



Okaloosa County Public Library Cooperative

Crestview - Destin - Fort Walton Beach - Mary Esther - Niceville - Valparaiso

Governing Board Minutes: January 26, 2022 at 2:00 p.m.

Crestview Library Conference Room

Governing Board

Okaloosa County:	absent
Crestview:	Cynthia Brown
Destin:	absent
Fort Walton Beach:	MG Moran
Mary Esther:	Bernie Oder
Niceville:	Abner Williams
Valparaiso:	absent

Directors Council

Crestview:	Jean McCarthy
Destin:	Wen Livingston
Fort Walton Beach:	Patricia Gould
Mary Esther:	Sheila Ortyl
Niceville:	Sheila Bishop
Valparaiso:	Hope Willis

OCPLC

Vicky Stever

Guest

Sheila Fitzgerald, Okaloosa County Deputy Administrator

1. Introductions

2. Approval of October 27, 2021 Minutes

Motion: Cynthia Brown
Second: MG Moran
Motion approved unanimously

3. Coordinator's Report

State Aid to Libraries. **CORRECTION:** In the October meeting I reported:

“**State Aid award for FY22.** The State released estimates of the FY22 State Aid to Libraries allocation. For Okaloosa the estimate is a disappointing \$72,120 although it's better than the **FY21 allocation of \$53,476.** FY21 was the lowest amount awarded since OCPLC was

founded in 1997. FY22 will be the second lowest allocation in our history. These are not good times for State support of public libraries.”

However, the State made a second payment that didn't get recorded in the FY21 financials before the October meeting. This happened because the governor held back 6% of Department of State budget at the beginning of FY21. The Legislature allocates the State Aid to Libraries as a line item but because it is administered through the Department of State, the governor was able freeze it as a reserve for emergency funding. When the emergency didn't materialize, the funds were released. Our final allocation total was \$63,476. Still the lowest in our history, just not quite as dreadful as first reported.

FY23 State Aid Outlook: Not markedly improved from last year. The current legislative budget request by Department of State is \$17.3M. Our state professional organization is lobbying for this to be restored to \$23M. For context, State Aid for FY22 was \$19.4M. As time slips by, it's easy to forget that 20 years ago, when costs of every type were much lower, State Aid was around \$30M.

Historical Comparison of State Aid to Libraries Grants

Funding Year	\$ State Total	Okaloosa
2022-2023 budget proposed	17.3M	??
FY22 (payout not yet verified)	19.4M	\$ 72,120
FY21	17.3M	\$ 63,476
FY20	21.8M	\$ 89,514
FY19	20.3M	\$ 85,284
FY18	23.1M	\$ 101,311
FY17	22.3M	\$ 96,762
FY16	22.3M	\$ 99,834
FY15	27.4M	\$ 129,561
FY14	22.3M	\$ 94,700
FY13	21.3M	\$ 91,258

Career Online High School update: The State is funding scholarships this fiscal year. We were originally allocated 10 which we have already awarded so the State has provided us with 10 more. There are currently 17 enrolled students from Okaloosa County, the most we've ever had at one time. Since our October meeting, 17 people enrolled in the prerequisite course and we conducted 10 interviews.

ARPA grant update: Since we began spending in December, Tricia has purchased 699 e-books and 120 audiobooks for our OverDrive digital library collection. Of the \$50,000 grant award, we have spent \$22,354. The mid-year report was uploaded to the State on Jan. 25th.

Public Library Directors meeting. The State’s annual gathering of public library directors was held December 7-8 in Tallahassee as a hybrid virtual/in-person conference. Valparaiso director Hope attended virtually. Directors from Niceville, Crestview and Destin carpoled with Vicky for in-person attendance. Travel costs for the conference are almost entirely underwritten by the State.

Upcoming: Niceville will host a PLAN workshop for developing continuity of operations plans (aka COOPs) on February 17 at the Community Center.

This workshop will provide hands-on plan creation to deal with the next disaster(s). Library staff will work as a group under the guidance of a consultant to formulate a COOP for their library. Attendees will work through sample templates, create lists of potential partners, and have the chance to consult with each other and experts to put together a framework for thoughtful emergency response. After this workshop, the consultant will be available virtually to provide assistance with completing the COOP to each group.

During the pandemic, many libraries grappled for the first time with long-term closures. In the not-distant past, libraries in the Panhandle have experienced lengthy closures from hurricanes and floods from excessive rainfall. Mary Esther will not forget when a tree fell on their library roof and changed their operational capacity for many weeks. Having a COOP positions libraries to effectively assist their cities in restoring critical services to citizens during times they need it the most. The grant-funded COOP training is another benefit of PLAN membership that assists Okaloosa libraries in disaster preparedness.

4. Election of Vice-Chair

In accordance with the Bylaws, as stated in Section 2. Election and Term of Office. “The office of Chair shall be assigned to the member representing the County and shall hold office for the member’s term upon the Board. The Vice-Chair shall be elected annually by the Board at the January or February meeting of the Board and shall hold office for one (1) year.”

Motion to re-elect Abner Williams of Niceville as Vice-Chair for 2022.

Motion: MG Moran

Second: Cynthia Brown

Motion approved unanimously

5. FY2023 Budget Planning

The Cooperative’s departmental budget will be due to the county by the end of April. Seeking board input and direction. Historical budget data (page 5) provided context for discussion. The Board’s recommendation is to budget a 5% increase in the allocation to libraries.

6. 2022 Board Meeting Schedule

May 25 meeting now conflicts with Florida Library Association annual conference in Jacksonville. OCPLC staff and possibly multiple directors will attend it. Meeting was rescheduled to June 1 at request of Cooperative Coordinator. The location was planned as Mary Esther Library; the director requested to change locations. Fort Walton Beach will check the meeting room calendar there and possibly host. Coordinator will update meeting calendars and calendar invitations with new date and location.

7. Items from the Floor:

Fort Walton Beach: Director Tricia Gould announced her retirement effective April 30, 2022. The City has posted the position opening.

Okaloosa County: Sheila Fitzgerald recognized Vicky Stever for 10 years' service to the County. She presented the County's longevity gift of an embroidered logo shirt.

8. Library Tour

Augusta Whittle of the Crestview Library staff and director Jean McCarthy conducted a tour of the library. Highlights of the tour were the new RFID functionality and customer self-check station, artist display areas, literacy & learning computer stations for children, and the building's unique history mural and updated interior.

9. Meeting Adjourned. Next meeting is Wednesday, March 23, 2022, in Niceville. Vicky will be absent due to a conference presentation. She is speaking on a panel at the Florida Disaster Collaboration Conference hosted by Legal Services of North Florida. The conference is in the Orlando area. The presentation, "The Role of Libraries in Disaster Response and Recovery: The Hurricane Michael Experience," will educate those outside the library profession on the critical services libraries provide to citizens in and around disaster areas.

Historical budget data referenced in agenda item #5 appears on page 5

Re: Item #5 FY2023 budget planning

Historical budget data for county departmental budget. Does not reflect total expenditures because some costs are covered with State Aid to Libraries grant funds.

	FY22	FY21	FY20	FY19	FY18
Total County Budget	\$753,943	\$759,404	\$739,159	\$706,848	\$690,386
Allocations to Libraries	\$540,179	\$514,456	\$514,456	\$499,472	\$484,924
Technology & Equipment	\$38,878	\$49,927	\$69,270	\$56,889	\$56,160
Online Services & Tools	\$35,251	\$40,828	\$26,712	\$25,962	\$27,790
County General Fund Admin: not specified within the budget request but added later with funds transferred in to cover it. Not included in the Total County Budget line above, which represents what the Coordinator requests from the BoCC.	\$103,490	\$100,477	\$97,551	\$95,638	\$95,008

Comments:

FY21: some costs were re-categorized from Technology to Online Services.

FY22: Cost savings realized in Technology due to migration to open source software. Savings realized in Online Services due to PLAN's cooperative purchase group cost-share on OverDrive, and the PLAN grants that funded some online services for FY22.