

**ORANGE COUNTY LIBRARY
SYSTEM BOARD OF TRUSTEES**

BOARD PACKET FOR JULY, 2001

ORANGE COUNTY LIBRARY SYSTEM

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

Dorothy Field, Director

July 6, 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, July 12, 2001, Albertson 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: Michael Rudd, Liaison, Membership and Mission Review Board - County
Jolynn Haven, Liaison, Nominating Board - City

AGENDA

ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

July 12, 2001

Call to order: 7:00 p.m.

President Corb Sarchet

Presentation

Minutes: June 14, 2001

Public comment:

Financial statements:

1. June 30, 2001
2. End of the year projection

Statistics:

Action items:

1. Award of landscaping contract to Down to Earth
2. Purchase of 62 additional computers

Discussion:

Information:

1. Hiawasse Direct Marketing Campaign
2. Director's Report

Next Meeting Dates: August 9, 2001, Thursday, 7:00 p.m., Albertson Room, Orlando Public Library, 101 East Central Blvd., Orlando, FL 32801; September 13, 2001, Thursday, 7:00 p.m., Albertson Room, Main Library, 101 East Central Blvd., Orlando, FL

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.

1 ORANGE COUNTY LIBRARY SYSTEM
2
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4 ORANGE COUNTY LIBRARY SYSTEM
5 BOARD OF TRUSTEES
6 June 14, 2001
7

8 Trustees present: Corb Sarchet, President 6/0
9 Jackie Perkins, Vice President 6/2
10 Gloria Fernandez, Trustee 6/0
11 Phyllis Hudson, Trustee 6/0
12 Ron Harbert, Trustee 6/0
13

14 Staff: Dorothy Field
15 Robert Tessier, Comptroller
16 Jane Leighton, Recording Secretary
17

18 Mr. Sarchet opened the meeting at 7:00 p.m. in the Albertson Room of the Main Library.
19

20 **Presentation:** Christopher Janney, Sculpture, Main Library: Motion by Mr. Harbert,
21 seconded by Ms. Fernandez, to proceed with concept of "Light waves" presented by Mr.
22 Janney. Motion carried.
23

24 **Minutes:** Minutes of May 10, 2001, approved.
25

26 **Public comment:** None
27

28 **Financial Statements:** Approved.
29

30 **Statistics:** Discussed by the Director.
31

32 **Action Items:**
33

- 34 1. **Union Contract:** Motion by Mr. Harbert, seconded by Ms. Fernandez, to approve the
35 Contract negotiated between the Library administration and staff representing the
36 SEIU. Motion carried.
37
- 38 2. **Motion by Ms. Perkins, seconded by Mr. Harbert, to approve following benefits for**
39 **support staff and managers :**
 - 40 1) **Cashout of unused vacation time in excess of 160 hours up to a maximum of 40**
41 **hours, effective 2001.**
 - 42 2) **Additional eight floating hours (total 24 hours), effective 2002.**
 - 43 3) **Ability to cash out remaining floating hours at end of calendar year, effective**
44 **2001. Motion carried.**
45
46
47

48 **Page 2**
49 **Trustees' Meeting Minutes**
50 **June 14, 2001**

51
52 **3. Motion by Ms. Perkins, representing the Finance Committee, to approve the FY 2002**
53 **annual budget. Motion carried.**

54
55 **Information:**

56
57 **Director's Report:**

58 **1. Correction to the Director's Report. West Oaks Library will open August 8, not**
59 **August 22.**

60 **2. Addition to Director's Report. The Children's Internet Protection Act, passed**
61 **December, 2000, requires schools and libraries with E rate funding to certify they block or**
62 **filter internet access for both minors and adults to visual depictions that are a) obscene**
63 **b) child pornography, or, with respect to use of computers with internet access by minors,**
64 **c) harmful to minors. We are currently undertaking action toward compliance by notifying**
65 **the Board of this Act and by investigating technological possibilities leading toward**
66 **compliance.**

67
68 **Meeting adjourned 7:45 p.m.**

69
70 **Next meeting Dates: July 12, 2001, Thursday, 7:00 p.m., Albertson Room, Main Library,**
71 **101 East Central Blvd., Orlando; August 9, 2001, Thursday, 7:00 p.m. Albertson Room, Main**
72 **Library.**

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
06/30/01**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BALANCE</u>	<u>% RCVD (9 months=75%)</u>
AD VALOREM TAXES	18,852,584	18,601,164	251,420	98.7%
INTERGOVERNMENTAL REVENUES				
State Aid	1,627,883	1,752,099	-124,216	107.6%
Literacy Grant	40,000	40,000	0	100.0%
Law Collection Fees	195,000	160,745	34,255	82.4%
	<u>1,862,883</u>	<u>1,952,844</u>	<u>-89,961</u>	<u>104.8%</u>
CHARGES FOR SERVICES				
Fee Cards	18,000	13,840	4,160	76.9%
Copy & Vending	160,000	121,241	38,759	75.8%
	<u>178,000</u>	<u>135,081</u>	<u>42,919</u>	<u>75.9%</u>
FINES				
Fines	450,000	333,405	116,595	74.1%
Lost Materials	40,000	30,316	9,684	75.8%
	<u>490,000</u>	<u>363,721</u>	<u>126,279</u>	<u>74.2%</u>
MISCELLANEOUS REVENUES				
Interest Earnings	550,000	535,326	14,674	97.3%
Rents	6,000	2,835	3,165	47.3%
Sale of Fixed Assets	0	0	0	
Book Sales	22,000	17,775	4,225	80.8%
Computer Disk Sales	0	1,500	-1,500	
Contributions - Friends of Library	75,000	103,222	-28,222	137.6%
Contributions - Others	3,000	3,946	-946	131.5%
Telephone Technical Discount	0	0	0	
Miscellaneous Revenues	30,000	25,267	4,733	84.2%
	<u>686,000</u>	<u>689,871</u>	<u>-3,871</u>	<u>100.6%</u>
TRANSFER FM TAX COLLECTOR	155,000	0	155,000	0.0%
TOTAL REVENUES	<u>22,224,467</u>	<u>21,742,681</u>	<u>481,786</u>	<u>97.8%</u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
06/30/01**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BALANCE</u>	<u>% EXPEN (9 months=75%)</u>
PERSONAL SERVICES				
Salaries	9,458,576	6,191,074	3,267,502	65.5%
Medicare Taxes	137,148	90,127	47,021	65.7%
DCP - Retirement Contributions	660,208	638,394	21,814	96.7%
DBP - Retirement Contributions	599,842	420,327	179,515	70.1%
Life and Health Insurance	1,034,118	667,310	366,808	64.5%
Worker's Compensation	99,316	83,696	15,620	84.3%
Unemployment Compensation	9,806	1,967	7,839	20.1%
	<u>11,999,014</u>	<u>8,092,895</u>	<u>3,906,119</u>	<u>67.4%</u>
OPERATING EXPENDITURES				
Professional Services	150,000	184,535	-34,535	123.0%
Other Contractual Services	208,000	182,866	25,134	87.9%
Other Contract. Serv.- Janitorial	182,000	122,358	59,642	67.2%
Travel	60,000	58,184	1,816	97.0%
Telecommunication	236,000	130,852	105,148	55.4%
Delivery and Postage	632,000	497,913	134,087	78.8%
Utilities	570,000	337,085	232,915	59.1%
Rentals and Leases	1,044,000	802,752	241,248	76.9%
Insurance	76,000	63,709	12,291	83.8%
Repair and Maintenance	350,000	304,481	45,519	87.0%
Repair & Maint. - Hardware/Software	134,000	80,557	53,443	60.1%
Copying/Printing	90,000	64,511	25,489	71.7%
Property Appraiser's Fee	230,000	173,222	56,778	75.3%
Tax Collector's Fee	370,000	372,023	-2,023	100.5%
Contingency	300,000	0	300,000	0.0%
Supplies	430,000	281,624	148,376	65.5%
	<u>5,062,000</u>	<u>3,656,672</u>	<u>1,405,328</u>	<u>72.2%</u>
CAPITAL OUTLAY				
Building and Improvements	1,132,000	301,662	830,338	26.6%
Equipment and Furniture	518,000	158,055	359,945	30.5%
	<u>1,650,000</u>	<u>459,717</u>	<u>1,190,283</u>	<u>27.9%</u>
LIBRARY MATERIALS				
Materials - Rest. Contributions	32,000	24,970	7,030	78.0%
Materials - Literacy	40,000	59,681	-19,681	149.2%
Materials - Law	195,000	145,306	49,694	74.5%
Materials - ODC	350,000	113,183	236,817	32.3%
Materials - Other	2,925,000	2,374,830	550,170	81.2%
	<u>3,542,000</u>	<u>2,717,970</u>	<u>824,030</u>	<u>76.7%</u>
TRANSFER TO BR DEBT SERV FUND	416,779	208,389	208,390	50.0%
TRANSFER TO CAP PROJECTS FUND	0		0	
TOTAL EXPENDITURES	<u>22,669,793</u>	<u>15,135,643</u>	<u>7,534,150</u>	<u>66.8%</u>

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

TO: Dorothy Field

FROM: Bob Tessier

DATE: July 6, 2001

SUBJECT: FY 2001 Operating Fund Budget Projection

Attached is a budget projection through the end of the current fiscal year and the corresponding variances. As has been the case in previous years, we will overspend in some individual line items. This occurs for several reasons such as:

- We initiate projects which were not included in the budget (Varga survey, Beach Wiley branch expansion study, TLC Main Library lighting study)
- The cost of services changes during the year (cost of off duty officers is almost double cost of security guards)
- We underestimate the cost (postage and delivery)
- Unexpected expenses such as significant building repairs

When it appears we will overspend in an individual line item, we review the rest of the line items to ensure there are sufficient funds to cover the overage. That is the case with the attached projection. Although we will overspend in some line items, we expect to under spend the overall budget by approximately \$488,000.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND BUDGET
FY 01 PROJECTION
REVENUES**

	FY 01 BUDGET	FY 01 PROJECTED	VARIANCE
AD VALOREM TAXES	18,852,584	19,093,000	240,416
INTERGOVERNMENTAL REVENUES			
Literacy Grant	40,000	40,000	-
State Aid	1,627,883	1,752,099	124,216
Law Library	195,000	230,000	35,000
	<u>1,862,883</u>	<u>2,022,099</u>	<u>159,216</u>
CHARGES FOR SERVICES			
Copy/Vending Machines	160,000	160,000	-
Fee Cards	18,000	18,000	-
	<u>178,000</u>	<u>178,000</u>	<u>-</u>
FINES			
Fines	450,000	450,000	-
Lost Materials	40,000	40,000	-
	<u>490,000</u>	<u>490,000</u>	<u>-</u>
MISCELLANEOUS REVENUES			
Interest	550,000	625,000	75,000
Gates Library Initiative Grant	0	0	-
Rent	6,000	4,000	(2,000)
Book Sales	22,000	23,000	1,000
Contributions -FOL	75,000	103,000	28,000
Contributions - Other	3,000	4,000	1,000
Telephone Services Discount	0	0	-
Miscellaneous Revenues	30,000	30,000	-
	<u>686,000</u>	<u>789,000</u>	<u>103,000</u>
TRANSFER FROM TAX COLLECTO	155,000	155,000	-
TOTAL REVENUES	<u><u>22,224,467</u></u>	<u><u>22,727,099</u></u>	<u><u>502,632</u></u>

EXPENDITURES

	FY 01 BUDGET	FY 01 PROJECTED	VARIANCE
PERSONAL SERVICES			
Salaries	9,458,576	9,000,000	458,576
Medicare	137,148	130,000	7,148
Defined Contribution Plan	660,208	638,400	21,808
Defined Benefit Plan	599,842	560,000	39,842
Health, Life, LTD Insurance	1,034,118	920,000	114,118
Workers Comp Insurance	99,316	84,000	15,316
Unemployment Compensation	9,806	9,806	-
TOTAL PERSONAL SERVICES	11,999,014	11,342,206	656,808
OPERATING EXPENSES			
Professional Services	150,000	250,000	(100,000)
Other Contractual Services	208,000	350,000	(142,000)
Other Contractual Services - Janitorial	182,000	185,000	(3,000)
Training & Travel	60,000	75,000	(15,000)
Telecommunications	236,000	236,000	-
Delivery and Postage	632,000	690,000	(58,000)
Utilities	570,000	565,000	5,000
Rentals and Leases	1,044,000	980,000	64,000
Insurance	76,000	76,000	-
Repairs & Maintenance	350,000	460,000	(110,000)
Repairs & Maintenance - Hardware/Soft	134,000	105,000	29,000
Copying and Printing	90,000	105,000	(15,000)
Property Appraiser's Fee	230,000	231,000	(1,000)
Tax Collector's Fee	370,000	377,000	(7,000)
Contingency	300,000	0	300,000
Supplies	430,000	430,000	-
TOTAL OPERATING EXPENSES	5,062,000	5,115,000	(53,000)
LIBRARY MATERIALS			
Restricted Contributions	32,000	30,000	2,000
Literacy	40,000	62,000	(22,000)
Law Collection	195,000	200,000	(5,000)
Opening Day Collection (West Oaks)	300,000	250,000	50,000
Opening Day Collection (Eatonville)	50,000	24,000	26,000
Other (St Aid, Book Endow, G. F. Rev)	2,925,000	3,025,000	(100,000)
TOTAL LIBRARY MATERIALS	3,542,000	3,591,000	(49,000)
CAPITAL OUTLAY			
Building & Improvements	1,132,000	1,266,000	(134,000)
Furniture & Equipment	518,000	450,000	68,000
TOTAL CAPITAL OUTLAY	1,650,000	1,716,000	(66,000)
TRANSFER TO DEBT SERVICE FUN	416,779	416,779	-
TOTAL EXPENDITURES	22,669,793	22,180,985	488,808

ORANGE COUNTY LIBRARY SYSTEM

LIBRARY ON LINE REPORT

May 2001

LOGINS	2001	2000	% gain or loss
	80,708	64,224	25.67%

CATALOG SEARCHES	2001	2000	% gain or loss
	121,381	93,810	29.39%

RENEWALS	2001	2000	% gain or loss
	26,611	20,645	28.90%

REF QUESTIONS	2001	2000	% gain or loss
	181	128	41.41%

REQUESTS	2001	2000	% gain or loss
	19,976	14,992	33.24%

SUGGESTIONS	2001	2000	% gain or loss
	55	49	12.24%

ORANGE COUNTY LIBRARY SYSTEM

STATISTICAL REPORT

May 2001

CIRCULATION	2001	2000	% gain or loss
Main	111,155	95,127	16.85%
Branches	240,604	211,246	13.90%
Total	351,759	306,373	14.81%

DOOR COUNT	2001	2000	% gain or loss
Main	Not available for May '01		#VALUE!
Branches	146,678	147,557	-0.60%
Total	146,678	147,557	-0.60%

BORROWERS	2001	2000	% gain or loss
	43,398	39,097	11.00%

PROGRAM	2001	2000	% gain or loss
ATTENDANCE			
Main	2,887	1,527	89.06%
Branches	6,194	5,330	16.21%
Outreach	1,766	1,227	43.93%
Total	10,847	8,084	34.18%

	2001	2000	% gain or loss
Quest Line	9,200	8,706	5.67%
MAYL	35,151	29,239	20.22%
Requests	30,884	28,670	7.72%
Registrations	204,757	200,631	2.06%

**Orange County Library System
Circulation Statistics**

May 1, 2001 - May 31, 2001

Location	Days	Circulation	% of	Year	Gain	% Gain	Total	Visits	Gain	%Gain
	Open	Total	Total	Ago	- Loss	- Loss	Visits	Year Ago	- Loss	- Loss
Main	29	106,569	27.54%	90,001	16,568	18.41%	Not available for May '01			
Books by Mail	22	35,151	9.09%	29,239	5,912	20.22%	0	0	0	0
Talking Books	22	4,586	1.19%	5,126	(540)	-10.53%	0	0	0	0
Herndon	26	27,415	7.09%	21,918	5,497	25.08%	15,125	16,219	(1,094)	-6.75%
Alafaya	26	32,400	8.37%	31,753	647	2.04%	14,190	15,915	(1,725)	-10.84%
Southeast	26	22,262	5.75%	21,236	1,026	4.83%	14,791	13,803	988	7.16%
Hiawassee	26	23,502	6.07%	21,720	1,782	8.20%	16,777	14,688	2,089	14.22%
Southwest	26	27,344	7.07%	24,452	2,892	11.83%	15,638	16,383	(745)	-4.55%
Edgewater	26	18,448	4.77%	16,728	1,720	10.28%	17,973	17,717	256	1.44%
North Orange	26	25,304	6.54%	21,926	3,378	15.41%	12,597	13,156	(559)	-4.25%
South Orange	26	24,980	6.46%	20,925	4,055	19.38%	13,778	15,485	(1,707)	-11.02%
South Trail	26	12,296	3.18%	10,659	1,637	15.36%	9,700	8,421	1,279	15.19%
West Orange	23	11,799	3.05%	8,904	2,895	32.51%	6,444	6,055	389	6.42%
Windermere	23	10,228	2.64%	8,148	2,080	25.53%	4,439	5,378	(939)	-17.46%
Wash. Park	23	4,626	1.20%	2,877	1,749	60.79%	5,226	4,337	889	20.50%
Total	376	386,910	100.00%	335,612	51,298	15.28%	146,678	147,557	(879)	-0.60%

ORANGE COUNTY LIBRARY SYSTEM

101 East Central Boulevard, Orlando Florida 32801, (407) 835-7611, Fax (407) 835-7648

Dorothy Field, Director

July 5, 2001

TO: Bob Tessier
FROM: John Claytor
SUBJECT: Main Library Landscape Contractor Recommendation

Project

The purpose of the project is to replace the Main Library landscaping. The scope of the project includes the following:

- Replace landscaping
- Replace pavers in the gardens in the old building with sidewalks
- Remove concrete seating on the West side of the building

The plans and specifications were prepared by our architect, Havard Jolly Clees Toppe. They estimated the cost of the project should be about \$100,000.

Bidding Process

This is the third time this project has been bid. The previous bids received were rejected as being either unresponsive or over budget. For this third bid, the scope of the project was reduced to keep it within budget.

The bidding process is dictated by the Florida Statutes, which requires public advertisement of an Invitation to Bid. The contract is to be awarded to the qualified bidder submitting the lowest, acceptable, responsive bid.

On June 17, 2001, an Invitation to Bid was published in the *Orlando Sentinel*. In addition, copies of the Invitation to Bid were sent to the City and County Minority/ Women Business Enterprise (M/WBE) departments.

Of the 2 contractors that attended the mandatory pre-bid conference, one submitted a bid by the due date.

Company	Bid
Down to Earth	\$98,498

Down to Earth submitted a responsive bid which met the published requirements and is within budget. Reference calls were made for recently completed Down to Earth projects. All the references checked were very good

Recommendation

I recommend the Main Library landscaping contract in the amount of \$98,498 be awarded to Down to Earth.

**ORANGE COUNTY LIBRARY SYSTEM
DIVISION OF TECHNICAL SUPPORT
MEMORANDUM**

TO: Dorothy Field

DATE: July 5, 2001

FROM: Debbie Moss, DTS

SUBJECT: Staff computer purchase

This year we have upgraded all of our Public Access Network computers. We were able to reuse many of the older PC's to deploy workstations for the public which run word processing software.

In the coming year we will need to upgrade our staff desktop computers. We are currently running Office '97 (Word, Power Point and Excel) on our staff computers. In evaluating a possible upgrade to Office 2000 we took in to consideration the impending release of Office XP, the next generation of Microsoft desktop products. We feel that is appropriate to wait to upgrade to the newest product when it becomes available next fiscal year. Staff are becoming increasingly reliant upon an ability to create a variety of documents at their desktop and it is our desire to provide the best tools to staff to accomplish their work. Along with the newest versions of Word, Excel and Power Point, this upgrade will provide expanded access to Frontpage and Access as well as a re-worked Outlook e-mail system.

This newer more robust version of Office will require hardware upgrades to many of our current desktop computers. We will need to replace approximately 52 staff stations and would like to purchase 10 additional stations for expansion and maintenance.

An estimate of the cost is:

62 new PC's	@	\$1,157.00	\$71,734.00
62 17 inch monitors	@	\$250.00	\$15,500.00
Total			\$87,234.00

I suggest that the request be in an amount not to exceed \$90,000.00 to allow for possible price increases. We would like to order these during this fiscal year though they will not be deployed until next fiscal year.

HIAWASSEE DIRECT MARKETING CAMPAIGN March 2001

In an effort to promote the Hiawassee Library and to test the effectiveness of direct marketing, a special program was conducted in March 2001.

- ◆ A weeklong Anniversary Celebration March 26-31 with one special event each day
- ◆ Promoted by direct marketing flyer, which offered free tote bags for 100 people each day.
- ◆ The flyer was designed, printed and distributed by Sentinel Direct to approximately 31,000 homes in the two zip code areas surrounding the Hiawassee Library .
- ◆ The flyer was delivered March 20 & 21.

After the first week of experience staff was enthusiastic about the program and had had many positive experiences with patrons who responded well to the programs and to the tote bags. Some people who had not previously been Hiawassee patrons found the library for the first time.

There was a definite surge of activity in March 2001. During the last week of March more than 300 people attended special events. One hundred and twenty people registered for library cards which is a 33.3% increase over Hiawassee's average of 90 new cards issued each week.

The impact of the program and the direct marketing effort can be evaluated by comparing Branch statistics for late March through May 2000 & 2001. Almost all statistics at Hiawassee for March 2001 show significant increases over March 2000.

Circulation	+ 23.8%
Door count	+ 14.25%;
Library cards	+ 49.8%
Program attendance	+ 39.5%
Meeting room use	- 30%

Some of that increase may be attributed to the special program. Some to the fact that the Branch was open four more days in 2001 than the previous year due to the library being closed four days to relocate in March 2000. Ten other Branches experienced increases in circulation in March 2001. Those increases ranged from 2% - 55%. Hiawassee's increase was the second highest. Four Branches experienced an increase in door count, ranging from 12.9% to 16.45%. Hiawassee's increase was the third highest.

The significant increases of March did not carry forward. In April ten Branches had increases in circulation over the same month the previous year, ranging from 3.9% - 46%. Hiawassee's increase of 1.2% was the lowest. Nine Branches had an increase in door count, ranging from 2.7% to 27.8.5%. Hiawassee's increase of 8% was the fifth highest increase.

In May all Branches had increases in circulation over May 2000. The increases ranged from 2% - 60%. Hiawassee's increase of 8.2% was the tenth highest. Only two Branches had lower circulation increases than Hiawassee in May. Six Branches experienced an increase in door count, ranging from 6.4% to 20.5%. Hiawassee's increase of 14.2% was the fourth highest.

There is no evidence of continuing impact from the program. At a time when Branch use throughout the County is increasing, activity at Hiawassee, while up, does not show as much growth as most other locations.

Based on the experience at Hiawassee, my recommendation is that we not undertake any additional direct marketing efforts at this time. Instead we should continue to investigate other marketing avenues that might provide us with a better return on our dollar.

John H. Martin
July 3, 2001

ORANGE COUNTY LIBRARY SYSTEM

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

Dorothy Field, Director

July 6, 2001

TO: Board members

FROM: Dorothy Field

SUBJECT: Report

CONSTRUCTION UPDATES:

West Oaks:

The final completion inspection is scheduled for July 9th. Shelving has been delivered and is being installed. The grand opening is scheduled for August 8th.

Main Library Exterior Renovation:

The contractor, Chinchor Electric, has removed the old lighting fixtures and installed most of the new conduit. Included in this packet is a contractor recommendation for the landscaping portion of the project.

Main Library Art Project:

Now that the design has been approved, Christopher Janney is working on the construction documents. The goal continues to be to have the art installed by September 30, 2001.

Main Library Roof Replacement – Old Building:

The contractor, Booner Roofing, has found water trapped under the existing roof. Two solutions are being pursued to resolve this problem. The first and most expensive is to replace the remaining roofing material, including the lightweight concrete, down to the roof deck. Alternatively, our roofing architect, ARC, suggested installing vents in the new roof to allow the trapped moisture to evaporate. ARC is considering the cost and benefits of both options but does not have a recommendation at this time.

West Orange (Winter Garden) Branch:

A meeting was held with the Battaglia brothers, their engineers, and Hollis Holden, City Manager of Winter Garden. At this meeting our architect, John Toppe, presented a concept of what the new library might look like. Although the library would still be based on our prototype design, it would have certain architectural features to give it a “Cracker” feel. John Toppe will work on a revised site design for the library site. It appears it will be some time toward the end of the year before the library site is donated to the Library.

A meeting was held with Hollis Holden on June 14 to discuss what financial contribution the City could make to the new library. We requested a financial contribution of approximately \$700,000 and suggested one possibility was for the City to purchase our existing branch. On a conceptual level the City has indicated a willingness to make a financial contribution and is interested in our existing branch. However, there is language in a "Memorandum of Understanding", dated, June 17, 1980, which requires the branch property to revert back to the County if it ever ceases to be used as a library. We are pursuing what action would be needed to remove this reversion language.

OTHER

Music in the Library:

June's Music in the Library featured Mark Zauss, trumpet, and Kathy Spring, vocals, and their swinging band Stratosphere at the Orlando Public Library. A lively toe-tapping, hand-clapping time was enjoyed by all. Mark will be providing music entertainment at our West Oaks Library grand opening on August 8. July's Music in the Library features The Spirit Singers with patriotic songs on Friday, July 20, noontime at the main Library.

South Creek Groundbreaking:

Construction has begun and ground has been broken at the site of the South Creek Library on Deerfield Boulevard off South Orange Blossom Trail. After Dorothy Field welcomed the crowd, Friends President Cathy Kennedy expressed the excitement and appreciation of the community for this new Library. Despite the heat and mud, Dorothy, Cathy, Ray Rodriguez, architect from Harvard, Jolly, Clees & Toppe, and Clarence Thornton, contractor with Scherer Construction, struck golden shovel to ground to the snapping of cameras and smiles from residents and staff. Fans and cold water were enjoyed as everyone talked about their new Library to open in the summer of 2002.

Director Search Update:

Library Board members will conduct individual interviews with Ms. Hodel, Ms. Lawson, and Mr. Warren on Saturday, August 11, 2001. Interviews will begin at 9:00 a.m. and are scheduled to conclude by mid afternoon.

Following a full day of interviews, the three candidates will attend a reception, where patrons, staff and Friends are invited to meet the candidates and leave comments if they wish. The reception will be held on Saturday, August 11, from 5:00 p.m. to 7:00 p.m. on the third floor meeting room area of the Main Library.

Florida library issues:

Directors of the seven largest libraries in Florida and Barrett Wilkins, State Librarian, will meet in Orlando July 17 to discuss legislation affecting libraries and the future of State aid.

Friends of the Library:

June Second Saturday - Travel writer Herb Hiller shared his delightful knowledge of Florida's special natural and historical places. Mr. Hiller returned to the Library on Friday with other writers for the kick-off of the Institute of Guidebook Writers a panel discussion moderated by travel writer Lisa Carden of the Sentinel.

July Second Saturday features Joe Delai from the Kennedy Space Center sharing an overview of KSC and the International Space Station.

South Creek Project Summary

June 30, 2001

<u>CATEGORY</u>	<u>ORIGINAL BUDGET APPROVED 6/8/00</u>	<u>Revised BUDGET</u>	<u>EXPENDED TO DATE</u>
Land	522,768.74	522,768.74	522,768.74
Architect/engineer	100,000.00	95,314.88	72,719.88
Construction			
Contractor	1,700,000.00	1,609,750.00	0.00
Carpet		34,500.00	0.00
Impact & Permit Fees	140,000.00	90,000.00	82,119.28
Testing	8,000.00	8,000.00	500.00
Other	19,231.26	9,231.26	65.00
	<u>1,867,231.26</u>	<u>1,751,481.26</u>	<u>82,684.28</u>
Contingency	150,000.00	150,435.12	
TOTAL PROJECT	<u><u>2,640,000.00</u></u>	<u><u>2,520,000.00</u></u>	<u><u>678,172.90</u></u>

Estimated Completion Date: May 2002

West Oaks Project Summary

Jun 30, 2001

<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	97,594.00	89,314.00
Construction			
Whiting-Turner Contracting Co.	1,700,000.00	1,683,024.00	1,652,150.00
Collins & Aikman (carpet)		33,825.15	33,825.15
Impact&Fees	100,000.00	45,363.30	45,363.30
Testing	8,000.00	7,832.50	7,832.50
Other		9,602.59	8,784.14
	<u>1,808,000.00</u>	<u>1,779,647.54</u>	<u>1,747,955.09</u>
Contingency	150,000.00	116,345.96	
Total Project	<u>2,353,000.00</u>	<u>2,270,000.00</u>	<u>2,113,681.59</u>

Estimated Completion Date: July 2001

PATRON COMMENTS!

"Next week I shall be moving from Orlando. I have three titles still on the request list on my account. Would you please remove them. I am going to miss the Orange County Library system. The employees and services provided have been a pure pleasure. Thank you for seven years of outstanding library service, debbie gimbel (I will, of course, return all titles before I go)."

"She said she'd lived in California, several other states, and other places in Florida and, bar none, OCLS was the best!"

"To Whom it may concern. I am a home raised Florida boy living in Naples Italy on/off since 1968 and permanently since 1983. I am a 1974 graduate of the University of South Florida. I have been a disabled American since 1990. My son lives in Orlando. Whenever possible I return to Orlando. The first place My daughter in law takes me is one of the branches the Old Alafaya branch or the Main Library where I would spend the day just rolling up and down the aisles touching, glancing through, and mostly smelling your books. In January of 2000 I brought back thirty books, many from your "for Sale" shelves \$.50 paperback and \$1.00 Hardback. I ***met*** Sydney Sheldon there for the first time.

"I joined your chapter a day book club with Suzanne Beecher three weeks ago. While not the entire work it is really a nice program and great for those of us who do not have access to any English language books. I just wanted to do something that to few of us do. I wanted to say, "thank you Orlando Library for being there."

Sincerely"