



Library Advisory Board Meeting
Marathon Library
August 27, 2013 --10:30 A.M.

AGENDA

1. Call to Order
2. Introductions
3. Approval of Minutes
4. Communications
5. New Business
 - A. Approval—State Aid Grant
 - B. LAB elections—October
 - C. LAB Annual Report—October
6. Continuing Business
 - A. Update--FY2014 Budget
 - B. Golan Fund—Capital Plan
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
Key West Library
June 25, 2013

CALL TO ORDER

The meeting of the Monroe County Library Board was called to order at 10:45 a.m. by Vice-Chair Michael Shields. Present were Board members Stephanie Griffiths and Susan Miller.

Participants included (alphabetically) Head of Library Technical Services Juana Careaga, County Commissioner Heather Carruthers, Key West Reference Librarian Robin Henderson, Key West Juvenile Librarian Nancy Howanitz, Director of Libraries Norma Kula, Key Largo Friends of the Library Member Vanna McDonough, Key Largo Friends of the Library Vice-President George McHugh, and Library Administrator Anne Layton Rice.

INTRODUCTIONS: Participants briefly introduced themselves. Vice-Chair Michael Shields offered a tribute and moment of silence in honor of Key West Headquarters Librarian Christine Dunn.

APPROVAL OF MINUTES: The minutes for the April 16, 2013 meeting were unanimously approved.

COMMUNICATIONS:

- The Director of Libraries announced that the Board Chair Maria Richardson was critically ill. She provided an update of E-rate funding and tentative plans for a new Marathon Library.

NEW BUSINESS:

- Library Administrator Anne Layton Rice discussed opportunities and activities in the Florida History Department, including a recent Preservation Assessment. The Board provided conceptual approval of a library policy concerning deaccessioning donated ephemera that is not related to Florida Keys history.
- Stephanie Griffiths made a motion to accept a cash donation from the Key Largo Friends of the Library for the purchase of a Circulation Desk. Michael Shields seconded and the motion passed unanimously.
- The Board directed staff to research the possibility of enabling credit card and PayPal payments for customers and to report findings at a later meeting.

CONTINUING BUSINESS:

- Board member Stephanie Griffiths reported on options for higher-interest accounts for the Margo Golan Fund. The Board recommended that library staff prepare a long-range plan for use of the funds.
- The Director of Libraries updated the Board on the FY2014 budget and direction from county administration to submit a flat budget.

ADJOURNMENT: The meeting was adjourned at 12:20 pm. The next meeting will be the August 27th meeting at the Marathon Library with Mayor George Neugent on rotation to attend.

Respectfully submitted,

Anne Layton Rice

Library Administrator

Monroe County Library—June 2013

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
Circulation						
Adult	2,112	1,063	1,773	1,505	4,651	11,104
Juvenile	1,650	288	1,126	569	3,889	7,522
Audio/visual	1,520	1,191	2,101	1,739	5,808	12,359
Total	5,282	2,542	5,000	3,813	14,348	30,985
% Change Previous YR	-6%	-6%	-9%	-2%	-10%	-8%
Check out Type						
First time	4,075	1,867	4,117	3,079	10,235	23,373
Renewals	1,207	675	883	734	4,113	7,612
Borrowers						
Adult	8,401	2,587	6,071	4,263	14,126	35,448
Juvenile	1,094	336	1,334	515	2,530	5,809
Fee	183	174	429	144	337	1,267
Location total	9,678	3,097	7,834	4,922	16,993	42,524
Added this month	42	14	43	44	144	287
Usage						
PC Sessions	1292	770	859	681	3493	7,095
% Change Previous YR	-5%	-18%	-15%	-1%	0%	-5%
Wireless Sessions	296	198	161	244	1327	2226
% Change Previous YR	24%	29%	10%	78%	47%	41%
Library Visits	6,827	3,940	3,846	3,421	14,152	32,186
% Change Previous YR	-4%	-2%	-15%	-8%	-11%	-9%
eVisits			132,087			
% Change Previous YR			11%			
Reference Services						
Info, In-Person	812	375	446	416	3,535	5,584
Info, Telephone	606	150	320	303	932	2,311
Info, Electronic			181			
Programming						
Adult, Number	4	1			12	17
Adult, Attendance	50	5			77	132
Juvenile, Number	19	2	3	4	30	58
Juvenile, Attendance	612	50	161	86	720	1,629
Class Visits, Number			5			5
Class Visits, Attendance			76			76
Adult Outreach, Number					3	3
Adult Outreach, Attendance					49	49
Juvenile Outreach, Number			5	2		7
Juvenile Outreach, Attendance			80	72		152
Community use, Number	10	2	12	8	4	36
Community use, Attendance	264	35	77	76	24	476
Volunteers						
Number	10	1	7	1	34	53
Hours	166	4	24	8		202
Revenue						
Copier	\$145.00	\$72.30	\$149.10	\$142.10	\$391.10	899.60
Fines	\$263.20	\$118.70	\$139.00	\$128.75	\$339.40	989.05
Lost Material	\$99.99	\$0.00	\$15.95	\$51.40	\$60.40	227.74
Fee	\$30.00	\$30.00	\$30.00	\$30.00	\$0.00	120.00
Storage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total	\$538.19	\$221.00	\$334.05	\$352.25	\$790.90	\$2,236.39

Monroe County Library—July 2013

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
Circulation						
Adult	2,093	1,016	1,806	1,429	5,086	11,430
Juvenile	1,917	393	1,064	681	4,032	8,087
Audio/visual	1,837	1,259	2,411	1,788	6,389	13,684
Total	5,847	2,668	5,281	3,898	15,507	33,201
% Change Previous YR	4%	-10%	-3%	-2%	-6%	-4%
Check out Type						
First time	4,535	1,927	4,447	3,028	10,875	24,812
Renewals	1,312	741	834	870	4,632	8,389
Borrowers						
Adult	8,477	2,600	6,098	4,292	14,232	35,699
Juvenile	1,112	339	1,340	526	2,554	5,871
Fee	184	174	431	144	338	1,271
Location total	9,773	3,113	7,869	4,962	17,124	42,841
Added this month	102	17	33	41	136	329
Usage						
PC Sessions	1365	648	1036	773	3,118	6,940
% Change Previous YR	-1%	-19%	8%	-8%	-17%	-10%
Wireless Sessions	345	208	179	305	3203	4240
% Change Previous YR	60%	52%	10%	34%	248%	155%
Library Visits	7,694	3,680	4,341	3,778	16,079	35,572
% Change Previous YR	11%	-1%	-5%	0%	-1%	1%
eVisits			227,451			
% Change Previous YR			86%			
Reference Services						
Info, In-Person	898	360	536	496	3,529	5,819
Info, Telephone	789	220	260	288	1,856	3,413
Info, Electronic			211			
Programming						
Adult, Number	4				12	16
Adult, Attendance	84				73	157
Juvenile, Number	21	4	3	9	30	67
Juvenile, Attendance	581	105	103	212	720	1,721
Class Visits, Number			5		0	5
Class Visits, Attendance			79		0	79
Adult Outreach, Number					2	2
Adult Outreach, Attendance					26	26
Juvenile Outreach, Number			2		0	2
Juvenile Outreach, Attendance			24		0	24
Community use, Number	10	1	14	8	4	37
Community use, Attendance	174	25	90	40	24	353
Volunteers						
Number	11	4	3	1	47	66
Hours	172	32	16	16	248	484
Revenue						
Copier	\$172.30	\$66.00	\$141.00	\$167.30	\$327.90	874.50
Fines	\$280.60	\$61.50	\$136.60	\$122.60	\$427.45	1,028.75
Lost Material	\$0.00	\$0.00	\$50.00	\$0.00	\$291.00	341.00
Fee	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00	90.00
Storage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total	\$482.90	\$127.50	\$357.60	\$289.90	\$1,076.35	\$2,334.25