

**Orange County Library System
Board of Trustees**

Revised

Board Packet for September 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*

September 2, 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, September 8, 2005, at the **Southeast Branch Library; 5575 South Semoran Boulevard; Orlando, Florida 32822; 407.249.6210.**

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
September 8, 2005
Southeast Branch Library
5575 South Semoran Boulevard
Orlando, Florida 32822
407.249.6210

- 05-173 I. **Call to Order**
- 05-174 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 .
- 05-175 III. **Approval of Minutes**
- 05-176 **Library Board of Trustees Meeting ~ August 11, 2005**
- 05-177 **Strategic Plan Workshop ~ August 17, 2005**
- 05-178 IV. **Staff Presentation: Southeast Branch Staff ~ ELLIS Language Software**
- 05-179 V. **Financial Statements and Summaries: August 2005**
- 05-180 VI. **Statistics and Summaries: August 2005**
- 05-181 VII. **Action Items**
- 05-182 **Consent Agenda**
- 05-183 **Library Board of Trustees Meeting Schedule ~ FY 2006**
- 05-184 **Strategic Plan Add-on Year ~ FY 2009**
- 05-185 **HVAC Service Contract for Main Library**
- 05-186 **Architect Contract for Second Floor Renovation Project**
- 05-187 **Non-Consent Agenda**
- 05-188 ***Tell Me More* Access Service**

05-189 VIII. **Discussion and Possible Action Items**

05-190 IX. **Information**

05-191 **Holiday and Closed Day Calendar ~ FY 2006**

05-192 **Director's Report**

05-193 **Third Floor Renovation Project**

05-194 **Winter Garden Project Summary**

05-195 **Public Comment: Non-Agenda Items**

X. **Adjournment**

Next Meeting Date: October – To Be Announced.

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, September 8, 2005**

Call To Order

**Orange County Library System
Board of Trustees Meeting
Thursday, September 8, 2005**

Public Comment

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**Orange County Library System
Board of Trustees Meeting
Thursday, September 8, 2005**

Approval of Minutes

**Orange County Library System
Board of Trustees Meeting
Thursday, September 8, 2005**

**Approval of Minutes:
Library Board of Trustees Meeting
~ August 11, 2005**

MEETING MINUTES
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**
Board Members Present: Sara Brady (8/0); James Tyson (8/1); Tom Kohler (8/1); Matthew Pardy (8/0); Livia Rivera (4/0)
- 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 7:00 p.m.
- 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.
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- 05-156 III. **Approval of Minutes: Library Board of Trustee Meeting ~ July 14, 2005**
Trustee Tyson, seconded by Trustee Pardy, moved to approve the meeting minutes for the July 14, 2005 Board of Trustees Meeting. Motion carried 5-0.
- 05-157 IV. **Staff Presentation: Marilyn Hoffman ~ Coming Events**
Community Relations Manager Marilyn Hoffman, discussed recent and upcoming events. These events included Sesame Street Live with Elmo on August 5; *An Evening with Carl Hiaasen*, on August 27; and the celebration of Hispanic Heritage Month September 15 through October 15. This will be the first year that posters and notecards featuring the artwork of Alice Rodriguez Brady will be available for purchase at the Library gift shop, *Gifts & Greetings*, as well as at all Hispanic Heritage Month programs. The community-wide *Central Florida Reads* program will begin in September and will run through November. *River of Lakes: a Journey on the St. Johns River*, by Bill Belleville is the book that was chosen for this year's program.

- 05-158 V. **Financial Statements and Summaries: July 2005**
- 05-159 VI. **Statistics and Summaries: July 2005**
Assistant Director Debbie Moss pointed out the slight downward trending of the p.c. session total, which is down 6% in July and attributed this in part to the increased popularity of home computers as costs for computers fall. Brief discussion ensued.
- 05-160 VII. **Action Items**
- 05-161 **Consent Agenda**
Trustee Kohler, seconded by Trustee Tyson, moved to approve the items on the consent agenda. Motion carried. 5-0.
- 05-162 **Approval of Final Budgets for the Fiscal Year Ending September 30, 2006**
The Board approved 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.
- 05-163 **Approval of Required Documents for State Aid to Libraries Grant for Fiscal Year ending September 30, 2006**
The Board approved 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, 2006:
(a) State Aid to Libraries Grant Agreement
(b) Certification of Credentials – Single Library Administrative Head
- 05-164 **Closure of Library Facilities for Staff Day 2005 – 11 November 2005 (Addresses Goal 4; Objective 1 of Strategic Plan)**
The Board authorized the Administration to close the Library to the public for Library Staff Development Day.
- 05-165 **September 8, 2005 Board Meeting: Change of Venue ~ from Winter Garden Branch to Southeast Branch**
The Board authorized to change the venue of the September 8, 2005 Board of Trustee meeting from the Winter Garden Branch to the Southeast Branch.
- 05-166 VIII. **Discussion and Possible Action Items**
- 05-167 IX. **Information**
- 05-168 **Non-Directive Employee Attitude Assessment Work Group: Librarians**
Bob Case, Human Relations Consultant, reported his findings on the Non-Directive Employee Attitude Assessment. He began his discussion by referencing a dichotomy in the results of the *OCLS as an Employer* Survey that employees have completed anonymously each year since 2002. Overall, the results are positive, but the librarian work group reflects a consistently lower satisfaction level than that of other work

groups. Mr. Case explained that Director Hodel and the Administration felt the issue needed to be addressed and thus engaged him to interview the librarians using a non-directive, anonymous interview method. This approach provides a non-intimidating and confidential environment in which individuals can freely share their comments. Once the interviews were completed, Mr. Case compiled and quantified the comments to provide general trends. Results of the report were shared with management and each of the librarians in the work group. Mr. Case recommended a follow-up meeting as the next step in the process, in which the librarians will be asked to share a short list of issues. The meeting will be in a workshop setting where these issues will be shared and prioritized for task-oriented discussion. Mr. Case concluded his comments stating that two factors are needed for success – librarians willing to speak openly; and the administration dedicated to improving relations in order to create a better organization. President Brady congratulated the administration for initiating this endeavor and the librarians for their willingness to participate. President Brady said that the Board will not speak officially, publicly or to the media about this and that she wants the librarians to know the level of commitment the Board has for the situation and the process to address it. Mr. Case agreed to President Brady's request to report periodically to the Board regarding the progress.

05-169

Director's Report

► The *Reading is a Treat* party to celebrate the end of the Summer Reading Program on Saturday, August 6th was a huge success! We had about 120 kids and about 80 adults at Main. The party lasted almost 3 hours, with the last face painting finished at 5:45 p.m.

Margaret Wells and Danielle King did a great job regrouping, adjusting and improvising. Deanna Braunstein and Shani Reyes insured that every willing face was painted, which averaged about 60 faces per artist. Many parents expressed their appreciation for what a great party it was for the children.

The Library is very grateful to the entire Summer Reading Committee for such great planning and coordination.

► The Library has been awarded about \$73,000 from the Bill and Melinda Gates Foundation for upgrades to our computer system. It comes at a great time.

► We are looking forward to the Library's four newest librarians who will start on the 15th of this month.

► Invitations were sent out for participants in the Central Florida Memory Conference we are hosting on 30th September 2005. Together with our representatives from our grant partners, we will be presenting information on how we came to create the CFM site and how the effort was brought to life. We are hoping to host representatives from the museum and library communities from the Southeastern U.S.

► Kathryn Robinson has been chosen as the 2005-2006 chair of the Public Policy in Public Libraries Committee of the Public Library Association. Congratulations to Kathryn on this honor!

- 05-170 **Third Floor Renovation Project**
John Claytor, Facilities and Operations Manager, spoke briefly on the great strides and progress that has been made by contractor Skanska USA on the Third Floor Renovation Project. Skanska remain on schedule with the project.
- 05-171 **Winter Garden Project Summary**
Mr. Claytor gave a brief summary of the progress and results at the Winter Garden Branch Construction site. He stated that APM Construction has missed the negotiated July 29, 2005 deadline for substantial completion. Brief discussion ensued.
- 05-172 **Public Comment: Non-Agenda Items**

X. **Adjournment**

President Brady adjourned the meeting at 8:28 p.m.

Next Meeting Date: September 8, 2005 – Southeast Branch Library; 5575 South Semoran Boulevard; Orlando, Florida 32812 --- October – To Be Announced.

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**Orange County Library System
Board of Trustees Meeting
Thursday, September 8, 2005**

**Approval of Minutes:
Strategic Plan Workshop ~
August 17, 2005**

**MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
STRATEGIC PLANNING WORKSHOP**

August 17, 2005

**Herndon Branch Library
4324 East Colonial Drive
Orlando, Florida 32803
407.228.1410**

Board Members Present: Sara Brady; Matthew Pardy; Livia Rivera

Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier;
Kathryn Robinson; Marilyn Hoffman; Eric
Atkinson; Craig Wilkins; Milinda Neusaenger

President Brady called the meeting to order at 6:39 p.m.

The Board of Trustees met to discuss the development and addition of Year Seven (FY 2009) to the Orange County Library System's Strategic Plan. Such plans include the ongoing plan of branch development, the continued use of technology, marketing and fundraising for the Library System. Discussion ensued.

President Brady adjourned the meeting at 7:57 p.m.

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**Orange County Library System
Board of Trustees Meeting
Thursday, September 8, 2005**

**Staff Presentation:
Southeast Branch Staff ~ ELLIS
Language Software**

**Orange County Library System
Board of Trustees Meeting
Thursday, September 8, 2005**

**Financial Statements and
Summaries: August 2005**

Orange County Library System

Financial Statement Highlights

Eleven Months Ended August 31, 2005

Operating Fund Revenue and Expenditure Summaries

Universal Services Fund Rebate

Several years ago Congress assessed a fee on telephone charges to provide financial support to schools and libraries to encourage them to connect to the Internet. Each of us pays this fee through our telephone bills. In order to get this money, applications must be submitted annually. The application process is tedious and time consuming. Thanks to Pam Bergner and Eric Atkinson, who are responsible for completing and submitting the applications, we have received almost \$78,000 this fiscal year from these rebates.

Workers Compensation

All of our employees have been covered by workers compensation insurance but until recently, we have not covered the off duty officers who we treat as independent contractors. Our insurance carrier, Florida League of Cities, did an audit and took the position that we needed to provide workers compensation coverage for the officers. Our attorney indicated that case law supported the carrier's position. Accordingly, we are now paying premiums to cover the officers and that is the main reason why we will over spend the budget for this account.

Utilities

It has been a long, hot summer and commercial electric rates have risen. As a result, we expect to slightly over spend the budget for this account.

Building & Improvements

Although a majority of the Main Library roof replacement project has been completed, the remaining work is taking longer than expected. We expect to be under budget for this project as savings will be generated for not having to raise the cooling towers, the cost of which was included in the bid from our contractor, Weiss and Woolrich. Although very far along in the project, Weiss and Woolrich still have not submitted in invoice for the work completed to date. Our architect, ARC, has been in contact with Weiss and Woolrich about the outstanding issues and the need to complete the project on a timely basis.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Eleven Months Ended August 31, 2005**

	ANNUAL BUDGET	YTD ACTUAL	(11 months=92%)
AD VALOREM TAXES	24,602,704	24,900,403	101.2%
INTERGOVERNMENTAL			
Grants	20,000	40,447	202.2%
State Aid	1,480,000	1,502,357	101.5%
Law Collection Fees	250,000	164,855	65.9%
	<u>1,750,000</u>	<u>1,707,659</u>	<u>97.6%</u>
CHARGES FOR SERVICES			
Fee Cards	2,000	8,500	425.0%
PC Pass	55,000	37,081	67.4%
Classes	1,000	1,956	195.6%
Copy & Vending	165,000	171,587	104.0%
Fax	0	2,390	
Scanner	0	201	
Computer Booklets	0	33	
PC Express	0	55	
Reference Charges	0	214	
	<u>223,000</u>	<u>222,017</u>	<u>99.6%</u>
FINES			
Fines	850,000	1,180,583	138.9%
Lost Materials	90,000	101,027	112.3%
	<u>940,000</u>	<u>1,281,610</u>	<u>136.3%</u>
MISCELLANEOUS			
Interest Earnings	175,000	349,626	199.8%
Rents	0	1,368	
Contributions - Friends of Library	152,000	96,666	63.6%
Contributions - Fund Raiser	0	27,104	
Contributions - Others	5,000	173,479	3469.6%
Miscellaneous	30,500	66,243	217.2%
Disk Sales	2,500	2,589	103.6%
Universal Services Fund Rebate	0	77,713	
Grant & Awards	0	7,500	
	<u>365,000</u>	<u>802,288</u>	<u>219.8%</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>28,913,977</u></u>	<u><u>102.8%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Eleven Months Ended August 31, 2005**

05-179

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(11 months=92%)</u>
SALARIES & BENEFITS			
Salaries	11,966,413	10,667,306	89.1%
Medicare Taxes	173,513	149,529	86.2%
Defined Contribution Plan	897,481	798,744	89.0%
Defined Benefit Plan	1,221,066	691,410	56.6%
Life and Health Insurance	2,019,439	1,453,272	72.0%
Worker's Compensation	119,664	128,450	107.3% *
Unemployment Compensation	20,000	5,571	27.9%
Parking & Bus Passes	85,320	76,944	90.2%
	<u>16,502,896</u>	<u>13,971,226</u>	<u>84.7%</u>
OPERATING			
Professional Services	210,000	225,591	107.4% *
Other Contractual Services	620,000	527,060	85.0%
Other Contract. Serv.- Janitorial	256,000	234,595	91.6%
Training and Travel	75,000	108,647	144.9% *
Telecommunication	322,000	271,459	84.3%
Delivery and Postage	1,272,000	1,145,417	90.0%
Utilities	710,000	636,251	89.6% *
Rentals and Leases	901,000	812,903	90.2%
Insurance	155,000	190,939	123.2% *
Repair and Maintenance	628,000	608,974	97.0% *
Repair & Maint. - Hardware/Software	284,000	250,354	88.2%
Copying/Printing	185,000	195,456	105.7% *
Property Appraiser's Fee	282,000	269,228	95.5%
Tax Collector's Fee	486,000	487,943	100.4% *
Supplies	625,000	584,895	93.6% *
Supplies-Hardware/Software	80,000	129,397	161.7% *
Contingency	300,000	0	0.0%
	<u>7,391,000</u>	<u>6,679,109</u>	<u>90.4%</u>
CAPITAL OUTLAY			
Building and Improvements	1,940,000	484,327	25.0%
Hardware/Software	195,000	194,624	99.8% *
Equipment and Furniture	162,000	237,214	146.4% *
	<u>2,297,000</u>	<u>916,165</u>	<u>39.9%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	5,500	4,822	87.7%
Materials - Law	210,000	64,698	30.8%
Materials - Other	4,236,500	4,105,213	96.9% *
	<u>4,452,000</u>	<u>4,174,733</u>	<u>93.8%</u>
TRANSFER TO OTHER FUNDS			
Branch Debt Service Fund	410,000	409,458	99.9%
Sinking Fund	100,000	100,000	100.0%
	<u>510,000</u>	<u>509,458</u>	<u>99.9%</u>
TOTAL EXPENDITURES	<u>31,152,896</u>	<u>26,250,691</u>	<u>84.3%</u>

*=Expect to over spend the budget for this account

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Eleven Months Ended August 31, 2005**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(11 months=92%)</u>
REVENUES			
Ad Valorem Taxes	1,234,885	1,250,343	101.3%
Interest	7,000	19,376	276.8%
Transfer From Tax Collector	11,000	0	0.0%
TOTAL REVENUES	<u>1,252,885</u>	<u>1,269,719</u>	<u>101.3%</u>

EXPENDITURES

Principal	1,150,000	0	0.0%
Interest	104,600	52,300	50.0%
Tax Collector's Fee	26,400	24,502	92.8%
TOTAL EXPENDITURES	<u>1,281,000</u>	<u>76,802</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
Eleven Months Ended August 31, 2005**

05-179

	ANNUAL BUDGET	YTD ACTUAL	(11 months=92%)
REVENUES			
Transfer From General Fund	410,000	409,458	99.9%
Interest	5,000	7,361	147.2%
TOTAL REVENUES	415,000	416,819	100.4%

EXPENDITURES

Principal	339,227	339,226	100.0%
Interest	70,233	70,232	100.0%
TOTAL EXPENDITURES	409,460	409,458	100.0%

FUTURE DEBT SERVICE PAYMENTS

DATE	PRINCIPAL	INTEREST
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
	1,873,133	174,158

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Eleven Months Ended August 31, 2005**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(11 months=92%)</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	19,400	
Other	0	19,710	
	<u>0</u>	<u>191,038</u>	

TOTAL EXPENDITURES	<u>1,000,000</u>	<u>191,038</u>	<u>19.1%</u>
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**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Eleven Months Ended August 31, 2005**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(11 months=92%)</u>
REVENUES			
Transfer From General Fund	100,000	100,000	100.0%
Interest	0	2,162	
TOTAL REVENUES	<u>100,000</u>	<u>102,162</u>	<u>102.2%</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
August, 2005**

05-179

	<u>BALANCE 7/31/05</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE 8/31/05</u>
OPERATING				
Checking	980,944	5,638,497	(5,930,719)	688,722
SBA Investments	6,341,426	14,147	(2,000,000)	4,355,573
CD Investments	5,581,318	3,000,000	(3,000,000)	5,581,318
	12,903,688	8,652,644	(10,930,719)	10,625,613
MAIN DEBT SERVICE				
AIM Investments	1,231,359	4,430	0	1,235,789
BRANCH DEBT SERVICE				
CD Investments	399,552	0	0	399,552
CAPITAL PROJECTS				
Checking	655	408	(1,063)	0
SBA Investments	151,908	421	0	152,329
	152,563	829	(1,063)	152,329

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

05-179

ASSETS

Certificates of Deposit	5,581,318
Cash on Hand	14,355
Equity in Pooled Cash	688,722
Accounts Receivable	7,721
Due From Other Funds	310,700
Due From Other Governments	36,000
Interest Receivable	22,090
Inventory	195,088
Investments-SBA	4,355,573
Prepays	88,388
Other Assets-Deposits	<u>9,175</u>
TOTAL ASSETS	<u><u>11,309,130</u></u>

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

05-179

LIABILITIES

Accounts Payable	0
Retainage Payable	37,199
Accrued Wages Payable	359,188
Accrued FIT Tax Payable	(46)
Accrued Med Tax Payable	0
Accrued Sales Tax	11
Due To FOL-Taxable Book Sales	2,928
Due To FOL-Nontaxable Book Sales	713
Due To FOL-Sales Tax	196
United Appeal	188
Bonds	68
Def Comp Employees	0
Health Insurance	21,759
Union Dues	657
Union-Cope	0
Optional Life	4,161
Flex Spend Med	(11,303)
Flex Spend Dep	0
Miscellaneous	166
Def Comp Plan -401	0
Daughters of American Revolution	3,541
Unclaimed Payroll	1,571
TOTAL LIABILITIES	420,997

FUND BALANCE

Reserve for Inventory	195,088	
Reserve for Encumbrances	380,466	
Reserve for Prepays	109,137	
Reserve for Walker	4,000	
Reserve for Phillips	100,000	
Reserve for Warner	33,712	
Reserve for Gullett	19,805	
Designated Murray	380,491	
Designated for Sondheim	39,941	
Designated for Strategic Plan	4,000,000	
Unreserved/Undesignated	2,962,207	
Current Year Excess of Revenues Over Expenditures	2,663,286	0.00
TOTAL FUND BALANCE	10,888,133	

TOTAL LIABILITIES & FUND BALANCE

11,309,130

**Orange County Library System
Board of Trustees Meeting
Thursday, September 8, 2005**

**Statistics and Summaries:
August 2005**

STATISTICAL SUMMARY

August 2005 Statistics for September 2005 meeting

Circulation and Door Count trends:

Last August we experienced closed days due to Hurricane Charley. All system location were closed at noon on August 13 and closed all day Saturday, August 14. Southwest was closed from August 13 through the rest of the month and Alafaya was closed August 16, 17, and 18. In many cases that makes increases over last year difficult to evaluate.

Please note that the Main Library's door count includes 422 visits for the after-hours Carl Hiaasen event. That number is higher than our actual attendance figure for the event since we did have a lot of traffic in and out of the front doors that evening.

We have included a new figure for "door count" for MAYL on the location by location circulation/door count report. Reviewing available figures for MAYL we feel that the number of patron transactions each day most closely resembled a physical location's door count figure.

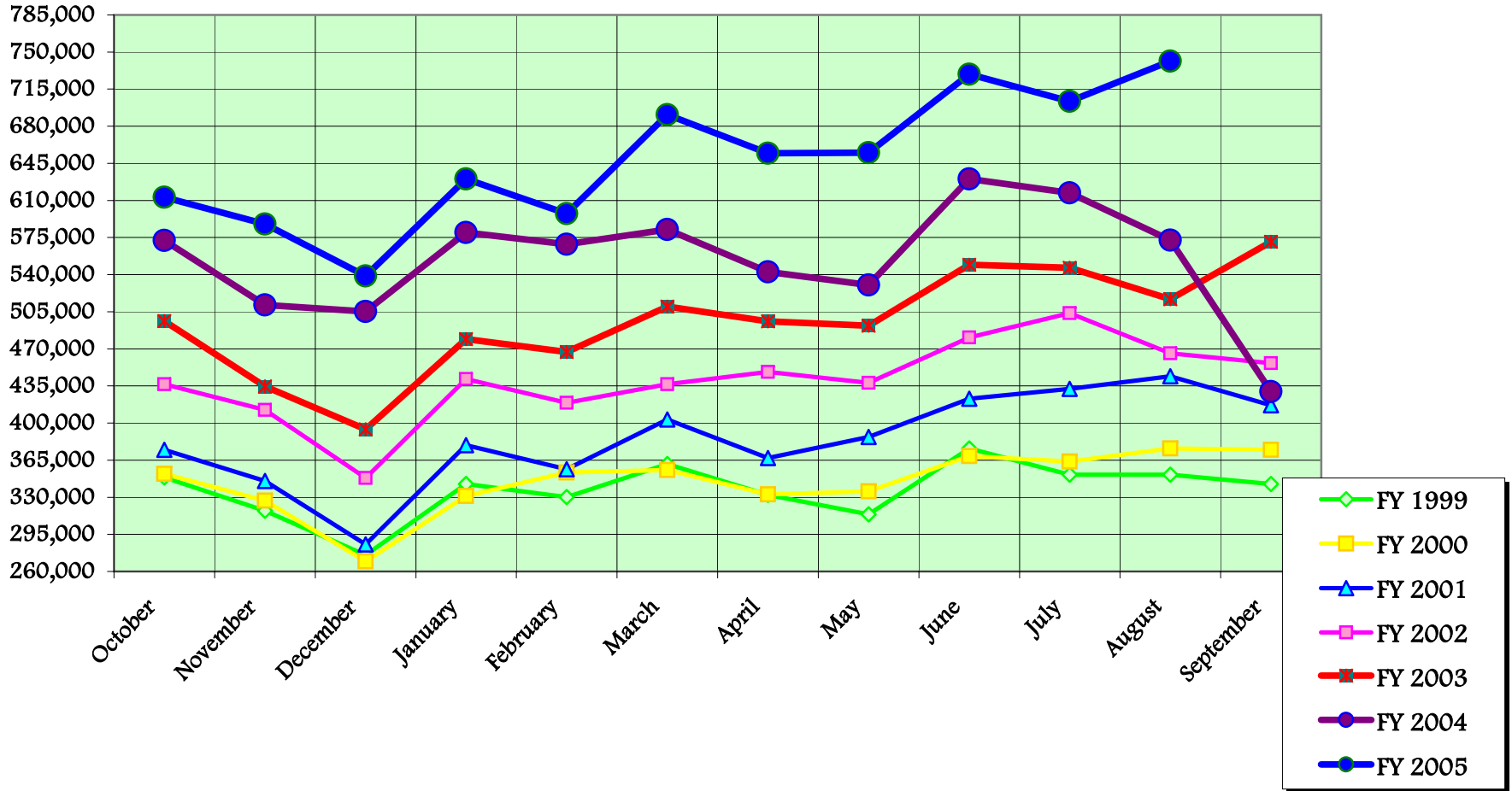
Library Activity:

Among many very successful programs during August 2005 were: An Evening with Carl Hiaasen was attended by 300 visitors, our very popular Elmo visit was enjoyed by 250 adults and 300 children, and our End of Summer Reading Party brought together 70 adults and 120 children.

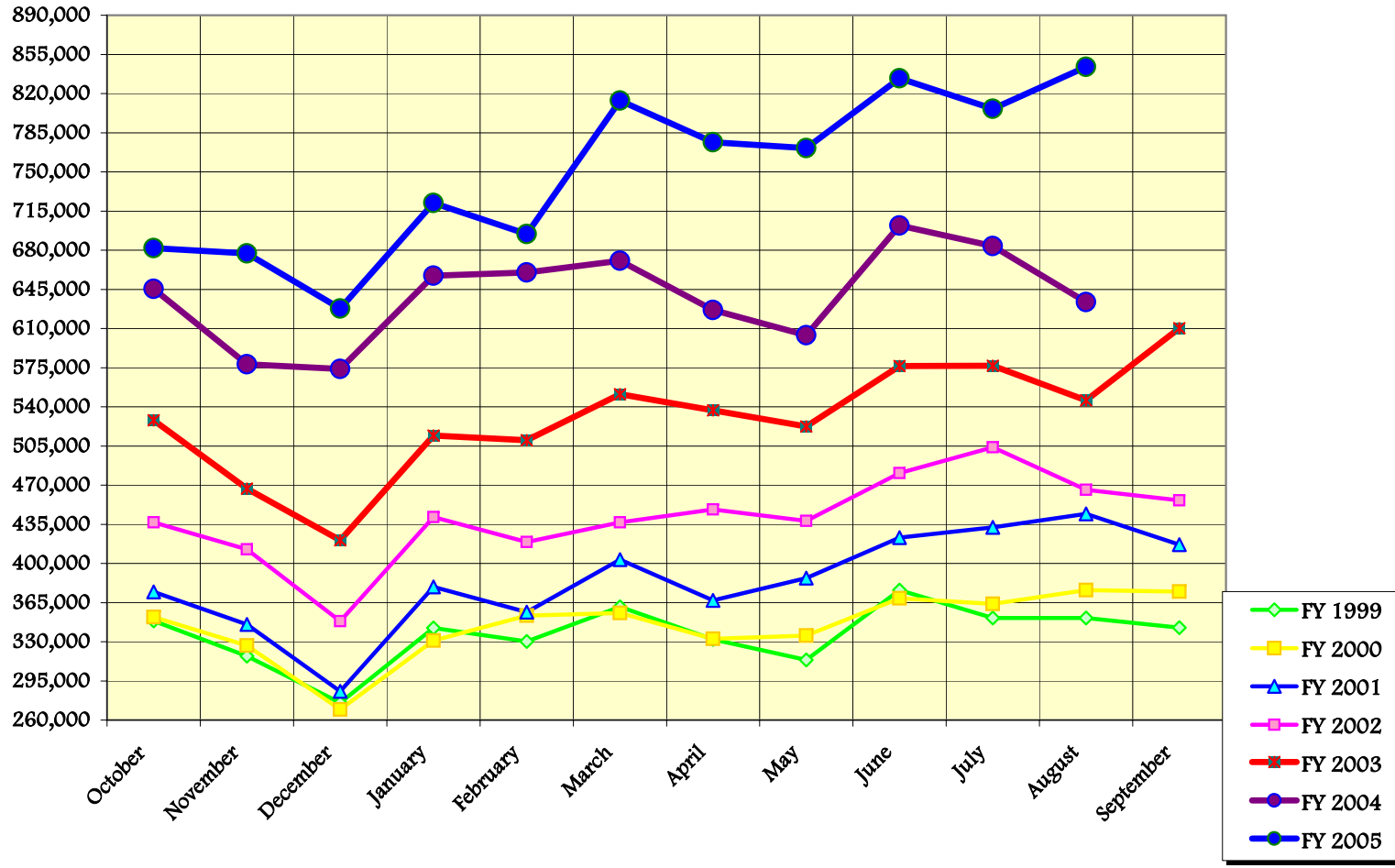
It was a very busy August for new card registrations. We had 8,505 new cards created for August 2005.

ORANGE COUNTY LIBRARY SYSTEM CIRCULATION

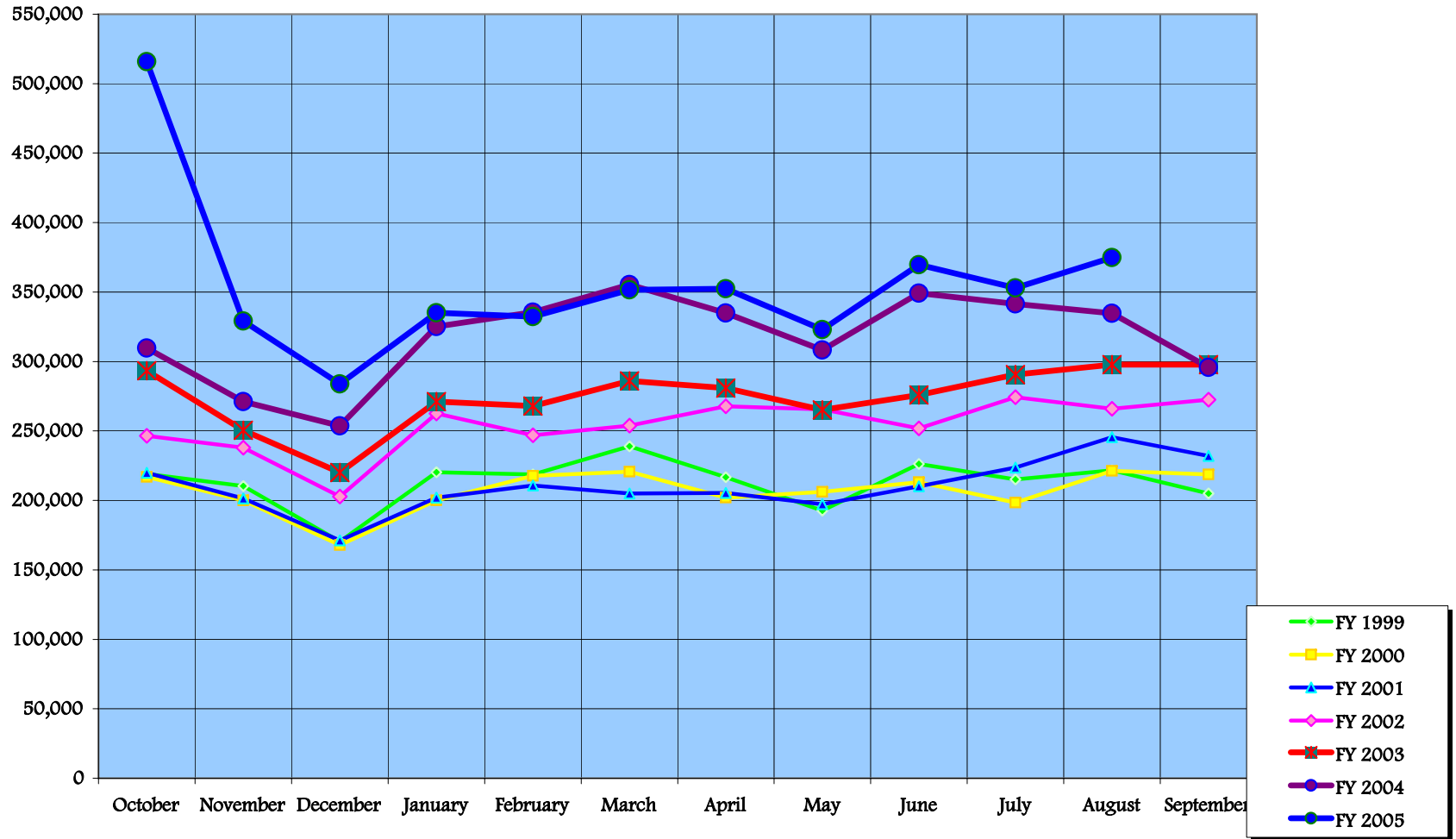
Fiscal Year 1999 Through Fiscal Year 2005 TO Date



**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	Aug-05	Aug-04	% of Change	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	219,182	181,947	20.46%		161,106	2,169,309	2,010,637
Branches	399,791	340,887	399,146	323,463	460,906	393,268	433,969	372,016	460,450	343,175	34.17%		227,233	4,379,347	4,059,634
MAYL	50,238	40,739	48,332	42,770	53,710	57,286	50,541	58,076	57,287	46,989	21.92%		41,001	560,043	561,838
Talking Books	2,930	413	3,327	319	3,162	438	3,837	341	4,403	312	1311.22%		302	33,532	10,482
Total	654,546	542,734	655,099	530,339	729,073	630,213	703,632	617,056	741,322	572,423	29.51%		429,642	7,142,231	6,642,591
Door Count														-	-
Main	60,548	58,954	53,029	58,195	59,132	65,602	58,070	62,215	61,156	62,228	-1.72%		57,948	642,199	758,955
Branches	291,853	276,023	269,970	250,031	310,530	283,512	294,817	279,198	313,581	272,493	15.08%		237,756	3,200,261	3,053,695
Talking Books	4	2	7	13	10	17	10	6	8	14	-42.86%		5	73	111
Total	352,401	334,977	322,999	308,226	369,662	349,114	352,887	341,413	374,737	334,721	11.96%	-	295,704	3,842,460	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	Aug-05	Aug-04	% of Change	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	10,532	8,415	25.16%		7,776	135,984	139,721
Total # of Programs	417	405	435	376	496	414	497	423	398	357	11.48%		301	4,582	4,752
Community Events Attendance Total	3,211	2,996	111	779	911	896	2,140	493	2,912	4,284	-32.03%		2,111		
Total # of Community Events	17	21	10	7	4	3	12	3	23	20	15.00%		30		
Events Line	20	N/A	78	N/A	17	N/A		N/A	17	N/A	N/A		N/A		N/A
StoryLine**	231	371	177	472	295	-		-	161	212	-24.06%		273	2,567	
Class Attendance	1,088	1,125	1032	561	1835	1145	1,237	1,234	1,361	822	65.57%		1,022	12,915	9,766
Total # of Classes	300	249	322	129	396	233	350	252	405	197	105.58%		213	3,277	2,292
QuestLine	15,797	15,570	15,661	13,583	18,202	15,209	16,923	15,277	19,009	15,999	18.81%		13,446	171,483	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	6,526,373	10,408,304	-37.30%		9,097,730	136,915,925	98,639,011
P.C. Sessions*	63,801	63,112	60,898	60,124	63,127	64,706	62,563	66,685	71,777	62,026	15.72%		51,023	687,206	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	339,984	298,476	13.91%		298,390		
New Customer Registrations	5,720	6,134	5,270	5,696	7,363	7,750	6,647	7,977	8,505	8,053	5.61%		7,052	71,873	80,776
Total Registered Borrowers	801,148	722,516	806,113	728,761	797,312	735,474	810,172	743,310	802,202	750,945	6.83%		757,980		

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

** June 2004 StoryLine Stats not available.

***As of 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	Aug-05	Aug-04	% of Change	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	749,206	483,052	55.10%		430,540	6,107,553	4,006,213
Online Renewals	95,989	73,009	100,356	79,866	100,356	83,849	102,351	87,401	106,361	84,250	26.24%		73,115	1,022,029	916,911
Online Reference Questions	172	450	163	191	178	246	67	275	120	191	-37.17%		184	1,894	3,710
Live Chat Questions	72	92	58	63	45	85	17	73	30	60	-50.00%		80	654	876
Total Online Reference Questions	244	542	221	254	223	331	84	348	150	251	-40.24%		264	2,548	4,586
Online Requests	49,204	45,966	50,203	45,286	52,956	52,893	52,366	54,221	54,738	50,772	7.81%		41,419	548,071	500,214
Online Suggestions	198	146	148	86	152	88	148	30	199	68	192.65%		64	1,347	1,173

Orange County Library System

Circulation Statistics

August 1, 2005 - August 31, 2005

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Total Visits*	Year Ago	Gain Loss	%Gain (Loss)
Main	31	219,182	29.57%	181,947	37,235	20.46%	61,156	62,228	(1,072)	-1.72%
MAYL*	23	57,287	7.73%	46,989	10,298	21.92%	54,667	42,273	12,394	29.32%
Talking Books	31	4,403	0.59%	312	4,091	1311.22%	8	14	(6)	-42.86%
West Oaks	31	49,672	6.70%	41,402	8,270	19.97%	22,875	21,833	1,042	4.77%
Herndon	27	45,926	6.20%	35,098	10,828	30.85%	22,200	28,700	(6,500)	-22.65%
Alafaya	31	62,974	8.49%	43,475	19,499	44.85%	36,218	25,735	10,483	40.73%
Southeast	27	34,969	4.72%	27,391	7,578	27.67%	32,678	22,690	9,988	44.02%
Hiawasse	27	25,122	3.39%	20,199	4,923	24.37%	22,299	21,939	360	1.64%
Southwest	27	44,211	5.96%	14,425	29,786	206.49%	27,119	13,080	14,039	107.33%
Edgewater	27	31,200	4.21%	24,862	6,338	25.49%	23,695	18,124	5,571	30.74%
North Orange	31	45,131	6.09%	37,845	7,286	19.25%	29,768	32,202	(2,434)	-7.56%
South Creek	31	52,773	7.12%	45,997	6,776	14.73%	29,238	29,274	(36)	-0.12%
South Trail	27	23,241	3.14%	16,641	6,600	39.66%	27,489	25,357	2,132	8.41%
Winter Garden	27	17,884	2.41%	11,996	5,888	49.08%	12,061	8,783	3,278	37.32%
Windermere	27	14,200	1.92%	15,649	(1,449)	-9.26%	10,345	13,309	(2,964)	-22.27%
Wash. Park	27	12,196	1.65%	8,195	4,001	48.82%	13,616	11,467	2,149	18.74%
Eatonville	27	951	0.13%	N/A	N/A	N/A	3,980	N/A	N/A	N/A
Total	452	741,322	100.00%	572,423	168,899	29.51%	429,404	376,994	52,410	13.90%

*MAYL ~ Customer Transactions

**NUMBER OF SEARCHES
JULY 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	382			4,207
Associations Unlimited	309	180	347	316	991	1,012	844	875	722	875			6,471
Auto Repair Reference Center	312	342	317	313	368	418	331	453	381	368			3,603
Biography & Genealogy Master Index	132	221	355	327	1,019	962	768	723	688	896			6,091
Biography Resource Center	5,885	4,273	4,448	5,864	11,996	7,384	7,469	6,533	3,853	4,771			62,476
Business & Company Resource Center	2,869	2,761	2,945	3,894	4,352	2,995	1,774	2,511	2,247	1,266			27,614
Business Index ASAP	10	72	51	88	151	127	165	56	160	72			952
Classical.com	415	85	74	26	19	45	135	114	117	41			1,071
Computer Database	124	261	105	79	34	104	101	79	64	42			993
Consulta	64	25	14	75	169	356	109	25	20	53			910
Countrywatch	1,501	1,030	1,673	973	1,107	1,251	1,350	1,190	2,702	812			13,589
DearReader.com Online Book Club	38,840	40,100	40,740	41,160	41,440	41,940	42,800	43,600	44,880	45,260			420,760
Dun & Bradstreet International	99	64	114	78	94	116	86	71	93	68			883
Expanded Academic ASAP	411	371	555	554	970	894	1,065	771	679	710			6,980
Ferguson's Career Guidance Center	104	155	221	161	500	560	502	439	402	452			3,496
First Search	2,252	1,563	2,871	2,900	5,658	6,120	5,078	4,688	4,333	5,214			40,677
Gale Virtual Reference Library e-books										128			128
General Business File ASAP	92	134	256	293	670	636	519	491	396	593			4,080
General Reference Center Gold	3,755	3,571	2,535	3,095	3,468	3,919	3,210	2,259	2,082	2,553			30,447
Health & Wellness Resource Center and Health Reference Center Academic	1,754	1,517	1,908	2,138	2,478	3,691	2,463	2,329	2,248	1,978			22,504
HeritageQuest Online	221	455	374	456	1,022	998	660	707	536	678			6,107
HeritageQuest Online	9,567	9,755	9,799	9,684	9,575	10,815	10,686	8,321	8,944	7,913			95,059
Info Trac OneFile	2,285	2,473	1,983	3,661	2,872	5,096	4,076	2,361	2,188	2,942			29,937
Informe	14	7	93	120	440	462	376	375	322	413			2,622
Junior Edition - K12	97	134	170	194	497	499	515	461	345	451			3,363
Kid's Edition - K12	104	188	220	318	638	557	566	638	368	520			4,117
Learnatest	553	398	241	321	293	263	336	301	373	321			3,400
Lit Finder (formerly Essay/ Poem/	3,390	632	697	702	1,577	1,694	1,048	1,066	1,374	1,175			13,355
Literature Resource Center	2,130	3,013	3,252	4,324	7,550	6,431	6,366	4,802	3,783	4,701			46,352
Live Homework Help	275	244	161	204	229	232	281	266	26	36			1,954
Mergent Online	8	10	123	358	525	500	393	416	365	395			3,093
Morningstar	756	901	830	970	801	618	747	1,066	515	275			7,479
NetLibrary eBooks									67	113			180
NetLibrary eBooks - Shared Collection	261	277	269	249	407	422	374	285	248	312			3,104
NetLibrary Downloadable Audiobooks				75	464	543	413	423	412	468			2,798
Novelist			247	455	582	1,098	770	575	478	453			4,658
Opposing Viewpoints Resource Center	1,150	2,087	2,441	1,880	3,794	4,275	4,244	2,911	2,598	2,724			28,104
p4A Antiques Reference	70	159	177	296	659	526	391	365	493	440			3,576
Powermediaplus Streaming Videos								114	204	137			455
Professional Collection	123	80	250	250	647	624	556	471	402	575			3,978
ProQuest Newspapers	2,139	2,153	2,986	2,821	3,127	3,310	3,122	2,865	2,836	3,089			28,448
Reference USA	3,941	4,421	3,918	3,670	4,335	3,797	4,435	3,847	4,411	3,613			40,388
Rosetta Stone	600	493	181	478	500	485	370	640	604	488			4,839
Science Online	126	154	103	111	65	146	136	112	43	62			1,058
SIRS Knowledge Source	837	1,420	1,162	1,262	1,726	1,599	1,973	1,518	1,616	1,855			14,968
Standard Deviants Video (formerly known	326	219	864	400	330	49	157	106	323	54			2,828
Standard & Poors NetAdvantage								388	358	122			868
Student Edition - K12	85	76	172	180	587	558	518	446	317	453			3,392
Tumblebooks	77	141	107	77	128	125	182	236	339	82			1,494
What Do I Read Next?	375	264	329	272	725	767	727	703	658	806			5,626
Worldbook Online	554	461	499	208	269	363	467	530	566	231			4,148
TOTAL NUMBER OF SEARCHES	89,311	87,728	91,352	96,396	120,233	119,962	114,286	105,144	102,837	102,431	0	0	1,029,680

Please note: 1. Chapter-a-Day is now called DearReader.com.

2. Effective June 2005, *NetLibrary eBooks* represents usage of the new collection of eBooks OCLS purchased, separate from the *NetLibrary Solinet Shared Collection* of eBooks.

3. Online Homework Help is now called Live Homework Help.

4. Powermediaplus Streaming Videos and Standard & Poor's NetAdvantage were added to the Online Database Usage Statistics report.

**Orange County Library System
Board of Trustees Meeting
Thursday, September 8, 2005**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, September 8, 2005**

Consent Agenda

- 05-183 **Library Board of Trustees Meeting Schedule ~ FY 2006**
- 05-184 **Strategic Plan Add-on Year ~ FY 2009**
- 05-185 **HVAC Service Contract for Main Library**
- 05-186 **Architect Contract for Second Floor Renovation Project**

**Orange County Library System
Board of Trustees Meeting
Thursday, September 8, 2005**

**Library Board of Trustees Meeting
Schedule ~ FY 2006**

**Meeting Schedule for the
Orange County Library District Board of Trustees
2005 - 2006**

**All meetings are scheduled for 7:00 p.m. the second Thursday of the month.
Meetings held at the Orlando Public Library will be
in the Albertson Room on the third floor.**

**October 13, 2005
Southeast Branch Library
5575 South Semoran Blvd.
Orlando, Florida 32822**

**April 13, 2006
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801**

**November 10, 2005
Hiawasse Library
2768 N. Hiawasse Road
Orlando, Florida 32818**

**May 11, 2006
South Trail Library
4600 S. Orange Blossom Trail
Orlando, Florida 32839**

**December 8, 2005
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801**

**June 8, 2006
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801**

**January 12, 2006
Winter Garden Library
905 E. Plant Street
Winter Garden, FL 34787**

**July 13, 2006
Washington Park Library
5151 Raleigh Street; Suite A
Orlando, Florida 32811**

**February 9, 2006
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801**

**August 10, 2006
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801**

**March 9, 2006
North Orange Library
1211 East Semoran Blvd.
Apopka, Florida 32703**

**September 14, 2006
Eatonville Library
200 E. Kennedy Boulevard
Eatonville, Florida 32751**

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

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

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-183

RESOLUTION TO APPROVE THE LIBRARY BOARD OF TRUSTEE MEETING
SCHEDULE 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 8th day of September, 2005, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. Approve the Library Board of Trustees Meeting Schedule for the fiscal year ending September 30, 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, September 8, 2005**

**Strategic Plan Add-on Year:
FY 2009**

Orange County Library System Strategic Plan - Year Seven (FY 2009)

GOAL 1: Increase Customer Satisfaction & Provide Greater Ease of Access to Services

Activity						Funding Estimate
Objective 1: Refurbish Lower Level of Main						
						\$500,000
Activity						Funding Estimate
Objective 2: Enhance the Virtual Library						
More streaming & downloadable educational materials covering a wide variety of topics						\$150,000
Activity						Funding Estimate
Objective 3: Serve the Customer whenever & wherever, in response to feedback & Customer Demand						
Continue to incorporate additional self-service components including self check-in, self-registration, & ability to self-pay fines at interrupted self check-out by expanding to additional library locations						\$300,000
Activity						Funding Estimate
Objective 4: Establish premium card for selected premium services						
Develop customized client base						\$50,000
Activity						Funding Estimate
Objective 5: Establish OCLS as physical & virtual destination for information & entertainment						
Provide access to OLIVE from home						\$200,000

GOAL 2: Provide a Range of Services that are Responsive to a Changing Community

Activity						Funding Estimate
Objective 1: Develop customized technology solutions to meet customer demand. Explore Open Source						
						\$250,000
Activity						Funding Estimate
Objective 2: Acquire technology that would enable expanded use by word to voice translation; voice to word translation; language to language translation; multilingual translation; hands-free access.						
						\$35,000
Activity						Funding Estimate
Objective 3: Develop community services & unique product array for offsite services						
Explore after-hours vending machines & similar offsite devices						\$50,000

GOAL 3: Expand Use and Awareness of Library Services Through Marketing						
Objective 1: Continue to investigate advertising with tying OCLS into the big search engines & instant messaging for Library Services.						Funding Estimate
						\$250,000
Objective 2: Partner with other enterprises for mutual benefit.						Funding Estimate
Objective 3: Develop new revenue sources						Funding Estimate
						\$10,000
GOAL 4: Invigorate Employee Satisfaction and Invest in Quality of Staff						Funding Estimate
Objective 1: Provide life long learning paths.						
Look for partnerships in training with agencies or businesses who share our training needs.						\$10,000
Activity						Funding Estimate
Objective 2: Enhance pre-hire assessment & screening capabilities						
						\$10,000
Activity						Funding Estimate
Objective 3: Expand staff enrichment (explore educational opportunities)						
						\$10,000
Activity						Funding Estimate
Objective 4: Explore telecommuting / job sharing / flex schedule options						
						\$10,000
Activity						Funding Estimate
Objective 5: Develop an internal certification program that challenges staff to acquire new skills						
						\$10,000

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-184

RESOLUTION TO APPROVE THE STRATEGIC PLAN ADD-ON YEAR FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2009.

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 8th day of September, 2005, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. Approve the Strategic Plan Add-On Year for the fiscal year ending September 30, 2009.
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, September 8, 2005**

**HVAC Service Contract for
The Main Library**

HVAC Service Contract for the Main Library

Addresses Strategic Plan Goal 1: Increase customer satisfaction and provide ease of access to service; Objective 4 ~ Create and maintain inviting and appealing library spaces

I. PROBLEM STATEMENT

The Main Library heating, ventilation, and air conditioning (HVAC) service contract expires on October 1, 2005. The current contract with York International has been in effect for a number of years and staff determined it was time to solicit bids for this service.

II. BACKGROUND

The primary components of the Main Library HVAC system were installed when the building was constructed in the early eighties. Appropriate preventive maintenance and good service have kept the system operating well during that time. With a couple of exceptions, no major failures have occurred. York has maintained the equipment for the past 13 years. While York is doing a good job, staff felt it was time to solicit bids from qualified HVAC service vendors.

The Library contracted with the engineering firm TLC to assist with drafting the scope of service and requirements for bidders. TLC contacted three qualified vendors: Carrier, Trane, and York, all of which attended the pre-bid conference and submitted bids. The contract has a base term of three years, followed by up to three additional one year contract extensions.

The bids are summarized on Attachment A. York is clearly the low bidder for this service.

III. OPTIONS

Option 1 – Award the service contract in the amount of \$55,968 for the Main Library HVAC system to York.

Advantages:

1. York provided the lowest bid.
2. York has provided good service for the past 13 years.
3. York is very familiar with our equipment.

Disadvantage:

Another vendor may give better service.

Option 2 – Award the service contract for the Main Library HVAC system to another vendor.

Advantage:

Another vendor may give better service.

Disadvantages:

1. The cost would be higher.
2. Another vendor has not provided service for the Library in the past and thus, there would a transition period while the new technicians learn our equipment.

IV. RECOMMENDATION

Staff recommends that the Main Library HVAC service contract in the amount of \$55,968 be awarded to York International.

**Attachment A
HVAC Contract Bid Recap**

05-185

August 30,2005

	YORK <i>cost /yr</i>	TRANE <i>cost /yr</i>	CARRIER <i>cost /yr</i>
10/1/05-9/30/08	\$55,968	\$118,770	\$93,772
Service Premium Time			
10/1/05-9/30/08	\$36 per hour	\$105 per hour	\$117 per hour
Renewal escalation	5%	10%	10%
Markup on Materials	25%	20%	20%
2004/2005 materials =	\$5000		

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-185

RESOLUTION TO AWARD THE MAIN LIBRARY HVAC SERVICE CONTRACT TO YORK
INTERNATIONAL

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, city of Orlando, on the 8th day of September, 2005, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To award the Main Library HVAC service contract in the amount of \$55,968 to York International.
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, September 8, 2005**

**Architect Contract for Second
Floor Renovation Project**

Architect Selection for Main Library 2nd Floor Renovation

Addresses Strategic Plan Goal 1: Increase customer satisfaction and provide ease of access to service; Objective 4 ~ Create and maintain inviting and appealing library spaces

I. PROBLEM STATEMENT

An architect needs to be selected for the 2nd Floor Renovation.

II. EXECUTIVE SUMMARY

The Strategic Plan calls for continued renovation of the Main Library to create and maintain inviting and appealing library spaces. The work is projected to be accomplished one floor at a time. The 2nd floor is the next priority for renovation. The Staff recommendation is to contract with HKS, the architectural firm that designed Library Central, the Lobby, and the 3rd Floor Renovation through an additional services agreement.

III. BACKGROUND

The primary focus for this renovation project is to provide an enhanced Computer Resource Center (CRC), including new classrooms, in the east end of the 2nd floor. In addition, carpet and lighting on the west end are to be upgraded. The overall design of the floor is to be updated, since the space reflects the period in which it was built.

HKS will be asked to use some of the same design details that were used in the earlier renovations to carry a common theme throughout the building. This includes using terrazzo at the elevator landing, new carpet, and upgraded lighting.

The contract executed with HKS for architectural Service for Library Central and the Lobby provides an option for contract extensions for additional services.

IV. OPTIONS

Staff offers the following options for the selection of an architect for the 2nd Floor Renovation.

Option 1:

Contract with HKS for 2nd Floor Renovation.

Advantage:

HKS was the architect of Library Central, the Lobby, and the 3rd Floor Renovation Project. They would use the same design features for the 2nd Floor Renovation.

Disadvantage:

A different architect would have another approach to the project that we might not like better.

Option 2:

Select another architect for the 2nd Floor Renovation.

Advantage:

A different architect would have another approach to the project that we might like better.

Disadvantage:

The selection process is time consuming and would delay the start of the project. Also, we might not like a different architect's approach.

Option 3:

Do not renovate the 2nd floor.

Advantage:

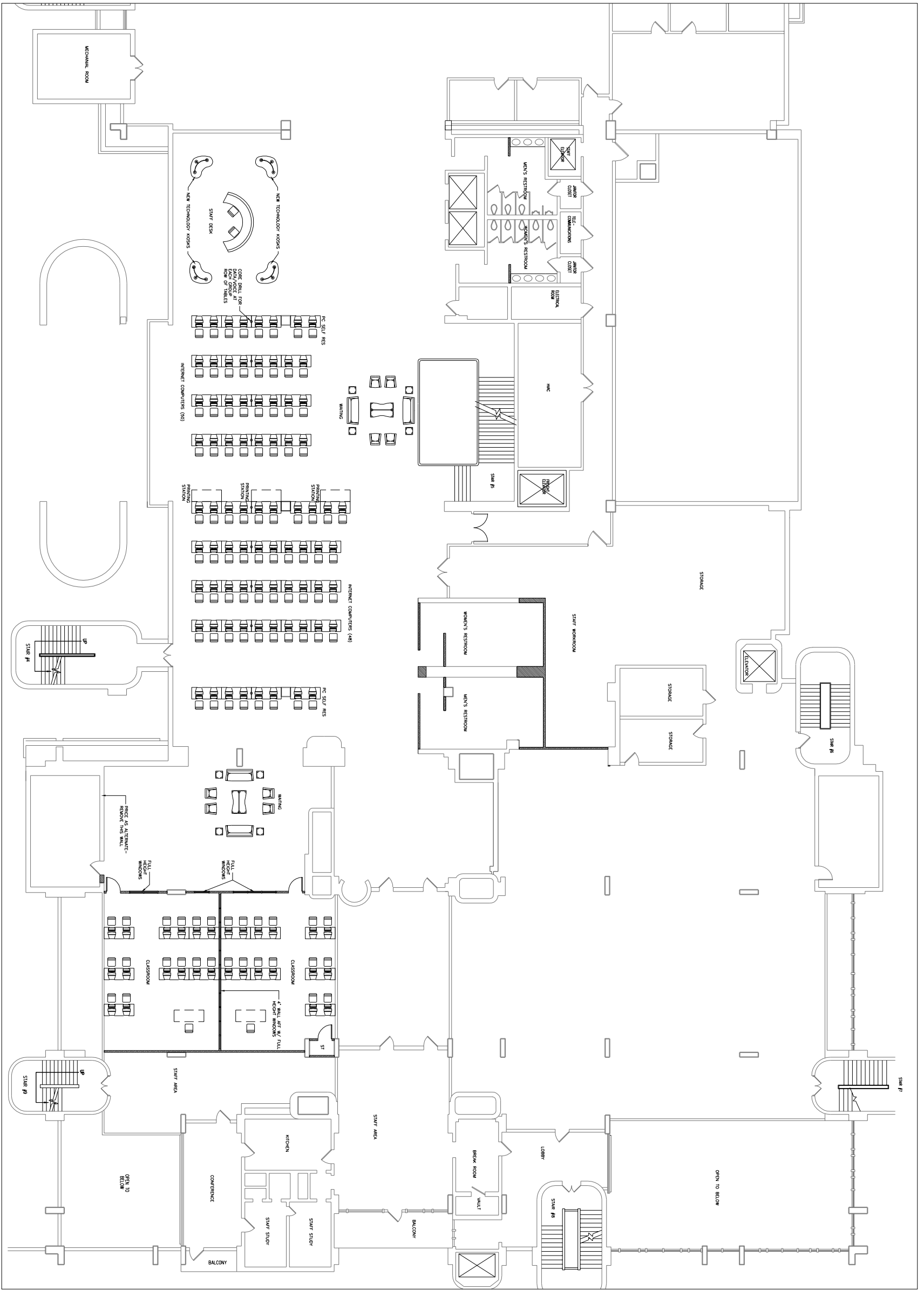
The money budgeted for this project would be available for other projects.

Disadvantage:

The condition of the carpet has deteriorated, the lighting is poor and makes reading difficult, and the outdated design all dictate that the 2nd floor should be renovated.

V. RECOMMENDATION

Staff recommends Option 1, to approve a contract with HKS for Architectural/Engineering services for 2nd Floor Renovation in the amount of \$59,116 plus expenses.



LEGEND

---	NEW WALL
---	EXISTING WALL TO REMAIN
---	NEW DOOR
---	EXISTING DOOR TO REMAIN
---	ALTERATION AND FINISHES NOT INCLUDED
---	MECHANICAL ROOMS, STAIRS, AND ELEVATORS NOT INCLUDED
---	MECHANICAL ROOMS, STAIRS, AND ELEVATORS NOT INCLUDED

01 SECOND FLOOR FIT PLAN - OPTION C
 SCALE: 1/8" = 1'-0"

© 2005 HKS, INC.

REVISION

ISSUE
PRICING
 DATE
07.18.05

PROJECT NUMBER
8301.007

SHEET TITLE
FIT 2
 FLOOR PLAN

SHEET NO.
FIT 2

INTERIM REVIEW ONLY

This document is preliminary and is not intended for construction. It is subject to change without notice. All dimensions are in feet and inches. All dimensions are rounded to the nearest 1/8".

DATE: 07/18/05

ORANGE COUNTY LIBRARY
Second Floor
101 E. Central Blvd.
Orlando, Florida 32801

ARCHITECT
 HKS ARCHITECTS, INC.
 225 E. ROBINSON ST., SUITE 405
 ORLANDO, FL 32801
 (407) 468-8888

MECHANICAL ENGINEER
 HKS ENGINEERING
 225 E. ROBINSON ST., SUITE 405
 ORLANDO, FL 32801
 (407) 941-9050



BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-186

CONTRACT FOR ARCHITECTURAL SERVICES FOR THE MAIN LIBRARY 2nd FLOOR
RENOVATION

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, city of Orlando, on the 8th day of September, 2005, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve a contract with HKS for additional Architectural/Engineering services for 2nd Floor Renovation in the amount of \$59,116 plus expenses.
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, September 8, 2005**

Non-Consent Agenda

**Orange County Library System
Board of Trustees Meeting
Thursday, September 8, 2005**

Tell Me More Access Service

Access to Tell Me More Service

September 2005

I. Overview

The Library offers a range of options for users who would like to learn another language. Over the past several years, the Library has enhanced and expanded services, programs, and products for our customers learning English as a second language. We recognize the importance of also providing materials used by English speakers to learn other languages.

Interest from English speakers in developing other language skills can be recreational, preparing for a vacation for instance, or business related. Many local business owners recognize the importance of being able to connect to large markets where English is not the consumers first language.

This proposal supports Goal 1, Objective 3 to provide more self service options to patrons and Goal 2, Objective 4 to expand and diversify collections.

The Library has products that meet these interests and needs in a range of formats.

First tier: Circulating book collection.

Second tier: Books on tape or compact disc and downloadable audio books. These sets include often a book and recordings which provide the addition of an audio element to learning.

Third tier: Rosetta Stone online database. Rosetta Stone offers online language learning through colorful images and audio interaction.

II. Problem Statement

We are now introducing a “fourth tier” for learning, the Tell Me More program. Tell Me More is a web based multi module series. Users enroll and have access for a six month period in which they can proceed at their own pace (in the Library or at home) through a series of learning levels. Somewhat along the same lines as the Rosetta Stone product, Tell Me More provides a more in depth, personalized and activity rich environment in which to learn. (a demonstration will be given at the board meeting).

Tell Me More also is distributed to the user on a different model. The Library has access to 200 licenses which we can assign over the next six months. Each license, once assigned, cannot be reused for that six month period. Our dilemma is how to do provide access to this database but encourage only those truly interested in a long term commitment to sign up. We feel that a minimal charge for each license will encourage more dedicated learners to use the product. Cost recovery would be \$25.00 per user.

We feel that this is robust product which warrants at least a cost recovery charge. Most materials that users have access to are available to them for a brief period of time before they must be returned. This program is more like enrolling in a program of ongoing learning rather than dropping in for a single class.

Our intent is to market this product to businesses who may be seeking to improve employee language flexibility and comprehension as well as through travel outlets.

III. Options

A. Allow access to eligible card holders at no charge.

Advantages: 200 users have unlimited access to accounts.

Disadvantages: If 200 casual users sign up for an account and do not actively use the product we cannot issue any more accounts for six months. It is effectively “removed from circulation” for that period.

B. Charge a fee for access to a single license for a six month period.

Advantages: We believe that users who are willing to make a financial commitment are more likely than to be a more dedicated user of the product.

Disadvantages: Some users may not have access to the product due to the charge though a number of other options for learning continue to be available at no charge.

C. Begin use of the service at no charge and consider implementing charge if we have large numbers of inactive accounts.

Advantages: We might find out that concerns about assigned but unused licenses are unfounded.

Disadvantages: It is generally more difficult to add charges later.

IV. Recommendation

Staff recommend that the Board approves option B. We would make the Tell Me More service available to eligible card holders for a \$25 fee which would establish an account for them for a six month learning period.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-188

RESOLUTION TO AUTHORIZE STAFF TO MAKE AVAILABLE THE *TELL ME MORE* SERVICE TO ELIGIBLE CARDHOLDERS FOR A \$25 FEE.

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 8th day of September, 2005, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. Authorize Staff to make available, the Tell Me More service to eligible card holders for a \$25 fee which would establish an account for them for a six month learning period.
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, September 8, 2005**

**Discussion and Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, September 8, 2005**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, September 8, 2005**

**Holiday and Closed Day
Calendar ~ FY 2006**



101 East Central Boulevard
 Orlando, Florida 32801-2471
 phone: 407.835.READ (7323)
 fax: 407.835.7649
 website: www.ocls.info

Mary Anne Hodel,
 Library Director, Chief Executive Officer

Holidays & Closed Days: Fiscal Year 2006 October 1, 2005 – September 30, 2006

Holidays	Closed Dates
Veteran's Day	Friday, November 11, 2005 ~ Library Staff Development Day
Thanksgiving Day	Wednesday, November 23, 2005 ~ Library Closes at 6:00 p.m. Thursday, November 24, 2005 (H) Friday, November 25, 2005 (H)
Christmas	Saturday, December 24, 2005 Sunday, December 25, 2005 Monday, December 26, 2005 (H)
New Year's	Saturday, December 31, 2005 Sunday, January 1, 2006 Monday, January 2, 2006 (H)
Martin Luther King Jr.'s Birthday	Sunday, January 15, 2006 Monday, January 16, 2006 (H)
Easter	Sunday, April 16, 2006
Memorial Day	Sunday, May 28, 2006 Monday, May 29, 2006 (H)
Independence Day	Tuesday, July 4, 2006 (H)
Labor Day	Sunday, September 3, 2006 Monday, September 4, 2006 (H)

(H) = 8 Hours Staff Holiday Pay

**Orange County Library System
Board of Trustees Meeting
Thursday, September 8, 2005**

Director's Report

Director's Report September 2005

- ▶ Walmart of Ocoee is giving West Oaks another Literacy Grant this year for \$1000.
- ▶ An Evening with Carl Hiaasen was a wonderful success. We had over 300 people attend the event. Many expressed appreciation and indicated they would like to see the Library do more such events. The Library is very grateful for our many partner sponsors: Bright House Networks, Central Florida News 13, Steak and Ale Restaurants, Gray-Robinson, Recorded Books, Ford & Harrison, Office Depot, United Healthcare, ABC Fine Wine and Spirits, City Beverages ~ Anheuser-Busch, Godiva Chocolatier, Office Max, SKANSKA and Barnes & Noble.

Total net funds raised were \$13,662.05.

- ▶ The results of our fundraising efforts through the MAYL program now total \$13,358.35.
- ▶ Time and Attendance software should be fully implemented by the end of October 2005.
- ▶ The migration to Time Warner service to speed digital delivery to the Branches.
- ▶ The automation system will be down for part of the Labor Day weekend to load new updates for the Millennium automation software.
- ▶ Skanska has formally asked for a Substantial Completion Inspection for the third floor renovation at Main. Carpeting was laid Wednesday, 31 August. The two issues remaining are the restroom fixture installation and bookstore HVAC/lighting which were changes to the original contract. Work has proceeded well and has made a striking difference in the appearance of the third floor.
- ▶ The Maitland Little League World Series game was featured on the plasma screen in Library Central.

Coming Events

Central Florida Reads - Bill Belleville's *River of Lakes: A Journey on Florida's St. Johns River* - kicks off on Saturday, September 10, at 10:00 a.m. with the Rawlings and Rivers program in Library Central. Related programs in September and October include: Science Matters, *The River Returns* film showing, Fifty Hikes in Central Florida, Watching Wildlife in the Wekiva River Basin, St. Johns River - Home for Bears, the Caves of the St. Johns River System, the Florida Trail, an Environmental Information Fair with Smokey the Bear in attendance, Native Fish of the St. Johns, and Birds of Prey.

Hispanic Heritage Month (September 15-October15) activities include an art exhibit by Alice Rodriguez Brady at the Alafaya Branch and a showing of her painting *Llave al Pasado* (Key to the Past) at the main Library. Library graphic designer Ben Garcia created a poster and note cards from this painting to be sold in the Friends Gift Shop, Gifts and Greetings, and at Hispanic Heritage month programs. Programs include Music and Dance in the Library, Paint like the Masters, Film showings, Hispanic Heritage Celebrations with entertainment, food, dance, art and folklore at several Branches. Other activities include computer classes, Healthy Connections and story programs in Spanish plus the Friends of the Library are encouraging donations of Spanish language materials in good condition.

The Library has five book clubs meeting regularly: Literary Ladies at West Orange Branch, Central Florida Book Club at Herndon Branch, Southwest Book Club, The Reading Ring at Herndon Branch and the Teen Book Club at Main.

Alphabet Bites begins in September in the Children's Library at Main. There will be stories, activities, crafts and ABC fun. Children will discover a new letter every week. Plus the first in a series of programs promoting Sunshine State Books kicks off in September with Sunshine State Reads *Once Upon a Marigold*.

Get up close with 3D animation in Library Central as Sam Siragusa of ElectricBear Studios and his talented team explore the making of a 3D movie from concept to completion on Saturday, October 29, 2:00 p.m. Activities for adults, teens, and children include exploring the world of animation, storytelling, hand painting, coloring pages, and even refreshments.

In October, *GHOST Magazine* presents Orlando Hauntings with Michael Gavin at the Friends Second Saturday program. Spooktacular fun and fall festivities continue through the month at Main and Branches with costumes, spooky stories, crafts, and games for our children. Also, author Greg Jenkins will talk about his book *Florida's Ghostly Legends and Haunted Folklore* and author Leslie Halpern will explore Scary Movies in Library Central.

Don't miss the Library's first Fantastic Family Fair on Friday, November 4, after hours at 7 p.m. at the Main Library. Family fun with games, food, face painting, storytelling, contests, music, prizes and more. This event is part of Orange County's National Family Week celebration.

In November, the Library will host a benefit concert, Musicians for Lifelong Learning, in Library Central, presented by Twisted Oak Productions, Inc. A school orchestra, Roger Zimish and TJ Evans on acoustic guitars, and Bill Whitacre with folk guitar will perform. Partial proceeds from the sale of CD's will benefit A Gift for Teaching and the Library.

**Orange County Library System
Board of Trustees Meeting
Thursday, September 8, 2005**

Third Floor Renovation Project

3rd Floor Project Summary

9/1/2005

Aug 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	45,900
Construction			
Contractor	600,000	598,644	371,986
Floor covering	61,000	60,186	0
Testing	3,000	5,000	4,694
Other	10,000	10,000	0
Construction Total	<u>674,000</u>	<u>673,830</u>	<u>376,680</u>
Contingency	72,500	73,202	n/a
TOTAL PROJECT	<u><u>800,000</u></u>	<u><u>800,000</u></u>	<u><u>422,580</u></u>

Comments: Skanska has asked for a two-week extension of the contract to accommodate the additional work required for the bathroom tile installation. The Bookstore change calls for some new lighting fixtures, which will be delivered in about 4-6 weeks. An October opening is expected.

**Orange County Library System
Board of Trustees Meeting
Thursday, September 8, 2005**

Winter Garden Project Summary

Winter Garden Project Summary

Aug 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	32,861
Other	10,000	22,000	21,711
Construction Total	<u>2,193,000</u>	<u>2,337,770</u>	<u>2,262,260</u>
Contingency	207,000	60,082	
TOTAL PROJECT	<u>2,550,000</u>	<u>2,550,000</u>	<u>2,407,660</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>

**Orange County Library System
Board of Trustees Meeting
Thursday, September 8, 2005**

**Public Comment:
Non-Agenda Items**