23,714	1,911	8.06%
Hiawasse	26	22,195	3.39%	19,213	2,982	15.52%	23,693	23,017	676	2.94%
Southwest	26	34,670	5.30%	33,329	1,341	4.02%	25,292	22,395	2,897	12.94%
Edgewater	26	26,902	4.11%	24,295	2,607	10.73%	23,602	20,811	2,791	13.41%
North Orange	29	40,146	6.13%	32,448	7,698	23.72%	26,930	26,730	200	0.75%
South Creek	29	50,959	7.79%	39,116	11,843	30.28%	28,810	26,143	2,667	10.20%
South Trail	26	19,507	2.98%	18,055	1,452	8.04%	22,721	22,930	(209)	-0.91%
West Orange	26	15,026	2.30%	11,481	3,545	30.88%	11,107	8,525	2,582	30.29%
Windermere	26	12,048	1.84%	12,803	(755)	-5.90%	8,789	10,845	(2,056)	-18.96%
Wash. Park	26	9,527	1.46%	6,830	2,697	39.49%	13,248	13,201	47	0.36%
Eatonville	26	1,089	0.17%	N/A	N/A	N/A	4,477	N/A	N/A	N/A
Total	429	654,546	100.00%	545,484	109,062	19.99%	352,401	334,977	17,424	5.20%

**NUMBER OF SEARCHES
MARCH 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	385	580							1,913
Associations Unlimited	309	180	347	316	991	1,012							3,155
Auto Repair Reference Center	312	342	317	313	368	418							2,070
Biography & Genealogy Master Index	132	221	355	327	1,019	962							3,016
Biography Resource Center	5,885	4,273	4,448	5,864	11,996	7,384							39,850
Business & Company Resource Center	2,869	2,761	2,945	3,894	4,352	2,995							19,816
Business Index ASAP	10	72	51	88	151	127							499
Chapter-A-Day Online Book Club	38,840	40,100	40,740	41,160	41,440	41,940							244,220
Classical.com	415	85	74	26	19	45							664
Computer Database	124	261	105	79	34	104							707
Consulta	64	25	14	75	169	356							703
Countrywatch	1,818	1,428	2,615	1,576	3,717	3,280							14,434
Dun & Bradstreet International	99	64	114	78	94	116							565
Expanded Academic ASAP	411	371	555	554	970	894							3,755
Ferguson's Career Guidance Center	104	155	221	161	500	560							1,701
First Search	2,252	1,563	2,871	2,900	5,658	6,120							21,364
General Business File ASAP	92	134	256	293	670	636							2,081
General Reference Center Gold	3,755	3,571	2,535	3,095	3,468	3,919							20,343
Health & Wellness Resource Center	1,754	1,517	1,908	2,138	2,478	3,691							13,486
Health Reference Center Academic	221	455	374	456	1,022	998							3,526
HeritageQuest Online	9,567	9,755	9,799	9,684	9,575	10,815							59,195
Info Trac OneFile	2,285	2,473	1,983	3,661	2,872	5,096							18,370
Informe	14	7	93	120	440	462							1,136
Junior Edition - K12	97	134	170	194	497	499							1,591
Kid's Edition - K12	104	188	220	318	638	557							2,025
Learnatest	553	398	241	321	293	263							2,069
Lit Finder (formerly Essay/ Poem/ Literature Resource Center	3,390	632	697	702	1,577	1,694							8,692
Literature Resource Center	2,130	3,013	3,252	4,324	7,550	6,431							26,700
Mergent Online	8	10	123	358	525	500							1,524
Morningstar	756	901	830	970	801	618							4,876
NetLibrary eBooks	261	277	269	249	407	422							1,885
NetLibrary Downloadable Audiobooks				75	464	543							1,082
Novelist			247	455	582	1,098							2,382
Online Homework Help	275	244	161	204	229	232							1,345
Opposing Viewpoints Resource Center	1,150	2,087	2,441	1,880	3,794	4,275							15,627
p4A Antiques Reference	70	159	177	296	659	526							1,887
Professional Collection	123	80	250	250	647	624							1,974
ProQuest Newspapers	2,139	2,153	2,986	2,821	3,127	3,310							16,536
Reference USA	3,941	4,421	3,918	3,670	4,335	3,797							24,082
Rosetta Stone	600	493	181	478	500	485							2,737
Science Online	126	154	103	111	65	146							705
SIRS Knowledge Source	837	1,420	1,162	1,262	1,726	1,599							8,006
Standard Deviants Video (formerly known	326	219	864	400	330	49							2,188
Student Edition - K12	85	76	172	180	587	558							1,658
Tumblebooks	77	141	107	77	128	125							655
What Do I Read Next?	375	264	329	272	725	767							2,732
Worldbook Online	554	461	499	208	269	363							2,354
TOTAL NUMBER OF SEARCHES	89,628	88,126	92,294	96,999	122,843	121,991	0	0	0	0	0	0	611,881

Please note: NetLibrary downloadable audio books were made available January 28. OCLS officially began promoting the downloadable audio books on January 31.

**Orange County Library System
Board of Trustees Meeting
Thursday, May 12, 2005**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, May 12, 2005**

Consent Agenda

- 05-094 **Self Check-out System for West Oaks**
- 05-095 **Agreement with Unique Management
Services for Notices**
- 05-096 **Collection of Overdue Patron Accounts**
- 05-097 **Main Library Building Security
Enhancements**
- 05-98 **Amendment to Seminole County Reciprocal
Borrowing**

**Orange County Library System
Board of Trustees Meeting
Thursday, May 12, 2005**

**Self Check-out System
for West Oaks**

RFID SELF CHECK INSTALLATION AT WEST OAKS BRANCH

(Addresses Goal One, Activity Three of Strategic Plan)

I. Problem Statement

This years Budget includes \$105,000 for the purchase of self-check equipment and \$60,000 for RFID tags for the West Oaks Branch. The Library has a sufficient quantity of tags on hand to cover the West Oaks collection but needs to purchase the equipment.

II. Executive Summary and Background

The Library undertook the objective of installing self-service circulation equipment as part of the Strategic Plan. Initial plans called for a pilot with additional installations as warranted by customer usage, equipment reliability, and availability of funds. The 3M RFID self check system was selected through an RFP bid process. South Creek was the first installation and achieved a rate of 58%. The Alafaya and North Orange Branches were added next and with a newer model machine and checkout design, have achieved customer utilization rates of 88%. Equipment and tags were also purchased for the new Winter Garden Branch. Equipment reliability, while not perfect, has been satisfactory.

As each Branch tagged the collection some extra tags were left over. After four installations, the Library has accumulated a supply sufficient to tag West Oaks and still leave room for new material.

3M has submitted a proposal for West Oaks to add 4 self check stations, 3 staff workstations, 1 hand held inventory device, a set of security detection gates, and some related software in the amount of \$97,996.

III. Options

The Library has identified two options.

OPTION ONE: Do not purchase 3M self check equipment for West Oaks this fiscal year.

Advantages: Other projects could be identified on which to spend these dollars.

Disadvantages: Library delays implementing this popular service and loses efficiencies in staff time.

OPTION TWO: Approve purchase of 3M self check equipment for installation at the West Oaks Branch.

Advantages: Library gains efficiencies in staff time and enhances customer service at a busy library site.

Disadvantages: Funds are not available for other projects.

IV. Recommendation

The Staff recommends the Library Board approve the purchase of 3M self check equipment in the amount of \$97,996 for West Oaks Branch.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-094**

**RESOLUTION TO APPROVE THE PURCHASE OF 3M SELF CHECK
EQUIPMENT.**

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 12th day of May 2005 at 7:00 PM, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board resolves:

- 1. To authorize the purchase of 3M self check equipment with the following costs:

- Self check stations
- Staff work stations
- Hand held inventory device
- Security detection gates
- Related software

Total purchase costs:	\$97,996.00
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These costs are within the amount budgeted for the purchase of self check equipment.

- 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, May 12, 2005**

**Agreement with Unique
Management Services for Notices**

Unique Management Services Notice Preparation Services May 2005

I. Problem Statement

The Library has been using Unique Management Services Since November of 2002 as our collection agency. They have been a reliable and responsive vendor. They also offer a notice processing service whereby the print, prepare and mail a variety of notices produced by our library automation system. This is a time and staff intensive task for us and we pursued an evaluation of potential cost savings to the Library if we engaged Unique to handle these for us.

Though we have over 100,000 email addresses in our patron records and use these for as many notices as possible, it is always desirable to see if any of this overhead can be cut.

II. Background

In the fall, we gathered estimates regarding our own cost per item to print and mail our notices. We have been using 8¹/₂ by 5¹/₂ tear apart mailers. The advantage to these is that once printed they only need to be torn apart and mailed. There is no additional processing of folding and stuffing an envelope. However the draw back to these mailers is that when a patron has multiple items overdue, then 2 or more notices are required. Unique Management's service prints notices on 8¹/₂ by 11 inch paper which allows more items to print on a single notice, thus savings multiple mailers and postage to the same address.

Staff reviewed supply costs, staff time, and postage to get an estimate of our per unit cost to send out a single mailer. Our estimate was \$.53 per mailed item. Unique Management rates were \$.513 per mailed item. What we could not predict was the effect of savings related to fewer items being mailed. We decided to try the service to evaluate the financial impact and to see if there was a time delay which would be inconvenient to users.

In February 2005, we began to electronically route our notices (overdues, bills and hold cancellations) to Unique. They process the files which are mailed from regional processing centers. We have had no reports of delay in receiving notices. Notices which cannot be delivered to the addressee are returned to the Circulation Department here at the Main Library. The best news of all is that we have experienced a savings in overall postage cost.

We gathered data for the 30 day period from February 27, 2005 through March 28, 2005. Using our previous method for handling the notices we would have printed 17,462 items. Unique consolidated that number into 11,360. The postage savings alone was \$2,135.70.

Option 1

Discontinue services with Unique Management and begin to mail notices ourselves again and continue using the tear apart mailers.

Advantages: It is a familiar routine. We have the equipment in place to pick up where we left off.

Disadvantages: We will reinsert a time intensive repetitive work routine which staff have been pleased to no longer perform. We are out of the old mailer format and would need to place a new order to reinitiate our service.

Option 2

Discontinue service with Unique Management and begin the process of converting producing our own 8¹/₂ by 11 inch notices.

Advantages: We would realize the savings of a reduced number of items for which we are paying postage.

Disadvantages: We will need to purchase a folding/stuffing machine. An estimate for a folder/stuffer which would handle our volume is \$7,000. We reassume the costs of labor and supplies.

Option 3

Continue to use Unique Management Services to process mailed notices.

Advantages: We are realizing a savings in our actual costs and freeing time for staff to spend on other tasks. Computer Equipment Technicians time is better spent working on trouble calls and deploying new equipment. What took 2 hours of technician's time each day previously, now takes only 15 minutes. Mail Room staff can spend more time on keeping the mail room clear for frequently incoming materials.

Disadvantages: Will require us to review periodically to ensure that cost does not creep up beyond what represents appropriate savings and that service level (timeliness, etc.) remain at an acceptable level.

Recommendation:

Staff recommend Option 3, to continue to use Unique Management Services to process mailed notices.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-095**

**RESOLUTION TO AUTHORIZE THE REGULAR USE OF UNIQUE
MANAGEMENT SERVICES TO PROCESS MAILED CIRCULATION
ACCOUNT NOTICES.**

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 12th of May, 2005, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following was:

The Board Resolves:

- 1. To authorize, the regular use of Unique Management Services to process mailed circulation account notices.
- 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, May 12, 2005**

**Collection of Overdue
Patron Accounts**

Collection of Overdue Patron Accounts

I. PROBLEM STATEMENT

The Library has been using the services of Unique Management since November 2002 to pursue settlement of accounts with a total value owed of \$50.00 or more. We have been pleased with the services we have received and have gotten a 4 to 1 return for the dollars we have spent on services. We continue to have balances owed however which have not yet been addressed. We would like to pursue options to expand our focus to these other accounts.

II. BACKGROUND

Currently the Library electronically delivers accounts on which the total balance of fees/fines is over \$50.00. Accounts are turned over between 90 and 120 days past the original due date. Prior to a referral to Unique, account holders have received two notices from the Library, the last of which notifies the account holder of the possibility of the account being reported to a collection agency.

We are recommending that we lower the threshold for referring accounts to the collection agency to \$25.00. Though at the \$25.00 level, users have lost the ability to use their library card, this does not always encourage the settlement of the account. Many users move out of the area or even begin to use another family member's card rather than settle a delinquent account.

We anticipate a higher dollar return overall at the \$25.00 level than at the higher \$50.00 level. It is a smaller amount that the debtor can address more easily.

Lowering our threshold to \$25.00 places another 11,228 accounts into an eligible window. The total collective amount owed on these accounts currently is \$395,538.11. If we do change the threshold we will engage in an effort to inform users of this change through our website and our notice procedure.

IV. OPTIONS

The Library has identified 3 options for consideration.

Option 1: Continue our collections practice at the limit of \$50.00.

Advantages: Our current practice does resolve a number of accounts.

Disadvantages: A number of accounts which should be resolved will not be.

Option 2: Reduce our collections threshold to \$25.00

Advantages: We will collect at least some of the owed amount. Our return is 4 to 1 at \$50.00 and we should get at least that return. We also reinforce our position that we take seriously the use and potential abuse of library collections and privileges. This effort has been appreciated by users who handle their accounts and obligations well.

Disadvantages: Users who will now fall into this category and have avoided collections referral up to now will not be pleased. Staff at public service points may deal more often with this complaint.

Option 3: Discontinue the use of a collection agency.

Advantages: Users who owe the library for fines or fees will be pleased.

Disadvantages: We lose credibility with the public regarding our custodianship of our materials and debts and stewardship role.

III. RECOMMENDATION

Staff recommend approval of Option 2, to reduce the threshold at which an account is referred to a collection agency to \$25.00 to take effect on May 16, 2005.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-096**

RESOLUTION TO AUTHORIZE THE REDUCTION OF THE THRESHOLD AT WHICH AN ACCOUNT IS REFERRED TO A COLLECTION AGENCY.

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 12th day of May, 2005, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

- 1. To authorize the reduction of the threshold at which an account is referred to a collection agency to \$25.00 and for this to take effect on May 16, 2005.
- 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, May 12, 2005**

**Main Library Building
Security Enhancements**

Main Library Building Security Enhancements

I. PROBLEM STATEMENT

The Board is being asked to approve enhancements to the security system at the Main Library to make the building more secure.

II. BACKGROUND

Recently, the Library experienced a break-in and theft after hours on a weekend. Some of the theft was caught on our taping system and the digital file has been turned over to the Orlando Police Department. The theft prompted us to examine our current security system to determine where we have exposure and what enhancements are warranted.

Staff worked with both the Orlando Police Department (OPD) and our building security contractor, Best Access Systems (Best), to evaluate our current security system and possible enhancements. After a tour of the building, Best and OPD agreed that a multilayered approach would provide the enhanced coverage the Library needed. The proposed enhancements include window sensors, motion sensors, live audio monitoring, and additional digital cameras. OPD highly recommends audio monitoring. With this in place, our off-site monitoring company will be able to listen in to determine if an intruder is in the building and where. If everything works properly, the Police would be notified who would then 'send in the dogs' to catch the intruders. The current camera system covers public areas whereas the proposal from Best adds cameras to staff entrance areas as well. A few cameras will also be added to other areas where the coverage needs to be enhanced.

By providing multiple types of detection devices, the proposed security enhancements are intended to optimize the coverage without excessive cost. Once the enhancements are installed, it may be necessary to add additional equipment to handle any gaps in the coverage, so a contingency is also requested. The Board is being asked to approve the proposal from Best for approximately \$50,000 and a contingency of \$10,000, for a total of \$60,000.

III. OPTIONS

Option 1 – Approve the purchase of additional building security enhancements from Best Access Systems in an amount not to exceed \$60,000.

Advantages

1. Proposed enhancements will make the Main Library building more secure.
2. The additional equipment has been approved by OPD.
3. Audio pickup would be added as a security measure.

Disadvantage

1. The money for the equipment purchase would not be available for other projects.

Option 2 – Approve a purchase for a reduced amount of enhancements.

Advantage

1. Some money would be saved and available for other projects.

Disadvantage

1. Some proposed security measures would have to be left out.

Option 3 – Do not approve the purchase of additional security related equipment.

Advantage

1. \$60,000 would be saved and available for other projects.

Disadvantage

1. The Main Library Building would be less secure without the proposed enhancements.

IV. RECOMMENDATION

Staff recommends the purchase of additional building security enhancements from Best Access Systems in an amount not to exceed \$60,000. Although the project was not specifically included in the current year's budget, sufficient funds are available as we will under spend health insurance due to a lower than projected premium increase.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-097

RESOLUTION TO PURCHASE MAIN LIBRARY BUILDING SECURITY
ENHANCEMENTS

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 12th day of June, 2005, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the purchase of Main Library building security enhancements from Best Access Systems in an amount not to exceed \$60,000.
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, May 12, 2005**

**Amendment to Seminole County
Reciprocal Borrowing**

**SEMINOLE COUNTY RECIPROCAL BORROWER
INTERLOCAL AGREEMENT
DRAFT AMENDMENT**

May 2005

OVERVIEW

At the August 12, 2004 Board of Trustees meeting, staff presented a discussion item regarding the circulation of Audio Visual materials to reciprocal borrowers from Seminole County. Attached is the material from that meeting. In summary we determined that effective August 15, 2005 we would no longer circulate these materials to Seminole County reciprocal borrowers due to high utilization.

The Seminole County Library System was notified in August 2004 that this change would become effective in August 2005. Seminole County reciprocal borrowers were notified during September and October by letter of this change.

Our Reciprocal Borrowing Agreement with Seminole County outlines specific materials which may be borrowed through the program and so it needs to be amended prior to August 2005. Seminole County has suggested the following changes:

Current language:

Article 3.2 The only services to be provided to the Resident Borrowers of the other party are the lending of materials over the counter at one of the libraries of each party. Materials eligible for lending are limited to circulating books, ~~audio books, books compact disc, music on compact disc, videos, periodicals (in those locations which circulate them) and record books.~~

New language:

Article 3.2 The only services to be provided to the Resident Borrowers of the other party are the lending of materials over the counter at one of the libraries of each party. Materials eligible for lending are limited to circulating books only.

RECOMMENDATION

Staff recommend the approval of the suggested amendment to define the change that will take place in August 2005.

04-157

Presented to the Board, August 12, 2004

Seminole County Reciprocal Borrowing

The Seminole County Library system does not carry video tapes in their collection. Reviewing the borrowing patterns of Seminole County borrowers, we note that they make significant use of these (videos) and other audio visual resources. Since our migration to Millennium (the new library automation system) Seminole County borrowers have checked out 39,365 items, 53% of these have been audio visual formats. As a comparison, our own borrowers reflect a 41 % check out of audio visual. Popular audio visual items which are checked out by Seminole County are not available for our own residents. These materials are utilized at a higher rate by these out of county borrowers, due to the fact that these materials are not available in their home library county. Reciprocal Borrowing is intended as a convenience for our mobile regional community, but was not intended to replace collection development needs for any participating library.

In the coming week we will notify Seminole County that **effective August 15, 2005**, we will no longer loan audio visual formats to Seminole County reciprocal borrowers. We will also send out a notice to all of our currently registered Seminole County reciprocal borrowers of this time line and change.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-098

AMENDMENT TO SEMINOLE COUNTY RECIPROCAL BORROWING
AGREEMENT

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 12th day of June, 2005, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

- 1. To approve suggested amendment to the Reciprocal Borrowing Agreement with Seminole County. The amendment reads:

Article 3.2 The only services to be provided to the Resident Borrowers of the other party are the lending of materials over the counter at one of the libraries of each party. Materials eligible for lending are limited to circulating books only.

- 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, May 12, 2005**

**Discussion and Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, May 12, 2005**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, May 12, 2005**

Director's Report

Director's Report May 2005

■A representative from the Beaufort Public Library in South Carolina is very interested in learning what we are doing with mobile reference and will be visiting shortly. Librarians from Niceville, Florida visited the Main Library and Technical Services, as well as the Friends' Book Store to get ideas on their procedures and services.

■Carla Fountain spent 28th of April at FSU's recruitment day trying to recruit librarians.

■Channel 9's Books By Mail feature has been drawing lots of comments by the public, all of them supportive of the service.

■The Orange County Employee Academy comes to the Library each year for a tour. About 35 Orange County employees will be at the Main Library on May 6. We tell them about our activities and services and follow it with a library tour.

■The Director has been asked to speak at ALA annual conference in New Orleans, June 2006 in a program about change in library organizations.

■We have collected some resources together to address the various needs that Kids have as the summer approaches. There are events for kids, special kids materials, websites and even a culinary adventure of books, an interactive way to create some special readings lists for summer. Check out our web page and click the "start" button to try the culinary adventure of books to bake up a "summer treat."

http://www.ocls.info/featured_resources/kids_in_summer.asp

Many thanks to Sheri Chambers, Vanessa Neblett, Cassie Shivers, Nils Thingvall, and Bobby Tsui for creating this novel approach to summer reading lists.

■The library has prepared a variety of summer programs that first and foremost will encourage kids to read on a multitude of subjects, fiction as well as non-fiction. Our goal is to encourage all OCPS students to visit their library and involve them in a variety of fun and educational activities.

This year's theme for children between the ages of 6 and 12 is *Reading is a Treat!* Children can pick up their reading logs, bookmarks, and suggested reading lists from any OCLS location throughout the summer. Libraries will feature weekly programs with storytelling or special guests.

Teens ages 13-18 are invited to participate in OCLS's Summer Reading program *Sink Your Teeth into Reading*. Teens are encouraged to get involved by participating in programs and reading scrumptious books. There will be contests such as the All You Can Read Buffet and the Feed Your Need to Read book review contest. Special programs such as the Food Fear Factor, Pizza & Sports and a Chocolate Fest are just a few of the delicious and educational activities in store for teens to satisfy their need to read. Both children and teens can become computer savvy with our *Camp Savvy* classes. They'll learn how to use HTML, Photoshop, Windows Media Player, and other computer software in our fun and interactive classes.

We are confident that children will enjoy our programs. Their summer reading experience will encourage them to become life-long readers and learners and contribute to their school success. Their education will not take a break at the end of the school year. Rather, it will continue in another form. After a summer filled with reading and combined with educational experiences, our children will be better prepared for the next school year. We feel this is one of our most important opportunities to reach out to children and help them become better readers.

Flyers about the Summer Reading Programs are being distributed to each child in OPCS Elementary, Middle and High Schools, encouraging their participation in these fun and educational activities.

■ Take Our Sons and Daughters to Work Day was held 28 April. Goody bags were given to the children who came to branches and to departments at Main. They contain "job descriptions", t-shirt, an invitation to Meet the Director, Exit Interview, hat, and notebook mousepad. Apples and cookies, cake and pastries were given to the children here at Main. Many thanks to Yvonne Pierre and Carla Fountain for organizing this special day and a special thanks to the children of our employees for their participation: Katelyn Boyle, Asheley Mercado-Cortez, Sam Rosenblum, Alicia Rupnarain, Philip Galloway, Shonte Jackson, Audrey Wentzel, James Watson, Alexis Torres, Shane Mabie, Antonio Acosta, Alexander Gross, Emily Gronlund, Heather Swisher, Bhowani Jagmohan, Jarious Douglas, Theo Smith, Travelle Jefferson, Leila Vanture, Brittany Vereen, Kendra Brown, Alexandra Iftode.

■ The library will partner with Orlando Museum of Art for their Curious George exhibit. As a part of this partnership, we will be presenting "Curious about Art?" programs for children at the Main Library, every Wednesday morning of June and July, total of 8 programs. Each program will consist of a storyteller reading a book (or telling a story) from the Curious George series and then children doing a simple craft that ties in with the theme of the book. Jessica Sugiuchi developed an outline of programs that we will be doing with links to websites describing making crafts. Many thanks to Jessica Sugiuchi for her efforts.

■ Good progress is being made on the 3rd floor east wing renovation.

■ Work on the new roof for the Main Library has commenced.

■ The Library has completed our portion of the user survey organized under an IMLS grant. The surveys have been shipped off to the project manager.

■ The Health and Safety Fair for OCLS employees will be conducted 2 June from 2:00 to 5:00 pm. Blood Pressure, Glucose, Cholesterol Checks, Spinal Screenings, Body Fat Analysis, Skin Cancer screenings, WIC information, CPR classes, Yoga Intro and even chair massages are being offered to our employees. There will also be a blood drive and presentations on healthy food portions. Trustees are also invited to participate alongside staff for this special and important day.

■ Check out the Friends of the Library's new website: <http://www.friendsocls.org>.

■ We have added Standard and Poor's to our array of online databases accessible by patrons here at the Library as well at home or office. Standard & Poor's NetAdvantage provides a user-friendly database that contains information on thousands of stocks, mutual funds, and bonds, 52 industries, and more than 110,000 public and private companies.

■ Bob Morris presents "Baha Florida: The Mystery of the Caribbean" at the Friends Second Saturday program on May 14 at 10 a.m. His first mystery novel, *Bahamarama*, was named one of six finalists for the Edgar Award for Best First Mystery Novel in the US. The program is followed by the Friends Annual Meeting and Volunteer luncheon.

■ The Friends Annual Spring Books sale in their temporary bookstore on the second floor begins on Thursday night, May 19, for Friends members and continues on Friday and Saturday for everyone. There are plenty of bestsellers, hardbacks, paperbacks, magazines, videos, CDs, and children's books to choose from at half the usual bargain prices.

■ Meet and Travel with world famous Arthur Frommer at an after hours program on Friday, May 20, 7 p.m. at the Main Library.

The teen Battle of the Bands is back in an after-hours bash on June 2 in Library Central.

Southeast Branch is presenting a parent and teen get together on Saturdays in June. This program is specially designed for teens with parents whose native language is Spanish. The programs are made possible through the MetLife Reading America Grant and partners Myma Caban of the Center for Global Languages at Valencia Community College and El Nuevo Dia newspaper. Also, the Herndon Branch features Bilingual Stories on the second Thursday of each month at 7:00 p.m.

Dave Marsh, NewsChannel 2's chief meteorologist, discusses weather forecasting, weather patterns, hurricane movements, strengths and preparedness at the Friends Second Saturday program on June 11 at 10:00 a.m.

A variety of programs and computer classes continue in June, such as, food fear factor at West Oaks Branch, a chocolate fest at Eatonville and Herndon Branches, poetic photography at North Orange Branch, books to films at Hiawasse Branch, water safety at South Trail Branch, home décor on the web at Southeast Branch, literary ladies book discussion at West Orange, gift making for dad at the Alafaya Branch, creative kumihimo at Main, yoga at Southwest Branch, learn languages with Rosetta Stone at Washington Park Branch, and finally a bedtime story at Windermere Branch.

**Orange County Library System
Board of Trustees Meeting
Thursday, May 12, 2005**

Winter Garden Project Summary

Winter Garden Project Summary

Apr 30, 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	2,209,091	2,172,310
Carpet	35,000	26,085	0
Impact & Permit Fees	40,000	25,000	22,594
Testing	8,000	32,000	30,878
Other	10,000	17,500	14,796
Construction Total	<u>2,193,000</u>	<u>2,309,676</u>	<u>2,240,578</u>
Contingency	207,000	88,176	
TOTAL PROJECT	<u><u>2,550,000</u></u>	<u><u>2,550,000</u></u>	<u><u>2,385,454</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 structures	11,496
CO #13 - Delete Alternate #1 - glass wall; DIP liner	-23,312
Total	<u>2,209,091</u>

Winter Garden Project Summary May 2005

APM has been working to replace the soils in the retention ponds and berm which did not meet specifications. They are employing a small, two person crew to do this work. At the current pace, it will be a couple of more weeks before this work is completed.

APM has not begun the repairs to the storm water system. They have told us that they have not been able to find somebody to do the repairs thus far. Once begun, the repairs will take one or two weeks.

The lift station is still not operable. A subcontractor has completed the repair of the power line, which previously had been accidentally cut. APM still has some punch list items to complete on the lift station.

Power has not been restored to the building. APM feels they've 'paid enough' and now it's the Library's turn. Substantial Completion cannot be certified until issues like the lift station and retention are resolved by APM and the City issues a certificate of occupancy.

The contractor requested that Harvard Jolly perform a punch list walkthrough on the building exterior, but not the site. This is scheduled for the morning of Friday, May 6th.

**Orange County Library System
Board of Trustees Meeting
Thursday, May 12, 2005**

**Third Floor Renovation
Project Summary**

3rd Floor Project Summary

5/5/2005

April 30, 2005

<u>CATEGORY</u>	<u>BUDGET APPROVED 03/10/05</u>	<u>Revised Budget</u>	<u>EXPENDED TO DATE</u>
Architect	53,500	53,500	45,575
Construction			
Contractor	600,000	598,644	0
Floor covering	61,000	60,186	0
Testing	3,000	3,000	0
Other	10,000	10,000	0
Construction Total	<u>674,000</u>	<u>671,830</u>	<u>0</u>
Contingency	72,500	74,670	n/a
TOTAL PROJECT	<u><u>800,000</u></u>	<u><u>800,000</u></u>	<u><u>45,575</u></u>

Comments: This project is off to a remarkable start. It began on schedule and the contractor has been manning the project so that steady progress can be seen. Most of the demolition work is completed and they are actually doing some of the new construction work (framing, wall prep, ect.). The contractor is scheduled to complete his work in mid-september

**Orange County Library System
Board of Trustees Meeting
Thursday, May 12, 2005**

**Public Comment:
Non-Agenda Items**