



Regular Meeting of the
Library Advisory Board
Islamorada Library
December 11, 2012

AGENDA

1. Call to Order
2. Introductions
3. Approval of Minutes
4. Communications
5. New Business
 - A. Approval to revise Library policy
 - B. Board's Annual Report
6. Continuing Business
 - A. Update Board Handbook
 - B. Discussion of "Checklist of Activities" and "Golden Rules for Library Boards"
 - C. Update on Public PC software upgrades
 - 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
Key Largo Library
October 23, 2012

CALL TO ORDER

The meeting of the Monroe County Library Board was called to order at 10:35 a.m. by Chair Maria Richardson. Present were Board members Michael Shields and Susan Miller.

Guests included (alphabetically) 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 April 24, 2012 meeting were unanimously approved.

COMMUNICATIONS:

- The Director of Libraries sent her regrets. Board Member Michael Shields requested a moment of silence in honor of Leon Kula and concern for Norma.
- Board Member Elizabeth Jolin sent her regrets due to a previous commitment.

NEW BUSINESS:

- Board Member Michael Shields nominated and made a motion for Maria Richardson to continue as Board Chair. The nomination was accepted and the vote was unanimous.
- Board Member Susan Miller nominated Michael Shields to serve as Vice-Chair. The nomination was accepted and the vote was unanimous.
- Board Member Michael Shields offered to update and submit the Board's Annual Report for approval.
- Library Administrator Anne Layton Rice distributed a requested change to library policy allowing the sale of books during authors' book signings and similar events. Board Member Michael Shields moved and Board Member Susan Miller seconded the policy change. After discussion, the motion passed unanimously.
- Board Member Michael Shields discussed recent complaints he had received from customers about the obsolete software on public PCs. The Board urged staff to follow-up on the state of the Public PCs and software and to report on status of upgrades at next meeting.

CONTINUING BUSINESS:

- Discussion of “Checklist of Activities” and “Golden Rules for Library Boards” and update of Board handbook were tabled for a future meeting.
- Library Administrator Anne Layton Rice provided information about the recent budget approval.
- The Board discussed the Annual Combined Meeting and directed staff to check dates for potential conflicts with the legislative session and Florida Keys Days in Tallahassee.

ADJOURNMENT: The meeting was adjourned at 12:15 pm. The next meeting will be the December 11th meeting at the Islamorada Library. Commissioner Rice is on rotation to attend.

Respectfully submitted,

Anne Layton Rice

Library Administrator

Monroe County Library—October 2012

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
Circulation						
Adult	2,346	1,205	1,955	1,668	4,759	11,933
Juvenile	1,526	402	870	487	3,425	6,710
Audio/visual	1,654	1,274	2,550	1,171	7,013	13,662
Total	5,526	2,881	5,375	3,326	15,197	32,305
% Change Previous YR	7%	42%	-3%	-8%	9%	6%
Check out Type						
First time	4,091	2,066	4,597	2,550	10,584	23,888
Renewals	1,435	815	778	776	4,613	8,417
Borrowers						
Adult	8,981	2,713	6,386	4,329	15,213	37,622
Juvenile	1,187	337	1,358	525	2,737	6,144
Fee	197	176	456	152	394	1,375
Location total	10,365	3,226	8,200	5,006	18,344	45,141
Added this month	68	19	117	48	120	372
Usage						
PC Sessions	1,566	715	1,089	800	3,577	7,747
% Change Previous YR	45%	15%	52%	27%	42%	39%
Wireless Sessions	244	182	145	152	874	1,597
% Change Previous YR	54%	30%	383%	25%	52%	56%
Library Visits	7,063	3,973	4,755	4,735	16,050	36,576
% Change Previous YR	36%	27%	42%	59%	23%	32%
eVisits			127,468			
% Change Previous YR			-8%			
Reference Services						
Info, In-Person	888	475	365	547	4,099	6,374
Info, Telephone	782	490	289	493	1,344	3,398
Info, Electronic			227			
Programming						
Adult, Number	8	0		1	19	28
Adult, Attendance	138	0		47	122	307
Juvenile, Number	17	3	1	3	34	58
Juvenile, Attendance	337	35	4	70	1,278	1,724
Class Visits, Number	0	0	10		8	18
Class Visits, Attendance	0	0	304		256	560
Adult Outreach, Number	0	0			7	7
Adult Outreach, Attendance	0	0			121	121
Juvenile Outreach, Number	1	0	8	6	0	15
Juvenile Outreach, Attendance	26	0	130	308	0	464
Community use, Number	14	8	10	16	6	54
Community use, Attendance	498	678	93	1,316	37	2,622
Volunteers						
Number	12	2	5	2	27	48
Hours	169	4	42	18	251	484
Revenue						
Copier	163.20	97.60	224.20	120.60	364.30	969.90
Fines	285.45	107.55	147.00	123.55	229.85	893.40
Lost Material	82.09	11.40	50.00	0.00	49.00	192.49
Fee	0.00	0.00	60.00	0.00	0.00	60.00
Storage	0.00	0.00	0.00	0.00	0.00	0.00
Total	\$530.74	\$216.55	\$481.20	\$244.15	\$643.15	\$2,115.79

**MONROE COUNTY PUBLIC LIBRARY ADVISORY BOARD
PROPOSED MEETING DATES
2013**

March 05, 2013	Marathon EOC Regular and Combined Meeting	10:30 a.m.
April 16, 2013	Islamorada Library	10:30 a.m.
June 25, 2013	Key West Library	10:30 a.m.
August 27, 2013	Marathon Library	10:30 a.m.
October 22, 2013	Key Largo Library	10:30 a.m.
December 17, 2013	Big Pine Key Library	10:30 a.m.

Revised 10/31/12