



Library Advisory Board Meeting  
Marathon Government Center  
March 5, 2013 --10:30 A.M.

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## AGENDA

1. Call to Order
2. Introductions
3. Approval of Minutes
4. Communications
5. New Business
  - A. Approval to accept Key West Friends of the Library donation
  - B. Board's Annual Report
  - C. Bylaws concerning Annual Combined Meeting
  - D. Proposed revisions to Library Policy
6. Continuing Business
  - A. Update Board Handbook
  - B. Update on Public PC software upgrades
  - C. Discussion of "Checklist of Activities" and "Golden Rules for Library Boards"
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  
Islamorada Library  
December 11, 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 Stephanie Griffiths, Elizabeth Jolin , and Susan Miller.

Guests included (alphabetically) Director of Libraries Norma Kula, Library Administrator Anne Layton Rice, County Commissioner David Rice, and Islamorada Library Manager Kathy Ebert.

**INTRODUCTIONS:** Participants briefly introduced themselves.

**APPROVAL OF MINUTES:** The minutes for the October 23, 2012 meeting were unanimously approved.

**COMMUNICATIONS:**

- Board Member Michael Shields sent his regrets. The Director of Libraries described a recent vehicle accident that affected the Key Largo Library building.

**NEW BUSINESS:**

- Board Member Elizabeth Jolin made a motion to accept a donation of furniture from the Islamorada Friends of the Library. Chair Maria Richardson seconded and the motion passed unanimously.
- Board Member Elizabeth Jolin made a motion to accept Board meeting dates for 2013. Board Member Susan Miller seconded and the motion passed unanimously.
- The Director of Libraries announced that the library will be airing radio spots on WIIS radio.
- The Board considered three revisions to the Library Policy. After discussion of each section, and after minor edits, the revisions passed unanimously.
- Discussion of the Board's Annual Report was tabled until the next Board meeting.

**CONTINUING BUSINESS:**

- The Director of Libraries distributed updates to the Board Handbook.
- Planning of the Annual Combined Meeting was tabled until the next Board meeting. A change to the Bylaws regarding the Combined Meeting will be discussed at that time.

- The Board requested that discussion of the “Checklist of Activities” and “Golden Rules for Library Board” be held at a later meeting.

**ADJOURNMENT:** The meeting was adjourned at 12:00 pm. The next meeting will be the March 5<sup>th</sup> Combined meeting at the Marathon Government Center.

Respectfully submitted,

*Anne Layton Rice*

Library Administrator

## Monroe County Library—December 2012

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
<b>Circulation</b>						
Adult	2,388	1,094	1,957	1,642	4,949	12,030
Juvenile	1,179	352	864	628	2,438	5,461
Audio/visual	1,749	1,084	2,588	1,464	7,114	13,999
<b>Total</b>	<b>5,316</b>	<b>2,530</b>	<b>5,409</b>	<b>3,734</b>	<b>14,501</b>	<b>31,490</b>
% Change Previous YR	5%	14%	-15%	-11%	-4%	-4%
<b>Check out Type</b>						
First time	3,932	1,741	4,553	2,732	10,120	23,078
Renewals	1,384	789	856	1,002	4,381	8,412
<b>Borrowers</b>						
Adult	9,089	2,746	6,450	4,394	15,417	38,096
Juvenile	1,189	343	1,399	530	2,750	6,211
Fee	198	177	462	153	395	1,385
<b>Location total</b>	<b>10,476</b>	<b>3,266</b>	<b>8,311</b>	<b>5,077</b>	<b>18,562</b>	<b>45,692</b>
Added this month	53	15	38	35	111	252
<b>Usage</b>						
PC Sessions	1,533	635	1,109	736	3,723	7,736
% Change Previous YR	4%	-18%	24%	26%	64%	29%
Wireless Sessions	272	145	151	129	904	1,601
% Change Previous YR	71%	-36%	104%	-44%	59%	27%
Library Visits	7,248	3,525	4,274	3,633	14,943	33,623
% Change Previous YR	16%	-2%	-2%	-2%	0%	2%
eVisits			155,077			
% Change Previous YR			24%			
<b>Reference Services</b>						
Info, In-Person	819	345	383	352	3,683	5,582
Info, Telephone	653	230	276	247	1,149	2,555
Info, Electronic			174			
<b>Programming</b>						
Adult, Number	7	2			26	35
Adult, Attendance	225	17			168	410
Juvenile, Number	9	4		4	28	45
Juvenile, Attendance	311	89		92	1,101	1,593
Class Visits, Number		1			6	7
Class Visits, Attendance		20			180	200
Adult Outreach, Number					4	4
Adult Outreach, Attendance					749	749
Juvenile Outreach, Number			8	10	1	19
Juvenile Outreach, Attendance			151	324	600	1,075
Community use, Number	11	3	9	9	5	37
Community use, Attendance	301	35	70	126	265	797
<b>Volunteers</b>						
Number	13	2	5	2	54	76
Hours	172	12	24	16	427	651
<b>Revenue</b>						
Copier	\$150.50	\$57.90	\$149.60	\$159.20	\$303.00	820.20
Fines	\$23.00	\$73.95	\$83.43	\$79.35	\$403.55	663.28
Lost Material	\$0.00	\$39.95	\$0.00	\$25.00	\$119.96	184.91
Fee	\$60.00	\$30.00	\$270.00	\$120.00	\$90.00	570.00
Storage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
<b>Total</b>	<b>\$233.50</b>	<b>\$201.80</b>	<b>\$503.03</b>	<b>\$383.55</b>	<b>\$916.51</b>	<b>\$2,238.39</b>

## Monroe County Library—January 2013

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
<b>Circulation</b>						
Adult	3,229	1,533	3,132	2,378	6,487	16,759
Juvenile	1,336	439	818	538	3,177	6,308
Audio/visual	1,980	1,551	3,365	1,719	7,712	16,327
<b>Total</b>	<b>6,545</b>	<b>3,523</b>	<b>7,315</b>	<b>4,635</b>	<b>17,376</b>	<b>39,394</b>
% Change Previous YR	2%	31%	-7%	-5%	6%	3%
<b>Check out Type</b>						
First time	5,186	2,666	6,229	3,672	12,403	30,156
Renewals	1,359	857	1,086	963	4,973	9,238
<b>Borrowers</b>						
Adult	8,588	2,636	6,165	4,294	14,170	35,853
Juvenile	1,134	331	1,357	515	2,523	5,860
Fee	203	177	468	155	353	1,356
<b>Location total</b>	<b>9,925</b>	<b>3,144</b>	<b>7,990</b>	<b>4,964</b>	<b>17,046</b>	<b>43,069</b>
Added this month	60	25	69	44	162	360
<b>Usage</b>						
PC Sessions	1815	1050	1296	955	4019	9,135
% Change Previous YR	3%	17%	10%	10%	27%	16%
Wireless Sessions	325	325	213	225	1067	2155
% Change Previous YR	2%	44%	43%	-5%	43%	29%
Library Visits	8,915	4,494	5,682	4,550	17,974	41,615
% Change Previous YR	5%	10%	-1%	-2%	4%	3%
eVisits			176,431			
% Change Previous YR			-7%			
<b>Reference Services</b>						
Info, In-Person	893	875	396	586	5,018	7,768
Info, Telephone	759	425	353	455	936	2,928
Info, Electronic			277			
<b>Programming</b>						
Adult, Number	8	2	0		25	35
Adult, Attendance	98	16	0		393	507
Juvenile, Number	9	4	1	5	31	50
Juvenile, Attendance	340	42	4	91	775	1,252
Class Visits, Number	0	1	0		0	1
Class Visits, Attendance	0	15	0		0	15
Adult Outreach, Number	0	0	1		10	11
Adult Outreach, Attendance	0	0	20		1,058	1,078
Juvenile Outreach, Number	2	0	6	6	0	14
Juvenile Outreach, Attendance	54	0	105	216	0	375
Community use, Number	12	5	12	8	10	47
Community use, Attendance	369	75	60	79	277	860
<b>Volunteers</b>						
Number	10	4	3	2	74	93
Hours	185	24	40	28	456	733
<b>Revenue</b>						
Copier	\$320.95	\$152.15	\$246.95	\$375.40	\$530.90	1,626.35
Fines	\$295.10	\$180.35	\$157.55	\$184.55	\$880.76	1,698.31
Lost Material	\$29.60	\$0.00	\$0.00	\$66.99	\$239.93	336.52
Fee	\$330.00	\$150.00	\$960.00	\$240.00	\$300.00	1,980.00
Storage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
<b>Total</b>	<b>\$975.65</b>	<b>\$482.50</b>	<b>\$1,364.50</b>	<b>\$866.94</b>	<b>\$1,951.59</b>	<b>\$5,641.18</b>