

**Orange County Library System
Board of Trustees**

Board Packet for December 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*

December 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, December 8, 2005, at the **Main Library in the Info Power Suite**; 407.835.7323

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
December 8, 2005
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

- 05-236 I. **Call to Order**
- 05-237 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 .
- 05-238 III. **Approval of Minutes:**
- 05-239 **Library Board of Trustees Supplemental Meeting ~ November 9, 2005**
- 05-240 **Library Board of Trustees Meeting ~ November 10, 2005**
- 05-241 IV. **Staff Presentation: Marilyn Hoffman ~ Staff Day Video / Central Florida Reads Wrap-up**
- 05-242 V. **Financial Statements and Summaries: November 2005**
- 05-243 VI. **Statistics and Summaries: November 2005**
- 05-244 VII. **Action Items**
- 05-245 **Consent Agenda**
- 05-246 **Computer Purchase**
- 05-247 **Library Facilities Rental and Service of Alcohol**
- 05-248 **Amendments to Defined Benefit Plan, Defined Contribution Plan, and Director's 457(f) Agreement**
- 05-249 **Non-Consent Agenda**
- 05-250 **Proposed Changes to Defined Benefit Pension Plan**

- 05-251 **VIII. Discussion and Possible Action Items**
- 05-252 **Acceptance of Personnel Committee Minutes ~ December 1, 2005**
- 05-253 **Personnel Committee Report ~ Director's Evaluation**
- 05-254 **Update: Non-Directive Employee Attitude Assessment Work Group ~ Librarians**
- 05-255 **IX. Information**
- 05-256 **Director's Report**
- 05-257 **Third Floor Renovation Project**
- 05-258 **Public Comment: Non-Agenda Items**

X. Adjournment

Next Meeting Date: January 12, 2006 ~ Winter Garden Branch Library; 805 East Plant Street; Winter Garden, Florida 34787 --- February 9, 2006 ~ Orlando Public Library; Albertson Room; 101 East Central Boulevard; Orlando, Florida 32801.

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

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

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

Call to Order

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

Public Comment

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

Approval of Minutes

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

**Approval of Minutes:
Library Board of Trustees
Supplemental Meeting ~
November 9, 2005**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
SUPPLEMENTAL MEETING
November 9, 2005
Southeast Branch Library
5575 South Semoran Boulevard
Orlando, Florida 32822

Board Members Present: Sara Brady; James Tyson; Tom Kohler; Matthew Pardy;
Livia Rivera

Administration Present: Debbie Moss; Robert Tessier; Carla Fountain; Marilyn
Hoffman; Eric Atkinson; Sally Fry; Craig Wilkins;
Kathryn Robinson; Milinda Neusaenger

I. Call to Order

President Brady called the meeting to order at 6:43 p.m.

Tom Wilkes, the Library's General Council, gave an overview of proceedings at the October 25, 2005 Board of Orange County Commissioners meeting in regards to a potential local bill that proposes changes to the Library's legislation. Discussion ensued regarding the ramifications of the local bill and any possible response from the Board of Trustees.

Trustee Kohler, seconded by Trustee Tyson, moved to formally notify in writing, the local Orange County Legislative Delegation of the Board's opposition of the proposed amendment to the Orange County Library District Act. Motion carried 5-0.

X. Adjournment

President Brady adjourned the meeting at 7:24 p.m.

Next Meeting Dates: November 10, 2005 ~ Hiawassee Branch Library; 2768 North Hiawassee Road; Orlando, Florida 32818 --- December 8, 2005 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- January 12, 2006 ~ Winter Garden Branch Library; 905 East Plant Street; Winter Garden, Florida 34787.

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

**Approval of Minutes:
Library Board of Trustees ~
November 10, 2005**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
November 10, 2005
Hiawassee Branch Library
2768 North Hiawassee Road
Orlando, Florida 32818
407.521.2459

- 05-220 I. **Call to Order**
Board Members Present: Sara Brady; (11/1); James Tyson (11/1); Tom Kohler (11/1); Matthew Pardy (11/0); Livia Rivera (7/0)
- Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Eric Atkinson; Marilyn Hoffman; Craig Wilkins; Sally Fry; Kathryn Robinson; Milinda Neusaenger
- President Brady called the meeting to order at 7:00 p.m.
- 05-221 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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- 05-222 III. **Approval of Minutes: Library Board of Trustees Meeting ~ October 13, 2005**
Trustee Tyson, seconded by Trustee Pardy, moved to approve the minutes from the October 13, 2005 Board of Trustees Meeting. Motion carried 5-0.
- 05-223 IV. **Staff Presentation: First Impressions from the New Librarians: Taryn Brown; Terran McCanna; Angela Michael & Katherine Puller**
Angela Michael, Taryn Brown, Terran McCanna and Katherine Puller, the newest librarians to join the OCLS Team, shared their thoughts and impressions of working in the Community Relations Department. They are enhancing and expanding the programs offered at all library locations and the programs are coordinated with monthly themes and bibliographies of related materials available. All four librarians are working on a major project to create a balanced scorecard for the library. They are excited about the new innovations and technology offered at OCLS, as well as the chance to participate in promoting all library services. Brief discussion ensued.

05-224 V. **Financial Statements and Summaries: October 2005**

05-225 VI. **Statistics and Summaries: October 2005**

05-226 VII. **Action Items**

Trustee Tyson, seconded by Trustee Kohler, moved to approve the items on the Consent Agenda. Motion carried 5-0.

05-227 **Consent Agenda**

05-228 **Revised Purchasing Policy**

The Board approved the revised Purchasing Policy.

05-229 **Amendment to Cafeteria Plan Document ~ Grace Period for Medical Flexible Spending Accounts**

The Board approved the second amendment to the Cafeteria Plan Document.

05-230 VIII. **Discussion and Possible Action Items**

05-231 **Branch Development Plan Update**

Branch Administrator, Craig Wilkins gave an update of the Branch Development Plan, and investigations into potential locations of new facilities. Mr. Wilkins stated that as written in the Strategic Plan, the Library continues to pursue appropriate sites for facilities on the east side of the county. Brief discussion ensued.

05-232 IX. **Information**

05-233 **Director's Report**

▶ The Family Fair on Friday, November 4th was a great event. We had lots of activities planned. About 350 people attended and had great fun. Attendees were amazed at the amount and the variety of activities that we had. Thanks go to all the staff who planned and executed and of course cleaned up after the event.

▶ West Oaks converted to self-check-out on October 26, 2005. First day checkouts totaled 2243 items – 191 by staff and 2052 (91%) items by self check.

▶ All System locations were closed Monday October 24, 2005 due to Hurricane Wilma. Aside from the loss of library service, our facilities came through the storm in good shape. No significant storm damage was reported.

▶ The copiers at Main have been converted to Value Card only. South Creek is next and then we will evaluate how it is working before we extend it to other branches.

▶ The latest MAYL donations have been processed, with the total received to date is \$14,657.35.

05-234 **Third Floor Renovation Project**

05-235 **Public Comment: Non-Agenda Items**

X. **Adjournment**

President Brady adjourned the meeting at 8:12 p.m.

**Next Meeting Dates: December 8, 2005 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 ---
January 12, 2006 ~ Winter Garden Branch Library; 905 East Plant Street; Winter Garden, Florida 34787.**

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

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

**Staff Presentation: Marilyn
Hoffman ~ Staff Day Video /
Central Florida Reads Wrap Up**

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

**Financial Statements &
Summaries: November 2005**

Orange County Library System

Financial Statement Highlights

Two Months Ended November 30, 2005

Operating Fund Revenue and Expenditure Summaries

Ad Valorem Taxes

The first tax distribution for this fiscal year was received in the third week of November. The receipt of tax revenues certainly helped our cash flow.

Grants & Awards

During November, \$73,500 was received from The Bill and Melinda Gates Foundation, \$6,300 from Target and \$2,000 from Wal-Mart for a total of \$81,800. The purpose of the Gates Foundation grant is to replace outdated hardware, which was originally funded by a grant from the same Foundation in 1999. The purpose of the Target grant is to support the Literacy Preparedness Program. Over the years, individual Wal-Mart stores have generously made several donations to our branches.

Training and Travel

During the month, about \$9,700 of costs for Staff Development Day, which was held on November 11th, hit the Training and Travel account.

Supplies

This account increased almost \$147,000 during the month and much of this increase was due to the purchase of KWIK cases for DVD's and CD's, which previously had been approved by the Library Board.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Two Months Ended November 30, 2005**

	ANNUAL BUDGET	YTD ACTUAL	(2 month=17%)
AD VALOREM TAXES	27,477,433	2,118,045	7.7%
INTERGOVERNMENTAL			
Grants	148,000	0	0.0%
State Aid	1,502,000	0	0.0%
Law Collection Fees	57,000	40,000	70.2%
	<u>1,707,000</u>	<u>40,000</u>	<u>2.3%</u>
CHARGES FOR SERVICES			
Fee Cards	5,500	1,127	20.5%
PC Pass	42,000	3,829	9.1%
Classes	1,500	490	32.7%
Copy & Vending	185,000	21,730	11.7%
Fax	0	414	
Notary	0	0	
Scanner	0	45	
PC Express	0	60	
Reference Charges	0	175	
Tell Me More Program	0	25	
	<u>234,000</u>	<u>27,895</u>	<u>11.9%</u>
FINES			
Fines	1,250,000	184,198	14.7%
Lost Materials	100,000	18,686	18.7%
	<u>1,350,000</u>	<u>202,884</u>	<u>15.0%</u>
MISCELLANEOUS			
Interest Earnings	299,567	23,947	8.0%
Rents	7,000	782	11.2%
Contributions - Friends of Library	118,000	35,556	30.1%
Contributions - Fund Raiser	0	514	
Contributions - Others	6,000	2,858	47.6%
Miscellaneous	30,500	5,801	19.0%
Disk Sales	2,500	342	13.7%
Grants & Awards	0	81,800	
	<u>463,567</u>	<u>151,600</u>	<u>32.7%</u>
TRANSFER FM PROP APPRAISER	25,000	0	0.0%
TRANSFER FM TAX COLLECTOR	235,000	0	0.0%
TOTAL REVENUES	<u><u>31,492,000</u></u>	<u><u>2,540,424</u></u>	<u><u>8.1%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Two Months Ended November 30, 2005**

	ANNUAL BUDGET	YTD ACTUAL	(2 month=17%)
SALARIES & BENEFITS			
Salaries	12,867,552	1,874,104	14.6%
Medicare Taxes	186,580	25,777	13.8%
Defined Contribution Pension Plan	965,067	137,554	14.3%
Defined Benefit Pension Plan	1,055,242	100,000	9.5%
Life and Health Insurance	2,213,057	274,219	12.4%
Worker's Compensation	128,676	26,324	20.5%
Unemployment Compensation	20,000	0	0.0%
Parking & Bus Passes	93,960	14,524	15.5%
	<u>17,530,134</u>	<u>2,452,502</u>	<u>14.0%</u>
OPERATING			
Professional Services	250,000	22,332	8.9%
Other Contractual Services	888,000	62,515	7.0%
Other Contract. Serv.- Janitorial	276,000	40,824	14.8%
Training and Travel	90,000	17,421	19.4%
Telecommunication	315,000	23,713	7.5%
Delivery and Postage	1,270,000	159,083	12.5%
Utilities	784,000	76,548	9.8%
Rentals and Leases	913,000	149,606	16.4%
Insurance	216,000	46,067	21.3%
Repair and Maintenance	850,000	69,842	8.2%
Repair & Maint. - Hardware/Software	356,000	111,720	31.4%
Copying/Printing	231,000	19,742	8.5%
Property Appraiser's Fee	289,000	71,724	24.8%
Tax Collector's Fee	560,000	42,361	7.6%
Supplies	750,000	148,985	19.9%
Supplies-Hardware/Software	267,000	141	0.1%
Memberships	15,000	990	6.6%
Contingency	300,000	0	0.0%
	<u>8,620,000</u>	<u>1,063,614</u>	<u>12.3%</u>
CAPITAL OUTLAY			
Building and Improvements	1,155,000	263	0.0%
Equipment and Furniture	300,000	11,328	3.8%
Hardware/Software	345,000	8,481	2.5%
	<u>1,800,000</u>	<u>20,072</u>	<u>1.1%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	12,500	7,497	60.0%
Materials - Law	36,000	28,832	80.1%
Materials - Other	4,229,500	766,432	18.1%
	<u>4,278,000</u>	<u>802,761</u>	<u>18.8%</u>
TRANSFERS TO OTHER FUNDS			
Branch Debt Service Fund	702,000	0	0.0%
Sinking Fund	150,000	0	0.0%
	<u>852,000</u>	<u>0</u>	<u>0.0%</u>
TOTAL EXPENDITURES	<u>33,080,134</u>	<u>4,338,949</u>	<u>13.1%</u>

**ORANGE COUNTY LIBRARY DISTRICT
MAIN DEBT SERVICE FUND
Two Months Ended November 30, 2005**

	ANNUAL BUDGET	YTD ACTUAL	(2 month=17%)
REVENUES			
Ad Valorem Taxes	1,200,149	92,515	7.7%
Interest	15,851	115	0.7%
Transfer From Tax Collector	13,000	0	0.0%
TOTAL REVENUES	1,229,000	92,630	7.5%

EXPENDITURES			
Principal	1,200,000	0	0.0%
Interest	54,000	0	0.0%
Tax Collector's Fee	26,000	1,850	7.1%
TOTAL EXPENDITURES	1,280,000	1,850	0.1%

FUTURE DEBT SERVICE PAYMENTS

DATE	PRINCIPAL	INTEREST
03/01/06		27,000
09/01/06	1,200,000	27,000
	1,200,000	54,000

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Two Months Ended November 30, 2005**

	ANNUAL BUDGET	YTD ACTUAL	(2 month=17%)
REVENUES			
Transfer From General Fund	702,000	0	0.0%
Interest	10,000	2,080	20.8%
TOTAL REVENUES	712,000	2,080	0.3%
 EXPENDITURES			
<u>2003 NOTE</u>			
Principal	350,513	0	0.0%
Interest	58,946	0	0.0%
<u>FUTURE BORROWINGS</u>			
Principal	200,000	0	0.0%
Interest	100,000	0	0.0%
TOTAL EXPENDITURES	709,459	0	0

FUTURE DEBT SERVICE PAYMENTS FOR 2003 NOTE

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
Two Months Ended November 30, 2005**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(2 month=17%)</u>
REVENUES			
Line of Credit Proceeds	2,200,000	0	0.0%
Misc. (Sale of West Orange)	0	350,000	0.0%
TOTAL REVENUES	<u>2,200,000</u>	<u>350,000</u>	<u>15.9%</u>

EXPENDITURES

FUTURE BRANCH LOCATION

Land	2,000,000	0	0.0%
Architect / Engineer	200,000	0	0.0%
TOTAL EXPENDITURES	<u>2,200,000</u>	<u>0</u>	<u>0</u>

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Two Months Ended November 30, 2005**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(2 month=17%)</u>
REVENUES			
Transfer From General Fund	150,000	0	0.0%
Interest	0	491	
TOTAL REVENUES	<u>150,000</u>	<u>491</u>	<u>0.3%</u>
RESERVES			
Reserves-Building and Improvements	75,000	0	0.0%
Reserves-Technology	75,000	0	0.0%
TOTAL RESERVES	<u>150,000</u>	<u>0</u>	<u>0.0%</u>

**ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
November 2005**

	BALANCE 10/31/05	RECEIPTS	DISBURSE	BALANCE 11/30/05
OPERATING				
Checking	593,837	4,102,483	(2,576,842)	2,119,478
SBA Investments	4,634,004	11,738	(1,500,000)	3,145,742
CD Investments	732,000	0	0	732,000
	5,959,841	4,114,221	(4,076,842)	5,997,220
MAIN DEBT SERVICE				
AIM Investments	38,841	104,004	0	142,845
BRANCH DEBT SERVICE				
CD Investments	407,945	0	0	407,945
CAPITAL PROJECTS				
Checking	0	0	0	0
SBA Investments	153,251	491	0	153,742
	153,251	491	0	153,742

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

ASSETS

Certificates of Deposit	732,000
Cash on Hand	14,405
Equity in Pooled Cash	2,119,478
Accounts Receivable	16,662
Due From Other Funds	88,381
Due From Other Governments	74,657
Interest Receivable	4,483
Inventory	186,354
Investments-SBA	3,145,742
Prepays	88,164
Other Assets-Deposits	<u>9,275</u>
TOTAL ASSETS	<u><u>6,479,601</u></u>

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

LIABILITIES

Accounts Payable	103,092
Retainage Payable	247,550
Due to Other Funds	0
Accrued Wages Payable	459,981
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	12
Due To FOL-Taxable Book Sales	2,238
Due To FOL-Nontaxable Book Sales	22
Due To FOL-Sales Tax	148
United Appeal	188
Bonds	38
Def Comp Employees	0
Health Insurance	19,413
Union Dues	657
Union-Cope	0
Optional Life	1,823
Flex Spend Med	(661)
Flex Spend Dep	0
Ben-DCP	42
Miscellaneous	129
Daughters of American Revolution	1,819
Unclaimed Payroll	1,571
TOTAL LIABILITIES	838,062

FUND BALANCE

Reserve for Inventory	186,354
Reserve for Encumbrances	0
Reserve for Prepaids	135,724
Reserve for Walker	4,000
Reserve for Phillips	100,000
Reserve for Warner	33,712
Reserve for Gullett	19,805
Designated Murray	532,922
Designated for Sondheim	39,941
Designated for Strategic Plan	4,000,000
Designated for Encumbrances	216,502
Unreserved/Undesignated	2,171,101
Current Year Excess of Revenues Over Expenditures	(1,798,522)
TOTAL FUND BALANCE	5,641,539

TOTAL LIABILITIES & FUND BALANCE **6,479,601**

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

**Statistics and Summaries:
November 2005**

STATISTICAL SUMMARY

November 2005 Statistics for December 2005 meeting

Circulation and Door Count trends:

Talking Books has now been on the second floor for a year and it is 12 months since we took over all mailing functions from here at Main. We can now really compare our statistics to those of last. We did have an increase in the number of items sent to patrons of 23.39% (from 2,907 items to 3,587 items) and a door count increase from 4 visitors last year to 14 visitors this year.

Main Library door count is down. Main was closed for 3 hours (from 6:00 p.m. to 9:00 p.m.) due to water line issue though that only accounts for an approximate loss of 250 visitors. Some of the decrease continues to be attributable to last year's very high numbers due to early voting. Overall system door count is largely holding its own with an increase of 3.62%.

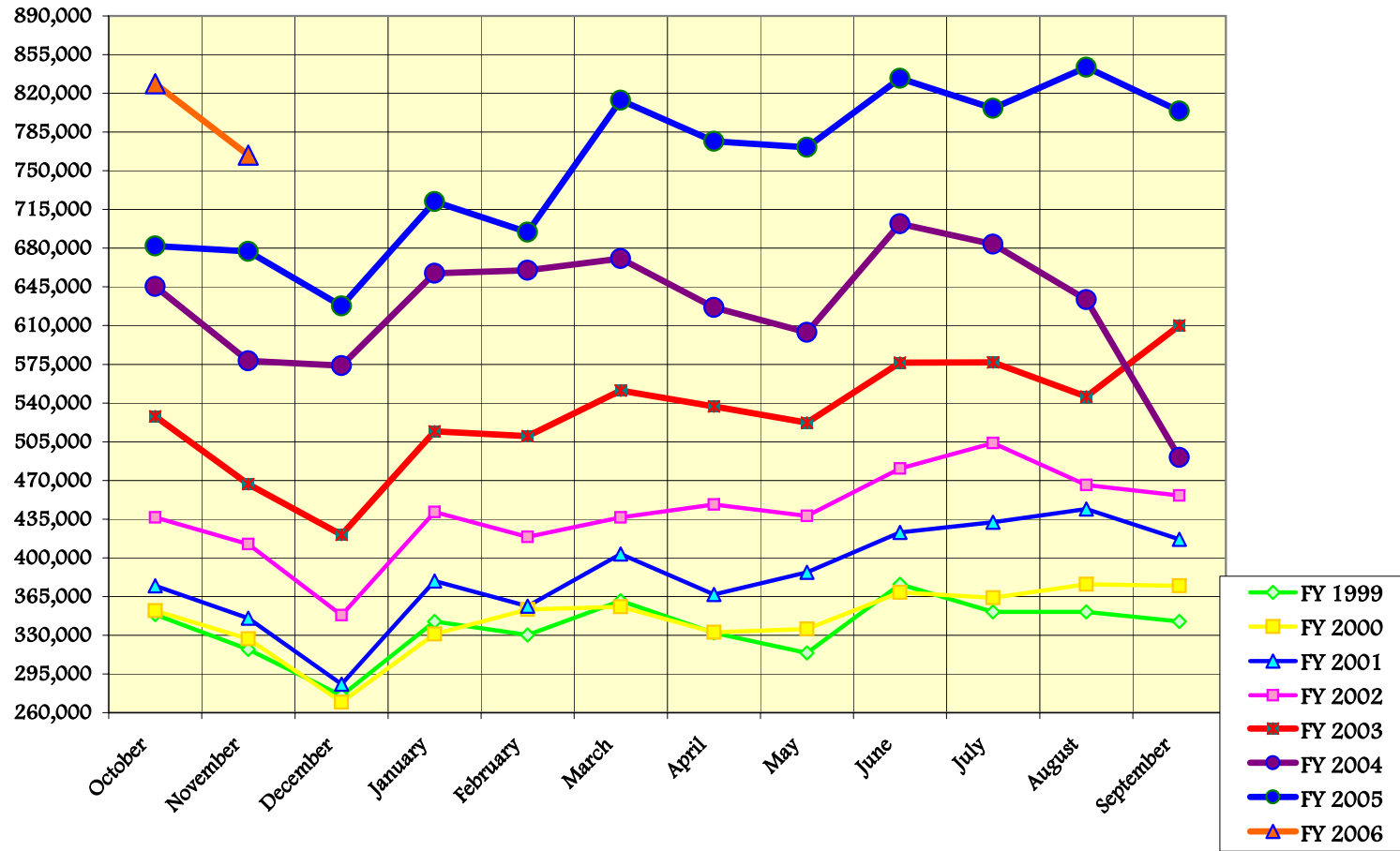
Library Activity

Questline activity is up over last year. Over the last several months we have begun routing branch calls through this central call hub. This allows branch staff to provide service to the increasing numbers of visitors coming through their doors and allows Questline staff apply their expertise to these calls which do not particularly need to be handled at any specific location. Effective the end of November all branch calls have been routed in this way.

www.ocls.info

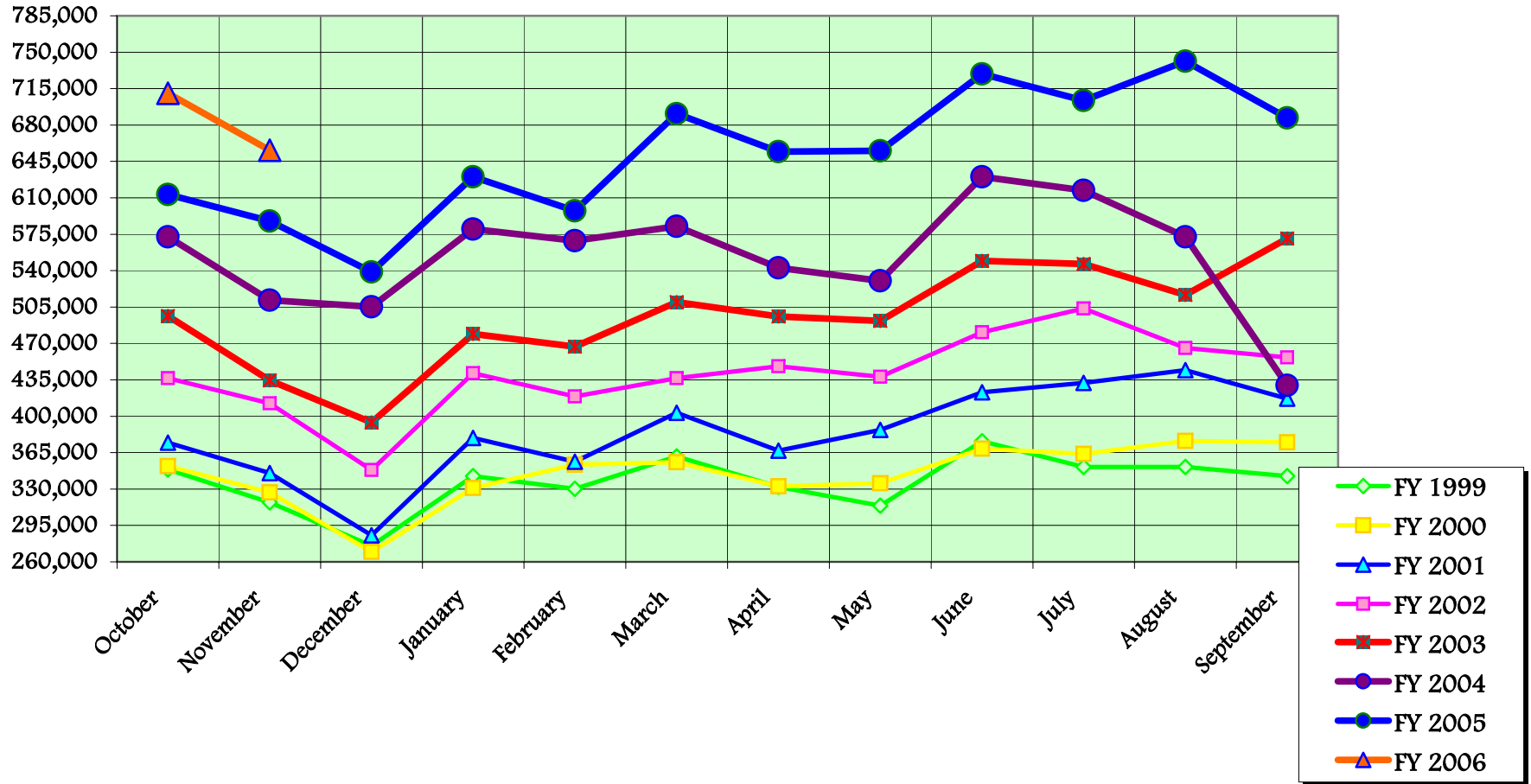
Online comments are up due to a significant increase in spam. One half of all comments received online this month were spam. The Information Systems staff responded very quickly to the recent email virus outbreak. Within four hours we were fully inoculated. Though the emails continue to appear in inboxes, even if attachments are inadvertently opened, they cause no harm.

**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION WITH ELECTRONIC STATS**
(Circ Stats - previous month & Electronic Stats - 2 months previous)
Fiscal Year 1999 Through Fiscal Year 2006 TO Date

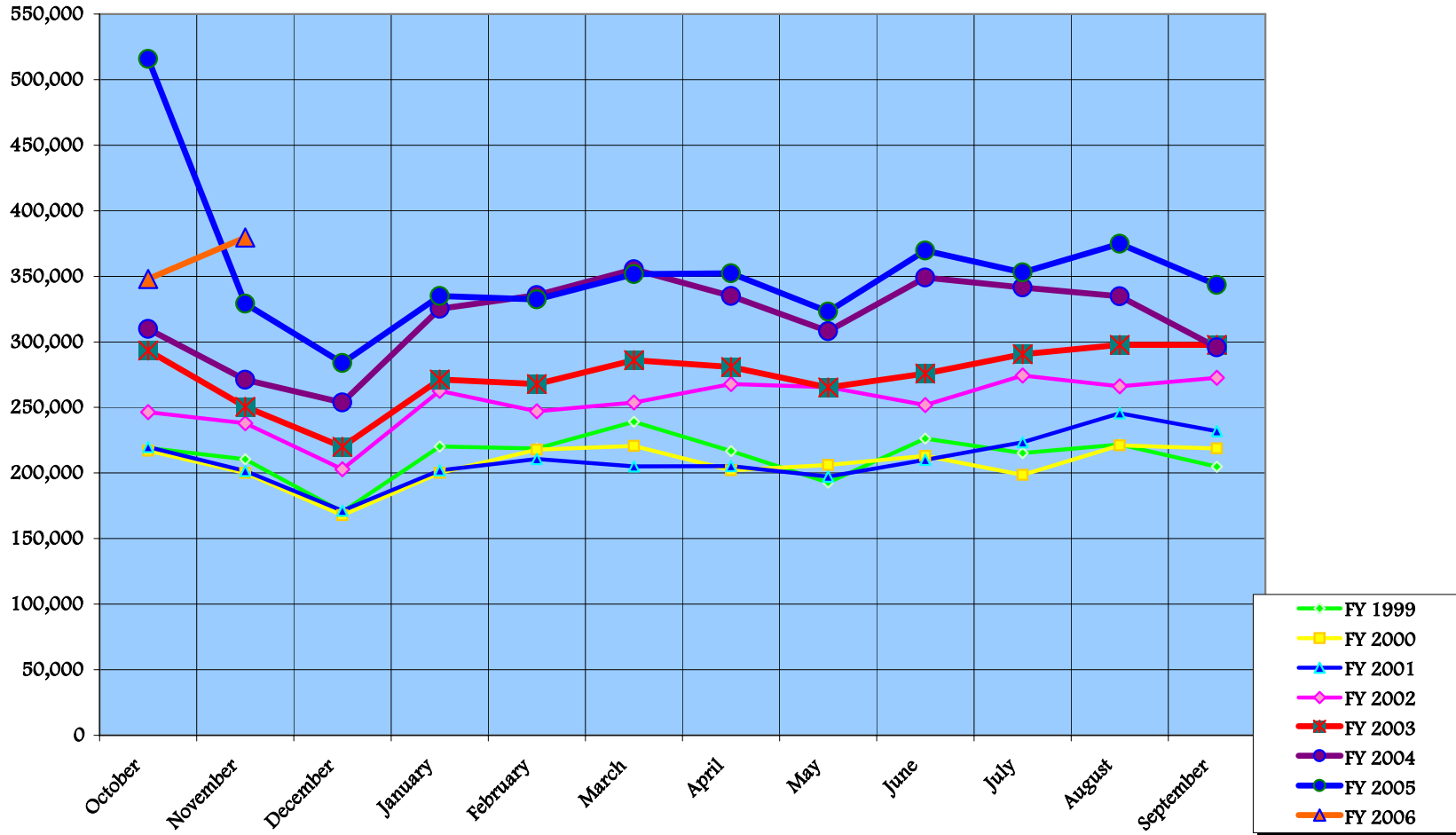


ORANGE COUNTY LIBRARY SYSTEM CIRCULATION

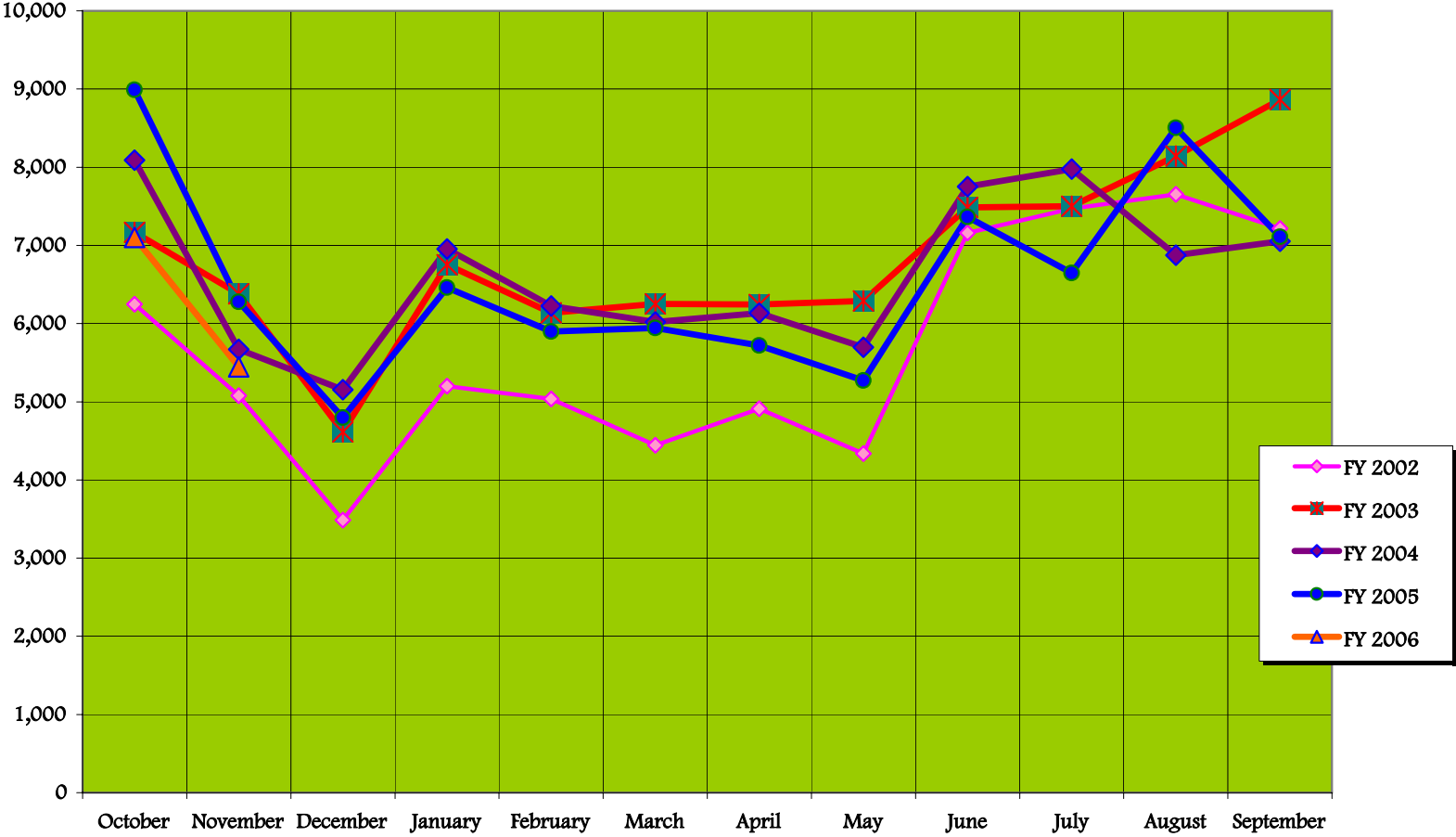
Fiscal Year 1999 Through Fiscal Year 2006 TO Date



Orange County Library System
 Door Counts
 Fiscal Year 1999 through Fiscal Year 2006 To Date



Orange County Library System
 New Patron Registration
 Fiscal Year 2002 through Fiscal Year 2006 To Date



Circulation and Door Count
October ~ March

Orange County Library System: Report for FY 2006 YTD & FY 2005

	Oct-05	Oct-04	Nov-05	Nov-04	% of Change	Dec-05	Dec-04	Jan-06	Jan-05	Feb-06	Feb-05	Mar-06	Mar-05
Circulation													
Main	223,362	193,476	205,261	180,444	13.75%		172,909		185,053		179,407		206,377
Branches	433,780	366,219	405,141	356,640	13.60%		320,269		389,616		371,003		421,338
MAYL	49,789	52,902	41,659	48,152	-13.48%		42,305		52,548		44,206		59,822
Talking Books	3,650	528	3,587	2,907	23.39%		3,211		2,942		2,885		3,400
Total	710,581	613,125	655,648	588,143	11.48%		538,694		630,159		597,501		690,937
Door Count													
Main	55,768	68,996	47,303	52,721	-10.28%		47,060		62,089		58,023		61,375
Branches	292,293	366,470	296,053	278,637	6.25%		236,839		272,964		274,354		290,246
Talking Books	17	13	14	4	250.00%		6		4		7		9
Total	348,061	435,466	343,356	331,358	3.62%		283,905		335,053		332,377		351,621

Circulation and Door Count

April - September

Orange County Library System: Report for FY 2006 YTD & FY 2005

	Apr-06	Apr-05	May-06	May-05	Jun-06	Jun-05	Jul-06	Jul-05	Aug-06	Aug-05	Sep-06	Sep-05	YTD 2006	YTD 2005
Circulation														
Main		201,587		204,294		211,295		215,285		219,182		207,422	428,623	2,376,731
Branches		399,791		399,146		460,906		433,969		460,450		424,117	838,921	4,803,464
MAYL		50,238		48,332		53,710		50,541		57,287		51,355	91,448	611,398
Talking Books		2,930		3,327		3,162		3,837		4,403		3,929	7,237	37,461
Total		654,546		655,099		729,073		703,632		741,322		686,823	1,366,229	7,829,054
Door Count														
Main		60,548		53,029		59,132		58,070		61,156		55,695	103,071	697,894
Branches		291,853		269,970		310,530		294,817		313,581		287,655	588,346	3,487,916
Talking Books		4		7		10		10		8		7	31	80
Total		352,401		322,999		369,662		352,887		374,737		343,350	691,417	4,185,810

Website Report

	Apr-06	Apr-05	May-06	May-05	Jun-06	Jun-05	Jul-06	Jul-05	Aug-06	Aug-05	Sep-06	Sep-05	YTD 2006	YTD 2005
Hits to the Website														
Inside								3,309,887		3,406,272		2,763,607		9,479,766
Outside								2,589,153		3,120,101		2,664,211		8,373,465
Total		14,544,626		14,512,004		17,533,639		5,899,040		6,526,373		5,427,818		141,210,775
Visits														
Inside								64,246		78,924		59,230		202,400
Outside								132,821		146,379		118,883		398,083
Total								197,067		225,303		178,113		600,483
Unique Visitors														
Inside								865		924		871		2,660
Outside								34,199		41,216		34,211		109,626
Total								35,064		42,140		35,082		112,286
Page Views														
Inside								992,417		856,423		756,301		2,605,141
Outside								800,882		886,262		914,997		2,602,141
Total								1,793,299		1,742,685		1,671,298		5,207,282

Library Activities October - March

Orange County Library System: Report for FY 2006 YTD & FY 2005

	Oct-05	Oct-04	Nov-05	Nov-04	% of Change	Dec-05	Dec-04	Jan-06	Jan-05	Feb-06	Feb-05	Mar-06	Mar-05
Program Attendance Total	14096	13,258	14,719	10,838	35.81%		7,987		9,680		12,456		11,942
Total # of Programs	420	405	405	350	15.71%		365		342		419		458
Community Events Attendance Total	1760	1,704	2,060	1,792	14.96%		0		277		472		353
Total # of Community Events	27	18	22	25	-12.00%		0		7		14		4
Events Line	12	-	16	49	-67.35%		16		30		33		23
StoryLine	141	345	150	332	-54.82%		285		279		210		252
Class Attendance	1331	1,162	900	1,049	-14.20%		652		1041		1243		1215
Total # of Classes	479	262	396	229	72.93%		190		232		281		310
QuestLine	17,532	15,480	16,296	13,728	18.71%		11,873		14,530		14,240		16,040
P.C. Sessions	62,244	61,841	59,609	57,898	2.96%		55,421		62,062		60,939		66,879
Number of Active Cards in the System	358,336	301,108	365,466	300,679	21.55%		299,476		301,975		300,538		300,756
New Customer Registrations	7,104	8,989	5,445	6,277	-13.25%		4,798		6,462		5,898		5,944
Total Registered Borrowers	825,839	767,093	831,207	774,114	7.38%		778,890		785,166		787,143		795,661

**Library Activities
April - September**

Orange County Library System: Report for FY 2006 YTD & FY 2005

	Apr-06	Apr-05	May-06	May-05	Jun-06	Jun-05	Jul-06	Jul-05	Aug-06	Aug-05	Sep-06	Sep-05	YTD 2006	YTD 2005
Program Attendance Total		12,397		13,709		17,541		15,644		10,532		12,460	28,815	148,444
Total # of Programs		417		435		496		497		398		426	825	5,008
Community Events Attendance Total		3,211		1111		911		2,140		2,912		5,677	3,820	20,560
Total # of Community Events		17		10		4		12		23		43	49	177
Events Line		20		78		17				17		18		
StoryLine**		231		177		295				161		107	291	2,674
Class Attendance		1,088		1032		1835		1,237		1,361		1,189	2,231	14,104
Total # of Classes		300		322		396		350		405		398	875	3,675
QuestLine		15,797		15,661		18,202		16,923		19,009		16,545	33,828	188,028
P.C. Sessions*		63,801		60,898		63,127		62,563		71,777		62,731	121,853	749,937
Number of Active Cards in the System		302,083		309,804		319,719		328,747		339,984		349,269		
New Customer Registrations		5,720		5,270		7,363		6,647		8,505		7,110		78,983
Total Registered Borrowers		801,148		806,113		797,312		810,172		802,202		819,769		

*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.

Orange County Library System: Report for FY 2006 YTD & FY 2005
October ~ March

	Oct-05	Oct-04	Nov-05	Nov-04	% of Change	Dec-05	Dec-04	Jan-06	Jan-05	Feb-06	Feb-05	Mar-06	Mar-05
Online Catalog Searches	544,532	521,255	470,938	477,761	-1.43%		382,173		540,385		561,044		580,861
Online Renewals	113,507	73,115	106,202	89,428	18.76%		86,114		84,577		84,884		98,498
Electronic Reference Questions	137	250	124	202	-38.61%		155		198		167		222
Live Chat Questions	52	79	33	85	-61.18%		58		53		68		89
Total Online Reference Questions	189	329	157	287	-45.30%		213		251		235		311
Online Requests	49,854	47,087	43,046	44,087	-2.36%		38,464		51,113		46,095		50,663
Online Suggestions	176	62	203	105	93.33%		89		56		86		104

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Orange County Library System: Report for FY 2006 YTD & FY 2005

April ~ September

	Apr-06	Apr-05	May-06	May-05	Jun-06	Jun-05	Jul-06	Jul-05	Aug-06	Aug-05	Sep-06	Sep-05	YTD 2006	YTD 2005
Online Catalog Searches		591,395		552,508		588,634		562,331		749,206		500,632	1,015,470	6,608,185
Online Renewals		95,989		100,356		100,356		102,351		106,361		102,603	219,709	1,124,632
Online Reference Questions		172		163		178		67		120		25	261	1,919
Live Chat Questions		72		58		45		17		30		34	85	688
Total Online Reference Questions		244		221		223		84		150		59	346	2,607
Online Requests		49,204		50,203		52,956		52,366		54,738		48,920	92,900	585,896
Online Suggestions		198		148		152		148		199		171	379	1,518

Orange County Library System

Circulation Statistics

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Total Visits	Visits Year Ago	Gain (Loss)	%Gain (Loss)
Main	28	205,261	31.31%	180,444	24,817	13.75%	47,303	52,721	(5,418)	-10.28%
MAYL*	20	41,659	6.35%	48,152	(6,493)	-13.48%	36,301	46,887	(10,586)	-22.58%
Talking Books	28	3,587	0.55%	2,907	680	23.39%	14	4	10	250.00%
West Oaks	27	40,506	6.18%	36,732	3,774	10.27%	21,759	22,692	(933)	-4.11%
Herndon	23	39,553	6.03%	33,851	5,702	16.84%	22,332	26,066	(3,734)	-14.33%
Alafaya	27	52,391	7.99%	45,366	7,025	15.49%	35,008	25,066	9,942	39.66%
Southeast	23	32,870	5.01%	27,895	4,975	17.83%	29,818	29,981	(163)	-0.54%
Hiawasse	23	21,791	3.32%	19,940	1,851	9.28%	24,840	24,868	(28)	-0.11%
Southwest	23	37,017	5.65%	31,789	5,228	16.45%	21,996	18,419	3,577	19.42%
Edgewater	23	25,352	3.87%	24,556	796	3.24%	21,885	17,069	4,816	28.21%
North Orange	26	39,085	5.96%	35,788	3,297	9.21%	22,745	27,988	(5,243)	-18.73%
South Creek	27	48,446	7.39%	46,046	2,400	5.21%	31,672	27,469	4,203	15.30%
South Trail	23	22,843	3.48%	18,419	4,424	24.02%	26,150	20,225	5,925	29.30%
Winter Garden	23	22,490	3.43%	13,178	9,312	70.66%	14,121	12,598	1,523	12.09%
Windermere	23	12,777	1.95%	14,187	(1,410)	-9.94%	8,679	14,447	(5,768)	-39.93%
Washington Park	23	9,331	1.42%	8,893	438	4.93%	11,195	11,749	(554)	-4.72%
Eatonville	23	689	0.11%	N/A	N/A	N/A	3,853	N/A	N/A	N/A
Total	413	655,648	100.00%	588,143	67,505	11.48%	379,657	378,249	1,408	0.37%

*MAYL ~ Customer Transactions

NUMBER OF SEARCHES
OCTOBER 2005

FISCAL YEAR 2005	OCT 2005	NOV	DEC	JAN 2006	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD
Ancestry Library Edition	486												486
Associations Unlimited	832												832
Auto Repair Reference Center	229												229
Biography & Genealogy Master Index	881												881
Biography Resource Center	6,611												6,611
Business & Company Resource Center	1,876												1,876
Business Index ASAP	182												182
Classical.com	32												32
Computer Database	23												23
Consulta	237												237
Countrywatch	842												842
DearReader.com Online Book Club (formerly Chapter-A-Day)	48,360												48,360
Dun & Bradstreet International Business Locator	50												50
Expanded Academic ASAP	238												238
Ferguson's Career Guidance Center	511												511
First Search	5,250												5,250
Gale Virtual Reference Library e-books (FEL)	232												232
General Business File ASAP	305												305
General Reference Center Gold	1,317												1,317
Health & Wellness Resource Center and Alternative Health Module	2,374												2,374
Health Reference Center Academic	189												189
HeritageQuest Online	8,298												8,298
Info Trac OneFile	859												859
Informe	99												99
Junior Edition - K12	223												223
Kid's Edition - K12	288												288
Learnatest	477												477
Lit Finder (formerly Essay/ Poem/ Storyfinder)	2,347												2,347
Literature Resource Center	4,509												4,509
Live Homework Help	315												315
Mergent Online	456												456
Morningstar	64												64
NetLibrary eBooks	188												188
NetLibrary eBooks - Shared Collection	689												689
NetLibrary Downloadable Audiobooks	468												468
Novelist	849												849
Opposing Viewpoints Resource Center	3,881												3,881
p4A Antiques Reference	533												533
Powermediaplus Streaming Videos	255												255
Professional Collection	158												158
ProQuest Newspapers	2,825												2,825
Reference USA	3,611												3,611
Rosetta Stone	785												785
Science Online	96												96
SIRS Knowledge Source	2,266												2,266
Smithsonian Global Sound	1												1
Standard Deviants Video (formerly known as Cerebellum Online Videos)	63												63
Standard & Poors NetAdvantage	104												104
Student Edition - K12	219												219
Tumblebooks	* Not avail												Not avail.
Weiss Ratings	1,021												1,021
What Do I Read Next?	740												740
Worldbook Online	641												641
TOTAL NUMBER OF SEARCHES	108,385												108,385

Please note: *Tumblebooks -- book view statistics stopped recording on Sept. 15; no data available for entire month of October.

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

Action Items

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

Consent Agenda

- 05-246 **Computer Purchase**
- 05-247 **Library Facilities Rental and Service of Alcohol**
- 05-248 **Amendments to Defined Benefit Plan, Defined
Contribution Plan, and Director's 457(f) Agreement**

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

Computer Purchase

PUBLIC COMPUTER PURCHASE RECOMMENDATION

I. ISSUE

In pursuit of Goal 2: Provide a Range of Services that are Responsive to a Changing Community, Objective 2: Expand Use of Relevant Technology of the Strategic Plan, the Library is pursuing the purchase computer hardware to upgrade our current network of public computers.

II. BACKGROUND

In 1999, the Library received a Gates Learning Foundation grant consisting of free hardware and software for locations that met specific demographic criteria of population served economic need. The amount of this grant was \$145,272.00. This hardware is now obsolete and this grant will allow us to remove all of this equipment from service.

The Library has just received \$73,500 in additional funds from the Bill and Melinda Gates foundation through a Public Access Computing Hardware Upgrade grant. The purpose of this grant is to ensure that those locations that received original funding continue to receive up-to-date hardware. As such, the grant stipulates that any existing hardware from the original grant be replaced. In addition, in the event that this original hardware has already been replaced, the library must use the grant funds to ensure that new computers be placed at the branches that received original funding.

The effected locations are the Orlando Public Library and the Edgewater, Herndon, North Orange, South Trail, Washington Park, and Winter Garden branch libraries. The grant provides \$73,000 to upgrade public access computers in these locations and \$500 to be used for miscellaneous software. Most of the computers replaced in these locations are outdated and will be discarded by being sent to a company specializing in the environmentally safe disposal of computers. But some of the replaced computers, such as the relatively new ones at Winter Garden, can be reallocated to replace older hardware at other locations.

III. OPTIONS

The following options are offered for consideration.

Option 1. That the board authorize the purchase and installation of equipment as described below.

The library would purchase approximately 73 computers and monitors to upgrade public access computers at the 8 eligible locations. Total expenditures approved under this proposal would not exceed \$73,000. Obsolete computers (slower than 1GHz) would be discarded, newer systems

would be reallocated to other system locations not covered by the grant in order that obsolete hardware could be removed from the system.

Advantages

1. These purchases would enhance public access computing.
2. Public tax dollars would not be used to provide these upgrades.

Disadvantages

1. Staff time would be needed to upgrade these computer systems and to reallocate current hardware to those locations that did not receive funding.

Option 2. The Library would decline the funds received through the PAC Hardware Upgrade grant.

Advantages

1. No board action would be required at this time.

Disadvantages

1. Public tax dollars would need to be used to perform these upgrades at a future time.

IV. RECOMMENDATION

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

Authorization to expend up to \$73,000 received from the Bill and Melinda Gates Foundation to upgrade computers 8 system locations.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-246

RESOLUTION TO APPROVE THE PURCHASE OF COMPUTER EQUIPMENT.

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 8th day of December, 2005, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The following was offered by Trustee Tyson and supported by Trustee Kohler:

The Board Resolves:

- 1.To authorize to expend up to \$73,000 received from the Bill and Melinda Gates Foundation to upgrade computers at eight system locations.
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, December 8, 2005**

**Library Facilities Rental and
Service of Alcohol**

Permission to Serve Alcohol After Hours

I. PROBLEM STATEMENT

The Orange County Library System is hosting an after hours program with the Society of American Travel Writers, *A Travel Forecast*. The Society has approached the Library with a request to serve alcoholic beverages at the program.

Specifically, the Society of American Travel Writers in connection with the 11th Annual Institute for Travel Writing & Photography, has requested to serve alcoholic beverages at the *Travel Forecast* program on Friday, January 27, 2006 from 7:00-9:00 p.m. The event will include a talk by Veronica Stoddard, Leisure Travel Editor of USA Today and a panel discussion to follow that includes travel journalists Tom Brosnahan, Lee Foster, Herb Hiller, M. Timothy O'Keefe, Bruce Whipperman and University Press of Florida Editor-in-Chief John Byram.

The Society of American Travel Writers plans light catering and would like to have alcohol served at their expense. They understand and know that if alcohol consumption on Library premises is approved, they would need to hire a caterer who has a liquor license and liquor liability insurance, and adhere to the Alcoholic Beverage Policy. They agree to these requirements. Library staff will be in attendance to monitor the proceedings.

II. OVERVIEW

On January 27, 2006, at 7:00 p.m., the Library intends to present a program with the Society of American Travel Writers in connection with the 11th annual Institute for Travel Writing & Photography. The members of the Society of American Travel Writers are requesting permission to have alcoholic beverages served by a licensed bartender, caterer, or other entity which provides liquor liability insurance coverage. They plan to engage the services of either Meiner's Catering or Bubbalou's BBQ. As stated in the adopted Alcoholic Beverage Policy, Board approval is necessary to serve alcoholic beverages. The event, will be *A Travel Forecast*, and will take place in Library Central at the Main Library.

III. OPTIONS

Option 1. The board approves the Society of American Travel Writers request to serve alcohol and gives permission to engage a caterer to serve alcoholic beverages at the program, *A Travel Forecast*, in Library Central at the Main Library.

Advantages:

Library would continue long standing relationship with the Society of American Travel Writers with presentation of the *Travel Forecast* program and network with nationally known travel writers and photographers attending the program. The serving of wine and beer could add to the ambiance of the program.

Disadvantages:

Some of the travel writers in attendance may not attend.

Option 2. The board does not approve the Society of American Travel Writers' request to have alcohol served at the program, *A Travel Forecast*.

Advantages: The program, *A Travel Forecast* will be presented alcohol free.

Disadvantages: The Society of American Travel Writers believes serving alcoholic beverages would be appealing to the attendees and enhance the ambiance of this after hours program.

I. RECOMMENDATION

Staff recommends Option 1, that the Library Board, approve the request and allow Society of American Travel Writers to engage a caterer with a liquor license to serve alcohol at their January 27 event.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION

RESOLUTION TO APPROVE PERMISSION TO SERVE ALCOHOL.

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 December, 2005, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following was offered by

The Board Resolves:

1. Approve the Society of American Travel Writers' request to engage a caterer to serve alcoholic beverages at the program, A Travel Forecast in Library Central at the Main Library.
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, December 8, 2005**

**Amendments to Defined Benefit
Plan, Defined Contribution Plan,
and Director's 457(f) Agreement**

Amendments to Defined Benefit Plan, Defined Contribution Plan, and Director's 457(f) Agreement, to Conform to Recent Federal Legislation

I. ISSUE STATEMENT

Recent federal legislation makes it necessary to amend the Library's Defined Benefit Plan, Defined Contribution Plan, and 457(f) agreement with the Director, to avoid adverse tax consequences.

Both the Defined Benefit and Defined Contribution Plans should be amended to provide that a participant's benefit will only be paid out automatically as a lump sum if the value of the benefit is \$1,000 or less. Both Plans now provide for an automatic lump sum payment if the value is less than \$5,000.

The Director's 457(f) Agreement, which provides deferred compensation benefits to the Director, should be amended to conform the agreement to new restrictions on the times at which nonqualified deferred compensation benefits may be paid. The Agreement provides for the payment of benefits on the occurrence of various events, including the Director's becoming disabled, or retiring after reaching age 65. The Agreement should be amended to conform the definition of "Disability" with that in the new legislation, and to replace the retirement payment event with an event which requires payment at age 65.

II. EXECUTIVE SUMMARY AND BACKGROUND

The Economic Growth and Tax Relief Reconciliation Act of 2001 ("EGTRRA") imposed a requirement on both the Defined Benefit and Defined Contribution Plans that any mandatory payout of benefits greater than \$1,000 be deposited in an employer-created IRA for the employee, unless the employee returns an election form indicating how he or she wants to take the distribution. This requirement became effective on March 28, 2005, and affected plans must be retroactively amended by December 31, 2005 either to reflect the new IRA requirements, or to lower the automatic payout limit to \$1,000 (which avoids the IRA requirement). Both the Defined Benefit and the Defined Contribution Plans are subject to these rules, because they currently provide for automatic distributions if the value of an employee's benefit is less than \$5,000.

If a participant in either Plan were to cause the Library to have to set up an IRA to deposit the Plan benefits, this would be administratively difficult, and might subject the Library to liability if there were problems with the IRA, or the notice required to be given to the participant. If the automatic cashout limit is lowered to \$1,000, the Library would never be required to set up an IRA, and the only potential effect would be that participants with Plan benefits valued between \$1,000 and \$5,000 would be able to keep their benefits in the Plans, rather than having them cashed out. This is not an administrative burden, because the accounting for both Plans is handled by the third party administrator for the Plans.

The American Jobs Creation Act of 2004 added new Section 409A to Internal Revenue Code. That Section imposed restrictions on nonqualified deferred compensation arrangements, including the Library's 457(f) Agreement with the Director. The new restrictions were effective January 1, 2005, and all affected agreements must be retroactively amended no later than December 31, 2006 to conform with the new legislation. One of the payment events in the Agreement would be the Director's disability. Code Section 409A only permits a distribution based on "disability" if the Agreement's definition follows the new legislation, which the Director's Agreement does not. In addition, because of both Code Section 409A, and the "risk of forfeiture" provisions of Section 457(f) under which the Agreement was established, distribution now needs to be fixed at age 65 (rather than at the later date the Director may retire) to avoid income taxation at age 65, but payment only at a later date. Violation of the Code Section 409A would cause significant adverse tax consequences to the Director, including accelerated income taxation, imputed interest penalties, and a 20% penalty tax.

The Library would like to amend the Defined Benefit and Defined Contribution Plans to lower the automatic payment threshold from \$5,000 to \$1,000, and amend the Director's 457(f) Agreement to conform the disability definition with the new legislation and also to provide for payment when the Director attains age 65.

The Second Amendment to the Defined Benefit Plan, the Third Amendment to the Defined Contribution Plan, and the Second Amendment to the Director's 457(f) Agreement are attached to implement the foregoing recommended changes.

III. OPTIONS

Defined Benefit and Defined Contribution Plans

Option 1 – Approve the Second Amendment to the Defined Benefit Plan and the Third Amendment to the Defined Contribution Plan.

Advantages:

1. Conforms the Plans to recent legislation, which avoids potential adverse tax consequences to participants in a "non-amender" plan, or the expenses and sanctions involved with bringing a non-amender plan into compliance.
2. Avoids the possibility that the Library would have to establish an IRA to deposit a participant's Plan benefit.

Disadvantage:

Plan benefits between \$1,000 and \$5,000 could not be paid out without participant consent; however, such consent would be expected to be routinely given, and the third party administrator would take care of such small benefits at no extra fee.

Option 2 – Don't approve the Second Amendment to the Defined Benefit Plan and the Third Amendment to the Defined Contribution Plan.

Advantage:

Small Plan benefits could be paid out up to \$5,000.

Disadvantages:

1. The Library might have to establish IRAs for participants who have Plan benefits valued between \$1,000 and \$5,000.
2. Unless the Plans are amended by December 31, 2005 to incorporate the new IRA rules, the Plans would be subject to disqualification, with significant adverse tax consequences to all participants.

Director's 457(f) Arrangement

Option 1 – Approve the Second Amendment to the Director's 457(f) Arrangement.

Advantage:

Conforms the Agreement to Plans to recent legislation, which avoids potential adverse tax consequences to the Director.

Disadvantage:

The Library would have to pay the deferred compensation to the Director at age 65 if she continues to be employed beyond that age, whereas under the Agreement as currently drafted, payment would only occur when she actually retired.

Option 2 – Don't approve the Second Amendment to the Director's 457(f) Agreement.

Advantage:

Potentially delay the payment of the deferred compensation under the Agreement if the Director continues to be employed after reaching age 65.

Disadvantage:

The Agreement would violate the recent legislation, with substantial adverse tax impact on the Director.

IV. RECOMMENDATION

Staff recommends Option 1 with respect to the Defined Benefit and Defined Contribution Plans, and also recommends Option 1 with respect to the Director's 457(f) Agreement.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-248

RESOLUTION TO APPROVE AMENDMENTS TO DEFINED BENEFIT PLAN,
DEFINED CONTRIBUTION PLAN, AND DIRECTOR’S 457(F) AGREEMENT TO
CONFORM TO RECENT FEDERAL LEGISLATION

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 December, 2005, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

- 1. To approve Second Amendment to the Defined Benefit Pension Plan, Third Amendment to the Defined Contribution Plan, and second Amendment to Deferred Compensation Agreement for Mary Anne Hodel.
- 2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**SECOND AMENDMENT TO
DEFINED BENEFIT PENSION PLAN
FOR EMPLOYEES OF
ORANGE COUNTY LIBRARY DISTRICT**

Orange County Library District (the "District"), hereby amends the Defined Benefit Pension Plan For Employees of Orange County Library District (the "Plan"), originally effective July 1, 1952 (as most recently amended and restated in its entirety, effective January 1, 1998), as follows:

WITNESSETH:

WHEREAS, the District maintains the Plan and has retained the right to amend the Plan from time to time; and

WHEREAS, Section 401(a)(31)(B) of the Internal Revenue Code of 1986 requires that the Plan be amended either to (i) reduce the mandatory distribution threshold for small accrued benefits from \$5,000 to \$1,000, or (ii) provide for automatic rollovers to employer-established individual retirement accounts under certain circumstances; and

WHEREAS, pursuant to Department of Labor Regulations Section 2550.404a-2 and IRS Notice 2005-5, the required Plan amendment must be made no later than December 31, 2005, but be retroactively effective as of March 28, 2005; and

WHEREAS, the District wishes to amend the Plan to reduce the mandatory distribution threshold for small accrued benefits from \$5,000 to \$1,000.

NOW, THEREFORE, effective March 28, 2005, the Plan is hereby amended as follows:

1. Plan Section 5.3 is amended to read as follows:

5.3 **LUMP SUM DISTRIBUTIONS.** Effective March 28, 2005, in the event the Actuarial Equivalent of the Participant's Accrued Benefit is less than \$1,000 (valued in accordance with the Code and Treasury Regulations promulgated thereunder), such distribution shall be made in a single, lump sum.

* * *

Except as hereinabove modified and amended, the Plan will remain unchanged and will continue in full force and effect.

Signed, sealed and delivered
in the presence of:

DISTRICT:

Orange County Library District

By: _____

Its: _____

Witnesses as to District

Date: _____

**THIRD AMENDMENT TO
DEFINED CONTRIBUTION PLAN AND TRUST
FOR EMPLOYEES OF ORANGE COUNTY LIBRARY DISTRICT
(AS AMENDED AND RESTATED EFFECTIVE JANUARY 1, 2002)**

Orange County Library District (the "District"), and **Mary Anne Hodel, Robert Tessier** and **Carla Fountain** (jointly the "Trustee") hereby agree and consent to amend the Defined Contribution Plan and Trust for Employees of Orange County Library District (As Amended and Restated Effective January 1, 2002) (the "Plan"), as follows:

WITNESSETH:

WHEREAS, the District maintains the Plan and has retained the right to amend the Plan from time to time; and

WHEREAS, Section 401(a)(31)(B) of the Internal Revenue Code of 1986 requires that the Plan be amended either to (i) reduce the mandatory distribution threshold for small account balances from \$5,000 to \$1,000, or (ii) provide for automatic rollovers to employer-established individual retirement accounts under certain circumstances; and

WHEREAS, pursuant to Department of Labor Regulations Section 2550.404a-2 and IRS Notice 2005-5, the required Plan amendment must be made no later than December 31, 2005, but be retroactively effective as of March 28, 2005; and

WHEREAS, the District wishes to amend the Plan to reduce the mandatory distribution threshold for small account balances from \$5,000 to \$1,000.

NOW, THEREFORE, effective March 28, 2005, the Plan is hereby amended as follows:

1. Plan Section 6.3(c) is amended to read as follows:

(c) Accounts over \$1,000. Notwithstanding subsections (a) and (b) above, effective March 28, 2005, if the participant's Account exceeds \$1,000, the Participant or Beneficiary, as the case may be, must consent in writing to the distribution of the Account.

* * *

Except as herein above modified and amended, the Plan and Trust shall remain unchanged and shall continue in full force and effect.

Signed, sealed and delivered
in the presence of:

DISTRICT:

Orange County Library District

By: _____

Its: _____

Witnesses as to District

Date: _____

TRUSTEE:

Mary Anne Hodel

Date: _____

Witnesses as to Trustee

Robert Tessier

Date: _____

Witnesses as to Trustee

Carla Fountain

Date: _____

Witnesses as to Trustee

**SECOND AMENDMENT TO
DEFERRED COMPENSATION AGREEMENT**

MARY ANNE HODEL

Orange County Library District (the "Library District"), and **Mary Anne Hodel** (the "Director") hereby agree and consent to amend the Deferred Compensation Agreement (the "Agreement"), originally effective November 13, 2001, as follows:

1. Effective January 1, 2005, Section 1.9 of the Agreement is amended to read as follows:

1.9 "Disability" shall mean, for purposes of this Agreement, that the Director (i) is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or can be expected to last for a continuous period of not less than 12 months, or (ii) is, by reason of any medically determinable physical or mental impairment which can be expected to result in death or can be expected to last for a continuous period of not less than 12 months, receiving income replacement benefits for a period of not less than 3 months under an accident and health plan covering employees of the Library District. The foregoing definition of "Disability" shall be interpreted in accordance with Code Section 409A(a)(2)(C).

2. Effective January 1, 2005, Sections 6.1 through 6.3 of the Agreement are amended to read as follows:

6.1 Entitlement to Benefits. The Director shall be entitled to benefits under this Agreement as set forth below:

(a) Events Giving Rise to Entitlement. Upon the occurrence of any of the following events, the Director (or her Beneficiary) shall be entitled to receive benefits under this Agreement:

(1) The Director's attainment of age 65.

(2) The Director's (i) death, (ii) Disability, or (iii) involuntary termination of employment with the Library District without Cause.

(b) Amount of Benefits. The amount of benefits shall be determined as follows:

(1) If the event giving rise to benefits under this Section 6.1 is the Director's attainment of age 65, then the amount of benefits shall be the amount credited to the Director's Deferral Account as of the date of such event.

(2) If the event giving rise to benefits under this Section 6.1 is other than the Director's attainment of age 65, then the amount of benefits shall be the sum of (i) the amount credited to the Director's Deferral Account as of the date of such event, plus (ii) the aggregate additional amount of contributions that would have been made to the Director's Deferral Account under Section 3.1(b) had the Director continued in employment with the Library District through July 1, 2011.

(c) Form of Benefits. Benefits under this Agreement shall be paid in cash in a single lump sum.

6.2 Risk of Forfeiture. Notwithstanding Section 6.1, if the Director either (i) is involuntarily terminated due to Cause, or (ii) voluntarily terminates employment prior to attaining age 65, then the Director shall forfeit her entire Deferral Account, and shall not be entitled to any benefits under this Agreement. The Parties agree that the risks of forfeiture under this Section 6.2 shall be strictly enforced so as to constitute a "substantial risk of forfeiture" under Treasury Regulation §1.83-3(c), Code Section 409A, and the regulations promulgated under Code Section 409A.

6.3 Time of Payment. Any benefit under this Agreement shall be paid within thirty (30) days after the occurrence of the event in Section 6.1(a) giving rise to the Director's entitlement to the benefit.

* * *

Except as herein above modified and amended, the Agreement shall remain unchanged and shall continue in full force and effect.

Signed, sealed and delivered
in the presence of:

LIBRARY DISTRICT:

Orange County Library District

By: _____

Its: _____

Witnesses as to Library District

Date: _____

DIRECTOR:

Mary Anne Hodel

Date: _____

Witnesses as to Director

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

Non-Consent Agenda

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

**Proposed Changes to Defined
Benefit Pension Plan**

Proposed Changes to Defined Benefit Pension Plan

I. ISSUE STATEMENT

Changes to the Library's Defined Benefit Pension Plan (Plan) should be considered so that the overall benefits under the Plan are more comparable with those provided by the Florida Retirement System and City of Orlando plans.

II. EXECUTIVE SUMMARY AND BACKGROUND

Although many local governments in Florida, including Orange County, are covered by the Florida Retirement System (FRS) defined benefit plan, the Library has had its own Plan since the 1950's when we were part of the City of Orlando, which also has its own plan.

A defined benefit plan "defines" the benefit an employee is entitled to receive and is considered a traditional retirement plan. The benefit to be received at retirement is based on years of service and final average compensation. In our Plan, the benefit is calculated using the following formula:

2% multiplied by years of service in Plan multiplied by final average compensation

An example for an employee who was in the Plan for 20 years, retired at age 65, and had a final average compensation of \$30,000 might help illustrate the calculation as follows:

$$2\% \times 20 \text{ years} \times \$30,000 \text{ final avg. compensation} = \$12,000 \text{ annually}$$

In this example, the former employee would receive a monthly benefit of \$1,000 for life.

Out of fairness to our employees, one of the questions we asked ourselves was how do the benefits in our Plan compare to those provided by FRS and the City of Orlando plans. As a starting point in this evaluation, the attached sheet was prepared which summarizes the benefits under the three plans. Since the various components of each plan are different, it is very difficult to objectively evaluate how our Plan compared to the other two. We then contracted with our actuaries, USI Consulting Group, to do a Replacement Ratio Study, which expresses the retirement plan benefits as a percentage of employee's compensation prior to retirement. By using the replacement ratios based solely on the employer's contributions to the plans, an objective analysis and evaluation of the three plans could be made, thus providing an "apples to apples" comparison.

The attached Summary of Sample Replacement Ratios shows the ratios for each of the three plans under three different years of service scenarios. In each of the three scenarios, our current Plan was below both the FRS and City of Orlando plans in terms of percentage of employee compensation. For example, for 20 years of service the FRS ratio is 44%, the City's is 46%, and our Plan is 38%. We then tried to isolate the components in our current Plan which were most deficient, compared to the other two plans and which we could afford to change. Considering the 1.25 year waiting period and 9 years in the Plan, our vesting period is effectively 10.25 years. Both the FRS (6 years) and City

of Orlando (5 years) plans had much shorter vesting periods. We consider a 4 year vesting period plus the 1.25 year waiting period (total of 5.25 years) to be more reasonable. Another component that was lacking in our Plan was an annual cost of living allowance, or COLA. The FRS provides 3% and the City of Orlando provides a 2% COLA.

After identifying vesting and the COLA as areas we would like to evaluate further, we contracted with USI to calculate the replacement ratios and cost implications if these two components were included in our Plan. USI told us the cost impact of shortening the vesting period would be minimal, but the cost of a COLA would be expensive. As shown on the attached Summary of Sample Replacement Ratios, the addition of a 2% COLA to our Plan makes the ratios comparable to both the FRS and City of Orlando plans. Also attached is a sheet titled Proposed Plan Changes as of January 1, 2006, which shows the cost implications of adding a 1.5%, 2.0%, or 2.5% COLA. The Alternate Employer Contribution, which is the level the Library has typically funded, best illustrates the cost implications of adding a COLA. The annual cost of the Plan would increase from **\$586,329** to **\$1,277,898** if a 2% COLA were added. Expressed as a percentage of covered payroll, the Library's contribution would increase from **6.9%** to **15.1%**.

Out of fairness to our employees, shortening the vesting period and adding a 2% COLA are reasonable enhancements to the Library's Plan. The COLA would be extended to both current and future retirees and both components would also be given to the bargaining unit employees. We are bringing this to the Library Board now to consider the concept for adding these two enhancements to our Plan. If the Library Board approves the concept, an actuarial impact statement would have to be filed and approved by the State Division of Retirement. In addition, formal Plan amendments would have to be drafted by our pension attorney, Dave Pearson, and brought back to the Library Board for approval. We specifically included additional funds in the current year's budget to accommodate proposed changes to the Plan.

III. OPTIONS

Option 1 – Approve concept to shorten the vesting period from 9 years to 4 years and add an annual 2% COLA to the Plan.

Advantages:

1. Makes our Plan benefits more equitable as compared to FRS and City of Orlando plans.
2. The 2% COLA would provide an annual increase to our retired employees. The average annual retirement benefit for the 65 former employees who are currently receiving benefits is about \$10,500. The 2% COLA would equate to an annual increase of about \$210 in the first year.

Disadvantage:

Adding a 2% COLA will more than double the annual cost of the Plan.

Option 2 – Don't approve concept to shorten the vesting period from 9 years to 4 years and add an annual 2% COLA to the Plan

Advantages

1. No action is required.
2. No additional costs will be incurred.

Disadvantage

The benefits in our Plan will not be as equitable compared to the FRS and City of Orlando plans.

Option 3 – Approve concept to shorten the vesting period from 9 years to 4 years and add an annual 1.5% or 2.5% COLA to the Plan. The only difference between this option and Option 1 is the cost implications.

IV. RECOMMENDATION

Staff recommends Option 1 to approve the concept to shorten the vesting period from 9 years to 4 years and add an annual 2% COLA to the Plan. If this is approved, staff will contract with USI to prepare the actuarial impact statement and request Dave Pearson to draft the amendment(s).

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 05-250

RESOLUTION TO APPROVE CHANGES TO DEFINED BENEFIT PENSION PLAN

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 December, 2005, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

- 1. To approve the concept to shorten the vesting period from 9 years to 4 years and add an annual 2% COLA to the Plan
- 2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

**DEFINED BENEFIT PENSION PLAN COMPARISON
FLORIDA RETIREMENT SYSTEM, CITY OF ORLANDO, & ORANGE COUNTY LIBRARY SYSTEM**

DESCRIPTION	FLORIDA RETIREMENT SYSTEM	CITY OF ORLANDO	ORANGE COUNTY LIBRARY SYSTEM
Waiting period	None	None	One year & 3 months
Vesting	6 years	5 years	9 years
Final averaging period	Highest 5	Highest 3 out of last 10	Highest 5 out of last 10
Annual benefit accrual	1.6% (regular class)	2.50%	2.00%
Normal retirement age	62 with 6 years of service Any age with 30 years of service	65 with 5 years of service Any age with 25 years of service	65 with 9 years of service
Early retirement age	Any age with 6 years of service	55 with 10 years of service	55 with 9 years of service
Early retirement penalty	5% per year	2% per year	5% per year
Maximum benefit	100% of final average compensation	75% of final average compensation	60% of final average compensation
COLA	3% annually	2% annually	None
Retiree health ins. benefit	Subsidy \$5 per year of service, \$30/mo. minimum, \$150/mo. maximum	After 10 years City pays 50% of cost, after 15 years 75%, after 20 years 100% No benefit for EE's hired after 1/1/06.	BU - Library pays \$150 or \$175 per mo. Non BU - Library pays full cost
Employer contributions	6.47% of payroll	14.52% of payroll (does not include health insurance)	6.91% of payroll (does not include health insurance)
Employee contributions	none	4.88% of payroll	none

DEFINED BENEFIT PLAN COMPARISON
SUMMARY OF SAMPLE REPLACEMENT RATIOS
(Excluding Social Security Benefit)

<u>Years of Service at Retirement</u>	<u>FLORIDA RETIREMENT SYSTEM</u>	<u>CITY OF ORLANDO</u>	<u>ORANGE COUNTY LIBRARY SYSTEM</u>			
			<u>CURRENT PLAN</u>	<u>1.5% COLA</u>	<u>2.0% COLA</u>	<u>2.5% COLA</u>
10	22%	24%	19%	22%	23%	24%
20	44%	46%	38%	43%	45%	48%
30	66%	68%	57%	65%	68%	72%

Major Plan Provisions

<i>Final Averaging Period</i>	Highest 5 yrs	Highest 3/last 10 yrs	Highest 5/last 10 yrs	Highest 5/last 10 yrs	Highest 5/last 10 yrs	Highest 5/last 10 yrs
<i>Annual Benefit Accrual</i>	1.60%	2.50%	2.00%	2.00%	2.00%	2.00%
<i>NRA</i>	62 with 6 yrs; Any age with 30 yrs	65 with 5 yrs; Any age with 25 yrs	65 with 9 yrs	65 with 9 yrs	65 with 9 yrs	65 with 9 yrs
<i>ERA</i>	Any age with 6 yrs	55 with 10 yrs	55 with 9 yrs	55 with 9 yrs	55 with 9 yrs	55 with 9 yrs
<i>COLA</i>	3.00%	2.00%	None	1.50%	2.00%	2.50%

RETIREMENT PLAN FOR EMPLOYEES OF ORANGE COUNTY LIBRARY SYSTEM

Proposed Plan Changes as of January 1, 2006

(based on results from January 1, 2005 Actuarial Valuation)

	<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	
	<i>Current Plan as of 1/1/05</i>	<i>1.5% COLA & 4-yrs Service for 100% Vesting</i>	<i>2% COLA & 4-yrs Service for 100% Vesting</i>	<i>2.5% COLA & 4-yrs Service for 100% Vesting</i>
1. Present Value of Future Benefits as of 1/1/05	30,515,243	34,542,890	36,050,130	37,665,358
2. Actuarial Value of Assets as of 1/1/05	24,250,310	24,250,310	24,250,310	24,250,310
3. Unfunded Frozen Accrued Liability as of 1/1/05	587,927	3,382,334	4,449,871	5,594,167
3. Present Value of Future Normal Costs=(1)-(2)-(3)	5,677,006	6,910,246	7,349,949	7,820,881
4. Present Value of Future Compensation	103,635,181	103,635,181	103,635,181	103,635,181
5. Normal Cost Percentage = (3) / (4)	5.478%	6.668%	7.092%	7.547%
6. Assumd Annual Covered Compensation	8,490,866	8,490,866	8,490,866	8,490,866
7. Normal Cost = (5) x (6)	465,119	566,159	602,184	640,767
Minimum Required Contribution	586,329	919,633	1,044,209	1,177,708
Altermate Employer Contribution	586,329	1,087,358	1,277,898	1,482,105
Altermate Contribution as a Percentage of Payroll	6.905%	12.806%	15.050%	17.455%
Present Value of Vested Benefits	13,853,995	16,116,829	16,817,538	17,568,813
Present Value of Accrued Benefits	14,429,473	16,325,485	17,035,290	17,796,308
Increase in the Alternate Employer Contribution	N/A	501,029	691,569	895,776
<i>Actuarial Assumptions/Plan Provisions</i>				
Discount Rate	7.00%	7.00%	7.00%	7.00%
Salary Scale	5.00%	5.00%	5.00%	5.00%
Assumed Retirement Age	65	65	65	65
Years of Service for Retirement	9	9	9	9
Years of Service for Vesting	9	4	4	4
Early Retirement Factors	5% / year	5% / year	5% / year	5% / year
Annual Cost of Living Increase	0%	1.5%	2%	2.5%
Maximum Benefit Percentage	60%	60%	60%	60%

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

**Discussion and Possible
Action Items**

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

**Acceptance of Personnel Committee
Minutes ~ December 1, 2005**

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
PERSONNEL COMMITTEE MEETING
December 1, 2005
4th Floor Conference Room
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323

Personnel Committee
Members Present: James Tyson, Vice President, OCLS Board of Trustees; Jacqueline Green, President-Friends of the Library; Ronald Harbert, Former Trustee and Board President, OCLS Board of Trustees

Library Administration Present: Mary Anne Hodel, Director and CEO;
Carla Fountain, Human Resources Manager

Vice President Tyson called the meeting to order at 9:40 a.m.

The purpose of the meeting was to conduct a performance evaluation of Director Hodel.

The committee members praised Ms. Hodel on her leadership and noted her many accomplishments during the past year, describing her performance as far exceeding their expectations. Ms. Hodel expressed it is her privilege to work in this community and with an excellent staff.

Following discussion, the committee recommended that Ms. Hodel receive a salary increase of 5.75%. This recommendation will be brought to the full Board at its December meeting. In addition, the committee recommended that the Library pay for premiums for long term disability coverage that would bring Ms. Hodel's coverage to the same level of benefit provided to other staff, as provided for in her Employment Agreement.

Vice President Tyson adjourned the meeting at 10:40 a.m.

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

**Personnel Committee Report ~
Director's Evaluation**

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

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

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

Information

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

Director's Report

Director's Report Dec 2005

► Walden Media, the organization who brought us the Narnia Exhibit and the Hoot Press Conference is donating \$2500 to the Library! They love working with us and look forward to continuing our relationship.

► Staff Development Day, held on 11 November 05, was a great success. Carla Fountain, her staff, and the committee did a great job in organizing the event. Trustee Livia Rivera joined the staff for a fun day. Many thanks to Nedra Blanke, August Calabrese, John Claytor, Carla Fountain, Gregg Gronlund, Leila Higgins, Glenda Houck, Angela Jacobe, Susan Jeanguenat, Carolyn McClendon, Joan McSween, Milinda Neusaenger, Wendy Nowell, Kelly Pepo, Yvonne Pierre, and Jane Tracy.

► Roof work on the Main Library is finished. Inspections by the roofing supplier and ARC must follow.

► Susan McKenna will conduct a staff training seminar on “Maintaining a Positive Workplace – What You Say & Do Matters” for all staff. She will cover the following topics in the seminar:

Electronic Communication

Workplace Aggression

Sexual Harassment

Other types of harassment

The Three C's: Consideration, Communication, Contact

The sessions will be offered on a variety of dates and times to allow all staff to attend.

► The Computer Resource Center Staff are beginning the development of classes in Haitian Creole.

► The Library was saddened by the sudden loss of our Librarian, Elinor P. Williams. A grief counselor was provided to provide support in a group setting for those employees who felt they needed some time to sort through their emotions and feelings. A Book endowment was set up in her name and employees wore Memorial buttons and Elinor's trademark “red lipstick” sticker in her honor on Thursday, 1 December, which was her birthday. We will all miss her. Staff also remembered Elinor by sharing heartwarming stories about her on the staff website.

▶ The Law Collection will be leaving the Library and going to Florida Agricultural and Mechanical University's new building at the end of December. An exact date of the move has not yet been selected.

▶ Health screenings for staff have been scheduled through the month of December. Staff will be tested for cholesterol, blood pressure, and body mass index. Employees who participate in the health screenings and an online health assessment will be entitled to an additional four hours vacation time.

▶ The Library is partnering with Scholastic for a program presentation featuring children and young adult author Avi. Avi, a Newberry Award Winner will be at the Library on Thursday, February 2, 2006 for an evening event. More details are to come.

Upcoming Events:

Book Clubs abound at the Library...we now have four clubs meeting, two at Herndon Branch (The Reading Ring! and Central Florida Book Club, one at Southwest Branch (Southwest Book Club), and a Teen Book Club at Main, and in January two more clubs are forming at Main (Bestsellers Book Club and Pop Culture Book Club).

After enjoying the December Narnia, Rockettes, Movie, Music, Dance, Story and Craft programs at the Library, be sure to mark your calendars for activities in January including Organizing Your Home, Nutritionist Dr. Susan Mitchell, Flyrodding Florida Salt with author John Kumiski, Coffee Tasting with Z-Coffee, Dream Catchers/Martin Luther King, YMCA Family Fitness, Tatting, En Garde! Fencing, a Kids Talent Show, Blogging for Beginners, Protecting Native Wildlife, Cuentos en Espanol, Origami, and of course, Paws to Read.

The new classes in the Computer Resource Center are Podcasting, popular plus new classes are created. Learn everything from How to Buy a PC to Digital Photography, Vacation Searching online, Recipe and Quilting Online, Photoshop, especially for Kids, Teens and Seniors.

Don't miss the Travel Forecast an after-hours event on Friday, January 27, with the Society of American Travel Writers featuring Veronica Stoddart, founding editor of *Caribbean Travel & Life Magazine* and other travel journalists.

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

Third Floor Renovation Project

3rd Floor Project Summary

12/2/2005

Nov 30 , 2005

CATEGORY	BUDGET APPROVED 03/10/05	Revised Budget	EXPENDED TO DATE
Architect	53,500	53,968	53,479
Construction			
Contractor	600,000	657,395	652,395
Floor covering	61,000	57,782	57,782
Testing	3,000	4,700	4,694
Other	10,000	0	0
Construction Total	<u>674,000</u>	<u>719,877</u>	<u>714,871</u>
Contingency	72,500	26,155	n/a
TOTAL PROJECT	<u>800,000</u>	<u>800,000</u>	<u>768,350</u>

Comments:

- 1). The lights are being installed in the bookstore.
- 2). The bottleneck in the the city permitting department has been resolved.
- 3) The installer has completed the final documents for the strobe installation and the engineer is preparing the drawings for submission to ..
- 4) The city reviewer promised to respond in one day, once the plans are submitted.
- 5) When the plans are approved by the city, the strobes need to be connected to the fire panel and tested. Following this, a final city inspection is required before they issue a Certificate of Completion.
- 6) We are working through the documentation for the final change order work associated with this project, but expect to be within budget.

Original Contract amount	592,168
CO#1	60,227
Includes lighting revisions for the bookstore, additional tile in the restrooms, marker board panels, changes required due to differing conditions from the as-built drawings. There is also an amount for extended General Conditions due to changes in the scope of the project. .	
Estimate of Pending CO #2 - Strobes	5,000
Revised Contract Amount	657,395

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

**Public Comment:
Non-Agenda Items**