

Handley Regional Library Board Agenda, May 19, 2015 Handley Library 4:30 p.m.

1. Review of the minutes from March 2015
2. Public Comments
3. Director's Report and statistics
4. Treasurer's Report
Monthly financials
5. Report from Clarke County Library
6. Reports of committees:
 - a. Archives
 - b. Facilities
 - c. Long Range Planning
7. Frederick County liaison
8. Unfinished business
9. New business
10. Comments by Board members
11. Schedule meetings

Upcoming Meetings and Activities

Library Board meeting	Tues.,	June 16	4:30	Handley Library
Library Board meeting	Tues.	July 21	4:30	Bowman Library
Library Board meeting	No meeting in August			

For complete information on library activities, visit "Events" on the library's web page
www.handleyregional.org

Library Board Meeting April 21, 2015

The regular monthly meeting of Handley Regional Library was held Tuesday, April 21, 2015 in Barns of Rose Hill, Berryville. Present from 4:30 were Ms. Comer, Mr. Schultz, Mr. Sullivan, Ms. Fox, Mrs. Lloyd, Mr. Sydnor, and Mrs. McCoig. Representing the Clarke County Library Advisory Council was Mr. Dirck Holscher, and Christopher Curran. Representing Frederick County Supervisors was Mr. Bob Wells. Representing the staff were Mr. Huddy, Mrs. White, Mrs. Kennedy, and Ms. Ritchie.

1. Mrs. Lloyd called the meeting to order. Minutes from March 17, 2015, were approved as sent.
2. Mrs. Lloyd welcomed Mr. Dirck Holscher, and Christopher Curran, members of the Clarke County Library Advisory Council. Mr. Curran is chairman of the Council.
3. Mr. Huddy gave the Director's Report. He summarized some important points they learned in a Disney training class at Lord Fairfax Community College. Next week winners of the second annual staff contest to improve service will be chosen. Outreach to Mexican Consulate was successful, with help from Shenandoah University students.
4. Mrs. McCoig gave the Treasurer's report. The March benchmark is 75% for the budget. Snow removal was \$3,170. Contractual included \$661 to upgrade Past Perfect software and was paid by Graves's funds. Cochran fund was used to place \$1,070 service contract on Archives microfilm reader/printer. Ancestry.com was renewed with Graves's funds. Capital expenditures included \$2,415 in computer equipment and \$180 for a scanner for Archives purchased with Graves's money. Televisions were purchased for Bowman Library (\$350) and Clarke County Library (\$190). Friends' funds were used to purchase a laptop for the auditorium projector (\$300).

The Endowment Fund ended March 2015 with \$3.370 million, (down \$19,000 from last month). Year to date, the fund is down \$44,000, not including contributions or \$86,000 in transfers to checking.

5. For the Clarke County Library report, Mrs. Kennedy said the 30th anniversary celebration went well on Saturday, April 18, and drew some people who would not usually come to the library. There is an ongoing \$10 bookplate donation campaign. The *Winchester Star* ran articles on Friday and Monday. New employee Sharon Woodard started recently. New children's computers that are on order will be a pilot project. She, Mr. Huddy, Mr. Holscher, and Mr. Curran went to the Clarke County Supervisors to thank them for their support. She and Mr. Huddy met with Parks and Recreation; two summer camps will come to the library weekly all summer long. Lisa Cook, president of Rotary, set aside money to create Little Free Library outside the senior center using donated books, and Mrs. Kennedy will assist with that project. Mrs. Kennedy will go to Boyce Elementary to discuss summer reading and the library. Outreach will continue in the summer.

6. Reports of committees:

- Archives: Ms. Comer said that having new equipment in the Archives is very encouraging. Tina Helms' hours for processing photographs will be increased through the Cochran funds. Lorna Loring is being paid by the Winchester-Frederick County Historical Society to catalog manuscripts four hours a week. Archives is making all displays in the library.
- Facilities: Mr. Sullivan had no report. Mr. Huddy said we are in process of signing a new contract with lawn service.
- Long Range Planning: The Board voted by written ballot for their choice for Vision and Mission statement. Library staff had drafted three choices for each statement. The Board's choices were Vision: "Handley Regional Library system aspires to be the center of information and learning," and Mission: "Handley Regional Library system provides outstanding information, resources, programs and services to enrich our diverse community."

7. Mr. Huddy said that he met with Carl Esterhay of Eagle Investments, Bank of Clarke County, for an informal session to learn more about the library's endowment funds. Mr. Huddy is seeking a source of funds for improved technology for the library. The library needs to compile an internal capital improvement plan.

8. Mr. Wells gave his report for the Frederick County Supervisors. He congratulated the Clarke County Library on their 30th anniversary. The Supervisors have been busy. The new county administrator Brenda Garton starts in May. She is an avid library supporter. Mr. Wells has discussed having the libraries open on Thursdays; he has support from the chairman and three Supervisors who are looking at it. State mandates have made the budget tight. The Supervisors will revisit the budget request in the fall. Mrs. Lloyd thanked him for his efforts on behalf of the library.

9. Unfinished Business:

- Library survey: Mr. Huddy met with Jonathan Turkel of the Frederick County Parks and Recreation Department to discuss a user survey that the Parks had conducted. Mr. Huddy is looking for ways to survey non-library users to gain ideas on making the library an inviting place for non-users. The Frederick County survey cost \$4,000 even though it was done in-house. Mr. Curran did a survey through Survey Monkey for Hospice. Mr. Sydnor said you don't have to survey that many to get a statistically correct sample; observation gives good results.
- Budget update: Mr. Huddy said Clarke County budget request was approved for \$5,000 more than last year. Mr. Huddy suggested that next year he would like to have the administrators from the jurisdictions and library staff meet together to discuss budget requests. Mr. Wells suggested having quarterly meetings of the group.

10. New Business:

- Mrs. White said that originally the Virginia Retirement System, (VRS), had employee and employer components, although the employer paid the contributions for the employee. In 2012 the state decided to require the employees to pay their 5%

portion. This is the fourth year of moving into line with VRS requirements. Instead of having one more incremental year, Mrs. White suggested going to 0 – 5% this year. Ms. Fox moved to adopt the resolution at the employer paid member contribution of 0% and the employee paid member contribution of 5%. Ms. Comer seconded the motion. The motion passed unanimously. This will be effective July 1. If a staff member moves to another VRS-covered job, their contributions move with them. For complete wording, see the attached resolution.

- Mr. Huddy covered staff reorganization. The Public Relations and Marketing Associate position has been reorganized to be a direct report to the Friends Executive Director, which will now be called Community Relations Manager/Executive Director. He is interviewing candidates for the new twenty-hour position. The new job descriptions were distributed to the Board. Mr. Huddy said that to the Friends, nothing will change. Mr. Sydnor moved to accept the new organization chart; Mr. Schultz seconded; the motion passed unanimously.

11. Comments by Board members:

- Mrs. Lloyd asked Board members to let Ms. Ritchie know when they cannot attend meetings.
- Mr. Sullivan said his niece works at a Maryland schools system, and their school library card became their public library card. Mr. Huddy has investigated this, and the local school students don't have school library cards. Mr. Sullivan suggested a suggestion box might reveal information that might not be available otherwise.

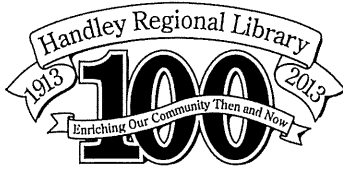
12. Committee meetings

A Long Range committee needs to be scheduled. Mr. Huddy will check with Mr. Clawson and schedule it.

13. The meeting adjourned at 5:23 p.m.

Judy Lloyd, Chair

Nancy Comer, Secretary
Pat Ritchie, Recording Secretary



Director's Report to the Board for April 2015

Submitted May 19, 2015

Significant accomplishments during the month

April breezed in and set us on whirlwind of activity. Valley Reads, our first area-wide summer reading program, was firmed up and made ready to go. Posters created, partners involved, excitement built. We have partners from each locality from as far south as Belle Grove out to the Clarke County Parks and Recreation Department.

Also of note was a substantial increase in outreach efforts via the schools and the second Family Literacy Day. The latter was held at Douglass Park, and the library was one of many literacy partners who came to entertain and inform. Staff gave storytimes to crowds from a giant chair, which you may have seen in the Star. All of this leads to the huge increase in card registration that you will see in our statistical reports.

We also celebrated the thirtieth anniversary of the Clarke County Library in April. The Clarke County Advisory Council sponsored this. It was well attended and a good time was had by all. Supervisor Mike Hobert was on hand who was also at the grand opening in 1985! John met with the Clarke County Advisory Council as well who authorized the purchase of two new game computers for the library.

We celebrated National Library week with a variety of successful programs. We also worked to lobby our localities to fund our budget request and so far we have met with some success. Operation Homeschool was underway—we asked local homeschoolers to contact their supervisors/councilmen to fund our Thursday hours increase.

John attended the annual Virginia Public Library Director's Meeting at Graves Mountain where the focus was on lobbying the state for our state aid and the concept of "turning outward" for libraries. This is a version of the outreach that we do but is slightly more community focused and less library focused.

Circulation:

Handley Circulation staff did a major shift of adult non-fiction following the extensive weeding project there. The inventory project was delayed a bit because of these changes but is back on track now. Bowman staff reviewed and edited 198 card applications from Daniel Morgan Middle School. The initial input was done by parent volunteers with the help of the Handley Operations Manager.

Technology:

Began the process to update our TLC (The Library Corporation) services. Our web server's operating system must be upgraded to Server 2008 before the rest of TLC upgrades and patches can take place.

Youth Services:

Seasonal programs ended on April 18, Literacy Day, with special programs in Winchester at the Douglass Park and at Bowman Library. Literacy partners, local authors, volunteer readers and others made the day an exciting one to promote family literacy and reading books together. The Annual Homeschool Showcase was held at Bowman Library on April 21.

Adult Services:

Coordinated the MoneySmart financial workshops with John Clawson; this included orientation for volunteers and coordinating publicity for these workshops.

Bowman Library: The expanded Second Glance Book Shop at Bowman Library is now open. On April 28th, the large lobby display cases, which are the expanded portion of the shop, were filled with a selection of adult and children's books and DVDs. Sales have been going well and we plan to do some publicity to get the word out about the new and improved shop.

Handley Library:

Young Adult area improvements: On April 2, Ann White, Pat Ritchie, Jennifer Sutter, and two volunteers worked to rearrange the young adult room by bring a wooden shelving unit from up from Archives. Relocating this bookcase allowed the young adult collection to spread out and to be more inviting to the youth. In addition, we have worked with the Handley Teen Advisory Group to brainstorm other changes to this area that would make it more welcoming to teens. To date, additional changes to this area include: colorful LED lights wrapped on the wrought iron spiral stairs and chalkboard paint applied to two 3'x 5' areas. The areas painted with chalkboard paint have social media signs mounted on them and include social media references (i.e. #HLTeens, #loveHRL).

Friends of Handley Regional Library, Barbara Dickinson

Barbara Dickinson and Joan Johnson were surprised with the J. Donald Shockey, Jr. award for Excellence in Volunteer Management at the Non-Profit Alliance for Excellence and Our Health National Volunteer Week program.

Training:

John attended the VPLDA's annual retreat as noted above.

Barbara and John took training on Development/Fundraising at Lord Fairfax Community College which was found to be very enriching.

Staff took various webinars for enrichment. For example Pat viewed one on the "Nine Keys to Retaining Donors."

Outreach:

Family Literacy Day on April 18

Tiny Tales at the Museum of Shenandoah.

Independent Schools of Winchester on April 14.

Shenandoah University in Service reading to preschoolers.

Ann and Jennifer met with Principal of Daniel Morgan Middle on April 13.

Daniel Morgan Middle rising 5th Grader Parent night on April 21.

Program for afterschool kid's club at Virginia Avenue on April 27.

James Woods Middle School for a program on April 27.

Meeting with school librarians at Orchard View Elementary on April 28.

Apple Pie Ridge program for K through 5 on April 28 as well.

Wonderful Quotes of the Month:

From Aeron Hart of Blue Ridge Legal Services:

“Many of the assists led to subsequent appointments that ended with more enrolled, so what Handley helped us do was truly a game changer this spring. . . . You and your staff have been instrumental in helping people get enrolled in this area- that is no little thing! Most of the people I’ve seen come scared and confused and leave grateful and relieved. I have been so impressed and grateful by how accommodating and friendly you all have been. I look forward to doing more with you all very soon!”

From Stormy Thrasher of the Literacy Volunteers of America:

“When our students begin to read, many new worlds are open to them. The library is a vast new land for exploration and, John, your participation in this transition in their lives - through your support of cards, learning environments, and tours – has a profound impact on them! Once a place that seemingly (from their often skewed perspective) excluded them, the Public Library now belongs to them, too. It is a HUGE step in their journey to empowerment in our society”

For complete information on library activities, visit “Events” on the library’s web page
www.handleyregional.org

**Borrowing by Residents of Clarke, Frederick, & Winchester
April 2015**

(Checkouts of books, AV, and downloadables only)

	<u>Clarke*</u>		<u>Frederick</u>		<u>Winchester</u>		<u>Total</u>	
	2014-15	2013-14	2014-15	2013-14	2014-15	2013-14	2014-15	2013-14
July	10,005	9,942	49,018	48,969	16,716	15,839	75,739	74,750
August	8,346	8,302	40,653	40,698	14,319	13,543	63,318	62,543
September	8,962	7,309	36,748	32,235	13,618	11,510	59,328	51,054
October	7,444	7,516	37,135	35,161	14,227	12,248	58,806	54,925
November	7,328	7,439	35,904	34,087	13,033	12,430	56,265	53,956
December	7,089	6,308	33,003	27,502	12,011	10,165	52,103	43,975
January	8,212	6,796	38,518	33,931	14,345	12,263	61,075	52,990
February**	7,787	7,180	36,451	33,821	12,983	12,192	57,221	53,193
March	8,827	7,811	37,799	36,902	14,696	14,074	61,322	58,787
April	7,604	7,369	34,464	33,417	12,715	12,740	54,783	53,526
May		6,714		33,246		12,279		52,239
June		9,215		42,826		16,037		68,078
YTD	81,604	75,972	379,693	356,723	138,663	127,004	599,960	559,699
% of total	13.60%	13.57%	63.29%	63.73%	23.11%	22.69%		431,423
					Increase over previous YTD		7.2%	422,406

** Feb. 2010, closed 36.1% for snow

Current month

Borrowing by Clarke Co., Frederick Co., Winchester residents	54,783
Borrowing by nonresidents	4,034
Downloadables & deposit collections	4,476
Total borrowing	63,293

Registration of New Patrons in Clarke, Frederick, & Winchester

	<u>Clarke</u>		<u>Frederick</u>		<u>Winchester</u>		<u>Total</u>	
	2014-15	2013-14	2014-15	2013-14	2014-15	2013-14	2014-15	2013-14
July	48	63	283	379	119	127	450	569
August	39	39	254	290	119	121	412	450
September	52	42	224	200	190	80	466	322
October	45	43	196	229	195	64	436	336
November	44	41	161	254	77	126	282	421
December	27	29	112	182	81	45	220	256
January	34	30	219	386	101	100	354	516
February	37	40	192	236	86	91	315	367
March	48	82	193	244	133	70	374	396
April *	27	39	174	198	302	71	503	308
May		30		177		109		316
June		48		372		130		550
YTD	401	448	2,008	2,598	1,403	895	3,812	3,941
% of total	10.52%	385	52.68%	65.92%	36.80%	22.71%		
					Increase over previous YTD		-3%	

Report to the Handley Regional Library Board

Statistics for April 2015

Books, Audiovisuals, and Downloadables borrowed from Library Locations January 2014-December 2015

<u>Calendar Year 2015</u>	<u>Freegal downloads</u>	<u>eBooks & eAudiobooks</u>	<u>Bowman Library</u>	<u>Clarke Co. Library</u>	<u>Handley Library</u>	<u>Month Total</u>	<u>Year-to- Date Total</u>
January++	907	4,353	33,083	6,441	25,572	69,449	69,449
February+++	1,750	4,184	32,345	6,251	22,679	65,459	134,908
March++++	1,944	4,558	33,121	7,358	25,674	70,711	205,619
April	1,679	4,476	29,198	6,336	23,283	63,293	268,912
May							
June							
July							
August							
September							
October							
November							
December							
Year to Date 2015	6,280	17,571	127,747	26,386	97,208	268,912	268,912
<hr/>							
<u>Calendar Year 2014</u>							
January+		3,602	28,906	5,248	22,349	60,105	60,105
February*		3,537	28,784	5,694	22,862	60,877	120,982
March**		3,852	31,664	6,285	25,360	67,161	188,143
April		3,619	29,240	5,888	23,020	61,767	249,910
May		3,989	28,328	5,464	22,051	59,832	309,742
June		4,026	36,259	7,583	28,327	76,195	385,937
July		4,418	39,684	8,440	32,375	84,917	470,854
August		4,606	33,866	6,849	26,887	72,208	543,062
September		4,210	31,517	6,736	24,866	67,329	610,391
October		4,014	30,989	6,406	25,832	67,241	677,632
November		3,712	30,382	6,218	23,582	63,894	741,526
December		4,836	27,715	5,991	22,321	60,863	802,389
Year to Date 2014		14,610	118,594	23,115	93,591	249,910	249,910

* Percent change 2014 to 2015 7.6%

++1 closed day, 2 late openings, Jan. 2015

+1 closed day, 1 delayed opening Jan. 2014

As of July 2010, libraries have 14.38% fewer open hours compared to Jan. 2009.

+++1 closed day, 1 delayed opening, 1 early closing Feb 2015

**2 closed days, 2 delayed openings Feb. 2014

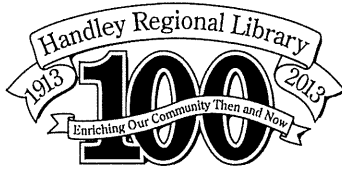
**2 closed days Mar. 2014

++++ 2 closed days 1 late open. Mar. 2015

					<u>7/14-6/15 YTD</u>	
People Visiting Libraries		10,694	3,269	11,213	25,176	256,166
Volunteer Hrs Worked		180	64	527	770	8,440
Volumes Added,Cataloged		---	---	---	1,882	14,752
Internet Sessions		1,094	476	1,967	3,537	35,592
Internet use in hours		739	340	1,315	2,394	27,183
eBooks and eAudiobooks		---	---	---	4,166	43,057
Adult/Yg. Adult Programs		5	1	14	20	249
Attendance		58	8	319	385	4,530
Children's Programs		17	5	13	35	77
Attendance		837	120	408	1,365	4,421
Family Programs		---	---	---	2	25
Attendance		---	---	---	39	1,444
Total Outreach Programs		---	---	---	6	95
Attendance		---	---	---	357	1,948
Archives manuscripts used		---	---	---	154	1,223

Summer Reading Registrations 2015, children

Summer Reading Registrations 2014, teen



Handley Regional Division & Department Head Reports For April 2015 Activities Reported May 19, 2015

Adult Services, Adrienne Davis

- Assisted with pulling books from the HL non-fiction collection (4/2)
- Prepared and submitted final FY14-15 order for music CDs (4/6)
- Coordinated the MoneySmart financial workshops with John Clawson – included orientation for volunteers (4/7) and coordinating publicity – workshops run 4/21 – 5/26)
- Promoted the LFCC Workforce Solutions Job Placement sessions (scheduled for 4/7 and 5/5) in coordination with Kim Bean
- Weeded Handley's collection of local government materials (4/10)
- Reviewed Information Desk tasks / procedures / best practices with Ann (4/10)
- Relocated Handley's Foundation Information resources to make more accessible (4/10)
- Reviewed Bowman Children's Room with Michael – included review of expectations and best practices for Bowman Information Desk services to children and families (4/15)
- Coordinated the April Marketing Committee meeting (4/22) – included preparing minutes, setting agenda, providing relevant materials, and setting up usage of library tablets
- Planned Adult Summer Reading Program with Kitty and Donna – including coordinating Planning Committee Meeting (4/22) and presenting program ideas at Friends of HRL meeting (4/15) to request support
- Attended a demo of Select Reads with Kim (4/27)
- Met with Sara to review current computer projects, including Useful updates (4/28)
Attended Staff Development Day Planning Committee meeting (4/28)
- Completed the City of Winchester's Insight Citizen's Academy (non-library activity)

Bowman Operations, Kim Bean

- The expanded Second Glance Book Shop at Bowman Library is now open. On April 28th, the large lobby display cases, which are the expanded portion of the shop, were filled with a selection of adult and children's books and DVDs. Sales have been going well and we plan to do some publicity to get the word out about the new and improved shop.
- On April 2nd, Chris Konyar and Jason Robertson of Frederick Co. Parks and Rec. visited the Bowman Library to tour the facility. They are planning to bring groups of day campers to several programs at Bowman Library this summer.
- On April 7th, from 1-3 pm, Workforce Solutions staff members, Catherine Kelley and Estelle Sanzenbacher held one-on-one help sessions for four job seekers at BL. They will return on May 5, 1-3 pm for more sessions with job seekers.
- On April 8th, Kim Bean and Carolyn Bly had a meeting and a walk-around on the grounds with Paul Ensogna of *A Cut Above* in preparation for the landscaping cleanup work to be done at Bowman Library this spring.
- On April 27, Kim Bean and Adrienne Davis participated in a 50-minute demo presented by Nancy Ward of Dear Reader of a possible upgrade for our current Dear Reader subscription to a Select Reads subscription.
- Aeron Hart of Blue Ridge Legal Services was pleased with the results from her three visits to Bowman Library in April. From her table set up near the front door, she handed out materials and answered questions about Enroll Virginia and health insurance for many library patrons and assisted 15 people with health insurance sign-ups.
- A newly-purchased unit of Estey white metal shelving was added to Bowman's young adult fiction area this month, giving 10 much-needed additional shelves for that collection. Many thanks go to Pat Ritchie and Dennis Ball for constructing the unit.
- Kim Bean, Adrienne Davis, and Ann White worked on a second "Big Weed" of adult non-fiction books at Handley Library on April 2.

- A book deposit of 310 paperback books was delivered to the Northwest Regional Adult Detention Center on April 28. This fiscal year we have delivered 890 books and overall, since the service was begun in 2005, we have brought 5,187 books to the Center.

Youth Services, Donna Hughes

Special projects/presentations:

- Seasonal programs ended on April 18, Literacy Day, with special programs in Winchester at the Douglass Park and at Bowman Library. Literacy partners, local authors, volunteer readers and others made the day an exciting one to promote family literacy and reading books together.
- Cub Scouts visited Bowman Library on April 7 for a tour and work on a badge.
- HL teens hosted a game night with a Super Smash Bros Tournament during National Library on April 15.
- The HL TAB had a lock-in with special guests by local ghost hunters that communicated with library ghosts via a flashlight.
- Aimee and Jennifer presented two sessions of the Preschool Storybox on April 15 & 22 to children in area preschool programs.
- Program planning continued for HL staff with Jennifer meeting with Chrissy Beck, Friends of HRL, for a youth version of the historic Railroad program to be held on May 16.
- The BL TAB hosted a Non-April Fool's Day party on April 17 on National Library Week. The party was followed by the monthly game night.
- Jennifer is meeting with Irina Galunina, Collage Club, to discuss a community tapestry project.
- The Annual Homeschool Showcase was held at Bowman Library on April 21.
- Jennifer met with local Homeschool families who attended the March STEM program to discuss a Wednesday weekly meet-up time at the library.
- The Youth Services staff met at BL for a time to discuss the programs for summer on April 23.
- Donna and Jennifer met with our literacy partners on April 1 and 22.

Outside meetings/workshops/conferences attended by staff:

- Jennifer and Aimee attended a workshop for early childhood professionals, "A Seminar and a Slice with Jim Gill" at First Presbyterian on April 9.
- Donna attended the Jim Gill concert on April 10 at First Presbyterian Preschool and spoke with him about his approach to writing songs and performing them to reach special needs children and adults.

Donations:

- Items from local businesses for the summer reading program were gathered.

Unusual events/factors affecting work of section:

- Tracey Black resigned as Youth Services Assistant, effective May 15.

Business Manager and Handley Operations, Ann White

Handley Library Updates

- **Visual Merchandising and Displays:**
 - **Non-fiction & Biography:** On April 2nd, Kim Bean, Adrienne Davis and I completed a second weeding of the adult non-fiction and biography collections. With the completion of this project, all titles were able to be spread out and the collections are more easily browsed by patrons.
 - **Children's Room:** On April 2nd, Pat Ritchie, Jennifer Sutter and I worked to rearrange the staff desk area and the Juvenile reference shelves. The new configuration has created a grouping of four tables for patron usage and has moved the juvenile reference shelves closer to the service desk to be more readily accessible to staff.
 - **Young Adult:** On April 2nd, Pat Ritchie, Jennifer Sutter, 2 volunteers and I worked to rearrange the young adult room by bring a wooden shelving unit from up from archives. Relocating this bookcase allowed for the young adult collection to also spread out and to be more inviting to the youth. In addition, we have worked with the Handley Teen Advisory Group to brainstorm other changes to this area that would make it more welcoming to teens. To date, additional changes to this area include: colorful LED lights wrapped on the wrought iron spiral stairs and chalkboard paint applied to two 3'x 5' areas. The areas painted with chalkboard paint have social media signs mounted on them and include social media references (i.e. #HLTeens, #loveHRL).

Committees/Meetings

- Joint Archives Committee: Attended meeting held April 13th.
- Marketing & Social Media Committee: Attended meeting held April 22nd. The committee's focus for April was both National Library Week and "Socialize with Us." The purpose of "Socialize with Us" is to develop online relationships with our patrons and the community.
- Winchester Public School Collaboration: As a follow-up to our March 23rd meeting, on April 13th, Jennifer Sutter and I met with Jerry Putt, the Daniel Morgan Middle School (DMMS) Principal as well as with other WPS representatives to continue our work on getting library cards into the hands of DMMS students. As a result of this meeting, teachers distributed library card applications to all 5th and 6th grade students on April 20th. Over four hundred card applications were received and on April 23rd, six parents from DMMS contributed 12 man-hours to entering student information into our computer system. A second work session to complete card data entry will be scheduled in May.

Financial Updates

- Submitted Quarterly Sales tax return
- Submitted Quarterly Payroll tax return
- On April 16th, Carl Esterhay of the Eagle Investment Group from the Bank of Clarke County met with John, Judy Lloyd, Carole Fox and I to review accounts, restrictions and the library's investment policy.

Miscellaneous

- Worked at the Handley Reference desk on April 10th, learning about the "new" public computers and reviewing staff work procedures.
- Sat in as a member of the interview panel for the Public Relations and Marketing Associate position. Interviews were held on April 27 and 28.

Friends of Handley Regional Library, Barbara Dickinson

Volunteer hours were 77 . These hours include Book Sorts, FHRL Board Meeting and Programs.

Friends sponsored programs:

- April 1 – World View Music with attendance of 15; co-sponsored with Downtown Winchester
- April 1 – My Medicine is Food with attendance of 35
- April 8 – Bus Trip into Washington DC – Registrations at 46
- April 11 - Book Talk with author Linda Harris Sittig with attendance of 5
- April 22 – Earth Day Poetry Program with attendance of 41
- April 26 – Harlem Renaissance Poet Anne Spencer with attendance of 40
- Received the J. Donald Shockey, Jr. award for Excellence in Volunteer Management. (a complete surprise), at the Non Profit Alliance for Excellence and Our Health National Volunteer Week program.
- Attended Action Team, Social Media, FHRL Board Meeting, rehearsal for Earth Day Program in Handley Auditorium.
- Met with Kim Bean about pricing and other items for display case in the lobby at Bowman Library.
- Trained new helper for the weekly book sorts.
- Prepared and mailed May 2015 FHRL Newsletter.
- Participated in interview process for the Public Relations and Marketing position with 9 candidates.
- Attended *Building your Development Campaign* course at Lord Fairfax Community College put on by Workforce Solutions.
- Attended on own time: Winchester Insight Citizen's Academy.

Circulation Services, Mary Anton

Overall: Handley Circulation staff did a major shift of adult non-fiction following the extensive weeding project there. The inventory project was delayed a bit because of these changes, but is back on track now. Bowman staff reviewed and edited 198 card applications from Daniel Morgan Middle School. The initial input was done by parent volunteers with the help of the Handley Operations Manager.

- Interviewed eight candidates with the help of the two assistant Circulation supervisors. Checked references and hired three new pages. Did initial training and orientation with first two new hires. The third starts on May 4.
- Worked with Facilities Manager and Handley Operations Manager on changes in the delivery driver's reporting and follow-up for van maintenance and repair. New forms for tracking these

issues (which were created by the Facilities Manager) were reviewed with the driver and placed in the notebooks of all three vans.

- Planned move and additional purchases needed for book/media drop swaps between Bowman and Handley.
- Worked with CCL Operations Manager to plan coverage for CCL during May vacations.
- Coordinated 4 hours of community service help and 31 hours of volunteer work.
- Worked the Circulation desk on two Saturdays, April 4 at Handley and April 18 at Bowman.
- Reviewed and coordinated 368 accounts during the month.
- Referred 70 accounts to Unique Management Services (collections).

Technical Services, Sara Holloway

- All library material selectors encumbered (items on order) their monies as of April 17, 2015.
- Completed seven book orders
- Ordered, invoiced and cataloged items purchased with Holiday gift money.
- Continued weeding adult fiction at Handley.
- Completed new computer installations in Archives on April 8th.
- Worked at the Bowman Circulation desk on April 11, 2015.
- Began the process to update our TLC (The Library Corporation) services – our web server's operating system must be upgraded to Server 2008 before the rest of TLC upgrades and patches can take place.
- A dedicated laptop for Bowman meeting room use was ordered. There was enough money left from the Frederick County Rotary grant (the tablet lab purchase) to purchase a cart, so the laptop can be secured to it. When not in use, the laptop cart will be stored in Bowman's meeting room closet.

Handley Regional Library
Statements of Support, Revenues, and Expenditures
 April 2015

	<u>Apr 15</u>	<u>Jul '14 - Apr 15</u>
Ordinary Income/Expense		
Income		
Local Government Revenue	143,833.50	1,222,332.75
State Revenue	78,500.50	346,914.00
Endowment Income	27,427.05	107,200.92
Public Support	635.59	48,513.92
Friends of Handley Reg. Library	0.00	83,678.00
Copier Revenue	1,483.22	13,033.90
Fines, Fees & Other	6,196.60	71,759.43
Investment Income	-195.17	9,118.33
HRL Endow Fund Transfers - In	0.00	9,717.76
Total Income	<u>257,881.29</u>	<u>1,912,269.01</u>
Gross Profit	257,881.29	1,912,269.01
Expense		
Personnel Costs	114,230.70	1,211,617.69
Books and Related Materials	46,785.47	257,809.47
Contractual Service	2,619.49	24,682.94
Reproductions	4,494.00	17,953.09
Utilities	12,641.71	106,745.77
Telecommunications	2,650.58	16,405.52
Staff Development	2,249.79	15,126.98
Other Operating Expenditures	11,876.13	137,837.33
Capital Expenditures	189.79	53,649.24
Total Expense	<u>197,737.66</u>	<u>1,841,828.03</u>
Net Ordinary Income	<u>60,143.63</u>	<u>70,440.98</u>
Net Income	<u><u>60,143.63</u></u>	<u><u>70,440.98</u></u>

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Handley Regional Library
Budgeted Statement of Support, Revenue, and Expenditures
July 2014 through April 2015

	<u>Jul '14 - Apr 15</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Local Government Revenue	1,222,332.75	1,437,999.00	85.0%
State Revenue	346,914.00	357,518.00	97.0%
Endowment Income	107,200.92	119,305.00	89.9%
Public Support	48,513.92	22,385.00	216.7%
Friends of Handley Reg. Library	83,678.00	90,465.00	92.5%
Copier Revenue	13,033.90	16,000.00	81.5%
Fines, Fees & Other	71,759.43	90,656.00	79.2%
Investment Income	9,118.33	10,000.00	91.2%
HRL Endow Fund Transfers - In	9,717.76	10,000.00	97.2%
Unexpended	0.00	33,000.00	0.0%
Total Income	<u>1,912,269.01</u>	<u>2,187,328.00</u>	<u>87.4%</u>
Gross Profit	1,912,269.01	2,187,328.00	87.4%
Expense			
Personnel Costs	1,211,617.69	1,444,763.00	83.9%
Books and Related Materials	257,809.47	300,989.00	85.7%
Contractual Service	24,682.94	65,260.00	37.8%
Reproductions	17,953.09	19,500.00	92.1%
Utilities	106,745.77	111,500.00	95.7%
Telecommunications	16,405.52	19,740.00	83.1%
Staff Development	15,126.98	18,485.00	81.8%
Other Operating Expenditures	137,837.33	153,588.00	89.7%
Capital Expenditures	53,649.24	53,503.00	100.3%
Total Expense	<u>1,841,828.03</u>	<u>2,187,328.00</u>	<u>84.2%</u>
Net Ordinary Income	<u>70,440.98</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u>70,440.98</u>	<u>0.00</u>	<u>100.0%</u>

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