

## Handley Regional Library Board

Agenda, September 20, 2016

Handley Library, 4:30 p.m.

**Note: Finance Committee meeting Sept. 20 directly after Library Board meeting.**

1. Becky Ebert, Archives talk
2. Review of the minutes from July 2016
3. Public Comments
4. Director's Report and statistics
5. Treasurer's Report  
Monthly financials  
Finance Committee report
6. Report from Clarke County Library
7. Reports of committees:
  - a. Art Committee
  - b. Awareness & Fundraising
  - c. Furnishing, Equipment & Maintenance
  - d. Joint Archives
  - e. Long-Range Planning
  - f. Personnel Administration
8. Frederick County liaison
9. Unfinished business  
Meeting with Handley Trustees  
MBA Marketing survey  
Organization Chart
10. New business  
Proposal for existing conditions report, Handley Library
11. Comments by Board members
12. Schedule meetings  
Furnishing, Equipment & Maintenance

### *Upcoming Meetings and Activities*

Finance Committee Meeting	Tues.	Sept. 20	5:30	Handley Library
Finance Committee Meeting	Tues.	Oct. 18	3:30	Handley Library (auditor report)
Library Board meeting	Tues.	Oct. 18	4:30	Handley Library
Finance Committee Meeting	Tues.	Oct. 25	6:00	Review budget requests to jurisdictions
Library Board meeting	Tues.	Nov. 15	4:30	Bowman Library





## Director's Report to the Library Board For August 2016

Submitted September 20, 2016

### *Valley Reads Summer Reading Program Finale*

An outstanding summer program of reading and learning concluded on August 13 with a Finale event at the Taylor Pavilion in downtown Winchester. Record-keeping for children, teens and adults was online and resulted in a 30% increase in participation. There was an increase in 10,000 hours of reading over 2015. Library programs encouraged reading, and library staff joined in a force to promote the importance of reading during outreach events and at all service desks. Many local agencies and businesses supported the reading program.

At the Finale program, staff invited a couple who were passing by to attend the outdoor program. The lady politely declined. Reaching into her purse, she said that she would like to make a donation, however. She added that her son, who is 26 years old, is a neuroscientist, and his success was due to public libraries.

### *Volunteers Make a Difference*

Summer means more programs, more book checkouts, more people in the libraries, and more hands are needed to keep things running smoothly. The library system's faithful volunteers are always up to the challenge. During June, July, and August, volunteers donated 5,200 hours for Archives, Friends' programs, used book sales, and, of course, youth programs. Youth volunteers, who range in age from 12 to 17, help with summer reading registrations, shelving books, and preparing materials for programs. For many of them, library volunteering is their first work experience, and they learn valuable inter-personal and work skills. Some teens serve as volunteers every summer until graduation.

### *Repairs Made at Libraries*

The much anticipated repair of the east porch of Handley Library began on August 15. The city of Winchester has handled the planning and coordination with contractors on this project. Because the porch is also the accessible entrance to the library, construction staff have been very accommodating to ensure convenient access to the building at all times. The city anticipates the repair taking approximately four weeks.

At Bowman Library, Frederick County had a large portion of the parking lot at Bowman Library repaved from August 29 through 31. The new pavement eliminates some potholes and cracks that had developed from regular use over the past sixteen years.

### *Month at a Glance*

31,737	Library visitors
72,044	Checkouts of books & materials
4,936	Checkouts of eBook, eMagazine, audiobook
85	In-house Library programs
2,550	Attendance at in-house Library programs
5	Outreach programs (presented outside the library)
306	Attendance at Outreach programs

***Organizations that helped sponsor or participated in August programs***

Abundant Life  
Blue Ridge Dog Training Club  
Clarke County Parks and Recreation  
Clarke County Public Schools  
Frederick County Public Schools  
Indian Hollow Elementary School  
Literacy Volunteers of Winchester  
Mandarin ABC School  
Martin's Food Stores  
McDonald's of Stephens City  
McDonald's of the Greater Washington Area  
Nerangis Corporation  
Shenandoah County Libraries  
Shenandoah Valley Chess Club  
TechTeam Solutions  
Therapy Dogs, Inc.  
Voter Registration  
Westminster-Canterbury  
Winchester Book Gallery  
Winchester-Frederick county Historical Society  
Winchester Parks and Recreation  
Winchester Public Schools

***Outreach—where library staff went in August***

Family History Program  
Handley High School  
James Wood High School  
Shenandoah County Public Library  
Museum of the Shenandoah Valley

**Adult Services, Adrienne Davis**

Added and trained staff on Reference USA, a new market research database.

Adult coloring passive program: Adults color and design...fun had by many!

**Bowman Operations, Kim Bean**

The Bowman Library full-staff building meeting was held on August 31. Pat Ritchie gave us an excellent talk on emergency safety in the library. Topics included fire extinguishers, panic buttons, door alarms, emergency exits, water emergencies, medical emergencies, and much more. Staff members were given hands-on training on the water shut-offs, and had a scavenger hunt to find all of the fire extinguishers in the building. A fire drill was also held.

The large pothole in the parking lot is no more! On August 29-31, Carroll Construction re-paved the worst areas of the parking lot that had large cracks and the infamous pothole. About half of the lot was blocked off for 3 days, including the handicapped spaces. Our temporarily allotted handicapped spaces were a little further walk for patrons, but most handled the inconvenience in good spirits.

**Youth Services, Donna Hughes**

Ronald McDonald presented the program, Book Time with Ronald at the Bowman Library on August 3. Local McDonald owners were in attendance. A check for \$1,000 was presented to the library.

A teen lock-in at Bowman Library was held on August 12 to August 13. The Harry Potter theme was a great success. Everyone was engaged throughout the 12 hour program.

The Winchester Sheriff Department came to Handley Library, read stories and fingerprinted the attendees.

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

On August 18<sup>th</sup>, Aimee Gangai, John and I met with Emily Zimmerman and Michelle Kotkin from the Beth El Congregation to discuss possible joint programs for children and their families. A co-sponsored program is scheduled for Saturday, October 1<sup>st</sup> entitled "Happy Birthday World" which will include stories, crafts and games that introduce the meaning behind Rosh Hashanah, the Jewish New Year.

Annual audit is underway. The auditors were onsite August 9<sup>th</sup> – 11<sup>th</sup>. The Finance Committee should receive a draft of the audit in mid to late September and the final audit report should be presented at the October board meeting.

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

Barbara worked diligently and organized the Robbie Limon series for September and October.

The Friends also sponsored:

*Appalachian Odyssey: A 28-year Hike on America's Trail*, book talk by author Jeffrey Ryan and  
*Ethnic Groups in the Confederacy*, talk given by Ted Alexander, recently retired Senior Staff Historian from Antietam Battlefield.

**Circulation Services, Mary Anton**

Worked with members of the Marketing Committee on plans for Library Card Sign-up Month in September. Worked with Adrienne and others to arrange events and services for September through Frederick County Parks and Rec, the Esther Boyd Animal Shelter, coordinators of Celebracion (a celebration of Latino culture), the Alamo, Shenandoah University, and Lord Fairfax Community College. Reviewed and coordinated billing for 478 accounts during the month. Referred 36 accounts to Unique Management Services (collections).



**Library Board minutes**  
**July 19, 2016**

The regular monthly meeting of Handley Regional Library Board was held Tuesday, July 19, 2016 at 4:30 p.m. in Bowman Library meeting room. Present from 4:30 were Mr. Hester, Mr. Schultz, Mr. Sullivan, Mr. Clawson, Ms. Fox, Mrs. McCoig, and Mrs. Drumheller. Mr. Wells represented the Frederick County Board of Supervisors. Present for the staff were Mr. Huddy, Mrs. White, Ms. Ritchie, Mrs. Bean, and Ms. Dickinson.

1. Ms. Fox presided in absence of Mrs. Lloyd. She called the meeting to order at 4:30.
2. Mr. Huddy introduced Barbara Dickinson, Community Relations Manager and Executive Director of the Friends of Handley Regional Library (FHRL). She's been with the library for fifteen years. Six years ago she became the Community Relations Manager in addition to her other duties. The Friends group was created to support library in 1979, starting with a group who tried to move a large linden tree when the addition was made to Handley Library. When the tree move proved unfeasible, the group decided to undertake activities to support the library and organized as the Friends. They established year-round children's programs, Little Noon Music concerts, and other educational programs. This Friends group fundraises, recruits volunteers and provides programming. Their first newsletter was published in February 1979. In the 1980s they received nonprofit status. In 1983 they received a grant for \$25,000 from General Electric for programming. The Friends board set long range goals and hired a part-time administrator in 1987; in 1989 the job became a paid library position.

Currently there are eighteen members on the Friends Board. Revenue comes from the three book sales. Moving the sales to Bowman Library has had huge impact on the book sales' success. Book drop-offs encourage donors to come on days when volunteers are on hand to unload their vehicles. Volunteers meet weekly to presort and store used books. The sales are so popular that customers line up to enter the sale. They now take credit cards for payment. The Book Sales are the largest source of funds for the Friends and the largest source of contact with community volunteers and community member.

In addition to three large sales, the Friends make \$3,000 annually from the Library Shop at Handley and nearly \$3,000 from 2<sup>nd</sup> Glance Books and the used book display case at Bowman Library. Individual members (\$10 annually) receive a monthly newsletter and can purchase books on preview night before the general public shops. They recognize their volunteers (who give about 2,400 hours annually) at the annual meeting.

The Program committee sponsors some monthly ongoing series, such as the poetry reading, stock club, and community health forum. FHRL continues to sponsor Authors Forum with local authors, Black History month program and Historical Preservation Month event. They often have cosponsors for programs, such as A Joyful Noise with Shenandoah University students and many programs with the Winchester-Frederick Historical Society. The Friends sponsor three bus trips per year to Washington, DC. There are intra-library collaborations such as Book Bucks for adult summer reading



rewards and the Shenandoah Valley Tapestry Project. They have started to expand fund raising options by sponsoring an e-cycling drive on June 25, and two Robbic Limon concerts in September and October. Membership, at 500 members, has been flat for about 15 years. There is much interest in serving on this working Board, and they have attracted young people to serve.

3. The minutes from June 2016 were approved as sent.
4. There were no public comments.
5. Mr. Huddy gave the Director's report. June was a very exciting month. A "Rockin' the Library" event over two days was quite exciting with packed crowds. It was planned by Shenandoah University Children's Literature conference. Alamo Drafthouse Cinema is giving proceeds from their July Kids' Camp, and the "Libraries Transform" video is being shown for all movies. Mr. Huddy threw out the first pitch at a Winchester Royals game. Re/USA is available at the libraries.

Mrs. Bean said the Wi-Fi has a new access point in the children's area but it is not strong in the rest of the library. It is being beefed up. A service called Dear Reader has been upgraded to SelectReads which is more graphic and easier to use; users can write their own reviews. You can sign up for monthly newsletters in ten or more genres and the books are linked to the library's catalog. We plan to re-emphasize this service to have more users. The 15<sup>th</sup> Bowman Library anniversary party on July 16 was well-attended with many youth activities like birthday hats, chalk drawings, cake, and a slide show of the construction of the library from a field of wild flowers to the finished product. Mrs. Beverley Bowman Shoemaker, daughter of James L. Bowman, visited earlier in the week and sent her best wishes.

6. Mrs. McCoig gave the Treasurers report. The benchmark for the month is 100%.
  - Received Friends \$2,022 for program support.
  - Received \$2,500 for hosting the free tax file program.
  - Personnel costs are 102% of budget.
  - Repairs and Maintenance had \$2,366.82 for Handley. This is reflected in other operating, which is now at 121.5% of budget.
  - In Contractual Expenses, \$5,542 was paid for annual renewal of the Simplex fire alarm monitoring and inspections.
  - Capital expenditures were \$1,995 for a DVD/blue ray disc repair machine and \$1,100 upgrade to Bowman Library Wi-Fi and \$680 for a new staff computer.

Total Mahany Trust, Trustees, Endowment, Cochran, Byrd and Kafitz Funds:

May 2016 ended with \$3.972 million

June 2016 ended with \$3.99 million

Mr. Sullivan asked if the library pays utilities for Clarke County Library. Clarke County pays utilities and maintenance on the library.



7. Reports of committees:

- Art: none
- Awareness and Fundraising: none
- Furnishings, Equipment, and Maintenance: none
- Joint Archives: held their quarterly meeting last week. Working on activities for Archives Month in October which will tie in with the tapestry display project.
- Long Range planning: none
- Personnel: none

8. Frederick County Liaison: Mr. Wells had nothing to report.

9. Unfinished Business: There was none.

10. New business:

Mr. Huddy said that Mrs. Lloyd and Ms. Fox will meet with the Handley Trustees next week to talk about the funding for the things were voted at the last meeting. Mr. Huddy noted that the library system does not own any buildings and does not have the ability to purchase buildings.

Mr. Huddy said that new Frederick County Supervisor Judith McCann-Slaughter had a library tour and orientation June 22.

11. Comments by Board members.

Mrs. McCoig asked if fewer meetings could be at Bowman Library to save time for Board members.

12. Next meeting:

Finance meeting Tues. July 26, 6:00, investment review at Handley Library.

13. The meeting adjourned at 5:24.

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Judy Lloyd, Chair

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Gene Schultz, Secretary

Pat Ritchie, Recording Secretary

