



Manatee County Library Advisory Board Meeting Minutes

July 16, 2025

Central Library Conference Room, 10 a.m.

Roll Call

Present:

Patsy Ugarte
Christine Callahan
Ashley Dawson
Jim Russell
Jenny Daugherty
Tammy Parrott
Lyn Begraft
Commissioner George Kruse

Unable to Attend:

Guests:

Molly White
Mall Chaney

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 June 18, 2025. Jenny made the motion to approve the minutes, and Christine seconded. All were in favor; the motion carried. Therefore, Patsy announced the minutes were approved.

Library Services Updates & Information

- Facilities

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- Central Library: more work to be done, roof is still temporary and there is more carpeting to go down.
- Refresh at Island: new table and chairs have been ordered, new flooring. We are hoping for a fall delivery.
- Refresh at Palmetto: small refresh on windows, cleanup, re-configuration of Circulation desk
- Outreach/Bookmobile: looking at a property on 63rd Street. It could be used for Outreach, Homebound Delivery, Lobby Stop services, and Books by Mail. Most of the team is currently in an office by the staff kitchen, and Supervisor Meaghan is located in the hallway of Administration. Bookmobile is still estimated for Jan 26. (After meeting we were notified that it will be Q2 of 2026).
- Rocky Bluff: we are almost to 100% completion for design.
 - Molly advised that we will hopefully have a spring groundbreaking. We will complete the expansion first, and then the remodel, so we can stay open as long as we can.
- Lakewood Ranch, Second Floor: Molly advised July/August we should find out more. There is a possibility that the outdoor children's area may need to be closed temporarily to move items to the second floor. Looking into book and flex space. The bookstacks would be on wheels so the space can be moved and modified.
 - Tammy advised there is more to come, but it is exciting.
- Staffing and Recruiting
 - Tammy advised that we are reevaluating every open position. Some pools are removing the master's degree requirement. This will be ongoing, MLIS preferred but not mandatory. We feel that this will increase our pool of applicants with this change, previously non-degree positions sometimes received one hundred applications coming in.
 - Molly stated that reclassing a position keeps operations effective.
 - Jim asked the difference between a Library Assistant and a Librarian, and if you can grow Library Assistants.
 - Tammy stated what they can and cannot do, degree is the main difference. Librarians have masters (MLIS). We can grow Library Assistants, they can earn a degree, and more money as you grow.
 - Tammy advised that we have a career path for Library Assistants now, we do the best that we do to keep them.
 - Jim stated that the cost of growing them gives an opportunity to save them.
 - Molly stated a lot of the library staff use the tuition reimbursement program in the county.
 - Tammy advised we have a lot of people promoted, and then we have to backfill their position which allows more Library Assistants to grow.
- Statistics
 - Tammy advised the group that we will send a link to the dashboard once we have more data finalized.
- Digital Services

- Tammy stated that the pricing on Hoopla has risen, we are continuing plans to discontinue the service. We can look at boosting the collection development program.
- Reconsiderations
 - Middletown: the description provided is from a different book, we are trying to figure out the book described so we can review that also. We found Middletown and moved it to YA based on the age of characters in the book; 13-17 years old.
 - Poor Things: this is a movie, it was determined it was best left in the current section.
 - Tammy explained how she used an OCLC item, searching on Worldcat. This can be used to check with other libraries and see how many have an item. In FL, approximately 40 libraries have this movie, 1,000 nationwide.
 - Image at Lakewood Ranch: The image is a bull rider; it was requested that we reconsider due to animal cruelty. Due to the large history of agriculture in the county, we decided that it would remain.
 - Tammy advised that all reconsiderations have been reviewed by the formal process. We do have a formal process, and we do respond. If the formal process is not used, it is hard for us to address.
- Friends/Foundation
 - Tammy advised we recently had a consultant work with the Friends groups to assist with anything they need, by-laws, etc. A Memo of Understanding has been drafted; it is currently under Attorney review.
- Christine asked how the Lucky Day Collection is going/perceived.
 - Tammy stated she is not sure how it is perceived, but the holds have continued to go down.
- Jenny asked what we do with all of the extra books, years down the road.
 - Tammy stated that we lease some copies so they go back, we send some to Sustainable Shelves through Baker and Taylor, they offer credit on some books so we will use them for returning books.

New Business

- Summer Interns
 - Tammy introduced Elle, our Social Media Intern. She has been working with Veronica Mahoney, Marketing Specialist. Elle's big focus has been Summer Learning Program; she has been putting out fun videos.
 - Elle stated the last time she looked, the most viewed video was 48,000 views on social media, not Summer Learning related, just fun.
 - Tammy stated that we will be very sad to see her go.
 - Tammy introduced James Ocampo, our Data Dashboard (for staff and public) Intern.
 - James introduced himself and presented the Data Dashboard to the Board.
 - Christine asked if there is an existing data set in Excel.
 - Tammy and James explained how the current data set is created, it is in Excel but in multiple workbooks.
 - Christine asked if it is in the mobile app.
 - Tammy stated it will be represented but not broken out.

- Board Orientation
 - Maintaining Best Practices
 - Tammy spoke to target turnover rates and target items per sq foot, we are always looking to improve.
 - Library privacy, HIPPA for books. Even though you can track your checkouts, we obtain as little information as possible, so it is turned on at the patron's request only.
 - Wi-Fi access and keeping up with tech services. Central Library's Wi-Fi came after Central was built. Access points have been added and moved; we have had a lot less disconnections.
 - Tammy advised we have approximately forty hotspots, they are very popular.
 - Programming schedules are being proofed by Tammy and Lyn before being posted, everyone has been doing well. More adult programs in the evening are needed, an overall balance of activities.
 - Clean accessible facilities, always improving our buildings. Shared space, study rooms, conference rooms; we want to make sure we are offering enough.
 - Christine asked if the study rooms were available again.
 - Tammy advised that Central has one at this time.
 - Tammy gave an example of a current best practice, Xerox. We are able to save about 50% with a new vendor, we are looking into this currently. It will be easier for staff to balance the money.
 - State Standards
 - Tammy stated unlike schools that have standards, libraries have more recommendations. Schools have standardized testing, FL Division of Library and Information Services set key expectations. The easiest standard is the sq ft to population example.
 - Molly stated that capital improvements assist us with more grant money.
 - Jenny asked if every county in FL receives State Aid.
 - Tammy advised yes, it is split between counties, our portion goes right to our collection.
 - Comprehensive Plan / Long Range Plan
 - Tammy advised that every library has one. Each year we have an annual plan that we submit with our annual numbers for our State Aid Grant. We are mid-packed with all of our metrics.
 - Tammy went over the Rethinking Libraries handout, it contains brief findings from the process started while we were under CVS, nothing that surprised us, good feedback.
 - Tammy provided a packet for the group to review, the packet numbers are pre and during covid, so the data is a little out of date. When the report came out, we had already implemented a lot of the suggestions.
 - Jim stated he recently reviewed population data from when he moved here in the 90s, there were 100,000 in Manatee County, we are four times that now.

- Reviewing Library Use Policy
 - Tammy advised the board that we would email the draft of the Library Use Policy for review. This is our Conduct Policy that outlines our responsibilities and the public while using the facility. This includes things that don't come up often, age to use the library, etc.
 - Jenny asked if the age to use the library is standard across the branches, someone recently inquired with her because of an issue.
 - Tammy advised yes, it is. Tammy asked Jenny speak with her and Lyn about the complaint.

Old Business

- By-law Discussion
 - Tammy brought forward a draft with the requested changes from the last meeting.
 - Christine advised that the guidelines for advisory boards are different from non-profit, she inquired if the consultant that worked with the Friends groups can answer questions for us.
 - Tammy advised she is speaking with Peter and can inquire with him.
 - Christine inquired if there are any other county boards by-laws we can compare with.
 - Tammy advised there should be, and we can work on gathering some for review.

Action Items

- Library Use Policy

Comment

- Mall Chaney, Friends Bookstore Manager, asked what the Central Library survey is for.
 - Molly advised that this came from a County Commissioner for fact finding. The Commissioners want a better understanding of what the community wants and needs from the Central Library. They are doing this throughout the county currently.
- Mall inquired if the Friends need to start fundraising (based off of a note in the survey provided).
 - Tammy stated that they work to shift funds.
- Mall did advise she liked the idea of getting rid of Hoopla.

With no further business to discuss, Patsy motioned to adjourn the meeting. Meeting adjourned at 11:02 am.

- Next meeting: 08/20/2025
- Time: 10:00am
- Location: Central Library – Administration Conference Room.