

MINUTES

EUSTIS MEMORIAL LIBRARY

January 27, 2009

BOARD MEMBERS PRESENT: Clayton Bishop, President
Gwendolyn Manning, Vice-President
Glenda Pippin, Secretary

BOARD MEMBERS ABSENT: Carla Mitchell
Rena Poole

OTHERS PRESENT: Steve Benetz, Leisure Services/Library Director

President Clayton Bishop called the meeting to order at 4:10 p.m. Minutes for the November 25, 2008 meeting were presented. Minutes were approved as read.

LIBRARIAN'S REPORT

STATISTICAL REPORT: Mr. Benetz presented the November Statistical and Financial Reports. For the month, 669 items were added to the collection and 187 were withdrawn; circulation totaled 6,878 items; staff answered 1,018 reference questions and 77 items were borrowed on interlibrary loan. Twenty-seven children's programs were held with 489 in attendance and six adult programs were held with 2,064 in attendance. Seventy new cards were issued and 10,542 users visited the Library. Eleven volunteers worked a total of 113 hours. Library revenues were \$1,480.04 for the month of November. Non-resident card fees totaled \$562. No Library impact fees were collected the month of November.

Mr. Benetz also presented the December Statistical and Financial Reports. For the month, 603 items were added to the collection and 133 were withdrawn; circulation totaled 7,240 items; staff answered 1,040 reference questions and 79 items were borrowed on interlibrary loan. Seventeen children's programs were held with 296 in attendance and one adult program was held with nine in attendance. Seventy-five new cards were issued and 9,079 users visited the Library. Twelve volunteers worked a total of 160.50 hours. Library revenues were \$1,681.33 for the month of December. Non-resident card fees totaled \$509. Library impact fees collected totaled \$293.

First Quarter Statistics showed 1,780 items were added to the collection, a 5% increase; 22,390 items were loaned, a 7% decrease; 3,240 reference questions were answered, an 18% increase; 221 items were borrowed on interlibrary loan, a 39% increase; 75 programs were offered, a 23% decrease; program attendance was 7,210, an increase of 260%. Two hundred and fifty-four new cards were issued, a 23% increase; and 34,638 users visited the Library, a 27% increase. Volunteers worked a total of 388.50 hours, a 26% increase. Library revenues through the First Quarter totaled \$4,961.36; non-resident card fees totaled \$1,940, for a grand total of \$6,901.36, a 6% decrease from last year. Library impact fees collected by the City totaled \$2,344, down from the \$5,528 collected last year.

Mr. Benetz explained that the increase in user visits was primarily due to the early voting and Flu Shot Clinics held at the Library. He also noted the drop in Library impact fees could be directly attributed to the continued slowdown in the housing market and the moratorium placed on residential development in Eustis.

President Bishop asked if there were any further comments or questions. There being none, Vice-President Manning moved to accept the Librarian's Report. Glenda Pippin seconded. Motion carried.

OLD BUSINESS

Mr. Benetz informed members that at the regular meeting of the City Commission, January 15, 2009, reappointments to the Library Board were approved for Carla Mitchell and Glenda Pippin. Carla Mitchell attended the meeting.

Mr. Benetz reported the City is continuing to look at cost saving measures for the coming fiscal year. All Department Heads have been instructed to begin prioritizing services in anticipation of reduced funding levels in FY 2009-10. It is expected that some services will have to be reduced, while other services may have to be eliminated altogether.

NEW BUSINESS

Mr. Benetz reported that, over the next several months, the City Manager has scheduled a series of workshops for Department Heads and Commissioners with Lyle Sumek, consultant, to identify core services and set priorities as part of next year's budget process.

OTHER CONCERNS

Mr. Benetz reported on the State Historical Records Advisory Board (S.H.R.A.B.) meeting he attended last month, in Fernandina Beach. He will also be representing the City at the Annual Lake County Days in Tallahassee February 17 and 18.

Vice-President Manning moved to table the election of officers until the February meeting. Glenda Pippin seconded. Motion carried.

NEXT BOARD MEETING

The next scheduled Board meeting will be February 24, 2009 at 4:00PM in the Library Conference Room.

There being no further business, the meeting was adjourned at 5:00PM.

Respectfully submitted,

Glenda Pippin
Secretary

GP/kap