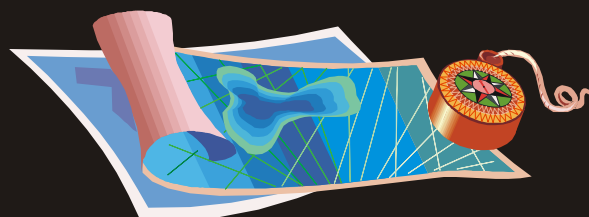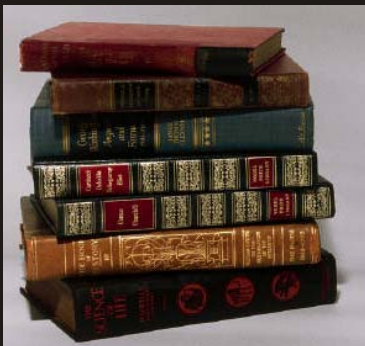# LIBRARY SERVICES ELEMENT

- **Introduction**
- **Issues and Concerns**
- **Goals, Objectives and Policies**
- **Exhibits**

LIBRARY SERVICES

VISION 2020
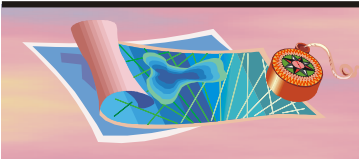
LIBRARY SERVICES ELEMENT
INTRODUCTION

The Seminole County Public Library System was initiated in 1974 through a contract with the Orlando Public Library System. In 1978, Seminole County began its own service with branch libraries in Sanford and Casselberry.

In 1981, a ten (10) year plan for the future development of the library system was prepared, which recommended to establish that four (4) new libraries and to expand the two (2) existing libraries. Since the study recommended that extensive capital funds be provided for the expansion of the library system, the Board of County Commissioners authorized the creation of a Referendum Steering Committee to review and make recommendations regarding a public referendum to fund library expansion. As a result of the committee's recommendation, a referendum for $7 million was placed on the 1984 ballot and approved by the citizens of Seminole County.

Three (3) new libraries were opened in 1988, providing service for the Northwest (Lake Mary), West (Wekiva), and East (Oviedo) regions of the county, and the two existing libraries in Sanford (North) and Casselberry (Central) were replaced with newer facilities.

The library system has been operating under the present collection level of service standard of 1.0 books per capita since 1986. However, in fiscal year 1997/1998, the Library and Leisure Services Department re-evaluated their current collection level. The Board of County Commissioners raised the level of service from 1.0 to 1.5 volumes per capita for budgetary purposes. Until the 1.5 volumes per capita is achieved, the 1991 Comprehensive Plan standard of 1.0 volumes per capita will continue to serve as the minimum standard.

In October 2000, consultants developed a strategic plan for the library system. In order to assess the library's needs appropriately, the consultants conducted public meetings and collected staff input to gain insight into the public's demand. Remarkably, the staff and public input was similar. The main issues that were identified were as follows:

A   Electronic Information – providing more Internet usage and computer word processing stations;

B   Space – need for additional meeting and conference rooms, separate children's and adult areas, seating and study spaces, additional parking spaces, and additional shelving;

C   Accessibility – provide additional library facilities, particularly in the Winter Springs area;

D   Library Collections – expansion of mixed formats, such as compact discs and videocassettes;

E   Cooperation – consolidating the facilities of other libraries found within the County, such as the Altamonte Springs and Seminole Community College libraries; and

F   Books-by-Mail – expand services to the entire public.

The library's role in the community as an educational, informational and recreational facility can not diminish as its services would not be provided elsewhere. Maintaining an operational and functional library system is an important key to the success of the future of the community.
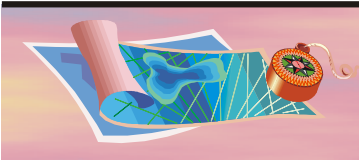
LIBRARY SERVICES ELEMENT
ISSUES AND CONCERNS

Issue LIB 1   **Collection Demand**
The Seminole County Public Library System provides materials and services to meet the informational, educational and recreational needs of all citizens of Seminole County. The System has five branch libraries located to provide convenient service to the entire County service population. Several factors operate to impact the collection and services provided by the library system.

The factors affecting the collection and services include:
A   The Information Explosion
Since the early 1990s, society's use of personal computers and the Internet have become commonplace. The wealth of information found in cyberspace has brought new patrons to the library system; thus, reshaping the role that the libraries have traditionally played in the community.

B   Increasing Public Demand
As technology advances, the public's demand for new formats and services has become more evident. For example, as computers have become a functional part of everyday life, the public's insistence for additional Internet terminals or the provision of word processing stations have prompted the library system to provide these services.

C   Obsolescence of the Collection
The County has been able to meet the demand of providing new non-fiction and fiction materials through a book lease program, which continuously provides updated materials year round. As a book becomes less popular, it is replaced with a newer title, thus providing a rotating collection that does not become obsolete. This program allows an efficient way to provide new titles to the pubic without the burden of upkeep of the materials, providing storage area, and high acquisition costs.

Issue LIB 2   **The Library As A Community Center**
A   Accessibility
As the urban boundaries have expanded into once rural areas of the County, the service areas for each of the libraries have also expanded. At the public meetings held in June 2000, the public expressed interest in the county providing additional library facilities in and around the Winter Springs area. In response, the Library and Leisure Services Department will be conducting a feasibility study review the compatibility to provide additional facilities throughout the County.

B   Outreach
The Library Services Outreach programs that are provided to the community have been able to serve a portion of the population that might not normally be served.   For example, the Seniors Plus program provides books by mail for the homebound and the handicapped. The Youth Services program provides "book talks" to both public and private schools.

C Space

The burden of providing additional space has become more pronounced as the libraries have become increasingly overcrowded. The public's perception of the library as a community center has taxed the existing services that the library provides. For example, the outreach program for children's storytime and events are extremely popular. During these programs, parking spaces become very limited, impacting separate meeting or conference rooms for other programs or organizations. Thus, creating an extreme space issue. Therefore, the Library and Leisure Services Department shall conduct a study to determine its future space needs.

Issue LIB 3 **The Electronic Information Explosion And Long Range Automation**

With new technology emerging almost daily, the challenge of providing the public with new formats will become more evident as technology integrates itself into everyday life along with traditional formats. The computer's impact on the library system has brought about significant change in the way a library functions. Since 1983, the Seminole County Library System has aggressively embraced the computer age through the implementation of a long-range automation plan that allows "user friendly" services to both the staff and patrons alike. The plan has provided a computerized catalog of materials; an automated patron registration and check out service; Internet access in all branches; a web site and email notification service that provides a user to place holds on materials; and several subscriptions to on-line database information. However, as the growth in books and materials collections and patron registration expands, and technology advances, the maintenance of such services will require periodic upgrades to the Library computer system.

Issue LIB 4 **Level Of Service Standards**

The County's population explosion has had a dramatic impact on the level of service standards for the library system. For example, in 1992, the Comprehensive Plan adopted a level of service of 1.0 books per capita, but, due to factors such as public demand and the large service area, made it necessary for the department to reassess the number of materials within its holdings and develop a plan for increasing the number of hardbound materials. For this reason, following research and analysis concerning public desires and needs, a phased plan to build the minimum standard from 1.0 to 1.5 volumes per capita was adopted during the 1997/1998 annual budget hearings by the Board of County Commissioners. It is anticipated that the phased program to expand the library's holdings shall conclude in 2004.

The library system has been able to provide a circulation per capita standard that is competitive with jurisdictions of similar size and demographics. The library's dedication to collection improvement has been aided by the County's participation in a book lease program, which continuously provides new materials (fiction and non-fiction books) throughout the year. This program has enabled the library system to provide new books to the general public without having to actually purchase the books.
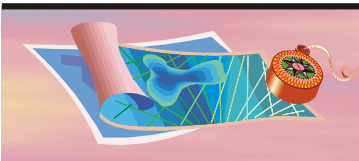
The standard of "hardbound books per capita" must also be accompanied by adequate acquisitions of replacement volumes, periodicals and other materials in order to sustain the overall collection and library program.

LIBRARY SERVICES ELEMENT
GOALS, OBJECTIVES AND POLICIES

GOAL

The county shall provide a quality, cost-efficient countywide public library system which provides collections, facilities, and programs to adequately serve the information, education, research and recreation needs of current and future residents of Seminole County.

OBJECTIVE LIB 1   COLLECTION AND FACILITY PROVISION

The County shall provide a system of branch libraries with a broad collection scope to serve the needs of current and future County residents.

Policy LIB 1.1   Provide Branch Libraries and Collection
The County shall continue to provide, through implementation of the Capital Improvements Element, a system of branch libraries and a broad-based circulating and reference collection.

Policy LIB 1.2   Inter Library Loan System
The County shall maintain participation in the national Online Computer Library Center (OCLC), an Inter Library Loan (ILL) System program, to meet user requirements beyond the County Library System's holdings.

Policy LIB 1.3   County Library Loan System
The County shall maintain the County Library Loan System to maximize use of collection resources and meet user requests.

Policy LIB 1.4   Identify Future Collection Needs
The County shall assess collection adequacy, future collection development needs and user preferences through (at a minimum) the following methods:
A   User demands as represented in circulation data;

B   User demands as represented in reference services data;

C   User demands as represented in periodicals;

E   Professional analysis of the existing collection; and

F   Input from the Library Advisory Board.

Policy LIB 1.5   Service Population Profile
The County shall continue to monitor and analyze the community's characteristics and needs for the entire service population, at a minimum every ten years based upon census data.

Policy LIB 1.6   Future Collection Development
The County shall annually assess the library system's collection and determine its needs for each fiscal year.

OBJECTIVE LIB 2   CURRENCY AND VARIETY OF COLLECTION

The County shall ensure that a variety of formats and materials are available for current information and use within the collection.

**Policy LIB 2.1   Maintain Collection Components**

The County shall establish and maintain a program of annual replacements and subscriptions based upon the following criteria which shall be reviewed at least every two years:

A   Annual replacement of lost/worn and outdate hardbound volumes - at 5% of prior fiscal year-end collection size;

B   Acquisitions/subscriptions of Annuals/Continuations Volumes (including on-line databases) - at .70% of prior fiscal year-end collection size;

C   Periodical subscriptions - at $.17 per capita;

Policy LIB 2.2   New Collection Formats and Technology

The County shall continue to evaluate the desirability of existing and new formats, such as electronic books, compact disc databases, videocassettes and sound recordings for inclusion in the collection as technology advances,.
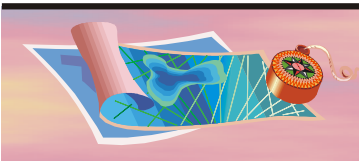
OBJECTIVE LIB 3   ACCESSIBILITY

The County shall ensure adequate public access to existing and future County Library sites and to the Library collection.

Policy LIB 3.1   Maintain Adequate Facilities
The County shall provide and maintain adequate facilities and space to provide for public use of the library collection and to allow public use of the facilities for research, meetings and other community purposes.

Policy LIB 3.2   Facility Access
The County shall ensure the accessibility of buildings to handicapped users and shall ensure adequate provision of parking and accessways for handicapped, vehicular, bicycle and pedestrian traffic.

Policy LIB 3.3   Collection Access
The County shall assure accessibility, continue to develop and maintain systems management programs and techniques, including an "on-line catalog" service to users including remote access via the Internet.

Policy LIB 3.4   Special Services
The County shall provide library services such as books-by-mail program and other programs to special user groups including shut-ins, senior citizens over 65, and children.

Policy LIB 3.5   Expanding the Books-by-Mail Program
The County shall conduct a study to determine if the books-by-mail should be expanded to provide service to all County citizens.

Policy LIB 3.6   Outreach Programs
The County shall continue to provide outreach programs to the community, while developing additional services, such as providing word processing stations.

Policy LIB 3.7   Coordinate Access With Other Agencies
The County shall coordinate with Lynx and other appropriate transportation providers to evaluate and expand, if necessary, transportation routes to library facilities to enhance access.

Policy LIB 3.8   Public Information
The County shall continue to publish periodic brochures and an Internet web site, which describe Seminole County's Library facilities and programs.

Policy LIB 3.9   Coordinate Future Sites and Programs
The County shall consider local, State, and national standards, as well as population densities, user patterns, accessibility, land use compatibility and infrastructure capacities in determining the location of future library branch sites and in the development of library service programs.

OBJECTIVE LIB 4   PUBLIC AND PRIVATE RESOURCE COORDINATION

The County shall maximize the use of public and private resources in the provision of informational facilities to meet current and future demands.

Policy LIB 4.1   Coordinate With Public Education System
The County shall continue to coordinate with the public school system regarding curriculum support.

Policy LIB 4.2   Inter Library Loan System with the Seminole County Public School System
The County shall investigate the feasibility of providing an Inter Library Loan System in conjunction with the Seminole County Public School System to provide curriculum support and to maximize the use of library books regardless of ownership.

Policy LIB 4.3   Coordinate With Private Education
The County shall assess and implement support coordination programs with private education providers, including, but not limited to, day care centers and home school programs.

Policy LIB 4.4   Coordination Through Consortium
The County shall continue to maintain membership in the Central Florida Library Consortium.

Policy LIB 4.5   Public Availability
Seminole County shall continue to make library facilities and services available to the general public.

Policy LIB 4.6   Duplication of Resources or Services
Seminole County shall continue to cooperate with other agencies to reduce any unnecessary duplication of resources or services.
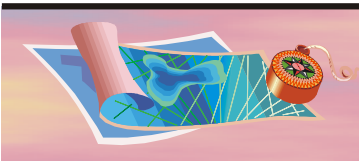
OBJECTIVE LIB 5   LEVEL OF SERVICE STANDARDS AND FUNDING

The County shall establish and fund standards and programs to ensure the acquisition and development of the library collection and facilities to meet current and future demands.

Policy LIB 5.1   Level of Service Standard
The County shall adopt and maintain the following collection level of service standards through the implementation of the Capital Improvements Element and on-going operations of the County Library Services Department.
A   Maintain a standard of 1.0 hardbound volumes/capita.

B   The County shall continue a program to achieve the minimum standard of 1.5 volumes per capita by 2005 through a phased budgetary program.

Policy LIB 5.2   Service Population Definition
The County shall, for service standard calculations, exclude the City of Altamonte Springs population due to the municipality's provision of a public library facility and collection. The County shall monitor the impact of usage patterns of Altamonte Springs residents in regards to their use of Seminole County Public Library Systems.

Policy LIB 5.3   New Growth Funding
The County shall continue to collect the Library impact fee that was developed in 1992 to assist with providing library services to the general public.

Policy LIB 5.4   Maintenance Funding
The County shall continue to use the General Fund as the primary source of funds for maintenance of the collection.

Policy LIB 5.5   Funding for Enhancements and New Programs
The County shall continue to pursue State and Federal grants for enhancement and development of library programs.

Policy LIB 5.6   Supplemental Funding
The County shall continue to pursue donations to enhance services and programs.

Policy LIB 5.7   Continuing Evaluation of Alternatives
The County shall continue to evaluate the need for facility and collection expansions and alternative funding mechanisms.