Agenda

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

I. Call to order

II. Old business

A. Minutes of January 20, 2015
B. January & February statistics
C. Building Construction status
D. Staffing status
E. Comic Con 2015
F. Council on Libraries report
G. The Friends of Library report
H. Dover Library Foundation Report

III. New Business

IV. Other

Next meeting: May 19, 2015

MINUTES

Dover Public Library Advisory Commission
January 20, 2015, 5:00 PM
Conference Room

IN ATTENDANCE: Margie Cyr, Lois Dunning, Scott Koenig, Beth Petit de Mange, Dorothy Snyder, Bob Wetherall

Meeting was called to order at 5:02PM

MINUTES

Beth made a motion to accept the November 18, 2014 as written. Lois seconded the motion. All were in favor.

STATISTICS

In discussion about the November and December 2014 statistics, Margie reported that the most continue to level off and are on a stable path; library registrations have leveled off as well. Wireless and computer usages are still very strong; Dover typically has the highest usage in the state. Programming is going well. Book usage is fifth in the state.

BUILDING CONSTRUCTION STATUS

The leak on the green roof has been repaired. We still have some roof leakage with really hard rain. The slats on some of the benches in the Reading Garden have been replaced. Margie is working with the Public Works department to start getting the historical art work hung. The LEED signs have all been installed.

STAFFING STATUS

Michelle Hughes was recently promoted to Assistant Library Director. The job posting for a Librarian II, Head of Youth Services will be posted soon. Margie has submitted a request to the City Manager to consider funding two part time Librarian positions for the Adult Services department.

COUNCIL ON LIBRARIES REPORT

Margie gave a report at the COL meeting on the censorship activities that are occurring around the state. Bob reported that new library profiles are being put together which are updated every five years.

THE FRIENDS OF LIBRARY REPORT

The Friends are providing a catered lunch for library staff in February. The bookshop is still averaging $1,500 a month in book sales. The Friends are still determining what to do with the $2,000 they received from the state to create an endowment. The terms of the agreement state that the funds must reach $10,000 before even the interest can be spent. The fund has grown to $3,500 since 2009. The annual meeting will be held in April.

DOVER LIBRARY FOUNDATION REPORT

The Foundation has set up a permanent endowment fund with the Delaware Community Foundation. Donna Stone retired from the Delaware Community Foundation at the end of December. Margie reported that we did much better than expected on the annual appeal. The annual election of officers is in February. Dorothy Snyder is the

current president and has announced that she will not be standing for president again. A nominations committee is hard at work on new board members for the next year.

CHANGING AMERICA
Changing America is the exhibit you encountered as you came into the library. This is a nationwide exhibit on a tour of America and will be on display at the library until February 20. It is a fascinating and quite interesting exhibit. The exhibit is part of a grant that the Library received.

WINTER READING CHALLENGE
The library has launched our second annual Winter Reading Challenge. The Friends have generously donated a 3D Doodler which will be the prize for the reading challenge.

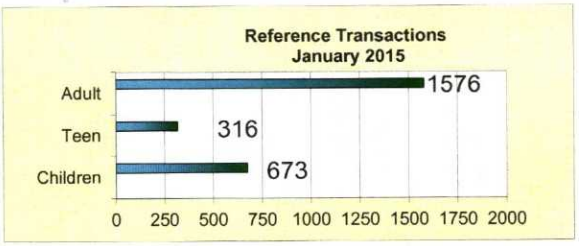
COMIC CON, 2015
Comic Con will be held on August 8. The Library is working with the Biggs Museum, the First State Heritage Park, the Schwartz Center, and Kent County Tourism. DNREC has agreed to allow us to use their parking lot for staff and vendor parking.

OTHER
Margie announced that the Library's First State Lego League Team recently won two out of three categories at the State competition at Delaware State University. They go back in February for the next level of competition. Kerri Hollyday and Jaclyn Smagala are the mentors from the library; a professor from the community also works with the kids. Margie has asked Jaclyn and Kerri to put together a presentation for a City Council meeting. The Lego League is all about the STEM program.

Beth made a motion to adjourn, Lois seconded the motion.

Next meeting: March 17, 2015

DOVER PUBLIC LIBRARY



Circulation	Jan. '15	FYTD '15	Jan. '14	FYTD '14
Dover Residents	19,299	147,035	20,510	152,183
E-Books	2,238	13,809	1,562	9,528
Kent Residents Total -	12,848	96,674	14,127	109,126
~Harrington	122		237	
~Milford	72		84	
~Smyrna	834		1,043	
~Unincorporated Kent Co.	11,820		12,763	
Non-County Residents	1,917	14,581	2,399	17,074
New Registrations				
Dover Residents	357	2,577	323	2,687
Kent Residents Total -	22	293	47	576
~Harrington	1		1	
~Milford	0		0	
~Smyrna	0		3	
~Unincorporated Kent Co.	21		43	
Non-County Residents	4	44	3	54

Registered Library Users as of 1/31/15		Registered Library Users as of 1/31/14	
City of Dover Residents	26,307	City of Dover Residents	22,369
Kent County Residents	13,012	Kent Co. Residents	12,751
Sussex County Residents	405	Sussex Co. Residents	372
New Castle Co. Residents	592	New Castle Co. Residents	527
Out of State	62	Other	57
TOTAL	40,378		36,076

Other				
*Visiting Patrons	30,804	196,388	29,004	215,509
Meeting Room Usage	1,594	12,043	1,796	15,519
Photocopier Usage	1,139	7,372	629	8,626
Computer Printing Usage	4,465	21,392	2,044	18,435
Computer Users	4,833	33,389	4,404	33,510
Wireless Computer Users	1,727	11,980	1,365	8,943
Inter/Intralibrary - Loaned	58		67	
Inter/Intralibrary - Borrowed	46		26	
Holds Sent	3,795		3,812	
Holds Received	3,134		2,784	
TOTAL	7,033	46,793	6,689	49,039
Tech Services/Items Added	1,439		1,891	
Tech Services/Items Deleted	3,195		1,205	

Monthly Highlights

- ►732 attended 76 program for adults.
- ►600 attended 30 programs for teens.
- ►539 attended 27 programs for children.
- ►23 volunteers completed 264 hours of service.

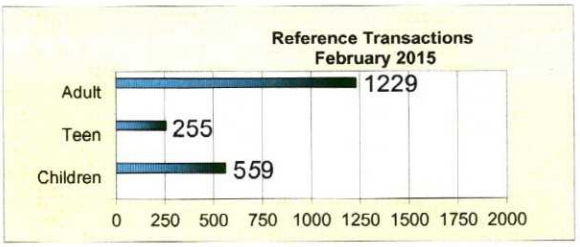
* Estimated Figure

Job Center Statistics

	January 2015	January 2014
Number of Walk-in Hours Open	42	38
Number of Walk-in Participants	134	127
Resumes and Cover Letters (Created/Edited/Critiqued)	21	24
Mock Interviews Conducted	0	0
Job Center Volunteers	6	2
Number of Volunteer Hours	31	18.5

259 attended 49 programs/classes coordinated through the Job Center.

DOVER
PUBLIC LIBRARY



Circulation	Feb. '15	FYTD '15	Feb. '14	FYTD '14
Dover Residents	17,036	164,071	20,157	172,340
E-Books	2,147	15,956	1,371	10,899
Kent Residents Total -	12,203	108,877	13,260	122,386
~Harrington	114		186	
~Milford	96		61	
~Smyrna	843		931	
~Unincorporated Kent Co.	11,150		12,082	
Non-County Residents	1,701	16,282	2,284	19,358
New Registrations				
Dover Residents	297	2,874	345	3,032
Kent Residents Total -	47	340	47	623
~Harrington	0		0	
~Milford	3		0	
~Smyrna	3		5	
~Unincorporated Kent Co.	41		42	
Non-County Residents	8	52	7	61

Registered Library Users as of 2/28/15		Registered Library Users as of 2/28/14	
City of Dover Residents	26,600	City of Dover Residents	22,571
Kent County Residents	13,061	Kent Co. Residents	12,703
Sussex County Residents	405	Sussex Co. Residents	368
New Castle Co. Residents	599	New Castle Co. Residents	535
Out of State	58	Other	57
TOTAL	40,723		36,234

Other				
*Visiting Patrons	27,023	223,411	31,002	246,511
Meeting Room Usage	1,589	13,632	1,504	17,023
Photocopier Usage	1,445	8,817	1,147	9,773
Computer Printing Usage	3,357	24,749	2,849	21,284
Computer Users	4,115	37,504	4,405	37,915
Wireless Computer Users	1,857	13,837	1,358	10,301
Inter/Intralibrary - Loaned	47		70	
Inter/Intralibrary - Borrowed	43		29	
Holds Sent	3,148		3,740	
Holds Received	2,645		2,613	
TOTAL	5,883	52,676	6,452	55,491
Tech Services/Items Added	1,617		1,211	
Tech Services/Items Deleted	559		655	

Monthly Highlights

- ►861 attended 88 program for adults.
- ►355 attended 25 programs for teens.
- ►671 attended 29 programs for children.
- ►25 volunteers completed 190.5 hours of service.

* Estimated Figure

Job Center Statistics

	February 2015	February 2014
Number of Walk-in Hours Open	42	42
Number of Walk-in Participants	149	132
Resumes and Cover Letters (Created/Edited/Critiqued)	26	17
Mock Interviews Conducted	0	0
Job Center Volunteers	4	2
Number of Volunteer Hours	25.5	30

497 attended 58 programs/classes coordinated through the Job Center.

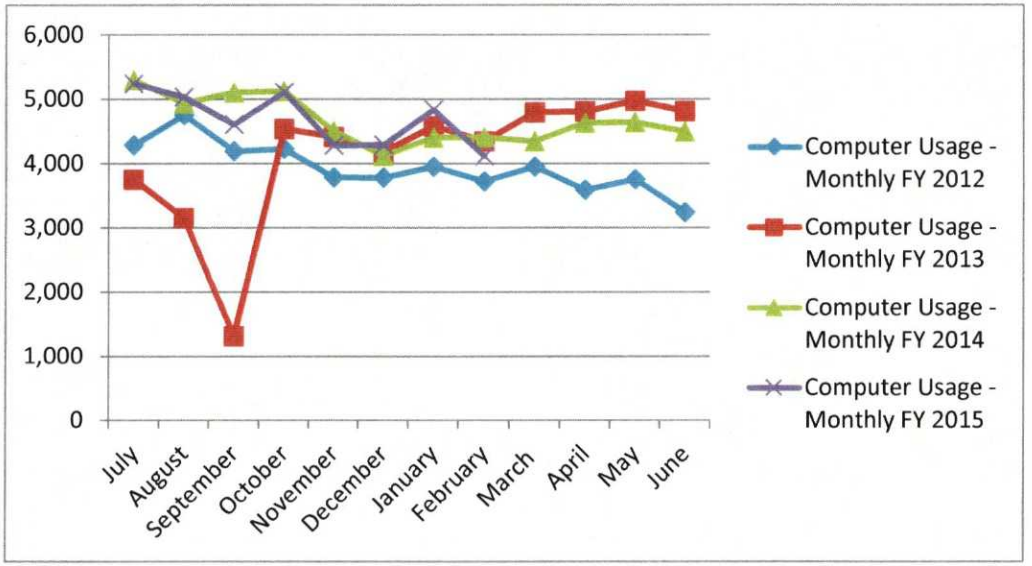
Dover Public Library

Usage Statistics

5/20/14

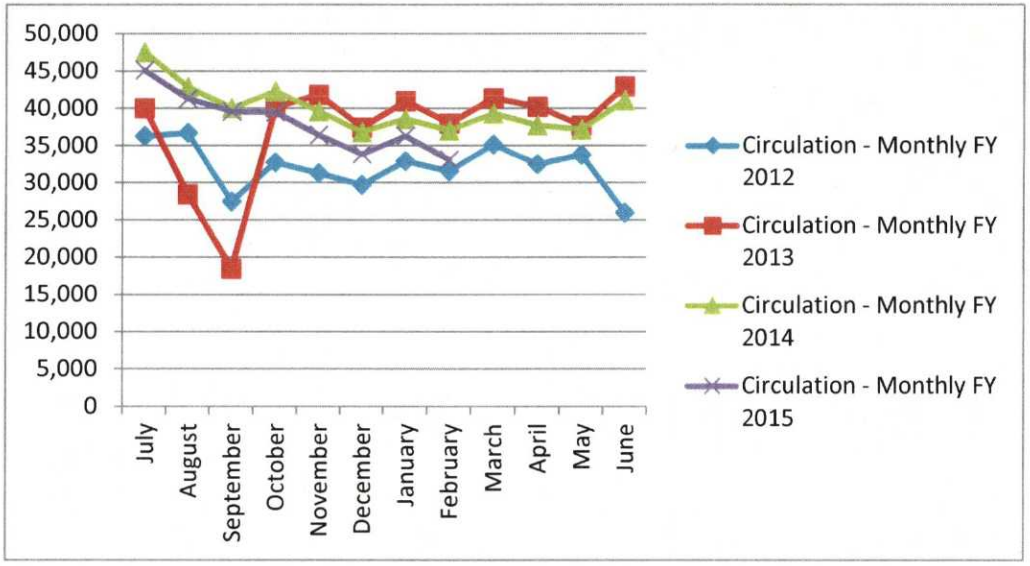
Computer Usage - Monthly

	FY 2012	FY 2013	FY 2014	FY 2015
July	4,288	3,753	5,302	5,243
August	4,753	3,157	4,941	5,034
September	4,193	1,317	5,107	4,604
October	4,226	4,542	5,126	5,107
November	3,787	4,418	4,508	4,283
December	3,780	4,181	4,122	4,285
January	3,951	4,579	4,404	4,833
February	3,720	4,346	4,405	4,115
March	3,949	4,795	4,347	
April	3,590	4,810	4,636	
May	3,755	4,973	4,641	
June	3,244	4,813	4,498	
			56,037	



Circulation - Monthly

	FY 2012	FY 2013	FY 2014	FY 2015
July	36,314	40,038	47,561	45,090
August	36,714	28,447	42,893	41,295
September	27,482	18,510	40,051	39,608
October	32,729	40,191	42,313	39,491
November	31,291	41,846	39,645	36,442
December	29,719	37,441	36,850	33,871
January	32,921	40,995	38,598	36,302
February	31,543	38,026	37,072	33,087
March	35,152	41,365	39,346	
April	32,503	40,240	37,734	
May	33,777	37,710	37,181	
June	25,982	42,978	41,088	
			480,332	

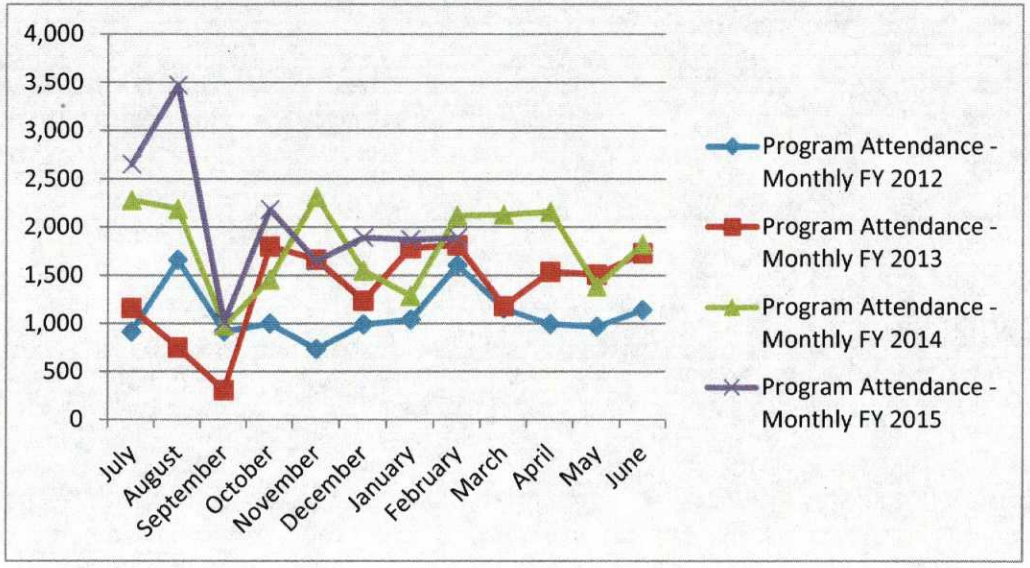


Dover Public Library
Usage Statistics

5/20/14

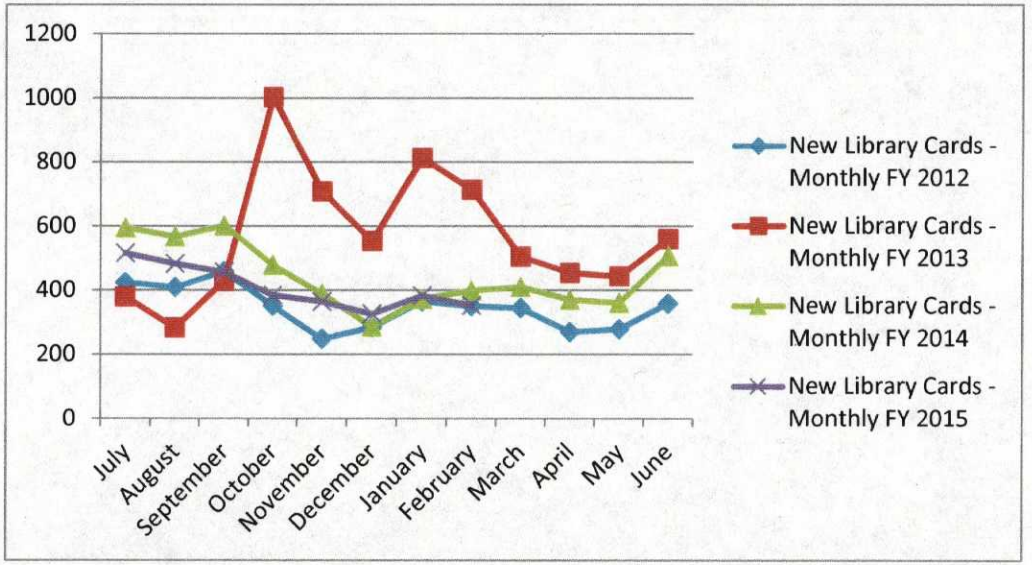
Program Attendance - Monthly

	FY 2012	FY 2013	FY 2014	FY 2015
July	915	1,164	2,283	2,653
August	1,661	755	2,194	3,470
September	919	308	983	1,019
October	1,002	1,799	1,459	2,186
November	735	1,663	2,318	1,648
December	991	1,239	1,553	1,891
January	1,041	1,785	1,289	1,871
February	1,606	1,813	2,122	1,887
March	1,154	1,185	2,132	
April	993	1,537	2,163	
May	969	1,507	1,387	
June	1,141	1,731	1,824	
			21,707	



New Library Cards - Monthly

	FY 2012	FY 2013	FY 2014	FY 2015
July	425	380	596	516
August	410	283	568	483
September	459	429	602	457
October	351	1003	479	385
November	248	708	390	364
December	284	554	286	326
January	365	813	373	383
February	350	713	399	352
March	344	505	411	
April	269	454	370	
May	278	443	360	
June	358	560	507	
			5,341	



Dover Public Library
Usage Statistics

Wireless Usage - Monthly

	FY 2012	FY 2013	FY 2014	FY 2015
July			1,295	1,656
August			1,219	1,846
September			1,378	1,660
October			1,196	1,742
November			1,303	1,690
December			1,187	1,659
January		1122	1,365	1,727
February		1078	1,358	1,857
March		1119	1,442	
April		1138	1,552	
May		1112	1,501	
June		1122	1,601	

