

## **MINUTES**

### **EUSTIS MEMORIAL LIBRARY**

**April 24, 2007**

**BOARD MEMBERS PRESENT:** Clayton Bishop, President  
Glenda Pippin, Secretary  
Rena Poole

**BOARD MEMBERS ABSENT:** Alta Trask, Vice-President  
Carla Mitchell

**OTHERS PRESENT:** Steve Benetz, Leisure Services/Library Sr. Director

President Clayton Bishop called the meeting to order at 4:03 p.m. Minutes for the March 13, 2007 meeting were presented. Minutes were approved as read.

### **LIBRARIAN'S REPORT**

**STATISTICAL REPORT:** Mr. Benetz presented the March Statistical and Financial Report. For the month, 902 items were added to the collection and 407 were withdrawn; circulation totaled 8,684 items; staff answered 901 reference questions and 36 items were borrowed on interlibrary loan. Thirty-five children's programs were held with 655 in attendance and six adult programs were held with 39 in attendance. Seventy-six new cards were issued and 10,171 users visited the Library. Eleven volunteers worked a total of 175 hours. Library revenues were \$2,738.04 for the month of March. Non-resident card fees totaled \$838.10. Library impact fees collected totaled \$1,758.

Second Quarter Statistics showed 3,793 items were added to the collection, a 6% increase; 53,958 items were loaned, a 10% increase; 4,544 reference questions were answered, a 2% decrease; 271 items were borrowed on interlibrary loan, a 9% increase; 214 programs were offered, a 10% decrease but program attendance was 5,898, an overall increase of 69%. Four hundred thirty new cards were issued, a 5% decrease and 58,100 users visited the Library, a 19% increase. Volunteers worked a total of 666.25 hours, a 13% decrease. Library revenues through the Second Quarter totaled \$16,974.69; non-resident card fees totaled \$3,518.10 and Library impact fees collected by the City totaled \$15,656. Library generated revenues for the first six months of this fiscal year, showed an 11% increase over the same period last fiscal year.

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

## **OLD BUSINESS**

Mr. Benetz reported that the list of candidates for City Manager had been shortened to six finalists. Division and Department Directors will have the opportunity to meet with all six, and to let City Commissioners know their opinions as to who would be the best fit for Eustis. City Commissioners were conducting their interviews and would be meeting Tuesday, May 1<sup>st</sup> at 1:00 p.m. to select the new City Manager. A reception for the public to meet the candidates will be held April 30<sup>th</sup> at the Community Center. Mr. Benetz encouraged members to try to attend.

## **NEW BUSINESS**

Mr. Benetz reported that the vacant position of Library Technician I for the Circulation Desk has been filled. Marcia D'Aurora is our new employee and she is doing fine.

Mr. Benetz reported that Budget Requests for Fiscal Year 2007-08 are due in to the Finance Director May 21<sup>st</sup>. Departments have been advised to keep budget requests close to the current level, due to the pending property tax reform the legislature is currently working on.

## **OTHER CONCERNS**

Mr. Benetz informed members that he had spoken with Alta Trask recently and she will probably be staying at the Ground Court in Tavares permanently. She indicated her intention to submit her formal letter of resignation from the Library Board before long. She thanked members for their patience regarding her decision.

Mr. Benetz noted that he attended the Florida Library Association's Annual Conference in Orlando April 11<sup>th</sup>-13<sup>th</sup>. Also attending this year were Marlene Blye, Emily Gerry, and Jennifer Coddling. All agreed it was a good meeting and the sessions very informative.

## **NEXT BOARD MEETING**

The next scheduled Board meeting will be May 22, 2007 at 4:00 p.m. in the Library Conference Room. The following scheduled meeting will be June 26<sup>th</sup>, with the July meeting is rescheduled from the 24<sup>th</sup> to July 31<sup>st</sup> and the August 28<sup>th</sup> meeting has been cancelled. Normal meeting schedule will resume September 25<sup>th</sup>, the 4<sup>th</sup> Tuesday of the month.

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

Respectfully submitted,

Glenda Pippin  
Secretary

GP/kap