



## **Minutes of the Volusia County Library Advisory Board Meeting**

**Friday, August 28, 2020**

**Volusia County Library Support Center**

**1290 Indian Lake Rd**

**Daytona Beach, FL 32124**

### **Attending Members:**

Kimberly Hovanecz, Secretary

Jean Fletcher

Thomas Hart

Carol Johnson

Marjorie Johnson

Rev. Donald Needham

### **Members Not Present:**

Sue Lombardi, Chair

### **Staff:**

Lucinda Colee, Library Director

Sharon Whitt, Recorder

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### **CALL TO ORDER:**

Lucinda called the meeting to order at 10:00am.

### **MINUTES OF THE PREVIOUS MEETING:**

Kimberly asked for approval.

Don Approved

Marjorie seconded

All in favor

### **DIRECTOR'S REPORT**

#### **-Proposed Budget – FY 2021 (See Handout):**

##### **Key Objectives:**

- Continue to implement library technology resources: This is more valuable now since so many Volusia County students are learning remotely.
- Maintain adequate level of service with library materials

- Continue to develop adult, teen, juvenile, and cultural programs
- Provide broadband internet to the public through computer use, wireless connection, and hotspots (HotSpots continue to be in high demand)

**Performance Measures Notes:**

The 1.82 items per capita rate will need a revision because it doesn't account for digital resources provided to the public, also the number of internet, computer use, virtual visits to networked resources, and program attendee projection is low because of the Cov19 pandemic.

**Recommended Millage Rate = .5174:** This is the recommended rollback rate based on the amount of state aid to public libraries which is designed to provide the same amount of tax revenue that was received in the year before. The 6% decrease in the millage rate is still a slight increase in tax dollars because the property rates has continued to be steady.

**Other noted recommendations:**

-Intergovernmental Revenues, a 95, 397 decrease to 281,297. This is the normal use of state aid on the publications line.

-Charges for services/fines, a total 89500 decrease to 284,500.

The library is currently allowing 30 free prints due to the increased number of patrons applying for unemployment. Also, patrons are currently not charged fines but invoices are still distributed to recover library materials. Overdue notices are also currently distributed to patrons.

A date has not been determined to begin assessing fines.

-Miscellaneous Revenues: Includes Investment income from interest on reserves, Meeting rooms, surplus furniture to auction, and non-friends of the library donations.

- Non-current Revenues: No change of 95,500 Friends of the Library funds because of less spending due to the pandemic, items that the library pays for, then bill the friends.
- Transfer from Group Ins. is for insurance reimbursements with no recommendation for FY 2021
- Appropriated Fund Balance is the funds that will rollover for operating costs for 2021

**Total Operating Revenue recommended at \$29,421,429, including all reserves.**

**Key Operating Expenses key notes:**

- Personnel services: Salaries and wages suggested 3%, but may not pass due to strains of the pandemic.

Decision will be based on similar decisions of other departments in county government that have bargaining unit agreements. If they consider wage adjustments then other departments that are not a part of labor unions will usually consider wage adjustments.

Some employee positions will continue to be held vacant and/or held open for longer periods because of the economic situation.

Total recommendation for personnel services - 10,829,727.

- **Other Operating Expenses:**

Contract services are less because funds were covered for digitization in FY2020.

Communication was reduced because library switched from Brighthouse to a Spectrum contract and received reimbursement for internet use.

Publications were decreased because of a reduction in State Aid.

The library anticipates consolidating some electronic resources and dropping some electronic resources (Axis 360) and using two main e-content providers, Hoopla and Overdrive.

**Total Operating expenses decreased by 890,581 for a recommendation of \$8,102,498**

**Capital Outlay:** Will decrease by 99,297 for a recommendation of 378,633

Funding will include replacements and additions for Audio-visual, Furniture, Makerspace carts, Early Literacy Computers, Cyber Security Technology, Network Equipment, and Security Cameras.

**Capital Improvements:** Projects were moved to FY21 due to uncertainties regarding the Cov19 pandemic. The roof will be replaced at the Edgewater library and the Stucco will be replaced at the New Smyrna Beach Library.

**Total requested expenditures = \$21,985,631, includes Interfund transfer for Future construction projects.**

**Friends of the Library:** No change in recommendation of 95,500

Reserves – Fund Balance includes transfer to library construction 1,000,000;

reserves for future capital 5,366,337; 10% county Emergency reserves 2,069,461

**Total Request Budget = \$29,421,429**

1<sup>st</sup> Budget Hearing – September 15, 2020 – 6pm, Council Chambers

Final Budget Hearing – September 29, 2020

**-Budget Forecast (See Handout):**

**The 5-yr forecast for library services will stay at the rolled back millage rate for the next several years. The funds needed to operate will be \$1million for 2 next years, \$1.5million in the 3rd year, and \$2million by the 4th year.**

**Library Use Statistics (See Handout):****-Summer Food Programs - Statistics:**

18,058 meals were served at most library locations with the exception of Port Orange and Debarry libraries because they did not meet the poverty level requirements.

The library is currently in discussions with the town of Pearson to move from our current location into a building that the town of Pearson has purchased on the old elementary school campus, 2500sq ft vs. the current Pierson location of 1000sq ft. The project would involve some renovations. Food Brings Hope, Halifax Urban Ministries, and Florida Hospital Clinic anticipate moving within the campus with services that will help to drive more library use. Future meetings have been scheduled to analyze this project.

A question was asked to Lucinda if the library is considering building an Ormond West library. Lucinda answered it has not been considered at this time.

The library anticipates continuing to add one million dollars each year to the reserves construction fund in case the library decides to add locations or do future major renovations.

**Summer Food Programs – Statistics (see handout):**

18058 Grab and Go meals were distributed over the summer to needed children at all library locations with the exception of two libraries that did not qualify for the program because they were slightly above the poverty level (Port Orange and Debarry).

**Other Summer Programs (see handout):**

- Curbside Pickup- 27,182 March 24-March 30 and 3,980 during June 1-August 26<sup>th</sup>
- Circulation of Materials from items out of collection -77,882 March 24<sup>th</sup>- May 30<sup>th</sup> and 309,105 during months open to the public June 1 – August 26<sup>th</sup>  
The service statistic was lower compared to 487,756 during June1-August 26, 2019 due to the interruption by the Cov19 pandemic and reduced hours.
- Circulation of Digital Materials – Not a huge difference vs when the libraries were Operating at full capacity.
- Reservation of Materials – 82,100 during closed months March 24 – May 30 vs. 90,530 during open months Jun1 – August 26.  
This is slightly less than 92,129 during the June1 – August 26, 2019
- Adult Services - Volusia Read Online Book club (1<sup>st</sup> title was fiction, the 2<sup>nd</sup> title will be nonfiction). 600 library users have currently registered for the service. The discussions are hosted by PBC Guru.
- Children Services – Offers virtual programs 3 days per week, Tuesday, Wednesday, and Thursday mornings at 10:00am. The videos can only stay up for a couple of days because of the agreement with the publishers to only give limited access.

Lit Kits are also provided, which have received rave reviews. These are k-5, and Junior kits that the librarians curate the items per patron request. Crafts are also included in the kits.

- Teen services - Also have Volusia Teens Read (YouTube channel); Free Online College Prep classes; First Chapter Fridays; Adulting 101, Trivia Tuesdays, Virtual Escape Challenges; and Instagram account to help promote additional library services.

**Cares Act Funding (see handout):**

The County of Volusia receive over ninety million in funding to help with the Cares Act for companies and individuals in the county. Six library employees are on assignment to help Community Assistance department process rental/mortgage assistance applications.

All library locations will undergo installation of hand sanitizer stations; water fountains switched to bottle-filled stations, installation of UVC lighting for HVAC so that when the lighting comes on it kills bacteria that comes through air ducts for all branch locations; glass barriers at public service desk, and PPE community care packages which includes facemasks, hand sanitizer, cleaning alcohol spritz, and facial tissues.

The library has also offered facemasks to individuals visiting the library without a mask.

Don suggested to check if the US Economic Development Center is distributing packages for the library to obtain to distribute to library visitors.

**Director's Report continued: Additional Information:**

The library is still operating at reduced hours, 61 fewer hours prior to closing. There is no set date determined at this time. Will observe back to school and how students are using the library.

Lucinda stated that there are no complaints at this time for the reduced hours but the library will continue to monitor the process and make before determining a date to return to normal business hours.

The meeting rooms were closed on March 24<sup>th</sup> and will continue to remain closed until submission of a recommendation to reopen during January 2021. Some additional reasons they're remaining closed is due to the inability to staff regular cleaning, supervisor of elections, and use of space to quarantine library materials returned after circulation.

**OLD BUSINESS:** None

**NEW BUSINESS:**

Marjorie asked about the process of submitting a book by a local author.

Lucinda suggested to contact Brook White, Collection Development Manager at the Library Support Center, Ph: 386-248-1745 X11228

**PUBLIC PARTICIPATION:**

Question was asked if the library will have any book sales. Lucinda answered that she doesn't think there will be any book sales before January 2021

**ADJOURNMENT:**

Lucinda asked for a motion to adjourn the meeting in Sue's absence.

Jean moved motion

Don seconded

The meeting adjourned at 11:13am.

Next tentative meeting: Friday, October 30, 2020 at 10:00am. Location unknown

Respectfully Submitted,  
Sharon Whitt