Library Advisory Committee Meeting
155 Corey Avenue

Thursday, May 19, 2011
2:00 pm

Call to Order
Pledge of Allegiance
Roll Call

AGENDA

WELCOME NEWLY APPOINTED LIBRARY BOARD MEMBER John Philips, Sr.

1. **Changes to the Agenda**
2. **Approval of Minutes from February 17, 2011**
3. **Election of a Chairman and Vice-Chairman**
4. **Budget Update <Elaine Edmunds>**
5. **Updates on Services, Collections, and Programs <Phyllis Ruscella>**
6. **Open Discussion**

10. **Reports**
11. **Adjournment**

APPEALS

If a person decides to appeal any decision made at this Meeting, they will need a record of the proceeding and, for such purpose, may need to ensure that a verbatim record of Meeting is made, which record includes the testimony and evidence upon which the appeal is to be based. (F.S. 286.0105) the city does not furnish verbatim transcripts; interested parties should make the necessary arrangements for verbatim transcripts.

Agenda Material is available for review at City Hall on the Friday preceding the Meeting. In accordance with the American's with disabilities Act and F.S. 286.26, persons with disabilities needing special accommodations to participate in this Meeting should contact Ed Pickhardt at (727) 363-9243 no later than four (4) days prior to the Meeting for assistance.

LIBRARY ADVISORY BOARD

MAY 19, 2011
2:00 PM

MINUTES

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Jean Andrews, Chairman
Ron Waters
Judy Cohan
Ken Hurley
John Phillips, Sr.

ALSO PRESENT

Phyllis Ruscella, Library Administrator
Elaine Edmunds, Finance Director
Rebecca Haynes, City Clerk
Pamala Prell, Deputy Clerk

Chairman Andrews introduced new Board Member, John Phillips, and asked him to tell them a little about himself.

Mr. Phillips stated that he has previously served on this Committee and has just come from the Finance & Budget Review Committee.

1. **Changes to the Agenda**

There were none.

2. **Approval of Minutes**

Under Item 6. on page 5, it was suggested that the second sentence be changed to read "Ron Waters checked EBay" and in the following sentence Warren should be changed to "Ron".

In the third paragraph on page 4, the last sentence should read "They now have all the forms."

In the next paragraph Mary Jane's last name, "Hyatt", was added.

In the second paragraph on page 3, the second sentence is changed to read "The State Library of Florida was....."

The last sentence in the third paragraph on page 3, the word "requests" should be added after the word "pull".

The second to last paragraph on page 3 is changed to read: "She has started an "Author's Series" from January through April for all local authors. A poetry reading was attended by 17 people."

The title to the book in the third to last paragraph on page 3 is changed to "Electric Barracuda".

On page 2 under item 5, the last sentence in the second paragraph is changed to "There is a question as to whether that count is available......"

A motion to approve the Minutes of February 17, 2011, *as amended*, was made and seconded. The motion was unanimously approved.

3. Election of Chairman and Vice Chairman

The Meeting was opened for nominations.

Jean Andrews was nominated as Chairman. The nomination was unanimously approved.

Ron Waters and Judy Cohan were nominated as Vice Chairman. Judy Cohan declined. The nomination of Ron Waters was unanimously approved.

4. Budget Update

Elaine Edmunds, Finance Director, presented a brief update on where the Library budget is currently and also what is anticipated for next year.

Currently the Library budget is right on track, through April, and moving along fine.

For fiscal year 2012, the City is looking at another 6% decline in property values which was the initial projection from the property appraiser's office. That equates to about $330,000 less in revenue for the City. They have not calculated the decline for condominiums as yet. If those values have declined they may see a drop further than 6%.

As far as the Library budget is concerned, the overall budget is down 2%, a good portion of which is on the personnel side. Operating costs are about a tenth of a percent lower than last year and the book budget is reduced by $5,000 for fiscal year 2012. The budget will be forwarded to the City Manager, the Finance & Budget Review Committee and the Commission for further review and approval. The budget is due out July 1st then it goes through Finance and Budget during the month of July, then on to the Commission in August.

Mrs. Edmunds was asked if the book budget included audio books, DVDs, etc. to which she replied they have an audio book rental line item that is $7,500. If they would choose to purchase those books instead of renting them, that money would be moved into the book purchasing budget.

5. Updates on Services, Collections and Programs

Phyllis Ruscella, Library Administrator, reported that the State Budget for 2012 has $21.3 million for public libraries remaining consistent with 2011 budget levels.

The Florida Library Association does a terrific job of lobbying and Ms. Ruscella believes the "Snapshot Day" that was done in January indicated the statewide use of public libraries in general.

A "self checkout" station will be purchased this fiscal year with donated funds, a portion of which were specifically designated for technology.

Ms. Ruscella provided each Committee member with a copy of the Summer Program. The themes are determined by PPLC for the children and adult programming and some of them are determined statewide for all public libraries. The adult program this year is focused on "Novel Destinations" which will be used in all public libraries throughout the state. She has some films and book discussions planned around this theme.

The "Balloon Guy" is coming June 20th and this event will be held in the Library's Conference room and financially supported by the Friends of the SPB Library group.

The book sales in the "Friend's Bookstore" have been going incredibly well. They are averaging over $1,000 a month.

Ms. Ruscella was asked how the "self checkout" station will affect workloads. It is anticipated that it will eliminate 50% of routine checkouts from the desk and will afford her staff more opportunity to help patrons with computers and other one-on-one assistance.

They are getting a music database through the PPLC that will be available for all patrons who will be able to download up to three music selections to their IPods or IPads, etc., per week "Freegal" is the name of the program and it should be up within the month.

Ms. Ruscella noted they now have a new external book drop where patrons can drive by to return their books and other media material.

Ms. Ruscella wanted to mention that they are moving forward with the DVD project which is a five step process. Sometime in July, all DVDs will be self-serve.

Ms. Ruscella was asked how the Library promotes its programming. Signage is posted in the Library and updates to the web site are done at least once a week. They also send a news item every week to the different local publications, i.e. "The Gabber", "Beach Life", "Paradise News", etc. and advertise in the weekly city "e-Newsletter" the City distributes.

6. Open Discussion

Chairman Andrews asked if there are items, questions, observations, or requests. She addressed the viewers and asked if they had any questions for the Committee or any issues they might want to bring before them.

Mr. Waters asked if Sue Griffin was the P.R. person for the Library to which Ms. Ruscella responded yes. Sue prefers that any newsworthy items be sent to her electronically.

Chairman Andrews brought up the plan for renovation of the Library.

Ms. Ruscella advised the Board that Mr. Ward Friszolowski has an intern revising the original 2008 renovations drawings and she will keep them updated as to their progress.

A motion was made to adjourn the Meeting. The motion was seconded and unanimously approved.

Rebecca C. Haynes, City Clerk

Jean Andrews, Chairman

Minutes Approved on: 8-25-11