Minutes

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

IN ATTENDANCE: Zach Carter, Margie Cyr, Lois Dunning, Gertrude Jackson, Beth Petit de Mange, Bob Wetherall

Zach called the meeting to order at 5:01PM.

MINUTES
Beth made a motion to accept the January 20, 2015 minutes as written. Lois seconded the motion. All were in favor.

STATISTICS
Margie reported that computer usage for January through April seems to have leveled off. Circulation has declined slightly which is consistent with what's going on around the country. Program attendance dropped in April, perhaps due to staff doing less programming this month; Margie and Karen will take another look at this statistic. New library card registrations have leveled off, which is to be expected. Wireless usage continues to grow.

BUILDING CONSTRUCTION STATUS
The only open item that still remains is whether or not the irrigation system on the green roof is repaired. The repair took place back in the late fall and the system has not been turned on yet this year to test it out. Margie will give an update at the next meeting.

STAFFING STATUS
The Head of Youth Services position has still not been filled and we do not have any viable candidates for the position at this time. We'll be advertising at the American Library Association's annual conference in June to try to attract candidates who may want to relocate to the mid-Atlantic region.

Amber Maxwell, a part-time Library Assistant in the Children's Department, has relocated with her significant other to Maguire Air Force base in New Jersey. We are currently interviewing to fill her position and have two very strong candidates who will be called back for second interviews next week. Staffing in the Children's Department is currently at 50% and as of last week we've stopped doing story times until the fall.

We also have two part-time Library Clerk positions open in the Circulation Department. We've made pre-screening phone calls and anticipate setting up interviews next week. All three Clerk and Assistant positions are 18 hours per week.

COMIC CON 2015
Comic Con will be held on Saturday, August 8. We've been successful in getting a DJ for the event starting in the early evening over on Legislative Mall. The purpose of the DJ is to draw people out of the library and the Biggs Museum so that we are able to close these buildings down. We have a lot of partners working on the project with us. It's going to be a very large event and we are very excited about it.

COUNCIL ON LIBRARIES REPORT
Zach announced that the Delaware Library Town Meeting is from 9am - 2pm on June 4 at Delaware State University in the Student Center. Margie will email the information to the group.

Bob reported that State Aid should stay relatively the same in the upcoming year. Margie is more concerned about FY2017 when the new Route 9 library opens, which means there will be one more

library to split funds with. Bob said the Route 9 library will probably impact New Castle Public Library and Wilmington Library the most.

THE FRIENDS OF LIBRARY REPORT

Bob reported that the Friends recently held their annual Board of Directors election. The only change made to the board is that Ann Stewart took over the Treasurer position due to Barbara Qaissaunee passing. The book shop is still realizing about $1,400 a month from used book sales. Margie said she still has $5,000 left out of the $15,000 the Friends gifted the library last year. The monies will probably be used to hire off-duty Dover police officers for the Comic Con event.

DOVER LIBRARY FOUNDATION REPORT

The Foundation has established a permanent endowment. The money is invested with the CenDel Foundation which is a division of the Delaware Community Foundation. There is currently $78,000 in the endowment. The seed money came from a $15,000 anonymous donation that the Foundation received a year and a half ago; the Foundation was also the recipient of part of an estate. The foundation board made the decision to use those two pockets of money to create a permanent endowment. They will be publishing a spring or summer appeal with the focus of raising funds to build the endowment. The Foundation goal is to raise the endowment up to $500,000. The Foundation Board consist of the original members of the Library Steering Committee and are looking at the possibility of increasing the size of the board. Current board members are Margie Cyr, Dorothy Snyder, Gwen Elliott, Jim Stewart, Zach Carter, Tony DePrima, N.C. Vasuki, Jessica Marrelli, Gene Ruane and Scott Koenig.

NEW COUNCIL LIAISON

Margie has heard that the new Council liaison to the Library Advisory Commission will be Councilman Scott Cole. The appointment has not been made yet, but we anticipate Mr. Cole joining us at our next meeting.

OTHER

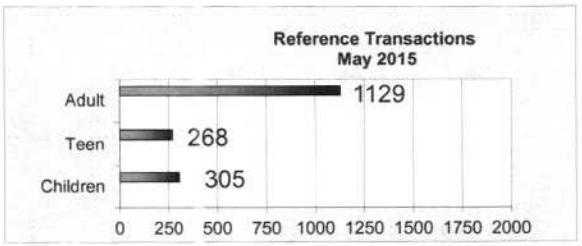
Zach asked how the budget process was going. Margie said there's about a $2 million gap in the City's proposed budget. The City Manager and staff are recommending a tax increase to fund the gap because they don't think it's fiscally responsible to continue taking money from the electric fund to close the gap every year. In the budget, Margie has requested two part-time Librarian positions and one part-time Library Clerk position; all three of these positions are in the City Manager's recommended budget.

Zach asked about Police Cadets in the library. Margie said that we have cancelled our contract with U.S. Securities, Inc. as of June 30. The City will be providing three Dover PD Cadets to provide security in the building. Margie has been assured that there will be cadet coverage all the hours the library is open. The cadets will not be carrying guns but will have Tasers and communication devices on them that will connect them directly to the police department. We've been concerned for a while that the current security coverage is not presenting an authoritative enough presence to be able to deal with some of the behavior issues we've seen in the building. The cost for the cadets will be about the same as what we are currently paying U.S. Securities, Inc.

Beth made a motion to adjourn. Lois seconded the motion.

Next meeting: July 21, 2015

DOVER
PUBLIC LIBRARY



Circulation	May '15	FYTD '15	May '14	FYTD '14
Dover Residents	17,931	219,985	19,382	232,211
E-Books	2,198	22,577	1,636	15,546
Kent Residents Total -	11,008	145,491	13,965	165,432
~Harrington	96		146	
~Milford	131		134	
~Smyrna	647		1,007	
~Unincorporated Kent Co.	10,134		12,678	
Non-County Residents	1,723	21,383	2,198	26,055
New Registrations				
Dover Residents	271	3,790	320	4,050
Kent Residents Total -	37	427	35	729
~Harrington	1		1	
~Milford	0		1	
~Smyrna	0		2	
~Unincorporated Kent Co.	36		31	
Non-County Residents	3	65	5	78

Registered Library Users as of 5/31/15		Registered Library Users as of 5/31/14	
City of Dover Residents	27,185	City of Dover Residents	23,392
Kent County Residents	12,903	Kent Co. Residents	12,679
Sussex County Residents	410	Sussex Co. Residents	367
New Castle Co. Residents	601	New Castle Co. Residents	548
Out of State	62	Other	58
TOTAL	41,161		37,044

Other				
*Visiting Patrons	25,330	305,564	26,434	323,719
Meeting Room Usage	1,889	19,804	1,739	22,609
Photocopier Usage	1,298	12,392	1,270	13,409
Computer Printing Usage	3,247	35,154	3,133	30,810
Computer Users	4,346	51,634	4,641	51,539
Wireless Computer Users	1,799	19,305	1,501	14,796
Inter/Intralibrary - Loaned	74		59	
Inter/Intralibrary - Borrowed	29		39	
Holds Sent	3,430		3,590	
Holds Received	2,708		2,696	
TOTAL	6,241	71,809	6,384	74,924
Tech Services/Items Added	2,293		1,853	
Tech Services/Items Deleted	802		1,051	

Monthly Highlights

- ►562 attended 55 program for adults.
- ►655 attended 30 programs for teens.
- ►977 attended 26 programs for children.
- ►25 volunteers completed 324 hours of service.

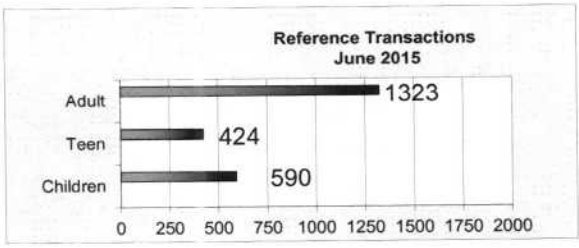
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Job Center Statistics

	May 2015	May 2014
Number of Walk-in Hours Open	35.5	41
Number of Walk-in Participants	120	131
Resumes and Cover Letters (Created/Edited/Critiqued)	22	14
Mock Interviews Conducted	0	0
Job Center Volunteers	2	3
Number of Volunteer Hours	3	37.5

175 attended 28 programs/classes coordinated through the Job Center.

DOVER PUBLIC LIBRARY



Circulation	June '15	FYTD '15	June '14	FYTD '14
Dover Residents	22,012	241,997	22,007	254,218
E-Books	2,224	24,801	1,673	17,219
Kent Residents Total -	14,061	159,552	15,511	180,943
~Harrington	219		246	
~Milford	159		92	
~Smyrna	1,036		1,254	
~Unincorporated Kent Co.	12,647		13,919	
Non-County Residents	2,013	23,396	1,897	27,952
New Registrations				
Dover Residents	362	4,152	461	4,511
Kent Residents Total -	48	475	40	769
~Harrington	1		2	
~Milford	1		0	
~Smyrna	9		5	
~Unincorporated Kent Co.	37		33	
Non-County Residents	10	75	6	84

Registered Library Users as of 6/30/15		Registered Library Users as of 6/30/14	
City of Dover Residents	27,380	City of Dover Residents	23,834
Kent County Residents	12,855	Kent Co. Residents	12,718
Sussex County Residents	410	Sussex Co. Residents	370
New Castle Co. Residents	607	New Castle Co. Residents	551
Out of State	62	Other	58
TOTAL	41,314		37,531

Other				
*Visiting Patrons	28,056	333,620	29,243	323,962
Meeting Room Usage	1,381	21,185	1,512	24,121
Photocopier Usage	1,019	13,411	1,115	14,524
Computer Printing Usage	2,506	37,660	2,246	33,056
Computer Users	4,566	56,200	4,498	56,037
Wireless Computer Users	2,000	21,305	1,601	16,397
Inter/Intralibrary - Loaned	65		79	
Inter/Intralibrary - Borrowed	42		50	
Holds Sent	4,081		4,031	
Holds Received	3,007		2,781	
TOTAL	7,195	79,004	6,941	81,865
Tech Services/Items Added	1,652		1,356	
Tech Services/Items Deleted	716		794	

Monthly Highlights

- ►659 attended 66 program for adults.
- ►352 attended 29 programs for teens.
- ►877 attended 33 programs for children.
- ►21 volunteers completed 328 hours of service.

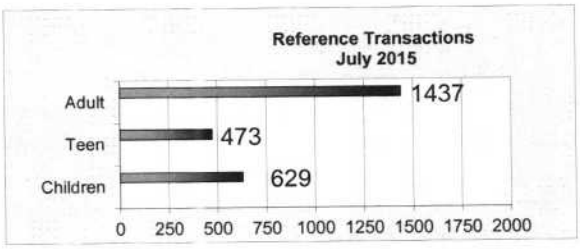
* Estimated Figure

Job Center Statistics

	June 2015	June 2014
Number of Walk-in Hours Open	62.5	48.5
Number of Walk-in Participants	136	167
Resumes and Cover Letters (Created/Edited/Critiqued)	20	22
Mock Interviews Conducted	0	0
Job Center Volunteers	2	5
Number of Volunteer Hours	4	52.75

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

DOVER PUBLIC LIBRARY



Circulation	July '15	FYTD '16	July '14	FYTD '15
Dover Residents	22,565	22,565	24,177	24,177
E-Books	2,482	2,482	1,874	1,874
Kent Residents Total -	13,863	13,863	16,886	16,886
~Harrington	169		240	
~Milford	202		173	
~Smyrna	1,029		1,276	
~Unincorporated Kent Co.	12,463		15,197	
Non-County Residents	2,312	2,312	2,153	2,153
New Registrations				
Dover Residents	389	389	443	443
Kent Residents Total -	31	31	62	62
~Harrington	1		3	
~Milford	0		0	
~Smyrna	3		16	
~Unincorporated Kent Co.	27		43	
Non-County Residents	6	6	11	11

Registered Library Users as of 7/31/15		Registered Library Users as of 7/31/14	
City of Dover Residents	27,298	City of Dover Residents	24,260
Kent County Residents	12,533	Kent Co. Residents	12,778
Sussex County Residents	398	Sussex Co. Residents	379
New Castle Co. Residents	599	New Castle Co. Residents	554
Out of State	61	Other	59
TOTAL	40,889		38,030

Other				
*Visiting Patrons	28,012	28,012	27,119	27,119
Meeting Room Usage	1,297	1,297	1,387	1,387
Photocopier Usage	1,127	1,127	1,188	1,188
Computer Printing Usage	2,660	2,660	2,476	2,476
Computer Users	4,855	4,855	5,243	5,243
Wireless Computer Users	2,005	2,005	1,656	1,656
Inter/Intralibrary - Loaned	68		76	
Inter/Intralibrary - Borrowed	39		55	
Holds Sent	3,971		4,026	
Holds Received	3,395		3,076	
TOTAL	7,473	7,473	7,233	7,233
Tech Services/Items Added	867		1,400	
Tech Services/Items Deleted	627		1,295	

Monthly Highlights

- ►517 attended 49 program for adults.
- ►333 attended 29 programs for teens.
- ►833 attended 43 programs for children.
- ►23 volunteers completed 600 hours of service.

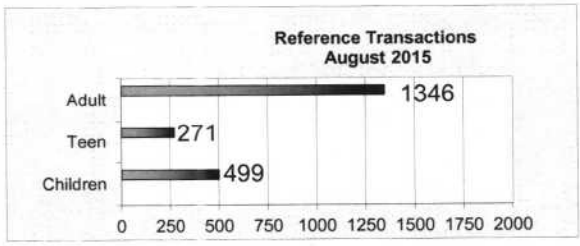
* Estimated Figure

Job Center Statistics

	July 2015	July 2014
Number of Walk-in Hours Open	62	46
Number of Walk-in Participants	167	152
Resumes and Cover Letters (Created/Edited/Critiqued)	28	27
Mock Interviews Conducted	0	0
Job Center Volunteers	1	6
Number of Volunteer Hours	7	95

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

DOVER
PUBLIC LIBRARY



Circulation	Aug. '15	FYTD '16	Aug. '14	FYTD '15
Dover Residents	20,309	42,874	22,867	47,044
E-Books	2,356	4,838	1,922	3,796
Kent Residents Total -	12,087	25,950	14,403	31,286
~Harrington	273		188	
~Milford	139		36	
~Smyrna	758		1,056	
~Unincorporated Kent Co.	10,917		13,123	
Non-County Residents	2,150	4,462	2,103	4,256
New Registrations				
Dover Residents	421	810	439	882
Kent Residents Total -	36	67	37	99
~Harrington	1		0	
~Milford	0		2	
~Smyrna	7		8	
~Unincorporated Kent Co.	28		27	
Non-County Residents	2	8	7	18

Registered Library Users as of 8/31/15		Registered Library Users as of 8/31/14	
City of Dover Residents	27,712	City of Dover Residents	24,690
Kent County Residents	12,572	Kent Co. Residents	12,818
Sussex County Residents	400	Sussex Co. Residents	381
New Castle Co. Residents	603	New Castle Co. Residents	558
Out of State	61	Other	59
TOTAL	41,348		38,506

Other				
*Visiting Patrons	35,012	63,024	28,279	55,398
Meeting Room Usage	1,222	2,519	1,215	2,602
Photocopier Usage	1,199	2,326	1,375	2,563
Computer Printing Usage	3,355	6,015	3,350	5,826
Computer Users	4,609	9,464	5,034	10,277
Wireless Computer Users	2,109	4,114	1,846	3,502
Inter/Intralibrary - Loaned	58		45	
Inter/Intralibrary - Borrowed	24		41	
Holds Sent	3,829		3,922	
Holds Received	3,295		3,094	
TOTAL	7,206	14,679	7,102	14,335
Tech Services/Items Added	712		1,224	
Tech Services/Items Deleted	618		1,352	

Monthly Highlights

- ►815 attended 58 program for adults.
- ►7324 attended 23 programs for teens.
- ►534 attended 28 programs for children.
- ►15 volunteers completed 148 hours of service.

* Estimated Figure

Job Center Statistics

	August 2015	August 2014
Number of Walk-in Hours Open	85.5	42
Number of Walk-in Participants	203	174
Resumes and Cover Letters (Created/Edited/Critiqued)	30	31
Mock Interviews Conducted	0	0
Job Center Volunteers	1	7
Number of Volunteer Hours	9	65.5

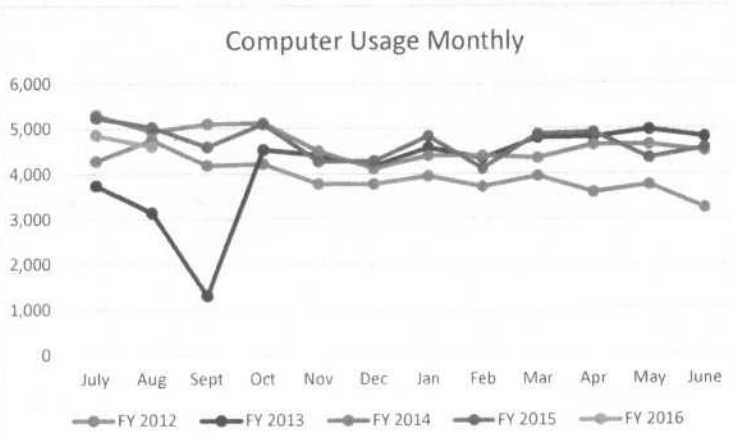
146 attended 37 programs/classes coordinated through the Job Center.

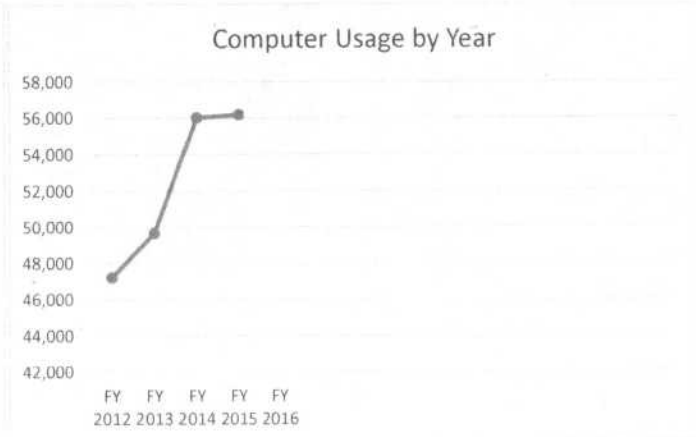
Dover Public Library
Usage Statistics

July 2015

Computer Usage - Monthly

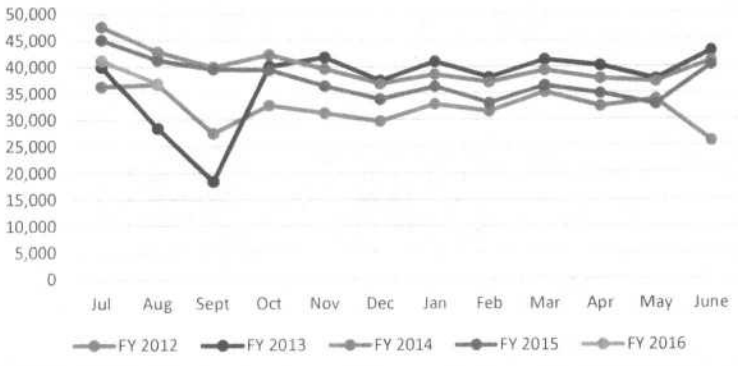
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
July	4,288	3,753	5,302	5,243	4,855
Aug	4,753	3,157	4,941	5,034	4,609
Sept	4,193	1,317	5,107	4,604	
Oct	4,226	4,542	5,126	5,107	
Nov	3,787	4,418	4,508	4,283	
Dec	3,780	4,181	4,122	4,285	
Jan	3,951	4,579	4,404	4,833	
Feb	3,720	4,346	4,405	4,115	
Mar	3,949	4,795	4,347	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

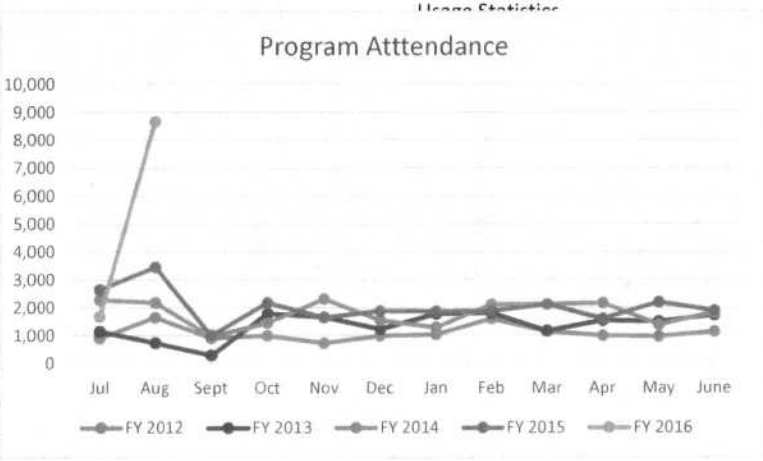
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Jul	36,314	40,038	47,561	45,090	41,222
Aug	36,714	28,447	42,893	41,295	36,902
Sept	27,482	18,510	40,051	39,608	
Oct	32,729	40,191	42,313	39,491	
Nov	31,291	41,846	39,645	36,442	
Dec	29,719	37,441	36,850	33,871	
Jan	32,921	40,995	38,598	36,302	
Feb	31,543	38,026	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	

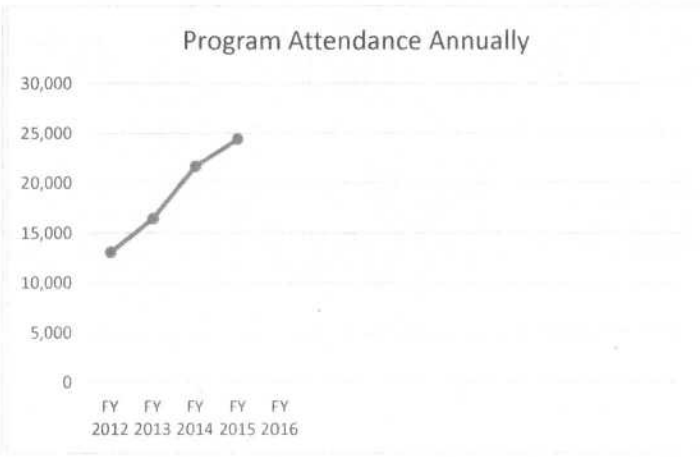




Program Attendance - Monthly

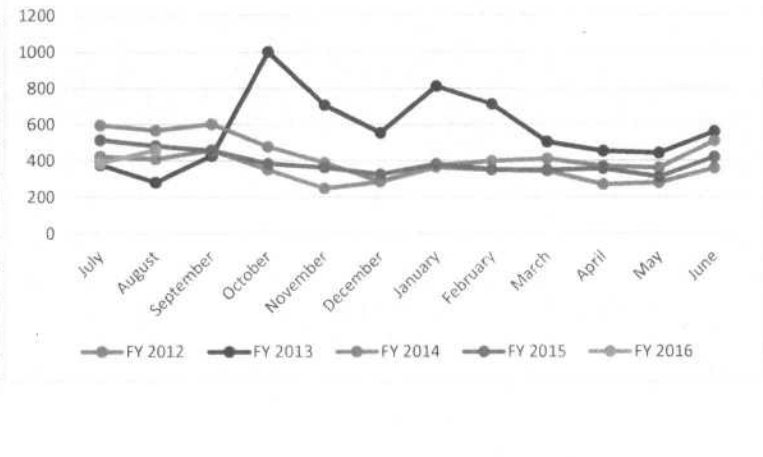
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Jul	915	1,164	2,283	2,653	1,683
Aug	1,661	755	2,194	3,470	8,673
Sept	919	308	983	1,019	
Oct	1,002	1,799	1,459	2,186	
Nov	735	1,663	2,318	1,648	
Dec	991	1,239	1,553	1,891	
Jan	1,041	1,785	1,289	1,871	
Feb	1,606	1,813	2,122	1,887	
Mar	1,154	1,185	2,132	2,119	
Apr	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
August	410	283	568	483	459
Septem	459	429	602	457	
Octobe	351	1003	479	385	
Novemb	248	708	390	364	
Decemb	284	554	286	326	
January	365	813	373	383	
Februar	350	713	399	352	
March	344	505	411	349	
April	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

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	
October			1,196	1,742	
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	

