



Regular Meeting of the
Library Advisory Board
Big Pine Key Library
April 24, 2012

AGENDA

1. Call to Order
2. Introductions
3. Approval of Minutes
4. Communications
5. New Business
 - A. Rescheduling Combined Meeting
6. New Business
 - A. Updating Board Handbook
 - B. Budget 2012/2013
7. Adjournment

ADA ASSISTANCE: If you are a person with a disability who needs special accommodations in order to participate in Library Advisory Board proceedings, please contact the County Administrator's Office, by phoning (305) 292-4441, between the hours of 8:30 a.m. - 5:00 p.m., no later than five (5) calendar days prior to the scheduled meeting; if you are hearing or voice impaired, call "711".

MONROE COUNTY PUBLIC LIBRARY
Minutes of the Library Advisory Board
Key Largo Library
December 20, 2011

CALL TO ORDER

The meeting of the Monroe County Library Board was called to order at 10:40 a.m. by Chair Maria Richardson. Present were Board members Michael Shields and Brad Trout.

Guests included (alphabetically) Headquarters Librarian Christine Dunn, Key Largo Friends of the Library President Fred Feldman, Key Largo Friends of the Library Secretary Frieda Feldman, Director of Libraries Norma Kula, County Commissioner Sylvia Murphy, Library Administrator Anne Layton Rice, and Key Largo Library Manager Paulette Sullivan.

INTRODUCTIONS: Participants briefly introduced themselves.

APPROVAL OF MINUTES: The minutes for the October 25, 2011 workshop were unanimously approved.

COMMUNICATIONS:

- The Director of Libraries distributed recent articles regarding privatization of Osceola County's public library system. Following a discussion of issues involved in the privatizing, Brad Trout made a motion requesting that library staff provide the articles to the County Commission. Michael Shields seconded and the motion passed.

CONTINUING BUSINESS:

- The Director of Libraries discussed plans for Monday reopening. January 23 was announced as the target date and promotional plans were being drawn.
- The Director of Libraries and Board member Michael Shields discussed the December 10th memorial service for Karen Riggs.

NEW BUSINESS:

- The Director of Libraries announced that Commissioner Neugent had appointed Susan Miller to the Library Advisory Board for District 2.

- Board Members made plans for the February 28th Combined Meeting. The theme “Tell the Story” was selected. The Board Chair will issue invitations to the county Commissioners and to the Friends groups requesting their participation.

ADJOURNMENT: The meeting was adjourned at 12:05 pm. The next meeting will be the February 28th Combined meeting at the Marathon Government Center.

Respectfully submitted,

Anne Layton Rice

Library Administrator

Monroe County Library—December 2011

| | Key Largo | Islamorada | Marathon | Big Pine | Key West | Total |
|-------------------------------|-----------------|-----------------|-----------------|-----------------|-------------------|-------------------|
| Circulation | | | | | | |
| Adult | 2,541 | 1,272 | 2,384 | 1,994 | 5,029 | 13,220 |
| Juvenile | 1,087 | 294 | 947 | 527 | 2,944 | 5,799 |
| Audio/visual | 1,458 | 658 | 3,010 | 1,679 | 7,117 | 13,922 |
| Total | 5,086 | 2,224 | 6,341 | 4,200 | 15,090 | 32,941 |
| % Change Previous YR | 1% | -1% | -3% | -6% | 8% | 2% |
| Check out Type | | | | | | |
| First time | 3,869 | 1,475 | 5,198 | 3,219 | 10,445 | 24,206 |
| Renewals | 1,217 | 749 | 1,143 | 981 | 4,645 | 8,735 |
| Borrowers | | | | | | |
| Adult | 10,797 | 3,209 | 7,394 | 4,983 | 17,886 | 44,269 |
| Juvenile | 1,489 | 338 | 1,359 | 599 | 3,068 | 6,853 |
| Fee | 192 | 171 | 439 | 145 | 373 | 1,320 |
| Location total | 12,478 | 3,718 | 9,192 | 5,727 | 21,327 | 52,442 |
| Added this month | 58 | 7 | 110 | 18 | 116 | 309 |
| Usage | | | | | | |
| PC Sessions | 1,470 | 775 | 893 | 584 | 2,266 | 5,988 |
| % Change Previous YR | -8% | -13% | -13% | -29% | -21% | -17% |
| Wireless Sessions | 159 | 225 | 74 | 230 | 570 | 1,258 |
| % Change Previous YR | -34% | -11% | -48% | 11% | -39% | -29% |
| Library Visits | 6,269 | 3,603 | 4,352 | 3,722 | 14,929 | 32,875 |
| % Change Previous YR | -11% | -13% | 6% | -8% | -19% | -13% |
| eVisits | | | 125,092 | | | |
| % Change Previous YR | | | 149% | | | |
| Reference Services | | | | | | |
| Info, In-Person | 604 | 525 | 224 | 583 | 4,351 | 6,287 |
| Info, Telephone | 528 | 210 | 305 | 279 | 1,394 | 2,716 |
| Info, Electronic | | | 216 | | | |
| Programming | | | | | | |
| Adult, Number | 8 | 1 | | | 32 | 41 |
| Adult, Attendance | 130 | 6 | | | 249 | 385 |
| Juvenile, Number | 10 | 3 | | 5 | 35 | 53 |
| Juvenile, Attendance | 378 | 60 | | 106 | 1,135 | 1,679 |
| Class Visits, Number | 0 | 0 | 3 | | 10 | 13 |
| Class Visits, Attendance | 0 | 0 | 55 | | 270 | 325 |
| Adult Outreach, Number | 0 | 0 | | | 5 | 5 |
| Adult Outreach, Attendance | 0 | 0 | | | 561 | 561 |
| Juvenile Outreach, Number | 0 | 0 | 5 | | 2 | 7 |
| Juvenile Outreach, Attendance | 0 | 0 | 76 | | 515 | 591 |
| Community use, Number | 16 | 3 | 9 | 10 | 6 | 44 |
| Community use, Attendance | 356 | 70 | 90 | 131 | 271 | 918 |
| Volunteers | | | | | | |
| Number | 12 | 2 | 10 | 4 | 44 | 72 |
| Hours | 184 | 25 | 51 | 36 | 494 | 790 |
| Revenue | | | | | | |
| Copier | 192.90 | 88.60 | 157.30 | 166.70 | 534.80 | 1,140.30 |
| Fines | 183.00 | 70.70 | 163.05 | 34.80 | 311.35 | 762.90 |
| Lost Material | 1.20 | 0.00 | 0.00 | 25.95 | 118.00 | 145.15 |
| Fee | 30.00 | 0.00 | 180.00 | 180.00 | 90.00 | 480.00 |
| Storage | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Total | \$408.10 | \$159.30 | \$500.35 | \$407.45 | \$1,054.15 | \$2,529.35 |

Monroe County Library—January 2012

| | Key Largo | Islamorada | Marathon | Big Pine | Key West | Total |
|-------------------------------|-----------------|-----------------|-------------------|-----------------|-------------------|-------------------|
| Circulation | | | | | | |
| Adult | 3,349 | 1,530 | 3,274 | 2,424 | 5,978 | 16,555 |
| Juvenile | 1,216 | 351 | 889 | 532 | 2,881 | 5,869 |
| Audio/visual | 1,845 | 818 | 3,683 | 1,945 | 7,512 | 15,803 |
| Total | 6,410 | 2,699 | 7,846 | 4,901 | 16,371 | 38,227 |
| % Change Previous YR | 21% | 5% | 7% | 8% | 3% | 7% |
| Check out Type | | | | | | |
| First time | 4,977 | 1,826 | 6,643 | 3,949 | 11,900 | 29,295 |
| Renewals | 1,433 | 873 | 1,203 | 952 | 4,471 | 8,932 |
| Borrowers | | | | | | |
| Adult | 10,880 | 3,225 | 7,428 | 5,016 | 18,044 | 44,593 |
| Juvenile | 1,491 | 337 | 1,397 | 604 | 3,080 | 6,909 |
| Fee | 192 | 172 | 445 | 149 | 379 | 1,337 |
| Location total | 12,563 | 3,734 | 9,270 | 5,769 | 21,503 | 52,839 |
| Added this month | 89 | 19 | 92 | 46 | 173 | 419 |
| Usage | | | | | | |
| PC Sessions | 1,757 | 895 | 1,183 | 871 | 3,154 | 7,860 |
| % Change Previous YR | 2% | 5% | 2% | 1% | 14% | 7% |
| Wireless Sessions | 320 | 225 | 149 | 236 | 744 | 1,674 |
| % Change Previous YR | 21% | -13% | -9% | 12% | -9% | -2% |
| Library Visits | 8,529 | 4,090 | 5,723 | 4,647 | 17,261 | 40,250 |
| % Change Previous YR | -10% | 3% | 16% | 12% | -12% | -4% |
| eVisits | | | 189,901 | | | |
| % Change Previous YR | | | 52% | | | |
| Reference Services | | | | | | |
| Info, In-Person | 689 | 435 | 294 | 316 | 3,557 | 5,291 |
| Info, Telephone | 556 | 375 | 337 | 343 | 1,497 | 3,108 |
| Info, Electronic | | | 222 | | | |
| Programming | | | | | | |
| Adult, Number | 6 | 1 | 1 | | 26 | 34 |
| Adult, Attendance | 154 | 10 | 14 | | 481 | 659 |
| Juvenile, Number | 8 | 4 | 1 | 2 | 31 | 46 |
| Juvenile, Attendance | 273 | 48 | 4 | 41 | 1,065 | 1,431 |
| Class Visits, Number | 0 | 0 | 2 | | 8 | 10 |
| Class Visits, Attendance | 0 | 0 | 88 | | 270 | 358 |
| Adult Outreach, Number | 0 | 0 | | | 11 | 11 |
| Adult Outreach, Attendance | 0 | 0 | | | 1,599 | 1,599 |
| Juvenile Outreach, Number | 0 | 0 | 5 | | 0 | 5 |
| Juvenile Outreach, Attendance | 0 | 0 | 69 | | 0 | 69 |
| Community use, Number | 26 | 16 | 17 | 19 | 12 | 90 |
| Community use, Attendance | 822 | 455 | 199 | 708 | 391 | 2,575 |
| Volunteers | | | | | | |
| Number | 15 | 6 | 10 | 2 | 83 | 116 |
| Hours | 188 | 22 | 75 | 16 | 619 | 920 |
| Revenue | | | | | | |
| Copier | 240.35 | 120.35 | 221.05 | 217.30 | 460.20 | 1,259.25 |
| Fines | 267.25 | 51.55 | 168.00 | 162.45 | 489.65 | 1,138.90 |
| Lost Material | 40.20 | 25.00 | 7.95 | 25.00 | 67.00 | 165.15 |
| Fee | 360.00 | 150.00 | 660.00 | 180.00 | 330.00 | 1,680.00 |
| Storage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | \$907.80 | \$346.90 | \$1,057.00 | \$584.75 | \$1,346.85 | \$4,243.30 |

Monroe County Library—February 2012

| | Key Largo | Islamorada | Marathon | Big Pine | Key West | Total |
|-------------------------------|-----------------|-----------------|-----------------|-----------------|-------------------|-------------------|
| Circulation | | | | | | |
| Adult | 3,237 | 1,403 | 3,283 | 2,468 | 6,425 | 16,816 |
| Juvenile | 1,287 | 335 | 1,034 | 639 | 3,283 | 6,578 |
| Audio/visual | 1,842 | 989 | 3,823 | 1,968 | 8,122 | 16,744 |
| Total | 6,366 | 2,727 | 8,140 | 5,075 | 17,830 | 40,138 |
| % Change Previous YR | 8% | 8% | 15% | 11% | 15% | 13% |
| Check out Type | | | | | | |
| First time | 4,975 | 1,971 | 6,716 | 3,977 | 13,099 | 30,738 |
| Renewals | 1,391 | 756 | 1,424 | 1,098 | 4,731 | 9,400 |
| Borrowers | | | | | | |
| Adult | 9,878 | 2,980 | 6,851 | 4,700 | 16,173 | 40,582 |
| Juvenile | 1,438 | 329 | 1,372 | 585 | 3,028 | 6,752 |
| Fee | 192 | 171 | 443 | 144 | 378 | 1,328 |
| Location total | 11,508 | 3,480 | 8,666 | 5,429 | 19,579 | 48,662 |
| Added this month | 60 | 13 | 55 | 30 | 136 | 294 |
| Usage | | | | | | |
| PC Sessions | 2,395 | 938 | 1,386 | 946 | 3,035 | 8,700 |
| % Change Previous YR | 29% | 5% | 7% | 2% | 5% | 10% |
| Wireless Sessions | 370 | 193 | 157 | 331 | 516 | 1,567 |
| % Change Previous YR | 20% | -33% | 1% | 61% | -31% | -8% |
| Library Visits | 9,738 | 4,904 | 6,287 | 5,242 | 18,464 | 44,635 |
| % Change Previous YR | 11% | 15% | 29% | 11% | 4% | 11% |
| eVisits | | | 146,126 | | | |
| % Change Previous YR | | | 5% | | | |
| Reference Services | | | | | | |
| Info, In-Person | 890 | 480 | 637 | 544 | 4,209 | 6,760 |
| Info, Telephone | 577 | 320 | 411 | 317 | 1,384 | 3,009 |
| Info, Electronic | | | 226 | | | |
| Programming | | | | | | |
| Adult, Number | 8 | 1 | 2 | | 28 | 39 |
| Adult, Attendance | 197 | 8 | 37 | | 553 | 795 |
| Juvenile, Number | 8 | 4 | 2 | 4 | 30 | 48 |
| Juvenile, Attendance | 303 | 58 | 26 | 75 | 1,209 | 1,671 |
| Class Visits, Number | 0 | 0 | | 5 | 1 | 6 |
| Class Visits, Attendance | 0 | 0 | | 42 | 42 | 84 |
| Adult Outreach, Number | 0 | 0 | | | 15 | 15 |
| Adult Outreach, Attendance | 0 | 0 | | | 1,622 | 1,622 |
| Juvenile Outreach, Number | 0 | 0 | 6 | | 1 | 7 |
| Juvenile Outreach, Attendance | 0 | 0 | 98 | | 100 | 198 |
| Community use, Number | 22 | 7 | 21 | 12 | 12 | 74 |
| Community use, Attendance | 696 | 127 | 233 | 167 | 289 | 1,512 |
| Volunteers | | | | | | |
| Number | 14 | 3 | 10 | 2 | 81 | 110 |
| Hours | 192 | 24 | 84 | 12 | 682 | 994 |
| Revenue | | | | | | |
| Copier | 365.20 | 112.90 | 206.40 | 269.30 | 539.20 | 1,493.00 |
| Fines | 287.60 | 76.60 | 212.85 | 111.95 | 451.15 | 1,140.15 |
| Lost Material | 146.00 | 0.00 | 0.00 | 17.00 | 120.45 | 283.45 |
| Fee | 150.00 | 120.00 | 570.00 | 240.00 | 480.00 | 1,560.00 |
| Storage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | \$948.80 | \$309.50 | \$989.25 | \$638.25 | \$1,590.80 | \$4,476.60 |

Monroe County Library—March 2012

| | Key Largo | Islamorada | Marathon | Big Pine | Key West | Total |
|-------------------------------|-----------------|-----------------|-----------------|-----------------|-------------------|-------------------|
| Circulation | | | | | | |
| Adult | 3,287 | 1,578 | 3,015 | 2,613 | 6,150 | 16,643 |
| Juvenile | 1,702 | 500 | 1,047 | 634 | 3,790 | 7,673 |
| Audio/visual | 1,751 | 1,094 | 3,703 | 2,215 | 8,519 | 17,282 |
| Total | 6,740 | 3,172 | 7,765 | 5,462 | 18,459 | 41,598 |
| % Change Previous YR | -1% | 20% | 0% | 5% | 12% | 7% |
| Check out Type | | | | | | |
| First time | 5,289 | 2,100 | 6,419 | 4,283 | 13,056 | 31,147 |
| Renewals | 1,451 | 1,072 | 1,346 | 1,179 | 5,403 | 10,451 |
| Borrowers | | | | | | |
| Adult | 10,004 | 3,011 | 6,920 | 4,760 | 16,400 | 41,095 |
| Juvenile | 1,441 | 333 | 1,375 | 602 | 3,053 | 6,804 |
| Fee | 197 | 175 | 450 | 150 | 390 | 1,362 |
| Location total | 11,642 | 3,519 | 8,745 | 5,512 | 19,843 | 49,261 |
| Added this month | 75 | 26 | 27 | 52 | 130 | 310 |
| Usage | | | | | | |
| PC Sessions | 2083 | 1,137 | 1,339 | 1,003 | 3,601 | 9,163 |
| % Change Previous YR | 3% | 13% | -4% | 9% | 29% | 13% |
| Wireless Sessions | 346 | 248 | 178 | 325 | 649 | 1746 |
| % Change Previous YR | 47% | -18% | 9% | 50% | -12% | 5% |
| Library Visits | 9,593 | 5,291 | 5,512 | 5,309 | 19,722 | 45,427 |
| % Change Previous YR | -13% | 8% | 2% | 11% | 11% | 4% |
| eVisits | | | 152,085 | | | |
| % Change Previous YR | | | 11% | | | |
| Reference Services | | | | | | |
| Info, In-Person | 889 | 393 | 542 | 423 | 4,200 | 6,447 |
| Info, Telephone | 772 | 284 | 330 | 268 | 1,298 | 2,952 |
| Info, Electronic | | | 222 | | | |
| Programming | | | | | | |
| Adult, Number | 7 | 1 | | | 31 | 39 |
| Adult, Attendance | 108 | 10 | | | 447 | 565 |
| Juvenile, Number | 8 | 5 | 3 | 5 | 29 | 50 |
| Juvenile, Attendance | 296 | 68 | 27 | 121 | 1,228 | 1,740 |
| Class Visits, Number | | 1 | 2 | 3 | 2 | 8 |
| Class Visits, Attendance | | 30 | 34 | 39 | 42 | 145 |
| Adult Outreach, Number | | | | | 11 | 11 |
| Adult Outreach, Attendance | | | | | 1,612 | 1,612 |
| Juvenile Outreach, Number | | | 9 | | | 9 |
| Juvenile Outreach, Attendance | | | 184 | | | 184 |
| Community use, Number | 17 | 6 | 24 | 13 | 10 | 70 |
| Community use, Attendance | 1,493 | 135 | 301 | 162 | 188 | 2,279 |
| Volunteers | | | | | | |
| Number | 13 | 4 | 7 | 2 | 82 | 108 |
| Hours | 176 | 25 | 53 | 6 | 404 | 664 |
| Revenue | | | | | | |
| Copier | 346.85 | 116.75 | 280.45 | 338.35 | 689.70 | 1,772.10 |
| Fines | 312.95 | 189.80 | 188.45 | 203.45 | 512.55 | 1,407.20 |
| Lost Material | 25.00 | 50.00 | 25.00 | 133.35 | 67.40 | 300.75 |
| Fee | 90.00 | 150.00 | 210.00 | 90.00 | 330.00 | 870.00 |
| Storage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | \$774.80 | \$506.55 | \$703.90 | \$765.15 | \$1,599.65 | \$4,350.05 |

Digital Library Statistics



Library

From 12/1/2011 through 3/31/2012 | [Select Date Range](#)

Collection details from inception to 3/31/2012

- **Purchased Titles in Collection:** 635
 - Audiobook: 123
 - eBook: 512
- **Purchased Copies in Collection** (counting each copy of each format of a title): 643
 - Audiobook: 125
 - eBook: 518
- **HarperCollins Licensed eBooks in Collection:** 3
 - eBook: 3
- **OCR Titles in Collection:** 14
 - Audiobook: 3
 - eBook: 11

Other details from 12/1/2011 through 3/31/2012

- **Checkouts:** 2,707
 - Audiobook: 460
 - eBook: 2,247
- **Holds:** 1,063
 - Audiobook: 108
 - eBook: 955
- **Unique Library Patrons Checking Out Titles:** 535