

**LEVY COUNTY BOARD OF COUNTY COMMISSIONERS COMMISSIONERS****Government Serving Citizens****Charlie Kennedy, District 1****Rock Meeks, District 2****Desiree Mills, Chair, District 3****Tim Hodge, Vice Chair, District 4****Johnny Hiers, District 5****Community Services Division Quarterly Report Process**

Levy County Department Heads shall be responsible for reporting on their department's activities every quarter beginning with the first quarter of Fiscal Year 2025.

Quarter	Period	Quarterly Report Due to the County Manager	Quarterly Report Included in the BoCC Agenda
First Quarter FY 2025	October-December	January 10, 2025	January 21, 2025
Second Quarter FY 2025	January-March	April 11, 2025	April 22, 2025
Third Quarter FY 2025	April-June	July 11, 2025	July 22, 2025
Fourth Quarter FY 2025	July-September	October 14, 2025	October 21, 2025
First Quarter FY 2026	October-December	January 14, 2026	January 20, 2026

All Levy County Departments shall use the following Quarterly Report Template.

Levy County Quarterly Department Report

Department Information

Name of Department	Community Services Division
Name of Department Head	Connie Conley
Department Mission	Providing management and leadership with the best interests of the Board of County Commissioners, County Manager, employees and the residents of Levy County.

Department Staffing

	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Number of Budgeted Full- Time Employees		Library – 2 Housing – 2 Veteran Serv – 2 Transit - 11	Library – 2 Housing – 2 Veteran Serv – 2 Transit - 11	Library – 2 Housing – 2 Veteran Serv – 2 Transit - 11	
Number of Actual Full- Time Employees		Library – 2 Housing – 2 Veteran Serv – 2 Transit - 10	Library – 2 Housing – 2 Veteran Serv – 1 Transit - 9	Library – 1 Housing – 2 – 0 Veteran Serv – 1 Transit - 8	
Number of Budgeted Part- Time Employees		Library – 10 Housing – 0 Veteran Serv – 0 Transit - 2	Library – 10 Housing – 0 Veteran Serv – 0 Transit - 2	Library – 10 Housing – 0 Veteran Serv – 0 Transit - 2	
Number of Actual Part- Time Employees		Library – 10 Housing – 0 Veteran Serv – 0 Transit - 0	Library – 10 Housing – 0 Veteran Serv – 0 Transit - 1	Library – 10 Housing – 0 Veteran Serv – 0 Transit - 0	
Comment					

Department Deliverables

Deliverable (To be determined by the Department Head)	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Housing - <u>Engagement/Calls</u> <u>Site Visits</u> <u>Meetings/Workshops</u> <u>SHIP Projects/Applications</u>		<u>453</u> <u>4 (Vehicle Down)</u> <u>47</u> <u>34</u>	<u>397</u> <u>7</u> <u>39</u> <u>5</u>	Unknown 3 2 12	
Library – <u>Patrons</u> <u>Patrons using Computers</u> <u>Hours of Computer Usage</u> <u>Adult Programs/Attendance</u> <u>Tween Programs/Attendance</u> <u>Children’s Programs/Attendance</u> <u>Training/Meetings</u>		<u>7569</u> <u>1889</u> <u>Unavailable</u> <u>54 Total</u> <u>programs for 3</u> <u>Libraries</u>	<u>7145</u> <u>1732</u> <u>2788.5</u> <u>25/332</u> <u>8/22</u> <u>25/413</u> <u>1</u>	8573 1845 2458.5 29 Programs hosted 3	
Transit – <u>Operating Data – See Attached</u> <u>Call Log – New Data as of 4/7/25</u> <u>New Applications</u> <u>Total Days Service Provided</u> <u>Training/</u>		<u>Report Attached</u> <u>N/A</u> <u>68</u> <u>62</u> <u>1</u>	<u>Report Attached</u> <u>2574</u> <u>54</u> <u>59</u> <u>1</u>	Report Attached 2577 38 66 3	
Veteran Services – <u>Client Interaction/Calls</u> <u>New Clients</u> <u>Applications/Documents Submitted</u> <u>Community Outreach</u> <u>Trainings/Workshops</u>		<u>335</u> <u>Unavailable</u> <u>123</u> <u>12</u> <u>7 hours</u>	<u>168</u> <u>58</u> <u>96</u> <u>6</u> <u>10 hours</u>	171 74 62 7 13 hours	
Comment		Division Director Reports began 2 nd Quarter	Veterans info on stats is limited to Wayne Moore only		

Department Highlights:

Housing:

- SHIP Projects: – One (1) completed Rehabilitation Project totaling \$30,000
- Two (2) under third party contract
- One (1) scheduled for signing paperwork to execute third party contract
- Four (4) awarded

Library:

- 29 Programs were successfully hosted during this period. Back-to-school bashes, Book Clubs, Scrabble Games, Author Events, Toddler Times, Story Times, “Teens Read Down Fines” initiative and a Poetry Contest.
- Levy County Library System donated multiple set of Florida Sunshine State Young Readers Award books to all Levy County public schools.
- Staff from the Headquarters office attended several school open houses throughout the county, resulting in over 400 new patron registrations.
- Overall, 8,185 books were circulated throughout the system this quarter.
- The library headquarters was moved from the Board Complex property to the Bronson library, to better serve the library patrons.
- Layce Hallman, Library Manager attended two professional development workshops. One in person, which focused on marketing library services to schools and students, and one online session, exploring the essential roles libraries play in supporting veterans.

- Layce Hallman and Connie Conley attended NEFLIN's Annual Library Conference in Jacksonville on September 19.

Transit:

- James Gray was hired from the road department to fill the vacant mechanic position. Jessie Robinson is assisting James in the maintenance of the transit vehicles, until James becomes familiar with servicing all aspects of the buses. James has attended two training classes at Lively Technical College in Tallahassee. The expense of these classes are covered by FDOT. These training classes are specific to transit buses and very beneficial in the maintenance of the buses. James will be attending future classes as they become available. James will also be working on his ASE Certification classes, which FDOT will also pay for.
- Currently the agency is short 3 F/T, and 2 part-time drivers. The agency lost three drivers during this quarter. One took a job with the school board, 1 due to medical issues, and the other quit for personal reasons. Posting for F/T & P/T Driver closed on Tuesday, October 7.
- Due to the shortage of drivers, the scheduler (Desiree Rodenbaugh) and the operations manager (Anna Elkins) have been driving to fill in the gaps.

Veteran Services:

- Provided expert assistance and benefit counseling to veteran families by guiding these families through the complexities of the VA benefit system. During this period, education was a main focus on educating veterans on the claim process, ensuring the best chance of claims being approved on first attempt.
- Continued support assisting veterans with required applications, forms and supporting document when applying for VA benefits.
- Actively participate in and attended Veteran and Community Organization Outreach events.
- Attended and participated in workshops and training sessions that are essential to maintaining accreditation.

Community Services Division Director Report

- Budgets for all departments finalized
- Closed SHIP/Housing Department – Moved SHIP/Housing Program to Brooke Smith.
- Interviewed two in house applicants for the Veteran Service Officer Manager position. Wayne Moore who was the interim manager, was hired to fill the position.
- Evaluations were completed for all department employees.
- Moved Savannah Lamica from full time library staff to the board office.
- Moved the Library office from the county complex to the Bronson library branch.
- Currently JonesEdmunds engineering company is working on the scope of services for the expansion of adding the new maintenance bay at the transit building.

Overview of all departments-

- Full-time employees – 10
- Part-time employees – 10
- Calls/Interactions – 11,321
- Applications for Services – 112
- Meetings/Trainings - 15