



Minutes of the Volusia County Library Advisory Board Meeting

Friday, July 15, 2022

Deltona Regional Library

2150 Eustace Ave.

Deltona, FL 32725

(386)-789-7207

And

Virtual GoTo Meeting

Attending Members:

Louise Caccamise, District 1

Christy Jefferson, District 5

Debra Grabowski, At Large

Thomas Hart, At Large

Non-Attending Members:

Marjorie Johnson, District 2

Rev. Donald Needham, District 3

Virtual Attending Members:

Patsy Frankly, District 4

Staff:

Lucinda Colee, Library Director

Sharon Whitt, Recorder

CALL TO ORDER:

Thomas called meeting to order at 10:00am

MINUTES OF THE PREVIOUS MEETING:

Debra motioned to approve amended minutes

Tom seconded.

All in favor to approve minutes as amended.

DIRECTOR'S REPORT:

Library Fund – Budget:

-Library Services Budget Request handout

-Key Objectives: Lucinda discussed the key objectives of the library's 5-year plan relating to the budget request.

-Performance measures: Electronic reserves projection request has increased at \$2,636,234 and Wireless internet and computer use request has increased at \$797, 944.

The library has successfully seen an increase of program attendance with 144,150 attendees.

-Library Fund Millage Rate: Lucinda explained that the millage rate is a library fund, not a taxing district. The requested rollback rate will be 0.4680, which will include the same amount of funding as the previous year.

- Intergovernmental Revenues:

-State aid to public libraries increased by \$58,379 for a request total for FY 2022-23 of \$338,459.

-E-Rate is dollars used to reimburse public internet access, a refund of 80% of what library pays.

-FCC Emergency Connectivity Program: The library has applied for year two of the Emergency Connectivity Grant to receive funding in the amount of \$385,290.00 for monthly service of 1000 HotSpots. Lucinda hopes the FCC will grant the amount requested as the number of grant requests has increased.

-Charges for Services/Fines: Services include sales, service charges, lost cards, lost books and fines. Increasing by \$34,000 for an amount of \$146,500. The council has approved to discontinue charging late fines to patrons. Charges will continue for items never returned, invoice fee, and collection fee. Christy asked if the library has noticed if patrons are returning more items since the discontinue of fines.

Lucinda explained that the library has not publicized the discontinue of fines, but has received comment cards from patrons giving thanks to the library for discontinuing the charge of fines.

She also commented that patrons are returning the items and the process is working.

-Non-Current Revenues: Are things requested by the library and provided by Friends of the Library. The transfer from Endowment will be used for the outdoor discovery area at the Deltona Regional Library.

-Appropriated fund balance recommended amount is \$9,805,287

-Miscellaneous Revenues: Amount of miscellaneous revenues increased to \$56,092

-Total Request Revenue is \$24,234,989, an increase of \$328,824

-Operating Expenses:

-Personnel Services: Library requested 4% wage increase or \$1 per hour as library moves to the minimum wage rate of \$15 per hour.

The increase in health insurance will be the county's portion to pay out.

-Operating Expenses: Includes security guards with costs of \$543,000 per year. This amount may increase because this expense is going back up to bid;

Janitorial expenses with costs of \$426000 per year; and Courier expenses

-Computer Software – The library will request to make proposal for a new ILS system since the previous system Infor was sold to Axiel company.

-Additional operating costs include utilities, gas, maintenance of buildings which are currently understaffed. The library is need of a plumber and electrician.

The lawn service is contracted under the department of Parks and Recreation.

Christy has concerns about the landscaping at the Deltona location because she sees that the lawn service only cuts and trim the lawn.

Lucinda explained that the lawn services only includes a cut, mow, and blow.

-Publications expenses include all the materials available for circulation and e-content.

-Indirect costs are payments to county general funds such as legal, purchasing, and HR.

Property Appraiser and Tax Collector are now separate constitutional offices and have separate accounting lines. The requested amount for the tax collector is \$321,287 and property appraiser \$439,369.

Vehicle replacement stays the same at \$40000.

Computer replacement rolls over every 4 years, with a rollover to take place for FY2022-23.

-Other operating costs include photocopier and printing services, etc.

-Total Operating Expenses request is \$9,453,570, and increase of \$600,545.

-Capital Outlay: Recommended \$189,075 to included audio visual replacements, early literacy computers, network equipment, RFID equipment, security camera servers, additional servers, smart access management system equipment replacement, and Friends of the Library – capital outlay.

-Capital Improvements: Recommended \$797, 427 to include HVAC, New Smyrna Beach roof repairs, New Smyrna Beach stucco replacement which is the original stucco, and Orange City HVAC.

The transfer to Library Construction Fund is \$2,000,000

-Total requested expenditures: \$24,234,898

-Reserves – Fund Balance: Recommended at \$6,145,717 future capital planning for expansion of the Port Orange Regional Library anticipated for FY2025-26.

-Emergency Reserves – 10%: Uses includes future emergency projects, recommended at \$2,275,403.

-Total Requested Budget Amount: \$31,768,371 an increase of \$190,038

RECOMMENDATION – FY2023:

Lucinda presented recommendation of Millage Rate to Library Board which states:

“Pursuant to Council Resolution No. 2007-77, Section IV, the Volusia County Library Advisory Board makes the following recommendation for the FY 2023 Library Services Fund budget.

The County Library Advisory Board recommends to the County Manager and County Council the Library Fund TRIM rollback rate of 0.4680 mills, and a FY 2022-23 budget of \$31,768,371 for the Library Services Fund.”

Tom called for motion to approve budget recommendation. Christy motioned. Debra seconded. All were in favor and motion was adopted.

5-Year Forecast Fund: 104 – Library Millage Rate @ 0.4680

Lucinda mentioned that the millage rate will be stable but does not anticipate an increase.

Christy mentioned that the budget is impressive because the library is doing more in spite of the slight increase.

Within the 5-year forecast the library construction fund includes saving for the Port Orange Regional Library project that will cost \$9,400,000.

The Daytona Beach Library Mitigation project to replace storefront entries will cost \$745,000

Christy asked if the Pierson location will be completed this year.

Lucinda responded that she is hopeful.

-Library Fund Financial Health: Financial health of the library will continue based on the following: Fund forecasted with annual rollback based on estimated growth; Sufficient funding for On-going Operating Expenses; Library Capital Fully Funded Throughout the Forecast Period; and 10% Emergency Reserves Maintained.

NEW BUSINESS:

Christy requested additional information regarding the postcard marketing campaigns from May 20, 2022 minutes and how is the marketing being measured.

Lucinda responded that the Integrated Marketing Campaigns have been successful because of the process of postcard marketing. A series of 3 postcards and 3 emails were mailed to non-cardholders, in addition to advertising on social media. Patrons have responded to the advertising because there has been an increase of new library cards based on campaign areas. Lucinda mentioned that she will bring statistics to the next board meeting.

Christy asked if the technology van is fully booked then why is it always sitting dormant in the parking lot at the Deltona Regional Library.

Lucinda mentioned that the van is stationed at the Deltona Regional Library and asked Ann Collins to give an additional explanation of its use.

Ann Collins, West Regional Librarian explained that the van continues to be booked. The program provides 6 visits per month, including 3 classes involving a range of 9-20 students. Classes consist of teaching math, geometry, and iPads with game design software. Because of limited time and limited staff only 6 classes are enough to schedule at this time. Since the launch of the van, the program has already provided the service to 250 students, and since the environment of the program is conducive to teaching it is not recommended to park the van at a local park as an outreach program because equipment is loaded onto a cart for the program. The programs are not held inside the van. The van transports transit carts which are then taken out of the van to an inside program.

OLD BUSINESS:

None

BOARD DISCUSSION:

None

PUBLIC PARTICIPATION:

None

ADJOURNMENT:

Thomas adjourned meeting at 11:03am

Next meeting scheduled: Friday, September 16, 2022 at 10:00am.

Location: New Smyrna Beach Regional Library, 1001 S. Dixie Freeway,
New Smyrna Beach, FL. 32168

Respectfully Submitted,
Sharon Whitt