



## Manatee Library Advisory Board Meeting Minutes

July 19, 2023

Central Library Meeting Room, 9 a.m.

### Roll Call

#### Present:

Marion Duncan  
Jim Russell  
Tammy Parrott  
Lyn Begraft  
Christine Callahan  
Patsy Ugarte  
Jenny Daugherty  
Commissioner Amanda Ballard

#### Unable to Attend:

#### Guests:

Kathern Groulx  
Michele Demperio  
Chelsea Baker  
Don Janezic

### Call to Order

8:59 a.m. by Chairman Marion Duncan

### Approval of Minutes

Marion inquired if everyone reviewed the minutes of June 21, 2023. No corrections were made. Jim made the motion to approve the minutes as submitted, and Christine seconded. All were in favor; the motion carried. Therefore, Marion announced the minutes were approved.

## Dashboard / Power BI

- Tammy advised services are good, our patron count is up 34% overall. Tammy went over each branch's patron increase from June 2022 to June 2023. The only area we are down is our volunteers, we were down 7%, but we do have 150 volunteers. Computer usage is up 14%, new library cards are holding even, circulation is up 11%.
- Tammy went over the Summer Reading program, we have a goal of a 20% increase. Currently we have increased by 25% and we have the remainder of the month. Rocky Bluff is up 125%, they have 800 kids participating.

## The Library Foundation

- Don Janezic joined the meeting to introduce himself to the Library Advisory Board. He advised he is the previous president of the board; he has just completed his second term and TJ Kornett is the new president. The board has now expanded to 13 members, their job is to listen to what is happening and if needed, offer financial support. Over the past couple years, a Master Plan was funded to see where Manatee County was compared to other counties. Tammy has a copy available for anyone that would like to see. The plan was presented to the Board of County Commissioners in June of 2022.
- The Library Foundation has an activity that they are funding, it is called Rethinking Libraries. They are hired to benchmark us against other libraries in the country. They will advise The Library Foundation of a cost to get us with other libraries, technology, meeting rooms, etc. The results will be shared, and they will go to the Board of County Commissioners. Don advised that they have already spoke with Commissioner Ballard and Kruse regarding their plan.
  - Patsy stated that she is encouraged that this is being completed.
  - Tammy advised herself, Lyn and Mira met with Rethinking Learning yesterday, the timeline just needs to be completed.
  - Tammy stated that we will send a link to the video that kicked this off.
- Don advised they had a meeting at Rocky Bluff with the Lakewood Ranch Friends. The Friends were hoping to get a grant from The Foundation for \$25,000. The Foundation agreed to offer a matching grant of \$200,000 and they did raise this. They will be picking up the checks this week.
  - Tammy advised this is an unusual year for spending money on collections, we have spent \$810,000 more in collection than we normally would, we will go back to normal numbers next year.
- Don stated that if you see something let The Foundation know, they are eager to help.
  - Patsy stated that this is very exciting.
  - Marion asked if we should send a formal invitation for a liaison.
    - Tammy stated that an email to them would be nice.

## Managers' Report

- Tammy advised that for our 1,000 Books Before Kindergarten, we just had our 10<sup>th</sup> completion. The Foundation has been covering this promotion, as well as our Summer Reading.
- Library Budget

- Tammy advised last year our budget was \$14.7 million, these were dedicated funds just for library use. Our operating budget is 95%, \$9.8 million. Our reserve fund has to have 90 days' worth of operating ability, we have \$3.7 million in reserves. If we leave any money, it goes back into our reserves which is why it was higher. \$3.5 million was taken from the reserves for Lakewood Ranch so our reserves are close to where they need to be.
- Tammy advised on top of the reserves we have an impact fee. The fee comes indirectly from development. This is to alleviate the impact the development has on infrastructure. We currently have \$2.7 million in impact fees.
- Tammy stated our gift fund has between \$350,000 to \$400,000, we have been using this money for our technology upgrades this year.
- Tammy advised once the budget is finalized it will be shared. We are asking for \$100,000 for collection development, two collection development librarians, Lee did recommend we go with one this year, a full-time person to support books by mail and home delivery, ongoing refresh fund for new tables, painting rooms, etc., and an assistant section head for our Programming Department.
  - Marion asked if gifts can be donated for specific programs.
    - Tammy advised yes; we have three funds currently that are dedicated funds.
- Policy Updates
  - Tammy advised that we do not have them yet. The final drafts that are going through their process currently. We will have a display policy, the library use policy (conduct policy) and the circulation policy which includes the card types. The display and library use policy will come sooner. We have a request in for the statute to be reviewed in relation to the library card types. We should hear back from the county attorney's office by the 20<sup>th</sup>.
- Status of Seats
  - Tammy advised that we sent a draft of the ordinance and state statutes to legal and are awaiting more information back.
  - Tammy went over the updates; the current board seats will not be changed. We will be adding one seat from Lakewood Ranch, one member from Parrish, one member will have a MLIS, one member with a child in the school district, one member will be a homeschooling parent, and one member at large. Once the seats are filled, we can make a subcommittee for bylaws and a subcommittee for collection development.
    - Patsy advised that it needed an update, including Parrish, Lakewood Ranch, and the homeschooling.
- Tammy advised that we have heard that we are looking at some additional construction time for Lakewood Ranch. We are not sure of the definitive date; we will update when we know.
  - Jenny asked if the collection for Lakewood Ranch will be duplicate items or new items.
    - Tammy advised that there are some new items, and some are duplicates. We may have more on golf, food, and wine in that area based on interest. We do have delivery everyday and may need to look at expanding this. If an item you want is on the shelf at another branch you can normally receive it the next day or day after.
  - Jenny stated that people don't realize you can drop off your books to any branch too.

- Tammy advised that the branches need to be better at promoting the services we offer, we do have Mira and she is focusing on promoting.
- Jenny stated that she believes this is why our summer reading program took off too, a lot of promoting.

## Old Business

- Bylaws
  - Tammy advised these are still on hold.
- Bookmobile
  - Tammy advised we are working on the business case for this. We do not have the funding yet.
- Museum Passes
  - Tammy advised this is still in progress. Once we are done, we can start soliciting more partners.
- Discovery Layer
  - Tammy advised that we have identified a product we would like to go with, we are working on the funding and will need to work with procurement. We are looking at next fiscal year.
  - Tammy stated that we are looking into a library app for ease of use.
    - Jenny advised if you look on your phone you cannot see how many books you have checked out, you have to do this from a desktop.
    - Christine asked if it would have history.
      - Tammy advised there is a way to turn it on, it will show history from that point. We default no for privacy issues.
- Glades
  - Tammy advised we will be opening with Glades in place at Lakewood Ranch. We are treating this as a test site and will roll out from here.
  - Tammy stated we have some tentative groupings; eight to twelve and generalized stories.
    - Christine asked if there is funding for signage.
      - Tammy advised yes; we will handle this out of our operating budget.

## Comments and Questions

- Marion asked if there is anything new on the bookmobile.
  - Commissioner Ballard stated that we did find out that impact fee fund can be used as a funding source.
    - Tammy advised this is perfect and we will start moving with this.
  - Marion asked if The Foundation could be a source of funding also.
    - Tammy advised yes; they could be an option for collections.
- Christine advised that she was at the opening of the archive lab, and it was packed. They had a great turnout.
  - Tammy went over the archive lab and what you can do.
  - Jenny asked Christine if it was user friendly.
    - Christine advised she was the first appointment. She had a specific format that she could not digitalize. All of the stations were being utilized and the team was very helpful.
  - Christine advised everyone in the lab were seniors.

- Guest Michele asked who completed the master plan and if there is a way to get a copy.
  - Tammy advised Godfrey Associates and it should be on The Foundations website.
- Guest Kathern inquired on the parents' choice card.
  - Tammy advised this is a part of our circulation policy that is being updated. The parents' choice card is a more restrictive card that parents can sign up for. Tammy went over the different age group access and advised this is still in draft and not finalized.
  - Guest Kathern asked if this is an opt in.
    - Tammy advised yes, they will default to a standard resident card and a parent can choose to get a locked down card.
- Chelsea went over our current museum passes we have and the process currently in place with the wait list. Chelsea advised we are moving to a system where you can select a specific day, but this is in progress still.
  - Jenny advised that if you request a pass from Island, you receive it faster. The wait list is by branch.
- Patsy advised that when she was doing gardening at Palmetto, she found someone sleeping in the garden, she went to walk around the side and there were four or five more people there. There are no trespassing signs posted so the police can ask them to leave. We have done our part with the signs and the police need to do their part.
  - Tammy advised we do have an agreement with PPD. Once we are closed, they can do a drive-by and trespass anyone on the property. We will need to contact them to do nightly checks.
  - Tammy advised we do have a social worker, but they are not here after hours.
  - Commissioner Ballard stated that the county has a homeless taskforce, maybe the social worker would be interested in connecting with them.
- Christine stated at the Island library there is a community garden, they were reserving a couple earth boxes for a program with the library, but nothing ever came of it.
  - Commissioner Ballard stated she is working on community gardens, and they have been in discussions regarding obtaining earth boxes.
  - Tammy stated they were thinking of a tool shed at Palmetto. Tammy is not familiar with the earth boxes at Island but can check with the supervisor.
  - Tammy advised that they would look into the earth boxes at Island more.

### Upcoming Meeting

- Will be held on Wednesday September 20, 2023, at 10am in the Central Library Meeting Room.

### Adjourn

With no further business to discuss, Chairman Marion Duncan motioned to adjourn the meeting. Meeting adjourned at 10:13 am.