

MINUTES

EUSTIS MEMORIAL LIBRARY

March 13, 2007

BOARD MEMBERS PRESENT: Clayton Bishop, President
Carla Mitchell
Rena Poole

BOARD MEMBERS ABSENT: Glenda Pippin, Secretary
Alta Trask, Vice-President

OTHERS PRESENT: Steve Benetz, Leisure Services/Library Sr. Director
Kathryn Pringle, L.S./Library Staff Assistant

President Clayton Bishop called the meeting to order at 4:18 p.m. Minutes for the January 30, 2007 meeting were presented. Minutes were approved as read.

Mr. Benetz reported there were no February minutes to approve, as the meeting was cancelled due to the lack of a quorum.

LIBRARIAN'S REPORT

STATISTICAL REPORT: Mr. Benetz presented the November Statistical Report only, as the November and December Financial reports were covered in the January meeting. For the month, 714 items were added to the collection and 111 were withdrawn; circulation totaled 7,920 items; staff answered 644 reference questions and 44 items were borrowed on interlibrary loan. Thirty-three children's programs were held with 654 in attendance and five adult programs were held with 795 in attendance. Sixty new cards were issued and 9,081 users visited the Library. Eight volunteers worked a total of 91.50 hours. President Clayton Bishop inquired about the high adult program rate, to which Mr. Benetz informed him, this was due to the Library being a host location for the Lake County Early Voting.

Mr. Benetz next presented the December Statistical Report. For the month, 66 items were added to the collection and 16 were withdrawn; circulation totaled 7,349 items; staff answered 615 reference questions and 27 items were borrowed on interlibrary loan. Fourteen children's programs were held with 269 in attendance and two adult programs were held with 15 in attendance. Seventy-four new cards were issued and 7,497 users visited the Library. Four volunteers worked a total of 47 hours.

First Quarter Statistics showed 1,426 items were added to the collection, a 3% increase; 23,745 items were loaned, a 5% increase; 2,031 reference questions were answered, a 3% decrease; 122 items were borrowed on interlibrary loan, a 2% increase; 93 programs were offered, a 7% decrease and program attendance was 3,546, a 138% increase. Two

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hundred and seven new cards were issued, a 14% increase; and 27,964 users visited the Library, a 21% increase. Volunteers worked a total of 223.25 hours, a 39% decrease. Library revenues through the First Quarter totaled \$10,857.77; nonresident card fees totaled \$1,416 and Library impact fees collected by the City totaled \$7,911. Library generated revenues for the fiscal year showed a 58% increase over last fiscal year.

Mr. Benetz presented the January Statistical and Financial Report. For the month, 1,202 items were added to the collection and 179 were withdrawn; circulation totaled 13,487 items; staff answered 835 reference questions and 74 items were borrowed on interlibrary loan. Thirty-three children's programs were held with 752 in attendance and five adult programs were held with 80 in attendance. Seventy-three new cards were issued and 10,582 users visited the Library. Nine volunteers worked a total of 101 hours. Library revenues were \$1,447.66 for the month of January. Non-resident card fees totaled \$614. Library impact fees collected totaled \$2,637. Rena Poole asked about the lower Impact Fees from last year; Mr. Benetz explained slower growth, results in less Impact Fees received.

Mr. Benetz presented the February Statistical and Financial Report. For the month, 944 items were added to the collection and 95 were withdrawn; circulation totaled 8,042 items; staff answered 777 reference questions and 39 items were borrowed on interlibrary loan. Thirty-seven children's programs were held with 781 in attendance and five adult programs were held with 45 in attendance. Seventy-four new cards were issued and 9,383 users visited the Library. Twelve volunteers worked a total of 167 hours. Library revenues were \$1,931.22 for the month of February. Non-resident card fees totaled \$650. Library impact fees collected totaled \$3,350.

Mr. Benetz reported the First Quarter Saturday Patron Count was 1,127 people. The Second Quarter Count, which will not be complete until the end of March, is 804 people so far, with the year-to-date count at 1,931.

President Clayton Bishop asked if there were any comments or questions. There being none, Rena Poole moved to accept the Librarian's Report. Carla Mitchell, seconded. Motion carried.

OLD BUSINESS

Mr. Benetz updated the Board regarding Alta Trask's convalescence. She is improving, and at present will remain at her current residence in Tavares. She has not submitted a letter of resignation yet, but she still intends to if she does not return to her home in Eustis. He explained that he had conveyed to Ms. Trask member's desire that she remain on the Library Board if possible, and their wishes for a speedy recovery. She sent her thanks and regards to everyone and promised to let us know as soon as she makes a final decision regarding her permanent residence.

NEW BUSINESS

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Mr. Benetz reported on the City Commission's progress in the hunt for a new City Manager. Mr. Myers has submitted his application and has been promised equal consideration with the other applicants. A reception at the Community Building is planned for the public and staff to meet the finalists for the position. Mr. Benetz encouraged members to try to attend. Carla Mitchell stated that she had served as a member of an interview panel during the City's search for a police chief and hoped the process to select a city manager will be similar.

OTHER CONCERNS

Mr. Benetz reported that he and Marlene Blye, Library Deputy Director, had attended a technology workshop for small and rural libraries last week in Ocala, presented jointly by the State Library and the Bill & Melinda Gates Foundation, entitled "Putting the Pieces Together". It was a good workshop and they brought back a lot of good information. Next week (03/20-03/21/07), Mr. Benetz will be attending the Florida Library Association's Library Day 2007 in Tallahassee. The following week, (03/27-03/29/07) he will return to Tallahassee for the 2007 Historic Preservation Day, the Florida League of Cities' Legislative Action Day, a joint meeting of advisory boards and councils to the State Library, and to chair a meeting of the State Historical Records Advisory Board.

NEXT BOARD MEETING

The next scheduled Board meeting will be April 24, 2007 at 4:00 p.m. in the Library Conference Room.

There being no further business, the meeting was adjourned at 5:17 p.m.

Respectfully submitted,

Kathryn Pringle
Leisure Services/Library Staff Assistant