



Library Advisory Board Meeting
Islamorada Library
October 20, 2015--10:30 A.M.

AGENDA

1. Call to Order
2. Introductions
3. Approval of Minutes
4. Communications
5. New Business
 - A. Board Elections
 - B. Board Annual Report
 - C. State Aid for Libraries
 - D. Meeting Schedule 2016
6. Continuing Business
 - A. Marathon Library project
 - B. Takeaway
7. Adjournment. The next meeting will be held December 8th at the Key Largo Library.

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 Library
August 25, 2015

CALL TO ORDER

The meeting of the Monroe County Library Board was called to order at 10:36 a.m. by Chair Michael Shields. Present were Board members Stephanie Griffiths, George McHugh, and Mimi Young.

Participants included (alphabetically), Marathon Library Manager Cristy Danford, Director of Libraries Norma Kula, and Library Administrator Anne Layton Rice.

INTRODUCTIONS: Participants briefly introduced themselves.

APPROVAL OF MINUTES: The minutes for the June 23, 2015 meeting were unanimously approved with an amendment regarding funding for restoration of Islamorada Library's bas reliefs.

COMMUNICATIONS:

- Director of Libraries Norma Kula relayed regrets from County Administrator Roman Gastesi.
- Director of Libraries Norma Kula read Susan Miller's resignation letter. Board chair Michael Shields will send her a note of thanks for her service.
- Library Administrator Anne Layton Rice read a letter from the Wolfsonian-FIU Museum expressing appreciation and plans for digitization of the Spanish-American War sheet music collection.

CONTINUING BUSINESS:

- Director of Libraries Norma Kula updated the Board on the budget discussions to be held September 3, 9, and 11. The mandate for a flat budget including a 2% salary increase remained in place. Board members reported on individual meetings with their appointing commissioners regarding budget concerns.
- Director of Libraries Norma Kula updated the Board on the Marathon Library building project. An architectural firm has been selected via the RFQ process and a contract is expected to be on the next BOCC meeting agenda. Marathon Library Manager Cristy Danford discussed the vision of Marathon library staff to position the new Library as a community anchor.
- The Board determined that their Takeaway item will be participation in Marathon Library building planning, focus groups and roundtables.
- Board Vice-Chair Stephanie Griffiths reported on efforts to identify restoration funding opportunities for the WPA bas reliefs of the Islamorada Library.

- Director of Libraries Norma Kula distributed updates to the Library Advisory Board Handbook. Staff was directed to add the Library's Annual Plan of Service to the website. Board chair Michael Shields will be preparing the Board's Annual Report for the October 27th meeting.
- Director of Libraries Norma Kula distributed updated wish lists from each library location. Board members commented on accomplishments from previous lists.

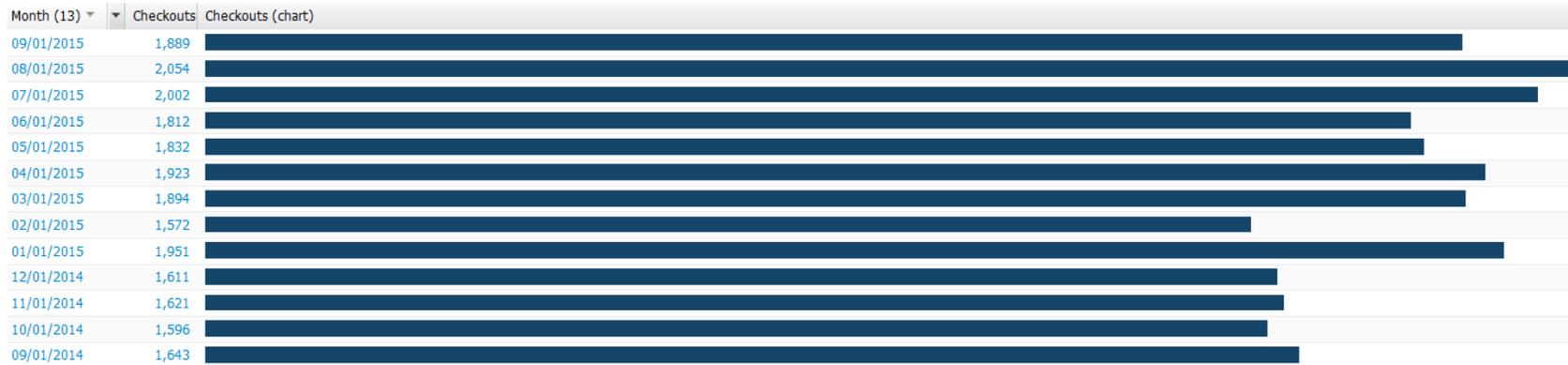
ADJOURNMENT: The meeting was adjourned at 12:15 pm. The next meeting will be October 27, 2015 at the Islamorada Library.

Respectfully submitted,

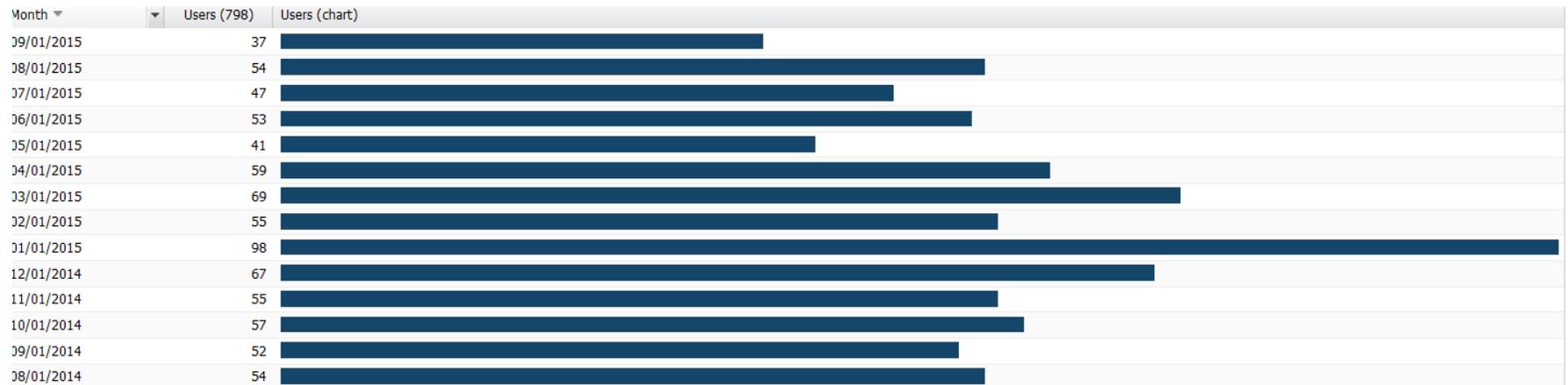
A handwritten signature in black ink that reads "Anne Layton Rice". The signature is written in a cursive, flowing style.

Anne Layton Rice
Library Administrator

OverDrive Circulation Activity by Month



New User Registrations by Month



Monroe County Library—August 2015

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
Circulation						
Adult	1,685	921	1,518	1,291	4,328	9,743
Juvenile	1,371	489	943	445	2,532	5,780
Audio/visual	1,472	855	2,102	1,326	6,484	12,239
Total	4,528	2,265	4,563	3,062	13,344	27,762
% Change Previous YR	-13%	-10%	-8%	-9%	3%	-4%
Check out Type						
First time	3,192	1,428	3,613	2,244	9,409	19,886
Renewals	1,336	837	950	818	3,935	7,876
Borrowers						
Adult	8,170	2,640	5,900	4,310	14,572	35,592
Juvenile	856	397	1,267	475	2,551	5,546
Fee	143	136	344	124	271	1,018
Location total	9,169	3,173	7,511	4,909	17,394	42,156
Added this month	60	12	55	22	144	293
Usage						
PC Sessions	1937	594	1555	544	2447	7,077
% Change Previous YR	70%	-5%	29%	-18%	-24%	3%
Wireless Sessions	547	272	652	250	2371	4092
% Change Previous YR	28%	51%	59%	-17%	68%	60%
Library Visits	5,615	2,714	4,383	2,624	7,004	22,340
% Change Previous YR	-19%	-28%	1%	-30%	-45%	-29%
eVisits			351,217			
% Change Previous YR			-36%			
Reference Services						
Info, In-Person	1,005	275	622	285	4,034	6,221
Info, Telephone	828	156	179	207	962	2,332
Info, Electronic			390			
Programming						
Adult, Number	4		8		11	23
Adult, Attendance	52		78		74	204
Juvenile, Number	11		15	4	18	48
Juvenile, Attendance	451		191	30	279	951
Class Visits, Number			2			2
Class Visits, Attendance			30			30
Adult Outreach, Number			1	3	4	8
Adult Outreach, Attendance			20	18	34	72
Juvenile Outreach, Number					1	1
Juvenile Outreach, Attendance					700	700
Community use, Number	23	6	8	9	14	60
Community use, Attendance	338	72	64	58	65	597
Volunteers						
Number	9		2	1	16	28
Hours	159		20	12	141	332
Revenue						
Copier	\$192.60	\$48.70	\$176.70	\$112.60	\$369.55	900.15
Fines	\$347.65	\$60.80	\$238.00	\$172.65	\$370.20	1,189.30
Lost Material	\$31.95	\$0.00	\$83.00	\$25.00	\$53.99	193.94
Fee	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	60.00
Storage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total	\$602.20	\$109.50	\$527.70	\$310.25	\$793.74	\$2,343.39

Monroe County Library—September 2015

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
Circulation						
Adult	1,553	907	1,359	1,231	4,039	9,089
Juvenile	1,275	533	1,037	512	2,641	5,998
Audio/visual	1,622	927	2,134	1,254	6,051	11,988
Total	4,450	2,367	4,530	2,997	12,731	27,075
% Change Previous YR	3%	-10%	-11%	-8%	-1%	-7%
Check out Type						
First time	3,256	1,458	3,628	2,214	8,736	19,292
Renewals	1,194	909	902	783	3,995	7,783
Borrowers						
Adult	7,393	2,427	5,426	3,944	13,448	32,638
Juvenile	722	391	1,174	436	2,369	5,092
Fee	106	91	259	91	210	757
Location total	8,221	2,909	6,859	4,471	16,027	38,487
Added this month	41	31	48	21	139	280
Usage						
PC Sessions	1607	612	1523	528	2444	6,714
% Change Previous YR	17%	-9%	24%	-8%	-30%	-8%
Wireless Sessions	583	292	637	205	1212	2929
% Change Previous YR	41%	28%	55%	14%	-8%	15%
Library Visits	6,403	2,814	4,138	2,522	13,685	29,562
% Change Previous YR	3%	-21%	-5%	-13%	-2%	-4%
eVisits			416,136			
% Change Previous YR			-14%			
Reference Services						
Info, In-Person	1,003	235	801	610	4,764	7,413
Info, Telephone	801	210	158	196	1,535	2,900
Info, Electronic			400			
Programming						
Adult, Number	4	2	7		19	32
Adult, Attendance	38	18	34		127	217
Juvenile, Number	10	4	20	4	33	71
Juvenile, Attendance	305	42	120	63	430	960
Class Visits, Number	1	2			0	3
Class Visits, Attendance	35	39			0	74
Adult Outreach, Number				2	4	6
Adult Outreach, Attendance				12	32	44
Juvenile Outreach, Number	7		2	13	1	23
Juvenile Outreach, Attendance	952		40	640	300	1,932
Community use, Number	14	9	18	12	21	74
Community use, Attendance	303	84	116	155	223	881
Volunteers						
Number	8		3	1	15	27
Hours			20	8	116	144
Revenue						
Copier	\$233.60	\$48.50	\$148.10	\$164.50	\$485.60	1,080.30
Fines	\$167.90	\$60.55	\$175.15	\$118.05	\$337.70	859.35
Lost Material	\$0.00	\$0.00	\$51.94	\$76.97	\$74.50	203.41
Fee	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00	60.00
Storage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total	\$401.50	\$109.05	\$405.19	\$359.52	\$927.80	\$2,203.06

Monroe County Library—Annual FY14/15

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
Circulation						
Adult	19,958	10,494	20,112	15,429	43,391	109,384
Juvenile	11,697	3,697	10,141	4,610	26,987	57,132
Audio/visual	14,848	11,995	27,073	14,457	58,956	127,329
Total	46,503	26,186	57,326	34,496	129,334	293,845
% Change Previous YR	-9%	3%	-4%	-12%	-5%	-6%
Check out Type						
First time	34,348	16,966	46,294	26,750	90,784	215,142
Phone Renewal	14,869	9,220	11,032	7,746	38,550	81,417
Borrowers						
Adult	7,393	2,427	5,426	3,944	13,448	32,638
Juvenile	722	391	1,174	436	2,369	5,092
Fee	106	91	259	91	210	757
Location total	8,221	2,909	6,859	4,471	16,027	38,487
Added this year	510	252	440	276	1,225	2,703
Usage						
PC Sessions	12,873	7,034	14,062	7,166	33,067	74,202
% Change Previous YR	-3%	-6%	16%	0%	-12%	-4%
Wireless Sessions	4,458	2,796	4,557	2,715	18,399	32,925
% Change Previous YR	24%	16%	46%	-7%	25%	23%
Library Visits	68,182	38,343	52,938	36,025	152,961	348,449
% Change Previous YR	-5%	-6%	12%	-4%	-4%	-2%
eVisits			4,384,084			
% Change Previous YR			-16%			
Reference Services						
Info, In-Person	10,323	4,004	4,967	3,530	68,639	91,463
Info, Telephone	8,340	2,511	1,510	2,061	19,883	34,305
Info, Electronic			1,372			
Programming						
Adult, Number	56	36	31	6	209	338
Adult, Attendance	916	235	207	148	2,638	4,144
Juvenile, Number	115	57	118	43	310	643
Juvenile, Attendance	3,999	649	1,051	916	5,488	12,103
Class Visits, Number	6	8	23	4	31	72
Class Visits, Attendance	104	196	345	61	1,191	1,897
Adult Outreach, Number	0	0	3	34	32	69
Adult Outreach, Attendance	0	0	130	351	269	750
Juvenile Outreach, Number	36	5	24	78	5	148
Juvenile Outreach, Attendance	6,410	350	506	2,984	1,628	11,878
Community use, Number	155	114	125	149	146	689
Community use, Attendance	5,339	2,110	1,425	2,088	1,384	12,346
Volunteers						
Number	106	4	26	13	407	556
Hours	1626	11	327	143	2816	4923
Revenue						
Copier	2,814.20	795.40	2,272.50	2,104.10	4,041.45	12,027.65
Fines	1,720.00	581.66	1,973.48	1,268.35	3,768.43	9,311.92
Lost Material	97.14	39.95	321.94	367.18	659.55	1,485.76
Fee	1,020.00	330.00	2,130.00	630.00	1,722.40	5,832.40
Disks	0.00	0.00	0.00	0.00	0.00	0.00
Total	\$5,651.34	\$1,747.01	\$6,697.92	\$4,369.63	\$10,191.83	\$28,657.73