

**Orange County Library System
Board of Trustees**

Board Packet for August 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*

August 5, 2005

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

The Honorable Mayor 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, August 11, 2005, at the **Windermere Branch Library; 530 Main Street; Windermere, Florida 34786**; 407.876.7540.

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
August 11, 2005
Windermere Branch Library
530 Main Street
Windermere, Florida 32786
407-876-7540

- 05-154 I. **Call to Order**
- 05-155 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 .
- 05-156 III. **Approval of Minutes: Library Board of Trustee Meeting ~ July 14, 2005**
- 05-157 IV. **Staff Presentation: Marilyn Hoffman ~ Coming Events**
- 05-158 V. **Financial Statements and Summaries: July 2005**
- 05-159 VI. **Statistics and Summaries: July 2005**
- 05-160 VII. **Action Items**
- 05-161 **Consent Agenda**
- 05-162 **Approval of Final Budget for the Fiscal Year Ending September 30, 2006**
- 05-163 **Approval of Required Documents for State Aid to Libraries Grant for Fiscal Year ending September 30, 2006**
- 05-164 **Closure of Library Facilities for Staff Day 2005 – 11 November 2005
(Addresses Goal 4; Objective 1 of Strategic Plan)**
- 05-165 **September 8, 2005 Board Meeting: Change of Venue ~ from Winter Garden Branch to Southeast Branch**
- 05-166 VIII. **Discussion and Possible Action Items**
- 05-167 IX. **Information**

- 05-168 **Non-Directive Employee Attitude Assessment Work Group: Librarians**
- 05-169 **Director's Report**
- 05-170 **Third Floor Renovation Project**
- 05-171 **Winter Garden Project Summary**
- 05-172 **Public Comment: Non-Agenda Items**

X. Adjournment

Next Meeting Date: September 8, 2005 – Location to be determined.

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

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

**Orange County Library System
Board of Trustees Meeting
Thursday, August 11, 2005**

Call To Order

Orange County Library System Board of Trustees Meeting Thursday, August 11, 2005

Public Comment

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**Orange County Library System
Board of Trustees Meeting
Thursday, August 11, 2005**

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

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
July 14, 2005
Alafaya Branch Library
12000 East Colonial Drive
Orlando, Florida 32826
407.249.6180

- 05-129 I. **Call to Order**
Board Members Present: Sara Brady (7/0); James Tyson (7/1); Tom Kohler (7/1); Matthew Pardy (7/0); Livia Rivera (3/0)

Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Eric Atkinson; Marilyn Hoffman; Craig Wilkins; Sally Fry; Milinda Neusaenger

President Brady called the meeting to order at 7:02 p.m.
- 05-130 II. **Public Comment**
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- 05-131 III. **Approval of Minutes**
Trustee Tyson, seconded by Trustee Pardy, moved to approve the minutes from the June 9, 2005 Board of Trustees meeting and the June 16, 2005 Supplemental Meeting. Motion carried 5-0.
- 05-132 **Library Board of Trustees Meeting – June 9, 2005**
- 05-133 **Supplemental Meeting – June 16, 2005**
- 05-134 IV. **Staff Presentation: New Website ~ Sheri Chambers & Nils Thingvall**
Digital Content Manager Sheri Chamber & Digital Architect Nils Thingvall gave a brief guided virtual tour of the Library's new website. Brief discussion ensued.
- 05-135 V. **Financial Statements and Summaries: June 2005**
- 05-136 VI. **Statistics and Summaries: June 2005**
Brief discussion ensued regarding summer and Talking Books circulation figures.

05-137 VII. **Action Items**

05-138 **Non-Consent Agenda**

05-139 **Defined Benefit Pension Plan: 2004 Investment Performance Review:
Christopher Rowlins of USI Consulting Group**

Chris Rowlins of USI Consulting Group gave a summary of the Defined Benefit Pension Plan investment performance in 2004. Brief discussion ensued.

05-140 **Defined Benefit Pension Plan: Investment Policy Statement Revisions**

Trustee Kohler, seconded by Trustee Tyson, moved to approve the revised Investment Policy Statement. Motion carried 5-0.

05-140.1 **Options for Composition of Library Board of Trustees**

Trustee Kohler, seconded by Trustee Tyson, moved to include item 05-140.1 as an agenda item. Motion carried 5-0.

Library Legal Counsel, Tom Wilkes gave an overview of the history of the Library District and presented various potential compositions of the Board. Discussion ensued regarding the joint cooperation between the City and County that originally made the formation of the District possible, as well as the potential Board structures presented. There was also discussion about Commissioner Linda Stewart's desire to change the composition of the Board to County district-specific representation; instead of the current "whole district" representation charged to all Trustees serving on the Board. The suggestion was made to invite Commissioner Stewart to meet with the Board so that she can share and discuss her position. President Brady stated she will invite Commissioner Stewart to attend the August Board Meeting. Further action was not taken.

Trustee Kohler, seconded by Trustee Tyson, moved to include items 05-140.2 and 05-140.3 as agenda items. Motion carried 5-0.

05-140.2 **3rd Floor East Carpet Replacement**

Trustee Kohler, seconded by Trustee Tyson, moved to award the carpet contract in the amount of \$57,978.50 for the Third Floor Renovation Project to Re: Source Florida. Motion carried 5-0.

05-140.3 **FY 2006 Millage Rate Revision**

Trustee Kohler, seconded by Trustee Tyson moved to amend the recommendation to the Governing Board regarding the millage rates for the fiscal year ending September 30, 2006. The revised recommendation is as follows:

1. Recommend to the Library District Governing Board that the FY 2006 Operating Fund millage be increased from .4144 to .4171
2. Recommend to the Library District Governing Board that the FY 2006 Main Debt Services Fund millage be decreased from .0208 to .0181

Motion carried 5-0

05-141 **FY 2009 Strategic Plan Add On Year**
Director Hodel discussed the need to approve the addition of the Strategic Plan for Fiscal Year 2009. This is done every year so that the Plan will continually be for five years. Brief discussion ensued and it was suggested that another planning workshop be scheduled for the Board to discuss further the plans for FY 2009. The topic is tabled in order to schedule a workshop for the Board. Further action was not taken.

05-142 **VIII. Discussion and Possible Action Items**

05-143 **Strategic Plan Update**
Trustee Pardy gave a summary of the progress and status of the Strategic Plan for the current Fiscal Year 2005

05-144 **Director’s Goals 2005 Update**
Director Hodel discussed the progress and status of her goals for 2005.

05-145 **Lake County Request to Share Funding for Citrus Ridge**

05-146 **IX. Information**

05-147 **DVD Circulation**

05-148 **Director’s Report**
► In visiting with Commissioner Sindler on Wednesday, we talked about our millage. He supported the idea of the Library recapturing the difference between the current 2005 debt millage (0.0208) and the 2006 debt millage (0.0181), which amounts to 0.0027 mills and adding it to the current operating budget. This would make the operating budget millage go from .04144 for FY 2005 to 0.4171 for FY 2006. This differential translates into \$179,028. The total millage would remain the same: 0.4352 for FY 2005 and for FY 2006. This would require a vote of approval by the Board and of course approval by a majority of the Governing Board.

► The Library has received its first check for \$711.21 from June 05 from Z Coffee in the Main Library.

TOTAL GROSS INCLUDING TAXES:	\$15,194.56
TAXES:	\$970.50
TOTAL AFTER TAXES TAKEN OUT:	\$14,224.06
5% LIBRARY PAYMENT:	\$711.21

We are entertaining an offer for an additional location from Z~Coffee at the Alafaya Branch. There will be some small plumbing adjustments that would have to be made and if we can resolve our concerns, then we will go forward with the offer. The area we are talking about is marked off with blue tape here at Alafaya.

Pending Approval

▶ The third floor of the Main Library will be closed to the public for several weeks due to construction starting Monday, July 11th. DRI staff will be able to retrieve 3rd floor materials for customers as needed.

▶ Summer Reading Programs for June 2004 verses June 2005:

	Programs	Adults	Teens	Children	Total
2004	129	1042	182	4507	5731
2005	162	1643	391	5395	7429
%Comparison					
Programs		129/162	29.62%		
Attendance		5731/7429	25.58%		

▶ Offers of employment have been accepted by four new Librarians. Hope to arrange for an August 15 start date.

▶ New Harry Potter Book: Half-Blood Prince:

1,100 copies have been ordered. As of now, there are 933 holds for the title. Special Services will have all of these HP holds checked out Monday.

50 copies of the book have been set aside for West Oaks in preparation for their after-hours Harry Potter event Friday night.

Whatever number of copies remain after holds are filled will be distributed among the locations, with Children's and West Orange getting priority because each of those locations has a HP event planned for Saturday. If there are copies still available, should expect their copies in Saturday's delivery.

▶ We are looking to tell our story to community groups. We have prepared a presentation that presents Cool and New at the Library and we need the Board's help in finding / targeting community groups to talk about what we are doing. Groups like Rotary, Kiwanis, and others that have regular or occasional speakers would seem to be ideal ways to get out our story. If you know of a group that would like to have (or needs to have) a speaker from the Library talk about our services and how we bring value to the community in new ways, please give me their name.

▶ Latest total for MAYL donations: \$7,548.00.

▶ We are delaying the implementation of the Time and Attendance "go live" date for the other divisions. The Division of Business Operations is currently using the Executime Time and Attendance program and the vendor is making more programming changes to better fit our multiple scheduling needs. We would like these changes completed before we bring the rest of the departments on the new system.

▶ We just heard from State Librarian Judi Ring who was delighted that she was invited to give a breakout session on Staff Day. She will talk about what the State Library and Archives have to offer the public.

05-150 **Winter Garden Project Summary**
Trustee Rivera left the room at 9:16 p.m.
Trustee Rivera returned at 9:18 p.m.

05-151 **FreedomBox Press Release**

05-152 **Exit Survey Results**

05-153 **Public Comment: Non-Agenda Items**
Nicole Hugues – Orange County resident and Library Cardholder – spoke regarding the Library’s new website, stating that it is wonderful, faster and easier to navigate.

X. **Adjournment**

President Brady adjourned the meeting at 9:21 p.m.

Next Meeting Dates: August 11, 2005 – Windermere Branch Library; 530 Main Street; Windermere, Florida 34786 ---
September 8, 2005 – To be determined.

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**Orange County Library System
Board of Trustees Meeting
Thursday, August 11, 2005**

**Staff Presentation:
Marilyn Hoffman ~ Coming Events**

**Orange County Library System
Board of Trustees Meeting
Thursday, August 11, 2005**

Financial Statements: July 2005

Orange County Library System

Financial Statement Highlights

Ten Months Ended July 31, 2005

Operating Fund Revenue and Expenditure Summaries

Law Collection Fees

Although total revenues for the year are still down, the monthly checks we receive from the County have increased dramatically since the beginning of the fiscal year. They have increased from about \$4,000 per month to the current \$18,500. Although FAMU had originally planned to move the Law Collection to their new building next month, the construction project has been delayed a few months. The last information we received from FAMU was that the Collection would be moved in December. Once the Collection is moved, the monthly Law Collection Fee checks will also be sent to FAMU.

Fines

For the first time ever, our Fines revenue has exceeded the million dollar mark. By the end of the fiscal year, we project the Fines revenue to be about \$1,275,000.

Contributions-Fund Raiser

Corporate sponsorships and ticket sales for "An Evening with Carl Hiaasen" scheduled for August 27th are well underway. Through the end of July we had collected \$9,600 for this event. However, just one week later the tally had jumped to over \$17,000! Proceeds will be used to support educational programming.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Ten Months Ended July 31, 2005**

05-158

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(10 months=83%)</u>
AD VALOREM TAXES	24,602,704	24,874,192	101.1%
INTERGOVERNMENTAL			
Grants	20,000	40,447	202.2%
State Aid	1,480,000	1,502,357	101.5%
Law Collection Fees	250,000	145,901	58.4%
	<u>1,750,000</u>	<u>1,688,705</u>	<u>96.5%</u>
CHARGES FOR SERVICES			
Fee Cards	2,000	5,875	293.8%
PC Pass	55,000	33,851	61.5%
Classes	1,000	1,796	179.6%
Copy & Vending	165,000	158,464	96.0%
Fax	0	2,150	
Scanner	0	186	
Computer Booklets	0	27	
PC Express	0	55	
Reference Charges	0	89	
	<u>223,000</u>	<u>202,493</u>	<u>90.8%</u>
FINES			
Fines	850,000	1,073,733	126.3%
Lost Materials	90,000	91,218	101.4%
	<u>940,000</u>	<u>1,164,951</u>	<u>123.9%</u>
MISCELLANEOUS			
Interest Earnings	175,000	320,633	183.2%
Rents	0	711	
Contributions - Friends of Library	152,000	96,666	63.6%
Contributions - Fund Raiser	0	9,600	
Contributions - Others	5,000	169,097	3381.9%
Miscellaneous	30,500	62,335	204.4%
Disk Sales	2,500	2,401	96.0%
Grant & Awards	0	5,000	
	<u>365,000</u>	<u>666,443</u>	<u>182.6%</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>28,596,784</u></u>	<u><u>101.7%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Ten Months Ended July 31, 2005**

05-158

	ANNUAL BUDGET	YTD ACTUAL	(10 months=83%)
SALARIES & BENEFITS			
Salaries	11,966,413	9,661,357	80.7%
Medicare Taxes	173,513	136,878	78.9%
Defined Contribution Plan	897,481	731,137	81.5%
Defined Benefit Plan	1,221,066	641,410	52.5%
Life and Health Insurance	2,019,439	1,317,290	65.2%
Worker's Compensation	119,664	113,771	95.1%
Unemployment Compensation	20,000	5,571	27.9%
Parking & Bus Passes	85,320	69,556	81.5%
	<u>16,502,896</u>	<u>12,676,970</u>	<u>76.8%</u>
OPERATING			
Professional Services	210,000	194,023	92.4% *
Other Contractual Services	620,000	471,766	76.1%
Other Contract. Serv.- Janitorial	256,000	211,886	82.8%
Training and Travel	75,000	105,954	141.3% *
Telecommunication	322,000	249,928	77.6%
Delivery and Postage	1,272,000	1,054,425	82.9%
Utilities	710,000	560,182	78.9%
Rentals and Leases	901,000	738,218	81.9%
Insurance	155,000	190,939	123.2% *
Repair and Maintenance	628,000	537,871	85.6% *
Repair & Maint. - Hardware/Software	284,000	233,334	82.2%
Copying/Printing	185,000	180,232	97.4% *
Property Appraiser's Fee	282,000	269,228	95.5%
Tax Collector's Fee	486,000	487,419	100.3% *
Supplies	625,000	556,624	89.1% *
Supplies-Hardware/Software	80,000	124,202	155.3% *
Contingency	300,000	0	0.0%
	<u>7,391,000</u>	<u>6,166,231</u>	<u>83.4%</u>
CAPITAL OUTLAY			
Building and Improvements	1,940,000	346,663	17.9%
Hardware/Software	195,000	84,860	43.5%
Equipment and Furniture	162,000	237,214	146.4% *
	<u>2,297,000</u>	<u>668,737</u>	<u>29.1%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	5,500	4,777	86.9%
Materials - Law	210,000	46,384	22.1%
Materials - Other	4,236,500	3,732,661	88.1%
	<u>4,452,000</u>	<u>3,783,822</u>	<u>85.0%</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>23,600,489</u>	<u>75.8%</u>

*=Expect to over spend the budget for this account

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Ten Months Ended July 31, 2005**

05-158

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(10 months=83%)</u>
REVENUES			
Ad Valorem Taxes	1,234,885	1,249,027	101.1%
Interest	7,000	16,235	231.9%
Transfer From Tax Collector	11,000	0	0.0%
TOTAL REVENUES	<u>1,252,885</u>	<u>1,265,262</u>	<u>101.0%</u>
EXPENDITURES			
Principal	1,150,000	0	0.0%
Interest	104,600	52,300	50.0%
Tax Collector's Fee	26,400	24,476	92.7%
TOTAL EXPENDITURES	<u>1,281,000</u>	<u>76,776</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
Ten Months Ended July 31, 2005**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(10 months=83%)</u>
REVENUES			
Transfer From General Fund	410,000	204,729	49.9%
Interest	5,000	6,649	133.0%
TOTAL REVENUES	<u>415,000</u>	<u>211,378</u>	<u>50.9%</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
Ten Months Ended July 31, 2005**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(10 months=83%)</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			
<u>FUTURE BRANCH LOCATION</u>			
Land	1,000,000	0	0.0%
<u>WINTER GARDEN BRANCH</u>			
Architect/Engineer	0	2,099	
Construction Contractor	0	149,829	
Carpet	0	0	
Impact & Permit Fees	0	0	
Testing	0	18,992	
Other	0	19,710	
	<u>0</u>	<u>190,630</u>	
TOTAL EXPENDITURES	<u>1,000,000</u>	<u>190,630</u>	<u>19.1%</u>

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Ten Months Ended July 31, 2005**

05-158

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(10 months=83%)</u>
REVENUES			
Transfer From General Fund	100,000	100,000	100.0%
Interest	0	1,741	
TOTAL REVENUES	<u>100,000</u>	<u>101,741</u>	<u>101.7%</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
July 2005**

05-158

	<u>BALANCE 6/30/05</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE 7/31/05</u>
OPERATING				
Checking	983,898	6,818,603	(6,821,557)	980,944
SBA Investments	5,124,976	2,016,450	(800,000)	6,341,426
CD Investments	8,581,318	2,000,000	(5,000,000)	5,581,318
	14,690,192	10,835,053	(12,621,557)	12,903,688
MAIN DEBT SERVICE				
AIM Investments	1,203,331	28,028		1,231,359
BRANCH DEBT SERVICE				
CD Investments	399,552			399,552
CAPITAL PROJECTS				
Checking	0	655		655
SBA Investments	151,526	382		151,908
	151,526	1,037	0	152,563

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

05-158

ASSETS

Certificates of Deposit	5,581,318
Cash on Hand	14,355
Equity in Pooled Cash	980,944
Accounts Receivable	18,448
Due From Other Funds	310,292
Due From Other Governments	36,000
Interest Receivable	31,491
Inventory	195,088
Investments-SBA	6,341,426
Prepays	208,954
Other Assets-Deposits	9,175

TOTAL ASSETS

13,727,491

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

LIABILITIES

Accounts Payable	185,032
Retainage Payable	29,182
Accrued Wages Payable	254,665
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	9
Due To FOL-Taxable Book Sales	3,350
Due To FOL-Nontaxable Book Sales	4
Due To FOL-Sales Tax	225
United Appeal	94
Bonds	88
Def Comp Employees	0
Health Insurance	5
Union Dues	671
Union-Cope	0
Optional Life	4,222
Flex Spend Med	(11,303)
Flex Spend Dep	0
Miscellaneous	166
Def Comp Plan -401	0
Daughters of American Revolution	38,370
Unclaimed Payroll	1,571
TOTAL LIABILITIES	506,351

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	4,996,293
TOTAL FUND BALANCE	13,221,140

TOTAL LIABILITIES & FUND BALANCE**13,727,491**

**Orange County Library System
Board of Trustees Meeting
Thursday, August 11, 2005**

**Statistics and Summaries:
July 2005**

STATISTICAL SUMMARY

July 2005 Statistics for August 2005 meeting

Circulation and Door Count trends:

MAYL is down 12.97% from last July's circulation (58,076 to this year's 50,541). At this time last year, we were continuing to recover from our automation system migration which did cause some issues with our MAYL workflow. There were some overtime hours last year which contributed to a very high circulation. That kind of catch up work has not been necessary this year.

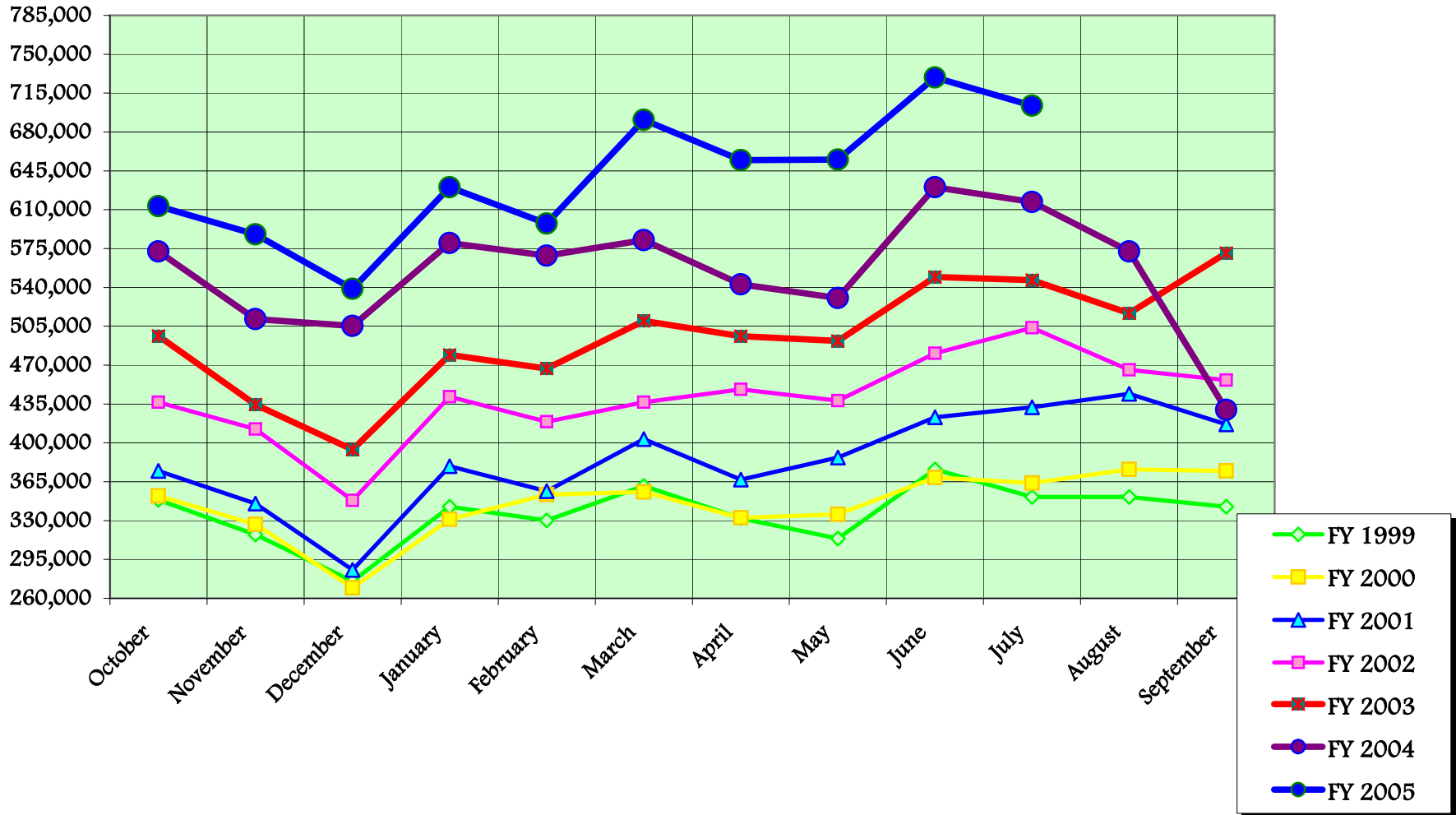
Talking books circulation continues to report as an increase. We won't have an "apples to apples" comparison over the previous year for these numbers until November 2005. During July 2004, our patrons were receiving materials on an uninterrupted basis. However, those circulations were originating in Daytona Beach and so do not show up in our numbers. The circulations that do appear for last year (341) were largely materials which were requested by other Sub-regional libraries and were sent to their users.

Library Activity

In July 2005, the Library experienced a network failure. The downtime occurred around 9:00pm on Thursday 7/28. Services to the Internet Catalog, My Millennium and Telephone renewal were affected. These services were intermittently "up and down". These services were restored by 12:30pm on Friday. This was 15.5 hours in duration, of which 3.5 were open hours at Main and 2.5 open hours at Branches. Online Databases were completely unavailable and took longer to restore. These were down until 7:30am on Saturday 7/30. Total duration of this outage was 35.5 hours, of which 12 were during library open hours. This outage was due to another hardware failure of a different piece of network equipment, which was ultimately isolated and removed from the network.

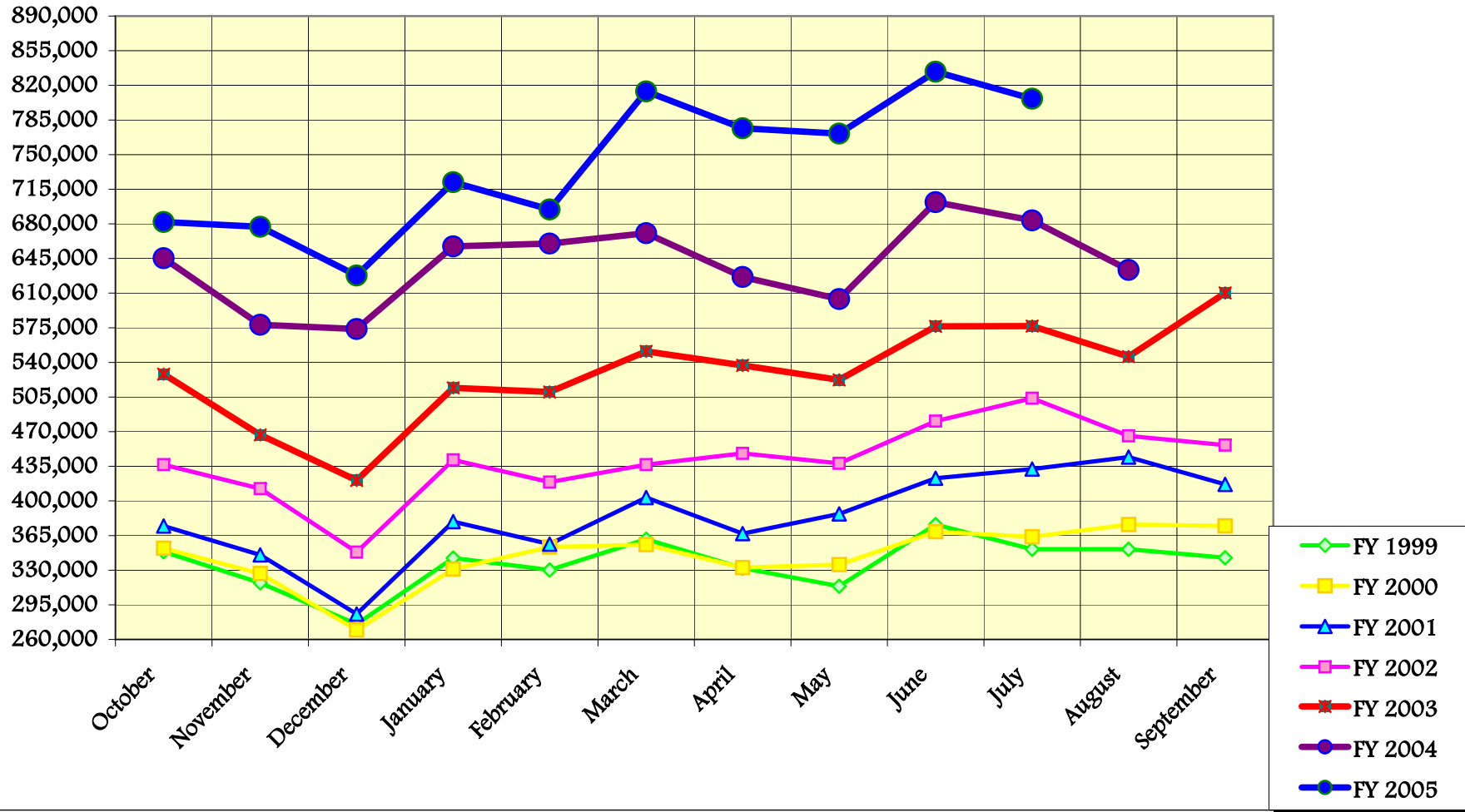
Staff have attended some offsite back to school events recently which account for the high numbers in Community Events. The Library was represented at two Back to School Events on July 30, 2005 in Apopka, Zellwood and two other events on July 23, 2005 (Jones High School and the Englewood Neighborhood Center).

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

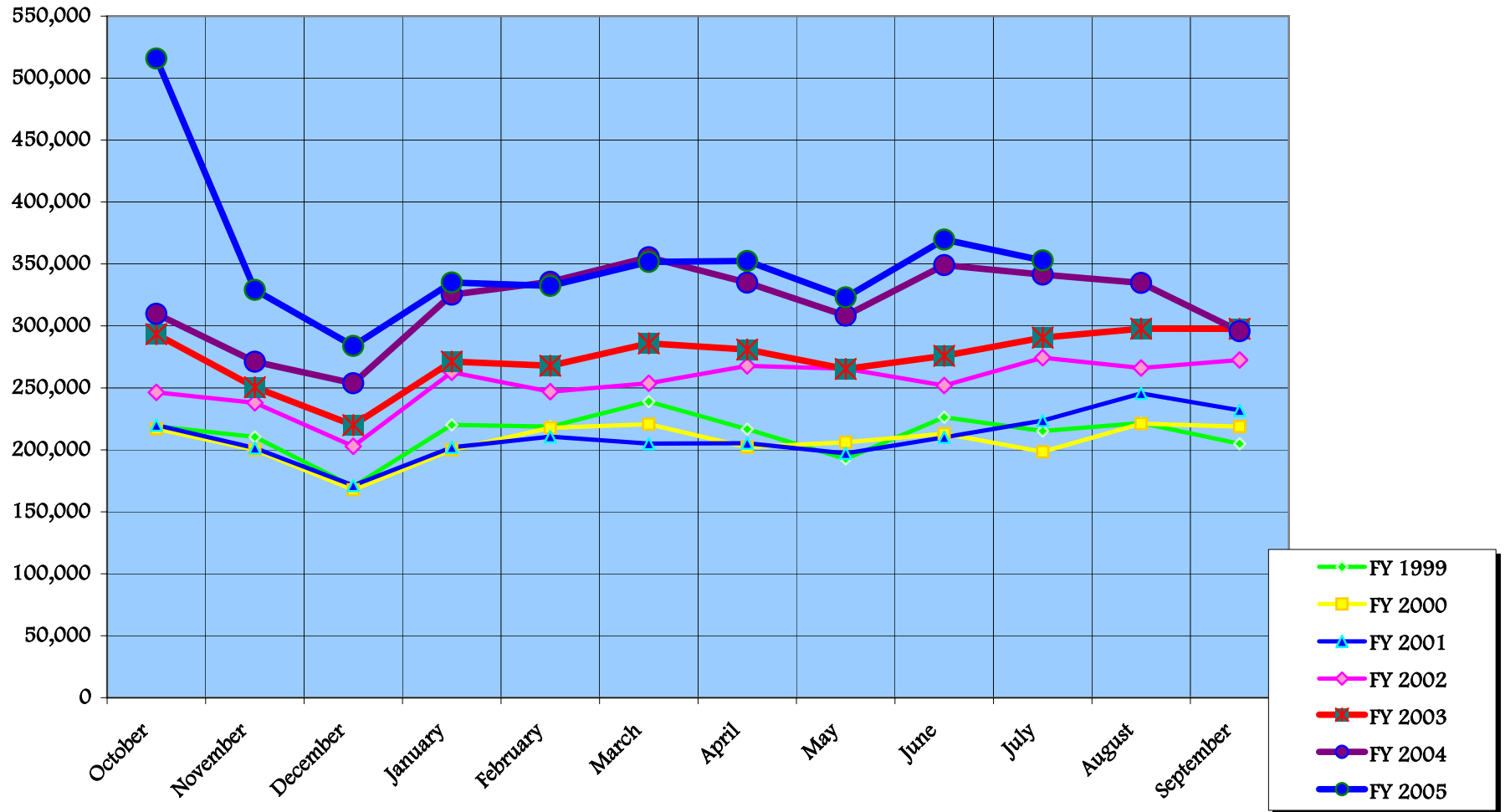


ORANGE COUNTY LIBRARY SYSTEM CIRCULATION WITH ELECTRONIC STATS

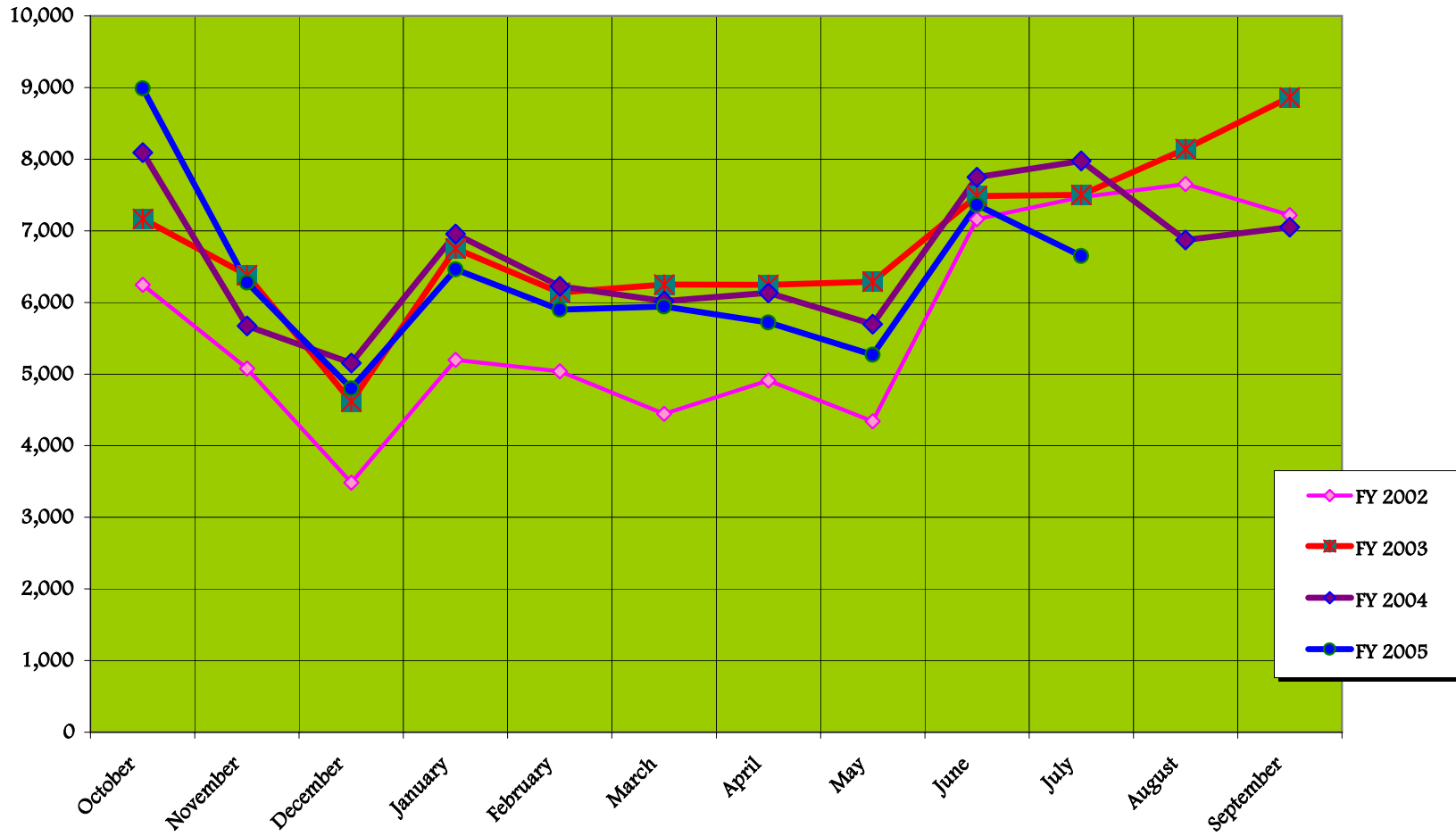
(Circ Stats - previous month & Electronic Stats - 2 months previous)
Fiscal Year 1999 Through Fiscal Year 2005 TO Date



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	May-05	May-04	Jun-05	Jun-04	Jul-05	Jul-04	% of Change	Aug-05	Aug-04	Sep-05	Sep-04	YTD 2005	YTD 2004
Circulation															
Main	201,587	160,695	204,294	163,787	211,295	179,221	215,285	186,623	15.36%		181,947		161,106	1,950,127	2,010,637
Branches	399,791	340,887	399,146	323,463	460,906	393,268	433,969	372,016	16.65%		343,175		227,233	3,918,897	4,059,634
MAYL	50,238	40,739	48,332	42,770	53,710	57,286	50,541	58,076	-12.97%		46,989		41,001	502,756	561,838
Talking Books	2,930	413	3,327	319	3,162	438	3,837	341	1025.22%		312		302	29,129	10,482
Total	654,546	542,734	655,099	530,339	729,073	630,213	703,632	617,056	14.03%		572,423		429,642	6,400,909	6,642,591
Door Count														-	-
Main	60,548	58,954	53,029	58,195	59,132	65,602	58,070	62,215	-6.66%		62,228		57,948	581,043	758,955
Branches	291,853	276,023	269,970	250,031	310,530	283,512	294,817	279,198	5.59%		272,493		237,756	2,886,680	3,053,695
Talking Books	4	2	7	13	10	17	10	6	66.67%		14		5	65	111
Total	352,401	334,977	322,999	308,226	369,662	349,114	352,887	341,413	3.36%	-	334,721	-	295,704	3,467,723	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 is an estimate due to the III Conversion.

** June & July 2004 StoryLine Stats not available.

***July 2005 - Decrease due to format change on website.

Library Activities
April - September

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

	Apr-05	Apr-04	May-05	May-04	Jun-05	Jun-04	Jul-05	Jul-04	% of Change	Aug-05	Aug-04	Sep-05	Sep-04	YTD 2005	YTD 2004
Program Attendance Total	12,397	11,940	13,709	12,383	17,541	14,772	15,644	13,633	14.75%		8,415		7,776	125,452	139,721
Total # of Programs	417	405	435	376	496	414	497	423	17.49%		357		301	4,184	4,752
Community Events Attendance Total	3,211	2,996	111	779	911	896	2,140	493	334.08%		4,284		2,111		
Total # of Community Events	17	21	10	7	4	3	12	3	300.00%		20		30		
Events Line	20	N/A	78	N/A	17	N/A		N/A	N/A		N/A		N/A		N/A
StoryLine**	231	371	177	472	295	-		-	N/A		212		273	2,406	
Class Attendance	1,088	1,125	1032	561	1835	1145	1,237	1,234	0.24%		822		1,022	11,554	9,766
Total # of Classes	300	249	322	129	396	233	350	252	38.89%		197		213	2,872	2,292
QuestLine	15,797	15,570	15,661	13,583	18,202	15,209	16,923	15,277	10.77%		15,999		13,446	152,474	181,018
Hits to Website***	14,544,626	8,644,039	14,512,004	8,344,958	17,533,639	8,421,651	7,032,008	9,971,756	-29.48%		10,408,304		9,097,730	130,389,552	98,639,011
P.C. Sessions*	63,801	63,112	60,898	60,124	63,127	64,706	62,563	66,685	-6.18%		62,026		51,023	615,429	704,185
Number of Active Cards in the System	302,083	289,406	309,804	290,595	319,719	296,191	328,747	296,807	10.76%		298,476		298,390		
New Customer Registrations	5,720	6,134	5,270	5,696	7,363	7,750	6,647	7,977	-16.67%		8,053		7,052	63,368	80,776
Total Registered Borrowers	801,148	722,516	806,113	728,761	797,312	735,474	804,281	743,310	8.20%		750,945		757,980		

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

** June 2004 StoryLine Stats not available.

***July 2005 - Decrease due to format change on website.

www.ocls.info

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

October ~ March

	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

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

	Apr-05	Apr-04	May-05	May-04	Jun-05	Jun-04	Jul-05	Jul-04	% of Change	Aug-05	Aug-04	Sep-05	Sep-04	YTD 2005	YTD 2004
Online Catalog Searches	591,395	424,052	552,508	418,066	588,634	496,984	562,331	508,807	10.52%		483,052		430,540	5,358,347	4,006,213
Online Renewals	95,989	73,009	100,356	79,866	100,356	83,849	102,351	87,401	17.11%		84,250		73,115	915,668	916,911
Online Reference Questions	172	450	163	191	178	246	67	275	-75.64%		191		184	1,774	3,710
Live Chat Questions	72	92	58	63	45	85	17	73	-76.71%		60		80	624	876
Total Online Reference Questions	244	542	221	254	223	331	84	348	-75.86%		251		264	2,398	4,586
Online Requests	49,204	45,966	50,203	45,286	52,956	52,893	52,366	54,221	-3.42%		50,772		41,419	493,333	500,214
Online Suggestions	198	146	148	86	152	88	148	30	393.33%		68		64	1,148	1,173

Orange County Library System

Circulation Statistics

July 1, 2005 - July 31, 2005

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain/ Loss	%Gain/ Loss	Total Visits/Users	Year Ago	Gain/ Loss	% Gain/ Loss
Main	29	215,285	30.60%	186,623	28,662	15.36%	58,070	62,215	(4,145)	-6.66%
MAYL	20	50,541	7.18%	58,076	-7,535	-12.97%	48,825	57,060	(8,235)	-14.43%
Talking Books	29	3,837	0.55%	341	3,496	1025.22%	10	6	4	66.67%
West Oaks	29	47,903	6.81%	38,536	9,367	24.31%	20,312	19,831	481	2.43%
Herndon	24	43,836	6.23%	37,467	6,369	17.00%	24,360	28,133	(3,773)	-13.41%
Alafaya	29	59,976	8.52%	49,633	10,343	20.84%	31,118	26,314	4,804	18.26%
Southeast	24	29,381	4.18%	29,957	-576	-1.92%	26,974	25,425	1,549	6.09%
Hiawassee	24	24,720	3.51%	20,588	4,132	20.07%	22,268	22,458	(190)	-0.85%
Southwest	24	39,141	5.56%	36,640	2,501	6.83%	30,327	28,887	1,440	4.98%
Edgewater	24	30,316	4.31%	26,905	3,411	12.68%	21,968	19,233	2,735	14.22%
North Orange	29	44,720	6.36%	36,882	7,838	21.25%	26,587	29,275	(2,688)	-9.18%
South Creek	29	49,217	6.99%	41,089	8,128	19.78%	26,968	20,843	6,125	29.39%
South Trail	24	21,351	3.03%	18,435	2,916	15.82%	24,880	22,826	2,054	9.00%
West Orange	24	16,770	2.38%	12,668	4,102	32.38%	10,309	9,978	331	3.32%
Windermere	24	13,359	1.90%	14,711	-1,352	-9.19%	10,550	14,550	(4,000)	-27.49%
Washington Park	24	11,748	1.67%	8,505	3,243	38.13%	12,218	11,445	773	6.75%
Eatonville		1,531	0.22%	N/A	N/A	N/A	5,978	N/A	N/A	N/A
									-	
Total	410	703,632	100.00%	617,056	86,576	14.03%	401,712	398,473	3,239	0.81%

**NUMBER OF SEARCHES
JUNE 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	622	658				3,825
Associations Unlimited	309	180	347	316	991	1,012	844	875	722				5,596
Auto Repair Reference Center	312	342	317	313	368	418	331	453	381				3,235
Biography & Genealogy Master Index	132	221	355	327	1,019	962	768	723	688				5,195
Biography Resource Center	5,885	4,273	4,448	5,864	11,996	7,384	7,469	6,533	3,853				57,705
Business & Company Resource Center	2,869	2,761	2,945	3,894	4,352	2,995	1,774	2,511	2,247				26,348
Business Index ASAP	10	72	51	88	151	127	165	56	160				880
Classical.com	415	85	74	26	19	45	135	114	117				1,030
Computer Database	124	261	105	79	34	104	101	79	64				951
Consulta	64	25	14	75	169	356	109	25	20				857
Countrywatch	1,501	1,030	1,673	973	1,107	1,251	1,350	1,190	2,702				12,777
DearReader.com Online Book Club	38,840	40,100	40,740	41,160	41,440	41,940	42,800	43,600	44,880				375,500
Dun & Bradstreet International	99	64	114	78	94	116	86	71	93				815
Expanded Academic ASAP	411	371	555	554	970	894	1,065	771	679				6,270
Ferguson's Career Guidance Center	104	155	221	161	500	560	502	439	402				3,044
First Search	2,252	1,563	2,871	2,900	5,658	6,120	5,078	4,688	4,333				35,463
General Business File ASAP	92	134	256	293	670	636	519	491	396				3,487
General Reference Center Gold	3,755	3,571	2,535	3,095	3,468	3,919	3,210	2,259	2,082				27,894
Health & Wellness Resource Center	1,754	1,517	1,908	2,138	2,478	3,691	2,463	2,329	2,248				20,526
Health Reference Center Academic	221	455	374	456	1,022	998	660	707	536				5,429
HeritageQuest Online	9,567	9,755	9,799	9,684	9,575	10,815	10,686	8,321	8,944				87,146
Info Trac OneFile	2,285	2,473	1,983	3,661	2,872	5,096	4,076	2,361	2,188				26,995
Informe	14	7	93	120	440	462	376	375	322				2,209
Junior Edition - K12	97	134	170	194	497	499	515	461	345				2,912
Kid's Edition - K12	104	188	220	318	638	557	566	638	368				3,597
Learnatest	553	398	241	321	293	263	336	301	373				3,079
Lit Finder (formerly Essay/ Poem/ Literature Resource Center	3,390	632	697	702	1,577	1,694	1,048	1,066	1,374				12,180
Literature Resource Center	2,130	3,013	3,252	4,324	7,550	6,431	6,366	4,802	3,783				41,651
Live Homework Help	275	244	161	204	229	232	281	266	26				1,918
Mergent Online	8	10	123	358	525	500	393	416	365				2,698
Morningstar	756	901	830	970	801	618	747	1,066	515				7,204
NetLibrary eBooks									67				67
NetLibrary eBooks - Shared Collection	261	277	269	249	407	422	374	285	248				2,792
NetLibrary Downloadable Audiobooks				75	464	543	413	423	412				2,330
Novelist			247	455	582	1,098	770	575	478				4,205
Opposing Viewpoints Resource Center	1,150	2,087	2,441	1,880	3,794	4,275	4,244	2,911	2,598				25,380
p4A Antiques Reference	70	159	177	296	659	526	391	365	493				3,136
Powermediaplus Streaming Videos								114	204				318
Professional Collection	123	80	250	250	647	624	556	471	402				3,403
ProQuest Newspapers	2,139	2,153	2,986	2,821	3,127	3,310	3,122	2,865	2,836				25,359
Reference USA	3,941	4,421	3,918	3,670	4,335	3,797	4,435	3,847	4,411				36,775
Rosetta Stone	600	493	181	478	500	485	370	640	604				4,351
Science Online	126	154	103	111	65	146	136	112	43				996
SIRS Knowledge Source	837	1,420	1,162	1,262	1,726	1,599	1,973	1,518	1,616				13,113
Standard Deviants Video (formerly known	326	219	864	400	330	49	157	106	323				2,774
Standard & Poors NetAdvantage								388	358				746
Student Edition - K12	85	76	172	180	587	558	518	446	317				2,939
Tumblebooks	77	141	107	77	128	125	182	236	339				1,412
What Do I Read Next?	375	264	329	272	725	767	727	703	658				4,820
Worldbook Online	554	461	499	208	269	363	467	530	566				3,917
TOTAL NUMBER OF SEARCHES	89,311	87,728	91,352	96,396	120,233	119,962	114,286	105,144	102,837	0	0	0	927,249

**Orange County Library System
Board of Trustees Meeting
Thursday, August 11, 2005**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, August 11, 2005**

Consent Agenda

- 05-162 **Approval of Final Budget for the Fiscal Year Ending
September 30, 2006**

- 05-163 **Approval of Required Documents for State Aid to Libraries
Grant for Fiscal Year ending September 30, 2006**

- 05-164 **Closure of Library Facilities for Staff Day 2005 – 11
November 2005**

- 05-165 **September 8, 2005 Board Meeting: Change of Venue ~ from
Winter Garden Branch to Southeast Branch**

**Orange County Library System
Board of Trustees Meeting
Thursday, August 11, 2005**

**Approval of Final Budget
for the Fiscal Year Ending
September 30, 2006**

ORANGE COUNTY LIBRARY SYSTEM DIVISION OF BUSINESS OPERATIONS

TO: Library Board of Trustees

FROM: Bob Tessier

DATE: August 5, 2005

SUBJECT: Final Budgets for Fiscal Year Ending September 30, 2006

At the June 14th meeting, the Library Board approved preliminary budgets for the Operating, Capital Projects, Sinking, Main Debt Service, and Branch Debt Service Funds for the fiscal year ending September 30, 2006. Since that time, we have received the final property valuations from the Property Appraiser's office and have made some adjustments to the preliminary budgets.

The attached sheets show the final millage rates and budgets proposed for next fiscal year. The changes from the preliminary budgets are indicated in the far right column. For example, the \$27,477,000 amount for Operating Fund Ad Valorem Taxes represents a decrease of \$116,000 from what was included in the preliminary budget. The following summarizes the significant changes from the preliminary budgets.

Operating Fund Revenues

Ad Valorem Taxes (-\$116,000)

The final property values provided by the Property Appraiser's office in early July were slightly lower than the initial estimates.

Grants (-\$106,000)

The State has notified us that we will not be receiving the Library Services and Technology Act (LSTA) grant that we had applied for.

Law Collection Fees (+\$57,000)

Originally, FAMU projected that their new building would be completed and the Law Collection would be moved by September 30, 2005. Based on this, no revenues or expenditures related to the Law Collection were included in next year's budget. The most recent information provided by FAMU is the move will not take place until December and thus, we have included 3 months of fees in next year's budget.

Fines (+\$150,000)

The final budget reflects the fact that our Fines revenue continues to grow.

Operating Fund Expenditures

Professional Services (-\$25,000)

The Winter Garden construction project is coming to a close and thus, our attorney fees should not be as high as originally projected.

Supplies-Hardware/Software (-\$18,000)

Items relating to the LSTA grant have been deleted from the budget.

Building and Improvements (+\$240,000)

The amount included in the preliminary budget for the 2nd floor renovation project was based on staff's very rough estimates. Just this week, Cost Management Inc., provided an official estimate which was substantially higher. The project budget for the 2nd floor renovation project is now \$1,060,000.

Hardware/Software (-\$85,000)

Items relating to the LSTA grant have been deleted from the budget.

Recommendation

Overall, the above changes are relatively minor and result in a net \$148,000 increase in the Preliminary Operating Fund Budget. The total budget in each of the other funds did not increase at all. Staff recommends the Library Board approve the final budgets for the Operating, Capital Projects, Sinking, Main Debt Service, and Branch Debt Service Funds for the fiscal year ending September 30, 2006 as attached.

In September, two public hearings will be held before the Governing Board to consider our millage rates and final budgets. Both hearings will be held in the County's Administration building and will start at 5:01PM. The first hearing will be on September 12, and the second on September 20.

Orange County Library District Millage Rates

	FY 2005 Actual	FY 2006 Preliminary	FY 2006 Revised	FY 2006 Final
Operating	.4144	.4144	.4171	.4144
Debt Service	.0208	.0180	.0181	.0181
Combined	.4352	.4324	.4352	.4325

FY 2006 OPERATING FUND BUDGET

REVENUES

	FY 2005 BUDGET	INCREASE (DECREASE)	PERCENT CHANGE	FY 2006 BUDGET	CHANGE FM. PRELIM. BUDGET
AD VALOREM TAXES	24,602,704	2,874,296	11.7%	27,477,000	(116,000)
INTERGOVERNMENTAL					
Grants	20,000	128,000		148,000	(106,000)
State Aid	1,480,000	22,000		1,502,000	
Law Collection Fees	250,000	(193,000)		57,000	57,000
	<u>1,750,000</u>	<u>(43,000)</u>	-2.5%	<u>1,707,000</u>	
CHARGES FOR SERVICES					
Fee Cards	2,000	3,500		5,500	
PC Pass	55,000	(13,000)		42,000	
Classes	1,000	500		1,500	
Copy & Vending	165,000	20,000		185,000	
	<u>223,000</u>	<u>11,000</u>	4.9%	<u>234,000</u>	
FINES					
Fines	850,000	400,000		1,250,000	150,000
Lost Materials	90,000	10,000		100,000	
	<u>940,000</u>	<u>410,000</u>	43.6%	<u>1,350,000</u>	
MISCELLANEOUS					
Interest Earnings	175,000	125,000		300,000	
Rents	0	7,000		7,000	2,000
Disk Sales	2,500	0		2,500	
Contributions-Friends of Library	152,000	(34,000)		118,000	
Contributions-Others	5,000	1,000		6,000	
Miscellaneous	30,500	0		30,500	
	<u>365,000</u>	<u>99,000</u>	27.1%	<u>464,000</u>	
TRANSFER FM PROP APPRAISER	20,000	5,000	25.0%	25,000	
TRANSFER FM TAX COLLECTOR	220,000	15,000	6.8%	235,000	
RESERVES	3,032,192	(1,444,058)	-47.6%	1,588,134	161,000
TOTAL REVENUES	<u><u>31,152,896</u></u>	<u><u>1,927,238</u></u>	6.2%	<u><u>33,080,134</u></u>	<u><u>148,000</u></u>

ORANGE COUNTY LIBRARY DISTRICT**FY 2006 OPERATING FUND BUDGET****EXPENDITURES**

	FY 2005 BUDGET	INCREASE (DECREASE)	PERCENT CHANGE	FY 2006 BUDGET	CHANGE FM. PRELIM. BUDGET
SALARIES & BENEFITS					
Salaries	11,966,413	901,139		12,867,552	
Medicare Taxes	173,513	13,067		186,580	
Defined Contribution Pension Plan	897,481	67,586		965,067	
Defined Benefit Pension Plan	1,221,066	(165,824)		1,055,242	
Life and Health Insurance	2,019,439	193,618		2,213,057	
Worker's Compensation	119,664	9,012		128,676	
Unemployment Compensation	20,000	0		20,000	
Parking and Bus Passes	85,320	8,640		93,960	
	<u>16,502,896</u>	<u>1,027,238</u>	6.2%	<u>17,530,134</u>	
OPERATING					
Professional Services	210,000	40,000		250,000	(25,000)
Other Contractual Services	620,000	268,000		888,000	
Other Contractual Services-Janitorial	256,000	20,000		276,000	
Training and Travel	75,000	15,000		90,000	
Telecommunication	322,000	(7,000)		315,000	
Delivery and Postage	1,272,000	(2,000)		1,270,000	
Utilities	710,000	74,000		784,000	
Rentals and Leases	901,000	12,000		913,000	
Insurance	155,000	61,000		216,000	
Repair and Maintenance	628,000	222,000		850,000	
Repair and Maint.-Hardware/Software	284,000	72,000		356,000	
Copying/ Printing	185,000	46,000		231,000	
Property Appraiser's Fee	282,000	7,000		289,000	
Tax Collector's Fee	486,000	74,000		560,000	
Supplies	625,000	125,000		750,000	
Supplies-Hardware/Software	80,000	187,000		267,000	(18,000)
Memberships	0	15,000		15,000	
Contingency	300,000	0		300,000	
	<u>7,391,000</u>	<u>1,229,000</u>	16.6%	<u>8,620,000</u>	
CAPITAL OUTLAY					
Building and Improvements	1,940,000	(785,000)		1,155,000	240,000
Equipment and Furniture	162,000	138,000		300,000	
Hardware/Software	195,000	150,000		345,000	(85,000)
	<u>2,297,000</u>	<u>(497,000)</u>	-21.6%	<u>1,800,000</u>	
LIBRARY MATERIALS					
Materials - Restricted Contributions	5,500	7,000		12,500	
Materials - Law	210,000	(174,000)		36,000	36,000
Materials - Other	4,236,500	(7,000)		4,229,500	
	<u>4,452,000</u>	<u>(174,000)</u>	-3.9%	<u>4,278,000</u>	
TRANSFERS TO OTHER FUNDS					
Branch Debt Service Fund	410,000	292,000		702,000	
Sinking Fund	100,000	50,000		150,000	
	<u>510,000</u>	<u>342,000</u>	67.1%	<u>852,000</u>	
TOTAL EXPENDITURES	<u>31,152,896</u>	<u>1,927,238</u>	6.2%	<u>33,080,134</u>	<u>148,000</u>

ORANGE COUNTY LIBRARY DISTRICT**FY 2006 BUDGET****MAIN DEBT SERVICE FUND**

	FY 2005 BUDGET	INCREASE (DECREASE)	PERCENT CHANGE	FY 2006 BUDGET	CHANGE FM. PRELIM. BUDGET
REVENUES					
Ad Valorem Taxes	1,234,885	(34,885)		1,200,000	1,000
Interest	7,000	9,000		16,000	
Transfer From Tax Collector	11,000	2,000		13,000	
Reserves	28,115	22,885		51,000	(1,000)
TOTAL REVENUES	1,281,000	(1,000)	-0.1%	1,280,000	0
EXPENDITURES					
Principal	1,150,000	50,000		1,200,000	
Interest	104,600	(50,600)		54,000	
Tax Collector's Fee	26,400	(400)		26,000	
TOTAL EXPENDITURES	1,281,000	(1,000)	-0.1%	1,280,000	0

FUTURE DEBT SERVICE PAYMENTS

PAYMENT DATE	PRINCIPAL	INTEREST
03/01/06	0	27,000
09/01/06	1,200,000	27,000
	<u>1,200,000</u>	<u>54,000</u>

ORANGE COUNTY LIBRARY DISTRICT
FY 2006 BUDGET
BRANCH DEBT SERVICE FUND

	<u>FY 2005 BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>PERCENT CHANGE</u>	<u>FY 2006 BUDGET</u>	<u>CHANGE FM. PRELIM. BUDGET</u>
REVENUES					
Transfer From General Fund	410,000	292,000		702,000	
Interest	5,000	5,000		10,000	
TOTAL REVENUES	<u>415,000</u>	<u>297,000</u>	71.6%	<u>712,000</u>	<u>0</u>
EXPENDITURES					
<u>1993 NOTE</u>					
Principal	339,227	11,286		350,513	
Interest	70,233	(11,287)		58,946	
<u>FUTURE BORROWINGS</u>					
Principal	0	200,000		200,000	
Interest	0	100,000		100,000	
<u>RESERVES</u>	5,540	(2,999)		2,541	
TOTAL EXPENDITURES	<u>415,000</u>	<u>297,000</u>	71.6%	<u>712,000</u>	<u>0</u>

FUTURE DEBT SERVICE PAYMENTS FOR 1993 NOTE

<u>PAYMENT DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
2006	350,513	58,946
2007	362,175	47,283
2008	374,226	35,233
2009	386,677	22,781
2010	399,542	9,916
	<u>1,873,133</u>	<u>174,159</u>

ORANGE COUNTY LIBRARY DISTRICT
FY 2006 BUDGET
SINKING FUND

	FY 2005 BUDGET	INCREASE (DECREASE)	PERCENT CHANGE	FY 2006 BUDGET	CHANGE FM. PRELIM. BUDGET
REVENUES					
Transfer From General Fund	100,000	50,000		150,000	
TOTAL REVENUES	<u>100,000</u>	<u>50,000</u>	50.0%	<u>150,000</u>	<u>0</u>
EXPENDITURES					
Reserves - Building and Improvements	50,000	25,000		75,000	
Reserves - Technology	50,000	25,000		75,000	
TOTAL EXPENDITURES	<u>100,000</u>	<u>50,000</u>	50.0%	<u>150,000</u>	<u>0</u>

ORANGE COUNTY LIBRARY DISTRICT
FY 2006 BUDGET
CAPITAL PROJECTS FUND

	<u>FY 2005 BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>PERCENT CHANGE</u>	<u>FY 2006 BUDGET</u>	<u>CHANGE FM. PRELIM. BUDGET</u>
REVENUES					
Line of Credit Proceeds	1,000,000	1,200,000		2,200,000	
TOTAL REVENUES	<u>1,000,000</u>	<u>1,200,000</u>	120.0%	<u>2,200,000</u>	<u>0</u>
EXPENDITURES					
<u>FUTURE BRANCH</u>					
Land	1,000,000	1,000,000		2,000,000	
Architect / Engineer	0	200,000		200,000	
TOTAL EXPENDITURES	<u>1,000,000</u>	<u>1,200,000</u>	120.0%	<u>2,200,000</u>	<u>0</u>

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-162**

RESOLUTION TO APPROVE THE FINAL BUDGETS FOR THE OPERATING, CAPITAL PROJECTS, SINKING, MAIN DEBT SERVICE, AND BRANCH DEBT SERVICE FUNDS 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 Windermere, on the 11th day of August, 2005 at 7:00 PM, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the final budgets for the Operating, Capital Projects, Sinking, Main Debt Service, and Branch Debt Service Funds for the fiscal year ending September 30, 2006.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, August 11, 2005**

**Approval of Required Documents
for State Aid to Libraries Grant
for Fiscal Year Ending
September 30, 2006**

Requirements for State Aid to Libraries Grant

Overview

In order to apply for and meet eligibility requirements for a Fiscal Year 2006 State Aid to Libraries Grant, the following documents need approval from the Board of Trustees and are due for submission to the Florida Department of State, Division of Library and Information Services by October 1, 2005:

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

The State Aid grant monies received for Fiscal Year 2005 totaled \$1,502,357.00 and were allocated to the purchase of books, AV materials, lease of CD's and online databases.

Recommendation

The Library Administration recommends, to the Board of Trustees, approval of the documents as required by the Florida Department of State, Division of Library and Information Services, in order for the Orange County Library System to be eligible for a State Aid to Libraries Grant during the Fiscal Year ending September 30, 2006.

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

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

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

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

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

In connection with the audit requirements addressed in Section e, paragraph 1, the GRANTEE shall ensure that the audit complies with the requirements of Section 215.97(7), *Florida Statutes*. This includes submission of a reporting package as defined by Section 215.97(2)(d), *Florida Statutes*, and Chapter 10.550, Rules of the Auditor General.

If the Grantee expends less than \$500,000 in State awards in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, is not required. In the event that the GRANTEE expends less than \$500,000 in State awards in its fiscal year and elects to have an audit conducted in accordance with the provisions

of Section 215.97, *Florida Statutes*, the cost of the audit must be paid from non-State funds (i.e., the cost of such an audit must be paid from GRANTEE funds obtained from other than State entities).

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

II. The DIVISION agrees to:

- a. Provide a grant in accordance with the terms of this agreement in consideration of the Grantee's performance hereinunder, and contingent upon an annual appropriation by the Legislature. In the event that the state funds on which this agreement is dependent are withdrawn, this agreement is terminated and the DIVISION has no further liability to the Grantee beyond that already incurred by the termination date. In the event of a state revenue shortfall, Operating Grants shall be reduced in accordance with Section 257.195, *Florida Statutes*.
- b. Notify the grantee of the grant award after review and approval of required documents. The grant amount shall be calculated in accordance with Chapter 257, *Florida Statutes* and guidelines for the State Aid to Libraries Grant Program.
- c. Distribute grant funds in two payments. The first payment will be requested by the DIVISION from the Comptroller upon execution of the agreement. The remaining payment will be made by June 30.

III. The Grantee and the DIVISION mutually agree that:

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

hereby agrees to be responsible for any injury or property damage resulting from any activities conducted by the Grantee.

- h. The Grantee, other than a Grantee which is the State or agency or subdivision of the State, agrees to indemnify and hold the DIVISION harmless from and against any and all claims or demands for damages of any nature, including but not limited to personal injury, death, or damage to property, arising out of any activities performed under this agreement and shall investigate all claims at its own expense.
- i. Neither the State nor any agency or subdivision of the State waives any defense of sovereign immunity, or increases the limits of its liability, upon entering into a contractual relationship.
- j. The Grantee, its officers, agents, and employees, in performance of this agreement, shall act in the capacity of an independent contractor and not as an officer, employee or agent of the DIVISION. Under this agreement, Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment in the State Career Service. Grantee agrees to take such steps as may be necessary to ensure that each subcontractor of the Grantee will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the DIVISION.
- k. The Grantee shall not assign, sublicense, nor otherwise transfer its rights, duties, or obligations under this agreement without the prior written consent of the DIVISION, whose consent shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the program. If the DIVISION approves a transfer of the Grantee's obligations, the Grantee remains responsible for all work performed and all expenses incurred in connection with the Agreement. In the event the Legislature transfers the rights, duties, or obligations of the Department to another governmental entity pursuant to section 20.60, Florida Statutes, or otherwise, the rights, duties, and obligations under this agreement shall also be transferred to the successor government entity as if it were an original party to the agreement.
- l. This agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligation of the DIVISION.
- m. This agreement shall be terminated by the DIVISION because of failure of the Grantee to fulfill its obligations under the agreement in a timely and satisfactory manner unless the Grantee demonstrates good cause as to why it cannot fulfill its obligations. Satisfaction of obligations by Grantee shall be determined by the DIVISION, based on the terms and conditions imposed on the Grantee in paragraphs I and III of this agreement and guidelines for the State Aid to Libraries Grant Program. The DIVISION shall provide Grantee a written notice of default letter. Grantee shall have 15 calendar days to cure the default. If the default is not cured by Grantee within the stated period, the DIVISION shall terminate this agreement, unless the Grantee demonstrates good cause as to why it cannot cure the default within the prescribed time period. For purposes of this agreement, "good cause" is defined as circumstances beyond the Grantee's control. Notice shall be sufficient if it is delivered to the party personally or mailed to its specified address. In the event of termination of this agreement, the Grantee will be compensated for any work satisfactorily completed prior to notification of termination.
- n. Unless there is a change of address, any notice required by this agreement shall be delivered to the Division of Library and Information Services, 500 South Bronough Street, Tallahassee, Florida 32399-0250, for the State and, for the Grantee, to its single library

administrative unit. In the event of a change of address, it is the obligation of the moving party to notify the other party in writing of the change of address.

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

THE APPLICANT/GRANTEE

THE DIVISION

 Chair of Governing Body or
 Chief Executive Officer

 Florida Department of State
 Division of Library and Information Services

Sara R. Brady, Board President

 Typed Name

 Date

 Date

 Clerk or Chief Financial Officer

 Witness

Robert Tessier, Library Comptroller
 Typed Name and Title of Official

 Date

 Date

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

**2005-2006 STATE AID TO LIBRARIES GRANT APPLICATION
Certification of Credentials - Single Library Administrative Head
File by October 1, 2005**

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

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

hereby certifies that the incumbent single library administrative head,

Mary Anne Hodel

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

Signature

Chair, Library Governing Body

Date

Sara R. Brady
Name (typed)

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 04-163

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

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Windermere, on the 11th day of August, 2005, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following was offered by

The Board Resolves:

1. To approve the documents listed below as required by the Florida Department of State, Division of Library and Information Services, in order for the Orange County Library System to be eligible for a State Aid to Libraries Grant for the Fiscal Year ending September 30, 2005:
 - (a) State Aid to Libraries Grant Agreement
 - (b) Certification of Credentials – Single Library Administrative Head
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, August 11, 2005**

**Closure of Library Facilities for
Staff Day 2005 ~ 11 November 2005**

Closure of Library for Staff Day

*In support of Library Goal 4: Invigorate Employee Satisfaction and Invest in Quality of Staff;
Objective 1: Hold system wide training at least once a year on relevant topics.*

I. PROBLEM STATEMENT

The Orange County Library System would like to provide a system wide training opportunity. The Library has held a system-wide event for the past three years with very positive results and favorable reviews from the staff. Management would like to do this again this 11 November 2005.

II. EXECUTIVE SUMMARY

Because of our extensive hours open to the public, there is limited opportunity to get all staff together to hear the same message. Management would like to make one day devoted to staff wide training so all staff can come together, hear a uniform message and have an opportunity to discuss it amongst themselves. There are limited funds budgeted already for this purpose.

III. BACKGROUND

The Management of the Library is committed to providing ongoing training for the entire library work force. As a result, management presents the following options for the Board's consideration:

IV. OPTIONS

The Library has identified four options with respect to staff day:

Option 1: Close all facilities of the Library on 11 November, 2005 for the purpose of holding a system wide staff training day focused on providing all staff with training that will enhance their job performance.

Advantages:

All staff could participate. Trainers and speakers could reach the maximum number of staff. All staff would hear the same message and have an opportunity to discuss the impact amongst themselves. This would continue the tradition of all staff meeting together on one day.

Disadvantages:

Library would be closed to public. Since Nov 11th is a federal holiday, however, there is a lower public expectation that the library would be open.

Option 2: Hold staff training sessions while library facilities are open.

Advantages

Public still has access to all facilities on 11 November 2005. Emphasizes the importance of and demonstrates the library's commitment to ongoing continuous learning for staff.

Disadvantages:

A series of events and training sessions would cost more and not reach all staff due to scheduling difficulties. Quality of speakers would probably not be as high due to multiple presentations forcing higher unit costs. All staff does not hear the same message.

Option 3:

Not hold a staff day.

Advantages:

Saves the cost of the event as well as save the time spent planning for it.

Disadvantages:

Misses an opportunity to get all staff together in one venue and spend time talking about important customer service issues. Staff have expressed they enjoyed getting together and interacting with other employees across the system.

V. Rationale:

Option 1 is preferred. This option is perceived to provide the most opportunity for the library to provide uniform quality training to all employees at an affordable cost.

Option 2 is less preferred than Option 1 but better than Option 3 to achieve our staff training objectives.

Option 3 is less preferred than Option 2. This places no emphasis on life long learning for staff.

VI. Recommendation

It is management's recommendation that the Board adopt Option 1. It provides the widest potential for providing system wide training at the most reasonable cost.

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-164**

RESOLUTION TO AUTHORIZE ADMINISTRATION TO CLOSE THE LIBRARY TO THE PUBLIC FOR LIBRARY STAFF DEVELOPMENT DAY.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Windermere, on the 11th day of August, 2005 at 7:00 PM, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize the Administration to close the Library to the public for Library Staff Development Day. The date for the closing will be scheduled so as to have minimum impact on the public's use of library facilities.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, August 11, 2005**

**September 8, 2005 Board Meeting
Change of Venue**

**BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-165**

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 Windermere, on the 11th day of August, 2005 at 7:00pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To change the venue of the September 8, 2005 Board of Trustees meeting from the Winter Garden Branch to the Southeast Branch.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**Orange County Library System
Board of Trustees Meeting
Thursday, August 11, 2005**

**Discussion and Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, August 11, 2005**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, August 11, 2005**

**Non-Directive Employee Attitude
Assessment Work Group:
Librarians**

**Orange County Library System
Board of Trustees Meeting
Thursday, August 11, 2005**

Director's Report

Director's Report August 2005

▶ The Library was awarded \$2970.00 from Target Corporation for the Alphabet Bites program. We will be receiving the check sometime around mid-September.

▶ Special Services Books by MAYL contributions to date: \$10,661.95, as of 1 August.

▶ License To Learn contest packages went out this week to Orange County Public Schools to promote library card sign-ups for first graders. Each first grade teacher will receive: License to learn posters, License to Learn registration cards in English, Spanish, and Haitian/Creole, Instructions for teachers, Contest registration/tally sheets, Manila envelopes for teachers to return the forms and registration cards in a special delivery bag. Letters to Principals and Letters to the first grade teachers, as well as FCAT letters for 3rd, 4th, and 5th grade teachers and FCAT and "Got Homework?" bookmarks will also be included. We hope to see a lot of participation by the public schools. Teachers who get 100% participation by their classes are entered into a drawing to receive special prizes. Office Depot agreed to donate Gift Cards for the winning teachers in values of \$100, \$75 and \$50. Teachers who participate will also receive a small reward. Many thanks to Vera Gubnitskaia and Joy Morrison for organizing this year's effort.

In an effort to promote the contest Vera Gibnitskaia gave a presentation about the program to Orange County Public School's Media Specialists.

▶ South Creek Harry Potter Party was a huge success! We had just over 100 kids participate in the day that included a birthday cake, craft, and trivia. UCF Rosen College of Hospitality Management donated a cake for us, Chick-fil-A donated bowls, napkins, and forks. Thanks go to Kerri Bottoroff for organizing and running the event.

▶ Kathryn Robinson has been asked by the editor of *Journal of Access Services*, David S. Pena, to submit an article on the implementation of Roving Reference for the journal. The editor attended the SEFLIN Energize V Conference where he heard Kathryn's presentation on Roving Reference.

▶ Our workman's compensation premiums are determined by rates in the Statutes and our claims history, which is reflected in the "Modification Factor."

Just a few years ago, our modification factor was 1.5, which meant we were paying 50% more because of our poor claims history. Next fiscal year our modification factor will be 1.0. This took a lot of hard work by our Safety Committee members: Christina Adelman, Cynthia Aponte, Jim Baker, Deborah Gillette, Jeb Harrilal, Cherilyn Hernandez, Leila Higgins, Rebecca Houck, Tonia Hinkle, Hoy Moy, Yvonne Pierre, Carolyn Rosenblum, Pam Sogge, Jane Tracy, Joseph Vaught, and chairperson, Carla Fountian. We are indebted to them for their proactive efforts in reducing on the job injuries and creating a heightened sense of safety, that has resulted insignificant savings for the Library.

► The Sesame Street Live / Elmo event was a big hit on Friday, the 5th August. Library Central was filled with over 300 children and 250 adults chanting “ELMO! ELMO!” Erica Lee, the morning host from MIX 105.1 radio read a story and the ELMO made his appearance amid cheers and chants. He received his Library Card and danced with staffers Danielle King and Charlie Hoeck! The children were enthralled. All the children received a Sesame Street book.

► 101 East, the Library’s film creation team, has created a TV commercial for OCLS, a 30 second spot. We plan on having it shown during the Healthy Connections shows on Vision TV. Planning is under way for a Spanish 30 second spot and also a 60 second version. Many thanks to the stars, Yvonne Pierre in the lead role and Linda Gabriel, as Squirt, as well als the other stars: Charlie Hoeck, Ormilla Vengersammy, Lori Spears, Kris Woodson, Jason Elbo, Jaime Jimenez, Amy VanSchaik, and Sheri and Zoe Chambers for appearing in the video. Thanks also go to Amy VanSchaik for the editing and technical problem solving and Jim Myers as director/producer. The music is from a four-track recording of one of Jim Myers old bands, McMahon & Tate, and the song is called "Talking to Carpet Girl".

► Teen’s Night Out went great! It was from 7:00-11:00 pm on Saturday night. We had 44 teens, 1 child and 5 parents attend. The teen band, DC North, that won the Teen Battle of the Bands kicked off the party by playing for about 45 minutes, while the rest of the teens danced and ate. After the band’s performance, we played games of elbow tag and capture the flag as icebreakers. Hai brought in his own copy of Dance Dance Revolution, which was very popular with the teens - they were all lined up to participate in the dancing. Teens also played limbo (to go with our luau theme), played board games and sang karaoke. At about 9:00 pm, they took a break to enjoy some pizza. The party ended with some chocolate chip ice cream, whipped cream, chocolate sauce and sprinkles.

▶ The Library has a “Got Your Card?” sign on the back of the Gotcha Mobile Media truck. Watch for it as you drive around downtown.

▶ Central Florida Reads has chosen *River of Lakes: A Journey on Florida's St. John's River*, by Bill Belleville for its book. The reading initiative kicks off on September 10th with a program on Marjorie Kinnan Rawlings State Historic Site. Rawlings had a great love for the St. John's River. The program will be followed by a showing of the movie, *The Yearling*. We are busy planning other programs around this community read!

▶ The Southeast Branch hosted a blood drive on July 27. The Florida's Blood Centers (FBC) sent their “Little Red Bus” and received donations from 12 people (7 were Southeast Branch staff members). FBC was so pleased they asked if they could come back every two months, so Southeast will be hosting them on an ongoing basis.

▶ The Library has received payment of \$4,690 for its participation in the Institute of Museums and Libraries Services survey regarding Internet use in public libraries. Exit surveys were conducted in all OCLS locations during the last week of April.

▶ Tickets are still available for an Evening with Carl Hiaasen on 27 August. Sponsors include Bright House Networks (\$5000), Gray Robinson (\$2500), United Healthcare (\$2500), Ford & Harrison (\$1500), Recorded Books \$1500), City Beverages (\$500) and Office Depot (\$500). In kind contributions include Steak & Ale (refreshments), ABC Fine Wine & Liquors, and City Beverages. .

**Orange County Library System
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Third Floor Renovation Project

3rd Floor Project Summary

8/4/2005

July 31 , 2005

<u>CATEGORY</u>	<u>BUDGET APPROVED 03/10/05</u>	<u>Revised Budget</u>	<u>EXPENDED TO DATE</u>
Architect	53,500	52,968	45,575
Construction			
Contractor	600,000	598,644	242,103
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>242,103</u>
Contingency	72,500	75,202	n/a
TOTAL PROJECT	<u><u>800,000</u></u>	<u><u>800,000</u></u>	<u><u>287,678</u></u>

Comments: It is exciting to see this project run so well. The terrazzo work is nearly complete and wall finishes are being applied. Most of the lighting is also installed. We remain on track for a September completion.

**Orange County Library System
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Winter Garden Project Summary

Winter Garden Project Summary

July 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	2,233,091	2,185,094
Carpet	35,000	26,085	0
Impact & Permit Fees	40,000	22,594	22,594
Testing	8,000	34,000	32,453
Other	10,000	22,000	21,711
Construction Total	<u>2,193,000</u>	<u>2,337,770</u>	<u>2,261,852</u>
Contingency	207,000	60,082	
TOTAL PROJECT	<u>2,550,000</u>	<u>2,550,000</u>	<u>2,407,252</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
CO #14 - Completion agreement	24,000
Total	<u>2,233,091</u>

Winter Garden Project Summary August 2005

The retention pond work is nearly complete. A little grading work is still needed on the east end and about 20% of the sod remains to be laid.

The pipe work along the bike trail has not been completed. Most of the old pipe was not acceptable for use, so new pipe was ordered. This pipe is due to be delivered in the next several days. The final soils replacement work and landscaping cannot be completed in this area until the pipe work is done.

Landscaping has begun, with the exception of the south side. The plants look good and the irrigation is working to protect the plants which have been installed.

Upon recommendation of the architect, the Library agreed to a 4 day extension of the date for Substantial Completion (SC) due to rain delays. This moved the SC date to July 29th, 2005. In spite of this extension, APM is projecting SC no earlier than August 16th.

The Library continues to wait for SC before beginning to set up the building for opening.

**Orange County Library System
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**Public Comment:
Non-Agenda Items**