Agenda

Dover Public Library Advisory Commission
JANUARY 15, 2013
5:00 PM
Second Floor Conference at the Dover Public Library

I. Call to order

II. Old business

A. Minutes of November 20, 2012
B. November and December statistics – December report will be available at the meeting
C. Building Construction status
D. Staffing status
E. Council on Libraries report
F. Friends of Library report

III. New Business

IV. Other

Next meeting: March 19, 2013

MINUTES

Dover Public Library Advisory Commission
November 20, 2012, 5PM
Conference Room at the Dover Public Library

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

The meeting was called to order at 5PM by Dorothy.

Zach made a motion to accept the September 18, 2012 meeting minutes; Beth seconded the motion. The motion was unanimously approved.

A suggestion was made to start putting an astric by the visiting patron statistic and call it an estimated figure. Beth made a motion to accept the August, September and October 2012 monthly reports; Gertrude seconded the motion. The motion was unanimously approved.

The Mary C. Flood Reading Garden Dedication will take place sometime in the spring depending on the Flood family's desires.

The dedication ceremony to name the Teen Loft after Sophia R. Russell is scheduled for Saturday, December 15.

The full-time Library Assistant and the full-time Library Clerk II positions will be posted and advertised soon. The Library is still short one twelve hour per week Library Clerk I position. There was discussion about staffing levels and whether or not the Library is adequately staffed for the new building. The use of volunteers and whether or not using volunteer help rather than paid staff was discussed. It was agreed that volunteer assistance was useful but that it could not and should not replace fully trained and paid staffing. It was agreed that staffing levels need to be increased in all departments; with critical needs now in the Circulation and Adult Services departments. This is an issue the City will need to address with its annual operating budgets.

Dr. Jill Biden visited the Library on Friday, November 16.

The Delaware Town Meeting will take place here at the Library on Thursday, December 6.

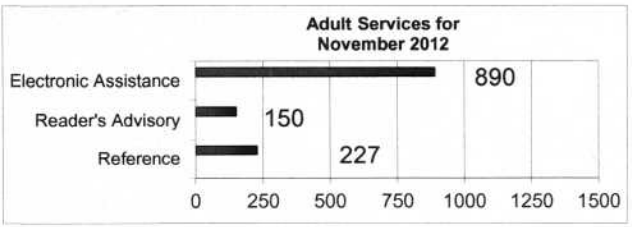
The Friends of the Library are very happy with the bookstore and are making approximately $40 in book sales per day. A fundraiser with Uno Chicago Grill is scheduled for January 8, 2013. Membership is up to between 140 -150; a goal is to have more active members.

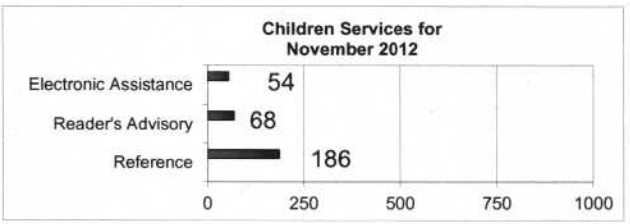
American Vending in Dover is providing the vending services in the Library lobby. There is a machine for snacks, one for drinks and one for coffee. The concept of a Coffee Café will be re-visited after the building has been open and operational for a year.

Gertrude made a motion to adjourn; Beth seconded the motion.

Next meeting: January 15, 2013

DOVER
PUBLIC LIBRARY





Circulation	Nov. '12	FYTD '13	Nov. '11	FYTD '12
Dover Residents	22,481	87,119	16,138	83,878
E-Books	837	4,031		
Kent Residents Total -	16,222	67,963	14,326	73,251
~Harrington	182		190	
~Milford	137		131	
~Smyrna	1,427		880	
~Unincorporated Kent Co.	14,476		13,125	
Non-County Residents	2,306	9,699	2,028	8,602
New Registrations				
Dover Residents	478	1,833	140	1,007
Kent Residents Total -	110	460	52	418
~Harrington	1		2	
~Milford	2		1	
~Smyrna	15		1	
~Unincorporated Kent Co.	92		48	
Non-County Residents	10	50	4	50

Registered Library Users as of 11/30/12		Registered Library Users as of 11/30/11	
City of Dover Residents	19,413	City of Dover Residents	17,972
Kent County Residents	13,040	Kent Co. Residents	13,589
Sussex County Residents	341	Sussex Co. Residents	320
New Castle Co. Residents	682	New Castle Co. Resident	567
Out of State	61	Other	71
TOTAL	33,537		32,519

Other				
*Visiting Patrons	30,024	131,380	27,195	156,776
Meeting Room Usage	1396	3,003	120	300
Photocopier Usage	1,123	5,273	906	6,795
Computer Printing Usage	2,313	7,523		
Dial-A-Story	N/A	1,911	852	5,306
Computer Usage	not available	12,154	3,787	21,247
Inter/Intralibrary - Loaned	60		16	
Inter/Intralibrary - Borrowed	42		42	
Holds Sent	3,340		4,081	
Holds Received	2,271		2,433	
TOTAL	5,713	26,433	6,572	35,842
Tech Services/Items Added	1,230		1,701	
Tech Services/Items Deleted	2,604		2,982	

Monthly Highlights

- ►275 attended 8 program for adults.
- ►66 attended 10 programs for teens.
- ►1,194 attended 43 programs for children.
- ►23 volunteers completed 308.50 hours of service.

*Estimated figure

Job Center Statistics

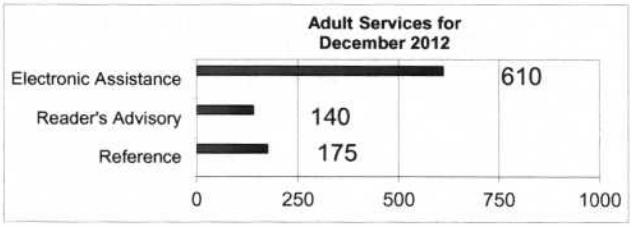
	November 2012	November 2011
Number of Walk-in Hours Open	42	83
Number of Walk-in Participants	139	176
Resumes and Cover Letters (Created/Edited/Critiqued)	20	10 +
Mock Interviews Conducted	0	2
Job Center Volunteers	30	6
Number of Volunteer Hours	105.5	79.5

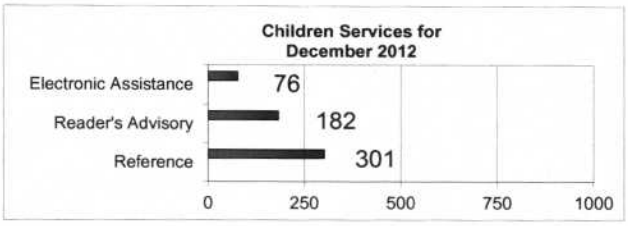
128 attended 26 programs/classes coordinated through the Job Center.

Library Closed:
December 24 and December 25

Library Closed at 5PM: December 31

DOVER PUBLIC LIBRARY





Circulation	Dec. '12	FYTD '13	Dec. '11	FYTD '12
Dover Residents	19,668	106,787	14,781	98,659
E-Books	1,030	5,061	287	287
Kent Residents Total -	14,509	82,472	13,193	86,444
~Harrington	302		146	
~Milford	168		114	
~Smyrna	1,244		753	
~Unincorporated Kent Co.	12,795		12,180	
Non-County Residents	2,234	11,933	1,458	10,060
New Registrations				
Dover Residents	291	2,124	161	1,168
Kent Residents Total -	124	584	56	474
~Harrington	1		0	
~Milford	1		0	
~Smyrna	16		4	
~Unincorporated Kent Co.	106		52	
Non-County Residents	15	65	11	61

Registered Library Users as of 12/31/12		Registered Library Users as of 12/31/11	
City of Dover Residents	19,605	City of Dover Residents	17,997
Kent County Residents	13,061	Kent Co. Residents	13,526
Sussex County Residents	347	Sussex Co. Residents	323
New Castle Co. Residents	692	New Castle Co. Residents	566
Out of State	63	Other	71
TOTAL	33,768		32,483

Other				
*Visiting Patrons	22,855	154,235	31,014	187,790
Meeting Room Usage	1,482	4,485	60	360
Photocopier Usage	1,344	6,617	1,054	7,849
**Computer Printing Usage	1,700	9,223		
Dial-A-Story	N/A	1,911	745	6,051
Computer Usage	not available	12,154	3,780	25,027
Inter/Intralibrary - Loaned	55		0	
Inter/Intralibrary - Borrowed	50		34	
Holds Sent	3,036		3,836	
Holds Received	2,219		2,646	
TOTAL	5,360	31,793	6,516	42,358
Tech Services/Items Added	1,432		1,422	
Tech Services/Items Deleted	1,358		1,931	

Monthly Highlights

- ►304 attended 6 program for adults.
- ►67 attended 11 programs for teens.
- ►788 attended 24 programs for children.
- ►26 volunteers completed 312 hours of service.

* Estimated Figure

** Print/Release Station on 2nd floor was out of order from 12/27/12 - 1/10/13.

Job Center Statistics

	December 2012	December 2011
Number of Walk-in Hours Open	35.5	31.5
Number of Walk-in Participants	142	108
Resumes and Cover Letters (Created/Edited/Critiqued)	20	20
Mock Interviews Conducted	1	2
Job Center Volunteers	19	6
Number of Volunteer Hours	60.5	39

80 attended 13 programs/classes coordinated through the Job Center.