



Library Advisory Board Meeting
Islamorada Library
April 16, 2013 --10:30 A.M.

AGENDA

1. Call to Order
2. Introductions
3. Approval of Minutes
4. Communications
5. New Business
 - A. Changes to the Bylaws
 - B. FY2014 Budget
6. Continuing Business
 - A. Discussion of "Checklist of Activities" and "Golden Rules for Library Boards"
 - B. Report on Golan Fund
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
Marathon Government Center
March 5, 2013

CALL TO ORDER

The meeting of the Monroe County Library Board was called to order at 10:30 a.m. by Chair Maria Richardson. Present were Board members Stephanie Griffiths, Elizabeth Jolin , Susan Miller, and Michael Shields.

Participants included (alphabetically) Headquarters Librarian Christine Dunn, Islamorada Library Manager Kathy Ebert, Director of Libraries Norma Kula, Key West Friends of the Library Board Member Annette Liggett, County Commissioner Sylvia Murphy, and Library Administrator Anne Layton Rice.

INTRODUCTIONS: Participants briefly introduced themselves.

APPROVAL OF MINUTES: The minutes for the December 11, 2012 meeting were unanimously approved.

COMMUNICATIONS:

- The Director of Libraries announced that State Aid had been approved for \$66,905 and E-rate funding at approximately \$25,000. The Library Administrator provided quarterly statistics for eBook circulation.

NEW BUSINESS:

- Michael Shields made a motion to accept a cash donation from the Key West Friends of the Library. Stephanie Griffiths seconded and the motion passed unanimously.
- Michael Shields made a motion to accept a cash donation from the Islamorada Friends of the Library for children's programming. Stephanie Griffiths seconded and the motion passed unanimously.
- The Board's Annual Report was submitted and read into the record by Michael Shields.
- The Board considered revisions to the Library Policy. After discussion of each section, the revisions passed unanimously and will be proposed for approval at the next BOCC meeting.
- A change to the Bylaws regarding the Combined Meeting was proposed by Stephanie Griffiths. She suggested "...shall be held once a year" be edited to read "...shall be held at the pleasure of the Board."

- Elizabeth Jolin suggested a change to the Bylaws requiring monthly meetings to “a minimum of six meetings per year.” Both proposed changes, along with a general review of the Bylaws will be considered at the next meeting.
- The Board requested that the Director research higher-interest options for the Margo Golan Fund.

CONTINUING BUSINESS:

- The Director of Libraries distributed and discussed updates to the Board Handbook.
- The Director of Libraries updated the Board on progress to the Public PC software upgrades.
- 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 12:25 pm. The next meeting will be the April 16th meeting at the Islamorada Library.

Respectfully submitted,

Anne Layton Rice

Library Administrator

Monroe County Library—February 2013

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
Circulation						
Adult	2,958	1,520	2,892	2,396	5,809	15,575
Juvenile	1,280	426	844	421	3,493	6,464
Audio/visual	1,612	1,254	3,083	1,713	6,955	14,617
Total	5,850	3,200	6,819	4,530	16,257	36,656
% Change Previous YR	-8%	17%	-16%	-11%	-9%	-9%
Check out Type						
First time	4,422	2,270	5,761	3,542	11,366	27,361
Renewals	1,428	930	1,058	988	4,891	9,295
Borrowers						
Adult	8,633	2,655	6,204	4,315	14,266	36,073
Juvenile	1,133	332	1,359	513	2,526	5,863
Fee	203	182	475	156	358	1,374
Location total	9,969	3,169	8,038	4,984	17,150	43,310
Added this month	49	28	49	30	111	267
Usage						
PC Sessions	1,846	858	1,298	1,154	3,660	8,816
% Change Previous YR	-23%	-9%	-6%	22%	21%	1%
Wireless Sessions	307	221	172	378	1014	2092
% Change Previous YR	-17%	15%	10%	14%	97%	34%
Library Visits	8,175	4,933	5,586	4,892	17,163	40,749
% Change Previous YR	-16%	1%	-11%	-7%	-7%	-9%
eVisits			155,911			
% Change Previous YR			7%			
Reference Services						
Info, In-Person	843	736	480	610	3,976	6,645
Info, Telephone	825	350	370	345	1,361	3,251
Info, Electronic			238			
Programming						
Adult, Number	8	1	1		23	33
Adult, Attendance	126	15	36		368	545
Juvenile, Number	9	4	2	4	26	45
Juvenile, Attendance	328	47	12	82	778	1,247
Class Visits, Number		1		1	4	6
Class Visits, Attendance		16		15	88	119
Adult Outreach, Number		0			10	10
Adult Outreach, Attendance		0			1,467	1,467
Juvenile Outreach, Number	2	0	9	8	1	20
Juvenile Outreach, Attendance	112	0	160	283	501	1,056
Community use, Number	20	6	17	14	6	63
Community use, Attendance	849	117	229	245	222	1,662
Volunteers						
Number	13	4	4	2	76	99
Hours	168	10	38	8	619	843
Revenue						
Copier	\$289.50	\$142.20	\$263.00	\$273.30	\$659.00	1,627.00
Fines	\$337.00	\$119.85	\$123.85	\$162.25	\$523.55	1,266.50
Lost Material	\$0.00	\$0.00	\$0.00	\$0.00	\$40.39	40.39
Fee	\$240.00	\$270.00	\$510.00	\$30.00	\$300.00	1,350.00
Storage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total	\$866.50	\$532.05	\$896.85	\$465.55	\$1,522.94	\$4,283.89

Monroe County Library—March 2013

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
Circulation						
Adult	2,931	1,409	2,660	2,365	5,910	15,275
Juvenile	1,629	382	1,059	553	3,907	7,530
Audio/visual	1,889	1,211	3,050	1,913	7,589	15,652
Total	6,449	3,002	6,769	4,831	17,406	38,457
% Change Previous YR	-4%	-5%	-13%	-12%	-6%	-8%
Check out Type						
First time	4,770	2,066	5,820	3,642	11,920	28,218
Renewals	1,679	936	949	1,189	5,486	10,239
Borrowers						
Adult	8,568	2,639	6,180	4,309	14,202	35,898
Juvenile	1,115	337	1,351	517	2,527	5,847
Fee	202	180	473	155	361	1,371
Location total	9,885	3,156	8,004	4,981	17,090	43,116
Added this month	53	20	43	32	114	262
Usage						
PC Sessions	1836	736	1082	1063	3451	8,168
% Change Previous YR	-12%	-35%	-19%	6%	-4%	-11%
Wireless Sessions	353	207	259	500	1120	2439
% Change Previous YR	2%	-17%	46%	54%	73%	40%
Library Visits	10,212	4,875	4,965	5,032	17,732	42,816
% Change Previous YR	6%	-8%	-10%	-5%	-10%	-6%
eVisits			158,907			
% Change Previous YR			4%			
Reference Services						
Info, In-Person	891	465	518	498	4,214	6,586
Info, Telephone	663	280	302	310	1,270	2,825
Info, Electronic			225			
Programming						
Adult, Number	7	1		1	40	49
Adult, Attendance	121	12		140	463	736
Juvenile, Number	8	4	1	4	26	43
Juvenile, Attendance	306	45	4	79	676	1,110
Class Visits, Number	0	2	1	3	0	6
Class Visits, Attendance	0	40	20	61	0	121
Adult Outreach, Number	0	0			9	9
Adult Outreach, Attendance	0	0			781	781
Juvenile Outreach, Number	1	0	9	7	0	17
Juvenile Outreach, Attendance	45	0	205	252	0	502
Community use, Number	22	9	17	10	8	66
Community use, Attendance	1,498	225	232	192	146	2,293
Volunteers						
Number	12	2	2	2	93	111
Hours	169	6	21	20	629	845
Revenue						
Copier	\$229.90	\$135.20	\$260.70	\$313.20	\$489.00	1,428.00
Fines	\$251.70	\$129.15	\$73.50	\$124.45	\$282.35	861.15
Lost Material	\$75.00	\$0.00	\$0.00	\$0.00	\$30.99	105.99
Fee	\$0.00	\$0.00	\$210.00	\$90.00	\$270.00	570.00
Storage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total	\$556.60	\$264.35	\$544.20	\$527.65	\$1,072.34	\$2,965.14