

Handley Regional Library Board  
 Agenda, September 22, 2015  
 Handley Library 4:30 p.m.  
 (Reception for Ms. Graves at 3:30 pm in Benham Gallery)

1. Review of the minutes from July 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  
Thursday hours and budget
9. New business
  - a. Proposed By-Laws change
  - b. Youth Services roundtable
  - c. Presentation by Circulation Services
  - d. Letter for Friends
10. Comments by Board members
11. Schedule meetings

*Upcoming Meetings and Activities*

Library Board meeting	Tues.	Oct. 20	4:30	Bowman Library
Library Board meeting	Tues.	Nov. 17	4:30	Handley Library
Library Board meeting	Tues.	Dec. 15	4:30	Handley Library

For complete information on library activities, visit "Events" on the library's web page  
[www.handleyregional.org](http://www.handleyregional.org)



## Library Board Meeting July 21, 2015

The regular monthly meeting of Handley Regional Library was held Tuesday, July 21, 2015 in Bowman Library meeting room. Present from 4:30 were Mrs. Myer, Mr. Schultz, Mrs. Drumheller, Ms. Fox, Mr. Sydnor, Mr. Sullivan, Ms. Comer, and Mrs. McCoig. All Board members were present for votes. Representing the staff were Mr. Huddy, Mrs. White, Ms. Ritchie, Mrs. Bean, and Ms. Holloway.

1. Ms. Fox called the meeting to order in the absence of Mrs. Lloyd.
2. There were no public comments.
3. The minutes from June 2015 were approved as sent. Mr. Sullivan asked about the movie license. It is required to show movies to the public. The Friends are sponsoring the license fee with a donation from One Book One Community. Mr. Huddy said during the summer the library is showing over a dozen movies at Bowman Library and Handley Library.
4. Mr. Huddy gave the Director's Report. He said Valley Reads summer reading program is well underway, with 25% more registrants than last year. This figure does not include the new adult summer reading program which has 450 registrants so far. *The End of Night*, the One Book One Community book, was announced in June. The failure of the main electrical breaker at Handley Library caused it to be closed for three days. He thanked Carolyn Bly, Ann White and the rest of the staff for their hard work in ensuring that power was restored in an expedited manner. The insurance company has paid for the repair.

Circulation worked hard to divert staff from Handley while it was closed and to serve the customers fully. They also worked with the Adult Services staff to plan cross training. Technical Services added 17,000 items last year, 1,400 of which were donations. The TLC online catalog software was updated to a newer version. Youth Services began year-round programs with the addition of more youth staff at Bowman Library. Adult Services designed and began the adult summer reading program. The new Valueline database can be accessed from outside the library.

Mr. Huddy and Mrs. Dickinson went to a legacy planning session at Shenandoah University. The Shenandoah University Children's Literature Conference came to Handley Library for storytelling sessions and tours. The Friends' summer book sale raised \$9,700 in three days and used credit cards for the first time. Youth Services has done a lot of outreach. Annual circulation is up 9% compared to 2013-2014. We discussed multi-year trends. Yesterday Mr. Huddy was interviewed by the *Winchester Star* about trends in digital downloads. Our percentage of downloads versus materials checkout and the library budget for downloads versus printed materials correlate well. The library spends about 8% of its materials budget on downloads, and downloads are around the same percentage of total circulation. Handley Regional Library and Culpeper

Public Libraries founded the Blue Ridge Consortium, an agreement among thirteen library systems to pool their funds for download services through Overdrive. In June the library partners renewed the consortium agreement in the same form.

Clara Barthel, former Clarke County Library volunteer, died recently. Charles Greeb, library donor and supporter, died this week, and his memorials are coming to the library. The library donated a memorial gift for Cynthia Graham Hurd, a librarian who was killed in Charleston, SC. An article on the library by Pat Ritchie will be in the Winchester Parks and Recreation booklet.

Mrs. Bean gave a Bowman Library report. She said that Andy Gyurisin of the Winchester Film Club would like to donate a copy of each film they've shown (over 150 films). Each year they fundraise for an organization, which they will donate to raise money for the films. Any film that is lost or damaged will be replaced by the club. Initially the film collection will be housed at Bowman library as a separate collection. September 24–27 is the next Lost Weekend, a four-day event where sixteen movies will be shown, and they will raise funds for the film collection. On Saturday evening September 26, a library representative will attend the event to accept the donations. Board members said the landscaping work looks beautiful.

Mrs. White gave a Handley Library report. She said some students from Shenandoah University Learning program came for a day of learning about the library.

5. Mrs. McCoig gave the Treasurer's report. The benchmark is 100%. Public support made up some of the decline from the state budget cut. Nonresident fees are down. Net fundraising income was \$3,000 under budget. Telecommunications is over budget but the auditors will likely make adjustments. These statements are drafts and will be adjusted by the auditors next month.

Endowment report:

June 2014 ended with \$2.858 million

June 2015 ended with \$3.326 million, down \$58,000 from May 2015. Year to date was down \$87,000 not including a \$.5 million contribution, \$19,000 paid in fees, or \$104,000 in transfers to checking.

Mrs. McCoig said that \$15,000 was transferred July 1, 2014 from the Reserve operating fund to the checking account to cover beginning of year expenses. On June 30, 2015, \$50,000 was transferred from the reserve operating fund to the checking account to cover items that needed to be paid at the beginning of July. The reserve operating fund is now \$153,715.81, down \$79,000 from June 30, 2014. It is now \$30,000 below one month's average expenses. This fund needs to be replaced with at least the electrical breaker insurance proceeds, if not additional money.

Mr. Sullivan asked about the telecommunications budget line. The Shentel switch doubled the bandwidth but did not decrease the cost. The Erate reimbursement in July

will be moved back to fiscal year 2015 by the auditors. Mr. Sullivan moved to accept the Treasurer's report, Mrs. Myer seconded, and the vote was unanimous.

6. Mrs. Myer gave the Clarke County Library report. The summer has been really busy. Two groups of campers come weekly. Library staff and volunteers will be at the Farmers Market on September 5 to kickoff National Library card month.
7. Library Committee reports:
  - a. Ms. Comer gave the Archives report. Maribeth Stotler-Watkins, summer intern, has worked 120 hours since mid-May and has been a great help. There were 449 researchers in June and July. On June 24, Sheila Gaither Elliot presented a good program on African American soldiers. Mrs. Ebert will be the keynote speaker at the Hite Family Association reunion at Belle Grove on Saturday July 25. Mr. Huddy added that youth services staff went to Belle Grove for programs which were very successful.
  - b. Mr. Sullivan said the facilities have been calm after the electrical repairs.
  - c. Mr. Huddy gave the Long Range Plan report. Various library staff groups met to begin planning. Results will be tabulated so that by fall the five year plan will be formulated. Suggestions were very thoughtful and measurable. Mrs. Forbes has started drafting a user survey.
8. Mr. Huddy gave the Frederick County liaison report from Mr. Wells. The Frederick County Finance committee will probably make a decision in September about more funds for the library.
9. A reception for Mrs. Ann Miller Graves, donor to Archives and the library, will be held at the next meeting in September in the Benham Room beginning at 3:30. We will unveil a plaque, have refreshments, and then convene in the Board Room for the regular meeting.
10. New Business:

Mrs. Lloyd will be out of town on Sept. 15 and has requested changing meeting to Sept. 22. Mr. Sullivan moved to change meeting to Sept.22. Mr. Schultz seconded, and the vote was unanimous.

The meeting adjourned at 5:26.

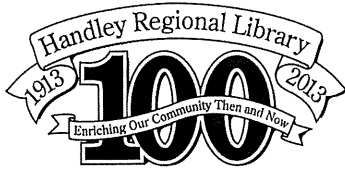
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Carol Fox, Vice Chair

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Nancy Comer, Secretary  
Pat Ritchie, Recording Secretary





## Director's Report to the Board for July/August 2015

Submitted Sept 22, 2015

### *Significant accomplishments during the month*

Summer ended and Valley Reads, our first area-wide program, wrapped up with a 30% increase in sign-ups. We held our final event at the Taylor Pavilion and over 200 people showed up. Great work was done by Youth Services staff in getting all the prizes together for the public. They really did go above and beyond to put it all together. Three grand prizes and more than thirty second prizes were given out. Much was learned from this first version of this Summer Program and we held an after action meeting to recap it all and focus on what worked and what didn't.

Mary Anton and her staff and volunteers worked with John and Shenandoah University staff to attend the Mexican Consulate days at SU. It wasn't as successful as the last visit but much information was given out.

We began the survey process to garner input from our customers. A survey will go live next month! This survey will be used to gather data to help with the Five Year Plan. We also had our Long Range Planning meetings with all areas of the library represented. It was great to see so much input and positive feedback from staff! This information will be collated and reported to the board in our next meeting.

#### **Circulation:**

- Participated in final plans for Library Card Sign-Up activities for September.
- Helped to coordinate outreach during the Mexican Consulate's visit to Shenandoah University, August 5-7.
- **Mary Anton completed classes and coursework for her Master's Degree in Library & Information Studies.**

#### **Technology:**

- Two new children's computers were installed at Clarke County Library on August 27<sup>th</sup>.
- Another TLC (The Library Corporation) update was installed on September 3<sup>rd</sup>. We are now using the most current versions of our TLC products.

#### **Youth Services:**

- Dance Party at Handley continued as our year-round addition to the Youth Services schedule. Other programs beginning in September will bring year-round programming to our library system.
- Handley youth services staff has created display space on the front book-case that is dedicated to "Staff Picks" containing laminated graphics to advertise it. Staff will fill this shelf with "Our Favorite Picture Books" and "Our Favorite Fiction."

### **Adult Services:**

- The Adult Services Department wrapped up the Adult Summer Reading Program with 522 participants and 1,807 books read.
- Focus for August was on the plans and preparation for September Library Card Sign-Up month, including displays promoting different ways to use a library card, a library card guessing game, and “buckslips” for patron feedback.

### **Bowman Library:**

- The Shenandoah Astronomical Society held a Telescope program and clinic at the Bowman Library on Saturday, August 8. Steve Shank, who gave the program with assistance from 2 other Society members, was pleased with the 12 attendees who came to the program.
- Kim Bean attended the Winchester Film Club’s *Lost Weekend* announcement event at the Alamo Drafthouse on August 26. It was announced at this event that the Handley Regional Library would be the recipient of the club’s annual fundraising efforts during the *Lost Weekend* in September. Kim then spoke to the 140-150 attendees of this event about the Handley Regional Library and thanked them for their gift to the library.

### **Handley Library:**

- New Range Finder Signage installed: Adult Fiction, Non-Fiction, Biography and Reference collections have had call number signs and sign holders replaced. New signage is larger and more visible from a distance.
- Library Card Sign-up Month Committee Visit:  
<http://www2.youseemore.com/handley/uploads/september%20calendar%20library%20card%20month%20draft.pdf> to view all activities arranged by the committee for September.

### **Friends of Handley Regional Library, Barbara Dickinson**

- Friends sponsored programs at Bowman and Handley on *Using My Health Care Insurance* in partnership with Blue Ridge Legal Services
- And at Handley on the Civil War topic of *Reconciliation in Winchester and Frederick County* in partnership with Winchester- Frederick County Historical Society

### **Training:**

- Senior staff viewed training on proper hiring practices
- Staff were trained on using Google Analytics in

### **Outreach:**

- Jennifer visited Orchard View Elementary School on three Wednesday mornings in July. The Librarian at OVES, Kristy Sikora, and Jennifer partnered to host three themed programs for Summer Reading Promotion. Jennifer planned the storytime component, and Kristy provided the craft activities. Jennifer helped children register for summer reading, and enter their reading time into their accounts.
- August 13<sup>th</sup> staff went to Indian Hollow Elementary back to school day
- August 26<sup>th</sup> staff went to John Handley High School back to school night



## Kudos:

Hello Mr. Huddy,

My name is Laura Duhl and I have a 5 yr. old daughter, Sarah. My husband and I have been bringing our daughter to Ms. Jennifer's story time since she was 6 months old.

I am writing to you in regards to Ms. Jennifer and the dedication and passion she displays in her profession. Ms. Jennifer has always gone above and beyond for the children who attend the children's room; by engaging and interacting during story time in a way that keeps the children interested in the story or song. Ms. Jennifer is creative and her desire to work with children shows. I have attended other libraries with story time and none of them compare to the excitement that Ms. Jennifer brings to the children's room. I have continuously told other mothers about Ms. Jennifer and they all agree that she is the positive face of Handley Library.

I know that in our small community, seeing Ms. Jennifer's smiling face and vibrant personality in the children's room is priceless!

Thank you for your time and your commitment to the community by providing excellent staff, such as Ms. Jennifer.



Dear Adrienne,

My thanks to you and all of your staff at Handley Library! My students - from Taiwan and China - very much enjoyed the visit we made on Friday to the library. Everyone was so very welcoming and engaged with assisting our students. They now have library cards and already have made plans for future borrowing! Soon, you will be receiving notes from them thanking you for your kind hospitality and useful information.

The library's system of generous lending and exceptionally wide-ranging resources combine to provide the newcomer to Winchester, Virginia (and indeed in our case, to the United States) is one good reason for students to move here and to enroll at Shenandoah University.

Shenandoah University is indeed fortunate to have such a wonderful community library to offer those who are residents and have access to the library.

I look forward to working with you in the future and wish you and all the staff a bountiful autumn! Bring on the apples!

Warm regards,

Liz

Liz England, Ph. D.

Professor, Teaching English to Speakers of Other Languages and English as a Second Language

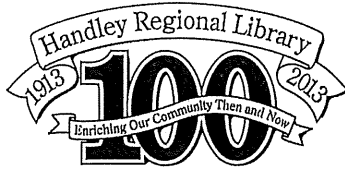
World Languages and Cultures and

School of Education and Human Development

Shenandoah University

110 Gregory Hall





**Handley Regional Division & Department Head Reports  
For August Activities  
Reported September 22, 2015**

**Technical Services, Sara Holloway**

- Five adult fiction orders were sent to vendors.
- Weeding of Handley and Bowman adult fiction and Bowman large print continued.
- Archives public computers were checked and routine maintenance performed. This work was completed August 25<sup>th</sup>.
- Two new children's computers were installed at Clarke County Library on August 27<sup>th</sup>.
- Viewed a webinar on August 26<sup>th</sup> on "Supervisor Training: The Defensible Hiring Process," presented by the Virginia Municipal League.
- Handley's self-check station was down September 1st. One of the sensors that de-sensitize materials was not working properly. The sensor was deactivated and the unit is now operational.
- Another TLC (The Library Corporation) update was installed on September 3<sup>rd</sup>. We are now using the most current versions of our TLC products.
- A new WiFi access point was installed at Handley on September 6<sup>th</sup>, which improves connectivity to the first floor study rooms and the East Reading Room (large print).

**Adult Services, Adrienne Davis**

- Attended the Long Range Planning meetings for Handley (8/14) and Bowman (8/19).
- Trained new Reference Assistant – Susanna Gawrysiak – at Handley
- Attended training on Google Analytics (8/24)
- Attended webinar on best hiring practices (8/26)
- Coordinated plans for September Library Sign-Up Month, including the joint meeting for Marketing Committee (8/20)

**Bowman Operations, Kim Bean**

The Winchester Film Club is planning to donate films to the library. During their annual "Lost Weekend" film event, on Sept. 24-27 at the Alamo Drafthouse, the Club plans to raise funds to purchase a copy of each film they have screened since 2008, more than 150 films. Going forward, the club would continue to donate a copy of every film shown at club screenings. The films will be housed at the Bowman Library and a notation placed on each film's catalog record will enable patrons to easily find the films. Andy Gyuris, the club's founder, initiated and is spearheading this project. Kim Bean will attend the "Lost Weekend" announcement event on August 26, and will be at the "Lost Weekend" during breaks between films to talk to attendees about the library, its services and its film collection.

Valueline online, the online investment resource, went live for library users on July 23. The Library system previously had paper subscriptions to Valueline at the Bowman and Handley Libraries. Now the service is available both for in-house and remote (outside the library) use by 3 simultaneous users.

- Submitted book, audio-book and DVD orders to Technical Services
- Weeded the system's superseded NOLO publisher law books and low-circulating Time-Life series books.
- Continued weeding and replacing high-circulating DVDs (DVDs that have 100+ circulations)
- Handled sales and re-stocking of the Second Glance bookshop display window.
- Cataloged donated books and DVDs.
- Attended the Long Range planning meeting for administrative staff on July 2.
- Attended the Library Board meeting at BL on July 21.
- Attended a meeting on July 31 with Adrienne Davis, Mary Anton, and Cheryl Davis to discuss and plan displays at BL for Library Card Month.

## Youth Services, Donna Hughes

### *Special projects/presentations:*

- Storytime programs wrapped up during the first week of August. The summer reading program with our literacy partners, Valley Reads, concluded with a celebration on August 8. Other statistics that showcase the participation of the summer events are attached.
- Dance Party at Handley continued as our year-round addition to the Youth Services schedule. Other programs beginning in September will bring year-round programming to our library system. They include Baby & Me (HL), Baby Time (BL) and Toddler Time (BL), Preschool Storytime (BL) and Lego Club (BL) and Preschool Storytime (CCL) as year-round programs.
- Shelfreading projects are completed and weeding projects have begun as post-summer reading activities. Marilyn completed her bi-annual shelf-reading project of the entire Department this month.
- Amanda Henry (HL) and Jane Smith (BL) attended the monthly marketing meeting to finalize plans for Library Card Sign-Up Month.
- Handley youth services staff has created display space on the front book-case that is dedicated to “Staff Picks” containing laminated graphics to advertise it. Staff will fill this shelf with “Our Favorite Picture Books” and “Our Favorite Fiction.”
- Invitations were sent to graduates of the 1,000 Books before Kindergarten graduation celebration on September 12.
- Bowman Library Youth Services staff attended the Long-Range planning session for Bowman Library on August 19.

### *Outside meetings/workshops/conferences attended by staff:*

- Donna attended the webinar on Marvelous Middle Grade Books.

### *Donations:*

- Kathy Nerangis donated the Standeez advertising display of “The Peanuts Movie” for us to use for Library Card Sign-Up month in September.

## Business Manager and Handley Operations, Ann White

### *Handley Library Updates*

- **U.S. Embassy Security detail used Handley Library as training site:** On August 10<sup>th</sup> a delegation of U.S. Embassy Security employees used the Handley facility to train in off-site VIP security detail.
- **Branch Long Range Planning:** On Friday, August 14<sup>th</sup>, approximately 25 Handley library staff met to brainstorm ideas, initiatives, and projects to incorporate into the system-wide long range plan.

### *Committees/Meetings*

- Action Team Meeting: August 8<sup>th</sup>
- Marketing/Social Media Committee jointly met with Library Card Sign-up Month Committee Meeting: August 20<sup>th</sup>. Visit: <http://www2.youseemore.com/handley/uploads/september%20calendar%20library%20card%20month%20draft.pdf> to view all activities arranged by the committee for September
- Administrative Long Range Planning Meeting: July 2<sup>nd</sup>.

### *Continuing Education/Training*

- Participated in an online webinar about the legalities to consider during the hiring process.

### *Financial Updates*

- Annual audit is underway. The auditors were onsite August 4<sup>th</sup> – 6<sup>th</sup>. Audit report should be presented in October provided the auditors receive updated Virginia Retirement System report requirements in a timely manner.
- On August 5<sup>th</sup>, the finance committee met with the Eagle Investment Group and Wilbanks, Smith and Thomas for a quarterly review of the Endowment fund and other library investments.
- Transferred Briggs money from the Endowment fund to cover expenses through 6/30/15. Funds spent through 6/30/16 will be the last funds available from this gift.
- A request has been submitted to the Bank of Clarke County to move the \$20,031 that was received from the Virginia Municipal League into the library’s reserve account.

### *HR Updates*

- Submitted the annual Workers Compensation Insurance mail audit to the Virginia Municipal League.
- Coordinated seminar for all Virginia Retirement System employees to be held the first week of October.

### *Other*

- Saturday August 1<sup>st</sup> worked at the Handley Circulation Desk.

**Friends of Handley Regional Library, Barbara Dickinson**

Volunteer hours were 55. These includes Book Sorts, Saturday Book Drop-Off Morning, and Programs.

*Friends sponsored programs:*

- August 11 – Using My Health Care Insurance - BL with attendance of 7
- August 12 - Using My Health Care Insurance - HL with attendance of 4
- August 19 – Reconciliation in Winchester and Frederick County – HL with attendance of 81
- *Partners:* Blue Ridge Legal Services, Inova Fun Bus, Winchester Frederick County Historical Society

Scheduled National Book Festival Bus Trip

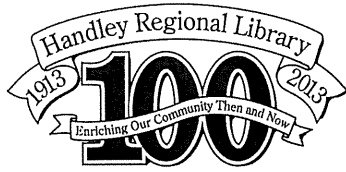
Attended Action Team, Marketing Meetings and Valley Reads finale

Attended planning meetings for Library Card Month, Tapestry Project, Patron Survey for long range planning and Google analytics tutorial

**Circulation Services, Mary Anton**

- Participated in final plans for Library Card Sign-Up activities for September.
- Helped to coordinate outreach during the Mexican Consulate's visit to Shenandoah University, August 5-7.
- Participated in long-range planning meetings for the system.
- Along with Facilities Manager met with US Embassy Diplomatic Security Service trainees in preparation for training exercise at Handley in August.
- Worked two Saturdays at the Handley location.
- Completed classes and coursework for my Master's Degree in Library & Information Studies.
- Coordinated 7 hours of community service help and 14 hours of volunteer work.
- Reviewed and coordinated billing for 562 accounts during the month.
- Referred 34 accounts to Unique Management Services (collections).





## Handley Regional Division & Department Head Reports For July 2015 Activities Reported August 2015

### Technical Services, Sara Holloway

- Distributed FY2015/16 materials budget information to selectors.
- Four new book orders were released.
- Adult fiction collections at Handley and Bowman continue to be weeded.
- Sara Holloway worked at Bowman's Circulation desk on July 25<sup>th</sup>.
- Circulation computers system-wide have been experiencing periodic slowdowns where the system hangs on a check-out or in for 5-10 minutes. TLC has investigated and has changed some server processes and started a new data index, which they hope will solve the problem.
- With the help of Nic Carroll of Tech Team Solutions, a networking issue at Handley and Clarke has been solved regarding WiFi. After some wiring re-arranging and installation of a few new switches by the beginning of September, patrons accessing the library's WiFi will be on a separate network from library staff computers. This will make the network safer for all concerned, as well as allow better monitoring of WiFi usage. WiFi users will be unaware that any changes have taken place, and services will work as before.
- Wi-Fi use at Bowman averages around 68 users daily and Handley around 40. Clarke averages around 11. (data from June and July, 2015)
- Technical Services staff met on June 30<sup>th</sup> to discuss long range goals and needs for Technical Services, Bowman Library and the library system at large. Staff ideas were sent to the Director to be included in overall the LRP.
- Sara Holloway met with Todd Drunagel of Tech Team Solutions on July 31, 2015, to discuss network wiring concerns at Handley. He graciously loaned a tool which allows testing of network cabling to determine it is the correct type, able to handle the amount of traffic currently running over the network.
- E-rate paperwork (Form 486) was submitted on July 15, 2015. This paperwork allows the library system to apply for reimbursement of telecommunication and telephone costs. The first reimbursement request for FY2015 will be submitted in September.

### Adult Services, Adrienne Davis

- Arranged a reference practicum at Bowman for Alysia Deem, graduate student and librarian at JWMS (7/1)
- Coordinated Adult Service Division's Long Range Planning meeting (7/2)
- Started initial planning stage for September Library Card Sign Up Month – including coordinated planning workgroup (7/9) and viewed ALA webinar: Leveraging Snoopy for September (7/23)
- Coordinated July Marketing Committee meeting (7/22)
- Coordinated and assisted with reorganization of Handley and Bowman periodical collections to accommodate new titles and distributed updated subscription lists to all locations (7/8, 7/24 and 7/30)
- Assisted with release of new online service - Value Line – in coordination with Kim Bean and Donna F-S (7/27)

### Bowman Operations, Kim Bean

As verbally reported at the July Board Meeting, the Winchester Film Club is planning to donate films to the library. During their annual "Lost Weekend" film event, on Sept. 24-27 at the Alamo Drafthouse, the Club plans to raise funds to purchase a copy of each film they have screened since 2008, more than 150 films. Going forward, the club would continue to donate a copy of every film shown at club screenings. The films will be housed at the Bowman Library and a notation placed on each film's catalog record will enable patrons to easily find the films. Andy Gyuris, the club's founder, initiated and is spearheading this project. Kim Bean will attend the "Lost Weekend" announcement event on August 26, and will be at the "Lost Weekend" during breaks between films to talk to attendees about the library, its services and its film collection.

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### Kim Bean

- Submitted book, audio-book and DVD orders to Technical Services
- Weeded the system's superseded NOLO publisher law books and low-circulating Time-Life series books.
- Continued weeding and replacing high-circulating DVDs (DVDs that have 100+ circulations)

- Handled sales and re-stocking of the Second Glance bookshop display window.
- Cataloged donated books and DVDs.
- Attended the Long Range planning meeting for administrative staff on July 2.
- Attended the Library Board meeting at BL on July 21.
- Attended a meeting on July 31 with Adrienne Davis, Mary Anton, and Cheryl Davis to discuss and plan displays at BL for Library Card Month.

## **Youth Services, Donna Hughes**

### **Special projects/presentations:**

- A full schedule of programming continued in July, with programs offered every day for a variety of ages.
- Storytime events for infants, toddlers and preschoolers were held at all libraries. Community personalities offered programs throughout the month. Susan Pannel and Sheriffs from the Winchester department read stories at HL.
- Discovering Science @ Your Library, a STEAM program, was presented on Wednesdays for Elementary aged children at HL. Books and Blocks, a Lego program, was held on Mondays at BL. Chess Champs was added as a Saturday morning program. Paws for Reading continued on Saturdays alternating with film showings.
- Program presentations were shared among staff and volunteers. New employees, Jane Smith and Sara Gustafson, took on responsibilities for specific programs at BL; while Aimee and Amanda were responsible for programs at HL.
- Clarke County engaged local persons from Native American tribes to share stories and music of their ancestors and current culture.
- Bowman Library youth puppeteers presented programs at all Handley Regional libraries.
- A select group traveled to Broadway, VA to present a program for children at the Village Library, a branch of the Massanutten Regional Library.
- Beth Trumm, a youth puppeteer, wrote the script and filmed a documentary for future puppeteers in need of training. This project is part of her Girl Scout Gold Award.
- Reader's Theater for elementary-aged children was held July 14-August 4 at HL. The children practiced their performance of "A Soup Opera" and presented it at the Library Staff & Friends: Summer Reading Kids get their Groove On.
- The last family programs of the summer were presented by area children. BL showcased the musical talents of several children; CCL had a Native American program; and HL had the Readers Theater group and other children performing musical numbers, theater sketches, and a special presentation by Akemi Takayama, Professor at Shenandoah University.
- On July 2, YS staff met at Handley to discuss ideas and share goals for long-range plans.
- Youth volunteers were interviewed and given assignments at BL, CCL and HL to assist during the busy summer.
- A monthly bilingual family storytime program began on Saturday July 25 at HL with the help of Handley High School senior, Maria Rojas. Jennifer planned the program, while Jennifer and Maria jointly presented the program of stories and songs.
- Kaitlynn White, high school student and award-winning young author, created and implemented a bi-weekly Teen Writing Workshop during the month of July.

### **Outside meetings/workshops/conferences attended by staff:**

- Donna and Jennifer met with Valley Reads partners at the Taylor Pavilion to plan the summer reading finale.
- Donna met with summer reading program pilot site leaders to discuss problems and to develop a wish list.

### **Outreach events:**

- Jennifer visited Orchard View Elementary School on three Wednesday mornings in July. The Librarian at OVES, Kristy Sikora, and Jennifer partnered to host three themed programs for Summer Reading Promotion. Jennifer planned the storytime component, and Kristy provided the craft activities. Jennifer helped children register for summer reading, and enter their reading time into their accounts.
- Donna and Bowman youth puppeteers trip to Broadway, VA.

### **Donations:**

- Books donated for SRP trunks.
- DVDs that came in for the Summer Book Sale.
- Puppets donated by Nick and Kathy Nerangis.
- A gift of \$500 from the Blue Ridge Kiwanis in support of the 1,000 Books before Kindergarten.

## **Business Manager and Handley Operations, Ann White**

### **Handley Library Updates**

- **New Audio-Visual "Book" drop installed:** A new outside AV return was installed to replace the 20+ year old return that did not close properly and would occasionally leak.
- **Periodical Selections Updated:** Beginning with the July 2015 issues, the selection of periodicals available to patrons has been updated. Approximately a dozen titles, which had dropped in popularity, were cancelled and



new titles were added. These changes have updated our selections and we look forward to assessing patron reactions.

- **New Range Finder Signage installed:** Adult Fiction, Non-Fiction, Biography and Reference collections have had call number signs and sign holders replaced. New signage is larger and more visible from a distance.

#### **Committees/Meetings**

- Administrative Long Range Planning Meeting: July 2<sup>nd</sup>.
- Library Card Sign-up Month Committee Meeting: July 9<sup>th</sup>. Visit: <http://www2.youseemore.com/handley/uploads/september%20calendar%20library%20card%20month%20draft.pdf> to view all activities arranged by the committee for September.
- Joint Archives Committee Meeting: July 9<sup>th</sup>
- Action Team Meeting: July 16<sup>th</sup>
- Long Range Planning Survey Meeting: July 20<sup>th</sup>. John, Barbara, Christine, Pat and I met to discuss implementation of patron survey as part of the Long Range Planning process.
- Marketing/Social Media Committee: July 22<sup>nd</sup>.

#### **Continuing Education/Training**

- Participated in an online webinar about the proposed Department of Labor changes to overtime rules.

#### **Financial Updates**

- Submitted quarterly disbursement request to Clarke County.
- Submitted annual State Aid budget plan and Certified Financials to the State library.
- Filed Quarterly Sales Tax return.
- Received \$20,031 from the Virginia Municipal League in response to the library insurance claim for the electrical breaker.
- Worked with John, Barbara and Donna to revamp the Youth Services budget reporting to the Friends.

#### **HR Updates**

- Filed Quarterly Payroll tax return and IRS form 720.

#### **Other**

- Barbara and I met with a representative from the U.S. Postal Service to discuss ways to more efficiently and cost effective process mass mailings.
- On July 8<sup>th</sup>, I covered the Youth Services desk while the staff conducted a STEM (Science, Technology, Engineering and Math) program.

#### **Circulation Services, Mary Anton**

- Consolidated and reported annual statistics for Frederick County budget planning.
- Participated in meeting to plan Library Card Sign-Up activities for September.
- Worked with Facilities Manager to plan and coordinate bookdrop swap between Handley and Bowman. The new arrangement allows for some bins to be brought directly into the buildings, which reduces the amount of time that staff and materials are exposed to adverse weather conditions.
- Set up "fundraising" payment type so that charges for thumb drives, library bags, headphones, and similar items may be paid online.
- Began final planning for outreach during the Mexican Consulate's visit to Shenandoah University in August.
- Along with Facilities Manager met with US Embassy Diplomatic Security Service trainees in preparation for training exercise at Handley in August.
- Coordinated 11 hours of community service help and 14 hours of volunteer work.
- Reviewed and coordinated billing for 402 accounts during the month.
- Referred 37 accounts to Unique Management Services (collections).

#### **Friends of Handley Regional Library, Barbara Dickinson**

Volunteer hours were 66. These includes Tuesday Book Sorts and new board member intro lunch

#### **Friends sponsored programs:**

- July 28 –Your Retirement-Medicare & Health Care Options at Bowman BL with attendance of 13
- July 29 – Filing for Social Security: Flexibility and Choices for Your Retirement Income at Handley - with attendance of 15
- Partnership with Waddell and Reed

Attended Action Team, Marketing, Library Card Sign Up Month and on-Line Survey planning meetings

Met with 2 potential program presenters

Met with Post Office Rep regarding their marketing opportunities

Met with Book Sale Coordinator for Summer Sale de-briefing and planning for Fall Used Book Sale



## **By-Laws of the Handley Regional Library Board**

The following By-laws, as amended on April 16, 1996, shall govern the operation of the Handley Regional Library Board and of the officers thereof.

### **Article I.**

1. The Handley Regional Library shall function as a regional library as organized under the authority of the Code of Virginia 42.1-37 - 42.1-38 and the Handley Regional Library Agreement to serve the City of Winchester, Frederick County, and Clarke County.
2. The library shall function under the governance of the Handley Regional Library Board and shall consist of ten members, appointed as follows:
  - 4 - Common Council, City of Winchester
  - 5 - Board of Supervisors, Frederick County
  - 1 - Board of Supervisors, Clarke County
3. The periods of office shall be for a term of four years. No appointive member shall be eligible to serve more than two successive terms. Terms for appointment of board members are governed by the Code of Virginia 42.1-39.

### **Article II.**

#### ***Officers***

1. The officers of the Handley Regional Library Board shall consist of a Chairman, Vice Chairman, Treasurer, and Secretary. Each of the foregoing officers shall be elected for one year by the members of the Handley Regional Library Board and shall hold office until their successors are elected and qualify.
2. In addition to the foregoing officers, there shall be a recording secretary and the Regional Library Director. These officers shall not be required to be members of the Handley Regional Library Board and their terms of office shall be indefinite, subject to change at any time by the members of the Handley Regional Library Board. Liaisons appointed by the jurisdictions shall be considered nonvoting members of the Library Board.
3. The Chairman, Vice Chairman, Treasurer, and Secretary of the Handley Regional Library Board shall be elected from the membership of the Handley Regional Library Board at the regular November meeting of the same. Officers may be nominated and elected at the same meeting, by nominations from the floor.

4. The Chairman shall preside at all meetings, shall have general supervision of the affairs of the Handley Regional Library Board, shall be empowered to appoint all necessary committees for the operation of the Handley Regional Library, and shall perform all such duties as are incident to this office or are properly required by the Handley Regional Library Board. In the absence or disability of the Chairman, the Vice Chairman shall exercise all of these functions.
5. The Secretary shall supervise the keeping of the minutes of the Handley Regional Library Board, and shall perform such other duties as are incident to the office, or are properly required by the Handley Regional Library Board.
6. The Treasurer shall have the custody of all the funds and securities of the Handley Regional Library Board. The Treasurer shall make a report at each regular board meeting of all fiscal activity since the previous board meeting. The Treasurer may authorize disbursement of funds within the limits of the currently approved operating budget of the Library.
7. The Recording Secretary shall take notes during the Board meeting and prepare a draft of the minutes for the Secretary's revision and approval.
8. The Library Director shall have the custodianship and management of the Handley Regional Library, subject to the supervision and approval of the Handley Regional Library Board.

### **Article III.**

#### *Committees*

- The Standing Committees of the Regional Library Board include but are not limited to
  - a. Endowment;
  - b. Finance;
  - c. Furnishing, Equipment & Maintenance;
  - d. Long-Range Planning;
  - e. Personnel Administration;
  - f. ~~Public Affairs~~;
  - g. Art, and
  - h. ~~Public Affairs~~. Awareness and Fundraising,
  - i. Joint Archives
- 2. The duties and responsibilities of standing committees are defined by the Board.
- 3. The Handley Regional Board may appoint residents of the City of Winchester and the Counties of Frederick and Clarke to its standing committees, with the exception of the Personnel Administration Committee.

4. The Joint Archives Committee is made up of members appointed by the Regional Library Board and the Winchester-Frederick County Historical Society. The Library Board will appoint members under the provisions of the Joint Archives Agreement.

#### **Article IV.**

##### ***Meetings of the Handley Regional Library Board***

1. The Handley Regional Library Board shall meet regularly once each month on the third Tuesday of every month, the meeting to be held at 4:30 p.m. in the Handley Library Henkel Room, unless another place and time shall be designated by the chairman of the Handley Regional Library Board.
2. Special meetings of the Handley Regional Library Board may be held at anytime, and at any place, upon the call of the chairman of the Handley Regional Library Board, or upon the call of any three (3) members thereof.
3. Notice of meetings shall be necessary. The notice for regularly scheduled meetings shall consist of a written agenda and supporting documents when appropriate. In the event that the meeting shall be a meeting called by three or more members of the Handley Regional Library Board, the same shall be called by notice in writing mailed or delivered to the members of the Handley Regional Library Board not less than two days prior to the time the meeting is called. The notice should include the purpose and any background documentation and should be signed by the chairman or members calling the meeting.
4. A quorum at any meeting shall consist of a simple majority of the members of the Handley Regional Library Board. A majority of the persons then present, providing their number shall be at least a quorum, shall decide any question that may come before the meeting of the Handley Regional Library Board.
5. The order of business at any meeting shall be, as far as possible:
  - a. Roll call of members
  - b. Disposition of minutes of previous meeting and any intervening special meeting
  - c. Review of Director's Report and Statistics
  - d. Treasurer's Report
  - e. Report of committees
  - f. Unfinished business
  - g. New business
  - h. Adjournment

## **Article IV.**

### ***Financial Management***

1. The Handley Regional Library Board shall serve as its own fiscal agent and be responsible for the operating budget of the library including receipt, deposit and disbursement of funds.
2. The Handley Library's budget shall be maintained on a fiscal year basis beginning July 1 and ending June 30. Adoption of the budget shall constitute authorization for payment of bills within the designated categories, following the guidelines established by the Board.
3. An independent audit of the Library's financial statements shall be prepared annually for review by the Board and appropriate local and state officials.
4. At all reasonable times the books, accounts, and annual financial reports of the Library shall be available for review to any member of the Handley Regional Library Board or to any member of the governing bodies of the jurisdictions participating in the regional system.

## **Article VI.**

### ***Amendments***

1. These by-laws may be amended, repealed or altered, in whole or in part, by the majority vote of the entire membership of the Handley Regional Library Board, at any regular meeting of the Handley Regional Library Board, provided that notice of all proposed changes shall have been submitted with the agenda calling for the meeting.
2. By-laws shall be reviewed once each year to assure consistency with current operating practices of the Board.

## Report to the Handley Regional Library Board Statistics for July 2015

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

<u>Calendar Year 2015</u>	<u>Freegal downloads</u>	<u>eBooks &amp; 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
<b>July</b>	<b>1,704</b>	<b>4,798</b>	<b>39,497</b>	<b>8,084</b>	<b>31,665</b>	<b>84,044</b>	<b>500,692</b>
August							
September							
October							
November							
December							
<b>Year to Date 2015</b>	<b>11,356</b>	<b>31,307</b>	<b>238,438</b>	<b>49,076</b>	<b>181,871</b>	<b>500,692</b>	<b>500,692</b>
<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
<b>July</b>		<b>4,418</b>	<b>39,684</b>	<b>8,440</b>	<b>32,375</b>	<b>84,917</b>	<b>470,854</b>
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
<b>Year to Date 2014</b>		<b>27,043</b>	<b>222,865</b>	<b>44,602</b>	<b>176,344</b>	<b>470,854</b>	<b>470,854</b>
						<b>* Percent change 2014 to 2015</b>	<b>6.3%</b>
<hr/>							
++1 closed day, 2 late openings, Jan. 2015							
+1 closed day, 1 delayed opening Jan. 2014 <span style="float: right;"><i>As of July 2010, libraries have 14.38% fewer open hours compared to Jan. 2009.</i></span>							
+++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							
People Visiting Libraries			14,806	3,926	14,704	33,436	<b>FY 2015</b> 33,436
Volunteer Hrs Worked			838	46	925	1,809	1,809
Volumes Added;Cataloged			---	---	---	1,533	1,533
Internet Sessions			1,436	547	2,069	4,052	4,052
Internet use in hours			1,028	376	1,435	2,839	2,839
eBooks and eAudiobooks			---	---	---	4,798	4,798
<hr/>							
Adult/Yg. Adult Programs			7	1	29	37	39
Attendance			50	6	6	62	162
Children's Programs			27	225	40	292	295
Attendance			1,641	116	862	2,619	2,619
Family Programs			---	---	---	20	20
Attendance			---	---	---	1,500	1,500
Total Outreach Programs			---	---	---	2	2
Attendance			---	---	---	165	165
<hr/>							
Archives manuscripts used			---	---	---	176	176
Summer Reading Registrations 2015, children							
Summer Reading Registrations 2015, teen							

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

**(Checkouts of books and AV only)**

	<u>Clarke*</u>		<u>Frederick</u>		<u>Winchester</u>		<u>Total</u>	
	2015-16	2014-15	2015-16	2014-15	2015-16	2014-15	2015-16	2014-15
2015 July	9,591	10,005	48,215	49,018	16,471	16,716	74,277	75,739
August		8,346		40,653		14,319		63,318
September		8,962		36,748		13,618		59,328
October		7,444		37,135		14,227		58,806
November		7,328		35,904		13,033		56,265
December		7,089		33,003		12,011		52,103
2016 January		8,212		38,518		14,345		61,075
February**		7,787		36,451		12,983		57,221
March		8,827		37,799		14,696		61,322
April		7,604		34,464		12,715		54,783
May		7,104		33,903		13,095		54,102
June		10,185		48,703		16,996		75,884
<b>YTD</b>	<b>9,591</b>	<b>10,005</b>	<b>48,215</b>	<b>49,018</b>	<b>16,471</b>	<b>16,716</b>	<b>74,277</b>	<b>75,739</b>
<b>% of total</b>	<b>12.91%</b>	<b>13.21%</b>	<b>64.91%</b>	<b>64.72%</b>	<b>22.18%</b>	<b>22.07%</b>		
							Increase over previous YTD	<b>-1.9%</b>

\*\* Feb. 2010, closed 36.1% for snow

**Current month**

Borrowing by Clarke Co., Frederick Co., Winchester residents	74,277
Borrowing by nonresidents	4,969
Downloadables & deposit collections	4,798
Total borrowing	84,044

**Registration of New Patrons in Clarke, Frederick, & Winchester**

	<u>Clarke</u>		<u>Frederick</u>		<u>Winchester</u>		<u>Total</u>	
	2015-16	2014-15	2015-16	2014-15	2015-16	2014-15	2015-16	2014-15
2014 July	50	48	281	283	117	119	448	450
August		39		254		119		412
September		52		224		190		466
October		45		196		195		436
November		44		161		77		282
December		27		112		81		220
2015 January		34		219		101		354
February		37		192		86		315
March		48		193		133		374
April *		27		174		302		503
May		25		206		253		484
June		116		442		127		685
<b>YTD</b>	<b>50</b>	<b>48</b>	<b>281</b>	<b>283</b>	<b>117</b>	<b>119</b>	<b>448</b>	<b>450</b>
<b>% of total</b>	<b>11.16%</b>	<b>10.67%</b>	<b>62.72%</b>	<b>62.89%</b>	<b>26.12%</b>	<b>26.44%</b>		
							Increase over previous YTD	<b>0%</b>