

**Library Advisory Committee
February 4, 2016
Milton, Florida**

The Library Advisory Committee met on the above date with the following members present: Michael Sandler, Bill DuBois, Robert Menzer and Martha Lyle. Also present were Tony Gomillion (County Administrator) DeVann Cook (Human Resources Director) Gwen Wilson (Library Director) and Emily Spencer. Michael Sandler called the meeting to order at 4:00 p.m.

The minutes of the August 6, 2015 meeting were approved.

Library Director Report

Ms. Wilson distributed the Annual Plan of Service for the past fiscal year. She stated that we are nearing the end of the five year long range plan 2012-2017 and have done a very good job of meeting the goals of this plan.

Ms. Wilson stated of note in the report is Goal 2, Objective 2.3 regarding pursuit of laptops. She said the plan is to be able to create portable computer labs that can be set up in any library meeting room for public computer classes and staff training. At this time there is no dedicated computer lab except at the Gulf Breeze Library where we can actually go in, close the door and have computer training. Once we have that taken care of, we will have it set up so that citizens can come in during the day for basic computer classes which is a request we receive quite a bit. She added that library staff assists individuals in getting to a specific website and helps them navigate when filling out applications related to Medicare/Medicaid and food stamps but there isn't time for staff to provide one on one direction; but, if we were to be able to provide this service it would be very beneficial to the citizens of Santa Rosa County. Mr. Sandler asked about using volunteers as instructors and Ms. Wilson stated Ron Strickland who is their new computer service specialist, is investigating software for basic computer classes. She added that the library managers have wonderful teaching skills and there are a couple of new employees that are very tech savvy and we are hoping that they will be able to participate in the workshop.

Below are some additional items Ms. Wilson noted in the Annual Plan of Service:

Goal 2, Objective 2.4 - Ms. Wilson stated that last year the library was closed for a day so additional training could be provided and the plan is to close again this year. This also included some customer service training and we were excited to be able to do this.

Goal 3, Objective 3.1 - Ms. Wilson stated that this year they hope to build a brand new eBook collection and the focus will be on best sellers. She added that at this time they are trying to build the collection so have only been purchasing one of each title. Hold requests are monitored to ensure that there are a sufficient number of titles to meet the needs of the patrons.

Goal 3, Objective 3.9 – Ms. Wilson stated that since becoming the Library Director there has not been a good thorough weeding of the tween/teen area. She added that new books are always being added but that means that we do have to remove items from the shelf. The goal is to pull items that have experienced poor circulation over the past few years which would free up space for newer titles.

The Item Circulation Statistics Report was distributed and Ms. Wilson reminded the committee that these stats don't include audio book circulation or eBooks, only those items that are physically in the library. The managers get these reports once a quarter so they see what areas they might need to push or put on display more frequently in order to get the numbers up. Mr. Menzer asked if there was any way to measure computer usage in the library which Ms. Wilson replied that there is. Mr. Gomillion asked if there is a policy on abuse/limitation of computer usage time. Ms. Wilson stated there is an hour limit.

Other Business

There was discussion regarding status of the foundation and Ms. Wilson stated that it did get resolved and is in the process of being closed out. Mr. Andrews, the County Attorney is assisting with this process, specifically an issue with the 2013 audit and once everything is under control on the financial/IRS side, we can move forward in the closure.

Mr. Menzer asked what kind of relationship the county library system and the high schools had with one another in respect to libraries. Ms. Wilson stated that over the years the school media specialists had been contacted just to see what kind of partnering could be done. She added that at times there has been some support but not always. She stated that the county library staff had reached out to them several times during the year and have gone into the schools before and done training on county library databases and how it could relate to homework help. Library staff are constantly trying to connect with the school libraries especially since one of our goals is to engage more teens/tweens.

Next Meeting Date

The next meeting is scheduled for May 5, 2016 at 4:00 p.m. in the Gulf Breeze Library.

Adjournment

There being no further business to come before the Committee, the meeting adjourned at 4:45 p.m. The committee was then invited to tour the Library Administration office.

Chairman