

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

February 19, 2019

Dinwiddie Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM

Board of Trustees

Agenda

February 19, 2019

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 – January 15, 2019 Regular Meeting

Statistical Report – dated February 19, 2019

Financial Report – February 19, 2018

Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Board of Trustees Vacancies
- R3.** U.S. Parks Service Winter Lecture Series
- R4.** Food for Fines event
- R5.** Staff Presentation – Elizabeth Trop, Interlibrary Loan
- R6.** Long Range Plan Policy Review – Interlibrary Loan Policy
- R7.** FY2020 Budget
- R8.** FY2020 Board Meeting Schedule

Committee Reports:

New Business:

Unfinished Business

Adjournment

ARLS Board of Trustees - Minutes of January 15, 2018
Hopewell Library

The ARLS regular monthly meeting was called to order by Chair Lillian Boyd on January 15, 2019 at 1:00 PM at the Hopewell Library.

Trustees present: Lillian Boyd, Chair (PG), William Thomas (PG), Carly Baskerville (D), Martha Sykes (D), Ann Williams (H), Juanita Thorne (PG), David Harless (H) and Susan Eliades (H).

Trustee positions vacant: 1 Dinwiddie

Staff present: Brian Manning and Nicole Coleman

Approval of Agenda: Mrs. Williams moved to approve the agenda and Mr. Thomas seconded the motion. The motion to approve the agenda passed unanimously.

Consent Agenda: After review and discussion of the consent agenda documents, Mr. Thomas moved to approve the consent agenda, including the minutes from the December 4, 2018 meeting and Mrs. Williams seconded the motion. The motion to approve the consent agenda passed unanimously.

Communications: None.

Citizen Comment: None.

Report of the Library Director:

R1. Staff Update. The Library still has one opening, a part-time Youth Services Assistant. Otherwise, the library is fully staffed.

R2. Board of Trustees Vacancies. The Board welcomed two new board members representing the City of Hopewell, Susan Eliades and David Harless. There remains one vacancy for the County of Dinwiddie.

R3. National Parks Service Winter Lecture Series. Due to the federal government shutdown, the first of the winter lecture series presented by the National Parks Service will have to be cancelled. The expectation is that the remaining lectures will be held with the next lecture scheduled for February 14 at 6:00 p.m.

Committee Reports: None.

New Business: None

Unfinished Business: None.

The remainder of the meeting consisted of two presentations.

Ms. Lisa Sharpe, Executive Director and Kiffy Werkheiser, Development Program Officer from the John Randolph Foundation discussed the library's endowment fund established with the foundation in 2007. The board received information on the endowment fund's performance over the past years as well information on the general operation of the foundation. At the end of the presentation Ms. Werkheiser requested the board consider modifying the agreement with the foundation regarding administrative costs associated with the endowment fund. The board tabled consideration of the request until a later date.

Ms. Kim Armentrout of the Library of Virginia presented training to the board on its roles and responsibilities as the governing board for the Appomattox Regional Library.

Announcements: The next ARLS Board of Trustees Meeting will be at the Dinwiddie Library on Tuesday, February 19, 2019 beginning at 1:00 p.m.

Adjournment: Meeting adjourned at 3:15 p.m.

Appomattox Regional Library System
Revenue and Expenses
July 1, 2018 - June 30, 2019

Fund#	Revenue 06/30/19	FY2019	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	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$606,264	\$454,698	\$0	\$454,698	75.0%	\$151,566
103	Dinwiddie	\$276,330	\$138,165	\$69,083	\$207,248	75.0%	\$69,083
104	Prince George	\$598,146	\$299,073	\$149,537	\$448,610	75.0%	\$149,537
105	State Funds	\$393,480	\$197,765	\$0	\$197,765	50.3%	\$195,715
106	Fines/Fees/Lost	\$22,700	\$7,614	\$1,347	\$8,961	39.5%	\$13,739
107	Copying Receipts	\$20,200	\$10,635	\$1,742	\$12,377	61.3%	\$7,823
108	Endowment Funds	\$20,050	\$20,910	\$0	\$20,910	104.3%	(\$860)
109	E-Rate Refunds	\$50,000	\$43,051	\$0	\$43,051	86.1%	\$6,949
110	Gifts/Donations	\$7,000	\$550	\$115	\$665	9.5%	\$6,335
111	Grants	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$11,806	\$2,452	\$14,258	59.4%	\$9,742
TOTALS		\$2,143,170	\$1,184,267	\$224,274	\$1,408,542	65.7%	\$734,628

Fund#	EXPENSES 02/19/19	FY19 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 01/31/19	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$476,247	\$218,207	\$51,808	\$270,015	56.7%	\$206,232
201	Non-MLS Salary & Wages	\$598,898	\$287,286	\$63,181	\$350,467	58.5%	\$248,431
202	Benefits for Staff/Retirees	\$280,000	\$160,486	\$27,598	\$188,084	67.2%	\$91,916
Total Personnel		\$1,355,145	\$665,979	\$142,587	\$808,566	59.7%	\$546,579
Books & Materials							
300	Books	\$70,700	\$37,099	\$5,609	\$42,708	60.4%	\$27,992
301	Leased Materials	\$27,000	\$0	\$0	\$0	0.0%	\$27,000
302	Standing Order Books	\$36,400	\$17,034	\$1,868	\$18,902	51.9%	\$17,498
303	Print News & Periodicals	\$12,276	\$4,177	\$655	\$4,832	39.4%	\$7,444
304	Audiovisual Materials	\$26,000	\$11,883	\$2,832	\$14,715	56.6%	\$11,285
305	Electronic Materials	\$4,500	\$1,764	\$0	\$1,764	39.2%	\$2,736
306	Microforms	\$1,133	\$0	\$0	\$0	0.0%	\$1,133
307	Binding/Repair	\$0	\$0	\$0	\$0	0.0%	\$0
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
309	Family Resource Books	\$1,010	\$0	\$0	\$0	0.0%	\$1,010
310	Econtent	\$35,600	\$10,800	\$0	\$10,800	30.3%	\$24,800
Total Books & Materials		\$214,619	\$82,757	\$10,964	\$93,721	43.7%	\$120,898
Capital Expenditures							
400	Library Non-Computer Equip.	\$25,000	\$2,414	\$166	\$2,580	10.3%	\$22,420
401	Computer Hardware	\$52,650	\$68,359	\$2,855	\$71,214	135.3%	(\$18,564)
Total Capital Expenditures		\$77,650	\$70,773	\$3,021	\$73,794	95.0%	\$3,856
Contractual							
500	Lyrasis ILL Services	\$2,000	\$2,995	\$0	\$2,995	149.8%	(\$995)
501	Software Licensing Contracts	\$30,000	\$18,082	\$0	\$18,082	60.3%	\$11,918
502	Audit	\$18,000	\$15,804	\$0	\$15,804	87.8%	\$2,196
503	Cataloging MARC Records	\$3,605	\$1,105	\$185	\$1,290	35.8%	\$2,315
504	Unique Management	\$7,000	\$2,801	\$501	\$3,302	47.2%	\$3,698

505 Computer Support Service Calls	\$25,000	\$29,622	\$2,147	\$31,769	127.1%	(\$6,769)
506 Other Computer Software Serv.	\$20,000	\$17,654	\$3,430	\$21,084	105.4%	(\$1,084)
507 Telecomm Internet Line Charges	\$22,000	\$12,266	\$2,034	\$14,300	65.0%	\$7,700
508 Printing and Publications	\$9,500	\$6,455	\$0	\$6,455	67.9%	\$3,045
509 Security Guard Service	\$26,500	\$14,549	\$1,733	\$16,282	61.4%	\$10,218

Total Contractual	\$163,605	\$121,383	\$10,030	\$131,363	80.3%	\$32,242
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Facilities/Maint./Operations

600 Equip. Repair & Maintenance	\$5,000	\$3,119	\$690	\$3,809	76.2%	\$1,191
601 TLC Maintenance Contract	\$19,500	\$205	\$0	\$205	1.1%	\$19,295
602 Facilities and Rent	\$76,650	\$37,800	\$6,300	\$44,100	57.5%	\$32,550
603 Supplies	\$32,000	\$11,753	\$1,205	\$12,958	40.5%	\$19,042
604 Travel / Workshops /Conf. Fees	\$9,000	\$6,732	\$531	\$7,263	80.7%	\$1,737
605 Training / Education	\$4,500	\$350	\$0	\$350	7.8%	\$4,150
606 Utilities	\$6,000	\$1,959	\$709	\$2,668	44.5%	\$3,332
607 Telephone (Voice)	\$13,000	\$7,091	\$1,198	\$8,289	63.8%	\$4,711
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$3,903	\$176	\$4,079	90.6%	\$421
610 Job & Contracting Advertising	\$2,500	\$378	\$100	\$478	19.1%	\$2,022
611 Promotional Advertising	\$2,000	\$845	\$175	\$1,020	51.0%	\$980
612 Organization/Association Dues	\$3,500	\$989	\$0	\$989	28.3%	\$2,511
613 Postage	\$4,500	\$2,652	\$0	\$2,652	58.9%	\$1,848
614 Janitorial	\$64,500	\$30,049	\$4,932	\$34,981	54.2%	\$29,519
615 Other Building Maintenance	\$12,500	\$4,488	\$0	\$4,488	35.9%	\$8,012

Total Facilities/Maint./Operations	\$272,587	\$112,313	\$16,015	\$128,328	47.1%	\$144,259
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Programs/Activites/Other

700 VS Summer Reading Program	\$7,000	\$1,135	\$0	\$1,135	16.2%	\$5,865
701 VS Programming & Supplies	\$4,864	\$1,175	\$1,171	\$2,346	48.2%	\$2,518
702 Adult Programming	\$2,200	\$1,928	\$341	\$2,269	103.1%	(\$69)
703 Adult Programming Supplies	\$5,000	\$96	\$219	\$315	6.3%	\$4,685

Funds for Local History Collection									
704		\$5,000	\$350	\$0	\$350	7.0%	\$4,650		
705	Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000		
706	McKenny Library	\$0	\$0	\$0	\$0	0.0%	\$0		
707	Hopewell Project	\$9,000	\$0	\$7,392	\$7,392	82.1%	\$1,608		
708	Prince George Project	\$0	\$0	\$0	\$0	0.0%	\$0		
709	Misc. Professional Serv. & Other	\$16,000	\$7,413	\$931	\$8,344	52.2%	\$7,656		
710	Endowment	\$3,500	\$0	\$0	\$0	0.0%	3500		
Total Programs/Activ./Other		\$59,564	\$12,097	\$10,054	\$22,151	37.2%	\$37,413		
GRAND TOTALS		\$2,143,170	\$1,065,252	\$192,671	\$1,257,923	58.7%	\$885,247		

Appomattox Reg Library System

Check Register

For the Period From Jan 1, 2019 to Jan 31, 2019

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
1/3/19	Electronic Federal Tax Payment	200640	8,683.76
1/17/19	Electronic Federal Tax Payment	200641	8,792.89
1/31/19	Electronic Federal Tax Payment	200642	8,913.38
1/3/19	Treasurer of Virginia	2013-420	240.35
1/3/19	Treasurer of Virginia	2013-421	420.42
1/8/19	Treasurer of Virginia	2013-423	6,419.04
1/17/19	Treasurer of Virginia	2013-424	237.85
1/17/19	Treasurer of Virginia	2013-425	416.42
1/9/19	Active Screening	40898	76.00
1/9/19	AT & T	40899	53.10
1/9/19	AT & T Mobility	40900	209.02
1/9/19	Comcast Communications	40901	353.50
1/9/19	GreatAmerica Financial Svcs.	40902	2,855.48
1/9/19	Richmond Times Dispatch	40903	369.20
1/9/19	Shred-It USA LLC	40904	57.20
1/9/19	T-Mobile	40905	73.75
1/9/19	Verizon	40906	14.75
1/11/19	Baker & Taylor	40907	81.25
1/11/19	Ingram Library Services	40908	2,669.10
1/11/19	Midwest Tape	40909	401.61
1/11/19	Comcast Communications	40910	147.75
1/11/19	CS Diamond Enterprises, Inc.	40911	4,740.00
1/11/19	Dominion Energy Virginia	40912	671.79
1/11/19	County of Dinwiddie	40913	900.00
1/11/19	County of Prince George	40914	1,650.00
1/11/19	Catherine Field	40915	97.10
1/11/19	Sarah Finch	40916	56.84
1/11/19	Nicole Coleman	40917	22.12
1/11/19	E-N Computers, Inc.	40918	5,736.15
1/11/19	Rachel Vaughan Estes	40919	60.00
1/11/19	Hopewell City Treasurer	40920	3,750.00
1/11/19	OCLC, Inc.	40921	185.32
1/11/19	PGEC Enterprises, LLC	40922	192.53
1/11/19	The Progress Index	40923	175.00
1/11/19	Reader Service	40924	66.56
1/11/19	Securitas Security Services USA, Inc	40925	742.05
1/11/19	Terri Spicer	40926	280.00
1/11/19	SunTrust Bank	40927	2,340.50
1/11/19	Unique Management Services	40928	501.20
1/11/19	Verizon	40929	132.47
1/11/19	Virginia Library Association	40930	100.00
1/14/19	ARLS-Payroll	40931	33,000.17
1/25/19	Baker & Taylor	40932	963.37
1/25/19	Gale/CENGAGE Learning	40933	551.64
1/25/19	Ingram Library Services	40934	3,170.56
1/25/19	Midwest Tape	40935	2,135.59
1/25/19	Anthem BlueCross BlueShield	40936	603.00
1/25/19	Anthem BlueCross BlueShield	40937	14,141.00

Appomattox Reg Library System

Check Register

For the Period From Jan 1, 2019 to Jan 31, 2019

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
1/25/19	Canon Financial Services, Inc.	40938	203.42
1/25/19	Centric Business Systems	40939	486.40
1/25/19	Coast to Coast	40940	400.00
1/25/19	Comcast Communications	40941	1,625.29
1/25/19	Diamond Springs	40942	37.45
1/25/19	Megan Kitchen	40943	3.67
1/25/19	E-N Computers, Inc.	40944	3,486.65
1/25/19	Hopewell City Treasurer	40945	176.00
1/25/19	JMJ Workplace Interiors	40946	3,905.38
1/25/19	Eliza Lamb	40947	135.20
1/25/19	The Progress Index	40948	286.00
1/25/19	Randolph Market	40949	35.67
1/25/19	Reader Service	40950	78.23
1/25/19	Securitas Security Services USA, Inc	40951	933.30
1/25/19	Staples Credit Plan	40952	1,088.17
1/25/19	Virginia Employment Commission	40953	875.00
1/28/19	ARLS-Payroll	40954	35,120.47
	Total		167,327.08

Appomattox Reg Library System

Suntrust CK #40927

1/11/19

Filter Criteria includes: Report order is by Date. Report is printe

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/27/18	Amazon 11/27/18	80104-100	Juvenile Fiction	4.96	
11/27/18	Amazon 11/27/18	20200-400	Amazon.com		4.96
11/30/18	Google 11/30/18	82309-200	Google E-Mail	270.83	
11/30/18	Google 11/30/18	20200-400	Google		270.83
11/30/18	Spot 11/30/18	82301-130	Software Licenses	9.99	
11/30/18	Spot 11/30/18	20200-400	Spotify		9.99
12/1/18	Illuminated 7862	84042-100	Tickets - Christmas Memory	50.00	
12/1/18	Illuminated 7862	20200-400	Illuminated Stage		50.00
12/1/18	Universal 7798-2	84012-100	Supplies - Youth Services	39.00	
12/1/18	Universal 7798-2	20200-400	Universal Yums		39.00
12/3/18	Amazon 12/3/18	80119-100	Books on CD	120.53	
12/3/18	Amazon 12/3/18	20200-400	Amazon.com		120.53
12/3/18	Amazon 12/3/18-2	80101-100	Adult Fiction	5.99	
12/3/18	Amazon 12/3/18-2	20200-400	Amazon.com		5.99
12/3/18	Amazon 12/3/18-3	80114-100	Juvenile A/V	41.82	
12/3/18	Amazon 12/3/18-3	20200-400	Amazon.com		41.82
12/3/18	Amazon 12/3/18-4	80119-100	Books on CD	41.17	
12/3/18	Amazon 12/3/18-4	20200-400	Amazon.com		41.17
12/4/18	ALA 7787	84010-100	Posters and Bookmarks	61.40	
12/4/18	ALA 7787	20200-400	American Library Association		61.40
12/4/18	Amazon 12/4/18	80114-100	Juvenile A/V	22.54	
12/4/18	Amazon 12/4/18	20200-400	Amazon.com		22.54
12/4/18	Amazon 12/4/18-2	80101-100	Adult Fiction	6.49	
12/4/18	Amazon 12/4/18-2	20200-400	Amazon.com		6.49
12/4/18	Amazon 7780	84012-100	Paint, Tape, Cart, Alpha Mags	115.32	
12/4/18	Amazon 7780	20200-400	Amazon.com		115.32
12/4/18	Panera 7783	84045-100	Lunch for December Board Mtg	154.03	
12/4/18	Panera 7783	20200-400	Panera Bread		154.03
12/5/18	Amazon 12/5/18	80114-100	Juvenile A/V	13.74	
12/5/18	Amazon 12/5/18	20200-400	Amazon.com		13.74
12/5/18	Amazon 12/5/18-2	80104-100	Juvenile Fiction	5.99	
12/5/18	Amazon 12/5/18-2	20200-400	Amazon.com		5.99
12/8/18	Log 7880	82301-140	Software	599.99	
12/8/18	Log 7880	20200-400	LogMeIn.com		599.99
12/11/18	Amazon 12/11/18	42070-100	Personal Book Purchases	73.70	
12/11/18	Amazon 12/11/18	20200-400	Amazon.com		73.70
12/12/18	Amazon 12/12/18	80104-100	Juvenile Fiction	5.09	
12/12/18	Amazon 12/12/18	20200-400	Amazon.com		5.09
12/15/18	Amazon 12/15/18	80101-100	Adult Fiction	21.34	
12/15/18	Amazon 12/15/18	20200-400	Amazon.com		21.34
12/17/18	Amazon 12/17/18	80111-100	DVD's	29.00	
12/17/18	Amazon 12/17/18	80101-100	Adult Fiction	47.43	
12/17/18	Amazon 12/17/18	20200-400	Amazon.com		76.43
12/17/18	Amazon 12/17/18-2	80101-100	Adult Fiction	14.49	
12/17/18	Amazon 12/17/18-2	20200-400	Amazon.com		14.49
12/18/18	Amazon 12/18/18	80101-100	Adult Fiction	21.88	
12/18/18	Amazon 12/18/18	20200-400	Amazon.com		21.88
12/18/18	Lucas 7845	84045-100	Staff Christmas Party	476.78	
12/18/18	Lucas 7845	20200-400	Luca's Italian Restaurant		476.78
12/24/18	Amazon 12/24/18	84045-100	Accidental Charge on CC	12.99	
12/24/18	Amazon 12/24/18	20200-400	Amazon.com		12.99
12/26/18	Amazon 12/26/18	80101-100	Adult Fiction	9.63	
12/26/18	Amazon 12/26/18	20200-400	Amazon.com		9.63
12/26/18	Amazon 12/26/18-2	80101-100	Adult Fiction	17.99	
12/26/18	Amazon 12/26/18-2	20200-400	Amazon.com		17.99
12/26/18	Amazon 12/26/18-3	80000-100	Y/S Non Fiction	13.92	
12/26/18	Amazon 12/26/18-3	20200-400	Amazon.com		13.92
12/26/18	Amazon 12/26/18-4	80101-100	Adult Fiction	11.02	
12/26/18	Amazon 12/26/18-4	20200-400	Amazon.com		11.02
12/26/18	Amazon 12/26/18-5	80101-100	Adult Fiction	11.99	
12/26/18	Amazon 12/26/18-5	20200-400	Amazon.com		11.99
12/26/18	Amazon 7848	84010-300	Odor Control Concentrate	9.46	
12/26/18	Amazon 7848	20200-400	Amazon.com		9.46

Appomattox Reg Library System

Suntrust CK #40927

1/11/19

Filter Criteria includes: Report order is by Date. Report is printed

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			Total	2,340.50	2,340.50

Appomattox Reg Library System

Staples

1/25/19

Filter Criteria includes: Report order is by Date. Report is printed

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/20/18	Staples 7846	84010-300	Bath Tissue	84.78	
12/20/18	Staples 7846	84010-100	Tape, Pens, Paper, Post Its	227.89	
12/20/18	Staples 7846	20200-300	Staples, Inc.		312.67
12/28/18	Staples 7850	84010-100	Electronic Dusters	22.29	
12/28/18	Staples 7850	84010-200	Chair Mat	57.98	
12/28/18	Staples 7850	84010-460	Toner - Rohoic	216.99	
12/28/18	Staples 7850	81100-460	Copier - Rohoic	264.99	
12/28/18	Staples 7850	20200-300	Staples, Inc.		562.25
1/10/19	Staples 7868	84010-100	Paper and Toner	213.25	
1/10/19	Staples 7868	20200-300	Staples, Inc.		213.25
Total				1,088.17	1,088.17

Smart Beginnings Report

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/18	Beginning Balance			8,159.03
7/13/18	Payment from SB		8,065.03	
7/31/18	July Salary & Benefits	5,473.87		
7/31/18	Additional July Salary	422.91		
8/29/18	Payment from SB		5,990.78	
8/31/18	August Salary & Benefits	7,647.06		
9/24/18	Payment from SB		7,647.06	
9/28/18	September Salary	5,479.50		
10/25/18	Payment from SB		5,479.50	
10/31/18	October Salary & Benefits	5,479.50		
11/16/18	Payment from SB		5,479.50	
11/30/18	November Salary & Benefits	5,479.50		
12/17/18	Payment from SB		5,479.50	
12/31/18	December Salary & Benefits	5,487.78		
1/11/19	Payment from SB		5,487.78	
1/31/19	January Salary & Benefits	7,647.06		
1/31/19	Ending Balance			7,647.06

Statistical Report February 19, 2019

Statistical Report - February 19, 2019
Circulation Data All Locations:

Location	FY												% of Circ by Month	YTD TOTAL % CHANGE
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC		
Burrowsville	FY15	242	234	393	397	419	273	271	183	255	180	256	236	2,466
	FY16	357	357	374	361	234	275	313	330	424	463	521	664	4,673
	FY17	507	581	374	536	467	504	477	592	596	463	465	451	8,012
	FY18	483	493	345	435	497	394	476	326	286	243	229	278	6,244
	FY19	360	346	280	311	275	232	428	0	0	0	0	0	2,232
														-10%
														-29%
Carson Depot	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	583	584	552	559	715	659	482	935	8,300
	FY19	992	738	697	647	722	603	774	0	0	0	0	0	5,173
														40%
														5%
Dinwiddie	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	1,428	1,951	2,862	1,832	1,580	1,256	1,265	861	1,448	1,311	1,512	1,677	18,983
	FY19	3,580	1,554	1,736	1,587	1,518	1,272	1,673	0	0	0	0	0	12,920
														32%
														6%
Disputanta	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	416	440	520	372	437	476	444	663	5,838
	FY19	649	948	598	821	567	647	580	0	0	0	0	0	4,810
														12%
														40%
Hopewell	FY15	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
	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	11,699	11,281	144,570
	FY18	12,389	12,713	12,481	13,200	11,347	9,806	11,288	10,849	11,456	10,926	10,809	12,085	139,349
	FY19	12,619	12,609	11,278	10,998	9,301	7,882	10,135	0	0	0	0	0	74,822
														-10%
														-22%

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McKenney	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	727	560	669	721	757	667	802	1,233	9,954	
	FY19	1,107	894	877	846	759	478	971	0	0	0	0	0	5,932	45%

Prince George	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	2,603	4,503	2,429	3,258	3,576	3,181	3,603	4,390	44,429	
	FY19	5,424	5,353	4,122	4,518	4,269	3,493	4,741	0	0	0	0	0	31,920	95%

Rothoic	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	875	914	653	814	860	900	1,009	842	936	11,408	
	FY19	1,141	1,212	853	1,127	766	547	965	0	0	0	0	0	6,611	19%

Outreach SVS	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	15	0	0	0	0	0	1	22	
	FY19	19	24	32	30	50	36	33	0	0	0	0	0	224	

Econtent	FY17	1,232	330	877	823	722	626	675	833	984	924	992	934	9,952	
	FY18	977	975	845	573	1,023	990	1,157	1,026	1,171	1,084	1,114	1,175	12,110	
	FY19	1,242	1,304	1,270	1,271	1,192	1,266	1,334	0	0	0	0	0	8,879	15%

ARL5 Totals	FY15	39,996	33,326	28,129	29,100	26,391	24,666	25,114	23,450	25,538	25,091	23,760	31,019	335,580	
	FY16	35,773	32,157	25,310	29,100	26,391	24,666	25,114	23,450	25,538	25,091	23,760	29,314	325,664	
	FY17	28,696	28,282	27,073	29,507	25,094	25,952	25,993	23,885	24,963	27,751	26,538	31,610	325,344	
	FY18	26,420	24,471	21,580	21,894	19,389	18,837	18,688	18,639	20,559	19,396	19,715	23,132	254,479	
	FY19	26,868	24,653	21,743	22,156	19,419	16,456	21,634	0	0	0	0	0	152,929	16%

**Statistical Report
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PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
2019													
Burrowsville	137	198	78	108	98	46	117	0	0	0	0	0	782
Carson Depot	1,035	632	907	939	760	461	937	0	0	0	0	0	5,671
Dinwiddle	939	796	779	745	760	578	768	0	0	0	0	0	5,365
Disputanta	188	232	232	251	187	141	193	0	0	0	0	0	1,424
Hopewell	12,889	12,839	10,713	16,076	13,897	36,298	10,720	0	0	0	0	0	113,432
McKenney	1,303	757	752	878	530	330	688	0	0	0	0	0	5,238
Prince George	3,984	4,295	5,977	6,788	4,622	4,786	6,229	0	0	0	0	0	36,681
Robotic	412	688	486	954	494	304	481	0	0	0	0	0	3,819
TOTAL	20,887	20,437	19,924	26,739	21,348	42,944	20,133	0	0	0	0	0	172,412
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meeting Room users	2,338	2,111	2,122	2,254	2,159	1,712	2,360	0	0	0	0	0	15,056
Meetings	174	177	163	181	156	121	173	0	0	0	0	0	1,145
Book Group	14	7	10	7	5	0	13	0	0	0	0	0	56
Adult Program	230	546	1,345	430	315	838	343	0	0	0	0	0	4,047
Non-SRP Child Program	0	0	1,028	702	732	2,604	711	0	0	0	0	0	5,777
Non-SRP Teen Program	0	0	134	166	185	104	40	0	0	0	0	0	629
Storytime	744	336	504	548	377	179	439	0	0	0	0	0	3,127
SRP Child	2,199	1,138	0	0	0	0	0	0	0	0	0	0	3,337
SRP Teen	851	330	0	0	0	0	0	0	0	0	0	0	1,181
Community Outreach	476	764	386	1,376	554	613	706	0	0	0	0	0	4,875
Database Usage	185	143	375	469	472	441	409	0	0	0	0	0	2,494
TOTALS	7,211	5,552	6,067	6,133	4,955	6,612	5,194	0	0	0	0	0	41,724

Statistical Report
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REFERENCE QUESTIONS - FY2019	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	29	25	28	35	27	17	24	0	0	0	0	0	185
Carson Depot	140	117	87	95	109	107	99	0	0	0	0	0	754
Dinwiddie	363	189	159	157	145	122	196	0	0	0	0	0	1,331
Disputanta	49	80	44	60	37	37	40	0	0	0	0	0	347
Hopewell	1,045	745	808	948	788	643	733	0	0	0	0	0	5,710
McKenney	94	95	107	90	101	56	95	0	0	0	0	0	638
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	1,624	2,082	1,629	1,942	1,521	1,100	1,873	0	0	0	0	0	11,771
Rohoic	0	209	144	183	154	84	143	0	0	0	0	0	204
TOTALS	3,344	3,542	3,006	3,510	2,882	2,166	3,203	0	0	0	0	0	21,653
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	32	25	23	27	18	15	19	0	0	0	0	0	159
WIFI	3	0	0	0	0	1	0	0	0	0	0	0	4
Carson Depot Workstation	121	104	104	102	79	95	72	0	0	0	0	0	677
WIFI	8	2	10	10	4	6	11	0	0	0	0	0	51
Dinwiddie Workstation	194	193	181	142	132	90	114	0	0	0	0	0	1,046
WIFI	40	30	28	16	6	10	0	0	0	0	0	0	130
Disputanta Workstation	41	44	44	73	51	33	30	0	0	0	0	0	316
WIFI	1	5	6	3	5	4	1	0	0	0	0	0	25
Hopewell Workstation	2,675	2,861	2,524	2,632	2,122	2,028	2,596	0	0	0	0	0	17,438
WIFI	721	661	617	770	601	489	702	0	0	0	0	0	4,561
McKenney Workstation	146	121	102	155	138	115	145	0	0	0	0	0	922
WIFI	3	7	8	4	7	1	0	0	0	0	0	0	30
Prince George Workstation	680	732	607	749	621	472	598	0	0	0	0	0	4,459
WIFI	262	215	233	282	207	126	261	0	0	0	0	0	1,586
Rohoic Workstation	109	130	118	146	119	62	141	0	0	0	0	0	825
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	5,036	5,130	4,605	5,111	4,110	3,547	4,690	0	0	0	0	0	32,229

INTERLIBRARY LOAN POLICY

SECTION FOUR: INTERLIBRARY LOAN

4.1 Borrowing from Other Library Systems

3/1/01

Revised _____

~~Whenever an item is requested by a patron for an item not owned by the Appomattox Regional Library System, the Library System upon request of the patron shall make an attempt to borrow the item from another library. Normally, there is no charge for this service. However, the Library Administration reserves the right to pass along any charges incurred in the delivery and return of the material. Furthermore, patrons are liable for any overdue fines or replacement costs associated with items that are borrowed from other libraries.~~

The Appomattox Regional Library System recognizes the borrowing of resources through interlibrary loan enables us to better serve the informational needs of our users. When an Appomattox Regional Library System patron in good standing requests an item not owned by the library system, an attempt will be made to borrow the item from another library system. Normally, there is no charge for this service; however, the Library Administration reserves the right to pass along any charges incurred in the delivery and return of the material. Furthermore, patrons are liable for any overdue fines or replacement costs associated with items that are borrowed from other library systems. Our fines are \$.10 per business day late up to a total of \$4.00

Because Interlibrary Loan involves items owned by institutions other than ARLS and because of the labor the service requires, certain restrictions and limits apply to Interlibrary Loan borrowing.

- ILL requests will not be processed for cardholders whose loan privileges are suspended due to expired registration, overdue library materials, the accrual of unpaid fines and fees of \$5.00 and over, or a record of returning items late. The Library reserves the right to limit or deny ILL service when circumstances regarding user status warrant such restrictions. PPLS patrons must have an ARLS library card in order to request interlibrary loans through ARLS. Interlibrary loan items must be picked up and returned to an ARLS branch.
- ILL item identification labels wrapped around the cover should stay on the item and NOT be removed by the borrower.
- Circulation restrictions imposed by the lending library apply to ILL materials.
- A patron may not request borrowing of the same material within a two-month period. Additionally any item cannot be requested more than 5 times in total, (even by different patrons) due to copyright restrictions on fair use.

- A maximum of 5 items may be requested and/or borrowed at any given time. Only one copy of a specific title may be requested and/or borrowed at any given time. ILL materials will be returned to the lending library if not checked out three days before its ARLS due date.

ARLS complies with the ALA Interlibrary Loan Code for the United States:

http://www.ala.org/Template.cfm?Section=Interlibrary_Loan&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31579

4.2 Lending to Other Libraries

3/2/01

Revised _____

~~The Appomattox Regional Library System will be receptive to interlibrary loan requests from other library systems. Other library systems will be governed by the same lending policies as any other patron of the Appomattox Regional Library System.~~

ARLS does not provide this service presently through any online utility. If another library system sends ARLS an ALA Interlibrary Loan Form, however, ARLS will honor it and mail the requested item to the requesting library. Standard accepted ILL procedure will apply. ARLS declines to send DVD items through the mail, and will not loan items that are less than six months from their publish date.

**Board of Trustees Meeting Locations
FY2020**

Date	Location	Time
July 16, 2019	Rohoic	1:00 p.m.
August 2019	NO MEETING	
September 17, 2019	Disputanta	1:00 p.m.
October 15, 2019	McKenney	1:00 p.m.
November 2019	NO MEETING	1:00 p.m.
December 10, 2019	Hopewell	1:00 p.m.
January 21, 2020	Dinwiddie	1:00 p.m.
February 18, 2020	Prince George	1:00 p.m.
March 17, 2020	Carson	1:00 p.m.
April 21, 2020	Burrowsville	1:00 p.m.
May 19, 2020	Rohoic	1:00 p.m.
June 16, 2020	Hopewell	TBD – precedes Staff Appreciation Dinner

Community Involvement

12/13/18	Hopewell Downtown Partnership Board Meeting
12/19/18	Annual FOLAR Meeting
12/20/18	Hopewell Citizens Academy Graduation
1/3/19	Hopewell/PG Friends of the Library
1/17/19	John Randolph Foundation Grant Ceremony
1/28/19	Prince George Chamber of Commerce gathering
2/7/19	Hopewell Downtown Partnership board meeting
2/13/19	Dinwiddie Chamber of Commerce Event
2/16/19	Ms. Phillips Radio Program