Agenda

Dover Public Library Advisory Commission
July 15, 2014
5:00 PM
Conference Room

I. Call to order

II. Old business

A. Minutes of May 20, 2014
B. May, June statistics
C. Building Construction status
D. Staffing status
E. Council on Libraries report
F. The Friends of Library report
G. Dover Library Foundation Report

III. New Business: Budget Status

IV. Other

Next meeting: September 16, 2014

MINUTES

Dover Public Library Advisory Commission
May 20, 2014
5:00 PM
Conference Room

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

Dorothy called the meeting to order at 5:03 PM.

MINUTES

Zach made a motion to accept the minutes of March 18, 2014 as written and Beth seconded the motion.

MONTHLY REPORTS

Margie reported that our statistics are leveling off. Computer usage, circulation, programming and the meeting room usage are all very high. Dover's wireless usage is the highest in the state. Circulation across the country seems to be leveling off due to the use and availability of Ebooks and Ereaders. The library contributes 5% of our materials budget to the purchase of Ebooks.

CONSTRUCTION STATUS

The HVAC problem with the heating seems to be resolved and a maintenance contract is in place. The engineers are still observing the cooling functions. The whirring box has been moved and adjustments were made to the HVAC system to reduce the noise levels in the meeting rooms. Two issues remain, the grey water system tank in the children's rest room is broken and is not made any more; EDiS has not been able to find a replacement for it yet. Some of the slats on the benches around the Reading Garden need to be replaced. EDiS believes there is $400,000 in contingency money left. The building was built on time and within budget.

STAFFING STATUS

The library was given two new part-time library assistant positions for the Adult Services department. After advertising twice, we ended up with a nice pool of about 70 applicants. Nineteen telephone interviews were done and nine candidates were invited for interviews. Two candidates have been chosen and will meet with the City Manager next week.

COUNCIL ON LIBRARIES REPORT

New Castle County, Lewes, Harrington and Delmar are on the list to receive construction funding this year.

THE FRIENDS OF THE LIBRARY REPORT

The Friends had their annual meeting and election in April. The results of the election are as follows:

Bob Wetherall, President
Ann Alexander, Vice President
Barbara Reed, Treasurer
Mary Kaltreider, Secretary
Ruth Bochnowski and Barbara Qaissaunee, Directors' at Large

The Friends book shop is doing very well. They had their big book sale on the Saturday during Dover Days; but were disappointed with the results and may think about doing it differently the next time.

DOVER LIBRARY FOUNDATION REPORT

The Neaton family asked that donations in memory of Mr. & Mrs. Neaton be made to the library. The Foundation is continuing work on the investment policy. The Foundation has decided to create a permanent endowment using the Sada Davis Estate as the seed monies. Beth asked who Sada Davis was; Margie said that she is a relation to the Mercer's.

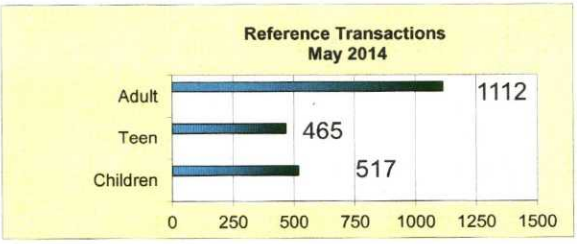
BUDGET STATUS

We received instructions to cut our budget by 2% to help cover the budget shortfall. Options for finding this sum of money were extremely limited. Approximately 70% of the budget income from the City is the cost of personnel. Other costs are inflexible maintenance contract costs. This leaves very little left that is possible to reduce. We chose to eliminate the full-time security request and a few other smaller line items. We're not sure at this point what has been decided.

Beth made a motion to adjourn, meeting adjourned at 5:40 PM.

Next meeting: July 15, 2014

DOVER PUBLIC LIBRARY



Circulation	May '14	FYTD '14	May '13	FYTD '13
Dover Residents	19,382	232,211	19,434	208,338
E-Books	1,636	15,546	1,101	10,500
Kent Residents Total -	13,965	165,432	14,750	162,466
~Harrington	146		150	
~Milford	134		162	
~Smyrna	1,007		1,320	
~Unincorporated Kent Co.	12,678		13,118	
Non-County Residents	2,198	26,055	2,425	23,285
New Registrations				
Dover Residents	320	4,050	364	3,921
Kent Residents Total -	35	729	70	1,305
~Harrington	1		1	
~Milford	1		0	
~Smyrna	2		9	
~Unincorporated Kent Co.	31		60	
Non-County Residents	5	78	9	119

Registered Library Users as of 5/31/14		Registered Library Users as of 5/31/13	
City of Dover Residents	23,392	City of Dover Residents	20,637
Kent County Residents	12,679	Kent Co. Residents	13,112
Sussex County Residents	367	Sussex Co. Residents	369
New Castle Co. Residents	548	New Castle Co. Residents	539
Out of State	58	Other	63
TOTAL	37,044		34,720

Other				
*Visiting Patrons	26,434	294,715	24,940	288,553
Meeting Room Usage	1,739	20,849	2,425	12,820
Photocopier Usage	1,270	12,780	1,789	14,733
Computer Printing Usage	3,133	28,766	3,175	23,208
Computer Users	4,641	51,539	4,973	44,871
**Wireless Computer Users	1,501	14,796	1,112	5,569
Inter/Intralibrary - Loaned	59		75	
Inter/Intralibrary - Borrowed	39		62	
Holds Sent	3,590		3,690	
Holds Received	2,696		2,649	
TOTAL	6,384	68,235	6,476	65,183
Tech Services/Items Added	1,853		2,282	
Tech Services/Items Deleted	1,051		1,363	

Monthly Highlights

- ►493 attended 56 program for adults.
- ►436 attended 12 programs for teens.
- ►458 attended 17 programs for children.
- ►29 volunteers completed 328 hours of service.

* Estimated Figure

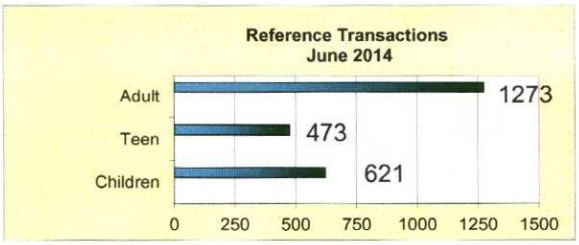
**State began tracking wireless usage in January 2013.

Job Center Statistics

	May 2014	May 2013
Number of Walk-in Hours Open	41	39.5
Number of Walk-in Participants	131	132
Resumes and Cover Letters (Created/Edited/Critiqued)	14	12
Mock Interviews Conducted	0	2
Job Center Volunteers	3	20
Number of Volunteer Hours	37.5	70.5

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

DOVER
PUBLIC LIBRARY



Circulation	June '14	FYTD '14	June '13	FYTD '13
Dover Residents	22,007	254,218	19,434	208,338
E-Books	1,673	17,219	1,101	10,500
Kent Residents Total -	15,511	180,943	14,750	162,466
~Harrington	246		150	
~Milford	92		162	
~Smyrna	1,254		1,320	
~Unincorporated Kent Co.	13,919		13,118	
Non-County Residents	1,897	27,952	2,425	23,285
New Registrations				
Dover Residents	461	4,511	401	4,322
Kent Residents Total -	40	769	149	1,454
~Harrington	2		3	
~Milford	0		0	
~Smyrna	5		12	
~Unincorporated Kent Co.	33		134	
Non-County Residents	6	84	10	129

Registered Library Users as of 6/30/14		Registered Library Users as of 6/30/13	
City of Dover Residents	23,834	City of Dover Residents	20,510
Kent County Residents	12,718	Kent Co. Residents	12,841
Sussex County Residents	370	Sussex Co. Residents	369
New Castle Co. Residents	551	New Castle Co. Residents	526
Out of State	58	Other	62
TOTAL	37,531		34,308

Other				
*Visiting Patrons	29,243	323,958	29,081	317,634
Meeting Room Usage	1,512	22,361	1,925	14,745
Photocopier Usage	1,115	13,895	1,066	15,799
Computer Printing Usage	2,246	31,012	1,953	25,161
Computer Users	4,498	56,037	4,813	49,684
**Wireless Computer Users	1,601	16,397	1,122	6,691
Inter/Intralibrary - Loaned	79		44	
Inter/Intralibrary - Borrowed	50		53	
Holds Sent	4,031		3,586	
Holds Received	2,781		2,906	
TOTAL	6,941	75,176	6,589	71,772
Tech Services/Items Added	1,356		1,065	
Tech Services/Items Deleted	794		873	

Monthly Highlights

- ►437 attended 52 program for adults.
- ►431 attended 17 programs for teens.
- ►956 attended 29 programs for children.
- ►39 volunteers completed 470.5 hours of service.

* Estimated Figure

**State began tracking wireless usage in January 2013.

Job Center Statistics

	June 2014	June 2013
Number of Walk-in Hours Open	48.5	42
Number of Walk-in Participants	167	235
Resumes and Cover Letters (Created/Edited/Critiqued)	22	20
Mock Interviews Conducted	0	0
Job Center Volunteers	5	19
Number of Volunteer Hours	52.75	72

150 attended 39 programs/classes coordinated through the Job Center.