Agenda

Dover Public Library Advisory Commission
November 17, 2015
5:00 PM
Conference Room

I. Call to order:

II. Old business

A. Minutes of September 15, 2015
B. September-October statistics
C. Staffing status
D. Comic Con 2016
E. Sendak: 50 Years, 50 Works, 50 Reasons
F. Council on Libraries report
G. The Friends of Library report
H. Dover Library Foundation Report

III. New Business

IV. Other

Next meeting: January 19, 2016

Dover Public Library Advisory Commission
September 15, 2015, 5:00 PM
MINUTES

IN ATTENDANCE: Zach Carter, Scott Cole, Margie Cyr, Lois Dunning, Gertrude Jackson, Dorothy Snyder, Bob Wetherall

Dorothy called the meeting to order at 5:08PM.

MINUTES
Zach made a motion to accept the May 19, 2015 Minutes as written and Lois seconded the motion. All were in favor; motion passed.

STATISTICS
Computer usage has leveled off a bit. The state is giving consideration to increasing daily usage times. Currently patrons have 75 minutes per day. The wireless usage continues to climb dramatically. Circulation has leveled off and is more consistent with our 2012 numbers. Electronic downloads are increasing and we are considering, as are other libraries, increasing the amount of money spent on electronic books. The large spike in program attendance is due to the Comic Con event in August, which drew approximately 7,200 visitors.

BUILDING CONSTRUCTION STATUS
The only open building construction item is the irrigation system on the green roof. We've had so much rain that we haven't had to use the system this summer in order to test it.

STAFFING STATUS
The library is still advertising for a Librarian II, Head of Youth Services. The position is open until September 24. Depending on if we get any viable candidates, we may look at making some internal changes. With the City pay scale as it is, it makes it very difficult to attract qualified, good people to these professional positions. There are two part-time Librarian positions and one part-time Library Clerk position that are newly funded in the City budget. We are holding off on advertising these positions until we know what we need to do about any internal organization. There's also one Library Page position vacant due to the promotion of an existing Page to a vacant Library Clerk position.

COMIC CON 2015
Last year Comic Con drew approximately 2,500 people; this year it drew about 7,200 people to the event. We had wonderful partners to whom we are enormously grateful: including the Biggs Museum, Kent County Tourism, the Schwartz Center and the Delaware Historical & Cultural Affairs.

COUNCIL ON LIBRARIES REPORT
The Council met recently and made their recommendations for the Secretary of State's budget. There are three construction projects and one needs assessment for the Selbyville Library. The largest project is in New Castle County with a 42,000 square foot, 25 million state of the art library located in the Garfield Park area. The next project is Duck Creek, the library will cost approximately 9.4 million, will be about 25,000 square feet and will replace the Smyrna Town Library. Lastly is the Harrington Library: Harrington is looking to build a 12,000 – 14,000 square foot library on the west side of town near the area of W.T. Chipman School and at a cost of approximately 4 million dollars.

THE FRIENDS OF LIBRARY REPORT
The Book Shop sales are still earning about $18,000 - $20,000 a year. The Friends recently provided funding for fruit baskets to thank City staff for their help with Comic Con and for a staff/volunteer Comic Con appreciation lunch provided by the Green Turtle. The library still has $5,000 left from the $15,000 allocated by the Friends last year. The plan is to use the balance as a base for the Sendak exhibit and Comic Con next year.

DOVER LIBRARY FOUNDATION REPORT

The Foundation has created an endowment with the Delaware Community Foundation in their Cen-Del Foundation arm using the $15,000 anonymous donation and the proceeds from the estate that was willed to them last year. Memorial brick sales are still ongoing. An annual appeal will be going out in the next couple of weeks.

OTHER

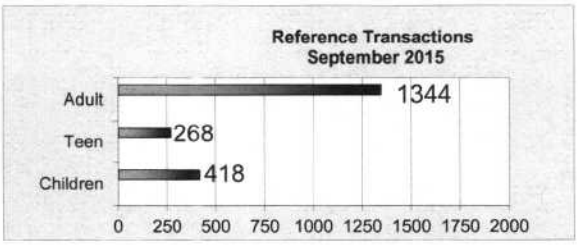
In celebration of Library Card Sign-Up month, the library has put together packets for the teachers in the local school districts. The packets will contain a library card application, Media Lab brochure, ballots for the Blue Hen award, which is a reader selected title award created by the Delaware Library Association and a *More Than Just Books* brochure for the teachers to copy and share with the students.

Delaware Division of Libraries is in the process of trying to get all Delaware schools to join the Delaware Library Catalog, which would give them access to 2.5 million library items throughout the state.

Zach made a motion to adjourn and Gertrude seconded the motion. All were in favor; meeting adjourned.

Next meeting: November 17, 2015

DOVER PUBLIC LIBRARY



Circulation	Sept. '15	FYTD '16	Sept '14	FYTD '15
Dover Residents	19,749	62,623	21,928	68,972
E-Books	2,220	7,058	1,919	5,715
Kent Residents Total -	11,933	37,883	13,675	44,964
~Harrington	190		191	
~Milford	136		83	
~Smyrna	831		866	
~Unincorporated Kent Co.	10,776		12,535	
Non-County Residents	2,111	6,573	2,086	6,342
New Registrations				
Dover Residents	387	1,197	401	1,283
Kent Residents Total -	31	98	51	150
~Harrington	0		4	
~Milford	0		0	
~Smyrna	5		4	
~Unincorporated Kent Co.	26		43	
Non-County Residents	6	14	5	23

Registered Library Users as of 9/30/15		Registered Library Users as of 9/30/14	
City of Dover Residents	27,443	City of Dover Residents	25,075
Kent County Residents	12,100	Kent Co. Residents	12,878
Sussex County Residents	391	Sussex Co. Residents	388
New Castle Co. Residents	588	New Castle Co. Residents	566
Out of State	62	Other	59
TOTAL	40,584		38,966

Other				
*Visiting Patrons	26,516	89,540	26,801	82,199
Meeting Room Usage	1,592	4,111	2,016	4,618
Photocopier Usage	1,582	3,908	611	3,174
Computer Printing Usage	3,164	9,179	2,901	8,727
Computer Users	4,734	14,198	4,604	14,881
Wireless Computer Users	2,147	6,261	1,660	5,162
Inter/Intralibrary - Loaned	70		68	
Inter/Intralibrary - Borrowed	61		52	
Holds Sent	3,494		3,638	
Holds Received	3,730		3,386	
TOTAL	7,355	22,034	7,144	21,479
Tech Services/Items Added	1,403		1,495	
Tech Services/Items Deleted	1,103		1,487	

Monthly Highlights

- ►1,054 attended 40 program for adults.
- ►407 attended 32 programs for teens.
- ►533 attended 35 programs for children.
- ►13 volunteers completed 109 hours of service.

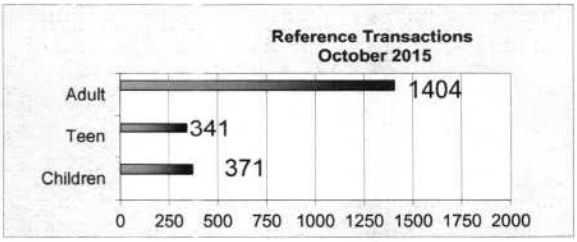
* Estimated Figure

Job Center Statistics

	September 2015	September 2014
Number of Walk-in Hours Open	39.5	42
Number of Walk-in Participants	239	137
Resumes and Cover Letters (Created/Edited/Critiqued)	0	27
Mock Interviews Conducted	0	0
Job Center Volunteers	0	6
Number of Volunteer Hours	0	62

605 attended 37 programs/classes coordinated through the Job Center.

DOVER
PUBLIC LIBRARY



Circulation	Oct. '15	FYTD '16	Oct '14	FYTD '15
Dover Residents	19,674	82,297	21,113	90,085
E-Books	2,394	9,452	1,922	7,637
Kent Residents Total -	11,151	49,034	14,026	58,990
~Harrington	113		205	
~Milford	171		119	
~Smyrna	627		818	
~Unincorporated Kent Co.	10,240		12,884	
Non-County Residents	1,923	8,496	2,430	8,772
New Registrations				
Dover Residents	371	1,568	340	1,623
Kent Residents Total -	47	145	43	193
~Harrington	3		4	
~Milford	1		2	
~Smyrna	0		7	
~Unincorporated Kent Co.	43		30	
Non-County Residents	9	23	2	25

Registered Library Users as of 10/31/15		Registered Library Users as of 10/31/14	
City of Dover Residents	27,635	City of Dover Residents	25,392
Kent County Residents	12,036	Kent Co. Residents	12,923
Sussex County Residents	399	Sussex Co. Residents	390
New Castle Co. Residents	581	New Castle Co. Residents	572
Out of State	60	Other	59
TOTAL	40,711		39,336

Other				
*Visiting Patrons	27,710	117,250	29,429	111,628
Meeting Room Usage	1,843	5,954	2,044	6,662
Photocopier Usage	1,126	5,034	1,246	4,420
Computer Printing Usage	3,277	12,456	3,363	12,090
Computer Users	4,819	19,017	5,107	19,988
Wireless Computer Users	1,892	8,153	1,742	6,904
Inter/Intralibrary - Loaned	55		94	
Inter/Intralibrary - Borrowed	48		50	
Holds Sent	3,420		3,534	
Holds Received	3,347		3,147	
TOTAL	6,870	28,904	6,825	28,304
Tech Services/Items Added	1,671		3,110	
Tech Services/Items Deleted	1,066		243	

Monthly Highlights

- ▶614 attended 57 program for adults.
- ▶544 attended 39 programs for teens.
- ▶981 attended 50 programs for children.
- ▶20 volunteers completed 191 hours of service.

* Estimated Figure

Job Center Statistics

	October 2015	October 2014
Number of Walk-in Hours Open	46	46
Number of Walk-in Participants	161	153
Resumes and Cover Letters (Created/Edited/Critiqued)	0	27
Mock Interviews Conducted	0	0
Job Center Volunteers	0	6
Number of Volunteer Hours	0	57

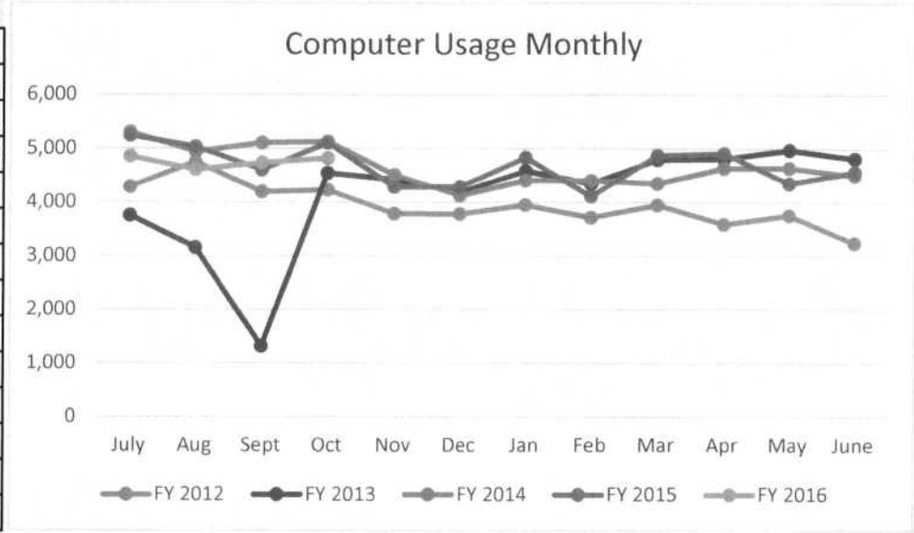
198 attended 26 programs/classes coordinated through the Job Center.

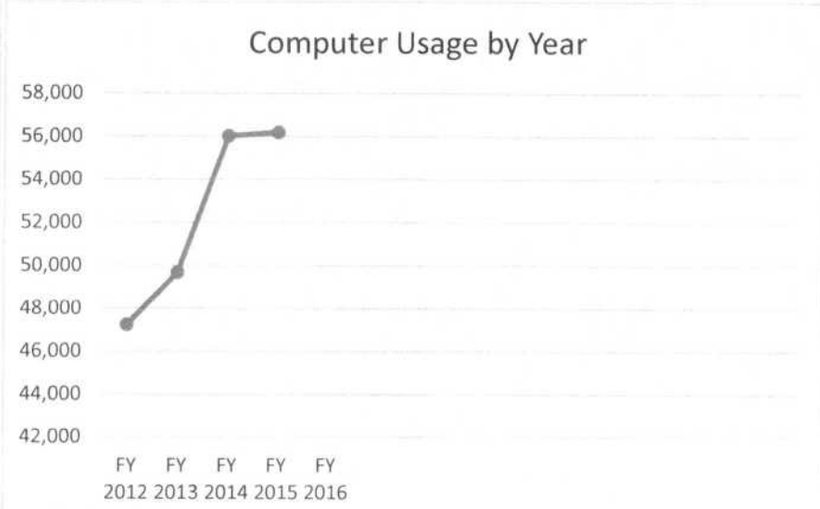
Dover Public Library
Usage Statistics

November 2015

Computer Usage - Monthly

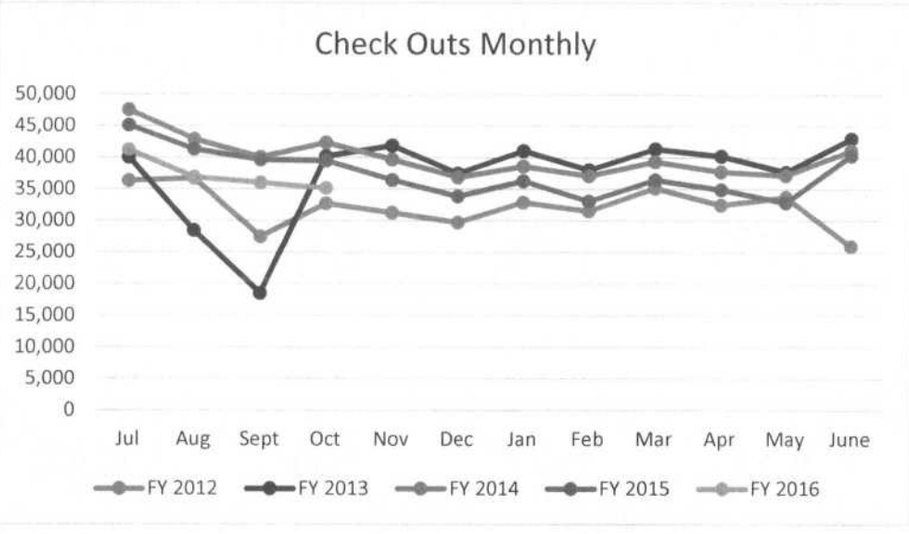
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
July	4,288	3,753	5,302	5,243	4,855
Aug	4,753	3,157	4,941	5,034	4,609
Sept	4,193	1,317	5,107	4,604	4,734
Oct	4,226	4,542	5,126	5,107	4,819
Nov	3,787	4,418	4,508	4,283	
Dec	3,780	4,181	4,122	4,285	
Jan	3,951	4,579	4,404	4,833	
Feb	3,720	4,346	4,405	4,115	
Mar	3,949	4,795	4,347	4,871	
Apr	3,590	4,810	4,636	4,913	
May	3,755	4,973	4,641	4,346	
June	3,244	4,813	4,498	4,566	
	47,236	49,684	56,037	56,200	

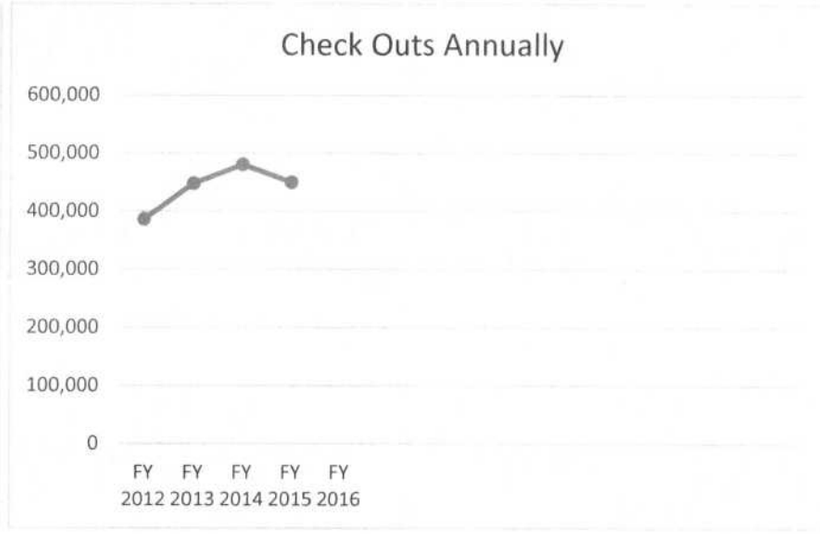




Circulation - Monthly

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Jul	36,314	40,038	47,561	45,090	41,222
Aug	36,714	28,447	42,893	41,295	36,902
Sept	27,482	18,510	40,051	39,608	36,013
Oct	32,729	40,191	42,313	39,491	35,142
Nov	31,291	41,846	39,645	36,442	
Dec	29,719	37,441	36,850	33,871	
Jan	32,921	40,995	38,598	36,302	
Feb	31,543	38,026	37,072	33,087	
Mar	35,152	41,365	39,346	36,462	
Apr	32,503	40,240	37,734	34,928	
May	33,777	37,710	37,181	32,860	
June	25,982	42,978	41,088	40,310	
	386,127	447,787	480,332	449,746	





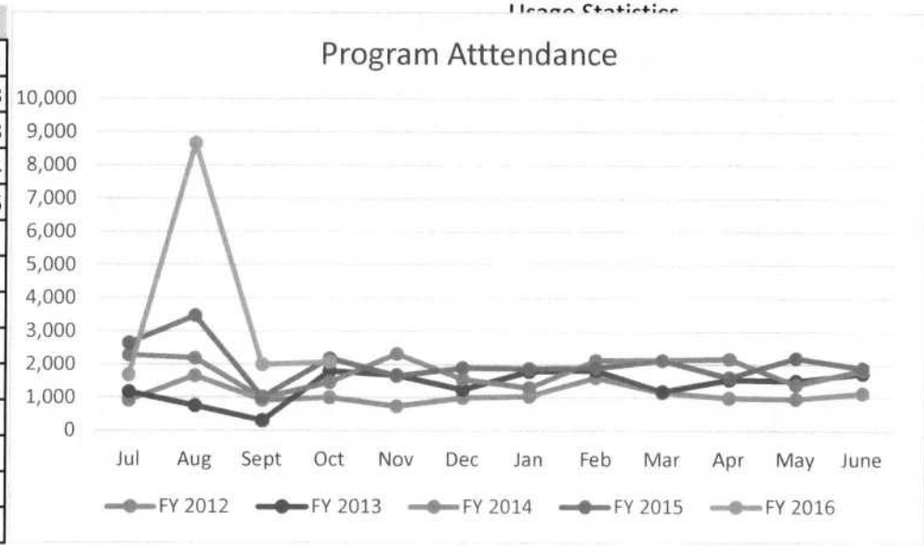
Dover Public Library

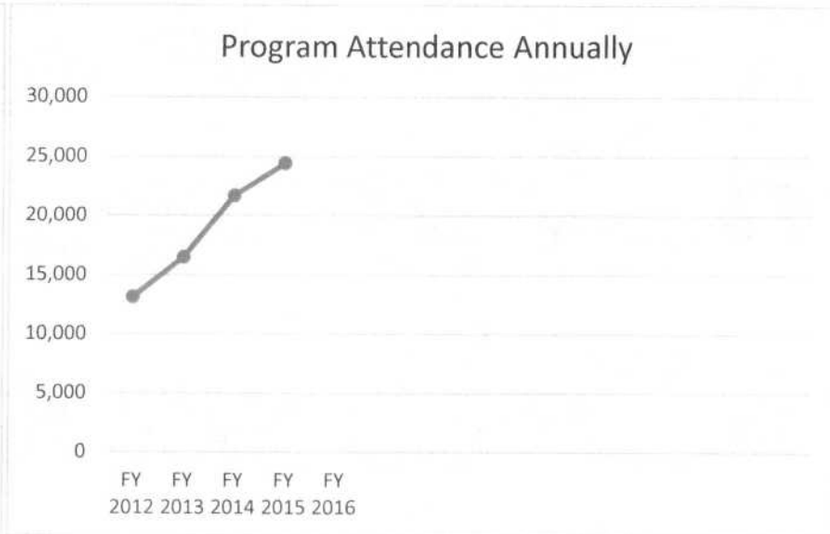
Usage Statistics

November 2015

Program Attendance - Monthly

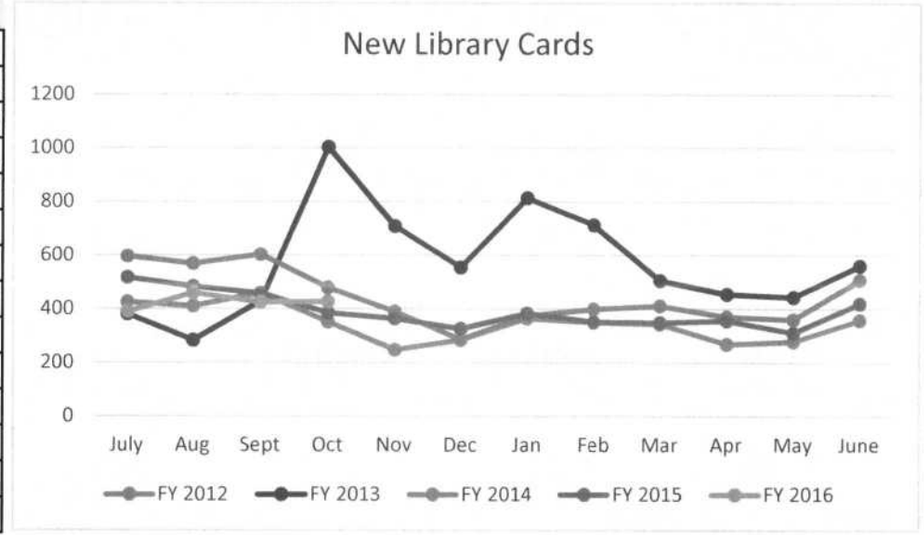
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Jul	915	1,164	2,283	2,653	1,683
Aug	1,661	755	2,194	3,470	8,673
Sept	919	308	983	1,019	1,994
Oct	1,002	1,799	1,459	2,186	2,066
Nov	735	1,663	2,318	1,648	
Dec	991	1,239	1,553	1,891	
Jan	1,041	1,785	1,289	1,871	
Feb	1,606	1,813	2,122	1,887	
Mar	1,154	1,185	2,132	2,119	
Apr	993	1,537	2,163	1,604	
May	969	1,507	1,387	2,194	
June	1,141	1,731	1,824	1,888	
	13,127	16,486	21,707	24,430	

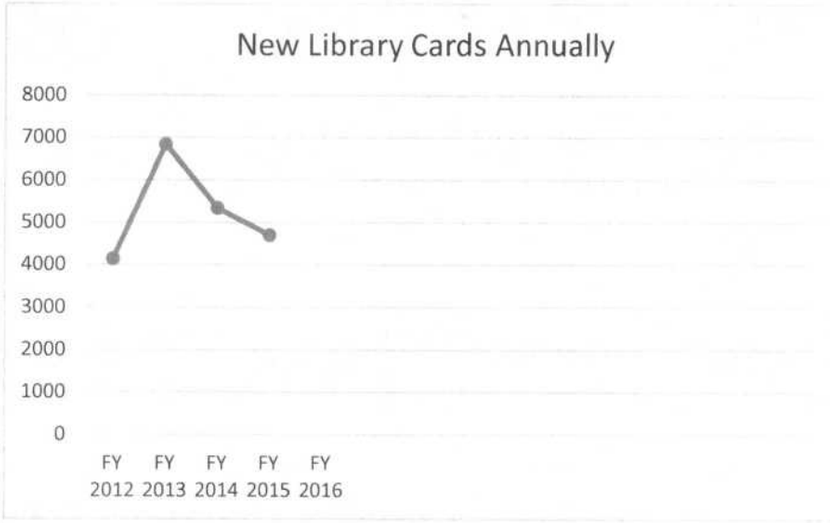




New Library Cards - Monthly

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
July	425	380	596	516	389
Aug	410	283	568	483	459
Sept	459	429	602	457	424
Oct	351	1003	479	385	427
Nov	248	708	390	364	
Dec	284	554	286	326	
Jan	365	813	373	383	
Feb	350	713	399	352	
Mar	344	505	411	349	
Apr	269	454	370	356	
May	278	443	360	311	
June	358	560	507	420	
	4141	6845	5,341	4,702	





Dover Public Library
Usage Statistics

November 2015

Wireless Usage - Monthly

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
July			1,295	1,656	2,005
August			1,219	1,846	2,109
September			1,378	1,660	2,147
October			1,196	1,742	1,892
November			1,303	1,690	
December			1,187	1,659	
January		1,122	1,365	1,727	
February		1,078	1,358	1,857	
March		1,119	1,442	1,730	
April		1,138	1,552	1,939	
May		1,112	1,501	1,799	
June		1,122	1,601	2,000	
		6,691	16,397	21,305	

