

**Orange County Library System  
Board of Trustees**

**Board Packet for March 2003**

**North Orange Library  
1211 East Semoran Blvd.  
Apopka, Florida 32703**



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

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

March 7, 2003

To: Thomas R. Kohler, President  
Phyllis Hudson, Vice President  
Gloria Fernandez, Trustee  
Sara R. Brady, Trustee  
James B. Tyson, Trustee

The Honorable Rich Crotty, Chairman of the Library Governing Board, Members of the Governing Board, Commissioners Teresa Jacobs, Bob Sindler, Mary Johnson, Linda Stewart, 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 of Trustees will be at 7:00 p.m., Thursday, March 13, 2003, at the **North Orange Library; 1211 East Semoran Boulevard; Orlando, Florida 32703; 407.814.6150.**

If any board member has an item to be brought up for discussion, please call Milinda Neusaenger prior to the meeting, 407.835.7611.

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**  
**March 13, 2003**  
**North Orange Library**  
**1211 East Semoran Boulevard**  
**Apopka, Florida 32703**  
**407.814.6150**

03-046 I. **Call to Order**

03-047 II. **Public Comment**

Public comments of items listed on the agenda will occur just prior to the Board's discussion and possible action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda.

If a request is made for written comments to be included in the official record of this meeting, it is helpful if the requestor is able to provide the comments in an electronic format. However, this is not required. This is to ensure the completion and accuracy of the official record when posted on the Library's website, [www.ocls.info](http://www.ocls.info) . For more information, contact Milinda Neusaenger at 407.835.7611 or [neusaenger.milinda@ocls.info](mailto:neusaenger.milinda@ocls.info) .

03-048 III. **Approval of Minutes**

03-049 **Library Board of Trustees Meeting: Thursday, February 13, 2003**

03-050 IV. **Staff Presentation: North Orange Branch Renovations:  
Carolyn Rosenblum**

03-051 V. **Financial Statements and Summaries: February 2003**

03-052 2002 Investment Summary

03-053 VI. **Statistics and Summaries: January 2003**

03-054 VII. **Action Items**

03-055 Recognition of Retiring Employee: Sally Hardy

03-056 Library Card Sign-Up Contest: Awards Presentation

A. Winning Individual

B. Winning Department

03-057 Library Card Registration Age

03-058 **Consent Agenda**

03-059 **A. Purchasing Policy**

03-060 **B. Handyman Contract**

03-061 VIII. **Discussion and Possible Action Items**

03-062 IX. **Information**

03-063 **Director's Report**

03-064 **South Creek Update**

03-065 **Winter Garden Update**

03-066 **Library Central Update: Kathryn Robinson**

03-067 **Public Comment: Non-Agenda Items**

X. **Adjournment**

**Next Meeting Dates: April 10, 2003 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 and May 8, 2003 – West Oaks Library; 1821 East Silver Star Road; Ocoee, Florida 34761.**

**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 Director's Office on the fifth floor of the Main Library in person or by phone at 407.835.7611 at least two days prior to the meeting.**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Call To Order**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Public Comment**

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**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Approval of Minutes**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Approval of Minutes  
Board of Trustees Meeting  
Thursday, February 13, 2003**



**MEETING MINUTES**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**February 13, 2003**  
**Orlando Public Library**  
**101 East Central Boulevard**  
**Orlando, Florida 32801**  
**407.835.7323**

03-027 I. **Call to Order**

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

Board Members Present: Tom Kohler (2/0); Phyllis Hudson (2/0); Gloria Fernandez (2/0); Sara Brady (2/0); James Tyson (1/0)

Administration Present: Mary Anne Hodel; Debbie Moss; Carla Fountain; Robert Tessier; Kathryn Robinson; Marilyn Hoffman; Sally Fry; Craig Wilkins; Eric Atkinson; Milinda Neusaenger

03-028 **Oath of Office New Trustee: James B. Tyson**

03-029 II. **Public Comment**

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03-030 III. **Approval of Minutes**

03-031 **Library Board of Trustees Meeting: Thursday, January 9, 2003**

Trustee Hudson, seconded by Trustee Brady moved to approve the minutes of the January 9, 2003 Board of Trustees Meeting.  
Motion Carried 4-0.

Mr. Tyson joined the meeting at 7:05 p.m.

President Kohler officiated the oath taken by Mr. James B. Tyson as the newest member of the Orange County Library System Board of Trustees.

03-032 IV. **Staff Presentation: Homer Hickam Video**

Special Services Manager, Jim Myers also of the Library's video company *101 East* debuted the video of the Homer Hickam programs, reception and interview from November. Copies of

the video were presented to the Board Members.

- 03-033 V. **Financial Statements and Summaries: January 2003**  
Comptroller Tessier mentioned that Orange County Government is soliciting for banking contracts and that the Library will be able to piggy back off of the County's contract. Comptroller Tessier presented and discussed briefly the monthly financial reports.
- 03-034 VI. **Statistics and Summaries: December 2002**  
Assistant Director Moss submitted the statistical reports for December 2002 and briefly discussed the success of Sunday hours at the Alafaya, South Creek, West Oaks and North Orange Branches. She mentioned that Sunday visits at the Branches seem to be brand new patron visits instead of re-directed visits from Main.
- 03-035 VII. **Action Items**
- 03-036 **Consent Agenda**  
Trustee Hudson, seconded by Trustee Fernandez, moved to approve the Staff's recommendations for the items on the consent agenda.  
Motion carried 5-0.
- 03-037 A. **Branch Building Security System Recommendation: (Addresses Objective Six of the Strategic Plan – Minimize Security Risks)**  
The Staff recommended the Board approve the expansion of the access card control system to the remaining branch facilities with the exception of West Orange and award a contract in the amount of \$98,670 to Semco Integrated Systems. An access card control system will be installed at the new Winter Garden Branch during construction.
- 03-038 B. **Resolution to Approve Branch Backbone Budget: (Budget Item and Addresses Goal Two of the Strategic Plan – Expand Use of Relevant Technology)**  
The Staff recommendation to the Board was the approval of the purchase and installation of network equipment from AVAYA to upgrade the Library's network infrastructure at the Branch Libraries and upgrade the telephone switch at the Main Library. The purchase and installation cost is \$210,000.00.
- 03-039 C. **North Orange Roofing Contractor Recommendation: (Addresses Objective Four of the Strategic Plan – Create and Maintain Inviting and Appealing Library Spaces)**  
The Staff recommended to the Board that the North Orange roofing contract be awarded in the amount of \$72,500 to General Works LLC Roofing and Sheet Metal and to provide a \$7,250 contingency for repairs which may become necessary once the existing roof is removed.
- 03-040 VIII. **Discussion and Possible Action Items**
- 03-041 IX. **Information**
- 03-042 **Director's Report**

We have a new F-Cat link on our homepage directed to parents of students preparing for the F-Cat exams. We've had over 800 visitors in the few weeks it has been up. Parents can find links to our own Learn-A-Test database and to the F-Cat Explorer.

The Library is proud to be displaying pieces of art that are part of the Orlando Modern Art Collection. There will be a special opening of the collection with ribbon cutting on March 6<sup>th</sup> from 5:00 to 6:00 p.m., with refreshments provided by OMAC. We are trying to arrange for most of the artists to be present. We will advertise the Lecture that will take place at the gallery on the following Saturday, March 8<sup>th</sup>. Each work will have a brass title plate and there will be artists' bios available. There will also be an article in the Orlando Sentinel regarding the opening.

Mayor Hood has donated a collection of books to the Orange County Library System. There are a total of 159 items. Many are wonderful books of various cities in various countries that are beautifully illustrated. We will be adding them to the collection and displaying them on the first floor so the public can take a look at them before they get shelved into the collection.

About 115 people turned out for the groundbreaking for the Winter Garden branch on Monday. Even though it threatened rain, we had dry skies and a very enthusiastic group of library supporters. Teresa Jacobs, Orange County Commissioner from District 1, The Mayor of Winter Garden Jack Quesinberry, the Winter Garden City Manager Hollis Holden and Bill Battaglia whose family donated the land where the library will be built all spoke about the new branch. They were joined by Sara Brady and Cathy Kennedy, President of the Friends of the Library. The speeches were wonderful and it was very gratifying to see such a warm turnout by the Winter Garden Ambassadors, the Winter Garden branch staff and members of the community.

The Library is for the Birds ... and Birdlovers! Forget about the Birdbrains and the birdseed, because now you can get an bird's eye view on the Great American Bird Count! Right on the homepage of our website, you can link to this project. It is jointly sponsored by Audubon Society and the Cornell Laboratory of Ornithology. By participating in this project students and their families can learn more about local birds, improve their computer skills, and help provide first hand information to an important nationwide research project.

The Library is doing an ADA study of all library facilities. We are contracting with *Interplan* to survey all library facilities for conformance to ADA standards. It will cost us about \$35,000 for the comprehensive survey. This is consistent with Goal 1, Objective 4 of the Library's strategic plan: conduct an audit of ADA compliance for all facilities.

Orange You Glad You Read Mascot has been invited to participate with other local mascots at an Orlando Seals game on 23 February. We were thrilled that our mascot has been so quickly recognized by the community and he will be delighted to attend the game.

President Kohler asked Director Hodel to highlight the award OCLS received from the Urban Libraries Council for the Spectrum Initiative. The Initiative consisted of mobile, cross-training for the Assistant Managers. A \$1500 cash prize is also a part of the award and will be received at the ALA Conference which will be held in June in Toronto, Canada. President Kohler

challenged the Library Administration to come up with a creative way to use the monetary award toward the Staff.

Trustee Brady asked Director Hodel to briefly discuss the Children's Initiative. Director Hodel explained that OCLS realized the challenges of Orange County Public Schools and a committee was formed and met and as a result, the Children's Initiative was created. It is a specific plan whereby each librarian will go to two elementary schools, and meet with the principals and media specialists and will attend PTA Meetings in order to provide information about and promote the Library's services.

Trustee Fernandez spoke regarding the Children's Outreach Committee. She will announce the names of committee members very soon and the first meeting will be held in March or April. She plans for the Committee to target middle school students. Trustee Fernandez also reported that some of the students at Discovery Middle School have come up with catchy phrases with a focus on the promotion of reading.

Trustee Brady reported on the Marketing Committee and the progress of the "Got Your Card?" campaign. Trustee Brady shared the prototype bookmarks for the campaign which feature our first local celebrity, Mayor Glenda Hood.

President Kohler requested Trustee Tyson to consider chairing the newly formed Partnership Committee. President Kohler explained the charge of the committee is to form partnerships and sponsorships with corporations, organizations and agencies outside of government in order to support OCLS and to promote reading. Trustee Tyson readily accepted the position. Director Hodel mentioned that the State sponsored summer reading program theme for this year will be "Hats Off to Reading" which may prove to be a good opportunity to partner with several corporate sponsors.

Trustee Hudson asked about a professional position that had recently been posted as an opening, but did not require a Masters of Library Science (MLS). Director Hodel explained that the posted opening was for the newly created Program and Promotions Development Manager position, which did not require an MLS. She also stated not all positions require an MLS and all available positions will be evaluated. Director Hodel mentioned that Assistant Circulation Manager, Kris Woodson, interviewed for the position which was offered to her and she accepted.

03-043

### **South Creek Update**

03-044

### **Winter Garden Update**

03-045

### **Presentation: Online Card Registration**

Assistant Director Moss narrated a Power Point presentation about the forthcoming Online Card Registration. While doing so, she also demonstrated the use of the Smart Board, which is a computerized write-on / wipe-off presentation board used for meetings and classes. Brief discussion ensued.

03-046

### **Public Comment: Non-Agenda Items**

There were not any requests to speak submitted.

X. **Adjournment**

President Kohler adjourned the meeting at 8:05 p.m.

**Next Meeting Dates:** March 13, 2003 – North Orange Library 1211 East Semoran Boulevard; Apopka, Florida 32703; and April 10, 2003 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

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**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Staff Presentation: North Orange  
Branch Renovations –  
Carolyn Rosenblum**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Financial Statements and  
Summaries: February 2003**

# Orange County Library System Financial Statement Highlights Five Months Ended February 28, 2003

## Operating Fund Revenue and Expenditure Summaries

### Grants

OCLS applied for a Federal grant for chat reference but it was not approved. Accordingly, we will not receive the \$23,000 grant revenues budgeted. We continue to look for other grant possibilities

### State Aid

The State has approved \$1,616,400 for OCLS, which is slightly less than the \$1,638,000 amount budgeted. Half of the State Aid was received in February.

### Interest Earnings

The attached 2002 Investment Summary includes a projection for the current fiscal year of \$240,000, which is substantially lower than the \$350,000 annual budget. Interest rates have continued to drop and thus, the lower earnings.

Over the last two months we have commented on several revenues that we will either not receive or will be lower than what we budgeted. We anticipate that we will receive extra tax revenues that should offset the revenue shortages.

### Workers Compensation

The \$130,000 annual premium exceeds the amount budgeted by approximately \$5,000 and thus, we will over spend this account.

### Materials - Law

Although we are 5 months into the fiscal year, we have spent almost 67% of the amount budgeted for this account. The reason for this is many law materials are published around the first of the calendar year and thus, our spending is accelerated during this time of the year. Current projections are we may slightly over spend this account by the end of the year.

## Branch Debt Service Fund

The principal and interest accounts reflect the February 1, 2003 semi-annual payment.



**Capital Projects Fund**

The following circumstances have resulted or will result in additional costs in the current fiscal year:

South Creek – The work to resolve the drainage issue cost \$127,000 (slightly less than \$129,667 approved by Library Board for the project) and was done in November and December.

Winter Garden – Additional architectural and engineering fees were incurred to reorient the building and make other changes. These costs as well as the permit fees paid to the City of Winter Garden were incurred in the current fiscal year. Lastly, the construction bids for the project came in about \$200,000 higher than was originally estimated for the project.

The costs for the above issues were not known when the Capital Projects Fund budget was prepared last summer. As a result, there is a possibility that the total \$1,758,000 annual budget for the Fund may need to be amended. However, much depends on when construction on Winter Garden begins and how much of the project gets completed this year. We will continue to monitor the expenditures in this Fund.

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND REVENUE SUMMARY**  
**Five Months Ended February 28, 2003**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(5 months=42%)</b>
<b>AD VALOREM TAXES</b>	21,561,212	19,416,270	90.1%
<b>INTERGOVERNMENTAL</b>			
Grants	23,000	0	0.0%
State Aid	1,638,000	808,200	49.3%
Law Collection Fees	250,000	108,800	43.5%
	<u>1,911,000</u>	<u>917,000</u>	<u>48.0%</u>
<b>CHARGES FOR SERVICES</b>			
Fee Cards	16,000	5,320	33.3%
PC Pass	6,000	11,952	199.2%
Classes	4,000	60	1.5%
Meeting Rooms	30,000	0	0.0%
Copy & Vending	160,000	64,307	40.2%
Fax	0	189	0.0%
	<u>216,000</u>	<u>81,828</u>	<u>37.9%</u>
<b>FINES</b>			
Fines	500,000	222,589	44.5%
Service Charge (Collection)	2,000	110	5.5%
Lost Materials	50,000	25,337	50.7%
	<u>552,000</u>	<u>248,036</u>	<u>44.9%</u>
<b>MISCELLANEOUS</b>			
Interest Earnings	350,000	77,859	22.2%
Rents	3,000	0	0.0%
Disk Sales	2,000	1,059	53.0%
Contributions - Friends of Library	75,000	0	0.0%
Contributions - Others	3,000	5,342	178.1%
Miscellaneous	30,000	26,732	89.1%
	<u>463,000</u>	<u>110,992</u>	<u>24.0%</u>
<b>TRANSFER FM TAX COLLECTOR</b>	185,000	0	0.0%
<b>TOTAL REVENUES</b>	<u><u>24,888,212</u></u>	<u><u>20,774,126</u></u>	<u><u>83.5%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND EXPENDITURE SUMMARY**  
**Five Months Ended February 28, 2003**

03-051

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>(5 months=42%)</b>
<b>SALARIES &amp; BENEFITS</b>			
Salaries (Sick Leave Payout=\$23,538)	10,694,565	4,282,838	40.0%
Medicare Taxes	155,068	60,776	39.2%
DCP - Retirement Contributions	802,095	322,549	40.2%
DBP - Retirement Contributions	775,211	300,280	38.7%
Life and Health Insurance	1,532,847	518,371	33.8%
Worker's Compensation	125,122	65,070	52.0% *
Unemployment Compensation	9,806	0	0.0%
Parking & Bus Passes	90,000	36,111	40.1%
	<u>14,184,714</u>	<u>5,585,995</u>	<u>39.4%</u>
<b>OPERATING</b>			
Professional Services	150,000	50,577	33.7%
Other Contractual Services	595,000	194,860	32.7%
Other Contract. Serv.- Janitorial	212,000	88,844	41.9%
Training and Travel	75,000	38,745	51.7%
Telecommunication	248,000	88,942	35.9%
Delivery and Postage	982,000	378,682	38.6%
Utilities	628,000	199,256	31.7%
Rentals and Leases	848,000	354,560	41.8%
Insurance	125,000	81,986	65.6%
Repair and Maintenance	520,000	168,180	32.3%
Repair & Maint. - Hardware/Software	185,000	49,029	26.5%
Copying/Printing	184,000	49,475	26.9%
Property Appraiser's Fee	250,000	120,816	48.3%
Tax Collector's Fee	435,000	388,325	89.3%
Supplies	608,000	222,086	36.5%
Supplies-Hardware/Software	168,000	52,639	31.3%
Contingency	300,000	0	0.0%
	<u>6,513,000</u>	<u>2,527,002</u>	<u>38.8%</u>
<b>CAPITAL OUTLAY</b>			
Building and Improvements	1,805,000	181,321	10.0%
Equipment and Furniture	125,000	21,762	17.4%
Hardware/Software	599,000	88,443	14.8%
	<u>2,529,000</u>	<u>291,526</u>	<u>11.5%</u>
<b>LIBRARY MATERIALS</b>			
Materials - Rest. Contributions	15,000	5,864	39.1%
Materials - Law	210,000	140,294	66.8%
Materials - Other	3,935,000	1,251,630	31.8%
	<u>4,160,000</u>	<u>1,397,788</u>	<u>33.6%</u>
<b>TRANSFER TO BR DEBT SERV FUNI</b>	417,000	208,389	50.0%
<b>TOTAL EXPENDITURES</b>	<u><u>27,803,714</u></u>	<u><u>10,010,700</u></u>	<u><u>36.0%</u></u>

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

**ORANGE COUNTY LIBRARY DISTRICT  
MAIN DEBT SERVICE FUND  
Five Months Ended February 28, 2003**

03-051

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL (5 months=42%)</u>	
<b>REVENUES</b>			
Ad Valorem Taxes	1,181,080	1,063,800	90.1%
Interest	17,000	2,090	12.3%
Transfer From Tax Collector	13,000	0	0.0%
<b>TOTAL REVENUES</b>	<b><u>1,211,080</u></b>	<b><u>1,065,890</u></b>	<b><u>88.0%</u></b>

**EXPENDITURES**

Principal	1,055,000	0	0.0%
Interest	196,738	0	0.0%
Tax Collector's Fee	26,262	21,276	81.0%
<b>TOTAL EXPENDITURES</b>	<b><u>1,278,000</u></b>	<b><u>21,276</u></b>	<b><u>1.7%</u></b>

**FUTURE DEBT SERVICE PAYMENTS**

<u>DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
3/1/03		98,369
9/1/03	1,055,000	98,369
2004	1,100,000	151,900
2005	1,150,000	104,600
2006	1,200,000	54,000
	<b><u>4,505,000</u></b>	<b><u>507,238</u></b>

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**ORANGE COUNTY LIBRARY DISTRICT  
BRANCH DEBT SERVICE FUND**

## Five Months Ended February 28, 2003

03-051

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL (5 months=42%)</b>	
<b>REVENUES</b>			
Transfer From General Fund	417,000	208,389	50.0%
Interest	7,000	2,619	37.4%
<b>TOTAL REVENUES</b>	<b>424,000</b>	<b>211,008</b>	<b>49.8%</b>

### EXPENDITURES

Principal	305,660	151,317	49.5%
Interest	111,119	57,072	51.4%
<b>TOTAL EXPENDITURES</b>	<b>416,779</b>	<b>208,389</b>	<b>50.0%</b>

### FUTURE DEBT SERVICE PAYMENTS

<b>DATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>
8/1/03	154,343	54,046
2004	318,009	98,770
2005	330,856	85,922
2006	344,223	72,556
2007	358,129	58,649
2008	372,598	44,181
2009	387,651	29,128
2010	436,497	13,467
	2,702,306	456,719

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## ORANGE COUNTY LIBRARY DISTRICT CAPITAL PROJECTS FUND Five Months Ended February 28, 2003

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL (5 months=42%)</u>	
<b>REVENUES</b>			
State Construction Grant	440,000	0	0.0%
Partial Contribution-City of W. Gar	114,000	0	0.0%
Interest	15,000	5,534	36.9%
<b>TOTAL REVENUES</b>	<b><u>569,000</u></b>	<b><u>5,534</u></b>	<b><u>1.0%</u></b>

**EXPENDITURES**SOUTH CREEK

Construction Contract	0	127,000	
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WINTER GARDEN BRANCH

Architect/Engineer	32,000	58,153	181.7%
Construction Contract	1,600,000	0	0.0%
Impact & Permit Fees	2,000	20,652	1032.6%
Testing	7,000	0	0.0%
Other	9,000	0	0.0%
Contingency	108,000	0	0.0%

<b>TOTAL EXPENDITURES</b>	<b><u>1,758,000</u></b>	<b><u>205,805</u></b>	<b><u>11.7%</u></b>
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**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND  
BALANCE SHEET - ASSETS  
February 28, 2003**

03-051

**ASSETS**

Certificates of Deposit	11,580,000
Cash on Hand	13,930
Equity in Pooled Cash	1,515,340
Accounts Receivable	539
Due From Other Governments	22,580
Interest Receivable	39,378
Inventory	241,442
Investments-SBA	8,064,405
Prepays	79,494
Other Assets-Deposits	<u>10,175</u>
<b>TOTAL ASSETS</b>	<b><u><u>21,567,283</u></u></b>

**ORANGE COUNTY LIBRARY DISTRICT**  
**OPERATING FUND**  
**BALANCE SHEET - LIABILITIES & FUND BALANCE**  
**February 28, 2003**

**LIABILITIES**

Accounts Payable	27,829
Retainage Payable	11,043
Accrued Wages Payable	192,305
Accrued Sales Tax	13
Due To FOL-Taxable Book Sales	2,658
Due To FOL-Nontaxable Book Sales	6
Due To FOL-Sales Tax	179
United Appeal	234
Bonds	87
Health Insurance	27,495
Union Dues	1,342
Union-Cope	80
Optional Life	1,478
Daughters of American Revolution	200
Miscellaneous	111
Unclaimed Payroll	920
<b>TOTAL LIABILITIES</b>	<b>265,980</b>

**FUND BALANCE**

Reserve for Inventory	241,442
Reserve for Encumbrances	481,827
Reserve for Prepays	151,214
Reserve for Walker	4,000
Reserve for Phillips	100,000
Reserve for Warner	33,712
Reserve for Gullett	19,805
Designated Murray	380,491
Designated for Sondheim	39,941
Designated for Main Library Improvements	2,000,000
Designated for Future Branch Development	3,000,000
Unreserved/Undesignated	4,085,444
Current Year Excess of Revenues Over Expenditures	10,763,427
<b>TOTAL FUND BALANCE</b>	<b>21,301,303</b>

**TOTAL LIABILITIES & FUND BALANCE** **21,567,283**



**ORANGE COUNTY LIBRARY DISTRICT**  
**MONTHLY ROLLOVER**  
**February 28, 2003**

03-051

	<b>BALANCE</b> <b>1/31/03</b>	<b>RECEIPTS</b>	<b>DISBURS.</b>	<b>BALANCE</b> <b>2/28/03</b>
<b>OPERATING</b>				
Checking	1,136,469	2,333,577	(1,954,706)	1,515,340
SBA Investments	8,052,905	11,500	0	8,064,405
CD Investments	11,580,000	0	0	11,580,000
	<b>20,769,374</b>	<b>2,345,077</b>	<b>(1,954,706)</b>	<b>21,159,745</b>
<b>MAIN DEBT SERVICE</b>				
AIM Investments	1,113,322	67,945	0	1,181,267
<b>BRANCH DEBT SERVICE</b>				
CD Investments	390,872	0	0	390,872
<b>CAPITAL PROJECTS</b>				
Checking	10,939	85,006	(89,302)	6,643
SBA Investments	835,067	1,098	(85,000)	751,165
	<b>846,006</b>	<b>86,104</b>	<b>(174,302)</b>	<b>757,808</b>

**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Statistics and Summaries:  
January 2003**

## **STATISTICAL SUMMARY**

### **January 2003**

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

Library business picked back up in January after a holiday slow down. The addition of Sunday hours to four locations has no doubt helped us achieve our increase. The most dramatic increase can be seen at South Creek where circulation increased by 21.91 % over last year (at South Orange) and door count increased by 38.70%.

#### **Library Activities:**

The number of classes offered has nearly doubled since November (from 27 classes in November to 42 classes in January) Attendance has more than doubled, from 117 in November to 271 in January! Our online class evaluations are showing great feedback regarding staff presentations! We have an overall satisfied rate of 99%, with 79% of those responding being "Very Satisfied"!

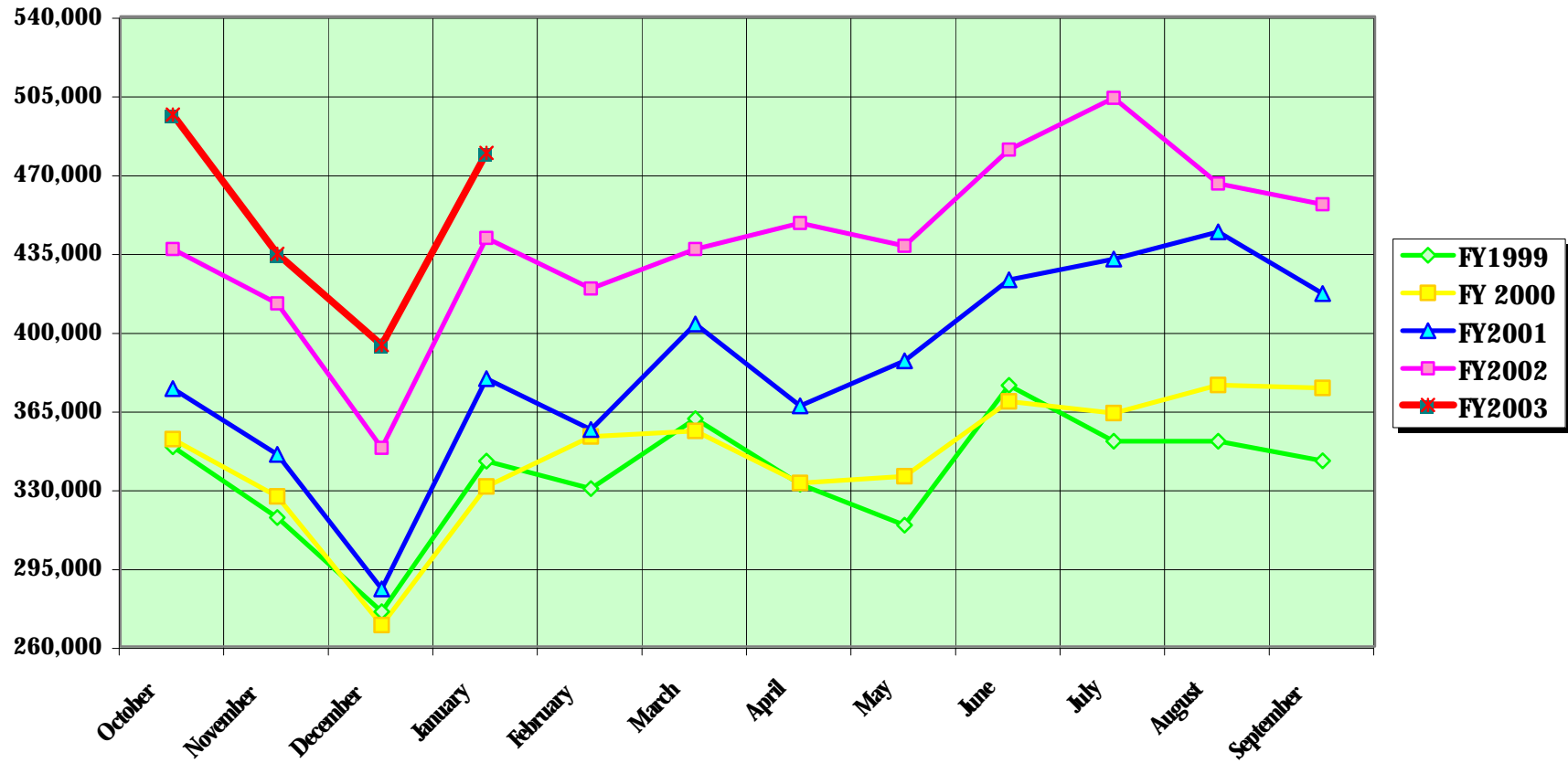
#### **OCLS.INFO:**

Overall use of ocls.info has increased. The four most heavily visited areas are the homepage, the Library catalog, our online database area and the area with information regarding library card sign up. We expect to see a big increase in the use of our Library card area in March due to the new online registration option which was posted on Friday, February 28, 2003. In our first week we've had nearly 100 requests for cards.

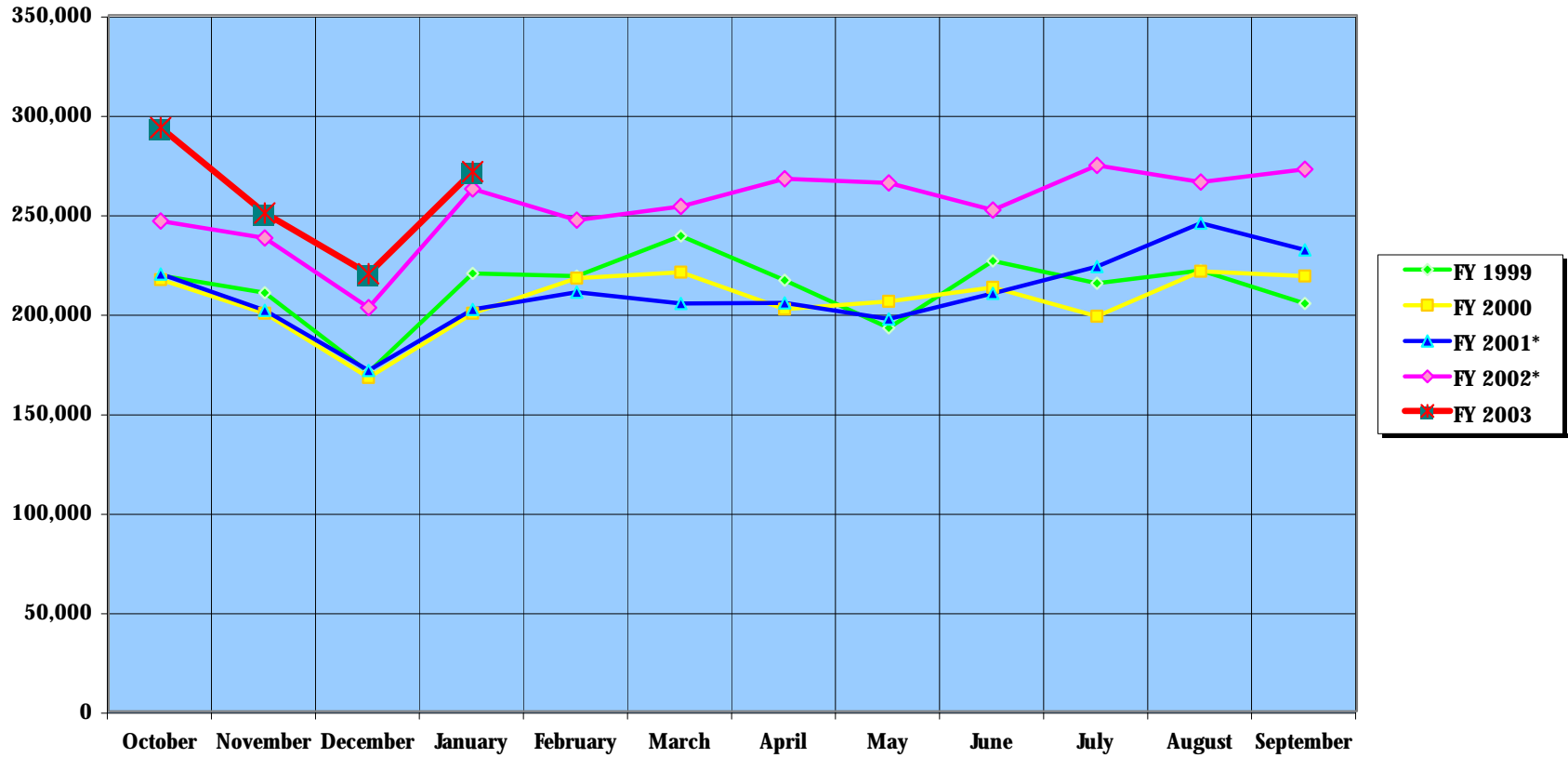
Another popular series of files downloaded in January were our Tax Form pages. These should be very popular over the next several months and will no doubt account for a number of our site visits.

Two other new popular options are the F-CAT pages and the Harry Potter link. In the F-CAT area, parents can find links to F-CAT Explorer information and Library links to help with test preparation and practice. Our Harry Potter link is allowing our readers to sign up early to get a copy of the newest Harry Potter adventure due out in June 2003. We're already making plans to welcome Harry's newest adventure in style!

**ORANGE COUNTY LIBRARY SYSTEM  
CIRCULATION  
Fiscal Year 1999 Through Fiscal Year 2003 TO Date**



**Orange County Library System  
Door Counts  
Fiscal Year 1999 through Fiscal Year 2003 To Date**



## Orange County Library System: Circulation Report FY 2003 YTD & FY 2002

	Oct-02	Oct-01	Nov-02	Nov-01	Dec-02	Dec-01	Jan-03	Jan-02	% Of Change	Feb-03	Feb-02	Mar-03	Mar-02
<b>Circulation</b>													
<b>Main</b>	148,779	124,566	134,497	116,678	124,121	99,520	139,990	125,822	11.26%		114,597		123,470
<b>Branches</b>	298,036	275,563	260,885	255,888	263,144	216,320	297,004	277,390	7.07%		262,535		270,520
<b>MAYL</b>	44,997	36,464	36,618	35,295	29,905	27,818	42,383	38,303	10.65%		37,985		37,896
<b>Talking Books</b>	4,507	4,686	2,505	4,612	3,815	4,606	4,237	4,963	-14.63%		3,901		4,699
<b>Total</b>	496,319	441,279	434,505	412,473	420,985	348,264	483,614	446,478	8.32%		419,018		436,585
<b>Door Count</b>													
<b>Main*</b>	75,581	69,586	64,869	64,382	55,885	56,016	68,579	77,445	-11.45%		72,235		74,501
<b>Branches</b>	217,824	176,850	185,609	173,592	164,098	146,875	202,641	185,176	9.43%		174,735		179,271
<b>Total</b>	293,405	246,436	250,478	237,974	219,983	202,891	271,220	262,621	3.27%		246,970		253,772

	Apr-03	Apr-02	May-03	May-02	Jun-03	Jun-02	Jul-03	Jul-02	Aug-03	Aug-02	Sep-03	Sep-02	YTD 2003	YTD 2002
<b>Circulation</b>														
<b>Main</b>		125,080		117,546		130,299		140,094		132,138		132,944	547,387	1,373,452
<b>Branches</b>		280,997		278,846		303,950		312,491		289,013		278,484	1,119,069	3,051,091
<b>MAYL</b>		38,109		37,558		42,918		46,961		44,555		41,169	153,903	431,215
<b>Talking Books</b>		3,951		4,078		3,526		4,164		4,079		3,828	15,064	45,668
<b>Total</b>		448,137		438,028		480,693		503,710		469,785		456,425	1,835,423	4,901,426
<b>Door Count</b>														
<b>Main*</b>		76,978		73,048		80,010		75,891		74,972		74,620	264,914	786,317
<b>Branches**</b>		190,788		192,491		171,919		198,496		191,079		197,901	770,172	2,017,367
<b>Total</b>		267,766		265,539		251,929		274,387		266,051		272,521	1,035,086	2,803,684

\*FY 2001: Estimates due to equipment failure.

\*\*Southwest's & West Orange's September 2002 door counts are estimates.

**Orange County Library System: Library Activities Report FY 2003 YTD & FY 2002**

	Oct-02	Oct-01	Nov-02	Nov-01	Dec-02	Dec-01	Jan-03	Jan-02	% Of Change	Feb-03	Feb-02	Mar-03	Mar-02
<b>Program Attendance Total</b>	12,683	12,743	12,726	12,075	6,521	6,053	9,959	9,200			8,515		10,371
<b>Total # of Programs</b>	373	367	320	291	328	289	382	296			276		358
<b>StoryLine</b>	1,329	N/A	1,903	N/A	1,078	N/A		N/A			N/A		N/A
<b>Class Attendance</b>	117	N/A	98	N/A	156	N/A	271	N/A			N/A		N/A
<b>Total # of Classes</b>	27	N/A	25	N/A	34	N/A	42	N/A			N/A		N/A
<b>QuestLine</b>	15,541	10,881	14,142	9,950	12,618	8,466	15,726	12,338			11,871		11,726
<b>Hits to Website*</b>	5,370,753	4,000,000	5,240,942	4,000,000	5,020,406	4,500,000	6,168,823	4,500,000			4,500,000		4,091,966
<b>Online Database Usage</b>	30,549	24,735	32,755	28,860	26,736	19,425	34,990	22,543			26,969		32,797
<b>P.C. Sessions</b>	44,695	N/A	36,392	N/A	36,463	N/A	40,769						
<b>Number of Registered Cards in the System</b>	242,590	216,209	245,644	218,252	247,908	219,757	250,425	220,764			221,441		222,360

	Apr-03	Apr-02	May-03	May-02	Jun-03	Jun-02	Jul-03	Jul-02	Aug-03	Aug-02	Sep-03	Sep-02	YTD 2003	YTD 2002
<b>Program Attendance Total</b>		11,304		8,152		10,925		11,873		7,745		8,322	41,889	117,278
<b>Total # of Programs</b>		338		296		308		352		280		583	1,403	4,034
<b>StoryLine</b>		N/A		N/A		N/A		N/A		N/A		397	4,310	N/A
<b>Class Attendance</b>		N/A		N/A		N/A		38		81		138	642	N/A
<b>Total # of Classes</b>		N/A		N/A		N/A		7		11		24	128	N/A
<b>QuestLine</b>		12,145		10,804		11,315		12,147		12,040		12,103	58,027	135,786
<b>Hits to Website</b>		4,571,875		4,402,725		4,352,049		5,047,880		4,963,300		4,849,389	21,800,924	53,779,184
<b>Online Database Usage</b>		33,319		23,637		21,226		21,669		27,191		28,292	125,030	310,663
<b>P.C. Sessions</b>		N/A		48,558		44,601		44,695		43,106		39,138	158,319	N/A
<b>Number of Registered Cards in the System</b>		223,703		225,511		229,957		233,403		237,073		240,074		

\*October 2001 - February 2002: Estimates of Hits to the Website --  
 Began using statistical software program March 2002.

Orange County Library System: OCLS.INFO Report FY 2003 YTD & FY 2002

	Oct-02	Oct-01	Nov-02	Nov-01	Dec-02	Dec-01	Jan-03	Jan-02	% of Change	Feb-03	Feb-02	Mar-03	Mar-02
Online Catalog Searches	185,681	164,088	162,406	150,693	134,380	106,900	197,133	160,286	22.99%		149,492		151,689
Online Renewals	56,999	34,934	51,262	33,545	52,490	30,781	53,612	33,527	59.91%		34,505		38,379
Online Reference Questions	457	197	393	298	312	329	451	462	-2.38%		586		427
Online Requests	29,720	21,583	22,912	20,210	18,655	17,357	27,393	26,217	4.49%		22,367		24,369
Online Suggestions	80	63	73	166	62	160	116	127	-8.66%		101		89

	Apr-03	Apr-02	May-03	May-02	Jun-03	Jun-02	Jul-03	Jul-02	Aug-03	Aug-02	Sep-03	Sep-02	YTD 2003	YTD 2002
Online Catalog Searches		163,152		152,814		169,928		165,432		168,765		172,141	679,600	1,875,380
Online Renewals		39,348		40,364		41,242		48,583		47,054		48,934	214,363	471,196
Online Reference Questions		360		416		483		487		406		451	1,613	4,902
Online Requests		27,011		27,068		30,086		30,684		31,164		30,298	98,680	308,414
Online Suggestions		108		84		86		74		67		67	331	1,192



**Orange County Library System  
Circulation Statistics  
January 1, 2003 - January 31, 2003**

<b>Location</b>	<b>Days Open</b>	<b>Circulation Total</b>	<b>% of Total</b>	<b>Year Ago</b>	<b>Gain (Loss)</b>	<b>% Gain - Loss</b>	<b>Total Visits</b>	<b>Visits Year Ago</b>	<b>Gain (Loss)</b>	<b>%Gain (Loss)</b>
<b>Main</b>	<b>30</b>	<b>135,653</b>	<b>27.37%</b>	<b>120,859</b>	<b>14,794</b>	<b>12.24%</b>	<b>68,579</b>	<b>77,445</b>	<b>(8,866)</b>	<b>-11.45%</b>
<b>MAYL</b>	<b>22</b>	<b>42,383</b>	<b>8.68%</b>	<b>38,303</b>	<b>4,080</b>	<b>10.65%</b>	<b>N/A</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>
<b>Talking Books</b>	<b>22</b>	<b>4,237</b>	<b>1.12%</b>	<b>4,963</b>	<b>(726)</b>	<b>-14.63%</b>	<b>N/A</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>
<b>West Oaks</b>	<b>28</b>	<b>27,214</b>	<b>5.69%</b>	<b>25,128</b>	<b>2,086</b>	<b>8.30%</b>	<b>17,065</b>	<b>16,535</b>	<b>530</b>	<b>3.21%</b>
<b>Herndon</b>	<b>25</b>	<b>29,938</b>	<b>6.46%</b>	<b>28,515</b>	<b>1,423</b>	<b>4.99%</b>	<b>20,331</b>	<b>16,298</b>	<b>4,033</b>	<b>24.75%</b>
<b>Alafaya</b>	<b>28</b>	<b>40,517</b>	<b>8.66%</b>	<b>38,241</b>	<b>2,276</b>	<b>5.95%</b>	<b>17,350</b>	<b>16,100</b>	<b>1,250</b>	<b>7.76%</b>
<b>Southeast</b>	<b>25</b>	<b>25,580</b>	<b>5.73%</b>	<b>25,318</b>	<b>262</b>	<b>1.03%</b>	<b>19,976</b>	<b>22,347</b>	<b>(2,371)</b>	<b>-10.61%</b>
<b>Hiawasse</b>	<b>25</b>	<b>18,658</b>	<b>4.18%</b>	<b>18,477</b>	<b>181</b>	<b>0.98%</b>	<b>16,509</b>	<b>15,425</b>	<b>1,084</b>	<b>7.03%</b>
<b>Southwest*</b>	<b>24.5</b>	<b>29,813</b>	<b>6.73%</b>	<b>29,703</b>	<b>110</b>	<b>0.37%</b>	<b>19,975</b>	<b>15,046</b>	<b>4,929</b>	<b>32.76%</b>
<b>Edgewater</b>	<b>25</b>	<b>19,384</b>	<b>4.39%</b>	<b>19,387</b>	<b>(3)</b>	<b>-0.02%</b>	<b>20,337</b>	<b>23,062</b>	<b>(2,725)</b>	<b>-11.82%</b>
<b>North Orange</b>	<b>28</b>	<b>29,141</b>	<b>6.17%</b>	<b>27,230</b>	<b>1,911</b>	<b>7.02%</b>	<b>18,531</b>	<b>18,321</b>	<b>210</b>	<b>1.15%</b>
<b>South Creek</b>	<b>28</b>	<b>34,979</b>	<b>6.50%</b>	<b>28,693</b>	<b>6,286</b>	<b>21.91%</b>	<b>23,644</b>	<b>17,047</b>	<b>6,597</b>	<b>38.70%</b>
<b>South Trail</b>	<b>25</b>	<b>14,000</b>	<b>2.93%</b>	<b>12,947</b>	<b>1,053</b>	<b>8.13%</b>	<b>11,081</b>	<b>10,820</b>	<b>261</b>	<b>2.41%</b>
<b>West Orange*</b>	<b>22</b>	<b>10,062</b>	<b>1.98%</b>	<b>8,756</b>	<b>1,306</b>	<b>14.92%</b>	<b>5,478</b>	<b>5,546</b>	<b>(68)</b>	<b>-1.23%</b>
<b>Windermere</b>	<b>22</b>	<b>12,254</b>	<b>2.25%</b>	<b>9,916</b>	<b>2,338</b>	<b>23.58%</b>	<b>7,544</b>	<b>4,377</b>	<b>3,167</b>	<b>72.36%</b>
<b>Wash. Park</b>	<b>22</b>	<b>5,464</b>	<b>1.15%</b>	<b>5,079</b>	<b>385</b>	<b>7.58%</b>	<b>4,820</b>	<b>4,252</b>	<b>568</b>	<b>13.36%</b>
<b>Total</b>	<b>401.5</b>	<b>479,277</b>	<b>100.00%</b>	<b>441,515</b>	<b>37,762</b>	<b>8.55%</b>	<b>271,220</b>	<b>262,621</b>	<b>8,599</b>	<b>3.27%</b>

\*Southwest's & West Orange's 2002 door counts are estimates.



**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Action Items**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Recognition of Retiring Employee:  
Sally Hardy**

BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 03-055

RESOLUTION TO HONOR RETIREE SALLY HARDY.

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 13<sup>th</sup> day of March, 2003 at 7:00 p.m., prevailing eastern time.

PRESENT:

ABSENT:

The following resolution was offered by and supported by .

The Board Resolves:

1. To officially thank Sally Hardy for her outstanding service as an employee since 1973 to the Orange County Library System; the Board would like to recognize Sally for her dedication and commitment upon her retirement as of 6 March 2003.

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

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Library Card Sign-Up Contest:  
Awards Presentation**

- A. Winning Individuals**
- B. Winning Department**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Library Card  
Registration Age**

## **Library Card Registration Age**

**March 2003**

### **OVERVIEW**

The Library provides cards to children through a card type of “Juvenile”. For as long as anyone here can remember a “Juv” card has been issued to children under the age of 16. This card requires the signature of a parent or guardian who will accept the financial responsibility for materials charged to the card. At 16 we have allowed users to register for their own card without the signature of a parent or guardian. Generally we’ve considered that 16 year olds are mobile and becoming more independent. At this age they are more likely to be in the Library on their own than with a parent.

Recent developments such as the use of a collection agency for recovery of materials and fees and online registration have caused us to rethink the appropriateness of the use of 16 years of age in our policy. We have information from our collection agency that they are accustomed to having a parent or guardian name for any person under 18 years of age. Additionally, certain laws such as the Child Online Protection Act (COPA) require certain assurances if you request information from a child online. We need to be clear that we are asking appropriate questions for appropriate aged patrons.

The use of age 18 is consistent with draft registration and voter’s registration, for example in the assertion of individual responsibility.

### **RECOMMENDATION**

Staff recommend that we raise the age limit for registering for an “adult” library card from 16 years old and older to 18 years old and older. This change would take effect by April 1, 2003.



BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM  
RESOLUTION 03-057

RESOLUTION TO RAISE THE LIBRARY CARD REGISTRATION AGE LIMIT.

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 13<sup>th</sup> day of March, 2003 at 7:00 p.m., prevailing eastern time.

PRESENT:

ABSENT:

The following resolution was offered by and supported by .

The Board Resolves:

1. To raise the age limit for registering for an "adult" library card from 16 years old and older to 18 years old and older. This change would take effect by April 1, 2003.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

---

Secretary

**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Consent Agenda**

- A. Purchasing Policy**
- B. Handyman Contract**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Purchasing Policy**

# Proposed Purchasing Policy

## I. Problem Statement

The Library needs to adopt a written purchasing policy setting forth the requirements and restrictions that govern the purchases of goods and services.

## II. Executive Summary

Most local governments have written policies to govern the acquisition of goods and services. Such policies should provide sound safeguards yet allow appropriate flexibility for purchasing staff to function effectively in the public's interest.

## III. Background

The general practice of the Library has been to obtain three quotes for most purchases but this practice is not documented in a written policy. A policy was drafted by staff to formalize all of the Library's purchasing practices and submitted to Tom Wilkes of Gray Harris for review. His suggestions and comments were carefully considered in the attached policy.

## IV. Options

**Option 1.** – Do not adopt a written purchasing policy.

*Advantages:* The lack of a policy provides greater flexibility for staff in the purchase of goods and services.

*Disadvantages:* A written policy provides greater safeguards to protect the public's interest. The Library remains behind most other local governments in not having the consistency of such a policy.

**Option 2.** – Adopt the attached purchasing policy.

*Advantages:* The policy provides sound guidelines and specific approval thresholds for the purchase of goods and services. The policy also documents practices for such things as emergency purchases, Government contracts, and contracts terms and renewals.

*Disadvantages:* A written policy means less flexibility for staff in the purchase of goods and services.

## V. Recommendation

Staff recommends Option 2 to adopt the attached purchasing policy.

The intent of the policy is to maximize the use of Library's funds by employing prudent and professional procurement practices to achieve the best possible value in meeting the Library's needs for goods and services. The public is best served by setting forth the requirements and restrictions that govern the purchases of goods and services.

# Purchasing Policy

## Orange County Library System

### Draft

#### **Introduction**

This policy sets forth the requirements and restrictions that govern purchases of goods and services for the Orange County Library System (the "Library").

The intent of this policy is to maximize the use of the Library's funds by employing prudent and professional acquisition and procurement practices to achieve the best possible value in meeting the Library's needs for goods and services. This policy is designed to provide sound safeguards, yet allow appropriate decision-making flexibility for the Library's purchasing staff to function effectively in the public's interest. It is further the Library's goal to extend honest, courteous and impartial treatment to all vendors.

#### **Nature of Policy**

This policy acts to restrict Library staff in the procurement of goods and services. Purchases of goods and services for the Library shall be subject to the requirements and restrictions in this policy. No purchases of goods and services for the Library may be made in a manner that violates this policy.

This policy does not apply to the following:

- (1) Goods or services accepted by grant, gift, or bequest;
- (2) Real property, insurance, title abstracts, or title insurance;
- (3) Dues and memberships in trade or professional organizations;
- (4) Subscriptions for periodicals;
- (5) Advertisements;
- (6) Postage;
- (7) Petty cash purchases
- (8) Water, sewer, and electrical utility services;
- (9) Copyrighted materials, patented materials, art and artistic services;
- (10) Employment agreements; employment benefits
- (11) Fees and costs of job-related travel, seminars, registration and training; and
- (12) Agreements between the Library and nonprofit organizations or governmental entities that include the procurement, transfer, sale or exchange of goods or services.

Purchases of the items described above may be undertaken by such Library staff as the Library Director may designate from time to time.

#### **Implementing Procedures; Authority to Purchase**

From time to time the Department Head of the Library Business Office shall promulgate procedures as may be necessary or useful to implement this policy. The procedures promulgated shall identify Library personnel, either by name or by position, who are authorized to act as agents of the Library for purposes of purchasing goods and services. Thereafter, those authorized personnel may purchase goods and services for the Library, and in all cases those authorized personnel shall comply fully with the requirements and restrictions of this policy.

**Approval Limits**

A purchase may be made once the required number of quotes or bids has been received, and the purchase has been approved by the required Library staff member or by the Library's Board of Trustees, as follows:

<u>Amount</u>	<u>Quotes or Bids</u>	<u>Approval</u>
<u>Up to \$250</u>	<u>One</u>	<u>Purchasing Clerk, Service Clerk, and designated purchasing agents</u>
<u>\$251 - \$5000</u>	<u>Two</u>	<u>LBO Department Head</u>
<u>\$5001 - \$30000</u>	<u>Three</u>	<u>Comptroller</u>
<u>\$30001 - \$50000</u>	<u>Three</u>	<u>Director/CEO</u>
<u>\$50001 +</u>	<u>Three</u>	<u>Library Board of Trustees</u>

Quotes shall not be required if goods or services are provided by a service vendor that is then under contract with the Library, so long as the procurement conforms to the terms of the contract. Above limits shall be applied to service contracts, blanket purchase orders, and similar arrangements based on the estimated annual purchases as determined by the Library Business Office Department Head. Splitting orders to circumvent the above limits is prohibited.

**Construction Projects and Related Professional Services**

The Planning and Development Officer is responsible for the procurement of construction and renovation projects with an estimated cost of \$5,000 or more and related professional services, including architects and engineers. Purchases of services subject to the Consultants Competitive Negotiation Act (Section 287.057 of Florida Statutes) shall comply with that law. The procurement of such construction projects and the selection process for professional services shall comply with the applicable Florida Statutes and this policy.

**Library Materials**

The Technical Services Department is responsible for the acquisition of library materials. The purchase of these materials is not covered by this policy.

**Attorneys**

The CEO/Director shall have the authority to select, consult, and contract with attorneys of his/her choosing.

**Acceptance/Rejection of Quotes/Bids**

The Library may accept or reject any or all quotes or bids in the interest of the Library or to award the contract to the lowest responsive and responsible bidder. Further, the Library may waive minor deficiencies in the quotes or bids received.

**Emergency Purchases**

When there is evidence of imminent danger to persons or property, emergency purchases may be authorized by the Director/CEO in excess of the limits outlined above. Such purchases shall be made in a competitive manner to the degree practical under the circumstances. The Director/CEO shall document the reason for the emergency purchase in writing and inform the Library Board of Trustees at their next regularly scheduled Board meeting.

**Minority/Women Owned Business Enterprises**

The Library will send bid or quote solicitations for goods or services, which are expected to exceed \$10,000, to the City of Orlando and Orange County M/WBE offices. These offices will be responsible for distributing the Library's bid or quote information to qualified M/WBE vendors.

**Sole-Source Purchases**

Reasons for sole-source purchases may include:

- Product or service is available from only one vendor
- Purchase must match an existing product or service
- The Library has a compelling and valid interest in selecting a particular vendor
- The proposed vendor is uniquely qualified to provide the product or service

The justification for each sole-source purchase shall be documented in writing and approved by the Library Business Office Department Head.

**Government Contracts**

To obtain the benefits of volume purchases or reduce administrative expenses when procuring similar goods or services, the Library may utilize a process commonly known as "piggybacking". When "piggybacking" off of another government's contract (State of Florida, Federal Government, Orange County, City of Orlando for example), the Library forgoes its normal quote process and instead adopts the prices in another government's contract. The Library may also utilize the selection process (auditors for example) of another local government and negotiate a contract with the vendor selected by that government. In either case, in the contract between the Library and vendor, the existing contract number and contracting government's name shall be referenced.

**Contract Terms and Renewals**

Initial contract terms vary depending on the nature of the product or service, the Library's needs, and the circumstances surrounding the purchase. However, the Library generally awards multi-year contracts with periods for renewal at the Library's option. Once all renewal periods outlined in the contract have expired, the Library shall have the option of renewing for additional terms provided a fair price can be negotiated and the Library has concluded the product or service is good. Library Board of Trustees approval shall be required if the initial contract is \$50,001 or more but renewal terms shall not require Board approval.

**Disposal of Surplus Property**

The Library Business Office Department Head shall be responsible for the disposal of surplus property. Factors including age, condition, and usefulness to other Library departments shall be considered when evaluating whether an item should be considered surplus. Items deemed to be surplus may be disposed of through staff sale, public auction, donation, or discard. Individual items with an estimated fair market value of \$500 or more shall be offered for sale to the public before being offered at a staff sale. The Comptroller shall approve disposal of fixed assets.

## Orange County Library System Attorney List

<u>Name</u>	<u>Law Firm</u>	<u>Area</u>
<b>Tom Wilkes</b>	<b>Gray, Harris &amp; Robinson</b>	<b>General Counsel</b>
<b>Phil Finch</b>	<b>Gray, Harris &amp; Robinson</b>	<b>Real Estate</b>
<b>Don Gibson</b>	<b>Gray, Harris &amp; Robinson</b>	<b>Contracts/Construction</b>
<b>John Finnigan</b>	<b>Gray, Harris &amp; Robinson</b>	<b>ADA</b>
<b>Al McKenna</b>	<b>Ford &amp; Harrison</b>	<b>Labor</b>
<b>Dave Pearson</b>	<b>Ford &amp; Harrison</b>	<b>Pension</b>
<b>Susan McKenna</b>	<b>Jackson, Lewis, Schnitzler &amp; Krupma</b>	<b>Labor</b>



**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM**

**RESOLUTION 03-058**

**RESOLUTION TO ADOPT A PURCHASING 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 Apopka, on the 13 th day of March at 7:00 pm, prevailing Eastern time.**

**PRESENT:**

**ABSENT:**

**The Board Resolves:**

- 1. Adopt the attached Purchasing Policy.**
- 2. All resolutions that conflict with the provisions of this resolution are rescinded.**

**AYES:**

**NAYS:**

**RESOLUTION DECLARED ADOPTED:**

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Secretary

**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Handyman Contract**

## Handyman Agreement Renewal

### I. PROBLEM STATEMENT

The agreement with our handyman, Lynn Stevenson, expired on February 28, 2003 and needs to be renewed. The total amount paid to Mr. Stevenson for labor and materials will likely exceed \$45,000 and thus, the renewal needs to be approved by the Library Board.

### II. EXECUTIVE SUMMARY

The Library has separate service contracts for many trades including electrical, plumbing, and heating, ventilating, and air conditioning. However, many repair and service needs fall outside of these trades and thus, a handyman is needed to accomplish these tasks. Examples of services that Mr. Stevenson has provided for us over the last year include:

- Drywall repair (North Orange)
- Painting (exterior doors at Southwest)
- Furniture assembly (South Creek & North Orange)
- Fabrication of brackets to hold computers (Computer Resource Center & South Creek Branch)
- Roof patches (North Orange)
- Laminate repairs (Main Library)

Referring to Mr. Stevenson as a handyman is a bit of an understatement as we have come to depend on him for a wide range of services, including painting.

### III. BACKGROUND

After our previous handyman retired, the Library sent out requests for proposals for handyman services in November of 2000. We did not receive any responses. One of our employees told us about Mr. Stevenson and we contracted with him at \$45 per hour. The contract, which does not pay for travel time or mileage, provides a one-year initial term and annual renewals at the option of the Library.

At the time the contract was executed (February 2001) we did not anticipate paying Mr. Stevenson more than \$45,000 for labor and materials and thus, it was not brought before the Library Board. However, Mr. Stevenson has done a great job for us and we are finding we are using his services more and more. For example, he spent quite a bit of time working at both South Creek and North Orange before the grand openings. The Library paid Mr. Stevenson \$30,600 in calendar year 2001 and \$66,900 in 2002. The South Creek and North Orange openings were significant factors for the large increase in 2002.

Mr. Stevenson's contract was renewed for a second year with no price increase. He is requesting an increase of \$2.50 an hour for the third year to cover increased travel time and fuel costs.

#### IV. OPTIONS

The following options are offered for consideration.

**Option 1:** Solicit proposals for handyman services.

*Advantages:*

1. Another handyman might submit a proposal with a lower hourly rate.

*Disadvantages:*

1. The skill and competency of a new handyman are unknowns. It is unlikely we would find somebody who can perform the wide range of services that Mr. Stevenson has done for us.

**Option 2:** Renew Mr. Stevenson's contract at a new hourly rate of \$47.50.

*Advantages:*

1. Mr. Stevenson is a known quantity and has done a great job for us. He has also come up with creative, cost-saving solutions for challenging projects.

*Disadvantages:*

1. The only disadvantage is cost. Due to his wide range of talent and the high quality of his work, we tend to use Mr. Stevenson a lot.

#### V. RECOMMENDATION

Staff recommends option # 2. In order to maintain the facilities in the system, it is critical to have a handyman who performs high quality work. Lynn Stevenson not only can provide a wide range of services but his work is very good. Staff recommends that his contract be renewed for another year at a new hourly rate of \$47.50.

**BOARD OF TRUSTEES OF  
ORANGE COUNTY LIBRARY SYSTEM**

**RESOLUTION 03-059  
RESOLUTION TO EXTEND HANDYMAN CONTRACT**

Minutes of a regular meeting of the Board of Trustees of the Orange County Library System, Orange County Florida, held in the City of Apopka, on the 13<sup>th</sup> day of March at 7:00 pm, prevailing Eastern time.

PRESENT:

ABSENT:

The Board Resolves:

1. To extend the Library's handyman agreement with Lynn Stevenson at an hourly rate of \$47.50 for an additional one-year period.
2. All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED:**

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Secretary

**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Discussion and Possible  
Action Items**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Information**

**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Director's Report**



## **Director's Report March 2003**

! As the next step towards our goal of becoming a virtual library and providing the services that patrons desire, the Library began online registration Friday, 28 February 2003. Check out [www.ocls.info](http://www.ocls.info) for the new form! The main Circulation Department will process these applications as they come in. When the online forms are processed, a library card will be sent out to the patron. The patron will be able to immediately check out up to four items and use our databases online. They can continue to use this online registration as long they want to get materials through the mail or to use databases. To fully activate (verify) their card, and therefore expand their borrowing privileges, the patron needs to visit any of our locations with their Florida Driver's License or Florida ID.

! The Library has been working for the past 8 months with staff from The University of Central Florida, and the Orange County Regional History Center to digitize historical items taken from the three institutions' collections. The group has also created the cataloging and metadata records for the historical items, and made available transcripts from some of the diaries and letters from the collections. Some teacher instruction sheets have also been created in an effort to help make the information more accessible and usable to Orange County fourth graders. The group has submitted a grant for LSTA federal funding to continue the effort. The group has also solicited and received endorsements for the grant from many local and state officials. Awards will be announced in the fall.

! The winners staff members of the Library Card sign up Contest are Sharon Payton (South Trail Branch), 1<sup>st</sup> place, Louis Collins (Circulation, Main) 2<sup>nd</sup> place and Danielle Tognieri, (Children's Department, Main) 3<sup>rd</sup> place. The Library is most pleased to congratulate you on your diligent efforts to increase the number of cardholders.

!The Library is pleased to announce that Shannon Long, Bethany Corbett, and Lelia Higgins have developed and will be scheduling a Power Point class for kids on April 30<sup>th</sup> from 3:30 to 4:30 p.m. This is a new offering for the Library and we are anxious to see the response.

!Bethany Corbett has developed an 'Intermediate' Search Engines" class that will be first offered to patrons on May 20<sup>th</sup>.

!The opening of the Orlando Modern Art Collection on the first floor of the Main Library was held on Thursday, 6 March. The OMAC board was there for

**the opening. The collection had many admirers and will be exhibited at Main until the end of April, when construction on Library Central will start.**

**¶The Library received word from Byron Lastrapes, the Eatonville architect from Rhodes & Brito. He reported that they had all the necessary approvals from the Town of Eatonville and they would be proceeding with the design work for the new Eatonville Library. The Library will be able to review the plans in a few weeks.**

**¶The Bid Invitation for the Library Central contractor will appear in Sunday's Orlando Sentinel Legal Classified section. The Bid due date is April 8 at 2:00 P.M.**

**¶The Children's Initiative is well under way. Librarians have been assigned to Orange County elementary schools and will be making contacts soon so that visits with principals and media specialists can begin the week after spring break. We are excited about this partnership with the schools and are proud of the role our librarians are playing in this important mission. This initiative has been reported in the national publication, Library Hotline, 3 March 2003.**

**¶The Friends of the Library visited Reeves Terrace Head Start along with a Library Storyteller and gave out *Dinosaur Roar* as part of their yearly Head Start Book Giveaway. Each year the Friends give every Head Start child in Orange County a book of their very own to take home.**

**¶The Library has scheduled demonstrations of two relational software database products that have the capacity to replace the existing DRA software that operates our catalog, patron, and circulation files. Sirsi Corporation of Huntsville, Alabama will demonstrate for library staff their product on 11 March. Innovative Interfaces of Emeryville, California will demonstrate their product on 20 March. This is being done prior to the Request For Proposal acquisition process to give staff more familiarity with the two leading vendors that provide software for large public libraries such as ours. All functions of the products: acquisition, cataloging, circulation, database integration will be shown. DRA Inc. has been sold and their product that presently runs will be phased out. Thus the library is looking for other solutions.**

**¶ Planning for the second "Bagels and Business" program is underway. The program is aimed at local businesses to showcase the library's services and databases that are aimed at business users. The program will begin early, before the library opens, at 7:30 a.m. and provides businesspersons an opportunity to hear and see demonstrated unique business databases. The program concludes in time for registrants to get back to their businesses to open. Bagels and Business is scheduled for 24 April.**

**! Hogwarts are coming!** Chief Wizards Kristin Alvarado of Alafaya Branch and Danielle King of North Orange Branch, have been busy planning a special celebration to mark the arrival at the library of the new book, *Harry Potter and the Order of the Phoenix* for the summer equinox, 21 June 2003. The Hogwarts School of Witchcraft and Wizardry is being planned for the Hogwarts Castle on the first floor of the Orlando Public Library. A special Sorting Ceremony, as well as sessions on Spells and Potions, Wand Workshops, and Quidditch Practice are being planned for school age readers. This is designed to put a little magic back into our community.

**!The following financial seminars will be offered this month to staff.**

- **Retirement Income Planning Seminar - Tuesday March 4<sup>th</sup> - 2:30 - 4:30 p.m. Albertson Room, Orlando Public Library. To be given by Steve Brindle, the library's ICMA's representative.**

**This seminar will also be held at the Alafaya Branch on Tuesday March 11<sup>th</sup>, from 8:30 - 10:00 a.m. and the Hiawassee Branch on March 12<sup>th</sup> from 8:30 - 10:00 a.m.**

- **Credit / Debt Seminar –Greg Kiefer, Senior Manager, Counseling and Education with Consumer Credit Counseling Service will present this seminar on Wednesday March 12 - 2:30 - 3:45 p.m. Info Power Suite, Orlando Public Library.**

**Staff can also attend through video-conferencing at the South Creek Branch.**

**!Statistics for Sunday Hours: January and February 2003**

Sunday Hours	North South West					Total	4 Branches
	Main	Alafaya	Orange	Creek	Oaks		
1/5/2003	1453	250	199	210	159	2271	818
1/12/2003	1729	277	200	463	164	2833	1104
1/19/2003	0	0	0	0	0	0	0
1/26/2003	1841	322	188	328	186	2865	1024
2/2/2003	1530	362	360	444	310	3006	1476
2/9/2003	1807	390	358	481	249	3285	1478
2/16/2003	1792	301	250	489	211	3043	1251
2/23/2003	1642	380	277	484	248	3031	1389
<b>Totals</b>	<b>11794</b>	<b>2282</b>	<b>1832</b>	<b>2899</b>	<b>1527</b>	<b>20334</b>	<b>8540</b>

**Strategic plan update. For the month of February, South Creek's circulation rose to 34,799 items in February. 55% of these were checked by patrons using the Self-Check machines. In the Strategic Plan we have a goal of reaching 50% self checkout in six months. We achieved the goal in four months.**

**Programs and Events:**

**February/March:**

The First Annual Central Florida Arts Fest in February was a great success with the Orlando Public Library participating as a venue for folk music, children's theater, a silhouette demonstration, dance, drama and storytelling.

The February Music in the Library program featured folk music with Susan Trewick with 51 people attending. On March 21<sup>st</sup> at noon, enjoy Celtic harpist Victoria Lyn Schultz at the Orlando Public Library.

**February's programming theme of African-American History/Genealogy/Roots** featured numerous programs and classes including programs such as Creating a Heritage Journal, Planning a Family Reunion, African American in the Civil War, Black Seminole Heritage in Florida, Celebration of Spirit through Drum and Dance and classes such as African American Genealogy and Encyclopedia Africana. Additionally, Arts and Cultural Programs, Movies, and Children's programs were offered throughout the system.

**March Programs feature a Florida History and Archaeology** theme including a Flashback to Old Orlando and History of Florida Alligators. A new series, Meet the Author Mondays, begins On March 10 with author Jim Chris who will discuss his book *Guardian Angel*. Author Joe Bullard discusses his book, *Waiting for Agnes* on Saturday March 15. Computer classes continue to be popular with such diverse topics as Don't Be Scared of the FCAT, Sound Forge, Microsoft Publisher, Internet en Espanol and Surfing for Seniors. For a complete listing of March events, check the *Books & Beyond* newsletter or access the Library's web site, [www.ocls.info](http://www.ocls.info).

The regular scheduled **Children's programs** presented by Library storytellers at all Library locations continue to entertain all ages from Tiny Tales (birth-18 months), Toddler Time (18-36 months), and Storybook Fun (3-5 years.)

In February, ever-popular Evelyn McGee Stone, drew a crowd of 136 people at the Friends of the Library Second Saturday program. The March program featured A History of Old Florida Pottery: Potters in Paradise with author Alfred R. Frankel, a Florida Humanities Council sponsored speaker.

Free tax help through AARP is available at several Branches.

The Library Story Line continues with stories from the Magic players and Library storytellers in English and Spanish. Call 407-835-7333 to listen.

The Name the **Library Mascot Contest** continues through March 15. The winning name will be announced at the Orange You Glad You Read end of the year party in May.

**Orange County Library System  
Board of Trustees Meeting  
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**South Creek Update**

# South Creek Project Summary

03-063

## Feb 28, 2003

<u>CATEGORY</u>	<u>ORIGINAL BUDGET APPROVED 6/8/2000</u>	<u>Revised BUDGET</u>	<u>EXPENDED TO DATE</u>
Land	522,769	522,769	522,769
Architect/engineer	100,000	122,478	122,478
Construction			
Contractor	1,700,000	1,782,178	1,782,178
Carpet		29,340	29,340
Impact & Permit Fees	140,000	108,452	108,452
Testing	8,000	27,133	25,734
Other	19,231	8,554	8,554
	<u>1,867,231</u>	<u>1,955,655</u>	<u>1,954,257</u>
Contingency	150,000	39,098	
<b>TOTAL PROJECT</b>	<b><u><u>2,640,000</u></u></b>	<b><u><u>2,640,000</u></u></b>	<b><u><u>2,599,504</u></u></b>

Note: All project work is complete except for final billing

**Orange County Library System  
Board of Trustees Meeting  
Thursday, March 13, 2003**

**Winter Garden Update**



# Winter Garden Project Summary

03-064

## Feb 28, 2003

<u>CATEGORY</u>	<u>BUDGET APPROVED 12/12/02</u>	<u>Revised Budget</u>	<u>EXPENDED TO DATE</u>
Land			
Architect/engineer			
Basic contract	150,000	155,000	113,639
Construction			
Contractor	2,100,000	2,100,000	0
Carpet	35,000	35,000	0
Impact & Permit Fees	40,000	40,000	21,802
Testing	8,000	8,000	0
Other	10,000	10,000	0
Construction Total	<u>2,193,000</u>	<u>2,193,000</u>	<u>21,802</u>
Total	2,343,000	2,348,000	135,441
Contingency	207,000	202,000	
<b>TOTAL PROJECT</b>	<b><u><u>2,550,000</u></u></b>	<b><u><u>2,550,000</u></u></b>	<b><u><u>135,441</u></u></b>

Note: City of Winter Garden has verbally given us an OK on the site permit. We are waiting on SJRWMD for their permit. The SJRWMD response is due on 3/14/03. After this permit is received, we need to complete a meeting with the City before issuing a Notice to Proceed to APM, our contractor.

**Orange County Library System  
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**Library Central Update:  
Kathryn Robinson**

**Orange County Library System  
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**Public Comment:  
Non-Agenda Items**