

Handley Regional Library Board Agenda, December 15, 2015 Handley Library, 4:30 p.m.

1. Review of Library User survey results, Christine Forbes
2. Technical Services report by Sara Holloway
3. Public Comments
4. Review of the minutes from November 2015
5. Director's Report and statistics
6. Treasurer's Report
Audit report
Monthly financials
7. Report from Clarke County Library
8. Reports of committees:
 - a. Archives
 - b. Facilities
 - c. Personnel
 - d. Long Range Planning
9. Frederick County liaison
10. Unfinished business
11. New business
 - a. Committee assignments
12. Comments by Board members
13. Schedule meetings

Upcoming Meetings and Activities

Library Board meeting	Tues.	Jan. 19	4:30	Bowman Library
Library Board meeting	Tues.	Feb. 16	4:30	Handley Library
Library Board meeting	Tues.	March 15	4:30	Handley Library

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

Library Board Meeting November 18, 2015

The regular monthly meeting of Handley Regional Library was held Tuesday, November 18, 2015, in Handley Library Board room. Present from 4:30 were Mr. Schultz, Ms. Comer, Mr. Clawson, Mr. Sullivan, Ms. Fox, Mrs. Lloyd, Mrs. Myer, Mr. Sydnor, and Mrs. McCoig. Present from 5:15 was Mr. Clawson. Representing Frederick County Supervisors was Mr. Wells. Representing the staff were Mr. Huddy, Mrs. White, Mrs. Gangai, Ms. Dickinson, and Ms. Ritchie. Shenandoah University students Gabrielle Haas, Alexandre Cicard, Nate Loman, and Steven Varner were present to make a presentation.

1. Mrs. Lloyd opened the meeting.
2. Mr. Huddy introduced Shenandoah University (SU) students who have been working with library staff to update marketing ideas for the library. Their project is still underway. They will advertise study space to SU students. They presented some tentative design ideas for the library logo. They worked on a non-user library survey which they will take to local businesses and ask them to share with customers. They will ask Paul Delmerico, Director, Specialmade, if some of his employees will participate in at focus group. Another aspect of their study was marketing the library. They suggest trying to get students to come to Handley Library to use the study rooms during their exam period. The group will put posters around campus and send the study room information to students in their enewsletter. Athletes need to get in community service and would be available to help with library activities. There are two groups that would like to put on events at the library, a murder mystery and an improv group.

John asked for contact information with the athletes to use as volunteers. The library has already sent brochures to the SU Smith library and may work out an arrangement for library cards for students. The project will be wrapped up the middle of next month.

Mr. Sydnor said the Toronto library was filled at 4 p.m. in the afternoon with college students and they leave the library open until midnight under honor system for students. Ms. Haas suggested that an SU student under a work study program might be able to keep the doors open or do other work; Laura Saville would be contact for work study students.

3. Mr. Huddy announced that Aimee Gangai has been promoted to Youth Services Librarian at Handley Library. She introduced herself and gave a summary of her education and work experience. She has worked at Reston, Herndon, Fairfax, and other libraries. She has already worked at Handley for 3 years.
4. The minutes were approved as corrected.
5. Mr. Huddy gave the Director's Report. The Used Book sale netted about \$20,000. There are over 200 oral history interviews, from all the wars and conflicts. Fold3 is the service being highlighted this month. The library is testing floating collections for CDs and books on CD, where items checked out will remain at the library where they are checked in. It should speed up shelving and better use of materials by patrons. If this works, then the number of floating collections will be expanded. We examined the size of collections and the numbers of checkouts in each library to make this transition as smooth as

possible. He congratulated Mary Anton for getting the floating collections started. Ms. Anton is also taking over the outreach program coordination. Library cards which have not been used within the last four years have to be purged. Handley Regional Library has over 57,000 library card users who have used their cards in the last four years. The Harvest Hoedown at Handley had over 80 people in attendance. Adult Services will have staffing changes being designed now. Frederick County Administrator Brenda Garton had a tour of Bowman Library. Beverley Shoemaker, daughter of Mary Jane and James L. Bowman, toured Bowman Library. Mrs. White added that the U. S. Embassy security detail has used Handley Library for training on two different occasions. The First Night Scavenger hunt was successful with over 50 individuals who were not necessarily library users.

Staff participated in a lot of training. Mr. Huddy gave a presentation at the Regional Six Directors' meeting. Ms. Trumm, Girls Scout Gold Award candidate, and Ms. Hughes presented at the Virginia Library Association conference. Other staff members attended VLA. Two staff members attended a workshop at Lord Fairfax Community College. Mr. Huddy recently reviewed the Circulation department assessments, and most gave suggestions for improvements. Most were happy with the changes that have been made in circulation procedures.

Mr. Huddy was on a panel for the Chamber of Commerce to discuss the Library as a Not for Profit. A lengthy kudos from a patron is included in the Director's Report. Mr. Huddy worked with Clarke County Library at a school outreach, and all the students already had library cards. He sent letters to newly elected officials, congratulating them and inviting them for a library tour. Free library tours for the public are now scheduled twice a month, and the first two have been successful.

6. Mrs. McCoig gave the Treasurer's report. State revenues are now at 50%. \$39,019.15 were transferred from endowment funds. The Handley Board of Trustees gave the Sullivan disbursement of \$9,783, and the Friends gave \$8,000 for partial salary contribution of Ms. Dickinson. Cochran funds of \$4,145 were distributed to Winchester Frederick County Historical Society. Insurance premium of \$4,070 was paid for Bowman Library contents and boiler and machinery insurance. Contractual included quarterly HVAC maintenance contract of \$1,508 and alarm contract of \$1,020. Capital expenditures included \$1,440 for installation of a monitor for the main electrical breaker.

Endowment funds:

June 30, 2015:	\$3.326 million
July 31, 2015:	\$3.296 million after \$31,831 regular quarterly fund transfers
August 30, 2015:	\$3.937 million after contribution of \$770,000 to Kafitz Endowment fund

September 30, 2015 \$3.86 million

October 31, 2015 \$3.99 million

Without considering donations and transfers to operating, the funds decreased in value \$42,210 (-1.27%) over the last four months.

She said the auditors have not made changes in the budget as a result of the audit. Benchmark for October is 33%. Mr. Sullivan asked about copiers and reproductions. Mrs. White said the copier revenue from the public copiers contributes to the reproductions expense line item, which covers library staff copy expenses.

7. Mrs. Myer said the Clarke County Library is busy and doing great. They are excited about the floating collections because there is a great increase in the variety of items. The next meeting of the Advisory Council will be December 7.
8. Committee reports:
 - Ms. Comer gave the Archives report. Former Archives volunteer Dola Tylor died November 10 at age 100. She had volunteered in Archives for 26 years for over 10,000 hours. There is a Dola Tylor award which recognizes outstanding volunteers. Archives is helping to sponsor four programs in November: author programs with Harry Hall and Margaretta Barton Colt, a kickoff for the Tapestry project, and a program on Coming to the Table. Additional staff is making good headway in processing collections, processing 30 collections and 17 books so far.
 - Mr. Sullivan gave the facilities report. General maintenance is being done.
 - Mr. Clawson will schedule a Long Range Planning meeting for the first week of December.
 - Ms. Fox said the Personnel committee is working on Mr. Huddy's evaluation. It will be conducted at the December meeting.
9. Mr. Wells said he was reelected to the Frederick County Board of Supervisors. There will be one new Board member. The budget process has begun and is in its initial steps. Mr. Shickle will step down as chair in January, and Mr. DeHaven will take over. There will be a special election to fill Mr. DeHaven's vacant seat.

10. New Business:

- Mr. Huddy said the new budget request is due by the end of November. He proposes submitting the same budget request numbers as last year for all the jurisdictions. He said we would like to ask for more. Mrs. McCoig asked if there are other capital expenditures that are needed in addition to what we had asked for last year. She asked if we should ask for the whole amount that we need. Other members didn't think full funding to bring Frederick County's contribution in line with their percentage of use would be approved. Mr. Clawson suggested having the full amount number on hand. Mr. Huddy said we will set up a meeting with Frederick Department of Finance and try to get it as part of their regular budget process. Mr. Clawson asked if they ask for detail on the budget. Mrs. White said the county has specific budget categories, but our understanding is that they don't audit to verify how the money is actually spent. Mr. Clawson asked if we have to provide detail. The library will be prepared to do that.

Mr. Wells said the budget request has always gone to the Finance committee. They present scenarios based on different budgets; they weren't broken down and there was no time for input from the Supervisors. The new administrator is involving the Supervisors in the beginning of the process. He will have the opportunity to present information to the other Supervisors. Mrs. Lloyd summarized the main needs—staff raises and Thursday hours.

Mr. Clawson moved to approve to submit the request to all jurisdictions for funding for 2016-17 at the same level as requested for 2015-16. Mr. Schultz seconded. Mr.

Sydnor asked if there are consequences if the full amount is not approved. Mr. Huddy said there are some suggestions that have been made but the Board would have to work that out. The vote was unanimous.

- Mr. Sullivan moved to appoint Ms. Comer as the community representative to the Joint Archives committee. Ms. Fox seconded. Ms. Ritchie clarified that the Archives joint agreement calls for three committee members to be appointed by the Library Board and three by the Historical Society. One committee member must be a Library Board member. With Ms. Comer's appointment, the Library Board representatives to the Joint Archives committee will be June Gaskins-Davis (community), Ms. Comer (community), and Mr. Schultz (Library Board). The vote was unanimous.

- Ms. Fox presented a slate of Library Board officers for 2016:
 - Mrs. Lloyd, Chairman
 - Ms. Fox, Vice Chairman
 - Mr. Schultz, Secretary
 - Mrs. McCoig, TreasurerMr. Clawson moved to accept the slate of offices; Mr. Sullivan seconded. The motion was unanimous.

11. For Board comments, Mr. Sullivan suggested making a goal of 1,000,000 book checkouts for next year. Next year the Personnel committee may be more involved in suggesting names for new Library Board members.

12. Audit: Mrs. White said the goal is to have auditor present the audit report during the first week of December.

13. Long Range Planning meeting will be Tuesday, Dec. 1, 3:00, Library Board room.

Mr. Huddy thanked Ms. Comer for her eight years on the Library Board. See attached comments. Ms. Comer said it's been a pleasure and privilege to serve as Board member and she'll miss it.

The meeting adjourned at 6:12 p.m., followed by a reception for Ms. Comer.

Judy Lloyd, Chair

Eugene Schultz, Secretary
Pat Ritchie, Recording Secretary

Nancy Comer

Pat Ritchie's first association with Nancy Comer was in 2001 when Nancy, a new retiree, volunteered to help move Handley Library back into this building. Just a few months later, she helped wash and assemble 125 sections of shelving when Bowman Library was being set up. We were grateful for her strong back and her willingness to work hard as a volunteer.

After the libraries were assembled, Nancy returned to Handley Library as a volunteer, this time using her brain instead of her brawn! She has been a consistent and faithful volunteer in Archives, and has been serving as the Library representative to the Joint Archives Committee for several years.

Nancy was appointed by Frederick County to the Library Board a short eight years ago. She has served on several committees including Joint Archives and has been the Library Secretary for about four years. No library minutes are issued until Nancy has put the final seal of approval on them.

In addition to her Archives work, she is a frequent participant with Children's programs at Bowman Library. Donna Hughes says that she thinks Nancy has been at every Groundhog Day celebration, greeting visitors and handing out literature.

Nancy's infectious smile and willingness to help wherever needed will be greatly missed at the monthly Library Board meetings, but we will continue to see Nancy in her roles as library volunteer extraordinaire.

HANDLEY REGIONAL LIBRARY

A Public Library Serving Winchester, Frederick and Clarke Counties

Director's Report, November 2015

Submitted December 15, 2015

Busy Month for Programs and Partnerships

With 92 different programs during November spread over three libraries, there was a program for nearly every age and interest. Five different authors spoke about their books and research, including Margaretta Barton Colt from New York, author of *Defend the Valley*. Ms. Colt spoke at the kickoff of "The Shenandoah Valley Tapestry - A Journey Through Time Project" which is recreating Page Huff Dillon's painting "Winchester and Frederick County, Virginia" through needlework. The tapestry will be created for and by the greater Winchester area through stitch-ins, workshops and storytimes at Handley Library.



Above is a portion of the poster "Winchester and Frederick County, Virginia" which is being recreated in a tapestry.

A standing room only crowd gathered to hear The Winchester Celtic Circle, the first program in A Little Noon Music's 2015-2016 season at Handley Library. Since 1979 the Friends of Handley Regional Library has been offering free monthly performances during fall and winter.



Star Wars—Jedi Training Camp also attracted a full house of participants, some of whom came in costume, to make rebel head gear and solve Jedi mind tricks. Youth Services staff along with volunteers Harry Holloway and Amy Hakola designed and ran the program at Handley Library.

At NaNoWriMo sessions at Bowman Library and Handley Library, middle school and high school teens gathered weekly in November to participate in write-ins that encouraged them to write a novel in November. Fifteen participants reached their word count goal and will be recognized as winners of the National Novel Writing Month event. They all have the opportunity to publish their novel.

While most library programs are conducted by Youth Services staff and Friends of Handley Regional Library, they are supported by many other staff members who write news releases, make fliers and brochures, and post events to the library's social media outlets and website. To provide excellent customer service, the Circulation Department ensures they have staff to handle book checkouts during the popular programs.

November Donations

Alvin Schuat, Elna, WI; Friends of Handley Regional Library in memory of Nancy Larrick Crosby; Tim Nicodemus; N. Hartley Schearer Jr.; Beverly and Donald Sears; Cynthia Ebert in honor of Rebecca Ebert; Kathryn Uphaus; Mr. and Mrs. David Jelinek; James and Frances Lowe; Rosslyn and Lawrence Selzer; Michael Rea; Margaret and Bruce Boppe; Ron Shickle; J. D. and Nancy Berlin; and Jo Ann Larrick.

Cary Claytor; John Dresely; Anderson Roofing; George Stierhoff; Marca Frazier; Larry Renner; Ruth Farley Massey; the Solak family; Dennis McLoughlin; Shirley Echelman; Virginia Dare Thompson; H. K. Benham III; Ed and Libba Pendleton; Ann B. Lewis; Reader & Swartz Architects; Susan Phillips; Phoebe West; and Erik and Jennifer Beatley.

Library Numbers at a Glance

23,524	Library visitors
63,891	Checkouts of books & materials
4,563	Checkouts of eBook, eMagazine, audiobook
92	In-house Library programs
2,381	Attendance at in-house Library programs
6	Outreach programs (presented outside the library)
139	Attendance at Outreach programs

Organizations that helped sponsor or participated in November programs

- Friends of Handley Regional Library
- Winchester Chapter of the Embroiderers’ Guild of America
- Multicultural Club Collage of Frederick County, Va.
- Winchester Frederick County Historical Society
- Kernstown Battlefield Association
- Shen. Valley Chapter of Coming to the Table, EMU, Harrisonburg
- Literacy Volunteers
- Workforce Solutions (Lord Fairfax Community College)
- Winchester Film Club
- Alamo Draffhouse Cinema
- Frederick County Recycling
- Northwest Regional Detention Center
- Sherando High School LD class
- Grace Lutheran Preschool
- Sonshine Learning Center
- Senseny Road Head Start
- Independent School of Winchester
- Eukarya Academy
- Grace Lutheran
- Shenandoah Chess Club
- The Virginia Farm Market

Outreach—where library staff went during November

- Shenandoah County Sons of Confederate Veterans
- Shenandoah County day care for three Books Alive workshops
- Chesapeake, Virginia meeting of Tidewater librarians

Technical Services, Sara Holloway

- Installed 2 uninterruptible power supplies (UPS) at Handley, 1 at Clarke and 1 at Bowman to support the Useful servers at each location. Useful is the system we installed in December 2014 for our public Internet computers. The UPS devices will keep a steady flow of power to the servers and prevent problems occurring with short-term power outages and brownouts.
- Demonstrated the use of the library's MiFi devices at the December 3rd Action Team meeting. These can be used for outreach and off-site training. Up to 10 wireless devices can connect to the MiFi at one time.

Adult Services, Adrienne Davis

- **Cheryl, Donna, Todd** and **Susanna** helped promote the Fold3 database. Todd created a 5 minute promotional / instructional video for Facebook and YouTube. Cheryl and Susanna each maintained a military history display that crosses promoted library materials and the online resource. Donna created the digital and print signage, including bookmarks that were distributed at the Circulation Desk.
- **Kitty** created a National Gratitude Month display with related materials (books, audiobooks, and movies). She incorporated patron participation by creating a Gratitude Chain; patrons were able to write what they were grateful for on "links" for the chain, which was then displayed at the Handley Circulation Desk.

Bowman Operations, Kim Bean

- November 15 was America Recycles Day and **Gloria Puffinberger, manager of Frederick County Solid Waste and Recycling**, placed a display in the Bowman Library lobby (November 12-20) about recycling that included many free recycled items such as keychains made from circuit boards, and pencils made from recycled newspapers. Gloria also set up a display with information about pollinators/Monarch butterflies, and seed balls were available as give-aways. We discussed the possibility of planting a butterfly garden next spring at the Bowman Library.
- Catherine Kelley and Estelle Sanzenbacher of **Workforce Solutions (LFCC)** held one-on-one job placement help sessions with seven people on November 3. Five more people on the waiting list who received follow-up phone calls and appointments.

Youth Services, Donna Hughes

- A Night at the Library was held at Bowman Library on Friday the 13th. The Night at the Museum trilogy was shown and youth stayed overnight at the library—8 p.m. to 8 a.m. Eight parents, mostly of Teen Advisory Board members, chaperoned the event and staff—Donna and Sara—stayed up with the 21 youth.
- Aimee Gangai was promoted from Youth Services Assistant to Youth Service Librarian on October 31st. The transition has been very good. Interviews for Aimee's replacement took place in mid-November with two qualified in-house candidates. Christine Forbes was offered the position on Nov. 18th and she accepted. Due to her current position as Public Relations & Marketing Associate, Christine will be splitting her time between both positions while we search for a replacement.

Business Manager and Handley Operations, Ann White

- Meeting to discuss system-wide Adult Services staffing: November 12th. Adrienne Davis, Ann White, and Kim Bean met with all of the Adult Services staff to discuss upcoming staffing changes in light of the retirement of Michael Gur. The plan being put into place will provide a part-time point person at both HL and BL, as well as a part-time Librarian to coordinate technology training and promotion.
- Year End fundraising letter brainstorming meeting: met on November 19th with Pat Ritchie, Barbara Dickinson, Christine Forbes and John Huddy to collaborate on the library's annual year end giving letter.

Friends of Handley Regional Library, Barbara Dickinson

- November 11 – Author's Forum 2015 - HL with attendance of 37
- November 13 – Little Noon Music – HL with attendance of 120
- November 14 – Shenandoah Valley Tapestry Project and Visiting author, Margareta Barton Colt – HL with attendance of 80
- November 23 – Author Forrest Pritchard – HL with attendance of 21

Circulation Services, Mary Anton

- Coordinated launch of first-ever floating collections in the libraries on November 10. Adult music CDs and audiobooks now remain in the library where they were returned rather than being sent back to the “owning” location. The initial phase has gone well overall, with no specific problem areas to report.
- Met with Aimee Gangai to plan a strategy for outreach activities, especially through the schools. Later met with Aimee and Director to brainstorm and consolidate plans.

**Report to the Handley Regional Library Board
Statistics for November 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	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							
Year to Date 2015	19,403	50,408	370,694	76,065	287,259	784,426	784,426
<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		43,585	349,619	70,811	277,511	741,526	741,526

++1 closed day, 2 late openings, Jan. 2015 * Percent change 2014 to 2015 **5.8%**

+1 closed day, 1 delayed opening Jan. 2014 *As of July 2010, libraries have 14.38% fewer open hours compared to Jan. 2009.*

+++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		10,263	2,685	10,576	23,524	137,532
Volunteer Hrs Worked		307	67	553	927	6,091
Volumes Added;Cataloged		---	---	---	1,767	7,169
Internet Sessions		1,144	437	1,724	3,305	18,733
Internet use in hours		1,144	437	1,724	3,305	13,429
eBooks and eAudiobooks		---	---	---	4,563	23,899
Adult/Yg. Adult Programs		9	1	23	33	176
Attendance		105	7	392	504	2,001
Children's Programs		29	7	14	50	269
Attendance		1,137	90	420	1,647	8,493
Family Programs		---	---	---	9	45
Attendance		---	---	---	230	2,583
Total Outreach Programs		---	---	---	6	31
Attendance		---	---	---	139	1,787
Archives manuscripts used		---	---	---	107	654
Summer Reading Registrations 2015, children, library and Valley Reads						1627
Summer Reading Registrations 2015, teen, library and Valley Reads						267
Summer Reading Registrations 2015, adult, Valley Reads and Library ASRP						744

**Borrowing by Residents of Clarke, Frederick, & Winchester
November 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	8,790	8,346	40,961	40,653	14,614	14,319	64,365	63,318
September	7,849	8,962	37,455	36,748	13,830	13,618	59,134	59,328
October	8,212	7,444	39,969	37,135	14,470	14,227	62,651	58,806
November	8,195	7,328	36,801	35,904	14,046	13,033	59,042	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
YTD	42,637	42,085	203,401	199,458	73,431	71,913	319,469	313,456
% of total	13.35%	13.43%	63.67%	63.63%	22.99%	22.94%		
							Increase over previous YTD	1.9%

** Feb. 2010, closed 36.1% for snow

Current month

Borrowing by Clarke Co., Frederick Co., Winchester residents	59,042
Borrowing by nonresidents	4,849
Downloadables & deposit collections	4,763
Total borrowing	68,654

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	38	39	191	254	137	119	366	412
September	76	52	279	224	155	190	510	466
October	44	45	200	196	130	195	374	436
November	39	44	184	161	91	77	314	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
YTD	247	228	1,135	1,118	630	700	2,012	2,046
% of total	12.28%	11.14%	56.41%	54.64%	31.31%	34.21%		
							Increase over previous YTD	-2%

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

	<u>Jul - Nov 15</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Local Government Revenue	735,842.50	1,471,685.00	50.0%
State Revenue	180,334.00	360,246.00	50.1%
Endowment Income	68,255.09	133,942.00	51.0%
Public Support	3,526.38	20,000.00	17.6%
Friends of Handley Reg. Library	36,200.00	46,268.00	78.2%
Copier Revenue	6,752.84	16,000.00	42.2%
Fines, Fees & Other	36,360.79	82,950.00	43.8%
Investment Income	1,126.22	10,000.00	11.3%
HRL Endow Fund Transfers - In	9,973.96	10,455.00	95.4%
Unexpended	0.00	27,448.00	0.0%
Total Income	<u>1,078,371.78</u>	<u>2,178,994.00</u>	<u>49.5%</u>
Gross Profit	1,078,371.78	2,178,994.00	49.5%
Expense			
Personnel Costs	625,602.58	1,455,511.00	43.0%
Books and Related Materials	94,925.11	302,836.00	31.3%
Contractual Service	16,664.25	66,310.00	25.1%
Reproductions	12,840.00	26,000.00	49.4%
Utilities	55,576.58	126,800.00	43.8%
Telecommunications	-631.43	21,136.00	-3.0%
Staff Development	3,335.42	10,600.00	31.5%
Other Operating Expenditures	80,136.70	155,801.00	51.4%
Capital Expenditures	8,110.97	14,000.00	57.9%
Total Expense	<u>896,560.18</u>	<u>2,178,994.00</u>	<u>41.1%</u>
Net Ordinary Income	<u>181,811.60</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u><u>181,811.60</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

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

	<u>Nov 15</u>	<u>Jul - Nov 15</u>
Ordinary Income/Expense		
Income		
Local Government Revenue	215,666.25	735,842.50
State Revenue	0.00	180,334.00
Endowment Income	0.00	68,255.09
Public Support	984.52	3,526.38
Friends of Handley Reg. Library	1,000.00	36,200.00
Copier Revenue	1,372.79	6,752.84
Fines, Fees & Other	6,824.52	36,360.79
Investment Income	-21.38	1,126.22
HRL Endow Fund Transfers - In	0.00	9,973.96
Total Income	<u>225,826.70</u>	<u>1,078,371.78</u>
Gross Profit	225,826.70	1,078,371.78
Expense		
Personnel Costs	130,739.82	625,602.58
Books and Related Materials	27,401.65	94,925.11
Contractual Service	1,593.17	16,664.25
Reproductions	4,280.00	12,840.00
Utilities	11,245.90	55,576.58
Telecommunications	-3,260.08	-631.43
Staff Development	1,994.12	3,335.42
Other Operating Expenditures	13,836.85	80,136.70
Capital Expenditures	3,419.10	8,110.97
Total Expense	<u>191,250.53</u>	<u>896,560.18</u>
Net Ordinary Income	<u>34,576.17</u>	<u>181,811.60</u>
Net Income	<u><u>34,576.17</u></u>	<u><u>181,811.60</u></u>

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