

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

May 16, 2017

Rohoic Library
2:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

May 16, 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 – April 18, 2017 Regular Meeting
Statistical Report – dated May 16, 2017
Financial Report – dated May 16, 2017
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** June Meeting / Staff Appreciation Dinner
- R3.** Hopewell YS Area
- R4.** Hopewell Third Thursday's Marketplace
- R4.** FY2018 Budget
- R5.** Dinwiddie 25th Anniversary update
- R6.** Strategic Plan – Review of Policies

Committee Reports:

New Business:

Unfinished Business

Adjournment

**Appomattox Regional Library System
Board of Trustees Meeting
2:00 p.m., April 18, 2017
McKenney Library**

Trustees present: Mrs. Benjamin, Drs. Dragoo, Mrs. Gallup, Mrs. Halupka, Dr. Shepperson, Mrs. Sykes, Mrs. Yates.

Trustees absent: Mrs. Judge and Mrs. Tuggle

Staff present: Mr. Manning, Mr. Wiegard, Ms. Coleman

Approval of Agenda: Mrs. Gallup made a motion which was seconded by Mrs. Benjamin to approve the agenda. Motion passed unanimously.

Consent Agenda: Mrs. Halupka made a motion which was seconded by Mrs. Sykes to approve the consent agenda. Motion passed unanimously.

Communications: Mrs. Halupka reported that the antique Regulator clock at the Carson Library is now keeping time thanks to the repair work done by The Clock Shop. She complimented Karen for her hospitality during the time of repair work.

Citizen Comments: None.

Report of the Library Director:

R1. Staff Update:

- There were 13 applications submitted for the two Librarian positions. Five candidates were selected for interviews.
- The Branch Services Manager position will be advertised soon as well as the newly open position of a Library Assistant 1 in Hopewell.
- Interviews are currently being conducted for the position of Library Assistant 2 in Youth Services. Since another position in Youth Services has just opened up, it is hoped that the current interviews can result in the hiring of two Library Assistants for Youth Services.

R2. McKenney Update: A recent meeting with Ray Vines was cancelled. However, no changes in the scheduled May 2 Grand Opening of the Ragsdale Community Center/McKenney Library, scheduled for 4 to 6 PM, are known at this time.

R3. Hopewell YS area: Line item 707 on the current budget for \$50,000 was budgeted for a redesign of the first floor of ARLS Hopewell. However, due to changes in budgetary outlays, the new goal includes only the current plans drawn up by Heather exclusively for the Youth Services area. The target date for completion is June.

R4. FY2018 Budget: There continues to be no official word from any of the municipalities regarding the status of the 2018 budgets.

R5. Hopewell 10th anniversary update: The official opening of the celebration is 10:15 AM on Saturday, April 22 with remarks by the mayor of Hopewell. There are programs for youth and adults. Refreshments and the Fort Lee Army Brass Band are scheduled. It is a casual and fun celebration.

R6. Dinwiddie 25th anniversary update: The date to celebrate 35 years of the library and 25 years of the Friends of the Library of Dinwiddie has been changed to October. All events are to be organized by FOLD. Mrs. Yates requested that the date, when determined, shall not conflict with the Historic Southside Celebration scheduled for October 7.

R7. Strategic Plan review of Policies: The Strategic Plan requires a review of all policies. Mr. Manning distributed copies of Sections 1 and 2 to the board members with his additions and corrections for their review. Sections 1 and 2 of ARLS Policies will be discussed at the May board meeting.

Committee Reports: None.

New Business: None.

Unfinished Business: The date for the monthly Board of Trustees meeting and for the Staff Appreciation Dinner will be on June 20. The location is still dependent on the opening of the new McKenney Library in the Ragland Community Center. The backup location is still the Eastside Enhancement Center. The trustees from Dinwiddie, Mrs. Benjamin, Mrs. Sykes and Mrs. Yates, recommended a caterer for the Staff Appreciation Dinner.

Mrs. Drago and Mr. Manning will draw up the list of meeting locations for fiscal year 2018 for approval at the May meeting.

There being no further business the meeting was adjourned at 2:36 PM.

Appomattox Regional Library System
 Revenue and Expenses
 July 1, 2016 - April 30, 2017

fund#	Revenue 04/30/17	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	\$445,422	\$142,208	\$587,630	100.0%	\$0
103	Dinwiddie	\$268,230	\$201,174	\$67,058	\$268,232	100.0%	(\$2)
104	Prince George	\$579,792	\$579,796	\$0	\$579,796	100.0%	(\$4)
105	State Funds	\$386,031	\$193,016	\$193,015	\$386,031	100.0%	\$0
106	Fines/Fees/Lost	\$22,372	\$21,094	\$1,688	\$22,782	101.8%	(\$410)
107	Copying Receipts	\$20,166	\$14,045	\$1,996	\$16,041	79.5%	\$4,125
108	Endowment Funds	\$20,499	\$0	\$0	\$0	0.0%	\$20,499
109	E-Rate Refunds	\$28,000	\$26,190	\$0	\$26,190	93.5%	\$1,810
110	Gifts/Donations	\$10,000	\$170	\$5,650	\$5,820	58.2%	\$4,180
111	Grants	\$5,750	\$1,500	\$0	\$1,500	26.1%	\$4,250
112	Other	\$24,949	\$18,449	\$1,779	\$20,228	81.1%	\$4,721
TOTALS		\$2,083,419	\$1,500,856	\$413,394	\$1,914,250	91.9%	\$169,169

Fund#	EXPENSES 04/30/17	FY17 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 04/30/17	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$449,655	\$294,115	\$32,133	\$326,248	72.6%	\$123,407
201	Non-MLS Salary & Wages	\$565,067	\$477,927	\$43,709	\$521,636	92.3%	\$43,431
202	Benefits for Staff/Retirees	\$267,845	\$192,708	\$17,608	\$210,316	78.5%	\$57,529
	Total Personnel	\$1,282,567	\$964,750	\$93,450	\$1,058,200	82.5%	\$224,367
	Books & Materials						\$0
300	Books	\$80,000	\$61,863	\$4,297	\$66,160	82.7%	\$13,840
301	Leased Materials	\$36,000	\$0	\$0	\$0	0.0%	\$36,000
302	Standing Order Books	\$21,000	\$22,689	\$2,067	\$24,756	117.9%	(\$3,756)
303	Print News & Periodicals	\$12,276	\$3,974	\$48	\$4,022	32.8%	\$8,254
304	Audiovisual Materials	\$28,850	\$22,665	\$1,368	\$24,033	83.3%	\$4,817
305	Electronic Materials	\$4,500	\$2,308	\$0	\$2,308	51.3%	\$2,192
306	Microforms	\$1,133	\$1,606	\$0	\$1,606	141.7%	(\$473)
307	Binding/Repair	\$500	\$0	\$0	\$0	0.0%	\$500
308	Restricted - Donation/Grant	\$1,250	\$949	\$0	\$949	75.9%	\$301
309	Family Resource Books	\$1,000	\$1,019	\$0	\$1,019	101.9%	(\$19)
310	Econtent	\$21,000	\$16,596	\$4,005	\$20,601	98.1%	\$399
	Total Books & Materials	\$207,509	\$133,669	\$11,785	\$145,453	70.1%	\$62,056
Capital Expenditures							
400	Library Non-Computer Equip.	\$12,875	\$2,184	\$1,002	\$3,186	24.7%	\$9,689
401	Computer Hardware	\$10,875	\$646	\$646	\$91	0.8%	\$10,784
	Total Capital Expenditures	\$23,750	\$2,830	\$1,648	\$4,478	18.9%	\$19,272
Contractual							
500	Lyrasis ILL Services	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
501	Software Licensing Contracts	\$15,700	\$14,780	\$10	\$14,790	94.2%	\$910
502	Audit	\$18,000	\$15,683	\$0	\$15,683	87.1%	\$2,317
503	Cataloging MARC Records	\$3,605	\$4,070	\$173	\$4,243	117.7%	(\$638)
504	Unique Management	\$9,000	\$4,897	\$277	\$5,174	57.5%	\$3,826
505	Computer Support Service Calls	\$15,000	\$11,999	\$2,000	\$13,999	93.3%	\$1,001

506 Other Computer Software Serv.	\$12,500	\$4,573	\$5,585	\$10,158	81.3%	\$2,342
507 Telecomm Internet Line Charges	\$22,200	\$14,239	\$1,596	\$15,835	71.3%	\$6,365
508 Printing and Publications	\$9,500	\$5,500	\$2,740	\$8,240	86.7%	\$1,260
509 Security Guard Service	\$25,512	\$19,764	\$2,217	\$21,981	86.2%	\$3,531
Total Contractual	\$133,017	\$95,505	\$14,599	\$110,104	82.8%	\$22,913
						\$0
Facilities/Maint./Operations						
600 Equip. Repair & Maintenance	\$5,500	\$4,074	\$395	\$4,469	81.3%	\$1,031
601 TLC Maintenance Contract	\$19,500	\$0	\$0	\$0	0.0%	\$19,500
602 Facilities and Rent	\$76,650	\$54,000	\$6,000	\$60,000	78.3%	\$16,650
603 Supplies	\$32,000	\$23,880	\$1,527	\$25,407	79.4%	\$6,593
604 Travel / Workshops /Conf. Fees	\$8,500	\$8,749	\$0	\$8,749	102.9%	(\$249)
605 Training / Education	\$4,500	\$1,888	\$326	\$2,214	49.2%	\$2,286
606 Utilities	\$6,000	\$3,430	\$336	\$3,766	62.8%	\$2,234
607 Telephone (Voice)	\$13,000	\$10,154	\$1,186	\$11,340	87.2%	\$1,660
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$2,935	\$882	\$3,817	84.8%	\$683
610 Job & Contracting Advertising	\$2,500	\$701	\$100	\$801	32.0%	\$1,699
611 Promotional Advertising	\$2,000	\$658	\$0	\$658	32.9%	\$1,342
612 Organization/Association Dues	\$3,500	\$2,702	\$190	\$2,892	82.6%	\$608
613 Postage	\$4,500	\$3,616	\$351	\$3,967	88.2%	\$533
614 Janitorial	\$64,500	\$44,277	\$5,298	\$49,575	76.9%	\$14,925
615 Other Building Maintenance	\$11,000	\$8,482	\$114	\$8,596	78.1%	\$2,404
Total	\$271,087	\$169,546	\$16,704	\$186,250	68.7%	\$84,837
						\$0
Facilities/Maint./Operations						
Programs/Activites/Other						
700 YS Summer Reading Program	\$6,500	\$641	\$0	\$641	9.9%	\$5,859
701 YS Programming Supplies	\$4,191	\$630	\$171	\$801	19.1%	\$3,390
702 Adult Programming	\$2,600	\$2,186	\$685	\$2,871	110.4%	(\$271)
703 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500
704 Funds for Local History Collection	\$5,000	\$370	\$0	\$370	7.4%	\$4,630
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	\$8,771	\$292	\$9,063	57.5%	\$6,696
Total Programs/Activ./Other	\$165,550	\$76,109	\$1,148	\$77,256	46.7%	\$88,294
GRAND TOTALS	\$2,083,480	\$1,442,408	\$139,334	\$1,581,742	75.9%	\$501,738

Appomattox Regional Library
Check Register
April 2017

Date	Payee	Check #	Amount
4/11/17	Electronic Federal Tax Payment	200592	9,032.54
4/25/17	Electronic Federal Tax Payment	200593	11,120.78
4/11/17	Treasurer of Virginia	2013-247	5,426.44
4/13/17	Treasurer of Virginia	2013-249	238.42
4/13/17	Treasurer of Virginia	2013-250	102.69
4/13/17	Treasurer of Virginia	2013-251	13.09
4/13/17	Treasurer of Virginia	2013-252	19.63
4/27/17	Treasurer of Virginia	2013-255	251.51
4/27/17	Treasurer of Virginia	2013-256	122.32
4/7/17	Baker & Taylor	39347	178.98
4/7/17	Gale/CENGAGE Learning	39348	299.13
4/7/17	Ingram Library Services	39349	2,428.74
4/7/17	Midwest Tape	39350	159.96
4/7/17	Carol Farmer	39351	924.00
4/7/17	AASLH	39352	115.00
4/7/17	American Library Association	39353	75.00
4/7/17	AT & T	39354	47.37
4/7/17	AT & T Mobility	39355	195.34
4/7/17	CS Diamond Enterprises, Inc.	39356	4,740.00
4/7/17	Comcast Communications	39357	370.02
4/7/17	DEMCO, Inc.	39358	609.64
4/7/17	Dominion Virginia Power	39359	794.12
4/7/17	Cassandra Bland	39360	34.34
4/7/17	Susan Butterworth	39361	23.53
4/7/17	Latrina Gardner	39362	15.04
4/7/17	Karen Wall	39363	15.15
4/7/17	Sherry Chappell	39364	18.18
4/7/17	E-N Computers, Inc.	39365	2,091.29
4/7/17	JMJ Workplace Interiors	39366	392.22
4/7/17	Petersburg Alarm Company, Inc.	39367	114.00
4/7/17	Pitney Bowes Global Financial Services	39368	351.00
4/7/17	Reader Service	39369	153.30
4/7/17	Securitas Security Services USA, Inc	39370	1,080.00
4/7/17	Shred-It USA LLC	39371	57.21
4/7/17	Smart Beginnings	39372	1,402.00
4/7/17	Terri Spicer	39373	320.00
4/7/17	ULINE	39374	78.54
4/7/17	Verizon	39375	13.70
4/7/17	Webster Integrated Technologies	39376	869.58
4/7/17	Erika Bedwell	39377	6.36
4/7/17	Nicole Coleman	39378	76.60
4/7/17	SunTrust Bank	39379	687.93
4/10/17	ARLS-Payroll	39380	31,580.13
4/19/17	Baker & Taylor	39381	871.05
4/19/17	Gale/CENGAGE Learning	39382	219.66
4/19/17	Ingram Library Services	39383	2,206.77
4/19/17	Midwest Tape	39384	1,207.82
4/19/17	Anthem BlueCross BlueShield	39385	603.00
4/19/17	Anthem BlueCross BlueShield	39386	10,041.00
4/19/17	Comcast Communications	39387	1,507.00
4/19/17	Diamond Springs	39388	66.60
4/19/17	County of Dinwiddie	39389	600.00
4/19/17	County of Prince George	39390	1,650.00

Appomattox Regional Library
Check Register
April 2017

4/19/17	Gale/CENGAGE Learning	39391	3,814.65
4/19/17	Hopewell Circuit Court	39392	10.00
4/19/17	Hopewell City Treasurer	39393	4,631.69
4/19/17	Midwest Tape	39394	4,000.00
4/19/17	OCLC, Inc.	39395	172.59
4/19/17	Recorded Books, LLC	39396	1,500.00
4/19/17	Securitas Security Services USA, Inc	39397	1,080.00
4/19/17	Terri Spicer	39398	320.00
4/19/17	Sprint	39399	527.65
4/19/17	Unique Management Services	39400	277.45
4/19/17	Verizon	39401	120.62
4/19/17	Virginia Library Association	39402	100.00
4/19/17	Webster Integrated Technologies	39403	395.00
4/19/17	Joseph Rickman	39404	38.38
4/24/17	ARLS-Payroll	39405	<u>34,490.32</u>
		Total	<u>147,096.07</u>

Statistical Report
December 6, 2016

Statistical Report - May 16, 2017
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	YTD TOTAL % 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	477	592	596	463			5,328	9%	51%	
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			
	FY14	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	739	703	985	848			8,696	-42%	-29%	
Dinwiddie	FY13	2,219	1,869	1,741	1,989	1,600	1,596	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	23,650			
	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	2,176	1,812	2,367	1,883			22,514	0%	12%	
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	550	413	453	471			5,444	-39%	-18%	
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	11,933	11,906	12,988	11,004			121,590	-30%	-34%	

**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	677	587	684	568			7,870
														-21%
														9%

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	5,098	5,009	5,060	5,112			55,810
														7%
														7%

Roboic	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	1,178	1,120	1,049	1,029			12,866
														-13%
														1%

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	148	115	77	24			1,613
														-24%
														-27%

Econtent	FY17	1,232	330	877	823	722	626	675	833	984	924			8,026
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ARLIS 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	23,651	23,090	25,243	22,326	0	0	249,757
														-8%
														-14%

Statistical Report
December 6, 2016

New Patron													
Cards	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
FY2017													
Burrowsville	3	5	3	1	2	2	8	5	3	1			33
Carson Depot	7	18	13	4	4	4	7	4	4	8			73
Dinwiddie	25	32	21	23	8	12	21	14	19	16			191
Disputanta	5	9	12	3	5	4	8	5	5	5			61
Hopewell	210	218	194	159	40	113	185	22	31	123			1,295
Mckenney	8	12	9	5	4	7	6	7	10	4			72
Outreach	0	0	0	0	125	0	2	0	93	1			221
Prince George	113	121	129	92	63	56	72	43	77	67			833
Rehobc	6	30	45	12	13	7	17	12	5	12			159
Total	377	445	426	299	264	205	326	112	247	237	0	0	2,938

Statistical Report
December 6, 2016

July 2016 - June 2017	Total Circulations	Total Items	Turnover Rate*
Burrowsville	5,238	10,383	0.50
Carson Depot	8,696	10,102	0.86
Dinwiddie	22,514	13,841	1.63
Disputanta	5,444	8,906	0.61
Hopewell	121,590	92,310	1.32
Mckenney	7,870	11,293	0.70
Outreach	1,613	362	4.46
Prince George	55,810	36,576	1.53
Rohoic	12,866	16,536	0.78
ARLS TOTAL	241,641	200,309	1.21

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

Statistical Report
December 6, 2016

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2017													
Burrowsville	283	164	119	146	145	114	113	162	155	119			1,520
Carson Depot	760	1,180	1,068	1,055	819	802	515	873	1,031	740			8,843
Dinwiddie	1,585	1,685	1,408	1,037	971	1,050	1,320	1,274	1,612	1,310			13,252
Disputanta	640	705	842	743	753	739	567	718	569	624			6,900
Hopewell	11,071	11,260	9,389	9,285	8,308	7,764	8,854	9,096	9,434	10,833			95,294
Mckenney	617	465	379	359	378	722	800	434	734	598			5,486
Prince George	4,837	4,934	3,741	3,698	3,078	2,896	3,144	3,316	3,806	4,385			37,835
Roholic	693	993	782	947	767	829	1,219	1,143	1,045	1,117			9,535
TOTAL	20,486	21,386	17,728	17,270	15,219	14,916	16,532	17,016	18,386	19,726	0	0	178,665
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	2,175	2,168	2,381	2,167			20,902
Meetings	164	177	141	179	116	133	182	190	187	165			1,634
Book Group	17	16	16	7	8	0	8	10	13	10			105
Adult Program	183	369	306	178	217	379	262	209	205	192			2,500
Non-SRP Child Program	11	62	79	220	127	170	303	55	70	212			1,309
Non-SRP Teen Program	0	0	0	5	21	11	15	241	0	19			312
Storytime	472	119	249	256	270	297	250	273	367	313			2,866
Family SRP	262	0	0	0	0	0	0	0	0	0			262
SRP Child	250	6	0	0	0	0	0	0	0	0			256
SRP Teen	0	0	0	0	0	0	0	0	0	0			0
Database Usage	242	325	402	342	229	137	256	217	279	143			2,572
TOTALS	4,325	3,122	3,018	3,536	2,331	2,849	3,451	3,363	3,502	3,221	0	0	32,718

REFERENCE QUESTIONS - FY2016	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	92	111	136	95	102	94	105	115	167	111			1,128
Carson Depot	92	117	87	88	76	83	94	98	109	90			934
Dinwiddie	198	152	154	115	174	153	138	148	185	173			1,590
Disputanta	19	37	37	29	30	24	100	32	36	32			376
Hopewell	202	185	279	131	796	963	1,052	759	763	662			5,792
Mckenney	58	55	53	49	74	59	38	65	81	77			609
Outreach	0	0	0	0	0	0	0	0	0	0			0
Prince George	421	851	814	559	314	184	496	354	407	513			4,913
Rohoic	225	260	286	250	205	142	202	258	218	215			2,261
TOTALS	1,307	1,768	1,846	1,316	1,771	1,702	2,225	1,829	1,966	1,873	0	0	17,603
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	42	54	63	44	36	35	37	37	39	35			422
WIFI	0	0	0	0	0	0	0	0	0	0			0
Carson Depot Workstation	139	133	127	90	94	119	96	164	148	98			1,208
WIFI	33	34	40	60	50	28	35	44	52	62			438
Dinwiddie Workstation	244	368	252	210	243	192	260	291	354	222			2,636
WIFI	92	124	59	48	71	70	85	60	59	58			726
Disputanta Workstation	48	66	79	68	78	57	59	113	91	57			716
WIFI	29	16	19	22	21	23	20	97	28	17			292
Hopewell Workstation	3,824	4,246	3,494	3,704	3,349	3,104	3,618	4,199	3,429	3,157			36,124
WIFI	765	527	584	683	692	606	830	787	518	0			5,992
Mckenney Workstation	133	167	171	125	163	164	188	189	164	127			1,591
WIFI	34	38	23	31	19	9	15	24	17	5			215
Prince George Workstation	1,036	974	940	901	799	760	691	1,102	942	684			8,829
WIFI	420	350	358	361	341	310	318	300	175	230			3,163
Rohoic Workstation	130	265	181	197	125	128	251	179	108	109			1,673
WIFI	0	0	0	0	0	0	0	0	0	0			0
TOTALS	6,969	7,362	6,390	6,544	6,081	5,605	6,503	7,586	6,124	4,861	0	0	64,025

**Statistical Report
December 6, 2016**

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	234	458	665	1,193	27
February	330	627	438	855	28
March	434	888	640	1,211	26
April	355	801	505	1,134	18
May					
June					
Totals	4,162	8,432	5,463	10,490	239

**PROPOSED BOARD OF TRUSTEES MEETING
APPOMATTOX REGIONAL LIBRARY SYSTEM
FY2018**

All meetings begin at 1:00 p.m.

MONTH	DATE	LOCATION
July	7/18/2017	Carson
August		No Meeting
September	9/19/2017	Dinwiddie
October	10/17/2017	Burrowsville
November/December Meeting	12/12/2017	Hopewell
January	1/16/2018	Prince George
February	2/20/2018	Rohoic
March	3/20/2018	Disputanta
April	4/17/2018	McKenney
May	5/15/2018	Hopewell
June	6/19/2018	TBD - coordinated with location of Staff Appreciation Dinner