

MINUTES

Citrus County Special Library District Advisory Board
October 22, 2009
Lakes Region Library

The regular meeting of the Citrus County Special Library District Advisory Board was held on October 22, 2009, Lakes Region Library, 1511 Druid Road, Inverness, FL 34452.

Board members *present*: Chair, Richard Byrnes, Adelaide Keller, Sheree Monroe, Edith Ramlow, Elaine Ranous, E. E. Renfro, Marianne Quack, Sylvia Wilson, and Harley Nelson

Staff Liaison: Director, Flossie Benton Rogers

CALL TO ORDER

- ◆ Meeting called to order by Chair, Richard Byrnes at 4:00 PM.

DETERMINATION OF QUORUM

- ◆ Quorum present.

READING AND APPROVAL OF MINUTES

- ◆ Minutes of September 24, 2009 approved.

REPORT OF OFFICERS AND STANDING COMMITTEES

- ◆ **Fundraising Committee - N/A**
- ◆ **Planning Committee** – A tentative meeting date was scheduled for the week of October 26, 2009. Chairman Byrnes requested that Mr. Renfro and Mrs. Benton Rogers attend the meeting.
- ◆ **Library Information Outreach – Edith Ramlow.** Ms. Ramlow will be meeting with Mrs. Benton Rogers the week of October 26, 2009. Topics to be discussed include “Love Your Library” stories and advocating the value of the Library.
- ◆ **Special Report from Bob McCranie, Executive Director of the US Family Foundation.** Mr. McCranie presented a brief history of the US Family Foundation. Other information in the presentation included how the Citrus County Library System falls within the guidelines of the Foundation as well as Mr. McCranie’s responsibilities to both entities.
 - **The Citrus County Library Foundation (CCLF).** There are two parts that contribute to growth of the CCLF, contributions/donations, and gift annuity. Copies of **Libraries Fund** (attachment A), and **Financial Position** (attachment B) were distributed to the LAB members. Mr. McCranie explained the purpose along with the information contained in the handouts.
 - Following the presentation, Mr. Renfro asked Mr. McCranie for recommendations on how to raise public awareness of the annuity aspect in regards to the CCLF.
 - Mr. McCranie offered three recommendations; create a Foundation(which the Library Advisory Board has already accomplished). Create brochures to promote the CCLF in wills and trusts. Gift annuities which is a combination of charitable donations and investments.
 - Discussion ensued regarding the unencumbered monies available to the LAB along with the procedure to request money from the fund.

- Chairman Byrnes asked Mr. McCranie to work with Mrs. Benton Rogers, or her designee, to create a brochure containing annuity/contribution information for library patrons along with talking points for the LAB members to use during their public appearances.

REGULAR BUSINESS – Director’s Report

- ◆ New “Find It” brochure. Mrs. Benton Rogers presented the new “Find It” brochure to the LAB noting that it had been created and designed in-house in large part by Eric Head and Twila Coila. Kudos to both of them for the talent and hard work that brought the brochure to fruition.
- ◆ Mrs. Benton Rogers informed the LAB of two brochures currently in the hopper, the Annual Report, and the Library Advisory Board Fundraising brochure.
- ◆ **Annual Plan of Service update.** (attachment C) Annual Plan of Service scope is the current year of the five-year plan. This document is transmitted yearly to the State Library for state aid library funding.
- ◆ **Misinformation on Budget printout.** Finance made the appropriate corrections to the header. It now reflects the appropriate **year**.
- ◆ **Highlights from the Library System.** Charlyn Hill, Reference Librarian, Coastal Region Library, was awarded the *Brief Exemplary Chat* by the statewide **Ask A Librarian Library Consortium** for July and August for service to a patron.
- ◆ **Tales on Wheels (TOW).** This outreach program, made up of volunteers trained by librarians, takes “story time” to childcare facilities that are unable to utilize the library branches in person.
- ◆ **Love Your Library.** Quote from a Literacy volunteer tutor described the value of teaching others to read.
- ◆ **Rain Barrel Display.** An Extension Program to promote water management using a rain barrel capture system. Partnership with Extension and schools.
- ◆ **Adult Literacy Program update.** The program continues to grow. On November 19 & 20, 2009, the semi-annual tutor training will take place. Future training will take place in April and November of 2010. **Conversational Café** is continuing to grow and tutors are requesting it at other library branches.
- ◆ **Library Card Signup Month update.** The primary target age is kindergarten. Jim Ehlers, Communication Facilitator, obtains sponsorship. This year’s sponsor was Subway. CCLS garnered 360 new library cards due to this outreach
- ◆ **Library is now involved in both Twitter and Facebook.**
- ◆ **FOCCLS October Book Sale** final total was \$ 43,566.00, another new record.

OLD BUSINESS

NEW BUSINESS

FLA Annual Library Day. Discussion was held to measure the interest in attending Library Day in Tallahassee on February 16, 2010. Also discussed was the December 1, 2009 Friends and Foundations and Board members of the FLA in Clermont from 9:00 am – 1:00 pm.

OPEN TO THE PUBLIC

- ◆ Mrs. Buelke, Citrus Springs Library presented an update.
 - The library is averaging 22 library card every month.
 - Annual Flu Clinic held on October 12, 2009 served 126 people.
 - Book Sale / Bake Sale / Art Show will be held on November 14, 2009 from 9:00 am until 2:00 pm.

MOTION TO ADJOURN

- ◆ Adjourned at 5:10 PM.

NEXT MEETING

- ◆ The next regular meeting of the Library Advisory Board will be on Thursday, November 19, 2009 PM at Coastal Region Library, 8619 W. Crystal Street Crystal River, FL 34428.

Respectfully submitted:

Theresa Arriaga, Recording Secretary