

ORANGE COUNTY LIBRARY SYSTEM

101 East Central Blvd • Orlando, FL 32801 • 407-835-7323 • Fax 407-835-7649

Dorothy Field, Director

October 5, 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, October 11, 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, Liason, City of Orlando

AGENDA

ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

October 11, 2001

Albertson Room – Main Library

101 East Central B lvd.

Orlando, Florida 32801

407/835-7323

Call to order: 7:00 p.m.

President Corb Sarchet

Minutes: September 13, 2001

Election of officers

Public comment:

Financial statements:

- 1. September 30, 2001**

Statistics:

Action items:

- 1. Sick leave payout for managers**
- 2. Fee Cards**
- 3. Designation of Reserves for Future Branch Development**

Discussion:

Information:

- 1. Director's Report**

Next Meeting Dates: November 8, 2001, Thursday, 7:00 p.m., Edgewater Library, 5049 Edgewater Drive, Orlando, FL 32810, 407/296-5153; December 13, 7:00 p.m. Southeast Library, 5575 S. Semoran Blvd., Orlando, FL 32822, 407/249-6210.

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
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5 ORANGE COUNTY LIBRARY SYSTEM
6 BOARD OF TRUSTEES
7 September 13, 2001
8

9 Trustees present: Corb Sarchet, President 9/0
10 Jackie Perkins, Vice President 9/2
11 Phyllis Hudson, Trustee 9/0
12 Ron Harbert, Trustee 9/0
13 Gloria Fernandez, Trustee 9/1

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15 Staff: Dorothy Field, Director
16 Robert Tessier, Comptroller
17 Jane Leighton, Recording Secretary
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19
20 Mr. Sarchet opened the meeting at 7:00 p.m. in the meeting room of the West Oaks
21 Library. He complimented the Director and staff for keeping the library open September 11,
22 2001.
23

24 **Minutes:** Minutes of August 9, 2001, approved.
25

26 **Public Comment:** Mr. Rich Gause addressed the Board minutes of August 9.
27

28 Ms. Altamese Thompson addressed the former Booker T. Washington Library. Mr. Sarchet
29 directed staff to meet with Ms. Thompson and come back with a recommendation for the
30 Board. Ms. Hudson moved we support Ms. Thompson. Mr. Harbert seconded the motion.
31 Motion carried.
32

33 Mr. Rich Gause addressed sunshine laws concerning interviews for Director.
34

35 Mr. Greg Gronlund addressed sick leave benefits for managers.
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37 Ms. Tonia Hinkle addressed sick leave benefits for all staff.
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39 Ms. Melanie Underwood addressed sick leave benefits for all staff.
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41 **Financial Statements:** Consistent with projections.
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43 **Statistics:** Discussed by Director.
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Trustees' Meeting Minutes
September 13, 2001

Action Items:

- 1. FY'02 final budget: Motion by Mr. Harbert, second by Ms. Fernandez, to approve FY'02 budget. Motion carried.**
- 2. Purchasing Policy: Motion by Mr. Harbert, second by Ms. Fernandez, to approve request by staff to continue purchasing under the 2001 limitations of purchases that do not require Board approval at \$45,000. Motion carried.**
- 3. Holiday and closed days schedule 2001 – 2002: Motion by Ms. Perkins, second by Ms. Hudson, to adopt the schedule as presented to the Board. Motion carried.**
- 4. Meeting schedule 2001 – 2002: Motion by Mr. Harbert, second by Ms. Fernandez, to approve the meeting dates as stated and to have the Director determine various branch locations for the meetings. Motion carried.**
- 5. Plan of Service: Motion by Ms. Perkins, second by Ms. Hudson, to approve Plan of Service. Motion carried.**

Discussion:

Mr. Sarchet announced a compensation agreement had been reached with Ms. Hodel, the new director. Motion by Mr. Harbert, second by Ms. Hudson, to approve the package. Motion carried.

Mr. Sarchet instructed staff to prepare a sick leave payout plan for managers.

Information:

- 1. Director's report.**

Meeting adjourned 7:45 p.m.

Next meeting dates: October 11, 2001, Thursday, 7:00 p.m., Albertson Room, Main Library, 101 East Central Blvd. Orlando; November 8, 2001, Thursday, 7:00 p.m. South Trail Library, 4600 S. Orange Blossom Trail, Orlando, FL 32839, 407/858-4749.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
PRELIMINARY 09/30/01**

	BUDGET	ACTUAL	BALANCE	% RCVD (12 months=100)
AD VALOREM TAXES	18,852,584	19,168,636	-316,052	101.7%
INTERGOVERNMENTAL REV				
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	230,880	-35,880	118.4%
	<u>1,862,883</u>	<u>2,022,979</u>	<u>-160,096</u>	<u>108.6%</u>
CHARGES FOR SERVICES				
Fee Cards	18,000	18,280	-280	101.6%
Copy & Vending	160,000	159,062	938	99.4%
	<u>178,000</u>	<u>177,342</u>	<u>658</u>	<u>99.6%</u>
FINES				
Fines	450,000	458,452	-8,452	101.9%
Lost Materials	40,000	45,079	-5,079	112.7%
	<u>490,000</u>	<u>503,531</u>	<u>-13,531</u>	<u>102.8%</u>
MISCELLANEOUS REVENUES				
Interest Earnings	550,000	686,903	-136,903	124.9%
Rents	6,000	2,835	3,165	47.3%
Sale of Fixed Assets	0	0	0	
Book Sales	22,000	23,519	-1,519	106.9%
Computer Disk Sales	0	2,060	-2,060	
Contributions - Friends of Library	75,000	110,512	-35,512	147.3%
Contributions - Others	3,000	6,121	-3,121	204.0%
Telephone Technical Discount	0	0	0	
Miscellaneous Revenues	30,000	41,291	-11,291	137.6%
	<u>686,000</u>	<u>873,241</u>	<u>-187,241</u>	<u>127.3%</u>
TRANSFER FM TAX COLLEC'	155,000	0	155,000	0.0%
TOTAL REVENUES	<u>22,224,467</u>	<u>22,745,729</u>	<u>-521,262</u>	<u>102.3%</u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
PRELIMINARY 09/30/01**

	BUDGET	ACTUAL	BALANCE	% EXPEN
				(12 months=100)
PERSONAL SERVICES				
Salaries	9,458,576	8,703,064	755,512	92.0%
Medicare Taxes	137,148	125,738	11,410	91.7%
DCP - Retirement Contributions	660,208	638,394	21,814	96.7%
DBP - Retirement Contributions	599,842	559,863	39,979	93.3%
Life and Health Insurance	1,034,118	887,337	146,781	85.8%
Worker's Compensation	99,316	83,696	15,620	84.3%
Unemployment Compensation	9,806	4,442	5,364	45.3%
	<u>11,999,014</u>	<u>11,002,534</u>	<u>996,480</u>	<u>91.7%</u>
OPERATING EXPENDITURES				
Professional Services	150,000	219,544	-69,544	146.4%
Other Contractual Services	208,000	272,657	-64,657	131.1%
Other Contract. Serv.- Janitorial	182,000	180,779	1,221	99.3%
Travel	60,000	75,997	-15,997	126.7%
Telecommunication	236,000	173,685	62,315	73.6%
Delivery and Postage	632,000	703,106	-71,106	111.3%
Utilities	570,000	505,101	64,899	88.6%
Rentals and Leases	1,044,000	964,725	79,275	92.4%
Insurance	76,000	73,665	2,335	96.9%
Repair and Maintenance	350,000	415,386	-65,386	118.7%
Repair & Maint. - Hardware/Softv	134,000	99,044	34,956	73.9%
Copying/Printing	90,000	82,754	7,246	91.9%
Property Appraiser's Fee	230,000	232,546	-2,546	101.1%
Tax Collector's Fee	370,000	375,520	-5,520	101.5%
Contingency	300,000	0	300,000	0.0%
Supplies	430,000	479,255	-49,255	111.5%
	<u>5,062,000</u>	<u>4,853,764</u>	<u>208,236</u>	<u>95.9%</u>
CAPITAL OUTLAY				
Building and Improvements	1,132,000	753,554	378,446	66.6%
Equipment and Furniture	518,000	349,914	168,086	67.6%
	<u>1,650,000</u>	<u>1,103,468</u>	<u>546,532</u>	<u>66.9%</u>
LIBRARY MATERIALS				
Materials - Rest. Contributions	32,000	30,671	1,329	95.8%
Materials - Literacy	40,000	59,680	-19,680	149.2%
Materials - Law	195,000	216,958	-21,958	111.3%
Materials - ODC	350,000	135,467	214,533	38.7%
Materials - Other	2,925,000	3,182,348	-257,348	108.8%
	<u>3,542,000</u>	<u>3,625,124</u>	<u>-83,124</u>	<u>102.3%</u>
TRANSFER TO BR DEBT SER'	416,779	416,778	1	100.0%
TRANSFER TO CAP PROJECT	0	0	0	
TOTAL EXPENDITURES	<u>22,669,793</u>	<u>21,001,668</u>	<u>1,668,125</u>	<u>92.6%</u>

STATISTICAL REPORT

AUGUST 2001

CIRCULATION	2001	2000	% gain or loss
Main	123,861	109,037	13.60%
Branches	278,919	232,437	20.00%
Total	402,780	341,474	17.95%

DOOR COUNT	2001	2000	% gain or loss
Main	Main door count not available for August 2001		
Branches	184,826	153,928	20.07%
Total	184,826	153,928	20.07%

	2001	2000	% gain or loss
BORROWERS	48,786	43,639	11.79%

PROGRAM ATTENDANCE	2001	2000	% gain or loss
Main	1,364	1,639	-16.78%
Branches	7,321	6,087	20.27%
Outreach	123	1,021	-87.95%
Total	8,808	8,747	0.70%

	2001	2000	% gain or loss
Quest Line	11,418	9,626	18.62%
MAYL	41,451	34,634	19.68%
Requests	38,884	35,389	9.88%
Registrations	210,741	202,542	4.05%

**Orange County Library System
Circulation Statistics**

August 1, 2001 - August 31, 2001

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Total Visits	Year Ago	Gain Loss	%Gain (Loss)
Main	31	118,907	26.77%	104,300	14,607	14.00%	Main door count not available			
Books by Mail	27	41,451	9.33%	34,634	6,817	19.68%	0	0	0	0.00%
Talking Books	27	4,961	1.12%	4,737	224	4.73%	0	0	0	0.00%
West Oaks	21	26,425	5.95%	0	26,425	100.00%	16,237	0	16,237	100.00%
Herndon	27	28,576	6.43%	24,400	4,176	17.11%	16,390	15,312	1,078	7.04%
Alafaya	27	37,447	8.43%	34,490	2,957	8.57%	16,583	15,180	1,403	9.24%
Southeast	27	25,138	7.56%	22,345	2,793	12.50%	19,489	15,025	4,464	29.71%
Hiawassee	27	19,644	4.42%	22,502	(2,858)	-12.70%	14,369	14,304	65	0.45%
Southwest	27	28,835	6.49%	26,393	2,442	9.25%	21,978	13,442	8,536	63.50%
Edgewater	27	19,584	4.41%	18,967	617	3.25%	20,153	19,061	1,092	5.73%
North Orange	27	26,260	5.91%	24,109	2,151	8.92%	13,187	20,976	(7,789)	-37.13%
South Orange	27	28,021	6.31%	24,579	3,442	14.00%	17,186	16,063	1,123	6.99%
South Trail	27	13,227	2.98%	10,947	2,280	20.83%	10,559	8,210	2,349	28.61%
West Orange	23	10,051	2.26%	10,696	(645)	-6.03%	4,722	5,711	(989)	-17.32%
Windermere	23	10,848	2.44%	9,219	1,629	17.67%	8,663	6,085	2,578	42.37%
Wash. Park	23	4,863	1.09%	3,790	1,073	28.31%	5,310	4,559	751	16.47%
Total	418	444,238	100.00%	376,108	68,130	18.11%	184,826	153,928	30,898	20.07%

ORANGE COUNTY LIBRARY SYSTEM

LIBRARY ON LINE REPORT

August '01

LOGINS	2001	2000	% gain or loss
	103,188	75,272	37.09%

CATALOG SEARCHES	2001	2000	% gain or loss
	152,546	108,701	40.34%

RENEWALS	2001	2000	% gain or loss
	31,987	23,035	38.86%

REF QUESTIONS	2001	2000	% gain or loss
	187	183	2.19%

REQUESTS	2001	2000	% gain or loss
	23,572	19,473	21.05%

SUGGESTIONS	2001	2000	% gain or loss
	65	67	-2.99%

ORANGE COUNTY LIBRARY SYSTEM

101 East Central Blvd., Orlando Florida 32801, (407)835-7323, Fax (407) 835-7649

Dorothy Field, Director

October 3, 2001

TO: Board members

FROM: Dorothy Field

SUBJECT: Fee cards

Due to rising administrative costs the Library requests approval to raise the cost of an out of district fee card from \$40 to \$65. A fee card permits a borrower to make use of Books by MAYL. A reciprocal borrowing card permits use of our libraries but not Books by MAYL. If approved, the fee increase would be effective 10/12/01.

ORANGE COUNTY LIBRARY SYSTEM

101 East Central Blvd., Orlando FL, 32801, (407) 835-7611, Fax (407) 835-7649

Dorothy Field, Director

October 5, 2001

TO: Board members
FROM: Dorothy Field
SUBJECT: Sick leave pay out for managers

The Library requests approval of a sick leave pay out for managers equal to that approved for support staff at the August Board meeting.

Under the proposed plan managers who have been employed with OCLS at least six months and terminate would receive 20% of the first 1000 hours of unused sick leave and 5% of the balance.

Drawing comparisons with benefits provided for unionized staff is unavoidable. The proposal before you is recommended not because it is different from what the bargaining unit members ratified, but because it is a plan that embraces the philosophy promoted by the Library for many years, that of using sick leave wisely. We expect much from our managers. They were selected for their positions because of their ability to mentor new employees and their contributions to the planning process for OCLS. For many years, in written communication and in discussions with employees, the Library has encouraged prudent use of sick leave. As a group, our managers have listened to the message, heeded it, and have been the key players in promoting the message. They are expected to support and, by example, model the behavior...in other words, "Walk the Talk." We recommend the same sick leave pay out plan offered to support staff in recognition of our managers' adherence and support of this philosophy and to encourage our best employees to become managers and to reward them when they accept roles with increasing levels of responsibility.

Whatever you decide tonight will not change or diminish the benefits negotiated in good faith and agreed upon between the union and the administration. I urge you to keep in mind that the past several years have been particularly challenging ones for all staff. I believe it is in the Library's best interest to provide, as much as possible, the same benefits for all non-bargaining unit staff so that our employees are not further divided.

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

TO: Dorothy Field

FROM: Bob Tessier

DATE: October 5, 2001

SUBJECT: Designation of Reserves for Future Branch Development

As you know, Beach/Willey Library Consultants have been engaged to review our branch library facility needs through the year 2020. Although we have only reviewed a draft of their report, it is clear that they will be recommending a substantial expansion of the branch system. Whether we elect to implement the plan as proposed by issuing bonds with voter approval, or add a small number of branches as funding becomes available, it is clear we can and should start now to accumulate resources to provide for this future development. Toward that end, I recommend the Library Board designate \$3,000,000 of our September 30, 2001 reserves for future branch development. This designation would be reflected in the Library's audited financial statements.

ORANGE COUNTY LIBRARY SYSTEM

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

Dorothy Field, Director

October 5, 2001

TO: Board members
FROM: Dorothy Field
SUBJECT: Report

CONSTRUCTION UPDATES:

South Creek:

Following some delays and little progress, we are pleased to report the project is moving forward. The concrete footers have been poured, and the block walls are starting to come out of the ground. Additionally, the rough in of the plumbing and electrical is under way.

Main Library Exterior Renovation:

Other than a couple of small areas, the landscaping project is complete. An agreement was reached with the Downtown Development Board to replace the diseased Sycamore trees on Wall Street with Palms. Both parties shared in the cost of the tree replacement, which also is complete.

Many of the exterior lights, including those at the canopy, have been installed although not all of these fixtures are operational yet. The canopy lights are operational and have added to the appearance and increased security of this area. The lights in the sidewalks still need to be replaced.

Main Library Roof Replacement – Old Building:

The original roof has been removed. Most of the new roof, other than the final cap, has been installed. We anticipate this project will be complete by the end of the month.

Main Library Lobby:

The concrete Circulation desk has been demolished, and the floor has been repaired. The new Circulation desks are being fabricated.

OTHER

FY2002 Public hearings:

At the final public hearing of the FY2002 Library budget held September 25 the Library's budget was approved and combined millage set at .4384. County Administrator Ajit Lalchandani acknowledged Ms Mary Ann Hodel as the incoming Library Director and commented on Dorothy Field's accomplishments during her tenure.

Branch Development: Consultants Darro Willey and Cecil Beach will present their final plan at the November Board meeting for future branch development.

Florida library issues:

State Aid. The meeting of September 18 with municipal library directors and September 19 with County Library Directors resulted in a joint recommendation to the legislature that municipal libraries receive state aid providing they engage in reciprocal borrowing arrangements with their respective County Libraries.

Main Library Art Project:

The Downtown Development Board Review Committee approved the proposed sculpture on September 20, 2001. Christopher Janney and his installer are scheduled to start erecting the metal frames Saturday and Sunday, October 6 and 7. The street must be closed to do this work, and the City will not allow the street to be closed during the week. Once the metal frames are bolted to the building, the glass will be delivered. Christopher indicated it will take several weekends for project to be completed.

Friends of the Library:

October Second Saturday, October 13, will feature Florida Humanities Council speaker, Robert Gold, author of **Characters and Crooks in Florida History**

October 20, 10 am -12 noon in the Bookstore Friends will sponsor a book sale and signing with Gary Monroe, author of **The Highwaymen: Florida's African-American Landscape Painters.**

October 22, 7 p.m., Albertson Room, the Friends will present a program **Parallel Lives** with journalist Bill Maxwell and author Beverly Coyle of the Florida Humanities Council.

Staff Association: Following the events of September 11 the Staff Association coordinated an effort to collect funds for the Red Cross. The total funds collected plus others by specific divisions came to over \$2400.

October 5 Staff Association sponsored National Denim Day to promote research into and awareness of breast cancer. Participants contributed \$5 to the Susan G. Komen Breast Cancer Foundation and demonstrated their support by wearing denim.

West Oaks Project Summary

Sep. 30, 2001

<u>Category</u>	<u>Original Budget Approved 8/12/99</u>	<u>Revised Budget</u>	<u>Final Expenditures</u>
Land	300,000.00	276,412.50	276,412.50
Architect/Engineer	95,000.00	97,594.00	97,594.00
Construction			
Whiting-Turner Contracting Co.	1,700,000.00	1,682,915.00	1,682,915.00
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>1,779,538.54</u>	<u>1,778,720.09</u>
Contingency	150,000.00	116,454.96	
Total Project	<u>2,353,000.00</u>	<u>2,270,000.00</u>	<u>2,152,726.59</u>

Completion Date: July 2001

South Creek Project Summary

Sep. 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	97,791.38	82,096.38
Construction			
Contractor	1,700,000.00	1,609,750.00	113,372.00
Carpet		34,500.00	0.00
Impact & Permit Fees	140,000.00	90,000.00	82,619.28
Testing	8,000.00	10,000.00	8,186.25
Other	19,231.26	19,231.26	8,553.53
	<u>1,867,231.26</u>	<u>1,763,481.26</u>	<u>212,731.06</u>
Contingency	150,000.00	155,958.62	
TOTAL PROJECT	<u><u>2,640,000.00</u></u>	<u><u>2,540,000.00</u></u>	<u><u>817,596.18</u></u>

Estimated Completion Date: May 2002