**Agenda**

Dover Public Library Advisory Commission
May 19, 2015
5:00 PM
Conference Room

I. Call to order:

II. Old business

A. Minutes of January 20, 2015
B. January, February, March & April 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: New Council Liaison

IV. Other

Next meeting: July 21, 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.

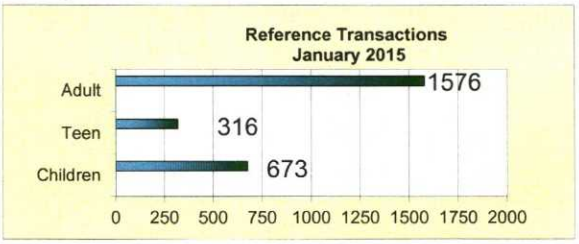
**COMIC CON, 2015**
Comic Con will be held on August 8. The Library is working with the Biggs Museum, the First State Heritage Park, the Schwartz Center, and Kent County Tourism. DNREC has agreed to allow us to use their parking lot for staff and vendor parking.

**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.

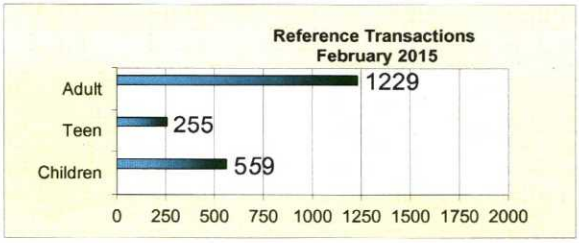
*Estimated Figure

**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.

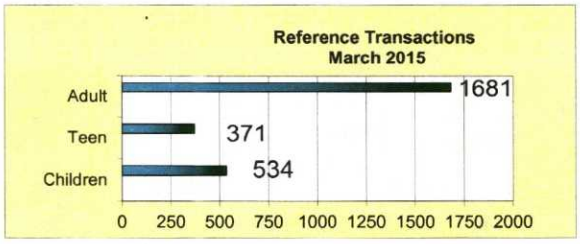
*Estimated Figure

**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




| Circulation | March '15 | FYTD '15 | March '14 | FYTD '14 |
|---|---|---|---|---|
| Dover Residents | 19,421 | 183,492 | 20,595 | 192,935 |
| E-Books | 2,260 | 18,216 | 1,518 | 12,417 |
| Kent Residents Total - | 13,004 | 121,881 | 14,822 | 137,208 |
| ~Harrington | 154 | | 228 | |
| ~Milford | 91 | | 80 | |
| ~Smyrna | 791 | | 988 | |
| ~Unincorporated Kent Co. | 11,968 | | 13,526 | |
| Non-County Residents | 1,777 | 18,059 | 2,411 | 21,769 |
| **New Registrations** | | | | |
| Dover Residents | 308 | 3,182 | 368 | 3,400 |
| Kent Residents Total - | 34 | 374 | 38 | 661 |
| ~Harrington | 1 | | 1 | |
| ~Milford | 0 | | 3 | |
| ~Smyrna | 4 | | 4 | |
| ~Unincorporated Kent Co. | 29 | | 30 | |
| Non-County Residents | 7 | 59 | 5 | 66 |

| Registered Library Users as of 3/31/15 | | Registered Library Users as of 3/31/14 | |
|---|---|---|---|
| City of Dover Residents | 26,899 | City of Dover Residents | 22,764 |
| Kent County Residents | 13,100 | Kent Co. Residents | 12,614 |
| Sussex County Residents | 409 | Sussex Co. Residents | 362 |
| New Castle Co. Residents | 601 | New Castle Co. Residents | 534 |
| Out of State | 59 | Other | 59 |
| TOTAL | 41,068 | | 36,333 |

| Other | | | | |
|---|---|---|---|---|
| *Visiting Patrons | 31,155 | 254,566 | 28,231 | 274,742 |
| Meeting Room Usage | 2,163 | 15,795 | 2,025 | 19,048 |
| Photocopier Usage | 945 | 9,762 | 1,117 | 10,890 |
| Computer Printing Usage | 3,740 | 28,489 | 3,184 | 24,468 |
| Computer Users | 4,871 | 42,375 | 4,347 | 42,262 |
| Wireless Computer Users | 1,730 | 15,567 | 1,442 | 11,743 |
| Inter/Intralibrary - Loaned | 66 | | 70 | |
| Inter/Intralibrary - Borrowed | 40 | | 46 | |
| Holds Sent | 3,621 | | 3,598 | |
| Holds Received | 3,088 | | 2,799 | |
| TOTAL | 6,815 | 59,491 | 6,513 | 62,004 |
| Tech Services/Items Added | 1,784 | | 1,892 | |
| Tech Services/Items Deleted | 964 | | 577 | |

## Monthly Highlights

- ►801 attended 83 program for adults.
- ►422 attended 33 programs for teens.
- ►896 attended 35 programs for children.
- ►33 volunteers completed 377 hours of service.

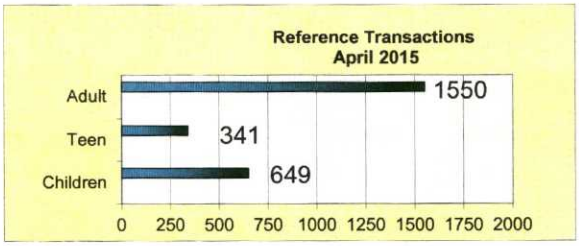
* Estimated Figure

**Job Center Statistics**

| | March 2015 | March 2014 |
|---|---|---|
| Number of Walk-in Hours Open | 46 | 35.5 |
| Number of Walk-in Participants | 155 | 136 |
| Resumes and Cover Letters (Created/Edited/Critiqued) | 31 | 14 |
| Mock Interviews Conducted | 0 | 0 |
| Job Center Volunteers | 3 | 3 |
| Number of Volunteer Hours | 16 | 28.5 |

441 attended 59 programs/classes coordinated through the Job Center.

DOVER PUBLIC LIBRARY




| Circulation | April '15 | FYTD '15 | April '14 | FYTD '14 |
|---|---|---|---|---|
| Dover Residents | 18,562 | 202,054 | 19,894 | 212,829 |
| E-Books | 2,163 | 20,379 | 1,493 | 13,910 |
| Kent Residents Total - | 12,602 | 134,483 | 14,259 | 151,467 |
| ~Harrington | 169 | | 142 | |
| ~Milford | 52 | | 74 | |
| ~Smyrna | 786 | | 1,125 | |
| ~Unincorporated Kent Co. | 11,595 | | 12,918 | |
| Non-County Residents | 1,601 | 19,660 | 2,088 | 23,857 |

| New Registrations | | | | |
|---|---|---|---|---|
| Dover Residents | 337 | 3,519 | 330 | 3,730 |
| Kent Residents Total - | 16 | 390 | 33 | 694 |
| ~Harrington | 0 | | 2 | |
| ~Milford | 0 | | 0 | |
| ~Smyrna | 2 | | 5 | |
| ~Unincorporated Kent Co. | 14 | | 26 | |
| Non-County Residents | 3 | 62 | 7 | 73 |

| Registered Library Users as of 4/30/15 | | Registered Library Users as of 4/30/14 | |
|---|---|---|---|
| City of Dover Residents | 27,062 | City of Dover Residents | 23,081 |
| Kent County Residents | 12,968 | Kent Co. Residents | 12,647 |
| Sussex County Residents | 412 | Sussex Co. Residents | 363 |
| New Castle Co. Residents | 598 | New Castle Co. Residents | 543 |
| Out of State | 61 | Other | 57 |
| TOTAL | 41,101 | | 36,691 |

| Other | | | | |
|---|---|---|---|---|
| *Visiting Patrons | 25,668 | 280,234 | 22,543 | 297,285 |
| Meeting Room Usage | 2,120 | 17,915 | 1,822 | 20,870 |
| Photocopier Usage | 1,332 | 11,094 | 1,249 | 12,139 |
| Computer Printing Usage | 3,418 | 31,907 | 3,209 | 27,677 |
| Computer Users | 4,913 | 47,288 | 4,636 | 46,898 |
| Wireless Computer Users | 1,939 | 17,506 | 1,552 | 13,295 |
| Inter/Intralibrary - Loaned | 49 | | 69 | |
| Inter/Intralibrary - Borrowed | 52 | | 37 | |
| Holds Sent | 3,449 | | 3,539 | |
| Holds Received | 2,527 | | 2,891 | |
| TOTAL | 6,077 | 65,568 | 6,536 | 68,540 |
| Tech Services/Items Added | 1,560 | | 2,159 | |
| Tech Services/Items Deleted | 695 | | 697 | |

## Monthly Highlights

- ►782 attended 78 program for adults.
- ►309 attended 23 programs for teens.
- ►513 attended 26 programs for children.
- ►30 volunteers completed 296 hours of service.

* Estimated Figure

**Job Center Statistics**

| | April 2015 | April 2014 |
|---|---|---|
| Number of Walk-in Hours Open | 46 | 46 |
| Number of Walk-in Participants | 162 | 142 |
| Resumes and Cover Letters (Created/Edited/Critiqued) | 29 | 18 |
| Mock Interviews Conducted | 0 | 0 |
| Job Center Volunteers | 5 | 3 |
| Number of Volunteer Hours | 13.5 | 60.5 |

404 attended 53 programs/classes coordinated through the Job Center.

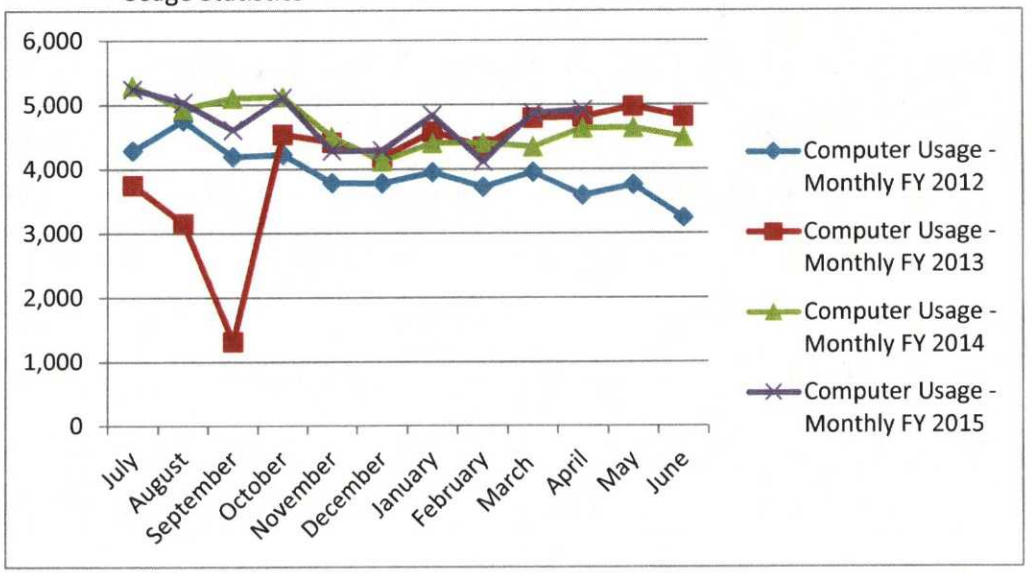
Dover Public Library

Usage Statistics

5/20/14

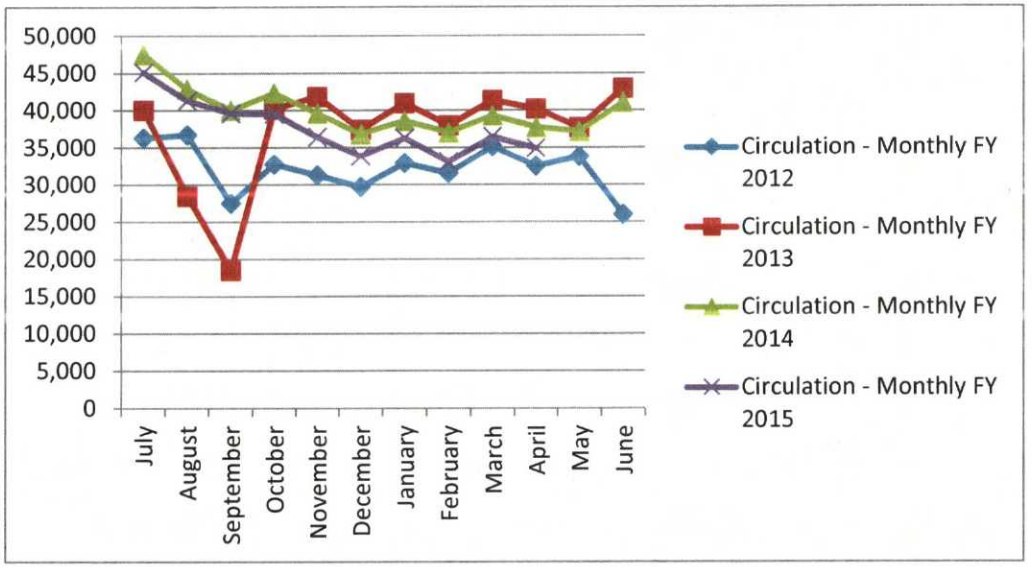
**Computer Usage - Monthly**

| | 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 | 4,871 |
| April | 3,590 | 4,810 | 4,636 | 4,913 |
| May | 3,755 | 4,973 | 4,641 | |
| June | 3,244 | 4,813 | 4,498 | |
| | 47,236 | 49,684 | 56,037 | |




**Circulation - Monthly**

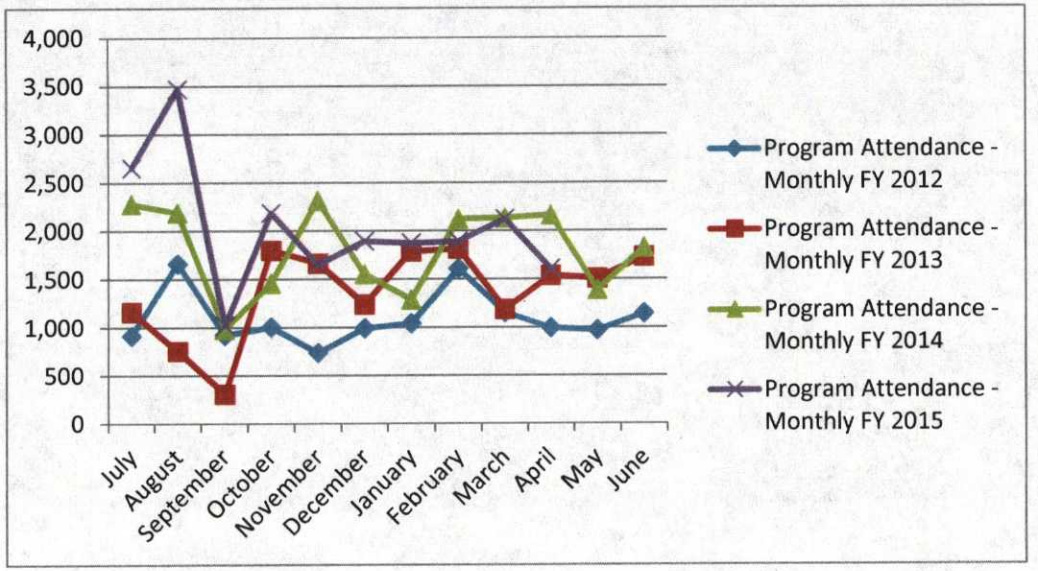
| | FY 2012 | FY 2013 | FY 2014 | FY 2015 |
|---|---|---|---|---|
| July | 36,314 | 40,038 | 47,561 | 45,090 |
| August | 36,714 | 28,447 | 42,893 | 41,295 |
| September | 27,482 | 18,510 | 40,051 | 39,608 |
| October | 32,729 | 40,191 | 42,313 | 39,491 |
| November | 31,291 | 41,846 | 39,645 | 36,442 |
| 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 | 36,462 |
| April | 32,503 | 40,240 | 37,734 | 34,928 |
| May | 33,777 | 37,710 | 37,181 | |
| June | 25,982 | 42,978 | 41,088 | |
| | 386,127 | 447,787 | 480,332 | |



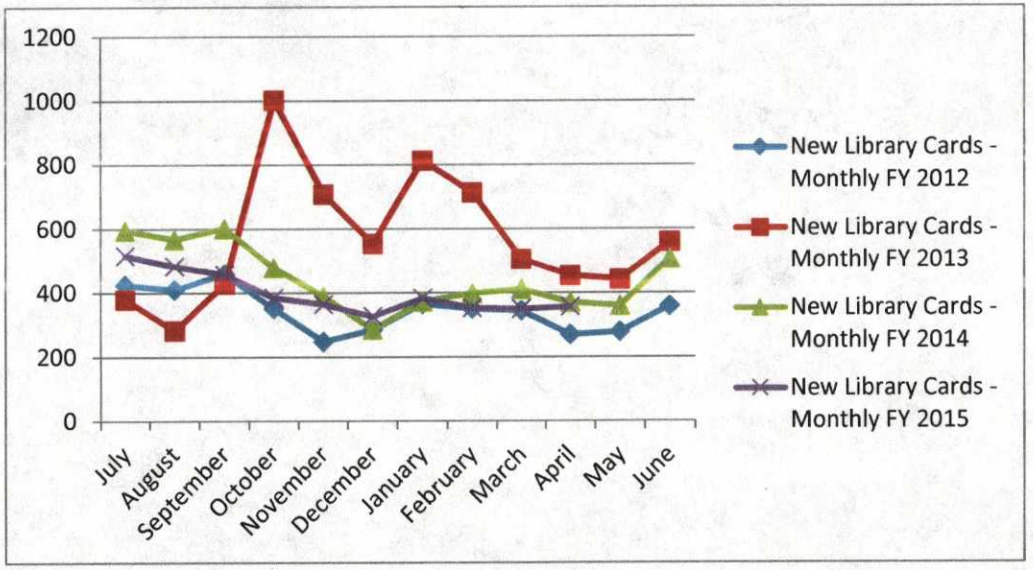
Dover Public Library
Usage Statistics

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 | 2,119 |
| April | 993 | 1,537 | 2,163 | 1,604 |
| May | 969 | 1,507 | 1,387 | |
| June | 1,141 | 1,731 | 1,824 | |
| | 13,127 | 16,486 | 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 | 349 |
| April | 269 | 454 | 370 | 356 |
| May | 278 | 443 | 360 | |
| June | 358 | 560 | 507 | |
| | 4141 | 6845 | 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 | 1,690 |
| December | | | 1,187 | 1,659 |
| January | | 1122 | 1,365 | 1,727 |
| February | | 1078 | 1,358 | 1,857 |
| March | | 1119 | 1,442 | 1,730 |
| April | | 1138 | 1,552 | 1,939 |
| May | | 1112 | 1,501 | |
| June | | 1122 | 1,601 | |
| | | 6691 | 16,397 | |

