



Manatee County Library Advisory Board Meeting Minutes

October 15, 2025

Central Library Conference Room, 2 p.m.

Roll Call

Present:

Patsy Ugarte
Christine Callahan
Ashley Dawson
Jim Russell
Jenny Daugherty
Tammy Parrott
Lyn Begraft
Commissioner Aide - Dana Summers

Unable to Attend:

Guests:

Molly White
Mall Chaney
Chelsea Baker

Call to Order

2:01 p.m. by Chairwoman Patsy Ugarte. Patsy took attendance and read the mission statement.

Approval of Minutes

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

Library Services Updates & Information

- BoCC Workshop:
 - Tammy advised the group that the workshop has been cancelled; briefings with Commissioners will take place instead.
- General Updates:
 - Tammy stated we will be coordinating with other parts of the county for the 250th Anniversary.
- Statistics:
 - Tammy advised We ended at 7.8 usage, last year was 6.8. The new app being available, the staff being out in the community with all of the outreach. It has been a wonderful year.
 - Patsy asked for some examples of outreach events.
 - Chelsea stated, Village of the Arts and the Bradenton Marauders games. Marci stated that she attended the BPD Family Fun Night.
- Facilities:
 - LWR 2nd Floor Project approved and entering construction. Will include county staff spaces, swing spaces, more meeting/study rooms, and movable DIRT walls.
 - DIRT walls are moveable, and we can reconfigure space in the future.
 - RKB Project continues, with floor plan funded and construction meetings ongoing.
 - Mixon Site progressing well; being prepped for the bookmobile.
 - Molly advised that it is very active. Everything left has been removed, it is being prepped for the bookmobile. Bookmobile staff will be out there. Architecture/engineer has been hired. Quick turnaround has been great. November 7th Ceremony 10am – key handing.
 - Bookmobile Launch may be moved to an earlier date.
 - Patsy inquired how many staff the bookmobile will have.
 - Tammy advised staffing includes Meaghan, our current Librarian III, 1 librarian II, 1 library assistant, and 4 additional staff.
 - Molly mentioned that no CDL is required for drivers.
 - Ashley asked if the bookmobile would have scheduled stops once up and running.
 - Tammy advised initially we will tour the county. The staff will need one day to change the bus, but the rest of the week it will be going. We do want to leave some room for spontaneous things.

New Business

- Library IQ and Collection:
 - Andy Sulavik, Technical Support Supervisor, presented Library IQ and Collection to the group. The presentation went over cataloging, marketing and the demographics that are built into Library IQ.
 - Currently have 121 different collection types.
 - Andy advised we will touch 83% of the collection by focusing on eight types.
 - Dead on Arrival books are books we receive, but they do not circulate in the first six months.
 - Collection age is looked at; average age is 11 years old.

- Andy went over overlaying demographics and stated that we do receive reports from the county as well.
 - Christine asked if the adult level is differentiated.
 - Tammy advised that it is broken down by age groups, adult section will have a cutoff age of maybe 55.
- Examples of weeding books and the process.
- Balanced reports, we look at the collection at every branch.
- Last year, 26,000 were withdrawn from the collection, it can be withdrawn if someone loses it. Most of these are due to physical condition.
- Ingram and Brodart are built into Library IQ.
 - Christine asked if New Books is a collection.
 - Andy advised Temporary Collection.
- Andy estimates 21,000 books to be weeded for the 25-26 year.
 - Christine asked if volunteers assist with weeding books.
 - Marci advised that they could assist with pulling books.
- Collection Development Policy:
 - Tammy provided a copy of the updated Collection Development Policy. Tammy asked everyone review for the next month, and we can discuss and vote on in November.

Old Business

- By-laws:
 - No changes at this time.
- BoCC Workshop:
 - Tammy advised with the Workshop being postponed, possibly cancelled, briefings will take place instead with the County Commissioners.
 - Direction from the County Administrator is that we are building a hub site, the software can do layers. The first Commissioner briefing is 10/28, Tammy advised she will report back to the Advisory Board next month.
 - Patsy inquired if the money for the study was postponed.
 - Tammy advised that it generated interest but does not think they will go forward with it.

Action Items

- None

Comment

- Mall Chaney:
 - Mall Chaney suggested incorporating more national bestseller titles and increasing programming in the auditorium, which has been underutilized recently. Tammy confirmed more programming is being planned.

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With no further business to discuss, Christine motioned to adjourn the meeting. Meeting adjourned at 3:12 pm.

- Next meeting: 11/19/2025
- Time: 10:00am
- Location: Central Library – Administration Conference Room.