Agenda

Dover Public Library Advisory Commission
September 20, 2016
5:00 PM
Conference Room

I. Call to order

II. Minutes of July 19, 2016

III. Old business

A. Statistics:
    1. July, August statistics
    2. Summer Reading
B. Staffing status
C. Comic Con 2016
D. Sendak: 50 Years, 50 Works, 50 Reasons
E. Council on Libraries report
F. The Friends of Library report
G. Dover Library Foundation Report

IV. New Business

A. AV System in the meeting rooms
B. Passport Services
C. Nonsmoking campus

V. Other

Next meeting: Tuesday, November 15, 5:00 PM

Minutes
Dover Public Library Advisory Commission
July 19, 2016

IN ATTENDANCE: Zach Carter, Scott Cole, Margie Cyr, Lois Dunning, Gertrude Jackson, Scott Koenig, Beth Petit de Mange, Jill Street, Bob Wetherall

Zach called the meeting to order at 5:02pm.

Margie started the meeting off by introducing Catherine Wimberley, Head of Children's Services. Catherine gave a presentation on the *Maurice Sendak the Memorial Exhibition: 50 Years, 50 Works, 50 Reasons*, which will be on display at the library and at the Biggs Museum, from July 29 through September 11. The exhibition is a retrospective look at the life and art of the iconic author and illustrator. Each piece of art will be accompanied by a quote by celebrities, other writers and famous politicians telling what Sendak's work meant to them in their own life. The library has created several interactive pieces to accompany the exhibit as well as many programs including Breakfast with the Monsters at the Grey Fox Grille, author presentations and discussions, a film screening on Loockerman Way Plaza, and the Children's Theater, Inc. will be doing a performance of Really Rosie at the Schwartz Center. Catherine invited everyone to the grand opening of the exhibit on July 29 at 6:30pm.

Margie introduced two of our Library Assistants, Nicholas Coll and Kerri Hollyday to present on Comic Con. Kerri explained that one of the library goals is to provide our patrons with an experience that extends beyond the traditional expectations of a library. Comic Con started as a unique way of getting new people into the library using Pop Culture. In preparing for our 3rd Comic Con, we have expanded out into the community to include many partners including the Biggs Museum, Dover Art League, Delaware Division of Libraries, Delaware State News, Kent County Tourism, and the Schwartz Center for the Arts. The event has grown substantially over the past few years, this year we have 41 artists, over 19 programs, over 60 vendors and 15 food trucks lined up. Nicholas reported that we had approximately 2,500 at our first Comic Con in 2014. In 2015 we had over 7,000 in attendance. We are anticipating 10,000 people this year. Nicholas compiled statistics in comparison to other Comic Con events in the area, which are all 3 day events and charge admission anywhere from $80 to over $400. Otacon in Baltimore drew about 12,000 people, Awesome Con had 14,000 people and Baltimore Comic Con drew about 5,000 people. Looking at local 3 day events, Firefly and Big Barrel, in their first year, had about 30,000 in attendance and Dover Days had about 55,000. Kerri invited everyone to come out for the Comic Con kick-off on Friday night, August 5 starting at 5:30pm on Loockerman Way Plaza; the main event will be held from 10 – 5pm on Saturday, August 6.

After a quick review, Beth made a motion to accept the Minutes from March 15, 2016. Lois seconded the motion. All were in favor. Motion passed.

Margie reported on the FY2016 annual statistics. Computer usage statistics have leveled off at around 52,000, circulation statistics have leveled off a little higher than previous years. Program attendance continues to climb partly because the library is doing larger events such as Comic Con and Sendak. New library cards have leveled off a little higher at about 350 per month. Wireless usage has decreased from prior years but is still quite high at over 1,200 users each month.

Margie reported that In March the library hired two part-time Librarians. One of the librarians, Mary Hanes, has just submitted her resignation. Mary lives in New Castle Co. and has taken a position as a librarian at the De Academy of Medicine. This will bring her closer to home and she will doing something more related to where her passion lies, which is special libraries. We're sad to see her go; she is a wonderful librarian and has been a nice addition to our staff. Our new Library Page decided after two weeks that it was not what she wanted to do. She has taken a position at Barnes and Noble in Christiana. We recently hired a new Library Clerk, Devon Coventry. Devon has just finished her teaching degree but has decided she would like to be a librarian. We are hoping that she'll go to library school and work for us as she earns her master's degree in library science. Catherine was recently promoted to Head of Children's Services. We took her vacated position and changed it to a full-time Library Assistant position; Nicholas Coll will be moving into that spot from his part-time Library Assistant position. Some other internal changes are the upgrade of a Library Clerk I position to a Library Clerk II. Once these positions are filled, we will merge the Technical Services and Circulation departments. Michelle Hughes, Assistant

Director, will take over as supervisor of this newly formed department. Audrey Avery will move from Circulation to managing the Adult Services department.

Comic Con kicks off Friday, August 5 at 5:30pm with a block party on Loockerman Street. The "In Harmony" concert will be held on the plaza at 6:30pm, with fireworks at dusk. Doors open at 10:00am on Saturday for the big event.

Margie expressed how grateful we are for the support for the Sendak exhibition. The exhibit is extraordinarily expensive to bring in town. The Friends very generously donated $10,000 to support the event. We've also received a grant from the Kent County Fund for the Arts and the Delaware State News has done all the publicity and printing for us (a package worth about 10,000).

Zach reported that the Council on Libraries will be meeting on August 4 to approve the budget; Dover should be receiving approximately $3,000 more in State Aid over last year. The Council on Libraries will be doing a study on the feasibility costs and benefits of enabling higher education academic libraries to become eligible for construction assistance. Margie asked about the status of the Route 9 library. Bob said it should open next Fall and it will have an impact on our State Aid funding.

Jill Street joined the meeting and introduced herself to the Commission. Jill is a Dover native and is happy to be joining us. She believes there's a lot of good things happening in the library; and would like to continue to support them.

Bob reported that the Friends have been earning about $2,000 a month from the sales from the Book Shop. The Friends have allocated $10,000 to support the Sendak exhibition. Jill asked if the Friends ever coordinate with other libraries to have one large annual book sale. Margie said they did something similar a few years ago, but the amount of money raised wasn't worth the time and effort the big sale took; and the daily sales are so successful.

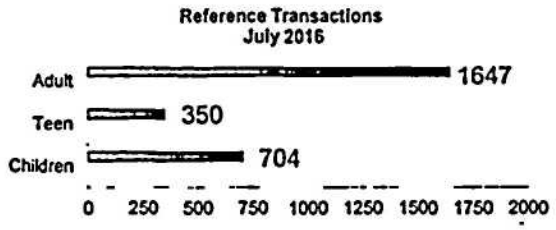
The Dover Library Foundation is concentrating on growing the permanent endowment. The formal endowment fund, which is held by the Delaware Community Foundation, was created from a $15,000 anonymous gift and a will bequest that the library received. The City Council allowed the will bequest to go to the Foundation. The Foundation has an annual appeal that is sent out annually, this year they are going to try to increase the appeal and focus solely on fundraising to grow the endowment. The Foundation has formed an events committee that is interested in increasing the visibility of the Foundation in the community and are looking for fundraising opportunities. Margie explained that the endowment was created to support the library. The goal is to raise $500,000; once that threshold is reached, the Board will decide if there's a percentage of the earnings that should be distributed for library use or if the threshold should be increased.

Margie shared information on the Summer Feeding program taking place in the library now. The program is funded by the USDA and managed by the Delaware Division of Libraries. The DDL was successful in getting grant money and funding from the USDA to bring in summer associates whose role is to create enrichment programs that takes place at the same time the children are receiving free lunches. The end goal is that no child goes hungry during the summer. Any child 18 and under is eligible for a free lunch. We have a partnership with the Boys and Girls Club of Wilmington who bring in the lunches every day. It's been a little challenging as we didn't find out about the Summer Associates until the middle of June well after our summer programming had been finalized. Jill asked if this was separate program from the Capital School District's program. Margie said yes and that there are actually several programs going on in Dover at the same time. It's a wonderful program and the Summer Associates have been great, but Margie expressed concern on the lack of coordination of the program. Michelle Hughes attended a meeting on the Restoring Central Dover project and talked at length about the Summer Feeding program in an effort to spread the word out into the community. Margie said that the library is also working on ways to get out into the community and ways to get the community into libraries through some sort of public transportation in an effort to better serve the area.

Beth made a motion to adjourn. Lois seconded the motion. Motion passed. Meeting adjourned at 6:10pm.

Next meeting: September 20, 2016

DOVER
PUBLIC LIBRARY



Circulation	July '16	FYTD '17	July '15	FYTD '16
Dover Residents	21,441	21,441	22,565	22,565
E-Books	2,422	2,422	2,482	2,482
Kent Residents Total -	12,164	12,164	13,863	13,863
~Harrington	206		169	
~Milford	48		202	
~Smyrna	767		1,029	
~Unincorporated Kent Co.	11,143		12,463	
Non-County Residents	1,807	1,807	2,312	2,312

New Registrations				
Dover Residents	337	337	389	389
Kent Residents Total -	57	57	31	31
~Harrington	2		1	
~Milford	4		0	
~Smyrna	11		3	
~Unincorporated Kent Co.	40		27	
Non-County Residents	10	10	6	6

Registered Library Users as of 7/31/16		Registered Library Users as of 7/31/15	
City of Dover Residents	28,522	City of Dover Residents	27,298
Kent County Residents	11,388	Kent Co. Residents	12,533
Sussex County Residents	423	Sussex Co. Residents	398
New Castle Co. Residents	560	New Castle Co. Residents	599
Out of State	55	Other	61
TOTAL	40,948		40,889

Other				
*Visiting Patrons	23,677	23,677	28,012	28,012
Meeting Room Usage	1,229	1,229	1,297	1,297
Photocopier Usage	1,180	1,180	1,127	1,127
Computer Printing Usage	3,248	3,248	2,660	2,660
Computer Users	4,784	4,784	4,855	4,855
Wireless Computer Users	1,985	1,985	2,005	2,005
Inter/Intralibrary - Loaned	61		68	
Inter/Intralibrary - Borrowed	56		39	
Holds Sent	3,968		3,971	
Holds Received	3,353		3,395	
TOTAL	7,438	7,438	7,473	7,473
Tech Services/Items Added	1,073		867	
Tech Services/Items Deleted	1,331		627	

Monthly Highlights

- ►919 attended 60 program for adults.
- ►374 attended 33 programs for teens.
- ►1260 attended 62 programs for children.
- ►19 volunteers completed 289 hours of service.

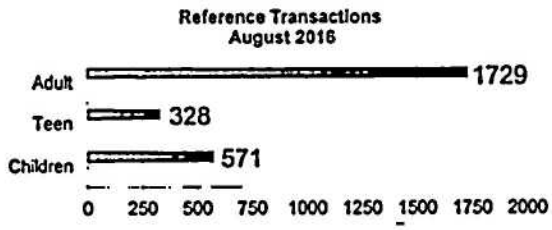
* Estimated Figure

Job Center Statistics

	July 2016	July 2015
Number of Walk-In Hours Open	38	62
Number of Walk-In Participants	109	167
Resumes and Cover Letters (Created/Edited/Critiqued)	0	28
Mock Interviews Conducted	0	0
Job Center Volunteers	1	1
Number of Volunteer Hours	26	7

240 attended 31 programs/classes coordinated through the Job Center.

DOVER
PUBLIC LIBRARY



Circulation	August '16	FYTD '17	August '15	FYTD '16
Dover Residents	20,856	42,297	20,309	42,874
E-Books	2,429	4,851	2,356	4,838
Kent Residents Total -	12,189	24,353	12,087	25,950
~Harrington	177		272	
~Milford	58		139	
~Smyrna	889		758	
~Unincorporated Kent Co.	11,065		10,917	
Non-County Residents	1,862	3,669	2,150	4,462

New Registrations				
Dover Residents	392	729	421	810
Kent Residents Total -	55	112	36	67
~Harrington	1		1	
~Milford	2		0	
~Smyrna	5		7	
~Unincorporated Kent Co.	47		28	
Non-County Residents	7	17	2	8

Registered Library Users as of 8/31/16		Registered Library Users as of 8/31/15	
City of Dover Residents	28,918	City of Dover Residents	27,712
Kent County Residents	11,446	Kent Co. Residents	12,572
Sussex County Residents	428	Sussex Co. Residents	400
New Castle Co. Residents	564	New Castle Co. Residents	603
Out of State	54	Other	61
TOTAL	41,410		41,348

Other				
*Visiting Patrons	28,065	51,742	35,012	63,024
Meeting Room Usage	1,043	2,272	1,222	2,519
Photocopier Usage	881	2,061	1,199	2,326
Computer Printing Usage	3,543	6,791	3,355	6,015
Computer Users	5,029	9,813	4,609	9,464
Wireless Computer Users	1,973	3,958	2,109	4,114
Inter/Intralibrary - Loaned	62		58	
Inter/Intralibrary - Borrowed	29		24	
Holds Sent	4,074		3,829	
Holds Received	3,410		3,295	
TOTAL	7,575	15,013	7,206	14,679
Tech Services/Items Added	913		712	
Tech Services/Items Deleted	1,420		618	

Monthly Highlights

- ►10,723 attended 60 program for adults.
- ►265 attended 35 programs for teens.
- ►1541 attended 66 programs for children.
- ►11 volunteers completed 330 hours of service.

* Estimated Figure

Job Center Statistics

	August 2016	August 2015
Number of Walk-In Hours Open	42	85.5
Number of Walk-In Participants	127	203
Resumes and Cover Letters (Created/Edited/Critiqued)	0	30
Mock Interviews Conducted	0	0
Job Center Volunteers	1	1
Number of Volunteer Hours	15.5	9

240 attended 31 programs/classes coordinated through the Job Center.

Dover Public Library
Usage Statistics

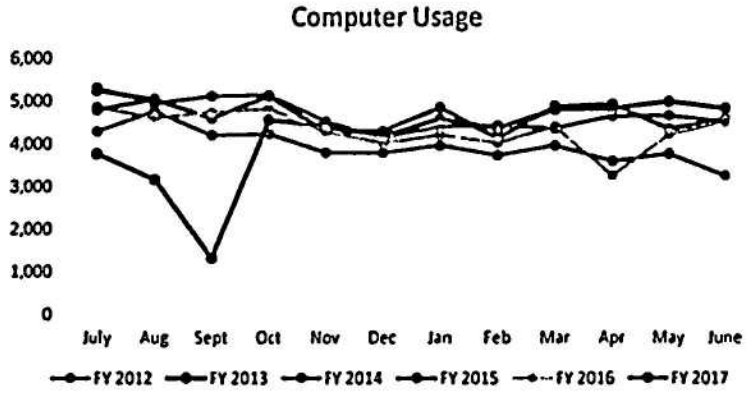
July, 2016-June, 2017

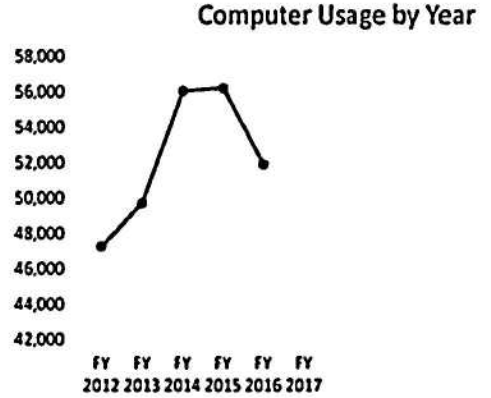
Computer Usage - Monthly

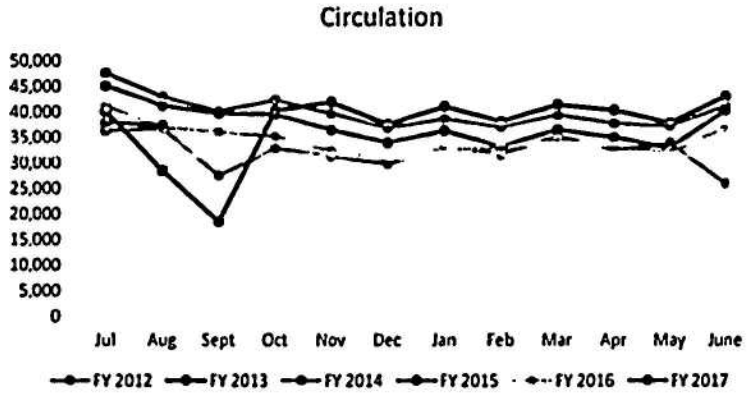
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
July	4,288	3,753	5,302	5,243	4,855	4,784
Aug	4,753	3,157	4,941	5,034	4,609	5,029
Sept	4,193	1,317	5,107	4,604	4,734	
Oct	4,226	4,542	5,126	5,107	4,819	
Nov	3,787	4,418	4,508	4,283	4,284	
Dec	3,780	4,181	4,122	4,285	4,013	
Jan	3,951	4,579	4,404	4,833	4,199	
Feb	3,720	4,346	4,405	4,115	4,015	
Mar	3,949	4,795	4,347	4,871	4,396	
Apr	3,590	4,810	4,636	4,913	3,248	
May	3,755	4,973	4,641	4,346	4,204	
June	3,244	4,813	4,498	4,566	4,518	
	47,236	49,684	56,037	56,200	51,894	

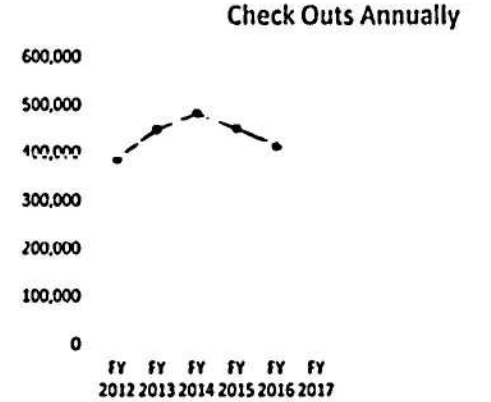
Circulation - Monthly

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
Jul	36,314	40,038	47,561	45,090	41,222	37,834
Aug	36,714	28,447	42,893	41,295	36,902	37,336
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	34,175	
Apr	32,503	40,240	37,734	34,928	32,753	
May	33,777	37,710	37,181	32,860	31,947	
June	25,982	42,978	41,088	40,310	36,854	
	386,127	447,787	480,332	449,746	412,969	







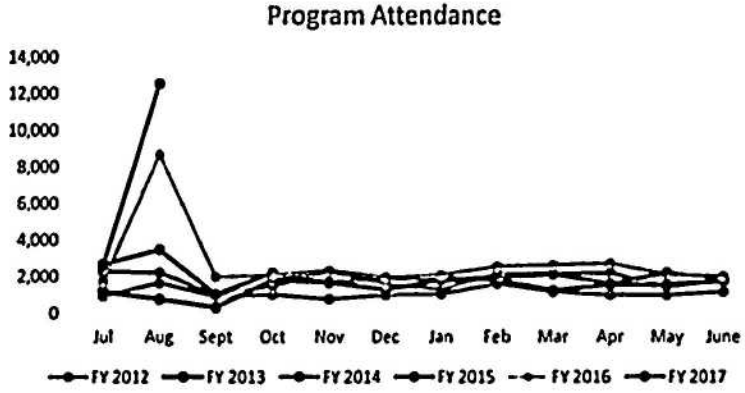


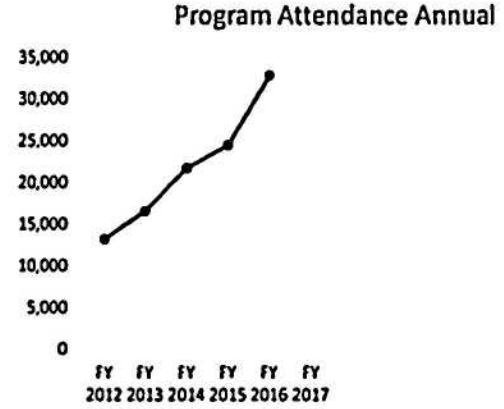
Dover Public Library

July, 2016-June, 2017

Program Attendance - Monthly

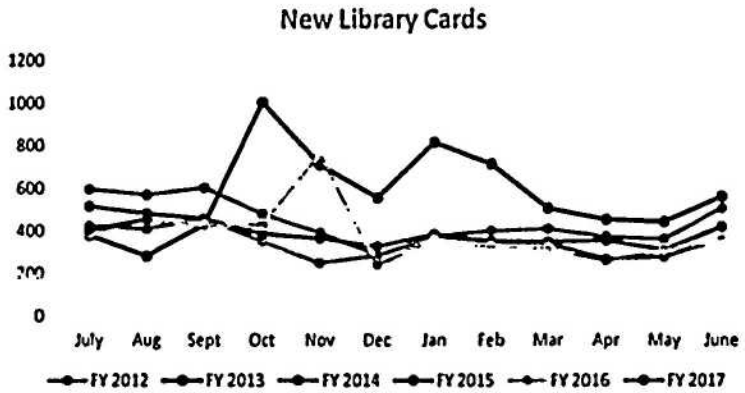
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
Jul	915	1,164	2,283	2,653	1,683	2,553
Aug	1,661	755	2,194	3,470	8,673	12,529
Sept	919	308	983	1,019	1,994	
Oct	1,002	1,799	1,459	2,186	2,066	
Nov	735	1,663	2,318	1,648	2,317	
Dec	991	1,239	1,553	1,891	1,945	
Jan	1,041	1,785	1,289	1,871	2,066	
Feb	1,606	1,813	2,122	1,887	2,541	
Mar	1,154	1,185	2,132	2,119	2,624	
Apr	993	1,537	2,163	1,604	2,710	
May	969	1,507	1,387	2,194	2,094	
June	1,141	1,731	1,824	1,888	2,005	
	13,127	16,486	21,707	24,430	32,718	

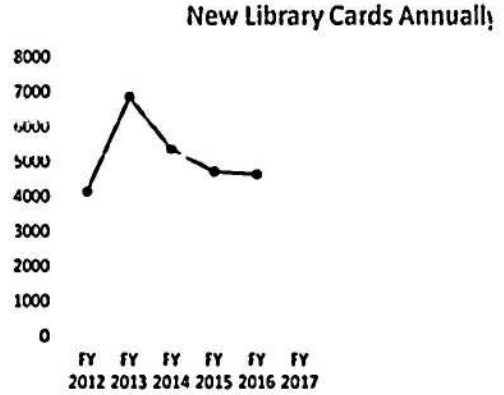




New Library Cards - Monthly

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
July	425	380	596	516	389	404
Aug	410	283	568	483	459	454
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	317	
Apr	269	454	370	356	261	
May	278	443	360	311	311	
June	358	560	507	420	358	
	4141	6845	5,341	4,702	4,625	





Dover Public Library

July, 2016-June, 2017

Wireless Usage - Monthly

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
July			1,295	1,656	2,005	1,985
August			1,219	1,846	2,109	1,973
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	1,175	
April		1,138	1,552	1,939	1,180	
May		1,112	1,501	1,799	1,169	
June		1,122	1,601	2,000	1,246	
		6,691	16,397	21,305	19,372	

