Dover Public Library Advisory Commission

May 16, 2023, 11:00AM, 2nd Floor Conference Room

MINUTES

Attending: President, Zach Carter; Admin Assistant, Karen DeMarco; Jaclyn Hale; City Manager, Dave Hugg; Council Liaison, Fred Neil; Jill Street; Library Director, Brian Sylvester

Call to order: Zach Carter called the meeting to order at 11:03AM.

Minutes of March 21, 2023: Fred Neil made a motion to accept the minutes as submitted; Dave Hugg seconded the motion. All were in favor, motion passed.

Old Business:

A. Statistics – In February & March 2023, the library saw a modest increase in circulation and not a lot of change in registered library users and new library users. As of the end of March, the library portion of passport revenue was $92,589, which is about 25% of the actual earnings. Fred thinks it is a great service. Jill Street & Jaclyn Hale have recommended and/or used the service themselves. Passport expenditures consist of about $6,000 in supplies and the part-time salaries for two Passport Clerks per year. Brian submitted a budget request for two additional PT Passport Clerks.

B. Staffing Status – The library continues to see turn over staff. Brantley Craig, a PT Library Assistant, gave his resignation last week. Brantley took a full time teaching position in West Virginia; he was a college professor before coming to Dover. Our new Passport Clerk, Michelle Monfort started recently. Michelle processed passports at the consulate in Germany while in the service and easily transitioned into the position. We have two pending open positions in Circulation. Offers were made to Tameka Piper, Library Clerk and Courtni Suber, Library Page. Another Library Page, Tracy Hatfield gave her resignation this morning. Jill asked if the library did exit interviews. Brian said we could however; exit interviews are usually conducted through the Human Resources department. Jill suggested that the library do their own exit interviews perhaps through an electronic format. Zach asked if the other libraries were having the same turnover issues; Jaclyn Hale said her impression is yes, based on her conversations with other libraries throughout the state.

C. Security – Since the last meeting, four people have been escorted out of the building for the day by security; two have been banned for a longer period; one of which hid in the building and was locked in at closing. Motion sensors alerted and the police responded. He was arrested for burglary and has been banned from the library for one year. Another person was also banned for one year for multiple altercations with patrons & staff. We have not seen much camping in the bushes and/or drinking in the building of late. The library is in the process of upgrading the security camera system and possibly moving the security desk to the lobby. We may be able to sell the old cameras back to Advantech or on GovDeals.

A. Council on Libraries Report – The COL have done two presentations over the course of two meetings to talk about new library construction and the impact on library funding. The new construction on Kent County will not have a financial effect on Dover. Harrington breaks ground in June on their new building; Smyrna was approved for their building.

B. The Friends of Dover Library Report – The Friends had their annual meeting in April. They donated money to the library to support our seed library. They purchased the new reference desk and furniture. They are also talking about putting in slat board displays on the Bookshop wall and are talking about doing a pet costume contest again.

C. Dover Library Foundation Report – A representative from Janney Montgomery Scott, the Foundation's financial investment group, is scheduled to do a presentation at the next Foundation Board meeting on June 22, 2023.

New Business

A. Kent County Levy Court Report: Library Tax Districts – Brian reported that the Levy Court came up with three options on ways they can do the City of Dover tax district. The geographic area is the Capital School District. 1. Set a tax rate to the geographic area at 0 dollars; Dover would lose the reciprocal borrowing monies. 2. Charge a tax rate to that entire geographic area; Dover residents would be taxed twice. The final and most likely is 3. Charge a flat tax rate to only the unincorporated parts of the Capital School District. That area is already paying the reciprocal borrowing tax. The rate will be the same and Dover residents would not be taxed. The library would receive the tax revenue, which will be close to what we have been receiving post pandemic from reciprocal borrowing. A vote is planned for June. Zach thinks the county should have an idea of how much money we will get and is also concerned that some homes in the CR school district and the Dover Air Force Base will be taxed twice. He believes these issues need to be cleared up prior to the vote. Dave asked Brian to create a draft resolution for City Council. Brian believes that a board will be created to determine the tax rate each year. The board will include representatives from all of the unincorporated areas. He suggested that we should reach out to people in those areas when looking for future LAC board members. Brian will follow-up.

Other: Jill asked if there were any updates on the Solar Feasibility Study; Brian said there were not. Jill also asked about the digital checkout process. Brian explained that the holds list is determined by the number of copies and titles that are leased. It is a statewide coop of libraries that does the purchasing and it all depends on how much money each library contributes. Dover has been contributing 10% of its total collection budget to Overdrive; we will be increasing that next year to 20% which is closer to our percentage of EBook circulation. Jill pointed out that the Dover library will be doubling our contribution for digital loans but the people drawing from the digital loans are not only Dover residents. Fred suggests the state library should be doing the bulk of the digital purchasing. Brian said that the state does oversee the program. He thinks it would be useful to see what each library is contributing. Jaclyn will look into getting a report prepared for the next meeting.

Next meeting: July, 18, 2023