Agenda

Dover Public Library Advisory Commission
September 17, 2013
5:00 PM
Conference Room

I. Call to order

II. Old business

A. Minutes of July 16, 2013
B. July and August statistics
C. Building Construction status
D. Staffing status
E. Council on Libraries report
F. Friends of Library report
G. Dover Library Foundation Report

III. New Business: Anniversary Celebration: Sept. 20, 2013

IV. Other

Next meeting: November 19, 2013

MINUTES

Dover Public Library Advisory Commission
July 16, 2013, 5:00 PM
Conference Room

IN ATTENDANCE: Beverly Bresnahan, Zach Carter, Margie Cyr, Gertrude Jackson, Scott Koenig, Beth Petit de Mange, Bob Wetherall

Meeting called to order at 5:02 pm by Zach.

Minutes of March 19, 2013
After a review of the minutes, Beth made a motion to accept as written and Gertrude seconded. All were in favor.

March, April, May and June 2013 statistics
Margie started with a review of the end of the fiscal year statistics. Circulation showed a marked increase. New registrations almost doubled. Registered library users are up a little bit. Library cards expire every year now, so if a card is expired and a library user has not renewed it, it will not be included in these statistics. Scott asked why the cards expire and have to be renewed yearly. It's the only way to keep track of updated email addresses and telephone numbers. Staff verifies the address and the email address; and the patron has to pay off all fines before the card is renewed. Zach asked if patrons are notified when their card expires. This is a notification that is sent by email to the patrons.

The visiting patron statistics are an estimated statistic because we only have one "people" counter in the library. It reads across the entrance way into the library proper. There is not a people counter to count the number of people coming into the Friends book store nor the number of people using our meeting rooms or just the lobby itself. It's an issue we are trying to deal with. Zach said the visiting patron statistic has to be way off, should be much higher because if you look at the meeting room usage, this year is almost 2,000 compared to 100 last year. Margie pointed out that last year was only 100 because the meeting room was being used by the Job Center. Photocopier usage is about the same. Computer users and wireless usages are new statistics this year. Bob mentioned that Dover leads the state in wireless users. We lead in computer users as well. Bob explained that the system is only able to count how many unique devices log into the library wireless system in a month; the State library is looking into ways to count each time a patron logs in: perhaps counting each time a patron accepts the acceptable use policy when logging in. If a patron logs in a few times a day, he is only counted once that month. The system is scrubbed clean at the beginning of the month. Scott asked if we have stopped using Dial-A-Story. Margie said we still use it, but we were not able to bring the old tracking equipment with us to the new building. Margie suggested that we eliminate this statistic from the report. Zach pointed out that the Holds Received statistic was much lower than the Holds Sent statistic this year. Bob said that Dover typically sends out more holds than we receive, but agrees it seems to be a little less this year. Margie said a factor may have been the closure of the library in preparation for the move to the new building.

Margie passed out a chart highlighting a variety of statistics. She explained that the red line represents this past year and the blue line is the year before. What is most interesting is that the peaks and valleys are very consistent for the most part. Zach pointed out that the library was below the blue line last year in July, August and September because the library was closed during some of that time. The very last chart is the wireless users; there's only one line because it's a new statistic. Bev thought the new registration statistic was very impressive. Margie said October was our peak month for registrations which isn't surprising at all, but that we are averaging 500 new cards a month.

Beth made the comment that in talking with her clients and coworkers there are many more people coming to the new library.

Building Construction status
Margie said that the installation of the additional security cameras is completed; and they are operational. We are still working on the meeting room issues; the most critical issue is the sound and the ability for people to be able to hear over the HVAC system. We are working with the architects and EDiS to try to get that improved. There were issues with the flooding on Friday. The parking lot flooded and many cars had to be towed. The drainage grate in that part of the parking lot drains into the flood plain. When the flood plain is flooded, there is no place for the water to go. Zach pointed out that that area has flooded in the past; Scott agreed that it's not a new issue.

Zach asked Scott about the 15–30 minute parking along the Post Office side of the building. Scott said they are still considering converting the lot to timed parking. Unfortunately, most of the cars affected by the flood were Post Office employees. Margie said they are now parking over, closer to the library. Scott said the discussion is to convert the lot to two hour parking with 15 or 30 minute parking along the fence. The library would have to give out parking permits. There's some additional striping work that needs to be done on Loockerman Street once the paving is complete. All the road work should be complete by the end of the month or early next month.

There was also some additional flooding behind the building in the ground near the electrical room. The boxes that hold conduit filled up and flooded the downstairs electrical room and onto some of the carpet on the first floor. It was decided to wait and see if it dried with the underfloor air distribution system and fans above. Mike Henry from Becker Morgan came over to see why the area flooded and why those boxes weren't sealed. We had some leaking from the light monitors; some of the monitors look like they've been leaking for longer than just Friday. There are some spongy places on the walls in the Teen Loft as well. EDiS has been notified. Zach asked Scott if the stop signs in the parking lot have slowed people down; Scott said he hopes so. He thinks people are still getting used to the parking lot. There haven't been any accidents up to this point.

Staffing Status
Margie said we recently filled the full-time Library Clerk I position that was vacated by Joyce Long's retirement. Maria Jacob-Bunce was promoted from a part-time position to the full-time Library Clerk I position. The part-time Library Clerk I position in the Children's department that was vacated by Susan Cockel's retirement has been relocated to the Circulation department. The advertisement has closed and we will be interviewing next week. The part-time Library Clerk II position that was vacated by Maria's promotion will be relocated from Tech Services into the Children's department. When that position is filled, the Children's department will be fully staffed. We also have two new part-time Library Assistant positions that have been included in the new budget that will be advertised soon. The PT Library Clerk II position will be filled first, before we start on the PT Library Assistant positions.

Margie said that we have been trying to open the Teen Loft earlier since we've moved into the building. We made a decision when we moved in not to open it until 2:30PM Monday–Friday and at 11:30AM on Saturday, based on the time of day the kids get out of school and the time which they theoretically wake up on Saturday. This decision was made based on available staffing. We had promised the public we would not open the Teen Loft unless we could provide staffing for and ensure the safety of the young people there. With the recent hiring of our new full time adult services librarian and Kerri, our full-time library assistant, we are now able to open at 11:30AM Monday-Friday and at 10AM on Saturday. Bev mentioned a letter that was sent to the editor of the DE State News about the Teen Loft hours. Margie called the woman, when she called back, she left a message saying she was thankful for the call and would call back when she was back from vacation. Margie

thought it may have been her first visit to the library. The Teen Loft hours have been the same since we opened. Bev mentioned that if there's a particular book a patron wants, a staff member will always go up and get it.

Council on Libraries Report
Zach said that the COL has approved the funding for new construction this year; and is beginning consideration for next fiscal year. Bob said that Claymont is completing their construction; Greenwood is in a temporary building at the moment; and the Town of Smyrna has taken over responsibility for building a new 25,000 square foot library in Smyrna.

Bob said he would check on the status of our State Aid, he thinks Dover has increased this year. Margie said our State Aid decreased last year. Funding is partly based on the prior year operating budget provided by the City. Contract should come in August. Zach said there's an increase in technology funding this year; all PC's and peripherals will be paid 100% by the state. Margie said no monies came out of the library budget for technology this past year thanks in part to the Rotary Club grant the library received. Some technology monies may go for E-Books. Margie said that Dover budgeted 10% percent for E-books this year. The Bond Bill was $6 million.

Margie said there are still a couple of leaks on the green roof that the contractors can't really locate the source of. Another issue with the green roof is the maintenance of it. Margie is aware of the City's staffing issues, but thinks we do need to have a regular weeding program in place. Beth thought perhaps the Master Gardeners would be interested in helping with the green roof maintenance.

The City is in the process of putting together an RFP for the maintenance of the systems which almost all will expire in September. The systems are extremely sophisticated. A training session is scheduled next week for the public works staff on how to operate them. Our LEED certification is still between silver and gold. The dashboard has been installed, still working on the programming. The staff met with Johnson Controls about the HVAC system a few weeks ago and had him lock down system so that patrons can not adjust the thermostats. Bev asked about the bollards in front of Children's Department. Scott said he is working on finding something that will be reasonably attractive. Margie told her that two things were being considered: bollards or benches.

Friends of Library report
Bev reported that the Friends had their first meeting of the year. They are looking for an additional board member. They are asking for suggestions and recruiting new members. Bev also said they are always looking for volunteers to help process books in the bookshop. The Board this year consists of Bob Wetherall, Vice President; Mary Kaltreider, Secretary; Barbara Reed, Treasurer; Barbara Qaissaunee, Membership Chair; Ann Alexander and Ruth Bochnowski are the other two board members. Margie thanked the Friends for the unlocking units for the self-checkout systems. Tech Services is in the process of attaching RFID tags to our locking library cases, as soon as that's complete we'll turn them on and see how they work. The Friends also purchased a table for the Administrative Area. Bev said that the book sales are growing all the time; happily surprised with the sales. Beth asked if they accept VHS, DVD, cd's & books; Bev said yes but they prefer not to accept VHS tapes. There's a list by the workroom listing the types of items they accept. Tax forms are available upon request. Bev said that library staff has been wonderful about receiving the money from the sales from the bookshop and putting it in the Friends cash register. Beth asked if they allow children and teens looking for community service to volunteer. Bev said they encourage kids to volunteer. Zach asked if they had ever closed the collapsible shelves; Bev said that they stay open.

Dover Library Foundation report
Margie said the Foundation is meeting quarterly, the next meeting is in September. We have opened a checking and savings account with M&T Bank and are now completely separated from the City. We were audited by the IRS for the years 2010 and 2011. The audit came out fine with no problems. It was very time consuming preparing for it but in retrospect it was a good exercise. We are still selling bricks. We have a few bricks that are waiting to be installed. A couple bricks were ordered today.

New Business
Distribution of Packets: Margie said she and Karen are interested in sending out the meeting packets electronically. We would like to start this with the next meeting. Beth made a motion to authorize the library to send meeting packets electronically versus regular mail. Gertrude seconded the motion. All were in favor.

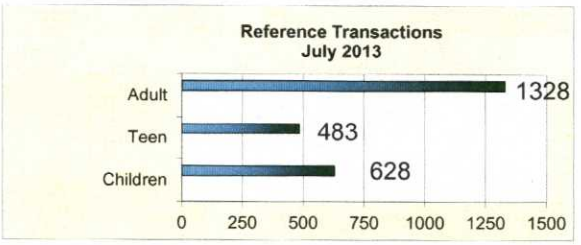
Margie said that Lois was supposed to be with us tonight, but advised Karen that she will be resigning from the commission. Karen advised her to submit a letter stating that so that we can provide it to the Mayor and start looking for a replacement.

Zach mentioned one concern when building the library was the drainage from Loockerman Street to the walkway in front of the building. Margie said water does pool in that area. Scott said part of that is due to the washout of the mulch bed in that area but we do need to make sure the drains are cleaned.

Beth make a motion to adjourn, Zach seconded the motion.

Next meeting: **September 17, 2013**

DOVER
PUBLIC LIBRARY



Circulation	July '13	FYTD '14	July '12	FYTD '13
Dover Residents	23,670	23,670	20,004	20,004
E-Books	1,237	1,237	820	820
Kent Residents Total -	19,667	19,667	16,212	16,212
~Harrington	208		198	
~Milford	278		197	
~Smyrna	1,690		1,225	
~Unincorporated Kent Co.	17,491		14,592	
Non-County Residents	2,987	2,987	2,782	2,782
New Registrations				
Dover Residents	439	439	245	245
Kent Residents Total -	149	149	67	67
~Harrington	1		0	
~Milford	2		0	
~Smyrna	14		7	
~Unincorporated Kent Co.	132		60	
Non-County Residents	8	8	1	1

Registered Library Users as of 7/31/13		Registered Library Users as of 7/31/12	
City of Dover Residents	20,794	City of Dover Residents	18,452
Kent County Residents	12,866	Kent Co. Residents	13,170
Sussex County Residents	370	Sussex Co. Residents	330
New Castle Co. Residents	524	New Castle Co. Residents	695
Out of State	59	Other	69
TOTAL	34,613		32,716

Other				
*Visiting Patrons	28,480	28,480	33,186	33,186
Meeting Room Usage	1,740	1,740	20	20
Photocopier Usage	1,877	1,877	1,498	1,498
Computer Printing Usage	3,046	3,046	3,753	3,753
Computer Users	5,302	5,302		
**Wireless Computer Users	1,295	1,295		
Inter/Intralibrary - Loaned	69		35	
Inter/Intralibrary - Borrowed	46		23	
Holds Sent	3,878		4,249	
Holds Received	3,555		2,958	
TOTAL	7,548	7,548	7,265	7,265
Tech Services/Items Added	1,791		788	
Tech Services/Items Deleted	256		1,905	

Monthly Highlights

- ▶243 attended 34 program for adults.
- ▶370 attended 29 programs for teens.
- ▶1,670 attended 56 programs for children.
- ▶41 volunteers completed 435 hours of service.

* Estimated Figure

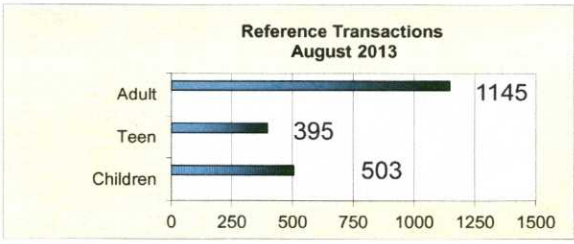
**State began tracking wireless usage in January 2013.

Job Center Statistics

	July 2013	July 2012
Number of Walk-in Hours Open	52.5	47
Number of Walk-in Participants	192	236
Resumes and Cover Letters (Created/Edited/Critiqued)	25	25
Mock Interviews Conducted	0	1
Job Center Volunteers	19	26
Number of Volunteer Hours	63.5	80

105 attended 26 programs/classes coordinated through the Job Center.

DOVER PUBLIC LIBRARY



Circulation	August '13	FYTD '14	August '12	FYTD '13
Dover Residents	22,356	46,026	14,297	34,301
E-Books	1,362	2,599	782	1,602
Kent Residents Total -	16,666	36,333	11,665	27,877
~Harrington	223		84	
~Milford	157		97	
~Smyrna	1,394		715	
~Unincorporated Kent Co.	14,892		10,769	
Non-County Residents	2,509	5,496	1,703	4,485
New Registrations				
Dover Residents	387	826	158	403
Kent Residents Total -	162	311	57	124
~Harrington	2		2	
~Milford	1		1	
~Smyrna	10		4	
~Unincorporated Kent Co.	149		50	
Non-County Residents	19	27	11	12

Registered Library Users as of 8/31/13		Registered Library Users as of 8/31/12	
City of Dover Residents	21,172	City of Dover Residents	18,438
Kent County Residents	13,025	Kent Co. Residents	13,083
Sussex County Residents	377	Sussex Co. Residents	338
New Castle Co. Residents	540	New Castle Co. Residents	689
Out of State	59	Other	69
TOTAL	35,173		32,617

Other				
*Visiting Patrons	28,829	57,309	26,676	59,862
Meeting Room Usage	2,196	3,936	0	20
Photocopier Usage	975	2,852	1,163	2,661
Computer Printing Usage	2,259	5,305	3,157	6,910
Computer Users	4,941	10,243		
**Wireless Computer Users	1,219	2,514		
Inter/Intralibrary - Loaned	63		33	
Inter/Intralibrary - Borrowed	59		50	
Holds Sent	3,895		3,402	
Holds Received	3,243		2,115	
TOTAL	7,260	14,808	5,600	12,865
Tech Services/Items Added	1,019		1,976	
Tech Services/Items Deleted	758		2,095	

Monthly Highlights

- ►334 attended 35 program for adults.
- ►696 attended 19 programs for teens.
- ►1,164 attended 24 programs for children.
- ►34 volunteers completed 372 hours of service.

* Estimated Figure

**State began tracking wireless usage in January 2013.

Job Center Statistics

	August 2013	August 2012
Number of Walk-in Hours Open	46	55.5
Number of Walk-in Participants	157	184
Resumes and Cover Letters (Created/Edited/Critiqued)	20	10
Mock Interviews Conducted	1	0
Job Center Volunteers	16	20
Number of Volunteer Hours	52	60

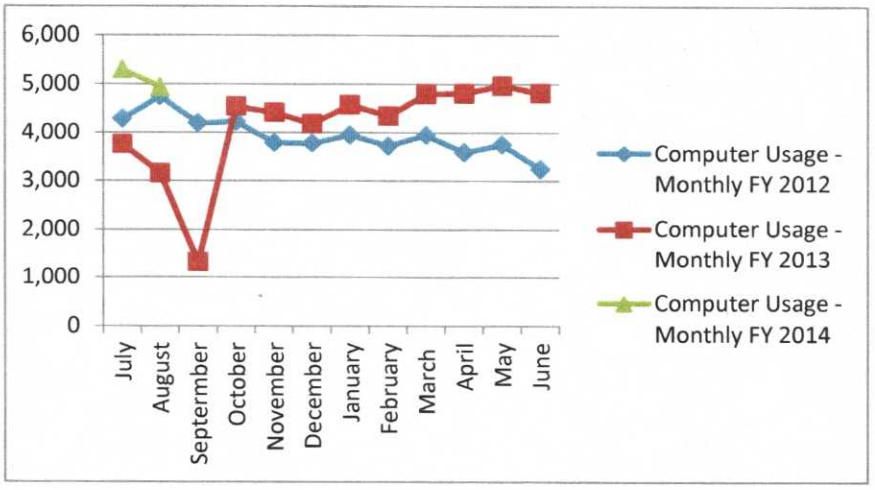
92 attended 23 programs/classes coordinated through the Job Center.

Dover Public Library
Usage Statistics

9/11/13

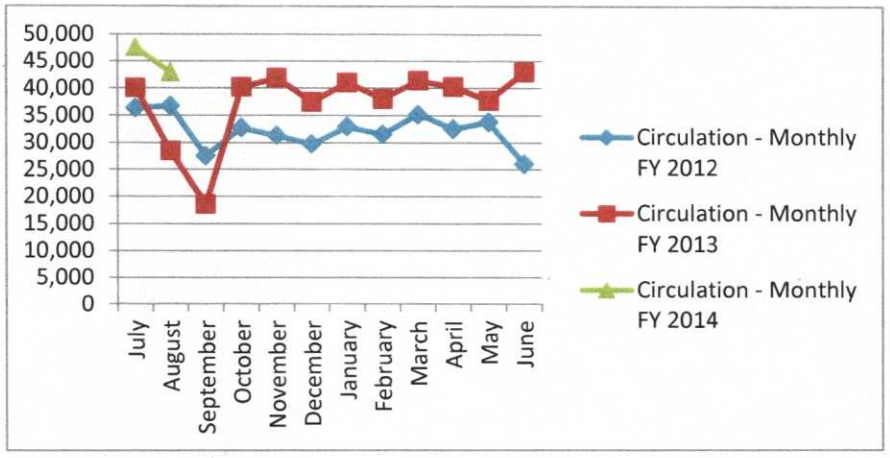
Computer Usage - Monthly

	FY 2012	FY 2013	FY 2014
July	4,288	3,753	5,302
August	4,753	3,157	4,941
Septermber	4,193	1,317	
October	4,226	4,542	
November	3,787	4,418	
December	3,780	4,181	
January	3,951	4,579	
February	3,720	4,346	
March	3,949	4,795	
April	3,590	4,810	
May	3,755	4,973	
June	3,244	4,813	



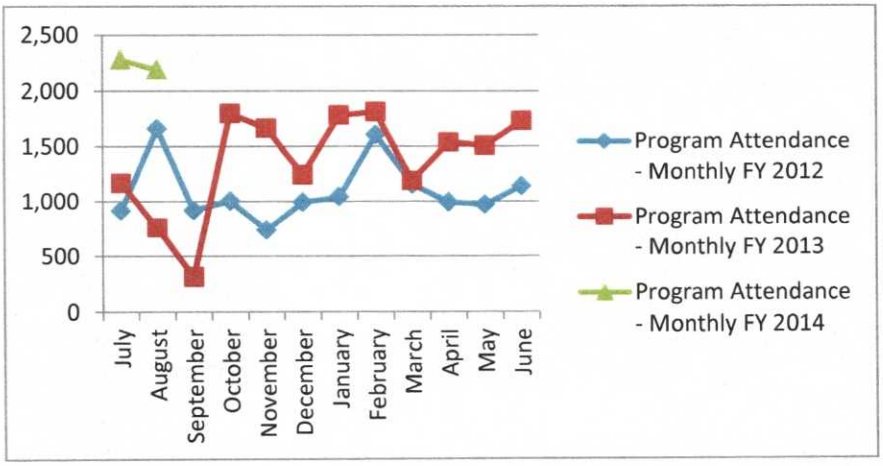
Circulation - Monthly

	FY 2012	FY 2013	FY 2014
July	36,314	40,038	47,561
August	36,714	28,447	42,893
September	27,482	18,510	
October	32,729	40,191	
November	31,291	41,846	
December	29,719	37,441	
January	32,921	40,995	
February	31,543	38,026	
March	35,152	41,365	
April	32,503	40,240	
May	33,777	37,710	
June	25,982	42,978	



Program Attendance - Monthly

	FY 2012	FY 2013	FY 2014
July	915	1,164	2,283
August	1,661	755	2,194
September	919	308	
October	1,002	1,799	
November	735	1,663	
December	991	1,239	
January	1,041	1,785	
February	1,606	1,813	
March	1,154	1,185	
April	993	1,537	
May	969	1,507	
June	1,141	1,731	

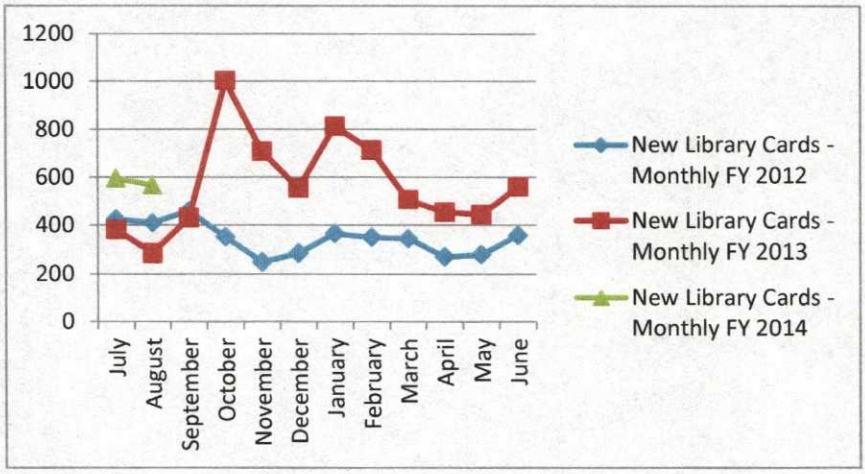


Dover Public Library
Usage Statistics

9/11/13

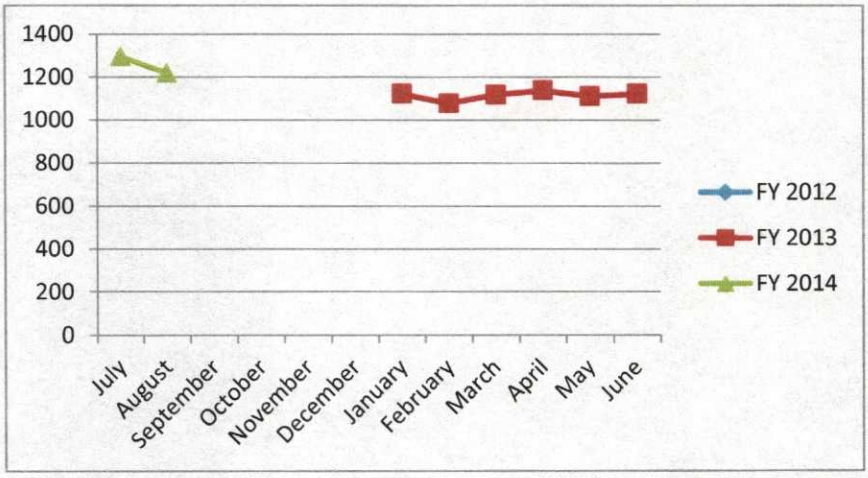
New Library Cards - Monthly

	FY 2012	FY 2013	FY 2014
July	425	380	596
August	410	283	568
September	459	429	
October	351	1003	
November	248	708	
December	284	554	
January	365	813	
February	350	713	
March	344	505	
April	269	454	
May	278	443	
June	358	560	



Wireless Usage - Monthly

	FY 2012	FY 2013	FY 2014
July			1,295
August			1,219
September			
October			
November			
December			
January		1122	
February		1078	
March		1119	
April		1138	
May		1112	
June		1122	



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Print Page

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August 12. 2013 6:15PM

Dover Public Library brings Otakon to locals

Naturally, many anime fans dream of spending a day at a Japanese animation convention, dressed as their favorite characters and meeting droves of other like-minded people in costume.

Naturally, many anime fans dream of spending a day at a Japanese animation convention, dressed as their favorite characters and meeting droves of other like-minded people in costume.

At the same time, not every fan has the dough or transportation to travel to Baltimore, Md., to hit up Otakon, one of the top anime conventions on the East Coast.

So the staff at the Dover Public Library, through its local anime club, the Funtom Company, held its first cosplay event on Friday evening.

"They can't go to the Comic-Con or different things like that so we wanted to bring a little bit of that to them this year," said Dover Library assistant Kerri Hollyday, of Hartly. "We've had a really great response and hopefully next year we'll do something even bigger and get [anime] artists to come to us and even have some vendors."



PHOTO / ANDRE LAMAR

Tim Draine (right), 17 of Dover, is in the guise of a Yankee, or Japanese gang member, at Dover Public Library's inaugural cosplay event on Friday. Draine was joined by his friends (from left) Mercedes Jackson, 24 of Dover, and Damani Fugate, 17 of Dover.

The event saw more than two dozen cosplayers, ranging from around the age of 8 to 24, of which most showed up in flashy threads. Some came dressed as ever-popular Japanese characters like Sasuke and Naruto from "Naruto," while some paid homage to characters from American cartoons like "Futurama" and video games like "Saint's Row: The Third."

Siwa Versnel appeared as the female cyclops Leela from "Futurama," placing third in the library's mini-cosplay costume contest.

"The final season of 'Futurama,' I believe, is this year and I do really like that show," Versnel, 15 of Marydel, explained as to why she dressed as Leela.

The winner of the costume competition came dressed as the blue-haired Hatsune Miku, a digital avatar in the guise of an anime girl that sings with Vocaloid software. Hatsune is basically like the 2Pac hologram, except in cartoon form. She is a big deal in Japan, said cosplay costume winner Alexandra Eckenrod, 13 of Dover.

"I love listening to the music, so I wanted to cosplay as [Hatsune]," Eckenrod said.

Although Otakon was going on the same day as Dover Library's cosplay event, the local cosplayers didn't seem down about not being in Baltimore.

"I thought it was really fun," Versnel said of the library's event. "It's something local and it's real cute. You don't have to go all out and buy all these expensive props. And it's practice for next year's Otakon."

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Print Page

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Crossroads: Still wild about Harry in Dover

Library pulls out all stops to celebrate series

Aug. 28, 2013 | Comments

A A



Library clerk Jaclyn Smagala (left) and assistant Kerri Hollyday aim to transform Dover Public Library into Harry Potter's world Saturday to celebrate the 15th anniversary of the series. / JENNIFER CORBETT/THE NEWS JOURNAL

Written by
Reid Champagne
Special to the News Journal

FILED UNDER

LIFE

Beyond Sorcerer's Stones, Goblets of Fire, wands, sorting hats, Gryffindor House, Hogwarts and Platform nine and three-quarters, the magic of the Harry Potter series of books always has been about the reading.

"When I managed a book store and helped stage some of the releases of the latest Harry Potter book, I was struck by how the parents had to guide their children back out the store, as they had already flipped open the pages of the book and had begun reading as they walked," said Kerri Hollyday, now a library assistant at the Dover Public Library.

On Saturday, kids of all ages will be able to do more than just read Harry Potter when they visit the Dover library.

"Our library guests will explore the mysterious shops of Diagon Alley and Knockturn Alley in the library's Multi-Purpose Room and Lobby," Hollyday explained. "The Kids Space and Teen Loft will be transformed into Hogwarts and the Gryffindor Common Room respectively, where you will be able to try your hand at Hogwarts classes and Potter-themed crafts."

Other activities include trivia contests, a Golden Snitch Hunt and a Harry Potter costume contest, according to Hollyday.

The conversion of the library into a mini Harry Potter World is the result of having been selected as one of the 15 winning libraries in the national Harry Potter Librarians' Contest from Scholastic Books, the U.S. publisher of the Harry Potter series. The contest was designed to celebrate the 15th anniversary of the U.S. publication of "Harry Potter and the Sorcerer's Stone" and Scholastic's release of a new trade paperback edition of the entire Potter series.

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Saturday's activities will include trivia contests, a Golden Snitch Hunt and a Harry Potter costume contest. / JENNIFER CORBETT/THE NEWS JOURNAL

If you go

WHAT: 15 Years of Harry Potter Celebration
WHERE: Dover Public Library, 35 Loockerman Plaza, Dover
WHEN: 10 a.m.-4 p.m. Saturday
ADMISSION: free
FOR MORE INFORMATION: 736-7030

Stacy Lellos, Scholastic marketing vice-president, explained how Dover won.

"The judges chose winning entries based on creativity, originality and promotional plans to bring the Harry Potter Party to life," she said. "We appreciated the creative ways Dover Public Library plans to recreate Diagon Alley, and the sinister Knockturn Alley, and the terrific Hogwarts activities they plan to bring to life including: Herbology, Potions, Divination, an Astrology Class, Quidditch, and wizard chess."

Hollyday said that in addition to the displays, exhibits and activities, all the Potter films will be shown throughout the day on viewing screens in the library.

"We will be giving away the 100 copies of "Sorcerer's Stone" trade edition that was part of the prize for our winning entry," Hollyday said.

The library was also awarded a $100 gift card to offset the event's cost, as well as a boxed set of the entire trade edition, autographed by cover illustrator Kazu Kibuishi.

IF YOU GO

WHAT: 15 Years of Harry Potter Celebration
WHERE: Dover Public Library, 35 Loockerman Plaza, Dover
WHEN: 10 a.m.-4 p.m. Saturday
ADMISSION: free
FOR MORE INFORMATION: 736-7030

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