



**TRANSMITTAL OF PRELIMINARY  
FY 2024-2025 BUDGET**

**To:** Veronica Ettel and Ksheera Hegde  
Pinellas County Office of Management & Budget (OMB)

**From:** Matthew David, Palm Harbor Library (PHL) Director

**CC:** Board of County Commissioners, Pinellas County  
Barry A. Burton, County Administrator  
Nancy McKibben, Assistant to the County Administrator  
Chris Rose, Director, OMB

**Re:** Transmittal of Preliminary FY24 Budget

**Date:** Monday, April 22, 2024

Palm Harbor Library (PHL) is funded by a separate property tax levy apart from the General Fund and does not receive any General Fund tax support. It operates as a division of Palm Harbor Community Services Agency, Inc. (PHCSA), a 501(c)3.

**Projected FY 2024-2025 Revenue Sources**

- Operational Expenses from Ad Valorem Taxes – \$1,583,320 [0.5 millage]
- Pinellas Public Library Cooperative (PPLC) – \$419,000 [0.5 millage]
- Friends of the Palm Harbor Library – \$30,000
- Facility/Room Rentals – \$2,000
- Miscellaneous – \$20,000 (donations, interest income, printing/notary/faxing services, etc.)
- Total projected revenue: \$2,054,320
  - Projected revenue will be enough to uphold (and in some instances expand) facilities, operations, personnel, and services; we request that Palm Harbor Library and Palm Harbor Parks & Recreation receive the full established millage

**About the Palm Harbor Library**

Mission	Palm Harbor Library aspires to be the definitive educational and cultural destination for all members of the Palm Harbor community. It will offer a safe and secure environment, and serve as a neutral venue while providing easy access to information. The library will be an essential part of the community, acting as an anchor for learning, promoting, and supporting the arts and meeting the evolving needs of its residents.
Long Range Plan	2024-2026 focus areas: Public Awareness, Outreach, and Innovative Programming
History	Established in 1978; moved to existing site in 1988; renovation in 2008

Personnel	FTE 22.8 and 100+ teen & adult volunteers
Community Partners	Elisa's Greatest Wishes, Help Me Grow® – Florida, Leepa-Rattner Museum of Art, The Literacy Council of Palm Harbor, Ozona Elementary School, Palm Harbor Cares (and Nonprofits Connect), Palm Harbor Chamber of Commerce, Palm Harbor Museum, SCORE, SHINE (Area Agency on Aging of Pasco-Pinellas, Inc.), Suncoast Genealogy Society, St. Mark Village, UF/IFAS – Cooperative Extension Services of Pinellas County, Westlake Christian School, YMCA of the Suncoast
Library Partners	Florida Library Association (FLA), Pinellas Public Library Cooperative (PPLC), State of Florida Division of Library and Information Services (DLIS), Tampa Bay Library Consortium (TBLC)
PHL Giving (collecting, etc.)	Cans4College, Caring for Kids in Pinellas County, Clothes To Kids Inc., FEAST Food Pantry, Gulf Coast Jewish Family and Community Services (JFCS), The Haven at Hope Villages of America, La Femme Institute, Lotz of Blessings, Meals on Wheels America (Neighborly Care Network), Palm Harbor Lions Club, Palm Harbor Pirates (GotSneakers), Silver Santas, Suncoast Animal League, Welcoming America
PHL Features	<ul style="list-style-type: none"> <li>• 54 weekly service hours + 24/7 outdoor lending library machines</li> <li>• Books/movies/music (onsite + online), adaptive toys, books in Spanish, databases, early learning kits, genealogy materials, musical instruments</li> <li>• Computers, gaming center, musical garden, study rooms + other spaces</li> <li>• Educational and enriching programming and activities for all ages</li> <li>• Separate designated spaces for children, teens, and adults</li> </ul>
PHL Impact	For every \$1 spent by the library, the community's ROI is \$8.41 <i>Value provided by the Florida Division of Library and Information Services (DLIS)</i>

### Current FY 2023-2024 | Midyear Highlights

- Celebrating 46 years of service to the community
- Met multiple PHL long-range plan objectives related to arts and robotics initiatives for kids, new NFP partnerships, new online services for adults, and website accessibility (in progress)
- Partnered with Tampa Bay Library Consortium (TBLC) to develop a new long-range plan for Palm Harbor Library Endowment Foundation (PHLEF), and expanded the PHLEF board
- Researched and adopted a new software for event scheduling and room booking (collaboratively with other PPLC libraries)
- Wrote and applied for grant funding from the NEA (recipients announced in summer 2024)
- Held 7<sup>th</sup> annual *artPHL Evening* event/fundraiser which met the PHL mission and raised \$4,200
- On 03-19-24, PHL was a polling place for Florida's Presidential Preference Primary Election
- PHL Director has participated in meetings and events hosted by BOCC, area agencies and NFPs, chambers, PPLC libraries, and other libraries/library organizations around Florida; he is the current Professional Development Committee Chair for the Florida Library Association (FLA)
- Midyear Statistics: Circulation (5% increase), Library Visits (20% increase), Program Attendance (51% increase), and Outreach (81 events attended by 7,653 people)

## Last FY 2022-2023 | Highlights

### *Facility Enhancements*

- Security measures: a new Exit door and bullet-proof glass for Children’s room wall and door
- Roof replaced and leaks repaired (with funding from Pinellas County)
- New flooring installed in multiple areas (with special MSTU funding from Pinellas County)

### *Financial*

- New summer fundraiser (*Christmas in July*) introduced and raised over \$1,600
- Added new board members to the Palm Harbor Library Endowment Foundation (PHLEF)
- Reinvested two “Greenstreet” CD’s (6 mo. & 1 yr.) at Fifth-Third at 3.5%

### *Enhancements to Collections and Accessibility*

- Acquired PHL’s first Short Story Machine (English and Spanish)
- Expanded Spanish language books and media collections
- Constructed an outdoor musical garden

### *Outreach Activities / Community Awareness*

- Library director continued as President of the “Friends of the State Library and Archives”
- Hosted annual *Open House* in April; nearly 400 attendees (up from 250)
- Developed monthly after-hours programming and events, many which were well attended
- Reintroduced the Jane Martin Women’s History Month Program with four winners honored
- Introduced a local photography contest (meeting PHL’s mission to support the arts)

### *Strategic Planning and Services*

- Celebrated 45 years of service to the community
- Partnered with Tampa Bay Library Consortium (TBLC) to develop a new long-range plan for PHL
- Library director met with Pinellas County commissioners, the county liaison, local leaders, and other library directors in Pinellas County and throughout the state of Florida

### *Statistics*

In-Person Programs & Events	50% + increase Children’s
Children’s MakerSpace	1,600 + visits in 2022 & 2023
Summer Reading	16% increase in youth completing reading challenge
Volunteer Hours	33% increase
Short Story Machine	2,000 + printed
Circulation (onsite + online)	6% increase
Library Visits	149,095 (30% increase)