



## Manatee County Library Advisory Board Meeting Minutes

January 21, 2026

Central Library Conference Room, 10 a.m.

### Roll Call

#### Present:

Patsy Ugarte  
Christine Callahan  
Ashley Dawson  
Jim Russell  
Jenny Daugherty  
Tammy Parrott

#### Unable to Attend:

#### Guests:

Meaghan Darling  
Susan Rimensnyder

### Call to Order

10:00 a.m. by Chairwoman Patsy Ugarte. Patsy took attendance and read the mission statement.

### Approval of Minutes

Patsy inquired if everyone reviewed the minutes from December 17, 2025. Christine made the motion to approve the minutes, and Jenny seconded. All were in favor; the motion carried. Therefore, Patsy announced the minutes were approved.

### Library Services Updates & Information

- Commissioner Ballard was welcomed back as this year's Board Liaison. The next meeting will include newly appointed Board members, with appointments scheduled for January 27.
- Tammy thanked Jenny for her time with the Library Advisory Board, this is Jenny's last meeting with the Board.
- Statistics and Staffing Updates:

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- No positions were posted during the holidays; recruitment resumed in January with several openings currently posted. Two applications have been received to date for Assistant County Librarian. An internal title adjustment was completed prior to posting the vacancy.
  - Patsy asked the closing date for Lyn’s position.
  - Brooke advised 01/28/2026.
- Recruitment is underway for Bookmobile staff.
- Library usage continues to trend upward month over month. Catalog login data has been underreported due to system reporting limitations; updates are underway to reflect accurate usage.
- Facility Updates:
  - Planning continues for the Lakewood Ranch second floor, including potential reconfiguration of adult and independent reader collections and expanded STEM space.
  - Central Library is evaluating the installation low shelving to improve visibility and accessibility, with a phased implementation approach under consideration.
    - Patsy inquired what low shelving is considered.
      - Tammy stated 42”, quite a few books can be shelved there, but shelf 75%-85% in order to let the collection breathe.
  - Preliminary discussions are underway regarding a Library Kiosk in Washington Park, with potential Foundation funding.
- General Updates:
  - Commissioner Ballard discussed property tax reform and the need for long-term planning. While public safety services are not expected to be reduced, low hanging fruit items such as Libraries and Parks may face financial pressures.
  - A Budget Workshop is scheduled for February 11.
  - All vendor agreements are undergoing procurement and County Attorney review, resulting in some temporary disruptions (e.g., LinkedIn Learning). Mango Languages is currently in renewal without service interruption. Staff continue reviewing vendor costs and evaluating renewals.
  - America 250 programming is in development, including permanent display materials, themed summer reading (“Road Trip America”), and use of prior Founding Fathers displays.
  - Recently approved policies will be implemented next month.

### New Business

- Outreach Services and Bookmobile Update:
- Meaghan Darling presented an overview of expanded Outreach Services, including:
  - Books by Mail (free service for residents)
  - Homebound Delivery (door-to-door service)
  - Lobby Stops and community tabling
  - Suds & Stories and StoryWalks
  - Upcoming Bookmobile service
  - The outreach team is expanding by four staff members. Currently, 75 residents participate in Books by Mail or Homebound Delivery. Updated volunteer recruitment

efforts are underway, and operational improvements (including waterproof materials bags and revised delivery procedures) will take effect next month.

- The Bookmobile is anticipated to launch in late April with service estimated to begin in May. Key updates include:
  - Estimated capacity of approximately 2,300 items (excluding carts)
  - Core print-based collection with supplemental rotating materials
  - Treated operationally as a branch location
  - Returns accepted on-site; materials may also be returned to any branch
  - Wi-Fi, charging ports, and potential emergency-use capabilities
  - Stop locations are being finalized; community request applications are in development
  - The Library Foundation has committed \$25,000 toward the collection, with total estimated collection costs at \$98,000. Additional funding support is under consideration.

### Old Business

- By-Laws: Moved to Action Items.

### Action Items

- By-Laws: A small committee met to go over the by-laws and updated. The last version was from 1984.
  - Patsy requested update of one word on the document.
  - Motion to approve the by-laws by Christine; Ashley seconded. None opposed, The revised by-laws were approved unanimously.

### Comment

- Patsy stated that there were six people from the groups (Friends/Foundation and LAB) at the last BoCC meeting for Policies and it was nice to have a group there with Tammy. They pulled our Library Use Policy but thanked the library.
- Library Kiosk in Washington Park. You can pick up holds and browse, still a preliminary discussion. Funding for this would be The Foundation, they are interested in funding this.

With no further business to discuss, Christine motioned to adjourn the meeting, Patsy seconded. Meeting adjourned at 11:00 am.

- Next meeting: 02/25/2026
- Time: 10:00am
- Location: Central Library – Central Library Meeting Room