

**Orange County Library System
Board of Trustees**

Board Packet for January 2006



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*

January 6, 2006

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, January 12, 2006, at the **Winter Garden Branch Library; 805 East Plant Street; Winter Garden, Florida 34787; 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
January 12, 2006
Winter Garden Branch Library
905 East Plant Street
Winter Garden, Florida 32787
407.835.READ (7323)

- 06-001 I. **Call to Order**
- 00-002 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 .
- 06-003 III. **Approval of Minutes: Library Board of Trustees Meeting ~ December 8, 2005**
- 06-004 **Staff Presentation: E-Guide ~ Cassie Shivers, Nils Thingvall, & Melody Mitchell**
- 06-005 V. **Financial Statements and Summaries:**
 ➤ **Comprehensive Annual Financial Report (September 30, 2005)**
 ➤ **September 2005 (Final)**
 ➤ **December 2005**
- 06-006 VI. **Statistics and Summaries: December 2005**
- 06-007 VII. **Action Items**
- 06-008 **Non-Consent Agenda**
- 06-009 **Changes to the Defined Benefit Pension Plan**
- 06-010 VIII. **Discussion and Possible Action Items**
- 06-011 **Strategic Plan ~ Year Four: 1st Quarterly Update**
- 06-012 **Update: Non-Directive Employee Attitude Assessment Work Group ~ Librarians**
- 06-013 **Director's Proposed Goals for 2006**

06-014 IX. **Information**

06-015 **Director's Report**

06-016 **Cherry, Bekaert & Holland, CPA's Audit Information Correspondence**

06-017 **Customer Survey Results**

06-018 **Public Comment: Non-Agenda Items**

X. **Adjournment**

Next Meeting Dates: February 9, 2006 ~ Orlando Public Library; Albertson Room; 101 East Central Boulevard; Orlando, Florida 32801 --- March 9, 2006 ~ North Orange Branch Library; 1211 East Semoran Boulevard; Apopka, Florida 32703.

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, January 12, 2006**

Call To Order

Orange County Library System Board of Trustees Meeting Thursday, January 12, 2006

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 .

**Orange County Library System
Board of Trustees Meeting
Thursday, January 12, 2006**

**Approval of Minutes: Library
Board of Trustees Meeting ~
December 8, 2005**

MEETING MINUTES
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**
Board Members Present: Sara Brady; (12/1); James Tyson (12/1); Tom Kohler (12/1); Matthew Pardy (12/0); Livia Rivera (8/0)
- Library Administration Present: Mary Anne Hodel; Robert Tessier; Carla Fountain; Eric Atkinson; Marilyn Hoffman; Craig Wilkins; Sally Fry; Kathryn Robinson; Milinda Neusaenger
- President Brady called the meeting to order at 7:05 p.m.
- 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**
Trustee Kohler, seconded by Trustee Pardy, moved to approve the minutes from the Library Board of Trustees Supplemental Meeting held on November 9, 2005. Motion carried 4-0.
- 05-240 **Library Board of Trustees Meeting ~ November 10, 2005**
Trustee Kohler, seconded by Trustee Pardy, moved to approve the minutes from the Library Board of Trustees Meeting held on November 10, 2005. Motion carried 4-0.
- 05-241 IV. **Staff Presentation: Marilyn Hoffman ~ Staff Day Video / Central Florida Reads Wrap-up**
Community Relations Manager Marilyn Hoffman presented the Staff Development Day 2005 video and summarized some of the many breakout sessions that were available for staff to attend. Ms. Hoffman also presented the *Central Florida Reads* video and gave

a synopsis of the programs that centered around the chosen book, *River of Lakes : A Journey on Florida's St. Johns River* by Bill Belleville.

Vice President Tyson joined the meeting at 7:26 p.m.

President Brady read a proposed resolution honoring Marilyn Hoffman, who is retiring, for her 15 years of dedication to the Orange County Library System. Trustee Kohler, seconded by Trustee Pardy, moved to approve the resolution. Motion carried 5-0.

- 05-242 V. **Financial Statements and Summaries: November 2005**
The information in the Board Packet was sufficient and further comment was not necessary.
- 05-243 VI. **Statistics and Summaries: November 2005**
The information in the Board Packet was sufficient and further comment was not necessary.
- 05-244 VII. **Action Items**
- 05-245 **Consent Agenda**
Trustee Kohler, seconded by Trustee Pardy moved to approve the items on the Consent Agenda. Motion carried 5-0.
- 05-246 **Computer Purchase**
The Board authorized staff to expend up to \$73,000 received from the Bill and Melinda Gates Foundation to upgrade computers at eight system locations.
- 05-247 **Library Facilities Rental and Service of Alcohol**
The Board approved the serving of alcoholic beverages at the program *A Travel Forecast*, on January 27, 2006.
- 05-248 **Amendments to Defined Benefit Plan, Defined Contribution Plan, and Director's 457(f) Agreement**
The Board approved the Second Amendment to the Defined Benefit Pension Plan, Third Amendment to the Defined Contribution Plan, and Second Amendment to the Deferred Compensation Agreement for Mary Anne Hodel.
- 05-249 **Non-Consent Agenda**
- 05-250 **Proposed Changes to Defined Benefit Pension Plan**
Comptroller Tessier briefly explained the mechanics of the Library's Defined Benefit Pension Plan (Plan) and the rationale for the proposed changes to decrease the vesting period from 9 years to 4 years and the addition of a 2% annual cost of living increase. The changes being proposed would make the Library's Plan more equitable as compared to plans provided by the Florida Retirement System and the City of Orlando. Discussion ensued about shortening the vesting period to 4 years, but starting the period from the date of hire rather than 1.25 years later as is the current policy. Although vesting would start from the date of hire, the years of

service for benefit accrual purposes would still begin 1.25 years from date of hire. The discussion also addressed the desire to set up a new defined contribution plan in lieu of participation in the Plan for all full time employees hired after a date in the future. Trustee Kohler requested that staff provide the Board with a rough time line to establish the new defined contribution plan.

President Brady requested that the proposed changes to the Defined Benefit Pension Plan are tabled until a future meeting.

05-251 VIII. **Discussion and Possible Action Items**

05-252 **Acceptance of Personnel Committee Minutes ~ December 1, 2005**

Vice President Tyson, seconded by Trustee Kohler, moved to accept the minutes from the Personnel Committee Meeting held on December 1, 2005. Motion carried 5-0.

05-253 **Personnel Committee Report ~ Director's Evaluation**

Vice President Tyson, who chaired the Personnel Committee, reported the outcome of the Personnel Committee Meeting to the Board. He stated that the Committee (Vice President Tyson; Jackie Green, President of the Friends of the Library; and Ron Harbert, former Library Board President and Trustee), all agreed that Director Hodel has done an outstanding job leading the Library System and praised her for her many accomplishments throughout the year. Vice President Tyson stated that the Library is very fortunate to have Director Hodel and her vision and the new life she has brought to the system. He further stated that the Committee concluded that Director Hodel's performance far exceeds their expectations and they recommend a salary increase of 5.75% for the Director. In addition, the Committee recommends that the Library pay premiums for long term disability coverage that would bring Director Hodel's coverage to the same level of benefit provided to other staff, as provided for in her Employment Agreement.

Trustee Kohler, seconded by Trustee Pardy, moved to approve the Personnel Committee's recommendations. Motion carried 5-0.

05-254 **Update: Non-Directive Employee Attitude Assessment Work Group ~ Librarians**

This agenda items had been deferred until the January 12, 2006 Meeting.

05-255 IX. **Information**

05-256 **Director's Report**

- ▶ The law collection will be moved to its new home at FAMU the 3rd-5th of January.
- ▶ The presentation to the Library Governing Board on Tuesday, 6 December went very well. We received quite a few questions and comments about our services. This briefing addressed future locations of branches, and pointed to five specific areas in which we were most interested. The next briefing, which we anticipate will be in a few months, will address costing and financing options. Commissioner Patty

Sheehan from the City of Orlando could not be present, so we will be doing a separate briefing for her on 20th December.

During the briefing, we were asked if we would consider a joint-use facility. We replied in the affirmative. Following the presentation, we heard from Marc Watson, a developer and Valencia Community College. We have a meeting scheduled with representatives from Valencia in January to talk about a shared facility.

▶ The Staff Christmas party was held Friday, 2nd December, at Dubsdread Golf Course Clubhouse. About 85 staff attended.

▶ Just FYI - because the target grant was larger than the original amount, we plan to extend the Alphabet Bites programs to two branch locations - South Creek and Eatonville.

▶ We have been working with the Early Learning Coalition on a series of Kindergarten Readiness Nights. There were three programs held in November -- one at Southeast and two at Hiawassee. The program is geared towards parents of preschoolers and caregivers. The focus will be on different skills that children need to know to enter the kindergarten. There are tests that are administered by daycare workers before kids enter school and in the first few weeks of school to ensure that every child is in fact ready for school. They talk about tests, requirements, and show parents and teachers how to work with kids to ensure that they meet requirements. There is food and door prizes for participants. We provide a short promo about getting library cards, show a few books or videos for kids. More information about Early Learning Coalition can be found at: <http://www.elcoforangecounty.org/index.htm>

▶ The advertisement for the contractor will appear in Sunday’s Orlando Sentinel Legal section. Proposals are due on January 10th. We are on track for a 2nd floor renovation contractor recommendation at the February board meeting.

▶ We received word from the Architect of the City of Orlando that the tower on the AT&T building is being taken down to improve the city skyline. The work will be done on Wall Street Friday, Saturday and Sunday the 9th, 10th and 11th of December.

▶ Plans are be readied for the Capital One Parade in downtown Orlando on the 30th December. Our theme this year will be *Catch the Beat @ the Library*. I invite the Board members and their families to participate. Please let us know if you plan to join us.

05-257 **Third Floor Renovation Project**

05-258 **Public Comment: Non-Agenda Items**

X. **Adjournment**

President Brady adjourned the meeting at 8:24 p.m.

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, January 12, 2006**

**Staff Presentation: E-Guide ~
Cassie Shivers, Nils Thingvall &
Melody Mitchell**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 12, 2006**

Financial Statements & Summaries:

- **Comprehensive Annual Financial Report
(September 30, 2005)**
- **September 2005**
- **December 2005**

Orange County Library System

Financial Statement Highlights

The following are included in this section:

- Comprehensive Annual Financial Report for the year ended September 30, 2005
- Final financial statements for year ended September 30, 2005
- Financial statements for three months ended December 31, 2005

Comprehensive Annual Financial Report

By law, every local government in Florida, including the Library, is required to prepare annual financial statements in accordance with generally accepted accounting principles and have them audited by a licensed, independent certified public accounting firm. Our annual financial statements for the year ended September 30, 2005, together with the auditor's opinion, are included in the Comprehensive Annual Financial Report (CAFR), which is a separate document included with the Board packet.

The CAFR contains a great deal of financial information, most of which we are required to report or disclose, but it is not the easiest document to read. Recognizing that, the following sections are a good starting point to summarize what is in the report and the financial highlights for the year:

Letter of Transmittal	pages i-vii
Management Discussion and Analysis	pages 3 – 10

More information on the CAFR will be presented at the January Board meeting.

Final Financial Statements for the Year Ended September 30, 2005

Preliminary statements for the year ended September 30, 2005 were included in the October 2005 Board packet. The final statements, which are attached, are in a slightly different format. A variance column has been added to show the difference between what we budgeted and actual revenue or expenditure for each account.

Financial Statements for the Three Months Ended December 31, 2005

These are the same type of financial statements we include in the monthly packet.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Twelve Months Ended September 30, 2005**

06-005
September Final

Final

	ANNUAL BUDGET	YTD ACTUAL	VARIANCE
AD VALOREM TAXES	24,602,704	24,934,330	331,626
INTERGOVERNMENTAL			
Grants	20,000	50,447	30,447
State Aid	1,480,000	1,502,357	22,357
Law Collection Fees	250,000	186,412	(63,588)
	<u>1,750,000</u>	<u>1,739,216</u>	<u>(10,784)</u>
CHARGES FOR SERVICES			
Fee Cards	2,000	9,500	7,500
PC Pass	55,000	41,276	(13,724)
PC Express	0	100	100
Classes	1,000	2,096	1,096
Copy & Vending	165,000	192,427	27,427
Fax	0	2,658	2,658
Scanner	0	306	306
Computer Booklets	0	54	54
Reference Charges	0	339	339
	<u>223,000</u>	<u>248,756</u>	<u>25,756</u>
FINES			
Fines	850,000	1,342,211	492,211
Lost Materials	90,000	115,157	25,157
	<u>940,000</u>	<u>1,457,368</u>	<u>517,368</u>
MISCELLANEOUS			
Interest Earnings	175,000	396,894	221,894
Rents	0	2,934	2,934
Contributions - Friends of Library	152,000	106,287	(45,713)
Contributions - Fund Raiser	0	28,128	28,128
Contributions - Others	5,000	176,563	171,563
Miscellaneous	30,500	81,582	51,082
Disk Sales	2,500	2,987	487
Universal Services Fund Rebate	0	77,713	77,713
Grant & Awards	0	7,500	7,500
	<u>365,000</u>	<u>880,588</u>	<u>515,588</u>
TRANSFER FM PROP APPRAISER	20,000	34,658	14,658
TRANSFER FM TAX COLLECTOR	220,000	263,310	43,310
			0
TOTAL REVENUES	<u><u>28,120,704</u></u>	<u><u>29,558,226</u></u>	<u><u>1,437,522</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Twelve Months Ended September 30, 2005**

	Final ANNUAL BUDGET	YTD ACTUAL	VARIANCE
SALARIES & BENEFITS			
Salaries	11,966,413	11,620,766	345,647
Medicare Taxes	173,513	162,046	11,467
Defined Contribution Plan	897,481	865,698	31,783
Defined Benefit Plan	1,221,066	741,410	479,656
Life and Health Insurance	2,019,439	1,579,534	439,905
Worker's Compensation	119,664	128,450	(8,786)
Unemployment Compensation	20,000	5,571	14,429
Parking & Bus Passes	85,320	87,104	(1,784)
	<u>16,502,896</u>	<u>15,190,579</u>	<u>1,312,317</u>
OPERATING			
Professional Services	210,000	285,226	(75,226)
Other Contractual Services	620,000	656,888	(36,888)
Other Contract. Serv.- Janitorial	256,000	254,671	1,329
Training and Travel	75,000	114,907	(39,907)
Telecommunication	322,000	313,566	8,434
Delivery and Postage	1,272,000	1,194,846	77,154
Utilities	710,000	784,869	(74,869)
Rentals and Leases	901,000	894,153	6,847
Insurance	155,000	190,939	(35,939)
Repair and Maintenance	628,000	779,752	(151,752)
Repair & Maint. - Hardware/Software	284,000	307,887	(23,887)
Copying/Printing	185,000	246,356	(61,356)
Property Appraiser's Fee	282,000	269,228	12,772
Tax Collector's Fee	486,000	488,622	(2,622)
Supplies	625,000	770,883	(145,883)
Supplies-Hardware/Software	80,000	179,917	(99,917)
Contingency	300,000	0	300,000
	<u>7,391,000</u>	<u>7,732,710</u>	<u>(341,710)</u>
CAPITAL OUTLAY			
Building and Improvements	1,940,000	1,792,097	147,903
Hardware/Software	195,000	243,660	(48,660)
Equipment and Furniture	162,000	416,952	(254,952)
	<u>2,297,000</u>	<u>2,452,709</u>	<u>(155,709)</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	5,500	5,442	58
Materials - Law	210,000	84,857	125,143
Materials - Other	4,236,500	4,367,256	(130,756)
	<u>4,452,000</u>	<u>4,457,555</u>	<u>(5,555)</u>
TRANSFER TO OTHER FUNDS			
Branch Debt Service Fund	410,000	409,458	542
Sinking Fund	100,000	100,000	0
	<u>510,000</u>	<u>509,458</u>	<u>542</u>
TOTAL EXPENDITURES	<u>31,152,896</u>	<u>30,343,011</u>	<u>809,885</u>

**ORANGE COUNTY LIBRARY DISTRICT
 MAIN DEBT SERVICE FUND
 Twelve Months Ended September 30, 2005
 Final**

06-005
 September Final

	ANNUAL BUDGET	YTD ACTUAL	VARIANCE
REVENUES			
Ad Valorem Taxes	1,234,885	1,252,185	17,300
Interest	7,000	22,923	15,923
Transfer From Tax Collector	11,000	13,225	2,225
	1,252,885	1,288,333	35,448
TOTAL REVENUES	1,252,885	1,288,333	35,448

EXPENDITURES

Principal	1,150,000	1,150,000	0
Interest	104,600	104,600	0
Tax Collector's Fee	26,400	24,538	1,862
	1,281,000	1,279,138	1,862
TOTAL EXPENDITURES	1,281,000	1,279,138	1,862

FUTURE DEBT SERVICE PAYMENTS

DATE	PRINCIPAL	INTEREST
2006	1,200,000	54,000

**ORANGE COUNTY LIBRARY DISTRICT
BRANCH DEBT SERVICE FUND
Twelve Months Ended September 30, 2005
Final**

	ANNUAL BUDGET	YTD ACTUAL	VARIANCE
REVENUES			
Transfer From General Fund	410,000	409,458	(542)
Interest	5,000	8,051	3,051
TOTAL REVENUES	415,000	417,509	2,509

EXPENDITURES			
Principal	339,227	339,226	1
Interest	70,233	70,232	1
TOTAL EXPENDITURES	409,460	409,458	2

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
Twelve Months Ended September 30, 2005
Final**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>VARIANCE</u>
REVENUES			
Line of Credit Proceeds	1,000,000	0	(1,000,000)
State Grants		38,000	38,000
TOTAL REVENUES	<u>1,000,000</u>	<u>38,000</u>	<u>(962,000)</u>
EXPENDITURES			
<u>FUTURE BRANCH LOCATION</u>			
Land	1,000,000	0	1,000,000
<u>WINTER GARDEN BRANCH</u>			
Architect/Engineer	0	5,589	(5,589)
Construction Contractor	0	193,579	(193,579)
Carpet	0	26,085	(26,085)
Impact & Permit Fees	0	0	0
Testing	0	19,400	(19,400)
Other	0	21,627	(21,627)
	<u>0</u>	<u>266,280</u>	<u>(266,280)</u>
TOTAL EXPENDITURES	<u>1,000,000</u>	<u>266,280</u>	<u>733,720</u>

**ORANGE COUNTY LIBRARY DISTRICT
SINKING FUND
Twelve Months Ended September 30, 2005
Final**

06-005
September Final

	ANNUAL BUDGET	YTD ACTUAL	VARIANCE
REVENUES			
Transfer From General Fund	100,000	100,000	0
Interest	0	3,084	3,084
	100,000	103,084	3,084
	100,000	103,084	3,084
 RESERVES			
Reserves-Building and Improvements	50,000	50,000	0
Reserves-Technology	50,000	50,000	0
	100,000	100,000	0
TOTAL RESERVES	100,000	100,000	0

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
Three Months Ended December 31, 2005**

06-005
December

	ANNUAL BUDGET	YTD ACTUAL	(3 month=25%)
AD VALOREM TAXES	27,477,433	17,202,762	62.6%
INTERGOVERNMENTAL			
Grants	148,000	13,100	8.9%
State Aid	1,502,000	0	0.0%
Law Collection Fees	57,000	60,000	105.3%
	<u>1,707,000</u>	<u>73,100</u>	<u>4.3%</u>
CHARGES FOR SERVICES			
Fee Cards	5,500	1,377	25.0%
PC Pass	42,000	6,432	15.3%
Classes	1,500	650	43.3%
Copy & Vending	185,000	37,694	20.4%
Fax	0	582	
Scanner	0	90	
PC Express	0	95	
Reference Charges	0	325	
Tell Me More Program	0	25	
	<u>234,000</u>	<u>47,270</u>	<u>20.2%</u>
FINES			
Fines	1,250,000	310,587	24.8%
Lost Materials	100,000	29,630	29.6%
	<u>1,350,000</u>	<u>340,217</u>	<u>25.2%</u>
MISCELLANEOUS			
Interest Earnings	299,567	59,445	19.8%
Rents	7,000	1,476	21.1%
Sales of Fixed Assets	0	1,228	
Contributions - Friends of Library	118,000	35,556	30.1%
Contributions - Fund Raiser	0	514	
Contributions - Others	6,000	10,925	182.1%
Miscellaneous	30,500	8,991	29.5%
Disk Sales	2,500	619	24.8%
Grants & Awards	0	81,800	
	<u>463,567</u>	<u>200,554</u>	<u>43.3%</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>17,863,903</u></u>	<u><u>56.7%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
Three Months Ended December 31, 2005**

	ANNUAL BUDGET	YTD ACTUAL	(3 month=25%)
SALARIES & BENEFITS			
Salaries	12,867,552	3,144,750	24.4%
Medicare Taxes	186,580	46,906	25.1%
Defined Contribution Pension Plan	965,067	249,324	25.8%
Defined Benefit Pension Plan	1,055,242	150,000	14.2%
Life and Health Insurance	2,213,057	405,601	18.3%
Worker's Compensation	128,676	52,649	40.9%
Unemployment Compensation	20,000	0	0.0%
Parking & Bus Passes	93,960	23,573	25.1%
	<u>17,530,134</u>	<u>4,072,803</u>	<u>23.2%</u>
OPERATING			
Professional Services	250,000	83,215	33.3%
Other Contractual Services	888,000	129,959	14.6%
Other Contract. Serv.- Janitorial	276,000	48,682	17.6%
Training and Travel	90,000	29,898	33.2%
Telecommunication	315,000	59,223	18.8%
Delivery and Postage	1,270,000	240,107	18.9%
Utilities	784,000	190,211	24.3%
Rentals and Leases	913,000	224,488	24.6%
Insurance	216,000	86,380	40.0%
Repair and Maintenance	850,000	134,067	15.8%
Repair & Maint. - Hardware/Software	356,000	120,482	33.8%
Copying/Printing	231,000	29,394	12.7%
Property Appraiser's Fee	289,000	143,545	49.7%
Tax Collector's Fee	560,000	344,055	61.4%
Supplies	750,000	369,089	49.2%
Supplies-Hardware/Software	267,000	2,260	0.8%
Memberships	15,000	9,428	62.9%
Contingency	300,000	0	0.0%
	<u>8,620,000</u>	<u>2,244,483</u>	<u>26.0%</u>
CAPITAL OUTLAY			
Building and Improvements	1,155,000	263	0.0%
Equipment and Furniture	300,000	21,722	7.2%
Hardware/Software	345,000	8,481	2.5%
	<u>1,800,000</u>	<u>30,466</u>	<u>1.7%</u>
LIBRARY MATERIALS			
Materials - Rest. Contributions	12,500	7,756	62.0%
Materials - Law	36,000	28,972	80.5%
Materials - Other	4,229,500	1,147,588	27.1%
	<u>4,278,000</u>	<u>1,184,316</u>	<u>27.7%</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>7,532,068</u>	<u>22.8%</u>

**ORANGE COUNTY LIBRARY DISTRICT
 MAIN DEBT SERVICE FUND
 Three Months Ended December 31, 2005**

06-005
 December

	ANNUAL BUDGET	YTD ACTUAL	(3 month=25%)
REVENUES			
Ad Valorem Taxes	1,200,149	751,378	62.6%
Interest	15,851	697	4.4%
Transfer From Tax Collector	13,000	0	0.0%
	1,229,000	752,075	61.2%
TOTAL REVENUES	1,229,000	752,075	61.2%

EXPENDITURES			
Principal	1,200,000	0	0.0%
Interest	54,000	0	0.0%
Tax Collector's Fee	26,000	15,028	57.8%
	1,280,000	15,028	1.2%
TOTAL EXPENDITURES	1,280,000	15,028	1.2%

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
Three Months Ended December 31, 2005**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 month=25%)</u>
REVENUES			
Transfer From General Fund	702,000	0	0.0%
Interest	10,000	3,490	34.9%
TOTAL REVENUES	<u>712,000</u>	<u>3,490</u>	<u>0.5%</u>
 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	<u>709,459</u>	<u>0</u>	<u>0</u>

FUTURE DEBT SERVICE PAYMENTS FOR 2003 NOTE

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
2006	350,513	58,945
2007	362,175	47,283
2008	374,226	35,233
2009	386,677	22,781
2010	399,542	9,916
	<u>1,873,133</u>	<u>174,158</u>

**ORANGE COUNTY LIBRARY DISTRICT
CAPITAL PROJECTS FUND
Three Months Ended December 31, 2005**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 month=25%)</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			
<u>FUTURE BRANCH LOCATION</u>			
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
Three Months Ended December 31, 2005**

06-005
December

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(3 month=25%)</u>
REVENUES			
Transfer From General Fund	150,000	0	0.0%
Interest	<u>0</u>	<u>994</u>	
TOTAL REVENUES	<u>150,000</u>	<u>994</u>	<u>0.7%</u>
 RESERVES			
Reserves-Building and Improvements	75,000	0	0.0%
Reserves-Technology	<u>75,000</u>	<u>0</u>	<u>0.0%</u>
TOTAL RESERVES	<u>150,000</u>	<u>0</u>	<u>0.0%</u>

**ORANGE COUNTY LIBRARY DISTRICT
MONTHLY ROLLOVER
December, 2005**

06-005
December

	<u>BALANCE 11/30/05</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE 12/31/05</u>
OPERATING				
Checking	2,119,478	15,393,705	(17,191,960)	321,223
SBA Investments	3,145,742	5,511,229		8,656,971
CD Investments	732,000	8,000,000	0	8,732,000
	5,997,220	28,904,934	(17,191,960)	17,710,194
MAIN DEBT SERVICE				
AIM Investments	142,845	646,269	0	789,114
BRANCH DEBT SERVICE				
CD Investments	407,945	0	0	407,945
CAPITAL PROJECTS				
Checking	0	0	0	0
SBA Investments	153,742	503	0	154,245
	153,742	503	0	154,245

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

06-005
December

ASSETS

Certificates of Deposit	8,732,000
Cash on Hand	14,405
Equity in Pooled Cash	321,223
Accounts Receivable	24,345
Due From Other Funds	88,381
Due From Other Governments	60,000
Interest Receivable	17,220
Inventory	186,354
Investments-SBA	8,656,971
Prepays	242,153
Other Assets-Deposits	<u>9,275</u>
TOTAL ASSETS	<u><u>18,352,327</u></u>

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

06-005
December

LIABILITIES

Accounts Payable	103,092
Retainage Payable	214,931
Due to Other Funds	0
Accrued Wages Payable	240,367
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	13
Due To FOL-Taxable Book Sales	2,288
Due To FOL-Nontaxable Book Sales	1
Due To FOL-Sales Tax	151
United Appeal	329
Bonds	88
Def Comp Employees	0
Health Insurance	12,320
Union Dues	945
Union-Cope	0
Optional Life	3,049
Flex Spend Med	(661)
Flex Spend Dep	0
Ben-DCP	0
Miscellaneous	129
Daughters of American Revolution	1,819
Unclaimed Payroll	1,571
TOTAL LIABILITIES	580,432

FUND BALANCE

Reserve for Inventory	186,354
Reserve for Prepays	135,724
Reserve for Walker	4,000
Reserve for Phillips	100,000
Reserve for Warner	33,712
Reserve for Gullett	19,805
Designated Murray	537,263
Designated for Sondheim	39,941
Designated for Strategic Plan	4,000,000
Designated for Encumbrances	216,502
Unreserved/Undesignated	2,166,759
Current Year Excess of Revenues Over Expenditures	10,331,835
TOTAL FUND BALANCE	17,771,895

TOTAL LIABILITIES & FUND BALANCE **18,352,327**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 12, 2006**

**Statistics and Summaries:
December 2005**

STATISTICAL SUMMARY

December 2005 Statistics for January 2006 meeting

Circulation and Door Count trends:

The Main Library continues to see a door count decrease in spite of an increase in our circulation. One contributing factor is meeting rooms. Our downward trend in door count does track with the closure of meeting rooms during construction on the third floor.

We had two remarkable days in December 2005 and early January 2006. Average daily circulation for the system tends to be between 25,000 and 29,000. On Tuesday, December 27, 2005 system circulation was 42,948. On Tuesday, January 3, 2006 daily circulation was 46,311.

Please note the inclusion of new chart views for circulation and door count. Based on Board feedback, we are presenting some reporting options. In each category we have:

- a) All years from 1999 to current
- b) 2002 to current year
- c) 2000 figures benchmarked to 2003 to current

We can change to using any of these views (or any you prefer) regularly in the Board packet.

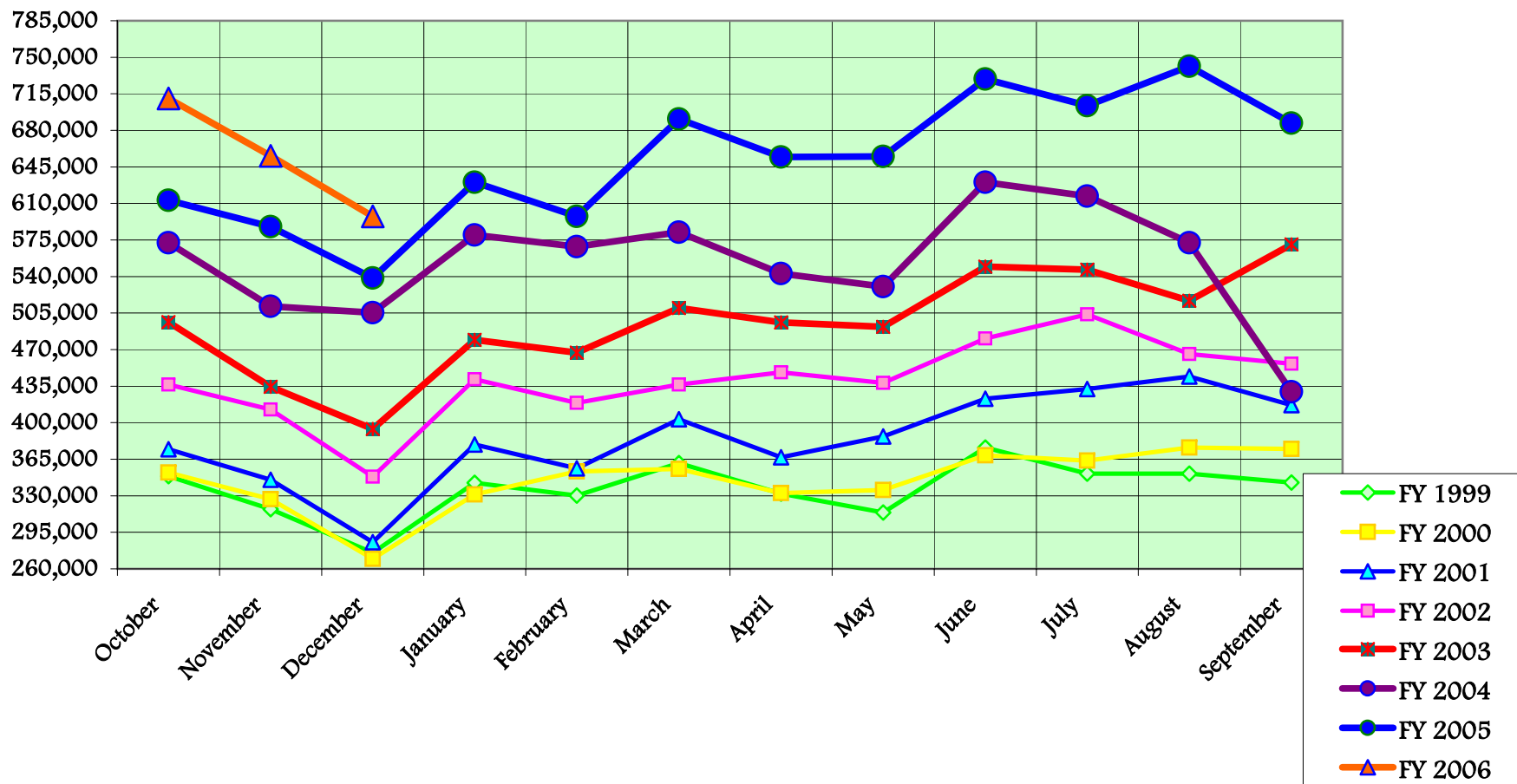
Library Activity

It is impressive to see the high class attendance figures for December, an increase of 67.15% over last from 652 to 1090. This is normally a time of year where this type of service is not highly utilized. This is another testament to the popularity of this service.

www.Ocls.info

Website activity is down over the last several months. This is likely a holiday change but we are examining logs for the past several months for errors or problems and will be tracking our January numbers very carefully.

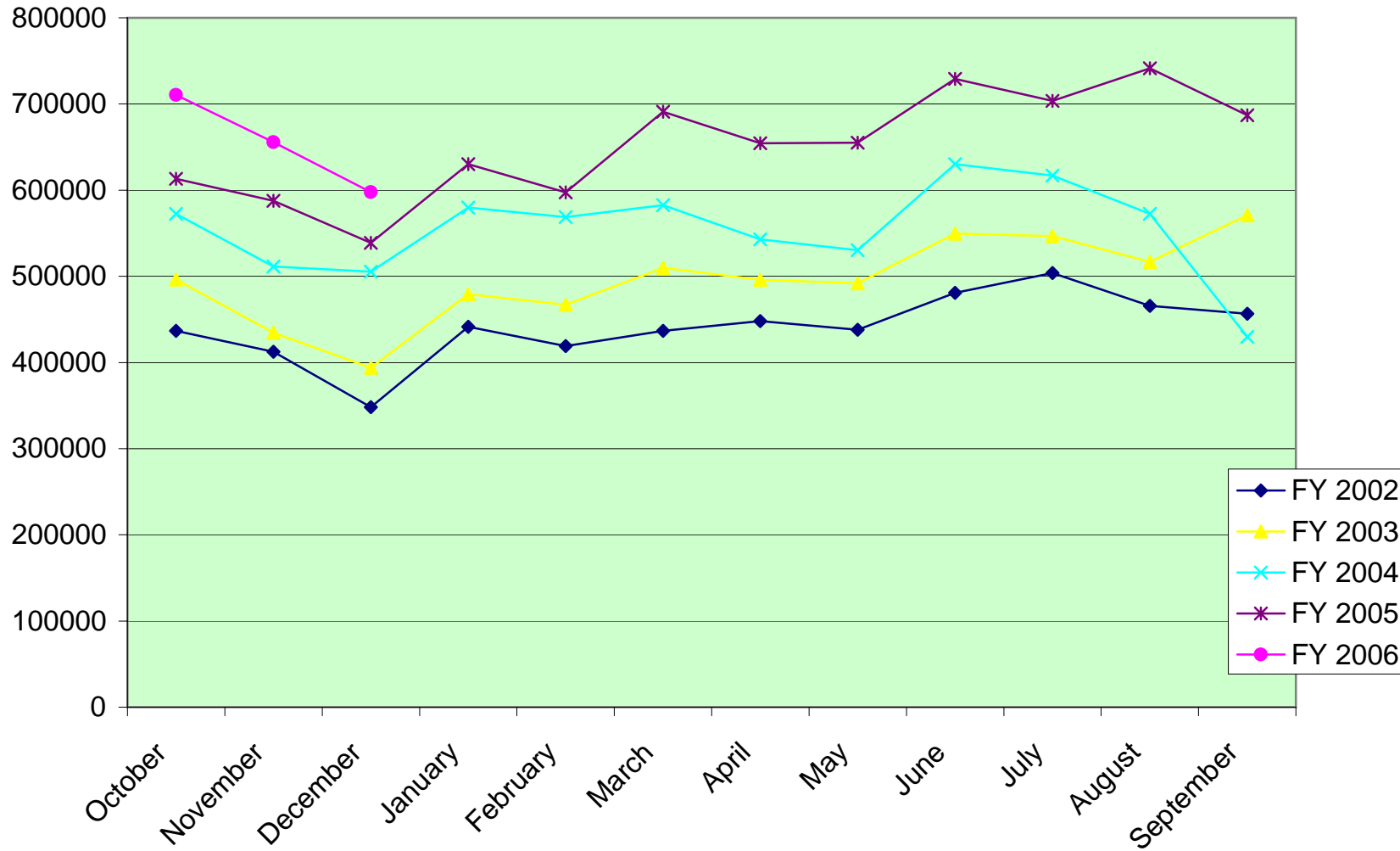
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION**
Fiscal Year 1999 Through Fiscal Year 2006 TO Date
Chart A



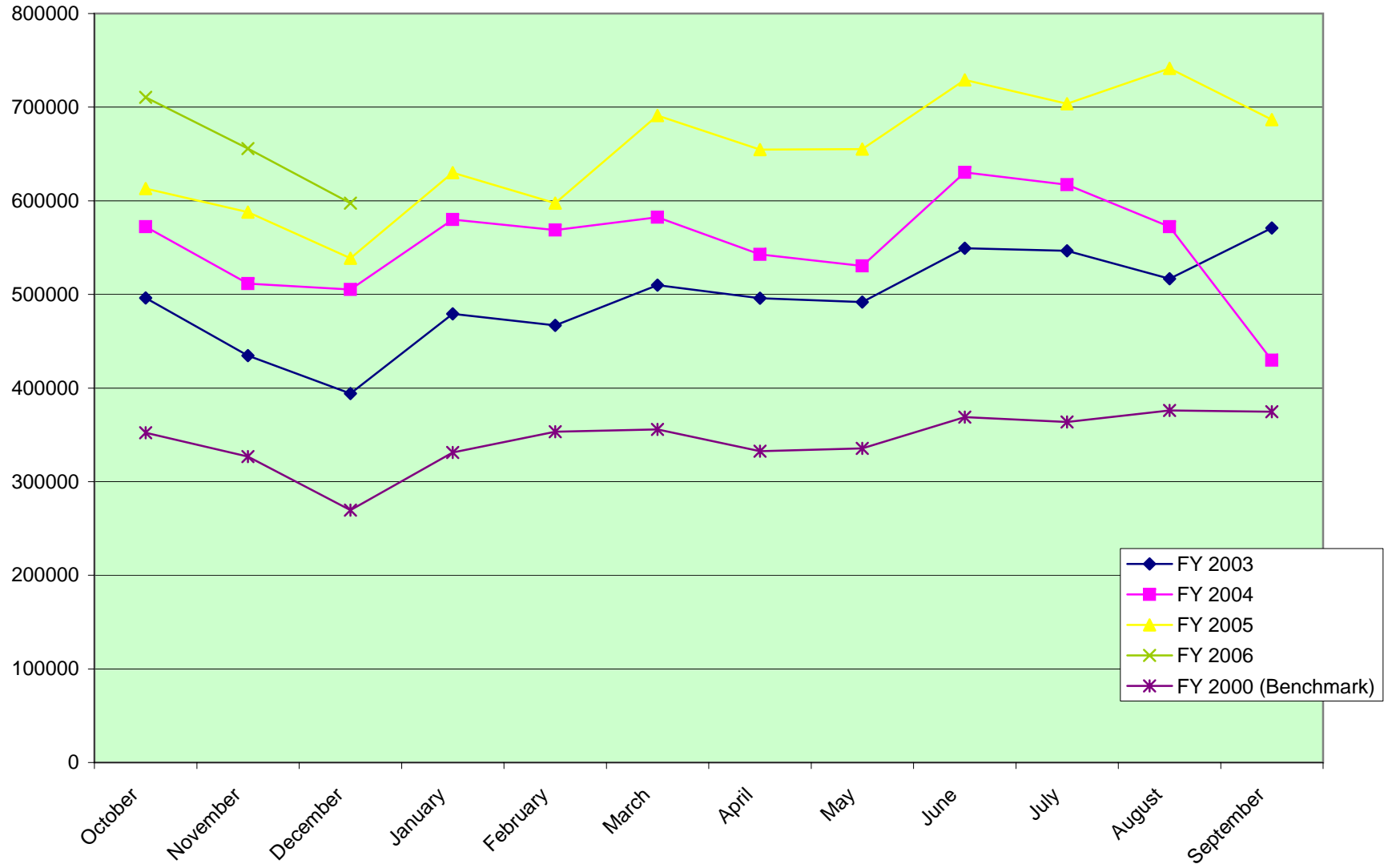
ORANGE COUNTY LIBRARY SYSTEM CIRCULATION

Fiscal Year 2002 Through Fiscal Year 2006 TO Date

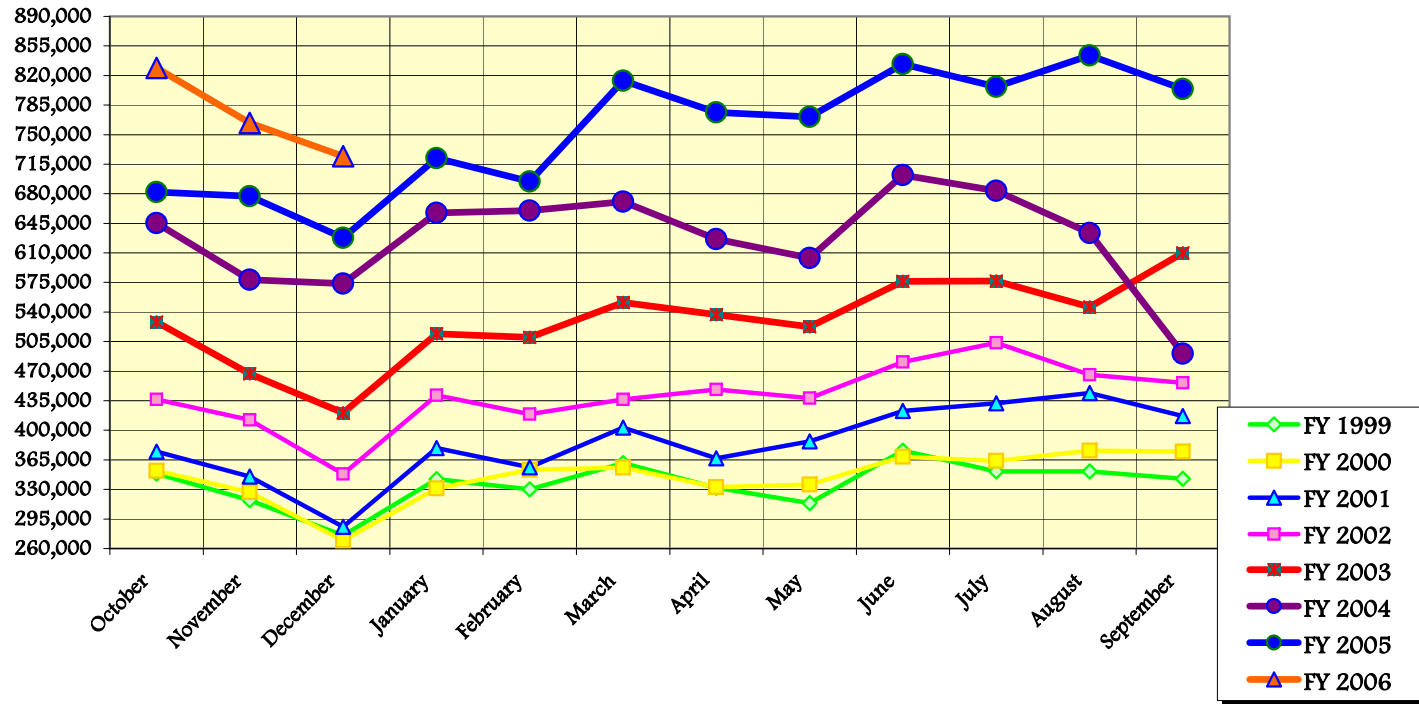
Chart B



ORANGE COUNTY LIBRARY SYSTEM CIRCULATION ~ Benchmark Chart
Fiscal Year 2003 Through Fiscal Year 2006 TO Date
Chart C



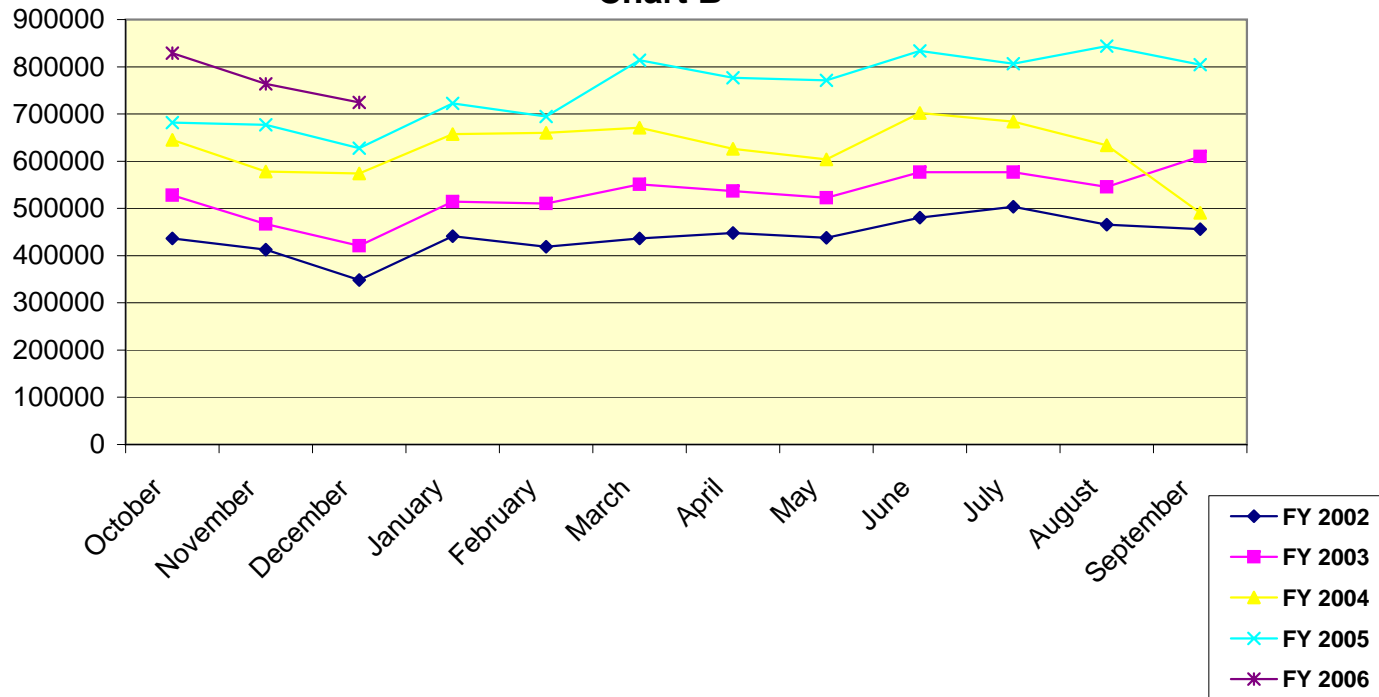
**ORANGE COUNTY LIBRARY SYSTEM
CIRCULATION WITH ELECTRONIC STATS**
(Circ Stats - previous month & Electronic Stats - 2 months previous)
Fiscal Year 1999 Through Fiscal Year 2006 TO Date
Chart A



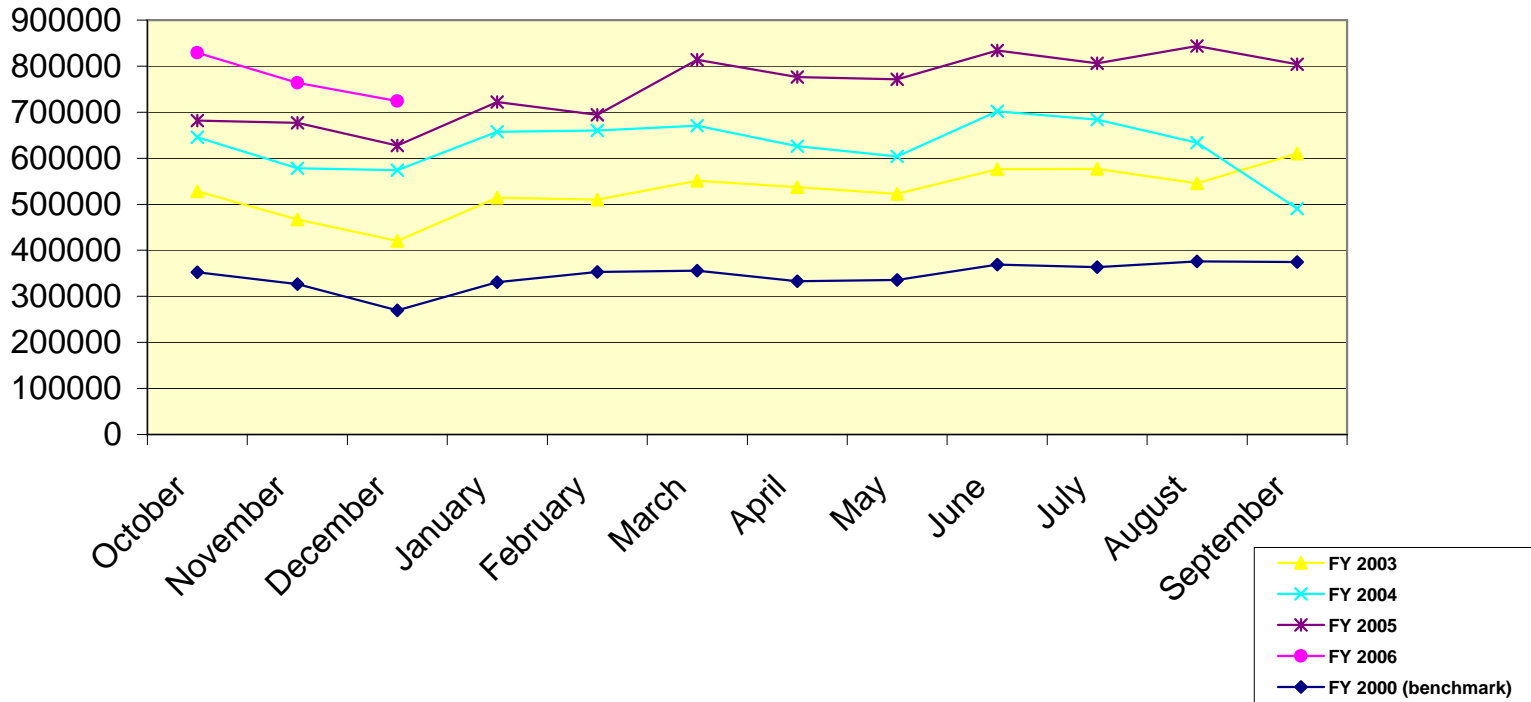
ORANGE COUNTY LIBRARY SYSTEM CIRCULATION WITH ELECTRONIC STATS

(Circ Stats - previous month & Electronic Stats - 2 months previous)
Fiscal Year 2002 Through Fiscal Year 2006 TO Date

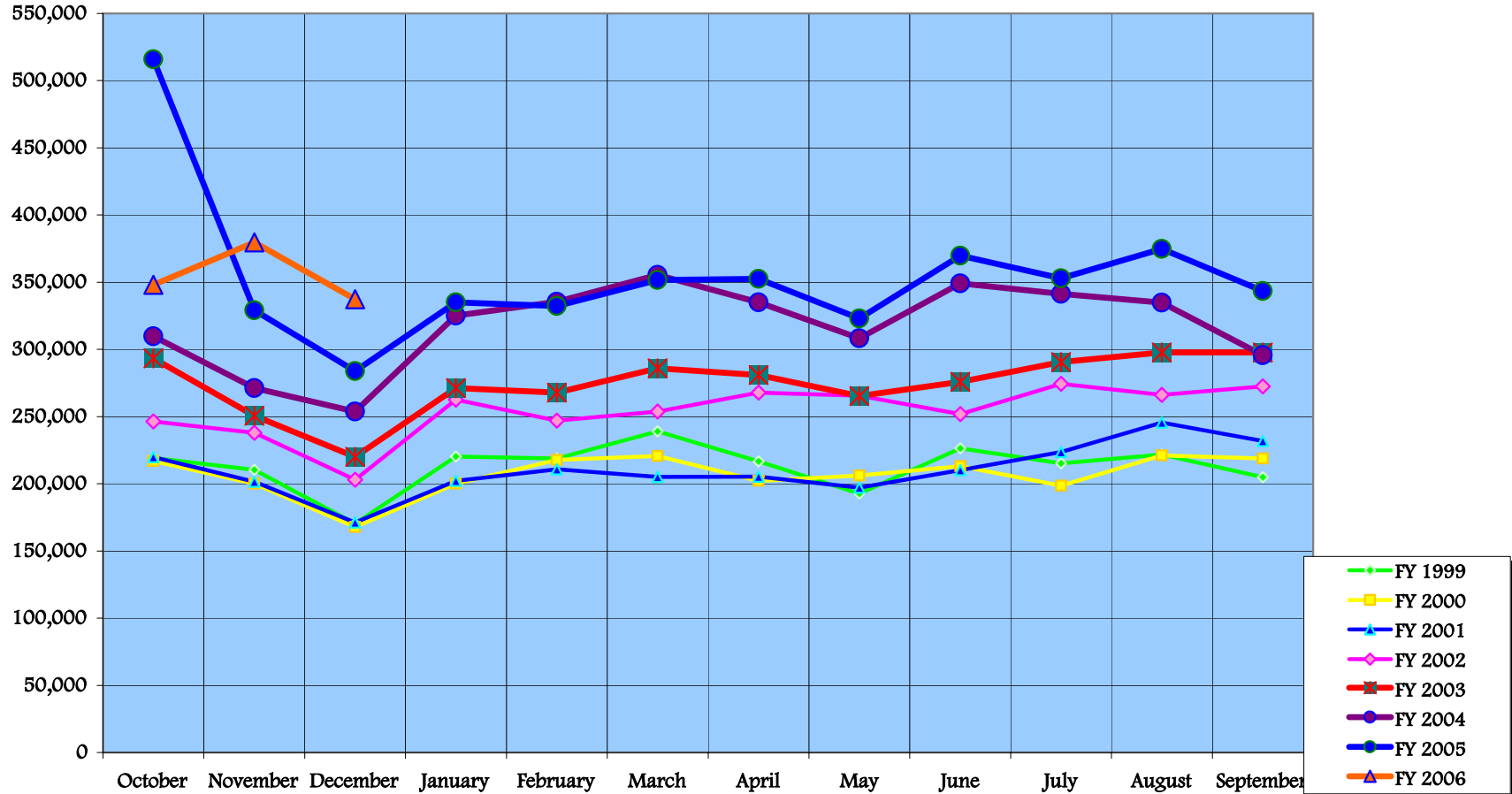
Chart B



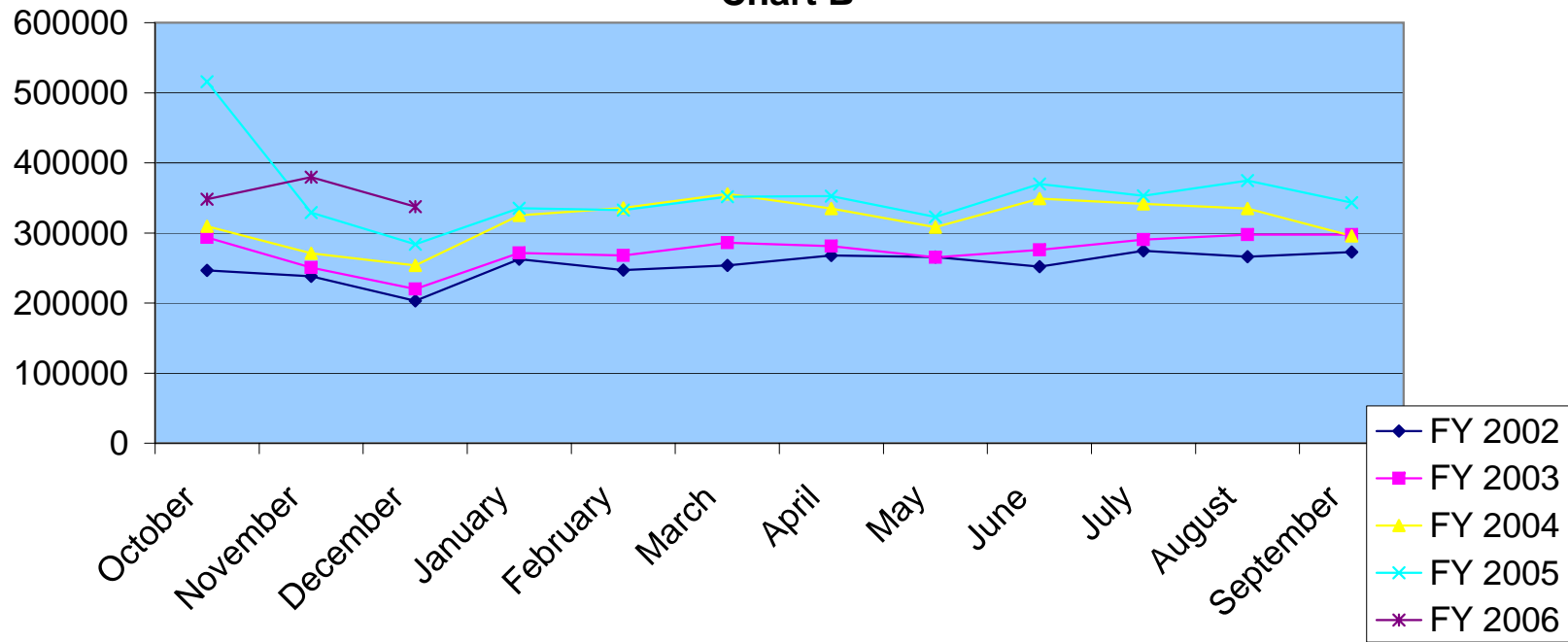
**ORANGE COUNTY LIBRARY SYSTEM CIRCULATION WITH ELECTRONIC STATS ~ Benchmark
Chart
(Circ Stats - previous month & Electronic Stats - 2 months previous) Fiscal Year 2003 Through
Fiscal Year 2006 TO Date
Chart C**



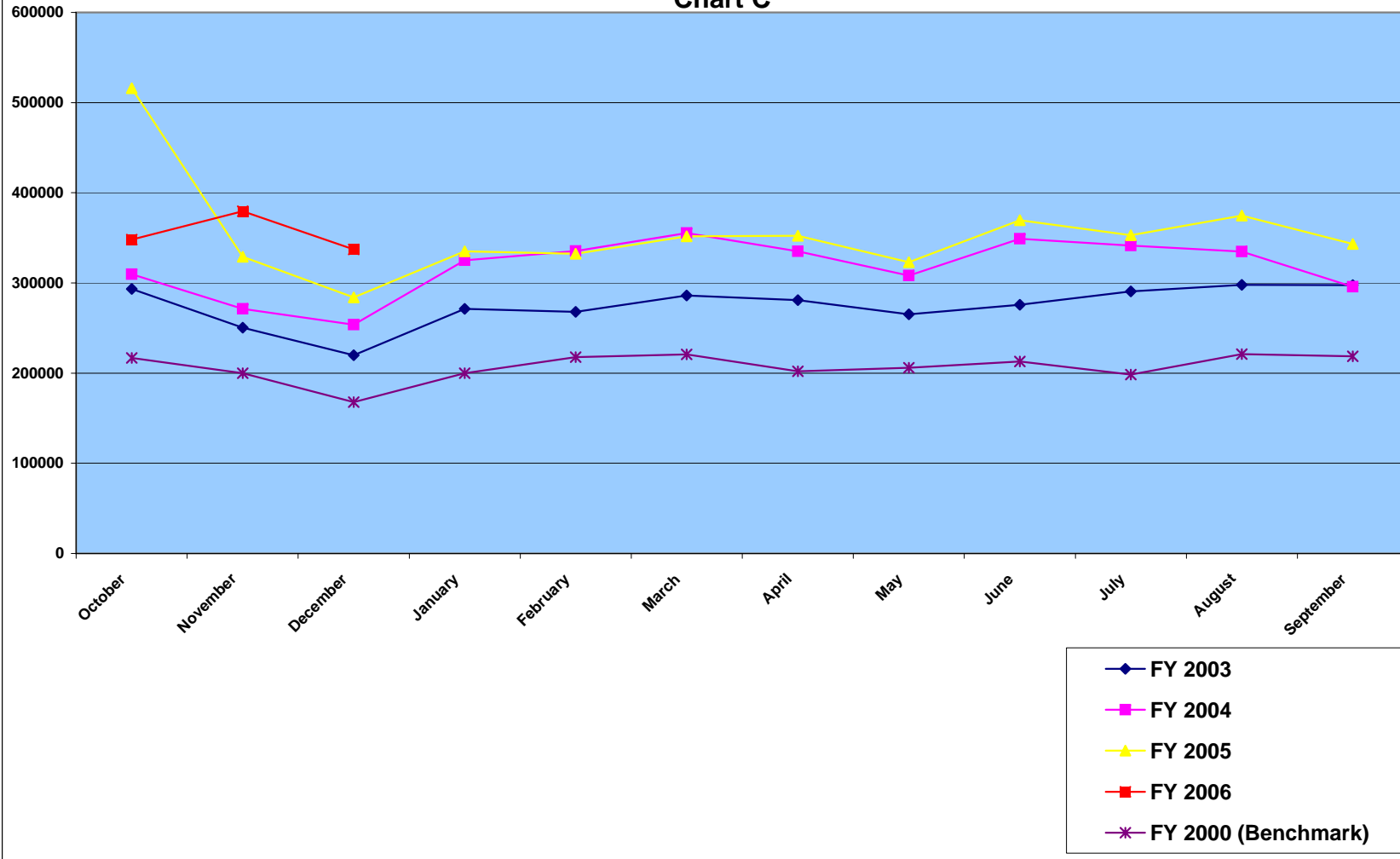
Orange County Library System
Door Counts
 Fiscal Year 1999 through Fiscal Year 2006 To Date
 Chart A



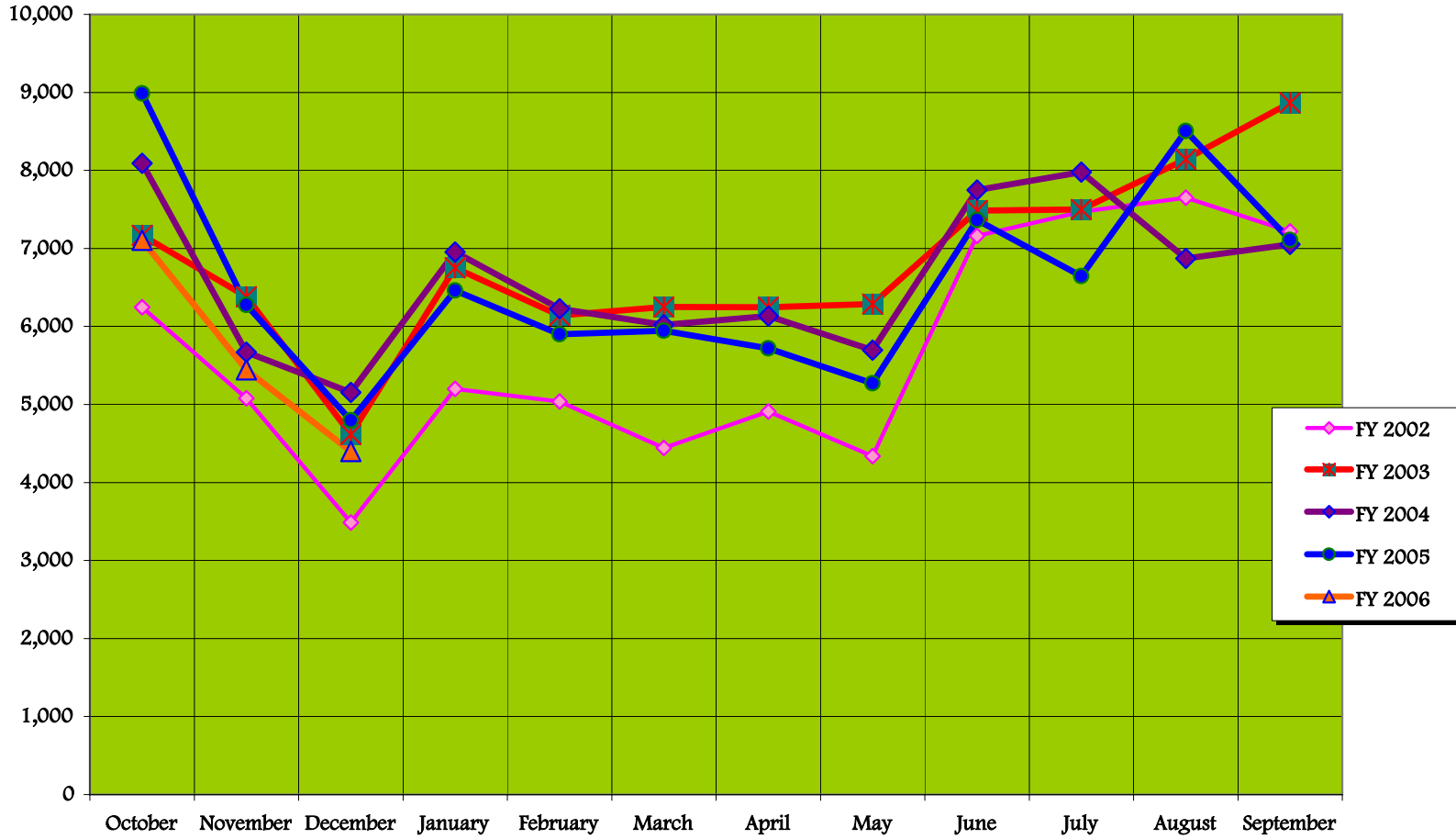
Orange County Library System Door Counts
Fiscal Year 2002 through Fiscal Year 2006 To Date
Chart B



Orange County Library System Door Counts ~ Benchmark Chart
Fiscal Year 2003 through Fiscal Year 2006 To Date
Chart C



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	Dec-05	Dec-04	% of Change	Jan-06	Jan-05	Feb-06	Feb-05	Mar-06	Mar-05
Circulation													
Main	223,362	193,476	205,261	180,444	186,592	172,909	7.91%		185,053		179,407		206,377
Branches	433,780	366,219	405,141	356,640	366,457	320,269	14.42%		389,616		371,003		421,338
MAYL	49,789	52,902	41,659	48,152	40,549	42,305	-4.15%		52,548		44,206		59,822
Talking Books	3,650	528	3,587	2,907	4,007	3,211	24.79%		2,942		2,885		3,400
Total	710,581	613,125	655,648	588,143	597,605	538,694	10.94%		630,159		597,501		690,937
Door Count													
Main	55,768	68,996	47,303	52,721	44,632	47,060	-5.16%		62,089		58,023		61,375
Branches	292,293	366,470	296,053	278,637	294,060	236,839	24.16%		272,964		274,354		290,246
Talking Books	17	13	14	4	10	6	66.67%		4		7		9
Total	348,061	435,466	343,356	331,358	338,702	283,905	19.30%	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	615,215	2,376,731
Branches		399,791		399,146		460,906		433,969		460,450		424,117	1,205,378	4,803,464
MAYL		50,238		48,332		53,710		50,541		57,287		51,355	131,997	611,398
Talking Books		2,930		3,327		3,162		3,837		4,403		3,929	11,244	37,461
Total		654,546		655,099		729,073		703,632		741,322		686,823	1,963,834	7,829,054
Door Count														
Main		60,548		53,029		59,132		58,070		61,156		55,695	147,703	697,894
Branches		291,853		269,970		310,530		294,817		313,581		287,655	882,406	3,487,916
Talking Books		4		7		10		10		8		7	41	80
Total		352,401		322,999		369,662		352,887		374,737		343,350	1,030,109	4,185,810

Website Report

	Oct-05	Oct-04	Nov-05	Nov-04	Dec-05	Dec-04	Jan-06	Jan-05	Feb-06	Feb-05	Mar-06	Mar-05
Hits to the Website												
Inside	3,510,648		3,465,026		3,090,526							
Outside	2,710,018		2,323,331		1,570,032							
Total	6,220,666	10,603,759	5,788,357	8,440,620	4,660,558	11,531,063		15,352,285		15,816,206		15,023,342
Visits												
Inside	71,594		67,454		66,441							
Outside	144,488		128,652		115,571							
Total	216,082		196,106		182,012							
Unique Visitors												
Inside	943		959		1,603							
Outside	39,180		37,254		34,309							
Total	40,123		38,213		35,912							
Page Views												
Inside	927,149		912,106		533,497							
Outside	622,173		318,710		240,376							
Total	1,549,322		1,230,816		773,873							

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								639,531		696,532		755,731		2,091,794
Outside								707,694		739,477		902,985		2,350,156
Total								1,347,225		1,436,009		1,658,716		4,441,950

Library Activities October - March

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

	Oct-05	Oct-04	Nov-05	Nov-04	Dec-05	Dec-04	% of Change	Jan-06	Jan-05	Feb-06	Feb-05	Mar-06	Mar-05
Program Attendance Total	14096	13,258	14,719	10,838	8,077	7,987	1.13%		9,680		12,456		11,942
Total # of Programs	420	405	405	350	383	365	4.93%		342		419		458
Community Events Attendance Total	1760	1,704	2,060	1,792	506	0	N/A		277		472		353
Total # of Community Events	27	18	22	25	8	0	N/A		7		14		4
Events Line	12	-	16	49	5	16	-68.75%		30		33		23
StoryLine	141	345	150	332	92	285	-67.72%		279		210		252
Class Attendance Total	1331	1,162	900	1,049	1,090	652	67.18%		1041		1243		1215
Total # of Classes	479	262	396	229	486	190	155.79%		232		281		310
QuestLine	17,532	15,480	16,296	13,728	14,321	11,873	20.62%		14,530		14,240		16,040
P.C. Sessions	62,244	61,841	59,609	57,898	57,206	55,421	3.22%		62,062		60,939		66,879
Number of Active Cards in the System	358,336	301,108	365,466	300,679	371,147	299,476	23.93%		301,975		300,538		300,756
New Customer Registrations	7,104	8,989	5,445	6,277	4,397	4,798	-8.36%		6,462		5,898		5,944
Total Registered Borrowers	825,839	767,093	831,207	774,114	834,813	778,890	7.18%		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	36,892	148,444
Total # of Programs		417		435		496		497		398		426	1,208	5,008
Community Events Attendance Total		3,211		1,111		911		2,140		2,912		5,677	4,326	20,560
Total # of Community Events		17		10		4		12		23		43	57	177
Events Line		20		78		17				17		18		
StoryLine**		231		177		295				161		107	383	2,674
Class Attendance		1,088		1032		1835		1,237		1,361		1,189	3,321	14,104
Total # of Classes		300		322		396		350		405		398	1,361	3,675
QuestLine		15,797		15,661		18,202		16,923		19,009		16,545	48,149	188,028
P.C. Sessions*		63,801		60,898		63,127		62,563		71,777		62,731	179,059	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	Dec-05	Dec-04	% of Change	Jan-06	Jan-05	Feb-06	Feb-05	Mar-06	Mar-05
Online Catalog Searches	544,532	521,255	470,938	477,761	360,185	382,173	-5.75%		540,385		561,044		580,861
Online Renewals	113,507	73,115	106,202	89,428	98,035	86,114	13.84%		84,577		84,884		98,498
Electronic Reference Questions	137	250	124	202	92	155	-40.65%		198		167		222
Live Chat Questions	52	79	33	85	22	58	-62.07%		53		68		89
Total Online Reference Questions	189	329	157	287	114	213	-46.48%		251		235		311
Online Requests	49,854	47,087	43,046	44,087	35,531	38,464	-7.63%		51,113		46,095		50,663
Online Suggestions	176	62	203	105	84	89	-5.62%		56		86		104

www.ocls.info

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	1,375,655	6,608,185
Online Renewals		95,989		100,356		100,356		102,351		106,361		102,603	317,744	1,124,632
Online Reference Questions		172		163		178		67		120		25	353	1,919
Live Chat Questions		72		58		45		17		30		34	107	688
Total Online Reference Questions		244		221		223		84		150		59	460	2,607
Online Requests		49,204		50,203		52,956		52,366		54,738		48,920	128,431	585,896
Online Suggestions		198		148		152		148		199		171	463	1,518

Orange County Library System

Circulation Statistics

December 1, 2005 - December 31, 2005

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Total Visits	Visits Year Ago	Gain (Loss)	%Gain (Loss)
Main	27	186,592	31.22%	172,909	13,683	7.91%	44,632	47,060	(2,428)	-5.16%
MAYL*	21	40,549	6.79%	42,305	(1,756)	-4.15%	38,878	41,271	(2,393)	-5.80%
Talking Books	27	4,007	0.67%	3,211	796	24.79%	10	6	4	66.67%
West Oaks	27	34,610	5.79%	33,349	1,261	3.78%	15,883	16,450	(567)	-3.45%
Herndon	24	36,984	6.19%	31,741	5,243	16.52%	28,219	20,000	8,219	41.10%
Alafaya	27	47,476	7.94%	38,277	9,199	24.03%	30,815	23,002	7,813	33.97%
Southeast	24	31,013	5.19%	25,238	5,775	22.88%	27,850	19,639	8,211	41.81%
Hiawassee	24	20,164	3.37%	19,098	1,066	5.58%	20,341	20,332	9	0.04%
Southwest	24	33,276	5.57%	26,739	6,537	24.45%	25,685	21,599	4,086	18.92%
Edgewater	24	24,111	4.03%	23,650	461	1.95%	20,671	17,424	3,247	18.64%
North Orange	27	33,566	5.62%	31,743	1,823	5.74%	25,088	22,808	2,280	10.00%
South Creek	27	42,997	7.19%	40,798	2,199	5.39%	30,444	25,054	5,390	21.51%
South Trail	24	22,383	3.75%	18,082	4,301	23.79%	27,686	20,135	7,551	37.50%
Winter Garden	24	19,146	3.20%	11,585	7,561	65.27%	10,724	8,575	2,149	25.06%
Windermere	24	10,746	1.80%	12,218	(1,472)	-12.05%	13,057	11,324	1,733	15.30%
Washington Park	24	9,366	1.57%	7,751	1,615	20.84%	12,008	10,497	1,511	14.39%
Eatonville	24	619	0.10%	N/A	N/A	N/A	4,192	N/A	N/A	N/A
Total	423	597,605	100.00%	538,694	58,911	10.94%	337,295	283,899	53,396	18.81%

*MAYL ~ Customer Transactions

**Branch Door Counts are estimates.

NUMBER OF SEARCHES
NOVEMBER 2005

FISCAL YEAR 2005	OCT 2005	NOV	DEC	JAN 2006	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD
Ancestry Library Edition	486	462											948
Associations Unlimited	832	882											1,714
Auto Repair Reference Center	229	224											453
Biography & Genealogy Master Index	881	819											1,700
Biography Resource Center	6,611	5,459											12,070
Business & Company Resource Center	1,876	2,010											3,886
Business Index ASAP	182	106											288
Classical.com	40	43											83
Computer Database	23	587											610
Consulta	237	53											290
Countrywatch	842	1,279											2,121
DearReader.com Online Book Club (formerly Chapter-A-Day)	48,360	49,860											98,220
Dun & Bradstreet International Business Locator	50	48											98
Expanded Academic ASAP	238	1,551											1,789
Ferguson's Career Guidance Center	511	595											1,106
First Search	5,250	4,703											9,953
Gale Virtual Reference Library e-books (FEL)	232	750											982
General Business File ASAP	305	559											864
General Reference Center Gold	1,317	6,100											7,417
Health & Wellness Resource Center and Alternative Health Module	2,374	2,097											4,471
Health Reference Center Academic	189	900											1,089
HeritageQuest Online	8,298	8,310											16,608
Info Trac OneFile	859	7,877											8,736
Informe	99	12											111
Junior Edition - K12	223	454											677
Kid's Edition - K12	288	100											388
Learnatest	477	357											834
Lit Finder (formerly Essay/ Poem/ Storyfinder)	2,347	1,040											3,387
Literature Resource Center	4,509	5,784											10,293
Live Homework Help	315	261											576
Mergent Online	456	459											915
Morningstar	65	2,083											2,148
NetLibrary eBooks	188	109											297
NetLibrary eBooks - Shared Collection	689	280											969
NetLibrary Downloadable Audiobooks	468	403											871
Novelist	849	443											1,292
Opposing Viewpoints Resource Center	3,881	4,276											8,157
p4A Antiques Reference	533	491											1,024
Powermediaplus Streaming Videos	255	150											405
Professional Collection	158	612											770
ProQuest Newspapers	2,825	2,554											5,379
Reference USA	3,611	3,240											6,851
Rosetta Stone	785	923											1,708
Science Online	96	77											173
SIRS Knowledge Source	2,266	2,071											4,337
Smithsonian Global Sound	14	20											34
Standard Deviants Video (formerly known as Cerabellum Online Videos)	63	69											132
Standard & Poors NetAdvantage	104	197											301
Student Edition - K12	219	646											865
Tumblebooks	* Not avail	334											334
Weiss Ratings	1,021	2,659											3,680
What Do I Read Next?	740	687											1,427
Worldbook Online	641	606											1,247
TOTAL NUMBER OF SEARCHES	108,407	126,671											235,078

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, January 12, 2006**

Action Items

**Orange County Library System
Board of Trustees Meeting
Thursday, January 12, 2006**

Non-Consent Agenda

**Orange County Library System
Board of Trustees Meeting
Thursday, January 12, 2006**

**Changes to the 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 to be more equitable to the Library's employees, especially compared to 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 a combination of 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 comparison 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 current 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 are proposing a 4 year vesting period, which would start from date of hire. Another component that is lacking in our Plan is 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 more 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 was prepared by USI and 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 is projected to 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 is projected to increase from 6.9% to 15.1%. We specifically included additional funds in the current year's budget to accommodate proposed changes to the Plan.

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 enhancements to our Plan. If the Library Board approves the concept, formal Plan amendments would have to be drafted by our pension attorney, Dave Pearson.

The attached sheet titled "Process to Make Changes to Defined Benefit Pension Plan" was drafted by our actuary, Beth Allen of USI Consulting Group, and summarizes the steps necessary to implement the changes outlined above.

III. OPTIONS

Option 1 – Approve shortening the vesting period from 9 years of credited service to 4 years from date of hire, change normal retirement date to age 65 with 4 years of vesting service, 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 our former employees who are currently receiving benefits is about \$10,000. The 2% COLA would equate to an annual increase of about \$200 in the first year.

Disadvantage:

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

Option 2 – Don't approve shortening the vesting period 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 shortening the vesting period from 9 years of credited service to 4 years from date of hire, change normal retirement date to age 65 with 4 years of vesting service, 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 shorten the vesting period from 9 years of credited service to 4 years from date of hire, 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 our pension attorney, Dave Pearson, to draft the amendment(s).

No changes are being proposed at this time to the retiree health care benefit for non bargaining unit employees. This benefit will still only be available to those employees who have at least 9 years of credited service in the Plan and receive a retirement benefit from the Plan directly upon retirement.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 06-009

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 Winter Garden, on the 12th day of January, 2006, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve changes to the Library's Defined Benefit Pension Plan to shorten the vesting period from 9 years of credited service to 4 years from date of hire, to change the normal retirement date to 65 with 4 years of vesting service, and to 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)

Years of Service at Retirement	FLORIDA RETIREMENT SYSTEM	CITY OF ORLANDO	ORANGE COUNTY LIBRARY SYSTEM			
			<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 4 yrs	65 with 4 yrs	65 with 4 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

Process to Make Changes to Defined Benefit Pension Plan

Step 1 – Library Board Approval

The proposed changes include the following:

- Change vesting requirement to 4 years of service from date of hire
- Change normal retirement date to age 65 with 4 years of vesting service
- Add a 2.0% cost of living adjustment for all actives, terminated-vested and retirees in the plan

USI Consulting Group's previous cost estimate of a \$692,000 increase in the alternate employer contribution level remains accurate. Given the current population, the change to the normal retirement eligibility has no material impact. Again, if a change were made to the early retirement eligibility, it would have a more significant impact as it would require modifying our retirement age assumption. The three changes listed above increase the contribution level from roughly \$586,000 to \$1.278 million.

Step 2 - Plan Document Changes

- **Participation Requirement:** The plan will continue to have the same one year of service (and 3 months) eligibility requirement
- **Service Definitions:** The plan will be amended to now have 2 service definitions:
 - Vesting Service - will be elapsed time from date of hire
 - Credited Service – will be years of service from date of participation in the plan
- **Vesting:** The plan will be amended to change the vesting requirement to 4 years of Vesting Service
- **Early Retirement:** Early retirement eligibility will remain at age 55 with 9 years of Credited Service
- **Normal Retirement:** The plan will be amended to change normal retirement date to age 65 with 4 years of Vesting Service
- **Normal Form of Benefit:** Add language to change the normal form of payment from a monthly life annuity to a monthly life annuity with a 2% cost of living adjustment

Step 3 – Actuarial Impact Statement

Once the changes are approved by the board, USI Consulting Group will prepare an actuarial impact statement to file with the State of FL. Once the Library receives approval from the State, the changes can be communicated to employees and the current retirees will receive a retroactive adjustment.

ORANGE COUNTY LIBRARY SYSTEM

Phase II - Future Pension and Retiree Health Care Changes

The changes currently being proposed to the Defined Benefit Pension Plan (DB) may be viewed as Phase I of a two phase project. We anticipate that Phase II would include the following:

1. Establish a new defined contribution pension plan for all employees hired after a future date. We would also consider allowing current employees in the Defined Benefit Pension Plan to transfer the present value of their benefit to the new defined contribution pension plan.
2. In conjunction with # 1, reduce the retiree health care benefit for all employees hired after a future date.

Issues to be Addressed Under New Defined Contribution Pension Plan

The following is a brief listing of the significant issues which will need to be addressed as part of the new plan:

- ✓ Vesting schedule
- ✓ Contribution levels
- ✓ Eligibility period for beginning participation
- ✓ Investment provider
- ✓ Ability of current employees who participate in Defined Benefit Pension Plan to transfer the present value of their benefit to the new defined contribution pension plan
- ✓ Effective date for the new plan
- ✓ Retiree health care benefit for the new plan
- ✓ Transition to the new plan including employee communications about the new plan

Both the Florida Retirement System and City of Orlando have separate defined contribution pension plans, which we could consult to address the above issues. In fact, the City went through a similar process in the late nineties.

Rough Timeframe to Implement Phase II

Per our request, our actuarial firm, USI Consulting Group, outlined a rough timeframe to implement what we are referring to as Phase II.

- Development of recommended plan provisions **4 to 6 months**
 - USICG/Library determines valid plan design options, considering benchmarking and existing DB plan benefits
 - USICG provides cost analysis and benefit illustrations for several plan designs chosen
 - Determine eligibility, timing and actuarial basis for DB participants who wish to transfer balances to DC plan, as well as calculations of balances and estimated impact to DB plan
 - Amend DB plan to close to new participants and allow for transfers
- Provider search (if needed) **3 months**
 - USICG would assist the Library in requesting proposals from several potential providers, summarizing proposals, setting up provider presentations, and choosing final provider(s)
 - Development of implementation process by chosen provider(s)
- Communication **Will vary**
 - Develop communications for new employees
 - Develop communications for existing employees who wish to transfer value of DB benefit to DC plan
- Retiree Health issues **Not sure**
 - Determine benefit level to be provided to future employees

A rough estimate for the entire project is 9 – 12 months. In this way, there would be sufficient time to address the above issues.

**Orange County Library System
Board of Trustees Meeting
Thursday, January 12, 2006**

**Discussion and Possible
Action Items**

**Orange County Library System
Board of Trustees Meeting
Thursday, January 12, 2006**

**Strategic Plan ~ Year Four:
1st Quarterly Update**

Orange County Library System Strategic Plan - FY 2006

Item Number	Status		Notes	Point Person
1		GOAL 1: Increase Customer Satisfaction & Provide Greater Ease of Access to Services		
1.1		Objective 1: Provide Additional days/hours of service		
		Activity		
1.1-1	Ongoing	Implement Branch Master Plan	Presentation to Governing Board made December 6. Working on financial options for funding to be presented Spring 2006 to Governing Board. Further discussions held with developers and real estate advisor.	Craig Wilkins & Sally Fry
		Objective 3: Provide self service options		
		Activity		
1.3A		Implement Self Check Out at one additional location.	Tagging just begun at Herndon Branch. Equipment has been ordered.	Craig Wilkins & Sally Fry
1.3B		Evaluate Value Card project at Main & South Creek	Value Card system installed at Main and South Creek. Public reception has been positive.	
1.4		Objective 4: Create and maintain inviting and appealing library spaces		
		Activity		
1.4A		Replace carpeting, wall covering, retrofit lighting, 2nd floor of Main Library	Project also includes remodeling a portion of East end to add classrooms and create new space for public computers. Contractor RFQ has been advertised, proposals are due January 10th. Our architect, HKS, is working on construction drawings.	Bob Tessier
1.4B		Provide sinking fund for significant future repairs and replacements	\$75,000 included in FY 2006 Budget	Bob Tessier
1.5		Objective 5: Implement effective communication loop with customers		
		Activity		
1.5-1		Create Customer Service Action (CSA) group made up of staff		
1.5-1A	Ongoing	Inform, seek feedback and prepare staff through meetings and Intranet articles regarding customer satisfaction goals and surveys prior to start date of survey	In December, representatives of CSA Group met with each branch and Main Library department. Sought feedback to redesign Shopper Questionnaire and questions, suggestions for Shopper Program.	Sally Fry
1.5-1B	Ongoing	Design and distribute customer survey tools	Updated questionnaire scheduled for implementation January 2006.	Sally Fry
1.5-1C	Ongoing	Monitor customer response to survey tools monthly.	Shopper Reports: Average score for September 83%, October 81%, and November 84%. Quarterly average is 82.6 which is a drop of almost 11% from previous quarter. Drop is primarily due to poor results on Question of the Month. Results of Class surveys distributed to managers and CSA Group	Sally Fry
1.5-1D	Ongoing	On a quarterly basis, CSA reports survey results and recommended actions to Admin Team	Proposed review and update of Shopper Questionnaire presented to Admin Team January 4, 2006	Sally Fry
1.5-1E	Ongoing	Administration reviews CSA recommendations and implements feasible response	Administration approved project to review and update Questionnaire for 2006	Sally Fry
1.5-1F	Ongoing	Publicize changes to customers	Through website, e-newsletter and RSS feeds	Sally Fry
		Roll out InfoSpot	Testing prototype of Info Spot at 2nd Floor and Edgewater Branch.	Sally Fry
		Introduce customer service software		
1.6		Objective 6: Prepare staff to exceed the expectation of the customer		
		Activity		
1.6A	Ongoing	Provide staff training annually in customer-driven service practices	Staff Development Day (11/11/05) Breakout Sessions included Customer Service 101; Actioneering - Developing an Action Plan; American Sign Language; Survival Spanish; Google Like a Goo-ru; Raising the Dead: Hot Topics for Helping Customers Use Genealogical databases.	Carla Fountain
1.6B	Ongoing	Review customer service practices annually	Reviewed our damaged book practices at the December 15, 2005 managers meeting. Using new online survey reporting to review customer feedback. This new software provides enhanced options for categorizing and reviewing customer comments.	Debbie Moss

2		GOAL 2: Provide a Range of Services that are Responsive to a Changing Community		
2.1		Objective 1: Expand Access to and Availability of Programs for the Public		
		Activity		
2.1A	Ongoing	Use Volunteer Story Givers program using staff and outside volunteers, to provide 25 additional programs per year.	27 programs given by volunteer storygivers during 1st Quarter (Oct.-Dec. 05)	Kathryn Robinson
2.1B	Ongoing	Empower librarians to create four events for presentation to the public each year.	Ongoing-examples: Build the Perfect Gingerbread House, Avoid the Holiday Debt Trap, Build a Better Bath, Yoga for Kids, and Sirs Knowledge Source.	Kathryn Robinson
2.1C	Complete & Ongoing	Employ technology to disseminate classes, programs and storytelling to multiple locations and to home users	Ongoing- 1st Quarter Example is the newly developed E Guide "Start Your Own Business." Includes information resources on Statistics, Marketing, Starting a Business, and Growing a Business.	Kathryn Robinson
2.1D	Ongoing	Offer at least two classes or two programs per month and storytelling once a month in Spanish. By year 3, increase classes and programs to four and storytelling to weekly.	1st Quarter (Oct.-Dec. 2005) 16 storytimes, 25 programs and 229 computer classes offered in Spanish.	Kathryn Robinson
2.1E	Ongoing	Offer after hours programs twice per year on Friday nights for Youth at Main.	Fantastic Family Fair held after hours at Main on 11.4.2005.	Kathryn Robinson
2.2		Objective 2: Expand Use of Relevant Technology		
2.2A	Ongoing	Maintain and expand current PC network. Add 30 new stations to the network each year with the balance of PC's purchased upgrading current equipment.	A second classroom was added at Main with 8 computers, 2 staff computers were added to CRC workroom and 88 computers and monitors were ordered through the Gates Public Access Computing Hardware Upgrade Grant	Eric Atkinson
2.2B	Ongoing	Evaluate and add new software programs for public and staff.	ColdFusion web development software installed and DAA training scheduled for January. WINK (screenshot and flash tutorials) software was added to Children's staff workstations in mid October and will be added to all workrooms. Three new Spanish classes were added: PowerPoint I, Publisher I, and Excel 3. New classes added Using Technology Efficiently, Searching for Jobs Online, Google Earth, How to Improve Your PC Hardware Performance, Wink, Computer Basics 3. ELLIS software added to Southeast and installation at South Trail is underway and expected to be complete January 6th. Tell-Me-More software was made available to public service staff to enhance their skills and also help promote the product. Value Cards were implemented at Main and South Creek.	Eric Atkinson
2.2C	Ongoing	Expand the Library's role as a digital content creator: Participate in partnership with UCF/History Museum to create pilot digital history project. Seek grant funds for project expansion.	Three new Online Interactive Class Tutorials: Word I in English/Spanish and Yahoo Email Library Journal article published (DAA), Holiday Digital Postcard online, Starting a Business eGuide online, Mergent Database Tutorial, Submitted application for Webby Awards, Fresh Picks newsletter built, Submitted application for Be Innovative Awards, Virtual Galleries for Florida Nature, Healthy Holidays, Online Shopping, and Citrus Bowl. Video interview with Bill Belleville filmed and online, Video created of the Winter Garden opening, Created Branch presentation videos	Eric Atkinson
2.2D	Ongoing	Install video conferencing technology to provide programs, classes, storytimes at multiple locations from one location. First year three locations, add at least 3 locations each subsequent year.	Evaluating "Online Programming for All Libraries" (OPAL) as a low cost way to provide online programs. Retesting existing Polycom videoconferencing technology January 9th to determine if increase network bandwidth will allow for better quality	Eric Atkinson
2.2E		Renegotiate contract to expand bandwidth to internet from 6 Mbps to 40+ Mbps	Initial E-Rate form has been submitted to post for competitive bidding.	Eric Atkinson
2.2F		Provide sinking fund for technology purposes.	\$75,000 included in FY 2006 Budget	Bob Tessier

2.3		Objective 3: Expand End User Services		
		Activity		
2.3A	Ongoing	Experiment with cost vs. use of scanners at Main. Success is measured by recovery of cost of equipment.	This quarter there were 13 scans bringing in a total of \$65.	Eric Atkinson
2.4		Objective 4: Expand and Diversify Collections		
		Activity		
2.4A	Ongoing	Add computer games (X Box, Playstation 2). If successful (measured by circulation, return and retention) add collections to all locations.	We have added to all 7 day locations and have found increased utilization. Plan to add to all locations in first quarter of 2006.	Debbie Moss
2.4B		Continue to explore and implement new formats such as Streaming Video, MP3 Technology, downloadable cd's. Owning and circulating items in a digital format.	Help Desk On Demand Site Pal AIML (Artificial Intelligence Markup Language), on Intranet for staff awareness of developing technology, Podcasting feeds under development, Virtual Classes added to catalog	Eric Atkinson
3		GOAL 3: Expand Use and Awareness of Library Services Through Marketing		
3.1		Objective 1: Increase Market Share by 10 Percentage Points Annually		
		Activity		
3.1A	Underway	Consult a demographic study of our service area for further marketable services & future branch locations	Branch Development Plan research and presentation developed by Sally Fry and Craig Wilkins. Consulted Orange County Planning Department and C.B. Richard Ellis to create. Also, we have been consulting U.S. Census Data and Orange County Public School data.	Marilyn Hoffman
3.1B	Ongoing	Promote specific services that are new or not being used to their potential	Database of the month promotion (Learnatest, Business & Company Resource Center, HeritageQuest Online). Consulta, Informe and Rosetta Stone during Hispanic Heritage month. Healthy Connections on TV promotion. Library Card promotion with incentives from History Center. Teen Read Week programs promotion. Promoted services at 59 community events during this quarter.	Marilyn Hoffman
3.1-1		Image Projection		
3.1-1A		Develop a signature Library event	August author event (Carl Hiaasen) a success and plans for spring author event are underway.	
3.1-1B	Ongoing	Develop partnerships, performances, and programs.	Partnered with numerous artists, authors, musicians, and dancers to bring attention plus performances and programs to the Library. Partnerships include: CF Reads partners (Sentinel, UCF, Rollins, WP/Maitland Libraries, OCPublic Schools); Orl. Regional Healthcare; Atlantic Bread Co.; SPCA; La Salsa Dancing Studio; Target; ALA/Walgreen's;	Marilyn Hoffman
		(Continued)	Twisted Oak Productions; ElectricBear Studios; OC History Museum; Walden Media; Toastmasters; Whole Foods Market; OC Agencies; Orange/Vision TV; Geppetto's Puppetry; Bath & Body Works; Jo-Ann Fabrics; TD Waterhouse/Carr Performing Arts; Wilton plus many others.	

3.1-2		Marketing Strategies:		
3.1-2A		Buy post office address lists to identify new arrivals in service area	Large postcards with Library card sign up form sent out quarterly to new residents. Next mailing scheduled for January.	
3.1-2B		Supply apartment complexes and realtors with Library card information.	Library Card sign up information and promotional materials sent to identified groups (25+ per month).	Marilyn Hoffman
3.1-2C		Businesses - Identify businesses in service area.	Library Card sign up information and promotional materials sent to identified groups (25+ per month).	Marilyn Hoffman
3.1-2D		Create brochure in English and Spanish to feature services & databases	Library card brochures, adults and children, featuring services is in English and Spanish.	Marilyn Hoffman
3.1-2E		Contact large local businesses and ask them to distribute Library card information to their employees at employee fairs/open season medical	Library Card sign up information and promotional materials sent to identified groups (25+ per month). Also, making phone calls to promote our services and ask how we can best connect.	Marilyn Hoffman
3.1-2F		Partner with Chambers of Commerce and Economic Development to promote Library as part of package to attract new businesses.	Library Card sign up information and promotional materials sent regularly.	Marilyn Hoffman
3.1-3		Market Library services to seniors.		
3.1-3A		Supply retirement homes with Library card information/flyers senior services	Library Card sign up information and promotional materials sent to identified groups (25+ per month).	Marilyn Hoffman
3.1-3B		Supply senior citizen organizations with Library card information/flyers	Library Card sign up information and promotional materials sent to identified groups (25+ per month).	Marilyn Hoffman
3.1-4		Market Library services to children.		Kathryn Robinson
3.1-4A		Supply schools with Library card sign up for new students.	Accomplished with Fall 2005 License to Learn Contest for 1st Grade Classes. 4th Grade Contest Being Planned for the Spring 2006.	Kathryn Robinson
3.1-4B		Attend open houses at elementary schools to distribute Library card sign up packages.	Staff distributed library information including Library Card information in meeting with school staff, at open houses, and PTA meetings, Fall 2005.	Kathryn Robinson
3.1-5		Market Library services to Teens		Kathryn Robinson
3.1-5A		Meet with Teen Advisory Group 3 times per year.	Staff met with Teen Voices 2 times during 1st Quarter (Oct.-Dec. 2005)	Kathryn Robinson
3.1-5B	Ongoing	Partner and plan programs with community teen groups.	During 1st Quarter, 7 teen programs were offered with assistance from the Teen Library Corp.	Kathryn Robinson

4		GOAL 4: Invigorate Employee Satisfaction and Invest in Quality of Staff		
4.1		Objective 1: Establish Human Resources Development Plan		
		Activity		
4.1-1		Develop internal "Best Practices" for Managers		
4.1-1A	Ongoing	Hold system wide training at least once a year on relevant management topics. For example: ADA and Diversity Issues; Coaching and Counseling Skills; Interviewing Skills, etc.	Attorney Susan McKenna conducted management seminar: Maintaining a Positive Workplace: What You Say and Do Matters/Essential Information for Supervisors. Ms. McKenna reviewed essential supervisory actions including how to handle complaints, the importance of documentation, non-discriminatory conduct, and the five "C's" of Supervision: Communication; Consistency; Credibility; Control; Compassion.	Carla Fountain
4.1-2		Establish Staff Development plan		
4.1-2A	Ongoing	Use established employee recognition programs such as Values Commendations, Safety Stars and Years of Service Awards	Staff Development Day is a time we use to honor employees individually and as teams for various achievements. For Staff Development Day 2005 (11/11/05) we honored the Employee of the Year (Chris Roberts); distributed awards to the Top Five Shopper locations; awarded the West Oaks Library the second annual "FISH! Award, (2nd place - Special Services and 3rd place - Technical Services); and, awarded Library Central Department the second annual Health, Safety, and Wellness Award (2nd place - Collection Development; 3rd place - Special Services). Also on Staff Development Day, employees with 15 + years of service (in five year increments) were given special recognition. As a routine, Mary Anne honors employees with years of service (five year increments) with a framed certificate of recognition and a picture of the employee receiving the certificate is posted on the employee intranet.	Carla Fountain
4.1-2B	Ongoing	Hold system wide training at least twice yearly on relevant topics: Staff Day once yearly plus other training such as sensitivity training on ADA and Diversity issues; Customer Service and Interpersonal Skills.	Attorney Susan McKenna conducted employee seminar: Maintaining a Positive Workplace: What You Say and Do Matters. Ms. McKenna reviewed relevant topics including Electronic Communications; Workplace Aggression; Drug Free Workplace; Sexual Harassment; and the Three "C's": Consideration; Communicate; Contact.	Carla Fountain

4.2		Objective 2: Develop System Wide Communication Plan		
		Activity		
4.2A	Ongoing	Establish regular opportunities for Admin Team to communicate with employees, at least annually at each department and branch.	Eric Atkinson completed visits to the branches to discuss A.I. & Dewey Avatars, Alphabites, online classes, Mergent tutorials, e-guides, Learn-A-Language page including ELLIS and Tell Me More. Bob Tessier will accompany Mary Anne during the next quarter to provide updates and answer questions regarding issues that have an impact on the Library budget and the Finance Department.	Carla Fountain
4.2B		Conduct regular labor/management meetings - 1 X per month	We continue to hold monthly meetings with the librarians to discuss their priority issues. These meetings have resulted in the appointment of a Programs and Classes committee, comprised of both librarians and management. The task force worked together to recommend improvements/changes to this initiative. Several changes have already been implemented.	Carla Fountain
4.2C	Ongoing	Hold "front end" communication meetings on major initiatives.	In November we announced the Health Screening Initiative to employees. Health Screenings took place on December 8, 14, and 20 to provide employees with readings for cholesterol, glucose, body mass index and blood pressure.	Carla Fountain
		(Continued)	This information could be used to share with the employee's personal physician as well as to complete the Health Assessment Questionnaire. Employees who complete the Health Assessment Questionnaire will receive four extra hours of vacation.	
4.3		Objective 3: Establish Staff Technology Development Plan		
		Activity		
4.3-1		Develop internal technology based training program		
4.3-1A	Ongoing	Complete assessment of all Microsoft products.	Nearly all managers and librarians have successfully completed and reached our competency goal for Word, Excel and Power Point. As new staff enter into these positions they are also asked to complete assessments.	Debbie Moss
4.3-1B	Ongoing	Initiate classes for staff based upon identified core competencies	Our first round of Word assessments revealed a need for some additional training which will be offered in Jan '06.	Debbie Moss
4.3-1C		Measure and evaluate staff competency level	In December 2005 we began to evaluate Word skills for all positions Grade 6 and higher which had not yet been assessed. We will begin Excel in early Feb '06.	Debbie Moss

4.4		Objective 4: Establish Professional/Employee Development Plan		
		Activity		
4.4-1		Identify expectations for all staff, in relation to position, for professional activity and employee development opportunities		
4.4-1A	Ongoing	Partner with CFLC and other organizations to offer at least 2 annual in-house opportunities to acquire professional knowledge and lifelong learning.	1st Quarter: On Staff Day CFLC offered "Google Like a Guru"	Kathryn Robinson
4.4-2		Conduct evaluation of staffing levels each fiscal year		
4.4-2A	Ongoing	Adjust/Recruit/Reduce staffing as needed	Ongoing	Kathryn Robinson
4.4-2B	Ongoing	Devise Recruitment Plan to include outreach/interviewing at targeted schools; advertising in electronic and print format to targeted professional journals and listservs.	Recruitment Visit to USF on Nov. 18, 2005. Recruitment visit planned for FSU in Jan. 2006 and for the Midwinter American Library Association Conference also in January 2006.	Kathryn Robinson
4.4-2C	Ongoing	Create award program for employee innovations that are successfully used.	Accepting nominations/Applications	Kathryn Robinson
4.4-4D	Underway & Ongoing	Offer opportunities for employees to learn conversational Spanish and sign language. Use in-house staff to mentor and coach - Train a total of 15 employees annually.	Staff Day classes offered on Survival Spanish with 27 attendees and on American Sign Language with 39 attendees. Tell Me More software in Spanish & French offered to public service staff.	Kathryn Robinson
4.6		Objective 6: Minimize the potential for staff or patron injury		
		Activity		
4.6-1		Conduct safety and security evaluations of facilities		
4.6-1A	Ongoing	Conduct four air quality surveys on a rolling schedule.	FY 2005 surveys completed at Alafaya, North Orange, West Oaks and Southwest Branches. FY 2006 survey completed at Hiwassee.	Craig Wilkins
4.6-2		Provide safety education for staff		
4.6-2A	Ongoing	Conduct annual drills to test efficiency of evacuation plans.	Completed for FY 2005	
4.6-3		Minimize security risks		
4.6-3A	Ongoing	Conduct annual review of incident reports	Completed for FY 2005	Craig Wilkins

**Orange County Library System
Board of Trustees Meeting
Thursday, January 12, 2006**

Director's Proposed Goals for 2006

Proposed Director's Goals: 2006

- Conduct series of briefings for Governing Board to address Branch Expansion Plan.

- Continue to work with the Librarian Work Group to minimize librarian/management differences

- Renovate Second Floor

- Refurbish South Trail Branch Library

- Install Express Check Out at one additional branch

- Create an additional add-on year for the Strategic Plan

**Orange County Library System
Board of Trustees Meeting
Thursday, January 12, 2006**

Information

**Orange County Library System
Board of Trustees Meeting
Thursday, January 12, 2006**

Director's Report

Director's Report January 06

▶ Friday, January 6, 2005 Osceola County Library System will be bringing 5 – 6 reference staff members to visit either South Creek or Winter Garden, and Questline. A group of managers visited in November to see OLIVE in action at South Creek and in Questline. They were so impressed, they are interested in setting up a similar reference service in Osceola County. When they reported to their reference staff about it, their reference staff said they would have to see it to believe it!!! To them, it sounded too interesting and advanced to be true! So they now want to bring some reference staff by. They are also interested in seeing our new Winter Garden branch and its technology center.

▶ A few weeks ago, the library sent a letter to over 100 patron accounts that were annexed into Maitland and therefore are no longer in our service area. We will shortly be sending out another batch of over 200 letters. The patrons can apply for a fee or Reciprocal Borrower card.

▶ The Rockettes visit was a wonderful event! They signed autographs and took pictures holding a Library card and signed our board of fame!

▶ We are doing the necessary planning to set up regular weekly webinars to demonstrate some new features of the Library. We would invite via Email everyone who has signed up for our technology newsletter.

▶ We have installed the Value Card at Main and at South Creek.

▶ The Friends of the Library plan to go to Tallahassee 15 March for their annual visit to our Legislative Delegation.

▶ The Grand Opening of the 3d Floor Bookstore for the Friends is planned for 13 January.

▶ Sony BMG was discovered to have placed some software on music CD's about 2 months ago. We have identified some titles owned by the Library which contain the software. We are recalling them from circulation and receiving replacements. About 200 individual items were effected.

▶ We also are keeping up with developments regarding the USA PATRIOT Act. Currently it has been extended until early February 2006.

► Claude Tido, one of the Library's Technology and Customer Support Specialists did a wonderful job in collecting feedback from the Haitian Community at Main, Hiawassee and South Trail through a survey. We will be incorporating the information gathered into our service. Mr. Tido made contact with Tiery Osias who has a talk show with Tele Kreyol, a Haitian radio station. The station will do a segment on the Library as well as run an on-going advertisement of our computer classes and programs we offer.

► Many thanks to Librarian Jane Tracy, who participated in the Haitian Advocacy Workshop in November. Through that workshop, she met Sheila Pierre of the First Haitian Community Center of Central Florida, who was enthusiastic about the Library's computer classes and wanted to help spread the word about our Haitian Creole computer classes to the Haitian Community.

► The Dr. Phillips Rotary Club has selected Southwest Library for this year's 'Club Project'. We've met with Rotary President Rich Maladecki to suggest some project ideas including improvements to the children's area, the front lobby, a new reading area and a technology classroom. The Club is hoping to have a fund raising author event in April.

► Thanks to Technology and Customer Support Specialist Chris Roberts who got Orange County Library listed as a WiFi location on wififreespot.com.

► Our roof architect, Joe Williams, has concluded that there is no need for additional work for the South Creek roof. So the remedial work for the latent deficiency on the South Creek roof/cupola is now complete. We will continue to monitor the roof for leaks, particularly during heavy, blowing winds.

► Roger Moore, the Film Critic for the Orlando Sentinel will be meeting with the Pop Culture Book Club at their meeting on the 26th January. Mr. Moore has done some programming for us at Windermere Branch in the past.

► Effective for travel on or after 1/1/06 the IRS mileage dropped from 48.5 to 44.5 cents per mile. An announcement has been posted on the Orange Peel and the travel forms are being revised.

► Employees had as much or more fun participating in the 40th annual Citrus Bowl Parade on Friday, December 30th! We dressed and danced to a "We've Got the Beat" theme and had a wonderful time creating excitement for the Library through the streets of downtown Orlando. Thanks go to all the

Participants in the Citrus Parade: Carla Fountain, Kris Woodson, Terran McCanna, Katherine Puller, Rita Lloyd, Shanna Perry, Lelia Higgins, Geri Montero, Cora Stewart, Yvonne Pierre, Inma Fuentes, Rashal McElderry, Denisa Metko, Margaret Reid-Leach, Omar Elkalyoubie, Fermina Keith, Luz Munoz, Niza Ortiz, Luis Franco, Lisa Applegate, Olga Rodríguez, Wendell Goring, Rondale Smith, Sabrina Bridges, Ryan Slauter, Angela Michael, Tonia Hinkle, August Calabrese, Jamie Conklin, Jonelle Hinds, Beverly-Ann Galloway, Valerie Dawson, Linda Gabriel, Clementine Gueret, Jason Elbo, Paolo Melillo, Kenneth Ruddy, Emily Wallace, Aidybert Silva-Ortiz, Nehemia Fitzgerald, Debora Gillette, Deborah Norman, Maria Perez, Susan Jeanguenat, Amy VanSchaik, Sheri Chambers, Sara Goff, Benjamin Garcia, Kristin Alvarado.

► The Director has been asked to address the Opening session of the Florida Library Association Conference in April.

**Orange County Library System
Board of Trustees Meeting
Thursday, January 12, 2006**

**Cherry, Bekaert & Holland, CPA's
Audit Information Correspondence**



To the Board of Trustees of
Orange County Library District
Orlando, Florida

Dear Members:

We have audited the financial statements of Orange County Library District (the "District") for the year ended September 30, 2005, and have issued our report thereon dated November 29, 2005. As required by auditing standards generally accepted in the United States of America (GAAS), we are providing you with the information shown below relative to the conduct of our audit. This report is intended solely for the use of the Board of Trustees and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

OUR RESPONSIBILITY UNDER GAAS

As stated in our engagement letter dated June 27, 2005, our responsibility, as described by GAAS, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements of the District are free of material misstatement and are fairly presented in accordance with accounting principles generally accepted in the United States of America. Because an audit is designed to provide reasonable, not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

In addition, we considered the District's internal control structure to gain a basic understanding of the accounting system in order to design an effective and efficient audit approach, not for the purpose of providing assurance on the internal control structure.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the District's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

INDEPENDENCE

We are familiar with Rule 101 of the AICPA's Code of Professional Conduct, and its interpretations and rulings. As far as the District is concerned, our firm has been, for the period covered by the financial statements under report and thereafter to date, in fact independent as contemplated by such Rule.

SIGNIFICANT ACCOUNTING POLICIES

Management is responsible for the selection and use of appropriate accounting policies. In accordance with terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. Note 1 to the basic financial statements of the District contains a summary of significant accounting policies. During the year ended September 30, 2005, no new significant accounting policies were adopted and the application of existing policies was not changed. We noted no transactions entered into by the District during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or any significant transactions for which there is a lack of authoritative guidance or consensus.

SUMMARY OF AUDIT DIFFERENCES

There were no financial statement misstatements aggregated during our audit of the District's financial statements for the period ended September 30, 2005, that were not corrected by management.

Chary Beasant & Holland, L.L.P.

Orlando, Florida
November 29, 2005



November 29, 2005

To the Orange County Library District Board of Trustees:

This letter sets forth certain required communications related to the nature and scope of the procedures that Cherry, Bekaert & Holland, L.L.P. performs relative to compliance with laws and regulations and internal control over financial reporting in connection with our audit of the financial statements of the Orange County Library District (the "District") as of and for the year ending September 30, 2005.

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. The objective also includes reporting on:

1. Internal control related to the financial statements and compliance with laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
2. Requirements of the Florida Single Audit Act, including internal control related to major programs and an opinion on whether the District complied with certain provisions of laws, regulations, contracts, and grants that could have a direct and material effect on each major program.

The reports on internal control and compliance each include a statement that the report is intended for the information of management, legislative or regulatory bodies, and applicable state awarding agencies.

Our audit is conducted in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America, and will include tests of your accounting records and other procedures necessary to enable us to express such an opinion and to render the required reports. Where requirements of the Florida Single Audit Act are applicable, our audit also includes a determination of major programs and other procedures we consider necessary to enable us to render the required reports.

The Florida Single Audit Act requires that we plan and perform the audit to obtain reasonable assurance about whether the District has complied with applicable laws and regulations and the provisions of contracts and agreements applicable to major programs. Our procedures consist of applicable procedures described in the state of Florida's compliance supplement. The purpose of these procedures is to express an opinion on the District's compliance with requirements applicable to major programs in our report on compliance issued pursuant to the Florida Single Audit Act. Additionally, as

required by the Florida Single Audit Act, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of audit findings and a corrective action plan.

Our procedures relative to compliance with laws and regulations and internal control over financial reporting are limited to those discussed herein.

Very truly yours,

CHERRY, BEKAERT & HOLLAND, L.L.P.

A handwritten signature in black ink, appearing to read "Ronald A. Conrad". The signature is written in a cursive style with a large, looping initial "R".

Ronald A. Conrad, CPA
Partner

**Orange County Library System
Board of Trustees Meeting
Thursday, January 12, 2006**

**Public Comment:
Non-Agenda Items**