Agenda

Dover Public Library Advisory Commission
May 17, 2016
5:00 PM
Conference Room

I. Call to order:

II. Old business

A. Minutes of March 15, 2016
B. March, April 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
I. Revision of *Meeting Room Policy*

III. New Business
A. Mayor's appointment to replace Mrs. Snyder

IV. Other

Next meeting: July 19, 2016

MINUTES
Dover Public Library Advisory Commission
March 15, 2016, 5:00 PM
Conference Room

IN ATTENDANCE: Zach Carter, Scott Cole, Margie Cyr, Lois Dunning, Beth Petit de Mange, Dorothy Snyder, Bob Wetherall

The meeting was called to order by Dorothy at 5:01 PM.

NEW BUSINESS

MINUTES
After a quick review, Lois made a motion to accept the Minutes from the November 17, 2015 as written, Beth seconded the motion. All were in favor; motion passed.

NOVEMBER – FEBRUARY STATISTICS
Margie reported that a leveling off of the circulation statistics continues; we've seen a return to about the FY 2012 statistics which is typical across the country. The computer usage and the program statistics are both very high. We had a large spike in new library cards in November. The wireless usage took a dip in February but continues to be the highest in the State.

STAFFING STATUS
The Library has just successfully filled two part-time librarian positions. Tyler Antione started today. Tyler is a recent graduate of Drexel University and also works part-time at the Parker Library at Wesley College. Mary Hanes is a recent graduate from the University of Alabama. Mary is a part-time Archivist at the Delaware Public Archives and she'll be helping us develop our Dover history collection and our Delaware history collection. She has been working with us on a volunteer basis for several months cataloging a collection of women's materials that we have received from the women's clubs across the state.

We have also finished interviewing for a part-time library clerk. We had a lot of really good candidates with library experience. An offer has been made to a young lady that has previously worked at the Kent County, Maryland, Public Library in their Circulation Department. She has a teaching degree but wants to become a librarian. Interviews are scheduled for the open part-time library page position.

COMIC CON
Comic Con 2016 will be held on Saturday, August 6. It's going to be a very big day in Dover. The Delaware Pride Festival will be happening the same day over on Legislative Mall. Instead of doing the First Friday evening events, Downtown Dover Partnership is switching to a First Saturday event. On August 6, Comic Con, the Delaware Pride Festival, and First Saturday will all be happening at the same time and the same place. We are all working together to put this Festival on for people in Delaware.

SENDAK: 50 YEARS, 50 WORKS, 50 REASONS
The next big event is the Sendak exhibition which will be coming to Dover July 30. This is a very large exhibit and the Library doesn't have the capacity to house all of it and will be sharing with the Biggs Museum, who are a major partner with us on this event. The Friends of the Library has been very generous with their financial support and have committed $10,000 to support this project. The project is very expensive, but because it is only coming to Delaware one time, it is important to bring it to Dover to attract people from all over the state to the Library and the Biggs Museum. Our other major contributor is the PPG Foundation who donated $5,000 for this project.

THE FRIENDS OF THE LIBRARY REPORT
Bob reported that the Friends voted to allocate $10,000 for the Sendak exhibit. The Book Shop is raising about $1,600 - $1,700 a month, which goes to support library projects….like the Sendak exhibit. The Friends also pay for the Book Page monthly subscription. Bob also wanted to thank the library staff for their help with the Book Shop, a thank you luncheon for the staff and volunteers was provided by the Friends as well. Notices for the Friends Annual Meeting on April 19 will be going out toward the end of the week. Ann Alexander will likely be the next President.

COUNCIL ON LIBRARIES REPORT
Zach reported that the Council on Libraries has been before the Joint Finance Committee with the budget request. Smyrna and Harrington are moving forward with their projects. Lewes library will soon be opening.

New requests for Bond Bill projects will be coming up in August. Margie asked if any decision had been made regarding State Aid funding for the Route 9 library. Bob said it has not been before the Council yet, but is likely that all the Delaware library's State Aid will be reduced. Margie shared that she had heard that a new library may be built in Sussex County within the next few years.

DOVER LIBRARY FOUNDATION REPORT

The Foundation met for their annual meeting in February. The members of the Board did some planning for the future; revised the bylaws and affirmed their commitment to build the endowment. The annual appeal did better than it did the year before earning about $4,500. The annual appeal is a direct mailing; and goes out to all library donors.

ELECTION OF OFFICERS

Beth made a motion to elect Zach as the next President of the Advisory Commission; Lois seconded the motion. All were in favor. Motion passed.

Beth made a motion to re-nominate Lois as Vice President; Zach seconded the motion. All were in favor. Motion passed.

NEW BUSINESS

REVISION OF MEETING ROOM POLICY

The library has a number of State agencies that use our Meeting Rooms quite often. They have been expressing some concerns about the liability statement in our policy and their attorney asked us to re-write the liability clause. Margie asked the Commission to consider approving the revised version of the policy. We are also recommending the occupancy of the rooms be reduced to what we feel are more reasonable and comfortable numbers - from 75 to 50 person capacity for Multi-Purpose Room A and from 50 to 25 person capacity for Multi-Purpose Room B. Beth suggested getting an opinion from the City attorneys and table this for the next meeting.

DOVER CITY COUNCIL MEETING SCHEDULE CHANGE

Margie was concerned that the LAC meetings were going to conflict with City Council meetings. Scott C. said that the Council meetings have been moved back to Monday evenings therefore not causing a conflict. Committee meetings start at 6PM, except for Parks & Recreation.

OTHER

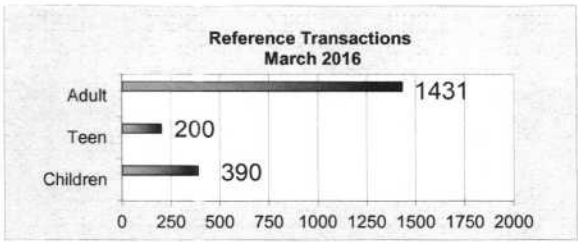
Zach asked how the story time programs are going. Margie reported that a member of the public filed a complaint with the Fire Marshall's office about overcrowding in the story time room during story times. The Fire Marshall looked at the capacity levels; and decreed that the capacity of the room is only 26. The architects and builders say the capacity is 50. The story time room is mislabeled in terms of its use. This biggest impact this has had is on the Friday morning storytimes. Staff has spent much time in discussion and debate about the best course of action to fairly accommodate the families attending and be in compliance with the Fire Marshall's ruling. In order to be fair to all, a ticketing system with a maximum of 50 tickets was put in place. This allows for first-come, first-served. Unfortunately, many parents were taken by surprise by this and were quite upset. The architect wrote a three page letter to the Fire Marshall justifying why the story time room should be labeled as an Assembly Room without fixed tables and chairs giving it a capacity of 50. The Fire Marshall agreed to give us a temporary occupancy and has been coming to story time every Friday to see how the room looks before he makes his final decision on the occupancy. We have been given strict instructions about how the room can be set up for an attendance of 50. We are awaiting the final decree.

The library is looking closely at the Summer Reading program attendance in comparison to our service area of about 25,000 young people of which more than 50% live below the poverty level. We had approximately 500 young people sign up for the Summer Reading program with only about 150 actually completing the program last year. We are not serving the majority of our population. The staff in the Children's Department is looking at starting a Saturday morning Family Story time as another family storytime alternative and to reach working families. And are also working to create an outreach schedule so staff / services can be taken out to the daycares in order to reach the young people who cannot come to the library due to working parents and transportation issues.

Beth made a motion to adjourn at 5:48 PM; Lois seconded the motion. Meeting adjourned.

Next meeting: **Tuesday, May 17, 2016**

DOVER PUBLIC LIBRARY



Circulation	March '16	FYTD '16	March '15	FYTD '15
Dover Residents	18,228	167,813	19,421	183,492
E-Books	2,867	23,177	2,260	18,216
Kent Residents Total -	11,254	103,023	13,004	121,881
~Harrington	217		154	
~Milford	128		91	
~Smyrna	757		791	
~Unincorporated Kent Co.	10,152		11,968	
Non-County Residents	1,826	17,402	1,777	18,059
New Registrations				
Dover Residents	284	3,386	308	3,182
Kent Residents Total -	30	296	34	374
~Harrington	0		1	
~Milford	1		0	
~Smyrna	5		4	
~Unincorporated Kent Co.	24		29	
Non-County Residents	3	54	7	59

Registered Library Users as of 3/31/16		Registered Library Users as of 3/31/15	
City of Dover Residents	28,191	City of Dover Residents	26,899
Kent County Residents	11,616	Kent Co. Residents	13,100
Sussex County Residents	413	Sussex Co. Residents	409
New Castle Co. Residents	558	New Castle Co. Residents	601
Out of State	59	Other	59
TOTAL	40,837		41,068

Other				
*Visiting Patrons	28,357	250,613	31,155	254,566
Meeting Room Usage	2,319	13,374	2,163	15,795
Photocopier Usage	1,176	10,871	945	9,762
Computer Printing Usage	3,914	29,716	3,740	28,489
Computer Users	4,396	39,924	4,871	42,375
Wireless Computer Users	1,175	15,777	1,730	15,567
Inter/Intralibrary - Loaned	92		66	
Inter/Intralibrary - Borrowed	51		40	
Holds Sent	4,005		3,621	
Holds Received	3,033		3,088	
TOTAL	7,181	61,850	6,815	59,491
Tech Services/Items Added	1,643		1,784	
Tech Services/Items Deleted	1,105		964	

Monthly Highlights

- ▶1,030 attended 72 program for adults.
- ▶620 attended 32 programs for teens.
- ▶974 attended 48 programs for children.
- ▶16 volunteers completed 358 hours of service.

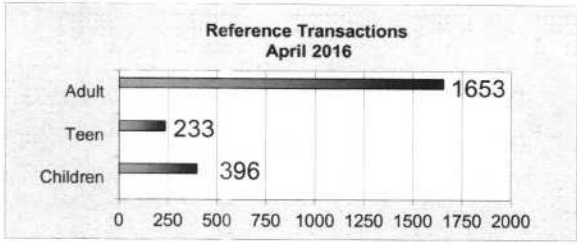
*Estimated Figure

Job Center Statistics

	March 2016	March 2015
Number of Walk-in Hours Open	48.5	46
Number of Walk-in Participants	137	155
Resumes and Cover Letters (Created/Edited/Critiqued)	0	31
Mock Interviews Conducted	0	0
Job Center Volunteers	1	3
Number of Volunteer Hours	18	16

432 attended 40 programs/classes coordinated through the Job Center.

DOVER PUBLIC LIBRARY



Circulation	April '16	FYTD '16	April '15	FYTD '15
Dover Residents	17,868	185,681	18,562	202,054
E-Books	2,555	25,732	2,163	20,379
Kent Residents Total -	10,820	113,843	12,602	134,483
~Harrington	211		169	
~Milford	70		52	
~Smyrna	677		786	
~Unincorporated Kent Co.	9,862		11,595	
Non-County Residents	1,510	18,912	1,601	19,660
New Registrations				
Dover Residents	233	3,619	337	3,519
Kent Residents Total -	23	319	16	390
~Harrington	0		0	
~Milford	1		0	
~Smyrna	2		2	
~Unincorporated Kent Co.	20		14	
Non-County Residents	5	59	3	62

Registered Library Users as of 4/30/16		Registered Library Users as of 4/30/15	
City of Dover Residents	28,421	City of Dover Residents	27,062
Kent County Residents	11,635	Kent Co. Residents	12,968
Sussex County Residents	416	Sussex Co. Residents	412
New Castle Co. Residents	564	New Castle Co. Residents	598
Out of State	59	Other	61
TOTAL	41,095		41,101

Other				
*Visiting Patrons	29,254	279,867	25,668	280,234
Meeting Room Usage	2,019	15,393	2,120	17,915
Photocopier Usage	1,335	12,206	1,332	11,094
Computer Printing Usage	3,997	33,713	3,418	31,907
Computer Users	3,248	43,172	4,913	47,288
Wireless Computer Users	1,180	16,957	1,939	17,506
Inter/Intralibrary - Loaned	74		49	
Inter/Intralibrary - Borrowed	60		52	
Holds Sent	3,769		3,449	
Holds Received	3,011		2,527	
TOTAL	6,914	68,764	6,077	65,568
Tech Services/Items Added	2,147		1,560	
Tech Services/Items Deleted	2,463		695	

Monthly Highlights

- ►1,152 attended 65 program for adults.
- ►652 attended 30 programs for teens.
- ►906 attended 45 programs for children.
- ►18 volunteers completed 287 hours of service.

*Estimated Figure

Job Center Statistics

	April 2016	April 2015
Number of Walk-in Hours Open	42	46
Number of Walk-in Participants	149	162
Resumes and Cover Letters (Created/Edited/Critiqued)	0	29
Mock Interviews Conducted	0	0
Job Center Volunteers	1	5
Number of Volunteer Hours	19	13.5

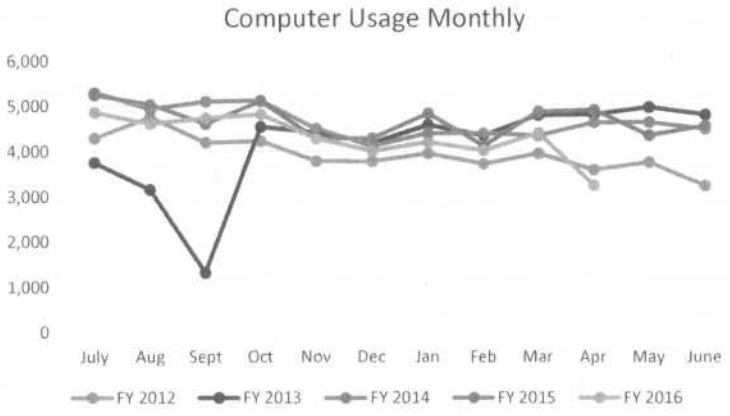
376 attended 30 programs/classes coordinated through the Job Center.

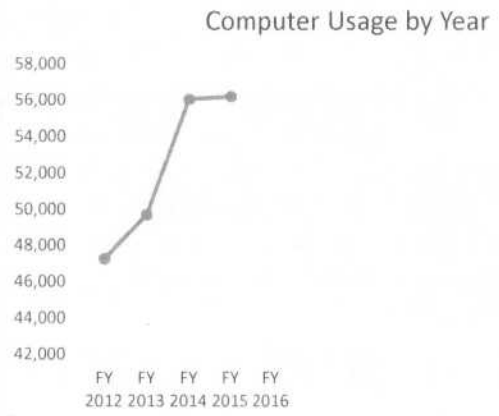
Dover P[redacted] Library
Usage Statistics

February 2016

Computer Usage - Monthly

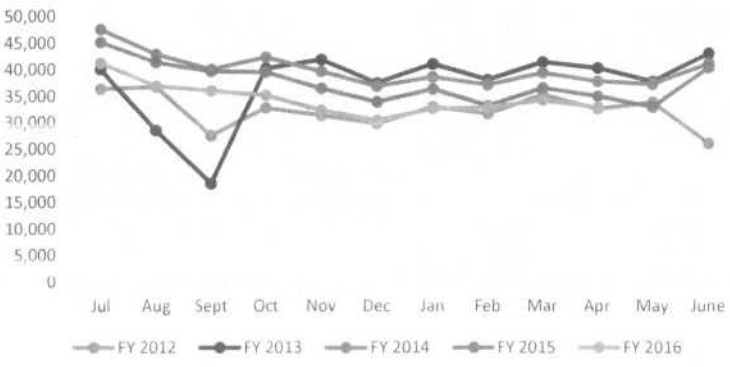
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
July	4,288	3,753	5,302	5,243	4,855
Aug	4,753	3,157	4,941	5,034	4,609
Sept	4,193	1,317	5,107	4,604	4,734
Oct	4,226	4,542	5,126	5,107	4,819
Nov	3,787	4,418	4,508	4,283	4,284
Dec	3,780	4,181	4,122	4,285	4,013
Jan	3,951	4,579	4,404	4,833	4,199
Feb	3,720	4,346	4,405	4,115	4,015
Mar	3,949	4,795	4,347	4,871	4,396
Apr	3,590	4,810	4,636	4,913	3,248
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	

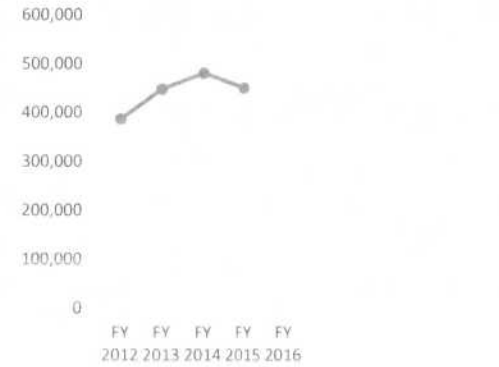




Circulation - Monthly

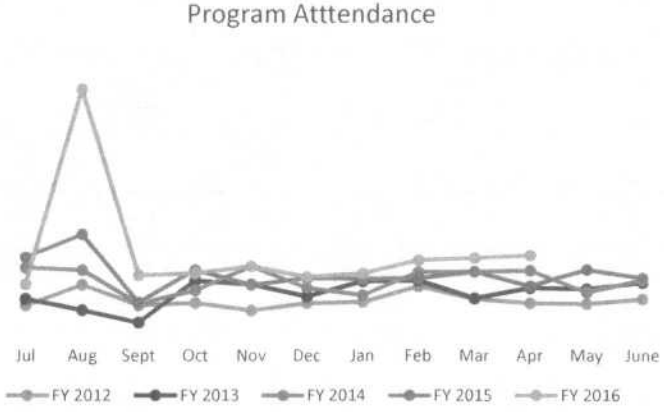
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Jul	36,314	40,038	47,561	45,090	41,222
Aug	36,714	28,447	42,893	41,295	36,902
Sept	27,482	18,510	40,051	39,608	36,013
Oct	32,729	40,191	42,313	39,491	35,142
Nov	31,291	41,846	39,645	36,442	32,321
Dec	29,719	37,441	36,850	33,871	30,291
Jan	32,921	40,995	38,598	36,302	32,562
Feb	31,543	38,026	37,072	33,087	32,787
Mar	35,152	41,365	39,346	36,462	34,175
Apr	32,503	40,240	37,734	34,928	32,753
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	

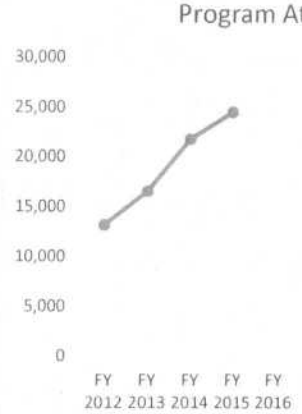




Program Attendance - Monthly

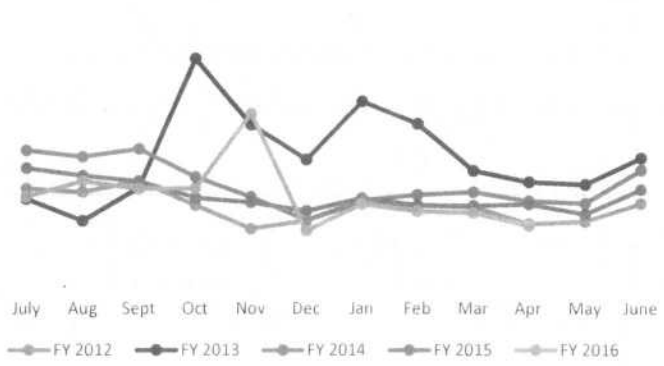
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Jul	915	1,164	2,283	2,653	1,683
Aug	1,661	755	2,194	3,470	8,673
Sept	919	308	983	1,019	1,994
Oct	1,002	1,799	1,459	2,186	2,066
Nov	735	1,663	2,318	1,648	2,317
Dec	991	1,239	1,553	1,891	1,945
Jan	1,041	1,785	1,289	1,871	2,066
Feb	1,606	1,813	2,122	1,887	2,541
Mar	1,154	1,185	2,132	2,119	2,624
Apr	993	1,537	2,163	1,604	2,710
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	758
Dec	284	554	286	326	239
Jan	365	813	373	383	357
Feb	350	713	399	352	325
Mar	344	505	411	349	317
Apr	269	454	370	356	261
May	278	443	360	311	
June	358	560	507	420	
	4141	6845	5,341	4,702	



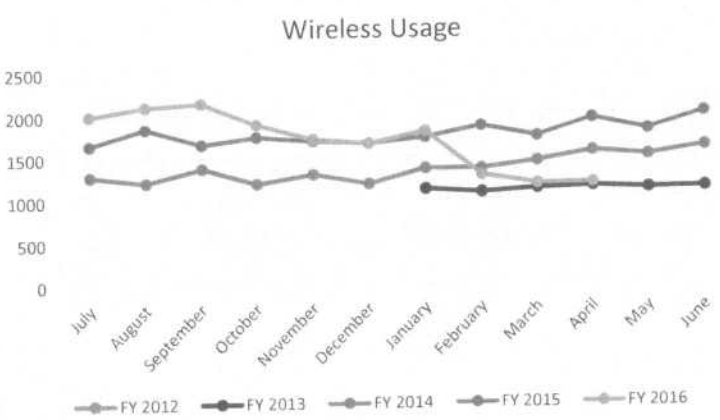


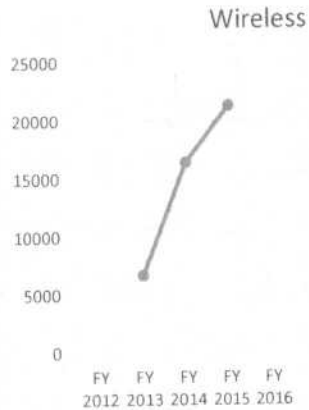
Dover P[redacted] Library
Usage Statistics

February 2016

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	1,711
December			1,187	1,659	1,655
January		1,122	1,365	1,727	1,800
February		1,078	1,358	1,857	1,283
March		1,119	1,442	1,730	1,175
April		1,138	1,552	1,939	1,180
May		1,112	1,501	1,799	
June		1,122	1,601	2,000	
		6,691	16,397	21,305	





DOVER PUBLIC LIBRARY

DOVER PUBLIC LIBRARY
MEETING ROOM APPLICATION

DATE OF MEETING:____

TIME: FROM____________________ TO____________________

(NOTE: Groups cannot access the room until the Library is open and the room must be in order and completely vacant 15 minutes before the Library closes.)

NUMBER of PARTICIPANTS EXPECTED: ____________________

TODAY'S DATE __________________

NAME of GROUP:____

PURPOSE of MEETING:____

ADDRESS:____

TELEPHONE NUMBER: ____

ADDITIONAL TELEPHONE NUMBER (if applicable): ____________________________________

FAX NUMBER: ____

E-MAIL ADDRESS:____

NAME of GROUP'S REPRESENTATIVE: ____________________________________

TITLE of GROUP'S REPRESENTATIVE:____________________________________

I have read Dover Public Library's Meeting Room Policy (on the reverse side of this form) and understand all provisions of it. I agree to adhere to all Meeting Room policies and procedures. I will also follow all regular Library policies. I declare that the organization listed above is non-profit, non-partisan, non-sectarian, and not affiliated with any political group. I understand that I will be held financially and legally responsible for any rules that are not followed and for any damages to the Dover Public Library or equipment owned by the Dover Public Library.

The undersigned has read *Dover Public Library's Meeting Room Policy* (on the reverse side of this form) and understand all provisions of it. I/we agree to adhere to all Meeting Room policies and procedures and will also follow all other Library policies. I/we declare that the organization listed above is non-profit, non-partisan, non-sectarian, or a governmental agency and not affiliated with any political group . I/we understand that our organization/agency will be held financially and legally responsible for any rules that are not followed and for any damages to the Dover Public Library or equipment owned by the Dover Public Library. State entities are exempt from this liability clause.

SIGNATURE: ____

PLEASE CHARGE CREDIT CARD # ____________________________________

EXPIRATION DATE ____________________________________

FOR LIBRARY USE ONLY:

FEE PAID ______________ DATE______________ STAFF INITIALS______________

DOVER PUBLIC LIBRARY

35 Loockerman Plaza
Dover, DE 19901
Phone: 302-736-5025
FAX: 302-736-5087
www.doverpubliclibrary.org
Karen.Demarco@lib.de.us

Meeting Room Policy

The Dover Public Library meeting rooms are available for use by non-profit organizations devoted to educational, civic, welfare, or cultural activities and to governmental agencies. Meeting rooms are not available for use by organizations affiliated with profit-making or partisan political sponsorship; the benefit of private individuals; sectarian religious services or instruction; private parties, celebrations, or private clubs. Admission may not be charged to any event held in the Library's meeting rooms.

- Meeting rooms are primarily used for Library-related activities and other events co-sponsored by the Library.
- When not in use by the Library, the meeting rooms may be reserved by non-profit organizations and/or governmental agencies.
- Fees charged for the meeting rooms are:
  - ⇒ Conference Room (seats 10): $15
  - ⇒ Large Meeting Room (seats ~~150~~100): $100
  - ⇒ Smaller Meeting Rooms (Room B: seats 25 ~~50~~ or Room A: 50 ~~75~~): $50 each
- The fee is to be paid within seven (7) days of the reservation confirmation. Fees are non-refundable.
- Groups using the meeting rooms must adhere to all Library policies as well as the following additional policies and procedures relating to the use of the room. The final decision on appropriate use of the room is at the discretion of the Library Director. The Meeting Room Application form must be completed, read and acknowledged by the signature of the person representing the organization prior to use of the room.
- Meeting rooms are only available for use Mondays through Fridays 9:00 AM until 7:45 PM, Saturdays 10:00 AM until 4:45 PM, and Sundays 1:00 PM until 4:45 PM. Rooms must be completely vacated by all members of the group 15 minutes before the Library closes.
- Meeting rooms may be reserved for one-time programs only rather than for ongoing, regularly scheduled meetings.
- Meeting rooms must be reserved at least seventy-two (72) hours, but no more than three (3) months, in advance of the proposed meeting.
- Cancellations or changes in arrangements must be made at least 24 hours in advance of the beginning of the scheduled meeting. Fees are not refundable.
- The Library has folding tables and stacking chairs which may be used in the rooms. The organization reserving the room is responsible for setting up the room and returning all equipment, tables, and chairs to their original location.
- Rooms must be left in the same condition as found and vacated 15 minutes before the Library closes.
- Food and beverages may be served in the large meeting rooms (not the Conference Room); but these must remain in the meeting rooms at all times.
- Alcoholic beverages and smoking are prohibited in the Library and on its grounds.
- Groups are restricted from placing signs, flyers, or other materials in any part of the Library.
- Noise levels in the meeting rooms must be kept to a minimum so that Library customers and staff are not disturbed.
- Application for use by minors must be made by an adult aged eighteen (18) or over who assumes responsibility for adherence to Library rules. The adult must be present during the entire meeting.
- Library staff members may not be available to assist with the use of meeting room equipment.
- Neither Dover Public Library personnel nor the City of Dover is responsible for damage, loss, or disappearance of property or for injury to persons in connection with the use of the premises or equipment.
- The organization's representative is responsible for reading and imparting the rules and policies for use of meeting rooms to other group members. Should the rules not be adhered to or are abused in any way, the organization will be denied future use of Library meeting rooms.