



Regular Meeting of the  
Library Advisory Board  
Key West Library  
June 19, 2012

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**AGENDA**

1. Call to Order
2. Introductions
3. Approval of Minutes
4. Communications
5. Continuing Business
  - A. Updating Board Handbook
  - B. Discussion of "Checklist of Activities" and "Golden Rules for Library Board"
  - C. Budget 2012/2013
  - D. Annual Combined Meeting
6. 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  
Big Pine Key Library  
April 24, 2012

**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 Susan Miller.

Guests included (alphabetically) Big Pine Key Library Manager Stephen Chambers, Director of Libraries Norma Kula, and Library Administrator Anne Layton Rice.

**INTRODUCTIONS:** Participants briefly introduced themselves.

**APPROVAL OF MINUTES:** The minutes for the December 20, 2011 meeting were unanimously approved.

**COMMUNICATIONS:**

- The Director of Libraries reported on recent State budgeting that preserves State Aid for Libraries but eliminates funding for the Library Cooperatives.
- Chairperson Maria Richardson directed staff to notify her via phone or in-person when the meeting packet is available.
- The Director of Libraries reported on the status of the vacant board positions.

**CONTINUING BUSINESS:**

- The Board and library staff discussed the possibility of rescheduling the Combined Meeting. Board member Michael Shields made the motion to include the Combined Meeting as continuing business on the board's agenda until further notice. Susan Miller seconded the motion and it passed unanimously.

**NEW BUSINESS:**

- The Director of Libraries provided an overview of the Board Handbook and Checklist of Activities for New Board Members and asked that comments and updates from the Board and staff be brought to the next meeting. The Annual Report of the Board will be included in the Handbook.
- The Director of Libraries discussed the county budget cycle and directive to provide a zero-based budget for FY2012/2013. She offered to distribute the budgeting calendar to board members via email.

- The Board asked staff to change the June 26 meeting date to June 19.

**ADJOURNMENT:** The meeting was adjourned at 12:15 pm. The next meeting will be the June 19<sup>th</sup> meeting at the Key West Library.

Respectfully submitted,

*Anne Layton Rice*

Library Administrator

## Monroe County Library—April 2012

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
<b>Circulation</b>						
Adult	2,430	1,298	2,086	1,971	5,045	12,830
Juvenile	1,447	298	986	739	3,717	7,187
Audio/visual	1,483	1,023	2,735	1,861	7,344	14,446
<b>Total</b>	<b>5,360</b>	<b>2,619</b>	<b>5,807</b>	<b>4,571</b>	<b>16,106</b>	<b>34,463</b>
% Change Previous YR	1%	14%	-2%	6%	8%	5%
<b>Check out Type</b>						
First time	4,242	1,855	4,824	3,508	11,438	25,867
Renewals	1,118	764	983	1,063	4,668	8,596
<b>Borrowers</b>						
Adult	10,042	3,018	6,946	4,789	16,490	41,285
Juvenile	1,440	368	1,376	605	3,059	6,848
Fee	197	175	451	150	390	1,363
<b>Location total</b>	<b>11,679</b>	<b>3,561</b>	<b>8,773</b>	<b>5,544</b>	<b>19,939</b>	<b>49,496</b>
Added this month	38	47	35	36	99	255
<b>Usage</b>						
PC Sessions	1,463	964	1,063	768	2,519	6,777
% Change Previous YR	-8%	31%	19%	5%	17%	11%
Wireless Sessions	167	220	181	198	743	1509
% Change Previous YR	7%	-8%	19%	32%	33%	20%
Library Visits	6,603	4,011	4,193	4,143	16,012	34,962
% Change Previous YR	0%	11%	10%	19%	6%	7%
eVisits			214,504			
% Change Previous YR			50%			
<b>Reference Services</b>						
Info, In-Person	712	360	447	376	3,539	5,434
Info, Telephone	620	250	302	284	1,254	2,710
Info, Electronic	32	17	43	13	30	135
<b>Programming</b>						
Adult, Number	9	0	1		23	33
Adult, Attendance	119	0	12		412	543
Juvenile, Number	7	4	2	4	26	43
Juvenile, Attendance	290	57	32	91	1,408	1,878
Class Visits, Number	0	3	0		2	5
Class Visits, Attendance	0	65	0		42	107
Adult Outreach, Number	0	0	0		5	5
Adult Outreach, Attendance	0	0	0		110	110
Juvenile Outreach, Number	0	0	5		0	5
Juvenile Outreach, Attendance	0	0	93		0	93
Community use, Number	13	6	15	8	0	42
Community use, Attendance	324	112	132	63	0	631
<b>Volunteers</b>						
Number	12	2	4	2	34	54
Hours	172	14	22	10	303	521
<b>Revenue</b>						
Copier	220.60	89.40	157.20	247.70	368.70	1,083.60
Fines	169.95	59.85	77.00	57.15	167.25	531.20
Lost Material	9.99	0.00	25.00	0.00	20.00	54.99
Fee	30.00	25.00	30.00	0.00	0.00	85.00
Storage	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>\$430.54</b>	<b>\$174.25</b>	<b>\$289.20</b>	<b>\$304.85</b>	<b>\$555.95</b>	<b>\$1,754.79</b>

## Monroe County Library—May 2012

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
<b>Circulation</b>						
Adult	2,519	1,249	1,848	1,830	5,270	12,716
Juvenile	1,387	373	738	652	3,736	6,886
Audio/visual	1,659	1,328	2,599	1,457	8,051	15,094
<b>Total</b>	<b>5,565</b>	<b>2,950</b>	<b>5,185</b>	<b>3,939</b>	<b>17,057</b>	<b>34,696</b>
% Change Previous YR	24%	44%	-2%	5%	25%	19%
<b>Check out Type</b>						
First time	4,338	1,999	4,292	2,819	12,210	25,658
Renewals	1,227	951	893	1,120	4,847	9,038
<b>Borrowers</b>						
Adult	10,050	3,021	6,968	4,807	16,549	41,395
Juvenile	1,437	365	1,378	604	3,067	6,851
Fee	198	175	451	150	391	1,365
<b>Location total</b>	<b>11,685</b>	<b>3,561</b>	<b>8,797</b>	<b>5,561</b>	<b>20,007</b>	<b>49,611</b>
Added this month	56	14	40	27	137	274
<b>Usage</b>						
PC Sessions	1,330	992	1,017	713	3,319	7,371
% Change Previous YR	5%	50%	14%	12%	40%	26%
Wireless Sessions	218	191	160	121	960	1,650
% Change Previous YR	85%	6%	240%	-29%	87%	61%
Library Visits	6,491	4,091	4,162	3,591	15,841	34,176
% Change Previous YR	20%	33%	23%	14%	25%	23%
eVisits			126,052			
% Change Previous YR			0%			
<b>Reference Services</b>						
Info, In-Person	704	364	389	342	3,698	5,497
Info, Telephone	616	284	273	218	1,189	2,580
Info, Electronic			187			
<b>Programming</b>						
Adult, Number	7	0	0		39	46
Adult, Attendance	106	0	0		345	451
Juvenile, Number	10	4	2	5	32	53
Juvenile, Attendance	329	36	24	105	1,156	1,650
Class Visits, Number	0	1	0	2	4	7
Class Visits, Attendance	0	12	0	26	84	122
Adult Outreach, Number	0	0	0		3	3
Adult Outreach, Attendance	0	0	0		46	46
Juvenile Outreach, Number	1	0	7		0	8
Juvenile Outreach, Attendance	30	0	138		0	168
Community use, Number	9	3	14	19	8	53
Community use, Attendance	307	49	123	141	86	706
<b>Volunteers</b>						
Number	11	1	3	4	28	47
Hours	174	2	23	12	218	429
<b>Revenue</b>						
Copier	179.05	86.55	165.85	136.85	474.80	1,043.10
Fines	174.95	74.10	133.40	153.95	601.55	1,137.95
Lost Material	25.00	0.00	0.00	39.95	100.99	165.94
Fee	30.00	30.00	0.00	0.00	30.00	90.00
Storage	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>\$409.00</b>	<b>\$190.65</b>	<b>\$299.25</b>	<b>\$330.75</b>	<b>\$1,207.34</b>	<b>\$2,436.99</b>