



101 East Central Boulevard  
Orlando, Florida 32801-2471  
phone: 407.835.7311  
fax: 407.835.7648  
website: [www.ocls.info](http://www.ocls.info)

---

*Mary Anne Hodel,  
Library Director, Chief Executive Officer*

February 8, 2006

**Cancellation of the  
Orange County Library Board of Trustees  
February 2006 Meeting**

**The February 9, 2006 meeting of the Orange County Library System Board of Trustees has been cancelled.**

Any person wishing to appeal any decision made by the trustees at this meeting will need a record of the proceedings. For that purpose such person may need to ensure that a verbatim record of the proceedings is made, which would 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 business 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**

**Board Packet for February 2006**



101 East Central Boulevard  
Orlando, Florida 32801-2471  
phone: 407.835.7611  
fax: 407.835.7648  
website: [www.ocls.info](http://www.ocls.info)

---

*Mary Anne Hodel,  
Library Director, Chief Executive Officer*

February 3, 2006

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

cc: The Honorable Mayor Richard T. Crotty, Chairman of the Library Governing Board,  
Members of the Governing Board, Commissioners Teresa Jacobs, Bob Sindler, Mildred  
Fernandez, Linda Stewart, Bill Segal, Homer Hartage, Orange County; and  
Commissioner 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, February 9, 2006, at the **Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801; 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**  
**February 9, 2006**  
**Orlando Public Library**  
**101 East Central Boulevard**  
**Orlando, Florida 32801**  
**407.835.READ (7323)**

- 06-019      I.      **Call to Order**
- 00-020      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](http://www.ocls.info) . For more information, contact Milinda Neusaenger at 407.835.7611 or [neusaenger.milinda@ocls.info](mailto:neusaenger.milinda@ocls.info) .
- 06-021      III.      **Approval of Minutes: Library Board of Trustees Meeting ~ January 12, 2006**
- 06-022      **Staff Presentation: Economic Development Application for IMLS Federal Grant ~ Wendi Bost**
- 06-023      V.      **Financial Statements and Summaries: January 2006**
- 06-024      VI.      **Statistics and Summaries: January 2006**
- 06-025      VII.      **Action Items**
- 06-026      **Consent Agenda**
- 06-027      **Construction Manager at Risk for the Main Library 2<sup>nd</sup> Floor Renovation Project**
- 06-028      VIII.      **Discussion and Possible Action Items**
- 06-029      IX.      **Information**
- 06-030      **Director's Report**
- 06-031      **Excellent Careers in 2006 ~ U.S. News & World Report Article**
- 06-032      **Public Comment: Non-Agenda Items**

## X. **Adjournment**

**Next Meeting Dates:** March 9, 2006 ~ North Orange Branch Library; 1211 East Semoran Boulevard; Apopka, Florida 32703 --- April 13, 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, February 9, 2006**

**Call To Order**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 9, 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](http://www.ocls.info) . For more information, contact Milinda Neusaenger at 407.835.7611 or [neusaenger.milinda@ocls.info](mailto:neusaenger.milinda@ocls.info) .

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 9, 2006**

**Approval of Minutes: Library  
Board of Trustees Meeting ~  
January 12, 2006**



**MEETING MINUTES**  
**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**  
Board Members Present:                      James Tyson (1/0); Tom Kohler (1/0); Matthew Pardy (1/0); Livia Rivera (1/0)
- Board Members Absent:                      Sara Brady; (1/1)
- Library Administration Present:              Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Eric Atkinson; Craig Wilkins; Sally Fry; Kathryn Robinson; Milinda Neusaenger
- Vice President Tyson called the meeting to order at 7:00 p.m.
- 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](http://www.ocls.info) . For more information, contact Milinda Neusaenger at 407.835.7611 or [neusaenger.milinda@ocls.info](mailto:neusaenger.milinda@ocls.info) .
- 06-003      III.      **Approval of Minutes: Library Board of Trustees Meeting ~ December 8, 2005**  
Trustee Kohler, seconded by Trustee Pardy, moved to approve the minutes for the December 8, 2005 Board of Trustees Meeting. Motion carried 4-0.
- 06-004      **Staff Presentation: E-Guide ~ Cassie Shivers, Nils Thingvall, & Melody Mitchell**  
Digital Access Architects Cassie Shivers and Nils Thingvall and Librarian Melody Mitchell debuted the new concept of E-Guides, which are online reference and information guides designed to help customers access the Library’s resources for various popular subjects. The first E-Guide to be developed is *How to Start a Business*. Ms. Shivers and Mr. Thingvall worked closely with Ms. Mitchell to identify the best resources to be included in the E-Guide. Brief discussion ensued and The Board suggested that the E-Guides are shared with the Economic Development Council, the Chambers of Commerce, as well as the City’s and County for possible inclusion on their websites.

- 06-005 V. **Financial Statements and Summaries:**
- **Comprehensive Annual Financial Report (September 30, 2005)**  
Comptroller Tessier gave a presentation summarizing the Comprehensive Annual Financial Report for the fiscal year ended September 30, 2005. Mr. Tessier addressed each of the following topics:
    - FY 2005 accomplishments
    - Annual audit
    - Operating Revenues (summary by category and comparison to budget)
    - Operating Expenditures (summary by category and comparison to budget)
    - Long term debt
    - Defined Contribution Pension Plan
    - Governmental Accounting Standards Board (GASB) 45

GASB 45, which will be implemented during the fiscal year ending September 30, 2008, will require the Library to calculate and report the Annual Required Contribution (ARC). The ARC is the actuarial determined cost of Other Post Employment Benefits (OPEB). Currently, the “Pay As You Go” cost is reported and funded. The Library has contracted with an actuary to do an initial ARC projection. Although this initial projection will not be available for 3 – 4 months, our actuary indicated it is possible that the annual ARC could range from \$900,000 - \$1,800,000.

    - **September 2005 (Final)**
    - **December 2005**
- 06-006 VI. **Statistics and Summaries: December 2005**  
Assistant Director Debbie Moss briefly discussed the web statistics. Ms. Moss also reviewed the new statistical chart choices provided for circulation and door counts. Trustee Kohler suggested using charts that contain data from five years. Branch Administrator Craig Wilkins briefly discussed anomalies occurring with the door counters.
- 06-007 VII. **Action Items**
- 06-008 **Non-Consent Agenda**
- 06-009 **Changes to the Defined Benefit Pension Plan**  
Trustee Kohler, seconded by Trustee Rivera, moved to approve, effective January 1, 2007 for current employees and retirees, changes the Defined Benefit Pension Plan in order to shorten the vesting period from 9 years of credited service to 4 years from date of hire, changing the normal retirement date to 65 with 4 years of vesting service, and adding an annual 2% COLA to the Plan. The motion is subject to a new Defined Contribution Pension Plan being approved by October 1, 2006, and employees hired now through September 30, 2006:
- A: Will not be affected by the new Defined Contribution Plan
  - B: Will participate in the existing Defined Benefit Plan, and will receive all changes to the Plan in effect at the time of their hire and any changes in effect as of January 1, 2007.
- Motion carried 4-0.

06-010 VIII. **Discussion and Possible Action Items**06-011 **Strategic Plan ~ Year Four: 1<sup>st</sup> Quarterly Update**

Trustee Pardy summarized the Administration's progress regarding the Strategic Plan. He highlighted the proposed plans for the renovations to the east side of the Second Floor, which will include an expanded Computer Resource Center. Trustee Pardy also briefly discussed ongoing projects such as technology enhancements with webinars and e-guides, the Read Together Grow Together family initiative, additional library card sign-up contests through the elementary schools, and health screening opportunities offered to all Staff. Brief discussion ensued.

06-012 **Update: Non-Directive Employee Attitude Assessment Work Group ~ Librarians**

Mr. Robert Case, summarized the progress that has been made to address the concerns of the Librarians' Work Group. Some of the key concerns are scheduling and staffing, the programs initiative, and effective communication. Each topic includes approximately 10-25 components identified as concerns. Task force groups have been formed with librarians and managers working together to address these concerns with the most equitable and positive solutions for all library stakeholders - the staff, the management and most importantly the customers. Brief discussion ensued.

06-013 **Director's Proposed Goals for 2006**

Trustee Kohler asked for the continuation of branch development to be included in Director Hodel's goals for 2006. Trustee Pardy suggested formalizing the requirements for facilities and sharing the criteria with the Governing Board. Vice President Tyson also suggested developing an impact statement regarding the operating costs of five new potential branches and sharing this with the Governing Board as well.

06-014 IX. **Information**06-015 **Director's Report**

► Ten reference staff members from the Osceola County Library visited Questline, after having visited Winter Garden. They were given an overview of all the new items we are doing Library Central, Mobile, Reference Central, and then they visited Questline and used OLIVE. They were very impressed. They also saw other areas of the Main library. They also stopped at the South Creek library on their way back to Osceola and used OLIVE from there.

This is the library that brought a group of managers to do the same thing back in late November. They arranged this visit because their reference staff didn't believe what they told them we were doing and said they would have to see if for themselves. The coordinator told our staff member on the phone that Osceola just watches us and then copies what we are doing if they can!

► Ormilla Vengersammy and Claude Tido (TCSS in CRC) and I met with Mr. Tiery Osias for a pre-interview on the Library's Haitian Creole computer classes. He was very excited to hear about the program. There's a date and time to do the LIVE

radio broadcast on February 1<sup>st</sup> from 6pm-7pm at the Tele-Kreyol Radio Station in Pine Hills.

We are trying to tape and /or podcast the show for staff as well as the public.

▶ The Brevard County Library Director called about our children's area policy. She and the Brevard attorney are meeting with a patron about this subject.

▶ South Trail landlord's representative indicated they would be amenable to splitting the cost of the new carpet (estimated at about \$46,000 for that branch since we would be renewing the lease about renewing South Trail lease for 5 years.

▶ The reference collection will be moved from the 3<sup>rd</sup> floor to the 4<sup>th</sup> floor, and incorporated into the space left by the Law collection on January 30<sup>th</sup>, 31<sup>st</sup> and the 1<sup>st</sup> of February.

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

06-017                    **Customer Survey Results**

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

Nicole Hugues, Orange County Resident, spoke briefly and expressed her enthusiasm regarding the new and forthcoming E-Guides that were demonstrated at the beginning of the meeting.

## X.     **Adjournment**

Vice President Tyson adjourned the meeting at 8:52. p.m.

**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, February 9, 2006**

**Staff Presentation: Economic  
Development Application for IMLS  
Federal Grant ~ Wendi Bost**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 9, 2006**

**Financial Statements and  
Summaries: January 2006**

# Orange County Library System

## Financial Statement Highlights

### Four Months Ended January 31, 2006

#### **Operating Fund Revenue and Expenditure Summaries**

##### *State Aid*

As explained at the last Board meeting, the first of the two State Aid checks is not typically received until May. However, we have been notified by the State Library that the total Aid we will be receiving this fiscal year is \$1,350,000, which is lower than the \$1,502,000 that is budgeted. State Aid dollars are allocated to eligible libraries based on how much each spends on providing library services.

##### *Law Collection Fees*

The \$59,000 revenue in the attached summary reflects what we have received from Orange County for the months of October, November, and December. Since the Law Collection was moved to FAMU in early January, the fees for January and beyond will be remitted directly to FAMU. Although there will be some minor adjustments, the \$59,000 is the total we will receive for the entire fiscal year.

##### *Repairs & Maintenance*

For the quarter ended December 31, 2005, we paid our handyman \$16,724, which consisted of \$15,176 for labor and \$1,548 for materials.

#### **Operating Fund Balance Reservations and Designations**

At the last Board meeting, a couple of questions were asked about funds which have been donated to the Library through wills and estates. The attached page from the Comprehensive Annual Financial Report for the year ended September 30, 2005 summarizes the funds we have received to date. In some cases, the donor has stipulated that the principal shall remain intact and the interest shall be used for a specific purpose. These funds are referred to as Reservations of Fund Balance. If the donor did not provide any instructions on the use of the funds, the Library Board can designate that the principal remain intact and the interest be used for a particular area. These are called Designations of Fund Balance and may be changed by the Library Board at any time.

#### **Collection Agency**

In 2002, the Library contracted with Unique Management Services to provide "material recovery services". Patron accounts which are 90 days past due and \$25 or more are sent to Unique for collection. According to information provided by Unique, the Library has submitted approximately 20,800 accounts for collection at a cost of \$186,000, or \$8.95 per account. The financial result has been the recovery of \$569,000 in materials and cash. For every \$1 paid to Unique, we have received \$3 back in materials and cash.

## **Auditor Selection Process**

In previous years the County has gone through an auditor selection process and we simply “piggy backed” off of the County’s audit contract and thus, have had the same auditors. Although this arrangement has worked well, it is no longer an option due to a change in the Statute governing the selection of auditors. The Statute requires each local government to form an audit committee, the primary purpose of which is to assist in the selecting of an auditor. The auditor selection process, including the preparation of a Request for Proposal (RFP) and evaluation of proposals, is a time consuming process.

Thanks to the cooperation of County staff, there is another option that we are pursuing. The County is currently in the process of preparing a RFP for auditing services, a draft of which has been provided to us for review and comment. The RFP, which will include relevant information about the Library, will request each auditing firm submitting a proposal to provide a quote for the County and Library separately. All the meetings of the County’s Auditor Selection Committee will be open to the public and we plan on attending. The concept is the Library would be adopting the County’s selection process up front and be included in the RFP rather than “piggy backing” after the fact. Our understanding is the County’s Auditor Selection Committee would end up making the same auditor recommendation to both the Board of County Commissioners and Library Board of Trustees. Provided the Library Board agrees in advance to use the County’s selection process, the Auditor General’s Office confirmed this concept would comply with the revised Statute.



**ORANGE COUNTY LIBRARY DISTRICT**

Notes to Financial Statements  
Year Ended September 30, 2005

**Note 7 - Other general fund reserved and designated fund balances**

***Other general fund reserved fund balances***

Other General Fund reserved fund balances represent contributions restricted in their use by the donors and consist of the following at September 30, 2005:

Annetta O'B. Walker Trust Fund:

The principal must remain intact. The income shall be used for children's books.

\$ 4,000

A. P. Phillips, Jr. Memorial Fund:

The principal must remain intact. The income shall be used for History and Travel books.

100,000

Perce C. Gullett and Mary M. Gullett Memorial Fund:

The principal must remain intact. The income shall be used for the Talking Books Program.

19,805

Willis H. Warner Memorial Fund:

The principal must remain intact. The income shall be used for Genealogy books.

33,713

\$ 157,518

***Designated fund balances***

Strategic Plan:

By Board action, these funds are designated for the Library's Strategic Plan.

\$ 4,000,000

Edmund L. Murray Estate Fund:

By Board action, the principal is to remain intact with the income designated for materials or services in the area of Business.

532,922

Arthur Sondheim Estate Fund:

By Board action, the principal is to remain intact with the income designated for general reference materials.

39,941

Encumbrances subject to reappropriation

216,502

\$ 4,789,365

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND REVENUE SUMMARY  
Four Months Ended January 31, 2006**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(4 month=33%)</b>
<b>AD VALOREM TAXES</b>	27,477,433	22,843,019	83.1%
<b>INTERGOVERNMENTAL</b>			
Grants	148,000	13,100	8.9%
State Aid	1,502,000	0	0.0%
Law Collection Fees	57,000	59,149	103.8%
	<u>1,707,000</u>	<u>72,249</u>	<u>4.2%</u>
<b>CHARGES FOR SERVICES</b>			
Fee Cards	5,500	2,127	38.7%
PC Pass	42,000	9,053	21.6%
Classes	1,500	895	59.7%
Copy & Vending	185,000	49,027	26.5%
Meeting Room Fee	0	60	
Fax	0	785	
Scanner	0	95	
Computer Booklets	0	6	
PC Express	0	100	
Reference Charges	0	400	
Tell Me More Program	0	50	
	<u>234,000</u>	<u>62,598</u>	<u>26.8%</u>
<b>FINES</b>			
Fines	1,250,000	426,548	34.1%
Lost Materials	100,000	38,701	38.7%
	<u>1,350,000</u>	<u>465,249</u>	<u>34.5%</u>
<b>MISCELLANEOUS</b>			
Interest Earnings	299,567	119,103	39.8%
Rents	7,000	2,152	30.7%
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	12,676	211.3%
Miscellaneous	30,500	10,900	35.7%
Disk Sales	2,500	766	30.6%
Grants & Awards	0	81,800	
	<u>463,567</u>	<u>264,695</u>	<u>57.1%</u>
<b>TRANSFER FM PROP APPRAISER</b>	25,000	0	0.0%
<b>TRANSFER FM TAX COLLECTOR</b>	235,000	0	0.0%
<b>TOTAL REVENUES</b>	<u><u>31,492,000</u></u>	<u><u>23,707,810</u></u>	<u><u>75.3%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND EXPENDITURE SUMMARY  
Four Months Ended January 31, 2006**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(4 month=33%)</b>
<b>SALARIES &amp; BENEFITS</b>			
Salaries	12,867,552	4,147,506	32.2%
Medicare Taxes	186,580	59,715	32.0%
Defined Contribution Pension Plan	965,067	317,835	32.9%
Defined Benefit Pension Plan	1,055,242	200,000	19.0%
Life and Health Insurance	2,213,057	600,225	27.1%
Worker's Compensation	128,676	52,649	40.9%
Unemployment Compensation	20,000	0	0.0%
Parking & Bus Passes	93,960	32,534	34.6%
	<u>17,530,134</u>	<u>5,410,464</u>	<u>30.9%</u>
<b>OPERATING</b>			
Professional Services	250,000	108,360	43.3%
Other Contractual Services	888,000	167,947	18.9%
Other Contract. Serv.- Janitorial	276,000	82,271	29.8%
Training and Travel	90,000	36,839	40.9%
Telecommunication	315,000	84,088	26.7%
Delivery and Postage	1,270,000	343,824	27.1%
Utilities	784,000	200,827	25.6%
Rentals and Leases	913,000	299,887	32.8%
Insurance	216,000	97,891	45.3%
Repair and Maintenance	850,000	183,888	21.6%
Repair & Maint. - Hardware/Software	356,000	125,427	35.2%
Copying/Printing	231,000	42,500	18.4%
Property Appraiser's Fee	289,000	143,545	49.7%
Tax Collector's Fee	560,000	456,860	81.6%
Supplies	750,000	405,937	54.1%
Supplies-Hardware/Software	267,000	85,574	32.1%
Memberships	15,000	9,428	62.9%
Contingency	300,000	0	0.0%
	<u>8,620,000</u>	<u>2,875,093</u>	<u>33.4%</u>
<b>CAPITAL OUTLAY</b>			
Building and Improvements	1,155,000	46,110	4.0%
Equipment and Furniture	300,000	57,097	19.0%
Hardware/Software	345,000	8,481	2.5%
	<u>1,800,000</u>	<u>111,688</u>	<u>6.2%</u>
<b>LIBRARY MATERIALS</b>			
Materials - Rest. Contributions	12,500	7,756	62.0%
Materials - Law	36,000	28,972	80.5%
Materials - Other	4,229,500	1,539,542	36.4%
	<u>4,278,000</u>	<u>1,576,270</u>	<u>36.8%</u>
<b>TRANSFERS TO OTHER FUNDS</b>			
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>
<b>TOTAL EXPENDITURES</b>	<b><u>33,080,134</u></b>	<b><u>9,973,515</u></b>	<b><u>30.1%</u></b>

**ORANGE COUNTY LIBRARY DISTRICT  
MAIN DEBT SERVICE FUND  
Four Months Ended January 31, 2006**

06-023

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(4 month=33%)</u>
<b>REVENUES</b>			
Ad Valorem Taxes	1,200,149	997,735	83.1%
Interest	15,851	2,200	13.9%
Transfer From Tax Collector	13,000	0	0.0%
<b>TOTAL REVENUES</b>	<b><u>1,229,000</u></b>	<b><u>999,935</u></b>	<b><u>81.4%</u></b>

**EXPENDITURES**

Principal	1,200,000	0	0.0%
Interest	54,000	0	0.0%
Tax Collector's Fee	26,000	19,955	76.8%
<b>TOTAL EXPENDITURES</b>	<b><u>1,280,000</u></b>	<b><u>19,955</u></b>	<b><u>1.6%</u></b>

**FUTURE DEBT SERVICE PAYMENTS**

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

**ORANGE COUNTY LIBRARY DISTRICT  
BRANCH DEBT SERVICE FUND  
Four Months Ended January 31, 2006**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(4 month=33%)</u>
<b>REVENUES</b>			
Transfer From General Fund	702,000	0	0.0%
Interest	10,000	4,900	49.0%
<b>TOTAL REVENUES</b>	<b><u>712,000</u></b>	<b><u>4,900</u></b>	<b><u>0.7%</u></b>
<b>EXPENDITURES</b>			
<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%
<b>TOTAL EXPENDITURES</b>	<b><u>709,459</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

**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
	<b><u>1,873,133</u></b>	<b><u>174,158</u></b>

**ORANGE COUNTY LIBRARY DISTRICT  
CAPITAL PROJECTS FUND  
Four Months Ended January 31, 2006**

06-023

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(4 month=33%)</u>
<b>REVENUES</b>			
Line of Credit Proceeds	2,200,000	0	0.0%
Misc. (Sale of West Orange)	0	350,000	0.0%
<b>TOTAL REVENUES</b>	<b><u>2,200,000</u></b>	<b><u>350,000</u></b>	<b><u>15.9%</u></b>

**EXPENDITURES**

FUTURE BRANCH LOCATION

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

**ORANGE COUNTY LIBRARY DISTRICT  
SINKING FUND  
Four Months Ended January 31, 2006**

06-023

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(4 month=33%)</u>
<b>REVENUES</b>			
Transfer From General Fund	150,000	0	0.0%
Interest	0	1,549	
<b>TOTAL REVENUES</b>	<b><u>150,000</u></b>	<b><u>1,549</u></b>	<b><u>1.0%</u></b>
<b>RESERVES</b>			
Reserves-Building and Improvements	75,000	0	0.0%
Reserves-Technology	75,000	0	0.0%
<b>TOTAL RESERVES</b>	<b><u>150,000</u></b>	<b><u>0</u></b>	<b><u>0.0%</u></b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**MONTHLY ROLLOVER**  
**January, 2006**

06-023

	<u>BALANCE</u> <u>12/31/05</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE</u> <u>01/31/06</u>	
<b>OPERATING</b>					
Checking	321,223	7,962,872	(7,333,676)	950,419	####
SBA Investments	8,656,971	5,017,089	(2,000,000)	11,674,060	####
CD Investments	8,732,000	0	0	8,732,000	
	<b>17,710,194</b>	<b>12,979,961</b>	<b>(9,333,676)</b>	<b>21,356,479</b>	<b>####</b>
<b>MAIN DEBT SERVICE</b>					
AIM Investments	789,114	242,933	0	1,032,047	####
<b>BRANCH DEBT SERVICE</b>					
CD Investments	407,945	0	0	407,945	####
<b>CAPITAL PROJECTS</b>					
Checking	0	0	0	0	0
SBA Investments	154,245	555	0	154,800	
	<b>154,245</b>	<b>555</b>	<b>0</b>	<b>154,800</b>	<b>0</b>



**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 9, 2006**

**Statistics and Summaries:  
January 2006**

# STATISTICAL SUMMARY

## January 2006 Statistics for February 2006 meeting

### Circulation and Door Count Trends:

Circulation statistics continue to show increases over the same period last year. Total circulation in Branches was 431,980. Of that total, 186,762 items – or 43%- were checked out by customers using our self check units in five branch locations (Alafaya, North Orange, South Creek, West Oaks and Winter Garden).

### Library Activity

The stand alone classroom at Winter Garden has proven to be a great success. For January 2006, 337 customers took a class at the new Winter Garden location. In January 2005 attendance in the old location was 81 for the month. They have more than tripled attendance in classes! Congratulations to the TCSS staff Josh Lutchmie-Persad and Gary Hartsfield!

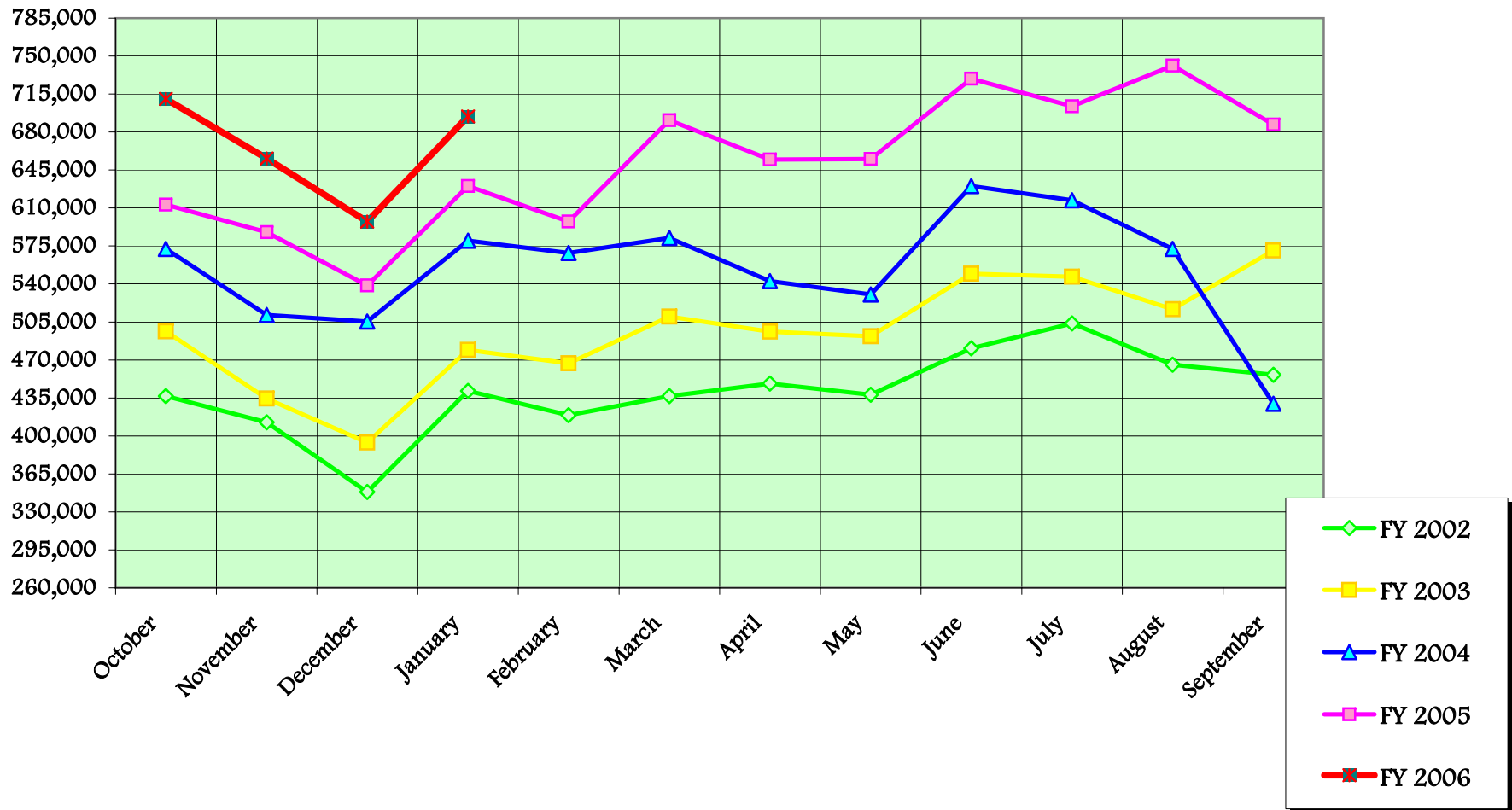
After a slight holiday lull, things are back to busy for January 2006. The following was shared by Keith Graham from our Southeast Branch about Thursday, January 12, 2006.

*Just to share our night with you. The branch was very busy with patrons browsing and using the public computers. On top of that, all three of our meeting rooms were used throughout the night. One by the Adult Literacy League, one a homeowners association, and the third by the Daisy Scouts. Six of the scouts registered for their first library card! Our computer class (Photoshop level 1 in Spanish) was full and we had six patrons waiting at the door to use ELLIS open lab time as soon as the class was over. A very busy but productive and exciting night.*

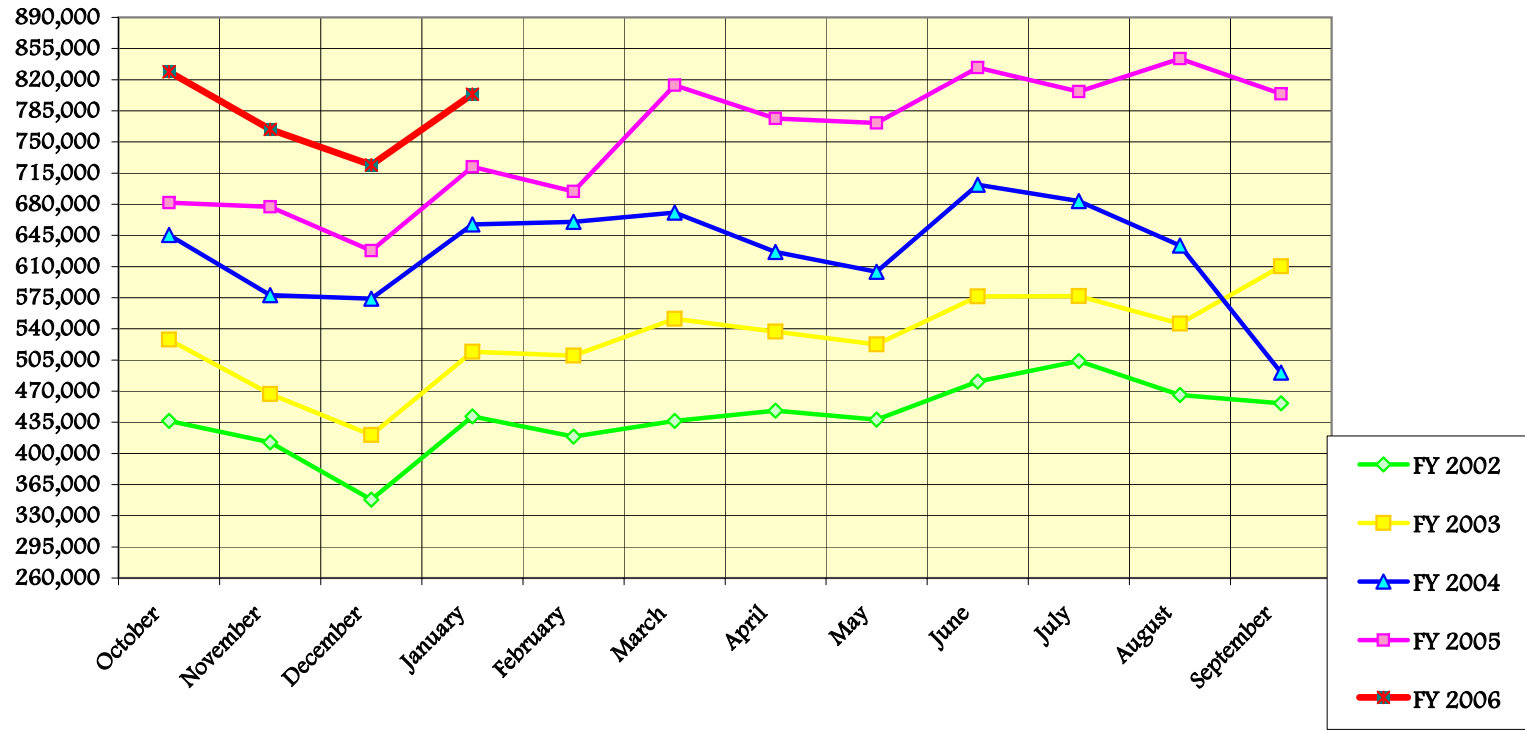
### Online Activity

The web activity downward trend we saw around the holidays is correcting. January activity is well back into expected ranges. The number of catalog searches is down but it does not appear that practical use of the catalog is down. For instance, in January 2005 customers placed 51,113 holds online. In January 2006, that number increased to 56,277. One reason for searches to be down is that we are working on our records to make our searching more efficient so that hopefully the users first search is a successful search.

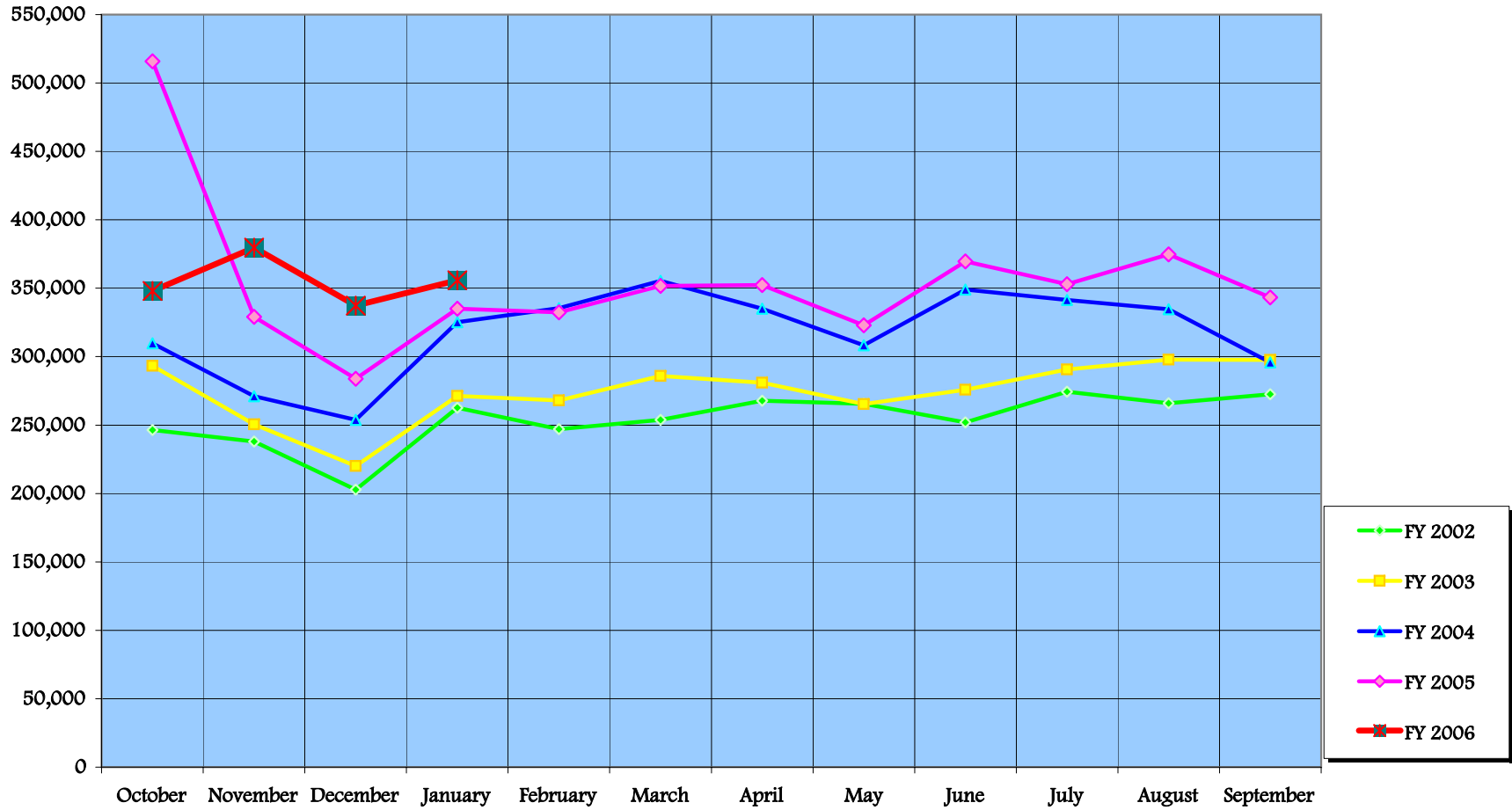
ORANGE COUNTY LIBRARY SYSTEM  
CIRCULATION  
Fiscal Year 2002 Through Fiscal Year 2006 TO Date



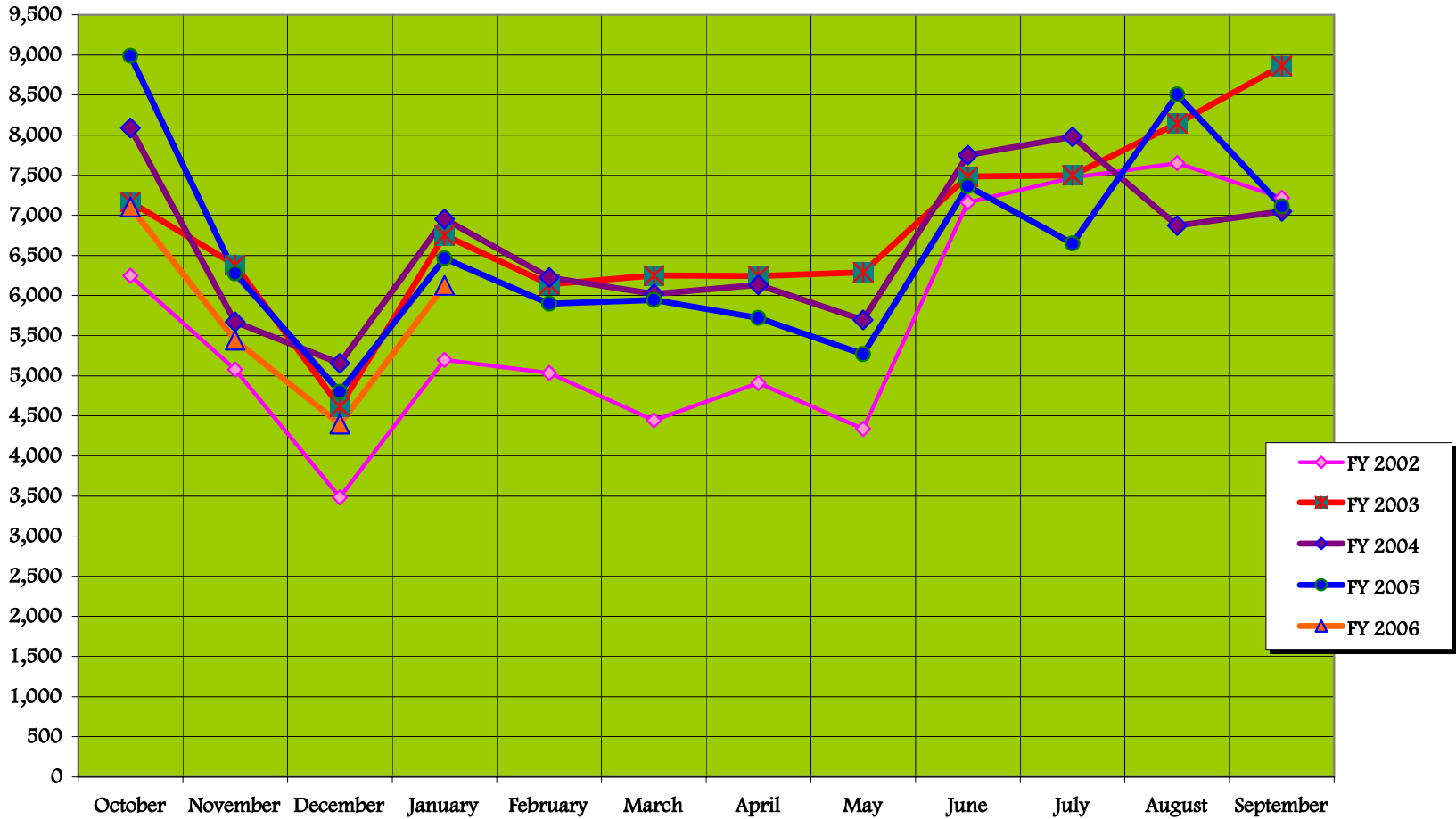
**ORANGE COUNTY LIBRARY SYSTEM  
CIRCULATION WITH ELECTRONIC STATS**  
(Circ Stats - previous month & Electronic Stats - 2 months previous)  
Fiscal Year 2002 Through Fiscal Year 2006 TO Date



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



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



Circulation and Door Count  
October ~ March

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

	Oct-05	Oct-04	Nov-05	Nov-04	Dec-05	Dec-04	Jan-06	Jan-05	% of Changes	Feb-06	Feb-05	Mar-06	Mar-05
<b>Circulation</b>													
Main	223,362	193,476	205,261	180,444	186,592	172,909	208,606	185,053	12.73%		179,407		206,377
Branches	433,780	366,219	405,141	356,640	366,457	320,269	431,980	389,616	10.87%		371,003		421,338
MAYL	49,789	52,902	41,659	48,152	40,549	42,305	49,931	52,548	-4.98%		44,206		59,822
Talking Books	3,650	528	3,587	2,907	4,007	3,211	3,825	2,942	30.01%		2,885		3,400
<b>Total</b>	<b>710,581</b>	<b>613,125</b>	<b>655,648</b>	<b>588,143</b>	<b>597,605</b>	<b>538,694</b>	<b>694,342</b>	<b>630,159</b>	<b>10.19%</b>		<b>597,501</b>		<b>690,937</b>
<b>Door Count</b>													
Main	55,768	68,996	47,303	52,721	44,632	47,060	50,091	62,089	-19.32%		58,023		61,375
Branches	292,293	366,470	296,053	278,637	294,060	236,839	305,733	272,964	12.00%		274,354		290,246
Talking Books	17	13	14	4	10	6	17	4	325.00%		7		9
<b>Total</b>	<b>348,061</b>	<b>435,466</b>	<b>343,356</b>	<b>331,358</b>	<b>338,702</b>	<b>283,905</b>	<b>355,824</b>	<b>335,053</b>	<b>6.20%</b>	<b>332,377</b>		<b>351,621</b>	

**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
<b>Circulation</b>														
Main		201,587		204,294		211,295		215,285		219,182		207,422	823,821	2,376,731
Branches		399,791		399,146		460,906		433,969		460,450		424,117	1,637,358	4,803,464
MAYL		50,238		48,332		53,710		50,541		57,287		51,355	181,928	611,398
Talking Books		2,930		3,327		3,162		3,837		4,403		3,929	15,069	37,461
<b>Total</b>		<b>654,546</b>		<b>655,099</b>		<b>729,073</b>		<b>703,632</b>		<b>741,322</b>		<b>686,823</b>	<b>2,658,176</b>	<b>7,829,054</b>
<b>Door Count</b>														
Main		60,548		53,029		59,132		58,070		61,156		55,695	197,794	697,894
Branches		291,853		269,970		310,530		294,817		313,581		287,655	1,188,139	3,487,916
Talking Books		4		7		10		10		8		7	58	80
<b>Total</b>		<b>352,401</b>		<b>322,999</b>		<b>369,662</b>		<b>352,887</b>		<b>374,737</b>		<b>343,350</b>	<b>1,385,933</b>	<b>4,185,810</b>



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
<b>Hits to the Website</b>												
Inside	3,510,648		3,465,026		3,090,526		3,628,805					
Outside	2,710,018		2,323,331		1,570,032		2,261,183					
Total	6,220,666	10,603,759	5,788,357	8,440,620	4,660,558	11,531,063	5,889,988	15,352,285		15,816,206		15,023,342
<b>Visits</b>												
Inside	71,594		67,454		66,441		72,152					
Outside	144,488		128,652		115,571		145,892					
Total	216,082		196,106		182,012		218,044					
<b>Unique Visitors</b>												
Inside	943		959		1,603		1,003					
Outside	39,180		37,254		34,309		41,898					
Total	40,123		38,213		35,912		42,901					
<b>Page Views</b>												
Inside	927,149		912,106		533,497		914,262					
Outside	622,173		318,710		240,376		402,549					
Total	1,549,322		1,230,816		773,873		1,316,811					

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
<b>Hits to the Website</b>														
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
<b>Total</b>		14,544,626		14,512,004		17,533,639		5,899,040		6,526,373		5,427,818		141,210,775
<b>Visits</b>														
Inside								64,246		78,924		59,230		274,552
Outside								132,821		146,379		118,883		543,975
<b>Total</b>								197,067		225,303		178,113		818,527
<b>Unique Visitors</b>														
Inside								865		924		871		2,660
Outside								34,199		41,216		34,211		109,626
<b>Total</b>								35,064		42,140		35,082		112,286
<b>Page Views</b>														
Inside								639,531		696,532		755,731		2,091,794
Outside								707,694		739,477		902,985		2,350,156
<b>Total</b>								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	Jan-06	Jan-05	% of Change	Feb-06	Feb-05	Mar-06	Mar-05
<b>Program Attendance Total</b>	14096	13,258	14,719	10,838	8,077	7,987	10,313	9,680	6.54%		12,456		11,942
<b>Total # of Programs</b>	420	405	405	350	383	365	357	342	4.39%		419		458
<b>Community Events Attendance Total</b>	1760	1,704	2,060	1,792	506	0	493	277	77.98%		472		353
<b>Total # of Community Events</b>	27	18	22	25	8	0	6	7	-14.29%		14		4
<b>Events Line</b>	12	-	16	49	5	16	4	30	-86.67%		33		23
<b>StoryLine</b>	141	345	150	332	92	285	99	279	-64.52%		210		252
<b>Class Attendance Total</b>	1331	1,162	900	1,049	1,090	652	1268	1041	21.81%		1243		1215
<b>Total # of Classes</b>	479	262	396	229	486	190	513	232	121.12%		281		310
<b>QuestLine</b>	17,532	15,480	16,296	13,728	14,321	11,873	18,150	14,530	24.91%		14,240		16,040
<b>P.C. Sessions</b>	62,244	61,841	59,609	57,898	57,206	55,421	62,245	62,062	0.29%		60,939		66,879
<b>Number of Active Cards in the System</b>	358,336	301,108	365,466	300,679	371,147	299,476	378,417	301,975	25.31%		300,538		300,756
<b>New Customer Registrations</b>	7,104	8,989	5,445	6,277	4,397	4,798	6,126	6,462	-5.20%		5,898		5,944
<b>Total Registered Borrowers</b>	825,839	767,093	831,207	774,114	834,813	778,890	840,468	785,166	7.04%		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	47,205	148,444
Total # of Programs		417		435		496		497		398		426	1,565	5,008
Community Events Attendance Total		3,211		1,111		911		2,140		2,912		5,677	4,819	20,560
Total # of Community Events		17		10		4		12		23		43	63	177
Events Line		20		78		17				17		18		
StoryLine**		231		177		295				161		107	482	2,674
Class Attendance		1,088		1032		1835		1,237		1,361		1,189	4,589	14,104
Total # of Classes		300		322		396		350		405		398	1,874	3,675
QuestLine		15,797		15,661		18,202		16,923		19,009		16,545	66,299	188,028
P.C. Sessions*		63,801		60,898		63,127		62,563		71,777		62,731	241,304	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	Jan-06	Jan-05	% of Change	Feb-06	Feb-05	Mar-06	Mar-05
Online Catalog Searches	544,532	521,255	470,938	477,761	360,185	382,173	487,735	540,385	-9.74%		561,044		580,861
Online Renewals	113,507	73,115	106,202	89,428	98,035	86,114	103,153	84,577	21.96%		84,884		98,498
Electronic Reference Questions	137	250	124	202	92	155	152	198	-23.23%		167		222
Live Chat Questions	52	79	33	85	22	58	22	53	-58.49%		68		89
Total Online Reference Questions	189	329	157	287	114	213	174	251	-30.68%		235		311
Online Requests	49,854	47,087	43,046	44,087	35,531	38,464	52,277	51,113	2.28%		46,095		50,663
Online Suggestions	176	62	203	105	84	89	120	56	114.29%		86		104

[www.ocls.info](http://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	1,863,390	6,608,185
Online Renewals		95,989		100,356		100,356		102,351		106,361		102,603	420,897	1,124,632
Online Reference Questions		172		163		178		67		120		25	505	1,919
Live Chat Questions		72		58		45		17		30		34	129	688
Total Online Reference Questions		244		221		223		84		150		59	634	2,607
Online Requests		49,204		50,203		52,956		52,366		54,738		48,920	180,708	585,896
Online Suggestions		198		148		152		148		199		171	583	1,518

# Orange County Library System

## Circulation Statistics

January 1, 2006 - January 31, 2006

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Total Visits*	Visits Year Ago	Gain (Loss)	%Gain (Loss)
Main	27	208,606	30.04%	185,053	23,553	12.73%	50,091	62,089	(11,998)	-19.32%
MAYL	20	49,931	7.19%	52,548	(2,617)	-4.98%	47,968	50,738	(2,770)	-5.46%
Talking Books	27	3,825	0.55%	2,942	883	30.01%	17	4	13	325.00%
West Oaks	27	41,327	5.95%	41,878	(551)	-1.32%	18,621	20,318	(1,697)	-8.35%
Herndon	24	42,451	6.11%	36,986	5,465	14.78%	21,734	21,662	72	0.33%
Alafaya	27	58,287	8.39%	52,457	5,830	11.11%	26,408	28,296	(1,888)	-6.67%
Southeast	24	37,332	5.38%	29,786	7,546	25.33%	30,962	23,575	7,387	31.33%
Hiwassee	24	22,478	3.24%	20,950	1,528	7.29%	27,986	22,340	5,646	25.27%
Southwest	24	40,054	5.77%	34,991	5,063	14.47%	26,357	24,405	1,952	8.00%
Edgewater	24	26,907	3.88%	25,902	1,005	3.88%	26,538	20,128	6,410	31.85%
North Orange	27	39,362	5.67%	38,156	1,206	3.16%	24,762	26,460	(1,698)	-6.42%
South Creek	27	50,504	7.27%	49,302	1,202	2.44%	31,643	27,683	3,960	14.30%
South Trail	24	24,166	3.48%	19,529	4,637	23.74%	27,968	22,385	5,583	24.94%
Winter Garden	24	24,145	3.48%	13,724	10,421	75.93%	11,170	9,523	1,647	17.29%
Windermere	24	13,739	1.98%	15,693	(1,954)	-12.45%	14,732	12,056	2,676	22.20%
Washington Park	24	10,542	1.52%	9,360	1,182	12.63%	14,118	11,713	2,405	20.53%
Eatonville	22	686	0.10%	902	(216)	-23.95%	2,734	2,420	314	12.98%
<b>Total</b>	<b>420</b>	<b>694,342</b>	<b>100.00%</b>	<b>630,159</b>	<b>64,183</b>	<b>10.19%</b>	<b>355,824</b>	<b>335,053</b>	<b>20,771</b>	<b>6.20%</b>

\*MAYL ~ Customer Transactions

NUMBER OF SEARCHES  
DECEMBER 2005

FISCAL YEAR 2005	OCT 2005	NOV	DEC	JAN 2006	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD
Ancestry Library Edition	486	462	210										1,158
Associations Unlimited	832	882	391										2,105
Auto Repair Reference Center	229	224	229										682
Biography & Genealogy Master Index	881	819	440										2,140
Biography Resource Center	6,611	5,459	2,871										14,941
Business & Company Resource Center	1,876	2,010	2,636										6,522
Business Index ASAP	182	106	50										338
Classical.com	32	67	28										127
Computer Database	23	587	429										1,039
Consulta	237	53	53										343
Countrywatch	842	1,285	747										2,874
DearReader.com Online Book Club (formerly Chapter-A-Day)	48,360	49,860	51,100										149,320
Dun & Bradstreet International Business Locator	50	48	36										134
Expanded Academic ASAP	238	1,551	1,241										3,030
Ferguson's Career Guidance Center	511	595	358										1,464
First Search	5,250	4,703	2,761										12,714
Gale Virtual Reference Library e-books (FEL)	232	750	641										1,623
General Business File ASAP	305	559	255										1,119
General Reference Center Gold	1,317	6,100	5,334										12,751
Health & Wellness Resource Center and Alternative Health Module	2,374	2,097	1,439										5,910
Health Reference Center Academic	189	900	800										1,889
HeritageQuest Online	8,298	8,310	6,081										22,689
Info Trac OneFile	859	7,877	6,246										14,982
Informe	99	12	8										119
Junior Edition - K12	223	454	516										1,193
Kid's Edition - K12	288	100	181										569
Learntest	477	357	298										1,132
Lit Finder (formerly Essay/ Poem/ Storyfinder)	2,347	1,040	599										3,986
Literature Resource Center	4,509	5,784	2,495										12,788
Live Homework Help	315	261	160										736
Mergent Online	456	459	225										1,140
Morningstar	65	2,083	97										2,245
NetLibrary eBooks	188	109	90										387
NetLibrary eBooks - Shared Collection	689	280	332										1,301
NetLibrary Downloadable Audiobooks	468	403	454										1,325
Novelist	849	443	317										1,609
Opposing Viewpoints Resource Center	3,881	4,276	2,002										10,159
p4A Antiques Reference	533	491	276										1,300
Powermediaplus Streaming Videos	255	150	57										462
Professional Collection	158	612	2,353										3,123
ProQuest Newspapers	2,825	2,554	2,460										7,839
Reference USA	3,611	3,240	1,733										8,584
Rosetta Stone	785	923	755										2,463
Science Online	96	77	67										240
SIRS Knowledge Source	2,266	2,071	1,216										5,553
Smithsonian Global Sound	1	7	8										16
Standard Deviants Video (formerly known as Cerabellum Online Videos)	63	69	56										188
Standard & Poors NetAdvantage	104	197	74										375
Student Edition - K12	219	646	232										1,097
Tumblebooks	* Not avail	334	283										617
Weiss Ratings	1,021	2,659	6,722										10,402
What Do I Read Next?	740	687	368										1,795
Worldbook Online	641	606	529										1,776
<b>TOTAL NUMBER OF SEARCHES</b>	<b>108,386</b>	<b>126,688</b>	<b>109,339</b>										<b>344,413</b>

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, February 9, 2006**

**Action Items**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 9, 2006**

**Consent Agenda**

- 06-27 Construction Manager at Risk for the Main  
Library 2<sup>nd</sup> Floor Renovation Project**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 9, 2006**

**Construction Manager at Risk for  
the Main Library 2<sup>nd</sup> Floor  
Renovation Project**

## **Construction Manager at Risk for the Main Library 2nd Floor Renovation Project**

### **I. ISSUE STATEMENT**

A contractor needs to be selected as the Construction Manager at Risk for the Main Library 2<sup>nd</sup> Floor Renovation Project. This is a continuation of the planned upgrade of the Main Library in our Strategic Plan (Goal 1, Objective 4).

### **II. BACKGROUND**

After completing several capital projects using the low bid approach, the Library determined that this did not best protect the Library. Working with our attorney at Gray Robinson, we decided to select future contractors using Construction Management at Risk (CM). Selection of a CM, permitted by Florida Statutes, is similar to the process used to select architects and other professionals. The steps are:

1. Advertise a Request for Qualifications (RFQ).
2. Contractors submit their qualifications for consideration.
3. Selection Committee picks up to three contractors that satisfy the requirements of the RFQ.
4. Selection Committee interviews these 'short listed' contractors.
5. Selection Committee recommends a ranking of the interviewed contractors to the Library Board.
6. Library Board approves ranking and authorizes negotiations with the top ranked contractor. If that negotiation fails, negotiations begin with the next ranked contractor.
7. Staff negotiates the CM contractor fee and Guaranteed Maximum Price (GMP).
8. Library Board approves CM contractor fee and GMP.
9. Contract executed.
10. Construction starts.

The 3<sup>rd</sup> floor renovation project contractor was selected using this process. The project ran very smoothly and the Library was very satisfied with the results. While only one contractor submitted a proposal for the 3<sup>rd</sup> floor renovation, there was more interest in the 2<sup>nd</sup> floor project. Seven companies looked at the project. Four of these declined to participate, but three companies submitted their qualifications. One of these dropped out prior to their interview. The Selection Committee (Tom Kohler, Bob Tessier, Kathryn Robinson, and John Claytor) attended presentations by the remaining two contractors. Based upon the interviews, the Selection Committee ranked the contractors in this order:

1. Skanska USA Building Inc.
2. BRPH Construction Services, Inc.

### III. PROJECT COST

Renovations on the west end of the 2<sup>nd</sup> floor, including new carpeting and upgraded lighting, are being managed by Staff. The central and east end of the 2<sup>nd</sup> floor portion is to be completed by the CM.

The FY 2006 budget for the 2<sup>nd</sup> floor renovation was based upon a schematic design which was created in August, 2005. Since that time, the project cost has been affected by dramatic increases in construction costs due to inflation and hurricane related issues. Also, the Library increased the scope of the project, which in turn increased the estimated project cost. The items which were added to the project scope include:

1. Conversion of two staff restrooms to public restrooms, with fully compliant ADA facilities.
2. Construction of two new staff restrooms.
3. Addition of a glass wall to the 2<sup>nd</sup> floor workroom, which is to house an expanded Questline function.

The FY 2006 budget included \$1,060,000 for the 2<sup>nd</sup> floor. As a result of the cost increases addressed above, it is estimated that the 2<sup>nd</sup> floor renovation cost will be around \$1,400,000. A project budget will be prepared for Board approval after the GMP is negotiated. Additional funds have been included in the current year budget for the proposed changes to the Defined Benefit Pension Plan. Since the pension changes won't be implemented before October 1, 2006, these additional funds will be available for the 2<sup>nd</sup> floor project.

### IV. OPTIONS

Staff presents the following options for Board consideration.

#### **Option 1:**

Authorize staff to negotiate the CM contractor fee and GMP with Skanska for the Main Library 2<sup>nd</sup> Floor Renovation project. If an agreement cannot be reached with Skanska USA, authorize staff to negotiate with BRPH.

#### **Advantages:**

1. Skanska's proposal satisfied the requirements of the RFQ.
2. Skanska performed well on the Library Central project and on the 3<sup>rd</sup> Floor Renovation project. They would be assigning the same management team.

#### **Disadvantage:**

The Library would not have an opportunity to try a different contractor.

**Option 2:**

Authorize staff to negotiate the CM contractor fee and GMP with BRPH for the Main Library 2<sup>nd</sup> Floor Renovation project. If an agreement cannot be reached with BRPH, authorize staff to negotiate with Skanska USA.

**Advantages:**

1. BRPH's proposal satisfied the requirements of the RFQ.
2. It would be an opportunity to try a different contractor.

**Disadvantage:**

The Library hasn't worked with BRPH in the past, so it is not known how well they would perform on a project of this magnitude.

**Option 3:**

Revise the requirements in the RFQ to make them less stringent and go through the process again.

**Advantage:**

More contractors might submit proposals.

**Disadvantages:**

1. There is no guarantee that there would be a better proposal response.
2. Repeating the RFQ process would delay the project approximately three months.

**Option 4:**

Do not renovate the Main Library 2<sup>nd</sup> floor at this time.

**Advantage:**

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

**Disadvantage:**

1. The condition of the carpet, poor lighting, and outdated design dictate that the 2<sup>nd</sup> floor should be renovated soon.
2. Additional restrooms would not be available to the public.

**V. RECOMMENDATION**

Staff recommends Option 1, to authorize staff to negotiate the CM contractor fee and GMP with Skanska for the Main Library 2<sup>nd</sup> Floor Renovation project. If an agreement cannot be reached with Skanska USA, staff is authorized to negotiate with BRPH.

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 06-027

CONSTRUCTION MANAGER AT RISK FOR THE MAIN LIBRARY  
2ND FLOOR RENOVATION PROJECT

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 9<sup>th</sup> of February 2006, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To Authorize staff to negotiate the CM contractor fee and GMP with Skanska for the Main Library 2<sup>nd</sup> Floor Renovation project. If an agreement cannot be reached with Skanska USA, staff is authorized to negotiate with BRPH.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

---

Secretary

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 9, 2006**

**Discussion and Possible  
Action Items**



**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 9, 2006**

**Information**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 9, 2006**

**Director's Report**

## Director's Report February 2006

► The Urban Libraries Council / Highsmith Award of Excellence recognizes library programs or initiatives that exemplify the principles of positive youth development. We have just received notification that OCLS has been selected to receive this award for our Teen Library Corp ~ TLC program. The award will be presented at ALA this summer.

► The Winter Garden mobile naming contest ended Saturday with 65 entries. Mike Bollhoffer, City Manager of Winter Garden, John Wolfe, artist, and Glenda are the judging panel. They are going to exchange the list of names and pick a top five, and then have a conference call to pick the winner. Do you want to see the list and give Glenda your input? Mike was happy to be asked and John is thrilled. We told them we'd have a media event for the winner and give the prize. The judging panel would be there.

On a related note Glenda asked Mike about directional signage for the new library. Mike said the city is having several new directional signs and will have them mounted within a few weeks. He mentioned a sign at the intersection of Dillard and Plant as an example. The sign would list the museum, the library, downtown, etc. with directional arrows. He did not have the full list of locations for the signs. He told Glenda that Florida DOT handles the road in front of the building and that we'd have to have their permission to put up the customary green library signs. I suggest we see what the City puts up before we pursue it further.

► We are happy to note that OCLS is being pointed out as an exemplary interactive library site by the CLIO Institute! A clip from their website is included below.

[http://clioinstitute.info/blog/2006/01/interactive\\_website\\_features.php](http://clioinstitute.info/blog/2006/01/interactive_website_features.php)

### Interactive Website Features

Are you pondering how to make your library's website more interactive?

Take a look at the approaches these two libraries are using.

- [Orange County \(FL\) Library System's home page](#) immediately gives visitors options to personalize the site using text only, a choice of four languages in addition to English, and low vision or better projection colors.

One can click on any of six areas—each with its own icon—News@OCLS, Library Catalog, Virtual Library, Classes & Programs, Children & Teens and Login to My OCLS. Clicking on the [Virtual Library link](#), results in twelve possibilities.

Be sure to look at both the online tutorials and virtual galleries. There are more than twenty virtual gallery links—don't miss [New Year, New You](#) and [Weddings](#).

► The Library System began offering computer classes in Haitian Creole on February 1<sup>st</sup> at the Orlando Public Library to reflect the community's diversity and respond appropriately to the varied needs of the patrons we serve. The classes are being piloted at the main location with plans to offer them in select branches in the future.

► On February 1<sup>st</sup> from 6pm-7pm Ormilla Vengersammy represented the Orange County Library System on a radio talk show hosted live by a Haitian radio station called Radio Universel, 90.7 SCA. Their listeners get access to them from a satellite transmitter radio as well as live from the web at <http://www.radiouniversel.com/default.htm> . The show was hosted by Tiery Osias and Luc Germain. While Claude Tido, TCSS of CRC was at South Trail handing out surveys and brochures to advertise the upcoming Haitian Creole classes, he met Mr. Osias who expressed an interest in the Library and invited Claude and his manager to do an interview during his segment.

During the segment they spoke about the services and resources the library provides for the community such as computer classes, online tutorials, online databases, DVDs, books, etc. Ormilla emphasized the Haitian Creole classes offered at Main, South Trail and Hiawassee in the upcoming months and the options of acquiring a library card.

Ormilla was invited back on March 1<sup>st</sup> to do another live segment on other services the library provides such as programs for kids and teens and to re-emphasize the computer classes.

► The remodeled Washington Park restrooms are now opened! They look great.

► Now that the Orange County Law Library has moved to its new home in the FAMU Law School, we have moved the reference collection to the fourth

floor, which is now called Reference Central. There may be some times that staff will need to retrieve material for patrons.

► Office Max sent us \$570 worth of gift cards for prizes for the Change Your World @ your library card contest and the 4th grade creative art contest. We are very grateful to Office Max.

► Passport to Learning contest packages are ready for delivery. The bags will be delivered shortly to the schools. Many thanks to Vera Gubnitskaia and the Children's Department staff for assembling the materials. I want to thank Ben Garcia and Community relations for helping us with the design of our materials and Facilities and operations for taking care of our printing and purchasing orders. Thanks also to Renae Bennett, Carolyn Rosenblum, and Clara Magee, for taking on respectively Riverdale, Apopka, and Hungerford Elementary schools!

► The Florida Department of State, State Library and Archives of Florida is encouraging libraries statewide to participate in El día de los niños/El día de los libros, a nationwide celebration of children and books, in April 2006. Florida's program, Celebrate Children - Celebrate Books, will connect children from all languages and cultures with books, and encourage celebrations statewide throughout the month of April. Celebrate Children - Celebrate Books will honor children, their languages, and cultures; encourage reading and literacy; and promote library collections and programs that reflect our diversity. We are very excited about this celebration of children and how we at OCLS can help celebrate this. Look for more information in the future.

► Carla Fountain and Eric Atkinson went to UCF and talked to Dr. Glenda Gunter (Educational Research) and Dr. Robert Kenny (Digital Media) to discuss internship and employment opportunities with OCLS. The conversations were lively and radically adjusted their perceptions of what a public library can, and should, be.

During the conversation, Dr. Kenny demo'ed a site that UCF is developing around Florida school reading lists. The site consists of student-developed video trailers based on books. Similar to movie trailers, but visually "selling" the book to the reader. The library would like to include these in some way in our site/catalog. Imagine "Video Detective" type content for books.

► On Thursday, 2 February, the library hosted Dr. Joseph Janes, author and professor at the Information School at the University of Washington in Seattle.

He spent the morning speaking with Managers, the lunch hour with the Trendwatchers Committee and the afternoon talking with the Librarians and other Public Service staff about the future of reference and the importance of thinking about the future roles of the public library in our society. He was very provocative and made all of us think about our activities and how we add value to the community.

▶ The Library hosted a meeting with members of the Orange County Administrator's senior staff to give them a first hand look at some of our recent renovations in an effort to build better communication and foster a positive relationship between the Library and the County.

▶ More than 150 people attended a wonderful presentation of *My Name is Avi: A Literary Performance of Avi's Stories* offered at the Orlando Public Library on February 2<sup>nd</sup>.

▶ The Library will be offering a wide array of varied programs throughout the system during the month of February in celebration of Black History Month.

▶ The C-Span Book TV Bus visited the Herndon and Winter Garden locations where more than 80 people toured the bus while visiting the library branches.

▶ The Friends of the Library held its annual Winter Book Sale on Friday, January 20 and Saturday, January 21 in the Friends of the Library Bookstore.

▶ Representatives from Community Relations met with Radio Disney to finalize The "Read with Radio Disney" program that will begin at the Eatonville Branch in March. OCLS will host a "Reading with Radio Disney AM990" program at different library branches once a month.

▶ The Library participated in multiple community outreach events including the It's a Family Affair Health Fair, Colonialtown Neighborhood Association Meeting and a presentation to the Bridge of Orlando Senior Center.

▶ The Library kicked off its "New Year, New You" initiative with a special presentation from Nutritionist Dr. Susan Mitchell, author of *Fat Is Not Your Fate*. The event was held on January 7 at the Orlando Public Library.

▶ The library will be offering a wide array of varied programs throughout the system during February in celebration of Black History Month.

▶ Director Hodel has been invited to present on a panel at the ALA Conference in New Orleans this summer.

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 9, 2006**

**Excellent Careers in 2006 ~  
*U.S. News & World Report* Article**



**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 9, 2006**

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

**Orange County Library System  
Board of Trustees Meeting  
Thursday, February 9, 2006**

**Public Comment:  
Non-Agenda Items**