

**LIBRARY ADVISORY COMMITTEE
MEETING**

February 17, 2011
2:00 pm

MINUTES

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Jean Andrews, Chairman
Ron Waters
Judy Cohan
John "Ken" Hurley
Mimi Gewanter

ALSO PRESENT

Pamala Prell, Acting City Clerk
Phyllis Ruscella, Library Administrator

Chairman Andrews welcomed the new member of the Committee, Ron Waters, and asked him to tell them a little bit about himself.

Mr. Waters stated he has been an active member of the "Friends of the Library" for several years and also active in various community affairs.

Chairman Andrews then said a few words to honor Barbara Mooney who passed away recently.

1. Changes to the Agenda

There were none.

2. Approval of Minutes of 08/18/10

Chairman Andrews pointed out that her title should be "*Chairman*"; Item 4. is changed to read ".....Saturdays as well as other days may be shortened". Item 7. is *corrected to say "Flag Raising" and the Mexican artist's name is Frida Kahlo.*

A motion was made to approve the Minutes of 08/18/10 as corrected. The motion was seconded and unanimously approved.

3. Approval of Minutes of 11/18/10

Chairman Andrews questioned the DVD charges cited under Item 5. After discussion, it was determined that it should read "overdue charges". The second paragraph under Item 6 is changed to "...which will take place December 13th & 14th". Under Item 7., paragraph 2 is changed to read "...that the Friends" set up a ...". Item 5., paragraph 3, second sentence should say "...that are circulating E Readers"... Item 6., last sentence of first paragraph is changed to read "...come in to assist cataloging this new collection."

A motion was made to approve the Minutes of 11/18/10, as amended. The motion was seconded and unanimously approved.

4. Election of a Vice Chairman

Chairman Andrews nominated Ron Waters to serve as Vice Chairman. Mimi Gewanter suggested they wait until after the election in March and all were in agreement. The nomination was then withdrawn until after the election.

5. Updated on Services, Collections and Programs

Chairman Andrews called upon Library Administrator, Phyllis Ruscella, to present updates.

Ms. Ruscella presented an overview of the kind of statistics that she is now collecting. She has been working on a door count in particular to see how many patrons are actually coming into the library. She has also been looking at computer use to see how many additional PCs they should plan for. Those numbers do not include anyone who is using a wireless computer and they have more of those every week. There is a question as to whether or not the count is available.

As to circulation, they are circulating about 600 books in an eight hour period which means they are checking out about 80 books an hour. They usually have two people on the desk checking in and checking out materials. She is also watching closely to see what the difference is in season. From December to January, it jumped about 3,500-3,800 items going out. That is quite an increase in workload in one month.

She went on to report that the American Library Association sponsored a nationwide "Snapshot Day" which was January 25th in public libraries throughout the United States. The State Library was very strong in sponsoring it and encouraging libraries within the state to participate. There was a lot of publicity

and St. Pete Beach did participate. The numbers on one particular "Snapshot Day" at the door was 512 and computer use was 66. They circulated 792 items, which is almost 100 items an hour. The photographs that were taken are available on the website. They selected the best of the photos and sent them to PPLC and they are putting that all together and sending it to the State Library and then they will put them on the Florida Electronic Library. Hopefully some of their pictures will be included.

Last November she announced that they were introducing a CD music collection. They opened the collection with 1200 titles; all but about 20 were donated by the patrons. They are now all cataloged. The first month (November) they circulated 546 which means they circulated almost half of the collection. In December they circulated 572 and that works out to be about 5% of their total circulation. On the daily "hold" list they receive to pull for other libraries, there are usually at least 8 or 10 CD music titles on it.

The changes in fines went in effect as of February 1st. They held back to get the website changed and get their print material changed. Now the changes that were posted in the November Minutes are now in effect.

The migration to the Polaris System was really seamless. They were down for less than a day. They did off line circulation and then uploaded that into the new version with no problems at all.

As to programming, Ms. Ruscella reported they had Tim Dorsey who is always welcome in the area and there were 51 people who turned out for the introduction of his latest title, "Electric Barracuda".

She has started an "Author's Series" from January through April for all local authors. A poetry reading was attended by seventeen people.

One thing she has changed in the collection is in the Juvenile Fiction section. They have pulled out the titles that are more appropriate for teenagers and made that a separate collection. That is a fairly common practice in public libraries to have a young adult collection that's separate from the children's collection.

In December they started a pilot project for the DVD collection. They took all the DVDs that had been accumulating, that have been donated to the library. In many cases they were duplicate copies of DVDs they already had. They took all the donated ones, left them in the case, and cataloged them with the regular format they come in and put those on a separate cart. On the first of January and the first of February, she took an inventory to see if any disappeared. The first month nothing disappeared out of over 300 titles. She took the inventory for February yesterday and there is only one that they can't find and they think it's a cataloging glitch. After the season is over they are going to merge the two

collections so that all DVDs will be in their original cases and out on the shelves which will save a great deal of staff time. That will take place in May or after.

The last issue she brought up was the IRS forms. The "Friends of the Library" went to a workshop in late fall and happened to see a rack that was in one of the other libraries where the IRS forms are placed. So the "Friends" graciously paid for a display rack where they can place them. The IRS has been very slow in getting the 1040s to them but now they have all the forms.

Ms. Ruscella reported that Mary Jane Hyatt is back full time from her family medical leave and works Monday to Saturday with Tuesday off.

Chairman Andrews asked how the Saturday earlier closing is being received by the patrons. Ms. Ruscella said it took some getting used to but they are very busy on Saturdays. She hasn't received any written complaints.

Ms. Cohan asked if there is any way the short term residents can purchase a temporary card in order to use the computers. Ms. Ruscella said they could do that but it would take time away from their community patrons. More computers are certainly needed but right now they are having a difficult time paying for replacements. They are scheduled to get five replaced this fiscal year. There is one alternative and that is having laptops that people could use on the Wi-Fi.

Ms. Cohan suggested that maybe people could donate their old computers after they were purged which would give another "web only" type of access.

Chairman Andrews asked if the library had a form they provided donors for tax exemption and Ms. Ruscella responded that they are given out with a "thank you" letter when there is a particularly large donation but without any dollar estimate.

Ms. Ruscella reported that she has just begun researching the self-checkout machines, what models are available, what the pricing is, and where they could put it if they had one. If they went to self-checkout with one machine, they could reasonably expect that at least 50% of their circulation would go through the machine. At that point, they may be able to take on circulating laptops.

Ken Hurley stated that a "Kindle" reader asked him if it was possible or practical for a library to lend electronic readers. Ms. Ruscella said there are a couple libraries that are doing it. She feels it is being pro-active rather than re-active because there aren't that many libraries that have a significant portion of the "E Books". Our library has one data base where they can download books but there are certain readers that will take it and won't take it. If you have a "Kindle" you cannot use the "E Books" that they have available. The new Sony "E Readers" do have the capability of downloading from the "E Books" that they have access to right now. Ms. Ruscella advised that she is going to buy a "Nook" so that her

staff can get used to it. They do have help sheets for their patrons who have iPads, the Sony and the "Nook".

6. Open Discussion

Ms. Ruscella reported that they had a donation come in that was all baseball memorabilia and not the kind of material they would want to add to the collection and which would normally go to the "Friends" Bookstore to be sold. Ron Waters checked Bay to see if any of them was worth anything and a few of them were. They have a gentleman who comes in about once a year to give an EBay course and Warren contacted him. Some of the items were sold and the "Friends" made a very nice amount of money.

Mimi Gewanter brought up the topic of the classics for children. Ms. Ruscella said there are very few school age children who patronize the library but she does have some for their use. Together with the other Pinellas libraries, they can get anything that is requested within a day or two. She hasn't had any requests for something that they couldn't come up with in a few days. She agreed that there is a core collection that they should sustain.

7. Reports

There were no reports.

The next Meeting is scheduled for Thursday, May 19, 2011 at 2:00 pm.

8. Adjournment

A motion was made that the Meeting be adjourned. The motion was seconded and unanimously approved.


Pamala Prell, Acting City Clerk


Jean Andrews, Chairman

Minutes approved on: 5-19-11