

Wednesday, September 9, 2015 – 5:30 P.M.  
Headquarters Library – Meeting Room A  
401 East University Avenue  
Gainesville, Florida

The Alachua County Library District Governing Board met for the first Public Hearing on the Budget.

**PRESENT:** Chair Leanetta McNealy, Ph. D., presiding, Vice-Chair Lee Pinkoson, Governors Charles S. "Chuck" Chestnut IV, Ken Cornell, Charles Goston, and Helen K. Warren

**ALSO PRESENT:** Library Director Shaney T. Livingston, Assistant County Attorney William Harlan, Assistant Clerk/Finance Director Todd Hutchison, Deputy Clerk Bob Decker

The meeting was not televised.

Chair McNealy opened the meeting at 5:30 P.M.

**I. APPROVAL OF THE AGENDA**

**Governor Pinkoson moved** adoption of the agenda. The motion carried 6-0.

**II. INTRODUCTION TO HEARING ON DISTRICT BUDGET**

Chair McNealy stated, "This is the Public Hearing as required by Chapter 200, Florida Statutes.

"The proposed millage rate for operating purposes in the TRIM notice was 1.3638 mills which is more than the rolled-back rate of 1.3420 mills. The percentage of increase over the rolled-back rate is 1.60%.

"Citizens' comments will be taken following the overview by the Library Director. All citizens who wish to be heard should wait until the appropriate time when they will be individually recognized by the Chair. This ensures that every citizen will be heard in an orderly manner. I will identify each speaker and ask that speaker to address the Board. In order to expedite hearing your comments, we request that speakers limit their comments to five minutes. Please do not applaud or take other actions which might intimidate a speaker with a different point of view.

"This hearing will continue until everyone who wishes to address the Governing Board has an opportunity to speak. We will now begin with an overview by the County Attorney of the truth-in-millage legislation."

### **III. OVERVIEW OF TRUTH-IN-MILLAGE LEGISLATION**

Assistant County Attorney William Harlan stated, "In 1980 the Florida Legislature adopted what is known as the Truth-in-Millage Legislation or TRIM as it's called. The goal of the legislation was to ensure that taxpayers were advised of the public hearings at which the local taxing authorities' budgets and millage rates are considered and adopted. Each year the Property Appraiser completes an assessment of the value of all property and certifies to each taxing authority the taxable value of the property within its jurisdiction. Each taxing authority then notifies the Property Appraiser of its proposed millage rate, its rolled-back rate, and the date, time, and place of the public hearing to consider the proposed millage rate and the adjusted tentative budget. Once the Property Appraiser receives the information, he sends a notice by first class mail to every taxpayer on the assessment roll. The notice contains the information from the taxing authorities as to the proposed millage rate and the time and place of the public hearing. The notice sent to taxpayers is called the TRIM notice. The TRIM notice lists what the taxes were for the prior year, what the taxes will be if the proposed budget changes are made, and what the taxes will be if no budget changes are made. This information is listed for each taxing authority. The notice also lists all voted levies for debt service. The purpose of the TRIM notice is to provide taxpayers with sufficient basic information to enable them to participate in the public hearing process."

### **IV. OVERVIEW OF THE TENTATIVE 2015-2016 DISTRICT-WIDE BUDGET**

Library Director Shaney Livingston stated, "The proposed millage for the Library District Governing Board District-wide levy is 1.4538 mills. The total operating millage for the general fund is 1.3638 mills which is more than the rolled-back rate of 1.3420 mills. The percentage of increase over the rolled-back rate is 1.60%. The total voted debt service on the District's General Obligation Refunding Bonds, Series 2011, is 0.0900 mills.

"The Fiscal Year 2015-2016 tentative budget reflects a 2.35% increase in personal services, a .02% decrease in operating expenditures, a 1.60% increase in reserves, and a 2% increase in the transfer to capital projects. The total general fund budget reflects a 1.63% increase over the current year. In 2001 the millage sunset for the capital projects, and since that time, we have been funding it through transfers from the general fund. We have at a minimum transferred a tenth of a mill but in years where the balance was healthy we transferred even more. The current year millage rate is 1.3638 mills and generates \$16,145,858 revenue in the current year. With the positive increase in the growth of the tax base, the same millage rate next year will generate \$16,615,088 in revenue, which is an increase of \$469,230 over the current year's revenue. The growth in the tax base for this year is 2.91%.

"Even though the total budget is more than the current year, we are still recommending keeping the millage rate the same as the current year. Therefore, it

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would be advertised as a tax increase because this millage rate is higher than the rolled-back rate of 1.3420 mills. This budget does not reflect any COLA or performance adjustment. We have just finished negotiations with the CWA, and when approved by the Board, we will take it from reserves next year if needed. But my recommendation, as in the past, has been to wait until the last quarter of the Fiscal Year to see what the impact is and if there are any unexpended funds that we might be able to utilize as opposed to the reserves. The increase in personal services is due to an 8% increase in health insurance for next year and a 2% COLA and 2% merit that was given this year. The general pension fund decreased by 3.5% from 37.8% to 34.24%. FRS decreased by .62% from 7.37% to 6.75%. In operating expense, the decrease is due to the elimination of contracts for services no longer needed. Some of the service enhancements included in this budget are to maintain service levels, realign staff as needed to provide better service, make spaces to include 3d printers and robotics, and continuations of the new programs that were added in this Fiscal Year. In the capital projects budget, there is a transfer of 1.2 million from the general fund: funds for the completion of the expansion and renovation at the High Springs Branch including furniture and equipment, architecture and engineering for the Tower Road Branch expansion/renovation, additional patron printing equipment, an upgraded phone system, and ongoing routine maintenance and repairs. Madam Chair, that concludes my presentation. Are there any questions?"

#### **V. CITIZEN COMMENTS**

There were no citizens present who wished to provide comments to the Governing Board.

#### **VI. ADJUSTMENTS**

There were no adjustments made by motion to the Library Director's recommended budget.

#### **VII. ANNOUNCEMENT OF THE ROLLED-BACK RATE**

Chair McNealy stated, "The tentative millage rate for operating purposes for the Library District is proposed at 1.3638 mills. This rate is more than the rolled-back rate of 1.3420 mills as described in Chapter 200 of the Florida Statutes. The percentage of increase over the rolled-back rate is 1.60%. The total tentative millage rate for the Library District will be 1.4538 mills. We now need a motion to adopt the resolutions setting the millage rates and the budget."

**Governor Chestnut moved** adoption of Resolution 15-10 establishing tentative millage rates. The motion carried 6-0.

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**Governor Chestnut moved** adoption of Resolution 15-11 adopting a tentative budget. The motion carried 6-0.

**VIII. ANNOUNCEMENT OF THE TIME/PLACE OF THE FINAL PUBLIC HEARING**

Chair McNealy stated, "The final Public Hearing for the Library District will be Wednesday, September 23, 2015 at 5:30 P.M. at the Headquarters Library, Meeting Room A. Are there any further questions or comments?"

**IX. ADJOURNMENT**

There being no further business the meeting was adjourned at 5:40 P.M.

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J.K. Irby, Clerk to the Library  
District Governing Board

Wednesday, September 9, 2015  
Headquarters Library – Meeting Room A  
401 East University Avenue  
Gainesville, Florida

The Alachua County Library District Governing Board met in regular session.

**PRESENT:** Chair Leanetta McNealy, Ph. D., presiding, Vice-Chair Lee Pinkoson, Governors Charles S. "Chuck" Chestnut IV, Ken Cornell, Charles Goston, and Helen K. Warren

**ALSO PRESENT:** Library Director Shaney T. Livingston, Assistant County Attorney William Harlan, Assistant Clerk/Finance Director Todd Hutchison, Deputy Clerk Bob Decker

The meeting was not televised.

Chair McNealy opened the meeting at 5:40 P.M.

**I. APPROVAL OF THE CONSENT AND REGULAR AGENDAS**

**Governor Warren moved** adoption of the Consent and Regular agendas. The motion carried 6-0.

(The items on the Consent Agenda are of a routine nature. The motion to adopt the Consent Agenda approves all items and recommended actions on the Consent Agenda.)

A. Warrant List

**Staff Recommended Action:** Approve the Warrant List.

B. Minutes of Meeting

**Staff Recommended Action:** Approve the Minutes of the August 13, 2015 Regular Governing Board meeting.

C. Approval of Ranking and Agreement with Tribond, LLC – Millhopper and Tower Road Branch Janitorial Services

**Staff Recommended Action:** Approve the RFP Ranking, Finance Report, Contract, and award of FP #16-77: Annual Janitorial Services for Millhopper and Tower Road Branch Libraries to Tribond, LLC. Authorize the Chair to sign the

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Finance Report and Contract. Authorize the Library Director to sign the Purchase Order.

- D. Approval of Ranking and Agreement with Tribond, LLC – Small Branch Libraries Janitorial Service

**Staff Recommended Action:** Approve the RFP Ranking, Finance Report, Contract, and award of RFP #16-80: Annual Janitorial Services for Small Branch Libraries, to Tribond, LLC. Authorize the Chair to sign the Finance Report and Contract. Authorize the Library Director to sign the Purchase Order.

- E. Approval of Ranking and Contract with Barkley Security Agency, Inc. – Annual Security Services for the Library District

**Staff Recommended Action:** Approve the RFP Ranking, Finance Report, Contract, and award of RFP 16-83: Annual Security Services for Alachua County Library District to Barkley Security Agency. Authorize the Governing Board Chair to sign the Finance Report and contract. Authorize the Library Director to sign the Purchase Order.

- F. Finance Report – Fiscal Year 2015-2016 Blanket Purchase Orders

**Staff Recommended Action:** Approve the Library District Blanket Purchase Orders for Fiscal Year 2015-2016, authorize the Governing Board Chair to sign the Finance Report and Sole Source for Innovative Interfaces, Inc., and authorize the Library Director's signature on applicable Purchase Orders and Change Orders throughout Fiscal Year 2015-2016.

- G. Finance Report – Fiscal Year 2015-2016 Renewal of Annual Bids for Fiscal Year 2015-2016

**Staff Recommended Action:** Approve the Library District Renewal of Annual Bids for Fiscal Year 2015-2016, authorize the Governing Board Chair to sign the Finance Report, and authorize the Library Director's signature on applicable Purchase Orders and Change Orders throughout Fiscal Year 2015-2016.

- H. Early and Additional Closings Fiscal Year 2015-2016

**Staff Recommended Action:** Approve the Early and Additional Closings for Fiscal Year 2015-2016.

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I. Staff Development Day – February 15, 2016

**Staff Recommended Action:** Approve the closure of all Library District facilities on Monday, February 15, 2016 for the purpose of a Staff Development Day.

J. Proposed Closing of Micanopy Branch for the Micanopy Fall Festival – November 1, 2015

**Staff Recommended Action:** Approve the proposed closure of the Micanopy Branch Library on Sunday, November 1, 2015.

K. Proposed Closing of Hawthorne Branch for Hawthorne Christmas Festival Parade – December 12, 2015 (1:00 P.M. – 4:00 P.M.)

**Staff Recommended Action:** Approve the proposed closure of the Hawthorne Branch Library on Saturday, December 12, 2015 from 1:00 P.M. – 4:00 P.M.

L. Change Order #15 – Purchase Order #720183 – Hoffman Construction, Inc. (\$18,409.07)

**Staff Recommended Action:** Approve the issuance of Change Order #15 to Purchase Order #720183 issued to Hoffman Construction, Inc. in the amount of \$18,409.07 and authorize the Chair's signature on the Finance Report and the Change Order.

M. Change Order #1 – Purchase Order #720005 – Alachua County Board of County Commissioners and Clerk of the Court (\$54,611.00)

**Staff Recommended Action:** Approve the issuance of Change Order #1 to Purchase Order #720005 issued to the Alachua County Board of County Commissioners and the Clerk of the Court in the amount of \$54,611 and authorize the Chair's signature on the Finance Report and the Change Order.

N. Agreement with Paul Stresing Associates, Inc. – Architectural & Engineering Services for the Expansion and Renovation of the High Springs Branch Library

**Staff Recommended Action:** Approve the Agreement and authorize the Governing Board Chair to sign the Agreement.

II. **SPECIAL PRESENTATIONS**

(There were no items submitted in this category.)

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**III. BOARD OF TRUSTEES**

(There were no items submitted in this category.)

**IV. UNFINISHED BUSINESS**

(There were no items submitted in this category.)

**V. NEW BUSINESS**

(There were no items submitted in this category.)

**VI. INFORMATIONAL ITEMS THAT REQUIRE NO ACTION**

**A. Monthly Statistical Summary – July 2015**

**Staff Recommended Action:** No action required.

Library Director Shaney Livingston presented the above item.

Governor Warren requested why the number of cardholders has gone down.

Library Director Shaney Livingston stated that cards not used for three years are routinely deactivated.

**VII. GOVERNING BOARD COMMENT**

Governor Pinkoson and Chair McNealy thanked Library Director Shaney Livingston and all Library District staff for the smooth budget process.

Library Director Shaney Livingston thanked her staff for their team effort.

Governor Goston thanked Library Director Shaney Livingston for hosting the FAMU Board of Governors and Board of Trustees.

Governor Warren thanked staff for their commendable efforts.

Library Director Shaney Livingston stated that the Alachua County Library District Foundation would hold a function September 20, 2015 and requested that Governors attend.

Governor Cornell thanked Library Director Shaney Livingston for her leadership.

Governor Chestnut thanked Library Director Shaney Livingston and staff.



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**VIII. CITIZEN COMMENT**

There were no citizens present who wished to provide comments to the Governing Board.

**IX. ADJOURNMENT**

There being no further business the meeting was adjourned at 5:50 P.M.

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J.K. Irby, Clerk to the Library  
District Governing Board