

Sanibel Public Library District

770 Dunlop Road

Sanibel, FL 33957

239.472.2483

www.sanlib.org

Agenda
Board of Commissioners
Regular Meeting
Thursday, December 19, 2024 3:00 P.M.

- | | |
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| 1. Call to Order | Uhler |
| 2. Roll Call | |
| 3. Set Agenda | |
| 4. Public Comment | |
| 5. Secretary's Report
Minutes from November 21, 2024
Final Budget Hearing Minutes | Holly |
| 6. Treasurer's Report | Zahorchak |
| 7. Director's Report | Cox |
| 8. Salary Study Updates & Timeline Recommendations | Cox |
| 9. Employee Handbook Updates – Section 25: Vacation Leave | Cox |
| 10. Board Comments | |
| 11. 2025 Meeting Schedule Discussion | Cox |
| 12. Foundation Update | Uhler |
| 13. Adjourn | Uhler |

December 16, 2024

1. **The meeting was called to order** by Linda Uhler, Chair in Library at 5:01 P.M.
2. **Commissioners Present:** Commissioner Zahorchak
Commissioner Congress
Commissioner Decker – McHale
Commissioner Welch
Commissioner Holly
Commissioner Greggs
Commissioner Uhler

A quorum was confirmed

Staff Present: Director Cox
Clerk, Cameron

3. **Public Comment:** None
4. **Presentation and Review of Final Budget 2024-25**
The Final Budget and Millage Rate were presented.
5. **RESOLUTION 2024-03, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR SANIBEL PUBLIC LIBRARY DISTRICT, LEE COUNTY, FLORIDA, FOR FISCAL YEAR 2024-25,** reflecting a millage rate of 0.5632 mills, which is equal to the rolled-back rate was read into the record by Commissioner Congress.

A motion was made by Commissioner Decker - McHale, seconded by Commissioner Greggs adopting Resolution Number 2024-03, the 2024-25 Final Millage Rate at .5632 Duly adopted by unanimous voice vote. Votes were recorded as follows: AYE – Commissioner Zahorchak, Commissioner Congress, Commissioner Decker - McHale, Commissioner Welch, Commissioner Holly, Commissioner Greggs, Commissioner Uhler

6. **RESOLUTION 2024-04, ADOPTING THE FINAL BUDGET FOR THE SANIBEL PUBLIC LIBRARY DISTRICT OF SANIBEL, LEE COUNTY, FLORIDA, FOR FISCAL YEAR 2024-25; PROVIDING FOR AN EFFECTIVE DATE** reflecting \$2,889,644 was read into the record by Commissioner Congress.

A motion was made by Commissioner Greggs, seconded by Commissioner Decker – McHale to adopt Resolution 2024-04 Adopting the Final Budget for the Sanibel Public Library District as \$2,889,644. Duly adopted by unanimous voice vote. Votes were recorded as follows: AYE – Commissioner Zahorchak, Commissioner Congress, Commissioner Decker - McHale, Commissioner Welch, Commissioner Holly, Commissioner Greggs, Commissioner Uhler

7. **ADJOURNMENT:** – Commissioner Congress adjourned the meeting at 5:27 P.M.

APPROVED: _____

SANIBEL PUBLIC LIBRARY DISTRICT
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Board of Commissioners
Regular Meeting
November 21, 2024

1. **CALL TO ORDER:** 3:00 P.M by Commissioner Uhler
2. **OATH OF OFFICE:** Staff Notary Cameron administered the Oath of Office to Commissioner Greggs, Decker-McHale, Welch, and Zahorchak
3. **ROLL CALL:** Commissioner Congress, Commissioner Greggs, Commissioner Holly, Commissioner Decker- McHale, Commissioner Welch, Commissioner Uhler, Commissioner Zahorchak
4. **SETTING OF AGENDA:** The Agenda was set as presented
5. **PUBLIC COMMENT:** None.
6. **SECRETARY'S REPORT:** The Minutes from October 24th were approved as presented
7. **TREASURER'S REPORT:** (attached) Commissioner Zahorchak reviewed the financial statements for the Board.

BUDGET HEARING DATE SELECTION: The District will need to hold a Special Meeting to reconvene the Final Budget Hearing after notice is received from Florida DOR TRIM. This is due to the final budget hearing not being advertised in the paper, but only online. Both Staff and Board had heard that we did not need to advertise as The District was not increasing the millage rate. The hearing must be held after 5:01 P.M. within 2-5 days of advertisement. The Final Budget Hearing will be held on Monday, December 16, 2024 at 5:01 P.M.

DIRECTOR'S REPORT: Director Cox highlighted a few items from the monthly report (attached). Salary and Benefits Survey is forthcoming; Staff will wear name tags; Director Cox is working with departments on getting them familiar with the Budget and processes; Director Cox is working to update Employee Handbook including vacation accruals and sick leave accruals and will communicate with Staff; the generator installation is complete and waiting for the inspection from the Fire Department; the ceiling crack in the reading porch is possibly from settling and we are working to get this repaired; parking lot light repairs are still waiting on an estimate from the electrician.

8. **BOARD COMMENTS:** Commissioner Welch expressed that he is glad to serve the Library. Commissioner Welch would like to see statistics by fiscal year

ADJOURNMENT: 6.08 P.M.

NEXT MEETING DATES: Final Budget Hearing: Monday, December 16, 2024 at 5:01 P.M.
Regular Board Meeting: Thursday, December 19, 2024 @ 3:00 P.M.

APPROVED: _____

DRAFT 2025 Regular Meeting Dates and Times

Per the BOC Policy Handbook (4.2 & 4.3), "So that Board members can schedule for the meetings well in advance, the specific dates will be established for the full year."

The BOC webpage currently states that "Our Board of Commissioners meets on the fourth Thursday of each month at 9:00 A.M. in the meeting room of the Library. The Board may also schedule special meetings at other times when needed."

Following this schedule, The Sanibel Public Library District Board of Commissioners will convene a Regularly Scheduled Meeting on the following dates (known conflicts in red):

Thursday - January 23, 2025 - 9:00 a.m.

Thursday - February 27, 2025 - 9:00 a.m.

Thursday - March 27, 2025 - 9:00 a.m.

Thursday - April 24, 2025 - 9:00 a.m.

Thursday - May 22, 2025 - 9:00 a.m.

Thursday - June 26, 2025 - 9:00 a.m.

Thursday - July 24, 2025 - 9:00 a.m.

Thursday - August 28, 2025 - 9:00 a.m.

Thursday - September 25, 2025 - 9:00 a.m.

Thursday - October 23, 2025 - 9:00 a.m.

Thursday - November 27, 2025 - 9:00 a.m.
(CONFLICT = Thanksgiving Day, Library Closed)

Thursday - December 25, 2025 - 9:00 a.m.
(CONFLICT = Christmas Day, Library Closed)

Library Report: November 13 – December 13



Compliments

The Thanksgiving “What are you thankful for?” display received a few submissions from patrons expressing their gratitude for the Sanibel Public Library!

- “Oh sweet Sanibel Library! How I have missed you – so profoundly grateful to find you here, still thriving, still giving.”
- “Thank you for everything and reminding me magic exists”
- “I’m thankful for all the Librarians here – you are the creme de la creme”

A recent donor included a note with their monetary donation which read, “Thank you for the wonderful services provided to ‘visitors’ of the library. We particularly appreciate the extensive list of periodicals that are available online to read on our readers. It is wonderful!”

Staff receive consistent positive feedback and encouragement from patrons regarding programming, book selections, and the overall aesthetic of the youth area.

Circulation staff have received multiple compliments from patrons about the festive holiday decorations around the main desk, and about the trees throughout the building.

Building, Grounds, & Information Technology

General Operations -

Parking Garage Improvements: The entire parking garage was power washed, and the parking stall lines were restriped, with gray painted over the horizontal lines which were still visible from a previous parking configuration. New “slow down” signs were mounted in a few sections of the garage to encourage drivers to use caution when navigating the garage. Additionally, an estimate has been requested to repair the overhead lighting in the parking garage so that every fixture will once again output light.

Post-Milton Repairs -

The Library has not yet received an estimate for proposed repairs for the parking lot lights. Staff have followed up with the vendor requesting an ETA, and are also exploring alternate vendor options, including solar lighting.

The final inspection report from ProNet (the structural engineer) concluded that based on their findings and observations, it is their technical opinion that...

- The reading porch’s ceiling crack was consistent with partial failure of ceiling assembly fasteners, which hold the ceiling assembly to the roof structure above.

- The hairline stucco crack on the cantilevered second floor patio floor slab (west wing addition) was consistent with shrinkage of the concrete in combination with temperature related expansion and contraction, and not from the hurricane.
- The wet damage (in the west wing window bay) is consistent with long-term rainwater/moisture entering the building through cracked sealant between the window framing and the stucco, and that the points of entry were caused by deferred maintenance of the window frames to stucco interfaces. "Under normal rain events the amount of water entering the building would have been absorbed by building materials and some evaporated, causing minor impact to interior finishes; however, under the impact of a weather event delivering large amounts of water in a short period of time, the effects of long-term water intrusion become visible to the library staff."

Work will begin soon to repair the interior and exterior of the west wing window bay, where the wet damage was discovered. The final estimate for all repair services will be submitted to the Library soon, but the initial estimate for interior mitigation work is \$18,789.97. The interior portion of the estimate was expedited and sent as a Rough Order of Magnitude to prevent further damage to the interior of the building, which is showing additional signs of moisture intrusion.

The Library's new generator installation is nearly complete. The inspection took place on 12/16/24. If the inspection passes, the machine startup and walkthrough will be scheduled for Friday, 12/20/24, during which staff will learn how to test the system, document procedures, and begin using it.

Collections, Programs, & Other Services

Programs -

Staff provided an assortment of all ages programming to foster public engagement, lifelong learning, and highlight library resources. Examples include Life and Contributions of Stephen Hawking, Donuts and Databases, and STEM – Light Up Holiday Cards.

Staff offered 1:1 makerspace sessions introducing patrons to 3D modeling and printing techniques. Projects included building a Batman helmet and designing a toy boat.

Youth programs (Storytime, Crafternoon, Lego Club, S.T.E.A.M. Club, Science Saturday, Saturday Crafterday, Stretch and Strengthen) have been well attended with a particular uptick during the week of Thanksgiving.

The Library is hosting two Polar Express Adventure Evenings on 12/16 and 12/19. Youth attendees will enjoy a storytime, hot cocoa, cookies/candy and an opportunity to make a fleece blanket while watching the movie. Each child will be able to take home a blanket and choose one to donate to F.I.S.H.

Children's staff will host a Storytime in the Sand offsite event in January, February, and March. It will take place on a Saturday and start out at Bowman's Beach Park Playground with movement and songs. Attendees will take a walk to the thatched roof hut for story time and finish with a shell walk.

Author Series:

- Staff have received positive feedback from attendees regarding Sarah Penner's event on 12/12. 164 tickets were collected at the door – a good attendance level considering that the event ran concurrently with BIG Arts' Community Chorus concert.

- At the end of the first day of ticket requests for the upcoming Kate Quinn Author Series evening, 120 registration requests had already been submitted, with 92% requesting 2 tickets each. As of 9 a.m. on 12/17, staff reported 250 lottery entries equaling a total of 475 requested tickets. Registration closes on Friday, December 20, at 5 p.m.

Collections -

Archive images this month were provided to the Historical Village, City of Sanibel, and a couple SPL patrons seeking to print off archive images for artwork in their home.

Betty is working on the reorganization and display of the magazine section.

Acquisitions Update: There was a reported glitch in Ingram's system which caused all SPL orders (October 31 and beyond) to be paused. (Shannon reported that they are waiting on 142 titles for the youth collections). The issue was identified the week before Thanksgiving. Due to their closures and holidays, Ingram did not resolve the issue until December 4th/5th. The Collection Development team has been working closely with the representative at Ingram tracking order status, and new books should start arriving soon. In the interim, signage is displayed in New Fiction and New Nonfiction informing patrons about the supply chain issues and that it will be remedied soon.

The Collection Development team gathered throughout the month to discuss processes for managing the collection budget. A budget tracking spreadsheet was created by Matt, and each team member has been cross-trained on best practices for ordering.

Between November 10 and December 10, 3,328 items were checked out from the Library (up 26% from last year's 2,641 CKOs). Fiction continues to circulate well, with 942 circs in New Fiction and 885 circs from general Fiction.

The Library registered 63 new cardholders in the last 30 days, up 53% from the same period last year / down by 2 registrations compared to 65 last month. Staff assisted 270 cardholders with card updates/renewals, down 3.57% (10) from the same period last year / up considerably compared to last month (175).

Interlibrary Loan Statistics (Month of November)

- SPL patron requests filled: 30
- Requests filled for materials (within Florida): 33
- Requests filled for materials (out of state): 23

Additional statistics provided at the end of the report.

Community Connections, Marketing, & Outreach

Derek and Shannon represented the Library at the City of Sanibel's 50th Anniversary Tree Lighting Ceremony on November 30. They connected with 162 members of the community and handed out candy, sunglasses, and small toys. They connected with residents who have been on the island for decades and had never visited the Library but now plan to do so soon! Community members expressed interest in children's programs, the Author Series, Employee Presentation week, the America at War Series, and general technology assistance.

Staff continue to visit CECI for a weekly story time and craft, and it's been very well received.

SPL has received an uptick in patron inquiries about local history topics, and staff are having discussions with the Shell Museum and the Historical Museum regarding display content, how to access, and other questions.

The Palm Reader was mailed out to 5,414 homes and businesses on Sanibel. Positive feedback from patrons has been given: they are appreciative of being introduced to the new director and staff members, having full information about the author series, and being provided updates on what is happening at the Library.

Facebook stats: 22 published contents, 4.3k reach, 240 content interactions, 10 new followers (down 40% YTD)

Instagram stats: 24 published contents, 987 reach, 241 content interactions, 3 new followers (down 10% YTD)

Staff

Oliver Junkel resigned from their role as PT Clerk, and their last day of work was Saturday, November 30. The position will be refilled at a later date. In the interim, staff redistributed Oliver's tasks and responsibilities and reworked the staff schedule to ensure that evenings and weekends continue to have appropriate levels of staffing coverage.

Derek has begun networking with other facilities managers at the Rec Center, Town Hall, and BIG Arts.

Shannon, Eden, Shelby, Oliver, Derek, Kate M., and Katie P. represented the Library as a team in FISH's Jog n Jam 5k/10k race on December 7. Many patrons were also in attendance and loved seeing staff outside of the Library. Kate, Katie, and Shannon stayed to cheer on the kids' fun run due to the number of junior patrons participating.

Administrative Updates

Patron feedback has been overwhelmingly positive on the new staff name tags. Being able to see the names of staff members makes patrons feel more welcome and connected when speaking to library staff – especially because they have spoken to members of staff multiple times but have not known their names before now!

Staff completed the Florida Public Libraries 2024 Statistical Report, a 155-question survey covering the extensive depth and breadth of library operations for the 2023-2024 Fiscal Year. The report submission was a monumental team effort of several SPL staff members, who worked diligently to ensure that the report was submitted in an accurate and timely fashion.

Amber attended the Florida Division of Library and Information Services' Division Orientation (for new library directors) and 2024 Annual Meeting (for all public library directors). While there, Amber learned about many resources and services provided through the Florida DLIS for staff and patrons, including Florida Memory, professional library staff resources from the State Library of Florida, as well as an extensive introduction to the DLIS's Bureau of Library Development, which supports the establishment, expansion, and improvement of public library service in Florida.

Holly Simone has been contracted to provide accounting services to the Library for the 24-25 Fiscal Year.

The Library converted from QuickBooks Desktop to QuickBooks Online Advanced Pro for accounting purposes. As part of this migration, the Library secured a TechSoup award/donation for QuickBooks licensing costs, resulting in a one-time setup fee of \$80 for the year (12/5/24 - 12/5/25) and a net annual savings of \$2,750 in equivalent licensing costs.

MONTHLY COLLECTION STATISTICS

October 30 through November 26, 2024

TOTALS OVERVIEW

Total New Items Received	206
New Titles Received (added to OCLC)	185
Additional Copies of New Titles	3
Replacements Items Received	18
Titles On Order	189
On Order Titles Cancelled After 3 Months	0

ADULT COLLECTION ITEMS RECEIVED

Biography	2
Fiction	13
Florida Col. & Archives	5
Foreign Language	6
Large Type (all)	11
Nonfiction	8

YOUTH SERVICES COLLECTION ITEMS RECEIVED

Easy	29
J Biography	3
J Fiction	38
J Graphic Novels	7
J Nonfiction	13
YA Biography	10
YA Fiction	19
YA Graphic Novels	2
YA Nonfiction	4

AUDIO-VISUAL COLLECTION ITEMS RECEIVED

DVD	14
J DVD	21
Audiobook	1

Estimated Collection Additions (October 2023-September 2024)

	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	TOTAL
New Titles Added	150	280	286	15	116	182	190	368	141	233	163	254	2378
Total Items Added	<i>no count</i>	344	315	<i>no count</i>	<i>no count</i>	205	214	437	178	273	188	287	2441+
Outstanding Orders Received	30	62	62	13	49	69	66	127	108	98	78	125	887

Estimated Items Added (May-September 2024)

Adult Books	773+
Audio-Visual	70
Youth Services	381+

Estimated Items Added (May-September 2024)

	May-24	Jun-24	Jul-24	Aug-24	Sep-24	TOTAL
Adult Fiction	102	62	108	74	85	431
Adult Nonfiction	44	20	67	29	38	198
Adult Biography	17	6	14	9	14	60
Adult Large Type	17	15	14	13	13	72
Foreign Language	0	0	0	0	8	8
Florida Collection	no count	no count	2	0	0	2+
Reference	0	0	0	1	1	2
DVD	5	3	19	17	25	69
Audiobook	0	0	1	0	0	1
Juvenile Fiction	55	22	17	12	42	148
Juvenile Nonfiction	6	1	5	2	12	26
Juvenile Biography	no count	no count	4	0	0	4+
Easy Readers	41	20	10	18	32	121
Young Adult Fiction	12	13	11	13	7	56
Young Adult Nonfiction	no count	no count	no count	no count	8	8+
J Graphic Novel	no count	no count	1	7	10	18+
YA Graphic Novel	no count	no count	no count	no count	no count	?