

**Orange County Library System
Board of Trustees**

Board Packet for June 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*

June 3, 2005

To: Sara Brady, President
James B. Tyson, Vice President
Thomas Kohler, Trustee
Matthew Pardy, Trustee
Livia Rivera, 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, June 9, 2005, at the **Herndon Branch Library; 4324 East Colonial Drive; Orlando, Florida 32803; 407.228.1410.**

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
June 9, 2005
Herndon Branch Library
4324 East Colonial Drive
Orlando, Florida 32803
407-228-1410

05-105 I. **Call to Order**

05-106 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 .

05-107 III. **Approval of Minutes: Library Board of Trustees Meeting – May 12, 2005**

05-108 IV. **Staff Presentation: New Media Additions to the Catalog – Downloadable Audio Books – Wendi Bost & Kelly Pepo**

05-109 V. **Financial Statements and Summaries: May 2005**

05-110 VI. **Statistics and Summaries: May 2005**

05-111 VII. **Action Items**

05-112 **Consent Agenda**

05-113 **Resolution to Establish a Book Endowment to Honor former Trustee, Dr. Gloria Fernandez**

05-114 **Board of Trustees Meetings ~ Change of Venues:
July 14, 2005 ~ Change from Winter Garden to Alafaya
September 8, 2005 ~ Change from Alafaya to Winter Garden**

05-115 **Branch Janitorial Contract**

05-116 **Meeting Room Fees**

05-117 **After Hours Event: Request to Serve Alcoholic Beverages**

05-118 **Lost and Found Policy**

- 05-119 **Non-Consent Agenda**
- 05-120 **Preliminary Budget: Fiscal Year Ending September 30, 2006**
- 05-121 VIII. **Discussion and Possible Action Items**
- 05-122 **Lake County Request to Share Funding for Citrus Ridge**
- 05-123 IX. **Information**
- 05-124 **Director's Report**
- 05-125 **Third Floor Renovation Project**
- 05-126 **Public Comment: Non-Agenda Items**
- 05-127 **Winter Garden Project Summary**
- 05-128 **Summer Plans at Eatonville Branch Library**

X. **Adjournment**

Next Meeting Dates: July 14, 2005 – To Be Announced --- August 11, 2005 – Windermere Branch Library; 530 Main Street; Windermere, Florida 34786.

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

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

**Orange County Library System
Board of Trustees Meeting
Thursday, June 9, 2005**

Call To Order

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MEETING MINUTES
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**
Board Members Present: Sara Brady (5/0); James Tyson (5/1); Tom Kohler (5/1); Matthew Pardy (5/0); Livia Rivera (1/0)
- 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.
- 05-086.1 **Oath of Office: Livia M. Rivera**
Ms. Livia Rivera took the oath of office and was sworn in by President Brady. President Brady welcomed Ms. Rivera to the Library Board as the newest Trustee and stated that despite the negative publicity that preceded her nomination, Ms. Rivera is a most welcomed and positive addition to the Library Board.
- 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**
Trustee Kohler, seconded by Trustee Tyson, moved to approve the minutes for the April 14, 2005 Board of Trustees Meeting. Motion carried 5-0.
- 05-089 IV. **Staff Presentation: Security – Craig Goetzke & Pam Bergner**
Craig Goetzke, Custodial Maintenance Manager and Pam Bergner, Purchasing & Service Manager, gave an overview of the security methods used at the Library's security systems covering patrons, staff, facilities, and materials. Brief discussion ensued.

- 05-090 V. **Financial Statements and Summaries: April 2005**
Comptroller Tessier gave a brief overview of the financial statements included in the monthly Board packet for the benefit of Trustee Rivera.
- 05-091 VI. **Statistics and Summaries: April 2005**
Brief discussion ensued regarding the monthly statistics for Eatonville and the marketing and partnering strategies being pursued at the Branch.
- 05-092 VII. **Action Items**
- 05-093 **Consent Agenda**
Trustee Pardy requested to pull item #05-097 from the Consent Agenda.

Trustee Kohler, seconded by Trustee Tyson, moved to approve the remaining items on the Consent Agenda. Motion carried 5-0.
- 05-094 **Self Check-out System for West Oaks**
The Board authorized the purchase of 3M self check-out equipment, in the amount of \$97,996.00.
- 05-095 **Agreement with Unique Management Services for Notices**
The Board authorized the regular use of Unique Management Services to process mailed circulation account notices.
- 05-096 **Collection of Overdue Patron Accounts**
The Board authorized the reduction of the fine threshold at which an account is referred to a collection agency to \$25.00 and for this to take effect on May 16, 2005.
- 05-097 **Main Library Building Security Enhancements**
Trustee Pardy asked about the scope of the proposed security enhancements. Facilities and Operations Manager John Claytor explained that most of the enhancements are proposed mainly as a deterrent to break-ins, including cameras and window and motion sensors, as well as audio monitoring. Brief discussion ensued regarding the immediate need for audio monitoring. Trustee Kohler suggested the elimination of the audio monitoring system, thus reducing the not to exceed cost to \$40,000.

Trustee Kohler, seconded by Trustee Tyson, moved to approve the purchase of Main Library building security enhancements (including window sensors, motion sensors and additional digital cameras) from Best Access Systems in an amount not to exceed \$40,000; and for Staff to re-address the audio monitoring system next year. Motion carried 5-0.
- 05-098 **Amendment to Seminole County Reciprocal Borrowing**
The Board approved the amendment to the Reciprocal Borrowing Agreement with Seminole County.

05-099 VIII. **Discussion and Possible Action Items**05-100 IX. **Information**05-101 **Director's Report**

□ We have been asked by the Governor's office to host a press conference sometime next week regarding the Governor's Statewide Family Initiative *Read Together Florida* and this year's book choice *Hoot*.

□ Real work on roof of the Main Library started on the 9th May. The Southwest corner of the 4th floor roof has been torn off and the 'temporary' first ply was in place. The temporary roof looks better than the old roof that was removed.

□ Microsoft Office in Español will shortly be available on all public access PC's in the system. It is currently up and running on all PC's in the Computer Resource Center at the Main Library.

□ OCLS will be participating with the American Library Association's initiative Join The Major Leagues @your library this summer. Join the Major Leagues @ your library®, developed by Major League Baseball® and the American Library Association, is a program designed to help people of all ages build their 21st Century information literacy skills. It's also a chance for one lucky program winner to win tickets to a designated game of the 2005 Major League Baseball World Series®. There are no age restrictions – different games are offered for different age groups. Participants can start playing now. All submissions need to be postmarked no later than 9/9/05, or, if submitted online, get to ALA by 9/16.

We will be:

1. Marketing the program to sports organizations in the county, such as Little League, baseball clubs, etc.
2. Develop reading lists and book display recommendations.
3. Have a Baseball Movie Week.
4. Distribute signs and bookmarks to branches and Main departments that have public access Internet computers since the game can be completed online.
5. Have links to the game from the library home page, Kids Connect, IT, and Teachers Connect.

□ Our own Summer Reading Program, "Reading is A Treat" is being rolled out for the public. The schools have started distributing our flyers to their students and we have had a number of calls from parents asking about the program. I want to take this opportunity to thank everyone who has helped to make this so terrific. The programs, graphics, webpages, schedules have all turned out great. We have a large number of community partners and that has helped to make the program even better. Thanks go to Kristin Alvarado, Kerri Bottorff, Deanna Braunstein, Sheri Chambers, Bethany Corbett, Ben Garcia, Bobbie Gonzalez, Vera Gubnitskaia, Charles Hoeck, Marilyn Hoffman, Danielle King, Shannon Long, Joan McSween, Joy Morrison, Michele Patestides, Kim Peters, RONALDA JEANNE PETTREY, Kathryn Robinson, Jessica Sugiuchi, Crystal Sullivan, Amy VanSchaik, Susan Vogt, Margaret Wells, Kris

Woodson. Between Reading is a Treat, Camp Savvy technology classes and Join the Major Leagues @ the Library, we are proud of our learning opportunities for children this summer.

□ We have been invited to participate in the Orange County Public Schools Training Day on 3rd August to meet with the language-arts teachers at Jones High School. We will distribute materials about the programs offered by OCLS. We will also give a presentation in one of the 90 minute sessions on some of our databases available. We have also been invited to talk with the Media Specialists at Timber Creek High School on the same day.

□ The Library will be participating in the eWomensNetwork event on 16th June at the Orlando Marriott. Librarian Melody Mitchell from our staff will speak on our resources that would especially helpful to a woman setting up her own business. She will be part of a panel discussion and take Questions and Answers afterwards.

□ The Spanish Survival Guide has been completed for the Orange Peel. It contains library terms in English and Spanish, including the entire Dewey classification, useful phrases for circulation and public service staff, sample dialogues for circulation, reference and registration, and a pronunciation guide. It will be very useful for staff members who do not speak Spanish in helping a Spanish speaking patron. <http://intranet.ocls.info/spanish/default.asp> . It will be located on the Orange Peel under Staff Dev Tools.

□ Thanks to all the staff who represented OCLS in the 5 Km race to raise money for A Gift for Teaching and the YMCA. Yvonne Pierre, Tonia Hinkle, Mina Keith, Milinda Neusaenger, Lelia Higgins, Pam Sogge, Gregg Gronlund, August Calabrese, Angela Jacobe, Truly sweat equity!

Our race results are posted on the URL listed below, under “Non-Profits.” We are proud of our first year’s performance by the Library’s Track Stars: Tonia Hinkle, Pam Sogge, August Calabrese, Dennis Fountain, Leila Higgins, Cyprian Higgins, Yvonne Pierre, Angela Jacobe, Mina Keith and Milinda Neusaenger.

http://trackshack.com/events/race_results/corp5k%202005/2005corp5k.php

Trustee Kohler requested a list of the schools not participating in the school outreach reading programs offered by OCLS. He also suggested letters be sent to the principals and PTSA presidents of the non-participatory schools.

05-102

Winter Garden Project Summary

05-103

Third Floor Renovation Project

Skanska is on schedule with the project. Demolition has been completed and the framing and drywall has been started. Daily progress can be seen.

05-104

Public Comment: Non-Agenda Items

There were no requests to address the Board.

President Brady, for the benefit of Trustee Rivera and all in attendance, gave a brief overview of recent Library events. She said the Library has been in the news recently with the Edgewater Branch issue and the Channel 9 segment on the Library’s MAYL service (Materials Access from Your Library). Regardless of the negative publicity and the lack of follow-up stories, the outpouring of support from the community has been very positive. President Brady also stated that the possible closure of the Edgewater Branch was presented at the April Board Meeting, and that after reading and listening to the sincere and eloquent comments made by the folks in the community, the Board voted to renew the Edgewater lease for another year. President Brady also stated that all who serve on the Library Board do so because of their love for the Library and that all members are devoted to serving the entire community and take their Board positions very seriously. President Brady said to Trustee Rivera, that the issue of the Board structure and protocol had nothing to do with her or anyone else; and that she did not want the Board to be mischaracterized or misunderstood. President Brady stated she has spoken with Commissioner Linda Stewart, who was very receptive to improving relations with the Library. President Brady will also call Commissioner Mildred Fernandez in the interest of engaging in positive discussions regarding the Library. President Brady wants to ensure that it is clear that the Library Board’s intent and focus is to serve the entire community in the best and most judicious manner.

X. Adjournment

President Brady adjourned the meeting at 8:35 p.m.

Next Meeting Dates: June 9, 2005 – Herndon Library 4324 East Colonial Drive; Orlando, Florida 32803 --- July 14, 2005 – To Be Announced.

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**Approval of Minutes:
Library Board of Trustees Meeting
~ May 12, 2005**

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**Staff Presentation:
New Media Additions to the
Catalog ~ Downloadable Audio
Books: Wendi Bost & Kelly Pepo**

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**Financial Statements &
Summaries: May 2005**

Orange County Library System Financial Statement Highlights Eight Months Ended May 31, 2005

Operating Fund Revenue and Expenditure Summaries

Contributions - Others

Subsequent to the death of one of our patrons, Edmund L. Murraray, in 1983 we were notified that Mr. Murray had bequeathed money to the Library in his will. In addition, his will provided that separate trusts be set up for three siblings, each of whom were entitled to a certain amount of annual earnings from the trusts. Upon the death each sibling, the Library would receive 25% of the remaining principal in each trust.

At the December 1989 meeting, the Library Board approved a motion "...to restrict the Murray funds to interest bearing endowment funds, the interest from which shall be used to purchase material or services in the area of business and, further that an appropriate plaque be fashioned and hung in an area by/near the business services of the Library to commemorate the bequest.". Attached is a copy of the plaque which is mounted on a column in the west end of the third floor of the Main Library.

Recently, the second of the three siblings passed away and we have received an initial distribution of \$152,431 from the trust. This amount was recorded in the Contributions – Other account. To date, we have received \$532,922 from Mr. Murray’s estate.

Miscellaneous Revenue

Last summer, the Southwest Branch was closed for a total of 27 days due to damage caused by Hurricane Charley. Our lease with the Dr. Phillips Foundation provides for rent abatement under certain circumstances. We sent a letter to the Foundation to formally request the abatement in the amount of \$12,413 and the Foundation approved our request. Since the abatement related to a previous fiscal year, it was recorded in Miscellaneous Revenue.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Eight Months Ended May 31, 2005**

05-109

	ANNUAL BUDGET	YTD ACTUAL	(8 months=67%)
AD VALOREM TAXES	24,602,704	24,183,842	98.3%
INTERGOVERNMENTAL			
Grants	20,000	40,447	202.2%
State Aid	1,480,000	1,502,357	101.5%
Law Collection Fees	250,000	108,468	43.4%
	<u>1,750,000</u>	<u>1,651,272</u>	<u>94.4%</u>
CHARGES FOR SERVICES			
Fee Cards	2,000	5,000	250.0%
PC Pass	55,000	27,455	49.9%
Classes	1,000	1,251	125.1%
Copy & Vending	165,000	131,344	79.6%
Fax	0	1,619	
Scanner	0	151	
Computer Booklets	0	12	
PC Express	0	10	
	<u>223,000</u>	<u>166,842</u>	<u>74.8%</u>
FINES			
Fines	850,000	818,105	96.2%
Lost Materials	90,000	71,107	79.0%
	<u>940,000</u>	<u>889,212</u>	<u>94.6%</u>
MISCELLANEOUS			
Interest Earnings	175,000	238,925	136.5%
Contributions - Friends of Library	152,000	96,666	63.6%
Contributions - Others	5,000	159,954	3199.1%
Miscellaneous	30,500	44,056	144.4%
Disk Sales	2,500	2,012	80.5%
Grant & Awards	0	5,000	
	<u>365,000</u>	<u>546,613</u>	<u>149.8%</u>
TRANSFER FM PROP APPRAISER	20,000	0	0.0%
TRANSFER FM TAX COLLECTOR	220,000	0	0.0%
TOTAL REVENUES	<u>28,120,704</u>	<u>27,437,781</u>	<u>97.6%</u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Eight Months Ended May 31, 2005

	ANNUAL BUDGET	YTD ACTUAL	(8 months=67%)
SALARIES & BENEFITS			
Salaries	11,966,413	7,645,610	63.9%
Medicare Taxes	173,513	105,862	61.0%
Defined Contribution Plan	897,481	565,248	63.0%
Defined Benefit Plan	1,221,066	536,810	44.0%
Life and Health Insurance	2,019,439	1,052,441	52.1%
Worker's Compensation	119,664	73,340	61.3%
Unemployment Compensation	20,000	5,571	27.9%
Parking & Bus Passes	85,320	55,159	64.6%
	<u>16,502,896</u>	<u>10,040,041</u>	<u>60.8%</u>
OPERATING			
Professional Services	210,000	150,732	71.8%
Other Contractual Services	620,000	359,250	57.9%
Other Contract. Serv.- Janitorial	256,000	169,466	66.2%
Training and Travel	75,000	96,726	129.0% *
Telecommunication	322,000	201,387	62.5%
Delivery and Postage	1,272,000	841,636	66.2%
Utilities	710,000	412,412	58.1%
Rentals and Leases	901,000	566,046	62.8%
Insurance	155,000	128,347	82.8% *
Repair and Maintenance	628,000	450,631	71.8% *
Repair & Maint. - Hardware/Software	284,000	204,007	71.8%
Copying/Printing	185,000	136,929	74.0%
Property Appraiser's Fee	282,000	201,921	71.6%
Tax Collector's Fee	486,000	483,677	99.5%
Supplies	625,000	483,441	77.4% *
Supplies-Hardware/Software	80,000	112,644	140.8% *
Contingency	300,000	0	0.0%
	<u>7,391,000</u>	<u>4,999,252</u>	<u>67.6%</u>
CAPITAL OUTLAY			
Building and Improvements	1,940,000	103,080	5.3%
Hardware/Software	195,000	81,865	42.0%
Equipment and Furniture	162,000	196,866	121.5% *
	<u>2,297,000</u>	<u>381,811</u>	<u>16.6%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	5,500	4,369	79.4%
Materials - Law	210,000	46,559	22.2%
Materials - Other	4,236,500	2,778,595	65.6%
	<u>4,452,000</u>	<u>2,829,523</u>	<u>63.6%</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>18,555,356</u>	<u>59.6%</u>

*=Expect to over spend the budget for this account

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Eight Months Ended May 31, 2005**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(8 months=67%)</u>
REVENUES			
Ad Valorem Taxes	1,234,885	1,214,395	98.3%
Interest	7,000	10,420	148.9%
Transfer From Tax Collector	11,000	0	0.0%
TOTAL REVENUES	<u>1,252,885</u>	<u>1,224,815</u>	<u>97.8%</u>

EXPENDITURES

Principal	1,150,000	0	0.0%
Interest	104,600	52,300	50.0%
Tax Collector's Fee	26,400	24,288	92.0%
TOTAL EXPENDITURES	<u>1,281,000</u>	<u>76,588</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
Eight Months Ended May 31, 2005**

05-109

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(8 months=67%)</u>
REVENUES			
Transfer From General Fund	410,000	204,729	49.9%
Interest	5,000	5,246	104.9%
TOTAL REVENUES	<u>415,000</u>	<u>209,975</u>	<u>50.6%</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
Eight Months Ended May 31, 2005**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(8 months=67%)</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	2,099	
Construction Contractor	0	149,829	
Carpet	0	0	
Impact & Permit Fees	0	0	
Testing	0	18,337	
Other	0	17,468	
	<u>0</u>	<u>187,733</u>	

TOTAL EXPENDITURES	<u>1,000,000</u>	<u>187,733</u>	<u>18.8%</u>
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**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Eight Months Ended May 31, 2005**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(8 months=67%)</u>
REVENUES			
Transfer From General Fund	100,000	100,000	100.0%
Interest	0	978	
TOTAL REVENUES	<u>100,000</u>	<u>100,978</u>	<u>101.0%</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
May 2005

05-109

	BALANCE 4/30/05	RECEIPTS	DISBURSE	BALANCE 5/31/05
OPERATING				
Checking	1,023,216	4,796,423	(5,533,959)	285,680
SBA Investments	8,888,986	19,805	(800,000)	8,108,791
CD Investments	8,581,318	3,000,000	(3,000,000)	8,581,318
	18,493,520	7,816,228	(9,333,959)	16,975,789
MAIN DEBT SERVICE				
AIM Investments	1,171,345	19,754	0	1,191,099
BRANCH DEBT SERVICE				
CD Investments	399,552	0	0	399,552
CAPITAL PROJECTS				
Checking	0	17,622	(17,622)	0
SBA Investments	150,795	350	0	151,145
	150,795	17,972	(17,622)	151,145

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

05-109

ASSETS

Certificates of Deposit	8,581,318
Cash on Hand	14,355
Equity in Pooled Cash	285,680
Accounts Receivable	11,063
Due From Other Funds	252,767
Due From Other Governments	17,000
Interest Receivable	62,017
Inventory	195,088
Investments-SBA	8,108,791
Prepays	84,540
Other Assets-Deposits	<u>9,175</u>
TOTAL ASSETS	<u><u>17,621,794</u></u>

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

05-109

LIABILITIES

Accounts Payable	0
Retainage Payable	5,362
Accrued Wages Payable	450,767
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	16
Due To FOL-Taxable Book Sales	3,963
Due To FOL-Nontaxable Book Sales	28
Due To FOL-Sales Tax	265
United Appeal	188
Bonds	88
Def Comp Employees	0
Health Insurance	21,065
Union Dues	794
Union-Cope	0
Optional Life	3,293
Flex Spend Med	(11,303)
Flex Spend Dep	0
Miscellaneous	55
Daughters of American Revolution	38,370
Unclaimed Payroll	1,571

TOTAL LIABILITIES 514,522

FUND BALANCE

Reserve for Inventory	195,088	
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	2,962,207	
Current Year Excess of Revenues Over Expenditures	8,882,425	0.00

TOTAL FUND BALANCE 17,107,272

TOTAL LIABILITIES & FUND BALANCE 17,621,794

**Orange County Library System
Board of Trustees Meeting
Thursday, June 9, 2005**

Statistics & Summaries: May 2005

STATISTICAL SUMMARY

May 2005 Statistics for June 2005 meeting

Circulation and Door Count trends:

The graph included this month shows circulation figures based on item type for May 2005 and May 2004. Book circulation clearly continues to represent the largest segment of our activity. A shift from the use of our video collection to our DVD collection is also apparent in the breakdown.

Our circulation graph indicates that we were less busy than in March 2005. Bearing in mind that we were only open 29 days during May 2005 we actually had a higher average daily circulation in May than March. March 2005 average daily circulation was 22,288 and May 2005 average daily circulation was 22,589 a 1.35 % increase.

Library Activity

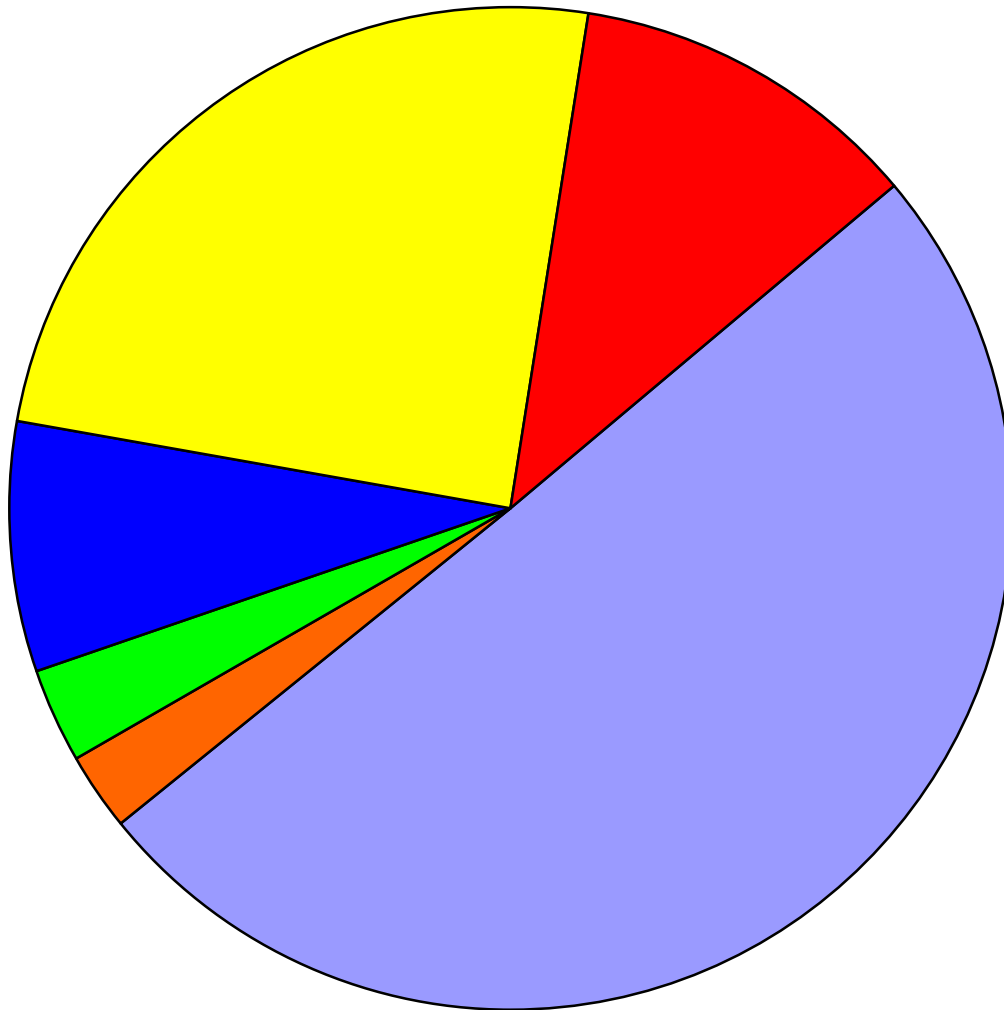
New library card registration is down the last couple of months. In June we will begin a system wide contest between locations to encourage registration initiatives. The winning location will be treated to lunch. We are challenging staff to develop and implement creative outreach ideas for reaching new users. We continue to participate in community events to publicize library services and regularly contact apartment complexes and realtors to reach new residents in Orange County.

Classes continue to grow in popularity and branches are expanding the number of classes offered. Southeast will double the number of classes offered in June 2005. They now have a dedicated training room which will make holding classes more convenient and effective.

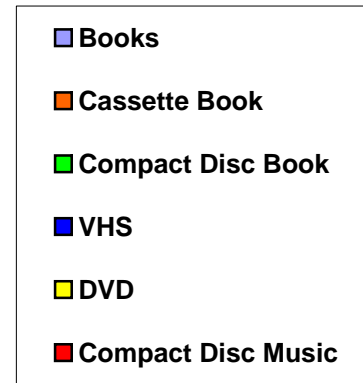
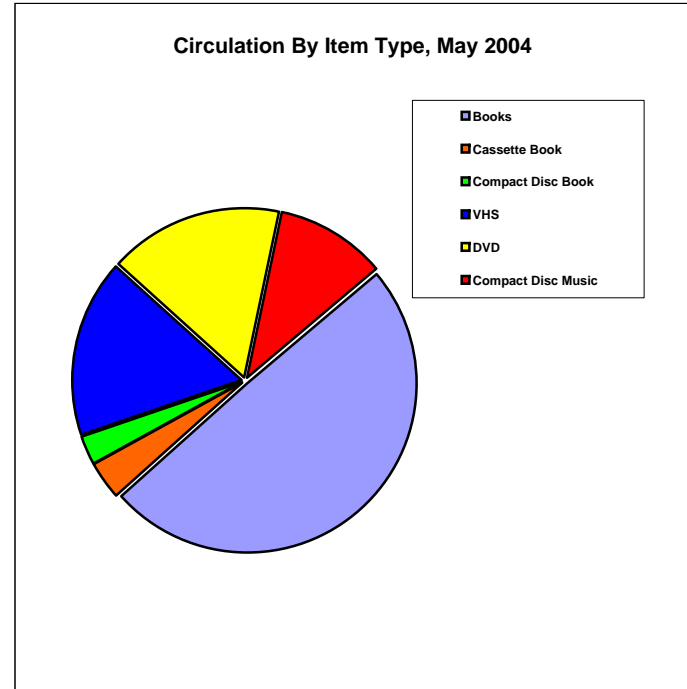
www.ocls.info Activity

Once again our only online decrease is in the use of online reference services. Online suggestions were high due to a large number of supportive emails received from fans of MAYL in reaction to the local news story.

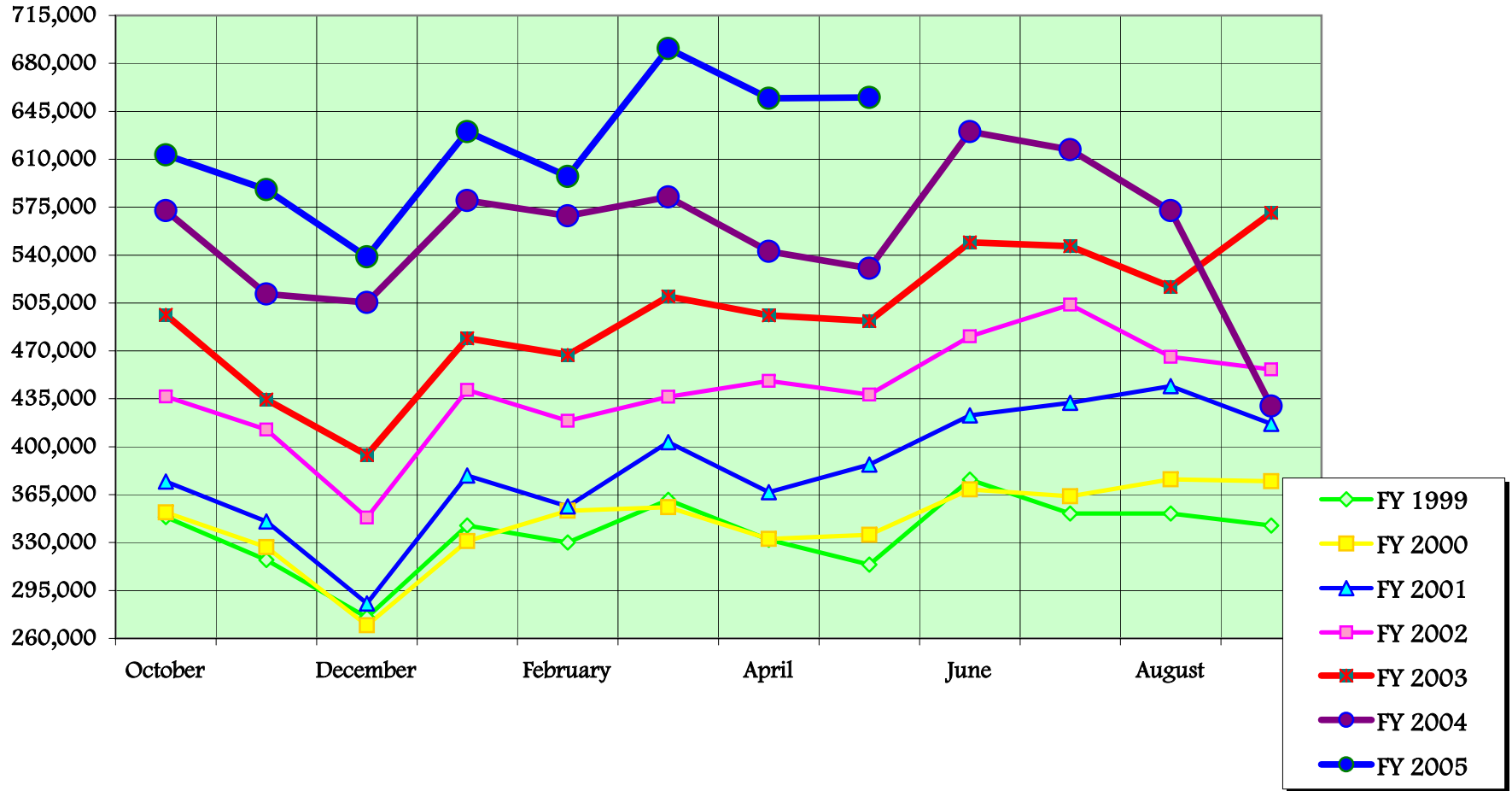
Circulation By Item Type, May 2005



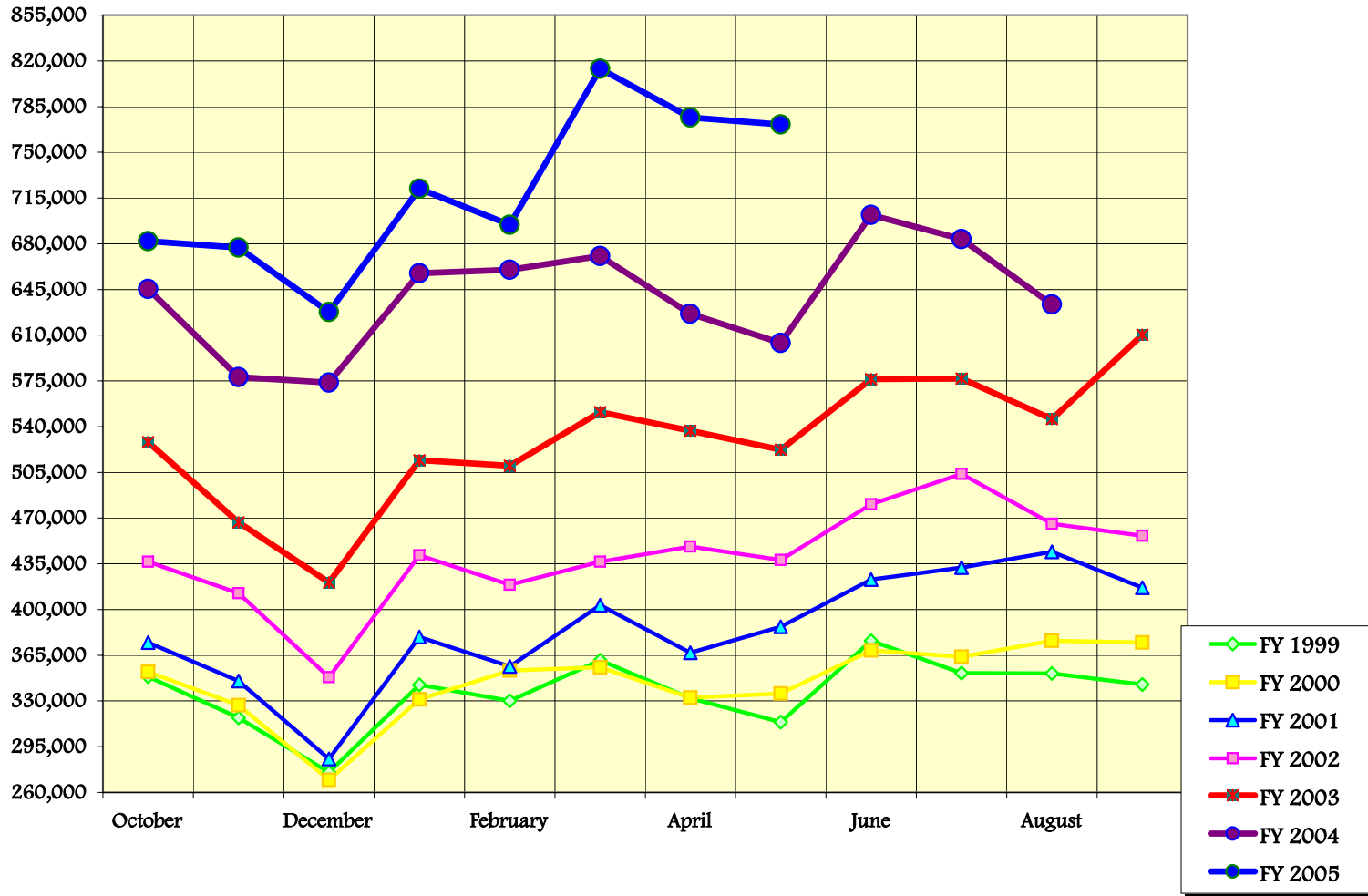
Circulation By Item Type, May 2004



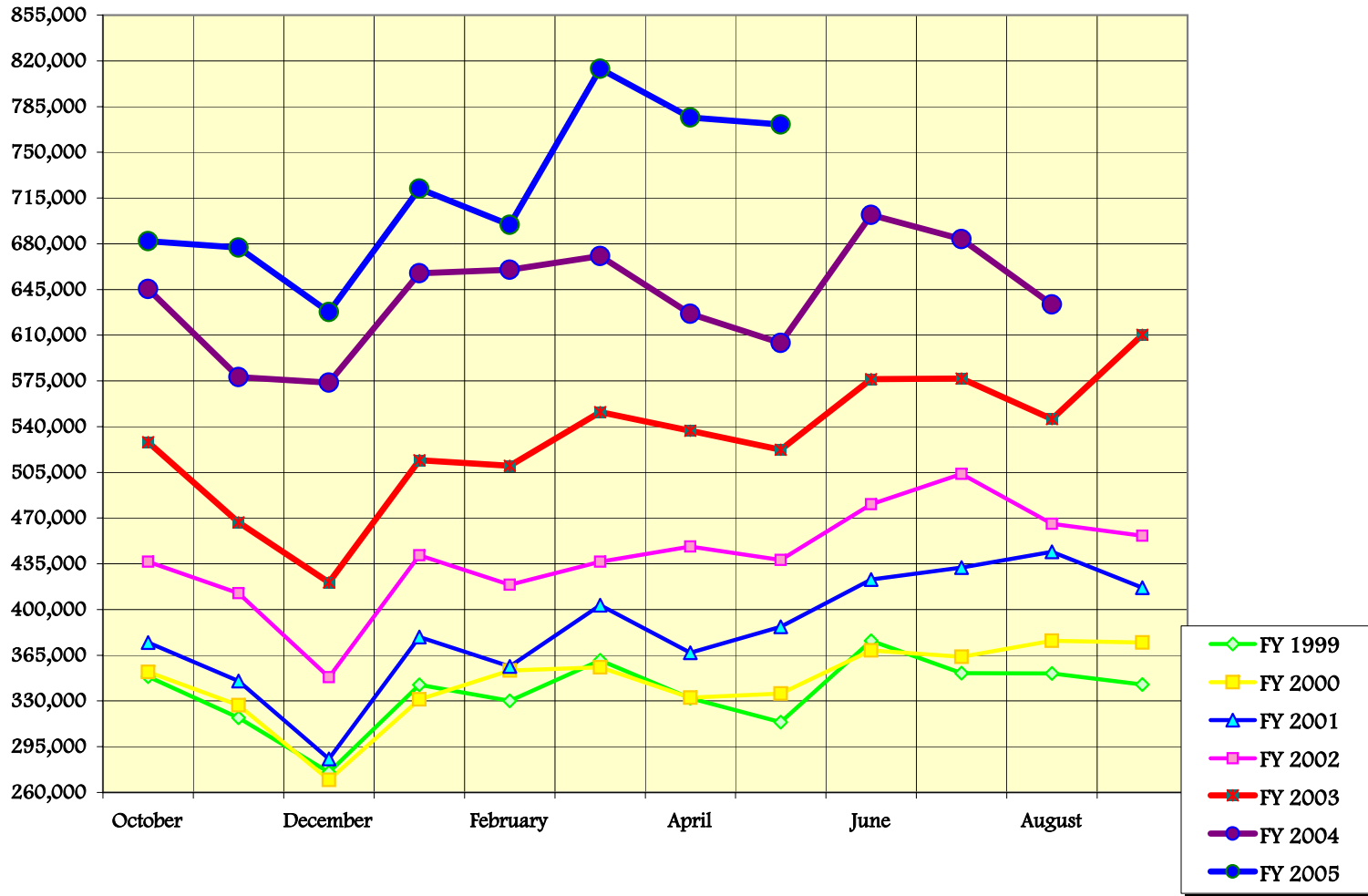
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION**
Fiscal Year 1999 Through Fiscal Year 2005 TO Date



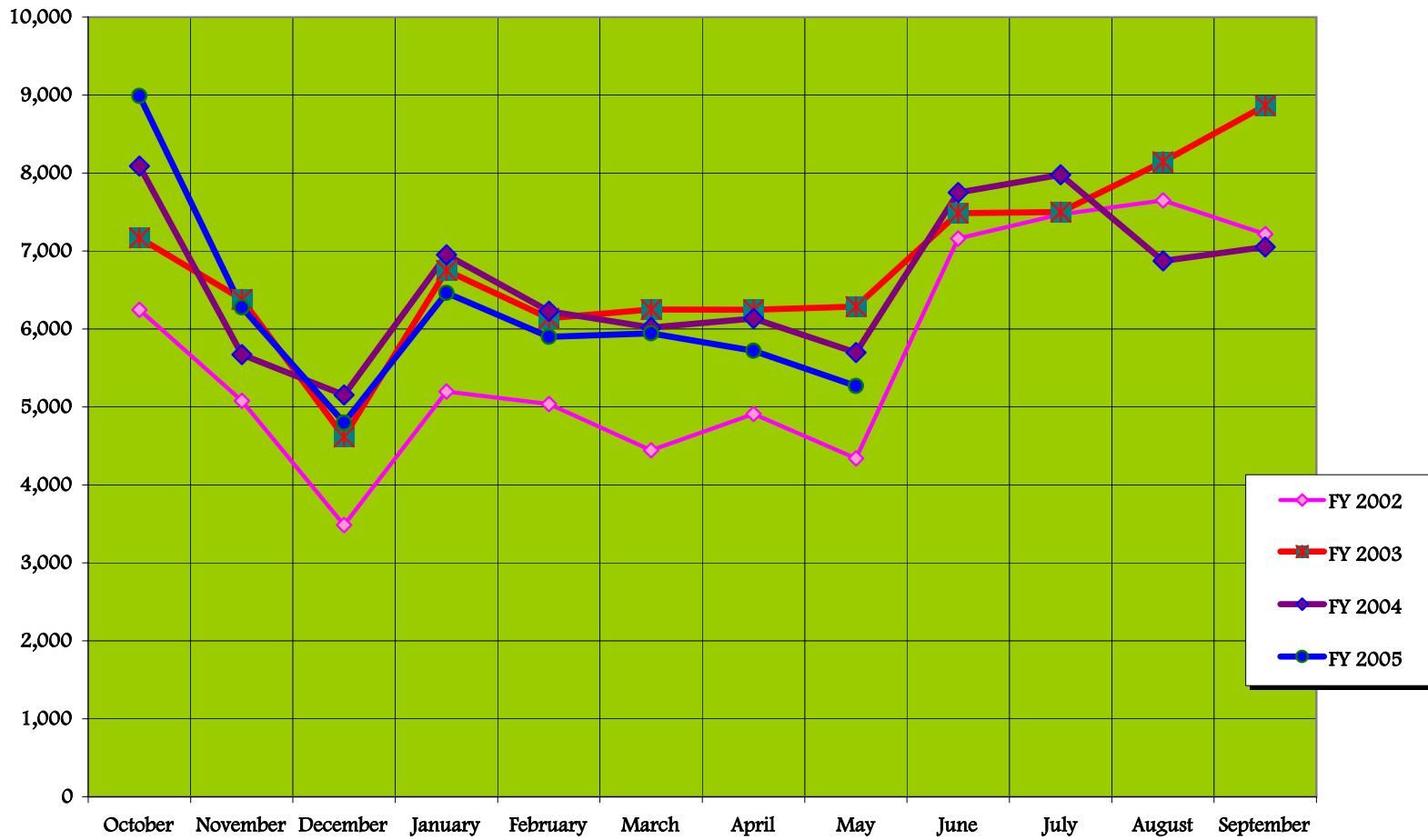
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION WITH ELECTRONIC STATS**
(Circ Stats - previous month & Electronic Stats - 2 months previous)
Fiscal Year 1999 Through Fiscal Year 2005 TO Date



**ORANGE COUNTY LIBRARY SYSTEM
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
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

62,273

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

	Apr-05	Apr-04	May-05	May-04	% of Change	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	204,294	163,787	24.73%		179,221		186,623		181,947		161,106	1,523,547	2,010,637
Branches	399,791	340,887	399,146	323,463	23.40%		393,268		372,016		343,175		227,233	3,024,022	4,059,634
MAYL	50,238	40,739	48,332	42,770	13.00%		57,286		58,076		46,989		41,001	398,505	561,838
Talking Books	2,930	413	3,327	319	942.95%		438		341		312		302	22,130	10,482
Total	654,546	542,734	655,099	530,339	23.52%		630,213		617,056		572,423		429,642	4,968,204	6,642,591
Door Count														-	-
Main	60,548	58,954	53,029	58,195	-8.88%		65,602		62,215		62,228		57,948	463,841	758,955
Branches	291,853	276,023	269,970	250,031	7.97%		283,512		279,198		272,493		237,756	2,281,333	3,053,695
Talking Books	4	2	7	13	-46.15%		17		6		14		5	45	111
Total	352,401	334,977	322,999	308,226	4.79%	-	349,114	-	341,413	-	334,721	-	295,704	2,745,174	3,812,650

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	May-05	May-04	% of Change	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	13,709	12,383	10.71%		14,772		13,633		8,415		7,776	92,267	139,721
Total # of Programs	417	405	435	376	15.69%		414		423		357		301	3,191	4,752
Community Events Attendance Total	3,211	2,996	111	779	-85.75%		896		493		4,284		2,111		
Total # of Community Events	17	21	10	7	42.86%		3		3		20		30		
Events Line	20	N/A	78	N/A	N/A		N/A		N/A		N/A		N/A		N/A
StoryLine	231	371	177	472	-62.50%		-				212		273	2,111	5,131
Class Attendance	1,088	1,125	1032	561	83.96%		1145		1,234		822		1,022	8,482	9,766
Total # of Classes	300	249	322	129	149.61%		233		252		197		213	2,126	2,292
QuestLine	15,797	15,370	15,661	13,583	15.30%		15,209		15,277		15,999		13,446	117,349	181,018
Hits to Website	14,544,626	8,644,039	14,512,004	8,344,958	73.90%		8,421,651		9,971,756		10,408,304		9,097,730	105,823,905	98,639,011
P.C. Sessions	63,801	63,112	60,898	60,124	1.29%		64,706		66,685		62,026		51,023	489,739	704,185
Number of Active Cards in the System	302,083	289,406	309,804	290,595	6.61%		296,191		296,807		298,476		298,390		
New Customer Registrations	5,720	6,134	5,270	5,696	-7.48%		7,750		7,977		8,053		7,052	49,358	80,776
Total Registered Borrowers	801,148	722,516	806,113	728,761	10.61%		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	May-05	May-04	% of Change	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	552,508	418,066	32.16%		496,984		508,807		483,052		430,540	4,207,382	4,006,213
Online Renewals	95,989	73,009	100,356	79,866	25.66%		83,849		87,401		84,250		73,115	712,961	916,911
Online Reference Questions	172	450	163	191	-14.66%		246		275		191		184	1,529	3,710
Live Chat Questions	72	92	58	63	-7.94%		85		73		60		80	562	876
Total Online Reference Questions	244	542	221	254	-12.99%		331		348		251		264	2,091	4,586
Online Requests	49,204	45,966	50,203	45,286	10.86%		52,893		54,221		50,772		41,419	388,011	500,214
Online Suggestions	198	146	148	86	72.09%		88		30		68		64	848	1,173

**Orange County Library System
Circulation Statistics**

May 1, 2005 - May 31, 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	204,294	31.19%	163,787	40,507	24.73%	53,029	58,195	(5,166)	-8.88%
MAYL	21	48,332	7.38%	42,770	5,562	13.00%	N/A	N/A	N/A	N/A
Talking Books	29	3,327	0.51%	319	3,008	942.95%	7	13	(6)	-46.15%
West Oaks	29	42,563	6.50%	33,844	8,719	25.76%	20,977	17,721	3,256	18.37%
Herndon	25	39,800	6.08%	32,290	7,510	23.26%	22,061	23,029	(968)	-4.20%
Alafaya	29	55,305	8.44%	44,094	11,211	25.43%	28,925	30,051	(1,126)	-3.75%
Southeast	25	28,845	4.40%	26,490	2,355	8.89%	22,431	22,449	(18)	-0.08%
Hiawassee	25	23,227	3.55%	17,757	5,470	30.80%	23,891	19,762	4,129	20.89%
Southwest	25	35,199	5.37%	30,982	4,217	13.61%	21,245	21,519	(274)	-1.27%
Edgewater	25	28,745	4.39%	23,058	5,687	24.66%	23,088	18,259	4,829	26.45%
North Orange	29	39,816	6.08%	32,397	7,419	22.90%	25,395	24,298	1,097	4.51%
South Creek	29	47,234	7.21%	36,575	10,659	29.14%	28,037	25,558	2,479	9.70%
South Trail	25	19,020	2.90%	16,402	2,618	15.96%	21,589	21,926	(337)	-1.54%
West Orange	25	15,995	2.44%	10,948	5,047	46.10%	10,146	8,152	1,994	24.46%
Windermere	25	11,974	1.83%	12,223	(249)	-2.04%	7,151	8,691	(1,540)	-17.72%
Washington Park	25	10,369	1.58%	6,403	3,966	61.94%	10,992	8,616	2,376	27.58%
Eatonville	25	1,054	0.16%	N/A	N/A	N/A	4,042	N/A	N/A	N/A
Total	445	655,099	100.00%	530,339	124,760	23.52%	322,999	308,226	14,773	4.79%

**NUMBER OF SEARCHES
APRIL 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	632						2,545
Associations Unlimited	309	180	347	316	991	1,012	844						3,999
Auto Repair Reference Center	312	342	317	313	368	418	331						2,401
Biography & Genealogy Master Index	132	221	355	327	1,019	962	768						3,784
Biography Resource Center	5,885	4,273	4,448	5,864	11,996	7,384	7,469						47,319
Business & Company Resource Center	2,869	2,761	2,945	3,894	4,352	2,995	1,774						21,590
Business Index ASAP	10	72	51	88	151	127	165						664
Chapter-A-Day Online Book Club	38,840	40,100	40,740	41,160	41,440	41,940	42,800						287,020
Classical.com	415	85	74	26	19	45	135						799
Computer Database	124	261	105	79	34	104	101						808
Consulta	64	25	14	75	169	356	109						812
Countrywatch	1,818	1,428	2,615	1,576	3,717	3,280	3,168						17,602
Dun & Bradstreet International	99	64	114	78	94	116	86						651
Expanded Academic ASAP	411	371	555	554	970	894	1,065						4,820
Ferguson's Career Guidance Center	104	155	221	161	500	560	502						2,203
First Search	2,252	1,563	2,871	2,900	5,658	6,120	5,078						26,442
General Business File ASAP	92	134	256	293	670	636	519						2,600
General Reference Center Gold	3,755	3,571	2,535	3,095	3,468	3,919	3,210						23,553
Health & Wellness Resource Center	1,754	1,517	1,908	2,138	2,478	3,691	2,463						15,949
Health Reference Center Academic	221	455	374	456	1,022	998	660						4,186
HeritageQuest Online	9,567	9,755	9,799	9,684	9,575	10,815	10,686						69,881
Info Trac OneFile	2,285	2,473	1,983	3,661	2,872	5,096	4,076						22,446
Informe	14	7	93	120	440	462	376						1,512
Junior Edition - K12	97	134	170	194	497	499	515						2,106
Kid's Edition - K12	104	188	220	318	638	557	566						2,591
Learnatest	553	398	241	321	293	263	336						2,405
Lit Finder (formerly Essay/ Poem/ Literature Resource Center	3,390	632	697	702	1,577	1,694	1,048						9,740
Literature Resource Center	2,130	3,013	3,252	4,324	7,550	6,431	6,366						33,066
Mergent Online	8	10	123	358	525	500	393						1,917
Morningstar	756	901	830	970	801	618	747						5,623
NetLibrary eBooks	261	277	269	249	407	422	374						2,259
NetLibrary Downloadable Audiobooks				75	464	543	413						1,495
Novelist			247	455	582	1,098	770						3,152
Online Homework Help	275	244	161	204	229	232	281						1,626
Opposing Viewpoints Resource Center	1,150	2,087	2,441	1,880	3,794	4,275	4,244						19,871
p4A Antiques Reference	70	159	177	296	659	526	391						2,278
Professional Collection	123	80	250	250	647	624	556						2,530
ProQuest Newspapers	2,139	2,153	2,986	2,821	3,127	3,310	3,122						19,658
Reference USA	3,941	4,421	3,918	3,670	4,335	3,797	4,435						28,517
Rosetta Stone	600	493	181	478	500	485	370						3,107
Science Online	126	154	103	111	65	146	136						841
SIRS Knowledge Source	837	1,420	1,162	1,262	1,726	1,599	1,973						9,979
Standard Deviants Video (formerly known	326	219	864	400	330	49	157						2,345
Student Edition - K12	85	76	172	180	587	558	518						2,176
Tumblebooks	77	141	107	77	128	125	182						837
What Do I Read Next?	375	264	329	272	725	767	727						3,459
Worldbook Online	554	461	499	208	269	363	467						2,821
TOTAL NUMBER OF SEARCHES	89,628	88,126	92,294	96,999	122,843	121,991	116,104	0	0	0	0	0	727,985

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, June 9, 2005**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, June 9, 2005**

Consent Agenda

- 05-113 **Resolution to Establish a Book Endowment to Honor former Trustee, Dr. Gloria Fernandez**

- 05-114 **Board of Trustees Meetings ~ Change of Venues:
July 14, 2005 ~ Change from Winter Garden to Alafaya
September 8, 2005 ~ Change from Alafaya to Winter Garden**

- 05-115 **Branch Janitorial Contract**

- 05-116 **Meeting Room Fees**

- 05-117 **After Hours Event: Request to Serve Alcoholic Beverages**

- 05-118 **Lost and Found Policy**

**Orange County Library System
Board of Trustees Meeting
Thursday, June 9, 2005**

**Resolution to Establish a Book
Endowment to Honor Former
Trustee, Dr. Gloria Fernandez**

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-113**

**RESOLUTION TO ESTABLISH A FRIENDS OF THE LIBRARY BOOK
ENDOWMENT IN THE NAME OF DR. GLORIA FERNANDEZ.**

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 9^h day of June 2005 at 7:00 p.m., prevailing eastern time.

As it is the tradition to pay tribute to all former Library Board of Trustees, the Board recognizes and honors Dr. Gloria Fernandez for her dedication and hard work while serving on the Library Board of Trustees. Her commitment to Respect, Excellence and Integrity has enabled the Library to make great strides in being an important and integral part of the community while providing Information, Imagination and Inspiration.

PRESENT:

ABSENT:

The following resolution was offered by

The Board Resolves:

1. To authorize the expenditure of \$300.00 to establish a Friends of the Library Book Endowment in the name of Trustee, Dr. Gloria Fernandez.

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, June 9, 2005**

**Board of Trustees Meetings
Change of Venues:**

**July 14, 2005 ~ Change from
Winter Garden to Alafaya**

**September 8, 2005 ~ Change from
Alafaya to Winter Garden**

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-114**

RESOLUTION TO AMEND THE BOARD OF TRUSTEES MEETING SCHEDULE

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 9th day of June, 2005 at 7:00pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To change venue of the July 14, 2005 Board of Trustees meeting from the Winter Garden Branch to the Alafaya Branch.
2. To change venue of the September 8, 2005 Board of Trustees meeting from the Alafaya Branch to the Winter Garden Branch.
3. 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, June 9, 2005**

Branch Janitorial Contract

BRANCH CLEANING CONTRACT

I. PROBLEM STATEMENT

A contract to clean the branches needs to be awarded. Clean branches are the focus of the Strategic Plan Goal 1 – Create and maintain inviting and exciting Library spaces.

II. EXECUTIVE SUMMARY & BACKGROUND

Currently, the cleaning of all 14 branches is handled by a single commercial cleaning company, ProClean. We decided to solicit quotations for the Branch Cleaning Contract this year. Working with our attorney, Guy Haggard, a comprehensive Request for Proposal (RFP) was developed. Orange County (County) recently completed a Request for Qualifications (RFQ) for cleaning services for some of its facilities. The County RFQ resulted in 7 companies which were determined to be qualified to do the work. The Library RFP was distributed to these companies plus our current cleaning company, ProClean. In accordance with the Library's Purchasing Policy, notice of the RFP was also sent to the Women/Minority-Owned Business Enterprise (WMBE) agencies of the City of Orlando and the County.

Four proposals were received in response to the RFP. Staff evaluated each proposal, with particular attention to references for similar contracts. The two low bidders, ProClean and D&A Building Services, Inc., have both done work for the Library. Attachment A is a recap of the bids.

The current branch cleaning company, ProClean, has been doing an adequate job in the branches. Some branches have experienced cleaning problems, but ProClean made changes in staff and procedures to correct the issues.

D&A did some specialized cleaning in the Main Library lobby and did an excellent job. They are a State Certified Minority Contractor. The four references checked all reported that D&A performed well, including Orlando City Hall. One customer stated that she had been doing facilities work for 25 years and that D&A was among the best.

As changes in branch configuration occur, such as the move from West Orange to Winter Garden, or hours change, the contract amount will be adjusted

ProClean provided the lowest base bid of \$172,236. However, staff estimates 1,000 hours of extra cleaning will be needed during the annual contract. Once the cost of this additional time is considered, D&A Building Services provided the lowest overall cost.

The Library will be experimenting with having the cleaning contractor supply the branches with basic paper products such as toilet paper and paper towels. Currently, these paper products are delivered to Main and stored until needed. They are then shipped by courier to the branches. The RFP requested proposals from each contractor for the bulk costs of providing these supplies. While using the cleaning company to provide these products is higher than direct purchases, the additional costs will somewhat be offset by the savings in storage requirements, handling and delivery.

III. OPTIONS

Staff offers the following options:

Option 1:

Award the Branch Cleaning Contract in the estimated amount of \$193,236 to the current vendor, ProClean.

Advantages:

1. No transition to a new vendor is required.
2. We know what to expect from this vendor.

Disadvantage:

1. The prospects for better cleaning are not good.

Option 2:

Award the Branch Cleaning Contract in the estimated amount of \$189,756 to D&A Building Services, Inc.

Advantages:

1. Considering the cost of extra cleaning, D&A provided the lowest overall cost.
2. We have the potential to have cleaner branches.

Disadvantage:

1. There will be a transition period for a new vendor, which will take more oversight and staff time.
2. There is a potential for the cleaning to be no better, or worse.

Option 3:

Award the Branch Cleaning Contract to another vendor that submitted a proposal.

Advantage:

1. They might do a better job cleaning the branches.

Disadvantage:

1. The cost would be higher.
2. There will be a transition period for a new vendor, which will take more oversight and staff time.

IV. RECOMMENDATION

Staff recommends Option 2 to award the Branch Cleaning Contract in an estimated amount of \$189,756, which includes 1,000 hours of additional cleaning services, to D&A Building Services, Inc. The contract provides a base term of three years plus optional renewal periods.

ATTACHMENT A

Contract for Branch Janitorial Cleaning Service

Janitorial Contractor Bid Sheet Recap

5/30/05

	A		B	A+B
Company Name	Base Bid	Hourly Rate for Extra Cleaning	1000 hrs* of extra cleaning	Overall Cost
Laro Service Systems, Inc.	No Response			
Owens, Rens & Lee	No Response			
D & A Building Services, Inc.	176,256	13.50	13,500	189,756
Age Wise, Inc.	No Response			
American Maintenance	No Response			
CleanNet of Central Florida	215,520	14.00	14,000	229,520
Knight Facilities Management, Inc.	251,511	13.00	13,000	264,510
ProClean	172,236	21.00	21,000	193,236
Minority & Women Owned Business Enterprises Programs (City of Orlando & Orange County Government)	No Response			

* This is the number of hours of extra cleaning expected, based on experience with the current contract

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-115**

BRANCH CLEANING CONTRACT

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 9th day of June, 2005, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To award the Branch Cleaning Contract in an estimated amount of \$189,756, which includes 1,000 hours of additional cleaning services, to D&A Building Services, Inc.
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, June 9, 2005**

Meeting Room Fees

Meeting Room Fee Discussion

This discussion relates to GOAL 1: Increase Customer Satisfaction and Provide Greater Ease of Access to Services Objective 3: Create and maintain inviting and appealing library spaces.

Problem Statement: We have been asked by many groups who meet at the Library to have food/beverages for their meetings, either bringing in the food/beverages themselves or catering. Under current policy, this is not allowed.

Option 1: Continue our policy of no food/beverages (catered or brought in by the group) unless the meeting is sponsored by the Library or Friends of the Library.

Advantages – Less wear and tear on meeting rooms and furnishings. Less staff time involved in meeting room facilitation.

Disadvantages – The Library has lost some of its appeal as a meeting place and some groups have stopped meeting here.

Option 2: Discontinue our policy of no food in Library meeting rooms.

Advantages – More groups would be attracted to the Library.

Disadvantages – More wear and tear on meeting rooms.

Option 3: Continue our policy of no food/beverages unless the meeting is sponsored by the Library or Friends of the Library **or the group pays a fee for the use of the room.**

Advantages – Library meeting rooms would appeal to a greater number of groups thereby weaving the Library further into the fabric of the community. Meeting rooms would still be available free for groups not requesting to have food/beverages.

If the Board chooses this option, the Rules of Conduct #29 about people only bringing in their own individual snack or drink would need to be changed in order to accommodate this provision, as follows:

*Excepted from this restriction are the café at the Orlando Public Library, Library sponsored events, **and fee-based meeting room accommodations.***

If the Board chooses this option, the Meeting Room Policy would need to be changed as follows (**changes in bold**):

*Fees and Admission Charges: No fees are currently charged by the Library for **normal** use of the Meeting Rooms. However, this practice is subject to change at the Library's discretion. **If a group wishes to bring in food/beverages or make catering arrangements for their meeting in Library meeting rooms, a fee and Library approval are required.** Groups using the Meeting Rooms may not charge admission.*

Suggested Fee Schedule

Albertson Room at the Main Library per meeting - \$150.00

All other Library meeting rooms per meeting - \$60.00

Option 4: Charge for all meeting room use, allowing food/beverages.

Advantages – Increased revenues for Library to help defray cost of operating meeting rooms. The rooms at the Main Library are being renovated and offer prime downtown meeting space. Charging for these rooms could help recoup the renovation costs and help for ongoing maintenance costs. As we had in place before, groups could either pay or work out an in-kind partnership with the Library in exchange for meeting space which could form new partnerships for the Library.

Disadvantages – Choosing this option could involve seeking Governing Board approval. Some meeting room groups may object to the fee.

If the Board chooses this Option 4, the Rules of Conduct #29 about people only bringing in their own individual snack or drink would need to be changed in order to accommodate this provision, as follows (**change in bold**):

Excepted from this restriction are the café at the Orlando Public Library, Library sponsored events, *and meeting rooms*.

If this option was chosen, the Meeting Room Policy would need to be changed as follows (**changes in bold**):

The Library charges for meeting room use unless a partnership/in-kind contribution relationship has been established with the group and approved by the Library.

The Library recommends Option 3.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-116**

RESOLUTION TO REVISE MEETING ROOM POLICY.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the city of Orlando, on the 9th day of June, 2005, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To revise the Meeting Room Policy to include the following:
 - a. To allow groups meeting in Library Meeting Rooms to either bring in food/beverages or to arrange catering of food/beverages if they receive Library approval and pay the appropriate fee.
 - b. To edit section IV of the Policy to read as follows: *Fees and Admission Charges: No fees are currently charged by the Library for normal use of the Meeting Rooms. However, this practice is subject to change at the Library's discretion. **If a group wishes to bring in food/beverages or make catering arrangements for their meeting in Library meeting rooms, a fee and Library approval are required.** Groups using the Meeting Rooms may not charge admission.*
2. To revise the Rules of Conduct item #29 to read as follows: *Excepted from this restriction are the café at the Orlando Public Library, Library sponsored events, and **fee-based meeting room accommodations.***
3. 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, June 9, 2005**

**After Hours Event:
Request to Serve
Alcoholic Beverages**

After Hours Event: Request to Service Alcoholic Beverages

I. Overview

On August 27, 2005, the Library intends to have a fundraising event and there are plans to serve alcoholic beverages. As stated in the adopted Alcoholic Beverage Policy (see below), Board approval is necessary to serve alcoholic beverages. The event, will be *An Evening with Carl Hiaasen*, and will take place in Library Central.

II. Recommendation

Staff recommend the approval of the plans to serve alcoholic beverages at the event, *An Evening with Carl Hiaasen*.

Library Alcoholic Beverage Policy
(approved July 9, 2003)

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

- The event is sponsored by the Library, and
- The Library Board of Trustees has approved alcoholic beverages to be served, and
- A licensed bartender, caterer, or other entity which provides liquor liability insurance coverage, is engaged to serve beverages, and
- The bartender, caterer, or other entity executes an agreement which shall:
 1. hold the Library harmless and indemnify the Library against liability arising from alcoholic beverages willfully and unlawfully served to a person who is not of lawful drinking age or knowingly served to a person habitually addicted to the use of any or all alcoholic beverages; and
 2. require the bartender, caterer, or other entity to comply with all County, State, and Federal laws governing the service of alcoholic beverages.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-117**

**RESOLUTION TO APPROVE THE SERVING OF ALCOHOLIC BEVERAGES
AT THE FUNDRAISING EVENT, *AN EVENING WITH CARL HIAASEN*,
AUGUST 27, 2005.**

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 9th day of June 2005 at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

- 1. Approve the serving of alcoholic beverages at the Fundraising event *An Evening with Carl Hiaasen*, August 27, 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, June 9, 2005**

Lost and Found Policy

Lost & Found Policy

I. PROBLEM STATEMENT

The lack of a written policy can lead to inconsistent treatment of lost and found items throughout the system. This will address Goal 1 – Increase Customer Satisfaction; Objective 6 – Prepare Staff to Exceed the Expectation of the Customer.

II. EXECUTIVE SUMMARY

The Library currently does not have a written policy for handling lost & found items. A procedure does exist for lost and found items, but it does not address Florida Statute 705 which requires unclaimed items with intrinsic value to be turned over to local Law Enforcement.

A written policy would give staff guidance on how to handle lost and found items. The attached policy has been reviewed by the Library's attorney.

III. OPTIONS

Staff has identified 2 options.

Option 1. Continue to handle lost & found items in accordance with the existing procedure.

Advantage: No changes need to be made.

Disadvantages:

1. Existing procedure does not address different categories of lost and found items or the requirements of Florida Statute 705.
2. The lack of a written policy can lead to inconsistent treatment of lost and found items.

Option 2. Adopt the attached lost & found policy.

Advantages:

1. Policy provides for the consistent treatment of lost and found items throughout the system.
2. Policy addresses different categories of lost and found items as well as requirements of Florida Statute 705.

Disadvantage: None.

IV. RECOMMENDATION

Staff recommends that the Library Board approve Option 2.

Proposed Orange County Library System Lost & Found Policy

Personal items found by Library staff and patrons shall be handled in accordance with this policy.

Personal Items With a Value of \$200 or More

Items will be kept until the end of the month in which they were found. If still unclaimed, Florida Statute Chapter 705 requires that items of intrinsic value, which for this policy has been defined as being worth \$200 or more, shall be turned over to the local law enforcement agency. If the item is not claimed from the Law Enforcement Agency within 90 days, it becomes the property of the Library. Each lost and found item in this category shall be documented in a log at each facility. Examples of items in this category include:

- Palm Pilots
- Lap Top Computers
- Jewelry
- Other Similar, Related Items

Personal Items With a Value Less Than \$200

Items will be kept until the end of the month in which they were found. Examples of items in this category include:

- Cell Phones
- Keys
- Glasses
- Calculators
- Other Similar, Related Items

Debit/Credit Cards, Driver's License and Similar Cards

A reasonable attempt will be made to contact the owner of such items. The items will be held until the end of the month in which they were found, after which staff will follow instructions on back of the cards to dispose of the item.

Unattended Personal Items

Any item which may be a health, safety, or security concern will be discarded.

Claiming Items

Before each lost and found item is returned, a patron must give a detailed description and

staff must verify the description matches the item in lost and found.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-118**

RESOLUTION TO APPROVE THE LOST AND FOUND POLICY

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 9th day of June 2005 at 7:00 p.m., prevailing eastern time.

The attached written lost & found policy provides for the consistent treatment of lost items, and also meets the requirements of Florida Statute 705.

PRESENT:

ABSENT:

The following resolution was offered by

The Board Resolves:

- 1. To approve the Lost & Found policy.
- 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, June 9, 2005**

Non-Consent Agenda

**Orange County Library System
Board of Trustees Meeting
Thursday, June 9, 2005**

**Preliminary Budget: Fiscal Year
Ending September 30, 2006**

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-120

RESOLUTION TO APPROVE PRELIMINARY BUDGETS FOR THE FISCAL YEAR
ENDING SEPTEMBER 30, 2006

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 9th day of June, 2005, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves to:

1. Approve preliminary FY 2006 Operating, Capital Projects, Sinking, Main Debt Service, and Branch Debt Service Fund budgets. By taking this action, the Library Board is approving the total budget for each fund and not the individual line items in each budget.
2. Recommend to the Library District Governing Board that the
 - FY 2006 Operating Fund millage rate be maintained at .4144 for the sixth year in a row
 - FY 2006 Main Debt Service Fund millage rate be adopted sufficient to fund the preliminary Main Debt Service Fund budget. This millage rate will be approximately .0180, which is lower than the current year rate of .0208.
3. 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, June 9, 2005**

**Discussion and Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, June 9, 2005**

**Lake County Request to Share
Funding for Citrus Ridge**

Reciprocal Borrower Statistics

Meaning	Registered from other county with Orange County	Currently checked out from Orange County	Number of Orange County residents registered in another county.	Recent circulation activity by Orange County residents in another county
BREVARD RB	112	110	131	739
BREVARD JUV RB	4	0		
LAKE RB	801	1505	1083*	20196**
LAKE JUV RB	120	94		
OSCEOLA RB	924	1301	505	880
OSCEOLA JUV RB	115	54	146	246
POLK RB	85	128		
POLK JUV RB	8	0		
SEMINOLE RB	3228	4057	1,433	1,527
SEMINOLE JUV RB	275	160	91	48
	5672	7409	2306	

* number of Orange County residents registered at Lake County Citrus Ridge Branch is 435

** only circ figure available was for last fiscal year 03-04

**Orange County Library System
Board of Trustees Meeting
Thursday, June 9, 2005**

**Additional information will be
provided in the paper copy of the
Board Packet.**

**Orange County Library System
Board of Trustees Meeting
Thursday, June 9, 2005**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, June 9, 2005**

Director's Report

Director's Report June 2005

■The Health, Safety & Wellness Committee sponsored a wonderful **Health & Wellness Day** for all employees on June 2, 2005. It was a fun filled afternoon learning about Health, Wellness and Safety!

Employees had the opportunity to enjoy Chair Massages, Spinal Screenings, Blood Pressure, Glucose and Cholesterol Checks, Body Fat Analysis, Skin Cancer Screenings, Blood Drive, WIC info, Reflexology Hand Treatments, Food Portion Education, Heated Neck Wraps, Lung Health information, Healthy Food Cooking Demonstrations and much more!

There was also a Blood Drive featuring Florida's Blood Centers. Many thanks to Safety Committee members Cynthia Aponte, Carla Fountain, Ben Garcia, Lisa Glassford, Tonia Hinkle, Yvonne Pierre, Hoy Moy, Pam Sogge, and Jane Tracy for their efforts to make this a very rewarding day for our employees. Over 140 employees participated.

Other June Events for staff include:

14th June - **Healthy Food Portions** - 2:30-3:30p.m. - Info Power Suite, Main Library. We will have a presentation for the employees about food portion sizes presented by the Community Cardiovascular Health Program staff of the Orange County Health Department. During this interactive presentation participants will have the opportunity to learn about visual cues that can be used to judge portion size.

16 June **Infant / Child CPR Class** – at 1:00-5:00p.m. Main Library, Info Power Suite.

Adult CPR Class 23 June 2005 at 1:00-5:00p.m. 5th Floor, Main Library.

Safety Seminar on 22 and 23 June 2005- 1:30 - 4:00 p.m. – Info Power Suite, Main Library- employees can brush up on the Library's rules of conduct, learn about identity theft, frauds and scams, sexual predators & offenders and personal and professional safety from Orlando Police Officers.

■OCLS will be featured as one of the top 10 places/things to do this summer for teens in the OC Parks & Recreation newsletter. This is a part of "The Club" Mayor Richard Crotty's initiative.

■We will be having an after-hours **Teen Battle of the Bands** program on June 4, 2005 from 7:00 pm to approx. 11:00pm in Library Central. Bands will begin setting up at 6:00 pm on that day. Patrons will be allowed in for program between 6:50 pm – 7:45 pm. Patrons may leave when they want, but there will be no re-entry once they leave.

■Check out our Teen Summer Page on “TT”. All of the program brochures, contest forms and book lists are available online. Thank you to Grace Silvia-Ortiz for doing such a fabulous job!

<http://www.ocls.info/Contribute/Teen/doiit/SummerFunteens.htm>

■The **Read Together Florida** announcement of the contest winner took place at the Main Library on Monday, 23 May 2005. The press conference featured film director Wil Shriner and the winner of the essay contest, Zak Dahlheimer. Shriner is a tremendous entertainer and put magic into this event, as did the 6th grader Zak. He absorbed every joke Shriner put forth -- including the one about not being able to take the generous Washington Mutual scholarship check to the dog track because the scholarship check was made out in Zak's mother's name. Zak asked Shriner to autograph the speech Zak had prepared. (Shriner gave him pointers on refining it just before the press conference, and advised him to keep in the part about one of Zak's made-up characters being a "hottie.") As fate would have it, Shriner is a former Catholic school student and had lots of jokes for Zak's principal, Joan Kinsey. She turned it right back at him by asking him to put her in the movie, and getting audience support/applause for the idea. Of course, the buzz for the movie, *Hoot*, is at a high. There were many wonderful moments behind the scenes and in front of the audience.

■**Father's Day** is the theme for the June storyline. The story in Spanish is *Quiero a mi papa porque...* by Laurel Porter-Gaylord and is read by Sandra Moreno. The story in English is *Froggy's Day with Dad*, by Jonathon London and read by Shannon Long. We will have a Father's Day theme at Tiny Tales, Toddler Time, and Storybook Fun programs at Main on Friday, 17 July and Sunday, 19 July. The Alafaya Branch will have a Father's Day program 15th June.

The Storyline (with Father's Day stories) has been activated. Call 407.835.7333 to hear the stories.

KidsConnect has also been updated with Storyline titles and a Father's Day activity. http://www.ocls.info/KidsConnect/library_story_line4.asp

■We are happy to announce an upcoming fund raising event for the Library featuring an evening with noted Florida author Carl Hiassen, Saturday, 27 August. Details to follow. Please save that date.

■OCLS will be the featured Library on Web Junction in June. We were chosen by **Web Junction** due to our many programs for reaching out to the Spanish speaking population. Web Junction is an online community where library staff librarians and librarians collaborate and meet to share problems and improve their skills.

<http://www.webjunction.org/do/Home;jsessionid=1E6AC7D946396381711238F92CC9202D>

■ The Staff Association hosted the Staff Appreciation Picnic at Barnett Park on Sunday, May 29th from 11:00 a.m. to 2:00 p.m. Those who attended were treated to hotdogs and hamburgers grilled to perfection by Carolyn McClendon and hubby, Scott. All the fixin's were there including fresh fruit, cole slaw, veggies, prepared and served by Staff Association members Lisa Glassford, Sally Fry, and Mark Argentine. Margaret Reid-Leach led the activities for the young and young at heart... with assistance from Sarai Santiago, and everybody was a winner! A very appreciated feature on this warm Memorial Day was a gigantic inflated, Slip 'n' Slide with water shooting out from everywhere. We owe the Staff Association a big hand for working so hard in organizing and providing this event for the benefit of all employees. Thanks especially to Lisa Glassford, Margaret Reid-Leach, Mark Argentine, Carolyn McClendon, Sarai Santiago and Sally Fry for the before, during, and after effort that it took to make such a fine event.

■ There will be two new classes taught in the Computer Resource Center this month. Both will be in Spanish. They are Word 3 - Mail Merge on 23 June and Word 4 - Tables, on 24 June.

■ Amy Kaufelt interviewed and filmed at the Library and broadcast a report on FOX TV of great summer activities for children and included the Library's Summer Reading Program.

■ Library Hotline interviewed the Library about the Healthy Connections classes, tutorials, and upcoming Vision TV programs for an article.

■ Patrick Smith's DVD Florida: A Sense of Place won the grand prize at the Tupelo Mississippi Film Festival and a Telly Award. The film is available for check out and for sale in the Friends Gift Shop. This was the video the library premiered in Library Central.

■ Alpha Kappa Alpha will be hosting their Spirit of Reading a book giveaway and activities for children in late June at the Eatonville Branch.

■ Arthur Frommer after-hours program in Library Central with the Institute for Travel Writing and Photography was a great success with 131 people attending.

■ The Friends Annual Meeting and Volunteer Luncheon was enjoyed by all following a fun Second Saturday program with Bob Morris. The following week the Friends did very well at their annual Spring Book Sale.

■ In May, the Library participated in the Lifestyle Expo at Lake Eola and the Annual Airport Marriott's Associate Benefits Fair. In June, we will promote Library services at "Nathaniel's Hope Make 'em Smile" event, the Universal Orlando Education and Career Showcase, the Orlando Neighborhood Improvement Corporation's Health and Community Resource Fair and Fun Day and Rep. Bruce Anton/Jones High School Back to School Extravaganza.

■ The Library will be sponsoring a library card up contest among the branch circulation staffs and the Main circulation staff. The location signing up the largest percentage increase will receive a staff lunch party.

■Starting yesterday and continuing throughout June, Special Services staff is including a donation envelope in each MAYL package sent out. The envelope reads:

"We hope you enjoy these Library materials! The Orange County Library System has been delivering materials since 1974. This unique service now delivers an average of 46,820 items per month to our residents. Please show your appreciation and support by donating to your Library today!"

Beneath that, there is space for donating patrons to provide name, address, etc, and also blanks for them to indicate the amount they are contributing. The envelopes can be mailed in (postage not included) or brought in person to an OCLS location.

The money received via these donation envelopes will be used to help the Library explore better customer service avenues, through new technology. New technologies can come up suddenly and therefore it is not always possible to budget for these innovations. These gracious patron donations help the Library pursue some of these technological opportunities.

■The Library is implementing the new automated Time and Attendance system. Training will be done mid June to mid July. We will be going live with one division 26 June as a test case and the other divisions will follow 24 July. The new system will manage the exceptions rather than managing all activities. We anticipate that after the initial start up period where we will be facing a learning curve, the new system will save us time.

■The Southwest Branch is happy to announce they will be hosting a record 52 classes at that branch for the month of June. One of their former meeting rooms is about to become a computer lab and all the classes for that branch will now take place in the lab.

■The Teen Parent Get Together at the SW branch kicks off Saturday, 4 June 2005 and will meet all four Saturdays in June and July. This is an 8-week discussion series Saturday mornings in June & July. Our target audience is Latino adults and their teens. This program sponsored by MetLife is intended to bridge the intergenerational gap using book and film discussions. With the help of Myrna Cabán of the Center for Global Languages we will plan on how we can help the adults feel comfortable speaking English and help their teens realize the great opportunity they have in their cultural background. Staff will provide book talks and lead the discussions in English. The teens and adults will meet together as one group and also split into two group—teens and adults. Teens will be encouraged to talk about difficult situations they face and the adults will speak about the challenges of raising teens in an environment very different from the one they group up in. We will also be incorporating songs and games and will be open to new ideas as well.

**Orange County Library System
Board of Trustees Meeting
Thursday, June 9, 2005**

Third Floor Renovation Project

3rd Floor Project Summary

6/3/2005

May 31 , 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	53,618
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>53,618</u>
Contingency	72,500	74,670	n/a
TOTAL PROJECT	<u><u>800,000</u></u>	<u><u>800,000</u></u>	<u><u>99,193</u></u>

Comments: The Contractor reports that they remain on schedule for the September completion. The framing work is proceeding nicely and drywall is hung on several of the walls. The electrician is progressing on the rough in and the plumber has prepared the restrooms for the new fixtures. Looking great!

**Orange County Library System
Board of Trustees Meeting
Thursday, June 9, 2005**

**Public Comment:
Non-Agenda Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, June 9, 2005**

Winter Garden Project Summary

Winter Garden Project Summary May 2005

APM continues to replace the soils in the retention pond and berm between the two ponds which did not meet specifications. Much of the dry pond and berm are complete with final grading and sodding still to be done. A subcontractor is still responsible for some storm water pipe work in the pond area. That has not been scheduled.

A subcontractor repaired two of the three damaged storm water pipe runs. According to APM, work on the third pipe run, which is located adjacent to the West Orange Trail, is scheduled to be done the first week of June. This requires replacement of some pipe sections and is now the critical path item. The final soils replacement work and landscaping cannot be done until the pipe repairs are completed.

APM has indicated they have completed the lift station punch list work, but the items still need to be cleared by the City of Winter Garden.

A punch list of the exterior of the building was prepared jointly by Library staff and Harvard Jolly. APM is working to resolve the punch list items.

APM is projecting that they will reach Substantial Completion on June 21st. There is still a lot of work to complete before that date, particularly with regard to landscape and site work. Once APM completes the work on the site, our civil engineer will prepare a punch list of these areas.

Winter Garden Project Summary

May 31, 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	145,400
Construction			
Contractor	2,100,000	2,209,091	2,185,094
Carpet	35,000	26,085	0
Impact & Permit Fees	40,000	25,000	22,594
Testing	8,000	32,000	31,798
Other	10,000	17,500	14,796
Construction Total	<u>2,193,000</u>	<u>2,309,676</u>	<u>2,254,282</u>
Contingency	207,000	88,176	
TOTAL PROJECT	<u><u>2,550,000</u></u>	<u><u>2,550,000</u></u>	<u><u>2,399,682</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>

**Orange County Library System
Board of Trustees Meeting
Thursday, June 9, 2005**

**Summer Plans at the
Eatonville Branch**

Summer Plans at Eatonville Branch

We have an exciting summer planned at the Eatonville Branch and hope to encourage many area students to visit the branch. As part of the *Reading is a Treat Summer Reading Program*, we are offering eight fun-filled reading programs on Friday mornings that will be presented by community partners and library storytellers. The branch will also be hosting weekly movies on Monday afternoons and showing movies based on many favorite children's books. To help students keep their creative juices flowing, there will be four special craft programs that will combine stories and activities. In an effort to bring families into the library, the branch will be hosting two "Bedtime Stories" programs that invite children to attend in their favorite pajamas. Staff have taken promotional material to area organizations and businesses (such as Town Hall, The Zora Neale Hurston Museum, the post office) and have been working with area groups such as the Boys and Girls Club to ensure that area children are aware of all that the library will be offering for them this summer. The branch has also worked at getting reading lists from both Hungerford Elementary and Hungerford Prep and will be creating displays with titles from those lists.