Agenda

Dover Public Library Advisory Commission
November 18, 2015
5:00 PM
Conference Room

I. Call to order

II. Old business

A. Minutes of September 16, 2014
B. September & October 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

IV. Other

Next meeting: January 19, 2015

Minutes

Dover Public Library Advisory Commission
September 16, 2014
5:00 PM, Conference Room

IN ATTENDANCE: Zach Carter, Margie Cyr, Gertrude Jackson, Beth Petit de Mange, Dorothy Snyder, Bob Wetherall

Dorothy called the meeting to order at 5:00PM

Old Business

Zach made a motion to accept the minutes from May 20, 2014 as written, Beth seconded the motion.

Margie is starting to see leveling off of some statistics. Zach commented that most are actually on the increase. The staff is putting a lot of time and effort into enrichment programming. Dover has the highest wireless usage in the state.

There are still some issues with the green roof; it only seems to leak when the irrigation system is on. The irrigation contractor, the roofing contractor and EDiS are meeting next week to see what the next step is. The City has put in place two contracts to take care of the HVAC system. Statewide Mechanical will do regular maintenance and Johnson Controls will monitor the system remotely a couple times a week to make sure everything is working the way it's supposed to be. Zach asked if there are any monies left from the project; Margie hasn't heard anything about it lately.

We've recently hired two part-time library assistants. Nicholas Coll, a recent graduate of Delaware State University. Nicholas recently received his Bachelor's Degree in media graphics; and has now shown interest in attending library school. Brittany Mosley is retired from the National Guard. Brittany spent a couple of years in Afghanistan as a human resource specialist. We just completed interviews for a recently vacated Library Page position. A contingent offer has been made depending on the results of the background check. Zach asked if our request to increase security was eliminated from the budget; Margie said it was not and we now have full-time security in the building. Zach also asked if our budget was cut by 2% and Margie said it was not but that some of the lines items were decreased some. Our new Media Lab will debut on October 18, which will feature a 3D printer, movie camera, still camera and all kinds of computer software. The Media Lab is funded by the Delaware Division of libraries.

Zach reported that the Council on Libraries has moved the recommendations for new construction totaling $14 million dollars. Lewis Public Library for $2 million, Delmar Public Library for $875,000, Route 9 in New Castle County for $8.2 million, Laurel Public Library for $50,000 for the installation of solar panels, Harrington Public Library for $1 million and Duck Creek in Smyrna for $2 million.

The Friends had their annual meeting in April. Bob Wetherall was elected President; Ann Alexander, Vice President; Barbara Reed, Treasurer and Mary Kaltrieder, Secretary. They've been averaging $1,500 - $1,600 a month in the Book Shop. The Friends have also made $15,000 available for the library, which has been used for stage rental for a couple of the In Harmony concerts, a collection of children's materials for use in the story times and to upgrade the AWE computers, which are computers loaded with specific software for children.

The Foundation has created a permanent endowment which has about $80,000. They are now considering how to invest the money. Bob Wetherall, representing the Friends, is invited to the next Foundation meeting to discuss merging the Friends existing $3,400 endowment with the Foundation. Delaware Community Foundation endowments cannot be spent until they reach

over $10,000. We are also getting ready to send out an annual appeal and have a meeting scheduled in October.

New Business
The library has received LEED Gold status, which is the second highest level. There will be a presentation to City Council on Monday, October 27 at 7:30PM. Invitations will be mailed out soon for the reception and ceremony at the library the same day at 2PM.

Margie and Hilary Welliver were approached by Chester Wyatt from the DAFB, after the decision was made to close the base library due to budget cutbacks, to discuss what should be done with their library materials. A Memorandum of Understanding was created between the United States Air Force and the State of Delaware to transfer the ownership of approximately 40,000 items to the State. After the Memorandum of Understanding was signed, staff from Dover Library and Kent County Library spent the summer at the Base weeding the collections before having them delivered here. The intention is that the materials will be divided between Kent County Library and Dover Public Library and will be put into a "floating" status which means that if an item is checked out in Dover and returned to Smyrna, then it stays in Smyrna. Depending on where the item is returned is where it stays until it's borrowed again. The items checked out from Dover will be included in our statistics. Mr. Wyatt verified that he is receiving $5,000 this year to purchase more books and we'll be working with him on the selection. We're anticipating that every year there will be a small collection of items added to the collection.

The library hosted a Comic Con event in August. We anticipated about 1,000 visitors and ended up with about 2,200 people. We had also arranged for extra security but did not have one incident that day. The staff is planning to do another event next year. Margie thinks once the word gets out we could easily see 5,000 people here. We don't have the capacity in this building to manage the whole event and are planning to bring in other partners in the community to work on it with us.

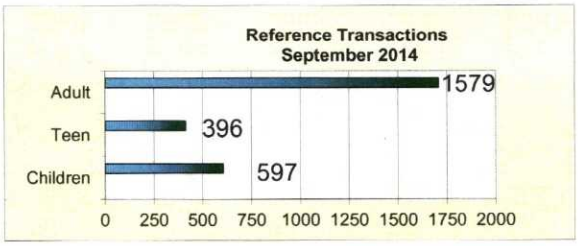
The library was given the opportunity to host "50 Years, 50 Works and 50 Reasons: Maurice Sendak, The Memorial Exhibition" in August through September 2016. The exhibit occupies up to 5,000 square feet. Again, the library does not have the capacity to host this event ourselves, and have reached out to the Biggs Museum, who have agreed to partner with us. There is a $10,000 exhibit fee to host the exhibit and a 50% deposit is required to hold our spot. PPG has made a donation of $5,000 and will be the lead sponsor for the event. Their donation will cover the required deposit. Margie has spoken with Cindy Small from Kent County Tourism and the Kent County Children's Theater. Some other potential partners are the Dover Art League, The Schwartz Center and the Delaware Public Archives. Gertrude suggested asking Delaware State University to be a partner. This is the biggest project the library has done.

In other business, Zach asked about the excess reciprocal borrowing funds that the library received. Margie said that she had attended a Friends of Duck Creek meeting where Brooks Banta told her about the extra money in the reciprocal borrowing fund and said that he was going to suggest to the Levy Court that the money be distributed to the libraries. About a month later, Brad Eaby presented a $40,000 check to the City. The money is in a City account, reserved for the library, until the City Manager determines how it should be used. It may be used for the HVAC contract.

Zach made a motion to adjourn and Gertrude seconded the motion. Meeting adjourned at 6PM.

Next meeting: November 18, 2014

DOVER PUBLIC LIBRARY



Circulation	Sept. '14	FYTD '15	Sept. '13	FYTD '14
Dover Residents	21,928	68,972	21,202	67,228
E-Books	1,919	5,715	1,376	3,975
Kent Residents Total -	13,675	44,964	14,910	51,243
~Harrington	191		256	
~Milford	83		186	
~Smyrna	866		885	
~Unincorporated Kent Co.	12,535		13,583	
Non-County Residents	2,086	6,342	2,563	8,059
New Registrations				
Dover Residents	401	1,283	475	1,301
Kent Residents Total -	51	150	117	428
~Harrington	4		2	
~Milford	0		2	
~Smyrna	4		9	
~Unincorporated Kent Co.	43		104	
Non-County Residents	5	23	10	37

Registered Library Users as of 9/30/14		Registered Library Users as of 9/30/13	
City of Dover Residents	25,075	City of Dover Residents	21,507
Kent County Residents	12,878	Kent Co. Residents	13,011
Sussex County Residents	388	Sussex Co. Residents	377
New Castle Co. Residents	566	New Castle Co. Residents	539
Out of State	59	Other	60
TOTAL	38,966		35,494

Other				
*Visiting Patrons	26,801	82,199	28,796	86,105
Meeting Room Usage	2,016	4,618	2,130	6,066
Photocopier Usage	611	3,174	1,806	4,658
Computer Printing Usage	2,901	8,727	3,268	8,573
Computer Users	4,604	14,881	5,107	15,350
Wireless Computer Users	1,660	5,162	1,378	3,892
Inter/Intralibrary - Loaned	68		55	
Inter/Intralibrary - Borrowed	52		47	
Holds Sent	3,638		4,211	
Holds Received	3,386		3,883	
TOTAL	7,144	21,479	8,196	23,004
Tech Services/Items Added	1,495		1,322	
Tech Services/Items Deleted	1,487		833	

Monthly Highlights

- ►304 attended 55 program for adults.
- ►204 attended 11 programs for teens.
- ►511 attended 19 programs for children.
- ►28 volunteers completed 305 hours of service.

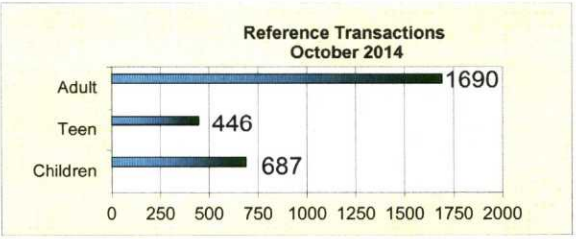
* Estimated Figure

Job Center Statistics

	September 2014	September 2013
Number of Walk-in Hours Open	42	40
Number of Walk-in Participants	137	151
Resumes and Cover Letters (Created/Edited/Critiqued)	27	11
Mock Interviews Conducted	0	0
Job Center Volunteers	6	17
Number of Volunteer Hours	62	60

151 attended 47 programs/classes coordinated through the Job Center.

DOVER
PUBLIC LIBRARY



Circulation	Oct. '14	FYTD '15	Oct. '13	FYTD '14
Dover Residents	21,113	90,085	22,905	90,133
E-Books	1,922	7,637	1,369	5,344
Kent Residents Total -	14,026	58,990	15,790	67,033
~Harrington	205		413	
~Milford	119		119	
~Smyrna	818		1,052	
~Unincorporated Kent Co.	12,884		14,206	
Non-County Residents	2,430	8,772	2,249	10,308
New Registrations				
Dover Residents	340	1,623	435	1,736
Kent Residents Total -	43	193	38	466
~Harrington	4		0	
~Milford	2		0	
~Smyrna	7		5	
~Unincorporated Kent Co.	30		33	
Non-County Residents	2	25	6	43

Registered Library Users as of 10/31/14		Registered Library Users as of 10/31/13	
City of Dover Residents	25,392	City of Dover Residents	21,779
Kent County Residents	12,923	Kent Co. Residents	12,930
Sussex County Residents	390	Sussex Co. Residents	370
New Castle Co. Residents	572	New Castle Co. Residents	533
Out of State	59	Other	57
TOTAL	39,336		35,669

Other				
*Visiting Patrons	29,429	111,628	48,515	134,620
Meeting Room Usage	2,044	6,662	2,824	8,890
Photocopier Usage	1,246	4,420	1,215	5,873
Computer Printing Usage	3,363	12,090	3,091	11,664
Computer Users	5,107	19,988	5,126	20,476
Wireless Computer Users	1,742	6,904	1,196	5,088
Inter/Intralibrary - Loaned	94		58	
Inter/Intralibrary - Borrowed	50		37	
Holds Sent	3,534		3,502	
Holds Received	3,147		3,101	
TOTAL	6,825	28,304	6,698	29,702
Tech Services/Items Added	3,110		2,094	
Tech Services/Items Deleted	243		637	

Monthly Highlights

- ▶572 attended 60 program for adults.
- ▶742 attended 18 programs for teens.
- ▶872 attended 39 programs for children.
- ▶33 volunteers completed 322.5 hours of service.

* Estimated Figure

Job Center Statistics

	October 2014	October 2013
Number of Walk-in Hours Open	46	40
Number of Walk-in Participants	153	164
Resumes and Cover Letters (Created/Edited/Critiqued)	27	18
Mock Interviews Conducted	0	2
Job Center Volunteers	6	9
Number of Volunteer Hours	57	41

202 attended 46 programs/classes coordinated through the Job Center.

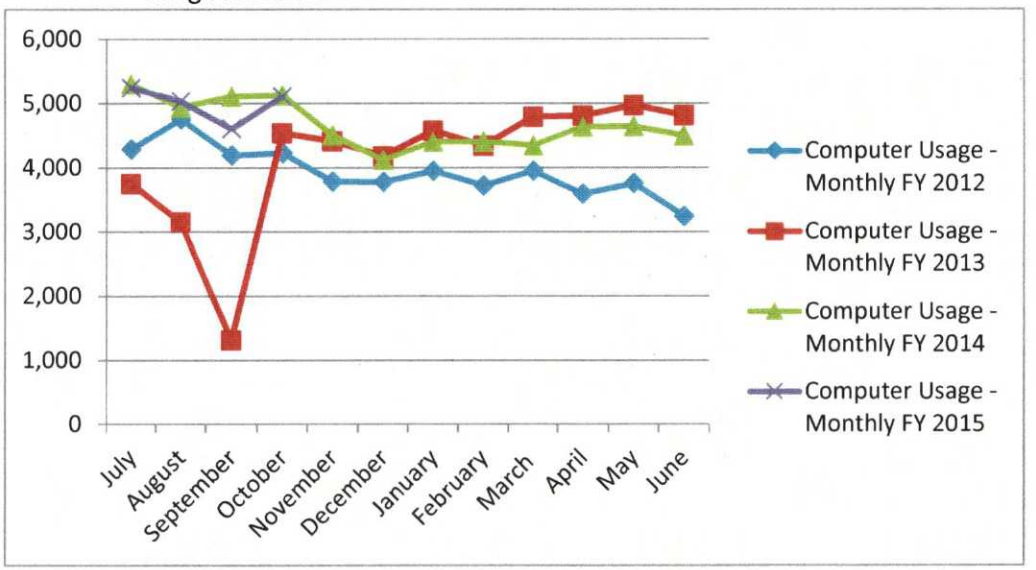
Dover Public Library

Usage Statistics

5/20/14

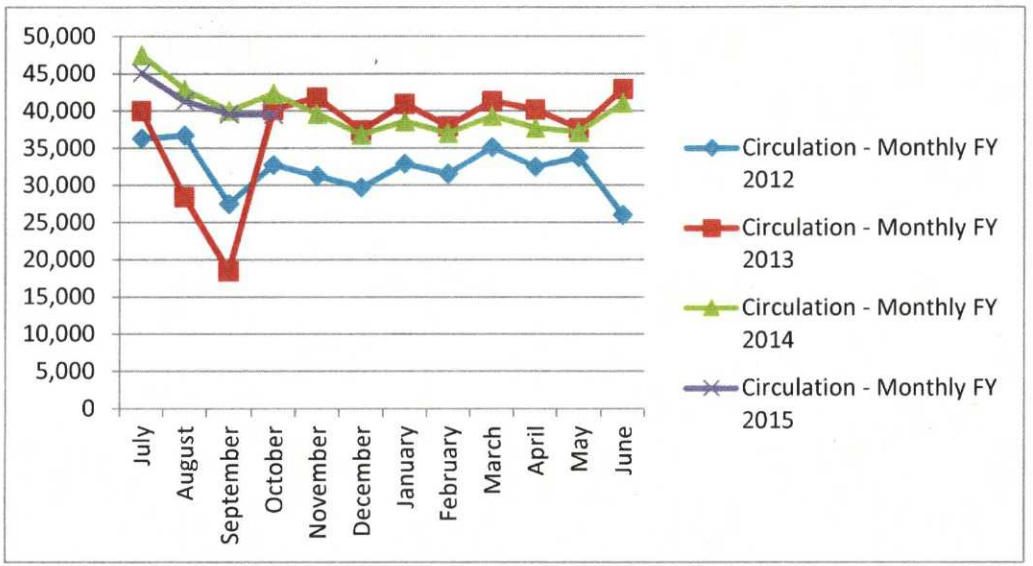
Computer Usage - Monthly

	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	
December	3,780	4,181	4,122	
January	3,951	4,579	4,404	
February	3,720	4,346	4,405	
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	
December	29,719	37,441	36,850	
January	32,921	40,995	38,598	
February	31,543	38,026	37,072	
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	

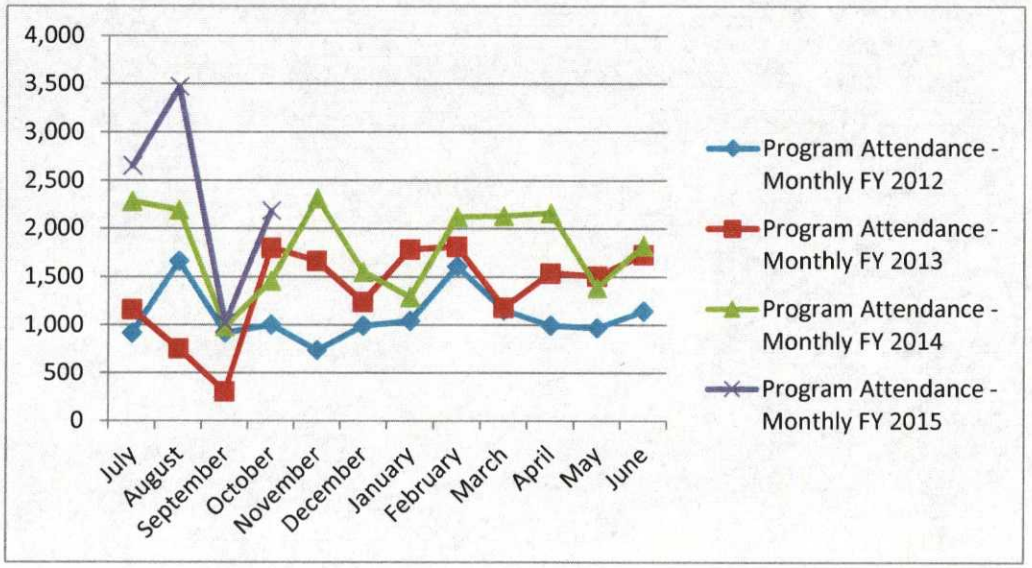


Dover Public Library
Usage Statistics

5/20/14

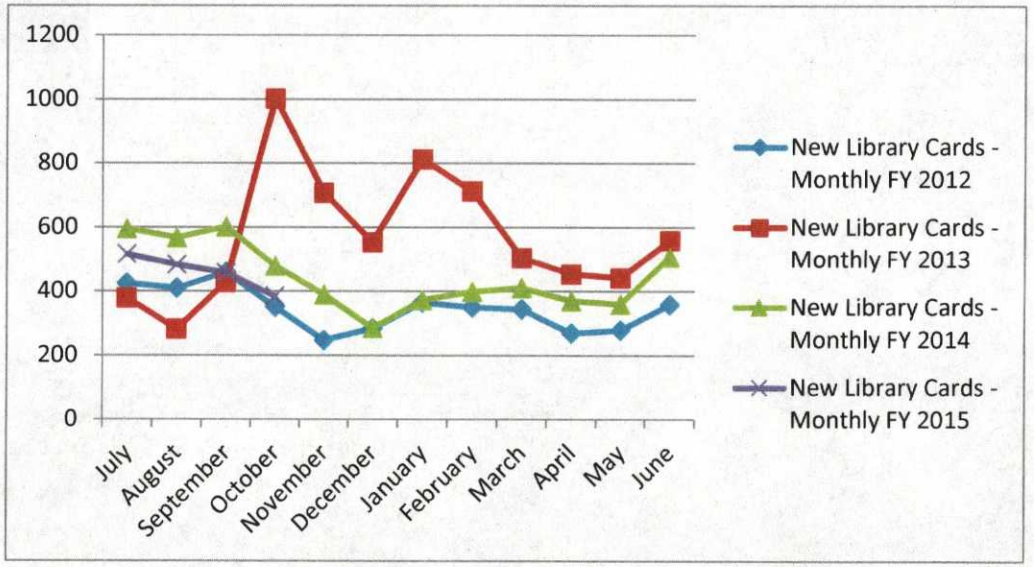
Program Attendance - Monthly

	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	
December	991	1,239	1,553	
January	1,041	1,785	1,289	
February	1,606	1,813	2,122	
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	
December	284	554	286	
January	365	813	373	
February	350	713	399	
March	344	505	411	
April	269	454	370	
May	278	443	360	
June	358	560	507	
			5,341	



Dover Public Library
Usage Statistics

5/20/14

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	
December			1,187	
January		1122	1,365	
February		1078	1,358	
March		1119	1,442	
April		1138	1,552	
May		1112	1,501	
June		1122	1,601	

