

Orange County Library System Board of Trustees

Informational Packet for February 8th, 2001

ORANGE COUNTY LIBRARY SYSTEM

101 East Central Boulevard • Orlando, Florida 32801-2471 • 407-835-7323 • Fax 407-835-7649

Dorothy Field, Director

February 2, 2001

TO: Corb Sarchet, President
Jacquelyn Perkins, Vice President
Ron Harbert, Trustee
Gloria Fernandez, Trustee
Phyllis Hudson, Trustee

The Hon. Rich Crotty, Chairman of the Library Governing Board, Members of the Governing Board: Commissioners Teresa Jacobs, Bob Sindler, Mary Johnson, Clarence Hoenstine, Ted Edwards, Homer Hartage and Patty Sheehan, City of Orlando

FROM: Dorothy Field, Director

RE: Library Board Meeting

The next meeting of the Library Board will be 7:00 p.m., Thursday, February 8, 2001, Oak Room, Main Library, 101 East Central Blvd., Orlando. If any board member has an item to be brought up for discussion, please call Jane Leighton before the meeting.

cc: Bud Brewer, Liaison, Membership and Mission Review Board - County
Lou Pendas, Liaison, Nominating Board - City

AGENDA

ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

February 8, 2001

Call to order: 7:00 p.m.

President Corb Sarchet

Minutes:

January 11, 2001

Public comment:

Financial statements:

January 31, 2001 (Monthly Statement)

Statistics:

Action items:

Discussion:

Information:

1. Director's Report

Next Meeting Dates: March 8, 2001, Thursday, 7:00 p.m., Cypress Room, Orlando Public Library, 101 East Central Blvd., Orlando, FL 32801; April 12, 2001, Thursday, 7:00 p.m. Oak Room, Orlando Public Library, 101 East Central Blvd., Orlando, FL 32801.

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

In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this proceeding due to a disability as defined by ADA may arrange for reasonable accommodations by contacting the business office on the fifth floor of the Main Library in person or by phone at 407/835-7323 at least two days prior to the meeting.

APPROVAL

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

ORANGE COUNTY LIBRARY SYSTEM

BOARD OF TRUSTEES

Minutes of meeting January 11, 2001

Trustees present:	Corb Sarchet, President	1/0
	Jackie Perkins, Vice President	1/0
	Gloria Fernandez, Trustee	1/0
	Phyllis Hudson, Trustee	1/0
	Ron Harbert, Trustee	1/0

Staff: Dorothy Field, Director
 Robert Tessier, Comptroller
 Jane Leighton, Recording Secretary

Mr. Sarchet opened the meeting at 7:00 p.m. in the Cypress Room of the Main Library.

Minutes: Mr. Harbert moved, second by Ms. Hudson, the Board Meeting Minutes of December 14, 2000, be approved. Motion carried.

Public comment: Perry Klivan, a patron spoke on computers, the union, and library materials.

Financial Statement: Mr. Harbert moved, second by Ms. Hudson, to approve the financial statements. Motion carried.

Statistics: Reviewed by Director.

Action Items:

- 1. Main Library interior renovation project: Mr. Harbert moved to award construction contract to RKS Construction, Inc. for \$114,800. Second by Ms. Perkins. Motion carried. Director introduced Bob Wachter, President, RKS Construction, Inc.**

Discussion:

- 1. Director Search: Mr. Sarchet appointed Mr. Harbert head of the Screening Committee for the search for a new director. Mr. Sarchet will appoint four to six lay committee members to work with Mr. Harbert. The Committee's charge is to recommend a short list of potential directors to be interviewed by the Board.**

APPROVAL

44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68

Page 2
Minutes of the Trustees' Meeting
January 11, 2001

2. Board Packets: The Board packets will be sent to Board members electronically and posted on LOL for subsequent meetings.

Information:

- 1. Update of Planning for Results Update**
- 2. Director's Report**

Mr. Sarchet adjourned the meeting at 7:30 p.m.

Next Meeting Dates: February 8, 2001, Thursday, 7:00 p.m., Cypress Room, Main Library, 101 East Central Blvd., Orlando, FL 32801; March 8, 2001, Thursday 7:00 p.m., Oak Room, Main Library, 101 East Central Blvd., Orlando, FL 32801.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
1/31/01**

	BUDGET	ACTUAL	BALANCE	% RCVD
AD VALOREM TAXES	18,852,584	16,267,000	2,585,584	86.3%
INTERGOVERNMENTAL REVENUE				
State Aid	1,627,883	0	1,627,883	0.0%
Literacy Grant	40,000	20,000	20,000	50.0%
Law Collection Fees	195,000	56,640	138,360	29.0%
	<u>1,862,883</u>	<u>76,640</u>	<u>1,786,243</u>	<u>4.1%</u>
CHARGES FOR SERVICES				
Fee Cards	18,000	6,000	12,000	33.3%
Copy & Vending	160,000	43,558	116,442	27.2%
	<u>178,000</u>	<u>49,558</u>	<u>128,442</u>	<u>27.8%</u>
FINES				
Fines	450,000	133,181	316,819	29.6%
Lost Materials	40,000	11,380	28,620	28.5%
	<u>490,000</u>	<u>144,561</u>	<u>345,439</u>	<u>29.5%</u>
MISCELLANEOUS REVENUES				
Interest Earnings	550,000	134,828	415,172	24.5%
Rents	6,000	536	5,464	8.9%
Sale of Fixed Assets	0		0	
Book Sales	22,000	7,414	14,586	33.7%
Computer Disk Sales	0	584	-584	
Contributions - Friends of Library	75,000	30,227	44,773	40.3%
Contributions - Others	3,000	496	2,504	16.5%
Telephone Technical Discount	0		0	
Miscellaneous Revenues	30,000	19,787	10,213	66.0%
	<u>686,000</u>	<u>193,872</u>	<u>492,128</u>	<u>28.3%</u>
TRANSFER FM TAX COLLECTOR	155,000	0	155,000	0.0%
TOTAL REVENUES	<u><u>22,224,467</u></u>	<u><u>16,731,631</u></u>	<u><u>5,492,836</u></u>	<u><u>75.3%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
1/31/01**

	BUDGET	ACTUAL	BALANCE	% EXPEN
PERSONAL SERVICES				
Salaries	9,458,576	2,486,721	6,971,855	26.3%
Medicare Taxes	137,148	37,624	99,524	27.4%
DCP - Retirement Contributions	660,208	0	660,208	0.0%
DBP - Retirement Contributions	599,842	188,340	411,502	31.4%
Life and Health Insurance	1,034,118	357,068	677,050	34.5%
Worker's Compensation	99,316	41,353	57,963	41.6%
Unemployment Compensation	9,806	9,806	9,806	0.0%
	<u>11,999,014</u>	<u>3,111,106</u>	<u>8,887,908</u>	<u>25.9%</u>
OPERATING EXPENDITURES				
Professional Services	150,000	96,020	53,980	64.0%
Other Contractual Services	208,000	55,773	152,227	26.8%
Other Contract. Serv.- Janitorial	182,000	46,975	135,025	25.8%
Travel	60,000	23,733	36,267	39.6%
Telecommunication	236,000	51,225	184,775	21.7%
Delivery and Postage	632,000	197,055	434,945	31.2%
Utilities	570,000	125,527	444,473	22.0%
Rentals and Leases	1,044,000	393,171	650,829	37.7%
Insurance	76,000	35,502	40,498	46.7%
Repair and Maintenance	350,000	109,963	240,037	31.4%
Repair & Maint. - Hardware/Software	134,000	35,171	98,829	26.2%
Copying/Printing	90,000	21,661	68,339	24.1%
Property Appraiser's Fee	230,000	115,481	114,519	50.2%
Tax Collector's Fee	370,000	325,340	44,660	87.9%
Contingency	300,000	0	300,000	0.0%
Supplies	430,000	95,621	334,379	22.2%
	<u>5,062,000</u>	<u>1,728,218</u>	<u>3,333,782</u>	<u>34.1%</u>
CAPITAL OUTLAY				
Building and Improvements	1,132,000	10,633	1,121,367	0.9%
Equipment and Furniture	518,000	26,557	491,443	5.1%
	<u>1,650,000</u>	<u>37,190</u>	<u>1,612,810</u>	<u>2.3%</u>
LIBRARY MATERIALS				
Materials - Rest. Contributions	32,000	2,361	29,639	7.4%
Materials - Literacy	40,000	56,403	-16,403	141.0%
Materials - Law	195,000	72,942	122,058	37.4%
Materials - ODC	350,000	0	350,000	0.0%
Materials - Other	2,925,000	1,087,635	1,837,365	37.2%
	<u>3,542,000</u>	<u>1,219,341</u>	<u>2,322,659</u>	<u>34.4%</u>
TRANSFER TO BR DEBT SERV FU	416,779	208,389	208,390	50.0%
TRANSFER TO CAP PROJECTS FU	0	0	0	0.0%
TOTAL EXPENDITURES	<u><u>22,669,793</u></u>	<u><u>6,304,244</u></u>	<u><u>16,365,549</u></u>	<u><u>27.8%</u></u>

ORANGE COUNTY LIBRARY SYSTEM

STATISTICAL REPORT

DECEMBER, 2000

CIRCULATION	2000	1999	% gain or loss
Main	88,811	80,130	10.83%
Branches	172,826	166,464	3.82%
Total	261,637	246,594	6.10%

OUTGOING LOG-INS TO INTERNET	2000	1999	% gain or loss
Total	124,283	150,791	-17.58%

DOOR COUNT	2000	1999	% gain or loss
Main	52,295	51,260	2.02%
Branches	118,999	116,495	2.15%
Total	171,294	167,755	2.11%

	2000	1999	% gain or loss
BORROWERS	35,292	33,701	4.72%

PROGRAM ATTENDANCE	2000	1999	% gain or loss
Main	1,561	2,091	-25.35%
Branches	3,106	3,441	-9.74%
Outreach	2,146	1,725	24.41%
Total	6,813	7,257	-6.12%

	2000	1999	% gain or loss
Quest Line	6,222	7,147	-12.94%
MAYL	24,008	22,955	4.59%
Requests	21,904	21,074	3.94%
Registrations	203,933	199,117	2.42%

**Orange County Library System
Circulation Statistics**

December 1, 2000 - December 31, 2000										
Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain (Loss)	Total Visits	Visits Year Ago	Gain (Loss)	% Gain (Loss)
Main	27	84,490	29.58%	75,786	8,704	11.48%	52,295	51,260	1,035	2.02%
Books by Mail	25	24,008	8.40%	22,955	1,053	4.59%	0	0	0	0.00%
Talking Books	25	4,321	1.51%	4,344	(23)	-0.53%	0	0	0	0.00%
Herndon	25	18,995	6.65%	16,605	2,390	14.39%	11,136	11,556	(420)	-3.63%
Alafaya	25	23,459	8.21%	19,292	4,167	21.60%	11,150	10,418	732	7.03%
Southeast	25	16,390	5.74%	18,454	(2,064)	-11.18%	14,205	11,995	2,210	18.42%
Hiwassee	25	17,574	6.15%	19,709	(2,135)	-10.83%	13,088	11,234	1,854	16.50%
Southwest	25	19,233	6.73%	18,088	1,145	6.33%	11,931	12,119	(188)	-1.55%
Edgewater	25	13,950	4.88%	15,191	(1,241)	-8.17%	14,392	16,317	(1,925)	-11.80%
North Orange	25	17,628	6.17%	17,033	595	3.49%	11,487	11,025	462	4.19%
South Orange	25	18,541	6.49%	17,977	564	3.14%	12,090	13,303	(1,213)	-9.12%
South Trail	25	10,158	3.56%	9,202	956	10.39%	8,608	7,270	1,338	18.40%
West Orange	22	7,766	2.72%	7,411	355	4.79%	3,963	5,039	(1,076)	-21.35%
Windermere	22	6,149	2.15%	5,520	629	11.39%	3,166	3,325	(159)	-4.78%
Wash. Park	22	2,983	1.04%	1,982	1,001	50.50%	3,783	2,894	889	30.72%
Total	368	285,645	100.00%	269,549	16,096	5.97%	171,294	167,755	3,539	2.11%

ORANGE COUNTY LIBRARY SYSTEM CIRCULATION

OCTOBER FY 1998 - DECEMBER FY 2001



ORANGE COUNTY LIBRARY SYSTEM

101 E. Central Blvd. Orlando, FL 32801-2471, (407) 835 7323, Fax (407) 835 7648

Dorothy Field, Director

January 29, 2001

TO: Board members

FROM: Dorothy Field

SUBJECT: Report

CONSTRUCTION UPDATES:

West Oaks

The interior framing is complete. Installation of the drywall has begun. Roofing work and the brickwork continues on the exterior. Information is being gathered to solicit quotes for shelving and furniture.

South Orange

We continue to wait for Southchase's engineer to file the necessary documents with South Florida Water Management District. We have been in contact with a representative from Southchase and have expressed our dissatisfaction with the lack of progress in resolving this issue.

Main Exterior Renovation

The first draft of the construction plans for lighting and landscaping projects have been prepared and are being reviewed. Our architect, John Toppe, suggests that we bid the lighting and landscaping projects separately rather than combine them and hire a general contractor. Due to the nature of the projects, John does not feel a general contractor is needed.

Main Roof – Old Building

A/R/C is continuing with the design phase of this project. Based on the time it takes to complete the construction plans and bid the project, construction is not scheduled to start until May or June. Although we are concerned about doing a roofing project during this time of year, our roofing architect, Joe Williams, has assured us that commercial roofing work is done year round.

OTHER

Library Day:

Several Friends will accompany staff to Library in Tallahassee on March 26. The Governor has recommended approval of our construction grant for a new West Orange Library at our full request of \$500,000. We will don our much used construction hats and lobby for legislative support.

Lizard:

Our lizard has been installed on Central Avenue opposite the Library Garage. Please take a few minutes to see him.

Marketing:

The Library is engaged in a three way partnership with Fox35 and Vision Technologies to produce public service announcements. These will be funded by with corporate support.

Exemplary project:

The State Library has notified us that the Talking Books Statewide Automation Network project has been included the Division's "Promising Practices/Exemplary Programs" portion of the FY 2000 Annual Report. The installation of the KLAS system (Keystone Library Automated System) allows access to talking books through the internet and has merged all the stand alone systems of the regional and eleven Florida subregional libraries. OCLS and several other libraries participated in this project by means of an LSTA grant.

HI Direct mail campaign:

As a pilot project we will be mailing flyers to 30,981 homes in the Pine Hills area to advertise events at the Hiawassee Branch the week of March 25. The success of the project is measurable and will be a gauge of whether this type of marketing is cost effective.

Web Site:

Proposals are being solicited from site designers to redesign and upgrade our web site. We feel it is time for a more polished professional look.

Friends of the Library:

On January 13 the Friends presented Welcome to Our Lost World, with adventurer Charles Motley, to an audience of 126. The author spoke on the World of the Cloud People in Peru. The program was also taped by Orange TV and will be aired soon
The February Second Saturday program will feature one of our favorite artists, jazz vocalist, Evelyn McGee Stone.
The January Book Sale, held Jan 19 and 20, resulted in a profit of \$7,000, another record breaker for the Friends.

OCLS Memorandum

TO: Joe Willams
FROM: John Claytor, Planning & Development
DATE: 01/10/01
SUBJ: Re-roofing during the summer

The current development schedule would have construction running from the middle of April to the end of July, middle of the rainy season. This make us nervous! Is this practical? Would we be exposed to a high risk of water damage? Should we complete the design and construction document phase and plan to bid the project for late winter construction? What is your recommendation?

REPLY

TO: John Claytor
FROM: Joe Williams, A/R/C
DATE: 01/13/01
SUBJ: Re-roofing during the summer

We roof all year long. If things stay the way they have been we do not have much to worry about except having enough drinking water. I don't think we can let the time of year be the driving force in this process.

The building is well protected from the structural concrete roof deck. The only place water can be a problem is around roof drains or other penetrations. This is a tolerable risk.

West Oaks Project Summary

January 31, 2000

<u>Category</u>	<u>Original Budget Approved 8/12/99</u>	<u>Revised Budget</u>	<u>Expended To Date</u>
Land	300,000.00	276,412.50	276,412.50
Architect/Engineer	95,000.00	98,520.00	74,480.00
Construction			
Whiting-Turner Contracting Co.	1,700,000.00	1,644,506.00	703,458.00
Collins & Aikman (carpet)		34,304.64	
Impact&Fees	100,000.00	55,000.00	45,363.30
Testing	8,000.00	8,000.00	6,780.00
Other		15,000.00	8,173.54
	<u>1,808,000.00</u>	<u>1,756,810.64</u>	<u>763,774.84</u>
Contingency	150,000.00	138,256.86	
Total Project	<u>2,353,000.00</u>	<u>2,270,000.00</u>	<u>1,114,667.34</u>

Estimated Completion Date: July 2001

... You have an excellent resource base of soap and candle making books and this is something that I am just beginning with. If I were to try to buy all the reference books that were out there, I'd go broke and after checking out a few, I found that they didn't have information on the type of soap processing I want to do (I, novice that I am, thought that there was just one way to make soap - from my reading from your wonderful books, I have found there are a gazillion ways - I just have to come up with what works best for me and your books have been a God send! The Orange County Library system has got to be one (if not the very best) of the best Library's in the US and I feel very fortunate to live here and have this excellent resource at my fingertips! When I talk to others online, they are amazed that I'm able to search the catalog and request books online - no one else has a library that offers the services you do and we will always be members!

Satisfied patron.

Dear Ms. Field, Although we have never met, I am an avid fan of yours. What you have accomplished during your past six years is incredible. I often brag to my out-of-state friends and family that in Orlando we have a WONDERFUL library system. Thank you!!!!!!