MEMORANDUM

TO: DOVER PUBLIC LIBRARY ADVISORY COMMISSION

FROM: MARGIE CYR

SUBJECT: UPCOMING MEETING

DATE: 1/16/2014

Our next Library Advisory Commission meeting is scheduled for Tuesday, January 21, 2014 at 5PM in the Conference Room at the library.

If you will be unable to attend, please contact Karen at 302-736-5025 or karen.demarco@lib.de.us.

Agenda

Dover Public Library Advisory Commission
January 21, 2014
5:00 PM
Conference Room

I. Call to order

II. Old business

A. Minutes of September 17, 2013 (no quorum for 11/19/13)
B. September, October, November and December 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: Stepping Stool Art Competition

IV. Other

Next meeting: March 18, 2014

MINUTES

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

IN ATTENDANCE: Zach Carter, Margie Cyr, Gertrude Jackson, Scott Koenig, Dorothy Snyder, Bob Wetherall

Meeting called to order by Dorothy at 5:05PM.

MINUTES OF JULY 16, 2013
Zach made a motion to accept the minutes as written; Gertrude seconded the motion. All were in favor.

JULY AND AUGUST STATISTICS
Margie referred to the statistical charts. All statistics are continuing to be higher than in previous years. Zach commented that the programming statistic has really gone up this year. New library card registrations are averaging 600 per month.

BUILDING CONSTRUCTION STATUS
We are almost at the end of the building's one year warranty. Some warranties go beyond a year. EDiS has created a list of different warranty related issues and has provided that to the contractors. The communication between the building's burglar alarm and Delaware Electric Signal was not working very well. It was running through the internet; and it has now been changed to go through the telephone line instead at a cost of $330. We've also had an HDMI cable run downstairs so that when we display a film in the theater, we can also have the same film displayed on the flat screen TV over the fireplace. The cost for that was $973. City maintenance has started bringing over some of the shelving from the old building. A contractor will be coming to look at the dip in the pavement at the entry way in the front of the building where water pools. The whirling box in the meeting room will be removed soon; the noise is related to the heating system. Some of the drain spouts will be relocated. There is still an issue with the grey water tank in the children's department restroom. There are some issues with the commissioning report; adjustments need to be made to the system settings so that we are in energy efficiency parameters.

STAFFING STATUS
Two new part-time positions are in the budget for this fiscal year. Both are in the Adult Services department and are Library Assistant positions. One will focus on technology and the other on public relations and social networking. The only remaining vacant position is the Library Clerk I position, vacated last spring. Margie has been talking to Scott about upgrading that position to the Library Assistant level.

COUNCIL ON LIBRARIES REPORT
The Council met recently about construction funding recommendations. Lewes is the number one priority; Delmar second followed by Harrington and Garfield Park. Smyrna's funding was moved out a year.

FRIENDS OF THE LIBRARY REPORT
Book Shop sales are earning $1,200- $1,300 per month. The Friends purchased a new cash register to replace the old library cash register they had been using. Margie said that we may need to close the shelving on the nights we have the "In Harmony" concerts. The seating capacity in the meeting rooms is 150 and we had 160 in attendance at the last concert.

DOVER LIBRARY FOUNDATION REPORT
The Foundation has opened up bank accounts at M & T Bank. We just received an anonymous donation of $15,000. The Foundation is considering creating an endowment and pending the decision of their Board, will use that $15,000 as seed money for the Endowment. An annual appeal will soon be mailed.

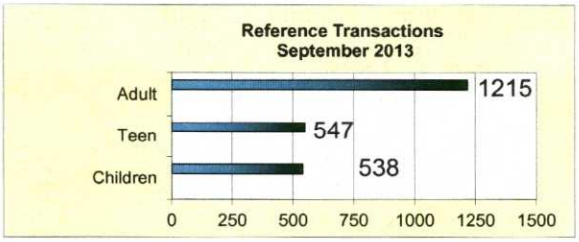
NEW BUSINESS
Margie invited everyone to join us as we celebrate the Library's one year anniversary on Friday, September 20 at 10AM. We'll be having cake and coffee available in the lobby for staff and patrons. Dorothy will be on hand to say a few words. Margie will be presenting the publication about the library that Jim Flood wrote and published.

The Digital Bookmobile will be visiting the library on Thursday, September 26 from noon to 6PM. It's an opportunity for citizens to look at different electronic devices and learn about eBooks. Bob said that Dover has circulated approximately 20,000 eBooks since the program started. EBooks are not a part of the reciprocal borrowing agreement.

OTHER
Margie was invited by the Manager of Community Services at DAFB to tour their library facilities along with Hilary Welliver. The Base library is full of mold and is going to be torn down. They are taking a small percentage of their children's collection to a recreational facility in the base housing area; the teen collection is going to another recreational facility. They're taking some of the adult collection and creating a library and media center in the old NCO Club. The Manager is asking what should be done with the rest of the library materials. It has been suggested he donate it to State Library to be added to the state-wide floating collections. The DAFB will be hiring a new librarian soon.

Next meeting: Tuesday, November 19, 2013

DOVER PUBLIC LIBRARY



Circulation	Sept. '13	FYTD '14	Sept. '12	FYTD '13
Dover Residents	21,202	67,228	9,264	43,565
E-Books	1,376	3,975	725	2,327
Kent Residents Total -	14,910	51,243	7,752	35,629
~Harrington	256		70	
~Milford	186		55	
~Smyrna	885		492	
~Unincorporated Kent Co.	13,583		7,135	
Non-County Residents	2,563	8,059	769	5,254
New Registrations				
Dover Residents	475	1,301	279	682
Kent Residents Total -	117	428	72	196
~Harrington	2		2	
~Milford	2		0	
~Smyrna	9		7	
~Unincorporated Kent Co.	104		63	
Non-County Residents	10	37	6	18

Registered Library Users as of 9/30/13		Registered Library Users as of 9/30/12	
City of Dover Residents	21,507	City of Dover Residents	18,546
Kent County Residents	13,011	Kent Co. Residents	12,995
Sussex County Residents	377	Sussex Co. Residents	337
New Castle Co. Residents	539	New Castle Co. Residents	680
Out of State	60	Other	70
TOTAL	35,494		32,628

Other				
*Visiting Patrons	28,796	86,105	10,750	70,612
Meeting Room Usage	2,130	6,066	300	320
Photocopier Usage	1,806	4,658	310	2,971
Computer Printing Usage	3,268	8,573	537	2,891
Computer Users	5,107	15,350	1,317	8,227
**Wireless Computer Users	1,378	3,892		
Inter/Intralibrary - Loaned	55		25	
Inter/Intralibrary - Borrowed	47		42	
Holds Sent	4,211		1,198	
Holds Received	3,883		626	
TOTAL	8,196	23,004	1,891	14,756
Tech Services/Items Added	1,322		866	
Tech Services/Items Deleted	833		151	

Monthly Highlights

- ►400 attended 55 program for adults.
- ►241 attended 23 programs for teens.
- ►342 attended 13 programs for children.
- ►36 volunteers completed 361 hours of service.

* Estimated Figure

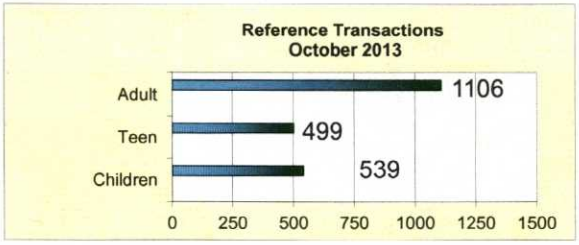
**State began tracking wireless usage in January 2013.

Job Center Statistics

	September 2013	September 2012
Number of Walk-in Hours Open	40	19.5
Number of Walk-in Participants	151	40
Resumes and Cover Letters (Created/Edited/Critiqued)	11	12
Mock Interviews Conducted	0	0
Job Center Volunteers	17	12
Number of Volunteer Hours	60	37

126 attended 46 programs/classes coordinated through the Job Center.

DOVER PUBLIC LIBRARY



Circulation	Oct. '13	FYTD '14	Oct. '12	FYTD '13
Dover Residents	22,905	90,133	21,073	64,638
E-Books	1,369	5,344	867	3,194
Kent Residents Total -	15,790	67,033	16,112	51,741
~Harrington	413		165	
~Milford	119		119	
~Smyrna	1,052		1,371	
~Unincorporated Kent Co.	14,206		14,457	
Non-County Residents	2,249	10,308	2,139	7,393
New Registrations				
Dover Residents	435	1,736	673	1,355
Kent Residents Total -	38	466	154	350
~Harrington	0		4	
~Milford	0		2	
~Smyrna	5		17	
~Unincorporated Kent Co.	33		131	
Non-County Residents	6	43	22	40

Registered Library Users as of 10/31/13		Registered Library Users as of 10/31/12	
City of Dover Residents	21,779	City of Dover Residents	19,075
Kent County Residents	12,930	Kent Co. Residents	13,031
Sussex County Residents	370	Sussex Co. Residents	341
New Castle Co. Residents	533	New Castle Co. Residents	684
Out of State	57	Other	76
TOTAL	35,669		33,207

Other				
*Visiting Patrons	48,515	134,620	30,744	101,356
Meeting Room Usage	2,824	8,890	1,287	1,607
Photocopier Usage	1,215	5,873	1,179	4,150
Computer Printing Usage	3,091	11,664	2,319	5,210
Computer Users	5,126	20,476	4,542	12,769
**Wireless Computer Users	1,196	5,088		
Inter/Intralibrary - Loaned	58		75	
Inter/Intralibrary - Borrowed	37		41	
Holds Sent	3,502		3,588	
Holds Received	3,101		2,260	
TOTAL	6,698	29,702	5,964	20,720
Tech Services/Items Added	2,094		1,759	
Tech Services/Items Deleted	637		4,716	

Monthly Highlights

- ▶326 attended 66 program for adults.
- ▶412 attended 30 programs for teens.
- ▶1,026 attended 36 programs for children.
- ▶35 volunteers completed 356 hours of service.

* Estimated Figure

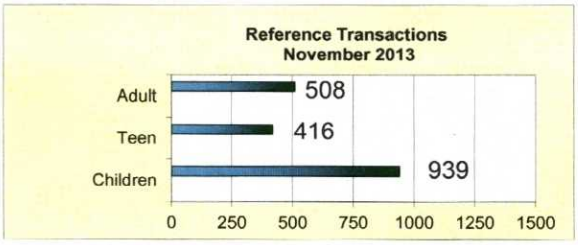
**State began tracking wireless usage in January 2013.

Job Center Statistics

	October 2013	October 2012
Number of Walk-in Hours Open	40	42
Number of Walk-in Participants	164	153
Resumes and Cover Letters (Created/Edited/Critiqued)	18	16
Mock Interviews Conducted	2	0
Job Center Volunteers	9	37
Number of Volunteer Hours	41	120

113 attended 49 programs/classes coordinated through the Job Center.

DOVER
PUBLIC LIBRARY



Circulation	Nov. '13	FYTD '14	Nov. '12	FYTD '13
Dover Residents	21,740	111,873	22,481	87,119
E-Books	1,342	6,686	837	4,031
Kent Residents Total -	14,539	81,572	16,222	67,963
~Harrington	316		182	
~Milford	89		137	
~Smyrna	1,084		1,427	
~Unincorporated Kent Co.	13,050		14,476	
Non-County Residents	2,024	12,332	2,306	9,699
New Registrations				
Dover Residents	342	2,078	478	1,833
Kent Residents Total -	40	506	110	460
~Harrington	0		1	
~Milford	1		2	
~Smyrna	5		15	
~Unincorporated Kent Co.	34		92	
Non-County Residents	8	51	10	50

Registered Library Users as of 11/30/13		Registered Library Users as of 11/30/12	
City of Dover Residents	21,992	City of Dover Residents	19,413
Kent County Residents	12,858	Kent Co. Residents	13,040
Sussex County Residents	372	Sussex Co. Residents	341
New Castle Co. Residents	521	New Castle Co. Residents	682
Out of State	57	Other	61
TOTAL	35,800		33,537

Other				
*Visiting Patrons	31,673	166,293	30,024	131,380
Meeting Room Usage	2,912	11,802	1,396	3,003
Photocopier Usage	1,172	7,045	1,123	5,273
Computer Printing Usage	2,363	14,027	2,313	7,523
Computer Users	4,508	24,984	4,418	17,187
**Wireless Computer Users	1,303	6,391		
Inter/Intralibrary - Loaned	63		60	
Inter/Intralibrary - Borrowed	35		42	
Holds Sent	3,492		3,340	
Holds Received	2,993		2,271	
TOTAL	6,583	36,285	5,713	26,433
Tech Services/Items Added	1,256		1,230	
Tech Services/Items Deleted	348		2,604	

Monthly Highlights

- ►733 attended 51 program for adults.
- ►407 attended 30 programs for teens.
- ►1,178 attended 35 programs for children.
- ►40 volunteers completed 351 hours of service.

* Estimated Figure

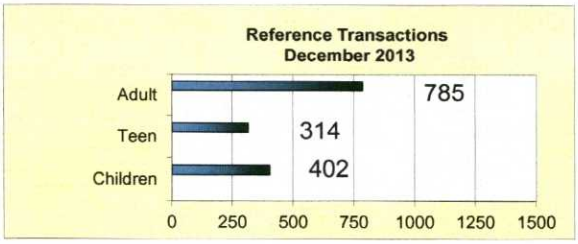
**State began tracking wireless usage in January 2013.

Job Center Statistics

	November 2013	November 2012
Number of Walk-in Hours Open	42	42
Number of Walk-in Participants	133	139
Resumes and Cover Letters (Created/Edited/Critiqued)	34	20
Mock Interviews Conducted	0	0
Job Center Volunteers	2	30
Number of Volunteer Hours	21.5	105.5

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

DOVER PUBLIC LIBRARY



Circulation	Dec. '13	FYTD '14	Dec. '12	FYTD '13
Dover Residents	19,800	131,673	19,668	106,787
E-Books	1,280	7,966	1,030	5,061
Kent Residents Total -	13,427	94,999	14,509	82,472
~Harrington	336		302	
~Milford	54		168	
~Smyrna	925		1,244	
~Unincorporated Kent Co.	12,112		12,795	
Non-County Residents	2,343	14,675	2,234	11,933
New Registrations				
Dover Residents	286	2,364	291	2,124
Kent Residents Total -	23	529	124	584
~Harrington	1		1	
~Milford	1		1	
~Smyrna	1		16	
~Unincorporated Kent Co.	20		106	
Non-County Residents	0	51	15	65

Registered Library Users as of 12/31/13		Registered Library Users as of 12/31/12	
City of Dover Residents	22,165	City of Dover Residents	19,605
Kent County Residents	12,787	Kent Co. Residents	13,061
Sussex County Residents	370	Sussex Co. Residents	347
New Castle Co. Residents	522	New Castle Co. Residents	692
Out of State	57	Other	63
TOTAL	35,901		33,768

Other				
*Visiting Patrons	20,212	186,505	22,855	154,235
Meeting Room Usage	1,921	13,723	1,482	4,485
Photocopier Usage	952	7,997	1,344	6,617
Computer Printing Usage	2,364	16,391	1,700	9,223
Computer Users	4,122	29,106	4,181	21,368
**Wireless Computer Users	1,187	7,578		
Inter/Intralibrary - Loaned	69		55	
Inter/Intralibrary - Borrowed	28		50	
Holds Sent	3,334		3,036	
Holds Received	2,634		2,219	
TOTAL	6,065	42,350	5,360	31,793
Tech Services/Items Added	1,579		1,432	
Tech Services/Items Deleted	2,238		1,358	

Monthly Highlights

- ▶469 attended 68 program for adults.
- ▶362 attended 37 programs for teens.
- ▶722 attended 22 programs for children.
- ▶33 volunteers completed 348 hours of service.

* Estimated Figure

**State began tracking wireless usage in January 2013.

Job Center Statistics

	December 2013	December 2012
Number of Walk-in Hours Open	44.5	35.5
Number of Walk-in Participants	123	142
Resumes and Cover Letters (Created/Edited/Critiqued)	23	20
Mock Interviews Conducted	0	1
Job Center Volunteers	1	19
Number of Volunteer Hours	5	60.5

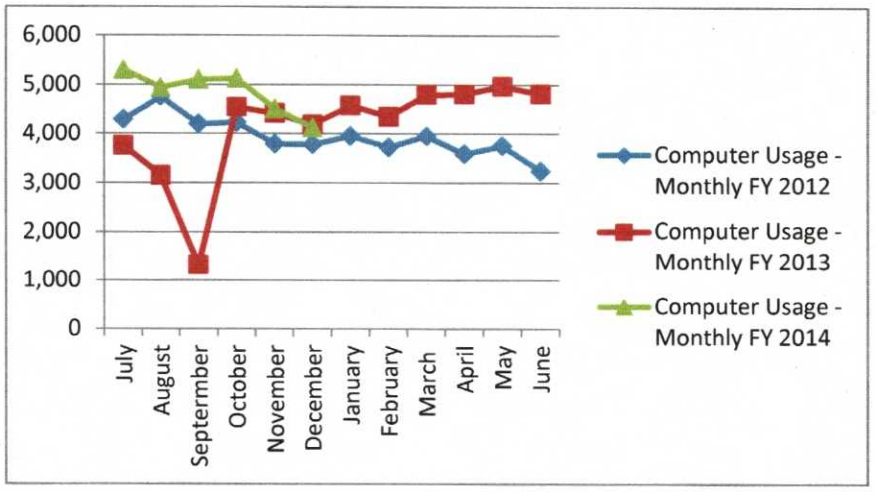
70 attended 25 programs/classes coordinated through the Job Center.

Dover Public Library
Usage Statistics

11/13/13

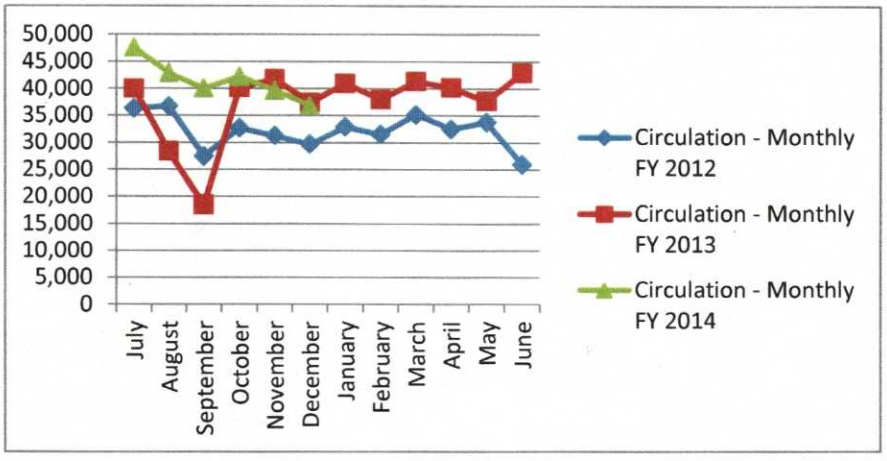
Computer Usage - Monthly

	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	5,107
October	4,226	4,542	5,126
November	3,787	4,418	4,508
December	3,780	4,181	4,122
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	



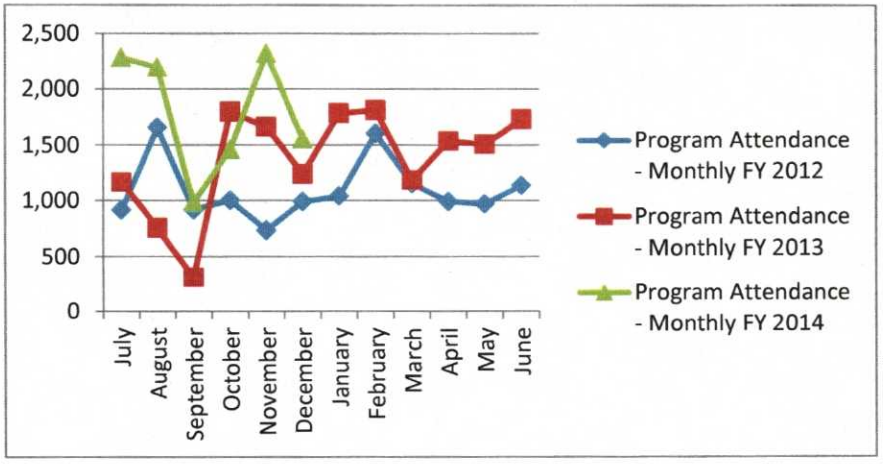
Circulation - Monthly

	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	40,051
October	32,729	40,191	42,313
November	31,291	41,846	39,645
December	29,719	37,441	36,850
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	983
October	1,002	1,799	1,459
November	735	1,663	2,318
December	991	1,239	1,553
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	

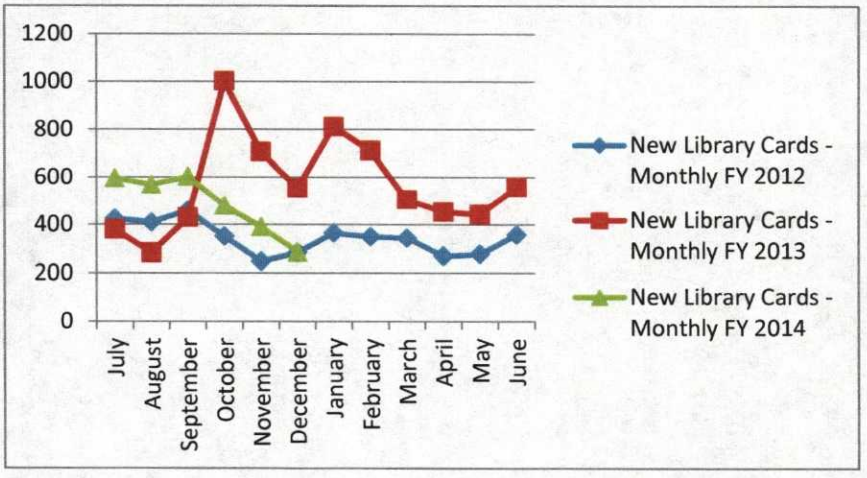


Dover Public Library
Usage Statistics

11/13/13

New Library Cards - Monthly

	FY 2012	FY 2013	FY 2014
July	425	380	596
August	410	283	568
September	459	429	602
October	351	1003	479
November	248	708	390
December	284	554	286
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			1,378
October			1,196
November			1,303
December			1,187
January		1122	
February		1078	
March		1119	
April		1138	
May		1112	
June		1122	

