

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

January 17, 2017

Hopewell Library
2:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

January 17, 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 – December 6, 2016 Regular Meeting
Statistical Report – dated January 17, 2017
Financial Report – dated January 17, 2017
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Annual Audit – James Hartson
- R2.** Staff Update
- R3.** McKenney Update
- R4.** Budget for FY2018
- R5.** Financial Disclosure by Nonsalaried Citizen Councils
- R6.** Hopewell 10th Anniversary

Committee Reports:

New Business:

Unfinished Business

Adjournment

Statistical Report December 6, 2016

Statistical Report - January 17, 2017
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of YTD Chg by TOTAL % Month CHANGE	
Burrowsville	FY13	181	270	264	213	142	160	183	215	199	188	163	214	2,392		
	FY14	272	259	210	270	194	178	164	154	221	156	199	189	2,466		
	FY15	242	234	393	397	419	273	271	183	255	180	256	236	4,858		
	FY16	357	357	374	361	324	275	313	330	424	425	521	664	4,725		
	FY17	507	581	607	536	465	504							3,200	83%	56%
Carson Depot	FY13	1,468	1,149	999	1,179	1,059	883	1,115	1,058	1,124	953	1,234	1,507	13,728		
	FY15	1,921	1,508	1,315	1,179	1,109	1,308	1,544	1,640	1,054	1,132	1,179	1,281	16,170		
	FY15	1,598	1,558	1,428	1,409	1,686	1,284	1,115	1,687	1,167	1,164	1,273	1,378	16,747		
	FY16	1,590	1,229	1,137	1,409	898	946	1,102	1,225	1,323	1,464	1,136	1,036	14,495		
	FY17	1,200	1,055	868	720	908	670							5,421	-29%	-25%
Dinwiddie	FY13	2,219	1,869	1,741	1,989	1,600	1,586	2,072	2,085	1,943	1,834	1,784	2,004	22,736		
	FY14	2,608	2,410	1,645	2,011	1,449	2,584	1,656	1,665	1,894	1,889	1,843	2,036	23,690		
	FY15	2,632	2,489	1,834	1,755	2,197	2,254	1,604	1,768	1,806	1,811	1,856	2,065	24,071		
	FY16	2,809	2,342	2,135	1,997	1,599	1,595	1,629	2,105	2,059	1,891	2,112	2,666	24,939		
	FY17	2,618	2,478	3,172	2,106	1,920	1,982							14,276	24%	14%
Disputanta	FY13	667	528	474	458	406	340	326	458	376	358	485	437	5,313		
	FY14	545	593	429	482	369	698	442	403	297	283	431	338	5,310		
	FY15	559	693	518	643	576	550	402	301	344	335	482	600	6,003		
	FY16	984	712	645	536	697	508	461	545	755	774	508	784	7,909		
	FY17	608	710	599	454	771	415							3,557	-18%	-13%
Hopewell	FY13	23,108	22,029	18,971	19,777	18,601	15,246	17,511	16,477	17,750	17,686	17,576	19,975	224,707		
	FY14	22,405	21,125	17,122	18,057	16,512	14,968	17,819	18,421	18,529	17,615	17,424	18,863	218,860		
	FY15	22,538	19,755	16,580	17,641	15,543	14,198	14,647	14,247	14,507	16,372	15,941	16,562	198,531		
	FY16	20,126	18,790	15,280	18,075	16,755	15,307	15,179	14,205	15,882	15,704	14,275	19,051	198,629		
	FY17	13,980	13,461	11,526	11,856	11,331	11,605							73,759	-24%	-29%

Statistical Report
December 6, 2016

McKenney	FY13	789	651	555	685	612	576	641	404	471	426	559	575	6,944		
	FY14	658	594	520	745	540	550	575	409	452	455	610	886	6,994		
	FY15	909	1,043	1,000	941	1,060	1,048	698	675	899	856	770	815	10,714		
	FY16	933	815	711	724	577	496	724	732	771	723	818	897	8,921		
	FY17	878	936	864	959	877	840							5,354	69%	26%

Prince George	FY13	6,840	5,583	4,531	4,653	3,629	3,143	3,959	3,655	3,910	4,336	3,786	5,617	53,642		
	FY14	7,049	5,437	4,457	4,659	4,437	4,628	5,268	3,965	4,756	5,207	4,196	4,681	58,740		
	FY15	7,103	5,311	4,395	4,667	4,316	3,980	4,544	4,318	4,339	4,014	4,066	5,397	56,450		
	FY16	6,823	5,887	4,996	5,323	4,253	4,075	4,877	4,590	6,025	4,772	5,484	6,824	63,929		
	FY17	7,301	7,213	6,057	5,556	5,133	4,271							35,531	5%	13%

Rohoic	FY13	1,942	1,545	1,155	1,564	1,107	769	944	1,121	1,179	1,183	1,093	1,127	14,729		
	FY14	1,750	1,648	935	1,136	943	1,640	736	731	802	1,225	1,097	1,102	13,745		
	FY15	2,485	1,412	1,225	1,498	1,954	2,000	1,018	964	1,287	1,021	1,018	1,373	17,255		
	FY16	1,952	1,661	1,034	1,192	1,063	1,164	1,027	992	1,419	1,182	1,419	1,384	15,489		
	FY17	1,343	1,669	1,739	1,590	1,201	948							8,490	-19%	9%

Outreach SVS	FY13	279	246	286	326	271	303	505	461	425	346	510	340	4,298		
	FY14	191	314	893	943	303	316	1,001	773	933	980	991	1,977	9,615		
	FY15	1,930	831	756	598	524	608	1,261	1,087	904	760	844	511	10,614		
	FY16	199	364	279	287	265	163	278	213	101	64	89	80	2,382		
	FY17	261	179	174	245	179	211							1,249	29%	-20%

Econtent	FY17	1,232	330	877	823	722	626							4,610		
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ARLS Totals	FY13	34,572	30,563	25,310	29,100	26,391	24,666	25,114	23,450	25,538	25,091	23,760	31,019	324,574		
	FY14	34,572	30,563	25,310	29,100	26,391	24,666	25,114	23,450	25,538	25,091	23,760	29,314	322,869		
	FY15	37,546	32,618	27,073	29,507	25,094	25,952	25,993	23,885	24,963	27,751	26,538	31,610	338,530		
	FY16	38,009	32,380	26,956	29,876	29,608	27,262	26,151	25,432	27,294	26,284	24,866	31,610	345,728		
	FY17	29,928	28,612	26,483	24,845	23,507	22,072	0	0	0	0	0	0	155,447	-17%	-14%

New Patron Cards

FY2017	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Burrowsville	3	5	3	1	2	2							16
Carson Depot	7	18	13	4	4	4							50
Dinwiddie	25	32	21	23	8	12							121
Disputanta	5	9	12	3	5	4							38
Hopewell	210	218	194	159	40	113							934
McKenney	8	12	9	5	4	7							45
Outreach	0	0	0	0	125	0							125
Prince George	113	121	129	92	63	56							574
Roboic	6	30	45	12	13	7							113
Total	377	445	426	299	264	205	0	0	0	0	0	0	2,016

July 2016 - June 2017	Total Circulations	Total Items	Turnover Rate*
Burrowsville	3,200.	10,290.	0.31
Carson Depot	5,421.	10,543.	0.51
Dinwiddie	14,276.	13,961.	1.02
Disputanta	3,557.	8,958.	0.40
Hopewell	73,759.	91,197.	0.81
McKenney	5,354.	10,886.	0.49
Outreach	1,249.	484.	2.58
Prince George	35,531.	36,198.	0.98
Rohoic	8,490.	16,205.	0.52
ARLS TOTAL	150,837.	198,722.	0.76

PATRON VISITS	FY2016												
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	283	164	119	146	145	114							971
Carson Depot	760	1,180	1,068	1,055	819	802							5,684
Dinwiddle	1,585	1,685	1,408	1,037	971	1,050							7,736
Disputanta	640	705	842	743	753	739							4,422
Hopewell	11,071	11,260	9,389	9,285	8,308	7,764							57,077
Mckenney	617	465	379	359	378	722							2,920
Prince George	4,837	4,934	3,741	3,698	3,078	2,896							23,184
Robotic	693	993	782	947	767	829							5,011
TOTAL	20,486	21,386	17,728	17,270	15,219	14,916	0	0	0	0	0	0	107,005
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meeting Room users	2,724	2,048	1,825	2,349	1,343	1,722							12,011
Meetings	164	177	141	179	116	133							910
Book Group	17	16	16	7	8	0							64
Adult Program	183	369	306	178	217	379							1,632
Non-SRP Child Program	11	62	79	220	127	170							669
Non-SRP Teen Program	0	0	0	5	21	11							37
Storytime	472	119	249	256	270	297							1,663
Family SRP	262	0	0	0	0	0							262
SRP Child	250	6	0	0	0	0							256
SRP Teen	0	0	0	0	0	0							0
Database Usage	242	325	402	342	229	137							1,677
TOTALS	4,325	3,122	3,018	3,536	2,331	2,849	0	0	0	0	0	0	19,181

REFERENCE QUESTIONS - FY2016													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	92	111	136	95	102	94							630
Carson Depot	92	117	87	88	76	83							543
Dinwiddie	198	152	154	115	174	153							946
Disputanta	19	37	37	29	30	24							176
Hopewell	202	185	279	131	796	963							2,556
McKenney	58	55	53	49	74	59							348
Outreach	0	0	0	0	0	0							3,143
Prince George	421	851	814	559	314	184							1,368
RoHoic	225	260	286	250	205	142							9,710
TOTALS	1,307	1,768	1,846	1,316	1,771	1,702	0	0	0	0	0	0	38,951
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	42	54	63	44	36	35							274
WIFI	0	0	0	0	0	0							0
Carson Depot Workstation	139	133	127	90	94	119							702
WIFI	33	34	40	60	50	28							245
Dinwiddie Workstation	244	368	252	210	243	192							1,509
WIFI	92	124	59	48	71	70							464
Disputanta Workstation	48	66	79	68	78	57							396
WIFI	29	16	19	22	21	23							130
Hopewell Workstation	3,824	4,246	3,494	3,704	3,349	3,104							21,721
WIFI	765	527	584	683	692	606							3,857
McKenney Workstation	133	167	171	125	163	164							923
WIFI	34	38	23	31	19	9							154
Prince George Workstation	1,036	974	940	901	799	760							5,410
WIFI	420	350	358	361	341	310							2,140
RoHoic Workstation	130	265	181	197	125	128							1,026
WIFI	0	0	0	0	0	0							0
TOTALS	6,969	7,362	6,390	6,544	6,081	5,605	0	0	0	0	0	0	38,951

Technical Services Report	New Titles Received	New Items Received	Titles Cataloged	Items Cataloged	InterLibrary Loans
July	296	581	465	1,016	17
August	487	935	610	1,169	31
September	476	929	559	951	27
October	574	1,184	433	845	31
November	469	981	597	1,104	16
December	507	1,048	551	1,012	18
January					
February					
March					
April					
May					
June					
Totals	2,809	5,658	3,215	6,097	140

Appomattox Regional Library System
Revenue and Expenses
July 1, 2016 - December 31, 2016

fund#	Revenue 11/21/16	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	\$283,816	\$146,908	\$430,724	73.3%	\$156,907
103	Dinwiddie	\$268,230	\$134,116	\$0	\$134,116	50.0%	\$134,114
104	Prince George	\$579,792	\$289,898	\$144,949	\$434,847	75.0%	\$144,946
105	State Funds	\$386,031	\$96,508	\$0	\$96,508	25.0%	\$289,523
106	Fines/Fees/Lost	\$22,372	\$13,290	\$1,439	\$14,729	65.8%	\$7,643
107	Copying Receipts	\$20,166	\$6,571	\$1,800	\$8,371	41.5%	\$11,795
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	\$0	\$0	0.0%	\$5,750
112	Other	\$24,949	\$8,666	\$2,629	\$11,295	45.3%	\$13,654
TOTALS		\$2,083,419	\$832,935	\$297,724	\$1,130,659	54.3%	\$952,760

Fund#	EXPENSES 12/31/16	FY17 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 12/31/16	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$449,655	\$161,654	\$29,919	\$191,573	42.6%	\$258,082
201	Non-MLS Salary & Wages	\$565,067	\$266,376	\$53,012	\$319,388	56.5%	\$245,679
202	Benefits for Staff/Retirees	\$267,845	\$99,266	\$31,672	\$130,938	48.9%	\$136,907
	Total Personnel	\$1,282,567	\$527,296	\$114,603	\$641,899	50.0%	\$640,668
	Books & Materials						\$0
300	Books	\$80,000	\$34,888	\$12,305	\$47,193	59.0%	\$32,807
301	Leased Materials	\$36,000	\$0	\$0	\$0	0.0%	\$36,000
302	Standing Order Books	\$21,000	\$16,168	\$2,076	\$18,244	86.9%	\$2,756
303	Print Newspapers & Periodicals	\$12,276	\$1,117	\$1,232	\$2,349	19.1%	\$9,927
304	Audiovisual Materials	\$28,850	\$10,440	\$4,075	\$14,515	50.3%	\$14,335
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
	Total Books & Materials	\$207,509	\$82,536	\$19,688	\$102,224	49.3%	\$105,285
Capital Expenditures							
400	Library Non-Computer Equip.	\$12,875	\$891	\$80	\$971	7.5%	\$11,904
401	Computer Hardware	\$10,875	\$556	\$90	\$646	5.9%	\$10,229
	Total Capital Expenditures	\$23,750	\$1,447	\$170	\$1,617	6.8%	\$22,133
Contractual							
500	Lyasis ILL Services	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
501	Software Licensing Contracts	\$15,700	\$5,847	\$5,690	\$11,537	73.5%	\$4,163
502	Audit	\$18,000	\$9,688	\$0	\$9,688	53.8%	\$8,312
503	Cataloging MARC Records	\$3,605	\$556	\$2,995	\$3,551	98.5%	\$54
504	Unique Management	\$9,000	\$2,542	\$573	\$3,115	34.6%	\$5,885
505	Computer Support Service Calls	\$15,000	\$2,204	\$987	\$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	\$8,806	\$1,907	\$10,713	48.3%	\$11,487
508	Printing and Publications	\$9,500	\$2,760	\$2,740	\$5,500	57.9%	\$4,000
509	Security Guard Service	\$25,512	\$10,307	\$2,910	\$13,217	51.8%	\$12,295
	Total Contractual	\$133,017	\$46,200	\$17,802	\$64,002	48.1%	\$69,015
Facilities/Maint./Operations							
600	Equipment Repair &	\$5,500	\$2,268	\$0	\$2,268	41.2%	\$3,232
601	TLC Maintenance Contract	\$19,500	\$0	\$0	\$0	0.0%	\$19,500
602	Facilities and Rent	\$76,650	\$30,000	\$6,000	\$36,000	47.0%	\$40,650
603	Supplies	\$32,000	\$14,001	\$7,167	\$21,168	66.2%	\$10,832
604	Travel / Workshops /Conf. Fees	\$8,500	\$6,031	\$550	\$6,581	77.4%	\$1,919
605	Training / Education	\$4,500	\$1,330	\$0	\$1,330	29.6%	\$3,170

606 Utilities	\$6,000	\$1,328	\$338	\$1,666	27.8%	\$4,334
607 Telephone (Voice)	\$13,000	\$5,406	\$1,235	\$6,641	51.1%	\$6,359
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$1,854	\$142	\$1,996	44.4%	\$2,504
610 Job & Contracting Advertising	\$2,500	\$701	\$0	\$701	28.0%	\$1,799
611 Promotional Advertising	\$2,000	\$418	\$240	\$658	32.9%	\$1,343
612 Organization/Association Dues	\$3,500	\$484	\$445	\$929	26.5%	\$2,571
613 Postage	\$4,500	\$2,279	\$43	\$2,322	51.6%	\$2,178
614 Janitorial	\$64,500	\$24,220	\$4,896	\$29,116	45.1%	\$35,384
615 Other Building Maintenance	\$11,000	\$7,546	\$207	\$7,753	70.5%	\$3,247
Total						
Facilities/Maint./Operations	\$271,087	\$97,866	\$21,264	\$119,130	43.9%	\$151,957
Programs/Activities/Other						\$0
700 VS Summer Reading Program	\$6,500	\$641	\$0	\$641	9.9%	\$5,859
701 VS Programming Supplies	\$4,191	\$210	\$50	\$260	6.2%	\$3,931
702 Adult Programming	\$2,600	\$1,240	\$280	\$1,520	58.5%	\$1,080
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	\$1,588	\$3,723	\$5,311	33.7%	\$10,448
Total Programs/Activ./Other	\$165,550	\$67,190	\$4,053	\$71,243	43.0%	\$94,307
GRAND TOTALS	\$2,083,480	\$822,535	\$177,580	\$1,000,115	48.0%	\$1,083,365

Appomattox Reg Library System
Check Register
For the Period From Nov 1, 2016 to Nov 30, 2016

Filter Criteria includes: Report order is by Date.

Date	Payee	Check #	Amount
11/3/16	Business Management Daily	38980	147.00
11/3/16	AT & T	38981	50.55
11/3/16	Nicole Coleman	38982	56.56
11/3/16	DEMCO, Inc.	38983	257.31
11/3/16	Dominion Virginia Power	38984	152.20
11/3/16	Jennifer Ford	38985	241.64
11/3/16	Brian Manning	38986	214.12
11/3/16	Marina Pagan	38987	5.35
11/3/16	Petersburg Alarm Company, Inc.	38988	676.09
11/3/16	Sam's Club Direct	38989	405.61
11/3/16	Securitas Security Services USA, Inc	38990	960.96
11/3/16	Shred-It USA LLC	38991	56.68
11/3/16	Staples, Inc.	38992	882.75
11/3/16	Verizon	38993	13.77
11/4/16	Baker & Taylor Entertainment	38994	2,557.05
11/4/16	Comcast Communications	38995	349.00
11/4/16	Dix's Landscaping	38996	200.00
11/4/16	Carol Farmer	38997	243.12
11/4/16	Gale	38998	48.73
11/4/16	Ingram Library Services	38999	4,817.45
11/4/16	Midwest Tape	39000	1,232.64
11/4/16	Chandra McPherson	39001	241.11
11/4/16	Reader Service	39002	132.30
11/4/16	Richweb Inc.	39003	150.00
11/4/16	Smart Beginnings	39004	3,901.00
11/7/16	Treasurer of Virginia	2013-210	6,241.78
11/7/16	ARLS-Payroll	39005	32,310.12
11/10/16	Electronic Federal Tax Payment	200580	9,113.04
11/10/16	Treasurer of Virginia	2013-215	158.52
11/17/16	Nandhitha Agaram	39006	54.09
11/17/16	American Library Association	39007	340.00
11/17/16	AT & T Mobility	39008	185.45
11/17/16	Baker & Taylor Entertainment	39009	553.65
11/17/16	Cassandra Bland	39010	13.13
11/17/16	Nicole Coleman	39011	274.80
11/17/16	Comcast Communications	39012	1,520.68
11/17/16	Connect IT	39013	1,413.00
11/17/16	County of Prince George	39014	1,650.00
11/17/16	County of Dinwiddie	39015	300.00
11/17/16	CS Diamond Enterprises, Inc.	39016	4,740.00
11/17/16	DEMCO, Inc.	39017	247.05
11/17/16	Diamond Springs	39018	74.00
11/17/16	Dix's Landscaping	39019	727.72
11/17/16	Tyesha Evans	39020	31.71
11/17/16	Latrina Gardner	39021	28.98
11/17/16	Graphic Products, Inc.	39022	305.32
11/17/16	Hopewell City Treasurer	39023	3,934.57
11/17/16	Ingram Library Services	39024	2,723.36
11/17/16	Heather Maury	39025	60.10
11/17/16	McKay Hardware, Inc.	39026	12.12
11/17/16	Midwest Tape	39027	1,163.29
11/17/16	Minor & Associates	39028	1,423.75
11/17/16	Mitchell Wiggins & Company	39029	6,500.00
11/17/16	NADA Appraisal Guides	39030	115.00
11/17/16	OCLC, Inc.	39031	172.59
11/17/16	Purchase Power	39032	600.00
11/17/16	Reader's Digest Large Print	39033	59.92
11/17/16	Reader Service	39034	22.60
11/17/16	Alesia Oliver	39035	9.99

Appomattox Reg Library System

Check Register

For the Period From Nov 1, 2016 to Nov 30, 2016

Filter Criteria includes: Report order is by Date.

Date	Payee	Check #	Amount
11/17/16	Dequan Jeanes	39036	50.95
11/17/16	Richmond Times Dispatch	39037	234.00
11/17/16	Rich's Stitches Inc.	39038	90.00
11/17/16	Securitas Security Services USA, Inc	39039	1,048.32
11/17/16	Shawn Showalter	39040	98.05
11/17/16	Terri Spicer	39041	320.00
11/17/16	SunTrust Bank	39042	4,138.10
11/17/16	SunTrust Bank	39043	188.73
11/17/16	SunTrust Bank	39044	393.63
11/17/16	Sprint	39045	527.65
11/17/16	Tech Logic	39046	2,836.00
11/17/16	Unique Management Services	39047	778.65
11/17/16	Verizon	39048	118.95
11/17/16	County of Dinwiddie	39049	300.00
11/18/16	ARLS-Payroll	39050	31,270.55
11/22/16	Treasurer of Virginia	2013-219	6,056.62
11/22/16	Electronic Federal Tax Payment	200581	8,881.36
11/22/16	Treasurer of Virginia	2013-218	158.52
Total			152,563.40

Appomattox Reg Library System

Check Register

For the Period From Dec 1, 2016 to Dec 31, 2016

Filter Criteria includes: Report order is by Date.

Date	Payee	Check #	Amount
12/1/16	Anthem BlueCross BlueShield	39051	10,753.00
12/1/16	Chandra McPherson	39052	75.80
12/1/16	Comcast Communications	39053	150.23
12/1/16	Coast to Coast	39054	774.00
12/1/16	Erika Bedwell	39055	9.50
12/1/16	Library of Virginia	39056	1,887.64
12/1/16	Progress Index	39057	530.40
12/1/16	Scott Fields Design	39058	1,560.00
12/1/16	Securitas Security Services USA, Inc	39059	960.96
12/1/16	Staples Credit Plan	39060	386.83
12/1/16	Vanguard ID Systems	39061	3,900.06
12/2/16	Active Screening	39062	34.00
12/2/16	Dominion Virginia Power	39063	124.29
12/2/16	Progressive Business Compliance	39064	824.00
12/2/16	Sherry Chappell	39065	18.89
12/2/16	Cassandra Bland	39066	34.34
12/2/16	Heather Maury	39067	26.23
12/2/16	Randolph Market	39068	210.21
12/2/16	Reader Service	39069	49.76
12/2/16	Sam's Club Direct	39070	160.48
12/2/16	Terri Spicer	39071	280.00
12/2/16	Virginia Library Association	39072	55.00
12/2/16	Baker & Taylor Entertainment	39073	1,663.73
12/2/16	Gale	39074	470.06
12/2/16	Matthew Bender & Co., Inc.	39075	188.54
12/2/16	Midwest Tape	39076	1,512.69
12/2/16	Ingram Library Services	39077	2,942.20
12/2/16	VOID	39077a	
12/2/16	VOID	39077b	
12/2/16	VOID	39077c	
12/5/16	ARLS-Payroll	39078	30,624.89
12/7/16	Electronic Federal Tax Payment	200582	8,643.63
12/8/16	Electronic Federal Tax Payment	200583	793.59
12/8/16	Treasurer of Virginia	2013-222	158.52
12/12/16	Treasurer of Virginia	2013-221	6,056.62
12/12/16	Nandhitha Agaram	39079	131.35
12/12/16	AT & T Mobility	39080	185.45
12/12/16	AT & T	39081	77.80
12/12/16	Comcast Communications	39082	370.20
12/12/16	CS Diamond Enterprises, Inc.	39083	4,740.00
12/12/16	DEMCO, Inc.	39084	116.36
12/12/16	Dix's Landscaping	39085	200.00
12/12/16	Dominion Virginia Power	39086	154.77
12/12/16	Danielle Phillips-Skiba	39087	24.69
12/12/16	Chandra McPherson	39088	72.92
12/12/16	Latrina Gardner	39089	38.63
12/12/16	Hopewell City Treasurer	39090	142.21
12/12/16	James River Press	39091	1,180.00
12/12/16	McKay Hardware, Inc.	39092	25.26
12/12/16	Minor & Associates	39093	595.00
12/12/16	Progress Index	39094	185.50
12/12/16	Select Editions Large Type	39095	20.00

Appomattox Reg Library System

Check Register

For the Period From Dec 1, 2016 to Dec 31, 2016

Filter Criteria includes: Report order is by Date.

Date	Payee	Check #	Amount
12/12/16	Securitas Security Services USA, Inc	39096	786.24
12/12/16	Shred-It USA LLC	39097	114.15
12/12/16	SunTrust Bank	39098	2,590.66
12/12/16	Tech Logic	39099	3,315.00
12/12/16	Verizon	39100	132.47
12/12/16	Webster Integrated Technologies	39101	135.61
12/15/16	Baker & Taylor Entertainment	39102	869.21
12/15/16	Ingram Library Services	39103	2,492.18
12/15/16	VOID	39103a	
12/15/16	VOID	39103b	
12/15/16	Midwest Tape	39104	1,238.39
12/16/16	Catered Affairs By Shelby	39105	752.50
12/16/16	Comcast Communications	39106	737.96
12/16/16	Connect IT	39107	307.05
12/16/16	County of Dinwiddie	39108	600.00
12/16/16	County of Prince George	39109	1,650.00
12/16/16	DEMCO, Inc.	39110	310.31
12/16/16	Diamond Springs	39111	59.20
12/16/16	Marina Pagan	39112	23.54
12/16/16	Nicole Coleman	39113	46.85
12/16/16	Brian Manning	39114	74.09
12/16/16	Sherry Chappell	39115	27.98
12/16/16	Latrina Gardner	39116	33.27
12/16/16	Danielle Phillips-Skiba	39117	22.87
12/16/16	Gale	39118	245.90
12/16/16	Hopewell City Treasurer	39119	3,750.00
12/16/16	Hopewell News	39120	54.00
12/16/16	Matthew Bender & Co., Inc.	39121	691.46
12/16/16	OCLC, Inc.	39122	172.59
12/16/16	Progress Index	39123	249.60
12/16/16	Reader Service	39124	96.54
12/16/16	Safeguard Business Systems, Inc	39125	227.74
12/16/16	Sprint	39126	527.65
12/16/16	Unique Management Services	39127	572.80
12/19/16	ARLS-Payroll	39128	32,908.30
12/21/16	Electronic Federal Tax Payment	200584	9,292.83
12/22/16	Treasurer of Virginia	2013-224	158.52
12/29/16	Anthem BlueCross BlueShield	39129	10,150.00
12/29/16	Anthem BlueCross BlueShield	39130	603.00
12/29/16	Comcast Communications	39131	960.93
12/29/16	Danielle Phillips-Skiba	39132	9.29
12/29/16	Latrina Gardner	39133	42.26
12/29/16	Hopewell/PG Chamber Commerce	39134	225.00
12/29/16	Johnson Printing Service	39135	161.25
12/29/16	Pitney Bowes Global Financial Services	39136	42.60
12/29/16	Randolph Market	39137	86.26
12/29/16	Reader Service	39138	49.76
12/29/16	Richmond Times Dispatch	39139	452.00
12/29/16	Petersburg Alarm Company, Inc.	39140	7.41
12/29/16	Sam's Club Direct	39141	333.66
12/29/16	Securitas Security Services USA, Inc	39142	1,048.32
12/29/16	Smart Beginnings	39143	1,475.00

Appomattox Reg Library System

Check Register

For the Period From Dec 1, 2016 to Dec 31, 2016

Filter Criteria includes: Report order is by Date.

Date	Payee	Check #	Amount
12/29/16	Staples Credit Plan	39144	637.22
12/29/16	The Library Corporation	39145	2,995.00
12/29/16	Virginia Library Association	39146	220.00
12/29/16	Baker & Taylor Entertainment	39147	1,579.78
12/29/16	Gale	39148	140.19
12/29/16	Ingram Library Services	39149	2,840.44
12/29/16	VOID	39149a	
12/29/16	VOID	39149b	
12/29/16	Midwest Tape	39150	1,323.58
12/30/16	ARLS-Payroll	39151	30,690.33
		Total	205,460.97

**Appomattox Regional Library System
Minutes of the Board of Trustees Meeting
December 6, 2016 (Dinwiddie)**

Trustees Present: Mrs. Benjamin, Mrs. Dragoo, Mrs. Gallup, Mrs. Halupka, Dr. Shepperson, Mrs. Sykes, Mrs. Tuggle, Mrs. Yates

Trustees Absent: Mrs. Judge

Staff Present: Ms. Coleman, Mr. Manning

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

Consent Agenda: Motion to approve by Dr. Shepperson and seconded by Mrs. Yates. Motion carried.

Communications: None.

Citizen Reports: Sharon Yates stated that the Book Brigade at McKenney Library organized by Chandra McPherson for Sunday, December 4 was a really nice program.

Report of the Library Director:

R1. Staff Update: The ARLS Outreach and Delivery Driver interviews of three candidates resulted in the hiring of Joseph Rickman who will begin his employment on December 7.

R2. McKenney Update: The official Grand Opening will be delayed until March 15 (tentative) due to the cleanup of rubbish heaps discovered by Dominion Power and the asphalt paving of the parking area. It is anticipated that the moving process of books and furniture may begin on February 1.

R3. Annual Audit: The auditors have completed the annual audit and will report to the Board at the January meeting.

R4. Budget for FY2018: The Finance Committee met with Mr. Manning on November 30 to review the proposed budget for FY2018. This proposed budget was distributed to the board with remarks by Mr. Manning, Mrs. Gallup and Mrs. Benjamin. Questions were asked by Mrs. Yates and Mrs. Tuggle. No action was taken by the board as budget information from the state and local governments is incomplete at this time.

R5. USAC Audit: The USAC audit is completed. Funds for this fiscal year should begin to arrive beginning next month.

R6. Community Activities:
The McKenney Book Brigade and the Dinwiddie Open House were well attended and considered successful.

In line with the Five Year Plan of Strategic Goals and Objectives, Mr. Manning and Ms. Heather Morris met with a group of teachers and administrators of Hopewell City Schools to discuss ways that ARLS can work more closely with two of the schools.

R7. Staff Holiday Dinner: Ms. Coleman and Mr. Manning reviewed the details of the Holiday Dinner for staff, volunteers and trustees scheduled for Friday, December 9 from 7 to 9 PM at the Hopewell Library.

New Business.

The Finance Committee report will be postponed until January, 2017 when information has been received from state and local governments.

Mr. Manning requested that the board provide \$100 bonuses to the employees at the Holiday Dinner. Motion was made to approve by Mrs. Halupka and seconded Mrs. Gallup. The motion passed with enthusiasm by all board members.

Due to the delayed opening of the McKenney Library, President Dragoo requested a motion to change the January meeting location. Motion made and seconded by Mrs. Yates and Mrs. Tuggle to switch the locations for January and March 2017. The January 17 board meeting will be held in Hopewell; the March 20 meeting will be held at McKenney.

Unfinished business: Mrs. Gallup inquired when the photograph of the board will be updated for the web site. This is now scheduled for the January 17 meeting at Hopewell when Ms. Jan Rowley will be available to take the photograph.

Next Meeting: January 17, 2017 at Hopewell Library at 2pm.

Adjournment: 2:45 PM

Respectfully submitted,

Doris Gallup

**2017-2018 BUDGET REQUESTS TO THE CITY OF HOPEWELL AND THE COUNTIES OF
PRINCE GEORGE AND DINWIDDIE AND THE TOWN OF MCKENNEY**

FROM THE APPOMATTOX REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES

SUMMARY: 2% Increase

	HOPEWELL	PRINCE GEORGE COUNTY	DINWIDDIE COUNTY	TOTAL
2016-2017 ALLOCATIONS	\$587,630	\$579,792	\$268,230	\$1,435,652
% of Support Based on Usage/Services Under Contract for 2013-2014	41%	39%	20%	100%
% of Increase	2%	2%	2%	2%
Requested Funding Increase/Decrease	\$12,631	\$12,432	\$5,365	\$30,428
2017-2018 Budget Request	\$600,261	\$592,224	\$273,595	\$1,466,080

NARRATION:

The Appomattox Regional Library System (ARLS) continues to work with our localities to improve the library services offered to the community. ARLS provides technology and informational resources to its patrons to help create a community that is enlightened, empowered and enriched. Patrons have free access to books, music, and movies in traditional physical format as well as downloadable to the patrons' tablets and phones. The library locations serve as meeting space for community organizations or quiet study space for the student or business project. Each of the eight locations provides wireless connection to the internet for patrons when the patron prefers to use his or her own computer or digital device.

Patrons demonstrate their satisfaction with the services and resources the library provides by increased door count at each of the eight locations. Patrons also show their support through their attendance at the library's programming and through the use of available meeting spaces. ARLS provides programs for all ages, birth through adult, and has reached outside of its locations to present programming across the communities.

During the 2016 fiscal year, ARLS circulated 313,052 physical items and customers download 9,361 digital content. 220,992 patrons visited the library's locations and 8,807 patrons attended the library programming. 82,212 patrons accessed the internet using either the library's computer labs or its Wi-Fi connection. 22,522 patrons made use of the library's various meeting and quiet study spaces during the year.

ARLS looks to receive state aid in the coming fiscal year in an amount comparable to FY2016 fiscal year levels thanks to the continued support from the City of Hopewell, Dinwiddie County, and Prince George County. It is important to note that the state aid formula which makes regional libraries eligible for 40 cents of state funding for every local dollar expended means ARLS should see an increase in its estimated aid. So far, there has not been a request to adjust the library's FY2016 due to a reduction in state aid. However, recent cuts in the Library of Virginia's budget have seriously affected its staffing and hours of operation. The recently announced amendments to the state's budget does not affect state aid at this time or for the foreseeable future but it is important for ARLS to qualify for as much state aid as possible in the coming year.

DESCRIPTION OF SERVICES

ARLS operates eight locations across the three jurisdictions as well as an Outreach Service providing library resources to four nursing home locations in the city and two counties. ARLS serves a population of approximately 83,000 residents of Hopewell, Dinwiddie County, Prince George County and the Town of McKenney. The eight locations and Outreach Services operation site are:

Burrowsville Library, 18701 James River Drive, Disputanta, VA 23842
Carson Depot Library, 16101 Halligan Park Road, Prince George, VA 23830
Dinwiddie Library, 14103 Boydton Plank Road, Dinwiddie, VA 23841
Disputanta Library, 10010 County Drive, Prince George, VA 23842
Hopewell Library, 209 East Cawson Street, Hopewell, VA 23860
McKenney Library, 20707 First Street, McKenney, VA 23872
Prince George Library, 6605 Courts Drive, Prince George, VA 23830
Outreach/Delivery, 209 East Cawson Street, Hopewell, VA 23860

Library Services can be classified into the following broad categories:

Circulation/Collection

As stated above, circulation consists of books, periodicals, CD's, videos and digital materials for use by the public. ARLS's collection also includes reference and crafting kits available for in-library use only. Total size of the physical collection is 201,771 items. ARLS provides downloadable digital materials through two services, the Southern Virginia Libraries United Electronically consortium (SOVALUe) and through its own subscription to Hoopla. ARLS provides access to over 9,000 items to its patrons through the membership in SOVALUe and access to over 300,000 items through Hoopla. Circulation of all materials for FY2016 was 313,052.

Reference Services

ARLS staff members directly respond to patrons' requests for information and assistance in using library resources, whether in person, by phone, email, or regular mail. ARLS also provides informational or research assistance, through the purchase and housing of appropriate research materials such as encyclopedias, indices, and access to online databases. ARLS staff responded to 13,428 questions and/or requests for assistance during FY2016.

Programming

ARLS provides programming for all ages such as its Summer Reading Program, children's story times, programs focusing on STEM opportunities for children, exercise and health for adults, and family

programming on early literacy. ARLS continues its successful partnership with the outside organizations bringing programming to the library locations. ARLS also provided resources to patrons outside of its locations through outreaches at community festivals, programs in the community's schools, and presentations to local civic organizations. ARLS's new strategic plan, adopted in October 2016, calls for staff to develop further community opportunities to reach ARLS's patrons who are unable to come to a location. ARLS saw increased participation in its FY2016 programming to 8,807 attendees.

Administration

Administration consists of ARLS's necessary management functions including personnel, facilities, contract administration, financial controls, and reporting to appropriate governing agencies.

FY2016 IMPACTS TO REVENUES AND EXPENSES

Personnel

ARLS salaries and wages continue to lag behind the salaries and wages offered by other libraries in the area. This gap affects the library's ability to recruit and retain staff significantly. The library completed a market wage survey in the fall of 2014 which determined ARLS wages lag 10-15% behind libraries in the area and comparable libraries in the state. ARLS continues to work to find additional funding sources to cover more of the operating and programming costs associated with the library. ARLS, however, must address the lack of salary adjustments during the economic downturn covering most of the last decade.

ARLS has a highly competent staff that appreciates serving this community. Significant increases in benefit costs in previous years resulted in ARLS shifting more of its staff hours to part time employees. The staff's dedication cannot offset employees pursuing other opportunities, particularly in moving from part time employment to full time positions. The current wage and salary ranges also affect the applicant pool when positions become vacant. ARLS's new strategic plan calls for staff to explore opportunities to provide library information, programming and services in the community and with community organizations. Long vacancies affect staff scheduling and the ability of professional staff to provide programming inside and outside of the library. ARLS is budgeting for providing all staff with a two percent raise for FY2018.

Due to ARLS shifting to more part time positions in previous years, the library is able to anticipate a moderate increase to benefit costs this year. However, changes to the library's pension and health insurance contribution will see some increase. The library budgets for a one percent increase in benefit costs.

Reduction in Outside Funding

Changes made in the federal Erate program will reduce the funds ARLS receives from the program by \$4,000. The Library of Virginia has not provided ARLS with its estimate of state funds for FY2018. Recent cuts in funding for the Library of Virginia, resulting in the termination of 12 positions and reduction of operating hours, justify a conservative estimate of state funds receivable next year at the same level as budgeted this year.

Collection Development

ARLS saw significant increase in patron use of digital downloads in books, music and movies. Current patron usage rates required to ARLS to lower the monthly limit on number of items customers can download through Hoopla as of November 2016. This reduction in availability will allow ARLS to stretch

its digital content budget through the end of FY2017. The increased demand supports increasing the digital content budget for the coming fiscal year so that ARLS can increase accessibility for customers and increase availability of materials for circulation.

Technology

ARLS faces renewal of several key software licenses as well as costs associated with maintaining the library's technology infrastructure. This includes adding electronic resources to inform and instruct the community about using the library's services and materials. ARLS also is dealing with aging equipment and purchasing new versions of software that has not been updated in the last several years. ARLS also has to explore using more outside technical support for its network due to changes in personnel over the past year. ARLS anticipates a five percent increase in its technology costs for FY2018.

Independent Contractor Services

ARLS was notified by its outside accounting firm which assists with the required annual audit and by its security company of increased hourly rates for the coming fiscal year.

SERVICE AND USAGE UNDER REGIONAL CONTRACT

In accordance with the Regional Library Contract, fully adopted by all localities and in effect July 2008, the Appomattox Regional Library System submits its budget request for Fiscal Year 2018 as detailed above and the tables below.

Under the contract, borrower usage is determined by recording the locality of our borrowers at the time of registration for a library card as well as the level of services required by the locality.

Tables below show the supporting data which details the applied contract formula and calculations for the FY2018 budget.

TABLE 1: AVERAGE PERCENTAGE OF BORROWERS BY LOCALITY

TABLE 2: REVENUES FY2018

TABLE 3: EXPENSES FY2018

TABLE 1: AVERAGE ESTIMATE PERCENTAGE OF BORROWERS BY LOCALITY

LOCATION	2016	%
Hopewell	16,095	40
Prince George	15,693	39
Dinwiddie	8,450	20
TOTAL	40,238	100

TABLE 2: REVENUES FY2018

		FY2017 BUDGET	FY2018 BUDGET	NOTES
FND#				
100	Carryover	20,000	20,000	
101	Reserve	110,000	100,000	Reserve for completion of renovation projects at Prince George and Hopewell
102	Hopewell	587,630	600,261	2% increase
103	Dinwiddie	268,230	273,595	2% increase
104	Prince George	579,792	592,224	2% increase
105	State Funds	386,031	380,000	Anticipated reduction in state aid
106	Fines/Fees/Lost Items	22,372	22,600	
107	Copying Receipts	20,166	20,121	
108	Endowment	20,499	20,499	
109	Erate Funds	28,000	24,000	Reduction to elimination of telephone service costs inclusion in program
110	Gifts/Donations	10,000	7,000	
111	Grants	5,750	5,000	
112	Other	24,949	24,000	
	TOTALS	2,083,419	2,089,379	

TABLE 3: EXPENSES FY2018

		FY2017 BUDGET	FY2018 BUDGET	NOTES
FND#				
	Personnel			
200	MLS Salaries and Wages	449,655	458,648	Increase 2% COLA
201	Non MLS Salaries and Wages	565,067	576,368	Increase 2% COLA
202	Benefits – Staff & Retires	267,845	270,512	
	Total Personnel	1,282,567	1,305,528	
	Books & Materials			
300	Books	80,000	70,000	
301	Leased Book	36,000	27,000	
302	Standing Orders	21,000	36,000	71% increase due to high demand for authors not available in lease program
303	Print Newspapers & Periodicals	12,276	12,276	
304	Audiovisual Materials	28,850	25,000	
305	Electronic Materials	4,500	4,500	
306	Microforms	1,133	1,133	
307	Binding & Repair	500	500	
308	Restricted Gift / Donation	1,250	1,250	
309	Family Resource Center	1,000	1,000	
310	E-Content	21,000	29,700	41% increase due to high demand for downloadable materials
	Total Books Materials	207,509	208,359	
	Capital Expenditures			
400	Library non-computer equipment	12,875	11,750	
401	Computer hardware	10,875	12,000	
	Total Capital Expenditures	23,750	23,750	
	Contractual			
500	Lyrasis ILL Services	2,000	2,000	
501	Software Licenses	15,700	16,500	5% increase
502	Audit	18,000	20,000	

503	Cataloging MARC Records	3,605	3,605	
504	Unique Management	9,000	9,000	
505	Computer Support/Service Calls	15,000	17,500	
506	Other Computer Software Services	12,500	10,000	
507	Telecomm/Internet Line Charges	22,000	22,000	
508	Printing/Publication	9,500	9,500	
509	Security Services	25,512	26,500	3% increase in hourly rate as of 01/01/17
	Total Contractual	133,017	136,605	
650	Facilities/Maint./Operations			
600	Equip. Repair & Maintenance	5,500	5,000	
601	TLC Maintenance Contract	19,500	19,500	
602	Facilities & Rent	76,650	76,650	
603	Supplies	32,000	32,000	
604	Travel/Workshops/Conference fees	8,500	8,500	
605	Training/Education	4,500	4,500	
606	Utilities	6,000	6,000	
607	Telephone (voice)	13,000	13,000	
608	Insurance	12,937	12,937	
609	Vehicle Maintenance/Fuel	4,500	4,500	
610	Job and Contract Advertising	2,500	2,500	
611	Promotional Advertising	2,000	2,000	
612	Organization/Association Dues	3,500	3,500	
613	Postage	4,500	4,500	
614	Janitorial	64,500	64,500	
615	Other Building Maintenance	11,000	12,500	
	Total Facilities/Maint./Operations	271,087	272,087	
	Programs/Activities/Other			
700	YS Summer Reading Program	6,500	6,500	
701	YS Programming Supplies	4,191	4,191	
702	Adult Programming Supplies	2,600	2,600	
703	Endowment	3,500	3,500	
704	Local History Collection/Programs	5,000	5,000	
705	Reserve	5,500	5,500	

706	McKenney Project	22,500	-0-	Completed FY2017
707	Hopewell Project	50,000	50,000	
708	Prince George Project	50,000	50,000	
709	Misc. Prof. Services and Other	15,759	15,579	
	Total Progs., Activities & Other	165,550	143,050	
	Grand Total	2,083,480	2,087,379	

VIRGINIA CONFLICT OF INTEREST AND ETHICS ADVISORY COUNCIL



FINANCIAL DISCLOSURE STATEMENT

Pursuant to subsection B of § 2.2-3114, members of all policy and supervisory boards, commissions, and councils in the executive branch and members of any designated board, commission, or council in the executive branch are required to file this form as a condition to assuming office, and then annually while serving as an officer.

Pursuant to subsections A and B of § 2.2-3115, members of local governing bodies of entities established in any county or city, or part or combination thereof, that have the power to issue bonds or expend funds in excess of \$10,000 in any fiscal year and are not designated to file a Statement of Economic Interests by the governing body of the jurisdiction that appoints them, and nonsalaried citizen members of local boards, commissions, and councils as may be designated by the local governing body, shall file this form as a condition to assuming office, and then annually while serving as an officer.

The filing deadline is January 15 for the prior calendar year. Statements may not be dated or submitted prior to January 1.

For State Filers: You must file this form with the Virginia Conflict of Interest and Ethics Advisory Council.

For Local Filers: You must file this form with the clerk of the appropriate local governing body.

You are not required to list the names of minor children on this form. Instead, you may indicate minor children by listing them as "Minor Child A, Minor Child B, etc."

You may provide any additional comments you wish to include with this statement at the end of the form. Please note that any such comments are a part of your filing and will be available to the public. You may not add attachments as a substitute for properly filling out any part of this form.

REPORT TO THE BEST OF INFORMATION AND BELIEF Information required on this Statement must be provided on the basis of the best knowledge, information, and belief of the individual filing the Statement as of the date of this report.

As a condition for assuming an office, this form constitutes a report of financial interests at the time of filing.

You must sign and date this form upon completion.

This Financial Disclosure Statement is open for public inspection, as required by § 2.2-3115.

DEFINITIONS AND EXPLANATORY MATERIAL.

“ADVISORY AGENCY” means any board, commission, committee or post which does not exercise any sovereign power or duty, but is appointed by a governmental agency or officer or is created by law for the purpose of making studies or recommendations, or advising or consulting with a governmental agency.

“BUSINESS” means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit.

“CLOSE FINANCIAL ASSOCIATION” means an association in which the person filing shares significant financial involvement with an individual and the filer would reasonably be expected to be aware of the individual’s business activities and would have access to the necessary records either directly or through the individual. “Close financial association” does not mean an association based on (i) the receipt of retirement benefits or deferred compensation from a business by which the person filing this statement is no longer employed, or (ii) the receipt of compensation for work performed by the person filing as an independent contractor of a business that represents an entity before any state governmental agency when the person filing has no communications with the state governmental agency.

“IMMEDIATE FAMILY” means (i) a spouse and (ii) any other person who resides in the same household as the filer, and who is a dependent of the filer.

“OFFICER” means any person appointed or elected to any governmental or advisory agency including local school boards, whether or not he receives compensation or other emolument of office. Unless the context requires otherwise, “officer” includes members of the judiciary.

“TRUST” If you or a member of your immediate family, separately or together, are the only beneficiaries of a trust, treat the trust's assets as if you own them directly. For purposes of this definition, "beneficiary" means a person with a vested present or future beneficial interest in a trust but does not include a person with a contingent beneficial interest in a trust.

If you or your immediate family has a proportional interest in a trust, treat that proportion of the trust's assets as if you own them directly. For example, if you and your immediate family have a one-third interest in a trust, complete your Statement as if you own one-third of each of the trust's assets.

If you or a member of your immediate family created a trust and can revoke it without the beneficiaries' consent, treat its assets as if you own them directly.

HOWEVER, if you or a member of your immediate family is the beneficiary of a trust that can be revoked without the beneficiaries' consent, do not treat the trust's assets as if you own them.

**VIRGINIA CONFLICT OF INTEREST AND
ETHICS ADVISORY COUNCIL
FINANCIAL DISCLOSURE STATEMENT**

FOR OFFICE USE ONLY

Date Received: _____

Received By: _____

NAME:	
OFFICE OR POSITION HELD OR TO BE HELD:	
ADDRESS:	
TELEPHONE:	
EMAIL ADDRESS:	
FIRST AND LAST NAMES OF IMMEDIATE FAMILY:	

I. OFFICES, DIRECTORSHIPS, AND EMPLOYMENT

Disclose each business of which you or a member of your immediate family is an officer or director and receives remuneration, benefits, or compensation for such service as an officer or director.

Disclose each employer paying you or a member of your immediate family salary or wages in excess of \$5,000 annually.

DO NOT INCLUDE any salary you receive from the governmental or advisory agency for which you are completing this disclosure statement.

NAME OF BUSINESS OR EMPLOYER	LOCATION OF BUSINESS OR EMPLOYER (CITY OR COUNTY, AND STATE)	POSITION HELD	BY WHOM	Check whether Office or Directorship OR Employment	
				OFFICE OR DIRECTORSHIP	EMPLOYMENT

II. BUSINESS INTERESTS

Disclose each business owned by you or a member of your immediate family, separately or together, with a value in excess of \$5,000 or in which you or a member of your immediate family has an interest with a value in excess of \$5,000.

If the business is owned or operated under a trade, partnership, or corporate name, list that name. If the business is not owned or operated under a trade, partnership, or corporate name, describe the nature of the business.

DO NOT INCLUDE stocks and bonds unless your interest in that business exceeds more than three percent of the total equity of the business.

NAME OF BUSINESS OR NATURE OF BUSINESS	LOCATION OF BUSINESS (CITY OR COUNTY, AND STATE)

III. REAL ESTATE

Disclose all real estate, including rental property, in which you or a member of your immediate family, separately or together, holds an interest valued at more than \$5,000. List each parcel individually. INCLUDE real estate held in trust.

DO NOT INCLUDE your principal residence.

List only the city or county, and state where each real estate is located. **DO NOT LIST any street addresses. No addresses will be redacted from this section.**

If you are completing this disclosure in your capacity as an officer or employee of a local governmental or advisory agency, disclose only the real estate that is located within the county, city, or town in which you serve or within a county, city, or town that is contiguous to the county, city, or town in which you serve.

Disclose the name or names in which the real estate is owned or recorded. If you or a member of your immediate family holds an interest in the real estate but it is owned or recorded in a name other than your name or your immediate family member's name, list that name.

LOCATION OF REAL ESTATE (CITY OR COUNTY, AND STATE)	TYPE OF REAL ESTATE	NAME or NAMES IN WHICH REAL ESTATE IS OWNED OR RECORDED

IV. BUSINESSES TO WHICH SERVICES WERE FURNISHED

Part One

Do not complete this section if you are completing this disclosure statement in your capacity as an officer or employee of a local governmental or advisory agency.

Disclose each business that you represented before any state governmental agency during the prior calendar year for which you received compensation in excess of \$5,000 for such representation.

When calculating the amount of compensation you received from a business, DO NOT INCLUDE any compensation for the performance of other services unrelated to the representation before the state governmental agency. If you have job responsibilities other than those involving such representation, you should prorate your salary to determine the portion attributable to your representation.

DO NOT REPORT any business that you represented before a court or judicial officer or any business where the representation consisted solely of filing mandatory papers and subsequent representation regarding those mandatory papers.

For each business, identify the type of business, the name of the state governmental agency before which you appeared on behalf of the business, and the purpose of the representation.

TYPE OF BUSINESS	NAME OF STATE GOVERNMENTAL AGENCY	PURPOSE OF REPRESENTATION

Part Two

Do not complete this section if you are completing this disclosure statement in your capacity as an officer or employee of a local governmental or advisory agency.

Disclose each business that, to your knowledge, persons with whom you have a close financial association represented before any state governmental agency during the prior calendar year for which compensation in excess of \$5,000 was received for such representation.

DO NOT INCLUDE members of your immediate family when determining with which individuals you have a close financial association, unless you and your immediate family member are employed by or work for the same business or organization.

When calculating the amount of compensation received from a business, DO NOT INCLUDE any compensation for the performance of other services unrelated to the representation before the state governmental agency. If your associate has job responsibilities other than those involving such representation, you should prorate his salary to determine the portion attributable to his representation.

DO NOT REPORT any business that such persons represented before a court or judicial officer or any business where the representation consisted solely of filing mandatory papers and subsequent representation regarding those mandatory papers.

For each business, identify the type of business, the name of the state governmental agency before which you appeared on behalf of the business, and the purpose of the representation.

TYPE OF BUSINESS	NAME OF STATE GOVERNMENTAL AGENCY	PURPOSE OF REPRESENTATION

Part Three

Disclose each business that operates in Virginia to which you furnished services during the prior calendar year pursuant to an agreement between you and such business and for which the total compensation received for such representation was in excess of \$5,000.

For each business, identify the type of business and the type of service rendered. DO NOT INCLUDE any business disclosed in Part One or Part Two of this section.

TYPE OF BUSINESS	TYPE OF SERVICE RENDERED

V. PAYMENTS FOR MEETINGS AND EVENTS

Disclose each source from which you received during the prior calendar year lodging, transportation, money, or any other thing of value with a combined value in excess of \$100 in connection with your attendance at any meeting or other event to which you were invited in your official capacity as a member of the governmental or advisory agency for which you are completing this disclosure statement.

DO NOT REPORT payments or reimbursements you received from the Commonwealth or its political subdivisions. DO NOT REPORT payments or reimbursements you received from a business or employer identified in Section I or II of this disclosure statement.

List the person, association, or other source paying for or providing the lodging, transportation, money, or any other thing of value. Provide a brief description of the meeting or event and list the total value of the payments or reimbursements received in connection with that meeting or event.

SOURCE OF PAYMENT	DESCRIPTION OF EVENT	TOTAL VALUE OF PAYMENTS

I swear or affirm that the information provided on this statement is full, true, and correct to the best of my knowledge.

Signature

Date

Additional Information

You may provide any additional information you wish to be included with your Financial Disclosure Statement on this page. Please note any information you provide on this page will become part of your Financial Disclosure Statement and will be open to the public. You MAY NOT add attachments as a substitute for properly filling out any part of this form.