Agenda

Dover Public Library Advisory Commission
July 17, 2012
5:00 PM
Job Center at the Dover Public Library

I. Call to order

II. Old business

A. Minutes of May 15, 2012
B. May and June monthly reports
C. Anchor Library project update
A. Building Construction Status
    1. Construction Status
    2. Move Schedule & Ribbon Cutting
    3. Capital Campaign status

III. Staffing status
IV. Council on Libraries report
V. Friends of Library report

VI. New Business

A. Revision of "Acceptable Behavior Policy"
B. Meeting Room Policy – fees for usage
C. Hours of Operation effective September 20, 2012
D. Vacancy on LAC

VII. Other

Next meeting: September 18, 2012

MINUTES

Dover Public Library Advisory Commission
May 15, 2012 @ 5:00PM
Children's Meeting Room

In Attendance: Zach Carter, Margery Cyr, Lois Dunning, Ed Hynes, Gertrude Jackson, Scott Koenig, Sean Lynn, NC Vasuki

Absent: Beth Petit de Mange, Dorothy Snyder

Meeting called to order at 5:09PM by Lois.

Ed made a motion to accept the Minutes from the March 20, 2012 meeting as written and Gertrude seconded the motion.

Margie reported that library staff is working with the Job Center staff to revise statistics. This is still a work in progress. The e-book statistics have been separated from the Circulation statistics. The State has requested that each library commit an amount of money towards the purchase of e-books. Gertrude made a motion to accept the February and March 2012 monthly reports and Ed seconded the motion.

Zach reported that the building project is still on schedule and on budget. The Reading Garden was approved by City Council last night. The site will be prepared for seeding and grading soon. The masons will be working on the entrances. Testing is being done on the green roof to check for leaks. We should start seeing plants on the roof by the end of May. The curtain wall is being installed now. The raised flooring on the second and third floors will be done soon. The mechanical systems are being prepared. The lighting installation has begun. Seventy percent of the furniture has been ordered. Shelving will begin being installed by the end of May. All computers and telephones have been ordered. A meeting was recently held with maintenance and custodial staff to coordinate the needs of the building. Scott mentioned that we have received the preliminary LEED certification. Margie said that the first round of LEED points was granted – two areas need more explanation – glass recycling and location of recycling containers.

Margie said that a library donor has commissioned a local artist to do a sculpture for the building. Talks are taking place with the architects and the donor to determine whether to place it inside or outside. We are continuing to work on the Challenge Pledge with less than $49,000 to raise. The first Memorial Brick order will be placed by the end of this week.

Margie reported that the library currently has nine vacant positions. We've been authorized to fill four part-time Library Clerk I positions. We plan to interview 25 – 30 potential candidates out of the 176 applications that were received. The current Library Page may apply for one of the Library Clerk I positions. Human Resources will evaluate the applications before they are sent to the Library. The Library does not wish to hire over-qualified or under-qualified applicants. Scott said that our request for the full-time Library Clerk II position will go to the Legislative, Finance and Administration Committee on June 12. Scott also said that he would like to get permission to adjust the salary for the three vacant part-time Library Page positions before those requests go before the committee. Margie said that the Library Clerk II position is very critical. All the positions

are in the draft budget for next year. We are trying to expand the part-time hours through the collective bargaining process.

Margie announced that the Delaware Town Meeting will be held on Thursday, June 7 at Delaware Technical and Community College. The Delaware Division of Libraries is working on updating their strategic plan and are hoping to hold another Town Meeting in December to introduce the plan.

NC reported that the Friends had another successful book sale on Saturday, April 21 and were able to sell or donate about 3,000 books. One of the local homeless shelters helped with the set-up and take-down of the sale. There will be room for 6,000 books in the Friends area in the new library; the Carriage House still has about 10,000 books. The Friends are actively sending book to Thriftbooks. The non-fiction items seem to sell faster. Lois asked if the excess of books could go to the hospital or nursing homes and NC said that they do this. The Friends annual meeting is tomorrow at 6:30PM in the Children's Meeting Room.

Zach announced his retirement as of June 15. Zach has been with the City of Dover for over 23 years and will be sorely missed by all.

Scott asked for clarification of the different library affiliated groups. Margie explained that the Advisory Commission is an advisory group to the library and may make recommendations on library rules & regulations. The Library Foundation is a non-profit organization created in 2009. The Foundation was formed in order to enlarge the Library's eligibility for applying for grants and to receive monies donated to the capital campaign. The Foundation will continue after the building is complete. The Friends of the Dover Public Library is also a non-profit organization. The Friends are advocates for the Library in the community. Patrons pay a $10 membership fee per year. The Friends provide monetary support for the Library and have purchased furniture, books and funded programs. The Friends also fund the free Book Page magazine for our patrons.

Scott is concerned about the impression the Library will make on the public when we open with many empty bookshelves. Margie agreed that it will look as though the shelves are empty; and people are used to seeing overflowing bookshelves in our current location. The ribbon cutting ceremony will be held on Thursday, September 20 with the time to be determined soon.

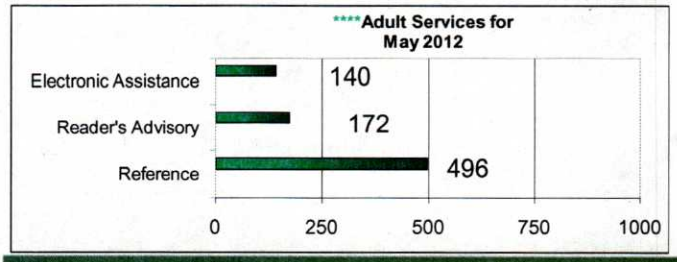
The Summer Reading Program Kick-Off will be on Saturday, June 9 and is open to children, teens and adults. Prizes and certificates will be awarded. All Library programming will end on Tuesday, July 31. Our last day open will be Friday, August 24. We will spend the rest of our time preparing for and making the move to the new building!

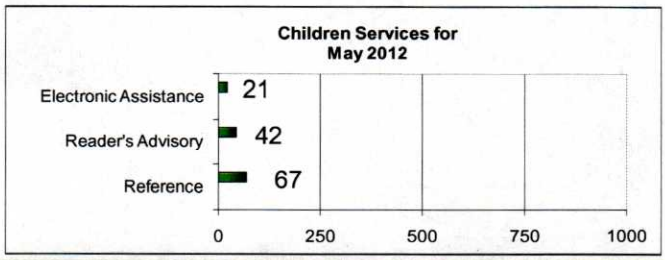
The Advisory Commission will be taking a tour of the new library on Wednesday, May 30 at 11:00AM.

Gertrude made a motion to adjourn and Ed seconded. Meeting adjourned at 6:00PM.

Next meeting: **Tuesday, July 17, 2012**

Monthly Report
May 2012
Parks, Recreation & Library-Library Services





****We have amended our Electronic Assistance, Reader's Advisory & Reference transactions to more accurately represent the actual statistics.

Circulation	May '12	FYTD '12	May '11	FYTD '11
Dover Residents	16,550	179,511	15,296	184,105
E-Books (began Dec. 2011)	655	3,736		
Kent Residents Total -	14,002	156,569	13,161	163,770
~Harrington	165		82	
~Milford	127		135	
~Smyrna	732		819	
~Unincorporated Kent Co.	12,978		12,125	
Non-County Residents	2,570	21,530	1,704	17,312
New Registrations				
Dover Residents	196	2,133	163	2,402
Kent Residents Total -	39	778	63	994
~Harrington	0		0	
~Milford	0		0	
~Smyrna	1		3	
~Unincorporated Kent Co.	38		60	
Non-County Residents	4	94	8	103

Registered Library Users as of 5/31/12		Registered Library Users as of 5/31/11	
City of Dover Residents	18,285	City of Dover Residents	18,089
Kent County Residents	13,285	Kent Co. Residents	14,108
Sussex County Residents	332	Sussex Co. Residents	307
New Castle Co. Residents	706	New Castle Co. Residents	576
Out of State	70	Other	72
TOTAL	32,678		33,152

Other				
Visiting Patrons	30,047	335,953	27,726	333,165
**Meeting Room Usage	80	880	80	2,540
Photocopier Usage	1,681	16,483	1,130	16,921
Dial-A-Story	999	9,676	719	12,174
Computer Usage	3,755	43,992	4,154	48,371
Inter/Intralibrary - Loaned	0		12	
Inter/Intralibrary - Borrowed	28		29	
Holds Sent	4,315		4,014	
Holds Received	2,620		2,238	
TOTAL	6,963	86,874	6,293	76,070
Tech Services/Items Added	2,094		2,233	
Tech Services/Items Deleted	1,338		1,477	

Monthly Highlights

- ▶4 attended 1 adult book discussion.
- ▶28 attended 5 computer classes.
- ▶38 attended 7 teen programs.
- ▶709 attended 25 children's programs.
- ▶32 volunteers completed 632 hours of service.

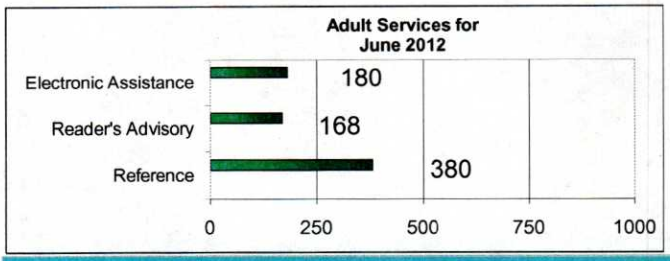
**THE ADULT MEETING ROOM IS NO LONGER AVAILABLE TO THE PUBLIC AS IT IS NOW THE PERMANENT JOB CENTER.

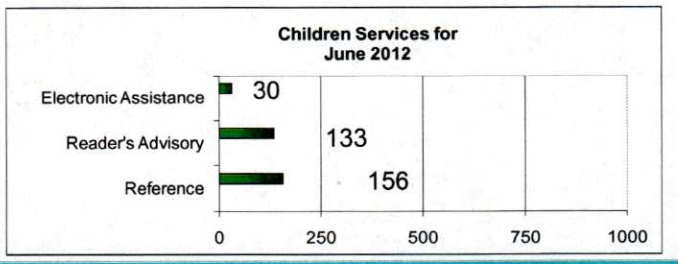
Job Center Statistics

	May 2012	May 2011
Number of Hours Open	34.5	28
Number of Participants	190	63
Resumes and Cover Letters (Created/Edited/Critiqued)	8	22
Mock Interviews Conducted	2	8
Visitors Obtaining Job Leads	190	63
Job Center Volunteers	25	12
Number of Volunteer Hours	76.5	90

54 attended 11 programs/classes coordinated through the Job Center in May.

Monthly Report
June 2012
Parks, Recreation & Library-Library Services





**3,604 added to Circulation Statistics to account for a dicrepancy in the patron renewal process as directed by the Delaware Division of Libraries.

Circulation	June '12	FYTD '12	June '11	FYTD '11
Dover Residents	17,264	**200,379	17,663	201,768
E-Books (began Dec. 2011)	763	4,499		
Kent Residents Total -	15,361	171,930	15,599	179,369
~Harrington	67		121	
~Milford	113		102	
~Smyrna	1,301		1,229	
~Unincorporated Kent Co.	13,880		14,147	
Non-County Residents	2,594	24,124	1,681	18,993
New Registrations				
Dover Residents	219	2,352	204	2,606
Kent Residents Total -	64	842	113	1,107
~Harrington	0		0	
~Milford	0		0	
~Smyrna	7		9	
~Unincorporated Kent Co.	57		104	
Non-County Residents	11	105	6	109

Registered Library Users as of 6/30/12		Registered Library Users as of 6/30/11	
City of Dover Residents	18,369	City of Dover Residents	18,281
Kent County Residents	13,240	Kent Co. Residents	14,220
Sussex County Residents	335	Sussex Co. Residents	310
New Castle Co. Residents	703	New Castle Co. Residents	582
Out of State	70	Other	73
TOTAL	32,717		33,466

Other				
Visiting Patrons	30,882	366,835	34,421	367,586
Meeting Room Usage	100	980	20	2,560
Photocopier Usage	1,106	17,589	1,926	18,847
Dial-A-Story	624	10,300	1,103	13,277
Computer Usage	3,244	47,236	4,475	52,846
Inter/Intralibrary - Loaned	0		20	
Inter/Intralibrary - Borrowed	30		20	
Holds Sent	4,468		4,511	
Holds Received	2,671		2,778	
TOTAL	7,169	94,043	7,329	83,399
Tech Services/Items Added	1,340		1,553	
Tech Services/Items Deleted	1,810		2,471	

Monthly Highlights

- ▶11 attended 2 adult book discussions.
- ▶60 attended 5 adult programs.
- ▶23 attended 5 computer classes.
- ▶25 attended an E-book training session.
- ▶44 attended 10 teen programs.
- ▶744 attended 23 children's programs.
- ▶38 volunteers completed 587 hours of service.

Job Center Statistics

	June 2012	June 2011
Number of Hours Open	42	32
Number of Participants	234	90
Resumes and Cover Letters (Created/Edited/Critiqued)	8	20
Mock Interviews Conducted	0	4
Visitors Obtaining Job Leads	234	90
Job Center Volunteers	20	12
Number of Volunteer Hours	55.5	90.5

97 attended 36 programs/classes coordinated through the Job Center in June.

Dover library set for summer reading program

By Chris Flood
Delaware State News

DOVER — Just in time for the end of the school year, the Dover Public Library is beginning its summer reading program.

"We're really trying to be the cultural community hub," said Michelle Hughes, library adult services head. "This is a great way for the entire family to have something to do through the entire summer."

The summer program begins Saturday at 10 a.m. with a presentation by ILC Dover. Perhaps best known for creating the spacesuit used to walk on the moon, the local company has been a leader in innovative technologies since 1947.

Ms. Hughes said ILC Dover will bring the suit as well as a life-sized picture with the face cut out so participants can appear to be wearing the suit.

"This is the biggest kickoff event for the program the library has ever done," she said. "We're really excited to have them coming."

Other program highlights include a paranormal investigation on June 16, *Poetry Slams for teens throughout the summer and a spooky stories* night (s'mores included) with author Ed Okonowicz on July 11.

The Society of Paranormal Research and Education will demonstrate equipment used for paranormal investigations. That program begins at 7 p.m.

Ms. Hughes said the society has done some work in buildings in Dover and could be talking about their findings during the presentation.

"That's really going to be a neat program," she said.

The summer reading program will have an adult and teen portion for the second straight year.

Ms. Hughes said the children's program has been around for many years, and the recent inclusion of the teens and adults were so families could do them together.

"I can't think of another library in the area that offers the teen and adult programs," said Ms. Hughes.

Ms. Hughes said the library understands that everyone is watching how they spend their money, and being able to offer the community a

See **Reading** — Page 5

For Children

For children up to age 12, the Dover Public Library will be offering the following summer programs:

Children birth to 3: Tuesdays and Fridays at 10:15 a.m. is Toddler Time — join Miss Jackie for stories, songs, crafts and special guests

Children ages 3 to 6: Thursdays at 10 a.m. is Preschool Storytime — join Miss Audrey enjoy stories songs, crafts and activities

Other events:

Wednesday: Sleepytime Storytime at 6:30 p.m. — participants enjoy an evening storytime in pajamas and with their favorite stuffed animal (for children of all ages)

Sunday: Night Craft at 2 p.m. — night-related craft for children ages 10 to 12 (registration required)

June 11: Make It Monday at 10 a.m. — a drop-in craft for all ages

June 13: It Happens at Night: Bats & Owls at 4 p.m. — children 8 and older will learn about bats and owls with an Abbotts Mill Nature Center representative (registration required)

June 14: Chapter Book Chat at 3 p.m. — participants, children 8 to 12, will chat about the books they are reading.

June 20: Teens & Tots Craft at 10 a.m. — a craft for children 6 and under that will be led by teen volunteers

June 20: Summer Science: Shadows at 6 p.m. — science fun with shadows for children ages 5 to 9 (registration required)

June 23: Saturday Stories at 11 a.m. — stories, songs and crafts for the whole family

June 25: Make It Monday at 10 a.m. — a drop-in craft for all ages

June 27: It Happens at Night: Look Up! at 4 p.m. — children 8 and older will learn about the night sky with representatives from the Delmarva Stargazers (registration required)

June 27: Family Game Night at 5 p.m. — a variety of board, card and Wii games.

July 2: Teens & Tots storytime at 10 a.m. — a storytime for children 6 and under, planned and led by teen volunteers

July 7: Saturday Stories at 11 a.m. — stories, songs and crafts for the whole family

July 8: Night Craft at 2 p.m. — night-related craft for children ages 10 to 12 (registration required)

July 9: Make It Monday at 10 a.m. — a drop-in craft for all ages

July 11: It Happens at Night: Spooky Stories 'Round the Campfire at 4 p.m. — children 8 and older will enjoy the spooky stories of Ed Okonowicz, storyteller and author (registration required)

July 12: Chapter Book Chat at 3 p.m. — participants, children 8 to 12, will chat about the books they are reading.

July 16: Teens & Tots face painting at 11 a.m. — face painting for children 6 and under, led by teen volunteers

July 18: Sleepytime Storytime at 6:30 p.m. — participants enjoy an evening storytime in pajamas and with their favorite stuffed animal (for children of all ages)

July 21: Saturday Stories at 11 a.m. — stories, songs and crafts for the whole family

July 22: Family Game Day at 1:30 p.m. — a variety of board, card and Wii games

July 23: Make it Monday at 10 a.m. — a drop-in craft for all ages

July 25: It Happens at Night: What's Buggin' You? at 4 p.m. — children 8 and under will learn about fireflies and more with entymologist Heather Harmon (registration is required)

July 25: Didgeridoo Down Under at 6:30 p.m. — a high energy program for kids combining Australian-styled music, art, comedy.

July 26: Around the Coral Reef at 3:30 p.m. — children ages 5 to 9 will learn about the coral reef ecosystem with the Delaware Aerospace Education Foundation (registration required)

For Teens

For teens ages 13 to 18, the Dover Public Library will be offering the following summer programs:

June 5: Slam Poetry with Zen Aura at 6 p.m.

June 8: Retro Friday Movie at 2 p.m. — "Back to the Future" (PG)

June 12: Slam Poetry with Zen Aura at 6 p.m.

June 14: Teen Advisory Council at 4 p.m. — the council decides what programs, books, magazines, CDs, and DVDs the teen section will provide.

June 16: Movie Matinee at 2 p.m. — "Chronicle" (PG-13)

June 18: Teen craft at noon featuring Origami — the art of paper folding

June 19: Slam Poetry with Zen Aura at 6 p.m.

June 21: Teen Acting workshop at 5:30 p.m. — participants will have fun creating characters, running scenes, performing monologues and improvisation.

June 21: Young Writer's workshop at 6:30 p.m. — participants will share short stories, novels and poems, and be able to give and get input on their work.

June 22: Retro Friday Movie at 2 p.m. — "The Goonies" (PG-13)

June 26: Slam Poetry with Zen Aura at 6 p.m.

June 28: Teen Game Night at 6 p.m. — participants will have the opportunity to plat board games and a Wii.

June 29: Retro Friday Movie at 2 p.m. — "Raiders of the Lost Ark" (PG)

July 6: Retro Friday Movie at 2 p.m. — "Jaws" (PG-13)

July 10: Teen Craft at 5 p.m. — participants will be making Tie-Dye T-shirts (due to limited resources, registration is required for this event)

July 11: Great Big Face at 6:30 p.m. with Paul Merklein — participants will test their knowledge by drawing characters, people and themselves while asking the audience trivia questions. This program is made possible by a collaboration between the Delaware Division of the Arts and the Delaware Division of Libraries.

July 12: Teen Advisory Council at 4 p.m.

July 14: Movie Matinee at 2 p.m. — "Sherlock Holmes: Game of Shadows" (PG-13)

July 17: Teen Craft at 5 p.m. — Bookend Decorating — participants will decorate the Teen Loft by decorating its bookends with everything from puppies to The Hunger Games.

July 19: Teen Acting Workshop at 5:30 p.m. — participants will have fun creating characters, running scenes, performing monologues and improv.

July 19: Young Writer's Workshop at 6:30 p.m. — participants will share short stories, novels and poems, and be able to give and get input on their work.

July 20: Retro Friday Movie at 2 p.m. — "Beetlejuice" (PG)

July 23: Teen Craft at noon — Origami — the art of paper folding

July 24: Teen Craft at 5 p.m. — Japanese Girl Bookmarks — beautiful colorful paper is used to create Japanese girls wearing kimonos

July 26: Teen Game Night at 6 p.m. — participants will have the opportunity to plat board games and a Wii.

July 27: Retro Friday Movie at 2 p.m. — "Poltergeist" (PG)

For Adults

For adults 18 and over, the Dover Public Library will be offering the following summer programs:

Schedule of Events:

June 11: Writing Monologue at 2 p.m. — a hands on workshop in character development, presented by Nancy B. Lynch.

June 12: Travel planning with AAA at 9 a.m.

June 12: Novels into Movies at 1 p.m. — "Never Let Me Go" (book by Kazuo Ishiguro)

June 14: Photography Q&A at 5:30 p.m. — Eric Young of Young Studios will answer questions

June 16: Adult Book Group at 10 a.m. — "To Kill a Mockingbird" by Harper Lee

June 16: Paranormal Investigation at 7 p.m.

June 23: Between the Covers of your Scrapbook at noon — a certified Creative Memories consultant will demonstrate scrapbooking design and technique.

July 5: Foreign Film Series — the German movie "Rossenstrasse" (PG-13)

July 10: Novels into Movies at 1 p.m. — "Salvation Boulevard" (book by Larry Beinhart)

July 14: Adult Book Group at 10 a.m. — "Heaven Is for Real: a Little Boy's Astounding Story of his Trip to Heaven and Back" by Todd Burpo

July 21: Between the Covers of your Scrapbook at noon — a certified Creative Memories consultant will demonstrate scrapbooking design and technique.

Reading

Continued From Page 4

means to educate and entertain is what they're about.

"Budgets are tight for everyone," she said. "This can be a place they can come and do things together."

All programs are free but some require registration so the library knows the amount of supplies needed. A calendar of the programs can be found on the library's website.

In addition to the programs at the library, there will be a summer reading club for all three groups. This year's theme is night time, with "Between the Covers" for adults (18 and over), "Own the Night" for teens (13 to 18), and "Dream Big — READ" for children (12 and under).

Participants in the reading clubs who meet the goals set by the library will be entered in a July 31 drawing to receive a prize.

For the adults, the prize has yet to be determined, but last year's winner received two tickets for any show in the 2011-2012 schedule at the Schwartz Center for the Arts in Dover.

Prizes for the other two age groups are also yet to be determined.

Registration for the summer reading club is required and can be done in person at the library or on the library's website.

The Dover Public Library is at 45 S. State St.

For more information call the Dover Public Library at 736-7030 or visit www.cityofdover.com/Home-Library.

Staff writer Chris Flood can be reached at 741-8230 or cflood@newszap.com.