

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

February 21, 2017

Prince George Library  
2:00 p.m.

**APPOMATTOX REGIONAL LIBRARY SYSTEM**  
**Board of Trustees**  
**Agenda**

**February 21, 2017**

**2:00 p.m.**

**Call to Order**

**Approval of Agenda**

**Consent Agenda:** All matters listed under Consent Agenda are considered routine by the Board and will be approved or received by motion on the form listed. Items may be removed from the Consent Agenda for discussion under the Regular Agenda at the request of any Board member.

Minutes – January 17, 2017 Regular Meeting  
Statistical Report – dated February 21, 2017  
Financial Report – dated February 21, 2017  
Bills for Review

**Communications:**

**Citizen Comments:**

**Report of Library Director:**

- R1.** Staff Update
- R2.** McKenney Update
- R3.** Budget for FY2018
- R4.** Financial Disclosure Bill pending in Virginia Assembly
- R5.** Hopewell 10<sup>th</sup> Anniversary
- R6.** Dinwiddie 25<sup>th</sup> Anniversary

**Committee Reports:**

**New Business:**

**Unfinished Business**

**Adjournment**

**Appomattox Regional Library System  
Minutes of the Board of Trustees Meeting  
January 17, 2017 (Hopewell)**

**Trustees Present:** Mrs. Dragoo, Mrs. Benjamin, Mrs. Judge, Mrs. Sykes, Dr. Shepperson, Mrs. Yates

**Trustees Absent:** Mrs. Tuggle, Mrs. Gallup, Mrs. Halupka

**Staff Present:** Ms. Coleman, Mr. Manning

**Approval of Agenda:** A motion was made by Mrs. Yates and seconded by Mrs. Benjamin. Motion passed.

**Consent Agenda:** Motion to approve by Mrs. Judge and seconded by Mrs. Yates. Motion carried.

**Communications:**

**Citizen Comments:** Mr. Manning read a letter from Lisa Sharpe from the John Randolph Foundation. The library's endowment received three donations from three separate families. The library is in the process of sending letters of thanks to each of the donors.

**Report of the Library Director:**

**R1. Annual Audit:** Presentation of the Annual Audit by James Hartson from Mitchell, Wiggins & Company LLP. The audit found no deficiencies and resulted in a "clean audit". Mr. Hartson commended Mr. Manning and his staff for a job well done in the completion of the audit as being new staff.

**R2: Staff Update:** The Assistant Director position has been advertised internally. It will be posted externally with VLA if no interest is expressed.

**R3: McKenney Audit:** Dominion Power has completed their work to be done to the grounds. ARLS will receive the Certificate of Occupancy on February 1, 2017. No date has been determined on when the Recreation Center will open.

**R4: Budget for FY2018:** The proposed budget has been revised from the draft discussed at the January meeting. Funding for Standing Order items was increased to reflect customer demand. The Board received the new draft as part of their meeting packets.

**R5: Financial Disclosure by Nonsalaried Citizen Councils:** The Ethics Advisory Council is requesting this to be implemented. Mr. Manning contacted each jurisdiction; none are requiring this to be implemented.

**R6. Hopewell 10<sup>th</sup> Anniversary:** The Hopewell Library will celebrate its 10<sup>th</sup> Anniversary on April 22, 2017. There will be a local music group, programs for adults and children, and ARLS employee Jeannie Langford will speak on ARLS history. Mr. Manning is looking to invite the

original board members, Hopewell City Council, and Scott Firestine to name of few. Mr. Manning is asking the board if they would like to see any others in attendance. Mr. Manning will speak at the March City Council Meeting to inform of the Anniversary. The committee meeting members consists of Jan Rowley, Heather Maury, and Jennifer Ford. Mr. Manning will provide a schedule of events at the next meeting.

The Dinwiddie 25<sup>th</sup> Anniversary is soon approaching, the date is forthcoming.

**Personnel Committee Report:** None

**New business:** The time change of future Board Meetings will be discussed at the next meeting

**Unfinished business:** Board of Trustees group picture

**Next Meeting:** February 21, 2017 in Prince George

**Adjournment:** 2:30

Respectfully submitted,

Nicole Coleman  
Brian Manning





New Patron

Gards	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
EX2017													
Burrowsville	3	5	3	1	2	2	8						24
Carson Depot	7	18	13	4	4	4	7						57
Dinwiddie	25	32	21	23	8	12	21						142
Disputanta	5	9	12	3	5	4	8						46
Hopewell	210	218	194	159	40	113	185						1,119
McKenney	8	12	9	5	4	7	6						51
Outreach	0	0	0	0	125	0	2						127
Prince George	113	121	129	92	63	56	72						646
Rohoic	6	30	45	12	13	7	17						130
Total	377	445	426	299	264	205	326	0	0	0	0	0	2,342

	July 2016 - June 2017	Total circulations	Total Items	Turnover Rate*
Burrowsville	3,677	10,290	0.36	
Carson Depot	6,160	10,603	0.58	
Dinwiddie	16,542	14,034	1.18	
Disputanta	4,107	8,984	0.46	
Hopewell	85,692	90,598	0.95	
McKenney	6,031	10,954	0.55	
Outreach	1,397	483	2.89	
Prince George	40,629	36,360	1.12	
Rohoic	9,668	16,279	0.59	
<b>ARLS TOTAL</b>	<b>173,903</b>	<b>198,585</b>	<b>0.88</b>	

\* Number represents overall frequency of collection circulation - closer to one the better



PARTICIPANTS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FZ2016													
Burrowsville	283	164	119	146	145	114	113						1,084
Carson Depot	760	1,180	1,068	1,055	819	802	515						6,199
Dirwiddle	1,585	1,685	1,408	1,037	971	1,050	1,320						9,056
Disputanta	640	705	842	743	753	739	567						4,989
Hopewell	11,071	11,260	9,389	9,285	8,308	7,764	8,854						65,931
McKenney	617	465	379	359	378	722	800						3,720
Prince George	4,837	4,934	3,741	3,698	3,078	2,896	3,144						26,328
Rohoic	693	993	782	947	767	829	1,219						6,230
TOTAL	20,486	21,386	17,728	17,270	15,219	14,916	16,552	0	0	0	0	0	123,537
MISC TRANSACTIONS													14,186
Meeting Room users	2,724	2,048	1,825	2,349	1,343	1,722	2,175						1,092
Meetings	164	177	141	179	116	133	182						72
Book Group	17	16	16	7	8	0	8						1,894
Adult Program	183	369	306	178	217	379	262						972
Non-SRP Child Program	11	62	79	220	127	170	303						52
Non-SRP Teen Program	0	0	0	5	21	11	15						1,913
Storytime	472	119	249	256	270	297	250						262
Family SRP	262	0	0	0	0	0	0						256
SRP Child	250	6	0	0	0	0	0						0
SRP Teen	0	0	0	0	0	0	0						1,933
Database Usage	242	325	402	342	229	137	256						1,933
TOTALS	4,325	3,122	3,018	3,536	2,331	2,849	3,451	0	0	0	0	0	22,632

REFERENCE QUESTIONS - FY2016	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	92	111	136	95	102	94	105						735
Carson Depot	92	117	87	88	76	83	94						637
Dinwiddie	198	152	154	115	174	153	138						1,084
Disputanta	19	37	37	29	30	24	100						276
Hopewell	202	185	279	131	796	963	1,052						3,608
Mckenney	58	55	53	49	74	59	38						386
Outreach	0	0	0	0	0	0	0						0
Prince George	421	851	814	559	314	184	496						3,639
Rohoic	225	260	286	250	205	142	202						1,570
TOTALS	1,307	1,768	1,846	1,316	1,771	1,702	2,225	0	0	0	0	0	11,935
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	42	54	63	44	36	35	37						311
WIFI	0	0	0	0	0	0	0						0
Carson Depot Workstation	139	133	127	90	94	119	96						798
WIFI	33	34	40	60	50	28	35						280
Dinwiddie Workstation	244	368	252	210	243	192	260						1,769
WIFI	92	124	59	48	71	70	85						549
Disputanta Workstation	48	66	79	68	78	57	59						455
WIFI	29	16	19	22	21	23	20						150
Hopewell Workstation	3,824	4,246	3,494	3,704	3,349	3,104	3,618						25,339
WIFI	765	527	584	683	692	606	830						4,687
Mckenney Workstation	133	167	171	125	163	164	188						1,111
WIFI	34	38	23	31	19	9	15						169
Prince George Workstation	1,036	974	940	901	799	760	691						6,101
WIFI	420	350	358	361	341	310	318						2,458
Rohoic Workstation	130	265	181	197	125	128	251						1,277
WIFI	0	0	0	0	0	0	0						0
TOTALS	6,969	7,362	6,390	6,544	6,081	5,605	6,503	0	0	0	0	0	45,454



Appomattox Regional Library System

Revenue and Expenses

July 1, 2016 - December 31, 2016

Fund#	Revenue 10/21/16	FY2017	Prev. Total	Monthly	Total	Percentage	Balance Due
		Proposed	Receipts	Receipts	Receipts	Received	
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$110,000	\$0	\$0	\$0	0.0%	\$110,000
102	Hopewell	\$587,630	\$430,724	\$0	\$430,724	73.3%	\$156,906
103	Dinwiddie	\$268,230	\$134,116	\$67,058	\$201,174	75.0%	\$67,057
104	Prince George	\$579,792	\$434,847	\$0	\$434,847	75.0%	\$144,945
105	State Funds	\$386,031	\$96,508	\$96,508	\$193,016	50.0%	\$193,016
106	Fines/Fees/Lost	\$22,372	\$14,729	\$1,651	\$16,380	73.2%	\$5,992
107	Copying Receipts	\$20,166	\$8,371	\$1,674	\$10,045	49.8%	\$10,121
108	Endowment Funds	\$20,499	\$0	\$0	\$0	0.0%	\$20,499
109	E-Rate Refunds	\$28,000	\$0	\$0	\$0	0.0%	\$28,000
110	Gifts/Donations	\$10,000	\$70	\$0	\$70	0.7%	\$9,930
111	Grants	\$5,750	\$0	\$1,500	\$1,500	26.1%	\$4,250
112	Other	\$24,949	\$11,295	\$1,491	\$12,786	51.2%	\$12,163
<b>TOTALS</b>		<b>\$2,083,419</b>	<b>\$1,130,660</b>	<b>\$1,691,882</b>	<b>\$1,300,542</b>	<b>62.4%</b>	<b>\$782,877</b>

Fund	EXPENSES-12/31/16	FY17 Projected Expenditures	TOTAL SPENDING PREVIOUS MONTH	MONTHLY EXPENSES 1/31/17	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
<b>Personnel</b>							
200	MLS Salaries & Wages	\$449,655	\$191,573	\$29,919	\$221,492	49.3%	\$228,163
201	Non-MLS Salary & Wages	\$565,067	\$319,388	\$46,191	\$365,579	64.7%	\$199,488
202	Benefits for Staff/Retirees	\$267,845	\$130,938	\$20,781	\$151,719	56.6%	\$116,126
<b>Total Personnel</b>		<b>\$1,282,567</b>	<b>\$641,899</b>	<b>\$96,891</b>	<b>\$799,790</b>	<b>57.6%</b>	<b>\$543,777</b>
<b>Books &amp; Materials</b>							
300	Books	\$80,000	\$47,193	\$2,944	\$50,137	62.7%	\$29,863
301	Leased Materials	\$36,000	\$0	\$0	\$0	0.0%	\$36,000
302	Standing Order Books	\$21,000	\$18,244	\$1,309	\$19,553	93.1%	\$1,447
303	Print Newspapers & Periodicals	\$12,276	\$2,349	\$291	\$2,640	21.5%	\$9,636
304	Audiovisual Materials	\$28,850	\$14,515	\$2,990	\$17,505	60.7%	\$11,345
305	Electronic Materials	\$4,500	\$2,308	\$0	\$2,308	51.3%	\$2,192
306	Microforms	\$1,133	\$0	\$0	\$0	0.0%	\$1,133
307	Binding/Repair	\$500	\$0	\$0	\$0	0.0%	\$500
308	Restricted Donation/Gift	\$1,250	\$0	\$0	\$0	0.0%	\$1,250
309	Family Resource Books	\$1,000	\$1,019	\$0	\$1,019	101.9%	(\$19)
310	Econtent	\$21,000	\$16,596	\$0	\$16,596	79.0%	\$4,404
<b>Total Books &amp; Materials</b>		<b>\$207,509</b>	<b>\$102,224</b>	<b>\$7,534</b>	<b>\$109,758</b>	<b>52.9%</b>	<b>\$97,751</b>
<b>Capital Expenditures</b>							
400	Library Non-Computer Equip.	\$12,875	\$971	\$1,048	\$2,019	15.7%	\$10,856
401	Computer Hardware	\$10,875	\$646	\$0	\$646	5.9%	\$10,229
<b>Total Capital Expenditures</b>		<b>\$23,750</b>	<b>\$1,617</b>	<b>\$1,048</b>	<b>\$2,665</b>	<b>11.2%</b>	<b>\$21,085</b>
<b>Contractual</b>							
500	Lyrasis ILL Services	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
501	Software Licensing Contracts	\$15,700	\$11,537	\$2,400	\$13,937	88.8%	\$1,763
502	Audit	\$18,000	\$9,688	\$0	\$9,688	53.8%	\$8,312
503	Cataloging MARC Records	\$3,605	\$3,551	\$173	\$3,724	103.3%	(\$119)
504	Unique Management	\$9,000	\$3,115	\$582	\$3,697	41.1%	\$5,303
505	Computer Support Service Calls	\$15,000	\$3,191	\$0	\$3,191	21.3%	\$11,809
506	Other Computer Software Serv.	\$12,500	\$3,490	\$0	\$3,490	27.9%	\$9,010
507	Telecomm Internet Line Charges	\$22,200	\$10,713	\$1,811	\$12,524	56.4%	\$9,676
508	Printing and Publications	\$9,500	\$5,500	\$0	\$5,500	57.9%	\$4,000
509	Security Guard Service	\$25,512	\$13,217	\$2,458	\$15,375	60.3%	\$10,137
<b>Total Contractual</b>		<b>\$133,017</b>	<b>\$64,002</b>	<b>\$7,124</b>	<b>\$71,126</b>	<b>53.5%</b>	<b>\$61,891</b>
<b>Facilities/Maint./Operations</b>							
600	Equipment Repair &	\$5,500	\$2,268	\$731	\$2,999	54.5%	\$2,501
601	TLC Maintenance Contract	\$19,500	\$0	\$0	\$0	0.0%	\$19,500
602	Facilities and Rent	\$76,650	\$36,000	\$6,000	\$42,000	54.8%	\$34,650
603	Supplies	\$32,000	\$71,168	\$975	\$22,143	69.2%	\$9,857
604	Travel / Workshops / Conf. Fees	\$8,500	\$6,581	\$89	\$6,670	78.5%	\$1,830
605	Training / Education	\$4,500	\$1,330	\$0	\$1,330	29.6%	\$3,170

606 Utilities	\$6,000	\$1,666	\$665	\$2,331	38.8%	\$3,669
607 Telephone (Voice)	\$13,000	\$6,641	\$1,169	\$7,810	60.1%	\$5,190
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$1,997	\$316	\$2,313	51.4%	\$2,187
610 Job & Contracting Advertising	\$2,500	\$701	\$0	\$701	28.0%	\$1,799
611 Promotional Advertising	\$2,000	\$658	\$0	\$658	32.9%	\$1,342
612 Organization/Association Dues	\$3,500	\$929	\$1,553	\$2,482	70.9%	\$1,018
613 Postage	\$4,500	\$2,322	\$351	\$2,673	59.4%	\$1,827
614 Janitorial	\$64,500	\$29,116	\$4,800	\$33,916	52.6%	\$30,584
615 Other Building Maintenance	\$11,000	\$7,753	\$470	\$8,223	74.8%	\$2,777
<b>Total</b>	<b>\$271,087</b>	<b>\$149,130</b>	<b>\$17,119</b>	<b>\$136,249</b>	<b>50.3%</b>	<b>\$134,838</b>
<b>Facilities/Maint./Operations</b>						<b>\$0</b>
<b>Programs/Activities/Other</b>						
700 YS Summer Reading Program	\$6,500	\$641	\$0	\$641	9.9%	\$5,859
701 YS Programming Supplies	\$4,191	\$260	\$60	\$320	7.6%	\$3,871
702 Adult Programming	\$2,600	\$1,520	\$240	\$1,760	67.7%	\$840
703 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500
704 Funds for Local History Collection	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
705 Reserve	\$5,500	\$0	\$0	\$0	0.0%	\$5,500
706 McKenny Library	\$22,500	\$63,511	\$0	\$63,511	282.3%	(\$41,011)
707 Hopewell Project	\$50,000	\$0	\$0	\$0	0.0%	\$50,000
708 Prince George Project	\$50,000	\$0	\$0	\$0	0.0%	\$50,000
707 Misc. Professional Serv. & Other	\$15,759	\$5,311	\$1,207	\$6,518	41.4%	\$9,241
<b>Total Programs/Activities/Other</b>	<b>\$165,550</b>	<b>\$71,243</b>	<b>\$1,507</b>	<b>\$72,749</b>	<b>43.9%</b>	<b>\$92,501</b>
<b>GRAND TOTALS</b>	<b>\$270,837</b>	<b>\$119,115</b>	<b>\$13,121</b>	<b>\$115,336</b>	<b>54.3%</b>	<b>\$99,214</b>

Appomattox Reg Library System  
 Check Register  
 For the Period From Jan 1, 2017 to Jan 31, 2017

Filter Criteria includes: Report order is by Date.

Date	Payee	Check #	Amount
1/5/17	Treasurer of Virginia	2013-225	158.52
1/6/17	Electronic Federal Tax Payment	200585	8,672.56
1/9/17	Treasurer of Virginia	2013-227	6,056.62
1/12/17	American Library Association	39156	275.00
1/12/17	AT & T Mobility	39157	185.45
1/12/17	AT & T	39158	43.05
1/12/17	Comcast Communications	39159	1,422.18
1/12/17	County of Dinwiddie	39160	600.00
1/12/17	County of Prince George	39161	1,650.00
1/12/17	CS Diamond Enterprises, Inc.	39162	4,740.00
1/12/17	DEMCO, Inc.	39163	107.31
1/12/17	Dix's Landscaping	39164	200.00
1/12/17	Dominion Virginia Power	39165	620.33
1/12/17	Heather Maury	39166	26.06
1/12/17	Hopewell City Treasurer	39167	3,750.00
1/12/17	Minor & Associates	39168	892.50
1/12/17	Niche Academy	39169	2,400.00
1/12/17	Securitas Security Services USA, Inc	39170	873.60
1/12/17	Pitney Bowes Global Financial Services	39171	351.00
1/12/17	Reader Service	39172	96.54
1/12/17	Shred-It USA LLC	39173	271.94
1/12/17	Smart Beginnings	39174	1,533.00
1/12/17	SunTrust Bank	39175	3,802.93
1/12/17	Unique Management Services	39176	581.75
1/12/17	Verizon	39177	132.20
1/12/17	Virginia Library Association	39179	1,278.00
1/12/17	Webster Integrated Technologies	39178	731.48
1/12/17	Baker & Taylor Entertainment	39152	398.10
1/12/17	Gale	39153	152.19
1/12/17	Ingram Library Services	39154	1,922.27
1/12/17	VOID	39154a	
1/12/17	VOID	39154b	
1/12/17	VOID	39154c	
1/12/17	Midwest Tape	39155	2,308.98
1/13/17	ARLS-Payroll	39180	30,999.75
1/17/17	Electronic Federal Tax Payment	200586	8,745.20
1/19/17	Treasurer of Virginia	2013-229	317.55
1/19/17	Treasurer of Virginia	2013-228	205.41
1/26/17	Anthem BlueCross BlueShield	39185	603.00
1/26/17	Anthem BlueCross BlueShield	39186	10,150.00
1/26/17	Comcast Communications	39187	671.64
1/26/17	Diamond Springs	39188	44.40
1/26/17	Dix's Landscaping	39189	175.00
1/26/17	Jennifer Ford	39190	36.36
1/26/17	Hopewell City Treasurer	39191	316.28
1/26/17	Houchins Pest Control	39192	95.00
1/26/17	JanWay Company USA, Inc.	39193	209.19
1/26/17	OCLC, Inc.	39194	172.73
1/26/17	Minnesota Life Insurance Co.	39195	3.02
1/26/17	Securitas Security Services USA, Inc	39196	1,012.76
1/26/17	Terri Spicer	39197	240.00
1/26/17	Sprint	39198	525.57

## Appomattox Reg Library System

## Check Register

For the Period From Jan 1, 2017 to Jan 31, 2017

Filter Criteria includes: Report order is by Date.

<u>Date</u>	<u>Payee</u>	<u>Check #</u>	<u>Amount</u>
1/26/17	Staples Credit Plan	39199	484.38
1/26/17	Richmond Times Dispatch	39200	291.20
1/26/17	Baker & Taylor Entertainment	39181	98.23
1/26/17	Gale	39182	220.41
1/26/17	Ingram Library Services	39183	1,365.33
1/26/17	VOID	39183a	
1/26/17	Midwest Tape	39184	680.53
1/27/17	ARLS-Investment	39201	100,000.00
1/27/17	Heather Maury	39202	26.26
1/27/17	Sam's Club Direct	39203	40.96
1/30/17	ARLS-Payroll	39204	31,331.83
		Total	<u>235,295.55</u>