



Dover Public Library Advisory Commission

July 18, 2023, 11:00AM, 2nd Floor Conference Room

MINUTES

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

Absent: City Manager, Dave Hugg

Call to order: Zach Carter called the meeting to order at 11:05AM.

Minutes of May 16, 2023: Fred made a motion to accept the minutes as submitted; Jaclyn seconded the motion. All were in favor, motion passed.

Old Business:

A. Statistics – Brian reported that new library registrations were slightly up in May. Physical circulation of materials and registered users are both trending below FY2022; electronic materials and foot traffic are up. Zach pointed out that Kent County library users are on the rise. Passport services are still going strong. Jill suggested increasing the price on the library portion of the passport fees.

B. Staffing Status – Susan Elizabeth Cordle took a job at the Delaware Division of Libraries as an Administrative Librarian. In a recent conversation with Susan Elizabeth, Jill asked if she had the opportunity to do an exit interview with the City, to which Susan Elizabeth replied that she had not. Rosie Mujica was internally promoted to the Head of Youth Services, Librarian II, as Susan Elizabeth's replacement. Rebecca Manchester was also promoted internally from PT Library Clerk I to PT Library Assistant to take Brantley Craig's position in Adult Services. A third PT Passport Clerk was approved in the FY2024 budget.

C. Security – The library has had a handful of issues with teenagers. An incident occurred where a group of kids were accused of throwing rocks at cars; the video footage proved that incorrect. There were not any security issues at Comic Con. There have been a couple of issues with potential overdoses; a staff member was needed to start the Naloxone process on a patron. Jaclyn voiced concern at a staff member doing this. Brian said that the Sunstates security guards are not authorized to administer Naloxone. There was an attempted break-in of a car parked in the front of the building. A one-year ban was issued to a patron for having a large hunting knife in his belt. Jill had an incident with men sitting by the entrance doors, potentially drinking alcohol, after library hours. Brian will see if we can get additional police patrols through the parking lot after hours. Jill asked if it might be time to talk about adding another security guard. Brian agreed that there are times when two guards may be needed but the majority of the time one guard is enough. The library is in the middle of a project to upgrade security cameras.

D . Council on Libraries Report – No report; Council has not met recently.

E . The Friends of Dover Library Report – No report.

F . Dover Library Foundation Report – A representative from Janney Montgomery Scott, the foundation's financial investment group, gave a presentation at the June board meeting. Dr. Erosa Mark Iriowen, a chemistry professor at DSU and Wilmington University, was approved for the board.

G. Kent County Levy Court Report: Library Tax Districts – Levy Court voted to establish a tax district for the Capital School District. Only the unincorporated portions of that geographic area, which includes Hartley, Cheswold and up to Garrisons Lake, will be affected. This will not affect the City of Dover residents. The tax rate is .033 per \$100 of assessed value. Brian asked the County for a revenue estimate. Zach mentioned that the Milford Library had to reduce their hours of operation; Brian said that was due to losing Reciprocal Borrowing money. Zach said the tax is great for Harrington and Smyrna. Brian's understanding is that a board will have to be formed to make an annual recommendation to the Levy Court on what the tax rate should be set at for each district.

Jaclyn shared information on Ebooks. Delaware Division of Libraries pays for the Overdrive platform fee and they contribute funds for the purchasing of Ebooks. DDL also supplements what they already plan to invest with year-end remaining funds. The amount they contribute every year varies a bit depending on that. The states appropriation for E-media purchases increased by \$350,000 this year. These funds will go toward supporting E-media collections across all age groups. Jaclyn also shared the Council on Libraries text from a motion made at a meeting in 2013. The Council made a recommendation that libraries contribute 10% of their collection budget toward Ebook collections. That recommendation remains the same, however, the state would like to take a deeper look at E-media collections as a whole since things have changed in the last 10 years and there is extra funding from the state now as well. Library contributions make it possible to have the Hoopla platform.

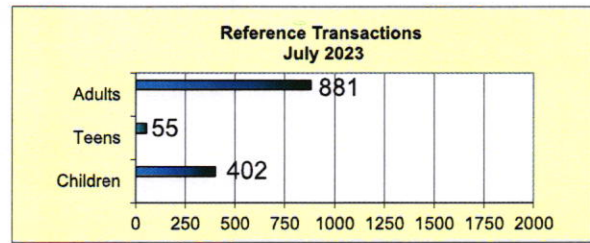
New Business

A.FY2024 Library Budget Update - Brian reported that the budget has passed. The library was given approval to hire a third PT Passport Clerk. The IT department put in a new telephone system throughout the city. No significant cuts. Zach said that only problem might be the loss of revenue from Reciprocal Borrowing.

Other: None.

Zach made a motion to adjourn at 12:01pm; Jill seconded the motion. All were in favor, motion passed.

Next meeting: September 19, 2023



* Electronic Materials include Overdrive & Hoopla starting July 2022

Circulation	July '23	FYTD '24	July '22	FYTD '23
Dover Residents	10,269	10,269	11,787	11,787
* Electronic Materials	5,269	5,269	4,435	4,435
Kent Residents Total -	9,310	9,310	8,014	8,014
~Harrington	73		40	
~Milford	60		40	
~Smyrna	613		501	
~Unincorporated Kent Co.	8,564		7,433	
Non-County Residents	1,055	1,055	1,248	1,248

New Registrations				
Dover Residents	210	210	275	275
Kent Residents Total -	197	197	117	117
~Harrington	0		0	
~Milford	0		0	
~Smyrna	3		4	
~Unincorporated Kent Co.	194		113	
Non-County Residents	3	3	3	3

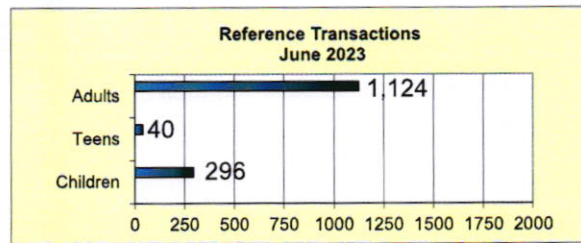
Registered Library Users as of 07/31/23		Registered Library Users as of 07/31/22	
City of Dover Residents	17,535	City of Dover Residents	17,769
Kent County Residents	7,286	Kent Co. Residents	6,369
Sussex County Residents	265	Sussex Co. Residents	249
New Castle Co. Residents	331	New Castle Co. Residents	353
Out of State	21	Other	21
TOTAL	25,438		24,761

Other				
Visitors	15,016	15,016	13,244	13,244
Meeting Room Attendance	2,484	2,484	706	706
Number of Photocopy Jobs	398	398	470	470
Number of Computer Print Jobs	2,636	2,636	2,373	2,373
Number of Computer Users	1,583	1,583	1,597	1,597
Number of Wireless Computer Users	1,510	1,510	1,389	1,389
Inter/Intralibrary - Loaned	46		30	
Inter/Intralibrary - Borrowed	107		77	
Holds Sent	3,040		3,404	
Holds Received	1,943		1,946	
TOTAL	5,136	5,136	5,457	5,457
Tech Services/Items Added	917		1,805	
Tech Services/Items Deleted	1,125		3,192	
Passport Services/Customers	176	176	210	210
Passport Services/Revenue	\$6,842	\$6,842	\$8,826	\$8,826

Monthly Highlights

- ▶ 203 attended / viewed 29 programs for adults.
- ▶ 141 attended / viewed 19 program for teens.
- ▶ 1,613 attended / viewed 42 programs for children.
- ▶ 0 volunteers.

* Estimated Figure



* Electronic Materials include Overdrive & Hoopla starting July 2022

Circulation	June '23	FYTD '23	June '22	FYTD '22
Dover Residents	9,601	121,728	10,597	131,405
* Electronic Materials	4,847	53,231	3,572	43,013
Kent Residents Total -	8,603	89,136	6,686	74,251
~Harrington	62		54	
~Milford	52		74	
~Smyrna	559		377	
~Unincorporated Kent Co.	7,930		6,181	
Non-County Residents	1,338	14,373	1,379	13,019

New Registrations				
Dover Residents	210	2,760	247	2,263
Kent Residents Total -	126	1,360	127	940
~Harrington	4		0	
~Milford	0		0	
~Smyrna	2		1	
~Unincorporated Kent Co.	120		126	
Non-County Residents	6	59	14	60

Registered Library Users as of 06/30/23		Registered Library Users as of 06/30/22	
City of Dover Residents	17,313	City of Dover Residents	17,880
Kent County Residents	7,108	Kent Co. Residents	6,353
Sussex County Residents	263	Sussex Co. Residents	250
New Castle Co. Residents	333	New Castle Co. Residents	346
Out of State	20	Other	22
TOTAL	25,037		24,851

Other				
Visitors	14,457	173,618	17,409	144,064
*Visitors - Curbside Pick-up	0	0	0	0
Meeting Room Attendance	2,114	26,700	3,139	21,404
Number of Photocopy Jobs	506	4,306	342	4,182
Number of Computer Print Jobs	2,556	31,639	2,316	26,790
Number of Computer Users	1,645	18,949	1,334	14,837
Number of Wireless Computer Users	1,639	17,956	1,700	12,355
Inter/Intralibrary - Loaned	57		49	
Inter/Intralibrary - Borrowed	88		57	
Holds Sent	2,809		2,923	
Holds Received	1,639		1,772	
TOTAL	4,593	58,764	4,801	57,361
Tech Services/Items Added	2,109		1,208	
Tech Services/Items Deleted	1,095		4,405	
Passport Services/Customers	231	2,896	218	2,340
Passport Services/Revenue	\$9,054	\$125,339	\$9,227	\$96,707

Monthly Highlights

- ▶ 313 attended / viewed 41 programs for adults.
- ▶ 175 attended / viewed 23 program for teens.
- ▶ 1,228 attended / viewed 25 programs for children.
- ▶ 0 volunteers.

* Estimated Figure