

Handley Regional Library Board

Agenda, July 21, 2015

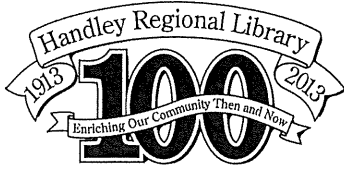
Bowman Library 4:30 p.m.

1. Review of the minutes from June 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
Reception for Mrs. Graves
9. New business
Changing date of September Library Board meeting
10. Comments by Board members
11. Schedule meetings

Upcoming Meetings and Activities

| | | | | |
|-----------------------|-------|----------|------|-----------------|
| Library Board meeting | Tues. | Sept. __ | 4:30 | Handley Library |
| Library Board meeting | Tues. | Oct. 20 | 4:30 | Bowman Library |
| Library Board meeting | Tues. | Nov. 17 | 4:30 | Handley Library |

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



Director's Report to the Board for June 2015

Submitted July 21, 2015

June began our full swing kick off of Valley Reads. And by the end of June we'd surpassed last year's total summer reading numbers. We aren't sure how many are via our partner organizations, but we do know that people have come from them to us to sign up. We also started our Adult Summer Reading program which has been amazingly successful. It alone surpassed a set goal of 200 by the end of June.

The One Book One Community kicked off this month with the announcement that our book this year will be *End of Night* by Paul Bogard, about the effects of light pollution on our world.

John and Barbara went to a training seminar on Legacy Planning for Not for Profits put on by Dr. Davis of Shenandoah University.

And of course the most exciting, in the way being chased by a bear is exciting, was the power loss situation here at the Handley building. Staff rallied and worked together, and the backlog of materials was checked in by noon the day the power came back on. Let's hope that was a one-time drill.

Circulation:

- Coordinated staffing changes at Bowman and Clarke due to three-day power outage at Handley. Also rearranged services to minimize the backlog of check-in, deliveries, and holes for the "re-opening."
- Participated in Adult Services staff meeting to help identify and standardize services that overlap with the Circulation Division. Cross training was on the agenda.

Technology:

- Technical Services and other library staff added 17,496 items to the library's collection during the last year, and 1,469 items were donations!
- The Library Corporation (TLC) updated our integrated library system to current versions. Our web server was upgraded to Windows Server 2008 as part of the process.

Youth Services:

- Year-round preschool programming launched this summer with Friday Dance Parties at HL, Twilight Tales and Trit-Trot Babies at BL.
- Youth volunteer positions were filled at Bowman and Handley libraries. Summer volunteers began June 8. We have a lot of great teens volunteering this summer and we are looking forward to a successful summer with their help.

Adult Services:

- Main focus for the Adult Services Division during June was launching the Adult Summer Reading Program. Over 300 patrons registered for the program in June. With each registration, Adult Services staff members give participants an EXPLORE reading log, SHARE book review card, and Candy Jar guess.

- The Valueline online service will replace our paper subscription in July. So that Reference staff members could become familiar with the service, an online trial was begun on June 8, and an instructional webinar about the service was shown at the full reference staff meeting on June 11.

Bowman Library:

- The grounds at the Bowman Library have been much improved with the weeding, shrub trimming and mulching done by the landscaping crew of “A Cut Above.” The outside of the building looks wonderful!
- The Oversize book collection was shifted to the last row of shelves at the end of the Bowman reference area. The purpose of this move was to increase the visibility of this collection and its usage. There is also newly created seating area adjacent to the shelves.

Handley Library:

- Rising high school seniors participating in the Shenandoah University Center for Public Service and Scholarship’s “Leadership by Design Summer Program” visited Handley Library on Wednesday, June 17th. These students were able to spend time in each of the library’s service departments to observe “what it is we do” to help the public. They also spent time speaking with the Library Director.
- Human resources note on minimum wage: “The Raise the Wage Act would raise the minimum wage to \$12 over the next five years and index it to median wage growth. The raise would be phased in, first to \$8 an hour, followed by \$1 annual increases for the following five years.”

Friends of Handley Regional Library, Barbara Dickinson:

- Proceeds for the 3-day summer used book sale was \$9,717! Fantastic. For the first time FHRL accepted credit cards, and we had 98 transactions.

Training:

- See above for John and Barbara
- John and Pat also took webinars on various topics.

Outreach:

- Youth Services conducted outreach to Winchester Parks Bubble Van and to Museum of the Shenandoah Valley which was enjoyed by many.

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

Report to the Handley Regional Library Board Statistics for June 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 | 1,650 | 4,523 | 29,368 | 6,151 | 22,224 | 62,266 | 331,178 |
| June*+ | 1,722 | 4,415 | 41,826 | 8,455 | 30,774 | 85,470 | 416,648 |
| July | | | | | | | |
| August | | | | | | | |
| September | | | | | | | |
| October | | | | | | | |
| November | | | | | | | |
| December | | | | | | | |
| Year to Date 2015 | 9,652 | 26,509 | 198,941 | 40,992 | 150,206 | 416,648 | 416,648 |
| <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 | | 22,625 | 183,181 | 36,162 | 143,969 | 385,937 | 385,937 |
| <hr/> | | | | | | | |
| ++1 closed day, 2 late openings, Jan. 2015 | | | | | | * Percent change 2014 to 2015 | 8.0% |
| +1 closed day, 1 delayed opening Jan. 2014 | | | | | | <i>As of July 2010, libraries have 14.38% fewer open hours compared to Jan. 2009.</i> | |
| +++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; *+ HL closed 3 days for power outage June 2015 | | | | | | | FY 2015 |
| People Visiting Libraries | | | 15,024 | 4,136 | 13,232 | 32,392 | 311,036 |
| Volunteer Hrs Worked | | | 430 | 51 | 1,204 | 1,685 | 10,693 |
| Volumes Added;Cataloged | | | --- | --- | --- | 1,560 | 17,653 |
| Internet Sessions | | | 1,375 | 479 | 1,663 | 3,517 | 42,440 |
| Internet use in hours | | | 970 | 382 | 1,159 | 2,511 | 32,053 |
| eBooks and eAudiobooks | | | --- | --- | --- | 4,415 | 51,995 |
| <hr/> | | | | | | | |
| Adult/Yg. Adult Programs | | | 5 | | 27 | 32 | 317 |
| Attendance | | | 35 | | | 35 | 5,427 |
| Children's Programs | | | 17 | 14 | 27 | 58 | 426 |
| Attendance | | | 926 | 297 | 718 | 1,941 | 15,897 |
| Family Programs | | | --- | --- | --- | 12 | 41 |
| Attendance | | | --- | --- | --- | 1,324 | 3,034 |
| Total Outreach Programs | | | --- | --- | --- | 7 | 109 |
| Attendance | | | --- | --- | --- | 120 | 3423 |
| <hr/> | | | | | | | |
| Archives manuscripts used | | | --- | --- | --- | 111 | 1478 |
| Summer Reading Registrations 2015, children | | | | | | | |
| Summer Reading Registrations 2015, teen | | | | | | | |

**Borrowing by Residents of Clarke, Frederick, & Winchester
June 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 | 7,104 | 6,714 | 33,903 | 33,246 | 13,095 | 12,279 | 54,102 | 52,239 |
| June | 10,185 | 9,215 | 48,703 | 42,826 | 16,996 | 16,037 | 75,884 | 68,078 |
| YTD | 98,893 | 91,901 | 462,299 | 432,795 | 168,754 | 155,320 | 729,946 | 680,016 |
| % of total | 13.55% | 13.51% | 63.33% | 63.64% | 23.12% | 22.84% | | |
| | | | | | | | Increase over previous YTD | 7.3% |

** Feb. 2010, closed 36.1% for snow

Current month

| | |
|--|---------------|
| Borrowing by Clarke Co., Frederick Co., Winchester residents | 75,884 |
| Borrowing by nonresidents | 5,171 |
| Downloadables & deposit collections | 4,415 |
| Total borrowing | 85,470 |

Registration of New Patrons in Clarke, Frederick, & Winchester

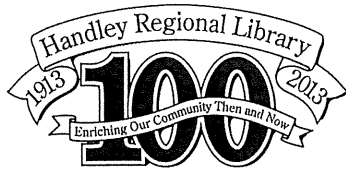
| | <u>Clarke</u> | | <u>Frederick</u> | | <u>Winchester</u> | | <u>Total</u> | |
|-------------------|---------------|---------------|------------------|---------------|-------------------|---------------|----------------------------|--------------|
| | 2014-15 | 2013-14 | 2014-15 | 2013-14 | 2014-15 | 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 | 25 | 30 | 206 | 177 | 253 | 109 | 484 | 316 |
| June | 116 | 48 | 442 | 372 | 127 | 130 | 685 | 550 |
| YTD | 542 | 526 | 2,656 | 3,147 | 1,783 | 1,134 | 4,981 | 4,807 |
| % of total | 10.88% | 10.94% | 53.32% | 65.47% | 35.80% | 23.59% | | |
| | | | | | | | Increase over previous YTD | 4% |

Library Use Statistics for 2014-15

| Measurement | 1 yr comparison | | | | 2012-13 | 2 yr comparison | | 2008-09++ | 6 yr comparison FY 9 to FY 15 |
|---|-----------------|---------|--------------|---------|---------|-----------------|---------------|-----------|----------------------------------|
| | 2014-15 | 2013-14 | FY15 to FY14 | 2012-13 | | FY 15 to FY | FY 9 to FY 15 | | |
| Library Visitors | 311,036 | 311,421 | 0% | 307,663 | 381,697 | 1.1% | | -18.5% | |
| Meetings | 241 | 219 | 10% | 135 | 151 | 78.5% | | 59.6% | |
| Volunteer hours | 10,249 | 11,221 | -9% | 12,889 | 10,226 | -20.5% | | 0.2% | |
| Internet sessions+ | 42,440 | 42,295 | 0% | 46,652 | 67,673 | -9.0% | | -37.3% | |
| Internet use in hours+ | 32,053 | 30,201 | 6% | 31,515 | 47,314 | 1.7% | | -32.3% | |
| Adult & YA programs, tours* attendance | 317 | 151 | 110% | 175 | 246 | 81.1% | | 28.9% | |
| Children & family prog. attendance | 5,427 | 3,449 | 57% | 2,934 | 2,793 | 85.0% | | 94.3% | |
| Questions answered | 467 | 429 | 9% | 307 | 285 | 52.1% | | 63.9% | |
| Volumes added | 18,931 | 17,124 | 11% | 11,959 | 17,819 | 58.3% | | 6.2% | |
| Checkouts Library materials | 65,962 | 78,541 | -16% | 66,132 | 95,686 | -0.3% | | -31.1% | |
| Interlibrary loans | 17,653 | 19,596 | -10% | 19,899 | 24,683 | -11.3% | | -28.5% | |
| New card patrons added | 833,100 | 767,677 | 9% | 763,620 | 772,749 | 9.1% | | 7.8% | |
| New download patrons | 103 | 127 | -19% | 148 | 358 | -30.4% | | -71.2% | |
| Outreach programs | 5,376 | 5,237 | 3% | 4,798 | 5,657 | 12.0% | | -5.0% | |
| total downloads | 954 | 1,071 | -11% | 1,227 | 493 | -22.2% | | 93.5% | |
| Outreach attendance | 109 | 53 | 106% | 9 | 58 | 1111.1% | | 87.9% | |
| total downloads +in-house only, not WiFi | 3423 | 7,281 | -53% | 408 | 4,671 | 739.0% | | -26.7% | |
| | 51995 | 41,276 | 26% | 31,452 | 3,774 | 65.3% | | 1277.7% | |

*In FY 15 started counting impromptu tours

++FY 2008-09 was a banner year for HRL, setting records in library visitors, circulated materials, audiobooks downloaded, new library cards issued, number of adult & YA programs offered, and attendance at children's programs. Libraries were open 14% more hours, including Sunday afternoons.



Handley Regional Division & Department Head Reports For June 2015 Activities Reported July 21, 2015

Technical Services, Sara Holloway

- Technical Services and other library staff added 17,496 items to the library's collection during FY 2014/15. Of these, 1,469 items were donations.
- On June 18, 2015, The Library Corporation (TLC) updated our integrated library system to current versions. Our web server was upgraded to Windows Server 2008 as part of the process. The upgrade was complete and all modules operational before opening on June 19, 2015.
- On June 25, 2015, Nic Carroll of Tech Team Solutions and Sara Holloway met to continue working on a network problem at Handley regarding creating a separate network for Wi-Fi users. Currently Wi-Fi and the library's computers are on the same network at both Handley and Clarke. They should be separate as they are at Bowman, for better security.
- Two computers were installed in Bowman Children's Department to assist with Valley Reads signup. Three PACs in the Handley Children's room were reconfigured to allow access to the Valley Reads page.
- The annual Acquisitions fiscal-year rollover successfully completed on June 30, 2015.

Adult Services, Adrienne Davis

- Main focus for the Adult Services Division during June was launching the Adult Summer Reading Program. Over 300 patrons registered for the program in June. With each registration, Adult Services staff members give participants an EXPLORE reading log, SHARE book review card, and Candy Jar guess.
- An Adult Services Division meeting was held on June 11. Agenda items included: a review of Circulation Department procedures with Mary Anton, a demo of Value Line, update on the FY 2015-2016 EBSCO periodical order, and instruction on the Adult Summer Reading Program. In attendance: Kim B, Adrienne D., Cheryl D., Michael G., Karen O-G, Kitty O., and Todd S.
- Implemented Adult Summer Reading Program (effective 6/1)
- Coordinated update of 'Online Resources' website page to include new 'Money Matters' section with Foundation Center info/link and Value Line (6/2)
- Coordinated Youth Services Summer Events brochure (6/8)
- Organized, planned and lead semi-annual division meeting (6/11)
- Coordinated June Marketing Committee Meeting (6/24)
- Created 'Juvenile Reference' labels (6/29)
- Selected candidates and conducted interviews for HL Reference Assistant position (6/29)
- Arranged a reference practicum for Alysia Deem, graduate student and librarian at Johnson-Williams Middle School (6/30)

Bowman Operations, Kim Bean

- Two brochure racks (one for the circulation desk, and one for the reference area), a black steel TV stand, and an ALA "Welcome" poster and frame were purchased for the Bowman Library. With the new racks, we've been able to organize the library brochures more attractively. The TV stand is more sturdy and secure than the table we were using before. It is also much easier now to move the big screen TV around the library as needed for teen game nights, staff meetings, etc.
- The grounds at the Bowman Library have been much improved with the weeding, shrub trimming and mulching done by the landscaping crew of "A Cut Above" on June 29, 30 and July 1. The outside of the building looks wonderful!
- The Valueline online service will replace our paper subscription in July. So that Reference staff members could become familiar with the service, an online trial was begun on June 8, and an instructional webinar about the service was shown at the full reference staff meeting on June 11.
- The Oversize book collection was shifted to the last row of shelves at the end of the Bowman reference area. The purpose of this move was to increase the visibility of this collection and its

usage. There is also newly created seating area adjacent to the shelves. The adult non-fiction collection was shifted over into the area vacated by the oversize books.

- The Second Glance display case is making lots of sales. Sales have been steady since it opened in late April, but during the last week and half of June, there was a spike of more than \$100 in sales of books and DVDs that were in the display case.
- The Testing and Education Reference Center, the online test prep resource for SAT, ASVAB, GED and other tests, has been renewed for another year. The Marketing Committee has publicized the service this year and usage has grown.
- Adrienne Davis and Kim Bean met on June 22 to discuss ideas for goals for the Reference Department and the Bowman Library in preparation for the update of the library system's long range plan.
- Kim Bean met with Zach Erickson, area sales manager for Library Ideas, regarding the marketing of our Freegal music service. We viewed the company's Best Marketing Practices slideshow and discussed other things we can do to promote the service. Mr. Erickson commented that the Handley Regional Library is already doing many of the suggested best practices. Since February, the first full month after the service was restarted, Freegal usage has averaged 1750 downloaded songs and 4100+ streamed songs per month.
- Prepared book, audio-book and DVD orders to be placed in the next fiscal year
- Created a printout of suggested items to be withdrawn from the second half of the CCL reference collection. Laurine will weed from the printout. The items sent from the first printout have been withdrawn or relocated to the circulating collection.
- Relocated the Chilton auto repair books that were originally in the Handley Reference collection to the Handley and Bowman Library circulating collections.
- Continued the HL DVD weeding project. We are continuing to replace the weeded copy with a donated copy when possible and some new copies will be ordered in the new fiscal year.
- Attended the full reference staff meeting held on June 11.
- Restocked the Second Glance Book Shop display window several times.

Youth Services, Donna Hughes

- Training of new BL Assistant, Jane Smith, continues at BL. Training of new HL Assistant, Aimee Gangai, continues at HL.
- Youth Volunteer positions were filled at Bowman and Handley libraries. Summer volunteers began June 8. We have a lot of great teens volunteering this summer and we are looking forward to a successful summer with their help.
- Summer Reading registrations began this month. The participants in the program are excited about the new feature of earning electronic badges.
- As of June 30 there were 1,576 participants in the Summer Reading Program, Valley Reads. The breakdown in ages categories are: Preschool (0-5)-344; Elementary (6-11)-858; Young Adult (12-17)-215; Adult (18+)-159.
- Year-round preschool programming launched this summer with Friday Dance Parties at HL, Twilight Tales and Trit-Trot Babies at BL.
- Drop-In Stories at HL began this summer by using guest tellers. The first guest reader is Susan Pannell held on Monday mornings. The Winchester Sheriff's Department is offering a "drop-in story time on Wednesday afternoons called "Read with the Sheriff."
- A 2nd Annual Chess Tournament was held at HL on Saturday, June 27. Collaboration between library staff and the Shenandoah Chess Club has been instrumental in the success of this program.
- Jennifer, Barbara and Christine met with members of the Embroiderer's Guild of America's Winchester Chapter to receive the Library's portion of a tapestry and to record the "first stitch," which was placed by Jennifer. The outcome will be a public piece of tapestry art for all to enjoy.

Outside meetings/workshops/conferences attended by staff:

- Jennifer met with the Assistant Director of the Shenandoah Conservatory Arts Academy to discuss ways the library and the Art Academy can promote early literacy through the arts.
- Aimee Gangai, on her own time, attended a Monarch workshop through the Educational Information Resource Center of NJ on June 23.

Unusual events/factors affecting work of section:

- Staff changes and new hiring in Youth Services. Amanda Henry joins HL staff as an Aide. Sara Gustafson joins BL staff as an Aide.

- Handley Library was closed for several days without power. Staff worked out of both Clarke County and Bowman libraries.

Business Manager and Handley Operations, Ann White

Handley Library Updates

- **Electrical Outage:**
 - As the result of a lightning strike on Sunday May 31st, the main electrical breaker malfunctioned. This electrical outage caused Handley library to be closed from Monday, June 1st through Wednesday, June 3rd. The library was able to reopen regular hours beginning at 10 a.m. on Thursday the 4th. Many dedicated staff reported to work an hour or more than their regularly scheduled times to begin clearing the backlog of check-ins. While “non-desk” staff assisted with the shelving of materials. Many thanks are due to all the staff that went above and beyond during this trying time!
- **Special Events:** Rising High School Seniors participating in the Shenandoah University Center for Public Service and Scholarship’s “Leadership by Design Summer Program” visited Handley Library on Wednesday, June 17th. These students were able to spend time in each of the library’s service departments to observe “what it is we do” to help the public. They also spent time speaking with the Library Director.

Committees/Meetings

- Action Team Meeting: Attended June 4th.
- Marketing and Social Media Committee: Attended June 24th. The committee is currently promoting the Summer Reading Programs. The committee has begun to plan for September’s Library Card Sign-up Month and for April’s National Library Week.
- Winchester Public Schools Collaboration: In recognition of the time Daniel Morgan Middle School parents volunteered to help with the library card distribution project, I sent personal thank-you notecards to each individual who participated.

Continuing Education/Training

- Attended a Virginia Retirement System Benefits Administrator roundtable meeting on June 17th.

Financial Updates

- In preparation for upcoming annual audit, received and returned engagement letter from Hottel and Willis. Also received list of requested items to prepare for auditors to review during their on-site visit.
- Submitted insurance claim for the replacement of the electrical breaker.

HR Updates

- Updated required Virginia Unemployment posters in staff areas of all branches.
- Proposed changes to employment laws to keep an eye on.
 - **Minimum wage:** “The Raise the Wage Act would raise the minimum wage to \$12 over the next five years and index it to median wage growth. The raise would be phased in, first to \$8 an hour, followed by \$1 annual increases for the following five years.” (source : https://patrickmurphy.house.gov/uploadedfiles/raise_the_wage_act_fact_sheet.pdf)
 - **FLSA (Fair Labor Standards Act):** “U.S. *Department of Labor* (“DOL”) unveiled its long anticipated proposed rule that will, if enacted, raise the minimum salary threshold required to qualify for exemption from the *Fair Labor Standards Act’s* (“FLSA”) minimum wage and overtime requirements. The proposal seeks to increase the current minimum salary requirement for the executive, administrative, professional, and computer employee exemptions from \$455 per week (\$23,660 per year) to \$970 per week (\$50,440 per year).” (source: <http://www.natlawreview.com/article/highly-anticipated-proposed-changes-to-flsa-white-collar-exemptions-released>)

Friends of Handley Regional Library, Barbara Dickinson

Proceeds for the 3-day summer used book sale was \$9,717.

For the first time FHRL accepted credit cards, and we had 98 transactions.

- Volunteer hours were 312. These includes Book Sorts, Saturday Book Drop-Off Morning, Summer Used Book Sale, FHRL June Social for Board Members and Programs.

Friends sponsored programs:

- June 13 – All One Song with attendance of 22
- June 20 – Portrait Unveiling of Rafael Eledge - with attendance of 8

Barbara's activities:

- Attended Action Team, Marketing, FHRL June Social.
- Met with Book Sale Coordinator to prepare to accept credit cards at this sale (first time event)
- Scheduled volunteers and workers for Summer Used Book Sale.
- Scheduled Labor Ready workers for book sale set up and clean up.
- Scheduled photographer for book sale promotion.
- Made Book Sale Deposits.

Circulation Services, Mary Anton

- Trained one new page and a new aide.
- Participated in Adult Services staff meeting to help identify and standardize services that overlap with the Circulation Division.
- Gave brief orientation and worked in Circulation with six high-school students in the Service Learning program at Shenandoah University.
- Coordinated staffing changes at Bowman and Clarke due to three-day power outage at Handley. Also rearranged services to minimize the backlog of check-in, deliveries, and holes for the "re-opening."
- Coordinated shifting of entire Handley adult fiction collection.
- Finalized billing report changes for system upgrade.
- Worked Saturday, June 13, on desk at Bowman.
- Coordinated 12 hours of community service help and 15 hours of volunteer work.
- Reviewed and coordinated billing for 372 accounts during the month.
- Referred 18 accounts to Unique Management Services (collections).

**Library Board Meeting
June 16, 2015**

The regular monthly meeting of Handley Regional Library was held Tuesday, June 16, 2015 in Handley Library Board room. Present from 4:30 were Mrs. McCoig, Ms. Comer, Ms. Fox, Mr. Schultz, Mr. Clawson, Mrs. Drumheller, and Mr. Sullivan. Representing Frederick County Supervisors was Mr. Wells. Representing the staff were Mr. Huddy, Mrs. White, and Ms. Ritchie.

1. Ms. Fox called the meeting to order in the absence of Mrs. Lloyd, who was ill.
2. There were no public comments.
3. The minutes were approved as sent.
4. Mr. Huddy gave the Director's Report. The Valley Reads program has started with community partners. Fliers are at 14 other locations around the area. The library also started an adult summer reading program designed by staff. About 1,300 are already signed up for Valley Reads and the adult summer reading program. It was a lot of work, which cost staff time but not much out of pocket cost. Attending programs earns electronic badges for participants. Groups of children from Parks and Recreation camps will come in Thursdays to register. The Friends donation for the summer reading program pays for the professional performers. Mr. Huddy and Mr. Clawson met to work on the Long Range Plan. A full staff meeting was held on May 14. Christine Forbes is the new Public Relations and Marketing Associate. Circulation and Youth Services brought in several hundred new library card applications. There are now more youth services staff at Bowman Library. The goal is to have storytimes all year without breaks.

Mrs. White and Mrs. Holloway met with Verizon to get a Wi-Fi hot spot so that outreach staff can sign up library cards on the spot.

The library will soon have buck slips, to encourage patrons to write down good things.

Mrs. Forbes is working on a user online survey. To reach nonusers, Winchester Literacy AmeriCorps folks are going door to door to do literacy surveys which include some library card questions.

5. Mrs. McCoig gave the Treasurers report. May is 91.67% benchmark. All localities are at 100% of support. Public support consists of \$1,503.92 from a Chipotle fundraiser and \$200 from One Book One Community to help pay for the library's movie license. The Friends gave \$7,573.54 in salary contributions. Endowment income from non-board funds was \$2,091 from Shingleton fund and \$8,376 from the Lynch trust. Contractual included \$7,687 in fire alarm renewals and \$27,843 in annual integrated library computer software license. In other operating expenses, \$1,926 was spent (from Friends' donations) on the annual movie license renewal. Capital expenditures included \$2,645 in purchase of new book drop and parts to refurbish an existing book drop.

For the Endowment funds:

April 30, 2015: value was \$3.379 million (up \$9,000 from Mar. 31)

May 31, 2015: Value was \$3.385 million (up \$6,000 from April 30).

Year to date value is down \$29,000 not including .5 million contribution, \$19,000 paid in fees, or \$104,000 in transfers to checking.

There was a Finance committee meeting before this meeting to revise the proposed 2015-16 budget because Frederick County did not approve the library's requested increase. With the lower revenue coming in, the originally proposed budget is \$91,000 short. Mrs. McCoig explained that many line items are bare bones already, and some line items are mandated by state fund requirements. The library had wanted to upgrade in computers (\$17,000), give a staff raise (\$35,000), open Thursday afternoons (\$35,000,) and have no gala fundraiser (\$5,000). In order to balance the budget, we need to cut these expenses plus plan to raise \$5,000 in a fundraiser. We want to open on Thursdays but need to defer action until funds are approved from Frederick County. The Frederick County Finance committee will revisit the budget in late summer or early fall.

For the Finance committee, Ms. McCoig moved to approve a 2015-16 budget that is balanced by reducing payroll by \$35,000 for raises, \$35,000 for Thursday openings, and \$17,000 from computer expenditures, and reinstitute a fundraiser for \$5,000. The Finance committee will prioritize the cut expenditures if the county revisits the budget and approves more funding, with the understanding the Board will prioritize opening on Thursdays. The motion passed unanimously.

6. Mr. Huddy gave the Clarke County Library report in the absence of Mrs. Myer. There is a new slate of officers for the Advisory Council. The 30th anniversary bookplates have not resulted in many contributions. Mrs. Kennedy, Branch Manager, will buy computers and conference tables and chairs. Some tables will be rearranged and additional power outlets will be accessible from the tables. The funding for the furniture, computers, and power outlets will come from the remaining Clarke County Library furniture funds, which are comprised of donations made for the 2009 library opening to purchase shelving and furniture.
7. Committee reports:
 - Archives: Archives participated in V-E program at Stephens City. Five oral history interviews are scheduled to be conducted by Archives staff. Archives staff members are making displays at Handley.
 - Facilities: Mr. Sullivan said the main breaker at Handley failed which resulted in closing for 3 days, June 1-3. The city manager arranged a meeting with the City Council to help pay for the repairs. Insurance has been contacted.
 - Long Range Plan: The staff is meeting July 2 to work on their thoughts and goals. The surveys are underway.

8. Mr. Wells gave the Frederick County report. Brenda Garton is the new administrator. She has met with all the staff and is looking at the budget. The Board is constantly revisiting the budget. Mr. Huddy mentioned that new Supervisor Jason Ransom was at the library last week for orientation.

9. New business:

- Mrs. Graves gave the library \$25,000 to offset last year's cuts and to improve Archives. We would like to give her a plaque and reception with the Board meeting, probably at the September board meeting at Handley Library. Ms. Comer will help Mr. Huddy meet Mrs. Shoemaker.
- Mr. Huddy wants to meet with the Fundraising committee. He has some ideas for fundraising for e-books and other projects. Staff is compiling a donor database using PastPerfect software that the library owns.

10. Comments by Board members

- Mrs. Drumheller thanked the Board for support while her step-father was terminally ill.
- Mr. Schultz asked if minutes are posted online. On the library's web page, all Library Board meeting documents and detailed monthly financial reports are available under "About Us," and then "Board Minutes."
- Mrs. Schultz is running a leadership conference with 42 students from all over the state. Some of the students are coming to Handley Library tomorrow. The group will present a pitch for \$250, and the most persuasive group wins the money for the organization.
- Mr. Sullivan said the Frederick County Parks and Recreation magazine was blank in the back, and he suggested advertising in it. He went to a North Carolina library this weekend which just had a 15% cut. The Martinsburg Library had a 30% cut recently and will have to cut hours.

The meeting adjourned at 5:48.

Carol Fox, Vice Chair

Nancy Comer, Secretary
Pat Ritchie, Recording Secretary

Handley Regional Library

Budget plan for 2015/16

| SUPPORT & REVENUES | Actual for year ending 6/12 | Actual for year ending 6/13 | Actual for year ending 6/14 | Plan for year ending 6/15 | Plan for year ending 6/16 |
|--|--------------------------------|--------------------------------|--------------------------------|------------------------------|------------------------------|
| Frederick County | 801,050 | 801,050 | 801,050 | 862,665 | 862,665 |
| Winchester | 385,026 | 390,334 | 390,334 | 390,334 | 419,020 |
| Clarke County | 182,119 | 182,119 | 182,119 | 185,000 | 190,000 |
| Total Local Government Revenues | 1,368,195 | 1,373,503 | 1,373,503 | 1,437,999 | 1,471,685 |
| Clarke Special Capital Contribution | | | | | |
| State Revenue | 323,693 | 360,670 | 353,627 | 357,518 | 360,246 |
| VA Other State Grants | 0 | 0 | 0 | 0 | 0 |
| Federal Grants | 0 | 0 | 0 | 0 | 0 |
| Endowment Income | 105,514 | 96,726 | 107,485 | 119,305 | 133,942 |
| Donations | 81,311 | 129,331 | 20,598 | 20,000 | 20,000 |
| Other Grants | | | | 2,385 | 0 |
| Public Support | 81,311 | 129,331 | 20,598 | 22,385 | 20,000 |
| Friends of the Handley Library | 41,969 | 41,162 | 57,503 | 90,465 | 46,268 |
| Copler Revenue | 15,675 | 14,438 | 15,098 | 16,000 | 16,000 |
| Fines, Fees & Other | 109,094 | 96,762 | 96,607 | 100,656 | 92,950 |
| Previous Fund Balance (transfer from) | - | 54,459 | 113,162 | 33,000 | 27,448 |
| Transfers from Funds for Books | 38,028 | 26,654 | 19,220 | 10,000 | 10,455 |
| TOTAL SUPPORT & REVENUES | 2,083,480 | 2,193,705 | 2,156,802 | 2,187,328 | 2,178,994 |
| EXPENDITURES | | | | | |
| Salaries | 1,125,049 | 1,098,356 | 1,134,347 | 1,159,369 | 1,181,529 |
| Benefits | 272,178 | 292,738 | 289,241 | 285,394 | 273,982 |
| Total Personnel Costs | 1,397,226 | 1,391,094 | 1,423,588 | 1,444,763 | 1,455,511 |
| Books and Related Materials | 310,845 | 306,306 | 290,073 | 300,989 | 302,836 |
| Contract Maintenance | 57,704 | 61,539 | 76,585 | 65,260 | 66,310 |
| Copler Expenses | 14,806 | 19,761 | 20,826 | 19,500 | 26,000 |
| Utilities | 93,019 | 104,334 | 116,920 | 111,500 | 126,800 |
| Telecommunications | 14,912 | 21,477 | 25,165 | 19,740 | 21,136 |
| Staff Development | 9,052 | 12,697 | 13,560 | 18,485 | 10,600 |
| Materials & Supplies | 42,260 | 42,903 | 40,246 | 43,400 | 44,600 |
| Other Operating Expenses | 83,412 | 97,985 | 92,372 | 110,188 | 111,201 |
| TOTAL OPERATING EXPENDITURES | 2,023,235 | 2,058,097 | 2,099,336 | 2,133,825 | 2,164,994 |
| Capital Expenditures | | | | | |
| Janitorial Equipment | 1,279 | 445 | - | - | - |
| Vehicle | | | | 12,000 | - |
| Library Furniture & Fixtures | 196 | 537 | 302 | 5,225 | - |
| Library Equipment | - | 59,418 | 8,467 | 3,500 | - |
| Audiovisual Equipment | - | - | - | - | - |
| Computer Hardware & software | 4,043 | 32,731 | 16,255 | 32,778 | 4,000 |
| Leasehold Improvements | 18,730 | 17,338 | 11,231 | - | 10,000 |
| Special Project Capital Expenditure | 23,680 | 25,139 | 21,211 | - | - |
| TOTAL CAPITAL EXPENDITURES | 47,928 | 135,608 | 57,466 | 53,503 | 14,000 |
| TOTAL EXPENDITURES | 2,071,163 | 2,193,705 | 2,156,802 | 2,187,328 | 2,178,994 |

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

| | <u>Jul '14 - Jun 15</u> | <u>Budget</u> | <u>% of Budget</u> |
|---------------------------------|--------------------------|---------------------|----------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Local Government Revenue | 1,437,999.00 | 1,437,999.00 | 100.0% |
| State Revenue | 347,036.68 | 357,518.00 | 97.1% |
| Endowment Income | 119,335.55 | 119,305.00 | 100.0% |
| Public Support | 50,860.81 | 22,385.00 | 227.2% |
| Friends of Handley Reg. Library | 91,501.54 | 90,465.00 | 101.1% |
| Copier Revenue | 15,797.47 | 16,000.00 | 98.7% |
| Fines, Fees & Other | 86,313.97 | 90,656.00 | 95.2% |
| Investment Income | 7,293.89 | 10,000.00 | 72.9% |
| HRL Endow Fund Transfers - In | 9,717.76 | 10,000.00 | 97.2% |
| Unexpended | 0.00 | 33,000.00 | 0.0% |
| Total Income | <u>2,165,856.67</u> | <u>2,187,328.00</u> | <u>99.0%</u> |
| Gross Profit | 2,165,856.67 | 2,187,328.00 | 99.0% |
| Expense | | | |
| Personnel Costs | 1,435,878.43 | 1,444,763.00 | 99.4% |
| Books and Related Materials | 295,052.98 | 300,989.00 | 98.0% |
| Contractual Service | 62,248.08 | 65,260.00 | 95.4% |
| Reproductions | 20,093.09 | 19,500.00 | 103.0% |
| Utilities | 125,192.90 | 111,500.00 | 112.3% |
| Telecommunications | 24,036.51 | 19,740.00 | 121.8% |
| Staff Development | 15,470.23 | 18,485.00 | 83.7% |
| Other Operating Expenditures | 161,063.08 | 153,588.00 | 104.9% |
| Capital Expenditures | 82,200.64 | 53,503.00 | 153.6% |
| Total Expense | <u>2,221,235.94</u> | <u>2,187,328.00</u> | <u>101.6%</u> |
| Net Ordinary Income | <u>-55,379.27</u> | <u>0.00</u> | <u>100.0%</u> |
| Net Income | <u><u>-55,379.27</u></u> | <u><u>0.00</u></u> | <u><u>100.0%</u></u> |

See Accountants' Compilation Report

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

| | <u>Jun 15</u> | <u>Jul '14 - Jun 15</u> |
|---------------------------------|---------------------------|--------------------------|
| Ordinary Income/Expense | | |
| Income | | |
| Local Government Revenue | 0.00 | 1,437,999.00 |
| State Revenue | 122.68 | 347,036.68 |
| Endowment Income | 1,667.18 | 119,335.55 |
| Public Support | 321.87 | 50,860.81 |
| Friends of Handley Reg. Library | 0.00 | 91,501.54 |
| Copier Revenue | 1,433.10 | 15,797.47 |
| Fines, Fees & Other | 8,326.13 | 86,313.97 |
| Investment Income | -1,572.09 | 7,293.89 |
| HRL Endow Fund Transfers - In | 0.00 | 9,717.76 |
| Total Income | <u>10,298.87</u> | <u>2,165,856.67</u> |
| Gross Profit | 10,298.87 | 2,165,856.67 |
| Expense | | |
| Personnel Costs | 113,641.32 | 1,435,878.43 |
| Books and Related Materials | 15,815.15 | 295,052.98 |
| Contractual Service | 1,246.49 | 62,248.08 |
| Reproductions | 2,140.00 | 20,093.09 |
| Utilities | 8,975.07 | 125,192.90 |
| Telecommunications | 3,831.75 | 24,036.51 |
| Staff Development | 159.00 | 15,470.23 |
| Other Operating Expenditures | 12,368.84 | 161,063.08 |
| Capital Expenditures | 25,906.41 | 82,200.64 |
| Total Expense | <u>184,084.03</u> | <u>2,221,235.94</u> |
| Net Ordinary Income | <u>-173,785.16</u> | <u>-55,379.27</u> |
| Net Income | <u><u>-173,785.16</u></u> | <u><u>-55,379.27</u></u> |

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