Agenda

Dover Public Library Advisory Commission
November 20, 2012
5:00 PM
Second Floor Conference at the Dover Public Library

I. Call to order

II. Old business

A. Minutes of September 18, 2012
B. August, September and October monthly reports
C. Building Construction Status
    i. Reading Garden Dedication: Mary C. Flood
    ii. Teen Loft: Sophia R. Russell
    iii. Sculpture Donation
D. Staffing status

E. Council on Libraries report

F. Friends of Library report

III. New Business

IV. Other

Next meeting: January 15, 2012

MINUTES
Dover Public Library Advisory Commission
September 18, 2012, 5:00 PM
Dover Public Library

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

After a tour of the library, the meeting was called to order at 5:39 PM by Dorothy.

Beth made a motion to accept the MINUTES from the July 17, 2012 meeting as written; Gertrude seconded the motion.

Beth made a motion to accept the July 2012 monthly report; Gertrude seconded the motion. The August monthly report will be included in the November 20, 2012 packet.

Margie made the announcement that Zach Carter was recently appointed to the Commission by Mayor Carey. Zach replaces Ed Hynes who recently moved to Lewes, DE.

The Grand Opening Ceremony for the library will be at 10 AM on Thursday, September 20. The Reading Garden will not be ready by the opening but a separate ceremony will be held when it's complete. The Reading Garden will be used for programs and enrichment activities. Memorial Bricks should be in place for the opening. The Governor as well as many local dignitaries will be on hand for the ribbon cutting. After the ribbon cutting, the Governor and Mrs. Markell will lead the children to the Children's Program Room where they will read a story. Mrs. Markell will pick the name of one of the children who will then check out the first book. Coffee will be provided by Wesley College; Sam's Club will be providing fruit and pastries.

The Capital Campaign has met its goal! There are still pledges due by the end of the year. Beth asked who the company was that did the donor recognition signage; Margie said that we used Partners in Recognition out of Ohio. They have an office in Baltimore and our rep lives in Rehoboth Beach.

The interviews for the Library Page positions have been completed; and job offers have been made. Assuming that everyone accepts, they should be starting soon. Margie is working with Human Resources Department to finalize the job descriptions for the full-time Library Assistant and the full-time Library Clerk II positions. Without these positions, we won't be able to staff the Teen Loft. Zach asked if security would be increased. Margie said that we'll have the same number of hours as in the old building. Margie also said that she has spoken with U.S. Security Associates about our needs and expectations in the new building.

In discussion over meeting room fees, Margie is proposing the following:

Conference Room - $15 per use for non-profit groups, fee will be doubled for profit making organizations.

Multi-Purpose Rooms – $100 per use for the whole room; $50 per use for each room separately - for non-profit groups. The fee would double for profit making organizations.

Gertrude is opposed to birthday parties, receptions, baby showers, etc. being held in the meeting rooms. The Commission is recommending that the use of the rooms be limited to non-profit and government agencies. Beth thinks the fees are appropriate. Scott asked if there is a fee for home owners associations and Margie said that these fall under the nonprofit groups. Zach made a motion to accept the meeting room fees, for non-profit organizations and government agencies only; Beth seconded the motion. Margie said she will put this in memo format to the City Manager, who will then submit to the Legislative, Finance and Administration committee. Scott said we should start charging the new fees as of tomorrow, September 19. Gertrude asked Margie if she thought there would be "flak" from the community over the new fees and Margie said that it's part of the cost to maintain the building. Zach said the fees are compatible to other meeting rooms in the area. Zach also suggested taking a deposit for the rooms and Margie agreed that a 50% non-refundable deposit is appropriate. For now, we will move forward with the new fees and revisit other issues at a later date.

Margie said there were two issues of concern with the Acceptable Behavior Policy - dress & attire and weapons. Per the memo dated July 18, 2012 to Scott Koenig and Sean Lynn, Margie would like to propose the dress and attire portion to read:

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

Per same memo, Margie proposes the weapons portion to read:

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

Margie would like to request that the Commission approve the policy, with changes as noted. Zach made a motion to accept the policy, with above changes; Beth seconded the motion.

Margie told the Commission that the Friends bookstore will be self-service. Staff will be accepting payment for books at the Circulation Desk using a separate cash register. A "skin" of the map of Dover will be applied to the outside wall of the bookstore.

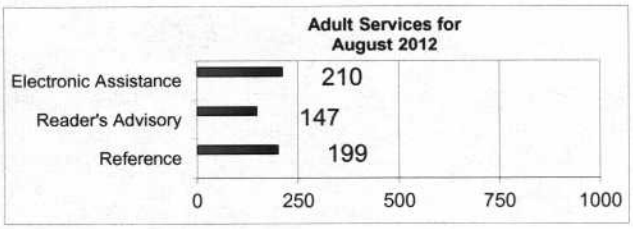
Three vending machines will be installed in the lobby and the Library will purchase tables and chairs for the area. Margie asked Scott about the WSFS kiosk. Scott said there hasn't been much discussion of late, but there is still interest. Margie said we will be accepting credit cards in the near future.

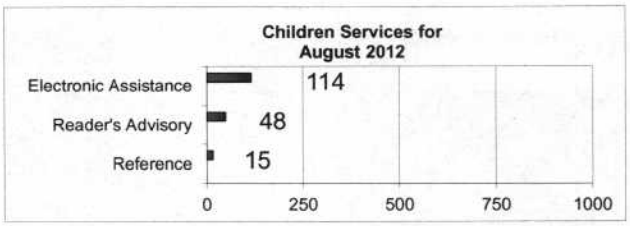
Meeting adjourned at 6:24 PM Dorothy.

Next meeting: November 20, 2012.

The library closed at 5PM on Friday, August 24 to prepare and move to the new building.

DOVER PUBLIC LIBRARY





Circulation	August '12	FYTD '13	August '11	FYTD '12
Dover Residents	14,297	34,301	18,776	36,889
E-Books	782	1,602		
Kent Residents Total -	11,665	27,877	16,160	32,517
~Harrington	84		237	
~Milford	97		280	
~Smyrna	715		1,072	
~Unincorporated Kent Co.	10,769		14,571	
Non-County Residents	1,703	4,485	1,778	3,622
New Registrations				
Dover Residents	158	403	228	436
Kent Residents Total -	57	124	86	187
~Harrington	2		0	
~Milford	1		1	
~Smyrna	4		3	
~Unincorporated Kent Co.	50		82	
Non-County Residents	11	12	10	22

Registered Library Users as of 8/31/12		Registered Library Users as of 8/31/11	
City of Dover Residents	18,438	City of Dover Residents	17,991
Kent County Residents	13,083	Kent Co. Residents	13,836
Sussex County Residents	338	Sussex Co. Residents	309
New Castle Co. Residents	689	New Castle Co. Residents	569
Out of State	69	Other	73
TOTAL	32,617		32,778

Other				
Visiting Patrons	26,676	59,862	34,213	65,383
Meeting Room Usage ***	0	20	20	20
*** In preparation for the move, we did not rent the meeting rooms in August.				
Photocopier Usage	1,163	2,661	1,434	2,955
Dial-A-Story	598	1,911	1,438	2,392
Computer Usage	2,987	6,591	4,753	9,041
Inter/Intralibrary - Loaned	33		0	
Inter/Intralibrary - Borrowed	50		51	
Holds Sent	3,402		4,501	
Holds Received	2,115		2,993	
TOTAL	5,600		7,545	15,238
Tech Services/Items Added	1,976		1,407	
Tech Services/Items Deleted	2,095		2,151	

Monthly Highlights

- ►11 attended 1 program for adults.
- ►3 attended 1 program for teens.
- ►75 attended 2 programs for children.
- ►31 volunteers completed 474 hours of service.

Summer Reading Program Participants

Children - 482 Teen - 67 Adult - 63

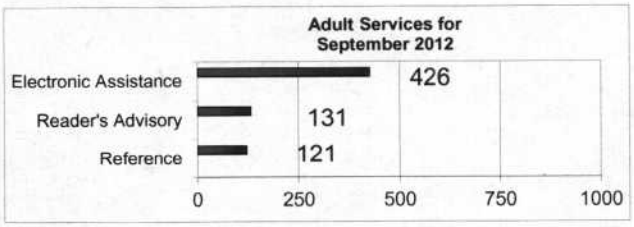
Job Center Statistics

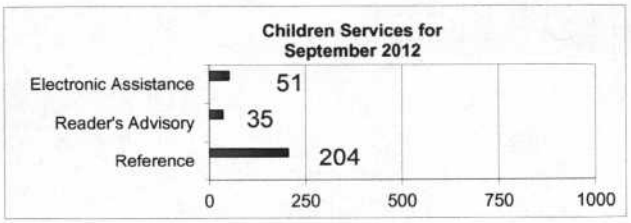
	August 2012	August 2011
Number of Hours Open	55.5	35
Number of Participants	184	160
Resumes and Cover Letters (Created/Edited/Critiqued)	10	26
Mock Interviews Conducted	0	3
Job Center Volunteers	20	5
Number of Volunteer Hours	60	70.5

51 attended 10 programs/classes coordinated through the Job Center.

The Grand Opening of the new library took place on Thursday, September 20, 2012. This report represents statistics from 9/20/12 - 9/30/12.

DOVER PUBLIC LIBRARY





Circulation	Sept. '12	FYTD '13	Sept. '11	FYTD '12
Dover Residents	9,264	43,565	13,912	50,801
E-Books	725	2,327		
Kent Residents Total -	7,752	35,629	12,320	44,837
~Harrington	70		152	
~Milford	55		208	
~Smyrna	492		658	
~Unincorporated Kent Co.	7,135		11,302	
Non-County Residents	769	5,254	1,250	4,872
New Registrations				
Dover Residents	279	682	212	648
Kent Residents Total -	72	196	118	305
~Harrington	2		0	
~Milford	0		2	
~Smyrna	7		14	
~Unincorporated Kent Co.	63		102	
Non-County Residents	6	18	11	33

Registered Library Users as of 9/30/12		Registered Library Users as of 9/30/11	
City of Dover Residents	18,546	City of Dover Residents	18,003
Kent County Residents	12,995	Kent Co. Residents	13,835
Sussex County Residents	337	Sussex Co. Residents	318
New Castle Co. Residents	680	New Castle Co. Residents	574
Out of State	70	Other	73
TOTAL	32,628		32,803

Other				
Visiting Patrons	10,750	70,612	31,221	96,604
Meeting Room Usage	300	320	100	120
Photocopier Usage	310	2,971	1,670	4,625
Computer Printing Usage	537	2,891		
Dial-A-Story	N/A	1,911	1,075	3,467
Computer Usage	1,254	7,845	4,193	13,234
Inter/Intralibrary - Loaned	25		14	
Inter/Intralibrary - Borrowed	42		47	
Holds Sent	1,198		4,382	
Holds Received	626		2,707	
TOTAL	1,891		7,150	22,388
Tech Services/Items Added	866		1,440	
Tech Services/Items Deleted	151		2,878	

Monthly Highlights

- ▶26 attended 4 program for adults.
- ▶90 attended 4 programs for children.
- ▶21 volunteers completed 772 hours of service.

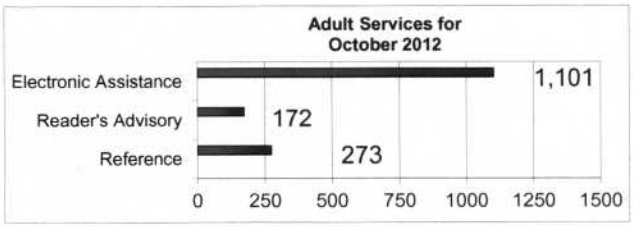
Job Center Statistics

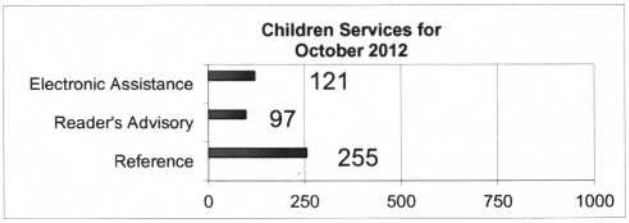
	September 2012	September 2011
Number of Hours Open	19.5	28.5
Number of Participants	40	99
Resumes and Cover Letters (Created/Edited/Critiqued)	12	20
Mock Interviews Conducted	0	2
Job Center Volunteers	12	5
Number of Volunteer Hours	37	62

192 attended 16 programs/classes coordinated through the Job Center.

The Library was closed on Monday, October 29 and Tuesday, October 30 due to Hurricane Sandy.

DOVER PUBLIC LIBRARY





Circulation	Oct. '12	FYTD '13	Oct. '11	FYTD '12
Dover Residents	21,073	64,638	16,939	67,740
E-Books	867	3,194		
Kent Residents Total -	16,112	51,741	14,088	58,925
~Harrington	165		226	
~Milford	119		168	
~Smyrna	1,371		669	
~Unincorporated Kent Co.	14,457		13,025	
Non-County Residents	2,139	7,393	1,702	6,574
New Registrations				
Dover Residents	673	1,355	216	864
Kent Residents Total -	154	350	61	366
~Harrington	4		2	
~Milford	2		0	
~Smyrna	17		2	
~Unincorporated Kent Co.	131		57	
Non-County Residents	22	40	13	46

Registered Library Users as of 10/31/12		Registered Library Users as of 10/31/11	
City of Dover Residents	19,075	City of Dover Residents	18,063
Kent County Residents	13,031	Kent Co. Residents	13,760
Sussex County Residents	341	Sussex Co. Residents	319
New Castle Co. Residents	684	New Castle Co. Residents	571
Out of State	76	Other	75
TOTAL	33,207		32,788

Other				
Visiting Patrons	30,744	101,356	32,977	129,581
Meeting Room Usage	1287	1,607	60	180
Photocopier Usage	1,179	4,150	1,264	5,889
Computer Printing Usage	2,319	5,210		
Dial-A-Story	N/A	1,911	987	4,454
Computer Usage	4,309	12,154	4,226	17,460
Inter/Intralibrary - Loaned	75		9	
Inter/Intralibrary - Borrowed	41		45	
Holds Sent	3,588		4,192	
Holds Received	2,260		2,636	
TOTAL	5,964		6,882	29,270
Tech Services/Items Added	1,759		1,911	
Tech Services/Items Deleted	4,716 - (cleaning up magazines & newspapers)		2,186	

Monthly Highlights

- ▶299 attended 13 program for adults.
- ▶76 attended 9 programs for teens.
- ▶1,248 attended 55 programs for children.
- ▶28 volunteers completed 855 hours of service.

Job Center Statistics

	October 2012	October 2011
Number of Hours Open	87	60
Number of Participants	329	165
Resumes and Cover Letters (Created/Edited/Critiqued)	16	15
Mock Interviews Conducted	0	1
Job Center Volunteers	37	6
Number of Volunteer Hours	120	66.5

176 attended 36 programs/classes coordinated through the Job Center.