



Library Advisory Board Meeting
Islamorada Library
December 9, 2014 --10:30 A.M.

AGENDA

1. Call to Order
2. Introductions
 - A. District 4 appointee
3. Approval of Minutes
4. Communications
5. New Business
 - A. Board elections
 - B. Annual Report
 - C. 2015 meeting schedule
6. Continuing Business
 - A. Useful implementation
 - B. Budget update
 - C. Marathon Library project
 - D. Takeaway
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 Library—October 2014

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
Circulation						
Adult	1,744	952	1,742	1,346	4,155	9,939
Juvenile	1,289	340	934	475	2,643	5,681
Audio/visual	1,311	1,507	2,812	1,312	5,542	12,484
Total	4,344	2,799	5,488	3,133	12,340	28,104
% Change Previous YR	-14%	18%	0%	-6%	-13%	-8%
Check out Type						
First time	3,157	2,087	4,434	2,443	8,885	21,006
Renewals	1,187	712	1,054	690	3,455	7,098
Borrowers						
Adult	8,655	2,690	6,166	4,418	14,678	36,607
Juvenile	1,026	348	1,361	514	2,600	5,849
Fee	158	160	379	134	294	1,125
Location total	9,839	3,198	7,906	5,066	17,572	43,581
Added this month	57	24	49	29	97	256
Usage						
PC Sessions	1464	775	1281	595	3856	7,971
% Change Previous YR	7%	26%	9%	-9%	8%	8%
Wireless Sessions	355	286	365	155	1292	2453
% Change Previous YR	0%	69%	39%	-29%	3%	9%
Library Visits	6,636	3,806	5,336	4,153	13,671	33,602
% Change Previous YR	23%	16%	20%	37%	-10%	7%
eVisits			402,077			
% Change Previous YR			-53%			
Reference Services						
Info, In-Person	935	365	524	312	7,204	9,340
Info, Telephone	759	295	183	253	2,410	3,900
Info, Electronic			261			
Programming						
Adult, Number	4			1	17	22
Adult, Attendance	53			20	97	170
Juvenile, Number	9	5	5	2	29	50
Juvenile, Attendance	349	60	33	54	884	1,380
Class Visits, Number	1	1			3	5
Class Visits, Attendance	24	20			160	204
Adult Outreach, Number	0			4	4	8
Adult Outreach, Attendance	0			25	35	60
Juvenile Outreach, Number	5			11		16
Juvenile Outreach, Attendance	1,100			445		1,545
Community use, Number	12	18	29	21	7	87
Community use, Attendance	221	658	318	1,044	43	2,284
Volunteers						
Number	12	1	0	1	48	62
Hours	156	2	0	12	247	417
Revenue						
Copier	\$227.50	\$62.80	\$152.60	\$141.40	\$276.80	861.10
Fines	\$125.55	\$34.00	\$269.55	\$99.40	\$235.50	764.00
Lost Material	\$2.75	\$0.00	\$0.00	\$16.00	\$74.95	93.70
Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Storage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total	\$355.80	\$96.80	\$422.15	\$256.80	\$587.25	\$1,718.80



OverDrive Circulation Activity by Month

Month (13) ▾	Checkouts (18,231)	Checkouts (chart)
10/01/2014	1,599	
09/01/2014	1,647	
08/01/2014	1,671	
07/01/2014	1,503	
06/01/2014	1,572	
05/01/2014	1,523	
04/01/2014	1,279	
03/01/2014	1,309	
02/01/2014	1,254	
01/01/2014	1,526	
12/01/2013	1,214	
11/01/2013	1,088	
10/01/2013	1,046	

SELECTION CRITERIA: orgn.fund='001' and expledgr.key_orgn like '620%'
 ACCOUNTING PERIOD: 2/15

FUND-001 GENERAL FUND
 FUND/COST CT-62023 LIBRARIES ADMIN SUPPORT

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
510120	REGULAR SALARIES & WAGES	494,168.00	19,107.75	.00	58,850.75	435,317.25	11.91
510210	FICA TAXES	43,548.00	1,406.38	.00	4,335.97	39,212.03	9.96
510220	RETIREMENT CONTRIBUTIONS	35,863.00	1,512.25	.00	4,689.22	31,173.78	13.08
510230	LIFE AND HEALTH INSURANC	85,320.00	.00	.00	.00	85,320.00	.00
510240	WORKERS' COMPENSATION	3,638.00	.00	.00	.00	3,638.00	.00
TOTAL	**PERSONAL SERVICES	662,537.00	22,026.38	.00	67,875.94	594,661.06	10.24
530400	TRAVEL AND PER DIEM	1,600.00	.00	.00	.00	1,600.00	.00
530409	VEHICLE MAINTENANCE CHRG	5,314.00	.00	.00	.00	5,314.00	.00
530410	PHONE & POSTAGE/FREIGHT	16,000.00	58.34	.00	58.34	15,941.66	.36
530440	RENTALS AND LEASES	2,220.00	.00	.00	.00	2,220.00	.00
530451	RISK MANAGEMENT CHARGES	9,470.00	.00	.00	.00	9,470.00	.00
530460	REPAIR AND MAINTENANCE	12,990.00	.00	.00	.00	12,990.00	.00
530470	PRINTING AND BINDING	100.00	.00	.00	.00	100.00	.00
530510	OFFICE SUPPLIES	1,900.00	34.02	416.59	34.02	1,449.39	23.72
530520	OPERATING SUPPLIES	5,800.00	319.44	1,780.51	319.44	3,700.05	36.21
530528	INTERNAL FUEL	3,142.00	.00	.00	.00	3,142.00	.00
530540	BOOKS, PUBS, SUBS, EDUC, MEM	3,000.00	244.00	.00	244.00	2,756.00	8.13
TOTAL	**OPERATING EXPEND/EXPENS	61,536.00	655.80	2,197.10	655.80	58,683.10	4.64
560641	CAPITAL OUTLAY VEHICLES	19,800.00	.00	.00	.00	19,800.00	.00
560660	BOOKS, PUBS, & LIB MATERIA	2,500.00	540.83	.00	540.83	1,959.17	21.63
TOTAL	**CAPITAL OUTLAY	22,300.00	540.83	.00	540.83	21,759.17	2.43
TOTAL LIBRARIES ADMIN SUPPORT		746,373.00	23,223.01	2,197.10	69,072.57	675,103.33	9.55

FUND-001 GENERAL FUND
 FUND/COST CT-62024 LIBRARIES KEY WEST

510120	REGULAR SALARIES & WAGES	428,474.00	13,362.77	.00	43,752.81	384,721.19	10.21
510210	FICA TAXES	40,756.00	1,000.27	.00	3,279.99	37,476.01	8.05
510220	RETIREMENT CONTRIBUTIONS	31,096.00	984.84	.00	3,224.59	27,871.41	10.37
510230	LIFE AND HEALTH INSURANC	104,280.00	.00	.00	.00	104,280.00	.00
510240	WORKERS' COMPENSATION	1,650.00	.00	.00	.00	1,650.00	.00
TOTAL	**PERSONAL SERVICES	606,256.00	15,347.88	.00	50,257.39	555,998.61	8.29
530310	PROFESSIONAL SERVICES	64,800.00	2,240.00	.00	6,200.00	58,600.00	9.57
530400	TRAVEL AND PER DIEM	500.00	.00	.00	.00	500.00	.00
530410	PHONE & POSTAGE/FREIGHT	9,000.00	24.83	.00	24.83	8,975.17	.28
530440	RENTALS AND LEASES	2,200.00	.00	.00	.00	2,200.00	.00
530451	RISK MANAGEMENT CHARGES	32,731.00	.00	.00	.00	32,731.00	.00
530460	REPAIR AND MAINTENANCE	250.00	.00	.00	.00	250.00	.00
530470	PRINTING AND BINDING	150.00	.00	.00	.00	150.00	.00
530510	OFFICE SUPPLIES	2,800.00	145.23	.00	145.23	2,654.77	5.19
530520	OPERATING SUPPLIES	7,500.00	586.18	2,237.28	586.18	4,676.54	37.65
530540	BOOKS, PUBS, SUBS, EDUC, MEM	500.00	.00	.00	.00	500.00	.00
TOTAL	**OPERATING EXPEND/EXPENS	120,431.00	2,996.24	2,237.28	6,956.24	111,237.48	7.63
560660	BOOKS, PUBS, & LIB MATERIA	39,000.00	8,169.07	.00	8,542.57	30,457.43	21.90

SELECTION CRITERIA: orgn.fund='001' and expledgr.key_orgn like '620%'
 ACCOUNTING PERIOD: 2/15

FUND-001 GENERAL FUND
 FUND/COST CT-62024 LIBRARIES KEY WEST

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/BUD
TOTAL	**CAPITAL OUTLAY	39,000.00	8,169.07	.00	8,542.57	30,457.43	21.90
	TOTAL LIBRARIES KEY WEST	765,687.00	26,513.19	2,237.28	65,756.20	697,693.52	8.88

FUND-001 GENERAL FUND
 FUND/COST CT-62025 LIBRARIES KW DONATIONS

530520	OPERATING SUPPLIES	398.08	.00	.00	222.77	175.31	55.96
TOTAL	**OPERATING EXPEND/EXPENS	398.08	.00	.00	222.77	175.31	55.96
560660	BOOKS, PUBS, & LIB MATERIA	89,169.83	175.31	20.00	175.31	88,974.52	.22
TOTAL	**CAPITAL OUTLAY	89,169.83	175.31	20.00	175.31	88,974.52	.22
	TOTAL LIBRARIES KW DONATIONS	89,567.91	175.31	20.00	398.08	89,149.83	.47

FUND-001 GENERAL FUND
 FUND/COST CT-62026 LIBRARIES MARATHON

510120	REGULAR SALARIES & WAGES	215,377.00	8,120.89	.00	23,152.27	192,224.73	10.75
510210	FICA TAXES	20,102.00	593.79	.00	1,691.71	18,410.29	8.42
510220	RETIREMENT CONTRIBUTIONS	12,823.00	598.51	.00	1,703.07	11,119.93	13.28
510230	LIFE AND HEALTH INSURANC	47,400.00	.00	.00	.00	47,400.00	.00
510240	WORKERS' COMPENSATION	829.00	.00	.00	.00	829.00	.00
TOTAL	**PERSONAL SERVICES	296,531.00	9,313.19	.00	26,547.05	269,983.95	8.95
530400	TRAVEL AND PER DIEM	250.00	42.72	.00	42.72	207.28	17.09
530410	PHONE & POSTAGE/FREIGHT	1,500.00	.00	.00	.00	1,500.00	.00
530440	RENTALS AND LEASES	1,116.00	.00	.00	.00	1,116.00	.00
530451	RISK MANAGEMENT CHARGES	17,692.00	.00	.00	.00	17,692.00	.00
530460	REPAIR AND MAINTENANCE	200.00	.00	.00	.00	200.00	.00
530470	PRINTING AND BINDING	150.00	.00	.00	.00	150.00	.00
530510	OFFICE SUPPLIES	200.00	4.76	.00	4.76	195.24	2.38
530520	OPERATING SUPPLIES	3,000.00	17.89	811.03	17.89	2,171.08	27.63
530540	BOOKS, PUBS, SUBS, EDUC, MEM	300.00	54.25	.00	54.25	245.75	18.08
TOTAL	**OPERATING EXPEND/EXPENS	24,408.00	119.62	811.03	119.62	23,477.35	3.81
560660	BOOKS, PUBS, & LIB MATERIA	26,800.00	3,546.09	.00	3,833.74	22,966.26	14.31
	TOTAL LIBRARIES MARATHON	347,739.00	12,978.90	811.03	30,500.41	316,427.56	9.00

FUND-001 GENERAL FUND
 FUND/COST CT-62027 LIBRARIES MTHN DONATIONS

560660	BOOKS, PUBS, & LIB MATERIA	10,534.45	.00	150.88	.00	10,383.57	1.43
TOTAL	**CAPITAL OUTLAY	37,334.45	3,546.09	150.88	3,833.74	33,349.83	10.67
	TOTAL LIBRARIES MTHN DONATION	10,534.45	.00	150.88	.00	10,383.57	1.43

SELECTION CRITERIA: orgn.fund='001' and expledgr.key_orgn like '620%'
 ACCOUNTING PERIOD: 2/15

FUND-001 GENERAL FUND
 FUND/COST CT-62028 LIBRARIES ISLAMORADA

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
510120	REGULAR SALARIES & WAGES	182,920.00	7,032.69	.00	21,006.28	161,913.72	11.48
510210	FICA TAXES	17,621.00	533.46	.00	1,593.36	16,027.64	9.04
510220	RETIREMENT CONTRIBUTIONS	13,276.00	518.31	.00	1,548.16	11,727.84	11.66
510230	LIFE AND HEALTH INSURANC	47,400.00	.00	.00	.00	47,400.00	.00
510240	WORKERS' COMPENSATION	703.00	.00	.00	.00	703.00	.00
TOTAL	**PERSONAL SERVICES	261,920.00	8,084.46	.00	24,147.80	237,772.20	9.22
530400	TRAVEL AND PER DIEM	250.00	.00	.00	.00	250.00	.00
530410	PHONE & POSTAGE/FREIGHT	15,000.00	.00	.00	.00	15,000.00	.00
530440	RENTALS AND LEASES	1,116.00	.00	.00	.00	1,116.00	.00
530451	RISK MANAGEMENT CHARGES	14,332.00	.00	.00	.00	14,332.00	.00
530460	REPAIR AND MAINTENANCE	100.00	.00	.00	.00	100.00	.00
530470	PRINTING AND BINDING	150.00	.00	.00	.00	150.00	.00
530510	OFFICE SUPPLIES	450.00	10.46	.00	10.46	439.54	2.32
530520	OPERATING SUPPLIES	1,400.00	134.83	250.00	134.83	1,015.17	27.49
530540	BOOKS, PUBS, SUBS, EDUC, MEM	400.00	.00	.00	.00	400.00	.00
TOTAL	**OPERATING EXPEND/EXPENS	33,198.00	145.29	250.00	145.29	32,802.71	1.19
560660	BOOKS, PUBS, & LIB MATERIA	17,600.00	2,742.71	.00	3,093.29	14,506.71	17.58
TOTAL	TOTAL LIBRARIES ISLAMORADA	312,718.00	10,972.46	250.00	27,386.38	285,081.62	8.84

FUND-001 GENERAL FUND
 FUND/COST CT-62029 LIBRARIES ISLA DONATIONS

560660	BOOKS, PUBS, & LIB MATERIA	1,589.21	.00	.00	.00	1,589.21	.00
TOTAL	**CAPITAL OUTLAY	19,189.21	2,742.71	.00	3,093.29	16,095.92	16.12
TOTAL	TOTAL LIBRARIES ISLA DONATION	1,589.21	.00	.00	.00	1,589.21	.00

FUND-001 GENERAL FUND
 FUND/COST CT-62030 LIBRARIES KEY LARGO

510120	REGULAR SALARIES & WAGES	261,185.00	10,069.82	.00	30,062.07	231,122.93	11.51
510210	FICA TAXES	24,309.00	775.89	.00	2,316.40	21,992.60	9.53
510220	RETIREMENT CONTRIBUTIONS	18,956.00	742.15	.00	2,215.60	16,740.40	11.69
510230	LIFE AND HEALTH INSURANC	56,560.00	.00	.00	.00	56,560.00	.00
510240	WORKERS' COMPENSATION	1,006.00	.00	.00	.00	1,006.00	.00
TOTAL	**PERSONAL SERVICES	362,016.00	11,587.86	.00	34,594.07	327,421.93	9.56
530400	TRAVEL AND PER DIEM	500.00	.00	.00	.00	500.00	.00
530410	PHONE & POSTAGE/FREIGHT	12,500.00	.00	.00	.00	12,500.00	.00
530440	RENTALS AND LEASES	1,116.00	.00	.00	.00	1,116.00	.00
530451	RISK MANAGEMENT CHARGES	21,089.00	.00	.00	.00	21,089.00	.00
530460	REPAIR AND MAINTENANCE	100.00	.00	.00	.00	100.00	.00
530470	PRINTING AND BINDING	150.00	.00	.00	.00	150.00	.00
530510	OFFICE SUPPLIES	350.00	4.76	.00	4.76	345.24	1.36
530520	OPERATING SUPPLIES	3,000.00	147.01	627.10	147.01	2,225.89	25.80
530540	BOOKS, PUBS, SUBS, EDUC, MEM	200.00	.00	.00	.00	200.00	.00
TOTAL	**OPERATING EXPEND/EXPENS	39,005.00	151.77	627.10	151.77	38,226.13	2.00

SELECTION CRITERIA: orgn.fund='001' and expledgr.key_orgn like '620%'
 ACCOUNTING PERIOD: 2/15

FUND-001 GENERAL FUND
 FUND/COST CT-62030 LIBRARIES KEY LARGO

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
560660	BOOKS,PUBS,& LIB MATERIA	29,900.00	5,798.96	.00	6,605.86	23,294.14	22.09
	TOTAL LIBRARIES KEY LARGO	430,921.00	17,538.59	627.10	41,351.70	388,942.20	9.74

FUND-001 GENERAL FUND
 FUND/COST CT-62031 LIBRARIES KL DONATIONS

560660	BOOKS,PUBS,& LIB MATERIA	2,705.47	.00	.00	.00	2,705.47	.00
TOTAL	**CAPITAL OUTLAY	32,605.47	5,798.96	.00	6,605.86	25,999.61	20.26
	TOTAL LIBRARIES KL DONATIONS	2,705.47	.00	.00	.00	2,705.47	.00

FUND-001 GENERAL FUND
 FUND/COST CT-62032 LIBRARIES BIG PINE

510120	REGULAR SALARIES & WAGES	198,310.00	7,642.21	.00	22,833.43	175,476.57	11.51
510210	FICA TAXES	18,072.00	569.12	.00	1,700.20	16,371.80	9.41
510220	RETIREMENT CONTRIBUTIONS	12,882.00	563.23	.00	1,681.21	11,200.79	13.05
510230	LIFE AND HEALTH INSURANC	37,920.00	.00	.00	.00	37,920.00	.00
510240	WORKERS' COMPENSATION	762.00	.00	.00	.00	762.00	.00
TOTAL	**PERSONAL SERVICES	267,946.00	8,774.56	.00	26,214.84	241,731.16	9.78
530400	TRAVEL AND PER DIEM	900.00	.00	.00	37.38	862.62	4.15
530410	PHONE & POSTAGE/FREIGHT	15,400.00	34.61	.00	84.61	15,315.39	.55
530440	RENTALS AND LEASES	36,000.00	.00	28,320.62	5,585.92	2,093.46	94.18
530450	INSURANCE	13,000.00	.00	.00	.00	13,000.00	.00
530451	RISK MANAGEMENT CHARGES	9,081.00	.00	.00	.00	9,081.00	.00
530460	REPAIR AND MAINTENANCE	200.00	.00	.00	.00	200.00	.00
530470	PRINTING AND BINDING	150.00	.00	.00	.00	150.00	.00
530510	OFFICE SUPPLIES	200.00	9.52	.00	9.52	190.48	4.76
530520	OPERATING SUPPLIES	2,000.00	46.81	353.19	46.81	1,600.00	20.00
530540	BOOKS,PUBS,SUBS,EDUC,MEM	200.00	.00	.00	.00	200.00	.00
TOTAL	**OPERATING EXPEND/EXPENS	77,131.00	90.94	28,673.81	5,764.24	42,692.95	44.65
560660	BOOKS,PUBS,& LIB MATERIA	18,800.00	2,785.19	.00	3,368.92	15,431.08	17.92
	TOTAL LIBRARIES BIG PINE	363,877.00	11,650.69	28,673.81	35,348.00	299,855.19	17.59

FUND-001 GENERAL FUND
 FUND/COST CT-62033 LIBRARIES BP DONATIONS

560660	BOOKS,PUBS,& LIB MATERIA	9,884.30	.00	.00	.00	9,884.30	.00
TOTAL	**CAPITAL OUTLAY	28,684.30	2,785.19	.00	3,368.92	25,315.38	11.74
	TOTAL LIBRARIES BP DONATIONS	9,884.30	.00	.00	.00	9,884.30	.00

FUND-001 GENERAL FUND
 FUND/COST CT-62035 LAW LIBRARY GENERAL FUND

510120	REGULAR SALARIES & WAGES	46,208.00	1,781.22	.00	5,332.01	40,875.99	11.54
--------	--------------------------	-----------	----------	-----	----------	-----------	-------

SUNGARD PENTAMATION - FUND ACCOUNTING
 DATE: 11/24/14
 TIME: 16:02:45

MONROE COUNTY BOARD
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 5
 EXPSTA11

SELECTION CRITERIA: orgn.fund='001' and expledgr.key_orgn like '620%'
 ACCOUNTING PERIOD: 2/15

FUND-001 GENERAL FUND
 FUND/COST CT-62035 LAW LIBRARY GENERAL FUND

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
510210	FICA TAXES	4,260.00	136.27	.00	407.90	3,852.10	9.58
510220	RETIREMENT CONTRIBUTIONS	3,354.00	131.28	.00	392.98	2,961.02	11.72
510230	LIFE AND HEALTH INSURANC	9,480.00	.00	.00	.00	9,480.00	.00
510240	WORKERS' COMPENSATION	178.00	.00	.00	.00	178.00	.00
TOTAL	**PERSONAL SERVICES	63,480.00	2,048.77	.00	6,132.89	57,347.11	9.66
530400	TRAVEL AND PER DIEM	100.00	.00	.00	.00	100.00	.00
530520	OPERATING SUPPLIES	50.00	.00	.00	.00	50.00	.00
TOTAL	**OPERATING EXPEND/EXPENS	150.00	.00	.00	.00	150.00	.00
560660	BOOKS, PUBS, & LIB MATERIA	6,000.00	.00	.00	.00	6,000.00	.00
TOTAL	LAW LIBRARY GENERAL FUN	69,630.00	2,048.77	.00	6,132.89	63,497.11	8.81
TOTAL	GENERAL FUND	3,151,226.34	105,100.92	34,967.20	275,946.23	2,840,312.91	9.87
TOTAL REPORT		3,151,226.34	105,100.92	34,967.20	275,946.23	2,840,312.91	9.87