

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

November 5th, 2010  
DeLand 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  
Kathleen Mann, DeLand Regional Librarian  
Melissa Reynolds, New Smyrna Beach Regional Librarian  
Brook White, City Island Regional Librarian

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Sue Lombardi, Chair, called the meeting to order at 2:00 pm.

All board members were present with the exception of Robert Clinton.

**Minutes from the Previous Meeting:**

Donald Needham, At-Large, made a motion to approve the minutes of the previous meeting. Neil Harrington, District II, seconded the motion and the motion was unanimously approved.

**Meeting Dates for 2011**

Please see attached for approved dates and locations.

**Budget Update:**

The budget recommended by the County Manager passed at the September meeting with unanimous votes. Lucinda Colee, Library Director, discussed how the County Council worked on the budget throughout the year, which led to a quick approval process at the budget hearing.

Since the budget has been approved, four positions have been approved to be filled: one full time position and one part time position at the Ormond Beach Regional Library, one Library Assistant position at the New Smyrna Beach Regional Library, and an Electrical Trades worker. One existing Electrical Trades Worker went back to Growth Resources, Lucinda Colee, Library Director, hopes to fill his position as well.

Lucinda Colee, Library Director, informed the board of upcoming staff retirements and relocations. Lucinda has also informed Dave Byron, Community Services Director that the library is at a critical level if any more Library Assistants leave.

The State Aid program is under review by The Florida Legislatures Office of Program Policy Analysis and Government Accountability (OPPAGA). Lucinda Colee, Library Director, provided them with information

regarding how the library uses State Aid and what the impact would be if it was reduced by 25 percent or if it was eliminated. Neil Harrington, District II, asked what the impact would be. Lucinda Colee, Library Director, responded that it would be a loss of \$400,000.00 for the publications budget. Neil Harrington asked if State Aid had ever been categorical. Lucinda Colee answered that has not. The State Aid funding is non-recurring funds, which need to be requested every year. However, this year the Department of State is requesting the funds be put into recurring funds.

Neil Harrington, District II, asked if Lucinda Colee, Library Director, had plans to meet with the new Legislatures in the near future. Lucinda Colee responded that while plans had not been formulated yet, they would be soon.

Donald Needham, At-Large, asked if there would be any more assurance of the funds if they were in some other categories as well. Lucinda Colee, Library Director, answered no; because funds are based on a formula that is submitted to the State, which is calculated by local effort and how much the County spends on the libraries. In local communities where local funds are not available there opportunities for those libraries to receive equalization grants.

Lucinda Colee, Library Director, announced that the lending machines for the Holly Hill site are currently being built. The city of Holly Hill will reopen the site in early January, where they will have their Chamber of Commerce, a meeting room, and training from Daytona State College.

Chris Hartley, District IV, asked how the City of Holly Hill will be controlling the 9 public access computers that were given to them. Lucinda Colee, Library Director, responded that the decision is up to Holly Hill. The computers belong to Holly Hill and they are their responsibility and are no longer a part of the library portion of the site. Chris Hartley asked if there was a wireless connection at the site. Lucinda Colee answered that there is a wireless connection there as it was needed for staff. As a courtesy it will be activated for the public computer access as well. It will not cost any more money and there will not be any software provided. The city intends to filter, but that is their responsibility.

Donald Needham, At-Large, asked if the computers donated to Holly Hill were already in the system. Lucinda Colee, Library Director, responded that they are new computers already in our inventory.

### **FY 2009/2010 Statistics**

Lucinda Colee, Library Director, presented the Circulation Statistics that were submitted to Dave Byron, Community Services Director. Please see attached.

The Community Services Division is creating a packet of departmental statistics to provide to the County Council. The library statistics are based on the changes that were made throughout the year. Neil Harrington, District II, asked if these statistics would be used to determine further cuts. Lucinda Colee, Library Director, answered that this was a tool to measure the effect of policy changes, not to decide on cuts. There are many other factors that are considered when deciding on budget cuts.

Donald Needham, At-Large, asked how much money was being saved by not offering reservations for DVDs. Lucinda Colee, Library Director, answered that approximately \$200,000.00 annually with the elimination of four positions.

The library is now offering TEXT A LIBRARIAN as a service, statistics for this feature will be available next year. Lucinda Colee, Library Director, announced that volunteer activity has increased 17% from last year. There is also now fully filtered wireless access available at all branches, which plays a role in any reduction in computer use.

**Report on Broadband Capacity Planning Project Report, a computer-network assessment conducted by the State Library of Florida:**

Lucinda Colee, Library Director, announced that Volusia County Public Library was selected as 1 of 176 libraries to participate in a Florida Assessment Study conducted by Hayes Resources, funded by a grant that the State Library received. The grant is intended to maximize the use of libraries for their communities and increase participation in the ERATE program.

The State Library has stated that the Volusia County Public Library is getting the maximum amount from ERATE that it is eligible for. The current reimbursement rate is a 60% rebate for the total price for all internet connections or roughly \$85,000.00 annually.

The study began in the spring of 2010, when all library branches were visited and staff was interviewed to document their needs and wish lists. The engineers evaluated the connections, band width, servers, and routers. Their recommendations were:

1. Add WiFi availability to all library branches. WiFi was available in all branches prior to the recommendations coming out.
2. Add Data Shaping so that the bandwidth is partitioned and one computer cannot monopolize a majority of the bandwidth. A local consultant will work with Anne Powers, Network Librarian, to evaluate how our bandwidth should be shaped. There is concern that if we do not allow enough bandwidth for the work use that it will slow the system down.
3. Increase our bandwidth. County Council had already approved an increase in bandwidth on September 16<sup>th</sup>.

**Downloadable Music Database:**

Lucinda Colee, Library Director, informed the board that VCPL has entered into a music subscription with Library Ideas. By mid-November, patrons will have access to a downloadable music database. This is expected to be more popular than OverDrive and eBooks. The vendor is Freegal, where over 500,000 songs from the Sony Catalog will be available to download for patrons with library cards in good standing. Patrons will be able to download up to 3 songs a week.

**Floating CD Collections:**

A system wide music selection committee has been created to select future music CD collections by genre. The committee is comprised of Librarians, Library assistants, and Library Associates that are interested in music and have some knowledge of particular genres. Lucinda Colee, Library Director, announced that the library will be reducing how much is spent on CDs based on the popularity of Freegal. A floating collection will be created for the music CDs, which means that wherever a CD is returned is where it will stay, unless the quota for that branch has been reached. In which case, the item is automatically shipped to LSC where it will be redistributed to a branch that has not reached its quota. We will create a floating collection for the music CDs. The quotas will later be defined by genre, rather than material type.

Lucinda Colee, Library Director, explained that the floating collections will attempt to place the materials in the branches where they will circulate the most. This could also assist with reducing courier costs in the future. Currently, the courier is paid by stop, not what is moved. By removing reservations on DVDs, their work load has already been cut by 30%. If the CD floating collection works, the next collection to float may be New Fiction.

Sue Lombardi, Chair, asked how the courier will work with the Holly Hill lending machines. Lucinda Colee, Library Director, answered that the courier will not be stopping there. A staff member will be using a step down vehicle from Fleet Management to service the Holly Hill site daily by collecting the returns and restocking the machines. Courier costs have been reduced by closing the Holly Hill Public Library, the S. Cornelia Young Library, and closing a day at the Orange City Public Library. The floating collections could allow the library to look at the courier service in a different way.

#### **Old Business:**

Lucinda Colee, Library Director, informed the board that she sent out a copy of the resolution about Holly Hill approved by CLAB to all County Council members prior the County Council meeting where they approved the partnership agreement. The email stated that CLAB's decision was sent to the County Council and Carl Persis, District IV, asked Lucinda Colee about the resolution at the County Council meeting.

Neil Harrington, District II, stated that he would like for it to be general policy that the board recommendations be sent to the County Council and that the board receives a record of that notification. Lucinda Colee informed him that the minutes are sent to the County Manager's office, and Dave Byron, Community Services Director.

#### **New Business:**

Lucinda Colee, Library Director, informed the board that library staff recognized the Friends of the Library week groups. There was a proclamation from the County Council that recognized the Friends of the Library as well. All libraries had cards signed by staff that thanked the Friends for their work and contributions. Signs were also posted in front of library buildings.

Donald Needham, At- Large, asked if the Read posters would be continued. Lucinda Colee, Library Director, answered that the Read posters were originally done during September for library card sign up month. They were not repeated because of unfavorable publicity questioning the cost of the posters. Neil Harrington, District II, made a motion that in the coming year that the Read Poster program done previously be continued. Donald Needham, At- Large, seconded the motion. The motion passed unanimously.

Lucinda Colee, Library Director, presented the new brochures about library services to the board.

Lucinda Colee, Library Director, informed the board that the Deltona Regional Library recently unveiled their Silver LEED plaque in a ceremony at the Deltona Library.

**Next Scheduled Meeting:**

The next meeting will be on January 14<sup>th</sup> at the City Island Library at 2:00 pm.

**Adjournment:**

With no further business, the meeting was adjourned at 3:13 pm.

Respectfully Submitted,  
*Chelsea Harrison*