

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

March 12, 2010

New Smyrna Beach Regional Library

**Members:**

Claudia Hutchins, At-Large  
Jean Fletcher, District I  
Neil Harrington, District II  
Robert Clinton, District III  
Chris Hartley, District IV  
Sue Lombardi, District V  
Rev. Donald Needham, At-Large

**Staff:**

Lucinda Colee, Library Services Director  
Chelsea Harrison, Recorder  
Melissa Reynolds, New Smyrna Beach Regional Librarian

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Chair, Sue Lombardi called the meeting to order at 2:04pm.

All Board members were present.

**Minutes from the Previous Meeting:**

Donald Needham, At-Large, made a motion to approve the minutes. Claudia Hutchins, At-Large seconded the motion. The motion passed unanimously. On Page 4, change Jerri to Jerry.

**DVD Reservation Update:**

Lucinda Colee, Library Director, announced that County Council approved removing reservations and renewals from the DVD policy. DVD circulation dropped 14%; however it is believed to go back up in March once patrons have adjusted to the new policies. The Deltona, New Smyrna, and Oak Hill Libraries did see an increase in DVD circulation. A more accurate picture will develop as we move forward. See attached statistics.

Lucinda Colee, Library Director, informed the board that staff and volunteers felt a large and immediate shift in the workload. The time and resources that were spent on DVDs have been shifted to other functions, making this a positive change. There have been few vocal complaints along with praise for the new policies. The Port Orange and Ormond Beach Libraries have seen a significant drop in their high reservation load.

Chris Hartley, District IV, asked if the courier system has been affected yet. Lucinda Colee, Library Director, answered that there are not as many bins but they are heavier because they are filled with books.

Lucinda Colee, Library Director, showed the board a bookmark with instructions on how to create a save list for items that they want to look for when they are at their item limits. See attached bookmark.

**HHL/SCY:**

Lucinda Colee, Library Director announced that the Holly Hill City Commission met on Tuesday evening where they passed a resolution against funding the Holly Hill library. The City Commission directed their city manager to look for other city uses for that building.

Lucinda Colee, Library Director, informed the board that on Wednesday evening there was a budget workshop for the S. Cornelia Young Library. Daytona Beach has requested additional information, but will have a decision before the next County Council meeting.

Sue Lombardi, Chair, stated that at the last County Council meeting Jim Dinneen, County Manager, did not see the Mayor of Holly Hill come out with a checkbook. She inquired as to the partnership between Daytona Beach and Volusia County.

Neil Harrington, District II, answered that they were never actually partnered with the County.

Lucinda Colee, Library Director, stated that the County Manager sent a letter to the City Manager of Holly Hill telling them the amount that the County would be looking for in order to partner. When Lucinda spoke with the City Manager of Holly Hill she stated that she would not be recommending funding the library because they are outsourcing their Recreation Program to the YMCA for \$400,000.00. The Recreation Program had higher numbers than the library and they cannot fund the library when they cannot fund the Recreation Program.

Sue Lombardi, Chair, asked if we are saving \$270,000.00 by closing the Holly Hill Library, were we looking for Holly Hill to turn over \$270,000.00 to the County in addition to the tax revenue for the libraries that is collected in that area?

Lucinda Colee, Library Director, responded that the tax collected is a county wide tax. The County Manager was asking them to fund the operations for that facility because it was viewed as an overlapping service area.

Lucinda Colee, Library Director, stated that they have not heard definitely about the S. Cornelia Young Library. Jim Dinneen, County Manager, plans to ask the County Council to make a decision on March 18<sup>th</sup> so we can move forward and see cost savings this year. The budget target is \$1.2 million for next year.

Donald Needham, At- Large, asked what information Daytona Beach needed for the S. Cornelia Young Library. Lucinda Colee, Library Director, answered that they were looking for a line by line cost. The ballpark number was lower than the actual cost of operations so the number went up when the line by line was created.

Neil Harrington, District II, asked what the final projection was.

Lucinda Colee, Library Director, responded that she would email the board the final projection. The Holly Hill Library cost was \$279,000.00 for 5 day a week service. To have 6 service days a week costs in the \$300,000.00. The S. Cornelia Young Library cost less than \$200,000.00. With the DVD reservation changes there will be a savings of \$200,000.00.

Lucinda Colee, Library Director, believes that the library is very close to the \$1.2 million budgetary projection because of the following actions: Cities of Daytona Beach and Holly Hill funding the facilities, closing the Bookmobile, removing DVD reservations, unfunding 10.5 positions, unfunding 120 hours of student workers, reducing the publications budget by \$290,000.00, reducing \$186,000.00 from the equipment budget, possible reorganizing of the maintenance department or having facilities take over the maintenance department for a savings of \$90,000.00.

Lucinda Colee, Library Director, announced that once the fiscal year 2011 is approved, then they will start looking at Fiscal Year 12, where a couple of million of dollars will have to be cut. Lucinda attended a budget kick off meeting in the morning, where they were still working with a 15% reduction in tax revenue that could go as high as a 20% reduction. The projected revenue is based on the tax base and not on the tax rate. This has nothing to do with state funding.

Lucinda Colee, Library Director, warned that state aid is in jeopardy. Donald Needham, At-Large, Neil Harrington, District II, and Lucinda Colee met with Dorothy Hukill who told them that it is going to be a tough year. The House and Senate are in preliminary positions for eliminating state aid. That would be \$258,222.00 from state aid that would be gone; this money funds the publications budget. If it is eliminated, then \$.5 million will have been cut from publications. Lucinda Colee is confident that we will get state aid. The Secretary State's office is recommending a \$21.9 million state wide cut. It is the minimal level that has to be funded for the state to receive federal LSTA funding. Lucinda urged library advocates to continue lobbying. See state aid projections attached.

Donald Needham, At-Large, asked how the library's role as a repository for government documents fits the potential cuts. Lucinda Colee, Library Director, responded that the library is already making cuts by moving from a paper depository to electronic. This has allowed them to move a reference librarian from the City Island Library to the Deltona Library. Donald Needham asked if there would be any more money saved next year. Lucinda Colee responded that the discarding process is labor intensive; once it is completed there will be minimal staff savings.

Neil Harrington, District II, asked what the equalization grant is. Lucinda Colee, Library Director, responded that state aid is based on local effort, based off of the local tax dollars and other funds used to support your library system. When the Friends of the Library are spending money, they are asked to order through the library so that it is used as part of our local effort and can be put in the budget. Rural counties are the most impacted by state aid.

**State Aid: Dorothy Hukill Meeting:**

Donald Needham, At-Large, asked if any additional feedback was received from the meeting. Lucinda Colee, Library Director, responded that there was no. Lucinda Colee told the board that she would be coming back to board in May with recommendations for the budget.

**Delinquent Accounts:**

Lucinda Colee went over the attached memo regarding blocking patrons with a balance over \$5.00 from using the computers.

Donald Needham, At-Large, made a motion to approve the suggestion. Jean Fletcher, District I, seconded the motion. The motion passed unanimously.

Chris Harley, District IV, stated that it boggles his mind that we weren't doing this before. Lucinda Colee, Library Director, responded that up until a few years ago we didn't have an automated system to use computers. Then when SAMS came on board, we were able to start tracking. Until we upgraded to V-smart we couldn't link them. Now with the v-insight statistics package, Anne Powers, Network Librarian, can pull the data and merge it with the library cards.

Sue Lombardi, Chair, asked if this recommendation would be going to council on the April 18<sup>th</sup>. Lucinda Colee, Library Director, responded that it would not, she was discussing it with the board first.

Neil Harrington, District II, asked if the library fines more than the cost of the book. Lucinda Colee, Library Director, responded that if the book is returned it then the balance converts to a fine. A patron is never charged more than the cost of the book. There is a county that if they invoice you they don't want the book back, you own it. If a book is overdue by a few months, then we are not likely to get it back.

Chris Hartley, District IV, commented that patrons with large fines will not be coming back. Lucinda Colee, Library Director, responded that 36 of the people who owed above 100.00 were sent to collections.

**Endowment Request:**

Lucinda Colee, Library Director, announced that the endowment budget has changed. It is now considered a special revenue fund, which requires county approval.

Neil Harrington, District II, asked why this was necessary. Lucinda Colee, Library Director, responded that the county had a major audit last year and endowments were flagged as not being in compliance with government rules. Lucinda Colee added that the establishment for the endowment is in the resolution that establishes CLAB board. See attached sheet. The only change is the county council approval. See memo attached.

Donald Needham, At-Large, moved to approve the endowment. Neil Harrington, District II, seconded the motion. The motion was unanimously approved.

**Meeting Room Policy Update:**

Lucinda Colee, Library Director, informed the board about the lawsuit that Anthony Verdugo and the Christian Coalition is filing against the County over meeting room policies. Mr. Verdugo and the Christian Coalition requested a New Smyrna Beach meeting room; staff interpreted their request as wanting to have a religious service. Policy right now states that meeting rooms are not to be used for social or religious meetings. Staff emailed Mr. Verdugo a copy of the policy. Mr. Verdugo did not respond by email, he immediately sued the county.

Donald Needham, At-Large, asked if this was a written application. Melissa Reynolds, Regional Librarian, answered that it was all by email.

Neil Harrington, District II, felt that the wording of the policy should be changed to separate hazardous materials and social meetings. Lucinda Colee, Library Director, answered that the policy has not been reviewed since 99. County legal ruled that the policy passes constitutional muster and we were within our rights to refuse.

Claudia Hutchins, At-Large, stated that the list is fine as it is worded.

Neil Harrington, District II, insisted they should be separated and that social gathering doesn't have a clear definition. He also stated that the legal department is frequently wrong and that the verbiage needs to be worked on.

Lucinda Colee, Library Director, stated that she will take a look at it. Library policy is under review. There is a possibility of changing the policy so that a group cannot use the meeting room more than once a month, with existing meetings being grandfathered in. It would also become necessary to have a library card to use the meeting rooms.

Sue Lombardi, Chair, asked about the homeschoolers. Lucinda Colee, Library Director, answered that they would be grandfathered in. Lucinda Colee continued that from a legal standpoint the county has a motion to dismiss the lawsuit.

Lucinda Colee, Library Director, informed the board that on that same date the Christian Coalition filed a law suit against Osceola County. Their lawyers are from Kansas, while Mr.

Verdugo is located in Miami. Miami meeting room policies are very restrictive and he has not tried to get a hold of the Miami Library and use their meeting rooms.

**State Library – Return on Investment Study:**

Lucinda Colee, Library Director, went over the investment study for public libraries in Florida. Extensive surveys were taken state wide with an outside consultant. It was funded through federal dollars. See brochure attached.

**Long Range Planning Process:**

Lucinda Colee, Library Director, informed the board that she was still in negotiations with her supervisors for the long range planning. There will be community listening sessions in various libraries, as well as a joint CLAB and county council workshop in the summer.

Neil Harrington, District II, asked where the County Council workshop would be. Lucinda Colee, Library Director, responded that it would be in a library, not in the Council Chambers.

Lucinda Colee, Library Director, has been discussing with Dave Byron, Community Services Director, various tasks that would need to be completed for an agenda for the workshop. This must be approved by October 1<sup>st</sup>, 2010.

Donald Needham, At- Large, asked if the council members themselves were amiable to the meeting. Lucinda Colee, Library Director, responded yes.

**New Smyrna Beach Regional Librarian:**

Melissa Reynolds, Regional Librarian, announced that this has been a busy time for the New Smyrna Beach Library, due to the seasonal visitors. Melissa Reynolds listed the upcoming events for the library.

**Public Participation:**

Sue Lombardi, Chair, opened the meeting up for public discussion.

Tom Skone- Friend of the Library, told Lucinda Colee, Library Director, that he appreciated the email for the Governor. He is trying to promote library advocacy and encourage the Friends of the Library to show up to County Council meetings.

Claudia Hutchins, At-Large, recommended the council of friends to Tom Skone and others interested in Library Advocacy.

**Board Discussion:**

Chris Hartley, District IV, informed the board that the Ormond Beach Friends of the Library spent \$12,500.00 to update the audio visual equipment and it looks splendid.

Lucinda Colee, Library Director, announced to the board that on March 18<sup>th</sup>, she doesn't know what time the County Manager plans to discuss the Holly Hill and S. Cornelia Young Libraries with the County Council; it is not on the agenda. When she finds out she will inform the board. Donald Needham, At-Large, asked Jean Fletcher to say something about herself.

Jean Fletcher, District I, told that board that she volunteers for the DeLand Library and Hontoon Island State Park. She has only lived in Volusia County since 2004. She was a teacher for 37 years Dade County. Sue Lombardi, Chair, welcomed her aboard.

**Next Meeting/Future Agenda Items:**

The next meeting will be on May 7<sup>th</sup>, 2010 at the Ormond Beach Regional Library.

**Adjournment:**

With no further business, the meeting was adjourned at 3:10pm.

Respectfully Submitted,

*Chelsea Harrison*