Agenda

Dover Public Library Advisory Commission
March 15, 2016
5:00 PM
Conference Room

I. Call to order:

II. Annual Election of Officers

A. For President
B. For Vice President

III. Old business

A. Minutes of November 17, 2015
B. November-February statistics
C. Staffing status
D. Comic Con 2016
E. Sendak: 50 Years, 50 Works, 50 Reasons
F. Council on Libraries report
G. The Friends of Library report
H. Dover Library Foundation Report

IV. New Business

A. Revision of *Meeting Room Policy*
B. Dover City Council Meeting Schedule Change

V. Other

Next meeting: **May 17, 2016**

Minutes

Dover Public Library Advisory Commission
November 17, 2015
5:00 PM, Conference Room

IN ATTENDANCE: Zach Carter, Scott Cole, Margie Cyr, Lois Dunning, Scott Koenig, Beth Petit de Mange, Dorothy Snyder

Dorothy called the meeting to order at 5:01pm.

MINUTES
Zach made a motion to accept the Minutes from the September 15, 2015 meeting as written; Lois seconded the motion. All were in favor. Motion passed.

STATISTICS
Margie reported that statistics seem to be leveling off since the opening of the new building. Computer usage and program attendance are still high. Wireless usage is the highest in the state. The library is averaging 400 new cards a month. Circulation is showing a slight decline each month which is how the country is trending. E-book usage continues to grow. Each library contributes about 10% of their materials budget to the State Library to help fund the cost of E-books. We do not get any reciprocal borrowing monies for E-books.

STAFFING STATUS
Margie reported that we are very close to making an offer to candidates for the part-time Library Clerk I and Library Page positions. We have received approval from the City Manager to start recruitment for two part time Librarian 1 positions. The librarians will be generalists that will work at all three service desks and are 18 hour a week positions. The Librarian II, Head of Youth Services position is still vacant. Margie has decided to put this position on the back burner for now and will be concentrating on filling the part time positions first.

COMIC CON 2016
Comic Con will be held on Saturday, August 6, 2016. We've expanded our partner base and are playing with the footprint for the event in order to involve more of the downtown merchants.

SENDAK: 50 YEARS, 50 WORKS, 50 REASONS
The Sendak exhibit will arrive at the library in late July and will be here until early September. The library is partnering with the Biggs Museum on this event. We're still looking for money to support the project. The Friends is holding the balance for the cost of the exhibit for us until we need it. Margie has also been writing several grants to help with the funding.

COUNCIL ON LIBRARIES REPORT
Zach recapped from the September meeting: The largest building project in the state is in New Castle County with a 42,000 square foot, $25 million state of the art library located in the Garfield Park area. Next is Duck Creek, the library will cost approximately $9.4 million, will be about 25,000 square feet and will replace the Smyrna Town Library. Lastly is the Harrington Library: Harrington is looking to build a 12,000 – 14,000 square foot library on the west side of town near the area of W.T. Chipman School and at a cost of approximately 4 million dollars.

THE FRIENDS OF THE LIBRARY REPORT
Margie reported that the Friends Book Shop sales are still going very well. They are having a half off sale starting on November 27 and will run through December 24. They have volunteers working in the Book Shop almost every day.

DOVER LIBRARY FOUNDATION
Gene Ruane recently submitted his resignation from the Foundation. He and his wife will be moving to California. Jim Flood, Sr. is joining the Board and will be at our next meeting in December.
Tim O'Connor from M&T Bank has also joined the Board.

OTHER
The library has a very big Harry Potter event coming up on Saturday, January 9, which is also the kick-off of the Winter Reading Challenge for teens and adults. All of the service desks in the library will be decorated as different schoolhouses from Harry Potter's school. All kinds of games and activities will be going on and also a bake sale to raise money for Comic Con.

The Lego League Team is participating in the STEM Maker Fest at the end of April again this year. The Team is working on a project to develop a way to recycle Styrofoam. They are building sleeping bags using shredded Styrofoam. The prototype will be shared with STEM judges at DSU in January.

The library has submitted a program proposal to the American Library Association's Annual Conference for Comic Con; Holzman Moss Bottino has also submitted a proposal for building new libraries during difficult times and they have asked Margie to serve on that panel. We're waiting for the notifications from ALA.

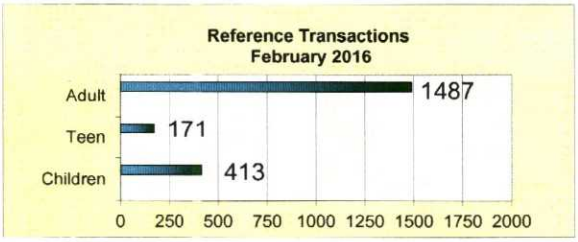
Zach asked about the future needs to add on to the library. Scott K. said the priority right now is the replacement of City Hall and 5 E. Reed Street. Depending on if City Hall is relocated to another site, the library could potentially be expanded to the west rather than the east.

The election of LAC officers will be held at the annual meeting in January.

Beth made a motion to adjourn and Scott K. seconded. All were in favor. Meeting adjourned at 5:34PM.

NEXT MEETING: January 19, 2016

DOVER PUBLIC LIBRARY



Circulation	Feb. '16	FYTD '16	Feb. '15	FYTD '15
Dover Residents	17,599	149,585	17,036	164,071
E-Books	2,659	20,310	2,147	15,956
Kent Residents Total -	10,724	91,769	12,203	108,877
~Harrington	172		114	
~Milford	116		96	
~Smyrna	676		843	
~Unincorporated Kent Co.	9,760		11,150	
Non-County Residents	1,805	15,576	1,701	16,282
New Registrations				
Dover Residents	304	3,102	297	2,874
Kent Residents Total -	21	266	47	340
~Harrington	0		0	
~Milford	0		3	
~Smyrna	3		3	
~Unincorporated Kent Co.	18		41	
Non-County Residents	0	51	8	52

Registered Library Users as of 2/29/16		Registered Library Users as of 2/28/15	
City of Dover Residents	28,102	City of Dover Residents	26,600
Kent County Residents	11,701	Kent Co. Residents	13,061
Sussex County Residents	404	Sussex Co. Residents	405
New Castle Co. Residents	559	New Castle Co. Residents	599
Out of State	60	Other	58
TOTAL	40,826		40,723

Other				
*Visiting Patrons	27,887	222,256	27,023	223,411
Meeting Room Usage	1,424	11,055	1,589	13,632
Photocopier Usage	1,225	9,695	1,445	8,817
Computer Printing Usage	4,018	25,802	3,357	24,749
Computer Users	4,015	35,528	4,115	37,504
Wireless Computer Users	1,283	14,602	1,857	13,837
Inter/Intralibrary - Loaned	62		47	
Inter/Intralibrary - Borrowed	64		43	
Holds Sent	3,531		3,148	
Holds Received	3,227		2,645	
TOTAL	6,884	54,669	5,883	52,676
Tech Services/Items Added	2,150		1,617	
Tech Services/Items Deleted	2,008		559	

Monthly Highlights

- ►1,263 attended 79 program for adults.
- ►307 attended 29 programs for teens.
- ►971 attended 46 programs for children.
- ►19 volunteers completed 325.75 hours of service.

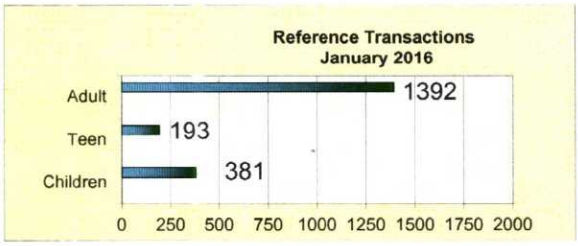
* Estimated Figure

Job Center Statistics

	February 2016	February 2015
Number of Walk-in Hours Open	46	42
Number of Walk-in Participants	131	149
Resumes and Cover Letters (Created/Edited/Critiqued)	0	26
Mock Interviews Conducted	0	0
Job Center Volunteers	0	4
Number of Volunteer Hours	0	25.5

489 attended 42 programs/classes coordinated through the Job Center.

DOVER PUBLIC LIBRARY



Circulation	Jan. '16	FYTD '16	Jan. '15	FYTD '15
Dover Residents	16,781	131,986	19,299	147,035
E-Books	2,897	17,651	2,238	13,809
Kent Residents Total -	11,150	81,045	12,848	96,674
~Harrington	96		122	
~Milford	85		72	
~Smyrna	717		834	
~Unincorporated Kent Co.	10,252		11,820	
Non-County Residents	1,734	13,771	1,917	14,581

New Registrations				
Dover Residents	328	2,798	357	2,577
Kent Residents Total -	25	245	22	293
~Harrington	0		1	
~Milford	1		0	
~Smyrna	2		0	
~Unincorporated Kent Co.	22		21	
Non-County Residents	4	47	4	44

Registered Library Users as of 1/31/16		Registered Library Users as of 1/31/15	
City of Dover Residents	28,142	City of Dover Residents	26,307
Kent County Residents	11,889	Kent Co. Residents	13,012
Sussex County Residents	407	Sussex Co. Residents	405
New Castle Co. Residents	577	New Castle Co. Residents	592
Out of State	61	Other	62
TOTAL	41,076		40,378

Other				
*Visiting Patrons	25,462	194,369	30,804	196,388
Meeting Room Usage	1,193	9,631	1,594	12,043
Photocopier Usage	1,138	8,470	1,139	7,372
Computer Printing Usage	3,283	21,784	4,465	21,392
Computer Users	4,199	31,513	4,833	33,389
Wireless Computer Users	1,800	13,319	1,727	11,980
Inter/Intralibrary - Loaned	56		58	
Inter/Intralibrary - Borrowed	26		46	
Holds Sent	3,531		3,795	
Holds Received	2,734		3,134	
TOTAL	6,347	47,785	7,033	46,793
Tech Services/Items Added	1,253		1,439	
Tech Services/Items Deleted	1,959		3,195	

Monthly Highlights

- ►1,276 attended 64 program for adults.
- ►271 attended 28 programs for teens.
- ►519 attended 31 programs for children.
- ►20 volunteers completed 306.5 hours of service.

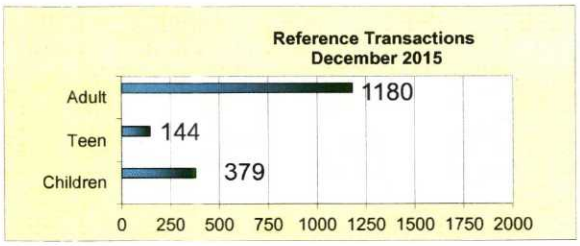
* Estimated Figure

Job Center Statistics

	January 2016	January 2015
Number of Walk-in Hours Open	38	42
Number of Walk-in Participants	131	134
Resumes and Cover Letters (Created/Edited/Critiqued)	0	21
Mock Interviews Conducted	0	0
Job Center Volunteers	0	6
Number of Volunteer Hours	0	31

264 attended 34 programs/classes coordinated through the Job Center.

DOVER PUBLIC LIBRARY



Circulation	Dec. '15	FYTD '16	Dec. '14	FYTD '15
Dover Residents	15,729	115,205	18,206	127,736
E-Books	2,768	14,754	2,053	11,571
Kent Residents Total -	10,087	69,895	11,841	83,826
~Harrington	148		191	
~Milford	129		114	
~Smyrna	665		691	
~Unincorporated Kent Co.	9,145		10,845	
Non-County Residents	1,707	12,037	1,771	12,664
New Registrations				
Dover Residents	219	2,470	284	2,220
Kent Residents Total -	17	220	37	271
~Harrington	1		2	
~Milford	0		0	
~Smyrna	5		5	
~Unincorporated Kent Co.	11		30	
Non-County Residents	3	43	5	40

Registered Library Users as of 12/31/15		Registered Library Users as of 12/31/14	
City of Dover Residents	27,938	City of Dover Residents	25,968
Kent County Residents	11,957	Kent Co. Residents	12,991
Sussex County Residents	402	Sussex Co. Residents	395
New Castle Co. Residents	587	New Castle Co. Residents	585
Out of State	61	Other	60
TOTAL	40,945		39,999

Other				
*Visiting Patrons	26,883	168,907	26,721	165,584
Meeting Room Usage	1,278	8,438	1,725	10,449
Photocopier Usage	1,240	7,332	813	6,233
Computer Printing Usage	2,930	18,501	1,694	16,927
Computer Users	4,013	27,314	4,285	28,556
Wireless Computer Users	1,655	11,519	1,659	10,253
Inter/Intralibrary - Loaned	67		57	
Inter/Intralibrary - Borrowed	32		31	
Holds Sent	3,293		3,182	
Holds Received	2,547		2,554	
TOTAL	5,939	41,438	5,824	39,760
Tech Services/Items Added	1,829		1,279	
Tech Services/Items Deleted	4,904		539	

Monthly Highlights

- ▶559 attended 53 program for adults.
- ▶413 attended 30 programs for teens.
- ▶973 attended 32 programs for children.
- ▶20 volunteers completed 306.5 hours of service.

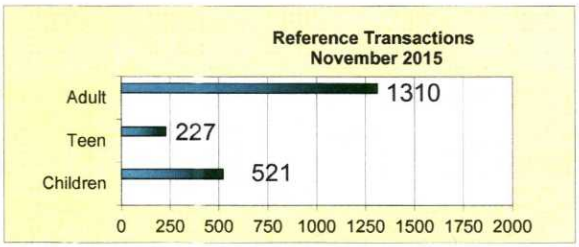
* Estimated Figure

Job Center Statistics

	December 2015	December 2014
Number of Walk-in Hours Open	38	56.5
Number of Walk-in Participants	101	141
Resumes and Cover Letters (Created/Edited/Critiqued)	0	24
Mock Interviews Conducted	0	0
Job Center Volunteers	2	4
Number of Volunteer Hours	14	29

209 attended 28 programs/classes coordinated through the Job Center.

DOVER PUBLIC LIBRARY



Circulation	Nov. '15	FYTD '16	Nov. '14	FYTD '15
Dover Residents	17,179	99,476	19,445	109,530
E-Books	2,534	11,986	1,881	9,518
Kent Residents Total -	10,774	59,808	12,995	71,985
~Harrington	148		137	
~Milford	106		122	
~Smyrna	518		965	
~Unincorporated Kent Co.	10,002		11,771	
Non-County Residents	1,834	10,330	2,121	10,893
New Registrations				
Dover Residents	683	2,251	313	1,936
Kent Residents Total -	58	203	41	234
~Harrington	3		1	
~Milford	1		0	
~Smyrna	0		8	
~Unincorporated Kent Co.	54		32	
Non-County Residents	17	40	10	35

Registered Library Users as of 11/30/15		Registered Library Users as of 11/30/14	
City of Dover Residents	27,872	City of Dover Residents	25,696
Kent County Residents	12,051	Kent Co. Residents	12,957
Sussex County Residents	402	Sussex Co. Residents	394
New Castle Co. Residents	589	New Castle Co. Residents	578
Out of State	61	Other	60
TOTAL	40,975		39,685

Other				
*Visiting Patrons	24,774	142,024	27,235	138,863
Meeting Room Usage	1,206	7,160	2,062	8,724
Photocopier Usage	1,058	6,092	1,000	5,420
Computer Printing Usage	3,115	15,571	3,143	15,233
Computer Users	4,284	23,301	4,283	24,271
Wireless Computer Users	1,711	9,864	1,690	8,594
Inter/Intralibrary - Loaned	62		52	
Inter/Intralibrary - Borrowed	33		32	
Holds Sent	3,916		3,055	
Holds Received	2,584		2,493	
TOTAL	6,595	35,499	5,632	33,936
Tech Services/Items Added	1,744		1,845	
Tech Services/Items Deleted	2,735		1,755	

Monthly Highlights

- ►962 attended 35 program for adults.
- ►438 attended 33 programs for teens.
- ►917 attended 35 programs for children.
- ►15 volunteers completed 272.5 hours of service.

* Estimated Figure

Job Center Statistics

	November 2015	November 2014
Number of Walk-in Hours Open	43.5	40
Number of Walk-in Participants	142	116
Resumes and Cover Letters (Created/Edited/Critiqued)	0	15
Mock Interviews Conducted	0	0
Job Center Volunteers	0	6
Number of Volunteer Hours	0	36

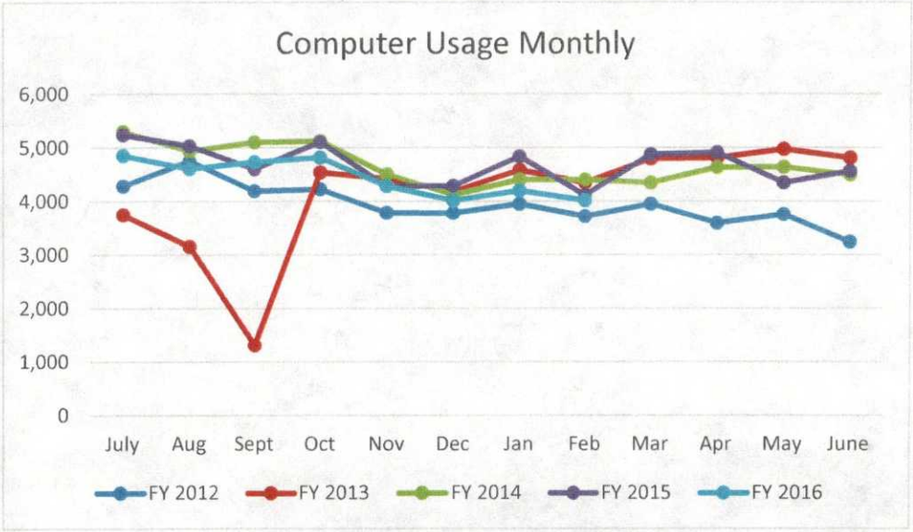
257 attended 37 programs/classes coordinated through the Job Center.

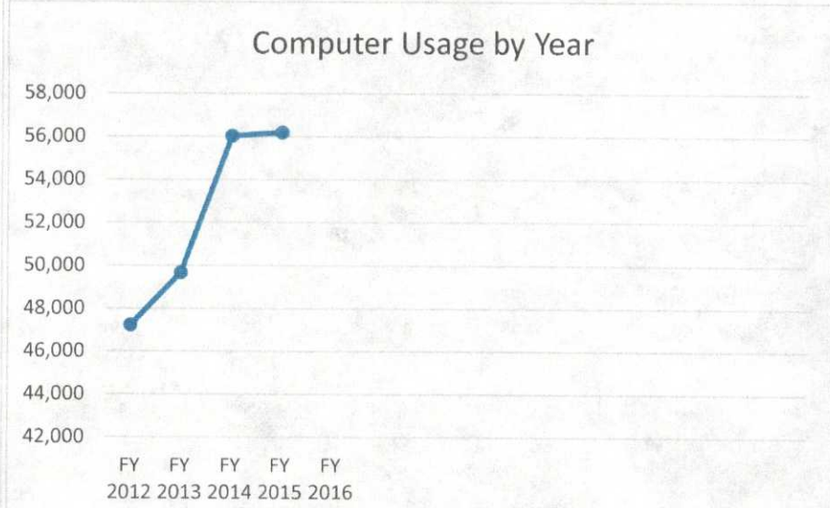
Dover Public Library
Usage Statistics

February 2016

Computer Usage - Monthly

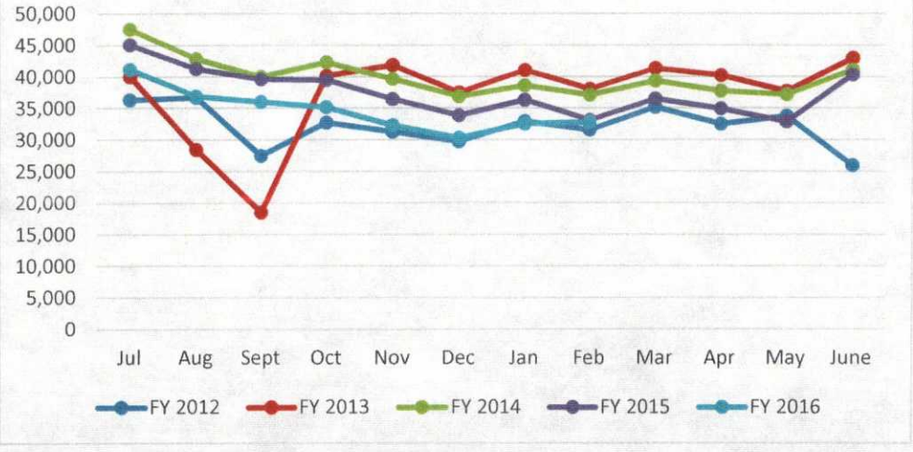
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
July	4,288	3,753	5,302	5,243	4,855
Aug	4,753	3,157	4,941	5,034	4,609
Sept	4,193	1,317	5,107	4,604	4,734
Oct	4,226	4,542	5,126	5,107	4,819
Nov	3,787	4,418	4,508	4,283	4,284
Dec	3,780	4,181	4,122	4,285	4,013
Jan	3,951	4,579	4,404	4,833	4,199
Feb	3,720	4,346	4,405	4,115	4,015
Mar	3,949	4,795	4,347	4,871	
Apr	3,590	4,810	4,636	4,913	
May	3,755	4,973	4,641	4,346	
June	3,244	4,813	4,498	4,566	
	47,236	**49,684**	**56,037**	**56,200**	

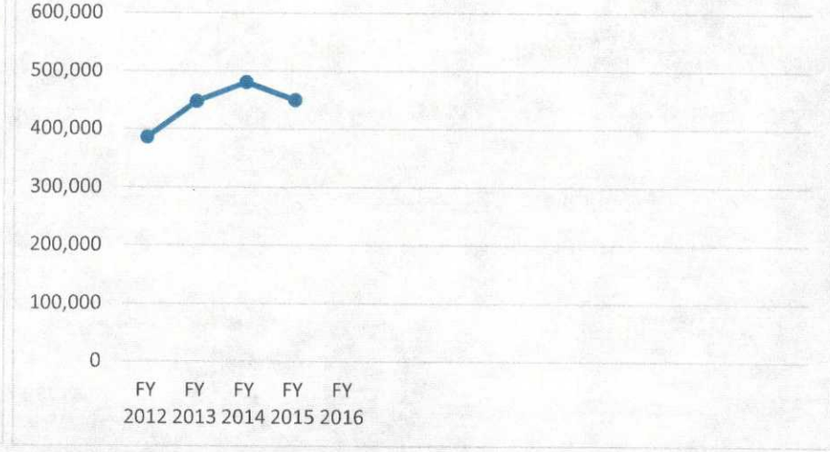




Circulation - Monthly

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Jul	36,314	40,038	47,561	45,090	41,222
Aug	36,714	28,447	42,893	41,295	36,902
Sept	27,482	18,510	40,051	39,608	36,013
Oct	32,729	40,191	42,313	39,491	35,142
Nov	31,291	41,846	39,645	36,442	32,321
Dec	29,719	37,441	36,850	33,871	30,291
Jan	32,921	40,995	38,598	36,302	32,562
Feb	31,543	38,026	37,072	33,087	32,787
Mar	35,152	41,365	39,346	36,462	
Apr	32,503	40,240	37,734	34,928	
May	33,777	37,710	37,181	32,860	
June	25,982	42,978	41,088	40,310	
	386,127	**447,787**	**480,332**	**449,746**	





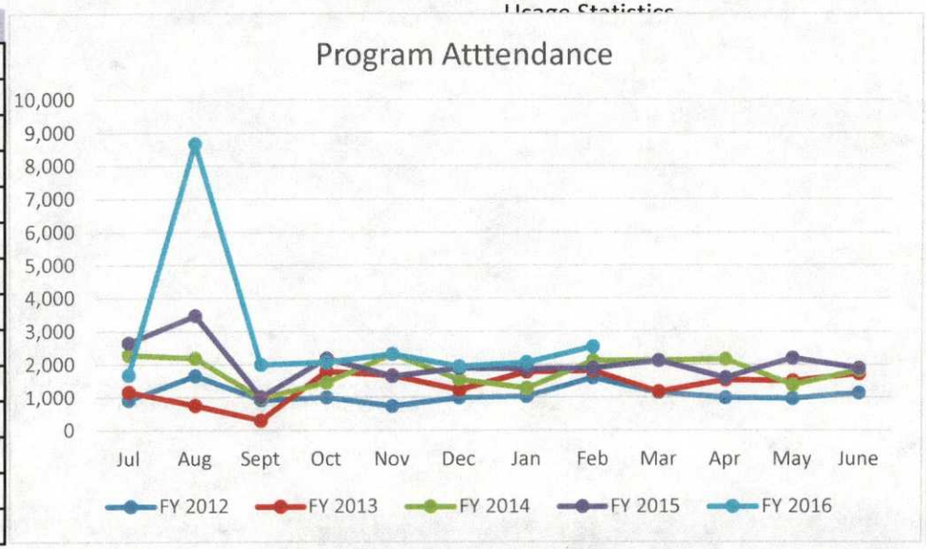
Dover Public Library

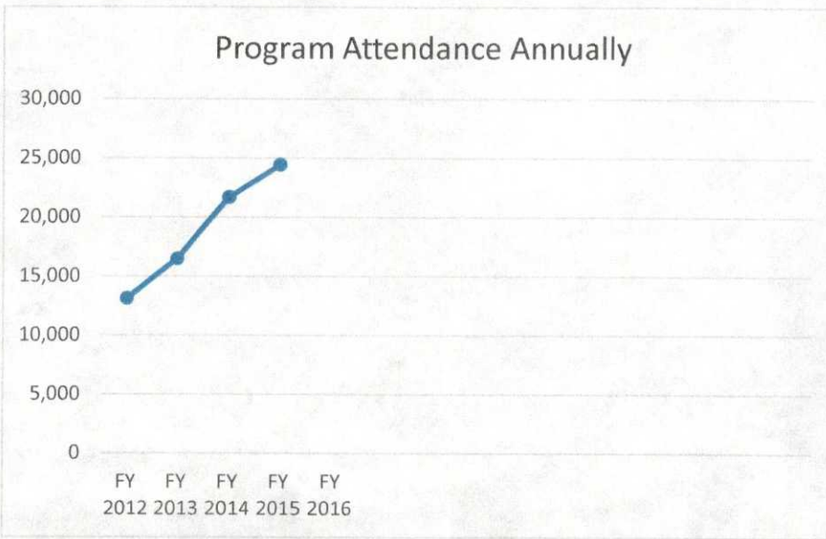
Usage Statistics

February 2016

Program Attendance - Monthly

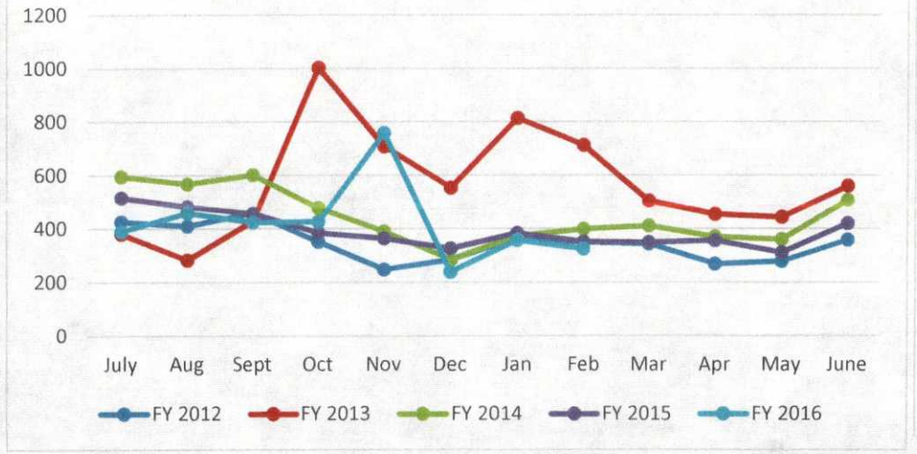
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Jul	915	1,164	2,283	2,653	1,683
Aug	1,661	755	2,194	3,470	8,673
Sept	919	308	983	1,019	1,994
Oct	1,002	1,799	1,459	2,186	2,066
Nov	735	1,663	2,318	1,648	2,317
Dec	991	1,239	1,553	1,891	1,945
Jan	1,041	1,785	1,289	1,871	2,066
Feb	1,606	1,813	2,122	1,887	2,541
Mar	1,154	1,185	2,132	2,119	
Apr	993	1,537	2,163	1,604	
May	969	1,507	1,387	2,194	
June	1,141	1,731	1,824	1,888	
	13,127	**16,486**	**21,707**	**24,430**	

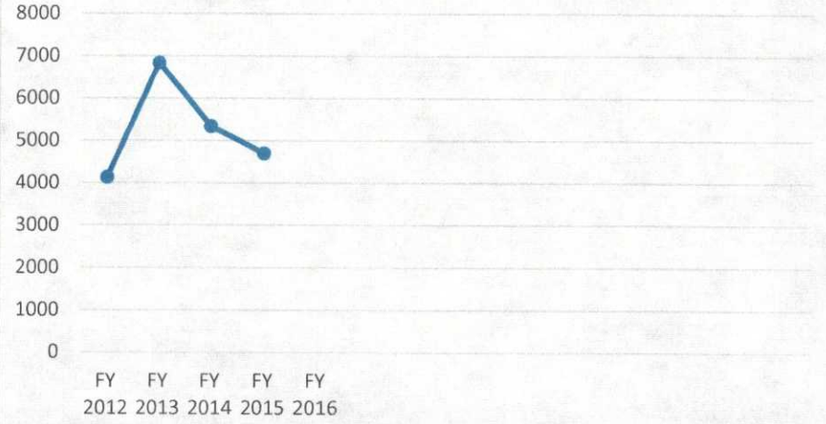




New Library Cards - Monthly

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
July	425	380	596	516	389
Aug	410	283	568	483	459
Sept	459	429	602	457	424
Oct	351	1003	479	385	427
Nov	248	708	390	364	758
Dec	284	554	286	326	239
Jan	365	813	373	383	357
Feb	350	713	399	352	325
Mar	344	505	411	349	
Apr	269	454	370	356	
May	278	443	360	311	
June	358	560	507	420	
	4141	**6845**	**5,341**	**4,702**	



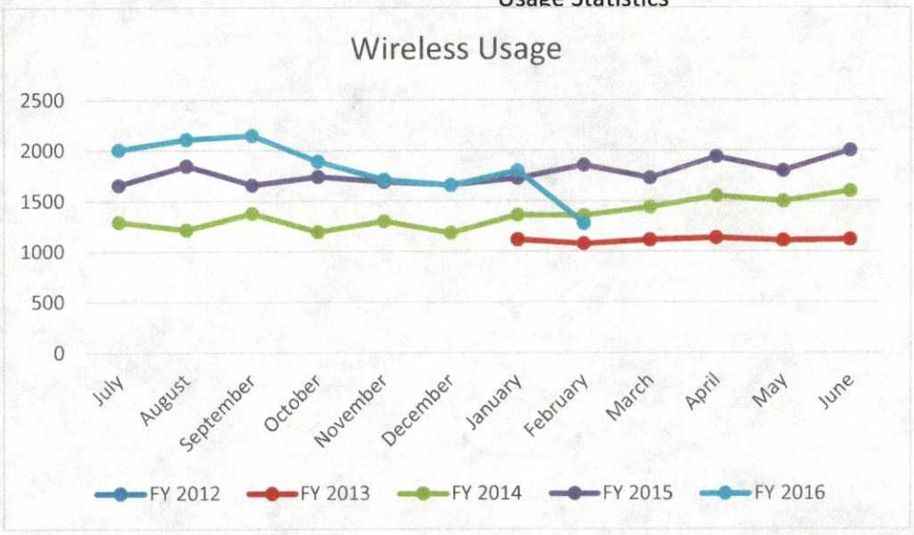


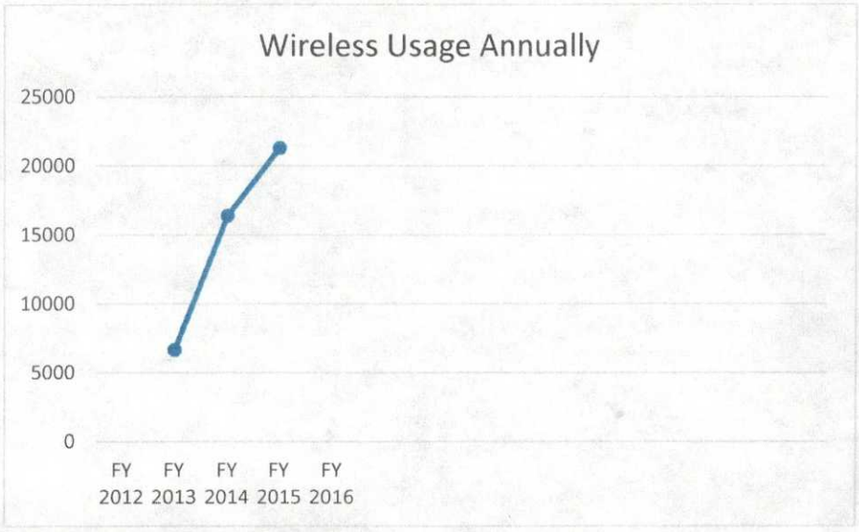
Dover Public Library
Usage Statistics

February 2016

Wireless Usage - Monthly

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
July			1,295	1,656	2,005
August			1,219	1,846	2,109
September			1,378	1,660	2,147
October			1,196	1,742	1,892
November			1,303	1,690	1,711
December			1,187	1,659	1,655
January		1,122	1,365	1,727	1,800
February		1,078	1,358	1,857	1,283
March		1,119	1,442	1,730	
April		1,138	1,552	1,939	
May		1,112	1,501	1,799	
June		1,122	1,601	2,000	
		6,691	**16,397**	**21,305**	





DOVER PUBLIC LIBRARY

DOVER PUBLIC LIBRARY
MEETING ROOM APPLICATION

DATE OF MEETING:_____

TIME: FROM_____ TO_____

(NOTE: Groups cannot access the room until the Library is open and the room must be in order and completely vacant 15 minutes before the Library closes.)

NUMBER of PARTICIPANTS EXPECTED: _____

TODAY'S DATE _____

NAME of GROUP:_____

PURPOSE of MEETING:_____

ADDRESS:_____

TELEPHONE NUMBER: _____

ADDITIONAL TELEPHONE NUMBER (if applicable): _____

FAX NUMBER: _____

E-MAIL ADDRESS:_____

NAME of GROUP'S REPRESENTATIVE: _____

TITLE of GROUP'S REPRESENTATIVE:_____

I have read Dover Public Library's Meeting Room Policy (on the reverse side of this form) and understand all provisions of it. I agree to adhere to all Meeting Room policies and procedures. I will also follow all regular Library policies. I declare that the organization listed above is non-profit, non-partisan, non-sectarian, and not affiliated with any political group. I understand that I will be held financially and legally responsible for any rules that are not followed and for any damages to the Dover Public Library or equipment owned by the Dover Public Library.

The undersigned has read *Dover Public Library's Meeting Room Policy* (on the reverse side of this form) and understand all provisions of it. I/we agree to adhere to all Meeting Room policies and procedures and will also follow all other Library policies. I/we declare that the organization listed above is non-profit, non-partisan, non-sectarian, or a governmental agency and not affiliated with any political group . I/we understand that our organization/agency will be held financially and legally responsible for any rules that are not followed and for any damages to the Dover Public Library or equipment owned by the Dover Public Library. State entities are exempt from this liability clause.

SIGNATURE: _____

PLEASE CHARGE CREDIT CARD # _____

EXPIRATION DATE _____

FOR LIBRARY USE ONLY:

FEE PAID _____ DATE_____ STAFF INITIALS_____

DOVER PUBLIC LIBRARY

35 Loockerman Plaza
Dover, DE 19901
Phone: 302-736-5025
FAX: 302-736-5087
www.doverpubliclibrary.org
Karen.Demarco@lib.de.us

Meeting Room Policy

The Dover Public Library meeting rooms are available for use by non-profit organizations devoted to educational, civic, welfare, or cultural activities and to governmental agencies. Meeting rooms are not available for use by organizations affiliated with profit-making or partisan political sponsorship; the benefit of private individuals; sectarian religious services or instruction; private parties, celebrations, or private clubs. Admission may not be charged to any event held in the Library's meeting rooms.

- Meeting rooms are primarily used for Library-related activities and other events co-sponsored by the Library.
- When not in use by the Library, the meeting rooms may be reserved by non-profit organizations and/or governmental agencies.
- Fees charged for the meeting rooms are:
  - ⇒ Conference Room (seats 10): $15
  - ⇒ Large Meeting Room (seats ~~150~~ 100): $100
  - ⇒ Smaller Meeting Rooms (Room B: seats 25 ~~50~~ or Room A: 50 ~~75~~): $50 each
- The fee is to be paid within seven (7) days of the reservation confirmation. Fees are non-refundable.
- Groups using the meeting rooms must adhere to all Library policies as well as the following additional policies and procedures relating to the use of the room. The final decision on appropriate use of the room is at the discretion of the Library Director. The Meeting Room Application form must be completed, read and acknowledged by the signature of the person representing the organization prior to use of the room.
- Meeting rooms are only available for use Mondays through Fridays 9:00 AM until 7:45 PM, Saturdays 10:00 AM until 4:45 PM, and Sundays 1:00 PM until 4:45 PM. Rooms must be completely vacated by all members of the group 15 minutes before the Library closes.
- Meeting rooms may be reserved for one-time programs only rather than for ongoing, regularly scheduled meetings.
- Meeting rooms must be reserved at least seventy-two (72) hours, but no more than three (3) months, in advance of the proposed meeting.
- Cancellations or changes in arrangements must be made at least 24 hours in advance of the beginning of the scheduled meeting. Fees are not refundable.
- The Library has folding tables and stacking chairs which may be used in the rooms. The organization reserving the room is responsible for setting up the room and returning all equipment, tables, and chairs to their original location.
- Rooms must be left in the same condition as found and vacated 15 minutes before the Library closes.
- Food and beverages may be served in the large meeting rooms (not the Conference Room); but these must remain in the meeting rooms at all times.
- Alcoholic beverages and smoking are prohibited in the Library and on its grounds.
- Groups are restricted from placing signs, flyers, or other materials in any part of the Library.
- Noise levels in the meeting rooms must be kept to a minimum so that Library customers and staff are not disturbed.
- Application for use by minors must be made by an adult aged eighteen (18) or over who assumes responsibility for adherence to Library rules. The adult must be present during the entire meeting.
- Library staff members may not be available to assist with the use of meeting room equipment.
- Neither Dover Public Library personnel nor the City of Dover is responsible for damage, loss, or disappearance of property or for injury to persons in connection with the use of the premises or equipment.
- The organization's representative is responsible for reading and imparting the rules and policies for use of meeting rooms to other group members. Should the rules not be adhered to or are abused in any way, the organization will be denied future use of Library meeting rooms.