

## **Lewes Public Library Board of Commissioners**

**September 13, 2016, 8:30 a.m.**

### **Delaware Room**

Attending the meeting were Board Members Ned Butera, Beckie Healey, Hugh Leahy, Barbara Vaughn and Chanta Wilkinson; also attending were Friends of Lewes Public Library President Candace Vessella; LPL Director Ed Goyda; LPL Teen Services Librarian Lea Tomer; and Lewes City Councilmen Rob Morgan and Dennis Reardon.

Meeting called to order by Board Chairwoman Beckie Healey at 8:34 a.m.

### **Approval of Minutes**

The minutes of the August 9, 2016 regular meeting were reviewed. Motion made to accept the regular meeting minutes as presented. Board voted unanimously to approve the motion.

### **Financial Reports**

Treasurer Hugh Leahy presented the financial reports.

### **Director's Report**

For details, see Director's August Report attached.

### **Friends' Report**

Friends Board President Candace Vessella provided the following update:

The Friends Shop – The shop is doing great and this is evidenced by the fact that it is \$1,100 away from covering all cost for the shop. These costs include supplies, cash register, etc.

Lewes'iana Ball – Tickets are sale for the event that will be held on November 5, 2016 at the Officers Club in Cape Henlopen State Park.

Book Sale – Book sale will be held on October 1<sup>st</sup>. Friends preview night is September 30<sup>th</sup> from 4:30 – 6:30. There will be over 9000 books for sale.

Friend's Board – There are two (2) vacancies on the board. Announcement advertising the vacancies will be made on or around October 1<sup>st</sup> and the board will begin the process of vetting the applicants pursuant to the Bylaws. Plan is to have new board members appointed by December.

Holiday Sale – Event will be held on December 3<sup>rd</sup> from 3:00– 5:00 p.m. This is an event for Friends Members and will feature collectible and rare books, as well as other products for sale in the shop.

### **Old Business**

Board Applicants & Other Issues - Board will meet during executive session to discuss this matter.

Meeting Room Policy – The board reviewed the policies and made revisions. Ed will present the revised document for the Board’s final approval at the October meeting.

Fundraising Needs – Motion made for approval to engage Horizon Philanthropic Services for a six-month campaign to revitalize the existing legacy society at an estimated cost of \$13,000. Board voted unanimously to approve the motion.

Letter of Termination – Beckie will draft a letter to terminate the lease of old building.

### **New Business**

Senate Bill 227 – Council on Libraries is still going to present request to Secretary of State to provide funding for half of the library’s FF&E expenses.

Sussex Academy of Arts and Sciences – Discussion ensued surrounding the possibility of Sussex Academy having its annual Derby Day fundraising event on the library’s grounds or parking lot. Secretary Chanta Wilkinson will follow-up with representatives from the school for further details about the event and schematics of the set-up.

Meeting was adjourned at 10:52 a.m.

Respectfully submitted

Chanta Wilkinson  
Secretary

**Lewes Public Library  
Director's Report  
August 2016**

- **Collection**

Current collection size: 57,520

	<b>August 2016</b>	<b>YTD FY17</b>	<b>August 2015</b>	<b>YTD FY16</b>
<b>Titles added</b>	<b>441</b>	<b>778</b>	<b>310</b>	<b>636</b>
<b>Total circulation</b>	<b>23,881</b>	<b>45,846</b>	<b>18,653</b>	<b>37,856</b>
Juvenile circulation	6,841	13,789	4,985	10,840
eBook circulation	2,363	4,438	2,083	4,107

- **Programs**

	<b>August 2016</b>	<b>YTD FY17</b>	<b>August 2015</b>	<b>YTD FY16</b>
<b>Daily Traffic</b>	<b>17,758</b>	<b>34,537</b>	<b>14,924</b>	<b>29,918</b>
<b>Programs</b>	<b>81</b>	<b>159</b>	<b>65</b>	<b>136</b>
<b>Attendance</b>	<b>1,832</b>	<b>4,189</b>	<b>1,654</b>	<b>3,669</b>
Adult programs	46	89	29	62
Adult attendance	665	1,275	440	694
Children's programs	35	70	36	74
Children's attendance	1,167	2,914	1,214	2,975

**Program Highlights:**

August 3, Sailing Across the Atlantic, 25 attendees  
 August 4, Twin Poets Reading, 36 attendees  
 August 15 - 29, Food for Thought (3 sessions), 88 attendees

August 17, iPad Basics, 8 attendees  
 August 19-20, Writers' Conference, 139 attendees  
 August 22, iPhone Photography, 12 attendees  
 August 26, New Faces of Shakespeare, 36 attendees

## Upcoming Programs:

September 14, 7:00 p.m., Will's Wonders Never Cease  
September 16, 6:00 p.m., Shakespeare in the Stacks  
September 17, 10:00 a.m., Community Carnival  
September 17, 7:30 p.m., Cymbeline  
September 30 – October 1, Friends Book Sale

**Great Decisions:** The next round of Great Decisions have been scheduled for Thursdays from March 30 to May 18.

- **Facility**

**Operations Manual:** Work continues on the operations manual.

**Vending Machines:** The "Lewis" Library issue has been fixed.

- **Technology**

**Computer Training Room:** Connections in the training room have been completed.

**PA System:** Mid South Audio is working on an issue with music being played over the speakers in the main area.

- **Staff Development**

**Facility & Technology Training:** Staff training on equipment is scheduled for the afternoon of September 16, as we'll already be closing early for Shakespeare in the Stacks.

**Sussex County Staff Development Day:** The library will be closed for Sussex County Staff Development Day on September 22.

- **Miscellaneous**

**Meeting & Study Room Use:**

	August 2016	YTD FY17	August 2015	YTD FY16
Meeting Rooms	22	50	15	30
Study Rooms	138	271	N/A	N/A

**New User Registrations:**

	<b>2015</b>	<b>2016</b>
April	105	108
May	108	1
June	198	264*
July	187	492
August	175	370

\*June 20 – June 30.

**State Meetings:** The Library will be hosting the Adult Services meeting on September 14 and the Council on Libraries meeting on October 6.