



Library Advisory Board Meeting
Key West Library
June 25, 2013 --10:30 A.M.

AGENDA

1. Call to Order
2. Introductions
3. Approval of Minutes
4. Communications
5. New Business
 - A. Florida History Department opportunities
 - B. Approval--Key Largo Circulation Desk
 - C. Demo of Instant Invite service
6. Continuing Business
 - A. Report on Golan Fund
 - B. Update--FY2014 Budget
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 Branch Library
April 16, 2013

CALL TO ORDER

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

Participants included: (alphabetically) Kathy Ebert, Islamorada Library, and Director of Libraries, Norma Kula.

INTRODUCTIONS: Participants briefly introduced themselves.

APPROVAL OF MINUTES: The minutes for the March 5, 2013, meeting were unanimously approved.

COMMUNICATIONS:

- Norma Kula, Director of Libraries, recently attended Monroe County Budget Workshop Meeting.
- Discussion regarding importance of Friends groups and the L.A.B. as critical part of communication with BOCC.
- Key Largo Library Assistant Diane Marcinak will be painting a mural on the wall in the Children's area at the Key Largo Library.
- National Library Week April 14-20. Libraries will be extending amnesty for overdue fines that week and the following week. There will be a BOCC proclamation at the April 17 BOCC meeting.

NEW BUSINESS:

- Stephanie Griffith made a motion to accept a donation from the Keys Children Foundation of Ocean Reef to the Key Largo Library. Susan Miller seconded and motion passed unanimously.
- Second reading of changes to bylaws. Change bylaws to read the combined/joint meeting "will be held at the pleasure of the Board with the date and hour to be set." Elizabeth Jolin motioned, Stephanie Griffiths seconded and motion passed unanimously.
- Second reading of changes to bylaws. Change bylaws to require "a minimum of six meetings per year." Stephanie Griffiths motioned to accept the changes, Elizabeth Jolin seconded, and motion passed unanimously.
- Discussion of FY2014 budget meeting. BOCC discussed proposed capital projects and budget outlook. Department heads were instructed to submit three possible budget scenarios: a flat budget; a budget with a 5% increase; and a budget with a 5% decrease.

CONTINUING BUSINESS:

- Copies of the "Golden Rules for Library Boards" were distributed.
- The Golan fund was discussed as to whether this is an interest bearing account. Stephanie Griffith volunteered to make inquiries and investigate interest options for this fund.

ADJOURNMENT: The meeting was adjourned at 11:40 a.m. The next meeting will be the June 25th meeting at the Key West Library.

Respectfully submitted

Kathy Ebert
Branch Manager

Monroe County Library—April 2013

| | Key Largo | Islamorada | Marathon | Big Pine | Key West | Total |
|-------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| Circulation | | | | | | |
| Adult | 2,490 | 1,210 | 2,218 | 2,143 | 4,677 | 12,738 |
| Juvenile | 1,441 | 245 | 803 | 502 | 3,290 | 6,281 |
| Audio/visual | 1,354 | 1,034 | 2,587 | 1,436 | 6,788 | 13,199 |
| Total | 5,285 | 2,489 | 5,608 | 4,081 | 14,755 | 32,218 |
| % Change Previous YR | -1% | -5% | -3% | -11% | -8% | -7% |
| Check out Type | | | | | | |
| First time | 3,945 | 1,803 | 4,737 | 3,204 | 10,204 | 23,893 |
| Renewals | 1,340 | 686 | 871 | 877 | 4,551 | 8,325 |
| Borrowers | | | | | | |
| Adult | 8,325 | 2,568 | 5,995 | 4,203 | 13,919 | 35,010 |
| Juvenile | 1,092 | 335 | 1,329 | 502 | 2,502 | 5,760 |
| Fee | 181 | 174 | 428 | 143 | 338 | 1,264 |
| Location total | 9,598 | 3,077 | 7,752 | 4,848 | 16,759 | 42,034 |
| Added this month | 50 | 13 | 55 | 20 | 94 | 232 |
| Usage | | | | | | |
| PC Sessions | 1482 | 675 | 1031 | 765 | 3847 | 7,800 |
| % Change Previous YR | 1% | -30% | -3% | 0% | 53% | 15% |
| Wireless Sessions | 301 | 182 | 130 | 228 | 1398 | 2,239 |
| % Change Previous YR | 80% | -17% | -28% | 15% | 88% | 48% |
| Library Visits | 6,262 | 4,120 | 4,374 | 4,010 | 15,275 | 34,041 |
| % Change Previous YR | -5% | 3% | 4% | -3% | -5% | -3% |
| eVisits | | | 124,557 | | | |
| % Change Previous YR | | | -42% | | | |
| Reference Services | | | | | | |
| Info, In-Person | 944 | 415 | 510 | 436 | 4,180 | 6,485 |
| Info, Telephone | 621 | 225 | 321 | 266 | 1,175 | 2,608 |
| Info, Electronic | | | | | | |
| Programming | | | | | | |
| Adult, Number | 9 | 1 | | | 14 | 24 |
| Adult, Attendance | 163 | 6 | | | 109 | 278 |
| Juvenile, Number | 7 | 4 | 1 | 4 | 28 | 44 |
| Juvenile, Attendance | 251 | 44 | 4 | 86 | 605 | 990 |
| Class Visits, Number | 1 | 0 | | | 3 | 4 |
| Class Visits, Attendance | 79 | 0 | | | 82 | 161 |
| Adult Outreach, Number | | 0 | 1 | | 5 | 6 |
| Adult Outreach, Attendance | | 0 | 75 | | 578 | 653 |
| Juvenile Outreach, Number | | 0 | 8 | 12 | 0 | 20 |
| Juvenile Outreach, Attendance | | 0 | 138 | 216 | 0 | 354 |
| Community use, Number | 17 | 5 | 7 | 10 | 4 | 43 |
| Community use, Attendance | 355 | 111 | 81 | 81 | 185 | 813 |
| Volunteers | | | | | | |
| Number | 11 | | 4 | 2 | 79 | 96 |
| Hours | 164 | | 25 | 15 | 723 | 927 |
| Revenue | | | | | | |
| Copier | 176.40 | 113.80 | 173.60 | 239.60 | 478.60 | 1,182.00 |
| Fines | 132.70 | 62.70 | 48.65 | 108.10 | 74.35 | 426.50 |
| Lost Material | 0.00 | 0.00 | 0.00 | 0.00 | 16.95 | 16.95 |
| Fee | 0.00 | 30.00 | 60.00 | 0.00 | 60.00 | 150.00 |
| Storage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | \$309.10 | \$206.50 | \$282.25 | \$347.70 | \$629.90 | \$1,775.45 |

Monroe County Library—May 2013

| | Key Largo | Islamorada | Marathon | Big Pine | Key West | Total |
|-------------------------------|-----------------|-----------------|-----------------|-----------------|-------------------|-------------------|
| Circulation | | | | | | |
| Adult | 2,159 | 1,096 | 1,907 | 1,575 | 4,859 | 11,596 |
| Juvenile | 1,311 | 314 | 833 | 407 | 3,433 | 6,298 |
| Audio/visual | 1,477 | 1,185 | 2,353 | 1,461 | 6,405 | 12,881 |
| Total | 4,947 | 2,595 | 5,093 | 3,443 | 14,697 | 30,775 |
| % Change Previous YR | -11% | -12% | -2% | -13% | -14% | -11% |
| Check out Type | | | | | | |
| First time | 3,822 | 1,865 | 4,197 | 2,589 | 10,005 | 22,478 |
| Renewals | 1,125 | 730 | 896 | 854 | 4,692 | 8,297 |
| Borrowers | | | | | | |
| Adult | 8,364 | 2,577 | 6,033 | 4,232 | 14,004 | 35,210 |
| Juvenile | 1,093 | 336 | 1,328 | 505 | 2,512 | 5,774 |
| Fee | 182 | 174 | 428 | 143 | 339 | 1,266 |
| Location total | 9,639 | 3,087 | 7,789 | 4,880 | 16,855 | 42,250 |
| Added this month | 45 | 15 | 37 | 33 | 106 | 236 |
| Usage | | | | | | |
| PC Sessions | 1377 | 705 | 1002 | 725 | 3386 | 7,195 |
| % Change Previous YR | 4% | -29% | -1% | 2% | 2% | -2% |
| Wireless Sessions | 268 | 188 | 130 | 190 | 1543 | 2319 |
| % Change Previous YR | 23% | -2% | -19% | 57% | 61% | 41% |
| Library Visits | 6,528 | 3,460 | 3,976 | 3,303 | 14,269 | 31,536 |
| % Change Previous YR | 1% | -15% | -4% | -8% | -10% | -8% |
| eVisits | | | 117,928 | | | |
| % Change Previous YR | | | -6% | | | |
| Reference Services | | | | | | |
| Info, In-Person | 857 | 400 | 459 | 344 | 3,683 | 5,743 |
| Info, Telephone | 669 | 195 | 293 | 271 | 824 | 2,252 |
| Info, Electronic | | | 195 | | | |
| Programming | | | | | | |
| Adult, Number | 6 | | | | 12 | 18 |
| Adult, Attendance | 71 | | | | 56 | 127 |
| Juvenile, Number | 11 | 5 | | 5 | 28 | 49 |
| Juvenile, Attendance | 379 | 47 | | 95 | 478 | 999 |
| Class Visits, Number | | | | | 4 | 4 |
| Class Visits, Attendance | | | | | 80 | 80 |
| Adult Outreach, Number | | | | | 3 | 3 |
| Adult Outreach, Attendance | | | | | 46 | 46 |
| Juvenile Outreach, Number | | | 11 | 7 | 2 | 20 |
| Juvenile Outreach, Attendance | | | 217 | 95 | 492 | 804 |
| Community use, Number | 9 | 2 | 15 | 12 | 3 | 41 |
| Community use, Attendance | 211 | 75 | 133 | 163 | 11 | 593 |
| Volunteers | | | | | | |
| Number | 10 | 1 | 2 | 1 | 23 | 37 |
| Hours | 164 | 6 | 14 | 10 | 175 | 369 |
| Revenue | | | | | | |
| Copier | \$257.90 | \$98.50 | \$182.20 | \$185.20 | \$602.70 | 1,326.50 |
| Fines | \$272.65 | \$112.90 | \$133.95 | \$133.35 | \$406.20 | 1,059.05 |
| Lost Material | \$50.00 | \$19.60 | \$25.00 | \$29.90 | \$98.60 | 223.10 |
| Fee | \$30.00 | \$0.00 | \$30.00 | \$0.00 | \$120.00 | 180.00 |
| Storage | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| Total | \$610.55 | \$231.00 | \$371.15 | \$348.45 | \$1,227.50 | \$2,788.65 |