

**Orange County Library System
Board of Trustees**

Board Packet for April 2002

ORANGE COUNTY LIBRARY SYSTEM

101 East Central Boulevard • Orlando, Florida 32801-2471
407-835-7611
Fax 407-835-7648
www.ocls.lib.fl.us

*Mary Anne Hodel,
Library Director, Chief Executive Officer*

April 5, 2002

TO: Ronald Harbert, President
Phyllis Hudson, Vice President
Gloria Fernandez, Trustee

Sara R. Brady, Trustee Designee
Thomas R. Kohler, Trustee Designee

The Honorable 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, April 11, 2002, at the **Herndon Library, 4324 E. Colonial Drive, Orlando, FL 32803**, 407.228.1410

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, Liaison, City of Orlando

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
April 11, 2002
Herndon Library
4324 E. Colonial Drive, Orlando, FL 32803
407.228.1410

- 02-051 I. **Call to Order**
- 02-052 II. **Oath of Office: New Trustees**
02-052.1 **Sara R. Brady**
02-052.2 **Thomas R. Kohler**
- 02-053 III. **Public Comment**
- 02-054 III. **Approval of Minutes – Thursday, March 21, 2002**
- 02-055 V. **Financial Statements – March 31, 2002: Robert Tessier**
- 02-056 VI. **Statistics: Debbie Moss**
- 02-057 VII. **Action Items**
- 02-058 A. **Three Minute Rule: Debbie Moss**
- 02-059 B. **Donation Policy: Debbie Moss**
- 02-060 D. **Plaque Policy: John Claytor**
- 02-061 E. **Second Amendment to Declaration at West Oaks Library: John Claytor**
- 02-062 VIII. **Discussion**
- 02-063 IX. **Information**
- 02-064 Director's Report
- 02-065 Volunteer Policy: John Martin
- 02-066 Government in the Sunshine Workshop for the Board of Trustees: Carla Fountain
- 02-067 South Creek Project Summary March 2002: John Claytor
- X. **Adjournment**

Next Meeting Dates: May 9, 2002, 7:00 p.m., West Orange Library, 1 East Cypress Street, Winter Garden, Florida 34787; June 13, 2002, 7:00 p.m., Orlando Public Library, Albertson Room, 101 East Central Boulevard, Orlando, Florida 32801.

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

In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this proceeding due to a disability as defined by ADA may arrange for reasonable accommodations by contacting the business office on the fifth floor of the Main Library in person or by phone at 407.835.7323 at least two days prior to the meeting.

**Orange County Library System
Board of Trustees**

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida: that I am duly qualified to hold office under the Constitution of the State: and that I will well and faithfully perform the duties of the Office of Trustee, Orange County Library District Board of Trustees, on which I am about to enter, so help me God.

**Sara R. Brady
Orange County Library District Board of Trustees**

ATTEST:

**Mary Anne Hodel
Library Director / Chief Executive Officer
Orange County Library System**

Date

**State of Florida
County of Orange**

The foregoing instrument was acknowledged before me this 11th day of April, 2002 by Sara R. Brady as Trustee of the Orange County Library District Board of Trustees.

Signature of Notary Public

**Orange County Library System
Board of Trustees**

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida: that I am duly qualified to hold office under the Constitution of the State: and that I will well and faithfully perform the duties of the Office of Trustee, Orange County Library District Board of Trustees, on which I am about to enter, so help me God.

**Thomas R. Kohler
Orange County Library District Board of Trustees**

ATTEST:

**Mary Anne Hodel
Library Director / Chief Executive Officer
Orange County Library System**

Date

**State of Florida
County of Orange**

The foregoing instrument was acknowledged before me this 11th day of April, 2002 by Thomas R. Kohler as Trustee of the Orange County Library District Board of Trustees.

Signature of Notary Public

**MEETING MINUTES
 ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
 March 21, 2002
 Albertson Room – Main Library
 101 East Central Boulevard, Orlando, Florida 32801
 407/835-7323**

02-026 I. **Call to Order**

President Sarchet presiding, called the meeting to order at 7:01 p.m.

Board Members Present: Corb Sarchet (3/0), Phyllis Hudson (3/0), Ron Harbert (3/0), Gloria Fernandez (3/1)

Staff Present: Mary Anne Hodel, Debbie Moss, Robert Tessier, John Martin, Kathryn Robinson, Carla Fountain, Marilyn Hoffman, Milinda Neusaenger

Introduction of Trustee Designee: Mr. Tom R. Kohler

02-027 II. **Public Comment**

No one from the public requested to speak.

02-028 III. **Approval of Minutes – Thursday, February 14, 2002**

Trustee Harbert identified a correction was needed in section 01-012 of the previous month’s minutes. The names Trustee Harbert and Trustee Sarchet were transposed. This was duly noted and the correction was made.

Trustee Harbert, seconded by Trustee Hudson, moved to approve the minutes from the February 14, 2002, meeting.

Motion carried 4-0.

02-028.1 **Request to amend the Agenda**

Vice President Hudson, seconded by Trustee Fernandez, moved to amend the Agenda in order to honor retiring President Sarchet with proclamations from Orlando Mayor Glenda Hood, and from Orange County Chairman Richard Crotty. Vice President Hudson presented and read the proclamations to President Sarchet. Vice President Hudson also presented a certificate from the Board of Trustees. Director Mary Anne Hodel presented a plaque from the Library Staff as well as a gift from the Friends of the Library.

02-029 V. **Financial Statements: Robert Tessier**

Highlights: February 28, 2002

Revenues

State Aid

The State sends us the funds electronically in two payments. The first payment was received in February.

Rents

The rent received from the Café in the Main Library is based on 5% of sales. However, our Concession Agreement provides that there is no rent during the first year of the Café’s operation. Since the Café opened in February of this year we will not start collecting rent until next year.

Expenditures

Sick Leave Payout

Sick leave paid out to terminated employees since the beginning of the fiscal year equals \$20,443. This amount is included in the salaries expenditure line on the attached Operating Fund Expenditure Summary.

DCP – Retirement Contribution

The Library’s contribution into the plan equals 7.5% of gross wages. The annual contribution for 2001, \$685,502, was deposited into the Plan in February.

Materials – Law

Some of the law materials are coming in quicker this year and thus, we have expended about 48% of the amount budgeted for the year.

Vice President Hudson, seconded by Trustee Harbert, moved to accept the Financial Statements and reports as presented.

Motion carried 4-0.

02-030

VI. **Statistics: Debbie Moss**

Highlights: January 2002

Circulation Statistics:

Decreases over last year are limited to Hiawassee and West Orange due the effects of the West Oaks Library opening.

Door Count:

The Main Library door count mechanisms had been broken. They are working again.

Program Attendance:

We've made a change to the reporting. We will report total number of attendees at Library programs and the total number of programs.

Quest Line:

Quest Line experienced quite an increase. Two contributing factors were the increase in electronic reference questions and a new library card verification option where patrons can call in to verify they have received their new Library card.

Electronic Use: Beginning this month we will begin to track more of our "electronic activity".

- Visits to website pages – These statistics are not available for last year. This figure represents the total number of times the pages of our website (Library on Line) were visited.
- Online databases - These are the subscription databases to which the public has access. The challenges here are that each vendor reports activity a bit differently but overall access is up by 43.64%. Some of this increase is due to the addition of new databases. We will be actively seeking ways in which to promote these valuable resources to the public.

Future Statistics Developments:

We are purchasing a web log tracking software package called Web Trends. It will provide us with information on:

- Where our visits are coming from, inside or outside of the network
- Which of our posted PDF files are downloaded most often
- Which search engines are used most often to locate us
- Which sites are linking to us

We will also begin reporting the number of patron sign ups/sessions at our PAN stations.

02-031 VII. **Action Items**

- 02-032 A. **Revision of Board of Trustees By-Laws to change title of Library Director: Corb Sarchet**
 President Sarchet submitted the proposal to change the Director's title to Chief Executive Officer / Library Director. Trustee Harbert suggested the proposal should be to change the title to Library Director / Chief Executive Officer with Library Director as the foremost title.

Trustee Harbert, seconded by Trustee Hudson, moved to change the Director's title to Library Director/Chief Executive Officer.

Motion carried 4-0.

- 02-033 B. **Election of Board President**
 President Sarchet suggested the nomination of Trustee Harbert as President. Trustee Hudson, seconded by Trustee Fernandez, moved to

elect Trustee Harbert as Board of Trustees President, effective at the end of the meeting.

02-034

D. Letter to President Corb Sarchet from former Director of the Orange County Library System, Dorothy Field

The following letter to President Sarchet from former Director Dorothy Field was read by Director/CEO Hodel:

Dear Corb,

As you retire from the OCLS Board of Trustees I cannot help but reflect on your substantial contribution to this library. Your tenure, which began when the Library was simply the Orlando Public Library, has supported three directors, significant legislative changes, and substantial growth in both Main Library and branches. Your guidance, commitment to library service, and certainly the time you have devoted to the cause are greatly responsible for the prestigious position OCLS holds within the library world in Florida, if not the nation. As a patron, former employee, and taxpayer may I say “Thank you for a job well done.”

Dorothy Field

02-035

E. Trustees Emeritus: Debbie Moss

Assistant Director Moss presented the proposal to amend the By-Laws and to create the position of Trustee Emeritus.

Discussion ensued regarding the election and voting procedures regarding the appointment of a trustee emeritus.

Trustee Hudson, seconded by Trustee Fernandez, moved to amend the By-Laws of the Orange County Library System Board of Trustees, by the addition of Article 4, section 7 to create the position of Trustee Emeritus. Retiring Board members may be elected to the position of Trustee Emeritus by a unanimous vote of the members present, therefore by acclamation. Emeritus/Emerita Trustees may be invited to attend meetings of the Board and act in an advisory capacity, participate in meetings, and may be solicited for advice, but are not entitled to vote.

Motion carried 4-0.

02-036

F. Trustee Emeritus Appointment of Corb Sarchet: Debbie Moss

Assistant Director Moss brought forth the proposal to name Corbin M. Sarchet III to the position of Trustee Emeritus. Trustee Harbert, seconded by Trustee Fernandez, moved to name Corbin M. Sarchet III to the position of Trustee Emeritus of the Orange County Library System Board of Trustees in appreciation of his years of service spanning four decades on behalf of the Library and the Citizens of Orange County.

Motion carried 3-0, a unanimous vote naming President Sarchet as Trustee Emeritus. President Sarchet abstained from the vote.

02-037

G. Book Endowment for Corb Sarchet: Debbie Moss

Debbie Moss set forth the proposal to honor President Sarchet with a book endowment. Trustee Harbert, seconded by Trustee Hudson, moved to authorize the expenditure of \$300.00 to establish a Friends of the Library Book endowment in the name of retiring Trustee, Corbin M. Sarchet III.

Motion carried 4-0.

02-038

H. Decision Making Authority with regards to Personnel Matters: Carla Fountain, Susan McKenna

Human Resources Manager Carla Fountain introduced attorney Susan McKenna who summarized the protocol that outlines the responsibilities of the Library Director/CEO for employment decision-making and to identify those circumstances warranting Board approval or notification.

Trustee Harbert, seconded by Trustee Hudson, moved to approve the protocol for employment decisions as outlined in the Employment Decision matrix, which is consistent with the By-Laws of the Library Board of Trustees and applicable State and Federal statutes.

Motion carried 4-0.

02-039

I. Defined Benefit Plan Amendment: Robert Tessier, David Pearson

Comptroller/Division Head Tessier introduced Attorney David Pearson who reviewed the proposed technical amendments to the Defined Benefit Plan. Trustee Harbert, seconded by Trustee Hudson, moved to authorize:

1. That the First Amendment to the Plan is hereby adopted, effective January 1, 1997, in the form attached hereto.
2. That the actions of Corbin M. Sarchet, III, President, Board of Trustees, to execute the First Amendment to the Plan are hereby ratified and confirmed.

02-040

J. Resolution for DVD Reciprocal Borrowing: Debbie Moss

Assistant Director Moss presented the proposal to place special borrowing restrictions on the circulation of DVD materials. Trustee Hudson, seconded by Trustee Sarchet, moved to accept the recommendation of staff to restrict the circulation of DVD materials to district card holders and fee card holders, to charge a higher overdue fine per item for DVD materials and to limit the number borrowed to three per person.

Motion carried 4-0.

02-041

K. Resolution to update Materials Selection Policy: Debbie Moss

Assistant Director Moss explained the rationale of the proposed changes to the Materials Selection Policy. Trustee Fernandez, seconded by Trustee Hudson, moved to accept the recommendation of staff to make three changes to the Material Selection Policy:

- add the Young Adult Materials statement,
- add the Electronic Resources Statement, and
- add DVD's to the Audio Visual formats which we circulate.

Motion carried 4-0.

02-042

L. Rules of Conduct Policy: Debbie Moss

Assistant Director Moss described the logic of the expanded Rules of Conduct for patrons using Orange County Library System facilities. Trustee Harbert, seconded by Trustee Fernandez, moved to approve the Rules of Conduct, dated March 21, 2002, presented by staff to take effect June 1, 2002.

Motion carried 4-0.

02-043

M. Florida Government in the Sunshine Training: Carla Fountain

Human Resources Manager Fountain introduced to the Board, various options available to implement training in Florida Government in the Sunshine. Trustee Harbert, seconded by Trustee Hudson, moved to authorize the Administration to plan a workshop on Government in the Sunshine regulations to be presented to the Board of Trustees at a date and time to be agreed upon at a future Board Meeting.

Motion carried 4-0.

02-044

N. Staff Day: Carla Fountain

Human Resources Manager Fountain presented to the Board, various options for equitable, system-wide staff training. Trustee Fernandez, seconded by Trustee Harbert, moved to authorize the Administration to close the Library to the public for Library Staff Development Day. The date for the closing will be scheduled so as to have minimum impact on the public's use of library facilities.

Motion carried 4-0.

02-045

O. Communication Policy: Carla Fountain

Human Resources Manager Fountain summarized the need for a communication policy in order to streamline and outline a process when dealing the media or representing the Library's official position on particular issues.

Brief discussion ensued regarding the inclusion of the Board President in the statement. It was concluded that the Board President would be considered a designee if it was deemed necessary for him/her to represent the Library.

Trustee Hudson, seconded by Trustee Harbert, moved to adopt the following language as the Library’s official communication policy to be disseminated to all staff and included in the Library’s Employee Handbook:

The Library has certain standardized communication channels in place. The Director and the Community Relations Manager (or designees) are the official representatives for the Library when dealing with media inquiries and when asked to provide an official statement representing the Library’s position on a particular topic or issue.

Motion carried 4-0.

02-046

P. Planning for Results: Debbie Moss

Assistant Director Moss presented and summarized the completed Planning for Results effort that began in 1998 and has since been completed. It is now necessary to execute a new plan, goals, and challenges. Previously, six Service Initiatives were implemented and completed:

- o Children and Youth Services
- o Community Resources
- o Cultural Diversity and Adult Programming
- o Information Literacy
- o Literacy Support
- o Marketing

Trustee Fernandez, seconded by Trustee Hudson, moved to accept the planning for results strategic planning process as completed, to publicize its accomplishments and recognize staff contributions, and to move forward with a new planning cycle.

Motion carried 4-0.

02-047

Q. Carpet Purchase for South Creek: John Claytor

Planning and Development Officer John Claytor presented the proposal for the selection and purchase of carpet for the South Creek Branch.

Trustee Fernandez, seconded by Trustee Harbert, moved to approve the purchase of Collins & Aikman Infinity/Napa Valley color, 20 ounce Powerbond carpet off the Florida State Term Contract including approximately 60 yards of attic stock and installation. The purchase price for this carpet is \$29,677.84.

Motion carried 4-0.

02-048

R. Carpet Purchase for Windermere: John Claytor

Planning and Development Officer John Claytor presented the proposal for the selection and purchase and installation of new carpet for the

Windermere Branch.

Trustee Fernandez, seconded by Trustee Harbert, moved to approve the purchase of Collins & Aikman Infinity/Napa Valley color, 20 ounce Powerbond carpet off the Florida State Term Contract. The purchase price for this carpet is \$25,268.84, which includes carpet, installation, and moving the shelving, furniture, and equipment.

Motion carried 4-0.

02-049

S. Carpet Purchase for North Orange: John Claytor

Planning and Development Officer John Claytor presented the proposal for the selection and purchase and installation of new carpet for the North Orange Branch.

Trustee Fernandez, seconded by Trustee Harbert, moved to approve the purchase of Collins & Aikman Infinity/Napa Valley color, 20 ounce Powerbond carpet off the Florida State Term. The purchase price for this carpet is \$36,384.20, including the removal of the old carpet, preparation of the floor, and installation of the new C&A carpet.

Motion carried 4-0.

02-050

T. Shelving at South Creek: John Claytor

Planning and Development Officer John Claytor presented the plan to purchase shelving for the new South Creek Branch.

A revision to the original document was presented and is included with the current meeting minutes.

Trustee Hudson, seconded by Trustee Harbert, moved to purchase Library Bureau shelving off the Florida State Term Contract at a cost of \$30,049.29 for the shelving, delivery and installation.

02-051

VIII. Discussion

02-052

A. Committees of the Board: Debbie Moss

Assistant Director Moss gave a brief presentation of the Committees of the Board. There was some discussion of the committee’s charges, appointments and the type of ad hoc advisors who may be invited to participate.

02-053

B. History of Diversity on the Library Board of Trustees: Mary Anne Hodel

This information was provided.

02-054

IX. Information

02-055

Director’s Report

- Tom Kohler and Sara Brady, whose names have been submitted to the Orange County Board of Commissioners as the Library’s next Trustees, will be joining

the Board for the 21 March meeting. The library is very grateful for the skills they bring and their willingness to serve the Library. We look forward to working with them on the Board. Their nominations will be considered by the Orange County Board of County Commissioners on 2 April.

- The Library has made an application for Federal LSTA funding for a demonstration project on information assistance online, which will use real-time online communications software to enable patrons at six offsite locations to connect directly to a librarian who will direct, instruct, and assist them in using technology-based library services (internet, library web site, subscription digital databases.) The three City offsite community centers are: Englewood Neighborhood Center, Northwest Community Center, and the Dr. James R. Smith Community Center. The three County community centers are: Bithlo Community Center, Taft Community Center and Willow Street Community Center. Many thanks to Gail Carroll, Kathryn Robinson and the many staff who put in long hours to get the grant written in time to send off just before many of them headed off to the Public Library Association Conference in Phoenix, Arizona.

- The Library is submitting an application for the Golden Brick Award hosted by the Downtown Orlando Partnership. The award is given to celebrate projects which affect the downtown development district and contribute significantly to its quality of life, making Downtown Orlando a more exciting and interesting and desirable place to work, live and play. Our application is for Light Waves, the new art on the west façade.

- The Library has agreed to host as many as five students from area schools enrolled in the “Junior Achievement’s Job Shadow Program” on 9 April.

- The Library is again celebrating “Take Your Child To Work Day” by encouraging employees who work for OCLS to bring a son, daughter, niece or nephew to work on Thursday, April 25, 2002.

- The Library is experimenting with thin client technology for future use in the Computer Resource Center on the 2nd floor and the new branch at South Creek. The thin client technology will enable the library to control the terminals on its networks from the central server instead of having to reconfigure every single PC in the system every time a change is made in the software. This will result in less time spent in maintenance and allow more staff time to be focused on developing new library products.

1. All of the software and licenses to deploy the thin clients to both the CRC and South Creek have been ordered. We have received most of the software and licenses.
2. The Citrix (software to run the thin client technology) servers for the CRC and South Creek have been ordered. This will be all of the hardware necessary to deploy CRC and South Creek.
3. The Library has a "prototype" thin client configured in Information Systems. This client is on the exact same hardware as will be used outside the CRC. It connects to a 1GHz Pentium with 256MB of RAM (one of our un-deployed workstation computers) configured as a Citrix server. This will be set up in

the CRC workroom for further demonstrations so that other staff can see the way the Citrix thin client environment will work.

4. The library staff will configure several other clients. One of these will be just like the CRC computers and will be tested at a branch to see how fast it runs over our existing Frame Relay. A second client will be on a PC that has a sound card. This second PC will be used to test video and audio streaming and some additional software packages, starting with the ones we ordered for West Oaks (children's titles).
5. The computer technicians are preparing existing 75MHz Pentiums. These will be cloned as Citrix clients. They will be ready to go once the server hardware is received and configured.

- The Director attended the Mission and Membership Review Board meeting on the 13th of March. At that meeting, the MMRB voted to put forward the names of Sara Brady and Tom Kohler as their recommendations for Library Trustees to the Board of County Commissioners.

- The Director met with the Downtown Business Orlando group on the 12th of March to ask for input on how the library can better meet the needs of the business community.

- The Library will be applying to participate in the Urban Library Council's Executive Leadership Initiative program to develop one of the library's managers for future growth. This program would promote the library's goal of developing its managers and investing in their growth for the future leadership of the library. The program will cost the library \$3000 for direct participation, as well as travel costs for the selected staff member and "coach".

- The Director has accepted an invitation to speak at the American Business Women's Association meeting on 4 May 2002.

- State legislative activity:

House bill 95 passed the Florida House of Representatives by a vote of 102 to 6. This bill, Public Libraries/Computers/Obscenity requires that any county or municipal library where children use the computers would have to install and maintain computer software or equivalent technology that prohibits access to obscene materials by minors. The bill was introduced by Rep. Allen Trovillion (R, Winter Park). The bill now heads for the Senate.

- Update on State Aid to Libraries:

As a result of the March 8 Revenue Estimating Conference, the Legislature has \$677 million in new dollars for next year's budget - some of which could be used to fund State Aid to Libraries at the \$35 million level requested by Secretary of State Harris. A rebounding economy has allowed the Revenue Estimating Conference to predict increasing tax receipts just before the House and Senate head into a difficult appropriations conference process.

The Secretary's requested \$35 million is needed to minimize reductions in cents on the dollar for state aid to public libraries. By law the Legislature can match up to 25% or 25 cents for each dollar expended locally for public library service. Since local expenditures increase each year, to maintain the same matching level, State Aid would need to increase.

This year the local match slipped to 9.18 from 10.063 cents in 2000-01, because of a funding reduction from \$33.4 to \$32.4 million. This was the first time the level had dropped below 10 cents in 12 years. Even with a \$35 million appropriation, the match will slip to an estimated 9.03 cents. If the House position prevails at 7.51 cents, this will be the lowest level in 25 years.

	Amount	Percentage Match
Secretary's Request	\$35 million	9.03 cents
Governor's Recommendation	\$31,250,000	7.83
House Budget	\$30,250,000	7.51 cents
Senate Budget	\$32,400,000	8.2 cents

- Friends of the Library Update

The February Second Saturday program with jazz entertainer Evelyn McGee Stone was a swingin' and singin' success with 137 people attending. The March program features photographer Eric Dusenbery's Preserving the Spirit: Photography and the Oral History Project. In April, we celebrate a presidential birthday with An Encounter with Thomas Jefferson.

Music in the Library

The February Music in the Library program featured folk music with the First Unitarian Church of Orlando Folk Ensemble entertaining an audience of 60 people. Variety is the name of the tune so our guest for March is jazz vocalist Ravyn with guitarist Jonzi and in April the UCF Early Music Ensemble.

One Book One Community

Charlotte's Web: The Charlotte's Web Read Aloud programs commenced in all Library locations with lots of story sharing. The Library is participating in the Orlando Sentinel One Book, One Community initiative and offering numerous programs in March and April complete with pig and spiders. The Sentinel donated 400 books to the Library and "I Read the Web" stickers too.

LizArt

Don't miss the unveiling of our Library Lizard on Saturday, April 20, at 1:30 p.m. at the Orlando Public Library. The Lizard, part of Orlando's Liz Art initiative, was purchased and donated to the library by the Friends of the Library.

"Library staff in the News" section is being added to our web site as we talked about at the last Board meeting in February. Featured this first time are staff members Lisa Taylor, Gail Carroll, Sheri Chambers and Wendi Bost who will be making presentations at the Florida Library Conference in Daytona 8-11 April.

The Teen and Children's pages on the library's web site are being changed as well. This includes the Teen Voices advisory group. A new brochure has been

created to recruit teen member or this group. On Page 72 of the Board packet it was incorrectly listed as Teen Visions.

In honor of the One Community Reads featuring the book Charlotte's WEB, There will be an online treasure hunt on our web page featuring a crawling spider "Charlotte" on each page where the answer to a quiz question can be found. One of the questions is *Give the name of a library trustee*. Click on Wilbur the pig to get started. It is really cute. Thanks to Sherri Chambers for all of her efforts on this.

The Library has submitted an application for the Florida Library Association's Betty Davis Miller Award given for the innovation in services to young people. The program that we submitted, the "Just for Kids" Introductory Card. Many thanks to Lynn Payne for her work on this effort.

The Library has joined the Dell Government Employee Purchase Program that allows OCLS employees to purchase Dell products, including computers, software and peripherals at a 10% off saving from Dell's promotional pricing. Thanks to John Kelley and Eric Atkinson for setting this up for our employees.

The Library donated to the History Center Library a large card catalog cabinet that was excess inventory. After visiting the History Center, the Library learned that the History Center Library was in need of one and we had one we did not need. We told them it was all a matter of "being a good neighbor."

The Library donated to the United Way 2500 books that were no longer needed in the collection. These will be used in a variety of community organizations around the County. Many thanks to Jim Myers, John Kelley, and Gail Carroll for coordinating this effort.

- 02-056 **2001 Investment Report: Robert Tessier**
President Sarchet decided to hold this item for discussion at the next meeting if necessary.
- 02-057 **Employee Survey: Carla Fountain**
Assistant Director Moss presented an electronic demonstration and Human Resources Manager Fountain summarized the *OCLS As An Employer Survey*.
- 02-058 **Branch Cash Handling Procedures: Robert Tessier**
President Sarchet decided to hold this item for discussion at the next meeting if necessary.
- 02-059 **South Creek Project Summary Report: January 31, 2002**
President Sarchet decided to hold this item for discussion at the next meeting if necessary.
- 02-060 **Library Feature of the Month: Gail Carroll, QuestLine Department Head**
Gail Carroll, QuestLine Department Head presented a digital overview of the QuestLine Department and the Telephone Reference service.

X. **Adjournment**

President Sarchet adjourned the meeting at 9:18 p.m.

Next Meeting Dates: April 11, 2002, 7:00 p.m., Herndon Library, 4324 E. Colonial Drive, Orlando, FL 32803; May 9, 2002, 7:00 p.m., West Orange Library, 1 East Cypress Street, Winter Garden, Florida 34787.

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.

Orange County Library System Financial Statement Highlights Six Months Ended March 31, 2002

Revenues

Overall

March 31 is the half way point in our fiscal year. As of this date, we have received approximately 92% of the total ad valorem taxes budgeted. In most of the other revenue accounts we have received about 50% of the annual amount budgeted.

Interest Earnings

At this point in the fiscal year we should have received about half of the annual amount budgeted, or \$225,000. Due to lower interest rates, we have received \$148,000 to date.

Expenditures

Sick Leave Payout

Starting this month, cumulative sick leave paid out since the beginning of the fiscal year will be indicated on the attached Expenditure Summary on the Salaries line. This pay out is included in the actual Salaries expenditures.

Professional Services

In addition to our own attorney's fees, we have incurred about \$16,000 in professional services relating to the Winter Garden property. These services include architectural design, due diligence, geotechnical, surveying, and closing costs.

Repairs and Maintenance

Our actual expenditures are slightly higher than they should be at this point in the year. The main reason is we spent about \$18,000 to replace some of the sump pumps at the Main Library.

Property Appraiser's Fee

The Property Appraiser sends quarterly invoices and the \$58,000 payment is due at the beginning of each quarter. Accordingly, we have paid three quarters through the end of March.

**ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND REVENUE SUMMARY
03/31/02**

02-055

	BUDGET	ACTUAL	BALANCE	% RCVD (6 months=50%)
AD VALOREM TAXES	20,640,121	18,929,099	1,711,022	91.7%
INTERGOVERNMENTAL REVENUE				
State Aid	1,752,099	818,966	933,133	46.7%
Literacy Grant	25,000	12,500	12,500	50.0%
Law Collection Fees	210,000	110,995	99,005	52.9%
	<u>1,987,099</u>	<u>942,461</u>	<u>1,044,638</u>	<u>47.4%</u>
CHARGES FOR SERVICES				
Fee Cards	16,000	8,265	7,735	51.7%
Copy & Vending	160,000	76,835	83,165	48.0%
	<u>176,000</u>	<u>85,100</u>	<u>90,900</u>	<u>48.4%</u>
FINES				
Fines	450,000	233,276	216,724	51.8%
Lost Materials	40,000	23,557	16,443	58.9%
	<u>490,000</u>	<u>256,833</u>	<u>233,167</u>	<u>52.4%</u>
MISCELLANEOUS REVENUES				
Interest Earnings	450,000	147,976	302,024	32.9%
Rents	6,000	0	6,000	0.0%
Sale of Fixed Assets	0	0	0	
Book Sales	22,000	12,424	9,576	56.5%
Computer Disk Sales	0	1,211	-1,211	
Contributions - Friends of Library	75,000	42,309	32,691	56.4%
Contributions - Others	3,000	3,760	-760	125.3%
Telephone Technical Discount	0	34,302	-34,302	
Miscellaneous Revenues	30,000	10,954	19,046	36.5%
	<u>586,000</u>	<u>252,936</u>	<u>333,064</u>	<u>43.2%</u>
TRANSFER FM TAX COLLECTOR	170,000	0	170,000	0.0%
TOTAL REVENUES	<u>24,049,220</u>	<u>20,466,429</u>	<u>3,582,791</u>	<u>85.1%</u>

ORANGE COUNTY LIBRARY DISTRICT
OPERATING FUND EXPENDITURE SUMMARY
03/31/02

02-055

	BUDGET	ACTUAL	BALANCE	% EXPEN (6 months=50%)
PERSONAL SERVICES				
Salaries (sick leave payout = \$20,443)	10,164,109	4,714,410	5,449,699	46.4%
Medicare Taxes	147,381	70,815	76,566	48.0%
DCP - Retirement Contributions	1,260,352	685,502	574,850	54.4%
DBP - Retirement Contributions	612,077	279,072	333,005	45.6%
Life and Health Insurance	1,059,164	604,700	454,464	57.1%
Worker's Compensation	101,644	77,333	24,311	76.1%
Unemployment Compensation	9,806	2,743	7,063	28.0%
	<u>13,354,533</u>	<u>6,434,575</u>	<u>6,919,958</u>	<u>48.2%</u>
OPERATING EXPENDITURES				
Professional Services	140,000	85,383	54,617	61.0%
Other Contractual Services	440,000	186,766	253,234	42.4%
Other Contract. Serv.- Janitorial	212,000	97,186	114,814	45.8%
Travel	75,000	37,180	37,820	49.6%
Telecommunication	228,000	95,711	132,289	42.0%
Delivery and Postage	806,000	407,359	398,641	50.5%
Utilities	678,000	215,203	462,797	31.7%
Rentals and Leases	1,008,000	572,007	435,993	56.7%
Insurance	97,000	61,988	35,012	63.9%
Repair and Maintenance	419,000	221,123	197,877	52.8%
Repair & Maint. - Hardware/Software	121,000	56,259	64,741	46.5%
Copying/Printing	100,000	41,723	58,277	41.7%
Property Appraiser's Fee	240,000	174,072	65,928	72.5%
Tax Collector's Fee	425,000	378,582	46,418	89.1%
Contingency	300,000	0	300,000	0.0%
Supplies	519,000	220,234	298,766	42.4%
	<u>5,808,000</u>	<u>2,850,776</u>	<u>2,957,224</u>	<u>49.1%</u>
CAPITAL OUTLAY				
Building and Improvements	1,280,000	101,563	1,178,437	7.9%
Equipment and Furniture	410,000	114,109	295,891	27.8%
	<u>1,690,000</u>	<u>215,672</u>	<u>1,474,328</u>	<u>12.8%</u>
LIBRARY MATERIALS				
Materials - Rest. Contributions	32,000	13,330	18,670	41.7%
Materials - Literacy	25,000	18,804	6,196	75.2%
Materials - Law	210,000	113,412	96,588	54.0%
Materials - Other	3,485,000	1,615,460	1,869,540	46.4%
	<u>3,752,000</u>	<u>1,761,006</u>	<u>1,990,994</u>	<u>46.9%</u>
TRANSFER TO BR DEBT SERV FU	416,779	208,389	208,390	50.0%
TOTAL EXPENDITURES	<u><u>25,021,312</u></u>	<u><u>11,470,418</u></u>	<u><u>13,550,894</u></u>	<u><u>45.8%</u></u>

Statistics Highlights

February 2002

02-056

Management Questions the Validity of the Door Count:

The door counts don't seem to correlate with program attendance and circulation as indicators of use. For instance, Alafaya is the number one branch in circulation and the number three branch in program attendance, but is number eight in door count. Division of Branches staff will be testing our door counting equipment for accuracy.

Statistical Report:

There are overall increases in Circulation, the largest being in the Branches. Some is due to the new branch at West Oaks. There is a slight decrease in programming. There is a continuing increase in the number of registered patrons. This is particularly due to expanded Reciprocal Borrowing. The increase is consistent with overall increase in the use of services. The increased use of online databases also ties in with overall increased use of our electronic interface, Library On Line.

Library On Line:

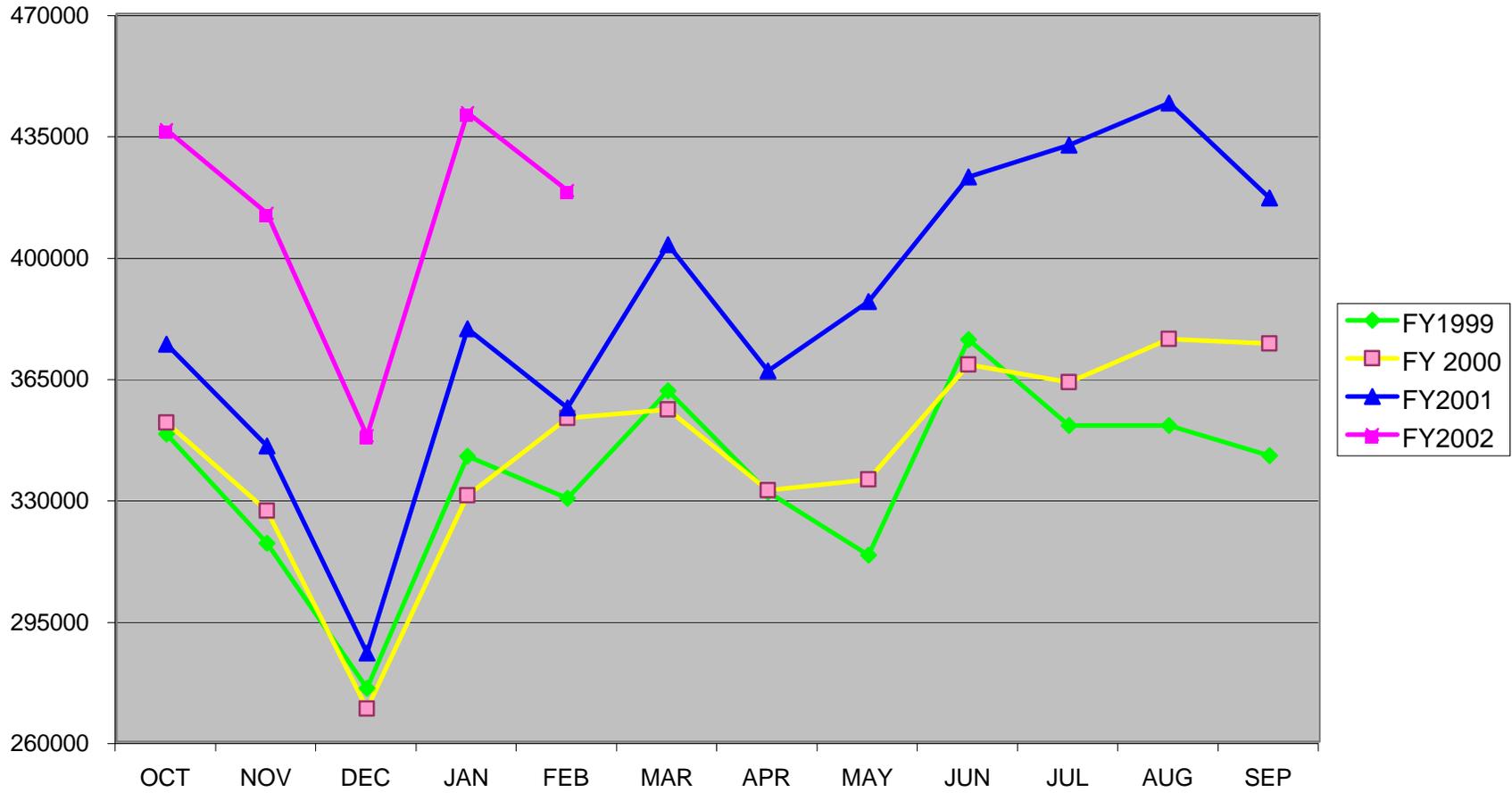
Solid increases are registered in the use of the web site and online catalog. Reference questions are experiencing the highest jump. Renewals have become very popular online.

**Orange County Library System
Circulation Statistics**

February 1, 2002 - February 28, 2002

Location	Days Open	Circulation Total	% of Total	Year Ago	Gain -Loss	% Gain -Loss	Total Visits	Visits Year Ago	Gain -Loss	%Gain -Loss
Main	28	114,597	27.35%	106,034	8,563	8.08%	72,235	61,603	10,632	17.26%
MAYL	24	37,985	9.07%	30,089	7,896	26.24%	0	0	0	0.00%
Talking Book	28	3,901	0.93%	3,708	193	5.20%	0	0	0	0.00%
Herndon	24	28,206	6.73%	23,310	4,896	21.00%	15,524	15,146	378	2.50%
Alafaya	24	35,929	8.57%	30,518	5,411	17.73%	13,071	15,831	(2,760)	-17.43%
Southeast	24	23,742	5.67%	21,439	2,303	10.74%	22,416	16,361	6,055	37.01%
Hiawasse	24	17,822	4.25%	21,129	(3,307)	-15.65%	16,807	16,196	611	3.77%
Southwest	24	27,613	6.59%	24,317	3,296	13.55%	12,162	14,483	(2,321)	-16.03%
Edgewater	24	18,095	4.32%	17,184	911	5.30%	21,916	19,867	2,049	10.31%
North Orange	24	24,778	5.91%	22,852	1,926	8.43%	13,169	12,583	586	4.66%
South Orange	24	27,590	6.58%	23,131	4,459	19.28%	17,045	13,649	3,396	24.88%
South Trail	24	12,580	3.00%	11,193	1,387	12.39%	10,175	10,109	66	0.65%
West Oaks	24	24,201	5.78%	0	24,201	100.00%	16,770	0	16,770	100.00%
West Orange	20	8,493	2.03%	9,507	(1,014)	-10.67%	5,538	4,991	547	10.96%
Windermere	20	8,921	2.13%	8,131	790	9.72%	6,175	4,350	1,825	41.95%
Wash. Park	20	4,565	1.09%	3,817	748	19.60%	3,967	5,508	(1,541)	-27.98%
Total	380	419,018	100.00%	356,359	62,659	17.58%	246,970	210,677	36,293	1.93

**ORANGE COUNTY LIBRARY SYSTEM CIRCULATION
OCTOBER FY 1999 - DECEMBER FY 2002**



**ORANGE COUNTY LIBRARY SYSTEM
STATISTICAL REPORT**

Feb-02

CIRCULATION	2002	2001	% gain or loss
Main	114,597	109,742	4.42%
Branches	262,535	216,528	21.25%
Total	377,132	326,270	15.59%

DOOR COUNT	2002	2001	% gain or loss
Main	72,235	61,603	17.26%
Branches	174,735	149,074	17.21%
Total	246,970	210,677	17.23%

PROGRAM ATTENDANCE	2002	2001	% gain or loss
Total	9,343	9,363	-0.21%
Total # of Programs	98	102	-3.92%

	2002	2001	% gain or loss
Quest Line	11,871	8,816	34.65%
MAYL	37,985	30,089	26.24%
Requests	36,332	29,231	24.29%

	2002	2001	% gain or loss
Patrons Registered	221,441	203,753	8.68%

Electronic Use	2002	2001	% gain or loss
Visits to website pages	216,368	n/a	
Online database usage	26,614	19,560	36.06%

ORANGE COUNTY LIBRARY SYSTEM

LIBRARY ON LINE REPORT

Feb-02

LOGINS	2002	2001	% gain or loss
	110,905	76,296	45.36%

CATALOG SEARCHES	2002	2001	% gain or loss
	149,492	113,429	31.79%

RENEWALS	2002	2001	% gain or loss
	34,505	24,534	40.64%

REF QUESTIONS	2002	2001	% gain or loss
	586	171	242.69%

REQUESTS	2002	2001	% gain or loss
	22,367	28,438	-21.35%

SUGGESTIONS	2002	2001	% gain or loss
	101	48	110.42%

Time Limits for Public Comment

02-058
April 11, 2002

I. PROBLEM STATEMENT

The Orange County Library System Board of Trustees By-Laws do not currently reflect a specific time limit on comments offered by the public.

II. EXECUTIVE SUMMARY

For many years at Board of Trustees meetings, the practice has been to limit public comment to three minutes. The By-Laws should be amended to reflect this practice.

III. BACKGROUND

Several years ago the Board adopted the practice of limiting individual public comment to three minutes. The Library Board followed the model of the Orange County Board of Commissioners which also uses three minutes as a limit for individuals offering public comment.

The input of the public is important to the Board and to the Library. However, there is much business to conduct at monthly meetings. In order to provide fair and equitable access to the Board and in the interest of keeping our agendas on track, the Board should consider formally adopting a time limit for public comment.

The By-Laws do not describe the process for making public comment. They should be amended to include information on signing up and notifying the Board.

IV. OPTIONS

The Library has identified 3 options.

Option 1. Amend the By-Laws to limit public comment by each individual to the three minutes.

Advantages: Ensures that all members of the public are provided with equal access to the time of the Board.

Disadvantages: Some members of the public will feel that it is difficult to deliver their full message in this amount of time.

Option 2: Amend the By-Laws to provide information on how to sign up for public comment.

Advantages: Makes clear a single process to be used by everyone to address the Board.

Disadvantages: Limits flexibility to allow comment outside of process.

Option 3: Make no changes at this time.

Advantages: Allows members of the public to take the time they feel they need to address the Board. Allows flexibility regarding who may speak when.

Disadvantages: Difficult for the Board to apply a limit and a process since they are not clearly expressed in By-Laws. Inconsistency is likely the result.

V. RATIONALE

Option 1 provides a consistent amount of time available to individuals to address the Board.

Option 2 provides clear direction for members of the public who would like to make a comment to the Board.

Option 3 does not provide any clear information for the public regarding how to address the Board nor provides for consistency.

VI. RECOMMENDATION

Add amendment to the Board By-Laws to provide instruction regarding public comment, including a time limit for such comments. See recommended amendment.

ARTICLE 3

Business

Section 1. All business shall be transacted in committee of the whole.

Section 2. The order of business at all regular meetings of the Board shall be as follows:

1. Roll call
2. Public presentation to or discussion with Board
3. Approval of the previous minutes
4. Financial report
5. Statistical/Service report
6. Old Business for action
7. New Business for action
8. Report of Library Director / Chief Executive Officer

Section 3. Members of the public who wish to address the Board must first fill out and present to the Board a “Notice of Intent to Speak at Board Meeting” form. Public presentations shall be limited to three (3) minutes. In the event more than ten (10) person signify their intent to speak, a period not to exceed thirty (30) minutes shall be set aside and divided up equally among those registered to speak.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 02-058

RESOLUTION TO AMEND THE BOARD BY-LAWS TO PROVIDE INSTRUCTION
FOR PUBLIC COMMENT

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 21st day of March, at 7:00 p.m., prevailing eastern time.

PRESENT:

ABSENT:

The following resolution was offered by _____ and supported by _____ .

The Board Resolves:

1. To amend the By-Laws by adding Article 3, Section 3, *Members of the public who wish to address the Board must first fill out and present to the Board a "Notice of Intent to Speak at Board Meeting" form. Public presentations shall be limited to three (3) minutes. In the event more than ten (10) persons signify their intent to speak, a period not to exceed thirty (30) minutes shall be set aside and divided up equally among those registered to speak.*

2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

Gifts, Grants and Bequests to the Library

02-059
April 11, 2002

I. PROBLEM STATEMENT

The Library does not have a policy regarding the acceptance of gifts, grants or bequests.

II. EXECUTIVE SUMMARY

The Library should have an approved policy regarding the review and acceptance of gifts, grants or bequests to the Library. The policy should outline the channels through which gifts are accepted.

III. BACKGROUND

The Library has accepted donations to Book Endowment Funds managed by the Friends of the Library and donations of materials to the Library and Friends for years. From time to time larger monetary donations have been made in the form of gifts or bequests to the Library. We have had no formal policy regarding how these should be handled, such as who formally approves and accepts the gifts as appropriate for the Library.

The Library would like to undertake a more assertive stance in encouraging such gifts from the community, particularly encouraging the inclusion of the Library in the creation of trusts or bequests. In order to handle any such donations appropriately the Library should have a policy in place.

IV. OPTIONS

The Library has identified 2 options.

Option 1. Continue with our current practices without benefit of a formal policy.

Advantages: Requires no change to current practice.

Disadvantages: It is possible to be placed in a position of being presented with a gift that is not useful or appropriate to the Library. For instance a gift of land that we find has been previously exposed to toxic substances, rendering it useless for development.

Option 2: Approve a policy which requires the gifts to be useful and appropriate in order to be accepted by the Library.

Advantages: Allows us to decline gifts which are not both useful and appropriate.

Disadvantages: May require more time to scrutinize some gift opportunities.

V. RATIONALE

Option 1 does not provide any parameters for acceptance of gifts.

Option 2 provides a safety net for acceptance of gifts.

VI. RECOMMENDATION

Staff recommend that the Board approve option 2 in the form of the Draft Gifts, Grants and Bequests Policy dated April 11, 2002. It provides a formal structure through which the Library may review and accept those gifts which are useful and appropriate to the Library.

Orange County Library System Gifts, Bequests and Grants Policy

The Orange County Library System (Library) accepts gifts, bequests and grants that are both useful and appropriate to the Library. The Chief Executive Officer / Library Director will acknowledge gifts and bequests with a value in excess of \$500 in writing. Gifts and bequests with a value in excess of \$5,000 will be acknowledged by the President of the Library Board of Trustees.

Gifts of library materials (books, magazines, etc.) are reviewed for possible inclusion in the collection but are generally donated to the Friends of the Library for sale to the public through the Bookstore in the Main Library or in one of our branches.

The Friends of the Library is a not for profit organization which directly supports the Library through monetary contributions. A convenient way to recognize or honor an individual is to purchase a book endowment through the Friends of the Library. Each \$300 endowment results in the annual purchase of a book in the subject area chosen by the donor.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 02-059

RESOLUTION TO APPROVE A POLICY REGARDING DONATIONS MADE TO
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 11th day of April, 2002 at 7:00 p.m., prevailing eastern time.

PRESENT:

ABSENT:

The following resolution was offered by _____ and supported by _____ .

The Board Resolves:

1. To approve the proposed Gifts, Grants and Bequests Policy dated April 11, 2002.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

Commemorative Plaque Policy

02-060

I. PROBLEM STATEMENT

The Library Board directed Staff to prepare a Commemorate Plaque Policy based upon their comments at the February 14, 2002, Library Board Meeting. In addition to the language in the proposed policy, a decision needs to be made as to how it should be implemented.

II. EXECUTIVE SUMMARY

The Board determined that they wished to honor members of the Library Board of Trustees, members of the Governing Board, local Legislative Delegates, the Contractor, Architect and Library Director on the plaques for new building projects. No Library Board policy has been adopted to cover this issue. Plaques have previously been installed at the Alafaya and West Oaks branches that do not conform with the proposed policy.

III. COMMEMORATIVE PLAQUE POLICY

See the attached draft policy.

IV. OPTIONS

Staff offers the following options with regard to implementing the policy.

Option 1:

The Library Board adopts the attached Commemorative Plaque Policy and it only applies to new construction, beginning with the South Creek Branch.

Advantages:

1. The policy recognizes elected and appointed officers that were responsible for the project.
2. No additional expense is required to replace the plaques at Alafaya and West Oaks.

Disadvantages:

1. The existing plaques at Alafaya and West Oaks are not in conformance with the proposed policy because they do not recognize the local Legislative Delegates.

Option 2:

The Library Board adopts the attached Commemorative Plaque Policy and it applies to all branch library construction beginning with the Alafaya Library. The existing plaques at Alafaya and West Oaks will need to be replaced.

Advantages:

1. All plaques at newly constructed branch locations would conform with the attached policy and thus would recognize the local Legislative Delegates.

Disadvantages:

1. Replacing the plaques at West Oaks and Alafaya would cost approximately \$6000 (based upon the cost for the South Creek Branch plaque).

IV. RECOMMENDATION

Staff recommends that the Library Board approve Option #2, which adopts the attached policy and applies it to all Branch Construction projects beginning with the Alafaya Library.

Commemorative Plaque Policy

02-060

Adopted by the Orange County Library Board of Trustees April 11, 2002

A number of individuals and agencies work diligently to bring a new Library construction project to a successful conclusion. The Library Board wishes to commemorate these individuals and agencies on a plaque which will be displayed on the building. The names on the Commemorative plaque shall be based upon the following schedule.

1. Board of Trustees: Those in office when the construction budget for the project was approved.
2. Governing Board: Those in office when the Capital Project Fund budget, which includes the project, was approved.
3. Local Legislative Delegates: If the project is partially funded by a Florida Public Library Construction Grant, the local legislative delegates in office when the grant funding was approved. Only the delegates representing the district where the project is built will be recognized.
4. Architect: The architect for the project.
5. Contractor: The general contractor for the project.
6. Director/CEO: The Director/CEO when the construction contract was executed.
7. Funding acknowledgement: The Orange County Library District and any other funding agencies that made substantial contributions toward the project.

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 02-060

RESOLUTION TO ADOPT THE COMMEMORATIVE PLAQUE 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 11th day of April, 2002 at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To adopt the Commemorative Plaque Policy. The policy shall be used for all plaques beginning with the Alafaya Library.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

Second Amendment of West Oaks Declaration

02-061

I. PROBLEM STATEMENT

The developers, the Olympia Development Group (Olympia) of the West Oaks Library site have requested that we sign the Second Amendment to the Declaration of Easements, Covenants, Conditions and Restrictions (Declaration).

II. EXECUTIVE SUMMARY

The West Oaks Library was constructed on part of a Planned Urban Development (PUD), that was developed by Olympia. The Library executed the initial Declaration when the Library site was purchased. A First Amendment has been previously executed by the Library. As Olympia sells lots in the PUD, the purchasers may request amendments to the Declaration to limit possible competing firms from buying lots in the PUD. The Second Amendment to the Declaration will not permit firms which conflict with Crown Bank, Donato's Pizza, Dunkin Donuts, and Burger King to operate in the PUD for at least 20 years. The Library's legal counsel recommends that the Library execute the Second Amendment.

III. RECOMMENDATION

Staff recommends that the Library Board approve the Second Amendment to the Declaration of Easements, Covenants, Conditions and Restrictions and authorize the Director/CEO to execute it.

Attachment 1

See hard copy of board packet for a copy of the
Second Amendment Declaration

BOARD OF TRUSTEES OF
ORANGE COUNTY LIBRARY SYSTEM
RESOLUTION 02-061

RESOLUTION TO EXECUTE THE SECOND AMENDMENT TO THE WEST OAKS
DECLARATION OF EASEMENTS, COVENANTS, CONDITIONS AND
RESTRICTIONS

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 11th day of April, 2002 at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. Approves the Second Amendment to the Declaration of Easements, Covenants, Conditions and Restrictions for the West Oaks Library site and authorizes the Director/CEO to execute it.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Secretary

Director's Report
11 April 2002

- Leila Higgins, manager of the Computer Resource Center, has been selected as the Library's candidate for the Executive Leadership Initiative of the Urban Library Institute. We will be submitting her name and project proposal to the Institute in Evanston, Illinois. Congratulations Leila!

- Our web site is changing names. From this point on it will be :

www.ocls.info

The old web site: www.ocls.lib.fl.us will also continue to get users to us.

The shorter name was adopted to make it easier for our users to find us. We also thought the “.info” extension was also more appropriate to us and our mission.

- The Library will be polling participants about their library needs and signing up patrons for library cards at the following events:

- ‡ Downtown Partnership Event on 12 April, 11:30 a.m. - 1:30 p.m.

- ‡ Methodist Church at Apopka-Vineland Health and Safety Fair on 13 April, 9:00 a.m. to 2:00 p.m.

- ‡ Seniors Day at Lake Eola on 1 May 2002 7:30 a.m. to 1:30 p.m.

The library will also be providing coupons to be used at the Friends of Library Bookstore and donated book materials as handouts to support the Mayor's efforts on Senior Day.

- Brown Bag Lunch with the Director was held 26 March from 12:00 to 2:30. A number of employees came and asked questions and shared comments. A list of the comments and issues addressed was posted on the Weekly Times Online.

(<http://staff.ocls.lib.fl.us/staff/ThisWeekatOCLS/NewsYouCanUse/NewsYouCanUseMainPage.htm>)

- The Library will be distributing Lynx bus passes beginning 1 May to all non represented staff who take the bus to work. Staff must choose whether to use the bus pass or use the paid parking option. Perhaps this might

encourage more of the staff to take the bus.



- Coming soon, the library will be requiring identification to use the library's PC's. The library is intending to bring to the board a proposal to authorize a technology card. The technology card would be issued for a fee to users who wish to use our computers who would not be eligible for a library card. It would be issued for a fee, after showing a driver's license or state identification card, to non-OCLS residents in order to sign up to use the computers. This is intended to provide more equitable access and better service for our Orange County users. One added benefit we anticipate will be the encouragement of better PC behaviour on the part of some of our more enthusiastic users.

- The managers of Division of Reference and Information (DRI) are considering alternative ways of displaying materials here at Main, in order to make the first floor of the Orlando Public Library more attractive and more inviting to the downtown walk-in trade. This effort will likely result in many of our more popular items like the videos, music cd's and books on tape being relocated to the first floor so they are more accessible to the grab and go crowd. Many of the reference materials will be grouped together on floors higher up in the building in an effort to make staffing for the reference function more efficient. Many of the circulating items will be regrouped to make them easier to retrieve. This will likely involve better signage to make the building more navigable. More information will be forthcoming on this later.

- The library is analyzing its telephone statistics for both the telephone switchboard and Questline. Currently the percentage of switchboard calls that get passed to Questline ranges from 57% to 63%. We are tracking the types of telephone calls Questline receives and any abandoned telephone calls to Questline.

- Questline is conducting an experiment they are calling "We Don't Do That vs. Did You Know the Library . . .?"

Their bulletin board is divided down the middle. One side is for "We Don't Do That", and the other side is for "Did You Know The Library . . ." Every time they tell a patron they *don't* do something, they write it on a Post It for the negative side of the bulletin board; every time they *promote* a library service or product, they write it on a Post It for the positive side of the bulletin board.

They expect to find out some things make us feel pretty good about our job, and some things don't, but all of it will feed into their Stop, Start, Continue project! Way to Go Questline!!

- Web pages are being translated into Spanish as well as brochures. We are seeking out Spanish language storytellers to provide better service for our Hispanic users. A Spanish language telephone message is being incorporated into the Audix telephone system. If you dial 6470, you will have the option to listen to a message about hours in English or Spanish.

- An experiment with digital audio production and export is being conducted at the Computer Resource Center. New software is being tried to create an Audio Lab to facilitate incorporating audio files into presentations and exchange of audio files over the internet.

We have purchased a CD-ROM writer and special Digital Audio editing software and Windows XP. We put these on a PC to deploy so staff can create a new library product and training classes for that product.

- Patrons will be able to use an Audio Lab station to:

1. Download music from the Internet

2. Take music off of standard audio CD's and convert it to digital format. The most popular format is mp3. The popular term for this is "ripping a CD".

3. Record Music

4. Once the music is on the Audio Lab PC, they can use Sound Forge XP Studio 5.0

(<http://www.sonicfoundry.com/Products/NewShowProduct.asp?PID=460>)
to edit the music and apply musical effects to the music.

5. Users save their digital audio files to floppy or they will be able to create their own CD-ROM in either digital or standard audio format. The popular term for this is "burning a CD".

6. Many users may have a personal audio device, or mp3 player. You can see a selection at web sites like:

www.circuitcity.com.

Most of these units can connect directly to a computer running Windows XP via a USB port. The Audio Lab PCs will be equipped with a USB hookup for this purpose.

We will be deploying this setup to the Reference Training Department today. We will deploy a certain number of stations here at Main.

There is more software we can add to the Audio Lab stations. These include ACIS Music 3.0 which helps users create their own music, ACID Loops which are royalty-free music and effects to create custom soundtracks and Supper-Duper-Music-Looper (www.musiclooper.com) which is music creation software aimed at children between the ages of 6 to 10.

We are also looking at the possibilities of creating two additional library products a Video Lab and a Print/Web Design Lab. These two products still need a little design work, so the following is still on the drawing board, but may become a reality very quickly.

•The Video Lab would enable users to :

1. Capture video from digital video cameras, digital cameras, possibly a VCR.
2. Apply different video effects and translations.
3. Add text, scrolling titles and text animation.
4. Create slide show presentations from digital photos.
5. Record narration for the videos.
6. Burn Video CDs for DVD playback.
7. Save files in Real Video, Windows Media Player, Quicktime, MPEG-1 and MPEG-2 format for use on computers and web sites.

We will use Video Factory 2.0 along with a Video Capture Card, VCR and DVD-R recorder.

•The Print/Web Design Lab would enable users to:

1. Create Newsletters and other publications using Microsoft Publisher
2. Create and save Web content using Dreamweaver, Fireworks and FrontPage. We would not be hosting users web sites, but they could use our lab to create content and to save it to floppy or CD. They might also be able to post it directly to a web site hosted off site depending on the hosting service. We will use a Scanner, CD-R and several software packages to provide this product.

We would like to offer these labs and classes in these technologies as part of our effort to increase teen usage of the library. We have high hopes that this will help attract teens to the Library. Many thanks to the staff of

Information Systems and Computer Resources Center for all their efforts on these new library products.

- The Library will be experimenting with two 8 foot linear florescent fixtures and 4 pendant lamps on the 5th floor. We will remove the baffles, then have an electrician install the four pendants on the west end of the hall and the two florescent fixtures on the east end. In both cases, the connections would be made to existing wiring. The electrician will remove all the other canister lights. All the fixtures would be hung at the same height as the bottom of the existing ballasts. We hope to experiment with these fixtures to see how they could improve lighting on the more public floors at Main.

- An opportunity for the community to meet the Director reception will be held at the Herndon Branch Library at 6:00 p.m. before the 11 April Board meeting

- The Library's Liz Art Project Lizard will be unveiled on Saturday, 20th April at 1:30 p.m. Please join us for this wonderful artistic addition to our Main Library.

- Orlando Magazine will have a full page article in the May issue about the Library.

- Downtown Orlando is going to expand links to the Library on their web site: www.downtownorlando.com.

We are now listed on the calendar section for the children's programs and this will be expanded to include our other events such as music, Friends programs, other special events. Also, we will be linked under cultural corridor. They will also link to our web site under these categories. They would like to pursue is an Orlando history section that would link to our site as well as the History Center.

- The OCLS has won the Florida Library Association's Betty Davis Miller Award for its Just For Kids Card. It will be presented at the Florida Library Association Convention in Daytona next week! The Betty Davis Miller award to an outstanding program of direct service to children up to and including age 12. The Library submitted the Just for Kids Card which was implemented in March 2001. This card was developed especially for children whose parents are not able to come to the Library to get them a

card. Children can register themselves and each child can check out one book at a time. When he brings that one back, he can get another. When the child registers, we mail a letter to Mom and Dad to let them know and encourage them to bring the whole family in to enjoy our library services. To date the Library has registered over 1500 young persons who would otherwise not have received Library Service Many thanks to Lyn Payne, Manager of the Children's Department who labored over the application.

- Our Friends of the Library have been selected as one of the fifteen non-profit agencies to have their logo painted on a special non-profit LYNX bus for one year. They will also have a poster inside the bus with logo and a line of text - something like - Friends' volunteers provide support for the Library." Also, there will be a kickoff event during National Volunteer Week, April 21-27.

LIBRARY VOLUNTEER PROGRAM

02-065

For many years the Friends of the Library have utilized volunteers in the operation of the Bookstore. Other than that, the Library has not tapped into the valuable resource of volunteer assistance. At this time we are interested in expanding our volunteer program to provide new opportunities for volunteers both in the main Library and in Branches. In addition this initiative supports our goal of weaving the Library into the fabric of the community by providing more citizens an opportunity for direct involvement with the Library and its programs.

The opportunities will be promoted in a variety of ways:

- Friends of the Library Newsletter
- Library on Line
- Orlando City Neighborhood Services Volunteer Program
- RSVP (Retired and Senior Volunteer Program)
- Orange County Public Schools

New volunteer opportunities will include:

- Program Assistant – to provide assistance in conducting Library events
- Book Sorter - to sort and price books to be sold; to sort other books and materials
- Delivery Person – to deliver “Read While You Wait” material and post promotional flyers and signs, Talking Books applications, library brochures, etc... to offsite locations
- Outreach Assistant – to provide library information and to recruit new Library users at community events
- Computer Helpers – to provide computer assistance to patrons

The Community Relations Department, which has experience working with the Bookstore volunteers, will coordinate the program. At this time, we are writing procedures and routines already established for the Bookstore volunteers, such as job descriptions and “announcements” for the new positions. We will be able to adapt procedures and routines already established for the Bookstore volunteers. The new volunteers will become part of the Friends of the Orange County Library System.

One remaining question is to determine how best to provide insurance coverage for these new volunteers. The current 80 volunteers who work in the Bookstore are covered by a policy the Friends of the Library provide. We are talking with insurance agents about options to provide coverage for these additional volunteers.

04/05/02

**Government in the Sunshine Workshop
for
Orange County Library System Board of Trustees**

Workshop provided by: Institute of Government, University of Central Florida
Workshop Facilitator: Robert Hamilton, City Attorney Emeritus, City of Orlando

Summary:

This three-hour workshop is designed for elected and/or appointed officials to make them more knowledgeable about the laws governing public bodies in Florida. Mr. Robert Hamilton, City Attorney Emeritus, City of Orlando, will present information on the public records law, open meetings (government in the sunshine), conflicts of interest, and financial disclosure. In addition to citing case law and responding to participant questions, Mr. Hamilton will offer guidelines to help boards function more effectively under Florida law.

Proposed Dates:

Since the Board already has an additional meeting scheduled for the month of May (Personnel Policies Workshop has been scheduled for Tuesday, May 14th) three dates during the month of June are provided for the Board's consideration:

Tuesday, June 4
Thursday, June 6
Tuesday, June 11

The meetings will be held at 6:00 p.m. (or any other time agreed upon by the Board) in one of the 3rd floor meeting rooms in the Main Library.

South Creek Project Summary

02-067

Mar 31, 2002

<u>CATEGORY</u>	<u>ORIGINAL BUDGET APPROVED 6/8/2000</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	97,746.38
Construction			
Contractor	1,700,000.00	1,661,597.00	918,166.38
Carpet		30,000.00	0.00
Impact & Permit Fees	140,000.00	110,000.00	108,401.62
Testing	8,000.00	25,000.00	20,841.25
Other	19,231.26	19,231.26	8,553.53
	<u>1,867,231.26</u>	<u>1,845,828.26</u>	<u>1,055,962.78</u>
Contingency	150,000.00	71,356.62	
TOTAL PROJECT	<u><u>2,640,000.00</u></u>	<u><u>2,540,000.00</u></u>	<u><u>1,676,477.90</u></u>

Estimated Completion Date: Jun 2002