

# **Orange County Library System Board of Trustees**

**Board Packet for February 2002**

# *ORANGE COUNTY LIBRARY SYSTEM*

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

*Mary Anne Hodel, Director*

February 8, 2002

TO: Corb Sarchet, President  
Phyllis Hudson, Vice President  
Ron Harbert, Trustee  
Gloria Fernandez, 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: Mary Anne Hodel, Director

RE: Library Board Meeting

The next meeting of the Library Board will be 7:00 p.m., Thursday, February 14,  
2002, **Main Library, 101 East Central Blvd., Orlando. FL, 32801**, 407/835-7323.

If any board member has an item to be brought up for discussion, please call  
Milinda Neusaenger 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**  
**February 14, 2002**  
**Albertson Room – Main Library**  
**101 East Central Boulevard, Orlando, Florida 32801**  
**407/835-7323**

- 02-009      I.      **Call to Order**
- 7:00 p.m. - President Corb Sarchet**
- 02-010      II.     **Board of Trustees Group Photo**
- 02-011      III.    **Public Comment**
- 02-012      IV.    **Approval of Minutes - Thursday, January 10, 2002**
- 02-013      V.     **Financial Statements - January 31, 2002**
- 02-014      VI.    **Statistics**
- VII.    **Action Items**
- 02-015            **A. Election of Recording Secretary**
- 02-016            **B. Appointment of Pension and Deferred Compensation Plan  
                         Administrators**
- 02-017            **C. Community Activity Policy**
- 02-018            **D. Selling Withdrawn and Donated Books at Branches**
- 02-019            **E. Postage Due Charges from Patrons**
- VIII. **Discussion**
- 02-020            **A. Signage for Winter Garden Branch**
- 02-021            **B. Board Page Website**
- 02-022            **C. Personnel Policies Workshop**
- IX.    **Information**
- 02-023            **Director's Report**
- 02-024            **Library Feature of the Month: Wendi Bost**
- 02-025      X.     **Adjournment**

**Next Meeting Dates: March 14, 2002, 7:00 p.m., North Orange Library, 1211 East Semoran Blvd, Apopka, FL 32703; April 11, 2002, 7:00 p.m., Herndon Library, 4324 E. Colonial Drive, Orlando, FL 32803.**

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  
3 ORANGE COUNTY LIBRARY SYSTEM  
4 BOARD OF TRUSTEES  
5 January 10, 2002  
6

7 Trustees present: Corb Sarchet, President 1/0  
8 Phyllis Hudson, Vice President 1/0  
9 Ron Harbert, Trustee 1/0

10  
11 Trustees absent: Gloria Fernandez, Trustee 1/1

12  
13 Staff: Mary Anne Hodel, Director  
14 Robert Tessier, Comptroller  
15 Carla Fountain, Human Resources Manager  
16

17 Mr. Sarchet opened the meeting at 7:02 p.m. in the Meeting Room of the Windermere  
18 Library.

19  
20 Mr. Sarchet welcomed Ms. Mary Anne Hodel, the Library's new Director. Ms. Hodel  
21 introduced Ms. Ann Gistarb, Branch Manager of the Windermere Library. Ms. Gistarb  
22 welcomed all present.

23  
24 Minutes: Motion by Ms. Hudson, seconded by Mr. Harbert, to approve the minutes of  
25 December 13, 2001 as mailed. Motion carried.

26  
27 Financial statements:

28 Revenues

29 Ad Valorem Taxes

30 Due to the discounts (4% - November, 3% - December) for taxes paid early, we receive large tax  
31 distributions in December. During the month we received \$9,766,000 or 47% of the total taxes  
32 budgeted for the year.

33 Charges for Services, Fines, Interest

34 Actual revenues are somewhat less than the 25% of the amount budgeted. We normally start out  
35 slowly each year but should receive the total amount budgeted by the end of the fiscal year.

36  
37 Expenditures

38 Life and Health Insurance

39 The monthly claims paid in 2001 by our health insurance carrier, United Healthcare, have  
40 doubled from the previous year. The initial renewal rate proposed by United for the same  
41 coverage represented a 66% increase. The effect of passing this increase on to our employees who  
42 pay for dependent coverage would have been very detrimental. Accordingly, our insurance  
43 consultant investigated several different plan options with United and also sought quotes from  
44 other insurance carriers. Only one other carrier provided a quote and it was even higher than

45 **Page 2**  
46 **Trustees Meeting Minutes**  
47 **January 10, 2002**  
48  
49

50 **United's. The United plan that we finally selected for 2002 varies slightly from the previous**  
51 **coverage. The premium increase for 2002 health and dental insurance is approximately 32%.**  
52

53 **As a result of the 32% increase, the Life and Health Insurance line item will be overspent by**  
54 **approximately \$102,000 by the end of the fiscal year. Although \$105,000 is budgeted this year**  
55 **under Other Contractual Services to reupholster the baffles, this project will not be done in order**  
56 **to cover the overage from health insurance.**  
57

58 **Professional Services**

59 **The year to date December expenditures include the final payment for the Beach/Willey study and**  
60 **the audit fees. These expenditures are front loaded thus increasing the year to actual numbers.**  
61

62 **Ms. Hudson asked that sick leave payout information be provided as a separate line item in the**  
63 **operating fund expenditures in the financial statements.**  
64

65 **Motion by Mr. Harbert, seconded by Ms. Hudson to accept the financial statements as**  
66 **presented. Motion carried.**  
67

68 **Statistics: It was noted that the number of registered card holders have increased.**  
69

70 **Action Items:**  
71

- 72 **1. Book Endowment for Ms. Jackie Perkins. Mr. Harbert made a motion to present a book**  
73 **endowment in the amount of \$300 for departing Board Member, Jackie Perkins. Ms.**  
74 **Hudson seconded. Motion carried.**
- 75 **2. Architect/Engineer Proposal. Motion by Mr. Harbert, seconded by Ms. Hudson to**  
76 **approve the Supplemental Letter of Agreement. Motion carried. Motion by Mr. Harbert,**  
77 **seconded by Ms. Hudson to authorize the Director to execute the agreement. Motion**  
78 **carried.**
- 79 **3. Contractor Recommendation. Motion by Mr. Harbert, seconded by Ms. Hudson to**  
80 **approve awarding the elevator modernization project for the two Otis elevators to Kone,**  
81 **Inc. for the amount of \$110,428. Motion carried. Motion by Mr. Harbert, seconded by**  
82 **Ms. Hudson to authorize the Director to execute the agreement. Motion carried.**  
83

84 **Discussion:**

85 **Mr. Harbert inquired about the large increase in the number of suggestions made. It was**  
86 **explained this was primarily due to the launching of the Library's new website on November**  
87 **15, 2001, with many favorable comments provided by patrons.**  
88  
89

90 **Page 3**  
91 **Trustees Meeting Minutes**  
92 **January 10, 2002**  
93

94 **Ms. Hudson requested that the minutes of the committee meeting be included on the website**  
95 **along with the regular minutes.**  
96

97 **Information:**  
98 **Director's Report:**  
99

100 **Lizard. The Library's Shakespearean Lizard has been retrieved by the City of**  
101 **Orlando and will be auctioned off at the end of January. Marilyn Hoffman will**  
102 **approach the Friends about the possibility of bidding on one of the lizards for display**  
103 **at the Library.**  
104

105 **Food for Thought Café. After the café in the Main Library closed in July, letters were**  
106 **sent to several restaurant vendors asking if they were interested in operating the café.**  
107 **Only one response was received and that was from Greg Berner who operates the**  
108 **Pickles restaurant in the County Administration. The County was happy with the**  
109 **Pickles restaurant and Greg was very enthusiastic about operating the café space. We**  
110 **negotiated a concessionaire agreement with Greg and executed it in mid-December.**  
111 **The agreement calls for the Library to replace the carpet with tile and to paint the**  
112 **space. All other improvements, including the cabinets, are the responsibility of Greg.**  
113 **The agreement also allows Greg to attach a 2' by 2' sign on our concrete sign at the**  
114 **corner of Rosalind and East Central. Greg must get approval from the Downtown**  
115 **Development Board. The name of the restaurant will be the "Food for Thought Café."**  
116

117 **New Format for Board Proposals. Beginning next month, we will be using a new**  
118 **format for presenting issues to the Board. This will involve a problem statement,**  
119 **background. Options, rationale, and recommendations.**  
120

121 **One Community/One Book. The Library will be sponsoring a new initiative with the**  
122 **Orlando Sentinel to encourage the community to read a book selected by the One**  
123 **Community/One Book committee.**  
124

125 **National Library Week. We have begun to plan events to commemorate National**  
126 **Library Week, April 14 – April 20, 2002.**  
127

128 **Meetings. Ms. Hodel has meetings scheduled with Sara Van Arsdel, Director of the**  
129 **Orange County Historical Museum, and Stephen McKenney Steck, President and**  
130 **Chief Executive Officer of WMFE, Public Broadcasting Station.**  
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136 **Page 4**  
137 **Trustees Meeting Minutes**  
138 **January 10, 2002**  
139

140 **On January 3, the Library realized an all time record for 1003 online requests,**  
141 **bringing the yearly total of online requests to 400,000. In December 2001 the**  
142 **number of online requests were up 43%.**  
143

144 **Library Days. A legislative day in Tallahassee is scheduled for February 4-5. Ms.**  
145 **Hodel urged the Board members to join the Library's delegation that will include staff**  
146 **and Friends. Ms. Hodel stressed the importance of having strong representation and a**  
147 **strong message for the legislature.**  
148  
149

150 **Mr. Sarchet inquired about two items at last month's meeting:**  
151

152 **It was confirmed that on December 18, the Board of County Commissioners voted to**  
153 **remove the reverter language in the Memorandum of Understanding accompanying**  
154 **the deed to the West Orange Library.**  
155

156 **The plaque commemorating the Booker T. Washington Branch Library was unveiled**  
157 **on December 30 during a celebration at the Shiloh Baptist Church of Orlando.**  
158

159 **Mr. Sarchet announced that he has asked Ms. Hodel to become actively involved and visible**  
160 **in the community. He has asked Ms. Hodel to participate in Leadership Orlando, a program**  
161 **sponsored by the Orlando Regional Chamber of Commerce. He recommended that the**  
162 **Library Board consider authorization of expenses for Ms. Hodel to participate in this**  
163 **program and to become a member of the Citrus Club and University Club. Motion by Mr.**  
164 **Harbert, seconded by Ms. Hudson to authorize Ms. Hodel's participation in Leadership**  
165 **Orlando, and membership in the Citrus and University Clubs. Motion carried.**  
166

167 **Over the next few weeks, Mr. Sarchet will be introducing Ms. Hodel to community leaders.**  
168 **He asked for the Board's assistance in arranging such meetings.**  
169

170 **Ms. Hudson inquired about setting up meetings for the Strategic Planning Committee,**  
171 **Personnel workshops, Sunshine and public records laws. Ms. Hodel will make arrangements**  
172 **for such workshops and meetings.**  
173

174 **Discussion ensued regarding new Board appointments. Mr. Sarchet reported that Chairman**  
175 **Crotty has spoken to Commissioner Hartage about a replacement for Ms. Perkins. Mr.**  
176 **Sarchet stressed the desire for a Board member who is a leader in the African American**  
177 **community in order to maintain the diversity of the Board. Mr. Sarchet reported that**  
178 **Mayor Hood will appoint his replacement on the Board in April. Mr. Sarchet's last meeting**  
179 **will be in April and the new Board appointment will be effective May 1.**  
180

181 **Page 5**  
182 **Trustees Meeting Minutes**  
183 **January 10, 2002**  
184

185 **Ms. Hodel expressed her appreciation for the welcome she received this week from Library**  
186 **staff. She has traveled throughout the Library meeting with employees and she is impressed**  
187 **with the caliber of staff and is looking forward to working with them to continue the**  
188 **wonderful tradition the Library has already established.**

189  
190 **Meeting adjourned 7:41 p.m.**

191  
192 **Next meeting dates: February 14, 2002, Albertson Room, Main Library, 101 East Central**  
193 **Blvd., Orlando, FL 32801, 407/835-7323; March 14, 2002, Meeting Room, North Orange**  
194 **Library, 1211 East Semoran Blvd., Orlando, FL 32703, 407/814-6150.**

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**Orange County Library System  
Financial Statement Highlights  
Four Months Ended January 31, 2002**

*Revenues*

**Ad Valorem Taxes**

A substantial portion of the amount budgeted has been received through the end of January. Since the Tax Collector deducts his fee directly from each tax distribution, we have also expended most of the Tax Collector fees shown under Operating Expenditures on the attached summary.

**State Aid**

The State Library has notified us that we will receive \$1,637,933 in State Aid this fiscal year, which is \$114,166 less than budgeted.

**Law Collection Fees**

The Law Collection fees are a month behind. For example, the fees for December were not received until mid January. However, we expect to receive the total amount budget.

**Interest**

While these revenues normally start out slowly each fiscal year, the drop in interest rates over the last year has been dramatic. We will continue to monitor this revenue source.

**Contributions- Friends of Library**

These revenues are not received evenly during the year. However, we expect to receive the entire amount budgeted.

*Expenditures*

**Sick Leave Payout**

Sick leave paid out to terminated employees since the beginning of the fiscal year equals \$18,346. This amount is included in the salaries expenditure line on the attached Operating Fund Expenditure Summary.

**Worker's Compensation Insurance**

Premiums are paid in installments in the first half of the fiscal year rather than monthly throughout the year. We expect the total premiums paid will be within budget.

### **Rent**

The attached Operating Fund Expenditure Summary is for the four months ended January 31, 2002. However, the rental expenditure line includes five months of rent. Since the rent checks are due the first of each month, they are generated in the previous month.

### **Insurance**

Like Worker's Compensation Insurance, our liability, property, and automobile insurance premiums are paid in the first half of the fiscal year. We expect our future rates will be affected by September 11<sup>th</sup> but don't know to what extent.

### **Transfer to Branch Debt Service Fund**

Since the loan payments are due on February 1 and August 1, the transfers from our Operating Fund to the Branch Debt Service Fund are also done semi-annually.

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND REVENUE SUMMARY  
01/31/02**

	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>% RCVD</b> <b>(4 months=33%)</b>
<b>AD VALOREM TAXES</b>	20,640,121	17,798,134	2,841,987	86.2%
<b>INTERGOVERNMENTAL REV</b>				
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	64,635	145,365	30.8%
	<u>1,987,099</u>	<u>64,635</u>	<u>1,922,464</u>	<u>3.3%</u>
<b>CHARGES FOR SERVICES</b>				
Fee Cards	16,000	5,210	10,790	32.6%
Copy & Vending	160,000	43,615	116,385	27.3%
	<u>176,000</u>	<u>48,825</u>	<u>127,175</u>	<u>27.7%</u>
<b>FINES</b>				
Fines	450,000	143,544	306,456	31.9%
Lost Materials	40,000	13,433	26,567	33.6%
	<u>490,000</u>	<u>156,977</u>	<u>333,023</u>	<u>32.0%</u>
<b>MISCELLANEOUS REVENUES</b>				
Interest Earnings	450,000	57,432	392,568	12.8%
Rents	6,000	0	6,000	0.0%
Sale of Fixed Assets	0	0	0	
Book Sales	22,000	6,988	15,012	31.8%
Computer Disk Sales	0	719	-719	
Contributions - Friends of Library	75,000	5,400	69,600	7.2%
Contributions - Others	3,000	2,187	813	72.9%
Telephone Technical Discount	0	34,302	-34,302	
Miscellaneous Revenues	30,000	3,930	26,070	13.1%
	<u>586,000</u>	<u>110,958</u>	<u>475,042</u>	<u>18.9%</u>
<b>TRANSFER FM TAX COLLEC</b>	170,000	0	170,000	0.0%
<b>TOTAL REVENUES</b>	<u>24,049,220</u>	<u>18,179,529</u>	<u>5,869,691</u>	<u>75.6%</u>

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND EXPENDITURE SUMMARY  
01/31/02**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BALANCE</u>	<u>% EXPEN</u> <u>(4 months=33%)</u>
<b>PERSONAL SERVICES</b>				
Salaries	10,164,109	3,218,609	6,945,500	31.7%
Medicare Taxes	147,381	48,112	99,269	32.6%
DCP - Retirement Contributions	1,260,352	0	1,260,352	0.0%
DBP - Retirement Contributions	612,077	186,048	426,029	30.4%
Life and Health Insurance	1,059,164	263,095	796,069	24.8%
Worker's Compensation	101,644	45,762	55,882	45.0%
Unemployment Compensation	9,806	0	9,806	0.0%
	<u>13,354,533</u>	<u>3,761,626</u>	<u>9,592,907</u>	<u>28.2%</u>
<b>OPERATING EXPENDITURES</b>				
Professional Services	140,000	62,324	77,676	44.5%
Other Contractual Services	440,000	124,505	315,495	28.3%
Other Contract. Serv.- Janitorial	212,000	63,135	148,865	29.8%
Travel	75,000	24,942	50,058	33.3%
Telecommunication	228,000	60,427	167,573	26.5%
Delivery and Postage	806,000	246,979	559,021	30.6%
Utilities	678,000	140,021	537,979	20.7%
Rentals and Leases	1,008,000	408,225	599,775	40.5%
Insurance	97,000	46,375	50,625	47.8%
Repair and Maintenance	419,000	125,193	293,807	29.9%
Repair & Maint. - Hardware/Softw	121,000	28,491	92,509	23.5%
Copying/Printing	100,000	19,776	80,224	19.8%
Property Appraiser's Fee	240,000	58,357	181,643	24.3%
Tax Collector's Fee	425,000	355,963	69,037	83.8%
Contingency	300,000	0	300,000	0.0%
Supplies	519,000	113,554	405,446	21.9%
	<u>5,808,000</u>	<u>1,878,267</u>	<u>3,929,733</u>	<u>32.3%</u>
<b>CAPITAL OUTLAY</b>				
Building and Improvements	1,280,000	67,871	1,212,129	5.3%
Equipment and Furniture	410,000	86,750	323,250	21.2%
	<u>1,690,000</u>	<u>154,621</u>	<u>1,535,379</u>	<u>9.1%</u>
<b>LIBRARY MATERIALS</b>				
Materials - Rest. Contributions	32,000	10,125	21,875	31.6%
Materials - Literacy	25,000	0	25,000	0.0%
Materials - Law	210,000	96,650	113,350	46.0%
Materials - Other	3,485,000	1,121,964	2,363,036	32.2%
	<u>3,752,000</u>	<u>1,228,739</u>	<u>2,523,261</u>	<u>32.7%</u>
<b>TRANSFER TO BR DEBT SER'</b>	416,779	208,389	208,390	50.0%
<b>TOTAL EXPENDITURES</b>	<u><u>25,021,312</u></u>	<u><u>7,231,642</u></u>	<u><u>17,789,670</u></u>	<u><u>28.9%</u></u>

**Orange County Library System  
Circulation Statistics**

**December 1, 2001 - December 31, 2001**

<b>Location</b>	<b>Day: Op</b>	<b>Circulation: Total</b>	<b>% of Total</b>	<b>Year Ago</b>	<b>Gain (Loss)</b>	<b>% Gain - Loss</b>	<b>Total Visits</b>	<b>Visits Year Ago</b>	<b>Gain (Loss)</b>	<b>%Gain (Loss)</b>
<b>Main</b>	<b>30</b>	<b>99,520</b>	<b>28.58%</b>	<b>84,490</b>	<b>15,030</b>	<b>17.79%</b>	<b>56,016</b>	<b>52,295</b>	<b>3,721</b>	<b>7.12%</b>
<b>Books by Mail</b>	<b>25</b>	<b>27,818</b>	<b>7.99%</b>	<b>24,008</b>	<b>3,810</b>	<b>15.87%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Talking Book</b>	<b>30</b>	<b>4,606</b>	<b>1.32%</b>	<b>4,321</b>	<b>285</b>	<b>6.60%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>West Oaks</b>	<b>25</b>	<b>18,413</b>	<b>5.29%</b>	<b>0</b>	<b>18,413</b>	<b>#####</b>	<b>12,437</b>	<b>0</b>	<b>12,437</b>	<b>100.00%</b>
<b>Herndon</b>	<b>25</b>	<b>22,439</b>	<b>6.44%</b>	<b>18,995</b>	<b>3,444</b>	<b>18.13%</b>	<b>13,412</b>	<b>11,136</b>	<b>2,276</b>	<b>20.44%</b>
<b>Alafaya</b>	<b>25</b>	<b>29,059</b>	<b>8.34%</b>	<b>23,459</b>	<b>5,600</b>	<b>23.87%</b>	<b>13,063</b>	<b>11,150</b>	<b>1,913</b>	<b>17.16%</b>
<b>Southeast</b>	<b>25</b>	<b>19,868</b>	<b>5.70%</b>	<b>16,390</b>	<b>3,478</b>	<b>21.22%</b>	<b>16,932</b>	<b>14,205</b>	<b>2,727</b>	<b>19.20%</b>
<b>Hiawasee</b>	<b>25</b>	<b>16,044</b>	<b>4.61%</b>	<b>17,574</b>	<b>(1,530)</b>	<b>-8.71%</b>	<b>13,540</b>	<b>13,088</b>	<b>452</b>	<b>3.45%</b>
<b>Southwest</b>	<b>25</b>	<b>22,175</b>	<b>6.37%</b>	<b>19,233</b>	<b>2,942</b>	<b>15.30%</b>	<b>12,859</b>	<b>11,931</b>	<b>928</b>	<b>7.78%</b>
<b>Edgewater</b>	<b>25</b>	<b>16,590</b>	<b>4.76%</b>	<b>13,950</b>	<b>2,640</b>	<b>18.92%</b>	<b>17,466</b>	<b>14,392</b>	<b>3,074</b>	<b>21.36%</b>
<b>North Orange</b>	<b>25</b>	<b>21,042</b>	<b>6.04%</b>	<b>17,628</b>	<b>3,414</b>	<b>19.37%</b>	<b>11,634</b>	<b>11,487</b>	<b>147</b>	<b>1.28%</b>
<b>South Orange</b>	<b>25</b>	<b>22,300</b>	<b>6.40%</b>	<b>18,541</b>	<b>3,759</b>	<b>20.27%</b>	<b>13,423</b>	<b>12,090</b>	<b>1,333</b>	<b>11.03%</b>
<b>South Trail</b>	<b>25</b>	<b>11,325</b>	<b>3.25%</b>	<b>10,158</b>	<b>1,167</b>	<b>11.49%</b>	<b>9,820</b>	<b>8,608</b>	<b>1,212</b>	<b>14.08%</b>
<b>West Orange</b>	<b>20</b>	<b>5,846</b>	<b>1.68%</b>	<b>7,766</b>	<b>(1,920)</b>	<b>-24.72%</b>	<b>4,442</b>	<b>3,963</b>	<b>479</b>	<b>12.09%</b>
<b>Windermere</b>	<b>20</b>	<b>6,895</b>	<b>1.98%</b>	<b>6,149</b>	<b>746</b>	<b>12.13%</b>	<b>3,980</b>	<b>3,166</b>	<b>814</b>	<b>25.71%</b>
<b>Wash. Park</b>	<b>20</b>	<b>4,324</b>	<b>1.24%</b>	<b>2,983</b>	<b>1,341</b>	<b>44.95%</b>	<b>3,867</b>	<b>3,783</b>	<b>84</b>	<b>2.22%</b>
<b>Total</b>	<b>395</b>	<b>348,264</b>	<b>100.00%</b>	<b>285,645</b>	<b>62,619</b>	<b>21.92%</b>	<b>202,891</b>	<b>#####</b>	<b>31,597</b>	<b>18.45%</b>

**ORANGE COUNTY LIBRARY SYSTEM**

**STATISTICAL REPORT**

**December 2001**

<b>CIRCULATION</b>	<b>2001</b>	<b>2000</b>	<b>% gain or loss</b>
<b>Main</b>	<b>104,126</b>	<b>88,811</b>	<b>17.24%</b>
<b>Branches</b>	<b>216,320</b>	<b>172,826</b>	<b>25.17%</b>
<b>Total</b>	<b>320,446</b>	<b>261,637</b>	<b>22.48%</b>

<b>DOOR COUNT</b>	<b>2001</b>	<b>2000</b>	<b>% gain or loss</b>
<b>Main</b>	<b>56,016</b>	<b>52,295</b>	<b>7.12%</b>
<b>Branches</b>	<b>146,875</b>	<b>118,999</b>	<b>23.43%</b>
<b>Total</b>	<b>202,891</b>	<b>171,294</b>	<b>18.45%</b>

	<b>2001</b>	<b>2000</b>	<b>% gain or loss</b>
<b>BORROWERS</b>	<b>40,770</b>	<b>35,292</b>	<b>15.52%</b>

<b>PROGRAM ATTENDANCE</b>	<b>2001</b>	<b>2000</b>	<b>% gain or loss</b>
<b>Main</b>	<b>2,635</b>	<b>1,561</b>	<b>68.80%</b>
<b>Branches</b>	<b>3,956</b>	<b>3,106</b>	<b>27.37%</b>
<b>Outreach</b>	<b>656</b>	<b>2,146</b>	<b>-69.43%</b>
<b>Total</b>	<b>7,247</b>	<b>6,813</b>	<b>6.37%</b>

	<b>2001</b>	<b>2000</b>	<b>% gain or loss</b>
<b>Quest Line</b>	<b>8,466</b>	<b>6,222</b>	<b>36.07%</b>
<b>MAYL</b>	<b>27,818</b>	<b>24,008</b>	<b>15.87%</b>
<b>Requests</b>	<b>26,457</b>	<b>21,904</b>	<b>20.79%</b>
<b>Registrations</b>	<b>219,757</b>	<b>203,933</b>	<b>7.76%</b>

**ORANGE COUNTY LIBRARY SYSTEM**

**LIBRARY ON LINE REPORT**

**December 2001**

<b>LOGINS</b>	<b>2001</b>	<b>2000</b>	<b>% gain or loss</b>
	<b>86,809</b>	<b>59,220</b>	<b>46.59%</b>

<b>CATALOG SEARCHES</b>	<b>2001</b>	<b>2000</b>	<b>% gain or loss</b>
	<b>106,900</b>	<b>79,908</b>	<b>33.78%</b>

<b>RENEWALS</b>	<b>2001</b>	<b>2000</b>	<b>% gain or loss</b>
	<b>30,781</b>	<b>21,782</b>	<b>41.31%</b>

<b>REF QUESTIONS</b>	<b>2001</b>	<b>2000</b>	<b>% gain or loss</b>
	<b>329</b>	<b>123</b>	<b>167.48%</b>

<b>REQUESTS</b>	<b>2001</b>	<b>2000</b>	<b>% gain or loss</b>
	<b>17,357</b>	<b>13,012</b>	<b>33.39%</b>

<b>SUGGESTIONS</b>	<b>2001</b>	<b>2000</b>	<b>% gain or loss</b>
	<b>160</b>	<b>37</b>	<b>332.43%</b>

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 02-015

RESOLUTION TO APPOINT A RECORDING SECRETARY

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 14<sup>th</sup> day of February 2002, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_  
:

The Board Resolves :

1. To appoint \_\_\_\_\_ as Recording Secretary to record the minutes of the meeting, post the Board's agendas, minutes, and resolutions on the Library's public website and to certify the accuracy of the resolutions passed by the Board of Trustees of the Orange County Library System. .
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

\_\_\_\_\_  
Secretary

# Appointment of Pension Plan and Deferred Compensation Plan Administrators

02-016

February 8, 2002

## **I. PROBLEM STATEMENT**

The Library Board of Trustees (Board) is responsible for appointing administrators to the Library's pension and deferred compensation plans. Formerly, two persons, Dorothy Field and Bob Tessier, were appointed as plan administrators. The appointment of the administrators should be an active decision of the Board.

## **II. EXECUTIVE SUMMARY**

The Library administers the following pension and deferred compensation plans:

1. Defined Contribution Pension Plan
2. Defined Benefit Pension Plan
3. 457(B) Deferred Compensation Plan (all employees)
4. 457(F) Deferred Compensation Plan (Director)

There are no restrictions on who the Board may appoint as administrator(s) for the Defined Benefit and 457(B) Deferred Compensation Plans. According to the plan documents, the Board may only appoint one or more of the following individuals as administrators for the Defined Contribution Plan: Director, Assistant Director, Comptroller, Division Head or Human Resources Manager. With the exception of the Director, one or more of the same individuals may be appointed administrators for the 457(F) Deferred Compensation Plan.

## **III. BACKGROUND**

In general, the role of the administrator is to interpret provision of the plans, decide disputes which may arise relative to the rights of participants, give instructions to the trustees, and direct the administration of the plans. The following are presented as options for the Board's consideration:

## **IV. OPTIONS**

**Option 1:** Appoint the following as plan administrators for the Defined Contribution, Defined Benefit and 457(B) Deferred Compensation Plans (# 1, 2, & 3): Mary Anne Hodel, Carla Fountain, Bob Tessier.

Appoint Carla Fountain and Bob Tessier as plan administrators for the 457(F) Deferred Compensation Plan (#4).

**Advantages:**

All three individuals are willing to serve as administrator and should be available to attend routine meetings and deal with issues as they arise. When issues do arise, it is easier to arrange meetings of a smaller group. Carla and Bob have worked with most of the plans for several years and thus, are familiar with them. All three individuals have a system wide perspective and deal with the plans on a regular basis as part of their positions at the Library. An odd number eliminates the possibility of a tie vote, yet still provides for coverage in the event of an accident.

**Disadvantages:**

A small group of individuals would be making the decisions about the plans. These decisions can affect plan participants and have ramifications for the entire organization.

**Option 2:** Appoint more members (two or more) of the Administrative Team as plan administrators in addition to the individuals listed in Option # 1.

**Advantages:**

More individuals make decisions affecting plan participants.

**Disadvantages:**

It is more difficult and time consuming to arrange meetings for a larger group. There would be a larger number of people to educate about the provisions of the plans and others may not be interested in serving as administrators or feel they have the expertise to do so.

**Option 3:** Appoint a Board member to serve as one of the administrators for the Defined Benefit and 457 (B) Deferred Compensation Plans (# 2 & 3).

**Advantages:**

All Board members are more easily kept aware of the issues which arise and decisions made by having one of their own serve as plan administrator. Due to the Sunshine Laws, one Board member would be the maximum without having to advertise each meeting of the administrators.

**Disadvantages:**

In addition to his/her Board duties and demands of his/her career, the Board member would have to invest some recurring time to be familiar with the provisions of the plan documents and be available to attend meetings for routine items as well as other issues which may arise. There would have to be some time devoted to learning the provisions of the plans initially by the Board member.

Changes in the Board membership might make this continuing education on the plans' provisions a very time consuming task.

**Option 4:** Appoint one person, Bob Tessier, as administrator for all the plans.

**Advantages:**

Bob is most familiar with the plans.

**Disadvantages:**

What would happen if Bob were incapacitated?

**Option 5:** Appoint Carla Fountain and Bob Tessier as plan administrators for all the plans.

**Advantages:**

Smaller number makes it easier to meet and agree.

**Disadvantages:**

What would happen when they disagreed and thus, there was a tie vote? Is there a wide enough perspective with only two persons?

## **VI. Recommendation**

It is management's recommendation that the Board approve Option # 1. The individuals named have the perspective, background, and expertise to prudently serve as plan administrators. All three have also indicated a willingness to serve in this capacity

The Library is pursuing fiduciary insurance coverage to protect the Library and protect the administrators from personal liability while serving as plan administrators.

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 02-016

RESOLUTION TO APPOINT ADMINISTRATORS FOR THE DEFINED  
CONTRIBUTION PENSION PLAN, THE DEFINED BENEFIT PENSION PLAN,  
THE DEFERRED COMPENSATION PLANS

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 14<sup>th</sup> day of February 2002, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_ and supported by  
:

The Board Resolves :

1. To appoint \_\_\_\_\_ as Administrators of the OCLS  
Defined Contribution Pension Plan.
2. To appoint \_\_\_\_\_ as Administrators of the OCLS  
Defined Benefit Pension Plan
3. To appoint \_\_\_\_\_ as Administrator of the OCLS 457(B)  
Deferred Compensation Plan (all employees)
4. To appoint \_\_\_\_\_ as Administrator of the OCLS 57(F)  
Deferred Compensation Plan (Director)
5. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

Proposed resolution presented to the Orange County Library System Board: 14 February 2002 .

eadership.

The Director may authorize payment for specific employees for specific events of organizations. Membership and attendance at an appropriate civic group is on a case by case basis. Fees to attend such functions must be approved prior to the event by the Director. Funds will be allocated and budgeted in the annual budget for this purpose.

community activity.doc

# Draft Community Activity Policy

02-017  
14 February 2002

## I. PROBLEM STATEMENT

The Orange County Library System would like to make the maximum impact in the community. The Library would like to position itself as a community partner and as one of the leaders in the community. One of the ways it can do this is through its participation in community events. There are a number of community events at which the Library should be represented in order to make the Library more visible in the community. These events would and should be used as venues to seek out community partners.

## II. EXECUTIVE SUMMARY

The Library needs to identify the community events that it would attend, depending on the sectors of the community it needs to target. A limited sum of money to attain this goal needs to be budgeted. Costs for such a fund need to be carefully controlled. Care must be taken to target the most appropriate events that will provide the most effective use (the most visibility and the maximum access) for the limited funds allocated for this purpose.

## III. BACKGROUND

The Management of the Library would like to facilitate the Library's role in the community by participating in selected community events. Increasing the Library's visibility through the Director and staff is in the library's interest. As a result, management presents the following options for the Board's consideration:

## IV. OPTIONS

The Library has identified five options with respect to participation in community events.

**Option 1:** Director is encouraged to participate in community events and a set amount of Library funds is budgeted to cover the costs. Staff participation is not included and is not authorized.

### Advantages:

Costs could be easily contained.

### Disadvantages:

Participation would be limited to events that the Director could attend. The Library might not be able to participate in other key events since only one person would be authorized to attend.

**Option 2:** Director is encouraged to participate in community events and Library funds are budgeted to cover the costs. Only administrative staff are included.

**Advantages**

A greater likelihood than in Option 1 that someone from the Library would attend selected key events.

**Disadvantages:**

There might not be someone able to attend a key event. Greater care needs to be taken in selecting the most appropriate person to attend.

**Option 3:**

Director and all staff are encouraged to participate in community events and Library funds are budgeted to cover the costs. All full time staff would be eligible. Director may authorize payment for specific events and for specific events. Attendance would be on a case by case basis. Fees to attend such events must be approved in advance by the Director.

**Advantages:**

An even greater likelihood than in Option 2 that someone from the Library would attend a key event. Certain group events might only be known to individual staff members that could be key to library's strategic goals.

**Disadvantages:**

It might take more time to consider the possible staff members that would be the most appropriate to attend a particular event. It might take more time to consider all potential requests.

**Option 4:** Do nothing. Authorize no one from the Library to attend any event using Library funds.

**Advantages:**

No cost to the Library. No time spent on deciding what event or who should participate.

**Disadvantages:**

Library not represented at many events. Library would have to look for other ways to make itself more visible in the community.

**Option 5:** Authorize only selected and/or designated individual(s) to attend specific events on a case by case basis.

**Advantages:**

Time frame constraints would automatically limit how many events are requested, thus keeping costs down. Board time spent on deciding each and every event that someone from the Library should attend and also deciding who should participate. Board could keep tight control on all such activity and be aware of all such requests.

**Disadvantages:**

Inefficient use of Board meeting time. Lack of sufficient time in advance of an event for Board to authorize it would result in the library's non-participation in some events.

**V. Rationale:**

Option 3 is preferred. This option is perceived to be the most fair and all-inclusive. It could take advantage of existing community connections of the entire staff.

Option 2 is less preferred than Option 3 but more inclusive than Option 1.

Option 1 is less preferred than Option 2.

Option 4 does not advance the Library's reach.

Option 5 is an inefficient use of the Board's time and fails to advance the Library's reach.

**VI. Recommendation**

It is management's recommendation that the Board adopt Option 3. It provides the widest potential for targeting the most appropriate venues for Library participation.

**Orange County Library System Board  
Director and Staff Community Activity Policy**

The Library encourages participation in local community service organizations and events. The purpose of this policy is to promote the Library, make the Library more visible and more represented in the life of the community. Fees for membership and participation in these activities for the Director shall be paid for by the Library.

Associations such as Downtown Development Board, Downtown Orlando Partnership events, Rotary and Kiwanis clubs and the events that they sponsor are all examples of the type of community organizations that are covered by this policy. The Director's membership in organizations such as the Citrus Club and the University Club and participation in community development activities such as the Chamber of Commerce Leadership Orlando and other similar activities are supported in order to provide opportunities for the Director to develop contacts and associations with local leadership.

The Director may authorize payment for specific employees for specific events of organizations. Membership and attendance at an appropriate civic group is on a case by case basis. Fees to attend such functions must be approved prior to the event by the Director. Funds will be allocated and budgeted in the annual budget for this purpose.

community activity.doc

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 02-017

RESOLUTION TO APPROVE LIBRARY'S COMMUNITY ACTIVITY POLICY

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 14<sup>th</sup> day of February 2002, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_ and supported by  
:

The Board Resolves :

1. To approve the Library's Community Activity Policy.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

## **Proposed Sale of Donated Materials in Branches**

### **I. PROBLEM STATEMENT**

The volume of materials donated to the Library has increased beyond our capacity to adequately manage it. The three problem areas are: A) too much staff handling of items: branch staff, PEP staff, mail room all handle material before it goes to the Bookstore; B) the overcrowding of individual branch delivery trips in which library materials must be the priority; and C) too little room at Main to store the volume of materials that come in that cannot be addressed in a timely manner in the Bookstore.

The large volume which accumulates has been temporarily dealt with by making donations to local non-profit agencies, therefore preventing them from benefiting the Library. These generously donated materials serve us best when they are placed in the public eye.

### **II. EXECUTIVE SUMMARY**

The Library needs to explore methods for taking greatest advantage of the donations made by the public. The best handling of these donations should produce good public relations and the generation of income for the Friends of the Library which in turn supports a wide variety of Library programs and efforts. Allowing materials to be stored for extended periods of time or being required to donate these materials to other agencies does not accomplish either of these goals.

### **III. BACKGROUND**

The Library accepts donated materials at all Library locations, including 13 Branches. Traditionally all materials have been sorted at Branches, packed into consistently sized, boxes that have been purchased with library funds, and sent via delivery at a cost to the Main Library. Material is then stored here until the FOL calls for a pallet of material to be sent to them for sorting and pricing.

Since June we have tracked the number of incoming pallets from Branches and found that 127 pallets of gifts (and some withdrawn materials) were delivered to the Mail Room from Branches. This number does not include pallets generated by donations to Main, and withdrawals from Main and Branches. During this same period of time 67 were delivered as requested to the Bookstore. This leaves a large number of pallets to be either stored or given away. In order to accommodate immediate space needs to handle day to day library operations in the Mail Room many of these pallets have been donated to other organizations such as the Salvation Army.

The volume produced, from both withdrawals and gifts greatly exceeds the Main Library Bookstore's capacity. The following options are presented for consideration.

#### IV. OPTIONS

The Library has identified 5 options.

**OPTION 1:** Store all incoming items until they can be handled by the Bookstore.

**Advantages:** The Friends will have the opportunity to evaluate and sell all incoming gifts and withdrawals.

**Disadvantages:** Storage space is at a premium and takes up space that might be used for public service applications. Costly staff handling of materials at three points is still a problem. Crowded delivery space that cannot function remains a daily problem.

**OPTION 2:** Continue to keep as much material as we can and give away to other local non-profit agencies those materials we cannot store.

**Advantages:** Some local non-profits benefit from materials.

**Disadvantages:** The Library does not benefit from all donations made to us. Costly staff handling of materials at three points is still a problem. Crowded delivery space that cannot function remains a daily problem.

**OPTION 3:** Enable Branches to sell materials donated at that location.

**Advantages:** Drastically cuts number of staff handling the same material, reduces number of boxes that must be transported by the courier. Provides additional income for FOL for materials that might previously have been donated. Provides additional outlet for promoting the FOL and the Main Library bookstore, and makes the service opportunity to buy books more easily accessible to more citizens

**Disadvantages:** Book sales no longer handled in a central location. Consistency in pricing might be effected.

**OPTION 4:** Try to discourage donations and encourage patrons to donate materials directly to the Salvation Army, etc.

**Advantages:** Reduces number of staff handling the same material. Cuts down on number of boxes that must be transported by the courier and storage issues.

**Disadvantages:** Potentially disastrous public relations. Neither the FOL nor the Library benefit from donations.

**OPTION 5:** Double the amount of material handled by the bookstore in order that no storage space would be needed.

**Advantages:** Addresses storage issue. Maintains central location for book sales.

**Disadvantages:** Still requires a lot of staff handling. Will require more FOL volunteers and possibly more hours in order to sell more materials and cheaper prices to sell more materials or a combination of all three.

## V. RATIONALE

Option 3 is the preferred method for addressing the outlined concerns. It provides for most materials being dealt with by Branch staff in the location to which they are delivered thus reducing handling multiple times by various staff. It reduces the number of boxes of gifts being shipped via courier to Main, thereby providing ample truck space for library materials. It provides 13 additional locations through which the FOL can reach the public and generate income. It helps avoid further donating to other agencies materials which should be benefiting the Library.

Options 2 and 4 do not sufficiently provide that the Library will profit from the donations. Option 4 further presents a public relations problem. Option 1 does not reduce the handling, transport and storage concerns.

Though Option 5 may be desirable, the method through which it might be achieved is unclear and does not address the very immediate need.

## VI. RECOMMENDATION

It is the recommendation of staff that we pursue option 3. Branches will create additional space for the sale of gifts. They currently sell withdrawals in each location. All registers will be keyed so that income from these sales will be directed to the FOL. This income will be handed over to the FOL on a monthly basis. Appropriate FOL promotional materials will be provided in each Branch location, including signage and FOL membership forms.

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 02-018

RESOLUTION TO AUTHORIZE THE LIBRARY BRANCHES TO SELL DONATED  
MATERIALS ON BEHALF OF THE FRIENDS OF THE LIBRARY

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 14<sup>th</sup> day of February 2002, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_ and supported by  
:

The Board Resolves :

1. To authorize the Library Branches to sell donated materials on behalf of the Friends of the Library. The funds generated would be turned over to the OCLS Friends of the Library.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

## Postage Due Charges from Patrons

### I. PROBLEM STATEMENT

The Library occasionally receives a returned book via the U.S. Postal Service for which postage is due. Last calendar year the amount paid by the Library for postage due materials was \$2620.00, an increase of \$600.00 over the previous year.

### II. EXECUTIVE SUMMARY

The amount of postage due has seemed negligible in the past and has been paid by the Library. Last year's increase was dramatic and these costs should not be borne by the Library. A method for charging these costs back to the patron is necessary.

### III. BACKGROUND

Throughout the history of our home delivery service the Library has paid the cost of delivery to the patron and informed patrons that the return of material is their responsibility. From time to time a package shows up without postage. In the interest of making sure that the Library gets the material back and that it does not languish in the Post Office, we have a deposit account with the Postal Service against which these postage due charges are charged.

Over time we have tracked these returns to look for repeat "offenders" and found few. When we have found a name that shows up several times we have contacted the individual to address the concern. Most names do not reappear and charges have been so insignificant as to not be worth the staff time spent in retrieval. This may no longer be true due the increase in overall delivery volume.

### IV. OPTIONS

The Library has identified 2 options.

**Option 1.** Use an available function within our patron database to add the charge of the postage due amount to the patron's card when material is returned postage due.

**Advantages:** The Library is not absorbing costs which reasonably should be paid by the patron for services received.

**Disadvantages:** Some patrons will be unhappy to find a charge on their card. In some cases, postage strips may have fallen off the package resulting in the postage due charge.

**Option 2:** Continue to absorb charges since most are small and watch for repeat offenders.

**Advantages:** Don't risk upsetting some patrons.

**Disadvantages:** The postage due amount is likely to continue to increase due to increases in delivery volume. We really only postpone an issue that should be addressed.

**V. RATIONALE**

To accept option 1 is to choose not to solve the problem which will result in it becoming a bigger problem. Option 2 seems fair to both the Library and patron, as well as to those patrons who do take the time and effort to return their materials appropriately.

**VI. RECOMMENDATION**

Staff recommend implementing option 1. We will provide a three month period in which we will insert an additional informational piece in each delivered package announcing that we will begin adding any postage due charges to patron accounts beginning June 2002.

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 02-019

RESOLUTION TO AUTHORIZE LIBRARY TO CHARGE POSTAGE DUE  
AMOUNTS TO A PATRON'S CARD WHEN MATERIAL IS RETURNED  
"POSTAGE DUE."

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Orlando, on the 14<sup>th</sup> day of February 2002, at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_ and supported by  
:

The Board Resolves :

1. To authorize the Library to charge back "postage due" charges to the Patrons Library Card Number in our DRA database when library materials are returned with postage due.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

## **Board of Trustees Information Page**

Please complete any sections with which you are comfortable. This information will be posted on the Library's web site and may be used by the public to reach you.

**Name:**

**Term of Office (library can provide):**

**City or County Appointee (library can provide):**

**Address:**

**Phone Number:**

**E-Mail:**

**Professional Background (current position/title or business/area of employment):**

**Hobbies/personal interests:**

**Personal Statement:**

**Orange County Library System  
Board of Trustees**

**Personnel Policies Workshop**

**I. Problem Statement**

Board Members are not aware of specific personnel policies at OCLS. Board Members need to be provided with the opportunity to learn more about the Library's policies.

**II. Executive Summary**

We propose that the Board members be given a briefing that provides a summary of the Library's personnel policies. We'd like to do this via a Power Point presentation, supplemented by the Library's Employee Handbook and other materials. The length of the presentation could be scaled to the amount of time available.

**III. Background**

Board Members vote on items that affect personnel policies without a full understanding of the impact on those policies. A briefing would provide Board Members with awareness of the Library's policies and a better understanding of how their decisions affect those policies.

As a result, the following options are presented for the consideration of the Board:

**IV. Options**

There are two options available to the Board Members with respect to the Personnel Policies briefing.

**Option 1:**

Full Detailed Presentation.

Scope: Two to three hour presentation; this could be presented during one meeting or divided up into two to three meeting sessions.

Dates –

1. Thursday, February 28, 2002 – 6:00 p.m. (Option to start earlier or later, depending upon the Board's preference).
2. Tuesday, March 12, 2002 - 6:00 p.m. (Option to start earlier or later, depending upon the Board's preference).
3. Thursday, April 18, 2002 - 6:00 p.m. (Option to start earlier or later, depending upon the Board's preference).
4. Tuesday, May 14, 2002 - 6:00 p.m. (Option to start earlier or later, depending upon the Board's preference)

***Advantages:***

Provides the Board with a thorough overview of the Library's personnel policies. Provides Board Members with a greater understanding of personnel policies and the impact some of their decisions may have on such policies. Board Members may feel more comfortable asking questions and requesting additional information with a larger window of time.

***Disadvantages:***

Difficult to schedule a meeting. Would require one or more meetings in addition to the regular Board Meeting.

**Option 2:**

Condensed Presentation.

Scope: One hour presentation highlighting some of the more important policies and providing an overview of what would be covered during the full detailed presentation.

Dates –

1. Thursday, February 28, 2002 – 6:00 p.m. (Option to start earlier or later, depending upon the Board's preference).
2. Tuesday, March 12, 2002 - 6:00 p.m. (Option to start earlier or later, depending upon the Board's preference).
3. Thursday, April 18, 2002 - 6:00 p.m. (Option to start earlier or later, depending upon the Board's preference).
4. Tuesday, May 14, 2002 - 6:00 p.m. (Option to start earlier or later, depending upon the Board's preference).

***Advantages:***

Provides the Board with a brief summary of the Library's personnel policies without a major demand on their time outside the regular Board Meetings.

***Disadvantages:***

Time constraints may limit the Board's exposure to and understanding of various policies. Though the meeting time is shorter, this meeting may also provide scheduling challenges. Would require one meeting in addition to the regular Board Meeting.

**V. Rationale**

Option 1 is the preferred method of presenting the Personnel Policies Workshop. This option would provide the Board with a more thorough overview of the Library's personnel policies. This full detailed presentation would increase Board Members' understanding of how individual personnel policies would be affected by some of the Board's decisions. Board Members may feel more comfortable asking questions and requesting additional information with a larger window of time available to reflect on the issues.

**VI. Recommendation**

It is recommended that Option 1 be the Board's choice for the format of briefing on personnel policies. The Human Resources Manager will make the presentation at any time agreeable to the Board. The Board may choose to meet on one of the dates listed above or select another date that is more convenient.

## **Director's Report: February 14, 2002**

### **Format Changes in Board Packet**

There are some changes in the formatting of proposals that go to the Board. The new format provides for more choices for the board to consider on the issues. It would be helpful to the Administration if the Board could give feedback on the new format.

### **Product Analyses**

Library Managers are gathering data, investigating unit costs of our various products and looking at usage and future trends of our products and services. We will be using these analyses in the making future decisions about scope, placement, and marketing of library products and services.

### **Rules of Patron Behavior**

A task force is looking into creating a list of specific rules of behavior in order to encourage better patron behavior in our facilities. Our present code of conduct would be more helpful if it could avoid some of the vagueness. Members of this task force will be considering various options and will be seeking staff, police and our attorney's input. Members of this task force are Debbie Moss, Bob Tessier, Craig Wilkins, and Joy Morrison. They have met and created a draft plan after consulting the American Library Association's Guidelines for the Development of Policies and Procedures Regarding User Behavior and the policies of other large urban libraries. They have reviewed the issues with the Orlando Police Department and will be consulting with legal counsel. A final draft of this document will be sent to all Departments and Branches for input and discussion before a final policy is put into place.

### **New Logo**

The library is searching for a new logo to reflect the expanded role and wide variety of products available at the library. To that end we have interviewed a number of graphic design firms to help us in creating this logo. This will be the library's brand and we envision it to appear on all our publications, flyers, posters, letterheads, etc. The Library is thrilled that **Disney Imagineering** has volunteered to do it gratis.

### **Meeting Room Policy**

An investigation is underway to look into the Library's Meeting Room Policy and come up with recommendations to improve it. Members of the

task force are: Kathryn Robinson, Marilyn Hoffman, and John Martin. They are reviewing the meeting room policies of thirty other libraries and will be evaluating our own policy.

### **Virtual Reference Grant Application**

A grant application is being prepared by a team of the following administrators/managers: Kathryn Robinson, Debbie Moss, Gail Lacy, Renae Bennett, Leila Higgins, Craig Wilkins and Marcia Bruton to submit to the State of Florida. The project will use real time online communication software to assist remote patrons in the Library District in using technology-based library services by connecting patrons directly to a librarian's expertise. This will help patrons, who previously may not have had access to computers or may not have the knowledge or experience to utilize technological resources such as the Internet, the library web-site, and subscription databases to access information for decision making and for making improvements to their lives. The grant will be submitted by March 15.

### **Dinner by Staff Association**

A pot luck dinner is being planned by the Staff Association to be scheduled for the upcoming months. This will be after hours at one of the branches.

### **Self Insurance Options**

A meeting is scheduled for February 14<sup>th</sup> to pursue self-insurance options for the library with the goal of reducing our insurance premiums. More information will be forthcoming on this issue.

### **DRA Automation System**

With the recent buyout of DRA, the library's automation system vendor by SIRSI, the Library has convened a task force to survey the current vendors and their products, as well as considering an open source system, develop a selection process, investigate the options, study the functionalities of available systems, and make a recommendation for the library.

### **Food For Thought Cafe**

Food for Thought Café in the first floor lobby of the Main Library is scheduled to open on Monday the 11th.

### **Posting of County Meetings**

The Library will be cooperating with the County's Public Notification Task Force by posting county meetings at all branches and main as well as providing links from our web sites and our electronic calendar.

### **Safety and Emergency Procedures Manual Updated**

The Library's Emergency Manual is being updated based on recommendations of the Safety Committee and a thorough review by management. Procedures for a variety of emergency situations are provided and outlined. The Manual will include a chain of command and emergency contact list in the event of emergencies.

### **FLA Legislative Days**

On Monday and Tuesday, February 4 and 5, Friends of the Library President Cathy Kennedy, Vice President Jackie Green and Board Member John Stilwell, along with Sally Fry, Marilyn Hoffman and Mary Anne Hodel represented OCLS at Library Days in Tallahassee. The event was sponsored by the Florida Library Association. The group met with the following legislators: Representatives Randy Johnson; David Mealar; Fred Brummer; Gary Siplin; Allen Trovillian; David Simmons; Bob Allen; Andy Gardiner; Jim Kalinger; and Senators Lee Constantine, and Buddy Dyer. The group also met with staff aids to Senator Daniel Webster and Speaker Tom Feeney. They thanked our legislators for their support in the past and requested continued support of State Aid for Public Libraries. All of the legislators received us warmly and were very supportive of the Library and our petitions for continuation of state funds for Orange County Library System.

### **Meeting with UCF**

The Director will be meeting with President John Hitt of University of Central Florida as well as the Director, Barry Baker and staff of the Library at UCF on 11 February. Thanks to Trustee Phyllis Hudson for arranging these meetings.

### **Other Meetings**

The Director has met with the Marta Westall of CFLC and the and the Director of the Historical Museum , Sara Van Arsdel. We discussed a number of common areas where we could work together to promote our downtown area as a destination and venue for cultural attractions. Board President Corb Sarchet was very instrumental in setting up a meeting with the Downtown Development Board members and its CEO, Tom Kohler. The Director will also meet February 12 with Stephen Steck, Director of WMFE.FM.

The Director will be meeting with all interested staff at a Brown Bag Lunch on March 26 at the Main Library. All staff are invited to come and have an informal conversation with the Director.

### **Renewal of Branch Janitorial Contract**

The initial three-year branch janitorial contract with ProClean expires on March 31, 2002. The contract provides for five, one-year renewal terms at the option of the Library. ProClean proposed a 4% increase for the renewal period beginning April 1, 2002. The annual contract amount, including this increase, is \$137,031. Overall, we have been pleased with ProClean's performance and thus, have renewed the contract for another year.

### **Security Upgrades**

The Library is interested in providing increased security for our employees. We are talking with our electronic security system provider, SEMCO, to add additional features to allow for ID card access to our facilities for staff as well as key internal work areas. We are waiting a proposal from them as to cost and installation requirements. Some minor changes to the wiring at South Creek to enable this system are also being implemented.

### **Battaglia Property in Winter Garden**

Subsequent to the Library Board's approval of the Donation Agreement at the December Board meeting, the Battaglia family requested a change in the deed. The change requires us to offer to sell the property back to them at fair market value if we have had it on the market for one year. The Battaglia family also requested that we execute a license agreement to allow them to care for and harvest the groves on our property until such time as we begin construction. Our attorney, Phil Finch, thought both requests were

reasonable and thus, we agreed to them. We have since closed on the property and our architect has started to work on the project.

### **Main Library Lobby**

The project to demolish the concrete check out station and install new stations and book detection equipment in the Lobby is completed.

### **Eatonville**

John Claytor met with the Town's Mayor, Grant Officer, and Construction Administrator about the proposed library in Eatonville. John informed the group that the project must be bid in order to be eligible for a State Construction Grant. The Town's Grant Officer has been in touch with the State Library about the construction grant. Our understanding is the grant is on the list of projects being recommended for funding in the fiscal year 2003 State budget. Issues to be addressed by the Town include the site design and engineering work and the awarding of a construction contract.

### **Pension Plan Investments in Enron**

We have asked the trustees of the Library's Defined Benefit and Defined Contribution Pension Plans whether any of the Plan assets were invested in Enron. The following summarizes the information we have received thus far.

#### *Defined Contribution Pension Plan (First Union)*

In 2001 roughly 60% of the assets were invested in two stock mutual funds (Evergreen Strategic Growth & Evergreen Strategic Value). Neither fund invested in Enron during 2001. The balance of the portfolio was invested in the Evergreen Core Bond mutual fund, which did own some Enron bonds during 2001. The amount invested in Enron bonds represented 0.40% of the total bond fund and thus, the impact on the Library's portfolio was minimal.

#### *Defined Benefit Pension Plan (The Hartford)*

In 2001 the vast majority of the portfolio was invested in the General Account of The Hartford and two fixed income separate accounts (Hartford Mortgage Securities HLS Fund & Hartford Bond HLS Fund) offered through The Hartford. None of these funds invested in Enron during 2001. A small portion of the portfolio was invested in the Hartford Index HLS Fund.

The Hartford is still investigating whether that fund had any Enron investments.

**Bookstore:** The Friends of the Library Bookstore was renovated and re-opened on January 2, 2002, thanks to the efforts of employees in Circulation, Custodial Maintenance, and Community Relations. On Saturday, January 12, the Bookstore sales were highest ever for a regular non-sale day, \$1011.83. The Friends January Book Sale reaped a whopping \$6847.55!

### **Programs:**

**Martin Luther King Parade:** On Saturday, January 19, Library employee, Wally Cohen, drove the OCLS van decorated with posters in Downtown Orlando's Martin Luther King Parade. Wearing the hat from "The Cat in the Hat", Wally motored along the parade route waving to the crowd and reports that, rather than yelling for candy, children were requesting he throw books to them! The Library's van featured READ posters of Grant Hill, Oprah Winfrey, Danny Glover, Brandy Norwood and Muhammad Ali. Also featured were posters of Zora Neal Hurston and, of course, Dr. King himself, reminding us that "Great minds meet at the library."

**February 2- People of Color in the Civil War,** Central Florida Chapter of the African-American Historical and Genealogical Society met at the Orlando Public Library. Author and storyteller Mary L. Jackson Fears and Chapter President K.O. Mitchell narrated the program, featuring biographical stories of Harriet Tubman, Susie King Taylor and Elizabeth Keckley, plus facilitated a discussion about the secret symbols sewn into quilts and African-American fighting units in the Civil War. Sixty attended.

### **Upcoming Programs**

February 9, 10 a.m. – **Jump back with Jazz Entertainer Evelyn Stone** will perform at the Orlando Public Library. This is the seventh year that vocalist and entertainer Stone has generously offered to perform at the Orlando Public Library.

Authors **Jeff and Susan Treganowan** present “**There’s No Place Like Home,**” a program to guide new homebuyer’s on February 10, 12 noon – 2:00 p.m. at the Alafaya Library.

March 9, 10 am - The Friends of the Orange County Library System welcome everyone to their Second Saturday Program on **March 9**. Eric Dusenbery **presents *Preserving the Spirit: Photography and the Oral History Project***. This program will be both educational and fun for all ages and is free and open to the public.

### **Music in the Library**

February 15, 12noon - The First Unitarian Church of Orlando Folk Ensemble will sing and play folk music and encourage an audience sing along.

### ***Construction Update:***

#### **South Creek**

The installation of the roof deck is underway and roughly half of the brickwork is complete. On the interior, the installation of the studs and HVAC ductwork has begun. Our contractor, Scherer Construction, has provided a schedule which shows the project will be completed by the contract date of May 16, 2002. Our architect is reviewing this schedule now but we remain very concerned that the Scherer will be able to meet this deadline.

# South Creek Project Summary

**Jan. 31, 2002**

<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	100,046.38	96,592.76
Construction			
Contractor	1,700,000.00	1,640,109.00	574,573.08
Carpet		34,500.00	0.00
Impact & Permit Fees	140,000.00	110,000.00	82,619.28
Testing	8,000.00	25,000.00	18,103.75
Other	19,231.26	19,231.26	8,553.53
	<u>1,867,231.26</u>	<u>1,828,840.26</u>	<u>683,849.64</u>
Contingency	150,000.00	88,344.62	
<b>TOTAL PROJECT</b>	<b><u><u>2,640,000.00</u></u></b>	<b><u><u>2,540,000.00</u></u></b>	<b><u><u>1,303,211.14</u></u></b>

**Estimated Completion Date: Jun 2002**