



Library Advisory Board Meeting
Marathon Library
June 28, 2016--10:30 A.M.

AGENDA

1. Call to Order
2. Introductions
3. Approval of Minutes
4. Communications
5. New Business
 - A. Library board vacancies
6. Continuing Business
 - A. Marathon Library project
 - B. Library Budget
 - C. Takeaway
7. Adjournment. The next meeting will be held August 23rd at the Islamorada 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
Key West Library
April 26, 2016

CALL TO ORDER

The meeting of the Monroe County Library Board was called to order at 10:30 a.m. by Chair Michael Shields. Present were Board members Stephanie Griffiths and George McHugh.

Participants included (alphabetically), Juana Careaga, Mayor Carruthers, Reference Librarian Robin Henderson, Headquarters Librarian Nancy Howanitz, Circulation Librarian Michael Nelson, Library Administrator Anne Layton Rice, and Archivist Breana Sowers.

INTRODUCTIONS: Participants briefly introduced themselves.

APPROVAL OF MINUTES: The minutes for the February 26, 2016 meeting were unanimously approved.

COMMUNICATIONS:

- Director of Libraries Norma Kula sent her regrets. Chair Michael Shields congratulated the Key West Friends of the Library for their recent wish list donation. Library Administrator Anne Layton Rice reported on the status of the District 2 Board member appointment, Overdrive usage and WiFi statistics. Robin Henderson reported on the performance of the Useful system. Michael Nelson described upgrades to circulation area, auditorium and conference room. Library Administrator Anne Layton Rice discussed collaboration with FIU for archival document and photograph storage and delivery.

New & CONTINUING BUSINESS:

- Archivist Breana Sowers reported on a recent National Endowment for the Humanities Preservation Assistance Grant application. Materials to be treated are imperiled and require new shelving. Future grants will address the library's film collection. Fluctuations with the air handling system were discussed.
- Chair Michael Shields discussed library policy for withdrawn or challenged materials. Library staff explained procedures for handling anomalous complaints about library materials.

- Library Administrator updated the Board on the Marathon Library building project. The architectural firm has been in contact with the library regarding needs and has provided schematics for consideration. The square footage has been reduced from 17,000sf to 14,000sf due to increasing construction costs. Public meetings are tentatively planned for June 2016.
- Mayor Carruthers discussed budget priorities for the BOCC, including climate change challenges, aging infrastructure, and retirement benefits. A Budget Workshop is scheduled for May 24th.
- The Board determined that their Takeaway item will be advocating for the Library budget and to attend public hearings for the new Marathon Library.

ADJOURNMENT: The meeting was adjourned at 11:35 pm. The next meeting will be June 28th, 2016 at the Marathon 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

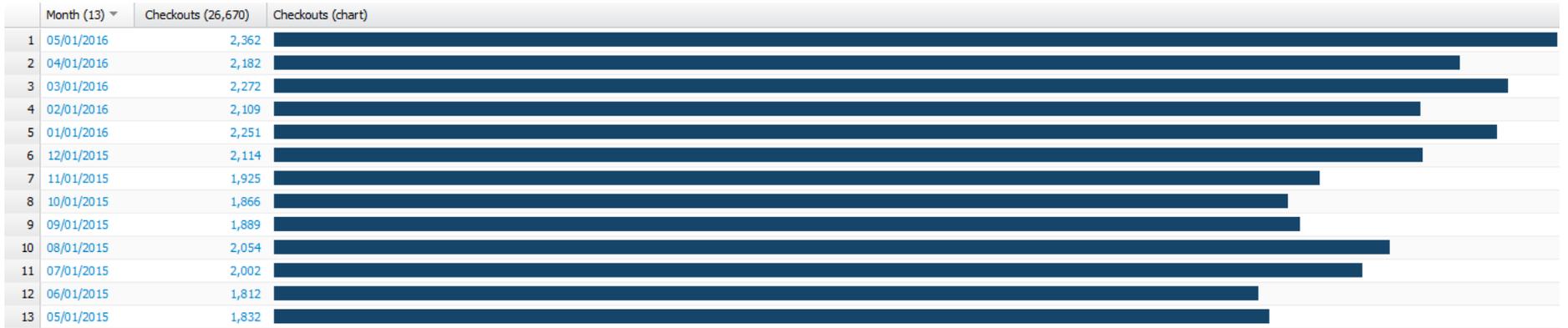
Monroe County Library—April 2016

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
Circulation						
Adult	1,666	1,039	1,817	1,537	3,500	9,559
Juvenile	763	446	892	606	2,034	4,741
Audio/visual	1,458	910	1,645	1,305	4,519	9,837
Total	3,887	2,395	4,354	3,448	10,053	24,137
% Change Previous YR	-11%	-4%	-14%	5%	-16%	-11%
Check out Type						
First time	2,798	1,435	3,480	2,693	6,771	17,177
Renewals	1,089	960	874	755	3,282	6,960
Borrowers						
Adult	7,009	2,307	5,191	3,821	12,907	31,235
Juvenile	691	371	1,088	422	1,922	4,494
Fee	126	85	275	90	219	795
Location total	7,826	2,763	6,554	4,333	15,048	36,524
Added this month	36	11	50	30	85	212
Usage						
PC Sessions	1560	614	1404	783	2412	6,773
% Change Previous YR	22%	-16%	3%	30%	-33%	-10%
Wireless Sessions	737	311	669	1143	2910	5770
% Change Previous YR	75%	5%	22%	291%	101%	92%
Library Visits	6,143	3,489	4,749	3,536	13,246	31,163
% Change Previous YR	-9%	-6%	-6%	6%	-11%	-8%
eVisits			447,052			
% Change Previous YR			-12%			
Reference Services						
Info, In-Person	1,019	514	763	531	2,922	5,749
Info, Telephone	818	312	267	325	1,016	2,738
Info, Electronic			280			
Programming						
Adult, Number	6	7	16	1	20	50
Adult, Attendance	74	21	81	22	181	379
Juvenile, Number	11	5	10	8	28	62
Juvenile, Attendance	293		65	102	364	824
Class Visits, Number	1	1	2		1	5
Class Visits, Attendance	23	27	40		56	146
Adult Outreach, Number				4	2	6
Adult Outreach, Attendance				39	21	60
Juvenile Outreach, Number	7		13	10	2	32
Juvenile Outreach, Attendance	894		202	420	220	1,736
Community use, Number	22	6	10	18	15	71
Community use, Attendance	621	81	86	105	241	1,134
Volunteers						
Number	11		11	1	53	76
Hours	164			8	362	534
Revenue						
Copier	\$350.20	\$116.10	\$305.30	\$340.10	\$515.25	1,626.95
Fines	\$175.30	\$77.90	\$100.80	\$111.60	\$110.36	575.96
Lost Material	\$0.00	\$2.98	\$0.00	\$35.95	\$50.85	89.78
Fee	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00	180.00
Storage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total	\$585.50	\$196.98	\$466.10	\$487.65	\$736.46	\$2,472.69

Monroe County Library—May 2016

	Key Largo	Islamorada	Marathon	Big Pine	Key West	Total
Circulation						
Adult	1,361	969	1,432	1,326	3,184	8,272
Juvenile	799	282	675	636	1,677	4,069
Audio/visual	1,179	948	1,769	1,123	4,233	9,252
Total	3,339	2,199	3,876	3,085	9,094	21,593
% Change Previous YR	-10%	-12%	-15%	3%	-17%	-13%
Check out Type						
First time	2,382	1,252	3,047	2,304	6,367	15,352
Renewals	957	947	829	781	2,727	6,241
Borrowers						
Adult	7,046	2,327	5,208	3,840	12,986	31,407
Juvenile	691	370	1,090	423	1,933	4,507
Fee	128	85	276	90	219	798
Location total	7,865	2,782	6,574	4,353	15,138	36,712
Added this month	44	20	28	23	98	213
Usage						
PC Sessions	1789	325	1402	469	2316	6,301
% Change Previous YR	103%	-51%	-11%	-39%	12%	5%
Wireless Sessions	643	151	701	1103	2587	5185
% Change Previous YR	102%	-31%	57%	363%	99%	108%
Library Visits	5,636	2,817	4,119	2,778	11,867	27,217
% Change Previous YR	6%	-7%	-11%	-8%	-21%	-12%
eVisits			415,767			
% Change Previous YR			20%			
Reference Services						
Info, In-Person	936	324	760	413	5,208	7,641
Info, Telephone	702	220	241	231	1,057	2,451
Info, Electronic			352			
Programming						
Adult, Number	3	4	13	2	10	32
Adult, Attendance	43	21	48	15	47	174
Juvenile, Number	9	4	11	8	492	524
Juvenile, Attendance	386	41	83	53	26	589
Class Visits, Number					4	4
Class Visits, Attendance					124	124
Adult Outreach, Number				4	2	6
Adult Outreach, Attendance				34	30	64
Juvenile Outreach, Number	7		12	13	1	33
Juvenile Outreach, Attendance	1,181		303	840	85	2,409
Community use, Number	15	6	7	10	9	47
Community use, Attendance	349		78	50	60	537
Volunteers						
Number	11		3	1	26	41
Hours	152		24	8	221	405
Revenue						
Copier	\$247.40	\$68.40	\$342.80	\$43.90	\$334.45	1,036.95
Fines	\$211.30	\$50.00	\$145.45	\$98.05	\$327.86	832.66
Lost Material	\$0.00	\$0.00	\$0.00	\$46.99	\$5.00	51.99
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	\$458.70	\$118.40	\$518.25	\$188.94	\$697.31	\$1,981.60

OverDrive Circulation Activity by Month



New User Registrations by Month

