

Handley Regional Library Board
 Agenda, MONDAY, June 19, 2017
 Handley Library 4:30 p.m.

1. Review of the minutes from May 2017
2. Public Comments
3. Presentation by Katie Horn, Social Media committee intern
4. Director's Report and statistics
5. Treasurer's Report
Monthly financials
6. Reports of committees:
 - a. Finance Committee
 - b. Furnishing, Equipment & Maintenance
 - c. Joint Archives
 - d. Long-Range Planning
 - e. Personnel Administration
7. Frederick County liaison
8. Unfinished business
Mike Foreman Rotary Garden design
Handley Trustees
9. New business
 - a. Fiscal Year 2017 budget revision
 - b. Fiscal Year 2018 budget
10. Comments by Board members
11. Schedule meetings
12. Adjournment

Upcoming Meetings and Activities

Library Board meeting	Tues.	July 18	4:30	Bowman Library
No Library Board meeting in August				
Library Board meeting	Tues.	Sept. 19	4:30	Handley Library
Library Board meeting	Tues.	Oct. 17	4:30	Handley Library

**Library Board meeting
May 16, 2017**

The regular monthly meeting of Handley Regional Library Board was held Tuesday, May 16, 2017 at 4:30 in the Henkel Board room at Handley Library. Present from 4:30 were Mr. Schultz, Mr. Rush, Ms. Lloyd, Ms. Fox, Mr. Clawson, Mr. Sydnor, Mr. Sullivan, and Ms. Leahy (4:33). Mr. Huddy, Ms. Ritchie, Ms. White, and Ms. Davis represented the staff. Kathy Evans, former library intern, represented the public. Mr. Dunn represented the Frederick County Board of Supervisors.

1. Ms. Lloyd called the meeting to order.
2. Minutes for April 2017 were approved as corrected.
3. Mr. Huddy asked we have a sign-in form available for public comments. Ms. Ritchie will create one for next meeting.
4. Ms. Lloyd introduced Kathy Evans, former library intern. She thanked members of the staff who particularly guided her internship.
5. Mr. Huddy summarized the Director's Report.
6. In the absence of Ms. McCoig, Ms. White gave the Treasurer's Report. Ms. Lloyd announced that Ms. McCoig has resigned as Treasurer. Mr. Sullivan nominated Mr. Rush. Mr. Rush was elected unanimously.
7. Committee reports:
 - Mr. Sullivan gave the Furnishing Equipment and Maintenance report.
 - Mr. Schultz gave a written Joint Archives report.
 - Mr. Clawson gave the Long Range Planning Committee. Mr. Sullivan moved to accept the Robinson trust request for fiscal year 2017 and submit it to the Handley Trustees. The motion was accepted unanimously and will be sent to the Handley Trustees for their approval in July.
 - Ms. Fox described a new plan for the Mike Foreman Rotary Reading Garden.
8. New business:
 - The Finance committee will meet Thurs. May 25, 4:30, Henkel Board room at Handley Library.
 - The June Library Board meeting will be rescheduled to Monday, June 19, 4:30, Henkel Board room at Handley Library.
9. The meeting adjourned at 5:39 p.m.

Judy Lloyd, Chair

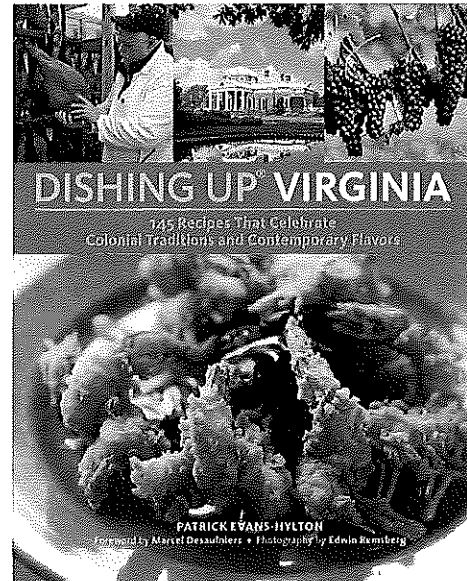
Gene Schultz, Secretary

Pat Ritchie, Recording Secretary

Director's Report to the Library Board For May 2017

Submitted June 19, 2017

Cooking up the 1 Book 1 Community Book
Dishing Up Virginia, 145 Recipes That Celebrate Colonial Traditions and Contemporary Flavors is the book for everyone to read in 2017. After several years of books with serious themes, this year's selection is light-hearted and a fun read. Author Patrick Evans-Hylton includes history of five sections of Virginia and the culinary traditions of each. Virginia specialties are given special treatment—like Virginia apples and the Apple Blossom Festival, and Virginia peanuts.



This is the 15th annual One Book selection. The One Book One Community committee, a partnership of more than a dozen community organizations, chooses a book and sponsors several programs on the book's theme. Programs this year include a showing of *Chef* at Alamo Drafthouse Cinema on September 12, "Dishing up Winchester" on September 18 featuring local restaurants and samples of their specialties, and a visit by Patrick Evans-Hylton on September 27. For more details, see One Book One Community-Winchester, Frederick County, Clarke County on Facebook.

Programs about this year's One Book theme will be held Sept. 12 and 18 and conclude with an author visit on Sept. 27.

Unique Partnership with Embroiderers' Guild and Others

The Library and the Embroiderers' Guild of America, Winchester Chapter, have been working on The Shenandoah Valley Tapestry - A Journey Through Time since 2015. Based on a painting by Page Huff Dillon, the tapestry represents 34 historic buildings in Winchester. At several public programs at the library and other locations, members of the public have been invited to take a stitch in the tapestry, and skilled embroiderers have taken a building or scene of the tapestry to complete.



Now embroidery has been incorporated into Stitch-a-Story sessions at Handley Library. Each child and adult at the session was given a tree to work on and complete which will then be added to the larger tapestry. After hearing a story such as "The Giving Tree" by Shel Silverstein, members of the core tapestry group of stitchers teaches a new stitch to the group. More information about the tapestry project is on Facebook The Shenandoah Valley Tapestry—A Journey Through Time.

May Donations to the Endowment Fund

John W. Dresely. In memory of Martha Ann Laise Coontz: Frederick County Public Schools Benevolent Fund, Virginia Avenue Charlotte Dehart Elementary School Social Fund, Jean Moyer and Michele Lee, David and Beth Clarke, Shenandoah Valley Runners Women's Group, Martinsburg High School Class of 1946, Michael and Denise B. Wilkerson.

May Donations to Handley Regional Library

Friends of Handley Regional Library; National Federation of the Blind, Winchester Chapter; David Clarke

Month at a Glance

26,259	Library visitors
63,077	Checkouts of books & materials
5,560	Checkouts of eBook, eMagazine, audiobook
86	In-house Library programs
1,716	Attendance at in-house Library programs
14	Outreach programs (presented outside the library)
1,199	Attendance at Outreach programs

Organizations that helped sponsor or participated in May programs

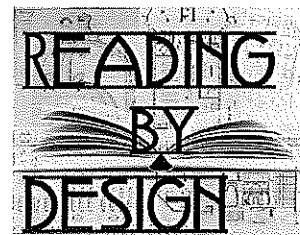
Alamo Draffthouse Cinemas, Andy Gyurisin	LEGO Stop motion animator, Trevor Stevens
Apple Valley Ringers	Library of Virginia
Bass Hoover Elementary (Frederick County Schools)	Literacy Volunteers Winchester Area
Blue Ridge Dog Training Club	Master Gardeners
Boys and Girls Club	Museum of the Shenandoah Valley
Cosmic Adventures, Greg Anderson	Nerangis Enterprises
David Hubbard, Shenandoah Valley Chess Club	Our Health
Discovery Museum	Shenandoah Valley Tapestry
Edible Elegance by Erin	Shenandoah University, Karen Huff & Elizabeth Albert
Evendale Elementary (Frederick County Schools)	
Friends of Handley Regional Library	Space Science Institute, Anne Holland
Grayson Masters, local author	Todd Strader, local author
Hawaiian Entertainment & Catering Company	VA Cooperative Extension
Indian Hollow Elementary School, Linda Jewell	Valley Reads partners
Irina Galunina and Kathi Bird, Embroidery Guild of America, Winchester Chapter	Valley Makers Association
Jessica Childress, cosplay costume designer—Beauty & the Beast	Village at Orchard Ridge
John Kerr Elementary School	Virginia Avenue Charlotte DeHart
La Leche League	Westminster Canterbury
	Wildlife Center of Virginia, Alex Wehrung
	Winchester City Sheriff Department, Terry Fritts

Outreach—where library staff went in May

Esther Boyd Animal Shelter, Rabies Clinic	Shenandoah University, literature training
John Kerr Elementary School	Trolley Tour of Tapestry houses
KidzFest	Village at Orchard Ridge
Museum of the Shenandoah Valley	Westminster Canterbury
Quarles Elementary School	

Adult Services, Adrienne Davis

Registration for the Adult Summer Reading Program 2017 started on May 27. The theme this year is Reading By Design. Participants - including staff - can earn up the \$5 in Book Bucks for the Friends Book Sale. Plus, each Reading Log (of 5 books) submitted is a chance at a raffle drawing for top prizes. Patrons can also fill out SHARE cards with book reviews and recommendations. Cards will be posted at each library branch. The program runs through Labor Day. T-shirts will also be available for purchase.



The Library's "Online and On the Go" Services received a lot of attention in May thanks to two speaking engagements at the Village at Orchard Ridge and Westminster Canterbury retirement communities plus coverage in the *Winchester Star*. The focus of the presentations and articles was on the benefits of 24/7 service available through the Library's website and the range of options available to card holders. It is important to communicate what services we have, where to find them, and how to use them in order to eliminate barriers to usage. Patrons are also encouraged to contact use via our website's "Email the Librarian" link for any additional help.

Bowman Operations, Kim Bean

Nathan Selove, local resident, library user, and JMU student, came to Bowman Library on May 22 with his autism service dog, Sylvia, and his film crew to film a public service announcement about service dogs and how people should behave around them. Nathan has made other films about topics related to autism which can be found on YouTube. This film will also be posted on YouTube and Nathan will let us know when it is available for viewing.

Working together, June Norwood and Kim Bean finished withdrawing the adult non-fiction books, weeded as part of the Handley Library's "First Floor Shuffle," by mid-May. The total number of books withdrawn for this project was 1,893. June Norwood withdrew 1,025 and Kim Bean withdrew 868.

Youth Services, Donna Hughes

Valley Reads and Summer Reading: The online registration program was ready to invite families and individuals to read throughout the summer. The Valley Reads committee met on May 10 to finalize plans for KidzFest. KidzFest, held on the downtown Winchester mall on May 20, was well attended, and 74 registered during the event. Activities at our library booth included library card applications and registrations, free book give-aways, visiting with Pete the Cat, a raffle for Shenandoah Summer Music Theater tickets and two local authors sharing their books.

Library visits from school classes:

First graders from Virginia Avenue Charlotte DeHart ES visited Handley Library on May 18.

Title I students and their families of Bass-Hoover ES visited Bowman Library on May 31.

Business Manager and Handley Operations, Ann White

Adult Collection space allocation: After months of dreaming and planning, and weeks of weeding and shifting, the adult collections have been rearranged to meet space requirements needed to meet the patron demand of the collections. The current configuration provides better patron access and visibility of the collections, while also providing room for growth of the audio-visual collections.



Facility Needs: As requested, Carolyn and I have compiled a list of facility needs for Handley Library. Since new needs are constantly arising and old needs are taken care of, this list will be a “living document.” A current copy of this list will be submitted with this month’s report. A hard copy is pinned to my bulletin board. Carolyn and I will work to prioritize this list in order to begin accomplishing these tasks.

Friends of Handley Regional Library, Barbara Dickinson

The Friends had their Annual Meeting and gave their annual gift of \$15,000 to the Handley Regional Library. Great thanks to them! They had a fun evening with Lydia Sylvia Martin and Friends. A good time was had by all.

The Friends sponsored the ever popular Apple Valley Ringers to a lively crowd.

Circulation Services, Mary Anton

Mary and her team spent parts of 10 days working with our technical support team and our library system vendor on purchasing and installing an SSL certification on our library system. This certificate supports the https protocol allowing for more secure connections. She also worked with library business office staff on reconciliation of online payments initially affected by that change in service.

Mary coordinated and participated in several outreach events including the Esther Boyd Animal Shelter Rabies Clinic, a full-day at KidzFest on the downtown mall, and an on-site card registration and program at Westminster-Canterbury. This was our first-ever outreach at the Esther Boyd Animal Shelter Rabies Clinic where we talked individually with more than 70 two-legged contacts, and even more four-legged ones. We handed out brochures and dog treats, promoted our programs and services, and registered 16 new folks for cards, all in two hours.

Clark County Library, Laurine Kennedy

A lot of things happened in May.

- CCL had its first “Paws for Reading” here, which was very successful. They are working on a plan to do this monthly.
- Laurine and Donnay visited D.G. Cooley Elementary in Berryville on May 8. Sixteen children came, and Laurine did a tour and talk and story time for them.
- CCL’s Book Club (Brown Bag with Books) continues to grow.
- Next project (which will likely wait until after Summer Reading) is to paint and add kid-friendly furniture to the Children’s space.

**Report to the Handley Regional Library Board
Statistics for May 2017**

**Books, Audiovisuals, and Downloadables borrowed from Library Locations
January 2016-December 2017**

<u>Calendar Year 2017</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+	1,998	5,536	32,720	6,237	25,917	70,410	70,410
February	1,333	4,957	33,400	6,592	26,214	71,163	141,573
March	1,664	6,153	33,860	6,292	26,434	72,739	214,312
April	1,613	5,320	28,262	5,270	24,209	63,061	277,373
May	1,643	5,560	31,405	5,756	25,916	68,637	346,010
June							
July							
August							
September							
October							
November							
December							
Year to Date 2017	8,251	27,526	159,647	30,147	128,690	346,010	346,010
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<u>Calendar Year 2016</u>							
January+	1,988	5,173	25,699	6,499	24,498	61,869	61,869
February	1,672	4,809	33,501	6,746	26,600	71,656	133,525
March	1,854	4,849	32,678	6,476	26,182	70,185	203,710
April	1,714	4,877	29,671	5,499	23,106	63,153	266,863
May	1,928	5,028	34,102	6,463	25,964	71,557	338,420
June	1,817	5,255	39,757	7,050	33,098	85,160	423,580
July	2,072	5,124	36,805	7,472	31,449	80,850	504,430
August	2,092	4,936	35,084	6,987	29,973	76,980	581,410
September	1,666	4,816	33,289	6,725	26,454	71,284	652,694
October	1,843	5,018	32,183	6,634	25,219	69,054	721,748
November	1,676	4,813	29,891	6,155	23,899	64,758	786,506
December	1,698	4,968	28,452	5,389	22,249	61,058	847,564
Year to Date 2016	9,156	24,736	155,651	31,683	126,350	338,420	338,420

Reinstated Thurs. afternoon hours May 26, 2016

* Percent change 2016 to 2017

2.2%

+3 closed days, 1 early closing Jan. 2016

							FY 2017
People Visiting Libraries		11,481	3,038	11,740	26,259		304,435
Volunteer Hrs Worked		177	48	552	777		12,049
Volumes Added;Cataloged		---	---	---	1,686		15,038
Internet Sessions		1,224	562	1,829	3,615		39,047
Internet use in hours		948	345	1,367	2,660		30,841
eBooks and eAudiobooks		---	---	---	5,560		57,201
Adult Programs		3	1	5	9		175
Attendance		61	9	79	149		3,428
Young Adult Programs		4		5	9		113
Attendance		85		72	157		1,582
Children's Programs		30	10	25	65		647
Attendance		774	161	436	1,371		20,346
Family Programs		---	---	---	3		127
Attendance		---	---	---	39		3,500
Total Outreach Programs		---	---	---	14		96
Attendance		---	---	---	1,199		6309
Archives manuscripts used		---	---	---			1493

Summer Reading Registrations 2017, children, library and Valley Reads

Summer Reading Registrations 2017, teen, library and Valley Reads

Summer Reading Registrations 2017, adult, Valley Reads and Library ASRP

**Borrowing by Residents of Clarke, Frederick, & Winchester
May 2017**

(Checkouts of books and AV only)

	<u>Clarke*</u>		<u>Frederick</u>		<u>Winchester</u>		<u>Total</u>		
	2016-17	2015-16	2016-17	2015-16	2016-17	2015-16	2016-17	2015-16	
2016 July	8,947	9,591	46,452	48,215	15,423	16,471	70,822	74,277	
August	8,355	8,790	43,333	40,961	15,601	14,614	67,289	64,365	
September	7,865	7,849	39,539	37,455	14,493	13,830	61,897	59,134	
October	8,018	8,212	37,911	39,969	13,461	14,470	59,390	62,651	
November	7,617	8,195	35,937	36,801	12,544	14,046	56,098	59,042	
December	6,774	7,285	32,367	33,950	12,273	13,553	51,414	54,788	
2017 January	7,858	8,043	39,395	31,981	13,211	13,419	60,464	53,443	
February**	8,965	8,556	39,468	39,216	12,409	14,212	60,842	61,984	
March	8,021	8,080	40,146	39,098	14,200	13,436	62,367	60,614	
April	6,636	6,903	35,168	34,545	12,359	12,602	54,163	54,050	
May	7,056	7,547	38,004	40,140	13,754	14,166	58,814	61,853	
June		8,466		49,626		16,817		74,909	
YTD	86,112	89,051	427,720	422,331	149,728	154,819	663,560	666,201	
% of total	12.98%	13.37%	64.46%	63.39%	22.56%	23.24%			
							Increase over previous YTD		-0.4%

Current month

Borrowing by Clarke Co., Frederick Co., Winchester residents	58,814
Borrowing by nonresidents	4,263
Downloadables & deposit collections	5,560
Total borrowing	68,637

Registration of New Patrons in Clarke, Frederick, & Winchester

	<u>Clarke</u>		<u>Frederick</u>		<u>Winchester</u>		<u>Total</u>		
	2016-17	2015-16	2016-17	2015-16	2016-17	2015-16	2016-17	2015-16	
2016 July	62	50	271	281	115	117	448	448	
August	68	38	277	191	156	137	501	366	
September	61	76	252	279	198	155	511	510	
October	84	44	200	200	91	130	375	374	
November	45	39	184	184	78	91	307	314	
December	23	30	119	136	114	55	256	221	
2017 January	41	42	240	298	155	124	436	464	
February	32	42	207	213	100	82	339	337	
March	46	33	243	348	70	88	359	469	
April	32	34	195	197	76	101	303	332	
May	38	27	400	220	126	116	564	363	
June		56		409		162		627	
YTD	532	455	2,588	2,547	1,279	1,196	4,399	4,198	
% of total	12.09%	10.84%	58.83%	60.67%	29.07%	28.49%			
							Increase over previous YTD		4.79%

Current month

New Clarke Co., Frederick Co., Winchester patrons	564
New nonresident patrons	32
New downloadables patrons	
Total new library users	596

Report to the Handley Regional Library Board May 2017		May 2017	May 2016	% change	FY17 YTD	FY16 YTD	% change
Library Visitors	26,259	26,140	0%	304,435	288,263	6%	
Meeting Room Use	32	N/A	N/A	280	N/A	N/A	
Study room use	243	N/A	N/A	2,304	N/A	N/A	
Volunteer hours	777	1,080	-28%	12,049	11,308	7%	
Internet sessions	3,615	3,523	3%	39,047	35,358	10%	
Internet use in hours	2,660	2,359	13%	30,841	24,789	24%	
Adult programs, tours attendance	9	16	-44%	175	179	-2%	
YA programs, tours attendance	149	404	-63%	3,428	3,390	1%	
Children & Family programs attendance	9	9	0%	113	98	15%	
Outreach programs	157	64	145%	1,582	1,030	54%	
Outreach attendance	68	49	39%	774	548	41%	
Volumes added, cataloged	1,410	1,759	-20%	23,846	17,313	38%	
Checkouts of eBooks, audiobooks, magazin	14	11	27%	96	70	37%	
Freegal downloads and streaming	1,199	1,676	-28%	6,309	5,110	23%	
Interlibrary loans	1,686	1,668	1%	15,038	15,988	-6%	
New patrons (cards & downloadables)	63,077	66,529	-5%	712,228	716,417	-0.6%	
Archives visitors	5,560	5,028	11%	57,201	53,416	7%	
Archives manuscripts used	5,800	6,266	-7%	65,845	32,647	102%	
	4	14	-71%	109	100	9%	
	596	460	30%	5,549	5,401	3%	
	-	N/A	N/A	2,230	N/A	N/A	
	-	138	-100%	1,493	N/A	N/A	

Handley Regional Library
Profit & Loss Budget vs. Actual
July 2016 through May 2017

	TOTAL			
	May 17	Jul '16 - May 17	Budget	% of Budget
Ordinary Income/Expense				
Income				
Local Government Revenue	235,589.25	1,567,890.00	1,567,890.00	100.0%
State Revenue	0.00	373,876.00	373,935.00	99.98%
Endowment Income	2,100.00	223,478.45	167,032.00	133.79%
Public Support	542.89	95,143.54	24,000.00	396.43%
Friends of Handley Reg. Library	8,514.50	48,447.20	48,400.00	100.1%
Copier Revenue	1,489.48	17,148.22	17,000.00	100.87%
Fines, Fees & Other	5,620.21	76,151.17	83,500.00	91.2%
Investment Income	920.96	715.78	7,000.00	10.23%
HRL Endow Fund Transfers - in	0.00	4,975.09		
Unexpended	0.00	0.00	37,681.00	0.0%
Total Income	254,777.29	2,407,825.45	2,326,438.00	103.5%
Gross Profit	254,777.29	2,407,825.45	2,326,438.00	103.5%
Expense				
Personnel Costs	115,375.80	1,322,475.28	1,525,186.00	86.71%
Books and Related Materials	30,149.90	285,295.38	332,797.00	85.73%
Contractual Service	29,095.08	64,950.76	70,450.00	92.19%
Reproductions	2,212.50	34,775.10	26,000.00	133.75%
Utilities	8,101.48	106,045.82	127,300.00	83.3%
Telecommunications	3,890.34	24,679.20	14,412.00	171.24%
Staff Development	598.18	9,860.02	11,400.00	86.49%
Other Operating Expenditures	8,699.76	213,608.74	204,593.00	104.41%
Capital Expenditures	2,805.90	21,927.79	14,300.00	153.34%
Total Expense	200,928.94	2,083,618.09	2,326,438.00	89.56%
Net Ordinary Income	53,848.35	324,207.36	0.00	100.0%
Net Income	53,848.35	324,207.36	0.00	100.0%

* Investment Income: reflects the net change in value of the Reserve Operating Account

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