

**TAMPA-HILLSBOROUGH COUNTY LIBRARY BOARD**  
**JOHN F. GERMANY PUBLIC LIBRARY**  
**February 28, 2008**

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

**Staff Present:** Joe Stines, Director of Library Services; Jacquelyn Zebos, Manager, Administrative & Reference Services; Linda Gillon, Manager, Programming & User Services; Marcee Challener, Manager, Materials and Circulation Services; David Wullschleger, Manager, Operations; Suzy George, Manager, Capital Projects; Lisa Wagner, Coordinator, Administrative Services and Grants; Aracelis Putnam, Administrative Specialist; and Ricardo Cox, Assistant County Attorney; Sheryl Herold, Accountant; Andrew Breidenbaugh, Chief Librarian, Anne Ross, Chief Librarian; Cheryl Wolfe, Librarian.

**Guests:** Management & Budget Department representatives, Eric Johnson, Director and Kevin Brickey, Economist; Tom Fesler, Manager, Budget Programs; Steve Concepcion, Budget Analyst.

Mr. Martin called the meeting to order at 4:08 p.m. A quorum was present.

**Minutes from the January 24, 2008 Library Board were reviewed and approved.**

**Comments from the Public:**

Fred Hearn, representing the Robert W. Saunders Foundation, thanked the Library Board for its vote concerning the walkway that will connect Saunders Library and Booker T. Washington Elementary School.

Cindy Gormley, Friends of Upper Tampa Bay Library, appealed to the Library Board to consider placing Upper Tampa Bay as number three on the unfunded priorities list.

Maureen Gauzza, Friends of Upper Tampa Bay Library, reiterated the request that Upper Tampa Bay Library be placed as priority three on the unfunded projects list. Reasoning for the request is increased circulation statistics and the fact that the land is already in place for expansion.

**Committee Reports**

**Budget Committee:** Chair, William Scheuerle gave the floor to Kevin Brickey, Economist for Management & Budget Department, who presented the Library Tax District Pro Forma for FY08 through FY13. Mr. Brickey began with an explanation that the Pro Forma is an analysis of the Library Tax District Fund projected through a five-year period. Particularly key this year is the tax reform measures that have taken place throughout the state that have impacted the County. The legislature enacted a rollback provision in June, 2007, which affected our property tax revenues for the current year, FY08, requiring a reduction of millages within the County wide and Library Tax funds. Impact to the Library fund is expected to be \$4.5 million. The Pro Forma is built with the approved BOCC projects in mind as well as related operating impacts. It shows that, as there is a capital expenditure, the reserves are reduced. Also, because there are slight surpluses in current revenues and expenditures, fund balance does accumulate and that is

why it indicates a \$42.6 million surplus in FY13. The surpluses do not take into account any changes that might occur from higher indirect costs that would reduce those credit revenues. Kevin stated, "The library fund, as it stands now, (indicates) we can afford the projects that have been approved by the BOCC--building and operating them. There is not room for additional projects to be added and to afford those operating costs." There is also the possibility of more tax reform. We have to wait and see how some of these other impacts happen, particularly with respect to portability. Kevin opened the floor for questions. Mr. DeMarco asked whether there are separate papers for worst case and best case scenarios. Kevin pointed out this is included within the "Sensitivity Analysis" on Page 1 of the Pro Forma where it shows what figures would be if ad valorem revenues grew a percent higher/lower than projected. Mr. Argus asked what the projected reduction in indirect costs is for the library. Eric Johnson addressed the question of indirect costs. He believes there may not be any reduction due to the fact that the library is paying historical costs and we have not caught up to current costs. Another factor is growth and increased demand for services. He further explained the process by which indirect costs are derived. Historically, an outside accounting firm, KPMG, comes in and interviews departments and looks at various criteria (i.e. square footage, complexity of budget) and assists in allocating costs. These cost allocations, however, are always in arrears. For example, this year we are looking at cost for FY08 based on what it costs to operate support departments in FY05.

Dr. Scheuerle suggested that the list of unfunded priorities currently being submitted to the County Administrator needs to be reconciled with the list of projects submitted earlier. (Dr. Scheuerle referred, specifically, to the Turkey Creek Partnership Library, which appears on Page 7 of the Pro Forma.) Joe explained that because of time frames and the difficulty of getting projects started, priorities are not listed in the same order. What appears in the Pro Forma is a timetable ranking not a priority ranking. Eric suggested the Board communicate their request made him to the County Administrator and the Board of County Commissioners as soon as possible asking that the Turkey Creek Library project be put onto the unfunded list because it is out of the library's five-year planning horizon based on the current priorities. Dr. Scheuerle made a motion, seconded by Mr. Harkins, that such a request be made by letter. A majority of the Board voted in favor. Mr. DeMarco dissented. **The motion was carried to send a letter to the County Administrator requesting that the Turkey Creek project be placed onto the unfunded list. Ms. Vickers requested that our guiding principles be included along with the letter. Mr. Harkins seconded and added that a copy of the current list also be attached to the letter. The motion was approved as amended.**

A revised draft of the FY09 Proposed Service levels was distributed to all Board members. Joe provided a summary of priority rankings. Following review Joe requested that the Board take action on the structure of the Proposed Services Levels. Mr. Martin put the motion on the floor and it was seconded by Mr. Harkins. **The Board voted unanimously to approve the concept and structure of the Proposed Service Levels as presented.** These service levels will form the basis of the FY09 revised budget decision units.

The next Budget Committee meeting is scheduled for Tuesday, March 25, 2008, 4:00 p.m. at John F. Germany Library.

Planning Committee: Chair, Bob Argus informed the Board that Mike Kelly, Director, Real Estate Department, had been a guest at the February 19<sup>th</sup> Planning Committee meeting to discuss real estate land acquisition. Mr. Argus asked Joe to update the Board concerning the walkway project between Saunders Library and Booker T. Washington Elementary School ("BTW"). Joe and David recently met with School Board representatives, the Principal of BTW and his supervisor, and they are all in support of going ahead with the concept of a covered walkway

and strengthening the partnership the public library and the school. An initial cost estimate for the project is \$90,000 to \$100,000. The project would involve re-fencing of the walkway area as well as installation of a door into the Saunders Library. The School District is willing to absorb the cost of performing the work, which would involve design, permitting, contracting, etc. The Board discussed options for financing of the walkway. Board members indicated they would like to know if the School Board is willing to contribute toward the project. Mr. DeMarco inquired if any of the extra \$2 million that is part of the \$33 million reserve might be available toward a contribution. Joe asked the Board to allow staff to explore whether there will be a contribution from the School Board prior to bringing a request for funds before the County Administrator and BOCC. An interlocal agreement may also have to be created with the City of Tampa. **Mr. DeMarco offered a motion to pursue possible funding with the School Board. The motion was seconded by Mrs. Fisher and received unanimous approval.** Mr. Argus made a request concerning FTE's assigned to expanding the Bloomingdale versus the Upper Tampa Bay Library. It appears there is one extra FTE assigned to UTB library. Mr. Argus asked that staff look into that and bring information back to the next planning committee.

The next meeting of the Planning committee is on Tuesday, March 25, 2008 at 3:00 p.m.

Policy and Bylaws Committee: Vice Chair, Laura Vickers reported that the Planning Committee continues to work on policies required from the County audit. Annual review of the Bylaws has been postponed until the Committee's next meeting on March 27<sup>th</sup>. Joe distributed a copy of the reciprocal borrowing analysis that was prepared by library staff to study the heavy use of our libraries by Pasco County through reciprocal borrowing. The report indicates increased usage—25% of the workload at Lutz is now coming from Pasco County residents, 17—18% in New Tampa and over 2% at ADL. There is some use at UTB. The Policy & Bylaws Committee is in discussion whether to consider discontinuing reciprocal borrowing. They are also at work updating the fee schedule.

The next meeting of the Policy & Bylaws Committee will be Thursday, March 27, 3:00 p.m. at West Tampa Library.

**Unfinished Business—None.**

**New Business—None.**

### **Director's Report**

Joe briefed the Board concerning the Imagination Library's official media kick-off campaign. The recent press conference has brought forth a number of other media opportunities to promote the Imagination Library. The program has now gone County-wide. David Dotson, President of the Dollywood Foundation, attended the press conference. He expressed how pleased he is with the progress of the program in Hillsborough County and the strength of the partnerships and companion programs. Mr. Dotson also noted that if we are successful in signing up a majority of babies born, Hillsborough County will be the largest of all of the Imagination Library projects nationwide. Approximately 40 children have been signed up just since the press conference and there have been many inquiries. Thanks to New Tampa Friends, the Austin Davis Friends and others who have donated to the Imagination Library.

Prior to adjournment, the Board voted unanimously to appoint Mr. Christopher Rosbough to the Budget Committee.

The meeting was adjourned at 5:54 p.m.

Meeting Dates:

- Planning Committee, Tuesday, March 25, 2008, 3:00 p.m. @ John F. Germany
- Budget Committee, Tuesday, March 25, 2008, 4:00 p.m. @ John F. Germany
- Policy & Bylaws Committee—Thursday, March 27, 2008, 3:00 p.m. @ West Tampa Library
- Library Board—Thursday, March 27, 2008, 4:00 p.m. @ West Tampa Library