MEMORANDUM

TO: DOVER PUBLIC LIBRARY ADVISORY COMMISSION

FROM: MARGIE CYR

SUBJECT: UPCOMING MEETING

DATE: 5/7/2012

Our next Library Advisory Commission meeting is scheduled for Tuesday, May 15, 2012 at 5PM in the Children's Meeting Room at the library.

If you will be unable to attend, please contact Karen at 302-736-5025 or karen.demarco@lib.de.us.

Agenda

Dover Public Library Advisory Commission
May 15, 2012
5:00 PM
Children's Meeting Room at the Dover Public Library

I. Call to order

II. Old business
   A. Minutes of March 20, 2012
   B. March and April monthly reports
   C. Anchor Library project update
      1. Building Construction Status
      2. Capital Campaign status
   D. Staffing status
   E. Council on Libraries report
   F. Friends of Library report

III. New Business

IV. Other: New Library Tour, May 30, 2012, 11:00 AM

Next meeting: July 17, 2012

Minutes

Dover Public Library Advisory Commission
March 20, 2012
5:00 PM in the Job Center

IN ATTENDANCE: Zach Carter, Margie Cyr, Ed Hynes, Sean Lynn, Beth Petit de Mange, Dorothy Snyder, NC Vasuki

ABSENT: Lois Dunning, Gertrude Jackson

Meeting called to order at 5:05 p.m. by Dorothy.

Margie recently reviewed the Inter/Intra library loan statistics reporting. Inter/Intra library loan items consist of library materials loaned to or borrowed from libraries outside of Delaware as well as from some of the academic libraries within Delaware. Holds borrowed/sent consist of items borrowed or lent to libraries within the library consortium throughout Delaware. Dorothy questioned the decrease in the Job Center statistics. Margie believes there has been a change in how the statistics are being reported; and will check with Bernadette about that. Zach asked if eBook statistics can be separated out by City and County for reciprocal borrowing purposes. Margie said that Bob Wetherall is looking into this. Karen will revise monthly reports with eBook statistics. Ed asked if libraries were loaning out E-Readers to patrons. Margie said some libraries are loaning them in the US but the cost and the loss rate are very high. NC asked if the new Kent County Library has impacted the library circulation and visitor statistics. Margie said that it appeared that visitorship at Kent County had increased and Dover Public Library's visitor statistics appear to be static. It would be expected that the new Kent County facility would be attracting more customers. Dover's usage statistics are not showing decline. A motion to accept the monthly reports was made by Beth; Ed seconded the motion. All in favor.

Beth made a motion to accept the Minutes from the January 17, 2012 meeting as written and Ed seconded the motion. All in favor.

Zach reported that the building project is still on schedule and within budget. The bookends are done; the north side is complete; and the Ellipse should be finished within two weeks. Work on the metal seam roof should be complete by April. The Geothermal wells are all drilled and are being connected. They should be in place by mid April. The drywall is up and being painted in the Teen Loft. The drywall on the second floor is done as well and painting has begun. Heating and ductwork is mostly in. The windows are going in. The curtain wall in the Children's area should begin in April. Shelving and furniture are being ordered. Children's furniture and specialty items will be ordered in the beginning of May. The tracks are in for the Friends collapsible bookshelves. Beth asked when the Advisory Commission could take a tour and Margie said she will set up a date.

Margie announced that the capital campaign is going slowly but is making progress. We are $60,000 away from meeting the challenge pledge. Campaign volunteers are working with a couple of potential large donors. Ed asked if the sale of the bricks was going to end soon. Margie said that there isn't a limit to the amount of bricks that can be sold. Bricks will be installed at the entrance leading from Loockerman Street.

Margie explained that the library currently has eight vacancies, with a potential 9th vacancy soon. A special Legislative, Finance and Administration Committee meeting will be held on March 27 at 5:00 p.m. in Council Chambers to discuss three of the vacant library clerk positions. Margie urged everyone to attend and support the library during the public comment section. She emphasized that these positions have nothing to do with the new library: it's about our current library staffing situation. Filling these three positions will allow us to stay open on Sundays; however, it will not be enough staff to operate the new building. Mr. Lynn has asked the City Manager to reconsider closing the library on Sunday in order to discuss the issue at the Council retreat. Mr. Lynn reiterated that the staffing issue is a city-wide problem. Margie thinks morale is terrible right not and employees no longer feel they are a valued asset to the city. Morale is a more critical issue than pay. NC said that when morale goes down people start looking elsewhere for employment. Margie said that at full staffing, the staffing needs for the new library would be to hire one full-time Teen Librarian, one full-time Custodian and one part-time Library Page.

Ed asked if Kent County helped support the operations of the library. Margie explained that there is a special library tax on residents of Kent County who are not residents of the City. The libraries are reimbursed $2.65 per item on materials loaned to county residents that do not reside in the municipality. This is the reciprocal borrowing funding.

The friends are planning on presenting a $15,000 check to the library during the City Council meeting on April 9, 2012 and will also be making another $10,000 donation at Dover Days in May. NC said that the Carriage House was closed during the winter months and reopened on March 4. The next Book Sale is scheduled for April 21. The Friend's membership is at 128; up from 74 at the start of the year. Zach asked how the Uno's fundraiser went. NC does not have the totals for that fundraiser yet. Approximately $5,000 was raised at the Quaissaunee fundraiser on March 3. NC has been working with Ron Pleasanton to do a "Dancing with DaVinci" fundraiser on September 22 at Delaware Technical Community College. Margie said this fundraiser will need a lot of volunteers in order to make it a success.

"Geek the Library" will officially launch at Dover Days, which is the first weekend in May. Dorothy asked about the Geek t-shirts. Margie will check with Becky.

The Summer Reading Program launches on June 9 and runs through July 31. There will be a reading program for all ages again this year.

All programming in the library will end by July 31 so that all of staff energy can be put into the move. We anticipate moving at the end of August or beginning of September. An RFP (request for proposals) for moving services is being prepared now. The ribbon cutting is scheduled for
September 20.

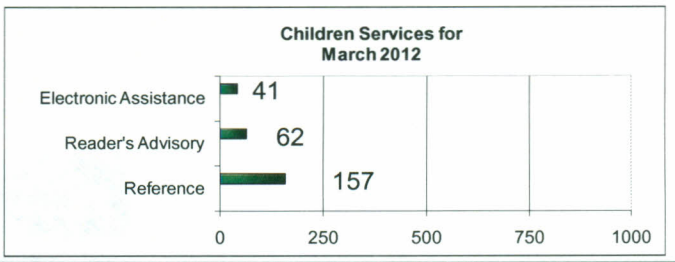
Beth asked how many volunteers we have and Margie believes about 30. The volunteers help with pulling holds and re-shelving items. Beth said she will be in touch with Becky about volunteering a couple of hours a week.

Meeting adjourned at 6:12 p.m. by Dorothy.

Next meeting: May 15, 2012

Monthly Report
March 2012
Parks, Recreation & Library-Library Services





****We have amended our Electronic Assistance, Reader's Advisory & Reference transactions to more accurately represent the actual statistics.

Circulation	March '12	FYTD '12	March '11	FYTD '11
Dover Residents	17,536	147,275	17,480	153,168
E-Books (began Dec. 2011)	704	2,438		
Kent Residents Total -	14,737	128,802	15,378	136,254
~Harrington	216		187	
~Milford	148		149	
~Smyrna	721		925	
~Unincorporated Kent Co.	13,652		14,117	
Non-County Residents	2,175	16,551	1,870	13,705
New Registrations				
Dover Residents	211	1,761	226	2,059
Kent Residents Total -	62	694	98	865
~Harrington	1		2	
~Milford	1		1	
~Smyrna	7		5	
~Unincorporated Kent Co.	53		90	
Non-County Residents	9	87	3	84

Registered Library Users as of 3/31/12		Registered Library Users as of 3/31/11	
City of Dover Residents	18,183	City of Dover Residents	17,747
Kent County Residents	13,425	Kent Co. Residents	13,984
Sussex County Residents	332	Sussex Co. Residents	299
New Castle Co. Residents	722	New Castle Co. Residents	574
Out of State	71	Other	839
TOTAL	32,733		33,443

Other				
Visiting Patrons	31,364	275,473	30,320	275,229
**Meeting Room Usage	120	620	240	2,260
Photocopier Usage	2,071	13,029	1,834	14,386
Dial-A-Story	670	7,766	1,126	10,454
Computer Usage	3,949	36,647	4,675	39,987
Inter/Intralibrary - Loaned	0		15	
Inter/Intralibrary - Borrowed	31		42	
Holds Sent	4,495		4,414	
Holds Received	2,916		2,873	
TOTAL	7,442	63,334	7,344	61,500
Tech Services/Items Added	1,790		1,673	
Tech Services/Items Deleted	2,644		1,782	

Monthly Highlights

- ▶7 attended 1 book discussion.
- ▶AARP prepared 19 Federal & 19 State tax returns.
- ▶175 attended 1 "In Harmony" concert.
- ▶28 attended 5 computer classes.
- ▶40 attended 7 teen programs.
- ▶647 attended 27 children's programs.
- ▶44 volunteers completed 552 hours of service.

**THE ADULT MEETING ROOM IS NO LONGER AVAILABLE TO THE PUBLIC AS IT IS NOW THE PERMANENT JOB CENTER.

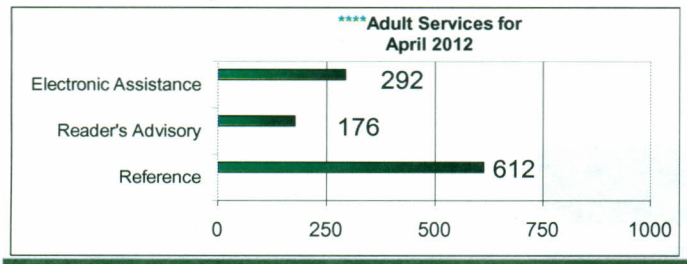
Job Center Statistics

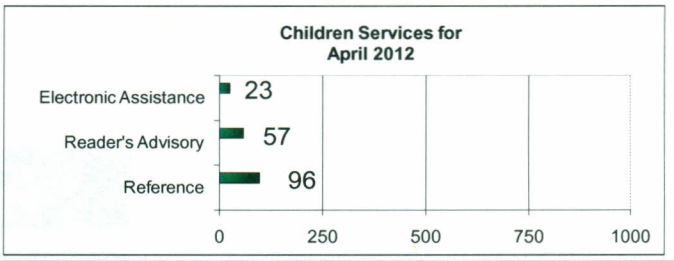
	March 2012	March 2011
Number of Hours Open	44	32
Number of Participants	219	89
**Resumes and Cover Letters (Created/Edited/Critiqued)	0	29
Mock Interviews Conducted	2	8
Visitors Obtaining Job Leads	219	85
Job Center Volunteers	25	12
Number of Volunteer Hours	70.5	106

**Job Center Coordinator is in the process of re-evaluating this statistic.

69 attended 8 programs/classes coordinated through the Job Center in March.

Monthly Report
April 2012
Parks, Recreation & Library-Library Services





****We have amended our Electronic Assistance, Reader's Advisory & Reference transactions to more accurately represent the actual statistics.

Circulation	April '12	FYTD '12	April '11	FYTD '11
Dover Residents	15,686	162,961	15,641	168,809
E-Books (began Dec. 2011)	643	3,081		
Kent Residents Total -	13,765	142,567	14,355	150,609
~Harrington	96		62	
~Milford	91		110	
~Smyrna	733		1,110	
~Unincorporated Kent Co.	12,845		13,073	
Non-County Residents	2,409	18,960	1,903	15,608
New Registrations				
Dover Residents	176	1,937	180	2,239
Kent Residents Total -	45	739	66	931
~Harrington	2		1	
~Milford	0		0	
~Smyrna	7		1	
~Unincorporated Kent Co.	36		64	
Non-County Residents	3	90	11	95

Registered Library Users as of 4/30/12		Registered Library Users as of 4/30/11	
City of Dover Residents	18,218	City of Dover Residents	17,940
Kent County Residents	13,359	Kent Co. Residents	14,047
Sussex County Residents	333	Sussex Co. Residents	303
New Castle Co. Residents	715	New Castle Co. Residents	573
Out of State	70	Other	72
TOTAL	32,695		32,935

Other				
Visiting Patrons	30,433	305,906	30,210	305,439
**Meeting Room Usage	180	800	200	2,460
Photocopier Usage	1,773	14,802	1,405	15,791
Dial-A-Story	911	8,677	1,001	11,455
Computer Usage	3,590	40,237	4,230	44,217
Inter/Intralibrary - Loaned	0		5	
Inter/Intralibrary - Borrowed	40		48	
Holds Sent	4,170		4,985	
Holds Received	2,259		3,239	
TOTAL	6,469	69,803	8,277	69,777
Tech Services/Items Added	1,731		1,919	
Tech Services/Items Deleted	1,825		1,688	

Monthly Highlights

- ►22 attended 2 adult programs.
- ►AARP prepared 5 Federal & 5 State tax returns.
- ►69 attended 1 "In Harmony" concert.
- ►31 attended 6 computer classes.
- ►38 attended 8 teen programs.
- ►633 attended 19 children's programs.
- ►38 volunteers completed 605.5 hours of service.

**THE ADULT MEETING ROOM IS NO LONGER AVAILABLE TO THE PUBLIC AS IT IS NOW THE PERMANENT JOB CENTER.

Job Center Statistics

	April 2012	April 2011
Number of Hours Open	44	23
Number of Participants	190	68
Resumes and Cover Letters (Created/Edited/Critiqued)	14	27
Mock Interviews Conducted	2	4
Visitors Obtaining Job Leads	190	68
Job Center Volunteers	30	11
Number of Volunteer Hours	88.5	70.75

64 attended 14 programs/classes coordinated through the Job Center in April.

OverDrive Checkouts January 2012 by Subject

Subject	Checkouts
Fiction	7265
Romance	2060
Nonfiction	1396
Thriller	1325
Mystery	1228
Literature	1140
Suspense	889
Juvenile Fiction	674
Historical Fiction	669
Fantasy	531
Young Adult Fiction	416
Biography & Autobiography	403
Science Fiction	291
History	281
Humor (Fiction)	203
Travel	178
Cooking & Food	164
Business	135
Horror	112
Health & Fitness	81
Religion & Spirituality	79
Humor (Nonfiction)	56
Politics	55
Short Stories	53
Mythology	50
Juvenile Nonfiction	47
Classic Literature	47
Military	46
Science	42
Essays	40
Sociology	39
Family & Relationships	38
Science Fiction & Fantasy	32
Self-Improvement	30
True Crime	27
Performing Arts	25
Sports & Recreations	24
Comic and Graphic Books	23
Nature	23
New Age	19
Psychology	19
Finance	18
Crafts	16
Young Adult Nonfiction	14

Thought this might be interesting for you. E-books checked out by subject - first month.

M. Cyr
4/5/12

Western	13
Careers	11
Folklore	10
Law	10
Music	9
Language Arts	9
Education	9
Home Design & Décor	8
Literary Criticism	7
Philosophy	7
Photography	7
Non-English Fiction	7
Poetry	6
Pets	6
Reference	6
Technology	6
Drama	6
Management	5
Entertainment	4
Architecture	4
Computer Technology	4
Art	3
Engineering	3
Physics	2
Games	2
Gardening	1
Antiques	1
Current Events	1
Outdoor Recreation	1
Geography	1
Women's Studies	1
Transportation	1
Study Aids & Workbooks	1

NOTE: Titles are classed under multiple subjects and can be listed in more than one category

We should probably put this email notice in the LAC packet.
M.

Margie Cyr
Director, Dover Public Library
Phone: 302.736.7032
Fax: 302.736.5087

From: Bogle Dianne [Dianne.Bogle@capital.k12.de.us]
Sent: Tuesday, May 08, 2012 10:25 AM
To: Audrey Avery
Subject: Community Partner Award

Congratulations,

Your organization has been selected by the Capital School District to receive a Community Partner of the Year Award. The awards ceremony will be held on Wednesday, May 30, 2012 at 6:00 PM at the South Dover Elementary School.

Parent, Mentors and Community Partners throughout the district will be recognized by the district, the City of Dover Mayor's Office or The Governor's Office of the State of Delaware. An official invitation will be sent to you by mail. Once you have received the invitation, please RSVP by phone or email.

Again, Congratulations. We look forward to seeing you!

Dianne P. Bogle
Parent Engagement and Mentoring Coordinator
Capital School District
Ph: 302-672-1766
Fx: 302-672-1727