

Finance committee
Aug. 30, 2016

Present at 6:00, Handley Library Board Room: Lisa McCoig, Gene Schultz, Carole Fox, Judy Lloyd, Ann White, Pat Ritchie, John Huddy

Review of last meeting: the Finance committee met with the investment company. Ann distributed the historical investment results that had been given out by the investment company.

John said he watched a webinar on boards and finance committees. Boards should be watching finances and investments. Lisa has an article on how to give a brilliant Board report. She passed out some notes from that article.

Ann said after the last investment review, she showed Lisa a spreadsheet she has used to analyze the investment accounts according to the auditors' instructions. It shows in a snapshot the results on accounts. The committee would like to receive this report during the Finance meetings that are not investment reporting months. Ann will do one report for endowment and one for all other funds combined. (Kafitz is a sub account of the endowment & will show up with the Endowment report).

Annually Ann will include how much of each fund is unrestricted according to the audit.

Current financial reporting. We looked at examples of historical reports and reports that Ann has reformatted.

This is the new schedule of monthly reports and who receives them:

- To Treasurer & Director:
 - Journal & ledger
- To Finance committee members:
 - Statement of assets, liabilities & fund balances
 - Ann's monthly financial notes
 - expanded Profit & Loss Budget vs Actual
- To Board:
 - Profit & Loss Budget vs Actual (condensed)
- Anyone can come look at the detailed reports.

Proposed financial reporting: The library's former auditing company recommended against reformatting reports because data can be manipulated and falsified. Our current auditor said data can be exported to Excel and reformatted as long as the Treasurer gets the unedited report from QuickBooks in addition to the reformatted report.

Ann showed a condensed Profit & Loss Budget vs Actual that she reformatted for a Board report. She will take out the \$ Over Budget column. This one report replaces the current two

C:\Users\pritchie\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\360G5T58\083016 Finance committee.docx

green sheets. She showed an expanded Profit & Loss Budget vs Actual that the Finance committee could get. She will leave the \$ over budget column in the expanded report.

Lisa recommended having a treasurer in training for when she is not on Board. When she became treasurer, former treasurer Cary Claytor was still on the Board which made it helpful for Lisa.

Next Finance committee meetings:

- Sept. 20 following Board meeting, target time 5:30.
- October 25, 6:00



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 18th, 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 1st 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 9th – 11th. 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).

Report to the Handley Regional Library Board Statistics for July 2016

Books, Audiovisuals, and Downloadables borrowed from Library Locations January 2015-December 2016

<u>Calendar Year 2016</u>	<u>Freegal downloads</u>	<u>eBooks & eAudiobooks</u>	<u>Bowman Library</u>	<u>Clarke Co. Library</u>	<u>Handley Library</u>	<u>Month Total</u>	<u>Year-to- Date Total</u>
January+	1,988	5,173	25,699	6,499	24,498	61,869	61,869
February	1,672	4,809	33,501	6,746	26,600	71,656	133,525
March	1,854	4,849	32,678	6,476	26,182	70,185	203,710
April	1,714	4,877	29,671	5,499	23,106	63,153	266,863
May	1,928	5,028	34,102	6,463	25,964	71,557	338,420
June	1,817	5,255	39,757	7,050	33,098	85,160	423,580
July	2,072	5,124	36,805	7,472	31,449	80,850	504,430
August							
September							
October							
November							
December							
Year to Date 2016	13,045	35,115	232,213	46,205	190,897	504,430	504,430
<hr/>							
<u>Calendar Year 2015</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	1,704	4,798	39,497	8,084	31,665	84,044	500,692
August	1,851	5,020	34,621	7,229	27,831	74,701	575,393
September	1,960	4,786	32,582	6,458	24,691	68,517	643,910
October	2,003	4,732	33,717	6,813	26,600	71,862	715,772
November	2,233	4,563	31,336	6,489	26,266	68,654	784,426
December	1,963	4,781	29,163	5,986	23,905	63,835	848,261
Year to Date 2015	11,356	31,307	238,438	49,076	181,871	500,692	500,692
<hr/>							
++1 closed day, 2 late openings, Jan. 2015				* Percent change 2015 to 2016		0.7%	
+3 closed days, 1 early closing Jan. 2016				Reinstated Thurs. afternoon hours May 26, 2016			
+++1 closed day, 1 delayed opening, 1 early closing Feb 2015							
++++2 closed days 1 late open. Mar. 2015; *+ HL closed 3 days for power outage June 2015							
<hr/>							
People Visiting Librarians			11,198	3,503	14,847	29,548	FY 2017 29,548
Volunteer Hrs Worked			827	115	354	1,295	1,295
Volumes Added;Cataloged			---	---	---	858	858
Internet Sessions			1,237	381	1,833	3,451	3,451
Internet use in hours			1,237	381	1,833	3,451	2,730
eBooks and eAudiobooks			---	---	---	5,124	5,124
<hr/>							
Adult/Yg. Adult Programs			6	2	9	17	17
Attendance			152	2	89	243	253
Children's Programs			32	12	21	65	65
Attendance			1,413	422	770	2,605	2,605
Family Programs			---	---	---	23	23
Attendance			---	---	---	1,060	1,060
Total Outreach Programs			---	---	---	11	11
Attendance			---	---	---	419	419
<hr/>							
Archives manuscripts used			---	---	---	173	173

Summer Reading Registrations 2016, children, library and Valley Reads

Summer Reading Registrations 2016, teen, library and Valley Reads

Summer Reading Registrations 2016, adult, Valley Reads and Library ASRP

**Borrowing by Residents of Clarke, Frederick, & Winchester
July 2016**

(Checkouts of books and AV only)

	<u>Clarke*</u>		<u>Frederick</u>		<u>Winchester</u>		<u>Total</u>	
	2016-17	2015-16	2016-17	2015-16	2016-17	2015-16	2016-17	2015-16
2016 July	8,947	9,591	46,452	48,215	15,423	16,471	70,822	74,277
August		8,790		40,961		14,614		64,365
September		7,849		37,455		13,830		59,134
October		8,212		39,969		14,470		62,651
November		8,195		36,801		14,046		59,042
December		7,285		33,950		13,553		54,788
2017 January		8,043		31,981		13,419		53,443
February**		8,556		39,216		14,212		61,984
March		8,080		39,098		13,436		60,614
April		6,903		34,545		12,602		54,050
May		7,547		40,140		14,166		61,853
June		8,466		49,626		16,817		74,909
YTD	8,947	9,591	46,452	48,215	15,423	16,471	70,822	74,277
% of total	12.63%	12.91%	65.59%	64.91%	21.78%	22.18%		
							Increase over previous YTD	
							-4.7%	

Current month

Borrowing by Clarke Co., Frederick Co., Winchester residents	70,822
Borrowing by nonresidents	4,904
Downloadables & deposit collections	5,124
Total borrowing	80,850

Registration of New Patrons in Clarke, Frederick, & Winchester

	<u>Clarke</u>		<u>Frederick</u>		<u>Winchester</u>		<u>Total</u>	
	2016-17	2015-16	2016-17	2015-16	2016-17	2015-16	2016-17	2015-16
2016 July	62	50	271	281	115	117	448	448
August		38		191		137		366
September		76		279		155		510
October		44		200		130		374
November		39		184		91		314
December		30		136		55		221
2017 January		42		298		124		464
February		42		213		82		337
March		33		348		88		469
April		34		197		101		332
May		27		220		116		363
June		56		409		162		627
YTD	62	50	271	281	115	117	448	448
% of total	13.84%	11.16%	60.49%	62.72%	25.67%	26.12%		
							Increase over previous YTD	

**Report to the Handley Regional Library Board
Statistics for August 2016**

**Books, Audiovisuals, and Downloadables borrowed from Library Locations
January 2015-December 2016**

<u>Calendar Year 2016</u>	<u>Preegal downloads</u>	<u>eBooks & eAudiobooks</u>	<u>Bowman Library</u>	<u>Clarke Co. Library</u>	<u>Handley Library</u>	<u>Month Total</u>	<u>Year-to- Date Total</u>
January+	1,988	5,173	25,699	6,499	24,498	61,869	61,869
February	1,672	4,809	33,501	6,746	26,600	71,656	133,525
March	1,854	4,849	32,678	6,476	26,182	70,185	203,710
April	1,714	4,877	29,671	5,499	23,106	63,153	266,863
May	1,928	5,028	34,102	6,463	25,964	71,557	338,420
June	1,817	5,255	39,757	7,050	33,098	85,160	423,580
July	2,072	5,124	36,805	7,472	31,449	80,850	504,430
August	2,092	4,936	35,084	6,987	29,973	76,980	581,410
September							
October							
November							
December							
Year to Date 2016	15,137	40,051	267,297	53,192	220,870	581,410	581,410
<hr/>							
<u>Calendar Year 2015</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	1,704	4,798	39,497	8,084	31,665	84,044	500,692
August	1,851	5,020	34,621	7,229	27,831	74,701	575,393
September	1,960	4,786	32,582	6,458	24,691	68,517	643,910
October	2,003	4,732	33,717	6,813	26,600	71,862	715,772
November	2,233	4,563	31,336	6,489	26,266	68,654	784,426
December	1,963	4,781	29,163	5,986	23,905	63,835	848,261
Year to Date 2015	13,207	36,327	273,059	56,305	209,702	575,393	575,393
<hr/>							
++1 closed day, 2 late openings, Jan. 2015				* Percent change 2015 to 2016		1.0%	
+3 closed days, 1 early closing Jan. 2016					<i>Reinstated Thurs. afternoon hours May 26, 2016</i>		
+++1 closed day, 1 delayed opening, 1 early closing Feb 2015							
++++ 2 closed days 1 late open, Mar. 2015; *+ HL-closed 3 days for power outage June 2015							
							FY 2017
People Visiting Libraries			14,014	3,555	14,168	31,737	61,285
Volunteer Hrs Worked			690	85	742	1,517	3,046
Volumes Added/Cataloged			---	---	---	1,129	1,987
Internet Sessions			1,525	562	2,034	4,121	7,572
Internet use in hours			1,525	562	2,034	4,121	5,915
eBooks and eAudiobooks			---	---	---	4,936	10,060
Adult/Yg. Adult Programs			11	2	4	17	34
Attendance			238	2	69	309	574
Children's Programs			25	10	20	55	124
Attendance			1,005	225	601	1,831	4,436
Family Programs			---	---	---	13	36
Attendance			---	---	---	410	1,470
Total Outreach Programs			---	---	---	5	16
Attendance			---	---	---	306	725
Archives manuscripts used			---	---	---	187	360
Summer Reading Registrations 2016, children, library and Valley Reads							
Summer Reading Registrations 2016, teen, library and Valley Reads							
Summer Reading Registrations 2016, adult, Valley Reads and Library ASRP							

Borrowing by Residents of Clarke, Frederick, & Winchester

August 2016

(Checkouts of books and AV only)

	<u>Clarke*</u>		<u>Frederick</u>		<u>Winchester</u>		<u>Total</u>	
	2016-17	2015-16	2016-17	2015-16	2016-17	2015-16	2016-17	2015-16
2016 July	8,947	9,591	46,452	48,215	15,423	16,471	70,822	74,277
August	8,355	8,790	43,333	40,961	15,601	14,614	67,289	64,365
September		7,849		37,455		13,830		59,134
October		8,212		39,969		14,470		62,651
November		8,195		36,801		14,046		59,042
December		7,285		33,950		13,553		54,788
2017 January		8,043		31,981		13,419		53,443
February**		8,556		39,216		14,212		61,984
March		8,080		39,098		13,436		60,614
April		6,903		34,545		12,602		54,050
May		7,547		40,140		14,166		61,853
June		8,466		49,626		16,817		74,909
YTD	17,302	18,381	89,785	89,176	31,024	31,085	138,111	138,642
% of total	12.53%	13.26%	65.01%	64.32%	22.46%	22.42%		
Increase over previous YTD							-0.4%	

Current month

Borrowing by Clarke Co., Frederick Co., Winchester residents	67,289
Borrowing by nonresidents	4,755
Downloadables & deposit collections	4,936
Total borrowing	76,980

Registration of New Patrons in Clarke, Frederick, & Winchester

	<u>Clarke</u>		<u>Frederick</u>		<u>Winchester</u>		<u>Total</u>	
	2016-17	2015-16	2016-17	2015-16	2016-17	2015-16	2016-17	2015-16
2016 July	62	50	271	281	115	117	448	448
August	68	38	277	191	156	137	501	366
September		76		279		155		510
October		44		200		130		374
November		39		184		91		314
December		30		136		55		221
2017 January		42		298		124		464
February		42		213		82		337
March		33		348		88		469
April		34		197		101		332
May		27		220		116		363
June		56		409		162		627
YTD	130	88	548	472	271	254	949	814
% of total	13.70%	10.81%	57.74%	57.99%	28.56%	31.20%		
Increase over previous YTD							16.58%	

Report to the Handley Regional Library Board	August 2016			August 2015			Last year		
	August 2016	August 2015	% change	Current YTD	YTD	% change			
Library Visitors	31,737	28,177	13%	61,285	61,613	-1%			
Meeting Room Use	18	20	-10%	45	30	50%			
Study room use	265	N/A	N/A	193	N/A	N/A			
Volunteer hours	1,517	885	71%	3,046	1,875	62%			
Internet sessions	4,121	4,030	2%	7,572	8,082	-6%			
Internet use in hours	3,185	2,916	9%	5,915	2,946	101%			
Adult programs, tours attendance	4	48	-92%	8	76	-89%			
YA programs, tours attendance	68	184	-63%	104	308	-66%			
Children & Family programs attendance	13	6	117%	26	19	37%			
Outreach programs	253	58	336%	470	144	226%			
Outreach attendance	72	29	148%	160	131	22%			
Volumes added, cataloged	5,251	929	465%	5,906	5,007	18%			
Checkouts of books & materials	5	5	0%	16	7	129%			
Checkouts of eBooks, audiobooks, magazin	306	341	-10%	725	506	43%			
Freegal downloads and streaming	1,129	1,097	3%	1,987	2,630	-24%			
Interlibrary loans	72,044	74,701	-4%	147,770	158,745	-7%			
New card patrons added	4,936	5,020	-2%	10,060	9,818	2%			
Archives visitors	6,382	6,516	-2%	13,130	12,415	6%			
Archives manuscripts used	10	5	100%	24	11	118%			
	620	493	26%	1,195	1,046	14%			
	233	N/A	N/A	457	N/A	N/A			
	187	97	93%	360	N/A	N/A			

