MEETING MINUTES

Dixie County Public Library
December 12, 2024

Three Rivers
Library System

Board Members:	Guests:	Staff Members:
James Gross	Cindy Bellot	Dale Collum
Lance Lamb (called in)	Rhoda Cribbs (called in)	Cheryl Pulliam
Sharon Langford (called in)	JoAnn Morgan	Jill McMillan
Todd Newton (called in)	Richard Romans (called in)	
David O'Steen (called in)		

The meeting was called to order at 3:04 p.m.

I. ELECTION OF OFFICERS

There was a motion by Mr. Gross and a second by Mr. Newton to retain all current officers:
Chairman – Lance Lamb
Vice Chairman – Cecelia Schnorbus
Treasurer – Diane Clifton
All other members present voted in favor of this motion.

II. APPROVAL OF MINUTES

September 12, 2024
There was a motion by Mr. Gross and a second by Mrs. Langford to approve the September 12, 2024 Board Minutes. All other members present voted in favor of this motion.

III. FINANCIAL REPORT

A. RATIFY BUDGET
Mr. Collum requested the budget be ratified along with the line-item budget changes. Updates and corrections to the book account carryforwards will also be made. There was a motion by Mr. Gross and a second by Mrs. Langford to ratify the current budget. All other members present voted in favor of this motion.

B. APPROVAL OF BILLS
There was a motion by Mr. Gross and a second by Mrs. Langford to approve all bills for FY 2024 & FY 2025. All other members present voted in favor of this motion.

IV. INTERLOCAL AGREEMENT

After review, there was a motion by Mr. Gross and a second by Mr. O'Steen to approve the Interlocal Agreement for reciprocal library and/or borrowing privileges between St. Johns County and Three Rivers Library System.

V. DIRECTOR'S REPORT

A. STATE AID UPDATE

Mr. Collum informed the Board that all requirements had been met by the December 1st deadline for State Aid.

B. FINANCIAL INTERNAL CONTROL

Mr. Collum updated the Board regarding Three Rivers' internal financial controls. These controls are used to ensure oversight and accountability in the handling of government funds.

C. APPROVAL OF FY 2025 CONSOLIDATED BUDGET

There was a motion by Mr. Gross and a second by Mr. Newton to approve the consolidated budget as required by the State Library. All other members present voted in favor of this motion.

D. STATISTICS

4th Quarter and yearly (FY 2024) stats were distributed for review.

There was a motion by Mr. Gross and a second by Mrs. Langford to adjourn at 3:25 p.m. All other members present voted in favor of this motion.

CHAIRPERSON ______________________ DATE 3-13-25

MEETING MINUTES

Gilchrist County Public Library
March 13, 2025

Board Members:	**Guests:**	**Staff Members:**
Vinny Cavaleri	Cindy Bellot (called in)	Dale Collum
James Gross (called in)	Diane Clifton	Jill McMillan
Lance Lamb (called in)	Rhoda Cribbs	Cheryl Pulliam
Sharon Langford (called in)	Tonya Howell	
Todd Newton	JoAnn Morgan (called in)	
David O'Steen (called in)	Richard Romans	
Cecelia Schnorbus (called in)		

The meeting was called to order at 3:03PM

I. NEW BOARD MEMBER

Mr. Collum introduced the new Gilchrist County Board Member, Vinny Cavaleri.

II. TREASURER

Mr. Collum advised the board that an error occurred at the last meeting when all prior officers were nominated and confirmed. The Treasurer position was occupied by Diane Clifton, who is no longer a Board Member. There was a motion by Mr. Newton and a second by Mr. O'Steen to approve Sharon Langford as Board Treasurer. All other members present voted in favor of this motion.

III. APPROVAL OF MINUTES

December 12, 2024

There was a motion by Mr. Newton and a second by Mrs. Langford to approve the December 12, 2024, Board Minutes. All other members present voted in favor of this motion.

IV. FINANCIAL REPORT

A. FY 2025 BUDGET

Mr. Collum presented the budget update for review.

B. APPROVAL OF FY 2025 BILLS

There was a motion by Mr. Newton and a second by Mr. Cavaleri to approve all bills. All other members present voted in favor of this motion.

C. FDIC COVERAGE

Ms. Clifton asked if all financial accounts had FDIC Coverage. Mr. Romans stated all accounts had better than FDIC coverage. The QPD list is utilized, and they file with the Bureau of Collateralization.

V. DIRECTOR'S REPORT

A. STATE AID UPDATE

Mr. Collum informed the Board that the State Aid Grant forms have been submitted for all libraries and some forms required corrections and will be resubmitted.

B. NEFLIN RECIPROCAL BORROWING AGREEMENT

Mr. Collum presented the proposed agreement for Board review. After discussion, there was a motion by Mr. Newton and a second by Mrs. Schnorbus to approve the agreement. All other members present voted in favor of this motion.

C. TAYLOR COUNTY PUBLIC LIBRARY BUDGET

Mr. Collum informed the Board the Taylor County Administrator had spoken with him regarding a 20% revenue decrease for the County, next fiscal year. There will be a reduction in the library budget of $50,000. The book budget will be $0. Prior years carryover funds will be utilized for books and in the future, funds will be requested from Three Rivers to pay for library programs.

D. INVENTORY AT LAFAYETTE

Inventory has been scheduled for the Lafayette County Public Library later this month.

E. MOMETRIX

Mr. Collum gave a brief update on the success of the new online test preparation subscription, Mometrix. Headquarters has received feedback from students, teachers, and patrons that have utilized the service and were able to pass the required test.

F. STATISTICS

Quarterly statistics were reviewed by the Board.

G. LIBRARY MANAGERS' UPDATE

The attending Managers gave a brief update on their library.

There was a motion by Mr. Gross and a second by Mr. O'Steen to adjourn at 3:30p.m. All other members present voted in favor of this motion.

CHAIRPERSON______________________________ DATE______________________

Three Rivers Library System

MEETING MINUTES
LAFAYETTE COUNTY PUBLIC LIBRARY
Mayo, FL
June 12, 2025

Board Members:
Dale Croft
James Gross (called in)
Lance Lamb (called in)
Sharon Langford (called in)
David O'Steen (called in)
Cecelia Schnorbus (called in)

Guests:
Cindy Bellot (called in)
Rhoda Cribbs (called in)
Tonya Howell (called in)
JoAnn Morgan (called in)
Richard Romans (called in)
April Sellers

Staff Members:
Dale Collum
Jill McMillan
Cheryl Pulliam

The meeting was called to order at 3:03 PM.

I. APPROVAL OF MINUTES

March 13, 2025
There was a motion by Mr. Gross and a second by Mr. Croft to approve the March 13, 2025 Board Minutes. All other members present voted in favor of this motion.

II. FINANCIAL REPORT

A. FY 2025 BUDGET
Mr. Collum presented the budget update for review

1. APPROVAL OF FY2025 BILLS
There was a motion by Mrs. Schnorbus and a second by Mr. Gross to approve all bills. All other members present voted in favor of this motion.

III. DIRECTOR'S REPORT

A. STATE LIBRARY AID BUDGET UPDATE
Mr. Collum informed the Board that checks have been mailed from the State Library and for the Managers to let him know if they have not been received.

B. FLORIDA COMMISSION ON ETHICS
Mr. Collum advised the Board that an email has been sent from the Florida Commission on Ethics to all board members to update their information. If you have not received this email, please let our office know.

C. STATISTICS
Statistics were reviewed.

D. LIBRARY MANAGERS UPDATE
Managers gave a brief update on their library and the success of the Summer Programs.

E. BUDGET WORKSHOP SCHEDULE
The Budget Workshop was tentatively scheduled for August 14th, @ 3PM, @ the Lafayette County Public Library.

There was a motion by Mr. Croft and a second by Mrs. Langford to adjourn at 3:16PM. All other members present voted in favor of this motion.

CHAIRPERSON ____________________ DATE Sept 23, 2025

BUDGET MEETING MINUTES
LAFAYETTE COUNTY PUBLIC LIBRARY
Mayo, FL
August 14, 2025

Three Rivers Library System

Board Members:
Dale Croft
David O'Steen (called in)

Guests:
Rhoda Cribbs (called in)
Tonya Howell (called in)
Richard Romans (called in)

Staff Members:
Dale Collum
Jill McMillan
Cheryl Pulliam

The meeting was called to order at 3:00 PM.

Mr. Collum presented the proposed budget. No action was taken.

Meeting adjourned at 3:10 PM.

CHAIRPERSON________________ DATE Sept 23, 2025

Three Rivers
Library System

MEETING MINUTES
TAYLOR COUNTY PUBLIC LIBRARY
PERRY, FL
September 11, 2025

Board Members:
Lance Lamb – Called In
Sharon Langford – Called In
Todd Newton – Called In
David O'Steen – Called In
Cecelia Rae Schnorbus – Called In

Guests:
Cindy Bellot – Called In
JoAnn Morgan
Richard Romans – Called In

Staff Members:
Dale Collum
Jill McMillan
Cheryl Pulliam

The meeting was called to order at 3:05 p.m.

I. APPROVAL OF MINUTES

June 12, 2025
There was a motion by Mr. O'Steen and a second by Mrs. Schnorbus to approve the June 12, 2025 Board Minutes. All other members present voted in favor of this motion.

August 14, 2025
There was a motion by Mr. O'Steen and a second by Mrs. Schnorbus to approve the August 14, 2025 Budget Meeting Minutes. All other members present voted in favor of this motion.

II. FINANCIAL REPORT

A. FY 2025 BUDGET
Mr. Collum presented the budget update for review.

1. APPROVAL OF FY2025 BILLS
There was a motion by Mrs. Schnorbus and a second by Mrs. Langford to approve all bills. All other members present voted in favor of this motion.

B. BUDGET PROPOSAL FOR FY2026
After discussion, there was a motion by Mrs. Schnorbus and a second by Mr. O'Steen to give a $1 per hour cost-of-living increase for all Three Rivers employees. All other members present voted in favor of this motion. After further discussion, there was a motion by Mrs. Langford and a second by Mr. O'Steen to approve the proposed budget.

III. **ANNUAL PLAN OF SERVICE FY2026**
After review, there was a motion by Mrs. Schnorbus and a second by Mrs. Langford to approve the proposed Annual Plan of Service. All other members present voted in favor of this motion.

IV. **LONG RANGE PLAN OF SERVICE 2025-2030**
After review, there was a motion by Mrs. Langford and a second by Mrs. Schnorbus to approve the proposed Long Range Plan of Service. All other members present voted in favor of this motion.

V. **DIRECTOR'S REPORT**

A. 30 YEAR ANNIVERSARY
Mr. Collum informed the Board that 3Rivers would be celebrating 30 years of service next year.

B. STATE AID GRANT UPDATE
Mr. Collum informed the Board that the State Aid forms have been submitted to the counties for completion and signatures. Some have already been returned.

C. STATISTICS
Quarterly statistics were reviewed by the Board.

There was a motion by Mrs. Langford and a second by Mrs. Schnorbus to adjourn at 3:30 p.m. All other members present voted in favor of this motion.

CHAIRPERSON ________________ DATE 1/27/26