

ORANGE COUNTY LIBRARY SYSTEM

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

Dorothy Field, Director

November 2, 2001

TO: Corb Sarchet, President
Phyllis Hudson, Vice President
Ron Harbert, Trustee
Gloria Fernandez, Trustee
Jackie Perkins, 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, Orange County; 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, November 8, 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

November 8, 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: October 11, 2001

Public comment:

Presentation:

Beach/Willey – Consultants for facilities planning

Financial statements:

1. October 31, 2001

Statistics:

Action items:

Discussion:

Information:

1. Director's Report

Next Meeting Dates: December 13, 7:00 p.m. Southeast Library, 5575 S. Semoran Blvd., Orlando, FL 32822, 407/249-6210; January 10, 2002, 7:00 p.m. Windermere Library, 530 Main Street, Windermere FL 34786, 407 /876-7540,

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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3 ORANGE COUNTY LIBRARY SYSTEM
4 BOARD OF TRUSTEES
5 October 11, 2001
6

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

12
13 Staff: Dorothy Field, Director
14 Robert Tessier, Comptroller
15 Jane Leighton, Recording Secretary
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17 Mr. Sarchet opened the meeting at 7:00 p.m. in the Albertson Room of the Main Library.
18

19 Minutes:

20 Motion by Mr. Harbert, second by Ms. Perkins, to amend minutes of September meeting
21 noting the November 8 meeting will be in the Albertson Room. Motion carried.
22

23 Election of Officers:

24 Motion by Mr. Harbert to nominate Mr. Sarchet as President, second by Ms. Fernandez.
25 Motion carried. Mr. Sarchet reelected to the office of president by acclamation. Motion by
26 Ms. Hudson to nominate Ms. Perkins as Vice President. Ms. Perkins declined. Motion by
27 Ms. Perkins to nominate Ms. Hudson as Vice President, second by Mr. Harbert. Motion
28 carried. Ms. Hudson elected by acclamation. Motion by Ms. Hudson to leave the office of
29 Secretary Treasurer unfilled, second by Mr. Harbert. Motion carried.
30

31 Public Comment:

32 Speaking in support of action item 1, sick leave payout for managers.

33 John Claytor
34 Janelle McDaniel
35 Cynthia Willie
36 Gail Lacy
37

38 Speaking in opposition of action item 1.

39 John Henkle
40 Van Church
41

42 Financial Statements: The preliminary statement for year end FY'01 accepted.
43

44 Statistics: Circulation, branch door count and Library on Line continue to climb.

45 **Page 2**
46 **Trustees' Meeting Minutes**
47 **October 11, 2001**
48

49 **Action Items:**

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51 **1. Sick leave payout for managers: Motion by Mr. Harbert, second by Ms.**
52 **Fernandez, to approve the sick leave payout for managers. Motion by Ms. Hudson to table the**
53 **motion until the next meeting. Motion failed. Original motion carried.**

54
55 **Motion by Ms. Hudson, second by Ms. Perkins, to offer managers' sick leave**
56 **payout to bargaining unit. Motion failed.**

57
58 **2. Fee cards: Motion by Mr. Harbert, second by Ms. Hudson, to raise the cost of a**
59 **fee card from \$40 to \$65. Motion carried.**

60
61 **3. Designation of reserves for future branch development: Motion by Ms. Hudson,**
62 **second by Ms. Fernandez, to designate \$3,000,000 of the September 30, 2001 reserves for**
63 **future branch development. Motion carried.**

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65 **Discussion: None.**

66
67 **Information:**

68
69 **The Director noted the lighting ceremony and dedication of sculpture is scheduled for**
70 **November 28.**

71
72 **Meeting adjourned 8:15 p.m.**

73
74 **Next meeting dates: November 8, 2001, Thursday, 7:00 p.m. Albertson Room, Main Library,**
75 **Orlando, FL 32801; December 13, 7:00 p.m. Southeast Library, 5575 S. Semoran Blvd.,**
76 **Orlando, FL 32822, 407/249-6210.**

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**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
10/31/01**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BALANCE</u>	<u>% RCVD</u> <u>(1 months=8%)</u>
AD VALOREM TAXES	20,640,121	0	20,640,121	0.0%
INTERGOVERNMENTAL REV				
State Aid	1,752,099	0	1,752,099	0.0%
Literacy Grant	25,000	0	25,000	0.0%
Law Collection Fees	210,000	0	210,000	0.0%
	<u>1,987,099</u>	<u>0</u>	<u>1,987,099</u>	<u>0.0%</u>
CHARGES FOR SERVICES				
Fee Cards	16,000	530	15,470	3.3%
Copy & Vending	160,000	7,512	152,488	4.7%
	<u>176,000</u>	<u>8,042</u>	<u>167,958</u>	<u>4.6%</u>
FINES				
Fines	450,000	21,011	428,989	4.7%
Lost Materials	40,000	1,764	38,236	4.4%
	<u>490,000</u>	<u>22,775</u>	<u>467,225</u>	<u>4.6%</u>
MISCELLANEOUS REVENUES				
Interest Earnings	450,000	0	450,000	0.0%
Rents	6,000	0	6,000	0.0%
Sale of Fixed Assets	0	0	0	
Book Sales	22,000	710	21,290	3.2%
Computer Disk Sales	0	117	-117	
Contributions - Friends of Library	75,000	0	75,000	0.0%
Contributions - Others	3,000	63	2,937	2.1%
Telephone Technical Discount	0	0	0	
Miscellaneous Revenues	30,000	517	29,483	1.7%
	<u>586,000</u>	<u>1,407</u>	<u>584,593</u>	<u>0.2%</u>
TRANSFER FM TAX COLLEC'	170,000	0	170,000	0.0%
TOTAL REVENUES	<u>24,049,220</u>	<u>32,224</u>	<u>24,016,996</u>	<u>0.1%</u>

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
10/31/01**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BALANCE</u>	<u>% EXPEN</u> <u>(1 months=8%)</u>
PERSONAL SERVICES				
Salaries	10,164,109	549,828	9,614,281	5.4%
Medicare Taxes	147,381	10,353	137,028	7.0%
DCP - Retirement Contributions	1,260,352	0	1,260,352	0.0%
DBP - Retirement Contributions	612,077	46,512	565,565	7.6%
Life and Health Insurance	1,059,164	148,901	910,263	14.1%
Worker's Compensation	101,644	21,086	80,558	20.7%
Unemployment Compensation	9,806	0	9,806	0.0%
	<u>13,354,533</u>	<u>776,680</u>	<u>12,577,853</u>	<u>5.8%</u>
OPERATING EXPENDITURES				
Professional Services	140,000	1,119	138,881	0.8%
Other Contractual Services	440,000	31,828	408,172	7.2%
Other Contract. Serv.- Janitorial	212,000	4,892	207,108	2.3%
Travel	75,000	3,955	71,045	5.3%
Telecommunication	228,000	10,813	217,187	4.7%
Delivery and Postage	806,000	60,659	745,341	7.5%
Utilities	678,000	4,578	673,422	0.7%
Rentals and Leases	1,008,000	162,539	845,461	16.1%
Insurance	97,000	30,566	66,434	31.5%
Repair and Maintenance	419,000	24,285	394,715	5.8%
Repair & Maint. - Hardware/Softv	121,000	7,004	113,996	5.8%
Copying/Printing	100,000	2,425	97,575	2.4%
Property Appraiser's Fee	240,000	0	240,000	0.0%
Tax Collector's Fee	425,000	0	425,000	0.0%
Contingency	300,000	0	300,000	0.0%
Supplies	519,000	9,504	509,496	1.8%
	<u>5,808,000</u>	<u>354,167</u>	<u>5,453,833</u>	<u>6.1%</u>
CAPITAL OUTLAY				
Building and Improvements	1,280,000	9,632	1,270,368	0.8%
Equipment and Furniture	410,000	0	410,000	0.0%
	<u>1,690,000</u>	<u>9,632</u>	<u>1,680,368</u>	<u>0.6%</u>
LIBRARY MATERIALS				
Materials - Rest. Contributions	32,000	0	32,000	0.0%
Materials - Literacy	25,000	0	25,000	0.0%
Materials - Law	210,000	13,893	196,107	6.6%
Materials - ODC	0	0	0	0.0%
Materials - Other	3,485,000	169,615	3,315,385	4.9%
	<u>3,752,000</u>	<u>183,508</u>	<u>3,568,492</u>	<u>4.9%</u>
TRANSFER TO BR DEBT SER'				
	416,779	0	416,779	0.0%
TRANSFER TO CAP PROJECT				
	0	0	0	0.0%
TOTAL EXPENDITURES				
	<u>25,021,312</u>	<u>1,323,987</u>	<u>23,697,325</u>	<u>5.3%</u>

ORANGE COUNTY LIBRARY SYSTEM

STATISTICAL REPORT

September 2001

CIRCULATION	2001	2000	% gain or loss
Main	119,099	108,362	9.91%
Branches	263,260	233,498	12.75%
Total	382,359	341,860	11.85%

DOOR COUNT	2001	2000	% gain or loss
Main	Not available	Not available	
Branches	171,252	159,896	7.10%
Total	171,252	159,896	7.10%

	2001	2000	% gain or loss
BORROWERS	49,081	44,965	9.15%

PROGRAM ATTENDANCE	2001	2000	% gain or loss
Main	2,578	3,848	-33.00%
Branches	5,908	5,667	4.25%
Outreach	760	326	133.13%
Total	9,246	9,841	-6.05%

	2001	2000	% gain or loss
Quest Line	9,925	8,813	12.62%
MAYL	34,425	32,959	4.45%
Requests	32,497	32,239	0.80%
Registrations	214,372	203,911	5.13%

**Orange County Library System
Circulation Statistics**

September 1, 2001 - September 30, 2001										
Location	Days Open	Circulati Total	% of Total	Year Ago	Gain (Loss)	% Gain - Loss	Total Visits	Year Ago	Gain (Loss)	%Gain (Loss)
Main	28	114,952	27.6%	104,058	10,894	10.5%	Main door count not available			
Books by Mail	20	34,425	8.3%	32,959	1,466	4.4%	0	0	0	0
Talking Books	24	4,147	1.0%	4,304	(157)	-3.6%	0	0	0	0
West Oaks	24	25,458	6.1%	0	25,458	100.0%	16,175	0	16,175	100.0%
Herndon	24	27,420	6.6%	23,672	3,748	15.8%	15,958	14,654	1,304	8.9%
Alafaya	24	35,415	8.5%	35,827	(412)	-1.1%	16,114	15,955	159	1.0%
Southeast	24	23,320	5.6%	22,205	1,115	5.0%	17,629	14,493	3,136	21.6%
Hiawasse	24	18,280	4.4%	23,003	(4,723)	-20.5%	13,721	15,598	(1,877)	-12.0%
Southwest	24	28,348	6.8%	26,498	1,850	7.0%	15,146	18,452	(3,306)	-17.9%
Edgewater	24	17,480	4.2%	18,533	(1,053)	-5.7%	17,300	18,174	(874)	-4.8%
North Orange	24	24,262	5.8%	23,830	432	1.8%	14,977	18,197	(3,220)	-17.7%
South Orange	24	27,158	6.5%	24,576	2,582	10.5%	15,985	18,186	(2,201)	-12.1%
South Trail	24	11,662	2.8%	11,129	533	4.8%	9,669	8,792	877	10.0%
West Orange	21	9,098	2.2%	10,570	(1,472)	-13.9%	4,683	6,154	(1,471)	-23.9%
Windermere	21	10,378	2.5%	9,352	1,026	11.0%	8,965	6,172	2,793	45.3%
Wash. Park	21	4,981	1.2%	4,303	678	15.8%	4,930	5,069	(139)	-2.7%
Total	375	416,784	100.0%	374,819	41,965	11.2%	171,252	159,896	11,356	7.1%

ORANGE COUNTY LIBRARY SYSTEM

LIBRARY ON LINE REPORT

Sept. '01

LOGINS	2001	2000	% gain or loss
	95,671	71,230	34.31%

CATALOG SEARCHES	2001	2000	% gain or loss
	147,075	109,031	34.89%

RENEWALS	2001	2000	% gain or loss
	31,399	20,771	51.17%

REF QUESTIONS	2001	2000	% gain or loss
	179	199	-10.05%

REQUESTS	2001	2000	% gain or loss
	20,904	18,691	11.84%

SUGGESTIONS	2001	2000	% gain or loss
	46	51	-9.80%

ORANGE COUNTY LIBRARY SYSTEM

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

Dorothy Field, Director

November 2, 2001

TO: Board members
FROM: Dorothy Field
SUBJECT: Report

CONSTRUCTION UPDATES:

South Creek:

The building is going vertical. All concrete block work is complete, and the rough in of the electrical and plumbing is in progress. Vegetation has been found buried under portions of the site. Our consultants are currently evaluating the impact on construction and the remedy.

Main Library Exterior Renovation:

This project is nearing completion. Chinchor Electric is working on replacing the light fixtures in the sidewalk areas. This turned out to be quite a challenging task as the original fixtures were embedded in concrete. A jackhammer was needed to free them. A lighting ceremony is being planned for the end of November.

Main Library Roof Replacement – Old Building:

The final touches are being put on this project.

Main Library Lobby:

The contractor installed brick in the Lobby where the old desk used to be located, but the new floor is not satisfactory. The new bricks are smaller than the originals thus creating large joints. This issue needs to be resolved with the contractor before the new desks can be installed.

Main Library Art Project:

The art project is now operational. Christopher Janney will be returning to make some final adjustments to the lighting. A plaque will be mounted near the art piece to identify the benefactor, Fred Buse, and Christopher.

OTHER

Florida library issues:

State Aid. Legislators are meeting currently to determine cuts to make up for shortfall of anticipated revenues. As of November 1, no cuts have been made in state aid or construction grants.

Reciprocal borrowing:

The Polk County Library Governing Board will approve a reciprocal borrowing contract between the Polk County Library Cooperative and OCLS at their meeting of November 14. When the contract is fully executed we will have reciprocal borrowing arrangements with all contiguous county library systems.

Quest line:

For several weeks Quest Line has opened to telephone reference calls at 8:00AM instead of their regularly scheduled 9:00AM opening time. Response has been slight but slowing growing.

FAMU:

The new FAMU law school has expressed a need for classroom space from Fall of 2002 until their permanent facility is complete in the Summer of 2004. We have met with Dean Percy Luney to discuss use of meeting rooms, or possibly lease of space for exclusive use of FAMU.

Friends of the Library:

November 10 the Friends will sponsor the program American Folk Art Textiles: Quilts, coverlets and samplers. Folklorist and author Michael McManus will discuss designs, traditions and social significance of American Folk Art. On November 14 at 7:00PM a panel discussion will take place with mystery writers Rhys Bowen, Barbara Seranella and Penny Warner debating "Do women make better detectives?" Book signings will follow.

Staff Association

The Staff Association is gearing up for their busy "season". Announcements have been posted regarding the Library's float for this year's Florida Power Super Holiday Parade (Citrus Parade) on Saturday, December 29, 2001. Our theme this year will be "Celebrate @ Your Library". Staff will be riding in a "schooner" shaped float.

Staff Association is also sponsoring a food drive for the Second Harvest Food Bank. All Library locations are accepting donations from staff. On November 9, 2001 we will gather up the bounty and deliver it to the food bank.

On December 1, 2001 staff will gather to celebrate the coming Holiday season at Sleuth's Mystery Dinner Theatre.

South Creek Project Summary

Oct. 31, 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	86,246.38
Construction			
Contractor	1,700,000.00	1,624,055.00	200,324.00
Carpet		34,500.00	0.00
Impact & Permit Fees	140,000.00	90,000.00	82,619.28
Testing	8,000.00	14,276.25	14,276.25
Other	19,231.26	19,231.26	8,553.53
	<u>1,867,231.26</u>	<u>1,782,062.51</u>	<u>305,773.06</u>
Contingency	150,000.00	137,377.37	
TOTAL PROJECT	<u><u>2,640,000.00</u></u>	<u><u>2,540,000.00</u></u>	<u><u>914,788.18</u></u>

Estimated Completion Date: May 2002

Patron Correspondence:

Letter to patron regarding renewals:

“There are times of the evening when it is not possible to renew your materials, generally between 11:00 p.m. and 3:00 a.m. If this is the only time during which you have access to a computer you could try using our Telephone Renewal Line (407-316-0021).

I have renewed all but two items currently charged to you. Two titles, Berenice Abbott and Minor White, cannot be renewed as they have already been renewed three times.”

“Thank you for answer me.

And, most of all, thank you for taking the time to renew my books. I went to the library today and I got surprised when they told me that the due day were not today. Now I understand.

It was very nice.

It prove that you really care about what you are doing and that you care about people that you don't even know. Little bit of care is what all need on this days of sad news.

Thanks for prove that there are real nice people at the other side of the cable.

Thank you.

Thank you very much.”

“This is not a suggestion, but a favorable response. I want to thank you for offering the courier service. It has been a real blessing for me. I work at home because my father is disabled. It's hard for me to get out at times. This service makes it easier to get my work done. Please keep it up. I 've only been in Orlando for a year and I have never seen any service of this nature. Thanks Alot.”