

**Orange County Library System  
Board of Trustees Meeting**

**Board Packet for August 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)

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

August 4, 2006

To: Sara Brady, President  
James B. Tyson, Vice President  
Matthew Pardy, Trustee  
Livia Rivera, Trustee  
Gregory D. Lee, 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 Deborah  
Girard, City of Orlando.

From: Mary Anne Hodel, Director

Re: Library Board of Trustees Meeting

The next meeting of the Library Board of Trustees will be at 7:00 p.m. Thursday, August 10, 2006, at the **Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801; 407.835.READ (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, Nominating Board ~ City of Orlando

**AGENDA**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**August 10, 2006**  
**Orlando Public Library**  
**101 East Central Boulevard**  
**Orlando, Florida 32801**  
**407.835.READ (7323)**

- 06-119 I. **Call to Order**
- 06-120 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) .
- 06-121 III. **Approval of Minutes:**  
**Library Board of Trustees Meeting ~ July 13, 2006**
- 06-122 **Staff Presentation: Technology Customer Support Specialist (TCSS)**  
**Presentation ~ Chris Gardner**
- 06-123 V. **Financial Statements and Summaries: July 2006**
- 06-124 VI. **Statistics and Summaries: July 2006**
- 06-125 VII. **Action Items**
- 06-126 **Consent Agenda**
- 06-127 **Approval of Final Budget for Fiscal Year Ending September 30, 2007**
- 06-128 **Approval of Required Documents for State Aid to Libraries Grant for Fiscal Year ending September 30, 2007**
  - o **Certification of Credentials - Single Library Administrative Head**
  - o **State Aid to Libraries Grant Agreement**
- 06-129 **Change in Property Threshold Limit**
- 06-130 **Approval of Closure of Library Facilities for Staff Development Day:**  
**November 10, 2006**
- 06-131 **Library Board of Trustees Meeting Schedule ~ FY 2007**

- 06-132                    **Approval of Contract with State Farm**
- 06-133                    **Permission to Serve Alcohol at a Premiere Fundraising Event to Feature a Bestselling Author**
- 06-134            VIII.   **Discussion and Possible Action Items**
- 06-135                    **Strategic Plan Add-On Year: FY 2010**
- 06-136            IX.   **Information**
- 06-137                    **Director's Report**
- 06-138                    **Defined Benefit Pension Plan: 2005 Annual Investment Review**
- 06-139                    **Second Floor Renovation Project Summary**
- 06-140                    **Public Comment: Non-Agenda Items**

X.   **Adjournment**

**Next Meeting Dates: September 14, 2006 ~ Eatonville Branch Library; 200 East Kennedy Boulevard; Eatonville, Florida 32751 --- October 2006 ~ To Be Announced.**

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

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

**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Call To Order**

# **Orange County Library System Board of Trustees Meeting Thursday, August 10, 2006**

## **Public Comment**

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**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Approval of Minutes:  
Library Board of Trustees Meeting  
~ July 13, 2006**

**MEETING MINUTES**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**July 13, 2006**  
**Washington Park Branch Library**  
**5151 Raleigh Street**  
**Orlando, Florida 32811**  
**407.835.READ (7323)**

- 06-100      I.      **Call to Order**  
Board Members Present:                      Sara Brady (6/2); Matthew Pardy (6/0); Livia Rivera (6/0); Gregory Lee (4/0)
- Board Member Absent:                      James Tyson (6/1)
- Library Administration Present:              Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Eric Atkinson; Craig Wilkins; Sally Fry; Kathryn Robinson; Tracy Zampaglione; Milinda Neusaenger
- President Brady called the meeting to order at 7:06 p.m.
- 06-101      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) .
- 06-102      III.      **Approval of Minutes:**  
**Library Board of Trustees Meeting ~ June 8, 2006**  
Trustee Pardy, seconded by Trustee Rivera, moved to approve the minutes for the June 8, 2006 Board of Trustees Meeting. Motion carried 3-0.
- 06-103      **Staff Presentations:**  
Trustee Lee arrived at 7:12 p.m.
- Special Services Relocation ~ Jim Myers**  
Jim Myers, Special Services and Delivery Manager, debuted the very informative and entertaining Special Services video. The video gave a very engaging overview of Special Services and the MAYL (Materials Access at Your Library) service. The video starred the entire Special Services Staff.



## **Library TV Advertisement ~ Eric Atkinson**

Eric Atkinson, Information Systems Manager played the Library's television advertisement that was created using [www.spotrunner.com](http://www.spotrunner.com). Spotrunner customizes template ads to suit the advertisers needs. The ads run locally on designated channels and only during the time slots purchased. Brief discussion ensued.

- 06-104 V. **Financial Statements and Summaries: June 2006**  
Bob Tessier, Library Comptroller, referenced an *Orlando Sentinel* article which indicated school districts are having trouble acquiring insurance coverage for property and that the premiums are much higher. He stated the Library may also have difficulty obtaining property coverage next fiscal year.
- 06-105 VI. **Statistics and Summaries: June 2006**  
Debbie Moss, Assistant Director, discussed the decrease in new registrations and the different avenues that will be explored in order to increase new library customer registrants. Postcards will be sent to 17,000 new residents who will receive a library incentive item when they register, and Library promotional information will be included in Welcome Wagon packets going to 5,000 new homes in the area. 7,500 emails were also sent to customers who have not verified their cards after their initial registration. Brief discussion ensued.
- 06-106 VII. **Action Items**
- 06-107 **Consent Agenda**  
Trustee Lee, seconded by Trustee Pardy, moved to approve the items on the Consent Agenda. Motion carried 4-0.
- 06-108 **Bulletin Boards and Brochure Racks Policy**  
The Board approved the OCLS Bulletin Board and Brochure Display Policy.
- 06-109 **Call Center and Voice Mail Upgrade**  
The Board authorized the purchase and installation of both the Call Center and Modular Messaging components from Avaya.  
  
Brief discussion ensued regarding the positive impact the upgrades will have on customer service and the work performed by staff.
- 06-110 **Auditor Selection**  
The Board approved to utilize Orange County's auditor selection process, approve the selection of Cherry, Bekaert & Holland, LLP as the Library's auditor, and authorize staff to negotiate a contract not to exceed \$29,000 for the current fiscal year's audit. The negotiated contract will provide for four additional one year renewals at the Library's option
- 06-111 VIII. **Discussion and Possible Action Items**
- 06-112 **Strategic Plan Update: Year Four ~ 3<sup>rd</sup> Quarter Update**  
Trustee Lee briefly reviewed the status of the Strategic Plan and stated the Library Staff Members are doing a good job and are on target with the various projects for FY 2006.

06-113

**Director's Goals: 3<sup>rd</sup> Quarter Update**

- Conduct series of briefings for Governing Board to suggest increasing the library millage for Branch Expansion
  - *December 6<sup>th</sup> – First Briefing conducted re: locations and number of proposed Branches.*
  - *May 9<sup>th</sup> Briefing held, and the Governing Board voted unanimously to support our recommendations.*
  
- Continue to work with the Librarian Work Group to minimize librarian/management differences
  - *Meetings with Librarian Work Group held December 1<sup>st</sup>, January 12<sup>th</sup>, February 28<sup>th</sup>, March 16<sup>th</sup> and April 27<sup>th</sup>, May 23<sup>rd</sup>, June 20<sup>th</sup>.*
  
- Renovate Second Floor
  - *Construction documents prepared & completed.*
  - *Contract with Skanska signed.*
  - *Questline and CRC moved to temporary quarters.*
  - *Demolition completed.*
  - *Metal framing delivered and installation begun.*
  
- Refurbish South Trail Branch Library
  - *Carpet installed.*
  - *Easy chairs reupholstered.*
  - *Painting completed.*
  - *New tiling completed.*
  - *Furniture delivered.*
  - *New signage for materials featuring Staff has been installed.*
  
- Install Express Check Out at one additional branch
  - *Herndon selected ~ 100% completed.*
  - *Equipment delivered & installed.*
  - *Operational.*
  
- Create an additional add-on year for the Strategic Plan
  - *Input obtained from Managers.*

06-114

**IX. Information**

06-115

**Director's Report**

► The Friends Family Frolic was a wonderful event, with about 150 people in attendance. This would not have been nearly the success that it was without the help of Danielle King, Margaret Wells, Carolyn McClendon, Jackie Padilla, Hai Duong, Heather Pippin, Dawn Tripp, Shani Reyes-Rodriguez, Katherine Puller, Emily Wallace, Kris Woodson, Walter Cartwright, Lettis Law, Chris Salhab, the Custodial/Maintenance staff and the entire staff of Community Relations. They all pitched in to make this event so special. A special thanks to Kristin Alvarado for her coordination efforts.

► Plans are underway for the Open Houses to take place during National Library Card Sign-Up Month, September 2006. The Orlando Public Library's Open House will be on Saturday, September 30 from 2-4 p.m. and the branches are currently

selecting dates and times to host their Open Houses. Community Relations will coordinate all promotional materials for the Open Houses and will try to schedule a part-time casual storyteller at most locations for the event.

▶ The Library sent a Letter of Intent to the State Farm Insurance Agency regarding a building they own on Chickasaw, just south of route 50.

▶ The Friends of the Library are planning a Candidates Forum for sometime in August. Sentinel Reporter David Damron from the *Orlando Sentinel* has accepted our invitation to serve as a media panelist.

▶ We have provided information (including images) about the July 14 *Art After Hours* program to Visual Arts writer Terry Hummel and Jill Duff, Arts Alive editor – both of the *Orlando Sentinel*.

▶ We have applied for a Neighborhood Builders Grant from the Bank of America Foundation. We should be hearing something by October 27.

▶ The library had a star-spangled presence giving out library card information at Mayor Dyer's "Fireworks at the Fountain" event on Tuesday, July 4.

06-116                    **Holiday and Closed Day Schedule for FY 2007**

06-117                    **Second Floor Renovation Project Summary**  
John Claytor, Facilities and Operations Department Manager, commented on changes initiated by the Library and the impact of those changes on the project schedule.

06-118                    **Public Comment: Non-Agenda Items**  
Marion Buckingham – Orange County Resident and Library Cardholder, spoke regarding the use of the centralized call center utilized by the Library.

## X.     **Adjournment**

President Brady adjourned the meeting at 8:10 p.m.

**Next Meeting Dates: August 10, 2006 ~ Orlando Public Library; Albertson Room; 101 East Central Boulevard; Orlando, Florida 32801 --- September 14, 2006 ~ Eatonville Branch Library; 200 East Kennedy Boulevard; Eatonville, Florida 32751.**

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**Orange County Library System  
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Thursday, August 10, 2006**

**Staff Presentation: Technology  
Customer Support Specialists  
Presentation: Chris Gardner**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Financial Statements and  
Summaries: July 2006**

# Orange County Library System

## Financial Statement Highlights

### Ten Months Ended July 31, 2006

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

##### *Ad Valorem Taxes*

To date, we have received about \$486,000 more in tax revenues than what was budgeted. This is typical. We are restricted by State Statute to only budget 95% of the taxes assessed but each year we collect about 96%. Thus, each year our actual revenues should be slightly higher than what was budgeted.

##### *Copy & Vending Revenue*

The actual revenues thus far are lagging what was budgeted. There may be several reasons for this, but certainly one has to be the lower prices for personal computers. As more and more homes have PC's, there is less of a need to make copies in our facilities.

##### *Utilities*

Although we have not exceeded the budget for this account yet, we will do so by the end of the fiscal year. A budget is an educated guess and in this case, we estimated too low. Increases in utilities reflect higher costs to produce energy by the utilities.

##### *Building & Improvements*

We are ten months into the fiscal year, yet only 42% of this account has been spent. The reason is we have only made one payment thus far to Skanska on the 2<sup>nd</sup> floor project. As the project progresses, the charges to this account will increase very quickly.

#### **2005 Investment Summary**

The attached Summary is provided to the Library Board on an annual basis. The intent is both full disclosure and, hopefully, to give the Board assurance that public funds are being invested judiciously. We take a conservative approach with respect to our Operating, Capital Projects, and Debt Service Fund investments and the asset allocation (60% equities / 40% fixed income) outlined in the Investment Policy Statement for our Defined Benefit Pension Plan (Plan) is appropriate for the long term nature of the Plan. In the Information Section of the Board Packet, our investment advisor, USI Advisors, Inc., has prepared a report summarizing the Plan's investment activity for 2005.

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND REVENUE SUMMARY  
Ten Months Ended July 31, 2006**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(10 month=83%)</b>
<b>AD VALOREM TAXES</b>	27,477,433	27,963,525	101.8%
<b>INTERGOVERNMENTAL</b>			
Grants	148,000	26,700	18.0%
State Aid	1,502,000	1,350,422	89.9%
Law Collection Fees	57,000	56,276	98.7%
	<u>1,707,000</u>	<u>1,433,398</u>	<u>84.0%</u>
<b>CHARGES FOR SERVICES</b>			
Fee Cards	5,500	6,127	111.4%
PC Pass	42,000	28,430	67.7%
PC Express	0	370	
Classes	1,500	2,250	150.0%
Copy & Vending	185,000	137,422	74.3%
Meeting Room Fee	0	1,040	
Fax	0	2,191	
Scanner	0	324	
Computer Booklets	0	27	
Reference Charges	0	1,200	
Tell Me More Program	0	550	
Value Card	0	6,633	
	<u>234,000</u>	<u>186,564</u>	<u>79.7%</u>
<b>FINES</b>			
Fines	1,250,000	1,244,705	99.6%
Lost Materials	100,000	99,963	100.0%
	<u>1,350,000</u>	<u>1,344,668</u>	<u>99.6%</u>
<b>MISCELLANEOUS</b>			
Interest Earnings	299,567	626,921	209.3%
Rents	7,000	6,070	86.7%
Sales of Fixed Assets	0	1,641	
Contributions - Friends of Library	118,000	77,959	66.1%
Contributions - Fund Raiser	0	2,138	
Contributions - Others	6,000	18,737	312.3%
Miscellaneous	30,500	39,643	130.0%
Disk Sales	2,500	2,040	81.6%
Grants & Awards	0	97,050	
	<u>463,567</u>	<u>872,199</u>	<u>188.1%</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>31,800,354</u></u>	<u><u>101.0%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND EXPENDITURE SUMMARY  
Ten Months Ended July 31, 2006**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(10 month=83%)</b>
<b>SALARIES &amp; BENEFITS</b>			
Salaries	12,867,552	10,298,508	80.0%
Medicare Taxes	186,580	146,113	78.3%
Defined Contribution Pension Plan	965,067	780,717	80.9%
Defined Benefit Pension Plan	1,055,242	504,600	47.8%
Life and Health Insurance	2,213,057	1,484,531	67.1%
Worker's Compensation	128,676	105,299	81.8%
Unemployment Compensation	20,000	4,778	23.9%
Parking & Bus Passes	93,960	89,929	95.7%
	17,530,134	13,414,475	76.5%
<b>OPERATING</b>			
Professional Services	250,000	264,546	105.8%
Other Contractual Services	888,000	605,956	68.2%
Other Contract. Serv.- Janitorial	276,000	212,181	76.9%
Training and Travel	90,000	91,278	101.4%
Telecommunication	315,000	214,783	68.2%
Delivery and Postage	1,270,000	939,119	73.9%
Utilities	784,000	702,667	89.6%
Rentals and Leases	913,000	769,730	84.3%
Insurance	216,000	160,068	74.1%
Repair and Maintenance	850,000	713,267	83.9%
Repair & Maint. - Hardware/Software	356,000	245,884	69.1%
Copying/Printing	231,000	158,306	68.5%
Property Appraiser's Fee	289,000	287,090	99.3%
Tax Collector's Fee	560,000	547,027	97.7%
Supplies	750,000	795,856	106.1%
Supplies-Hardware/Software	267,000	233,105	87.3%
Memberships	15,000	13,921	92.8%
Contingency	300,000	0	0.0%
	8,620,000	6,954,784	80.7%
<b>CAPITAL OUTLAY</b>			
Building and Improvements	1,155,000	482,000	41.7%
Equipment and Furniture	300,000	193,047	64.3%
Hardware/Software	345,000	86,184	25.0%
	1,800,000	761,231	42.3%
<b>LIBRARY MATERIALS</b>			
Materials - Rest. Contributions	12,500	1,330	10.6%
Materials - Law	36,000	30,829	85.6%
Materials - Other	4,229,500	3,623,508	85.7%
	4,278,000	3,655,667	85.5%
<b>TRANSFERS TO OTHER FUNDS</b>			
Branch Debt Service Fund	702,000	204,729	29.2%
Sinking Fund	150,000	150,000	100.0%
	852,000	354,729	41.6%
<b>TOTAL EXPENDITURES</b>	<b>33,080,134</b>	<b>25,140,886</b>	<b>76.0%</b>



**ORANGE COUNTY LIBRARY DISTRICT  
MAIN DEBT SERVICE FUND  
Ten Months Ended July 31, 2006**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(10 month=83%)</u>
<b>REVENUES</b>			
Ad Valorem Taxes	1,200,149	1,222,378	101.9%
Interest	15,851	29,537	186.3%
Transfer From Tax Collector	13,000	0	0.0%
<b>TOTAL REVENUES</b>	<b><u>1,229,000</u></b>	<b><u>1,251,915</u></b>	<b><u>101.9%</u></b>

**EXPENDITURES**

Principal	1,200,000	0	0.0%
Interest	54,000	27,000	50.0%
Tax Collector's Fee	26,000	23,913	92.0%
<b>TOTAL EXPENDITURES</b>	<b><u>1,280,000</u></b>	<b><u>50,913</u></b>	<b><u>4.0%</u></b>

**FUTURE DEBT SERVICE PAYMENTS**

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

**ORANGE COUNTY LIBRARY DISTRICT  
BRANCH DEBT SERVICE FUND  
Ten Months Ended July 31, 2006**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(10 month=83%)</u>
<b>REVENUES</b>			
Transfer From General Fund	702,000	204,729	29.2%
Interest	10,000	14,553	145.5%
<b>TOTAL REVENUES</b>	<b><u>712,000</u></b>	<b><u>219,282</u></b>	<b><u>30.8%</u></b>
 <b>EXPENDITURES</b>			
<u>2003 NOTE</u>			
Principal	350,513	173,822	49.6%
Interest	58,946	30,907	52.4%
<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>204,729</u></b>	<b><u>28.9%</u></b>

**FUTURE DEBT SERVICE PAYMENTS FOR 2003 NOTE**

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
08/01/06	176,690	28,039
2007	362,175	47,283
2008	374,226	35,233
2009	386,677	22,781
2010	399,542	9,916
	<b><u>1,699,310</u></b>	<b><u>143,252</u></b>

**ORANGE COUNTY LIBRARY DISTRICT  
CAPITAL PROJECTS FUND  
Ten Months Ended July 31, 2006**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(10 month=83%)</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>
 <b>EXPENDITURES</b>			
<u>FUTURE BRANCH LOCATION</u>			
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  
Ten Months Ended July 31, 2006**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>(10 month=83%)</u>
<b>REVENUES</b>			
Transfer From General Fund	150,000	150,000	100.0%
Interest	0	7,289	
<b>TOTAL REVENUES</b>	<b><u>150,000</u></b>	<b><u>157,289</u></b>	<b><u>104.9%</u></b>
<b>RESERVES</b>			
Reserves-Building and Improvements	75,000	75,000	100.0%
Reserves-Technology	75,000	75,000	100.0%
<b>TOTAL RESERVES</b>	<b><u>150,000</u></b>	<b><u>150,000</u></b>	<b><u>100.0%</u></b>

**ORANGE COUNTY LIBRARY DISTRICT  
MONTHLY ROLLOVER  
July 31 , 2006**

	<u>BALANCE 06/30/2006</u>	<u>RECEIPTS</u>	<u>DISBURSE</u>	<u>BALANCE 7/31/06</u>
<b>OPERATING</b>				
Checking	457,350	7,209,199	(6,673,899)	992,650
SBA Investments	6,226,295	30,588	(1,000,000)	5,256,883
CD Investments	8,732,000	4,000,000	(5,000,000)	7,732,000
	<b>15,415,645</b>	<b>11,239,787</b>	<b>(12,673,899)</b>	<b>13,981,533</b>
<b>MAIN DEBT SERVICE</b>				
AIM Investments	1,221,596	31,472	0	1,253,068
<b>BRANCH DEBT SERVICE</b>				
CD Investments	416,308	0	0	416,308
<b>CAPITAL PROJECTS</b>				
SBA Investments	309,225	1,315	0	310,540
	<b>309,225</b>	<b>1,315</b>	<b>0</b>	<b>310,540</b>

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND  
BALANCE SHEET - ASSETS  
July 31 , 2006**

**ASSETS**

Certificates of Deposit	7,732,000
Cash on Hand	11,755
Equity in Pooled Cash	992,650
Accounts Receivable	22,307
Due From Other Funds	88,381
Due From Other Governments	0
Interest Receivable	47,010
Inventory	186,354
Investments-SBA	5,256,883
Prepays	105,353
Other Assets-Deposits	<u>9,275</u>
<b>TOTAL ASSETS</b>	<b><u><u>14,451,968</u></u></b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND**  
**BALANCE SHEET - LIABILITIES & FUND BALANCE**  
**July 31 , 2006**

**LIABILITIES**

Accounts Payable	0
Unclaimed Disbursements	2,176
Retainage Payable	12,313
Due to Other Funds	0
Accrued Wages Payable	308,888
Accrued FIT Tax Payable	0
Accrued Med Tax Payable	0
Accrued Sales Tax	7
Due To FOL-Taxable Book Sales	1,834
Due To FOL-Nontaxable Book Sales	0
Due To FOL-Sales Tax	123
United Appeal	103
Bonds	88
Def Comp Employees	0
Health Insurance	23,800
Union Dues	630
Union-Cope	0
Optional Life	862
Flex Spend Med	0
Flex Spend Dep	0
Ben-DCP	0
Miscellaneous	37
Daughters of American Revolution	671
Unclaimed Payroll	906
<b>TOTAL LIABILITIES</b>	<b>352,438</b>

**FUND BALANCE**

Reserve for Inventory	186,354
Reserve for Prepaids	135,724
Reserve for Walker	4,000
Reserve for Phillips	100,000
Reserve for Warner	33,712
Reserve for Gullett	19,805
Designated Murray	537,268
Designated for Sondheim	39,941
Designated for Strategic Plan	4,000,000
Designated for Encumbrances	216,502
Unreserved/Undesignated	2,166,755
Current Year Excess of Revenues Over Expenditures	6,659,469
<b>TOTAL FUND BALANCE</b>	<b>14,099,530</b>

**TOTAL LIABILITIES & FUND BALANCE** **14,451,968**

# **ORANGE COUNTY LIBRARY SYSTEM**

## **2005 INVESTMENT SUMMARY**

The purpose of this summary is to provide the Library Board with an overview of the investment activity for calendar year 2005.

### **Background**

The Orange County, California situation involving derivatives in the mid-nineties caused local governments across the country to take a hard look at their investments and the associated risks. Generally, there are three types of funds which local governments invest:

- Operating and Capital Projects
- Debt Service
- Pension and Similar Type Plans

After Orange County, California, the Florida Legislature adopted Florida Statute 218.415 to address the investment of surplus funds. The Statute required each local government to select one of the following:

1. Adopt a written investment policy which addresses 16 specific points outlined in the Statute **or**
2. Restrict the investment of surplus funds to a narrow list of options including the State Board of Administration Investment Pool (SBA), direct obligations of the U.S Treasury, and interest bearing and time deposits.

The Library Board had previously approved an investment policy in January 1993, which limited investments to those listed in # 2 above. Accordingly, we did not adopt a new policy but continued to restrict our investments to those listed in # 2. Furthermore, our own investment policy includes a guideline of no more than 60% in the SBA. The intent was to not invest all the funds in the SBA, but rather maintain some diversity between SBA and certificates of deposit and treasury securities. As part of the Library's annual audit, our auditors are required to review our compliance with Florida Statute 218.415.

The investment restrictions for debt service funds are normally found in the documents which authorize the debt.

In the late nineties, the Florida Legislature adopted Florida Statute 112.61, which required local governments to adopt written investment policy statements for their defined benefit pension plans. The Library Board approved the initial Investment Policy Statement for our Defined Benefit Pension Plan in September 2000 and then approved revisions in April 2004 and July 2005.



The following is organized according to the Library's fund accounting structure.

### **Operating and Capital Projects Fund Investments**

The attached spreadsheet shows the types of investments and rates earned during the year.

### **Operating Fund Interest Revenues**

The following summarizes the Operating Fund Interest Revenues since fiscal year 1999.

<b>Fiscal Year</b>	<b>Interest Revenues</b>
1999	\$594,000
2000	\$827,000
2001	\$858,000
2002	\$345,000
2003	\$238,000
2004	\$191,000
2005	\$397,000

### **Main Debt Service Fund**

The purpose of this fund is to accumulate the resources to pay the principal and interest on the bonds issued to fund the Main Library expansion in the early eighties. The assets are invested in an AIM Treasury Institutional mutual fund. The Orange County Comptroller's Office also uses this same mutual fund for some of the County's debt service funds. The underlying assets of the mutual fund are U.S. Treasury securities. The balance in the Library's account at AIM ranged from a high of \$1,234,000 in July to a low of \$37,000 in August after the semi-annual debt service payment was made. The balance at December 31, 2005 was \$791,000. According to AIM, the fund earned **3.05%** in 2005.

### **Branch Debt Service Fund**

The purpose of this fund is to accumulate the resources to pay the principal and interest on the bank loan used to construct branch facilities and purchase the North Orange Branch. The Orange County's Comptroller's Office requested that we build reserves equal to the amount of one year's debt service, which is approximately \$410,000. These funds were invested in certificates of deposit during 2005. The rates for the \$408,000 certificates ranged from **2.10%** to **4.07%** during the year.

### **Defined Benefit Pension Plan**

The purpose of the Plan is to provide retirement benefits for long term, full time employees. The benefit for a particular employee is based on years of service and final average compensation. The Library is required to fund the actuarial determined contributions.

Our investment advisor, USI Advisor, Inc., prepared a separate report to summarize the Defined Benefit Pension Plan investment activity for 2005. This report can be found in the Information Section of the August 2006 Board packet.

### **Defined Contribution Pension Plan**

The Library established this Plan in lieu of participation in Social Security. All employees begin participating at their date of hire and the Library contributes an amount equal to 7.5% of each employee's compensation into the Plan.

When the Plan was established in the early eighties, financial institutions invested the Plan assets based on broad parameters established by the Library. In essence, it was a one size fits all philosophy. In the summer of 2002, the Plan was converted to a self-directing concept through ICMA Retirement Corporation. Self-directing allows each employee to make investment choices which suit their needs. ICMA offers a wide variety of mutual funds. Our ICMA representative, Steve Brindle, comes to the Library monthly to meet with employees who want to discuss their investments in the Plan and possible changes.

When the Plan was converted to the self-directing concept, each employee's account was initially invested in ICMA's Traditional Growth Model Portfolio Fund. The asset allocation (60% equities / 40% fixed income) for this fund was similar to how the money had been invested at First Union.

As of December 31, 2005, \$11,652,000 was in the Plan and the majority (75%) was still invested in the Traditional Growth Model Portfolio Fund.

### **457(b) Deferred Compensation Plan**

This Plan allows employees to defer federal income taxes on a portion of their gross wages. The taxes are paid when the funds are withdrawn, presumably during retirement when the employee should be in a lower tax bracket.

Similar to the Defined Contribution Pension Plan, the investments are self-directed through mutual funds offered by ICMA Retirement Corporation.

As of December 31, 2005, \$6,196,000 was invested in the Plan through various mutual funds.

### **457(f) Deferred Compensation Plan**

This Plan, which was established when the Director was hired, requires annual contributions of \$4,600. The investments are self-directed. As of December 31, 2005, \$31,000 was invested in Vanguard mutual funds.

**ORANGE COUNTY LIBRARY SYSTEM  
OPERATING AND CAPITAL PROJECTS FUNDS  
2005 INVESTMENT SUMMARY**

	OPERATING FUND					OPERATING FUND		TOTAL OPERATING FUND			CAPITAL PROJECTS FUND		
	CD's	2 mil	3 mil	Rates		SBA*	RATE	INVEST	% CD'S	% SBA	SBA*	RATE	
				5 mil	.732 mil	.581 mil							
January	8,581,318		1.74	2.69		2.10	6,951,627	2.33	15,532,945	55.25%	44.75%	50,518	2.33
February	8,581,318		2.58	2.69		2.10	9,968,317	2.54	18,549,635	46.26%	53.74%	50,617	2.54
March	8,581,318		2.58	2.69		2.10	9,188,986	2.63	17,770,304	48.29%	51.71%	150,795	2.63
April	8,581,318		2.58	2.69		2.10	8,908,791	2.83	17,490,109	49.06%	50.94%	151,146	2.83
May	8,581,318		2.95	2.69		2.10	8,129,976	2.96	16,711,294	51.35%	48.65%	151,526	2.96
June	8,581,318		2.95	2.69		2.10	5,141,426	3.07	13,722,744	62.53%	37.47%	151,908	3.07
July	5,581,318	3.25	2.95			2.10	6,355,573	3.26	11,936,891	46.76%	53.24%	152,329	3.26
August	5,581,318	3.25	3.43			2.10	4,371,343	3.45	9,952,661	56.08%	43.92%	152,775	3.45
September	3,581,318		3.43			2.10	4,634,004	3.79	8,215,322	43.59%	56.41%	153,251	3.79
October	732,000				4.14		4,645,742	3.77	5,377,742	13.61%	86.39%	153,742	3.77
November	732,000				4.14		3,156,971	3.98	3,888,971	18.82%	81.18%	154,245	3.98
December	8,732,000		4.29	4.33	4.14		8,674,060	4.23	17,406,060	50.17%	49.83%	154,800	4.23

\* SBA = State Board of Administration Investment Pool (available to local governments)

**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Statistics and Summaries:  
July 2006**

## **STATISTICAL SUMMARY**

### **July 2006 Statistics for August 2006 meeting**

#### **Circulation and Door Count Trends:**

Both system circulation and door count are up over July of last year. Some portion of this increase may be the result of being open one additional day. Last year the system was closed July 3<sup>rd</sup> and 4<sup>th</sup>, whereas this year we only closed on the 4<sup>th</sup>. Some individual locations continue to show a marked increase in door count, particularly Southeast and Alafaya. Significant increases in circulation also occurred at Southeast and South Trail.

The number of PC Sessions system wide has increased for the third straight month following the upgrade of the Library's Internet connection in May. Also, we redesigned the Library's web site [www.ocls.info](http://www.ocls.info) in July of 2005.

#### **Library Activities**

The number of new registrations continues to be less than last year. In late July, the Library sent new mover cards to 19,000 households that had moved into the area since January 1<sup>st</sup>. We also worked with Welcome Wagon to deliver registration cards to 5,000 households in selected zip codes.

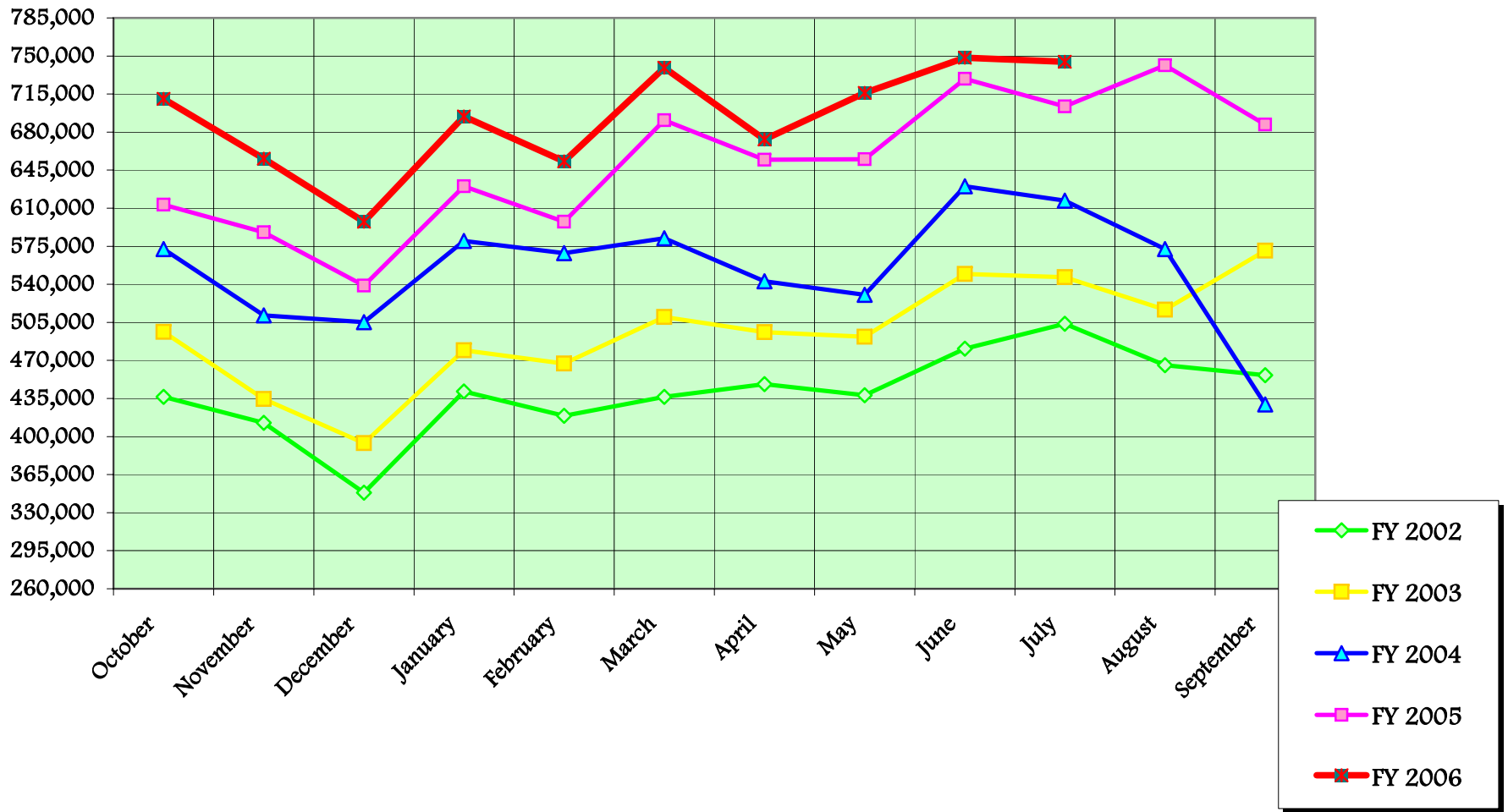
The Library also sent an email survey to borrowers who registered for a card since October 1<sup>st</sup>, 2005, but have not verified their card to receive full borrowing privileges. We wanted to gather information about why they had not completed the registration process. The full results are in the board packet.

The Library also held its first online technology conference geared toward other libraries. We offered three sessions under the banner "PUSHING IT FORWARD: TAKING YOUR LIBRARY TO THE NEXT LEVEL!" Three sessions were held on consecutive Tuesdays. The individual sessions were; "Taking your Collection to the Next Level", "One OLIVE or Two? Shaking (or Stirring) Up Library Service Using Videoconferencing", and "Going the Distance: Mobile Reference – A New Chapter in Customer Service". Thirteen institutions attended with a total of 49 people participating in the conference. The virtual conference was held using our new OPAL (Online Programming for All Libraries) environment. Participants were surveyed afterward and the results were very good with 100% saying they would recommend this webinar (or a similar event) to a friend. Full results of the survey are in the board packet. The Library is making plans to hold another series of seminars related to our innovative services including eGuides, Virtual Galleries and Technology Training in the fall.

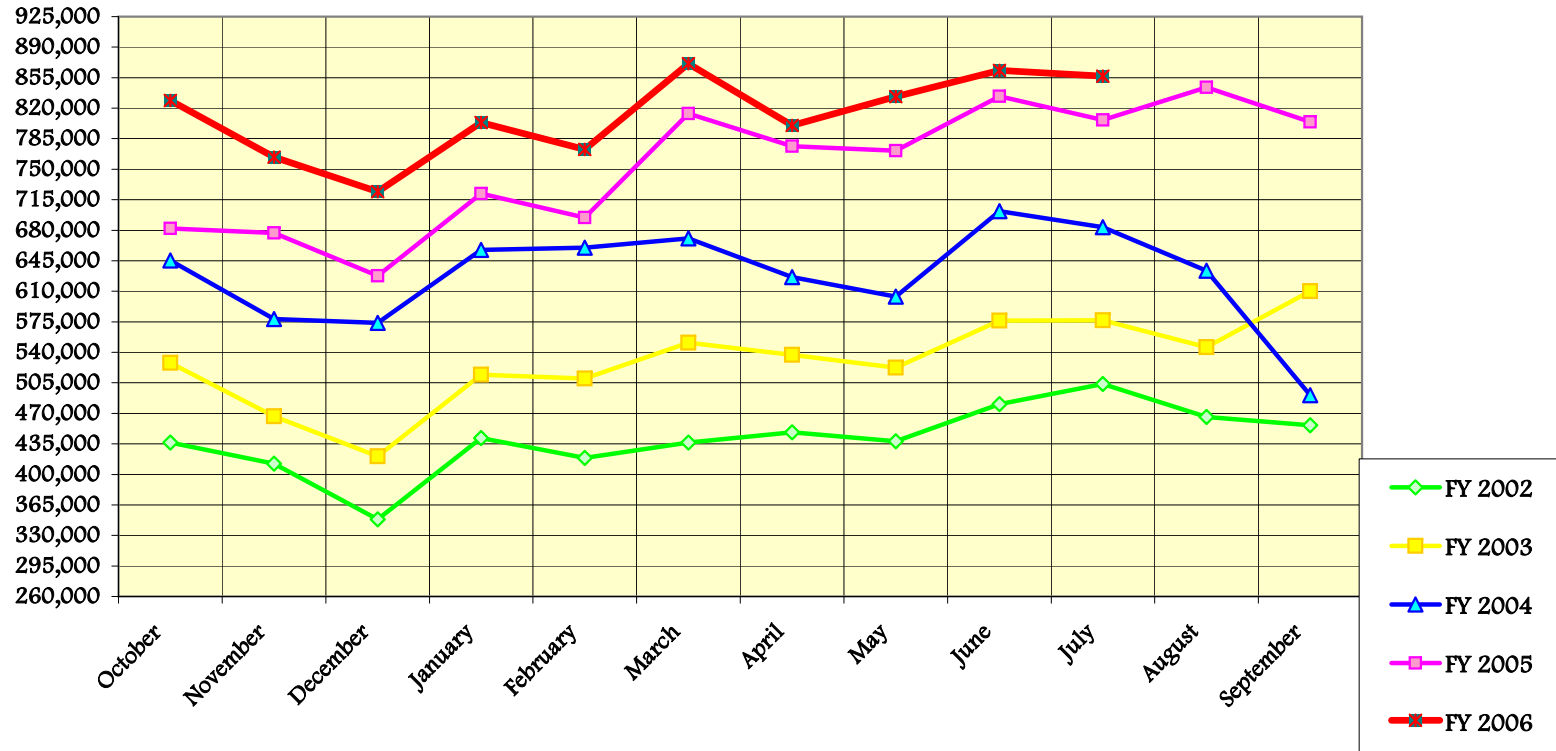
The Library offered fewer programs this month than July 2005, the average number of attendees remains stable at between 30 and 32 attendees per program. The Library also participated in several large off site community events "Be Wise, Immunize" and "Mascot Games" in partnership with the Florida Sports Commission. Each of these programs had over 1,000 people in attendance. Technology Classes continue to be popular showing an 88% increase in the number of classes taught and a corresponding 84% increase in the number of people attending.

Presented to the Board, August 10, 2006

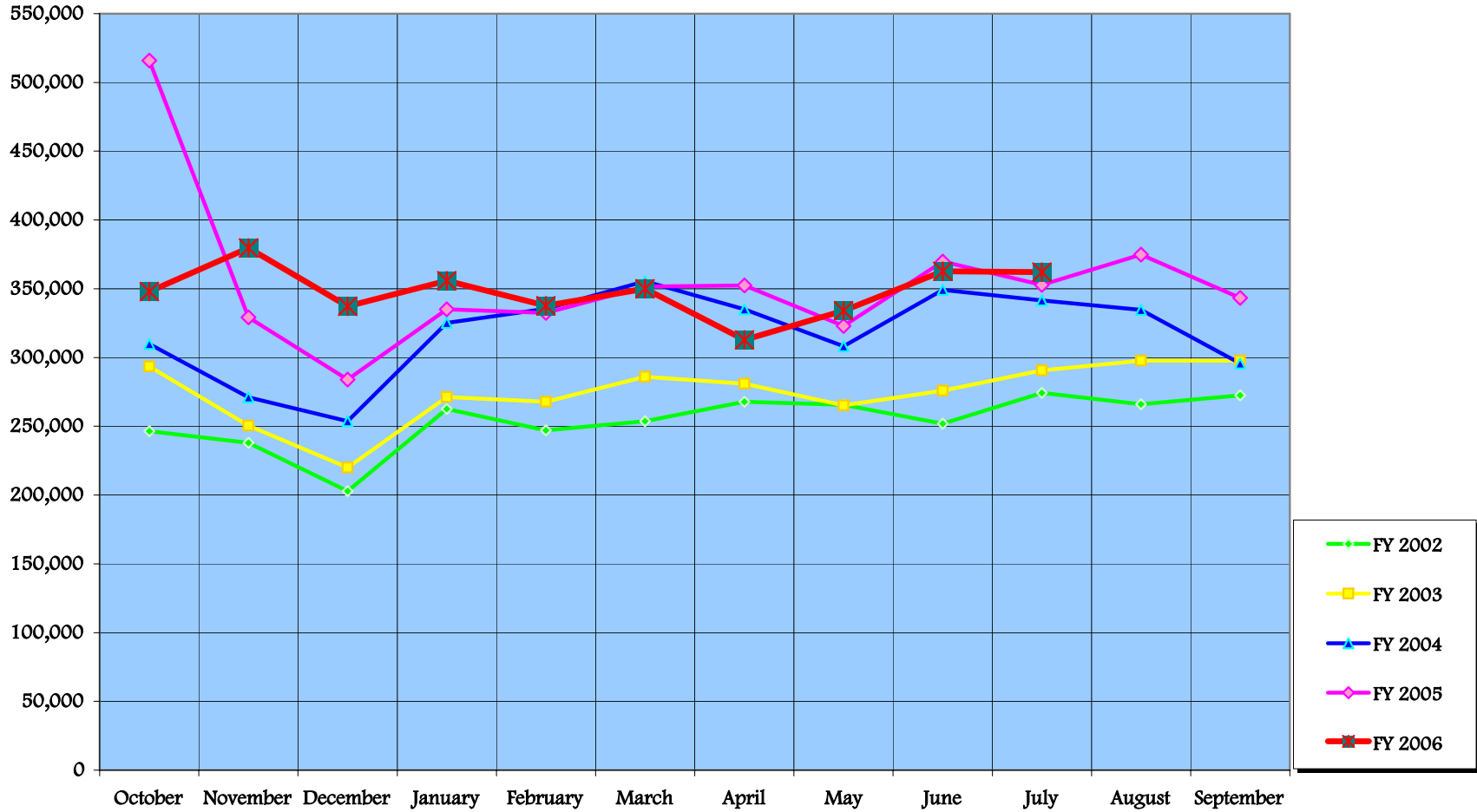
**ORANGE COUNTY LIBRARY SYSTEM  
CIRCULATION**  
Fiscal Year 2002 Through Fiscal Year 2006 TO Date



**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

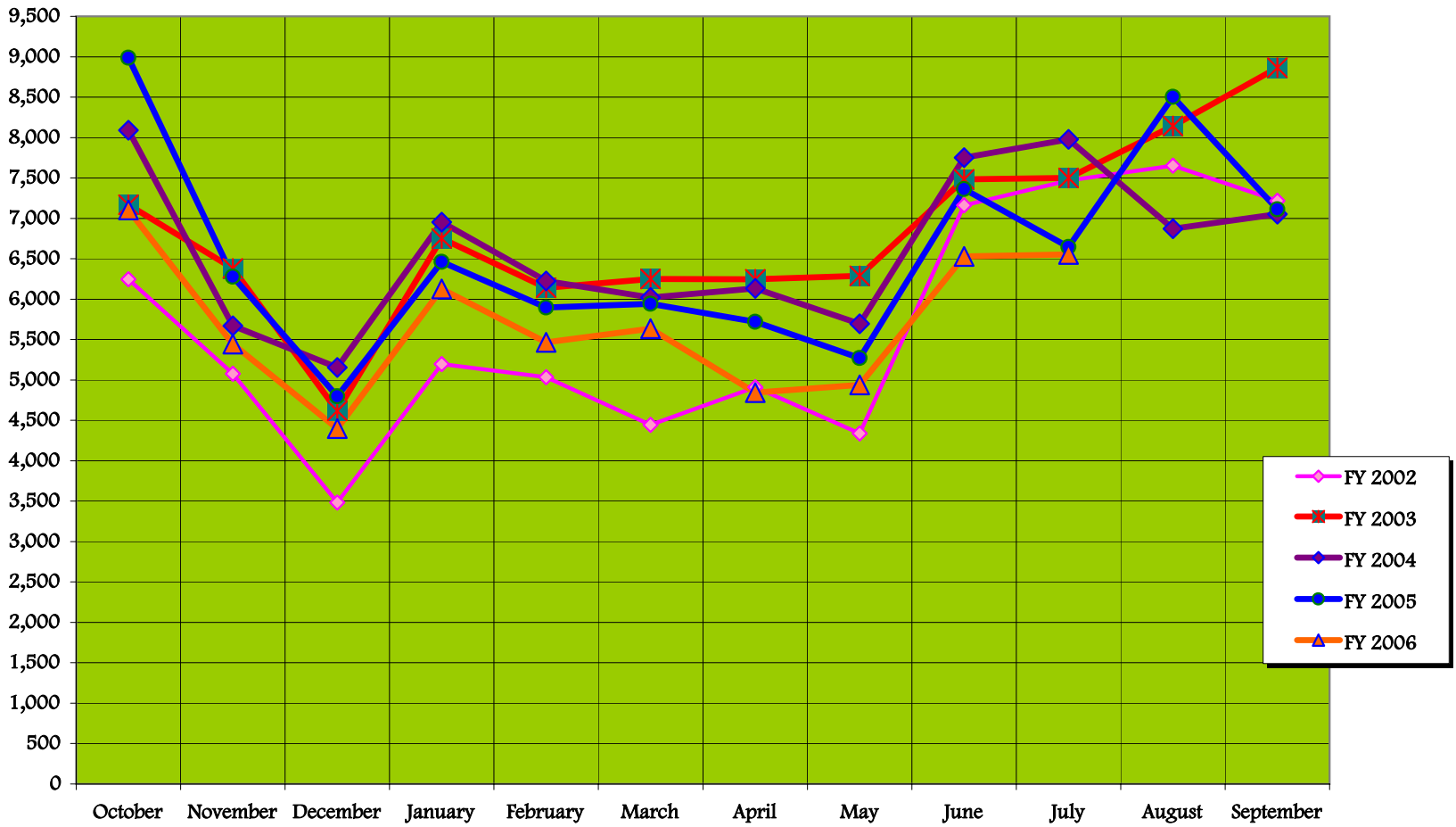


Orange County Library System  
Door Counts  
Fiscal Year 2002 through Fiscal Year 2006 To Date





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	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	202,495	179,407	229,242	206,377
Branches	433,780	366,219	405,141	356,640	366,457	320,269	431,980	389,616	396,513	371,003	445,868	421,338
MAYL	49,789	52,902	41,659	48,152	40,549	42,305	49,931	52,548	50,267	44,206	59,724	59,822
Digital Products												
Talking Books	3,650	528	3,587	2,907	4,007	3,211	3,825	2,942	3,779	2,885	4,271	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>653,054</b>	<b>597,501</b>	<b>739,105</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	50,001	58,023	54,986	61,375
Branches	292,293	366,470	296,053	278,637	294,060	236,839	305,733	272,964	268,963	274,354	296,840	290,246
Talking Books	17	13	14	4	10	6	17	4	14	7	18	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>318,964</b>	<b>332,377</b>	<b>351,826</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	% of Change	Aug-06	Aug-05	Sep-06	Sep-05	YTD 2006	YTD 2005
<b>Circulation</b>															
Main	217,059	201,587	218,997	204,294	220,906	211,295	227,773	215,285	5.80%		219,182		207,422	2,140,293	2,376,731
Branches	402,539	399,791	440,301	399,146	471,490	460,906	457,825	433,969	5.50%		460,450		424,117	4,251,894	4,803,464
MAYL	50,065	50,238	52,863	48,332	51,971	53,710	55,502	50,541	9.82%		57,287		51,355	502,320	611,398
Digital Products					12,322	N/A	11,515	N/A	N/A						
Talking Books	3,662	2,930	4,001	3,327	4,158	3,162	3,677	3,837	-4.17%		4,403		3,929	38,617	37,461
<b>Total</b>	<b>673,325</b>	<b>654,546</b>	<b>716,162</b>	<b>655,099</b>	<b>760,847</b>	<b>729,073</b>	<b>744,777</b>	<b>703,632</b>	<b>5.85%</b>		<b>741,322</b>		<b>686,823</b>	<b>6,945,446</b>	<b>7,829,054</b>
<b>Door Count</b>															
Main	52,259	60,548	48,595	53,029	53,910	59,132	56,485	58,070	-2.73%		61,156		55,695	514,030	697,894
Branches	260,498	291,853	285,442	269,970	308,787	310,530	305,700	294,817	3.69%		313,581		287,655	2,914,369	3,487,916
Talking Books	15	4	12	7	15	10	20	10	100.00%		8		7	134	80
<b>Total</b>	<b>312,757</b>	<b>352,401</b>	<b>334,037</b>	<b>322,999</b>	<b>362,697</b>	<b>369,662</b>	<b>362,185</b>	<b>352,887</b>	<b>2.63%</b>		<b>374,737</b>		<b>343,350</b>	<b>3,428,399</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		4,051,328		4,325,221	
Outside	2,710,018		2,323,331		1,570,032		2,261,183		2,771,534		3,145,267	
<b>Total</b>	<b>6,220,666</b>	<b>10,603,759</b>	<b>5,788,357</b>	<b>8,440,620</b>	<b>4,660,558</b>	<b>11,531,063</b>	<b>5,889,988</b>	<b>15,352,285</b>	<b>6,822,862</b>	<b>15,816,206</b>	<b>7,470,488</b>	<b>15,023,342</b>
<b>Visits</b>												
Inside	71,594		67,454		66,441		72,152		73,840		79,460	
Outside	144,488		128,652		115,571		145,892		151,408		185,434	
<b>Total</b>	<b>216,082</b>		<b>196,106</b>		<b>182,012</b>		<b>218,044</b>		<b>225,248</b>		<b>264,894</b>	
<b>Unique Visitors</b>												
Inside	943		959		1,603		1,003		1,005		1,062	
Outside	39,180		37,254		34,309		41,898		42,481		44,262	
<b>Total</b>	<b>40,123</b>		<b>38,213</b>		<b>35,912</b>		<b>42,901</b>		<b>43,486</b>		<b>45,324</b>	
<b>Page Views</b>												
Inside	927,149		912,106		717,327		914,262		1,452,487		1,370,508	
Outside	622,173		318,710		366,306		402,549		806,280		963,843	
<b>Total</b>	<b>1,549,322</b>		<b>1,230,816</b>		<b>1,083,633</b>		<b>1,316,811</b>		<b>2,258,767</b>		<b>2,334,351</b>	

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	4,120,375		4,443,306		4,167,081		4,539,985	3,309,887		3,406,272		2,763,607		9,479,766
Outside	3,101,708		3,402,201		3,656,191		3,880,829	2,589,153		3,120,101		2,664,211		8,373,465
<b>Total</b>	<b>7,222,083</b>	<b>14,544,626</b>	<b>7,845,507</b>	<b>14,512,004</b>	<b>7,823,272</b>	<b>17,533,639</b>	<b>8,420,814</b>	<b>5,899,040</b>		<b>6,526,373</b>		<b>5,427,818</b>		<b>141,210,775</b>
<b>Visits</b>														
Inside	76,803		78,328		83,869		83,973	64,246		78,924		59,230	681,762	274,552
Outside	179,908		188,209		206,150		207,837	132,821		146,379		118,883	1,507,657	543,975
<b>Total</b>	<b>256,711</b>		<b>266,537</b>		<b>290,019</b>		<b>291,810</b>	<b>197,067</b>		<b>225,303</b>		<b>178,113</b>	<b>2,189,419</b>	<b>818,527</b>
<b>Unique Visitors</b>														
Inside	1,033		988		1,010		1,026	865		924		871	10,632	2,660
Outside	44,284		46,489		55,680		56,351	34,199		41,216		34,211	442,188	109,626
<b>Total</b>	<b>45,317</b>		<b>47,477</b>		<b>56,690</b>		<b>57,377</b>	<b>35,064</b>		<b>42,140</b>		<b>35,082</b>	<b>452,820</b>	<b>112,286</b>
<b>Page Views</b>														
Inside	1,200,997		1,168,557		1,198,600		1,225,447	639,531		696,532		755,731	11,087,440	2,091,794
Outside	900,138		909,923		985,245		1,025,020	707,694		739,477		902,985	7,300,187	2,350,156
<b>Total</b>	<b>2,101,135</b>		<b>2,078,480</b>		<b>2,183,845</b>		<b>2,250,467</b>	<b>1,347,225</b>		<b>1,436,009</b>		<b>1,658,716</b>	<b>18,387,627</b>	<b>4,441,950</b>

## 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	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	14,017	12,456	15,567	11,942
<b>Total # of Programs</b>	420	405	405	350	383	365	357	342	431	419	440	458
<b>Community Events Attendance Total</b>	1760	1,704	2,060	1,792	506	0	493	277	986	472	1,466	353
<b>Total # of Community Events</b>	27	18	22	25	8	0	6	7	9	14	14	4
<b>Events Line</b>	12	-	16	49	5	16	4	30	9	33	13	23
<b>StoryLine</b>	141	345	150	332	92	285	99	279	109	210	194	252
<b>Class Attendance Total</b>	1331	1,162	900	1,049	1,090	652	1268	1041	1,691	1,243	1644	1215
<b>Total # of Classes</b>	479	262	396	229	486	190	513	232	535	281	612	310
<b>QuestLine</b>	17,532	15,480	16,296	13,728	14,321	11,873	18,150	14,530	16,583	14,240	18,245	16,040
<b>P.C. Sessions</b>	62,244	61,841	59,609	57,898	57,206	55,421	62,245	62,062	58,945	60,939	68,610	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	384,601	300,538	391,066	300,756
<b>New Customer Registrations</b>	7,104	8,989	5,445	6,277	4,397	4,798	6,126	6,462	5,466	5,898	5,634	5,944
<b>Total Registered Borrowers</b>	825,839	767,093	831,207	774,114	834,813	778,890	840,468	785,166	845,734	787,143	851,379	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	% of Change	Aug-06	Aug-05	Sep-06	Sep-05	YTD 2006	YTD 2005
Program Attendance Total	13,738	12,397	12,866	13,709	16,632	17,541	14,751	15,644	-5.71%		10,532		12,460	134,776	148,444
Total # of Programs	395	417	397	435	478	496	453	497	-8.85%		398		426	4,159	5,008
Community Events Attendance Total	2,800	3,211	3,175	1,111	1,932	911	7,644	2,140	257.20%		2,912		5,677	22,822	20,560
Total # of Community Events	20	17	22	10	12	4	11	12	-8.33%		23		43	151	177
Events Line	10	20	7	10	9	17	11	-	N/A		17		18		
StoryLine**	132	231	116	177	122	295	139	-	N/A		161		107	1,294	#VALUE!
Class Attendance	1,714	1,088	1,639	1,032	1,989	1,835	2,280	1,237	84.32%		1,361		1,189	15,546	14,104
Total # of Classes	606	300	697	322	676	396	659	350	88.29%		405		398	5,659	3,675
QuestLine	16,968	15,797	17,160	15,661	18,952	18,202	18,429	16,923	8.90%		19,009		16,545	172,636	188,028
P.C. Sessions*	63,040	63,801	66,261	60,898	69,685	63,127	68,204	62,563	9.02%		71,777		62,731	636,049	749,937
Number of Active Cards in the System	396,385	302,083	402,051	309,804	409,821	319,719	417,073	328,747	26.87%		339,984		349,269		
New Customer Registrations	4,842	5,720	4,940	5,270	6,530	7,363	6,554	6,647	-1.40%		8,505		7,110		78,983
Total Registered Borrowers	855,829	801,148	859,997	806,113	866,565	797,312	872,213	810,172	7.66%		802,202		819,769		

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

[www.ocls.info](http://www.ocls.info)

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	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	444,506	561,044	514,197	580,861
Online Renewals	113,507	73,115	106,202	89,428	98,035	86,114	103,153	84,577	103,675	84,884	118,682	98,498
Electronic Reference Questions	137	250	124	202	92	155	152	198	119	167	138	222
Live Chat Questions	52	79	33	85	22	58	22	53	32	68	37	89
Total Online Reference Questions	189	329	157	287	114	213	174	251	151	235	175	311
Online Requests	49,854	47,087	43,046	44,087	35,531	38,464	52,277	51,113	45,441	45,738	50,924	50,663
Online Suggestions	176	62	203	105	84	89	120	56	88	86	88	104



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	% if Change	Aug-06	Aug-05	Sep-06	Sep-05	YTD 2006	D 20
Online Catalog Searches	468,781	591,395	481,271	552,508	548,960	588,634	615,487	562,331	9.45%		749,206		500,632	4,936,592	#
Online Renewals	112,941	95,989	116,296	100,356	109,244	100,356	114,494	102,351	11.86%		106,361		102,603	1,096,229	#
Online Reference Questions	121	172	105	163	87	178	120	67	79.10%		120		25	1,195	#
Live Chat Questions	43	72	32	58	17	45	66	17	288.24%		30		34	356	#
Total Online Reference Questions	164	244	137	221	104	223	186	84	121.43%		150		59	1,551	#
Online Requests	49,726	48,774	56,889	50,203	58,081	52,956	57,123	52,366	9.08%		54,738		48,920	498,892	#
Online Suggestions	64	198	68	148	103	152	86	148	-41.89%		199		171	1,080	#

# Orange County Library System

## Circulation Statistics

July 1, 2006 - July 31, 2006

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain/Loss	% Gain/Loss	Total Visits/Users	Year Ago	Gain/Loss	% Gain/Loss
Main	30	227,773	30.58%	215,285	12,488	5.80%	56,485	58,070	(1,585)	-2.73%
MAYL	20	55,502	7.45%	50,541	4,961	9.82%	53,408	48,825	4,583	9.39%
Talking Books	30	3,677	0.49%	3,837	-160	-4.17%	20	10	10	100.00%
West Oaks	30	43,461	5.84%	47,903	-4,442	-9.27%	19,259	20,312	(1,053)	-5.18%
Herndon	24	46,925	6.30%	43,836	3,089	7.05%	24,693	24,360	333	1.37%
Alafaya	30	60,797	8.16%	59,976	821	1.37%	36,880	31,118	5,762	18.52%
Southeast	24	38,591	5.18%	29,381	9,210	31.35%	32,963	26,974	5,989	22.20%
Hiawassee	24	25,097	3.37%	24,720	377	1.53%	20,431	22,268	(1,837)	-8.25%
Southwest	24	41,352	5.55%	39,141	2,211	5.65%	26,883	30,327	(3,444)	-11.36%
Edgewater	24	28,552	3.83%	30,316	-1,764	-5.82%	18,065	21,968	(3,903)	-17.77%
North Orange	30	42,593	5.72%	44,720	-2,127	-4.76%	26,711	26,587	124	0.47%
South Creek	20	53,836	7.23%	49,217	4,619	9.38%	28,325	26,968	1,357	5.03%
South Trail	24	23,889	3.21%	21,351	2,538	11.89%	25,016	24,880	136	0.55%
Winter Garden	24	26,811	3.60%	16,770	10,041	59.87%	16,033	10,309	5,724	55.52%
Windermere	24	14,134	1.90%	13,359	775	5.80%	11,774	10,550	1,224	11.60%
Washington Park	24	10,325	1.39%	11,748	-1,423	-12.11%	13,196	12,218	978	8.00%
Eatonville		1,462	0.20%	1,531	-69	-4.51%	5,471	5,978	(507)	-8.48%
<b>Total</b>	<b>406</b>	<b>744,777</b>	<b>100.00%</b>	<b>703,632</b>	<b>41,145</b>	<b>5.85%</b>	<b>362,185</b>	<b>352,887</b>	<b>9,298</b>	<b>2.63%</b>

\*MAYL Visits ~ Customer Transactions

**NUMBER OF SEARCHES  
JUNE 2006**

FISCAL YEAR 2005	OCT 2005	NOV	DEC	JAN 2006	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD
Ancestry Library Edition	486	462	210	196	204	232	204	156	161				2,311
Associations Unlimited	832	882	391	598	743	323	280	562	315				4,926
Auto Repair Reference Center	229	224	229	219	160	302	263	299	331				2,256
Biography & Genealogy Master Index	881	819	440	549	771	395	325	343	411				4,934
Biography Resource Center	6,611	5,459	2,871	4,391	6,049	3,632	3,259	2,011	1,661				35,944
Business & Company Resource Center	1,876	2,010	2,636	1,687	1,472	2,168	1,030	1,744	1,522				16,145
Business Index ASAP	182	106	50	17	42	49	73	53	50				622
Classical.com	32	67	28	22	19	20	28	58	45				319
Computer Database	23	587	429	260	193	511	301	770	750				3,824
Consulta	237	53	53	20	35	112	139	52	63				764
Countrywatch	842	1,285	747	1,144	1,376	572	895	757	293				7,911
DearReader.com Online Book Club (formerly Chapter-A-Day)	48,360	49,860	51,100	51,900	52,600	52,720	52,940	53,040	54,660				467,180
Dun & Bradstreet International Business Locator	50	48	36	51	69	55	54	60	45				468
Expanded Academic ASAP	238	1,551	1,241	996	2,864	2,368	1,810	1,388	2,965				15,421
Ferguson's Career Guidance Center	511	595	358	348	377	161	207	236	95				2,888
First Search	5,250	4,703	2,761	3,664	3,949	2,566	1,988	1,945	2,061				28,887
Gale Virtual Reference Library e-books (FEL)	232	750	641	107	213	351	141	114	167				2,716
General Business File ASAP	305	559	255	395	187	286	220	306	113				2,626
General Reference Center Gold	1,317	6,100	5,334	5,833	8,449	6,674	6,201	4,906	5,668				50,482
Health & Wellness Resource Center and Alternative Health Module	2,374	2,097	1,439	1,698	1,678	1,518	792	1,007	1,003				13,606
Health Reference Center Academic	189	900	800	1,081	3,247	2,195	1,216	1,924	2,136				13,688
HeritageQuest Online	8,298	8,310	6,081	6,149	5,595	7,277	5,468	5,388	7,824				60,390
Info Trac OneFile	859	7,877	6,246	6,365	7,753	8,563	6,388	5,918	8,680				58,649
Informe	99	12	8	259	4	7	6	6	7				408
Junior Edition - K12	223	454	516	359	92	193	49	65	38				1,989
Kid's Edition - K12	288	100	181	239	229	270	115	350	151				1,923
Learnatest	477	357	298	419	462	389	339	352	393				3,486
Lit Finder (formerly Essay/ Poem/ Storyfinder)	2,347	1,040	599	890	1,048	492	502	499	287				7,704
Literature Resource Center	4,509	5,784	2,495	4,559	4,549	3,061	4,027	2,094	1,410				32,488
Live Homework Help	315	261	160	403	355	239	238	131	54				2,156
Mergent Online*	456	459	225	275	263	127	103	110	35				2,053
Morningstar	65	2,083	97	191	111	369	123	113	106				3,258
NetLibrary eBooks	188	109	90	183	181	192	160	170	121				1,394
NetLibrary eBooks - Shared Collection	689	280	332	348	308	325	404	384	289				3,359
NetLibrary Downloadable Audiobooks	468	403	454	536	630	676	679	702	622				5,170
Novelist	849	443	317	346	733	666	663	709	339				5,065
Opposing Viewpoints Resource Center	3,881	4,276	2,002	2,189	2,631	1,866	2,334	1,068	679				20,926
p4A Antiques Reference	533	491	276	349	396	262	179	352	134				2,972
Powermediaplus Streaming Videos	255	150	57	19	214	114	196	206	192				1,403
Professional Collection	158	612	2,353	1,508	1,791	1,179	646	835	1,322				10,404
ProQuest Newspapers	2,825	2,554	2,460	2,354	2,077	2,182	1,480	1,767	2,080				19,779
Reference USA	3,611	3,240	1,733	2,761	2,738	3,198	2,156	2,415	2,702				24,554
Rosetta Stone	785	923	755	1,780	1,086	1,660	1,621	2,099	3,831				14,540
Science Online	96	77	67	152	87	418	803	406	336				2,442
SIRS Knowledge Source	2,266	2,071	1,216	1,742	1,633	1,103	519	447	894				11,891
Smithsonian Global Sound	1	7	8	50	10	5	11	13	17				122
Standard Deviants Video (formerly known as Cerebellum Online Videos)	63	69	56	56	60	198	43	43	42				630
Standard & Poors NetAdvantage	104	197	74	509	78	51	74	99	118				1,304
Student Edition - K12	219	646	232	419	384	363	208	313	144				2,928
Tumblebooks	* Not avail	334	283	173	368	333	180	299	578				2,548
Weiss Ratings*	1,021	2,659	6,722	8,020	10,490	13,117	14,326	1,948	3,628				61,931
What Do I Read Next?	740	687	368	588	489	202	278	268	253				3,873
Worldbook Online	641	606	529	260	472	419	417	109	104				3,557
<b>TOTAL NUMBER OF SEARCHES</b>	<b>108,386</b>	<b>126,688</b>	<b>109,339</b>	<b>119,626</b>	<b>132,014</b>	<b>126,726</b>	<b>117,101</b>	<b>101,409</b>	<b>111,925</b>				<b>1,053,214</b>

Please note: \*Tumblebooks -- book view statistics stopped recording on Sept. 15; no data available for entire month of October.  
 \*Mergent Online -- usage reported only from June 1 to June 6, 2006, due to glitch in the vendor's system. Computer problem fixed on July 6, 2006.  
 \*Weiss Ratings -- discrepancies between May (revised) and June figures versus earlier months of this fiscal year. We are working with the vendor on this issue.

**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Action Items**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Action Items**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Consent Agenda**

- 06-127      **Approval of Final Budget for Fiscal Year Ending September 30, 2007**
- 06-128      **Approval of Required Documents for State Aid to Libraries Grant for Fiscal Year ending September 30, 2007**
  - **Certification of Credentials - Single Library Administrative Head**
  - **State Aid to Libraries Grant Agreement**
- 06-129      **Change in Property Threshold Limit**
- 06-130      **Approval of Closure of Library Facilities for Staff Development Day: November 10, 2006**
- 06-131      **Library Board of Trustees Meeting Schedule ~ FY 2007**
- 06-132      **Approval of Contract with State Farm**
- 06-133      **Permission to Serve Alcohol at a Premiere Fundraising Event to Feature a Bestselling Author**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Approval of Final Budget for Fiscal  
Year Ending September 30, 2007**

**ORANGE COUNTY LIBRARY SYSTEM  
DIVISION OF BUSINESS OPERATIONS**

**TO:** Library Board of Trustees  
**FROM:** Bob Tessier  
**DATE:** August 3, 2006  
**SUBJECT:** Final Budgets for Fiscal Year Ending September 30, 2007

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At the June 8th meeting, the Library Board approved preliminary budgets for the Operating, Capital Projects, Sinking, Main Debt Service, and Branch Debt Service Funds for the fiscal year ending September 30, 2007. Since that time, we have received the final property valuations from the Property Appraiser's office and have made some adjustments to the preliminary budgets.

The attached are the final budgets proposed for next fiscal year. The changes from the preliminary budgets are indicated in the far right column. For example, the \$35,374,813 amount for Operating Fund Ad Valorem Taxes represents an increase of \$257,486 from what was included in the preliminary budget. The following summarizes the significant changes from the preliminary budgets.

*Operating Fund Revenues*

**Ad Valorem Taxes (\$257,486)**

The final property values provided by the Property Appraiser's office in early July were slightly higher than the initial estimates, which resulted in higher revenues.

**Grants (-\$15,000)**

The State Library has notified us that we will be receiving the Library Services and Technology Act (LSTA) grant that we had applied for but the award will be slightly lower than what we requested.

**State Aid (-\$50,000)**

Our budget has been revised to match a preliminary estimate of State Aid provided by the State Library.

**Interest (+\$125,000)**

The revenues for the FY 06 fiscal year are higher than expected and thus, the budget for next year has been increased to reflect this trend.

**Reserves (+379,514)**

The projected amount of Reserves to fund next year's budget increased to cover the increase in expenditures.



## *Operating Fund Expenditures*

### **Supplies (+24,000)**

The estimated cost to purchase 50,000 RFID tags for the Chickasaw Branch collection has been added.

### **Building and Improvements (+\$160,000)**

The following were added to the preliminary budget:

- ✓ Southwest Lobby project (\$25,000)
  
- ✓ Main Library 2<sup>nd</sup> floor Renovation project (\$135,000)

Due to changes, the 2<sup>nd</sup> floor renovation project will not be completed in the FY 06 fiscal year but rather, the project is scheduled to be completed early next fiscal year.

### **Materials – Chickasaw Opening Day Collection (\$500,000)**

\$500,000 has been added as an initial estimate for the purchase of an opening day collection for the Chickasaw Branch.

### **Recommendation**

Overall, the above changes are relatively minor and result in a net \$691,000 increase in the Preliminary Operating Fund Budget. The budget in the Capital Projects Fund was increased by \$1,900,000 to reflect the purchase and improvements to the Chickasaw Branch. While we don't yet know the scope or cost of the improvements necessary to make the building suitable for a library, we need to have sufficient funds available in the budget to pay for the changes. The total budget in each of the other funds did not increase at all.

Staff recommends the Library Board approve the attached final budgets for the Operating, Capital Projects, Sinking, Main Debt Service, and Branch Debt Service Funds for the fiscal year ending September 30, 2007.

In September, two public hearings will be held before the Governing Board to consider our millage rate (.4325) and final budgets. Both hearings will be held in the County's Administration building and will start at 5:01PM. The first hearing will be on September 11, and the second on September 19.

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 06-127**

**RESOLUTION TO APPROVE THE FINAL BUDGETS FOR THE OPERATING, CAPITAL PROJECTS, SINKING, MAIN DEBT SERVICE, AND BRANCH DEBT SERVICE FUNDS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2007.**

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 10th day of August, 2006 at 7:00 PM, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the final budgets for the Operating, Capital Projects, Sinking, Main Debt Service, and Branch Debt Service Funds for the fiscal year ending September 30, 2007.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

**ORANGE COUNTY LIBRARY DISTRICT**  
**FY 2007 OPERATING FUND BUDGET**  
**REVENUES**

	<b>FY 2006 BUDGET</b>	<b>INCREASE (DECREASE)</b>	<b>PERCENT CHANGE</b>	<b>FY 2007 BUDGET</b>	<b>CHANGE FM. PRELIM. BUDGET</b>
<b>AD VALOREM TAXES</b>	27,477,433	7,897,380	28.7%	35,374,813	257,486
<b>INTERGOVERNMENTAL</b>					
Grants	148,000	144,000		292,000	(15,000)
State Aid	1,502,000	(202,000)		1,300,000	(50,000)
Law Collection Fees	57,000	(57,000)		0	
	<u>1,707,000</u>	<u>(115,000)</u>	-6.7%	<u>1,592,000</u>	
<b>CHARGES FOR SERVICES</b>					
Fee Cards	5,500	1,500		7,000	
PC Pass	42,000	(9,000)		33,000	
Classes	1,500	500		2,000	
Copy & Vending	185,000	(15,000)		170,000	(10,000)
	<u>234,000</u>	<u>(22,000)</u>	-9.4%	<u>212,000</u>	
<b>FINES</b>					
Fines	1,250,000	150,000		1,400,000	
Lost Materials	100,000	20,000		120,000	
	<u>1,350,000</u>	<u>170,000</u>	12.6%	<u>1,520,000</u>	
<b>MISCELLANEOUS</b>					
Interest Earnings	299,567	325,433		625,000	125,000
Rents	7,000	0		7,000	
Disk Sales	2,500	0		2,500	
Contributions-Friends of Library	118,000	4,000		122,000	4,000
Contributions-Others	6,000	4,000		10,000	
Miscellaneous	30,500	9,500		40,000	
	<u>463,567</u>	<u>342,933</u>	74.0%	<u>806,500</u>	
<b>TRANSFER FM PROP APPRAISER</b>	25,000	10,000	40.0%	35,000	
<b>TRANSFER FM TAX COLLECTOR</b>	235,000	25,000	10.6%	260,000	
<b>RESERVES</b>	1,588,134	137,255	8.6%	1,725,389	379,514
<b>TOTAL REVENUES</b>	<u><u>33,080,134</u></u>	<u><u>8,445,568</u></u>	25.5%	<u><u>41,525,702</u></u>	<u><u>691,000</u></u>

**ORANGE COUNTY LIBRARY DISTRICT**  
**FY 2007 OPERATING FUND BUDGET**  
**EXPENDITURES**

	<b>FY 2006 BUDGET</b>	<b>INCREASE (DECREASE)</b>	<b>PERCENT CHANGE</b>	<b>FY 2007 BUDGET</b>	<b>CHANGE FM. PRELIM. BUDGET</b>
<b>SALARIES &amp; BENEFITS</b>					
Salaries	12,867,552	816,060		13,683,612	
Medicare Taxes	186,580	11,832		198,412	
Defined Contribution Pension Plan	965,067	61,204		1,026,271	
Defined Benefit Pension Plan	1,055,242	54,288		1,109,530	
Life and Health Insurance (Employees)	1,969,367	23,637		1,993,004	
Life and Health Insurance (GASB#45-OPEB)	243,690	1,756,310		2,000,000	
Worker's Compensation	128,676	(5,523)		123,153	
Unemployment Compensation	20,000	0		20,000	
Parking and Bus Passes	93,960	38,760		132,720	
	<u>17,530,134</u>	<u>2,756,568</u>	15.7%	<u>20,286,702</u>	
<b>OPERATING</b>					
Professional Services	250,000	75,000		325,000	
Other Contractual Services	888,000	119,000		1,007,000	
Other Contractual Services-Janitorial	276,000	12,000		288,000	
Training and Travel	90,000	35,000		125,000	
Telecommunication	315,000	(27,000)		288,000	
Delivery and Postage	1,270,000	13,000		1,283,000	
Utilities	784,000	216,000		1,000,000	
Rentals and Leases	913,000	55,000		968,000	
Insurance	216,000	112,000		328,000	
Repair and Maintenance	850,000	100,000		950,000	
Repair and Maint.-Hardware/Software	356,000	29,000		385,000	
Copying/ Printing	231,000	61,000		292,000	
Property Appraiser's Fee	289,000	11,000		300,000	
Tax Collector's Fee	560,000	152,000		712,000	7,000
Supplies	750,000	174,000		924,000	24,000
Supplies-Hardware/Software	267,000	104,000		371,000	
Memberships	15,000	5,000		20,000	
Contingency	300,000	25,000		325,000	
	<u>8,620,000</u>	<u>1,271,000</u>	14.7%	<u>9,891,000</u>	
<b>CAPITAL OUTLAY</b>					
Building and Improvements	1,155,000	(555,000)		600,000	160,000
Equipment and Furniture	300,000	150,000		450,000	
Hardware/Software	345,000	6,000		351,000	
	<u>1,800,000</u>	<u>(399,000)</u>	-22.2%	<u>1,401,000</u>	
<b>LIBRARY MATERIALS</b>					
Materials - Restricted Contributions	12,500	17,500		30,000	
Materials - Law	36,000	(36,000)		0	
Materials - Other	4,229,500	210,500		4,440,000	
Materials - Chickasaw ODC	0	500,000		500,000	500,000
	<u>4,278,000</u>	<u>692,000</u>	16.2%	<u>4,970,000</u>	
<b>TRANSFERS TO OTHER FUNDS</b>					
Branch Debt Service Fund	702,000	0		702,000	
Sinking Fund	150,000	25,000		175,000	
Capital Projects	0	4,100,000		4,100,000	
	<u>852,000</u>	<u>4,125,000</u>	484.2%	<u>4,977,000</u>	
<b>TOTAL EXPENDITURES</b>	<u>33,080,134</u>	<u>8,445,568</u>	25.5%	<u>41,525,702</u>	<u>691,000</u>

# ORANGE COUNTY LIBRARY DISTRICT

## FY 2007 BUDGET

### MAIN DEBT SERVICE FUND

	<u>FY 2006</u> <u>BUDGET</u>	<u>INCREASE</u> <u>(DECREASE)</u>	<u>PERCENT</u> <u>CHANGE</u>	<u>FY 2007</u> <u>BUDGET</u>	<u>CHANGE FM.</u> <u>PRELIM.</u> <u>BUDGET</u>
<b>REVENUES</b>					
Ad Valorem Taxes	1,200,149	(1,200,149)		0	
Interest	15,851	(14,851)		1,000	
Transfer From Tax Collector	13,000	(13,000)		0	
Reserves	51,000	23,000		74,000	
<b>TOTAL REVENUES</b>	<u>1,280,000</u>	<u>(1,205,000)</u>	-94.1%	<u>75,000</u>	
<b>EXPENDITURES</b>					
Principal	1,200,000	(1,200,000)		0	
Interest	54,000	(54,000)		0	
Tax Collector's Fee	26,000	(26,000)		0	
Transfer to Branch Debt Service Fund	0	75,000		75,000	
<b>TOTAL EXPENDITURES</b>	<u>1,280,000</u>	<u>(1,205,000)</u>	-94.1%	<u>75,000</u>	

**ORANGE COUNTY LIBRARY DISTRICT**  
**FY 2007 BUDGET**  
**CAPITAL PROJECTS FUND**

	<b>FY 2006 BUDGET</b>	<b>INCREASE (DECREASE)</b>	<b>PERCENT CHANGE</b>	<b>FY 2007 BUDGET</b>	<b>CHANGE FM. PRELIM. BUDGET</b>
<b>REVENUES</b>					
Transfer From General Fund	0	4,100,000		4,100,000	
Line of Credit Proceeds	2,200,000	(300,000)		1,900,000	1,900,000
<b>TOTAL REVENUES</b>	<u>2,200,000</u>	<u>3,800,000</u>	172.7%	<u>6,000,000</u>	<u>1,900,000</u>
<b>EXPENDITURES</b>					
<u>CHULUOTA &amp; 50 BRANCH</u>					
Land	2,000,000	(500,000)		1,500,000	(350,000)
Architect / Engineer	200,000	(200,000)		0	(400,000)
	<u>2,200,000</u>	<u>(700,000)</u>	-31.8%	<u>1,500,000</u>	
<u>CHICKASAW BRANCH</u>					
Land & Building	0	2,550,000		2,550,000	700,000
Architect / Engineer	0	175,000		175,000	175,000
Improvements	0	1,775,000		1,775,000	1,775,000
	<u>0</u>	<u>4,500,000</u>		<u>4,500,000</u>	
<b>TOTAL EXPENDITURES</b>	<u>2,200,000</u>	<u>3,800,000</u>	172.7%	<u>6,000,000</u>	<u>1,900,000</u>

**ORANGE COUNTY LIBRARY DISTRICT**

**FY 2007 BUDGET**

**BRANCH DEBT SERVICE FUND**

	<b>FY 2006 BUDGET</b>	<b>INCREASE (DECREASE)</b>	<b>PERCENT CHANGE</b>	<b>FY 2007 BUDGET</b>	<b>CHANGE FM. PRELIM. BUDGET</b>
<b>REVENUES</b>					
Transfer From General Fund	702,000	0		702,000	
Transfer From Main Debt Service Fund	0	75,000		75,000	
Interest	10,000	10,000		20,000	
<b>TOTAL REVENUES</b>	<b>712,000</b>	<b>85,000</b>	<b>11.9%</b>	<b>797,000</b>	
<b>EXPENDITURES</b>					
<u>2003 NOTE</u>					
Principal	350,513	11,663		362,176	
Interest	58,946	(11,663)		47,283	
	409,459	0	0.0%	409,459	
<u>FUTURE BORROWINGS</u>					
Principal	200,000	0		200,000	
Interest	100,000	0		100,000	
<u>RESERVES</u>					
	2,541	85,000		87,541	
	302,541	85,000		387,541	
<b>TOTAL EXPENDITURES</b>	<b>712,000</b>	<b>85,000</b>	<b>11.9%</b>	<b>797,000</b>	

**FUTURE DEBT SERVICE PAYMENTS FOR 2003 NOTE**

<u>PAYMENT DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
2007	362,176	47,283
2008	374,226	35,233
2009	386,677	22,781
2010	399,542	9,916
	<b>1,522,621</b>	<b>115,213</b>

**ORANGE COUNTY LIBRARY DISTRICT**

**FY 2007 BUDGET**

**SINKING FUND**

	<b>FY 2006 BUDGET</b>	<b>INCREASE (DECREASE)</b>	<b>PERCENT CHANGE</b>	<b>FY 2007 BUDGET</b>	<b>CHANGE FM. PRELIM. BUDGET</b>
<b>REVENUES</b>					
Transfer From General Fund	<u>150,000</u>	<u>25,000</u>		<u>175,000</u>	
<b>TOTAL REVENUES</b>	<u>150,000</u>	<u>25,000</u>	16.7%	<u>175,000</u>	
<b>EXPENDITURES</b>					
Reserves - Building and Improvements	<u>75,000</u>	<u>12,500</u>		<u>87,500</u>	
Reserves - Technology	<u>75,000</u>	<u>12,500</u>		<u>87,500</u>	
<b>TOTAL EXPENDITURES</b>	<u>150,000</u>	<u>25,000</u>	16.7%	<u>175,000</u>	



**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Approval of Required Documents  
for State Aid to Libraries  
Grant for Fiscal Year Ending  
September 30, 2007**

## **Requirements for State Aid to Libraries Grant**

### **Overview**

In order to apply for and meet eligibility requirements for a Fiscal Year 2007 State Aid to Libraries Grant, the following documents need approval from the Board of Trustees and are due for submission to the Florida Department of State, Division of Library and Information Services by October 1, 2006:

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

The State Aid grant monies received for Fiscal Year 2006 totaled \$1,350,442 and were allocated to the purchase of books, AV materials, lease of CD's and online databases.

### **Recommendation**

The Library Administration recommends, to the Board of Trustees, approval of the documents as required by the Florida Department of State, Division of Library and Information Services, in order for the Orange County Library System to be eligible for a State Aid to Libraries Grant during the Fiscal Year ending September 30, 2007.

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

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

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

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

I. The Grantee agrees to:

- a. Expend all grant funds awarded and perform all acts in connection with this agreement in full compliance with the terms and conditions of Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program. Funds will not be used for lobbying the legislature, the judicial branch, or any state agency.
- b. Provide the Division of Library and Information Services (DIVISION) with statistical, narrative, financial, and other reports as requested.
- c. Not discriminate against any employee employed in the performance of this agreement, or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, or marital status. The Grantee shall insert a similar provision in all subcontracts for services by this agreement.
- d. Retain all records for a period of 5 years from the date of submission of the final project report. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the 5 year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 5 year period, whichever is later.
- e. In the event that the Grantee expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such grantee, the Grantee must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, *Florida Statutes*; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended in its fiscal year, the Grantee shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

In connection with the audit requirements addressed in part e., paragraph 1, the Grantee shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

If the Grantee expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the grantee expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the grantee's resources obtained from other than State entities).

Information related to the requirements of Section 215.97, Florida Statutes, (the Florida Single Audit Act) and related documents may be found at [www.fsaa.state.fl.us](http://www.fsaa.state.fl.us).

Copies of financial reporting packages required by this agreement shall be submitted by or on behalf of the Grantee directly to each of the following:

A. The Department of State at the following addresses:

Department of State  
Grants Office  
Division of Library and Information Services  
R. A. Gray Building, 2nd Floor  
500 South Bronough Street  
Tallahassee, FL 32399-0250

B. The Auditor General's Office at the following address:

Auditor General's Office  
Room 401, Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

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

II. The DIVISION agrees to:

a. Provide a grant in accordance with the terms of this agreement in consideration of the Grantee's performance hereinafter, and contingent upon an annual appropriation by the Legislature. In the event that the state funds on which this agreement is dependent are withdrawn, this agreement is terminated and the DIVISION has no further liability to the Grantee beyond that already incurred by

the termination date. In the event of a state revenue shortfall, Operating Grants shall be reduced in accordance with Section 257.195, Florida Statutes.

- b. Notify the grantee of the grant award after review and approval of required documents. The grant amount shall be calculated in accordance with Chapter 257, Florida Statutes and guidelines for the State Aid to Libraries Grant Program.
- c. Distribute grant funds in two payments. The first payment will be requested by the DIVISION from the Comptroller upon execution of the agreement. The remaining payment will be made by June 30.

III. The Grantee and the DIVISION mutually agree that:

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

performed under this agreement and shall investigate all claims at its own expense.

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

- n. Unless there is a change of address, any notice required by this agreement shall be delivered to the Division of Library and Information Services, 500 South Bronough Street, Tallahassee, Florida 32399-0250, for the State and, for the Grantee, to its single library administrative unit. In the event of a change of address, it is the obligation of the moving party to notify the other party in writing of the change of address.

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

**THE APPLICANT/GRANTEE**

**THE DIVISION**

\_\_\_\_\_  
 Chair of Governing Body or  
 Chief Executive Officer

\_\_\_\_\_  
 Florida Department of State  
 Division of Library and Information Services

Sara R. Brady, Board President  
 Typed Name

\_\_\_\_\_  
 Typed Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Clerk or Chief Financial Officer

\_\_\_\_\_  
 Witness

Robert R. Tessier, Library Comptroller  
 Typed Name and Title of Official

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

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

**2006-2007 STATE AID TO LIBRARIES GRANT APPLICATION**

**Certification of Credentials - Single Library Administrative Head  
File by October 1, 2006**

The Orange County Library System Board of Trustees,

governing body for the Orange County Library District,

hereby certifies that the incumbent single library administrative head,

Mary Anne Hodel

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

**Signature**

\_\_\_\_\_  
Chair, Library Governing Body

\_\_\_\_\_  
Date

Sara R. Brady  
Name (typed)



BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 06-129

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

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 10<sup>th</sup> day of August, 2006, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following was offered by

The Board Resolves:

1. To approve the documents listed below as required by the Florida Department of State, Division of Library and Information Services, in order for the Orange County Library System to be eligible for a State Aid to Libraries Grant for the Fiscal Year ending September 30, 2007:
  - (a) State Aid to Libraries Grant Agreement
  - (b) Certification of Credentials – Single Library Administrative Head
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Change in Property  
Threshold Limit**

## **Change in Property Threshold Limit**

### **I. ISSUE STATEMENT**

In order to be consistent with the Florida Statutes, the Library Board should adopt the property threshold limit in Florida Statute 274.

### **II. BACKGROUND**

Florida Statute 274 requires every local government, including the Library, to maintain records for every piece of property with a value of \$1,000 or more and a useful life of at least 1 year. The Statute defines property as “fixtures and other tangible personal property of a non-consumable nature”. Some examples include computers, furniture, and other equipment. The Statute and the Rules of the Auditor General require each local government to physically inventory every piece of property every year. In essence, we have to locate each piece of property every year. This is a labor intensive process, considering we have fifteen locations.

In 2004, the threshold limit in Florida Statute 274 was increased from \$750 to \$1,000. Although this limit was increased in the Statute, the Library did not change its policy and has continued to use the previous limit, \$750. The Library would like to adopt the threshold limit of the Statute, recognizing that it may increase in the future. Orange County adopted the \$1,000 property threshold limit in 2004.

The attached spreadsheet summarizes the historical cost of the property we own. If we were to adopt the \$1,000 threshold limit in the Statute, all property with a cost between \$750 and \$999 would be deleted from our property records and we would not be required to locate these items every year as part of the physical inventory. The attached spreadsheet shows separate columns for the items which cost less than \$1,000 in order to show the impact of the proposed change. A total of 465 items with a value of \$390,757 would be deleted from the property records. To put this in perspective, total property value is \$37,701,648 so the items being deleted would equate to about 1% of the total value and 28% of the items.

We analyzed which items would be deleted if the \$1,000 threshold were adopted so that we could assess the risk of removing them from our records. Roughly 41% of the 465 items are bigger items, such as furniture, which could not be easily removed from the premises.

We were more concerned with the computer equipment which accounts for most of the remaining items. Our Information Systems Department maintains records of all the computer equipment and where they are located. IS does not do an annual physical inventory of the computer equipment but their records help track the equipment. All of our laptops are over \$1,000 so they would not be deleted from our records.

### III. OPTIONS

**Option 1** – Approve the property threshold limit in Florida Statute 274. Currently, the limit is \$1,000, but this could change overtime.

#### Advantages

1. Deleting items with a cost less than \$1,000 will save staff time as we will not have to locate 465 items every year.
2. Adopting the property threshold limit in the Statute as it may change from time to time will not require Board approval each time the limit does change.
3. Keeps the Library consistent with State Statutes.

#### Disadvantage

The risk of loss for the items being deleted is increased since they will not be physically located every year.

**Option 2** – Don't approve the property threshold outlined in the Statute but rather maintain the current lower threshold of \$750.

#### Advantages

1. Annual physical inventory of items less \$1,000 makes them less susceptible to loss
2. No changes would be required at this time.

#### Disadvantage

Physically locating 465 items every year is time consuming.

### IV. RECOMMENDATION

Staff recommends Option 1 to adopt the property threshold limit as outlined in Florida Statue 274. The Library would continue to be consistent with the Statute as it undergoes indexing changes in the future. Although this change would delete 465 items, the cumulative cost of these items, \$390,757, represents only about 1% of our total property cost.

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 06-129

Change in Property Threshold Limit

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in Orange County, on the 10<sup>th</sup> day of August 2006, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To adopt the property threshold limit consistent with Florida Statue 274, as well as its future indexing changes.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

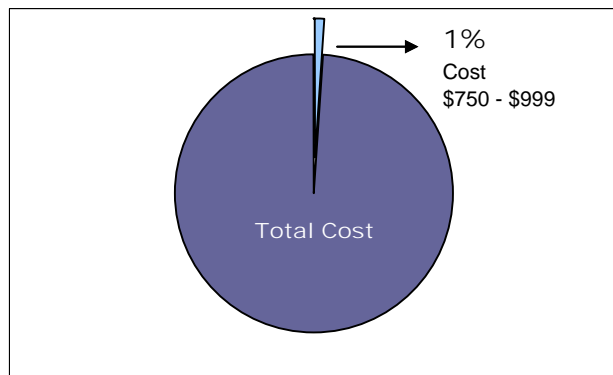
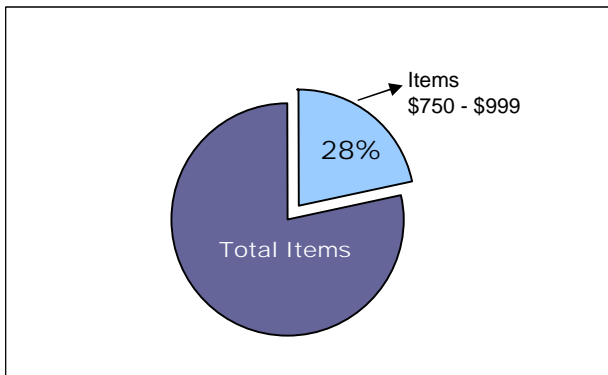
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Secretary



## Information on Fixed Assets

Category	Over \$1000		\$750 - \$999		Percent of Total		Total	
	Items	Cost	Items	Cost	Items	Cost	Items	Cost
Land	7	\$ 2,329,802	0	\$ -	0%	0%	7	2,329,802
Improvements	100	\$ 4,782,236	3	\$ 2,448	3%	0%	103	4,784,685
Furniture & EQ	387	\$ 1,925,726	192	\$ 167,772	33%	8%	579	2,093,498
Computer EQ	687	\$ 2,510,909	270	\$ 220,537	28%	8%	957	2,731,445
Buildings	26	\$ 25,762,218	0	\$ -	0%	0%	26	25,762,218
<b>TOTAL</b>	<b>1,207</b>	<b>\$ 37,310,891</b>	<b>465</b>	<b>\$ 390,757</b>	<b>28%</b>	<b>1%</b>	<b>1,672</b>	<b>37,701,648</b>



**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Approval of Closure of Library  
Facilities for Staff Development  
Day: November 10, 2006**

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## Closure of Library for Staff Development Day

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

### **I. PROBLEM STATEMENT**

The Orange County Library System would like to provide a system wide training opportunity. The Library has held a system-wide event since 2002 with very positive results and favorable reviews from the staff. Management would like to do this again on November 10, 2006.

### **II. EXECUTIVE SUMMARY**

Because of our extensive hours open to the public, there is limited opportunity to get all staff together to hear the same message. Management would like to devote one day to staff wide training so all staff can come together, hear a uniform message and have opportunities to for professional and personal enrichment. There are limited funds budgeted already for this purpose.

### **III. BACKGROUND**

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

### **IV. OPTIONS**

The Library has identified four options with respect to Staff Development Day:

**Option 1:** Close all facilities of the Library on November 10, 2006 for the purpose of holding a system wide staff training day focused on providing all staff with training that will enhance their job performance.

#### **Advantages:**

All staff could participate. Trainers and speakers could reach the maximum number of staff. All staff be able to participate in sessions designed to develop their knowledge and skills in a supportive setting. This would continue the tradition of all staff meeting together on one day.

#### **Disadvantages:**

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



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

**Advantages**

Public still has access to all facilities on November 10, 2006. Emphasizes the importance of and demonstrates the library's commitment to ongoing continuous learning for staff.

**Disadvantages:**

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

**Option 3:**

Not hold a staff day.

**Advantages:**

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

**Disadvantages:**

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

**V. Recommendation**

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

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 06-130**

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

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 10<sup>th</sup> day of August, 2006 at 7:00 PM, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To authorize the Administration to close the Library to the public for Library Staff Development Day on November 10, 2006. The date for the closing will be scheduled so as to have minimum impact on the public's use of library facilities.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

\_\_\_\_\_  
Secretary

**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Library Board of Trustees  
Meeting Schedule ~ FY 2007**

**Meeting Schedule for the  
Orange County Library District Board of Trustees  
2006 - 2007**

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

**October 12, 2006  
Orlando Public Library  
101 East Central Boulevard  
Orlando, Florida 32801**

**April 12, 2007  
Orlando Public Library  
101 East Central Boulevard  
Orlando, Florida 32801**

**November 9, 2006  
Alafaya Library  
12000 East Colonial Drive  
Orlando, Florida 32826**

**May 10, 2007  
Edgewater Library  
5049 Edgewater Drive  
Orlando, Florida 32810**

**December 14, 2006  
Orlando Public Library  
101 East Central Boulevard  
Orlando, Florida 32801**

**June 14, 2007  
Orlando Public Library  
101 East Central Boulevard  
Orlando, Florida 32801**

**January 11, 2007  
West Oaks Library  
1821 E. Silver Star Road  
Ocoee, FL 34761**

**July 12, 2007  
Windermere Library  
530 Main Street  
Windermere, Florida 34786**

**February 8, 2007  
Orlando Public Library  
101 East Central Boulevard  
Orlando, Florida 32801**

**August 9, 2007  
Orlando Public Library  
101 East Central Boulevard  
Orlando, Florida 32801**

**March 8, 2007  
South Creek Library  
1702 Deerfield Blvd.  
Orlando, Florida 32837**

**September 13, 2007  
Southwest Library  
7255 Della Drive  
Orlando, Florida 32819**

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

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

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 06-131

RESOLUTION TO APPROVE THE LIBRARY BOARD OF TRUSTEE MEETING  
SCHEDULE FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2007.

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 10<sup>th</sup> day of August 2006, at 7:00 pm, prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. Approve the Library Board of Trustees Meeting Schedule for the fiscal year ending September 30, 2007.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Approval of Contract  
with State Farm**

## **Purchase Real Property for new Branch**

### **I. ISSUE STATEMENT**

The Library would like to purchase a building at 870 N. Chickasaw Trail currently owned by State Farm Insurance Company for use as a new Branch Library. According to the Library's Purchasing Policy the Board needs to approve the expenditure for the property.

### **II. BACKGROUND**

The Library's Branch Master Plan adopted the Board in August 2004, identifies sites for future Branch expansion including an east Orange County site near Chickasaw Trail and Colonial Drive. East side expansion is a priority need as delineated in the Plan and in recent presentations to the Governing Board. Library Staff have located an existing building in the vicinity of that intersection suitable for conversion into a Branch Library facility. The building is located at 870 North Chickasaw Trail.

The site consists of 3.6 acres of land, a 16,900 square foot building, and parking for 130 cars. The building, formerly a State Farm Insurance facility built in 1993, has a large amount of open space and is designed in a manner that would allow for conversion into a library. Upon visual inspection, the building and grounds appear to have been well maintained and seem to be in good condition.

The building is located on Chickasaw Trail, just north of Valencia College Lane, one mile south of Colonial Drive. Valencia Community College and Colonial High School Ninth Grade Center are located nearby. It is across the street from the Chickasaw Trail Plaza Shopping Center. Approximately 100,000 residents live within three miles of the site. It is centrally positioned 4.5 miles from the Herndon Branch, 5 miles from Alafaya Branch, and 7 miles from the Southeast Branch. The nearby intersection of Chickasaw Trail and Lake Underhill Road has undergone intensive retail development.

The Library has executed a Letter of Intent with the Seller in the amount of \$2,550,000 contingent upon due diligence to determine if the condition of the Property is satisfactory. The Letter also stipulates a required appraisal at least equal to Purchase Price, a marketable Title, and Library Board approval. The Library and Seller have begun drafting a Sale and Purchase Agreement.

Next year's Budget includes money to purchase property for Branch expansion. The proposed Closing Date will fall into FY 2006/2007.

### III. OPTIONS

**Option 1** – Approve the purchase of the building at 870 N. Chickasaw Trail for conversion into a new Branch Library.

Advantages

1. The Library gains time and money by not having to construct a new facility.
2. East side residents get an additional library facility sooner than we expected or planned.

Disadvantages

1. The Library is committing funds that could be used for other projects including other potential Branch sites.

**Option 2** – Decline the purchase of the building at 870 N. Chickasaw Trail.

Advantages

1. The Library saves funds for other projects.
2. Another property might come on the market which could be deemed superior than the Chickasaw property for our needs.

Disadvantages

1. For now the Library misses an opportunity to add a new east side facility.
2. More time would be spent in the search for another suitable site.

### IV. RECOMMENDATION

It is Staff's recommendation that the Library Board approve the purchase of the property at 870 N. Chickasaw Trail for conversion into a new Branch Library facility, authorize Staff to negotiate and execute a Sale and Purchase Agreement at a price not to exceed \$2,550,000, and execute any documents necessary to close the transaction.



BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 06-132

RESOLUTION TO PURCHASE 870 N. CHICKASAW TRAIL

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in Orange County, on the 10<sup>th</sup> day of August 2006, at 7:00 PM prevailing Eastern Time.

PRESENT:

ABSENT:

The Board Resolves:

1. To approve the purchase of the property at 870 N. Chickasaw Trail for conversion into a new Branch Library facility, to authorize Staff to negotiate and execute a Sale and Purchase Agreement at a price not to exceed \$2,550,000, and to execute any documents necessary to close the transaction.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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**Secretary**

## SALE AND PURCHASE AGREEMENT

This Sale and Purchase Agreement, hereinafter referred to as "Agreement," is made by and between Orange County Library District, hereinafter referred to as "Buyer," and STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY, an Illinois Corporation, hereinafter referred to as "Seller."

1. **PROPERTY**. Subject to the following terms and conditions, Seller agrees to sell, transfer and convey to Buyer, and Buyer agrees to purchase and accept from Seller, the "Property" legally described as follows:

Lot 1, DEVONWOOD CENTER, according to the Plat thereof as recorded in Plat Book 26, Page 59, Public Records of Orange County, Florida.

Commonly known as 870 North Chickasaw Trail, Orlando, Florida.

2. **CLOSING**. Closing will occur within 20 days after the expiration of the Inspection Period, as hereinafter defined, ~~of this Agreement~~. Possession of the Property shall be given as of the date of closing.

3. **CONVEYANCE**. Subject to the provisions in this Agreement, Seller shall at closing convey to Buyer by Special Warranty Deed a good, merchantable and insurable title to the Property.

4. **PURCHASE PRICE**. The purchase price for the Property shall be \$2,550,000.00. The purchase price shall be paid as follows:

A. Within 5 days after the Effective Date, as defined herein, ~~of this Agreement~~, Buyer shall deliver to the Escrow Agent, as defined herein, the sum of \$100,000.00 to be held in escrow, otherwise ~~the~~ Seller shall have the right to immediately terminate this

Agreement. The deposit plus interest earned thereon, if any, shall constitute the “Earnest Money”, (the interest to be paid to the party receiving the Earnest Money); and Escrow Agent shall retain the same until closing or termination of this Agreement.

B. The balance of the purchase price shall be paid in cash at closing by Buyer to Seller by wire transfer of immediately available funds to the escrow account.

5.— **ESCROW AGENT**. The Escrow Agent for this transaction shall be:

~~LandAmerica Financial Group~~GrayRobinson, P.A.

Attention: ~~Gerald A. Matkaitis~~Phillip R. Finch

~~10 South LaSalle~~301 East Pine Street, Suite ~~2500~~1400

~~Chicago, Illinois 60603~~

~~Orlando, Florida 32801-2741~~

Telephone: ~~(312)781-1190, Ext. 3010~~407-244-5629

Facsimile: ~~(312)558-1979~~407-244-5690

Escrow Agent shall acknowledge receipt of a copy of this Agreement.

6. **SURVEY**. Buyer at its expense may secure a survey of the Property.

7. **TITLE COMMITMENT AND POLICY**. Within 7 days after the Effective Date of this Agreement, ~~Seller~~Buyer shall order from ~~LandAmerica Financial Group~~Chicago Title Insurance Company a commitment to issue at the time of closing a current ALTA owner's policy of title insurance in an amount equal to the full purchase price of the Property. Buyer shall ~~reimburse Seller~~pay for the cost to prepare the commitment and for the cost of the policy premium at the time of closing.

8. **TITLE AND SURVEY OBJECTIONS**. Buyer shall have ~~28~~45 days after the Effective Date of this Agreement in which to object in writing to Seller to any defect, encumbrance or matter appearing in the title documents or survey. Those matters to which ~~the~~ Buyer does not so object

shall become permitted exceptions. If, within such applicable period, Buyer notifies Seller in writing of an objection to any defect, encumbrance, or matter shown in the title commitment or survey, or if at any time prior to closing Buyer notifies Seller in writing of an objection to any defect, encumbrance, or matter to Seller's title not set forth in the original title commitment or survey, then Seller shall have, at its option and without any obligation to do so, 14 days after receipt of such notification of objection in which to cure or remove same to Buyer's satisfaction. If Seller does not do so, then Buyer may at any time prior to closing send Seller and Escrow Agent written notice terminating this Agreement; ~~except as otherwise provided herein;~~ whereupon Escrow Agent shall immediately release the Earnest Money to Buyer, and neither Buyer nor Seller shall have any further rights or obligations pursuant to this Agreement; ~~except as otherwise;~~ ~~provided herein;~~ Buyer shall be deemed to have accepted such matter, encumbrance or defect as a permitted exception.

**9. ACCESS AND INSPECTION.**

A. Buyer shall have 45 days for an "Inspection Period" commencing on the Effective Date of this Agreement, whereby Buyer shall have the privilege of access to the Property for purpose of making inspections, surveys, environmental and mold investigations, test borings, soil analyses, and other tests and surveys thereon commensurate with determining the suitability of the Property for Buyer's use. Buyer agrees to restore the Property to as close to its present condition as is reasonably possible and further agrees to indemnify and save harmless Seller from any claim or demand that may be made by Buyer or any third party against Seller resulting from the privilege of access extended hereunder. Notwithstanding anything to the contrary in this Agreement, Buyer's obligation under this Section 9 will survive closing or any termination of this Agreement. If Buyer determines after inspection that the Property is not reasonably suitable for Buyer's use, then Buyer

shall have the right to terminate this Agreement by sending written notice, within the Inspection Period, to Seller and Escrow Agent. If Buyer terminates this Agreement in accordance with this provision within the Inspection Period, Escrow Agent shall immediately release the Earnest Money to Buyer, less any ~~escrow cancellation fees and~~ costs of the title report, which shall be paid by Buyer.

B. Buyer acknowledges that Buyer shall have, prior to closing, thoroughly inspected, and unconditionally and irrevocably approved, all elements comprising the Property, and all factors related to their use and operation, including without limitation, utilities, physical and functional aspects of the Property, the construction and condition of the Property, all environmental issues, if any, all matters affecting and relating to title and municipal and other legal requirements, including but not limited, to taxes, assessments and bonds, zoning, use permits, business permits, licenses, and similar entitlements. Buyer further acknowledges that at closing Buyer will acquire the Property in “AS IS” and “WHERE IS, WITH ALL FAULTS” condition and solely in reliance upon Buyer’s own inspection and examination without recourse to Seller

10. **DEVELOPMENTAL APPROVALS.** If rezoning, lot consolidation, subdivision, platting, and/or other developmental approvals from governmental agencies and/or other approvals from private parties (including but not limited to site plan and building design approvals, but not to include building permits), hereinafter referred to as "Developmental Approvals," are required to meet Buyer's use of the Property, then Seller and Buyer, at Buyer’s expense, shall cooperate in the proceedings for such Developmental Approvals, and execute all consents or other instruments necessary. Buyer shall provide architectural exhibits necessary for any such Developmental Approvals.

In the event the required Developmental Approvals are not procured within the Inspection Period, then Buyer shall so notify Seller and Escrow Agent in writing within the Inspection Period, and Escrow Agent upon receipt of notice from Buyer shall immediately release the Earnest Money to Buyer and this Agreement shall be terminated, or in the alternative Buyer will be deemed to have waived Developmental Approvals and proceed to closing.

Notwithstanding anything herein to the contrary, in the event any rezoning (including variances), subdivision, lot consolidation and/or platting is accomplished and closing does not occur for any reason other than a Seller default, the Earnest Money shall be paid to Seller and at Seller's option the property shall be returned by Buyer to its status prior to such rezoning, subdivision, lot consolidation and/or platting, at Buyer's cost.

11. **SELLER'S REPRESENTATIONS.** Seller represents to the best of its knowledge as follows:

A. All taxes for all prior years, all governmental liens and all public debts including assessments or impact fees which are currently due and payable, excluding those that are a result of Buyer's development, if any, are paid or will be paid by Seller as of the date of closing. All taxes for the current year are to be prorated as of the date of closing and are to be allowed as a credit to Buyer at closing. It is not the intent of this provision that Seller should pay for usual or customary tap-on fees or any assessments or charges levied after closing.

B. Seller has had no work performed on the Property within any operative statutory period which would allow a mechanic's lien to attach to the Property after closing.

C. Seller represents that the party executing this Agreement has full authority to

execute the same and to bind Seller to this Agreement and that this Agreement has been approved by the Board of Directors of Seller.

12. **BUYER'S REPRESENTATION.** Buyer represents that the party executing this Agreement on behalf of Buyer has full authority to execute the same and to bind Buyer to this Agreement, and that this Agreement has been approved by the Board of Directors of Buyer.

13. **SELLER'S FEE OBLIGATIONS.** Seller shall pay for any governmental stamps on the deed, transfer taxes, preparation of deed, and notary fee on the deed. Seller shall pay one-half (1/2) of all escrow fees in connection with this transaction and shall be responsible for its own legal fees.

14. **BUYER'S FEE OBLIGATIONS.** Buyer shall pay for recording of the deed, one-half (1/2) of all escrow fees in connection with this transaction, [the title examination fees, the title insurance premium](#) and its own legal fees.

15. **CONDEMNATION.** If, prior to closing, action is initiated or threatened to take any portion of the Property by eminent domain proceedings or if any portion of the Property is sold in lieu of condemnation, Buyer may, as its sole remedy, either (a) terminate this Agreement with written notice to Seller and Escrow Agent, whereupon Escrow Agent shall immediately release the Earnest Money to Buyer and neither Buyer nor Seller shall have any further rights or obligations pursuant to this Agreement or (b) consummate the closing, whereupon the award of the condemning authority shall be assigned to Buyer at closing with no reduction, off-set or abatement to the purchase price.

16. **REAL ESTATE COMMISSION.** Seller is represented by [CB Richard Ellis](#) ("Seller's Broker") and will pay a commission to Seller's Broker as provided in a

separate agreement. Buyer and Seller represent and warrant to each other that no other real estate broker is entitled to any commission as listing agent, Buyer's or Seller's agent or as the procuring cause of this transaction resulting from any actions or words by or on behalf of either party, and Buyer and Seller agree to indemnify and hold each other harmless from any claim or demand made by any brokers.

17. **DEFAULT**. IF BUYER DEFAULTS AND SELLER IS NOT ALSO IN DEFAULT, OR IF TITLE IS MERCHANTABLE AND INSURABLE AND BUYER FAILS TO PAY FOR THE PROPERTY AS HEREIN SPECIFIED, THEN SELLER MAY SEND TO BUYER AND ESCROW AGENT WRITTEN NOTICE TERMINATING THIS AGREEMENT WHEREUPON ESCROW AGENT SHALL IMMEDIATELY RELEASE TO SELLER THE EARNEST MONEY AS LIQUIDATED DAMAGES CONSTITUTING SELLER'S EXCLUSIVE REMEDY. IN THE EVENT OF SUCH TERMINATION, NEITHER SELLER NOR BUYER SHALL HAVE ANY FURTHER RIGHTS OR OBLIGATIONS PURSUANT TO THIS AGREEMENT.

IF BUYER DOES NOT CLOSE BECAUSE SELLER DEFAULTS, THEN BUYER MAY, CONSTITUTING BUYER'S EXCLUSIVE REMEDY, EITHER:

- A. SEND TO SELLER AND ESCROW AGENT WRITTEN NOTICE TERMINATING THIS AGREEMENT WHEREUPON ESCROW AGENT SHALL IMMEDIATELY RELEASE TO BUYER THE EARNEST MONEY, AND NEITHER BUYER NOR SELLER SHALL HAVE ANY FURTHER RIGHTS OR OBLIGATIONS PURSUANT TO THIS AGREEMENT; OR
- B. AFFIRM THIS AGREEMENT AND ENFORCE ITS SPECIFIC PERFORMANCE.

18. **ASSIGNMENT**: Buyer shall not have the right to assign this Agreement without the



written approval of Seller which approval shall not be unreasonably withheld provided that Buyer provides to Seller written notice of any proposed assignment not less than seven (7) days prior to closing. No such assignment shall, however, serve to release Buyer from any of Buyer's obligations hereunder.

19. **ATTORNEYS' FEES**: In the event of any controversy concerning the enforcement or interpretation of this Agreement, the prevailing party in any such controversy, whether or not suit or other proceedings are actually commenced, shall be entitled to recover from the other party its reasonable attorneys' fees, consultants' fees, experts' fees and other costs and expenses incurred in connection with such controversy.

20. **NOTICES**. All notices, requests and communications under this Agreement shall be given in writing by (a) personal delivery (confirmed by the carrier delivery service), (b) telegram or telefax confirmed in writing by mail, or (c) first-class registered or certified mail, postage pre-paid, return receipt requested to the individuals and addresses indicated below:

If to Buyer: Mary Ann Hodel  
Library Director/Chief Executive Officer  
Orange County Library System  
101 East Central Boulevard  
Orlando, Florida 32801-2471  
~~Ph~~Phone: 407-835-7323  
~~Fax~~: 407-835-7649  
Email: [hodel.maryanne@ocls.info](mailto:hodel.maryanne@ocls.info)

\_\_\_\_\_  
~~Attorney for Buyer~~  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phillip R. Finch  
GrayRobinson, P.A.

301 East Pine Street, Suite 1400  
Orlando, Florida 32801-2741  
Phone: 407 244-5629  
Fax: 407 244-5690  
Email: pfinch@gray-robinson.com

If to Seller: Blake Bringgold  
Attorney for Seller  
Williams Schifino Mangione & Steady P.A.  
One Tampa City Center, Suite 2600  
Tampa, Florida 33602  
Phone: 813-221-2626, Ext. 234  
Fax: 813-221-7335  
Email: [bbringgold@wsmslaw.com](mailto:bbringgold@wsmslaw.com)

Matt Wisdom  
State Farm Mutual Automobile Insurance Company  
Corporate Law Department, E-3  
One State Farm Plaza  
Bloomington, IL 61710-0001  
~~Phone:~~ (309) 766-3469  
Fax: ~~(309)~~ 766-7423  
Email: [matt.wisdom.gs3q@statefarm.com](mailto:matt.wisdom.gs3q@statefarm.com)

Copy To: Wayne Brake  
State Farm Mutual Automobile Insurance Company  
Corporate Properties, DTB-13  
112 East Washington Street  
Bloomington, IL 61710-0001  
~~Ph:~~ ~~(Phone:~~ (309) 766-3613  
Fax: ~~(309)~~ 766-4430  
Email: [wayne.brake.achp@statefarm.com](mailto:wayne.brake.achp@statefarm.com)

21. **EFFECTIVE DATE/TIMING.** The "Effective Date" of this Agreement shall be the date the Agreement is last signed by a party to be charged herein. Time is of the essence to both

Seller and Buyer in the performance of the Agreement and they have agreed that strict compliance by both of them is required as to any date set forth herein. If the final date of any period of time set out in any provision of this Agreement falls on a Saturday, a Sunday or a legal holiday under the laws of the State of Florida, then, and in such event, the time of such period shall be extended to the next day which is not a Saturday, a Sunday or a legal holiday.

22. **INTERNAL REVENUE SERVICE REQUIREMENTS.** Section 1445 of the Internal Revenue Code provides that a transferee of a United States real property interest must deduct and withhold tax from the amount realized on the disposition if the transferor is a foreign person. Section 1445 provides an exemption from the withholding requirement where the transferor furnishes a non-foreign affidavit to the transferee. Seller certifies the following:

- A. Seller is not a foreign person subject to withholding under Section 1445; and
- B. Seller's United States taxpayer's identification number is: 37-0533100.

Seller declares that it has examined the certification contained in this paragraph and it is true and correct and complete to the best of its knowledge and belief.

23. **SELF-LUMINOUS EXIT SIGNS.**

A. Buyer hereby acknowledges that the Property has Brandhurst Luminexit self-luminous exit signs ("Exit Signs") located in the building. Buyer acknowledges that the Exit Signs have regulated disposal requirements and for proper disposal the "Manufacturer" must be contacted. The Manufacturer may be contacted as follows:

SRB Technologies, Inc.  
P.O. Box 25267  
Winston-Salem, NC 27114-5267  
(336) 659-2610

B. Buyer acknowledges that Buyer shall be responsible for the proper disposal of the Exit Signs subsequent to closing. Seller shall notify the Manufacturer, following closing, that Buyer is the new owner of the Exit Signs.

24. **PERSONAL PROPERTY**. The personal property as set forth in the list of Building Equipment to be Sold attached hereto and incorporated herein as Exhibit "A," shall be included in the purchase price of the Property and shall be delivered to Buyer, on closing, without representation or warranty by Seller of the condition of such personal property. All property listed on Exhibit "A" as not to sell, shall not be included as a part of this Agreement and shall be removed by Seller on or before closing.

25. **DOCUMENTS TO BUYER**. Buyer hereby acknowledges receipt of the following documents which have been provided to Buyer by Seller, without warranty or representation as to the accuracy, or content, either expressed or implied, and without liability or responsibility to Buyer therefor:

1. Boundary and Survey dated 01-26-1990, as prepared by Bowyer-Singleton & Associates.
2. A complete set of original construction documents dated 12-09-1991, as prepared by State Farm Insurance.
3. Title Policy dated 07-24-1990, as prepared by Lawyers Title Insurance Corporation.
4. Subsurface Soil Exploration as prepared by Ardaman & Associates, Inc. dated February 12, 1990.
5. Additional Subsurface Soil Exploration in Proposed Retention Pond, as prepared by Ardaman & Associates, Inc., dated January 31, 1991.

6. Asbestos Survey as prepared by Fugro McClelland Environmental, Inc., dated December 20, 1993.

26. ESCROW AGENT. EARNEST MONEY. The Deposit shall be subject to the following provisions:

A. The payment of the Earnest Money Deposit to the Escrow Agent is for the accommodation of the parties. The duties of the Escrow Agent shall be determined solely by the express provisions of this Agreement. The parties authorize the Escrow Agent, without creating any obligation on the part of the Escrow Agent, in the event this Agreement or the Earnest Money Deposit becomes involved in litigation, to deposit the Earnest Money Deposit with the clerk of the court in which the litigation is pending and thereupon the Escrow Agent shall be fully relieved and discharged of any further responsibility under this Agreement. The undersigned also authorizes the Escrow Agent, if it is threatened with litigation, to interplead all interested parties in any court of competent jurisdiction and to deposit the Earnest Money Deposit with the clerk of the court and thereupon the Escrow Agent shall be fully relieved and discharged of any further responsibility hereunder;

B. The Escrow Agent shall not be liable for any mistake of fact, or error of judgment, or any acts or omissions of any kind unless caused by its willful misconduct or gross negligence. The Escrow Agent shall be entitled to rely on any instrument or signature believed by it to be genuine and may assume that any person purporting to give any writing, notice or instruction in connection with this Agreement is duly authorized to do so by the party on whose behalf such writing, notice or instruction is given; and

C. Seller acknowledges that Escrow Agent is counsel for Buyer in this transaction and expressly consents to Escrow Agent continuing to represent Buyer in the event of any dispute between Buyer and Seller.

**27. ENTIRE AGREEMENT.** Seller and Buyer understand and agree that this document constitutes the entire Agreement between them regarding the sale and purchase of the Property. Any changes, alterations, extensions or deletions shall be in writing and executed by both parties in order to be effective. This Agreement may be executed in multiple copies each of which shall be deemed to be an original for all purposes.

WITNESS THE SIGNATURES OF THE PARTIES.

SELLER:  
STATE FARM MUTUAL AUTOMOBILE  
INSURANCE COMPANY

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_

BUYER: ORANGE COUNTY LIBRARY DISTRICT

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_ ESCROW AGENT: GrayRobinson, P.A.

By: \_\_\_\_\_  
Phillip R. Finch, Esq.

**“EXHIBIT A”**

**BUILDING EQUIPMENT TO BE SOLD/NOT TO BE SOLD**

Property name: Orlando East Service Center  
870 North Chickasaw Trail  
Orlando, Florida 32825

June 16, 2006

The following *SELLS* with the building:

1. Chalkboards/Marker Boards
2. Bulletin Boards
3. Personal Threat Alarm systems
4. All office furniture (including partial height partitions)
5. Background music systems: wiring, volume controls, speakers, and grilles
6. Security system: Electronics (including power supplies, interface cabinet, APC, and Radionics cabinets), electric door strikes, magnetic door switches, motion detectors, and system wiring, touchpads, key readers, modem, alarm siren, and equipment that is proprietary to State Farm
7. Environmental temperature monitoring system (EMS)
8. ICS (computer room) raised flooring
9. ICS (computer room) cooling units and controls
10. ICS (computer room) power line conditioner
11. Breakroom countertops and cabinets
12. Demountable, full height, office partition walls
13. Metal supply storage shelving
14. Wall-mounted telecommunications equipment
15. All self-luminous exit light fixtures \*

\* Subsequent to closing Buyer shall be the owner of the exit signs. Accordingly, Buyer shall be responsible for proper disposal with respect to the exit signs. Proper disposal shall be achieved through the manufacturer set forth herein:

SRB Technologies, Inc.  
P.O. Box 25267  
Winston-Salem, NC 27114-5267

Immediately after closing, Seller shall notify the manufacturer of the transfer of the ownership of the real property.

Any and all other items not specifically listed above *DO NOT SELL* with the building and will be removed by State Farm Insurance, which include but are not limited to the following:

1. Portable fire extinguishers
2. Background music system: Amplifier/tuner and antenna
3. All signage identifying "State Farm"
4. All IDL equipment, including but not limited to: satellite dish, satellite receiver, site controller, television, and VCR
5. Proprietary State Farm telephone system translation flash card, 24-port analog/digital packs, DSI packs, CSU's, and data safe with RS232 cable kit
6. Proprietary hard drive messages, recordings, and mailboxes.
7. Voicemail system (Definity or Intuity)



Document comparison done by DeltaView on Wednesday, August 02, 2006 11:50:02 AM

Input:	
Document 1	iManageDeskSite://ORLDMS01/ORLANDO1/516272/1
Document 2	iManageDeskSite://ORLDMS01/ORLANDO1/516272/2
Rendering set	Standard

Legend:	
<u>Insertion</u>	
<del>Deletion</del>	
Moved from	
<u>Moved to</u>	
Style change	
Format change	
<del>Moved deletion</del>	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	48
Deletions	41
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	89

**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Permission to Serve Alcohol at a  
Premiere Fundraising Event to  
Feature a Bestselling Author**

## **After Hours Events: Request to Serve Alcoholic Beverages**

### **I. Overview**

The Orange County Library System would like to hold a fundraising event to benefit the Library and there are plans to serve alcoholic beverages. As stated in the adopted Alcoholic Beverage Policy (see below), Board approval is necessary to serve alcoholic beverages.

The event would be an evening with a bestselling author to raise money and awareness for the Library System, and to bring new people into the library for a evening cultural event. OCLS is currently trying to secure an author to appear at the Orlando Public Library sometime within the time frame of October – December 2006. The event, with fee based ticket sales, would be held on a Friday or Saturday evening after public service hours.

Options:

**Option 1:** Board approves the serving of alcoholic beverages in accordance with the Board approved policy.

Advantages:

A. The event raises funds and recognition for OCLS.

Disadvantages:

A. There is always a degree of risk when alcoholic beverages are served.

**Option 2:** Board does not approve the serving of alcoholic beverages.

Advantages:

A. Decreased risk if there is no alcohol served.

Disadvantages:

A. Changes for alternative refreshments would have to be made to the current plans for the event.

B. There is a small chance that the absence of alcohol might hurt prospects for receiving donations and fee based ticket sales.

C. A V.I.P. pre-reception with the speaker, sponsors and dignitaries would be less celebratory.

### **II. Recommendation**

Staff recommends the approval of Option 1.

## **Library Alcoholic Beverage Policy**

Alcoholic beverages may be served for the purpose of fundraising and various Library sponsored development and promotions projects or approved events, when the following requirements are met:

- The event is sponsored by the Library or Library approved
- The Library Board of Trustees has approved alcoholic beverages to be served, and
- A licensed bartender, caterer, or other entity which provides liquor liability insurance coverage, is engaged to serve beverages, and
- The bartender, caterer, or other entity executes an agreement which shall:
  1. hold the Library harmless and indemnify the Library against liability arising from alcoholic beverages willfully and unlawfully served to a person who is not of lawful drinking age or knowingly served to a person habitually addicted to the use of any or all alcoholic beverages; and
  2. Require the bartender, caterer, or other entity to comply with all County, State, and Federal laws governing the service of alcoholic beverages.

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 06-133**

**RESOLUTION TO APPROVE THE SERVING OF ALCOHOLIC BEVERAGES  
AT AN AFTER-HOURS EVENT PLANNED FOR THE ORLANDO PUBLIC  
LIBRARY.**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held at the Orlando Public Library, on the 10<sup>th</sup> day of August 2006 at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. Authorize the serving of alcoholic beverages in accordance with the Board approved policy at an after-hours event to be held at the Orlando Public Library sometime within the time frame of October – December 2006.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

---

**Secretary**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Discussion and Possible  
Action Items**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Strategic Plan  
Add-On Year: FY 2010**

## DRAFT

## Potential Initiatives for OCLS Strategic Plan FY 2010

**Goal 1: Customer Satisfaction and Ease of Access**

Increase Self Service Options:

Add Self Check Out to remaining branches and consider installation at Main.

Evaluate Open Source / Linux Operating System and acquire first piece of LINUX operating system for one specified function (e.g. cataloging, acquisitions, etc.) for new integrated library system to replace Millennium

Update Branch Master Plan.

Re-evaluate West Oaks and South Creek to determine need/feasibility/ costs for expansion

Determine future of Hiawassee Branch

Find a location for North Apopka /Zellwood branch

Acquire land and complete design for Moss Park/ Narcoossee Rd Branch.

Decide on location for Horizons West branch.

Investigate and if feasible, install GOBO style reflective lighting, or other similar device, on exterior for enhanced appearance of facilities

Install a piece of public art in each library facility by end of 2010.

**Goal 2: Responsive Services**

Partner with other government agencies to bring information and services to communities

Become a Downtown gathering place by holding monthly Friday after hours events downtown

Renovate 5<sup>th</sup> Floor of Main

Offer Classes that match life style trends of our users (e.g. online family tree tracings, video scrap-booking collections)

Provide library produced videos to customers and link to network with other libraries.

Provide language learning software labs

Enhance Senior Initiative:

Senior Social: High Tea for Seniors. Seniors invited after 10 check outs.

Senior Program: Memoir writing. Tell your own life story.



**Goal 3: Marketing**

Contribute to building a thriving community by being actively involved in community life and offering programs for cultural understanding and civic engagement.

Expand partnerships with Orange County Public School

Create a special fundraising event each year

Actively pursue gifts and bequests as additions to our endowment by contacting 1ten trust firms/ banks with trust depts./ attorneys who specialize in wills and trusts to promote the Library as a recipient of bequests.

**Goal 4: Staff**

Provide training to staff in new skill sets appropriate in developing new library services

Create a long term succession and development plan for library management

Implement a web based employment system to allow staff to track applications, interview questions, interview results, references and start dates.

**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Information**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Director's Report**

## Director's Report August 2006

► We were the successful bidder for a building owned by State Farm Insurance Agency on Chickasaw Trail. We are proceeding with the building inspection and Phase I Environmental, survey, title search and appraisal to bring the contract to completion.

► We were notified by the State Library that our grant application for our Technology and Language Training for Employability Project won approval for state funding of \$110, 234! This involves providing computer assisted instruction in learning English for job seekers. We will be making changes in some of our branches to accommodate the software and introduction classes. Kudos go to Joann Sampson, Jamie Conklin, Wendi Bost, Eric Atkinson, Debbie Moss, Ormillia Vengersammy.

► The Library has received a grant of \$1000 by the National Endowment for the Humanities for an exhibit on Jazz Legacy: An American Art Form. We plan on doing extensive programming as part of this grant. Many thanks to Emily Wallace and Kristin Alvarado for pulling this grant together.

► The Library 's E-Guides were nominated for the James Patterson Page Turner Award. We have added a new Virtual Gallery for Back To School.

► We have been working to solidify our partnership with the Orange County Public Schools. The Adult Community Education center (ACE) coordinator will be including our library card application forms in their registration packages and will require students to fill out library card applications as part of their class registrations. ACE will require their teachers and coordinators to get library cards. ACE is going to be a part of high schools curriculum and will teach during 6th period in Jones, Evans, Boone, Edgewater, and Hungerford Prep. There have been discussions about librarians teaching library skills, homework databases, etc. as a part of ACE program. There were discussions about training sessions for teachers. There were also discussions about holding some ESOL classes at library locations so we can conduct our Read Together Grow Together programs.

► Paolo Melillo represented OCLS at the Queens Public Library where he was invited to present to over 120 managers and librarians from all 63 library locations in Queens. The system's training coordinator said this was one of the biggest turn outs he had seen for a Director's Forum. Most audience members were very receptive and there were a lot of questions.

► Library has inaugurated a temporary trial service of a new item type, called Playaway. This item consists of a very compact prerecorded audio transcription with battery operated mechanism to play. The new Playaways feature recent popular titles and for now, are available only at the Herndon Branch.

► We are listed as partners on the Hispanic Business Initiative's home page!

See our log at:

<http://www.hbiforlando.org/bod.php>

(Scroll down!)

► The Library participated in the Orlando NEC (National Entrepreneur Center) three year anniversary event to inform the professional entrepreneurs, bankers and business professionals in attendance about the services the Library offers. Many were surprised to hear about what we offer. Thanks to Margaret Reid Leach and Wendi Bost for selling the library services so well.

In an effort to make all of our work processes online and accessible from anywhere, the online version of the Event Publicity Form is now ready. Thanks to Sheri Chambers and Kristin Alvarado for all the upfront work to make this possible.

► Some interesting Blogs have been posted about OCLS:

1. The Michigan Library Consortium Blog is aimed at academic, public and special libraries in the state of Michigan. They talked about our what a good idea our Video casts on the web were.

<http://mlcnet.org/blog/index.php/archives/129>

2. geekyartistlibrarian Blog talks about OCLS's webinars and about the Presentation that Paolo Mellilo and Gregg Gronlund did on Mobile Reference.

<http://geekyartistlibrarian.blogspot.com/2006/07/going-mobile.html>

<http://geekyartistlibrarian.pbwiki.com/OPALMobileReference7-25-06>

#### **Branch News:**

► Alafaya, Herndon, North Orange, South Creek, West Oaks, and Winter Garden are now requiring their customers to use a PIN to reserve computer time as well as check out materials at self check stations. Requiring a PIN provides more security for customer accounts and customers have taken to the change very well! This has also given us the opportunity to assign a PIN to those who didn't have them previously. The PIN gives our customers more power over their account, such as accessing their account online or using databases from home, so we are pleased that we are reaching our customers in this way.

► Alafaya has had two beautiful benches added to the exterior entrance of the library. These wooden benches add a touch of hospitality and add to the welcoming ambiance of the branch!

Construction has begun at the Alafaya Branch to reshape some curb and sidewalk areas for ADA purposes. The work began on Monday, July 31, 2006. The book drop and drive-up window area will be closed for a short time on Tuesday, August 1; signs were posted to alert customers to this.

► Edgewater hosted an “**Evening at Edgewater**” on July 18<sup>th</sup> and a total of 87 customers attended this event. Also the branch was repainted and the furniture was rearranged to create a new look!

► The **Gatorland Summer Reading Program** had a whopping 120 attendees. South Creek's volunteers logged in 206 hours. William Lamb, the nationally syndicated Horoscope Man, came to the branch and had a very interested audience. Saturday, July 29, the Orlando Dog Training Club came to South Creek Library and talked to patrons about obedience classes, training your dog, and

rewarding your dog's good behavior. Five dogs were used to show the techniques. The patrons were thoroughly entertained by the demonstration. There were about 27 adults, 4 teens, and 14 children.

► The staff association sponsored the annual **Arts & Appetizers** event at South Trail on Saturday, July 29. OCLS staff is full of talent. Their art included beadwork jewelry, water color & oil paintings, ink & pencil drawings, masks, sculpture, set design, mailbox painting, decorated chair, cross stitch & embroidery, Russian folk crafts, photography and sound recordings on CD, piano music, greeting card designs and a book reading by the character in costume. Others demonstrated their culinary talents by bringing wonderful appetizers and desserts.

► Southeast had members of the Latino Leadership (a private agency that works with various government agencies) meet at the branch ten times in July to conduct English lessons for their clients. An average of 10 to 15 students attended each class. The Southeast staff was able to introduce ELLIS to these students and is now adding some of them to their ELLIS student list.

► Eatonville Branch had some excellent programs in July. **Buckle Up**, (July 18) allowed kids to tour an ambulance and learn about car safety. Total attendance was **49** kids and their parents. At the **Culture Keeper** (July 19 morning) program, 25 attendees were introduced to African-American history through artifacts and original replicas. In attendance were 25 people. **Scream for Ice Cream** (July 19 afternoon), 86 persons, young and old alike, came out to enjoy some ice cream. Thanks go to the staff at Eatonville and Taryn Brown of Community Relations for planning and conducting these programs.

### Upcoming Events

► The Friends of the Orange County Library System will host a **Candidates Forum for Orange County Commission Candidates** on Wednesday, August 23 from 7:15 – 8:45 p.m. at the Orlando Public Library, 101 E. Central Boulevard.

All Orange County Commission candidates have been invited to participate in the forum which will be moderated by FOX-35 TV Reporter Shannon Butler. After giving brief opening statements, candidates will take questions from a media panel comprised of Orlando Sentinel Government Reporter David Damron, Central Florida News 13 Anchor Scott Harris and WFTV-TV Reporter Tim Wetzel. The audience will also have the opportunity to ask questions toward the end of the session. This event is free and open to the public.

#### ► **Art After Hours: Viva Arte!**

Orlando Public Library, Library Central Friday, September 8, 7 p.m.

Come celebrate Hispanic Heritage at the Orlando Public Library! Enjoy the fabulous art of five local Hispanic artists while DJ Bonilla spins Latin music. The party includes dancing demonstrations by Rebecca Huddleston's Dance School and delicious appetizers.

#### ► **Second Saturday, September 9, 10 a.m. Orlando Public Library, Library Central**

##### *Flagler, Florida and Trains!*

Join us for the kick-off of the fifth annual Central Florida Reads campaign! The Friends of the Orange County Library System welcome everyone to their Second Saturday program featuring Bill Sterner. Enjoy “**Railroads through the Sunshine State**,” a lively historical journey on Flagler's, Florida's and the American railroads with Bill Sterner, Vice President of the Orlando N-Trak Club

► **Book Sale/ Gifts & Greetings Sale**

In addition to the September's big book sale, Gifts & Greetings is hosting a sale too. This is your chance to pick up great books at a fraction of the cost as everything will be reduced 50%! And that's on top of the already reduced prices. Check it out at the Friends of the Library Bookstore on the third floor of Orlando Public Library. Visit the Gifts & Greetings store on the first floor of the Orlando Public Library and enjoy deep discounts on distinctive greeting cards, jewelry, literary-themed gifts, children's items and more. It's all happening Friday, September 15 and Saturday, September 16. Friends of the Library members are invited to shop early and enjoy special advance entrance to the book preview sale on Thursday evening September 14.

► **System-wide Open Houses for September "Get your Library Card" Month**

**We'd like to get to know you better!**

All OCLS facilities are hosting an Open House! The library staff are looking forward to getting their neighborhoods acquainted with all that the Library has to offer. They will offer food, fun, and prizes! Dates are as follows:

**South Creek Branch:** Sunday, September 10, 2 – 5 p.m.  
**Herndon Branch:** Tuesday, September 12, 6 – 8 p.m.  
**North Orange Branch:** Saturday, September 16, 10 – 4 p.m.  
**Windermere Branch:** Saturday, September 16, 2 – 4 p.m.  
**Alafaya Branch:** Saturday, September 16, 11 – 1 p.m.  
**Eatonville Branch:** Saturday, September 16, 11 a.m.  
**Hiawasse Branch:** Monday, September 18, 10 – 1 p.m.  
**Southwest Branch:** Thursday, September 21, 6 – 8 p.m.  
**Southeast Branch:** Saturday, September 23, 1 – 4 p.m.  
**South Trail Branch:** Saturday, September 23, 2 – 4 p.m.  
**Washington Park:** Tuesday, September 26, 5 – 7 p.m.  
**Edgewater Branch:** Tuesday, September 26, 6:30 – 8:30 p.m.  
**West Oaks Branch:** Wednesday, September 27, 7 to 8:30 p.m.  
**Winter Garden Branch:** Saturday, September 30, 1 – 5 p.m.  
**Orlando Public Library:** Saturday, September 30, 2 – 4 p.m.

**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Defined Benefit Pension Plan:  
2005 Annual Investment Review**





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INVESTMENT REVIEW FOR:

Orange County Library District  
Defined Benefit Plan  
2005 Annual Review

This report has been prepared with data believed reliable, but no representation is made as to the data's accuracy or completion. This report should not be used for tax reporting purposes. The information supplied by the individual account statements should be used and a tax advisor should be consulted. Additionally, past performance does not guarantee and is not indicative of future results.

## Orange County Library District – Executive Summary

- **The Orange County Library District Defined Benefit Investment Portfolio returned 8.05% (net of fees) in 2005 outpacing the 5.79% benchmark return, calculated in accordance with the Plan's Investment Policy Statement.**
- **As of 12/31/05, the Plan's asset allocation was 63% equity and 37% fixed income. This allocation is consistent with the findings of a detailed asset/liability study which properly aligned the Plan's investment horizon, risk tolerance, liabilities and financial circumstances.**
- **The equity portfolio is diversified across value and growth styles as well as large, mid, and small capitalization strategies, including a dedicated allocation to international equities.**
- **The fixed income portfolio is a diversified short-duration, high credit quality strategy. The objective is to preserve principal and provide a high level of current income.**
- **As of 12/31/05 the investment portfolio was in compliance with the guidelines set forth in the Investment Policy Statement, revisions to which were approved by the Library Board in July 2005.**

# Plan Assets

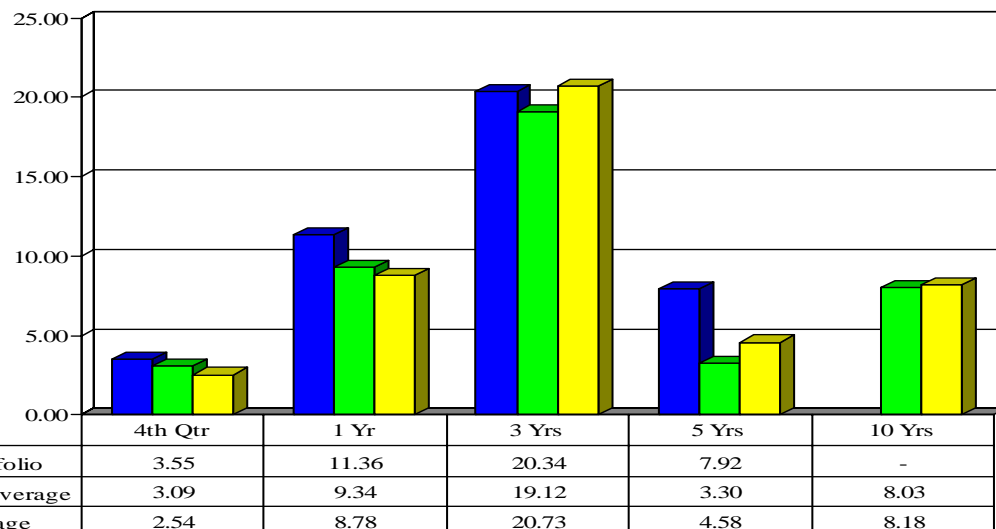
Fund	12/31/04 Balance	12/31/04 Percentage	12/31/05 Balance	12/31/05 Percentage
<b><u>Equity Investments:</u></b>				
Goldman Sachs Large Cap Value A	\$ 3,198,514	13%	\$ 3,383,134	13%
Oppenheimer Capital Appreciation N	\$ 2,946,986	12%	\$ -	0%
Pioneer Oak Ridge Lg Cap Grth A	\$ -	0%	\$ 2,991,582	12%
Pioneer Mid-Cap Value A	\$ 1,295,384	5%	\$ -	0%
Goldman Sachs Mid Cap Value A	\$ -	0%	\$ 585,813	2%
Franklin Flex Cap Growth A	\$ 1,214,498	5%	\$ -	0%
Goldman Sachs Grth Opps A	\$ -	0%	\$ 579,855	2%
Evergreen Special Values A	\$ 1,288,985	5%	\$ 1,716,203	7%
Sentinel Small Company A	\$ 1,058,134	4%	\$ 1,512,185	6%
Fidelity Advisor Diversified International A	\$ 3,805,420	16%	\$ 5,408,745	21%
<b>Total Equity:</b>	<b>\$ 14,807,921</b>	<b>60%</b>	<b>\$ 16,177,517</b>	<b>63%</b>
<b><u>Fixed Income Investments:</u></b>				
MFS Emerging market Debt A	\$ 262,804	1%	\$ 297,529	1%
Pioneer High Yield Bond A	\$ 478,223	2%	\$ 491,717	2%
Pioneer Strategic Income A	\$ 491,418	2%	\$ 507,665	2%
Calvert Income A	\$ 466,782	2%	\$ 483,002	2%
PIMCO Real Return A	\$ 942,249	4%	\$ 967,370	4%
ING GNMA Income A	\$ 229,659	1%	\$ 235,399	1%
Morley Stable Value I	\$ 6,365,212	27%	\$ 6,594,921	25%
Federated Funds Prime Case Series	\$ 327	0%	\$ -	0%
Fidelity Prime Cap Reserves	\$ -	0%	\$ 63,386	0%
Fidelity Institutional Dom. Money Mkt	\$ 205,451	1%	\$ 151,709	0%
Net Cash Balance	\$ 266	0%	\$ 50,517	0%
<b>Total Fixed Income:</b>	<b>\$ 9,442,389</b>	<b>40%</b>	<b>\$ 9,843,215</b>	<b>37%</b>
<b>Total:</b>	<b>\$ 24,250,310</b>	<b>100%</b>	<b>\$ 26,020,732</b>	<b>100%</b>

## 2005 Reconciliation

<b>Total Assets:</b>	12/31/04	Beginning Balance:	\$24,250,310
	12/31/05	Ending Balance:	\$26,020,732
		<b>NET INCREASE</b>	<b>\$1,770,422</b>
 <b><u>Analysis of Change:</u></b>			
	<b><i>Additions:</i></b>	Contributions:	<u>\$700,000</u>
		<b>Total Additions</b>	<b>\$700,000</b>
	<b><i>Deductions:</i></b>	Benefit Payments:	(\$698,124)
		Expenses:	<u>(\$12,933)</u>
		<b>Total Deductions</b>	<b>(\$711,058)</b>
<b><i>Unrealized Gains/(Loses)</i></b>		<b>Total Unrealized Gains/(Losses):</b>	<b>\$1,781,480</b>
		<b>NET INCREASE</b>	<b>\$1,770,422</b>

# *Equity Portfolio*

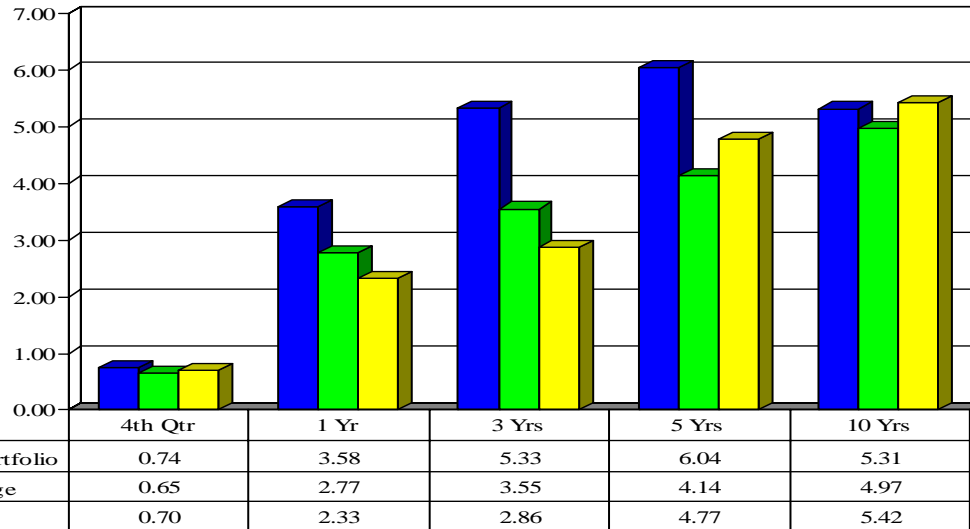
# Equity Portfolio Weighted Return



Target %	Fund Name	Category	Mstar Rating	Tot Ret 3 Mo	Tot Ret YTD	Tot Ret 12 Mo	Tot Ret Annlzd 3 Yr	Tot Ret Annlzd 5 Yr	Tot Ret Annlzd 10 Yr	Std Dev 3 Yr	Prosp Net Exp Ratio	Ticker
16%	Goldman Sachs Lrg Val A	Large Value	4	1.41	5.77	5.77	16.28	5.44	-	8.40	1.25	GSLAX
	Cat: Large Value	Large Value	-	1.64	5.88	5.88	15.57	3.96	8.85	9.94	1.38	-
	Idx: Russell 1000 Value	-	-	1.27	7.05	7.05	17.49	5.28	10.94	9.59	-	-
16%	Pioneer Oak Ridge LgCpGrA	Large Growth	4	4.16	7.57	7.57	12.73	0.83	-	8.37	1.30	ORILX
	Cat: Large Growth	Large Growth	-	3.33	6.46	6.46	13.88	-3.36	6.95	10.88	1.51	-
	Idx: Russell 1000 Growth	-	-	2.98	5.26	5.26	13.23	-3.58	6.73	9.67	-	-
4%	Pioneer Mid-Cap Value A	Mid-Cap Value	3	1.75	7.66	7.66	21.48	10.74	10.67	11.01	1.21	PCGRX
	Cat: Mid-Cap Value	Mid-Cap Value	-	1.64	8.41	8.41	20.46	9.36	11.39	11.76	1.45	-
	Idx: Russell Midcap Value	-	-	1.34	12.65	12.65	24.38	12.21	13.65	11.07	-	-
4%	Goldman Sachs Gr Opp A	Mid-Cap Growth	4	1.86	4.44	4.44	17.03	4.13	-	11.89	1.49	GGOAX
	Cat: Mid-Cap Growth	Mid-Cap Growth	-	3.19	9.70	9.70	19.13	0.01	8.48	13.38	1.60	-
	Idx: Russell Midcap Growth	-	-	3.44	12.10	12.10	22.70	1.38	9.27	12.36	-	-
13.5%	Evergreen Special Val A	Small Value	4	1.16	10.43	10.43	21.52	14.53	15.44	12.55	1.36	ESPAX
	Cat: Small Value	Small Value	-	0.66	6.13	6.13	22.30	13.50	12.79	13.63	1.57	-
	Idx: Russell 2000 Value	-	-	0.66	4.71	4.71	23.18	13.55	13.08	14.29	-	-
13.5%	Sentinel Small Company A	Small Growth	4	2.40	7.88	7.88	19.99	9.23	14.65	11.43	1.12	SAGWX
	Cat: Small Growth	Small Growth	-	1.73	5.74	5.74	19.76	2.17	8.16	16.03	1.68	-
	Idx: Russell 2000 Growth	-	-	1.61	4.15	4.15	20.93	2.28	4.69	16.75	-	-
33%	Fidelity Adv Div Intl A	Foreign Large Growth	5	6.15	18.99	18.99	25.93	9.43	-	11.24	1.27	FDVAX
	Cat: Foreign Large Growth	Foreign Large Growth	-	5.38	15.27	15.27	21.66	2.15	5.69	12.27	1.77	-
	Idx: MSCI Eafe Index	-	-	4.12	14.02	14.02	24.18	4.94	6.18	11.56	-	-

# *Fixed Income Portfolio*

# Fixed Income Portfolio Weighted Return



Target %	Fund Name	Category	Mstar Rating	Tot Ret 3 Mo	Tot Ret YTD	Tot Ret 12 Mo	Tot Ret Annlzd 3 Yr	Tot Ret Annlzd 5 Yr	Tot Ret Annlzd 10 Yr	Std Dev 3 Yr	Prospect Net Exp Ratio	Ticker
3%	MFS Emerging Mkt Debt A	Emerging Markets Bond	4	1.47	12.52	12.52	17.82	18.13	-	7.85	1.40	MEDAX
	Cat: Emerging Markets Bond	Emerging Markets Bond	-	1.52	11.65	11.65	17.61	15.87	13.60	8.13	1.47	-
	Idx: N/A	-	-	-	-	-	-	-	-	-	-	-
5%	Pioneer High Yield A	High Yield Bond	5	0.04	2.35	2.35	13.02	10.40	-	5.92	1.02	TAHYX
	Cat: High Yield Bond	High Yield Bond	-	0.88	2.53	2.53	12.03	7.29	5.43	5.10	1.24	-
	Idx: CSFB High Yield	-	-	0.57	2.26	2.26	13.57	9.82	7.13	4.98	-	-
5%	Pioneer Strategic Inc A	Multisector Bond	4	0.30	2.40	2.40	10.66	9.92	-	4.70	1.10	PSRAX
	Cat: Multisector Bond	Multisector Bond	-	0.38	2.07	2.07	9.16	7.67	6.42	4.68	1.26	-
	Idx: Lehman Brothers Aggregate Bond	-	-	0.59	2.43	2.43	3.62	5.87	6.16	4.12	-	-
10%	PIMCO Real Ret A	Long Government	4	-0.27	2.18	2.18	6.26	8.64	-	6.70	0.90	PRTNX
	Cat: Long Government	Long Government	-	0.22	3.29	3.29	4.95	6.50	5.95	8.74	1.12	-
	Idx: Lehman Brothers Long Govt Bond	-	-	1.01	6.61	6.61	5.70	7.59	7.44	10.10	-	-
5%	Calvert Income A	Intermediate-Term Bond	5	0.74	3.47	3.47	7.36	8.22	7.84	3.78	1.21	CFICX
	Cat: Intermediate-Term Bond	Intermediate-Term Bond	-	0.40	1.79	1.79	3.64	5.32	5.38	4.06	1.06	-
	Idx: Lehman Brothers Aggregate Bond	-	-	0.59	2.43	2.43	3.62	5.87	6.16	4.12	-	-
3%	ING GNMA Income A	Intermediate Government	4	0.95	2.50	2.50	2.73	5.28	6.04	3.17	1.04	LEXNX
	Cat: Intermediate Government	Intermediate Government	-	0.44	1.90	1.90	2.45	4.62	5.12	3.63	1.07	-
	Idx: Lehman Brothers Interm Govt Bond	-	-	0.59	1.68	1.68	2.10	4.82	5.50	3.30	-	-
69%	Morley Stable Value I	Stable Value	-	0.93	3.63	3.63	3.67	4.41	5.09	0.10	0.50	-
	Cat: Ultrashort Bond	Ultrashort Bond	-	0.70	2.49	2.49	1.75	2.70	4.28	0.65	0.79	-
	Idx: Lehman Brothers 1-3 Yr Govt	-	-	0.69	1.73	1.73	1.60	3.83	4.89	1.41	-	-
0%	Fidelity Instl Dom Money Mkt Port B	Money Market	-	0.83	2.59	2.59	1.39	1.88	3.44	-	-	FOIXX
	Cat: Money Market - Taxable	-	-	0.77	2.50	2.50	1.29	1.74	3.43	0.27	-	-
	Idx: 3 Month T-Bill	-	-	1.00	3.34	3.34	1.94	2.23	3.78	0.31	-	-



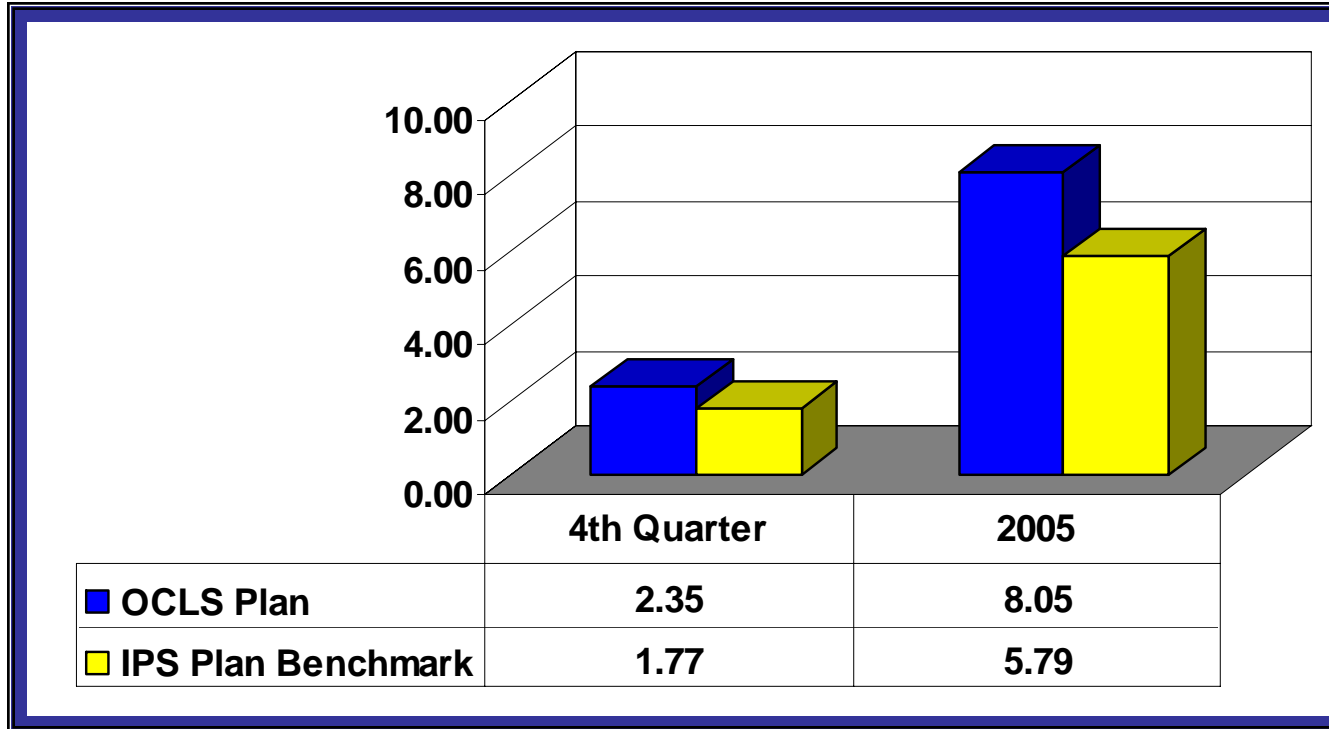
# Fixed Income Portfolio - Duration & Credit Quality

% *	Fund Name	Category	Avg Eff Duration	Assuming Duration of Zero For Stable Value	Avg Credit Quality	Equivalent Value (See Key)
3%	MFS Emerging Mkt Debt A Cat: Emerging Markets Bond	Emerg Mkts Bond Emerg Mkts Bond	6.0 6.3	6.0 6.3	BB BB	5 5
5%	Pioneer High Yield A Cat: High Yield Bond	High Yield Bond High Yield Bond	4.5 4.1	4.5 4.1	B B	6 6
5%	Pioneer Strategic Inc A Cat: Multisector Bond	Multisector Bond Multisector Bond	4.5 4.2	4.5 4.2	A A	3 3
5%	Calvert Income A Cat: Intermediate-Term Bond	Intermediate-term Bond Intermediate-term Bond	3.9 4.2	3.9 4.2	AA AA	2 2
3%	ING GNMA Income A Cat: Intermediate Government	Intermediate Government Intermediate Government	3.5 3.7	3.5 3.7	AAA AAA	1 1
10%	PIMCO Real Ret A Cat: Long Government	Long Government Long Government	7.1 8.1	7.1 8.1	AAA AAA	1 1
69%	Gartmore Morley Stable Value I Cat: Ultrashort Bond	Stable Value Ultrashort Bond	3.0 0.7	0.0 0.7	AAA AA	1 2
<b>Orange County Library District</b>			<b>3.7</b>	<b>1.6</b>	<b>AA</b>	<b>2</b>
<b>Comparative Categories</b>			<b>2.2</b>	<b>2.2</b>	<b>AA</b>	<b>2</b>

Credit Key	
AAA	= 1
AA	= 2
A	= 3
BBB	= 4
BB	= 5
B	= 6
Below B	= 7
N.R.	= 8

\* Please note for the duration and credit quality charts the percentages are calculated without assets in the money market funds. This is because the data was not available for the money market funds or a comparative money market category.

## Total Plan Performance – Time Weighted Return



*All data as of 12/31/05 and is net of fees*

**Orange County Library System  
Board of Trustees Meeting  
Thursday, August 10, 2006**

**Second Floor Renovation  
Project Summary**

# Main Library 2nd Floor Renovation Project Summary July 31, 2006

<u>CATEGORY</u>	<u>BUDGET APPROVED 04/13/06</u>	<u>Revised Budget</u>	<u>EXPENDED TO DATE</u>
<b>Architect/Engineer</b>	69,000	82,116	46,476.00
<b>East End Construction</b>			
Contractor	1,170,000	1,180,426	123,127.60
Floor covering	60,000	59,934	
Millwork		20,000	
Testing	7,500	7,500	2,360.00
Permits	10,130	9,250	9,467.00
	<u>1,247,630</u>	<u>1,277,110</u>	<u>134,954.60</u>
<b>West End</b>			
Floor Covering	91,796	91,796	91,795.72
Lighting	35,000	36,328	36,328.00
Paint & Wall Covering	15,000	15,000	
	<u>141,796</u>	<u>143,124</u>	<u>128,123.72</u>
Project Total	1,458,426	1,502,350	
<b>Contingency</b>	101,574	57,650	
<b>TOTAL PROJECT</b>	<u><u>1,560,000</u></u>	<u><u>1,560,000</u></u>	<u><u>309,554.32</u></u>

<b>Skanska Base Contract</b>	<b>1,170,000</b>	
Revision to lighting spec	3,000	estimate
Sound system deletion	-19,000	estimate
Re-use existing doors	-5,000	estimate
Upgrade to rigid duct	1,927	c/o
Reuse hand dryers	-4,000	estimate
Revise computer/core drill reelvaluation	-6,000	estimate
Bathroom fixture changes	299	c/o
Move staff RR wall	1,500	c/o
Classroom redesign	38,000	estimate
Delete Millwork from contract	-10,000	estimate
RR tile add	1,000	estimate
Epoxy Grout	8,700	c/o

**Revised Contract** **1,180,426**

## Main Library 2<sup>nd</sup> Floor Renovation Project Notes July 2006

There are a number of developments this month that have reduced the contingency in the Revised Budget. The Total Project Budget is unchanged.

**Construction:** Plan revisions for changes in the classroom layout and general lighting specification were held up in the city's approval process for over 30 days. During this time, some inspections were on hold and some of the subcontractors were unwilling to perform 'unapproved' work. As a result, Skanska has requested 34 additional days and estimated the additional cost to be \$38,000.

Skanska's millwork subcontractor was not performing so it was to the Library's advantage to contract directly for this work. We also decided to add two wood feature walls, similar to those outside the public elevators on the 1<sup>st</sup> and 3<sup>rd</sup> floors. An allowance of \$20,000 has been included in the Revised Budget for Millwork.

Review of the computer layout and consolidation of the connections resulted in the elimination of nearly 50% of the number of floor penetrations that were originally required (from 65 to 35 holes). An estimate of this savings has also been included.

We upgraded the light fixtures for the main public area of the project. An estimate of this higher cost is included.

There have been a number of smaller revisions which are typical of renovation projects as a result of differing circumstances that are uncovered during construction.

**Architect/Engineer:** As the project proceeds, issues are uncovered which necessitate additional architectural and engineering services. The Architect/Engineer line item in the Revised Budget has been increased by \$20,000 to cover these anticipated costs. This includes the work to revise the classroom layout.

**Orange County Library System  
Board of Trustees Meeting  
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**Public Comment:  
Non-Agenda Items**