



Regular Meeting of the
Library Advisory Board
Marathon Library
August 28, 2012

AGENDA

1. Call to Order
2. Introductions
3. Approval of Minutes
4. Communications
5. New Business
 - A. Approval of Annual Plan
 - B. Approval to revise Library policy
6. Continuing Business
 - A. Update Board Handbook
 - B. Discussion of "Checklist of Activities" and "Golden Rules for Library Boards"
 - C. Update on Budget 2012/2013
 - D. Planning of 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 19th 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
Circulation						
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
Total	5,360	2,619	5,807	4,571	16,106	34,463
% Change Previous YR	1%	14%	-2%	6%	8%	5%
Check out Type						
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
Borrowers						
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
Location total	11,679	3,561	8,773	5,544	19,939	49,496
Added this month	38	47	35	36	99	255
Usage						
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%			
Reference Services						
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
Programming						
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
Volunteers						
Number	12	2	4	2	34	54
Hours	172	14	22	10	303	521
Revenue						
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
Total	\$430.54	\$174.25	\$289.20	\$304.85	\$555.95	\$1,754.79

Monroe County Library—May 2012

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
Circulation						
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
Total	5,565	2,950	5,185	3,939	17,057	34,696
% Change Previous YR	24%	44%	-2%	5%	25%	19%
Check out Type						
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
Borrowers						
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
Location total	11,685	3,561	8,797	5,561	20,007	49,611
Added this month	56	14	40	27	137	274
Usage						
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%			
Reference Services						
Info, In-Person	704	364	389	342	3,698	5,497
Info, Telephone	616	284	273	218	1,189	2,580
Info, Electronic			187			
Programming						
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
Volunteers						
Number	11	1	3	4	28	47
Hours	174	2	23	12	218	429
Revenue						
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
Total	\$409.00	\$190.65	\$299.25	\$330.75	\$1,207.34	\$2,436.99

Monroe County Library—June 2012

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
Circulation						
Adult	2,455	1,176	1,714	1,646	4,635	11,626
Juvenile	1,572	332	1,085	815	3,584	7,388
Audio/visual	1,592	1,184	2,670	1,427	7,728	14,601
Total	5,619	2,692	5,469	3,888	15,947	33,615
% Change Previous YR	2%	10%	-5%	0%	-1%	-1%
Check out Type						
First time	4,352	2,015	4,644	3,093	11,781	25,885
Renewals	1,267	677	825	795	4,166	7,730
Borrowers						
Adult	10,122	3,041	7,011	4,850	16,674	41,698
Juvenile	1,438	372	1,397	607	3,082	6,896
Fee	198	176	454	150	392	1,370
Location total	11,758	3,589	8,862	5,607	20,148	49,964
Added this month	74	31	70	47	144	366
Usage						
PC Sessions	1,359	938	1,008	689	3,498	7,492
% Change Previous YR	-8%	33%	9%	15%	53%	25%
Wireless Sessions	238	153	146	137	904	1,578
% Change Previous YR	80%	-23%	85%	-4%	42%	33%
Library Visits	7,118	4,021	4,529	3,713	15,939	35,320
% Change Previous YR	4%	12%	23%	9%	22%	16%
eVisits			119,004			
% Change Previous YR			-11%			
Reference Services						
Info, In-Person	800	340	243	411	3,463	5,257
Info, Telephone	684	295	369	343	1,357	3,048
Info, Electronic			254			
Programming						
Adult, Number	8	0	0		17	25
Adult, Attendance	107	0	0		160	267
Juvenile, Number	14	4	5	7	28	58
Juvenile, Attendance	553	94	114	177	1,124	2,062
Class Visits, Number	0	0	11		0	11
Class Visits, Attendance	0	0	167		0	167
Adult Outreach, Number	0	0	0		7	7
Adult Outreach, Attendance	0	0	0		66	66
Juvenile Outreach, Number	0	0	6		0	6
Juvenile Outreach, Attendance	0	0	113		0	113
Community use, Number	15	2	8	15	10	50
Community use, Attendance	553	60	74	137	53	877
Volunteers						
Number	11	1	1	3	24	40
Hours	172	2	9	26	186	395
Revenue						
Copier	160.10	74.20	158.90	123.70	352.80	869.70
Fines	355.15	75.55	134.25	150.10	527.55	1,242.60
Lost Material	0.00	0.00	0.00	35.00	68.98	103.98
Fee	30.00	30.00	120.00	0.00	30.00	210.00
Storage	0.50	0.00	0.00	0.00	0.00	0.50
Total	\$545.75	\$179.75	\$413.15	\$308.80	\$979.33	\$2,426.78

Monroe County Library—July 2012

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
Circulation						
Adult	2,270	1,299	1,717	353	5,002	10,641
Juvenile	1,672	421	1,177	779	3,731	7,780
Audio/visual	1,663	1,245	2,537	2,855	7,775	16,075
Total	5,605	2,965	5,431	3,987	16,508	34,496
% Change Previous YR	0%	15%	-1%	7%	2%	3%
Check out Type						
First time	4,350	1,967	4,579	2,868	12,240	26,004
Renewals	1,255	998	852	1,119	4,268	8,492
Borrowers						
Adult	10,199	3,051	7,059	4,871	16,807	41,987
Juvenile	1,441	374	1,411	615	3,101	6,942
Fee	198	176	453	151	394	1,372
Location total	11,838	3,601	8,923	5,637	20,302	50,301
Added this month	85	17	58	33	163	356
Usage						
PC Sessions	1,379	799	960	838	3,737	7,713
% Change Previous YR	-10%	19%	29%	55%	70%	36%
Wireless Sessions	215	137	162	227	920	1,661
% Change Previous YR	44%	-13%	252%	51%	68%	58%
Library Visits	6,957	3,710	4,548	3,771	16,265	35,251
% Change Previous YR	6%	12%	33%	13%	8%	11%
eVisits			122,411			
% Change Previous YR			3%			
Reference Services						
Info, In-Person	779	333	517	423	3,682	5,734
Info, Telephone	660	255	376	302	1,255	2,848
Info, Electronic			230			
Programming						
Adult, Number	5	0	0		16	21
Adult, Attendance	119	0	0		159	278
Juvenile, Number	20	3	4	5	25	57
Juvenile, Attendance	587	90	135	92	1,216	2,120
Class Visits, Number		0	9		3	12
Class Visits, Attendance		0	213		66	279
Adult Outreach, Number		0	0		10	10
Adult Outreach, Attendance		0	0		140	140
Juvenile Outreach, Number		0	3		1	4
Juvenile Outreach, Attendance		0	69		8	77
Community use, Number	7	4	12	9	11	43
Community use, Attendance	291	55	126	112	53	637
Volunteers						
Number	10	2	5	3	21	41
Hours	156	6	26	21	250	459
Revenue						
Copier	145.50	97.20	166.00	165.80	351.40	925.90
Fines	313.35	102.40	191.15	160.50	559.40	1,326.80
Lost Material	25.00	0.00	75.00	25.00	104.95	229.95
Fee	0.00	0.00	0.00	30.00	30.00	60.00
Storage	0.00	0.00	0.00	0.00	0.00	0.00
Total	\$483.85	\$199.60	\$432.15	\$381.30	\$1,045.75	\$2,542.65