

**TAMPA-HILLSBOROUGH COUNTY LIBRARY BOARD**  
**JOHN F. GERMANY PUBLIC LIBRARY**  
**DECEMBER 6, 2007**

Board Members Present: Chair, James Martin, Bob Argus, Kay O'Rourke, William Scheuerle, Patrick DeMarco, Alma Hires, Jim Johnson, James Harkins, Ted Wilson, Dora Reeder, Laura Vickers and Margaret Fisher.

Staff Present: Joe Stines, Director of Library Services; David Wullschleger, Manager, Operations; Suzy George, Manager, Capital Projects; Lisa Wagner, Coordinator, Administrative Services and Grants; Barbara Marquette, Administrative Specialist; and Ricardo Cox, Assistant County Attorney.

Mr. Martin called the meeting to order at 4:00 p.m. A quorum was present.

Approval of the Library Board Minutes of October 25, 2007. **Dr. Hires moved that the minutes be approved with corrections. Mr. DeMarco seconded. The motion passed unanimously.**

**Comments from the Public:** Sara Peoples, Media Specialist, Booker T. Washington Elementary School. Ms. Peoples thanked the Library Board for everything they do for the school as library patrons. On behalf of the school, the students and the faculty Ms. Peoples stated that they were excited with the proposed construction plans for the Saunders Library.

#### **Committee Reports**

**Budget Committee:** Chair, William Scheuerle reported that Eric Johnson, Management and Budget Director, addressed the Budget Committee to discuss indirect costs among other things. Indirect costs have gone up from \$2.2 million to almost \$4 million. The Committee has asked Mr. Johnson for reasons why. Also, Mr. Johnson went into detail as to what effects the passing of the referendum would have on the Library Taxing District. The Committee discussed the R3M Budget and questioned the cost of the new condenser and ducting at Austin Davis Library. Ms. George explained that, originally, the R3M staff thought the equipment could be repaired; however, after further investigation it was decided that it would be more cost effective to replace the equipment. They also replaced all of the ceiling tiles in the facility that were damaged due to moisture. At its next meeting the Committee will be reviewing Guiding Principles for establishing budget priorities and cost savings.

**Planning Committee:** Chair, Bob Argus reported that the Planning Committee began discussing plans for additional libraries. The Guiding Principles were amended and approved for consideration by the Library Board. **Mr. Harkins made the motion to accept the Planning Committee's Guiding Principles as amended. Mr. Johnson seconded. The motion passed unanimously.**

The Committee also discussed the Unfunded Capital Requests List, which includes previously funded projects now on hold pending the outcome of the January 29<sup>th</sup> referendum. No conclusions were reached, and this item will be carried over to the next meeting.

A representative from the Tampa Housing Authority will be making a presentation at the next Planning Committee meeting regarding the replacement housing where Central Park Village once existed.

Mr. Stines stated that he has been contacted by several people and the press about the formerly funded projects. They are still funded but have been put on hold and the Administrator will bring those projects back for discussion with the Board of County Commissioners after funding levels have been established at the end of January. The only projects currently ongoing are Seffner-Mango and North Tampa. However, the Library Board is encouraged to rank all of the projects based on current priorities and population.

**Policy and Bylaws Committee:** Chair, Alma Hires reviewed the revisions to Policies LS536 Community Meeting Room Policy and LS537 Small Meeting Room Policy and recommended approval. The Library Board members made additional changes. **Mr. Harkins made the motion to approve Policy LS536 as amended. Ms. Vickers seconded. The motion passed unanimously.**

The Committee recommended approval of Policy LS537 as amended. **Dr. Scheuerle made the motion to approve LS537 as amended. Mr. Harkins seconded. The motion passed unanimously.**

#### **Unfinished Business**

Dr. Scheuerle asked whether a response to the correspondence sent to the Tampa Tribune or County Administrator Pat Bean, had been received. Mr. Stines responded that he did not expect a response from the Tampa Tribune and that a response from Ms. Bean was forthcoming. Copies of the letters sent to C. J. Roberts and Sandra Cameron were distributed to the Library Board members. Mr. Roberts, of the Tampa Bay History Center, has scheduled a meeting to follow up on the letter. Ms. Cameron's room dedication is being scheduled.

#### **New Business**

Director of Management and Budget, Eric Johnson addressed the Library Board regarding the impact the property tax referendum may have on the Library Taxing District. Mr. Johnson introduced Budget Analyst, Steve Concepcion. Mr. Johnson stated that the County is facing some future challenges with the tax reform. The elements of the proposal will cost approximately \$3.5 million to the Library Fund. The first tax reform forced Hillsborough County to lower the tax rate (rollback). The Library Fund is treated as a stand alone unit but in January instead of dealing with the tax rate we will be dealing with the tax base.

Businesses may save about \$500 on tangible property that is taxed. The other element proposed for January is an additional homestead exemption. Now the first \$25,000 of a homesteaded property is tax exempt. Under this proposal the next \$25,000 would be taxable. And everything between \$50,000 and \$75,000 of value would be tax exempt for those who have homestead. The Property Appraiser has the data that has allowed the Budget Department to have some very precise calculations. Regardless of whether the January 29<sup>th</sup> referendum passes or fails, legislative leaders have already indicated their intent to revisit tax reform during the next legislative session.

Mr. Johnson addressed indirect costs stating that “the Library has significantly higher indirect costs this year. Indirect costs are the overhead costs (accounting services, attorney services, procurement, budget, maintenance of buildings). We are still looking at the details. We are looking actually at charging you in 2007 and 2008 costs that were incurred in 2004 and 2005. There is a lag between when the actual expenditures are applied to the future budget. One of the driving factors is expansion of personnel due to opening of new facilities and more overhead costs. In Human Resources it costs \$230 s on an annual basis for every staff member. In some places there is a very direct relationship to employees and in others there is a direct correlation with square footage.”

Mr. Johnson continued, “When we look at past consumption services from various departments and then bill you in the future, you don’t really have any control over how much you are going to pay. As tax reform continues, what I would like to do is to say, look at this base year where we had an accounting firm (KPMG) look at what we spend and the services that we provided with the dollars that were spent. And say in the case of Library Services what’s the relationship between that overhead support and how much you spent on salaries. Because if your salaries go up in a future year, the salaries of all those who provide you services are probably going up at an identical rate. What we would like to do is calculate a future rate and then as budget issues are dealt with you know that if you are opening a library and hiring more people that action is going to drive your direct costs but it is also driving the indirect costs. It gives you the opportunity to reduce the staffing level at existing or future libraries.”

### **Director’s Report**

An article covering the Ada T. Payne Friends “Meet and Greet” was included in the package. Mr. Stines informed the Board that the monthly statistics report now includes the virtual library (electronic media).

The meeting was adjourned at 5:33 p.m.

### **Meeting Dates:**

Budget - Tuesday, January 10, 2008 – 1:00 p.m. at the John F. Germany Public Library

Planning – Tuesday, January 10, 2008 – 3:00 p.m. at the John F. Germany Public Library

Policy & Bylaws - Thursday, January 24, 2008 – 3:00 p.m. at the Robert W. Saunders Public Library

Library Board – Thursday, January 24, 2008 - 4:00 p.m. at the Robert W. Saunders Public Library