

**Orange County Library System  
Board of Trustees**

**Board Packet for July 2002**



**101 East Central Boulevard  
Orlando, Florida 32801-2471  
phone: 407.835.7611  
fax: 407.835.7648  
website: ocls.info**

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

July 3, 2002

TO: Ronald Harbert, President  
Phyllis Hudson, Vice President  
Gloria Fernandez, Trustee  
Sara R. Brady, Trustee  
Thomas R. Kohler, Trustee

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 at 7:00 p.m., Thursday, June 13, 2002, at the **Alafaya Library, 12000 East Colonial Drive Orlando, Florida 32826; 407.835.7323**

If any board member has an item to be brought up for discussion, please call Milinda Neusaenger before the meeting.

Cc: Ronald Rogers, Liaison, Membership and Mission Review Board – County  
M. Katie Porta, Liaison, City of Orlando

**AGENDA**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**July 11, 2002**  
**Alafaya Library**  
**12000 East Colonial Drive**  
**Orlando, Florida 32826**  
**407.835.7323**

- 02-120 I. **Call to Order**
- 02-121 II. **Public Comment**
- 02-122 III. **Approval of Minutes**
- 02-123 Sunshine Law Workshop Meeting: Tuesday, June 11, 2002
- 02-124 Library Board of Trustees Meeting: Thursday, June 13, 2002
- 02-125 IV. **Financial Statements: Mary Anne Hodel**
- 02-126 V. **Statistics and Summaries and PC Reservation Statistics: Debbie Moss**
- 02-127 VI. **Action Items**
- 02-128 A. **Consent Agenda**
- 02-129 1. Approval of the Backbone Budget: Eric Atkinson
- 02-130 2. Approval of the Unattended Children Policy: Kathryn Robinson
- 02-131 VII. **Discussion and Possible Action Items**
- 02-132 Meeting Room Policy: Marilyn Hoffman
- 01-133 VIII. **Information**
- 02-134 Director's Report
- 02-135 Strategic Plan Update: Carla Fountain
- 02-136 WOW Space Update – Draft of Building Plan: Kathryn Robinson
- 02-137 South Creek Project Summary and Update: John Claytor

- 02-138 Additional Information
- 01-139 a. Letter to Orange County Chairman Richard Crotty  
re: Law Collection Revenues FY 2001
- 02-140 b. Faxed memo from the Doctor Phillips Foundation  
re: Community Room Reservations at Southwest Library
- 02-141 Staff Presentation: Mobile Librarians at the Alafaya Library - Kathleen Meiners

## IX. **Adjournment**

**Next Meeting Dates: August 8, 2002, 7:00 p.m. Orlando Public Library - Albertson Room; 101 East Central Boulevard; Orlando, Florida 32801; September 12, 2002, 7:00 p.m., Hiawassee Library; 2768 North Hiawassee Road; Orlando, Florida 32818**

**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 Meeting  
Thursday, July 11, 2002**

**Call To Order**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Public Comment**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Approval of Minutes**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Approval of Minutes:  
Sunshine Law Workshop,  
June 11, 2002**



**MEETING MINUTES**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**SUPPLEMENTAL MEETING:**  
**GOVERNMENT IN THE SUNSHINE WORKSHOP**  
**June 11, 2002**  
**Orlando Public Library**  
**101 East Central Boulevard**  
**Orlando, Florida 32801**  
**407.835.7323**

**I. Call to Order**

The meeting commenced at 6:08 p.m. in the Palm Room on the 3<sup>rd</sup> floor of the Main Library.

Board Members Present: Phyllis Hudson; Tom Kohler; Gloria Fernandez; Sara Brady

Board Members Absent: Ron Harbert

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

**II. Presentation**

As requested by the Board, Orlando City Attorney Emeritus Robert Hamilton facilitated a workshop about the Government in the Sunshine Law and other laws relating to public and government establishments. The workshop was entitled *Laws Affecting Public Officials*.

The main topics discussed included public records law, Government in the Sunshine law, ex-parte communications, conflicts of interest, voting conflicts, dual office holding and financial disclosure. A workbook was provided which also includes excerpts from the Florida Statutes, chapters 112, 119 and 286.

**III. Adjournment**

The meeting adjourned at 8:54 p.m.

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**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Approval of Minutes:  
Library Board of Trustees Meeting,  
June 13, 2002**

**MEETING MINUTES**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**June 13, 2002**  
**Orlando Public Library**  
**101 East Central Boulevard**  
**Orlando, Florida 32801**  
**407.835.7323**

02-098 I. **Call to Order**

President Ron Harbert called the meeting to order at 7:00 p.m.

Board Members Present: Ron Harbert, Phyllis Hudson, Gloria Fernandez,  
Sara Brady, Tom Kohler

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

02-099 II. **Public Comment**

Rich Gause spoke about public access and the Sunshine Law. Mr. Gause provided a written copy of his comments and as requested by Mr. Gause, these comments have been included in the official records of this meeting. \*See attached supplemental information.

02-100 III. **Approval of Minutes**

02-101 **Library Board of Trustees Meeting: Thursday, May 9, 2002**

Trustee Kohler seconded by Trustee Hudson, moved to approve the minutes from the May 9, 2002 meeting.  
Motion carried 5-0.

02-102 **Personnel Policies Briefing Meeting: Tuesday, May 14, 2002**

Trustee Kohler, seconded by Trustee Fernandez, moved to approve the minutes from the May 14, 2002 Personnel Policies meeting.  
Motion carried 5-0.

02-103 IV. **Financial Statements: Robert Tessier**

Comptroller Robert Tessier summarized and highlighted the financial statements for the eight months ended May 31, 2002. There was brief discussion regarding the expended budget thus far.

02-104 V. **Statistics and Summaries: Debbie Moss**

Assistant Director Debbie Moss presented the revised statistical reports which are year-to-date comparisons. The Board has requested monthly comparisons to be included as well.

02-105 VI. **Action Items**02-106 A. **Consent Agenda**

02-107

## 1. Collection of Overdue Patron Accounts: Debbie Moss

There were few questions from Board members, and Assistant Director Moss briefly discussed the rationale of contracting with a collection service and the Library's past experiences attempting to collect materials and overdue fines. Some concern was voiced about the older accounts and negative public perception of the Library pursuing these accounts. It was also mentioned that a positive perception of the Library acting as good stewards of public funds may be the result.

Trustee Kohler, seconded by Trustee Fernandez, moved to approve the staff recommendation to contract with Unique Management to handle newly occurring overdue accounts that are \$50.00 and over and have become 90 days overdue, and to contract with National Revenue to address older delinquent accounts that are over \$250.00 and a year old.

Motion carried 4-1, with Trustee Hudson voting nay.

02-108

B. **Winter Garden Branch Project Budget: Robert Tessier**

Comptroller Tessier presented and summarized the proposed Winter Garden Branch Project Budget. Brief discussion ensued regarding the site plan for the project. It was requested that staff meet with the architect to explore the possibility of changing the orientation of the building so it faces Plant Street. Staff were asked to report back to the Board at the July 11, 2002 meeting regarding the site plan.

Trustee Kohler, seconded by Trustee Hudson, moved to approve the Winter Garden Branch Project Budget totaling \$2,119,000.00.

Motion carried 5-0.

02-109

C. **Preliminary Budgets for Fiscal Year Ending September 30, 2003: Robert Tessier**

Comptroller Tessier explained the four separate annual budgets that are required by law. These are the Operating, Capital Projects, Main Debt Service and the Branch Debt Service Funds. Brief discussion ensued.

Trustee Kohler, seconded by Trustee Fernandez, moved to approve the preliminary FY 2003 Operating, Capital Projects, Main Debt Service, and Branch Debt Service Fund budgets and to authorize staff to recommend to the Library District Governing Board that the FY 2003 Operating Fund millage rate be maintained at .4144 and the FY 2003 Main Debt Service Fund millage rate be adopted sufficient to fund the preliminary Main Debt Service Fund budget.

Motion carried 5-0.

02-110 VII. **Discussion and Possible Action Items**

02-111 Schedule Marketing Committee Meeting: Mary Anne Hodel

Marketing Committee Chairperson, Trustee Brady explained she had invited individuals in the field of marketing to participate in the marketing committee. Budgetary ideas were briefly discussed. The meeting will be scheduled in the near future.

02-112 Meeting Room Policy: Marilyn Hoffman

The Head of Community Relations Marilyn Hoffman, presented and reviewed the meeting room usage charts and the proposed revision of the existing Meeting Room Policy. There was some discussion regarding the proposed policy and the various options included. The Board requested that a copy of the options be sent out to Board Members so that the issues can be discussed/debated at the July 11, 2002 meeting.

02-113 VIII. **Information**

02-114 Director's Report

Listed are comments the Director made in addition to those included in the Board Packet:

‡ The Director publicly thanked David Buckley and Jason Grant of Disney Imagineering, as well as the other 6 artists in the group for designing our logo. David Buckley designed the chosen logo and Jason Grant designed the Brain logos that will be used with the teen page.

‡ There will be an article in West Orange Times coming up about the new Winter Garden Library.

‡ The Genealogy Dept was nominated, for the July issue of Florida Magazine, "Best Of" issue. Joy Dickinson nominated our Genealogy Department as the "Best Place To Dig Into Your Roots." Ms. Dickinson of the *Orlando Sentinel* interviewed the enthusiastic Dept Manager, Gregg Gronlund for the article.

‡ *Orlando Sentinel* reporter, Walter Pacheco, stopped in asking about Library summer reading lists for school-age children. He was given the year-round lists for elementary and middle school children (plus other reading lists for younger children) and was told about our additional summer programs for school-age children plus the special guest programs that are scheduled for June and July.

‡ **Contest:** The Library is sponsoring a library card sign up contest for all staff to begin in September for National Library Card sign up Month. All staff will be encouraged to take registration materials and hand them out to family, friends, and neighbors. When the prospective cardholder comes in with the registration flyer, they will get a special gift. A firm is being sought to help sponsor the gift, probably a bag with the Library logo on it. The staff members who bring in the most sign ups will receive prizes. The top three staff persons who bring in the most sign-ups will receive cash prizes of \$250, \$150, or \$100. The 4-13<sup>th</sup> most signups will result in a prize of \$50. And the 14<sup>th</sup> to 23<sup>rd</sup> most will result in a prize of \$25. The 24<sup>th</sup> to 50<sup>th</sup> most will receive a library T-shirt. The top 3 departments bringing in the most cards on an average based on the number of people in the departments will receive a pizza party.

‡ The listed Branches will be polling places during the primary election September 10, 2002 and the general election November 5, 2002:

- Herndon
- North Orange
- Southeast
- West Oaks
- West Orange

In addition, the Supervisor of Elections has asked the Dr. Phillips Foundation if they can use the Southwest Branch meeting room as a polling place. The outcome of that request has yet to be determined.

Finally, the South Orange Branch has been a polling place in years past. Sometimes when a Branch moves it is still wanted as a polling place, other times it is not. Word has yet to be received as to what their intent is vis-à-vis South Creek.

**The Board asked that staff schedule as many Spanish-speaking employees as possible at the Branches which will be used as polling places. This is in order to assist the Supervisor of Elections Office.**

‡ The Library's activities have started to be mentioned in the Downtown Orlando Partnership ads and in the Summer calendar in the June edition of the *Orlando* magazine.

‡ **Food Drive:** The Staff Association will be doing a food drive for the Second Harvest Food Bank starting June 14<sup>th</sup> and going through July 1<sup>st</sup>.

‡ **Blood Drive:** The Staff Association will be sponsoring a Blood Drive on Friday, June 14<sup>th</sup>.

‡ **United Way:** This year will be the first time the Library has had a staff member on the Orange County United Way committee. Many thanks to Yvonne Pierre for coordinating OCLS's efforts for this campaign.

‡ **Donations for South Creek:** The Library is looking to local merchants for gifts of support for the new South Creek branch, we are looking for monetary donations to support equipment, furnishings, programming at the new branch, as well as the opening day ceremonies. Commemorative plaques will be installed to recognize donations made by local businesses or individuals.

‡ The Director has been asked to talk with the Central Florida Guardianship Association in October at Terra Vista Nursing Home.

‡ The Washington Park branch will have to close for two weeks for county to remove asbestos from that building. We have asked that the work be done in early January.

‡ The One Book One Community campaign for October will feature the book *Rocket Boys / October Sky* by Homer Hickam. Mr. Hickam will be in Orlando on November 8<sup>th</sup> and 9<sup>th</sup>. The Orlando Sentinel is the special promotional partner. Barnes and Noble is the official bookseller for Hickam's books that weekend. On Friday the 8<sup>th</sup>, there will be a reception at the Library honoring Mr. Hickam We are trying to tie it in with Veteran's Day parade downtown on Saturday the 9<sup>th</sup>, with a talk by Mr Hickam at the Disney Bandshell on Lake Eola after the parade.

Mr Hickam will also make appearances at 2 local schools during his visit to Orlando. NASA would like to be part of the event. Library Staff members are already working with other members of the steering committee. The members are: Rollins College, UCF, WMFE, Maitland and Winter Park Public Libraries, and Orange County Public Schools, and the school systems from Polk, Osceola, Seminole, Lake, Polk, Brevard, Volusia and their county Libraries.

02-115 Strategic Planning Process: Carla Fountain

Carla Fountain, the Head of the Human Resources Department reported on the progress and of the Community Visioning Session which will be the first meeting regarding the Strategic Planning Process. Different meeting location and facilitator options were discussed.

02-116 WOW Space: Kathryn Robinson

Kathryn Robinson, Division Head of Reference and Information gave a brief summary of the WOW space plans and presented individual invitations to each of the Board Members. The invitations, shaped as oranges, were created by the Library's new Graphic Artist, Benjamin Garcia.

02-117 Branch Tours: John Martin

The Branch Tour has been scheduled for July 18<sup>th</sup> and so far Trustees Harbert and Hudson will be in attendance. The tour will be of some of the Branches in the system and is scheduled for 9:00 a.m. to approximately 6:00 p.m. A request has been made for the tour route to intersect the downtown area during noontime.

02-118 South Creek Project Summary

02-119 Staff Presentation: Computer Resource Center - Leila Higgins

Leila Higgins narrated a power point presentation describing the CRC, which has been funded partially by the Bill & Melinda Gates foundation.

## IX. Adjournment

President Harbert adjourned the meeting at 8:49 p.m.

**Next Meeting Dates: July 13, 2002, Alafaya Library, 12000 East Colonial Drive, Orlando, Florida 32826; August 8, 2002, 7:00 p.m., South Creek Library (contingent upon completion of the Branch construction, otherwise to be held at the Orlando Public Library; Albertson Room, 101 East Central Boulevard, Orlando, Florida 32801)**

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Comments by Rich Gause at Orange County Library Board meeting, June 13, 2002.

Your new director has implemented some excellent changes that provide better information for the public about this board's deliberations. The agendas, board packets and minutes of the meetings should be recommended as models for other local boards. She and her administrative assistant are to be commended.

I attended your workshop on the Sunshine Law two days ago. It provided a good overview of the law, but I have some concerns about one of the undercurrents at the meeting. I would hate to see all the wonderful progress that has been made during the last six months destroyed by a potential attitude of skirting the law.

If you make a serious attempt to keep the public as fully informed as possible, there shouldn't be a problem. But the past behavior of this board has been to hide much of its decision-making from the public. Some of the future possibilities suggested by Tuesday night's discussion include:

- Waiting until the last minute to post a meeting notice, so long as it's 24 hours.
- Only posting the meeting notice on a single bulletin board downtown.
- Not providing an agenda in advance.
- Not tape recording the meetings.
- Returning to very abridged minutes, i.e., 10-line summary of a 3-hour meeting.
- Declaring that board committee meetings are not public meetings by only putting one board member on the committees. I'm really curious as to why the board had delegated the responsibility of evaluating the Library Director to a single board member.
- Conducting communication by telephone specifically to ensure that there is no paper/electronic record.
- Finding excuses to charge the public for information to discourage requests.

Although one board member has expressed interest in the past for improving public access, other board members have regularly indicated a preference for discouraging public access. My hope is that either they have changed their attitude about the public or that at least a majority of the current board members will openly express their desire that the Library Administration attempt to comply as fully as possible with the spirit of the Sunshine Law by rejecting the limitations that would be imposed if the above possibilities were adopted.

I have provided you with a summary of some past complaints (attached). Here are two recent examples. Six months ago at the December 2001 board meeting, I expressed concerns about the lack of adequate notice for board committee meetings and the response was that you would attempt to provide better notice. However, no one at that Thursday evening meeting bothered to mention that a board committee would be meeting at 10 a.m. on Monday morning, four days later. The paper notice was apparently posted the next day, but there was no notice on the Library website. This week, there was a single paper notice posted about the Sunshine Law meeting, but it was never included on the Library's website calendar.

If some meetings appear on the Library website calendar, the public should be able to assume that all public meetings are there. Unless the board expresses its official support for the spirit of public access, I have to assume that it will be necessary to drive downtown every evening to read the public notices on the bulletin board posted exactly 24 hours in advance of meetings, because that's the only place some notices will appear. Please don't make that necessary.

I am providing a printed copy of my comments and I ask that they be included as a supplement to the official records of this meeting. Thank you.

Rich Gause  
4900 Cedar Bay St  
Orlando, FL 32812  
(407) 277-6446

**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Financial Statements:  
Mary Anne Hodel**

# Orange County Library System Financial Statement Highlights Nine Months Ended June 30, 2002

## *Revenues*

### Law Collection Fees

The monthly checks from the Orange County Clerk of the Courts have been averaging about \$22,300 which is well above the \$17,500 used for budget purposes. For the fiscal year, we expect to receive about \$58,000 more than we budgeted.

### PC Pass

Effective June 17, we started charging patrons who do not have a library card a fee to use our computers. The fee, or PC Pass, is \$5 for a week of computer usage. In the last two weeks of June we collected almost \$800 for the new PC Pass.

## *Expenditures*

### Overall

As we monitor the actual expenditures during the year as compared to the amounts budgeted for each account, our intent is to keep the Library Board apprised of the accounts we expect to over spend. As part of this process a projection through the end of the fiscal year was included in the May Board packet. In order to keep the Board informed on a continuing basis, we have altered the format of the attached Operating Fund Expenditure Summary slightly. On the right hand side of the Summary an asterisk is shown next to some of the accounts. These are the accounts we expect to over spend.

### DCP – Retirement Contributions

The percentage of the budget expended is a little high for this point in the year. We expect the actual expenditures to be very close to the budget by the end of the fiscal year. It is possible we may over spend this account but it is too close to call at this point.

### Insurance

Based on a suggestion from our pension attorney, we recently purchased fiduciary liability insurance to cover the pension plans and plan administrators. This coverage was not included in the budget and thus, we will over spend this account.

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND REVENUE SUMMARY  
Nine Months Ended June 30, 2002**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>% RCVD (9 months=75%)</u>
<b>AD VALOREM TAXES</b>	20,640,121	20,324,492	98.5%
<b>INTERGOVERNMENTAL</b>			
State Aid	1,752,099	1,637,933	93.5%
Literacy Grant	25,000	25,000	100.0%
Law Collection Fees	210,000	200,740	95.6%
	<u>1,987,099</u>	<u>1,863,673</u>	<u>93.8%</u>
<b>CHARGES FOR SERVICES</b>			
Fee Cards	16,000	12,601	78.8%
PC Pass		771	
Copy & Vending	160,000	119,478	74.7%
	<u>176,000</u>	<u>132,850</u>	<u>75.5%</u>
<b>FINES</b>			
Fines	450,000	368,074	81.8%
Lost Materials	40,000	36,946	92.4%
	<u>490,000</u>	<u>405,020</u>	<u>82.7%</u>
<b>MISCELLANEOUS</b>			
Interest Earnings	450,000	252,716	56.2%
Rents	6,000	0	0.0%
Book Sales	22,000	21,467	97.6%
Computer Disk Sales	0	1,901	
Contributions - Friends of Library	75,000	46,384	61.8%
Contributions - Others	3,000	6,004	200.1%
Telephone Technical Discount	0	34,302	
Miscellaneous	30,000	14,119	47.1%
	<u>586,000</u>	<u>376,893</u>	<u>64.3%</u>
<b>TRANSFER FM TAX COLLECTOR</b>	170,000	0	0.0%
<b>TOTAL REVENUES</b>	<u><u>24,049,220</u></u>	<u><u>23,102,928</u></u>	<u><u>96.1%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND EXPENDITURE SUMMARY**  
**Nine Months Ended June 30, 2002**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>% EXPEN (9 months=75%)</u>	
<b>PERSONAL SERVICES</b>				
Salaries (Sick Leave Payout=\$23,470)	10,164,109	7,352,629	72.3%	
Medicare Taxes	147,381	102,646	69.6%	
DCP - Retirement Contributions	1,260,352	1,051,682	83.4%	
DBP - Retirement Contributions	612,077	499,872	81.7%	*
Life and Health Insurance	1,059,164	814,237	76.9%	*
Worker's Compensation	101,644	108,904	107.1%	*
Unemployment Compensation	9,806	4,241	43.3%	
	<u>13,354,533</u>	<u>9,934,210</u>	<u>74.4%</u>	
<b>OPERATING</b>				
Professional Services	140,000	118,462	84.6%	*
Other Contractual Services	440,000	263,974	60.0%	
Other Contract. Serv.- Janitorial	212,000	149,135	70.3%	
Travel	75,000	53,128	70.8%	
Telecommunication	228,000	145,151	63.7%	
Delivery and Postage	806,000	643,232	79.8%	*
Utilities	678,000	393,297	58.0%	
Rentals and Leases	1,008,000	724,213	71.8%	
Insurance	97,000	89,987	92.8%	*
Repair and Maintenance	419,000	340,972	81.4%	*
Repair & Maint. - Hardware/Software	121,000	73,245	60.5%	
Copying/Printing	100,000	70,593	70.6%	*
Property Appraiser's Fee	240,000	174,072	72.5%	
Tax Collector's Fee	425,000	406,490	95.6%	
Contingency	300,000	0	0.0%	
Supplies	519,000	334,842	64.5%	*
	<u>5,808,000</u>	<u>3,980,792</u>	<u>68.5%</u>	
<b>CAPITAL OUTLAY</b>				
Building and Improvements	1,280,000	170,069	13.3%	
Equipment and Furniture	410,000	177,818	43.4%	*
	<u>1,690,000</u>	<u>347,887</u>	<u>20.6%</u>	
<b>LIBRARY MATERIALS</b>				
Materials - Rest. Contributions	32,000	19,206	60.0%	
Materials - Literacy	25,000	24,900	99.6%	*
Materials - Law	210,000	177,279	84.4%	*
Materials - Other	3,485,000	2,346,196	67.3%	*
	<u>3,752,000</u>	<u>2,567,581</u>	<u>68.4%</u>	
<b>TRANSFER TO BR DEBT SERV FUNI</b>	416,779	208,389	50.0%	
<b>TOTAL EXPENDITURES</b>	<u>25,021,312</u>	<u>17,038,859</u>	<u>68.1%</u>	

\*= Expect to over spend the budget for this account

**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Statistics and Summaries**

## STATISTICAL SUMMARY MAY 2002

### **Circulation and Door Count trends:**

We continue to see overall increases in both trend lines.

### **Statistical Reports:**

#### **Circulation and Door Count**

Presented this month is a new format which allows you to see month by month along with year to date trends. Branch circ is showing the greatest growth over the same period last year. This is in part due to the opening of a new branch location but use of many Branch locations is picking up.

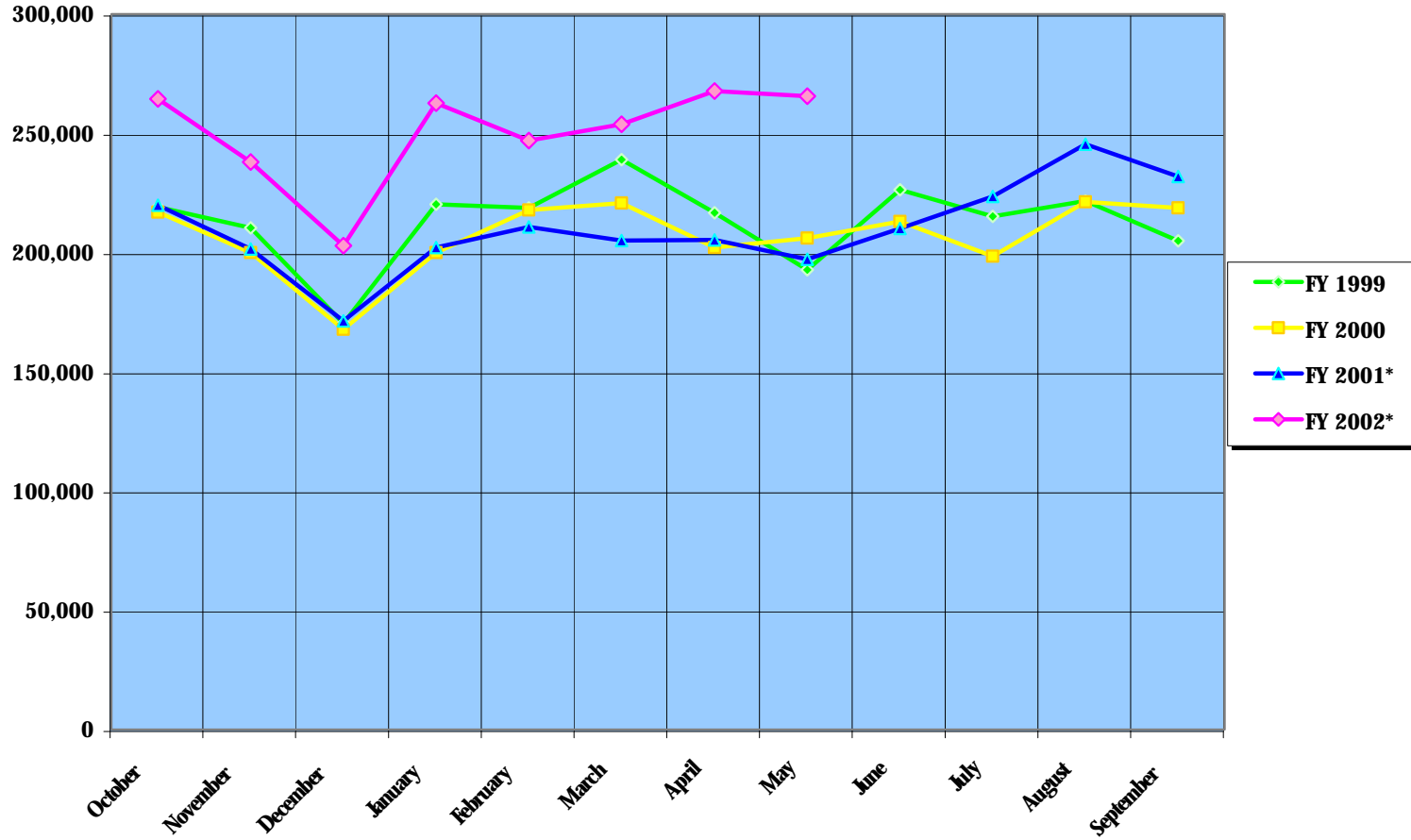
#### **Library Activities**

The use of our online databases continues to increase. Some of the larger number is due to the addition of new databases. LearnATest, our newest addition allows patrons to practice for a variety of common tests. New to this page is the P.C. Reservations number. This figure represents the number of "sessions" begun by patrons on one of our public access computers. Sessions range from 15 minutes to 1 hour.

### **Library On Line:**

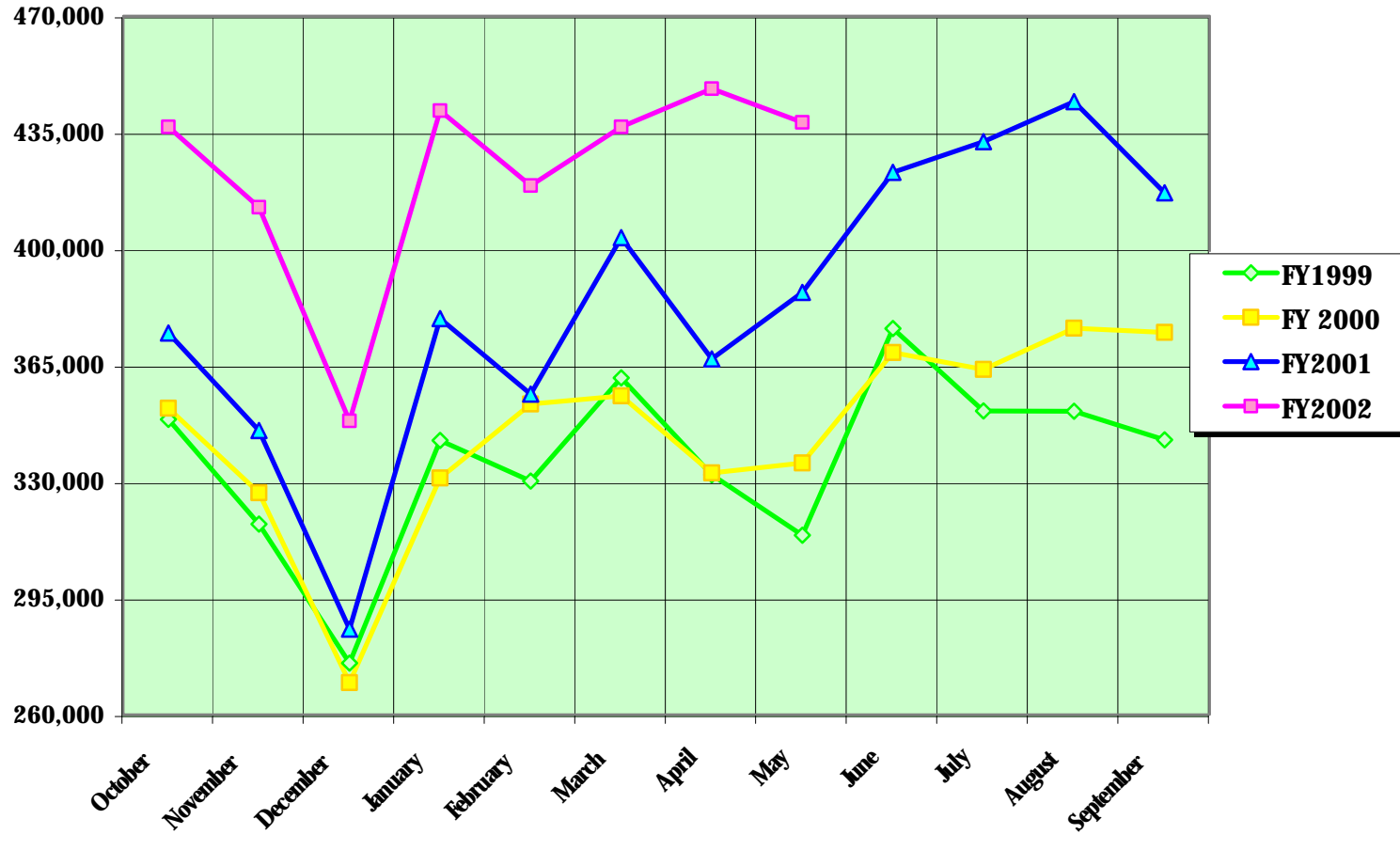
Various library activities conducted online continue to be very popular.

### Orange County Library System Door Counts Fiscal Year 1999 through Fiscal Year 2002 To Date





### ORANGE COUNTY LIBRARY SYSTEM CIRCULATION Fiscal Year 1999 Through Fiscal Year 2002 TO Date



**Orange County Library System: Statistical Report - Circulation & Door Count FY 2002: October 2001 - May 2002**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD: October - May	% of Annual Change
<b>Circulation</b>														
<b>Main</b>	124,566	116,678	99,520	125,822	114,597	123,470	125,080	117,546					947,279	13.33%
<b>Branches</b>	275,563	255,888	216,320	277,390	262,535	270,520	280,997	278,846					2,118,059	19.51%
<b>MAYL</b>	36,464	35,295	27,818	38,303	37,985	37,896	38,109	37,558					289,428	14.13%
<b>Talking Book</b>	4,686	4,612	4,606	4,963	3,901	4,699	3,951	4,078					35,496	2.85%
<b>Total</b>	441,279	412,473	348,264	446,478	419,018	436,585	448,137	438,028					3,390,262	17.06%
<b>Door Count</b>														
<b>Main*</b>	69,398	64,382	56,016	77,445	72,235	74,501	76,978	73,048					564,003	21.73%
<b>Branches</b>	194,887	173,592	146,875	185,176	174,735	104,770	190,788	192,491					1,363,314	18.59%
<b>Total</b>	264,285	237,974	202,891	262,621	246,970	179,271	267,766	265,539					1,927,317	19.49%

\*October & November 2001: Estimates due to equipment failure.

**Orange County Library System: Statistical Report - Circulation & Door Count FY 2001: October 2000 - May 2001**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD: October - May
<b>Circulation</b>													
<b>Main</b>	106,044	100,283	84,490	109,378	106,034	116,492	106,599	106,569					835,889
<b>Branches</b>	231,508	210,537	172,826	230,922	216,528	246,786	222,543	240,604					1,772,254
<b>MAYL</b>	32,777	30,163	24,008	34,235	30,089	33,757	33,425	35,151					253,605
<b>Talking Book</b>	4,325	4,411	4,321	4,509	3,708	4,321	4,332	4,586					34,513
<b>Total</b>	374,654	345,394	285,645	379,044	356,359	401,356	366,899	386,910					2,896,261
<b>Door Count</b>													
<b>Main*</b>	69,398	64,842	52,295	60,548	61,603	50,291	53,844	50,491					463,312
<b>Branches</b>	150,489	136,653	118,999	141,509	149,069	154,746	151,464	146,678					1,149,607
<b>Total</b>	219,887	201,495	171,294	202,057	210,672	205,037	205,308	197,169					1,612,919

\*FY 2001: Estimates due to equipment failure.

**Orange County Library System: Statistical Report - Library Activities FY 2002: October 2001 - May 2002**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD: October - May	% of Annual Change
Program Attendance Total	12,743	12,075	7,587	9,200	8,515	10,371	11,304	8152					79,947	1.49%
Total # of Programs	367	291	294	296	276	358	338	296					2516	17.30%
QuestLine	10,881	9,950	8,466	12,338	11,871	11,726	12,145	10,804					88,181	26.57%
Hits to the Website	N/A	N/A	N/A	N/A	N/A	4,091,966	4,571,875	4,402,725					13,066,566	N/A
Online Database Usage	24,735	28,860	19,425	22,543	26,969	32,797	33,319	23,637					212,285	52.39%
P.C. Sessions	N/A	N/A	N/A	N/A	N/A	N/A	N/A	48,558						
Number of Registered Cards in the System	216,209	218,252	219,757	220,764	221,441	222,360	223,703	225,511						10.14%

**Orange County Library System: Statistical Report - Library Activities FY 2001: October 2000 - May 2001**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD: October - May
Program Attendance Total	11,377	11,091	7,214	7,311	9,363	11,700	9,946	10768					78,770
Total # of Programs	282	279	208	235	246	326	286	283					2145
QuestLine	8,806	7,983	6,222	9,212	8,816	9,784	9,644	9,200					69,667
Hits to the Website	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A					N/A
Online Database Usage	20,553	18,876	14,531	15,601	19,560	19,567	17,864	12,749					139,301
P.C. Sessions	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A					N/A
Number of Registered Cards in the System	204,050	203,745	203,933	203,612	203,753	204,008	204,191	204,757					

**Orange County Library System: Library Online Report FY 2002: October 2001 - May 2002**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD: October May	% of Annual Change
Online Catalog Searches	164,088	150,693	106,900	160,286	149,492	151,689	163,152	152,814					1,199,114	30.04%
Online Renewals	34,934	33,545	30,781	33,527	34,505	38,379	39,348	40,364					285,383	41.56%
Online Reference Questions	197	298	329	462	586	427	360	416					3,075	127.95%
Online Requests	21,583	20,210	17,357	26,217	22,367	24,369	27,011	38,692					197,806	68.37%
Online Suggestions	63	166	160	127	101	89	108	84					898	150.14%

**Orange County Library System: Library Online Report FY 2001: October 2000 - May 2001**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD: October May
Online Catalog Searches	119,692	103,459	79,908	122,679	113,429	137,239	124,339	121,381					922,126
Online Renewals	25,166	25,400	21,782	23,706	24,534	28,018	26,385	26,611					201,602
Online Reference Questions	177	132	123	166	171	203	196	181					1,349
Online Requests	15,025	13,039	10,332	17,458	14,806	16,491	14,673	15,658					117,482
Online Suggestions	49	38	37	36	48	44	52	55					359

**Orange County Library System  
Circulation Statistics**

May 1, 2002 - May 31, 2002

Location	Days Circulation		% of Total	Year Ago	Gain - Loss	% Gain - Loss	Total Visits	Visits Year Ago	Gain - Loss	%Gain - Loss
	Open	Total								
Main*	29	117,546	26.84%	106,569	10,977	10.30%	73,048	50,491	22,557	44.68%
Books by Mail	26	37,558	8.57%	35,151	2,407	6.85%	0	0	0	0
Talking Books	19	4,078	0.93%	4,586	(508)	-11.08%	0	0	0	0
West Oaks	26	24,946	5.70%	0	24,946	0.00%	16,638	0	0	0
Herndon	26	29,654	6.77%	27,415	2,239	8.17%	15,003	15,125	(122)	-0.81%
Alafaya	26	38,481	8.79%	32,400	6,081	18.77%	17,525	14,190	3,335	23.50%
Southeast	26	24,985	5.70%	22,262	2,723	12.23%	15,001	14,791	210	1.42%
Hiawasee	26	18,894	4.31%	23,502	(4,608)	-19.61%	15,873	16,777	(904)	-5.39%
Southwest	26	30,238	6.90%	27,344	2,894	10.58%	18,250	15,638	2,612	16.70%
Edgewater	26	19,300	4.41%	18,448	852	4.62%	22,023	17,973	4,050	22.53%
North Orange	26	26,952	6.15%	25,304	1,648	6.51%	13,711	12,597	1,114	8.84%
South Orange	26	27,930	6.38%	24,980	2,950	11.81%	17,236	13,778	3,458	25.10%
South Trail	26	13,146	3.00%	12,296	850	6.91%	10,812	9,700	1,112	11.46%
West Orange	23	9,216	2.10%	11,799	(2,583)	-21.89%	5,999	6,444	(445)	-6.91%
Windermere	22	10,713	2.45%	10,228	485	4.74%	3,635	4,439	(804)	-18.11%
Wash. Park	23	4,391	1.00%	4,626	(235)	-5.08%	5,784	5,226	558	10.68%
<b>Total</b>	<b>402</b>	<b>438,028</b>	<b>100.00%</b>	<b>386,910</b>	<b>51,118</b>	<b>13.21%</b>	<b>250,538</b>	<b>197,169</b>	<b>53,369</b>	<b>27.07%</b>

\*FY 2001: Estimates due to equipment failure.

**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Consent Agenda**

- 1. Approval of the Backbone Budget:  
Eric Atkinson**
- 2. Approval of the Unattended  
Children Policy:  
Kathryn Robinson**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Approval of the Backbone Budget:  
Eric Atkinson**

## **MAIN LIBRARY DATA WIRING (BACKBONE) RECOMMENDATION**

### **I. PROBLEM STATEMENT**

Data Communications traffic at the Main Library has increased to a point where our existing internal wiring and hubs cannot keep up with demand. In addition, the Library needs to be able to integrate new technologies to the network such as integrated data and voice communications, video conferencing and thin client technology.

The Main Library's internal wiring uses technology that was purchased in the mid-1990's. This slow, outdated equipment prevents the Library from expanding the number of computers available, and limits the range of technologies the Library can utilize in offering service to the public.

There is a need to replace this outdated equipment and wiring at the Main Library.

### **II. EXECUTIVE SUMMARY**

The Library needs to replace existing hubs with high-speed switches and install fiber-optic cable to connect the switches and form a high-speed communications backbone.

The proposal also includes the installation of a wireless communications infrastructure at the Main Library. This will allow the Library to explore options for bringing service to the patrons using handheld devices such as Personal Digital Assistants (PDAs).

### **III. BACKGROUND**

The Library's computers are connected via slow Ethernet hubs and switches purchased in the mid-1990's and installed over standard grade copper wiring. This infrastructure limits the speed of our network connections to 10Mbps. It does not support Virtual-LAN (VLAN) enhanced security that would allow the Library to offer patrons the ability to connect their own laptops to our network. Nor will it support Quality-of-Service (QoS) technologies necessary to provide video conferencing and converged voice and data networks. These applications require networks that can support speeds up to 100Mbps.

The Library currently operates a separate voice network using a Definity PBX switch from AVAYA. The proposed upgrade would provide the ability to gradually merge both our voice and data networks onto a single infrastructure simplifying maintenance and administration and providing state-of-the-art



functionality. The proposed upgrade would support fast Ethernet at speeds up to 1 Gigabit (100 times our current network capacity), provide for VLAN security and Quality-of-Service functionality.

#### **IV. OPTIONS**

The following options are offered for consideration.

**Option 1.** Purchase and install network equipment from AVAYA to upgrade the Library's network infrastructure at the Main Library.

##### *Advantages*

1. AVAYA equipment ranks among the fastest in the industry.
2. AVAYA equipment will provide close integration with our existing AVAYA telephone system at the Main Library.
3. Most of the equipment is priced under Florida State Purchasing Contract.

##### *Disadvantages*

1. The AVAYA equipment is not as common as less feature-rich equipment and takes more skills to maintain and configure.

**Option 2.** Prepare and issue an RFP and consider alternate equipment from a range of vendors.

##### *Advantages*

1. Equipment from competing manufacturers might have a lower purchase price.

##### *Disadvantages*

1. Non-AVAYA equipment would not provide seamless integration with our existing AVAYA telephone network.
2. It would take additional time to prepare and issue an RFP, evaluate proposals received and award a contract. This would likely delay implementation until next fiscal year.

**V. RECOMMENDATION**

Staff recommends board approval of option 1 which includes the following costs.

Purchase and installation of equipment from Avaya	\$170,966.00
Installation of fiber-optic wiring	\$15,690.00
Additional wiring and incidental costs, not to exceed	<u>\$13,344.00</u>
Total project costs	<u>\$200,000.00</u>

The Main Library backbone project was not budgeted this fiscal year. However, since we decided not to retrofit the lighting fixtures in the Main Library, funds are available for the backbone project. We have also included funds in next year's budget (FY 2003) to do a similar project to upgrade the backbone in the branches.

**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Approval of the Unattended  
Children Policy: Kathryn Robinson**

## Policy Regarding Unattended Children

### I. PROBLEM STATEMENT

OCLS needs to develop a written policy regarding unattended children in the Library in order to clarify expectations to families, caregivers, and parents, and in order to provide staff with appropriate direction.

### II. EXECUTIVE SUMMARY

There are occasions when a child is too young to be left unattended in a public place. In addition, there are occasions in which a child of any age requires the presence of a parent or caretaker to keep him from harm or to monitor his behavior. OCLS needs a written policy addressing these issues.

### III. BACKGROUND

We have reviewed professional literature on this topic and have reviewed policies from a number of other libraries. In addition we have consulted with law enforcement personnel. We have found that most library policies address endangered children, children with behavior problems, the age at which someone is too young to be left unattended, and children left at the library at closing time. Due to the importance of child safety and security, it is important that the Library have a policy that is clear to staff and citizens alike. The following options are for consideration.

### IV. OPTIONS

**Option 1: Continue to have no written policy regarding unattended children. Staff would continue to address situations on a case-by-case basis, applying individual judgement and experience.**

*Advantages:* Staff and patrons are accustomed to the current informal practices and would not have to deal with any change. Allows flexibility for individual situations.

*Disadvantages:* Fails to provide systematic approach to addressing the need for the safety and security of children in our libraries. Does not allow for clear communication about OCLS expectations to parents and caregivers.

**Option 2: Publish a written policy that identifies the age at which a child is too young to be unattended in a library.**

*Advantages:* Sets consistent and clear expectations for all parties. Provides staff with clear guidelines on how to address situations.

Disadvantages: Some frustration or disappointment on the part of parents of children who will be in conflict with the policy.

**Option 3: Publish a written policy that addresses endangered children.**

Advantages: Proactive way to address dangerous or uncomfortable situations. Sets consistent and clear expectations for all parties. Provides staff with clear guidelines on how to address situations

Disadvantages: Possibility of occasional misunderstandings.

**Option 4: Publish a written policy that addresses children with behavior problems.**

Advantages: Reinforces the fact that our Rules of Conduct Policy applies to children as well as adults, and provides staff with clear guidelines on how to address situations.

Disadvantages: Some frustration or disappointment on the part of parents of children who will be in conflict with the policy. Possibility of occasional misunderstandings.

**Option 5: Publish a written policy that addresses children left at the library at closing time.**

Advantages: Sets consistent and clear expectations for all parties. Provides staff with clear guidelines on how to address situations.

Disadvantages: Some frustration or disappointment on the part of parents of children who will be in conflict with the policy.

**V. Rationale:**

A combination of options 2, 3, 4, & 5 is the preferred method of addressing the multiple concerns of unattended children in our libraries. This combination is perceived to be the most reasonable and comprehensive. It clarifies expectations for staff and citizens and it places the Library in the position of being proactive on the issue of child safety.

Option 1 does not address the concerns of child safety and security. It does not provide clear expectations to parents and caregivers, nor does it provide appropriate direction to staff.

**VI. Recommendation:**

**It is the recommendation of staff that the Board accept a combination of Options 2,3,4 & 5 and the accompanying draft of an Unattended Children Policy. The policy would be published on our website and in written form so parents and families would have an opportunity to become familiar with it before implementation.**

**POLICY - DRAFT**  
**SUBJECT: UNATTENDED CHILDREN**

The Orange County Library System welcomes library use by children. Staff members are available to assist children with library materials or services. The Library desires to provide a safe and appropriate environment for visitors of all ages. The Library, however, is a public building with staff trained to provide public library services. The Library is not equipped—and it is not the Library's role—to provide long- or short-term childcare.

For the safety and comfort of children, a responsible adult or caregiver should accompany children while they are using the Library. While in the Library, parents and caregivers are responsible for monitoring and regulating the behavior of their children.

Library staff members will be guided by this policy in situations, such as when

- An unattended child ten years of age or younger is found alone in the Library
- An unattended child of any age is found frightened or crying in the Library
- An unattended child of any age is perceived to be endangering him or herself; or another person in the library poses a perceived threat to the unattended child
- An unattended child of any age exhibits specific inappropriate behavior
- An unattended child of any age has not been met by a responsible caregiver at closing time

After evaluating the situation, Library staff members will attempt to contact the parent or caregiver of an unattended child. In the event that the parent or caregiver cannot be reached, the child will be placed in the care of the appropriate law enforcement agency.

This policy should be used in conjunction with the attached "Guidelines for Unattended Children" and the Orange County Library System Rules of Conduct

## **GUIDELINES FOR UNATTENDED CHILDREN**

If a staff member feels that a child is endangered or unsafe, the action steps outlined below must be followed in the event:

### **AN UNATTENDED CHILD TEN YEARS OF AGE OR YOUNGER IS FOUND IN THE LIBRARY OR AN UNATTENDED CHILD OF ANY AGE IS FOUND FRIGHTENED OR CRYING IN THE LIBRARY**

- Child should be approached and comforted if needed.

**AND.... (see steps 1-6)**

### **AN UNATTENDED CHILD OF ANY AGE IS PERCEIVED TO BE ENDANGERING HIMSELF; OR ANOTHER PERSON IN THE LIBRARY POSES A PERCEIVED THREAT OR NUISANCE TO THE UNATTENDED CHILD**

- The child should be stopped by staff members from endangering himself or herself; or the staff member should intercede between the child and the other person in the library who may be bothering the child.

**AND.... (see steps 1-6)**

### **AN UNATTENDED CHILD OF ANY AGE EXHIBITS SPECIFIC INAPPROPRIATE BEHAVIOR IN VIOLATION OF THE "RULES OF CONDUCT"**

- The child should be asked to stop the inappropriate behavior. Inform the child that if he/she does not stop the behavior, they may be asked to leave the Library. Determine if the child is unattended or at the Library with a parent or caregiver. If the inappropriate behavior continues, the child should be reunited with the parent or caregiver.

**AND**

1. Reunite the child with the parent or caregiver.
2. Explain to the parent or caregiver that you were concerned about the child's safety **OR** that the child's behavior was in violation of the Rules of Conduct.
3. If the parent or caregiver is not in the building, try to obtain a contact phone number from the child. (If a phone number is not available, skip to step 6.)
4. Call the parent or caregiver, inform him/her of the Library's concern for the child's safety **OR** that the child's behavior was in violation of the Rules of Conduct. State that the parent or caregiver must pick up the child immediately and that he must have identification with him.
5. Alert the parent that if the child is not picked up within 30 minutes, you will call the appropriate law enforcement agency. If the parent cannot be reached immediately, call the appropriate law enforcement agency.
6. Report the incident by completing an OCLS Incident Report online.

**A CHILD IS LEFT UNATTENDED AT CLOSING TIME**

- ❑ When possible, begin to assess the needs of the child prior to closing the building.
- ❑ Comfort and reassure the child. Determine if someone is expected to come for the child. Begin calling the parent or caregiver prior to closing.
- ❑ Call the parent or caregiver, inform him/her of the Library's concern for the child's safety. State that the parent or caregiver must pick up the child immediately and that he must have identification with him. Alert the parent that if the child is not picked up within 30 minutes (no later than 15 minutes after closing), you will call the appropriate law enforcement agency.
- ❑ Select a second staff member to remain on duty for support and assistance until the child leaves the building with an appropriate party.
- ❑ If you cannot contact the parent or caregiver, or if no one arrives within 15 minutes after closing, call the appropriate law enforcement agency. Explain the situation and arrange for an appropriate authority to come for the child.
- ❑ Report the incident by completing an OCLS Incident Report Form online.

**DO**

- Use good judgment and take reasonable steps to ensure the safety and security of the child.
- Comfort and reassure the child throughout the incident.
- Treat all parties with courtesy and respect.

**DO NOT**

- Wait alone with a child. Two staff members should always wait with a child.
- Wait in your car with a child, or in a non-public area of the library.
- Drive, or otherwise transport a child to another location.
- Leave the library until the child is met or picked up by a parent, caregiver or other appropriate authorities.



**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Discussion and Possible  
Action Items**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Meeting Room Policy:  
Marilyn Hoffman**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Information**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Director's Report**

## Director's Report 11 July 2002

‡ The new library at South Creek site has developed some problems with water retention on the property. We are exploring measures with the architect to alleviate this condition. At this point we are unable to guarantee that we will be out of the current South Orange location by our projected 31 August 2002 date. We will therefore not be giving our required 60 day notice on the South Orange site until it is clear the water retention problems have been alleviated.

‡ The Library will host a Community Visioning session on 23 July 2002. The Community Visioning Session is the first part of the Library's Strategic Planning Process. The visioning session will be an opportunity for the Library's "stakeholders" to share ideas and visions of what they want their Library to be. "Stakeholders" to be invited will include city and county officials, local community leaders, Friends Board and Library Board members, and library users. Local consultant, Bob Kodzis will facilitate the process.

‡ The Library is honored to have Kathryn Robinson serving on the Editorial Board of the Fall *Florida Libraries* publication published by the Florida Library Association.

‡ There were three meetings held to gather information and ideas from the community on the WOW space on June 25 and 27. A lot of wonderful ideas were generated from these meetings.

‡ OCLS, UCF and the Regional History Center met again on 3 July on the Collaborative Digitization Project.

‡ The Library is testing some security cases for DVD's at three locations, Hiawassee, Edgewater, and Herndon.

‡ The Library met with Clint Bullock and Terry Torres from OUC on the 1<sup>st</sup> July to investigate what type of discounted rates are available in exchange for a longer-term contract. We also talked about OUC's energy audit and retrofitting lighting program as well as their lower rate electric lighting for parking lots program.

‡ The Library is working with the Miracle Basketball team in a partnership to promote summer reading. Children participating in our July story time programs will be given a gift from the Miracle and flyer promoting The

Read To Achieve program. They can purchase specially priced tickets to a special Read To Achieve game on Thursday 1 August, where free books will be given away. We are grateful to the Miracles for helping us promote summer reading!

‡ The Library is submitting an application for 501(c)(3) status in order for the library to apply for certain foundation grants. Quite a few foundations require the 501(c)(3) in order to apply for grants. In light of our intentions to pursue additional outside funding for certain initiatives, having the special status makes sense.

‡ The signed documents were sent to ICMA on Tuesday, 2 July 2002 for the Defined Contribution Plan. The Library has created a large spreadsheet containing all the participant data with the exception of the beginning balances. The Library will transfer money from First Union around the last week of July. The Library will work to allocate earnings/loss since the beginning of the year and determine beginning balances for ICMA purposes. We are working with our payroll vendor, HTE, to have the program generate a bi-weekly report showing contribution for each employee. We will establish a catch up contribution from beginning of year. Many thanks to Bob Tessier, Janelle McDaniel, and Rachel Boevers for all their work on this terribly important project.

‡ At the last Board meeting, a question was raised about the new Winter Garden Branch and the closest Lynx bus route. The Lynx route #27 bus goes right by the site. Stop Number 8 at the intersection of Plant & 9th Streets is very near the east edge of our property.

‡ A Sentinel reporter is gathering background information on the implications of library usage and the poor FCAT performance by the Orange County schools.

‡ The Library is working with the Supervisor of the Elections in the ongoing voter registration drive. All facilities of the OCLS will be assisting the Supervisor of Elections for voter registration for three days prior to the Voter Registration Book Closure on August 10, 11, 12 and again on October 5,6,7. The Election officials will be inside our facilities during opening hours and outside after hours. The lobby of the Orlando Public Library (downtown branch) will be open until midnight on the Monday nights. They will also give out Library card promotional materials. Channels 2, 6, 9, 13, 35 and TeleMundo and Univision will be broadcasting these events for 2 weeks in July and September.

‡ Every day a patron shares their library story with us. **Tell Your Library Story Contest** encourages users to tell how OCLS influenced their lives. The Friends of the Library will award prizes for the best stories during Library Card Sign-Up month in September. Check out the Tell Your Library Story form online! Currently this contest is posted in the Books and Beyond Newsletter and <http://www.ocls.info>. We'll be doing more promotion as the month progresses. Thanks to Marilyn Hoffman and the Community Relations staff who developed the contest! And thanks to Ben Garcia and Sheri Chambers who worked together to get this form posted online.

‡ The Library celebrated "Safety Days" for employees in recognition of June as National Safety Month. A "Safety Days" phrase contest was held. The winning entry, "Got Safety?" was submitted from the North Orange Library staff. Over 90 employees attended the Safety Days kickoff on June 7, where representatives from United Healthcare, American Diabetes Association, Weight Watchers and Blue Cross Blue Shield chatted with employees. The Orlando Fire Department was on hand to provide blood pressure and glucose checks for those who wanted them.

‡ On June 14, in conjunction with the Orange County Regional History Center, the Library sponsored a blood drive, encouraging employees to donate blood to the Central Florida Blood Bank. On June 20 and June 27, seminars on "The Healthy Lifestyle: Feeling Good, Feeling Fit" and "Stress Management" were offered.

‡ We have added our "**En Español**" link to [www.ocls.info](http://www.ocls.info) . We've had almost 300 hits to that section since it was posted just last week.

‡ Fifty staff members attended an all day workshop on Project Management on June 21, 2002.

‡ Nine staff and one Board member attended the American Library Association Conference in Atlanta, GA. Along with meeting vendors and attending many useful meetings the OCLS was recognized at the ALA Diversity Fair. Windermere branch youth specialist Bobbie Gonzales showcased the Library's Diversity Quilt project. Bobbie reports that at least 1000 librarians came through the Diversity Fair.

‡ Our volunteer program is off and running. Application forms are available online and in all Library locations.

‡ The Library has had a request from the Orlando Museum of Art to help cross-promote a new exhibit they are sponsoring in early 2005 on *Monet in Normandy*.

‡ Summer Reading Programs for school-age children continue through July at all OCLS Libraries. Guests such as *Ronald McDonald, Theatre Works* and others enhance these Florida Library Youth Program story presentations.

‡ All OCLS Libraries offer varied programs throughout July for all ages including Bike and Water Safety, Internet for Seniors, Karate Demo, Puppet Shows, Book Clubs, Scrapbooking, Model Rockets, Origami and Fencing.

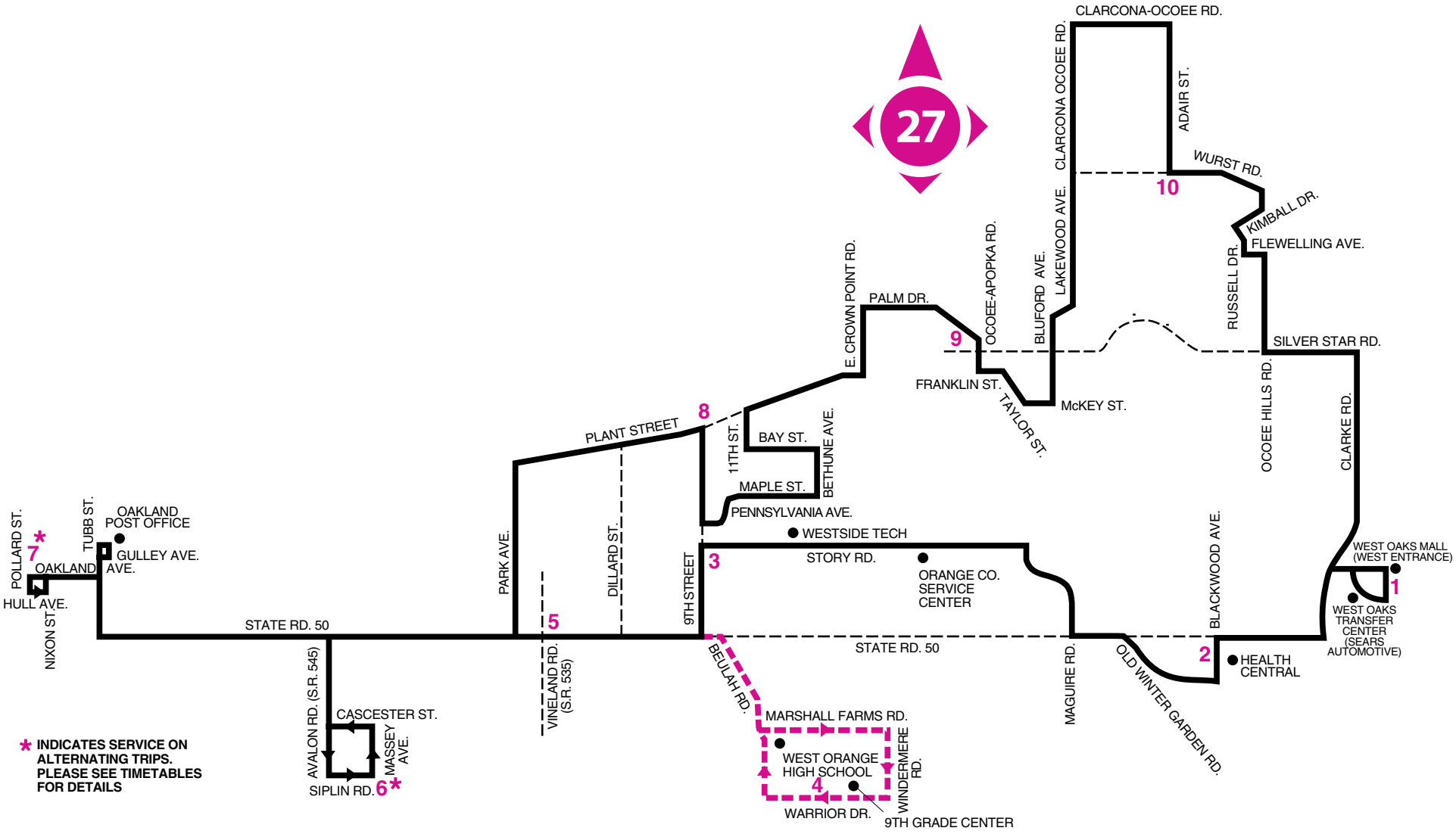
‡ *Annette J. Bruce*, storyteller and author, spins her yarns both natural and synthetic at the Friends of the Library Second Saturday program on July 13, 10:00 a.m., Orlando Public Library. Last month, the Gilbert & Sullivan players delighted an audience of 94 people. The program was filmed and broadcast on Orange TV.

‡ Music in the Library features the *Jackson Creek String Band* playing folk, fiddle, and bluegrass on Friday, July 19, 12 noon, Orlando Public Library. June's Music guests, Coventry String Quartet, entertained 76 people of all ages with selections of jazz and classical music.

‡ Meet *Steve Alcorn*, co-author of *Ring of Diamonds*, a romantic suspense novel, as he discusses the unique way in which the book was written. Program begins at 11:00 a.m. on Saturday, July 20, Windermere Library.

‡ Meet *Florida Authors at a panel discussion* "Writers and the Shifting Sands of the Publishing World" on Saturday, July 27 from 12 am to 12 noon at the Orlando Public Library. A book sale and signing will follow the program which includes authors *Robert Newton Peck, Glenda Ivey, Eva Marie Everson, Gail Radley and Bill Reynolds*. The program is sponsored by the Florida Writers Association, Greater Orlando Chapter.





\* INDICATES SERVICE ON ALTERNATING TRIPS. PLEASE SEE TIMETABLES FOR DETAILS

--- MONDAY - FRIDAY  
SELECTED TRIPS ONLY  
PLEASE SEE TIMETABLES  
FOR DETAILS

**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Strategic Plan Update:  
Carla Fountain**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**WOW Space Update –  
Draft of Building Plan:  
Kathryn Robinson**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Additional information included in the  
printed version of the Board Packet to be  
provided at the meeting.**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**South Creek Project Summary &  
Update: John Claytor**

# South Creek Project Summary

## Jun 30, 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	1,661,614.00	1,609,132.00
Carpet		29,405.88	0.00
Impact & Permit Fees	140,000.00	110,000.00	108,401.62
Testing	8,000.00	25,000.00	21,686.25
Other	19,231.26	19,231.26	8,553.53
	<u>1,867,231.26</u>	<u>1,845,251.14</u>	<u>1,747,773.40</u>
Contingency	150,000.00	71,933.74	
<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>2,368,288.52</u></u></b>

**Estimated Completion Date: Sep 2002**

## **South Creek Project Drainage Issue July 3, 2002**

The South Creek Branch project is nearing completion with the exception of a drainage problem in the non-paved areas of the site. This problem will likely delay our move into the facility. While the problem has been exacerbated by the recent record number of rain days, it also was apparent after only a single day of rain. The soil in all the landscaped areas is fully saturated and the water is not percolating well. The result is that the new landscape plants are dying in standing water. The grassed areas are soaking wet.

The Library is working with the Architect to determine a solution to the problem. The Civil Engineer has examined the site and made several recommendations for correction of the problem. The Architect has scheduled a meeting with the Contractor on Monday, July 8<sup>th</sup> to discuss the issue.

**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Additional Information**



**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Letter to Orange County Chairman  
Richard Crotty  
re: Law Collection Revenues  
FY 2001**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

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printed version of the Board Packet to be  
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**Orange County Library System  
Board of Trustees Meeting  
Thursday, July 11, 2002**

**Memo from the Doctor Phillips  
Foundation**

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**Orange County Library System  
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**Staff Presentation: Mobile  
Librarians at the Alafaya Library –  
Kathleen Meiners**