Agenda

Dover Public Library Advisory Commission
September 18, 2012
5:00 PM
Second Floor Conference Room at the Dover Public Library

Please use staff entrance at the Rear of the Building

I. Tour of new library for Commission members

II. Call to order

III. Old business

A. Minutes of July 17, 2012
B. July monthly report (August monthly report will be available at the meeting)
C. Anchor Library project update
A. Building Construction Status
    1. Ribbon Cutting
    2. Capital Campaign status
B. Staffing status
C. Meeting Room – fees for usage
D. Revision of "Acceptable Behavior Policy"

IV. Council on Libraries report (no report)

V. Friends of Library report

VI. New Business

VII. Other

Next meeting:

MINUTES

Dover Public Library Advisory Commission
Tuesday, July 17, 2012
Delaware Room at the Dover Public Library

IN ATTENDANCE: Margie Cyr, Lois Dunning, Scott Koenig, Sean Lynn, Beth Petit de Mange, Annie Scott, Dorothy Snyder

ABSENT: Gertrude Jackson

Meeting called to order at 5:15pm by Dorothy.

In discussion of the Minutes from the May 15, 2012 meeting, Beth inquired about the artist commissioned to create the sculpture for the library. Margie said that artist Ed Twilley, local resident Rosemary Twilley's son, will be creating a metal sculpture to be placed in the Reading Garden. The sculpture should be complete by the grand opening on September 20. A motion to accept the Minutes as written was made by Beth and seconded by Lois.

Margie explained that we were recently notified by the Delaware Division of Libraries in regard to a issue with their software program crediting DDL for all library renewals. The problem has since been corrected and we have increased our circulation statistic for FY12 by 3,604 to account for the discrepancy. A motion to accept the monthly reports for May and June 2012 as written was made by Beth and seconded by Lois.

Margie reported that library construction is still on time and on budget. The shelving has been installed in the Teen Loft and on the second floor. Tables are being installed in the Quiet Study room and on the second floor. The walls are up in the children's department. The contractors are working on the mill work. Margie also said that a tape recording system will be installed in the large meeting room for recording meeting minutes, etc. The first shipment of Memorial Bricks will be delivered soon.

Our last day open to the public will be Friday, August 24; we will begin the moving process on Monday, August 27. The computers will be moved over on September 10; the Friends will begin moving on that day as well. A RFP for moving services will go out in the next week or so. A RFP for a Café was sent out approximately 10 days ago. One local business has shown interest in the space and recently took a tour of the building. A volunteer form was sent out in the most recent newsletter mailing and we have received a lot of responses back. Starting on August 27, all staff will begin working day time hours. The ribbon cutting ceremony is scheduled for Thursday, September 20 at 10AM. Margie reported that the $100,000 challenge pledge has been met! Thank you to Dorothy's son, Blair Snyder and his wife Allison, for completing this pledge!

Scott reported that work has started on the library parking lot. The basecoat should be complete by the end of July. The drive-thru to M&T Bank will be relocated through the entrance to the library, on Loockerman Street and will wind around the building while the paving work is done, which should be complete in August. Final paving will be done by mid September, just before library opens. Scott also said that we received a pledge of $43,000 from Senator Bonini to finish up the street light project. The monies, which come from the Transportation Fund, will be used to replace the street lights in front of

City Hall and the new library. Margie also mentioned that there are still a couple of benches and small spaces available for naming opportunities. Benches are $2,500; shelves are $1,000. Jim Flood is working on a book about the history of the library. All donors to the building project will be named in the book. Margie reported that we have filled the four Library Clerk I positions. The primary duty of the Clerk I is to assist patrons at the circulation desk with checking materials in and out. The Clerk I position requires a high school diploma or GED. Vince Parsons was promoted from a Library Page to a Library Clerk I; the other three positions were new hires. City Council has approved the hiring of four Library Pages and the Library Clerk II position. The Clerk II will work in the children and teen departments. This is a para-professional position and requires some college education. The Library Page's primary duty is re-shelving library materials. This position requires a high school diploma or GED.

Margie said that the Council on Libraries will meet again in August and she will have a report for the next Commission meeting.

Annie reported that the Friends are very excited and ready for the move. A meeting is planned for August 2 to discuss details of the move. The Carriage House will stay open until the library closes on August 24. Current membership for FY13 is already up to 86!

Revision of "Acceptable Behavior Policy" – This policy has been in place since March 2009. Margie has worked with the Library's leadership team to revise the policy. Mr. Lynn has a concern about the weapons policy and suggested limiting it to only uniformed personnel. Mr. Lynn also suggested that we refer to the City attorney for his opinion. Other possible wording suggested was "**Only law enforcement personnel may possess or carry weapons into library".** Mr. Lynn was also concerned about the "attire" section and emphasized that we cannot encroach on people's free speech. Perhaps refer to the Kent County Court system policy. There was also concern about **"sleeping for any extended period of time"**. Margie explained that the difficulty is that people come in to study or read and occasionally may nod off briefly. The other side is the people who come into the library for the sole purpose of taking a nap. Margie also mentioned that the Dover Art League would like to use the large meeting room in January for an event and would like to serve wine. Scott said we would need legal opinion on the issue of bringing alcohol into the building. Beth suggested checking the state policy on this. Lois brought up the issue of liability. Beth made a motion to make changes as mentioned and send out draft for approval in September. Lois seconded the motion.

Currently the library charges a $15 fee for non-profit groups to use our meeting rooms. Margie's recommendations for the new library are as follows: Non-profit groups - $15 for the ten person conference room; $100 for the large meeting room; and $50 for the two smaller rooms. The fee for "for profit" groups would be doubled. Scott explained that this is only a recommendation – the next step will be to go before the Legislative, Finance & Administration committee. Milford library is the only library in Kent Count that has meeting rooms similar to Dover. Mr. Lynn thinks the policy should be more flushed out and suggested we send it to City attorney for more review. Beth asked what the City policy is for the use of pavilions at the parks and Scott said he would check on that. Margie will check with the Police and Kent County about their policies. Margie also let everyone know that we are getting a lot of requests for the rooms at the new building. Lois and Beth are fine with the proposed fees; Annie and Mr. Lynn think the fees are low. Beth brought up the issue of security after hours. Margie said that this is a budget

issue and will look at the possibility of adding more security in the future. The Meeting Room policy changes will be deferred while City and County policies are reviewed.

Margie has been in discussion with staff leadership regarding library hours in the new facility and all were in agreement that is important that the library have hours on Friday evenings. Effective September 21, 2012, Margie proposes the library hours as follows:

Monday – Friday 9AM – 8PM
Saturday 10AM – 5PM
Sunday 1PM – 5PM

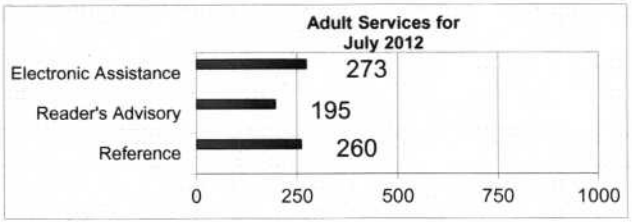
Beth thinks it's a great idea. Beth made a motion to accept the proposed new hours, starting on September 21, with the stipulation to be reevaluated in March 2013. Lois seconded the motion.

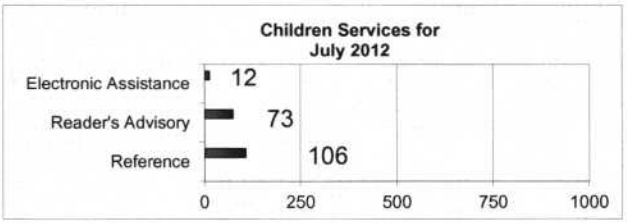
Margie announced that Ed Hynes commission expired in June and that he has moved to Lewis, DE. Dorothy said that she has spoken to the Mayor, recommending Zach Carter for the position, and will follow up on that soon.

Meeting adjourned at 6:15PM

Next meeting: Tuesday, September 18, 2012

DOVER PUBLIC LIBRARY





Circulation	July '12	FYTD '13	July '11	FYTD '12
Dover Residents	20,004	20,004	18,113	18,113
E-Books	820	820		
Kent Residents Total -	16,212	16,212	16,357	16,357
~Harrington	198		140	
~Milford	197		75	
~Smyrna	1,225		1,129	
~Unincorporated Kent Co.	14,592		15,013	
Non-County Residents	2,782	2,782	1,844	1,844
New Registrations				
Dover Residents	245	245	211	211
Kent Residents Total -	67	67	101	101
~Harrington	0		1	
~Milford	0		1	
~Smyrna	7		13	
~Unincorporated Kent Co.	60		86	
Non-County Residents	1	1	12	12

Registered Library Users as of 7/31/12		Registered Library Users as of 7/31/11	
City of Dover Residents	18,452	City of Dover Residents	18,483
Kent County Residents	13,170	Kent Co. Residents	14,313
Sussex County Residents	330	Sussex Co. Residents	314
New Castle Co. Residents	695	New Castle Co. Residents	586
Out of State	69	Other	75
TOTAL	32,716		33,771

Other				
Visiting Patrons	33,186	33,186	31,170	31,170
Meeting Room Usage	20	20	0	0
Photocopier Usage	1,498	1,498	1,521	1,521
Dial-A-Story	1,313	1,313	954	954
Computer Usage	3,604	3,604	4,288	4,288
Inter/Intralibrary - Loaned	35		5	
Inter/Intralibrary - Borrowed	23		23	
Holds Sent	4,249		4,646	
Holds Received	2,958		3,019	
TOTAL	7,265		7,693	7,693
Tech Services/Items Added	788		1,224	
Tech Services/Items Deleted	1,905		1,709	

Monthly Highlights

- ►66 attended 14 programs for adults.
- ►80 attended 12 programs for teens.
- ►960 attended 30 programs for children.
- ►39 volunteers completed 562 hours of service.

Job Center Statistics

	July 2012	July 2011
Number of Hours Open	47	28
Number of Participants	236	59
Resumes and Cover Letters (Created/Edited/Critiqued)	25	15
Mock Interviews Conducted	1	3
Job Center Volunteers	26	4
Number of Volunteer Hours	80	66

58 attended 12 programs/classes coordinated through the Job Center in July.

DOVER
PUBLIC LIBRARY

July 18, 2012

To: Members of the Dover Library Advisory Commission
Scott Koenig
Sean Lynn
Annie Scott

Fr: Margie Cyr

Proposed Meeting Room Fees

At last night's LAC meeting there was consensus in support of the staff proposed usage fees for meeting rooms in the new Dover Public Library.

The remaining discussion circled around the use of the meeting rooms by agencies other than non profit and government groups. We have reached out to the other City of Dover departments and Kent County and the results are listed below.

Please take a look at what we found below. I would appreciate your feedback about use by other entities as soon as possible. If you have no opinion about this, I would like to know that as well.

Many thanks.

Fee structures & usage for other local entities:

The Presbyterian Church, S. State St.
For nonprofit entities:

Large Room	$50 partial day $100 whole day
Conference Room	$20 partial day $30 whole day
	+ $50 custodial fee

Fees double for for-profit entities

Wilmington Univ, DuPont Highway – all users

Large Room		$350

Duncan Center – all users

Outlook	(200)	$250
	(400)	$500
Mulford & Bradley Rms (40)		$175

Kent Co. Public Library

Meeting Room (20-25)	$30 per hour Free to nonprofits after 5:00 PM

Milford Public Library

Meeting Room (40)	$50	Nonprofits (501 C) & Govt
Meeting Room (80)	$100	Nonprofits (501 C) & Govt

Fees double for business, corporations, political, religious groups

City of Dover: Parks & Rec

$6.00 per hr – normal office hours Nonprofits
$18.00 per hr – non office hours Nonprofits
$8.00 per hr – normal office hrs: special interest groups, citizens, private organizations etc.
$20.00 per hr – non office hrs: special interest groups, citizens, private organizations, etc.

City of Dover: Police Dept.

Meeting Room (70)	no charge, no policy, anyone can use it

City of Dover: City Hall

No charge, no policy, anyone can use it
BUT the City has a right to bump anyone out of any room if a City need occurs for the space

Kent County Admin Bldg

Levy Court Chamber	$40/hr Base	$55/hr w/ PA	$60/hr w/ AV
Room 126	$20/hr		
Room 220	$30/ hr	$45/hr w/PA	$50/hr w/AV
Room 221	$20/hr		

"Meeting room space … may be used by individuals and groups not part of the KC govt org for a fee…"

Current Dover Library fees = $15 per use for nonprofits & govt entities

Our goal for establishing a revised fee structure is to have a fee structure that is not complicated and needs little interpretation by staff or meeting room renters. We want it as clear cut and easy as possible.

Staff proposal for new Library:

For nonprofit Entities & Govt Agencies:

Conference Room (10 people)	*$15*
Large Meeting Room (150 people)	*$100*
Small Meeting Rooms (50-75 people)	*$50*

For other entities or individuals:

Fees double

DOVER
PUBLIC LIBRARY

July 18, 2012

To: Scott Koenig
Sean Lynn

Fr: Margie Cyr

Re: Dress requirements for library

This is the Dress Code posted on the courts.delaware.gov website for visitors to the Court House:

COURT OF COMMON PLEAS COURTROOM DRESS CODE

Please be advised that the Court of Common Pleas has enacted the following policy outlining appropriate dress for court appearances.
The following attire is deemed inappropriate for court appearances and is NOT permitted:

(1) clothing containing swear words, vulgarities, depicting violence or promoting drug or alcohol use;
(2) muscle shirts or tank tops;
(3) halters or bare midriffs;
(4) shorts (no more than 4 inches above the knee when standing) or cut-off jeans;
(5) micro or mini skirts;
(6) pants that fall below the hips that expose undergarments or bare skin;
(7) any other attire that is deemed inappropriate by the court, judicial officers or staff.

I confess to being amused at what they do not address in this policy and a vision in my head of how they measure the shorts.

For the purpose of the Library's policy, we are a very different type of entity. For our policy, I would like our statement to read:

Customers must be fully clothed while in the Library. Shirts and shoes must be worn at all times.

For the weapon issue, I suggest this wording:

Only law enforcement personnel may be in possession of weapons or firearms in the Library or on Library grounds.

I appreciate your feedback. Thanks!

Dover Public Library
Acceptable Behavior Policy

The Library ~~strives to~~ maintains an atmosphere that promotes the use and enjoyment of its resources and services; promotes the safety of the public and Library staff; and protects the building, furniture, equipment, and materials of the Library. All members of the public are welcome at the Dover Public Library. We expect Library staff to treat customers of the Library with courtesy. In turn, we expect Library customers to behave in the Library with dignity and in such a way that their actions do not interfere with the functions of the Library or with the convenience and comfort of other customers.

While in the Library:

- All persons shall respect the rights of others and shall not harass, annoy, or interfere with any other person by means of physical contact, communication or other intrusive behavior. No one shall interfere with Library personnel in the performance of their duties.
- Any activity that is inconsistent with normal library purposes will not be allowed. Some examples of this are: bathing, washing laundry, sleeping for any extended time, loitering, and panhandling.
- Conversations shall be conducted quietly. Shouting, loud voices, ~~and~~ abusive or offensive language are not acceptable behavior.
- Ringing cell phones are disruptive. The Library requires that cell phones be turned off or set to "manner mode" while in the Library. While conversing on cell phones, customers must speak quietly and with discretion. Cell phone use is strictly prohibited in Quiet Study Areas of the Library.
- Smoking is not permitted anywhere in the Library building or ~~on the porch~~ or on its grounds within 25 feet of the library building.
- Nonalcoholic beverages in covered containers are permitted ~~only~~ in some areas of the Library. Beverages are not allowed in computer areas or on computer tables and stands.
- It is expected that customers will dispose of litter and debris in trash containers and leave table tops and chairs clean.
- Food may only be consumed in the Lobby or at the Library's discretion during programming events. ~~Meals may not be eaten in the Library.~~
- Animals, except for service animals as defined in the Americans with Disabilities Act, are not permitted except in connection with Library programs.
- No one may deface, destroy, steal, move or misuse any Library materials, furnishings, equipment or other Library property. Should the Library's security alarm activate upon a customer's exit from the Library, the customer will be asked to display the items borrowed so that they can be checked out appropriately by Library staff.
- Personal belongings are subject to inspection by Library personnel and may not be left unattended. The Library ~~staff~~ is not responsible for lost or stolen personal property.
- ~~Public restrooms are available for one person at a time. Parents may accompany their children in the restrooms.~~
- The Family Restroom in the Children's Department is available for use by children with their parents or caregivers only.
- The use of alcohol or any drug constituting a controlled, dangerous substance as defined by law is not permitted. No one under the influence of alcohol or such drugs shall be permitted into the Library.
- Customers must be fully clothed while in the Library. Shirts and shoes must be worn at all times.
- ~~Improper attire, including bare feet or chests, is not permitted in the Library. Library staff shall have the discretion to determine whether any person is improperly attired.~~
- Only law enforcement personnel may be in possession of weapons or firearms in the Library or on Library grounds.
- ~~No person shall possess or carry any weapons into the Library unless authorized to do so by law. Any person authorized to carry weapons must notify Library staff that they are in possession of a weapon in the library.~~

- Running, rollerblading, skateboarding and similar activities are not permitted in the Library or on Library grounds.
- Bicycles may not be brought inside the Library~~, on the porch~~ or blocking access in any way.
- The entrances to the Library may not be blocked. ~~Customers may not sit or stand on Library handrails or book drops.~~
- No unauthorized sales or solicitations of contributions or signatures by any outside organization or individual are permitted in the Library facility or on its grounds.
- Parents are responsible for the behavior of their children while ~~the children are~~ inside or on Library grounds.
- All children up to and including age twelve (12) must be accompanied by an adult aged eighteen (18) or older when using the ~~Dover~~ Library. Children under the age of twelve (12) must be accompanied by a person responsible for their care.
- It is expected that minors under the age of eighteen (18) will not be left at the Library after closing time. Library staff will not remain on the premises after fifteen (15) minutes past closing. For the safety of the children, the Dover Police will be notified that minors are present and unaccompanied after closing hours.

Anyone who fails to meet these standards of acceptable behavior or any other Library policy will be required to leave the premises. If unacceptable behavior occurs again, the individual may be denied the privilege of Library use for a set period of time or indefinitely. The Dover Public Library reserves the right to amend this Policy at any time.

Margery Kirby Cyr, Library Director
Dover Public Library Advisory Commission March 18, 2009

Updated: