

**Executive Summary - Proposed Agreement for  
LSSI's Provision of Library Services to Osceola County**

1. Under the direction of the County Manager, LSSI will provide, as an independent contractor, full staffing and administration of all aspects of the day-to-day operation of the County's libraries. The County Manager will assign a contract manager. Also included are ongoing operations of the Ray Shanks Law Library, EOC Operations support, provision of polling locations, and the interlibrary borrowing agreement.
2. The agreement is for five years, automatically renewable by written approval of the County Manager. The County may terminate with three (3) month's written notice, with or without cause. There is a 30 day termination for default after failure to correct breach.
3. Branch hours of operation will initially be maintained according to their current schedule. This may be changed upon approval/direction of the County Manager with a corresponding adjustment to LSSI's operational budget.
4. LSSI's operational budget is as previously proposed by LSSI for current levels of service: Y1 = \$4,714,380 Y2 = \$4,755,888 Y3 = \$4,817,208 Y4 = \$4,879,440 Y5 = \$4,941,996. Fees are payable monthly in 12 equal installments.
5. LSSI will offer positions to all staff currently employed by the county in the library system who re-apply with LSSI. Positions will be offered at the employee's current base salary compensation. Staff compensation will remain at this level for at least 6 months.
6. LSSI will provide routine janitorial and interior repair and maintenance of the library facilities through the use of county facilities staff. The county will invoice for these services, to be paid by LSSI to the county as part of LSSI's operational budget. The county will continue to maintain and repair the exterior of the buildings and grounds, as well as retain responsibility for capital costs of \$10,000 and up.
7. Fines and fees will be collected by LSSI and forwarded monthly to the county.
8. The agreement provides for numerous reports by LSSI and liberal review and monitoring of facilities, programs and procedures by the county. Programming will be subject to review and approval of the County Manager.
9. Patron information is to remain confidential as required by, and subject to exceptions set forth in Section 257.261, Florida Statutes.

10. Collections (books and other materials) will be developed and maintained by LSSI, subject to final approval of the county manager. A fee of 5% of the cost of collection purchases is included as part of LSSI's operational budget. If LSSI negotiates to provide another entity a lower handling fee, the county's handling fee will be adjusted downward to reflect the lower rate.
11. Water, sewer and electrical utilities for the library buildings will remain the county's responsibility, with the county maintaining the right to set policies relating their conservation.
12. Standard Auditing requirements up to 3 years after termination or completion of agreement are included.
13. The County has the option of re-hiring any employee that was originally an employee of Osceola County at the time LSSI was contracted to manage the library system.
14. LSSI will comply and adhere to professional standards set by the Florida Library Association unless granted a waiver by the County Manager.