

Minutes of the Volusia County Library Advisory Board Meeting

June 1, 2007

DeLand Regional Library

Members:

Eva Williams, Chair, At-Large
Claudia Hutchins, At-Large
Dr. Henry Martin, Dist. I
Neil Harrington, Dist. II
Dr. Adrienne Baytop, Dist. III
Chris Hartley, Dist IV
Sue Lombardi, Dist V

Staff:

Lucinda Colee, Interim Library Services Director
Kathleen Mann, Regional Librarian
Deborah Hawkins, Recorder
Matt Greeson, Assistant County Manager
Michael Knieval, Community Services Director
Dave Byron, Community Information

Chair, Eva Williams called the meeting to order at 2:10pm.

Eva Williams, Neil Harrington, Sue Lombardi, Dr. Henry Martin, Claudia Hutchins and Dr. Adrienne Baytop were present. Christopher Hartley was excused.

Minutes of the Previous Meeting:

This will be done at the next meeting.

Budget Review:

Lucinda Colee, Interim Library Director, introduced Matt Greeson, Assistant County Manager. Matt went through the PowerPoint presentation that contained the following information:

Purpose

- Provide some background and context for budget discussions – State Legislative Tax Reform
- Engage the Library Advisory Board in budget contingency planning
- Answer questions and prompt dialogue
- Ultimately, seek Board’s recommendation

What it isn’t

- Budget reduction is a foregone conclusion, but amount and approach are not
- Staff concepts and recommendations are not set in stone
- Not a tactic, but meaningful effort to engage citizen advisors in budgetary planning

Contingency Plan Parameters

- Requested 10% budget reduction plan from all departments
 - Sustainable
 - No use of one-time revenues (ex. Capital, grants, deferred maintenance)
 - Proportionate – personnel and operating
- Data driven
- Focus on service - Greatest good to greatest number of people
- Realistic

Timeline – Need to start now

- Now – 10% contingency planning

- June 22nd – End of special legislative session
- July 13 – Requirement to submit proposed budget to Council
- July 19 - Council adopts TRIM rates
- Late July, August, and September – Budget Discussions and Decision Making

FY 2006-07

<u>CC</u>	<u>Amount (millions)</u>	<u>Percent</u>
Tax Supported Budgets	\$403.0	64%
Non-Tax Supported Budgets	224.1	36%
Total Budget	\$627.1	100%

Tax Supported Budgets

	<u>Tax Revenue</u>	<u>House Proposal</u>	<u>% of Total</u>
General	\$155.7	\$39.8	26%
Library	17.4	4.5	26%
Volusia Forever/ECHO	14.6	-	-
Total Countywide	\$187.7	\$44.3	24%
Mosquito Control	\$ 4.9	\$ 1.3	27%
Port Authority	\$ 1.9	\$ 0.5	26%
Municipal Service District	\$ 11.3	\$ 2.9	26%
Fire Services	\$ 26.3	\$ 6.7	25%

Governor's Initial Proposal

- Rollback Tax Revenues to FY 2003-04 and cap future growth
- Double Homestead Exemption from \$25,000 to \$50,000
- Exempt \$25,000 of business tangible personal property
- 25% Exemption for first-time home buyers

**Impact on Volusia County in reduced tax dollars:
\$19.5 million**

House Initial Proposal

- Rollback millage rates to FY 2000-01 and adjust forward to FY 2007-08 by CPI
- Constitutional Amendment to eliminate property taxes on homestead properties and offset revenue loss by increasing the sales tax 2.5 cents

**Impact on Volusia County in reduced tax dollars without the increase in sales tax:
\$55.7 million**

Senate Initial Proposal

- Limit FY 2007-08 tax revenues to FY 2005-06 revenues adjusted forward by growth in new construction and per capita personal income
- Statewide portability
- Exempt \$25,000 of business tangible personal property tax
- Cap future tax revenue growth to new construction and per capita personal income

Impacts

- Range from status quo budget (flat revenue) to \$55.7 million
- Legislative outcome - uncertain

Lucinda Colee, Interim Library Director gave her PowerPoint presentation, which included the following information:

FY 2007-08
 LIBRARY SERVICES BUDGET
 OPTIONS FOR A
 10% Reduction
 of Adopted
 FY 2006-07 Budget
 Presented June 1, 2007

Agenda

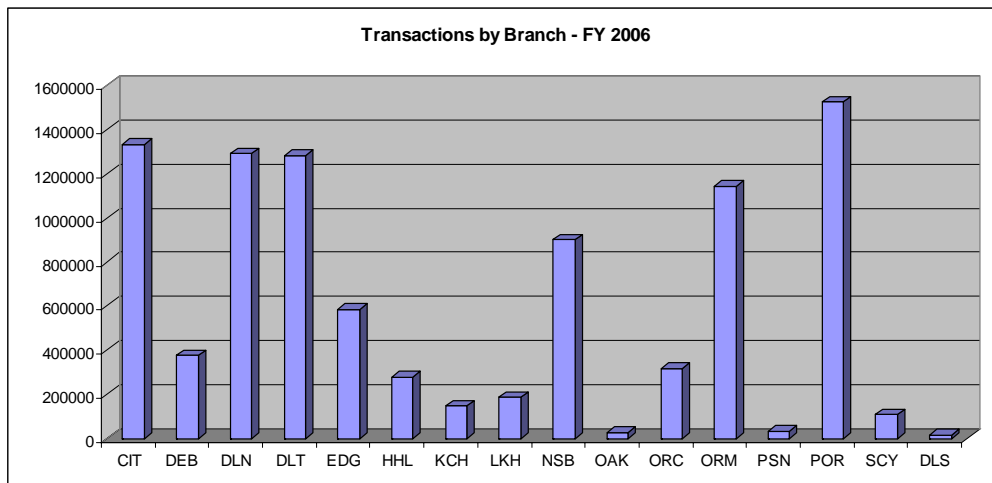
Library Services shall collect, organize and provide a quality selection of books and other materials, employ an expert staff, maintain facilities, and provide a free public library service to all residents of the county.

- Overview – 10% Reduction
- View of the Library System: Activity Geographic Distance
- Revenue
- Options for Reduction

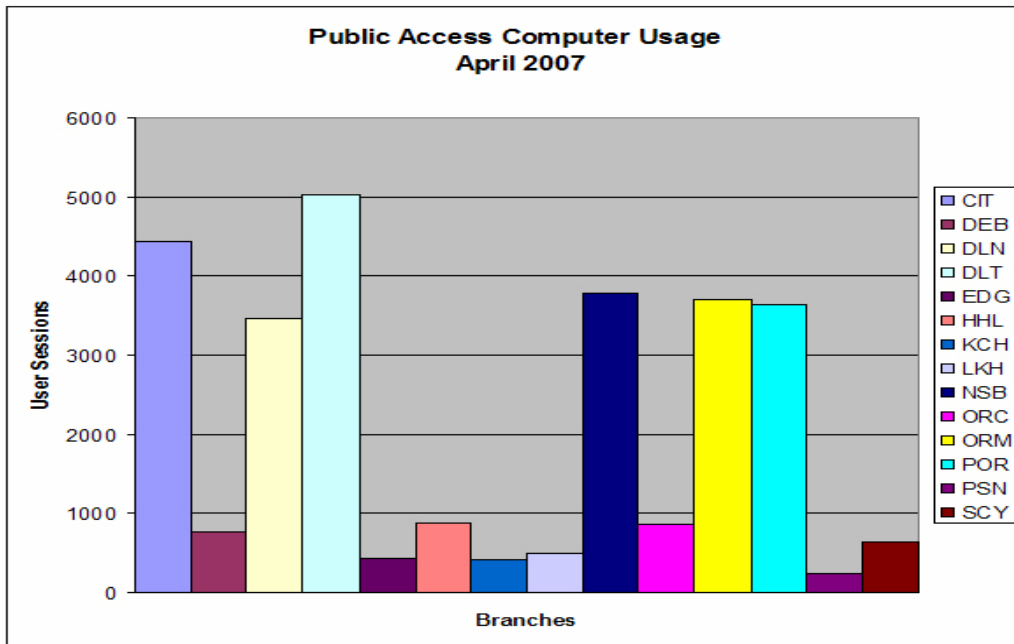
Overview – 10% Reduction

- Assigned Task – Present options for reducing the FY 2007-08 budget request to a level 10% below the FY2006/07 adopted budget.
- The 10% reduction must come from the Personnel and Operating lines.
- Due to the ongoing impact of the reductions, the reduction cannot come from a one-time source.
- 10% Reduction of \$23,152,896 = \$2,313,493
- Proportionate reductions based on adopted 2006-07 budget:
 - Personal Services = \$1,343,500 – 50% of cutback
 - Operating = \$969,993 – 42% of cutback

Library Branch Activity



Public Access PC Users – Adult/Young Adult Users



Geographic Distance

Distance from Volusia County Library Center to:

- S. Cornelia Young Library-1 mile
- John H. Dickerson Library-2 miles

Distance from Deland Regional Library to:

- Deleon Springs Library-8 mile
- Lake Helen Library-7 miles
- Pierson Library-19 miles

Distance from Ormond Beach Regional Library to:

- Holly Hill Library-4 miles

Distance from Deltona Regional Library to:

- Orange City Library-6 miles
- Debary Library-9 miles

Port Orange Regional Library

- No Branches

Distance from New Smyrna Beach Regional Library to:

- Edgewater Library-4 miles
- Oak Hill Library-11 miles
- Orange City Library to DeLand-5.5 miles
- Debary Library to Orange City-4 miles

Edgewater to Oak Hill-8 miles

SCY to Keech-4 miles

Holly Hill Library to CIT-3 miles

Volusia County Comprehensive Plan states libraries may be located in such a manner that residents of urban areas have access to a permanent library within a fifteen-minute drive maximum/residents of rural areas within a thirty-minute drive.

Revenue

(in millions)	FY 2006-07 Adopted	Projected FY 2007-08 With reduction
Ad Valorem Taxes	\$17.47	\$16.37
Sales/Library Fines and Fees	\$0.419	\$0.0605
Intergovernmental Revenues – State Aid	\$0.583	\$0.550
Friends of the Library	\$0.175	\$0.155
Misc. Revenue/Fund Balance	\$4.5	\$3.1
Total	\$23.1	\$20.8

Highlights – 10% Reduction Expenditures

(in millions)	FY 2006-07	Projected FY 2007-08 10% reduction
Personal Services	\$9.04	\$8.14
Operating	6.53	5.61
Capital Outlay	0.752	0.361
Capital Improvements	0.365	0.365
Transfers	4.2	3.2
Reserves	2.1	2.18
Total Expenditures	\$23	\$20

Options for 10% Reduction

Reduction in hours open and services at all Branches

- Advantage: no branch closings
- Disadvantage: risk user dissatisfaction
 - Quantity of facilities vs. quality of services at fewer facilities
 - Negatively impacts the most citizens

Options for 10% Reduction in Operating Budget with limited Branch closings/reduction in Service Hours

Reduction in operating Budget:

\$969,993	Budget Line Reduction	
Publications	\$227,500	
Contracted Services	\$57,925	
Inter-library Loan Delivery	\$3,959	
Training/Registration/Travel/ Mileage	\$3,000	
Maintenance MT/Office Supplies/Office Equipment/Other Capital Equipment	\$119,017	
Supplemental Vehicle for IT	\$23,000	
Branch Closings – Holly Hill, S. Cornelia Young, DeLeon Springs, Oak Hill and Orange City	\$383,581	1 Branch per region
25% reduction in Hours at Dickerson, Edgewater, Lake Helen, Pierson and DeBary	\$152,011	1 Branch per region/DLN- 2 Branches
TOTAL	\$969,993	

**Options for 10% Reduction
in Personal Services-with limited Branch Closings/
Reduction in Hours**

Reduction in Personal Services:

\$1,351,484

Eliminate part-time student worker positions

38 = \$290,294

Known Retirements and Known Future Vacancy

2 position = \$138,967

Current Vacancies

3.5 position = \$127,170

In addition to the above, a 10% decrease in personal services would require staff reduction in all facilities, potentially closing and reducing hours at branch library facilities.

20 position = \$795,417

Total Positions – 63.5

Advantages/Disadvantages

Advantages

- no reduction in service/hours at facilities used by most citizens
- retain the quality of service at fewer branches vs. quantity of facilities
- negatively impacts the lease number of citizens

Disadvantages

- risk user dissatisfaction from customers currently utilizing closed/reduced facilities

Board Discussion:

Neil Harrington asked if there were other ways to cut budgets other than 10% across the board. Matt Greeson explained this was the way that the County chose to handle the situation. He explained that the Library is funded by a special millage rate and the funds are not subsidized by the county's general fund. Neil asked if the county is looking for any ways to cut costs. I.e. Fee schedules and partnering. Matt answered yes; the county is pursuing other options. Neil expressed the need of a chart of the number of citizens that live in the cities being affected by the closed branches.

Neil asked what is being cut out of the capital outlay budget. Lucinda answered computer replacement, advanced payment machines, carpet, paint, and the van that was requested for the information technology department.

Dr. Henry Martin asked if any consideration has been given to Friends contributing more. Lucinda answered that the Friends already pay for many programs and enhance services through their contributions to programs such as the summer children's programs. Volusia Friends go above and beyond.

Eva Williams asked if the Friends are going to be asked to pay for operating expenses such as supplies. Lucinda answered no that is not their role; although they have been counted on to provide additional supplies and other needed items on a regular basis.

Dr. Adrienne Baytop asked about the branch closing for Orange City library. Lucinda explained that the factors used were geographic and use statistics.

Sue Lombardi asked when the changes would be implemented. Mike Knievel answered that they have already begun to help with the blow of what will happen. Matt reminded the Board about the uncertainty of what will happen in Tallahassee. The County is waiting to see what happens to know if things will have to be implemented before October 1st.

Dr Baytop asked about the Deltona expansion. Mike Knievel explained that the Deltona project and reserves are under active review. The Deltona City Council has postponed their agenda to help with construction and operating costs. He also explained that the grants are still intact.

Sue Lombardi asked are raises frozen also. Matt Greeson explained that there was a general wage increase in October 2006 and the merits are already in this year's budget. At this time the county is waiting to see what happens. The general wage increase and merits have not been determined for next year.

Public Participation:

Jim Wheeler, former Library Director, asked if the libraries would be reverting back to no Sundays. Lucinda explained that Sunday hours are very popular and the cost of adding Sunday's and customizing hours cost less than a million dollars. Jim asked if students have replaced volunteers. Lucinda answered no, they are counted on to shelve and work hours and days when it is difficult to recruit volunteers.

Barbara Reddish, Deleon Springs volunteer, wondered what it takes to run the bookmobile. She explained that the volunteers have kept it going.

Anne Mc Devitt, Edgewater volunteer, asked if all data was being looked at, including schools nearby. Lucinda explained that they are looking at all options.

Lydia, Oak Hill volunteer, explained that their patrons come on foot and by bicycle. She said that they would be willing to go back to having the branch run by volunteers rather than close.

Elaine Wilson, staff of the City of Orange City, expressed that the city does not want the Library to close. She asked what the impact would be if the library was not owned buy the county and was opened by volunteers. Lucinda explained that it would stand alone, with no County Library services or collections. Mike Knievel stated that the County Manager would consider talking to the Cities if they wanted to take over.

Neil Harrington asked about possible joint use of libraries with schools. There was discussion that school libraries do not have things for all ages.

Mary Ann Gordon asked about cutting the hours that staff comes in before opening. She expressed that some staff come in 1½ hour before the branch opens.

Gerry Lombardi, Presidents of the Debary Library Association, INC., asked if the Friends groups would have input on cutting hours. Lucinda answered yes. Gerry expressed some points to be considered about cutting hours at the Debary library – Orlando people come and use the Debary library – there is a new high school and middle school being built 1 mile from the branch. He feels that the county is not looking at the big picture. He would like to see what other cuts are being made in other departments in the county.

Dr Martin asked if population density has been considered. Mike answered yes. Dr. Martin asked what staff expectation of the Board is. Matt Greeson answered that the County wants the Boards participation and recommendation.

Next Meeting/Future Agenda Items:

Next County Library Advisory Board meeting will be held on Friday, July 6, 2007 at 2:00 pm at the Ormond Beach Regional Library

Adjournment

With no further business, the meeting was adjourned at 2:25 pm.

Respectfully submitted,

Deborah Hawkins