

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

December 5, 2017

Hopewell Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

December 5, 2017

1:00 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 – October 17, 2017 Regular Meeting
Statistical Report – dated December 5, 2017
Financial Report – dated December 5, 2017
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** TLC Conference
- R3.** Staff Holiday Dinner
- R4.** Hopewell YS Area
- R5.** Tech Services Report
- R6.** Policy update project – Collection Development Policy
- R7.** FY2019 Budget

Committee Reports:

New Business:

Unfinished Business

Adjournment

ARLS Board of Trustees – Minutes of October 17, 2017

The ARLS regular monthly meeting was called to order by Chairman Mrs. Dragoo on October 17, 2017 at 1:00 PM at the Burrowsville Library, Prince George, VA with a quorum of board present.

Trustees present: Mrs. Benjamin, Mrs. Dragoo, Mrs. Halupka, Mrs. Sykes, and Ms. Winfield.

Trustees absent: Dr. Boyd, Dr. Shepperson, Mrs. Gallup, Mrs. Judge

Staff present: Brian Manning, Nicole Coleman

Approval of Agenda: A motion was made by Mrs. Benjamin and seconded by Mrs. Sykes to approve the agenda. Motion passed.

Consent Agenda: A motion was approved by Mrs. Halupka and seconded by Mrs. Benjamin to approve the consent agenda. Motion passed.

Communications: None.

Citizen Comments: Ruth Anderson, President of Friends of Burrowsville School is requesting ARLS to take into consideration changing the Library hours. The Burrowsville branch is currently open late on Mondays and Mrs. Anderson is requesting to move the late hours to Thursday to meet the needs of the community.

Report of the Library Director:

R1. Staff Update: Jeanine Albiges, Youth Services Assistant II - Hopewell, resigned her position. Danielle Phillips-Skiba, Library Associate I - Prince George branch, resigned her position. Heather Maury, Youth Services Manager is currently on leave. Currently, there are 3 vacancies at ARLS.

R2. Staff Development Day: All branches were closed for Columbus Day and Staff Development Day was held. The Staff day location was at the Prince George branch and was very successful. Staff participated in four sessions and one team building exercise.

R3. VLA Conference: The VLA Conference was held in Norfolk, VA. Youth Services, Librarians, and the Director attended. Mr. Manning communicated that staff participated in sessions that applied to their positions.

R4. September Library Card Sign-Up Month: 110 new patrons signed up for Library cards, with 47 of them from the Prince George branch. There was a giveaway awarded to a Prince George patron of \$40 to Regal cinemas.

R5. Dinwiddie Anniversary Celebration: The celebration was very successful with approximately 100 in attendance. The celebration was held on Sunday, December 15 from 3-5pm.

R6. Reading Along the Appomattox: Mr. Manning wanted to thank Dr. David Morgan of Richard Bland College for speaking at this event. It was very well attended.

R7. Hopewell YS Area: The furniture is delayed; Mr. Manning is working with the Librarians on this project. The current furniture in place will be sent to other branches to use where needed. Mr. Manning also reported that he will be moving 6 computers to the Disputanta and Rohoic branches.

R8. Audit: The audit will take place on November 6 by Mitchell & Wiggins and is anticipated to be completed by the end of the year.

R9. Tech Services Report: 900 new items have been added to the collection, which includes 26 Interlibrary Loans.

R10. Policy update project: Mr. Manning presented to the Board the *Collection Development Policy* for review. The policy will be discussed at the December meeting.

Committee Reports: None

New Business: None

Unfinished Business: None.

Announcements: The next ARLS Board of Trustees Meeting will be at the Hopewell branch on Tuesday, December 5, beginning at 1 PM.

Adjournment: 1:52 PM

Statistical Report
December 5, 2017

REFERENCE QUESTIONS - FY2016	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	121	123	82	91	0	0	0	0	0	0	0	0	417
Carson Depot	91	100	82	90	0	0	0	0	0	0	0	0	363
Dinwiddie	209	189	182	197	0	0	0	0	0	0	0	0	777
Disputanta	31	79	62	54	0	0	0	0	0	0	0	0	226
Hopewell	867	819	732	885	0	0	0	0	0	0	0	0	3,303
McKenney	85	72	52	45	0	0	0	0	0	0	0	0	254
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	198	284	166	474	0	0	0	0	0	0	0	0	1,122
Rohoic	0	280	194	213	0	0	0	0	0	0	0	0	204
TOTALS	1,602	1,946	1,552	2,049	0	0	0	0	0	0	0	0	7,149
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	40	50	25	39	0	0	0	0	0	0	0	0	154
	W/F/I	0	0	0	0	0	0	0	0	0	0	0	0
Carson Depot Workstation	136	150	131	153	0	0	0	0	0	0	0	0	570
	W/F/I	22	14	7	11	0	0	0	0	0	0	0	54
Dinwiddie Workstation	184	208	203	177	0	0	0	0	0	0	0	0	772
	W/F/I	65	55	40	36	0	0	0	0	0	0	0	196
Disputanta Workstation	49	96	83	81	0	0	0	0	0	0	0	0	309
	W/F/I	13	16	18	12	0	0	0	0	0	0	0	59
Hopewell Workstation	3,130	3,699	3,132	3,241	0	0	0	0	0	0	0	0	13,202
	W/F/I	156	394	292	283	0	0	0	0	0	0	0	1,125
McKenney Workstation	172	193	151	148	0	0	0	0	0	0	0	0	664
	W/F/I	0	0	2	1	0	0	0	0	0	0	0	3
Prince George Workstation	785	781	799	840	0	0	0	0	0	0	0	0	3,205
	W/F/I	276	229	237	251	0	0	0	0	0	0	0	993
Rohoic Workstation	96	141	150	107	0	0	0	0	0	0	0	0	494
	W/F/I	0	0	0	7	0	0	0	0	0	0	0	7
TOTALS	5,124	6,026	5,270	5,387	0	0	0	0	0	0	0	0	21,807

Statistical Report
December 5, 2017

PATRON VISITS FY2017	MONTHS												TOTAL	
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Burrowsville	142	153	102	126	0	0	0	0	0	0	0	0	0	523
Carson Depot	1,044	1,031	951	966	0	0	0	0	0	0	0	0	0	3,992
Dirnwidle	1,733	1,394	1,394	809	0	0	0	0	0	0	0	0	0	5,330
Disputanta	237	302	289	294	0	0	0	0	0	0	0	0	0	1,122
Hopewell	13,205	13,944	9,327	11,413	0	0	0	0	0	0	0	0	0	47,889
Mckenney	2,176	2,666	596	668	0	0	0	0	0	0	0	0	0	6,106
Prince George	3,976	4,111	3,781	2,473	0	0	0	0	0	0	0	0	0	14,341
Roboic	1,173	1,131	491	665	0	0	0	0	0	0	0	0	0	3,460
TOTAL	23,686	24,732	16,931	17,414	0	0	0	0	0	0	0	0	0	82,763
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL	
Meeting Room users	2,172	1,762	1,782	2,311	0	0	0	0	0	0	0	0	0	8,027
Meetings	179	152	133	172	0	0	0	0	0	0	0	0	0	636
Book Group	13	0	12	12	0	0	0	0	0	0	0	0	0	37
Adult Program	303	324	61	249	0	0	0	0	0	0	0	0	0	937
Non-SRP Child Program	120	322	392	478	0	0	0	0	0	0	0	0	0	1,312
Non-SRP Teen Program	0	0	4	5	0	0	0	0	0	0	0	0	0	9
Storytime	505	289	332	282	0	0	0	0	0	0	0	0	0	1,408
Family SRP	611	0	0	0	0	0	0	0	0	0	0	0	0	611
SRP Child	270	86	0	0	0	0	0	0	0	0	0	0	0	356
SRP Teen	231	0	0	0	0	0	0	0	0	0	0	0	0	231
Community Outreach	34	529	185	1,352	0	0	0	0	0	0	0	0	0	2,100
Database Usage	499	301	177	139	0	0	0	0	0	0	0	0	0	1,116
TOTALS	4,937	3,765	3,078	5,000	0	0	0	0	0	0	0	0	0	16,780

**Statistical Report
December 5, 2017**

Statistical Report - December 5, 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	FY14	272	259	219	270	193	178	164	154	221	156	199	189	2,466		
	FY15	242	234	393	397	419	273	271	183	255	180	256	236	3,339		
	FY16	357	357	374	361	234	275	313	330	424	463	521	664	5,813		
	FY17	507	581	374	536	465	504	477	592	596	463	465	451	6,244		
	FY18	483	493	345	435	0	0	0	0	0	0	0	0	1,756	-19%	-12%
Carson Depot	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	679	774	10,149		
	FY18	967	753	788	723	0	0	0	0	0	0	0	0	3,231	0%	-16%
Dinwiddie	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	2,176	1,812	2,367	1,883	1,962	2,034	26,510		
	FY18	2,428	1,951	2,862	1,852	0	0	0	0	0	0	0	0	9,073	-13%	-13%
Disputanta	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	444	482	6,370		
	FY18	486	636	461	487	0	0	0	0	0	0	0	0	2,070	7%	-13%
Hopewell	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		
	FY16	22,538	19,755	16,580	17,641	15,543	14,198	14,647	14,247	14,057	16,372	15,941	16,562	198,081		
	FY15	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	11,699	11,281	144,570		
	FY18	12,389	12,713	12,481	13,200	0	0	0	0	0	0	0	0	50,783	11%	0%

Statistical Report
December 5, 2017

Mckenney	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	900	1,090	9,860	
***	FY18	1,060	1,181	686	891	0	0	0	0	0	0	0	0	3,818	-7%
*** A misconfiguration of self-checkout stations caused materials checked out at Mckenney during September 2017 being assigned to Hopewell.															

Prince George	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	5,384	5,650	66,844	
***	FY18	7,272	5,055	1,933	2,626	0	0	0	0	0	0	0	0	16,886	-53%
*** A misconfiguration of self-checkout stations caused materials checked out at Prince George during September 2017 being assigned to Hopewell.															

Rohoic	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	955	1,525	15,346	
	FY18	1,101	1,357	1,147	0	0	0	0	0	0	0	0	0	3,605	-34%
*** A misconfiguration of self-checkout stations caused materials checked out at Prince George during September 2017 being assigned to Hopewell.															

Outreach SVS	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	140	3	1,756	
	FY18	2	2	0	2	0	0	0	0	0	0	0	0	6	-99%
*** A misconfiguration of self-checkout stations caused materials checked out at Prince George during September 2017 being assigned to Hopewell.															

Econtent	FY17	1,232	330	877	823	722	626	675	833	984	924	992	934	9,952	
	FY18	977	975	845	573	0	0	0	0	0	0	0	0	3,370	-30%
*** A misconfiguration of self-checkout stations caused materials checked out at Prince George during September 2017 being assigned to Hopewell.															

ARLIS Totals	FY14	37,399	33,888	27,535	29,100	26,391	24,666	25,114	23,450	25,538	25,091	23,760	31,019	332,951	
	FY15	39,996	33,326	25,310	29,100	26,391	24,666	25,114	23,450	25,538	25,091	23,760	29,314	331,056	
	FY16	35,773	32,157	27,073	29,507	25,094	25,952	25,993	23,885	24,963	27,751	26,538	31,610	336,296	
	FY17	29,928	28,612	26,250	24,845	23,507	22,072	23,651	23,090	25,243	22,326	23,620	24,224	297,601	
	FY18	27,165	25,116	21,548	20,759	0	0	0	0	0	0	0	0	94,598	-16%
*** A misconfiguration of self-checkout stations caused materials checked out at Prince George during September 2017 being assigned to Hopewell.															

Appomattox Reg Library System

YTD Budget

For the Period From Jul 1, 2017 to Oct 31, 2017

Filter Criteria includes: Report order is by ID. Report is printed including Balan

		Current Month	YTD Totals
Revenue			
102	Hopewell	0.00	300,130.50
103	Dinwiddie	68,398.75	136,797.50
104	Prince George	148,056.00	296,112.00
105	State Funds	96,734.75	193,469.50
106	Fines/Fees/Lost	1,341.73	5,938.37
107	Copying Receipts	1,904.30	7,522.76
109	E-Rate Funds	0.00	24,415.65
110	Gifts/Donations	0.00	3,400.00
112	Other	1,952.67	7,145.54
	Total Revenue	318,388.20	974,931.82
Expenses			
200	MLS Salaries & Wages	33,205.03	144,866.34
201	Non-MLS Salary & Wages	43,468.00	195,851.31
202	Benefits for Staff/Retirees	21,095.90	83,754.51
	Total Personnel	97,768.93	424,472.16
300	Books	6,015.21	22,330.64
302	Standing Order Books	2,798.37	11,567.17
303	Print Newspapers & Periodicals	535.60	1,450.40
304	Audiovisual Materials	2,656.67	6,111.91
305	Electronic Materials	2,777.00	4,457.00
308	Restricted - Donation/Grant	0.00	335.95
309	Family Resource Books	0.00	14.72
310	Econtent	0.00	16,800.00
	Total Books & Materials	14,782.85	63,067.79
400	Library Non-Computer Equipment	330.66	622.90
401	Computer Hardware	2,855.48	6,051.46
	Total Capital Expenditures	3,186.14	6,674.36
501	Software Licensing Contracts	9.99	11,176.91
502	Audit	0.00	2,175.00
503	Cataloging MARC Records	178.63	708.48
504	Unique Management	402.75	1,798.95
505	Computer Support Service Calls	1,720.05	10,420.68
506	Other Computer Software Serv	270.83	1,083.31
507	Telecomm Internet Line Charges	1,842.29	7,235.48
508	Printing and Publications	0.00	3,977.00
509	Security	2,217.21	8,818.89
	Total Contractural	6,641.75	47,394.70
600	Equipment Repair & Maintenance	885.32	2,332.13
601	TLC Maintenance Contract	-1,643.00	-1,643.00
602	Facilities and Rent	6,300.00	25,200.00
603	Supplies	595.95	5,788.67
604	Travel/Workshop/Conference Fee	1,834.26	3,581.25
605	Training/Education	275.00	275.00
606	Utilities	219.72	1,000.65

Appomattox Reg Library System
 YTD Budget
 For the Period From Jul 1, 2017 to Oct 31, 2017

Filter Criteria includes: Report order is by ID. Report is printed including Balan

		Current Month	YTD Totals
607	Telephone (Voice)	1,156.94	4,645.84
608	Insurance	0.00	0.00
609	Vehicle Maintenance & Fuel	914.44	2,066.82
610	Job & Contracting Advertising	213.00	418.50
611	Promotional Advertising	0.00	769.00
612	Organization/Association Dues	0.00	451.00
613	Postage	351.00	1,373.75
614	Janitorial	4,800.98	19,713.21
615	Other Building Maintenance	479.00	2,630.00
	Total Facilities, Maintenance & Ops	16,382.61	68,602.82
700	YS Summer Reading Program	0.00	462.54
701	YS Programming Supplies	220.00	668.69
702	Adult Programming	420.75	1,601.00
707	Hopewell Project	0.00	698.42
709	Misc. Professional Serv/Other	1,007.09	4,464.75
	Total Programs/Activities/Other	1,647.84	7,895.40
	Total Expenses	140,410.12	618,107.23

Appomattox Reg Library System
 October 2017 Budget
 For the Period From Oct 1, 2017 to Oct 31, 2017

Filter Criteria includes: Report order is by ID. Report is printed excluding Balan

Revenue		Current Month
103	Dinwiddie	68,398.75
104	Prince George	148,056.00
105	State Funds	96,734.75
106	Fines/Fees/Lost	1,341.73
107	Copying Receipts	1,904.30
112	Other	1,952.67
	Total Revenue	318,388.20

Expenses		
200	MLS Salaries & Wages	33,205.03
201	Non-MLS Salary & Wages	43,468.00
202	Benefits for Staff/Retirees	21,095.90
	Total Personnel	97,768.93
300	Books	6,015.21
302	Standing Order Books	2,798.37
303	Print Newspapers & Periodicals	535.60
304	Audiovisual Materials	2,656.67
305	Electronic Materials	2,777.00
	Total Books & Materials	14,782.85
400	Library Non-Computer Equipment	330.66
401	Computer Hardware	2,855.48
	Total Capital Expenditures	3,186.14
501	Software Licensing Contracts	9.99
503	Cataloging MARC Records	178.63
504	Unique Management	402.75
505	Computer Support Service Calls	1,720.05
506	Other Computer Software Serv	270.83
507	Telecomm Internet Line Charges	1,842.29
509	Security	2,217.21
	Total Contractural	6,641.75
600	Equipment Repair & Maintenance	885.32
601	TLC Maintenance Contract	-1,643.00
602	Facilities and Rent	6,300.00
603	Supplies	595.95
604	Travel/Workshop/Conference Fee	1,834.26
605	Training/Education	275.00
606	Utilities	219.72
607	Telephone (Voice)	1,156.94
609	Vehicle Maintenance & Fuel	914.44
610	Job & Contracting Advertising	213.00
613	Postage	351.00
614	Janitorial	4,800.98
615	Other Building Maintenance	479.00
	Total Facilities, Maintenance & Ops	16,382.61

Appomattox Reg Library System
October 2017 Budget
For the Period From Oct 1, 2017 to Oct 31, 2017

Filter Criteria includes: Report order is by ID. Report is printed excluding Balan

701	YS Programming Supplies	220.00
702	Adult Programming	420.75
709	Misc. Professional Serv/Other	1,007.09
	Total Programs/Activities/Other	1,647.84

Total Expenses **140,410.12**