



## **Dover Public Library Advisory Commission**

**July 18, 2023, 11:00AM, 2<sup>nd</sup> Floor Conference Room**

### **MINUTES**

**Attending:** President, Zach Carter; Admin Assistant, Karen DeMarco; Jaclyn Hale; Council Liaison, Fred Neil; Jill Street; Library Director, Brian Sylvester

**Absent:** City Manager, Dave Hugg

**Call to order:** Zach Carter called the meeting to order at 11:05AM.

**Minutes of May 16, 2023:** Fred made a motion to accept the minutes as submitted; Jaclyn seconded the motion. All were in favor, motion passed.

### **Old Business:**

**A. Statistics** – Brian reported that new library registrations were slightly up in May. Physical circulation of materials and registered users are both trending below FY2022; electronic materials and foot traffic are up. Zach pointed out that Kent County library users are on the rise. Passport services are still going strong. Jill suggested increasing the price on the library portion of the passport fees.

**B. Staffing Status** – Susan Elizabeth Cordle took a job at the Delaware Division of Libraries as an Administrative Librarian. In a recent conversation with Susan Elizabeth, Jill asked if she had the opportunity to do an exit interview with the City, to which Susan Elizabeth replied that she had not. Rosie Mujica was internally promoted to the Head of Youth Services, Librarian II, as Susan Elizabeth's replacement. Rebecca Manchester was also promoted internally from PT Library Clerk I to PT Library Assistant to take Brantley Craig's position in Adult Services. A third PT Passport Clerk was approved in the FY2024 budget.

**C. Security** – The library has had a handful of issues with teenagers. An incident occurred where a group of kids were accused of throwing rocks at cars; the video footage proved that incorrect. There were not any security issues at Comic Con. There have been a couple of issues with potential overdoses; a staff member was needed to start the Naloxone process on a patron. Jaclyn voiced concern at a staff member doing this. Brian said that the Sunstates security guards are not authorized to administer Naloxone. There was an attempted break-in of a car parked in the front of the building. A one-year ban was issued to a patron for having a large hunting knife in his belt. Jill had an incident with men sitting by the entrance doors, potentially drinking alcohol, after library hours. Brian will see if we can get additional police patrols through the parking lot after hours. Jill asked if it might be time to talk about adding another security guard. Brian agreed that there are times when two guards may be needed but the majority of the time one guard is enough. The library is in the middle of a project to upgrade security cameras.

**D. Council on Libraries Report** – No report; Council has not met recently.

**E. The Friends of Dover Library Report** – No report.

**F. Dover Library Foundation Report** – A representative from Janney Montgomery Scott, the foundation's financial investment group, gave a presentation at the June board meeting. Dr. Erosa Mark Iriowen, a chemistry professor at DSU and Wilmington University, was approved for the board.

**G. Kent County Levy Court Report: Library Tax Districts** – Levy Court voted to establish a tax district for the Capital School District. Only the unincorporated portions of that geographic area, which includes Hartley, Cheswold and up to Garrisons Lake, will be affected. This will not affect the City of Dover residents. The tax rate is .033 per \$100 of assessed value. Brian asked the County for a revenue estimate. Zach mentioned that the Milford Library had to reduce their hours of operation; Brian said that was due to losing Reciprocal Borrowing money. Zach said the tax is great for Harrington and Smyrna. Brian's understanding is that a board will have to be formed to make an annual recommendation to the Levy Court on what the tax rate should be set at for each district.

Jaclyn shared information on Ebooks. Delaware Division of Libraries pays for the Overdrive platform fee and they contribute funds for the purchasing of Ebooks. DDL also supplements what they already plan to invest with year-end remaining funds. The amount they contribute every year varies a bit depending on that. The states appropriation for E-media purchases increased by \$350,000 this year. These funds will go toward supporting E-media collections across all age groups. Jaclyn also shared the Council on Libraries text from a motion made at a meeting in 2013. The Council made a recommendation that libraries contribute 10% of their collection budget toward Ebook collections. That recommendation remains the same, however, the state would like to take a deeper look at E-media collections as a whole since things have changed in the last 10 years and there is extra funding from the state now as well. Library contributions make it possible to have the Hoopla platform.

#### **New Business**

**A.FY2024 Library Budget Update** - Brian reported that the budget has passed. The library was given approval to hire a third PT Passport Clerk. The IT department put in a new telephone system throughout the city. No significant cuts. Zach said that only problem might be the loss of revenue from Reciprocal Borrowing.

**Other:** None.

Zach made a motion to adjourn at 12:01pm; Jill seconded the motion. All were in favor, motion passed.

**Next meeting:** September 19, 2023