



Minutes of the Volusia County Library Advisory Board Meeting

Friday, July 16, 2021

Deltona Regional Library

2150 Eustace Ave.

Deltona, FL 32725

(386)-789-7207

Attending Members:

Patsy Franklin, District 4

Debra Grabowski, At Large

Thomas Hart, At Large

Christy Jefferson, District 5

Marjorie Johnson, District 2

Members Not Present:

Rev. Donald Needham, District 3

Staff:

Lucinda Colee, Library Director

Sharon Whitt, Recorder

CALL TO ORDER:

Thomas moved that Lucinda conduct meeting in absence of Chairperson. Marjorie seconded motion. All voted in favor.

Lucinda called meeting to order at 10:03am

MINUTES OF THE PREVIOUS MEETING:

Meeting minutes of Friday, May 21, 2021 were approved

Tom moved approval of the minutes, Marjorie seconded, all were in favor.

ELECTION OF OFFICERS:

Prior to election Christy asked about duties of the Secretary if Sharon records the minutes.

Lucinda answered that the secretary would write an official letter on behalf of the board when deemed necessary and could review or also record the minutes.

Present board members voted for election of officers by way of voting sheet handout.

Results:

Chair – Thomas Hart

Vice-Chair – Rev. Don Needham

Secretary – Marjorie Johnson

Thomas assumed duties of the chair for the remaining meeting.

Thomas moved Board ratification of election results, Marjorie seconded, all were in favor.

DIRECTOR'S REPORT (see handout):

The Library Budget is a 5-year recommended budget to the county manager.

The county manager will then recommend the library services recommended budget to the county council.

The county council will set the trim rate during the July 20, 2021 meeting for each of the budget areas. By setting the trim rate, the millage rate may still be reduced, but can't be increased above the trim rate.

Key Highlights FY 2021-22:

Key Objectives:

- continue implementation of library technology resources to meet community needs (implementing new technology feature to allow patrons to send print jobs to their local Library branch to release upon arrival and payment. This service will also allow wireless printing)
- maintain adequate level of service with library materials
- continue development of wide-ranging learning and cultural programs for all age groups
- provide public access to broadband internet via computers, wireless connection, and circulating hotspots (circulating hotspots allow patrons to check out a wireless device to take outside of the library and will provide internet connection)

Performance Measures:

Number of collection-items level of service equals 1.82 per capita, 25 items.

The number of virtual visits to network resources, internet and computer use sessions, and program attendees decreased in FY2021 because of the Covid pandemic.

The number of full-time equivalent positions continues at 182.5 and has been a consistent rate since 2008

FY 2021-22 recommended millage at current rate 0.5174

This is not a recommended roll back as in FY 2020-21, a full roll back. This rate showed a slight increase in tax revenue because of the increase in property values.

This represents an estimated 7% increase in tax revenue from property taxes for FY2021-22.

The FY 2021-22 request As Valorem Taxes for the .5174 millage rate is \$21,264,577

-Intergovernmental Revenues:

Funds received from other government entities

Requested State Aid to Public Libraries for FY2021-22 is \$249,270, still a low amount. Lucinda suggested to board the importance to keep advocating for state legislation to increase the State aid amount for public library funding. She also mentioned that Volusia County Public Libraries are well funded compared to some other libraries in the state.

Patsy asked if there's other things to do to help get more state aid.

Lucinda suggested the board can schedule face to face meetings with state legislator aids and explain to them the importance of state aid funding and how it effects the community impact in our county.

Christy suggested taking photos year round similar to snap shot day to help advocate for funding.

Lucinda agrees and supports displaying photos to the state legislator aids because they are the open eyes and ears to the state legislators and will see what the libraries are doing.

FCC E-Rate Reimbursement (Refund received for Internet connection) requested for FY 2021-22 is \$75936. This reflects 80% paid for internet connection in the library.

Charges for Services/Fines:

Reductions are due to Covid pandemic, but would like to permanently cancel charging fines for overdue items. Lucinda will meet with county council in the fall to request the permanent change.

Miscellaneous Revenue:

Largest part is the investment income from reserves which increases, but the recommended vs. adopted reduction is based on a projected decrease in investment income and because the libraries were closed for most of FY2020 and part of FY2021 which stopped the friends donations to the county library system and rental of meeting rooms to for-profit groups

Non-Current Revenues:

Placeholder for friends of library (FOL). When FOL makes purchases through the county the placeholder allows the purchase to work through the purchasing and budget process. Since FY2021 was low on programming, only \$50000 was recommended for FY 2022.

Appropriated Fund Balance is the unspent funds from the previous year, and reserves for future capital improvement. Estimated for FY 2021-22 \$9,653,246

Total Recommended Revenue is \$31,020,261, an increase of \$1,598,832

-Operating Expenses Highlights:

Personnel Services recommended increase of \$366,004 with an anticipated 3% salary and wage adjustment;

Workers compensation is based on what was paid out in FY2020 because of a major worker's compensation incident due to an attack on an employee at the Daytona Beach Regional Library.

Most of the Personnel services budget comes from Human Resources.

Included in operating expenses is an increase in security to regional branches, decrease in computer software licenses, computer replacement was changed from 4 to 5 years rotation due to a limited supply to get new computers. Maintenance is only at a slight increase because the library has its own maintenance crew that handles over 250,000 square feet of building space.

Christy inquired what includes communications expenses.

Lucinda answered, it is for telephone, cell phone, and internet connections.

Publications recommended at a slight increase by \$2,705,143. Lucinda explained these are the good things and the main reason why we get visitors to the library to check out materials, and utilize the online resources. The library has been able to maintain this expense line even through the downturn of the economy.

Other Operating expenses recommended at \$995,313 includes largest increase is for the property and liability insurance.

Indirect costs recommended at \$818,112 are what's paid to the general fund for legal, purchasing, fleet, and business with other county departments

Property appraiser recommended at \$713,031 is paid to collect the library's fund taxes.

Total Operating Expenses is \$8,781,812, an increase of \$236,455

Capital Outlay Highlights (Any items purchased over \$1000) recommending \$388,632 - Amount includes AV replacements; programming equipment; Deltona discovery center equipment; early literacy computers (AWE); Network equipment; RFID equipment; Security Camera Server; Servers; Televisions

Capital Improvements recommended at \$1,270,000 - Amount includes HVAC units for the Ormond Beach and Deltona Regional libraries; Deland Roof painting; Deltona workroom changes (floor covering, interior paint/ restroom renovation, LED efficient lighting); Library Support Center generator replacement; Orange City floor covering.

Total Requested Expenditures for FY 2021-22 including \$2,000,000 Transfer to the Library Construction Fund is \$23,636,175

-Reserves - Fund Balance:

Reserves for future capital not construction, but anticipation for larger projects to move into reserves to cover major projects is recommended at \$5,172,984. If millage rate is cut then this is reserved for additional funding.

\$100,000 is budgeted in capital improvement for unplanned issues. If more is needed there is implementation for a request for a budget transfer to move funds from the reserve into the operating expense budget.

Emergency reserves kept at 10% for future major emergencies is recommended at \$2,129,202

Total Requested Library Budget to the County is \$30,938,361, an increase of \$1,613,846

Lucinda ask if board is in agreement of recommended budget.

Thomas motioned for Lucinda's drafted recommendation.

Marjorie moved motion, Christy seconded, no discussion, all in favor:

Thomas announced board has approved recommendation to County Council.

Drafted Recommendation:

Pursuant to Council Resolution No. 2007-77, Section IV, the Volusia County Library Advisory Board makes the following recommendation for FY 2022 Library Services Fund budget.

"The County Library Advisory Board recommends to the County Manager and County Council maintaining the Library Fund TRIM rate of 0.51740 mills, and a FY 2021-22 budget of \$30,938,361 for the Library Services Fund."

-Library Budget Five Year Forecast (see handout):

This forecast shows maintaining the millage rated at 0.5174 forecasted until FY2024-25. Shows anticipated funding in the forecast to provide library services in Volusia County.

-Fund: 104 Library

97% of fund revenues come from property taxes

Fund balances used for CIP projects or transfers to the library capital fund.

The funds from FOL are appreciated because it allows the library to do more with the tax dollars and help provide funding for library programming for all ages.

Marjorie asked how many FOL groups are with Volusia County libraries.

Lucinda answered a total of 12 Friends groups.

-Library Construction Fund:

The library started in this current FY2021 putting money back into the construction fund Since 2008 because of the downturn in the economy. A small portion was taken from the

Millage rate.

One of the biggest planned projects is an expansion of the Port Orange Regional Library, to start planning the design phase and city approval phase to expand youth services for additional programming space.

Christy asked which other 2 library branches currently have the same design as the Deltona location.

Lucinda answered, New Smyrna and Port Orange locations

-County of Volusia Millage Rate History:

The library portion of this information shows since the cut in 2008 it was 0.60200 in FY2012-13, then took a cut during FY 2013-14 through FY 2019-20 at 0.55200, then a full roll back currently at 0.51740 for FY 2020-21.

-American Rescue Plan Act – Funding requests (see handout):

Library has requested funding from different entities over a 3-year period in the amount of \$480,000. This will include partnerships with different departments within the county.

Two full-time social workers: Available during scheduled hours to provide one-on-one assistance and expert referral for a wide-range of services, including: counseling/mental health, food/SNAP benefits, healthcare/marketplace, affordable housing, unemployment assistance, reemployment guidance, career skills training, and other governmental services.

The social worker can provide direct information and connect people to the correct service. Along with adults, librarians talk to a large number of unattended tweens and teens during and after school hours who could benefit by having a trained professional available to connect them to services. Meeting people where they are, in a safe, comfortable environment has proven to be successful in other communities.

The social worker program is part of a group of immediate projects on the County Council agenda for Tuesday, July 20, 2021 for immediate approval.

Mobile Technology Lab: Allows library to purchase and outfit a van to provide hands-on STEM programming targeting middle school students throughout Volusia County, with a primary focus on those living in Volusia County poverty-leveled zip codes with a rate greater than 35%. Total requested amount: \$31,1293.55

The plane will allow us to strengthen our ability to provide digital inclusion connectivity. The technology STEM based new programming will help engage students in technology and encourage confidence to move forward in their studies in this area.

Emergency Connectivity Fund - FCC:

Planning to apply for funding to add 500 hotspots and connectivity circulation to library

users who lack home internet connection or unstable connection.

Division of Library and Information Services – ARPA for Libraries:

Planning to apply for funding for a program dealing with food accessibility and SNAP support, along with physical literacy interactions focusing on My Plate nutrition.

This will include six “Charlie Cart” mobile cooking stations to support hands-on cooking Nutrition education with a curriculum for youth services programs

Ann Collins, West Regional Librarian is working on a grant provided by NEFLIN to purchase six additional AWE (early learning literacy) bilingual computers.

Thomas commended Lucinda for her hard work, along with staff for being proactive in pursuing the many opportunities made available to the library.

Lucinda commented that the library has great staff with great program ideas to help serve the public and with the help of grants can serve the public even better.

Required announcement: This announcement was read to the board for the awareness to apply for the Emergency Connectivity Funds to apply for HotSpots.

Volusia County Public Library’s Internet Use policy will be changed to include “devices and service purchased using Emergency Connectivity Fund reimbursements are for patrons that do not have internet service at home or do not have internet service with sufficient bandwidth to utilize digital library services.”

-Library Donation Page:

Lucinda has been working with Anne Powers, Library IT Manger, along with review from county legal and Suzanne Konchan, Deputy County Manager to post a Library Donation Page. This page has been constructed because of the request for patrons to make monetary donations to the library with their credit or debit card.

Christy asked if the donators can earmark to a specific purpose within the library.

Lucinda answered yes, there will be a link on the webpage to complete a form for specifics. This donation page will not take away from the wonderful donations received from FOL, but rather endowment type donations.

NEW BUSINESS:

Deborah asked if the machine outside of the Edgewater Library is for patrons to pay fines.

Lucinda answered the machines are at the Edgewater and Debary library for patrons to pay their water utility bills. Water utility bills can also be paid at most other libraries at the catalog computers. This service was generated because of amendment 10 when the county added a tax collector that took over the tag and title departments which water bills were not accepted at tag and title locations. The library was then recruited as an additional resource to accept water utility payments.

OLD BUSINESS:**-Student Success Library Pass:**

The library has started to work with an integrated library vendor to help set up the download of Volusia County student record databases. Students will have access to use their alpha numeric code and a default pin number to allow every student in the Volusia County Public School system access to public library resources

The announcement for this new service between the library and School District partnership will take place once everything is set and will be presented to the school district by school representative, Chris Smith.

Christy asked if there is a list of library resources for students.

Lucinda will make sure there is one available for this new student service.

PUBLIC PARTICIPATION:

None

BOARD DISCUSSION

Marjorie gave the board an update on the parking lot at the Daytona Beach Regional Library. She will continue to advocate at the city meetings to get the lot repaved as it is the responsibility of the City of Daytona Beach.

ADJOURNMENT:

Thomas adjourned meeting at 11:23am

Next meeting: Friday, September 17, 2021 at 10:00am.

Location: New Smyrna Beach Regional Library

Respectfully Submitted,
Sharon Whitt