Agenda

Dover Public Library Advisory Commission
July 19, 2016
5:00 PM
Meeting Room B

I. Call to order: Introduction of new LAC Board member, Jill Street

II. Presentations:

A. Maurice Sendak: 50 Years, 50 Works, 50 Reasons
B. Comic Con, 2016

III. Old business

A. Minutes of March 15, 2016
B. March, April, May and June 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

IV. New Business

V. Other

Next meeting: September 20, 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.

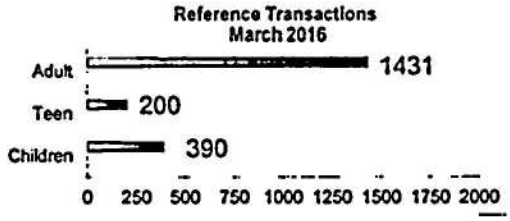
OTHER
Zach asked how the story time programs are going. Margie reported that a member of the public filed a complaint with the Fire Marshall's office about overcrowding in the story time room during story times. The Fire Marshall looked at the capacity levels; and decreed that the capacity of the room 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.

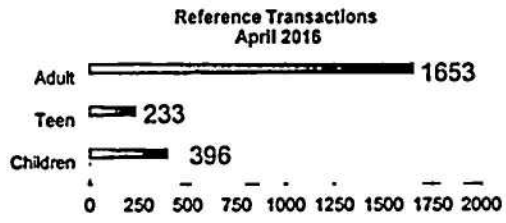
* Estimated Figure

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.

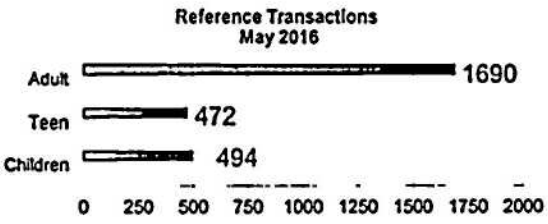
* Estimated Figure

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
PUBLIC LIBRARY



Circulation	May '16	FYTD '16	May '15	FYTD '15
Dover Residents	17,523	203,204	17,931	219,985
E-Books	2,552	28,284	2,198	22,577
Kent Residents Total -	10,113	123,956	11,008	145,491
~Harrington	137		96	
~Milford	77		131	
~Smyrna	538		647	
~Unincorporated Kent Co.	9,361		10,134	
Non-County Residents	1,759	20,671	1,723	21,383

New Registrations				
Dover Residents	266	3,885	271	3,790
Kent Residents Total -	36	355	37	427
~Harrington	1		1	
~Milford	0		0	
~Smyrna	5		0	
~Unincorporated Kent Co.	30		36	
Non-County Residents	9	68	3	65

Registered Library Users as of 5/31/16		Registered Library Users as of 5/31/15	
City of Dover Residents	28,475	City of Dover Residents	27,185
Kent County Residents	11,602	Kent Co. Residents	12,903
Sussex County Residents	421	Sussex Co. Residents	410
New Castle Co. Residents	566	New Castle Co. Residents	601
Out of State	54	Other	62
TOTAL	41,118		41,161

Other				
*Visiting Patrons	32,053	311,920	25,330	305,564
Meeting Room Usage	1,592	16,985	1,889	19,804
Photocopier Usage	757	12,963	1,298	12,392
Computer Printing Usage	2,730	36,443	3,247	35,154
Computer Users	4,204	49,067	4,346	51,634
Wireless Computer Users	1,169	18,126	1,799	19,305
Inter/Intralibrary - Loaned	71		74	
Inter/Intralibrary - Borrowed	59		29	
Holds Sent	3,752		3,430	
Holds Received	3,105		2,708	
TOTAL	6,987	75,751	6,241	71,809
Tech Services/Items Added	1,979		2,293	
Tech Services/Items Deleted	2,505		802	

Monthly Highlights

- ►990 attended 64 program for adults.
- ►326 attended 26 programs for teens.
- ►778 attended 38 programs for children.
- ►18 volunteers completed 329 hours of service.

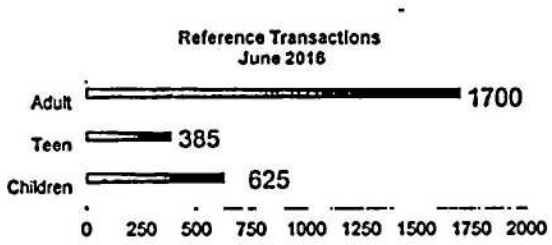
* Estimated Figure

Job Center Statistics

	May 2016	May 2015
Number of Walk-In Hours Open	42	35.5
Number of Walk-In Participants	143	120
Resumes and Cover Letters (Created/Edited/Critiqued)	0	22
Mock Interviews Conducted	0	0
Job Center Volunteers	0	2
Number of Volunteer Hours	0	3

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

DOVER PUBLIC LIBRARY



Circulation	June '16	FYTD '16	June '15	FYTD '15
Dover Residents	21,273	224,477	22,012	241,997
E-Books	2,527	30,811	2,224	24,801
Kent Residents Total -	11,289	135,245	14,061	159,552
~Harrington	196		219	
~Milford	92		159	
~Smyrna	857		1,036	
~Unincorporated Kent Co.	10,144		12,647	
Non-County Residents	1,765	22,436	2,013	23,396
New Registrations				
Dover Residents	293	4,178	362	4,152
Kent Residents Total -	60	415	48	475
~Harrington	1		1	
~Milford	2		1	
~Smyrna	15		9	
~Unincorporated Kent Co.	42		37	
Non-County Residents	5	73	10	75

Registered Library Users as of 6/30/16		Registered Library Users as of 6/30/15	
City of Dover Residents	28,597	City of Dover Residents	27,380
Kent County Residents	11,585	Kent Co. Residents	12,855
Sussex County Residents	421	Sussex Co. Residents	410
New Castle Co. Residents	563	New Castle Co. Residents	607
Out of State	55	Other	62
TOTAL	41,221		41,314

Other				
*Visiting Patrons	31,047	342,967	28,056	333,620
Meeting Room Usage	1,256	18,241	1,381	21,185
Photocopier Usage	809	13,772	1,019	13,411
Computer Printing Usage	3,456	39,899	2,506	37,660
Computer Users	4,518	53,585	4,566	56,200
Wireless Computer Users	1,246	19,372	2,000	21,305
Inter/Intralibrary - Loaned	69		65	
Inter/Intralibrary - Borrowed	42		42	
Holds Sent	4,146		4,081	
Holds Received	3,091		3,007	
TOTAL	7,348	83,099	7,195	79,004
Tech Services/Items Added	2,624		1,652	
Tech Services/Items Deleted	2,432		716	

Monthly Highlights

- ►722 attended 79 program for adults.
- ►478 attended 35 programs for teens.
- ►805 attended 49 programs for children.
- ►21 volunteers completed 311.5 hours of service.

* Estimated Figure

Job Center Statistics

	June 2016	June 2015
Number of Walk-In Hours Open	48.5	62.5
Number of Walk-In Participants	144	136
Resumes and Cover Letters (Created/Edited/Critiqued)	0	20
Mock Interviews Conducted	0	0
Job Center Volunteers	0	2
Number of Volunteer Hours	0	4

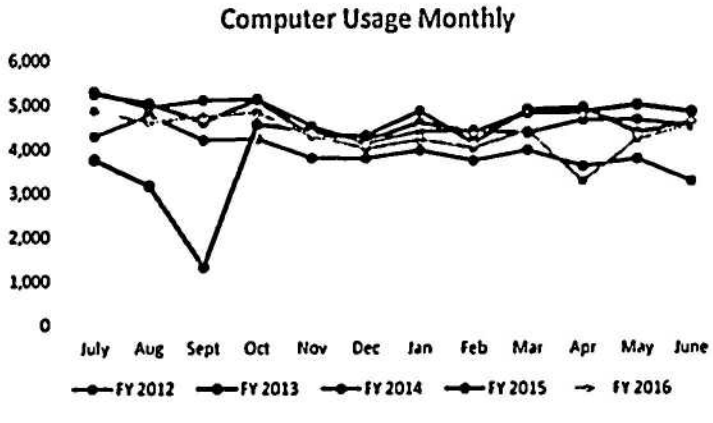
324 attended 51 programs/classes coordinated through the Job Center.

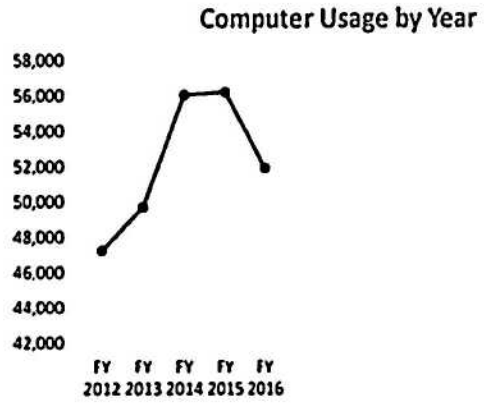
Dover Public Library
Usage Statistics

July 2015-June 2016

Computer Usage - Monthly

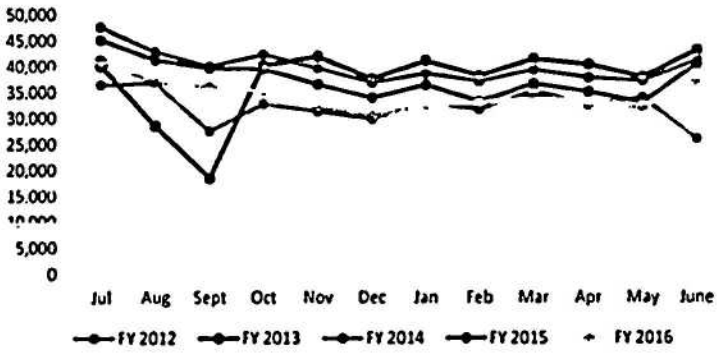
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
July	4,288	3,753	5,302	5,243	4,855
Aug	4,753	3,157	4,941	5,034	4,609
Sept	4,193	1,317	5,107	4,604	4,734
Oct	4,226	4,542	5,126	5,107	4,819
Nov	3,787	4,418	4,508	4,283	4,284
Dec	3,780	4,181	4,122	4,285	4,013
Jan	3,951	4,579	4,404	4,833	4,199
Feb	3,720	4,346	4,405	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	4,204
June	3,244	4,813	4,498	4,566	4,518
	47,236	49,684	56,037	56,200	51,894

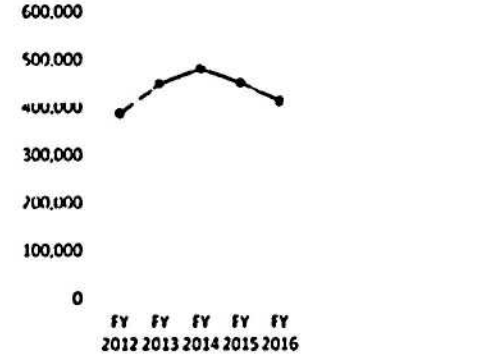




Circulation - Monthly

	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	31,947
June	25,982	42,978	41,088	40,310	36,854
	386,127	447,787	480,332	449,746	412,969



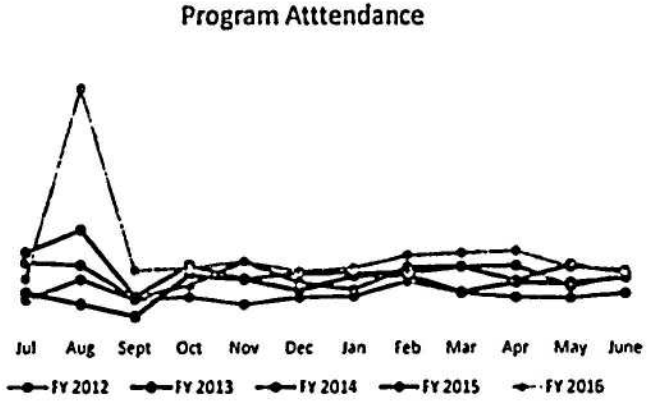


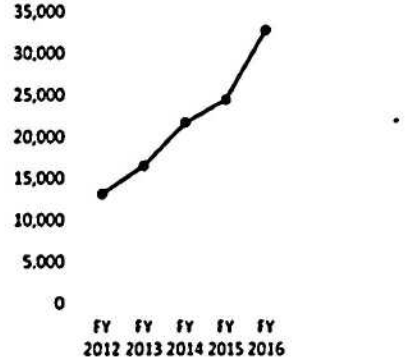
Dover Public Library

July 2015-June 2016

Program Attendance - Monthly

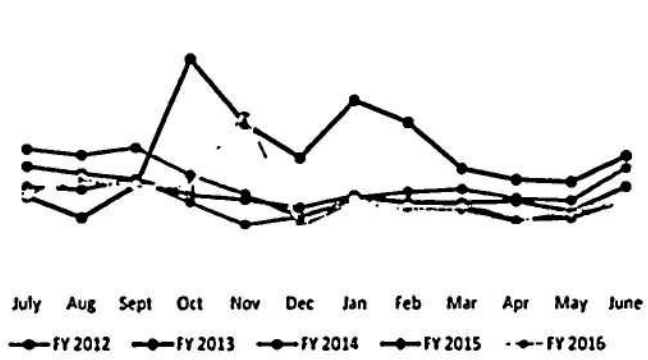
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Jul	915	1,164	2,283	2,653	1,683
Aug	1,661	755	2,194	3,470	8,673
Sept	919	308	983	1,019	1,994
Oct	1,002	1,799	1,459	2,186	2,066
Nov	735	1,663	2,318	1,648	2,317
Dec	991	1,239	1,553	1,891	1,945
Jan	1,041	1,785	1,289	1,871	2,066
Feb	1,606	1,813	2,122	1,887	2,541
Mar	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	2,094
June	1,141	1,731	1,824	1,888	2,005
	13,127	16,486	21,707	24,430	32,718

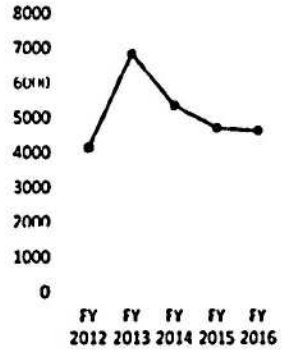




New Library Cards - Monthly

	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	311
June	358	560	507	420	358
	4141	6845	5,341	4,702	4,625





Dover Public Library
Usage Statistics

July 2015-June 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	1,169
June		1,122	1,601	2,000	1,246
		6,691	16,397	21,305	19,372

