Agenda

Dover Public Library Advisory Commission
May 20, 2014
5:00 PM
Conference Room

I. Call to order

II. Old business

A. Minutes of March 18, 2014
B. March, April statistics
C. Building Construction status
D. Staffing status
E. Council on Libraries report
F. The Friends of Library report
G. Dover Library Foundation Report

III. New Business: Budget Status

IV. Other

Next meeting: July 15, 2014

MINUTES

Dover Public Library Advisory Commission
March 18, 2014 at 5:00 PM
Conference Room

PRESENT: Zach Carter, Margie Cyr, Lois Dunning, Dorothy Snyder, Bob Wetherall

Dorothy called the meeting to order at 4:58PM.

MINUTES
Zach made a motion to accept the September 17, 2013 minutes as written; Lois seconded the motion. All were in favor.

SEPTEMBER – FEBRUARY STATISTICS
Margie reported that the library is beginning to see some leveling off and return to previous usage patterns and thinks we are probably where we should be since opening. Zach asked about the status of the people counters. Margie said it's on Dr. Norman's wish list and a decision will probably be made in the next fiscal year. Bob reported that Dover's computer usage (including wireless) is the highest in the state.

BUILDING CONSTRUCTION STATUS
Margie said we are still working on the HVAC unresolved issues, which is also holding up our LEED Certification. Ultimately it is EDiS' responsibility to get this fixed. The state wants to close out the Bond Bill funding by June 30.

STAFFING STATUS
Margie reported that we have filled two Library Clerk 1 part-time positions in the Circulation Dept. Our second new employee started today. This brings us up to full staff in Circulation; however we still have a 12 hour per week Library Clerk 1 position that was not budgeted for and will not be filled next year either; but is still on Margie's list. Two part-time Library Assistant positions in the Adult Services Dept. have not been filled yet. One was offered to a gentleman who changed his mind two days before he was to start. We have an interview on Friday but will probably re-advertise both positions. The Children's Department is now at full staff.

COUNCIL ON LIBRARIES REPORT
Zach reported that the Council has met with the Joint Finance Committee and are asking for additional monies, but seems unlikely. The top of the list for construction funding are Lewes, Delmar, Garfield Park and Harrington. Zach announced that Legislative Day is April 29. Bob said that State Aid has stayed constant and that Delaware is in the top ten states for State funding.

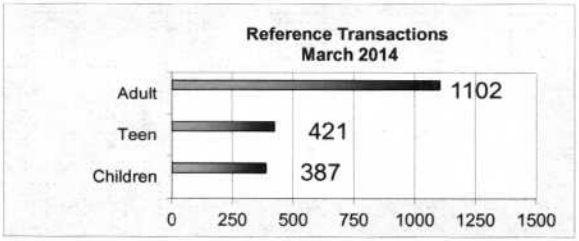
THE FRIENDS OF LIBRARY REPORT
The annual membership meeting will be held on April 30 where the potential slate of officers will be presented. A big book sale is planned for Dover Days. The Friends currently have $41,000 in the bank and are generously allowing the library to spend up to $15,000. Margie said that part of this will go towards the rental of a stage to be used for our "In Harmony" concerts as well as for the purchase of additional café tables and chairs for the lobby. The average sales per month are $1,300 - $1,400 compared to approximately $100 per month at the Carriage House.

DOVER LIBRARY FOUNDATION REPORT
The Foundation was the recipient of the Sada Davis estate in the amount of approximately $65,000. City Council agreed to turn the money from the estate over to the Foundation and it is now in a savings account at M&T Bank. The Foundation is currently working on an investment policy; once that is finalized they will decide if they want to move the monies into the permanent endowment that they created using the anonymous $15,000 donation received last year.

Zach made a motion to adjourn, Lois seconded the motion. Meeting adjourned at 5:31PM.

Next meeting: Tuesday, May 20, 2014

DOVER PUBLIC LIBRARY



Circulation	March '14	FYTD '14	March '13	FYTD '13
Dover Residents	20,595	192,935	21,133	169,113
E-Books	1,518	12,417	1,129	8,387
Kent Residents Total -	14,822	137,208	16,976	130,607
~Harrington	228		199	
~Milford	80		211	
~Smyrna	988		1,352	
~Unincorporated Kent Co.	13,526		15,214	
Non-County Residents	2,411	21,769	2,127	18,532
New Registrations				
Dover Residents	368	3,400	333	3,245
Kent Residents Total -	38	661	165	1,105
~Harrington	1		0	
~Milford	3		6	
~Smyrna	4		19	
~Unincorporated Kent Co.	30		140	
Non-County Residents	5	66	7	98

Registered Library Users as of 3/31/14		Registered Library Users as of 3/31/13	
City of Dover Residents	22,764	City of Dover Residents	19,961
Kent County Residents	12,614	Kent Co. Residents	12,912
Sussex County Residents	362	Sussex Co. Residents	359
New Castle Co. Residents	534	New Castle Co. Residents	529
Out of State	56	Other	62
TOTAL	36,330		33,823

Other				
*Visiting Patrons	28,231	245,738	28,501	241,791
Meeting Room Usage	2,025	17,288	1,588	8,388
Photocopier Usage	1,117	10,261	1,272	11,355
Computer Printing Usage	3,184	22,424	2,779	17,449
Computer Users	4,347	42,262	4,795	35,088
**Wireless Computer Users	1,442	11,743		
Inter/Intralibrary - Loaned	70		64	
Inter/Intralibrary - Borrowed	46		53	
Holds Sent	3,598		3,598	
Holds Received	2,799		3,127	
TOTAL	6,513	55,315	6,842	51,603
Tech Services/Items Added	1,892		1,544	
Tech Services/Items Deleted	577		672	

Monthly Highlights

- ▶828 attended 69 program for adults.
- ▶281 attended 14 programs for teens.
- ▶1,023 attended 38 programs for children.
- ▶32 volunteers completed 374 hours of service.

* Estimated Figure

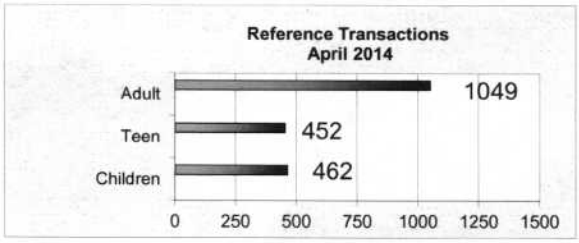
**State began tracking wireless usage in January 2013.

Job Center Statistics

	March 2014	March 2013
Number of Walk-in Hours Open	35.5	42
Number of Walk-in Participants	136	159
Resumes and Cover Letters (Created/Edited/Critiqued)	14	24
Mock Interviews Conducted	0	1
Job Center Volunteers	3	13
Number of Volunteer Hours	28.5	40

441 attended 52 programs/classes coordinated through the Job Center.

DOVER PUBLIC LIBRARY



Circulation	April '14	FYTD '14	April '13	FYTD '13
Dover Residents	19,894	212,829	19,791	188,904
E-Books	1,493	13,910	1,012	9,399
Kent Residents Total -	14,259	151,467	17,109	147,716
~Harrington	142		197	
~Milford	74		306	
~Smyrna	1,125		1,378	
~Unincorporated Kent Co.	12,918		15,228	
Non-County Residents	2,088	23,857	2,328	20,860
New Registrations				
Dover Residents	330	3,730	312	3,557
Kent Residents Total -	33	694	130	1,235
~Harrington	2		0	
~Milford	0		1	
~Smyrna	5		26	
~Unincorporated Kent Co.	26		103	
Non-County Residents	7	73	12	110

Registered Library Users as of 4/30/14		Registered Library Users as of 4/30/13	
City of Dover Residents	23,081	City of Dover Residents	20,273
Kent County Residents	12,647	Kent Co. Residents	13,042
Sussex County Residents	363	Sussex Co. Residents	363
New Castle Co. Residents	543	New Castle Co. Residents	537
Out of State	57	Other	62
TOTAL	36,691		34,277

Other				
*Visiting Patrons	22,543	268,281	21,822	263,613
Meeting Room Usage	1,822	19,110	2,007	10,395
Photocopier Usage	1,249	11,510	1,589	12,944
Computer Printing Usage	3,209	25,633	2,584	20,033
Computer Users	4,636	46,898	4,810	39,898
**Wireless Computer Users	1,552	13,295		
Inter/Intralibrary - Loaned	69		83	
Inter/Intralibrary - Borrowed	37		65	
Holds Sent	3,539		4,001	
Holds Received	2,891		2,957	
TOTAL	6,536	61,851	7,106	58,707
Tech Services/Items Added	2,159		2,311	
Tech Services/Items Deleted	697		6,470	

Monthly Highlights

- ►695 attended 54 program for adults.
- ►574 attended 17 programs for teens.
- ►894 attended 34 programs for children.
- ►34 volunteers completed 409.5 hours of service.

* Estimated Figure

**State began tracking wireless usage in January 2013.

Job Center Statistics

	April 2014	April 2013
Number of Walk-in Hours Open	46	48.5
Number of Walk-in Participants	142	167
Resumes and Cover Letters (Created/Edited/Critiqued)	18	16
Mock Interviews Conducted	0	10
Job Center Volunteers	3	35
Number of Volunteer Hours	60.5	105

135 attended 26 programs/classes coordinated through the Job Center.