

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

July 17, 2018

Prince George Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

July 17, 2018

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 – June 19, 2018 Regular Meeting
Statistical Report – dated July 17, 2018
Financial Report – dated July 17, 2018
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Hopewell Adult Area Project
- R3.** Hopewell Adult Area Project
- R4.** End of Year Review – FY2018
- R5.** Policy Revision Recommendation – lending of Best Sellers
- R6.** Recommendation on scheduled locations for Board meetings in FY2019

Committee Reports:

New Business:

Unfinished Business

Adjournment

APPOMATTOX REGIONAL LIBRARY SYSTEM

Board of Trustees Meeting

June 19, 2018

The library's board of trustees convened at 4:01 p.m. in order to attend the library's staff appreciation dinner following the meeting.

The chair called the meeting to order with the following board members present: Libbie Dragoo – Chair, Hopewell, Martha Sykes – Vice Chair, Dinwiddie County, Mary Benjamin – Treasurer, Dinwiddie County, Lillian Boyd – Prince George County, William Thomas – Prince George County, and Ann Williams – Hopewell.

Board members absent: Fran Halupka – Hopewell, Carly Winfield – Secretary, Dinwiddie County

The Board deferred approval of the agenda in order to allow Mr. James Hartson of Mitchell, Wiggins & Company, LLP to present the report on the library's audit for fiscal year 2017. Due to delays in gathering information on reporting the library's potential liability for retirement, the report on the audit was delayed until this month.

Mr. Hartson reported the auditors issued an unqualified opinion letter on the library's finances. The accepted accounting rules related to the operations of the library demonstrated the operations were noneventful with no new ruling or requirement changing past methods of evaluation. The rules did require a full evaluation of the library's potential obligation for retirement of employees. The report also listed the increase of equipment value over the fiscal year due to the purchases made related to the new McKenney branch.

Following the report of Mr. Hartson, Ms. Boyd moved to approve the agenda for the meeting, Ms. Benjamin seconded, and the board voted to approve the agenda unanimously.

Ms. Williams moved to approve the consent agenda and Ms. Sykes seconded the motion. Following discussion, the board approved the consent agenda unanimously.

Ms. Boyd moved that the board go into executive closed session to discuss public business matters lawfully exempted from open meeting requirements pursuant to the personnel exemption at Virginia code 2.2-3711(A)(1). Ms. Boyd called the roll of each of the board members present with all members present voting to enter executive session at 4:25 p.m.

Ms. Boyd moved that the board end its closed session at 5:10 p.m. Ms. Dragoo asked the board if the only matters discussed in the executive session public were business matters lawfully exempted from open meeting requirements identified in the motion to convene into executive session. Ms. Boyd called the roll of each of the board members present. All board members voted that only proper matters were discussed in the executive session.

Following the closed session, the board informed the director that the board recommended a 2% raise for the director above the cost of living raise included in the FY2019 budget for all staff. Ms. Boyd made the motion to approve the raise, Ms. Williams seconded and the motion passed unanimously.

The director discussed the library being fully staffed as of the June meeting, that the furniture order to refresh the Hopewell Library had been placed with the same company who furnished the new McKenney Library, and that the update of public computer equipment at the Prince George Library and the Carson Library was nearing completion.

The Nominating Committee, represented by Mrs. Dragoo, recommended the election of the following slate of officers as of July 1, 2018: Ms. Lillian Boyd would serve as board chair for the July 2018- June 2019 meetings and Mr. William Thomas would serve as chair for the July 2019-June 2020 meetings. The committee recommended the following officers serve a two

year term from July 2018-June 2020: Ms. Ann Williams as treasurer, Ms. Martha Sykes as vice-chair and Ms. Carly Winfield as secretary. Since the recommendation was made from the Nominating Committee, no second was required. The motion passed unanimously.

It was also reported that Ms. Bertha Judge has determined not to renew her service as a board member. The director will begin searching for a new board member to represent Prince George County.

The board reviewed the proposed revisions to the library's meeting room policy. After discussion and with instructions for certain revisions, Ms. Benjamin moved that the board adopt the revised meeting room policy. Mr. Thomas seconded the motion. The board approved adoption of the revised meeting room policy unanimously.

Due to the change of leadership, the board deferred setting the meeting locations for the coming fiscal year until the next meeting. The board agreed to meet at the Prince George Library on July 17, 2018 at 1:00 p.m. The board will discuss future meeting locations at the July meeting.

There being no further business or discussion Ms. Boyd moved that the meeting be adjourned at 5:25 p.m. Ms. Benjamin seconded the motion. The motion passed unanimously.

The next meeting of the Appomattox Regional Library System's Board of Trustees will be on July 17, 2018 at 1:00 p.m. at the Prince George Library.

Statistical Report
July 17, 2018

Statistical Report - July 17, 2018
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	467	504	477	592	596	463	465	451	6,244		
	FY18	483	493	345	435	497	394	476	326	286	243	229	278	4,485	-38%	-25%
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	583	584	552	559	715	659	482	935	8,300	21%	-18%
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	1,832	1,580	1,256	1,265	861	1,448	1,311	1,512	1,677	19,983	-18%	-25%
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	416	440	520	372	437	476	444	663	5,838	38%	-8%
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	11,347	9,806	11,288	10,849	11,456	10,926	10,809	12,085	139,349	7%	-11%

Statistical Report
July 17, 2018

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	727	560	669	721	757	667	802	1,233	9,954	13%

*** 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	2,603	4,503	2,429	3,258	3,576	3,181	3,603	4,390	44,429	-22%

*** 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	875	914	653	814	860	900	1,009	842	936	11,408	-39%

*** 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	15	0	0	0	0	0	1	22	

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	26%

19%

ARLS 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	23,509	22,072	23,651	23,090	25,243	22,326	23,620	24,224	297,601	
	FY18	27,165	25,116	21,548	21,644	19,690	19,201	19,170	18,832	20,746	19,556	19,837	23,373	255,878	-14%

Statistical Report
July 17, 2018

PATRON VISITS FY2018	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	142	153	102	126	133	201	118	106	95	228	131	132	1,667
Carson Depot	1,044	1,031	951	966	1,620	816	263	477	622	1,013	968	1,024	10,795
Dinwiddie	1,733	1,394	1,394	809	846	870	941	1,004	753	753	813	692	12,002
Disputanta	237	302	289	294	234	216	164	197	320	206	249	213	2,921
Hopewell	13,205	13,944	9,327	11,413	14,686	14,043	8,693	12,751	12,662	9,999	14,427	11,565	146,715
McKenney	2,176	2,666	596	668	543	437	578	611	557	700	752	895	11,179
Prince George	3,976	4,111	3,781	2,473	2,595	2,588	4,734	2,597	2,699	3,529	3,375	2,273	38,731
Rohoic	1,173	1,131	491	665	522	319	298	454	458	522	542	512	7,087
TOTAL	23,686	24,732	16,931	17,414	21,179	19,490	15,789	18,197	18,166	16,950	21,257	17,306	231,097
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	1,962	1,288	1,648	1,838	2,036	2,136	1,976	2,536	23,447
Meetings	179	152	133	172	167	123	145	153	164	170	158	175	1,891
Book Group	13	0	12	12	12	12	12	4	13	13	8	11	122
Adult Program	303	324	61	249	102	132	218	213	255	413	435	317	3,022
Non-SRP Child Program	120	322	392	478	653	690	49	98	168	351	201	0	3,522
Non-SRP Teen Program	0	0	4	5	25	0	0	0	7	0	26	0	67
Storytime	505	289	332	282	249	219	296	335	632	651	600	260	4,650
Family SRP	611	0	0	0	0	0	0	0	0	0	0	70	681
SRP Child	270	86	0	0	0	0	0	0	0	0	0	993	1,349
SRP Teen	231	0	0	0	0	0	0	0	0	0	0	13	244
Community Outreach	34	529	185	1,352	459	145	352	534	113	151	774	499	5,127
Database Usage	499	301	177	139	85	85	162	122	139	117	131	132	2,089
TOTALS	4,937	3,765	3,078	5,000	3,714	2,694	2,882	3,297	3,527	4,002	4,309	5,006	46,211

Statistical Report
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REFERENCE QUESTIONS - FY2018	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	121	123	82	91	87	72	77	35	35	27	26	23	799
Carson Depot	91	100	82	90	84	121	100	134	150	117	111	129	1,309
Dinwiddie	209	189	182	197	145	118	129	141	185	154	142	149	1,940
Disputanta	31	79	62	54	43	45	50	41	46	80	56	63	650
Hopewell	867	819	732	885	765	748	570	585	649	936	642	581	8,779
McKenney	85	72	52	45	38	43	52	80	80	69	92	115	823
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	198	284	166	474	452	309	678	1,115	926	759	1,097	1,150	7,608
Rohoic	0	280	194	213	190	138	130	197	212	185	184	165	204
TOTALS	1,602	1,946	1,552	2,049	1,804	1,594	1,786	2,328	2,283	2,327	2,350	2,375	23,996
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	40	50	25	39	27	27	23	37	37	32	43	22	402
WIFI	0	0	0	0	0	0	0	0	0	0	0	5	5
Carson Depot Workstation	136	150	131	153	105	114	106	93	97	88	97	111	1,381
WIFI	22	14	7	11	9	19	15	8	4	7	5	5	126
Dinwiddie Workstation	184	208	203	177	149	152	147	153	203	186	161	165	2,088
WIFI	65	55	40	36	18	14	26	17	33	28	41	32	405
Disputanta Workstation	49	96	83	81	74	48	51	58	79	103	89	66	877
WIFI	13	16	18	12	7	15	15	9	13	12	11	4	145
Hopewell Workstation	3,130	3,699	3,132	3,241	2,635	2,123	2,363	2,584	2,565	2,668	2,608	2,639	33,387
WIFI	156	394	292	283	293	366	436	514	467	384	505	671	4,761
McKenney Workstation	172	193	151	148	101	72	116	117	122	122	149	141	1,604
WIFI	0	0	2	1	0	0	2	1	9	2	0	8	25
Prince George Workstation	785	781	799	840	648	555	605	766	713	749	746	709	8,696
WIFI	276	229	237	251	182	178	122	174	186	238	249	234	2,556
Rohoic Workstation	96	141	150	107	90	58	74	105	118	117	70	98	1,224
WIFI	0	0	0	7	0	1	0	4	5	5	1	0	23
TOTALS	5,124	6,026	5,270	5,387	4,338	3,742	4,101	4,640	4,651	4,741	4,775	4,910	57,705

Appomattox Regional Library System

Revenue and Expenses

July 1, 2017 - June 30, 2018

fund#	Revenue 06/30/18	FY2018		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		\$44,669		\$44,669		44.7%		\$55,331
102	Hopewell	\$600,261		\$600,261		\$0		\$600,261		100.0%		\$0
103	Dinwiddie	\$273,595		\$205,197		\$68,399		\$273,596		100.0%		(\$1)
104	Prince George	\$592,224		\$444,168		\$148,056		\$592,224		100.0%		\$0
105	State Funds	\$380,000		\$290,204		\$96,735		\$386,939		101.8%		(\$6,939)
106	Fines/Fees/Lost	\$22,600		\$15,351		\$929		\$16,280		72.0%		\$6,320
107	Copying Receipts	\$20,121		\$20,269		\$1,797		\$22,066		109.7%		(\$1,945)
108	Endowment Funds	\$20,499		\$0		\$0		\$0		0.0%		\$20,499
109	E-Rate Refunds	\$24,000		\$24,416		\$0		\$24,416		101.7%		(\$416)
110	Gifts/Donations	\$7,000		\$9,590		\$0		\$9,590		137.0%		(\$2,590)
111	Grants	\$5,000		\$0		\$0		\$0		0.0%		\$5,000
112	Other	\$24,000		\$22,000		\$1,853		\$23,853		99.4%		\$147
TOTALS		\$2,089,300		\$1,631,456		\$362,438		\$1,993,894		95.4%		\$95,406

Fund#	EXPENSES 06/30/18	FY18 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 06/30/18	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
	Personnel						
200	MLS Salaries & Wages	\$458,648	\$379,826	\$33,289	\$413,115	90.1%	\$45,533
201	Non-MLS Salary & Wages	\$576,368	\$517,345	\$41,322	\$558,667	96.9%	\$17,701
202	Benefits for Staff/Retirees	\$270,512	\$229,465	\$10,181	\$239,646	88.6%	\$30,866
	Total Personnel	\$1,305,528	\$1,126,636	\$84,793	\$1,211,429	92.8%	\$94,099
	Books & Materials						
300	Books	\$70,000	\$68,479	\$4,754	\$73,233	104.6%	(\$3,233)
301	Leased Materials	\$27,000	\$0	\$26,420	\$26,420	97.9%	\$580
302	Standing Order Books	\$36,000	\$27,710	\$4,683	\$32,393	90.0%	\$3,607
303	Print News & Periodicals	\$12,276	\$4,140	\$8,375	\$12,515	102.0%	(\$239)
304	Audiovisual Materials	\$25,000	\$22,154	\$3,532	\$25,686	102.7%	(\$686)
305	Electronic Materials	\$4,500	\$4,457	\$2,971	\$7,428	165.1%	(\$2,928)
306	Microforms	\$1,133	\$0	\$0	\$0	0.0%	\$1,133
307	Binding/Repair	\$500	\$500	\$0	\$500	100.0%	\$0
308	Restricted - Donation/Grant	\$1,250	\$580	(\$45)	\$535	42.8%	\$715
309	Family Resource Books	\$1,000	\$930	\$79	\$1,009	100.9%	(\$9)
310	Econtent	\$29,700	\$29,700	\$0	\$29,700	100.0%	\$0
	Total Books & Materials	\$208,359	\$158,650	\$50,770	\$209,420	100.5%	(\$1,061)
	Capital Expenditures						
400	Library Non-Computer Equip.	\$11,750	\$2,876	\$1,353	\$4,229	36.0%	\$7,521
401	Computer Hardware	\$12,000	\$27,620	\$5,713	\$33,333	277.8%	(\$21,333)
	Total Capital Expenditures	\$23,750	\$30,496	\$7,066	\$37,562	158.2%	(\$13,812)
	Contractual						
500	Lyrasis ILL Services	\$2,000	\$2,995	\$0	\$2,995	149.8%	(\$995)
501	Software Licensing Contracts	\$16,500	\$30,792	\$2,005	\$32,797	198.8%	(\$16,297)
502	Audit	\$20,000	\$14,446	\$0	\$14,446	72.2%	\$5,554
503	Cataloging MARC Records	\$3,605	\$1,960	\$179	\$2,139	59.3%	\$1,466
504	Unique Management	\$9,000	\$5,183	\$349	\$5,532	61.5%	\$3,468
505	Computer Support Service Calls	\$17,500	\$33,163	\$3,672	\$36,835	210.5%	(\$19,335)

506 Other Computer Software Serv.	\$10,000	\$2,980	\$271	\$3,251	32.5%	\$6,749
507 Telecomm Internet Line Charges	\$22,000	\$20,829	\$2,003	\$22,832	103.8%	(\$832)
508 Printing and Publications	\$9,500	\$9,927	\$2,895	\$12,822	135.0%	(\$3,322)
509 Security Guard Service	\$26,500	\$25,027	\$3,178	\$28,205	106.4%	(\$1,705)
Total Contractual	\$136,605	\$147,302	\$14,552	\$161,854	118.5%	(\$25,249)
Facilities/Maint./Operations						
600 Equip. Repair & Maintenance	\$5,000	\$7,608	\$382	\$7,990	159.8%	(\$2,990)
601 TLC Maintenance Contract	\$19,500	(\$1,643)	\$15,823	\$14,180	72.7%	\$5,320
602 Facilities and Rent	\$76,650	\$69,300	\$6,300	\$75,600	98.6%	\$1,050
603 Supplies	\$32,000	\$18,527	\$4,158	\$22,685	70.9%	\$9,315
604 Travel / Workshops /Conf. Fees	\$8,500	\$9,668	\$1,176	\$10,844	127.6%	(\$2,344)
605 Training / Education	\$4,500	\$885	\$0	\$885	19.7%	\$3,615
606 Utilities	\$6,000	\$3,820	\$185	\$4,005	66.8%	\$1,995
607 Telephone (Voice)	\$13,000	\$12,845	\$1,185	\$14,030	107.9%	(\$1,030)
608 Insurance	\$12,937	\$0	\$13,116	\$13,116	101.4%	(\$179)
609 Vehicle Maintenance & Fuel	\$4,500	\$5,007	\$310	\$5,317	118.1%	(\$817)
610 Job & Contracting Advertising	\$2,500	\$2,144	\$0	\$2,144	85.8%	\$356
611 Promotional Advertising	\$2,000	\$824	\$0	\$824	41.2%	\$1,176
612 Organization/Association Dues	\$3,500	\$2,629	\$521	\$3,150	90.0%	\$350
613 Postage	\$4,500	\$4,320	\$0	\$4,320	96.0%	\$180
614 Janitorial	\$64,500	\$55,138	\$7,703	\$62,841	97.4%	\$1,659
615 Other Building Maintenance	\$12,500	\$9,747	\$938	\$10,685	85.5%	\$1,815
Total	\$272,087	\$200,819	\$51,796	\$252,615	92.8%	\$19,472
Facilities/Maint./Operations						
Programs/Activities/Other						
700 YS Summer Reading Program	\$6,500	\$1,895	\$4,170	\$6,065	93.3%	\$0
701 YS Programming & Supplies	\$4,191	\$2,069	\$455	\$2,524	60.2%	\$435
702 Adult Programming	\$2,600	\$4,072	\$485	\$4,557	175.3%	\$1,667
703 Endowment	\$3,500	\$0	\$0	\$0	0.0%	(\$1,957)
704 Funds for Local History Collection	\$5,000	\$4,292	\$0	\$4,292	85.8%	\$3,500
705 Reserve	\$5,500	\$0	\$0	\$0	0.0%	\$708
706 McKenny Library	\$0	\$0	\$0	\$0	0.0%	\$5,500
						\$0

707 Hopewell Project	\$50,000	\$698	\$50,000	\$50,698	101.4%	(\$698)
708 Prince George Project	\$50,000	\$40,686	\$0	\$40,686	81.4%	\$9,314
707 Misc. Professional Serv. & Other	\$15,759	\$10,196	\$1,996	\$12,192	77.4%	\$3,567
Total Programs/Activ./Other	\$143,050	\$63,908	\$57,106	\$121,014	84.6%	\$22,036
GRAND TOTALS	\$2,089,379	\$1,727,811	\$266,083	\$1,993,894	95.4%	\$95,485

Appomattox Reg Library System

Check Register

For the Period From Jun 1, 2018 to Jun 30, 2018

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
6/8/18	Electronic Federal Tax Payment	200624	8,720.06
6/20/18	Electronic Federal Tax Payment	200625	73.07
6/20/18	Electronic Federal Tax Payment	200626	8,835.08
6/7/18	Treasurer of Virginia	2013-362	141.30
6/7/18	Treasurer of Virginia	2013-363	326.10
6/11/18	Treasurer of Virginia	2013-365	6,602.80
6/21/18	Treasurer of Virginia	2013-367	337.74
6/21/18	Treasurer of Virginia	2013-368	141.30
6/1/18	Baker & Taylor	40347	370.70
6/1/18	Gale/CENGAGE Learning	40348	256.39
6/1/18	Ingram Library Services	40349	1,122.87
6/1/18	Midwest Tape	40350	1,382.39
6/1/18	Active Screening	40351	209.00
6/1/18	AT & T	40352	66.05
6/1/18	BambooInk	40353	170.00
6/1/18	Buckley's Securitysmiths, Inc.	40354	160.00
6/1/18	Comcast Communications	40355	171.19
6/1/18	Dominion Energy Virginia	40356	140.40
6/1/18	Karen Wall	40357	26.56
6/1/18	Sherry Chappell	40358	218.81
6/1/18	Joseph O. Rickman Jr.	40359	38.38
6/1/18	Susan Eggleston	40360	32.32
6/1/18	Cheryl Sculthorpe-Moring	40361	23.84
6/1/18	Ginger Mauler	40362	74.64
6/1/18	Cassandra Bland	40363	14.34
6/1/18	E-N Computers, Inc.	40364	3,599.60
6/1/18	GreatAmerica Financial Svcs.	40365	2,855.48
6/1/18	Heaton's Lawn Maintenance, LLC	40366	368.00
6/1/18	MALiA	40367	150.00
6/1/18	Office Team	40368	638.95
6/1/18	Petersburg Alarm Company, Inc.	40369	114.00
6/1/18	Pronunciator	40370	1,995.00
6/1/18	Reader Service	40371	53.90
6/1/18	Sam's Club Direct	40372	317.50
6/1/18	Scott Fields Design	40373	1,380.00
6/1/18	Securitas Security Services USA, Inc	40374	1,101.60
6/1/18	Shred-It USA LLC	40375	57.21
6/1/18	Smart Beginnings	40376	2,340.00
6/1/18	Staples Credit Plan	40377	966.66
6/5/18	ARLS-Payroll	40378	32,344.19
6/15/18	Baker & Taylor	40379	1,306.48
6/15/18	Gale/CENGAGE Learning	40380	74.22
6/15/18	Ingram Library Services	40381	2,579.86
6/15/18	Midwest Tape	40382	1,450.51
6/15/18	AT & T Mobility	40383	196.96
6/15/18	BambooInk	40384	1,575.00
6/15/18	Cincinnati Insurance Co.	40385	12,647.00
6/15/18	Coast to Coast	40386	774.00
6/15/18	Comcast Communications	40387	1,730.21
6/15/18	Connect IT	40388	72.50
6/15/18	County of Dinwiddie	40389	900.00
6/15/18	County of Prince George	40390	1,650.00
6/15/18	CS Diamond Enterprises, Inc.	40391	4,740.00
6/15/18	Diamond Springs	40392	44.94

Appomattox Reg Library System

Check Register

For the Period From Jun 1, 2018 to Jun 30, 2018

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
6/15/18	EBSCO Information Services	40393	8,195.22
6/15/18	Elizabeth Trop	40394	35.45
6/15/18	Sherry Chappell	40395	360.43
6/15/18	Karen Wall	40396	55.91
6/15/18	Catherine Field	40397	32.99
6/15/18	Hopewell City Treasurer	40398	3,750.00
6/15/18	JanWay Company USA, Inc.	40399	208.33
6/15/18	Midwest Tape	40400	1,347.30
6/15/18	Swank Movie Licensing USA	40401	368.00
6/15/18	Office Team	40402	499.45
6/15/18	OCLC, Inc.	40403	178.63
6/15/18	Party Magic	40404	650.00
6/15/18	Reader Service	40405	78.44
6/15/18	Terri Spicer	40406	485.00
6/15/18	Securitas Security Services USA, Inc	40407	918.00
6/15/18	SunTrust Bank	40408	3,917.77
6/15/18	The Library Corporation	40409	15,823.00
6/15/18	Treasurer of Virginia	40410	50.00
6/15/18	Unique Management Services	40411	349.05
6/15/18	Verizon	40412	143.03
6/15/18	Virginia Department of the Treasury	40413	469.00
6/15/18	Womack Publishing Company, Inc.	40414	48.00
6/18/18	ARLS-Payroll	40415	33,083.89
6/19/18	Voided Check	40416	
6/29/18	Baker & Taylor	40417	118.37
6/29/18	Gale/CENGAGE Learning	40418	459.57
6/29/18	Ingram Library Services	40419	1,049.50
6/29/18	Midwest Tape	40420	369.33
6/29/18	Bright Star Children's Theatre, LLC	40421	695.00
6/29/18	Canon Financial Services, Inc.	40422	208.81
6/29/18	Comcast Communications	40423	305.00
6/29/18	CS Diamond Enterprises, Inc.	40424	2,500.00
6/29/18	EBSCO Information Services	40425	2,971.00
6/29/18	Sarah Finch	40426	85.69
6/29/18	Nicole Coleman	40427	60.10
6/29/18	GreatAmerica Financial Svcs.	40428	2,855.48
6/29/18	Hopewell City Treasurer	40429	309.61
6/29/18	Robert Jospe	40430	1,400.00
6/29/18	JMJ Workplace Interiors	40431	50,000.00
6/29/18	Petersburg Alarm Company, Inc.	40432	158.50
6/29/18	Reader Service	40433	53.90
6/29/18	Rainbow Productions, Inc.	40434	800.00
6/29/18	Demitria Myrick	40435	13.95
6/29/18	Tamka Mountjoy	40436	33.98
6/29/18	Rollins Painting	40437	165.00
6/29/18	Securitas Security Services USA, Inc	40438	1,101.60
6/29/18	Sprint	40439	604.79
6/29/18	Staples Credit Plan	40440	1,298.64
6/29/18	ULINE	40441	462.81
6/29/18	Webster Integrated Technologies	40442	173.00
Total			246,979.62

Smart Beginnings Report

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/17	Beginning Balance			24,221.47
7/14/17	Payment from SB		24,221.47	
7/31/17	July Salary & Benefits	7,985.85		
8/29/17	Payment from SB		7,985.85	
8/31/17	August Salary & Benefits	11,667.44		
9/25/17	Payment from SB		11,667.44	
9/30/17	September Salary & Benefits	8,104.52		
10/23/17	Payment from SB		8,104.52	
10/31/17	October Salary & Benefits	8,132.71		
11/17/17	Payment from SB		8,132.71	
11/30/17	November Salary & Benefits	8,132.71		
12/18/17	Payment from SB		8,132.71	
12/31/17	December Salary & Benefits	8,178.68		
1/11/18	Payment from SB		8,178.68	
1/31/18	January Salary & Benefits	7,656.27		
2/27/18	Payment from SB		7,656.27	
2/28/18	February Salary & Benefits	8,133.03		
3/27/18	Payment from SB		8,133.03	
3/30/18	March Salary & Benefits	11,667.76		
4/20/18	Payment from SB		11,667.77	
4/30/18	April Salary & Benefits	8,133.03		
5/22/18	Payment from SB		8,133.02	
5/31/18	May Salary & Benefits	8,133.03		
6/18/18	Payment from SB		8,133.03	
6/29/18	June Salary & Benefits	8,065.03		
6/30/18	Ending Balance			8,065.03

Appomattox Reg Library System

Suntrust Credit Card

For the Period From Apr 25, 2018 to May 25, 2018

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/26/18	Amazon 4/26/18	80102-100	Adult Non-Fiction	53.07	
4/26/18	Amazon 4/26/18	80101-100	Adult Fiction	27.10	
4/26/18	Amazon 4/26/18	20200-400	Amazon.com		80.17
4/26/18	Displays 7530	81100-200	3 Aluminum Stands	381.30	
4/26/18	Displays 7530	20200-400	Displays2GO		381.30
4/26/18	Luca 7528	82505-100	Pizza for Poetry, Prose	66.00	
4/26/18	Luca 7528	20200-400	Luca's Italian Restaurant		66.00
4/30/18	Google4/30/18	82309-200	Google E-Mail	270.83	
4/30/18	Google4/30/18	20200-400	Google		270.83
4/30/18	Spot 4/30/18	82301-130	Software Licenses	9.99	
4/30/18	Spot 4/30/18	20200-400	Spotify		9.99
			Wipes, Scissors, Markers,		
5/2/18	Amazon 7537	84012-100	Eyes	121.86	
5/2/18	Amazon 7537	20200-400	Amazon.com		121.86
5/2/18	Carol	84045-100	Staff Paid Purchase	8.98	
5/2/18	Carol	20200-400	Amazon.com		8.98
5/3/18	Amazon 5/3/18	80104-100	Juvenile Fiction	8.76	
5/3/18	Amazon 5/3/18	20200-400	Amazon.com		8.76
5/3/18	Amazon 5/3/18-2	80104-100	Juvenile Fiction	8.88	
5/3/18	Amazon 5/3/18-2	20200-400	Amazon.com		8.88
5/3/18	Amazon 5/3/18-3	80104-100	Juvenile Fiction	10.29	
5/3/18	Amazon 5/3/18-3	20200-400	Amazon.com		10.29
5/3/18	Amazon 5/3/18-4	80000-100	Y/S Non Fiction	35.85	
5/3/18	Amazon 5/3/18-4	80100-100	Young Adult-Fiction	15.92	
5/3/18	Amazon 5/3/18-4	80104-100	Juvenile Fiction	5.18	
5/3/18	Amazon 5/3/18-4	80103-100	Juvenile Easys	44.85	
5/3/18	Amazon 5/3/18-4	20200-400	Amazon.com		101.80
5/3/18	Amazon 5/3/18-5	80104-100	Juvenile Fiction	8.97	
5/3/18	Amazon 5/3/18-5	20200-400	Amazon.com		8.97
5/5/18	Amazon 5/5/18	80100-100	Young Adult-Fiction	20.98	
5/5/18	Amazon 5/5/18	20200-400	Amazon.com		20.98
5/5/18	Amazon5/5/18	80101-100	Adult Fiction	17.98	
5/5/18	Amazon5/5/18	20200-400	Amazon.com		17.98
5/7/18	Amazon7542	84010-100	iPad Cover	9.99	
5/7/18	Amazon7542	20200-400	Amazon.com		9.99
5/11/18	Casa 7579	84060-100	Lunch - Meeting	13.00	
5/11/18	Casa 7579	20200-400	Casa Italiana		13.00
5/15/18	Amazon 7544	84012-100	Supplies - Youth Services	57.24	
5/15/18	Amazon 7544	20200-400	Amazon.com		57.24
5/15/18	Amazon 7546	81400-450	Printer - PG	491.15	
5/15/18	Amazon 7546	20200-400	Amazon.com		491.15
5/15/18	Panera 7551	84045-100	Lunch for May Board Meeting	182.06	
5/15/18	Panera 7551	20200-400	Panera Bread		182.06
5/16/18	Reading 7549	82503-100	SRP - Book Prizes	700.00	
5/16/18	Reading 7549	20200-400	The Reading Warehouse		700.00
5/17/18	Ancestry 7578	82301-130	Software Licenses	228.95	
5/17/18	Ancestry 7578	20200-400	Ancestry.com		228.95
5/18/18	Amazon 7557	84014-100	Knitting Needles	29.25	
5/18/18	Amazon 7557	20200-400	Amazon.com		29.25
5/22/18	Baudville 7559	84045-100	Pins for Staff Anniversary	266.97	
5/22/18	Baudville 7559	20200-400	Baudville		266.97

Appomattox Reg Library System

Suntrust Credit Card

For the Period From Apr 25, 2018 to May 25, 2018

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/23/18	Amazon 7543	84012-100	Supplies - Youth Services	303.80	
5/23/18	Amazon 7543	20200-400	Amazon.com		303.80
5/23/18	Amazon 7562	82503-100	SRP Prizes	371.76	
5/23/18	Amazon 7562	20200-400	Amazon.com		371.76
5/23/18	Amazon 7563	84012-100	Supplies - Youth Services	67.70	
5/23/18	Amazon 7563	20200-400	Amazon.com		67.70
5/23/18	Online 7561	84012-100	Energy Ball	44.35	
5/23/18	Online 7561	20200-400	onlinescience.mail		44.35
5/23/18	Positive 7566	84045-100	Gifts for Staff Appreciation	525.91	
5/23/18	Positive 7566	20200-400	Positive Promotions		525.91
5/25/18	Amazon 7568	81400-450	Printer - PG	518.29	
5/25/18	Amazon 7568	20200-400	Amazon.com		518.29
Total				4,927.21	4,927.21

CK #40408

\$1009.44 was paid from Carson acct for printers for PG

Appomattox Reg Library System

Sam's and Staples

For the Period From April to May

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/19/18	Sams 7519-2	84010-450	Supplies - Prince George	9.88	
4/19/18	Sams 7519-2	20200-200	Sam's Club Direct		9.88
4/28/18	Sams 7533	84045-100	Cake - Jan's Retirement	36.98	
4/28/18	Sams 7533	20200-200	Sam's Club Direct		36.98
4/29/18	Sams 7532	84045-100	Food For Branch Meeting	15.94	
4/29/18	Sams 7532	20200-200	Sam's Club Direct		15.94
5/16/18	Sams 7547	84010-300	Soap, Towels, Wipes, TP	177.56	
5/16/18	Sams 7547	84010-100	Mouse Pads, Tylenol, Sugar	77.14	
5/16/18	Sams 7547	20200-200	Sam's Club Direct		254.70
Total				317.50	317.50

Ck #40372

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/17/18	Staples 7556	84010-300	Jumbo Roll Toilet Tissue	53.67	
5/17/18	Staples 7556	84010-100	Pens, Markers, Paper, Binders	309.10	
5/17/18	Staples 7556	20200-300	Staples, Inc.		362.77
5/29/18	Staples 7570	81100-200	Printer	129.99	
5/29/18	Staples 7570	84010-100	Paper, Ink Cartridges	279.43	
5/29/18	Staples 7570	20200-300	Staples, Inc.		409.42
6/6/18	Staples 7577	84010-100	Staplers, Glade Plug In	26.46	
6/6/18	Staples 7577	81100-200	Printer for TS	499.99	
6/6/18	Staples 7577	20200-300	Staples, Inc.		526.45
Total				1,298.64	1,298.64

Ck #40440

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/12/18	Staples 7510	84010-100	Paper, Tape, Pens, Folders	347.83	
4/12/18	Staples 7510	20200-300	Staples, Inc.		347.83
4/17/18	Staples 7520	84010-450	Office Supplies - PG	304.81	
4/17/18	Staples 7520	84010-410	Light Changing Bulb Kit	28.99	
4/17/18	Staples 7520	20200-300	Staples, Inc.		333.80
5/3/18	Staples 7541	84010-100	Paper, Tape, Binder, Mat	285.03	
5/3/18	Staples 7541	20200-300	Staples, Inc.		285.03
Total				966.66	966.66

CK #40377



The Woman's Club of Prince George County
P.O. Box 21
Prince George, Virginia 23875

July 11, 2018

Appomattox Regional Library
Attn: Board of Trustees
209 E. Cawson Street
Hopewell, Virginia 23860

Dear Trustees:

The Woman's Club of Prince George County is writing to request the Board of Trustees continue to grant us the privilege of using the Prince George Library Community Room for our monthly business meetings.

Our meetings are held on the third Monday between September and May during the hours of 7 and 8:30 p.m. We have been granted the privilege of using the meeting room during these hours since its opening in 2011. It was never noted to us this was an exception to policy. The Club was extended this privilege in acknowledgement of the many dedicated hours members invested in the library project (beginning in 1972) from its conception, approval and funding through the Board of Supervisors, to its opening in July 2011. Club members continued their generosity providing funding for major areas such as books for the Children's Collection, children's computers, Summer Reading Programs, circulation desk, and fiction section sponsorship. In a bequest made from the estate of a former member, the technology in both the Prince George and Carson libraries is currently being upgraded to the benefit of the entire Prince George community. The Woman's Club donates funding annually as part its commitment to continue support for the library once built. Our funding has supported all four county library locations since the inception of the Appomattox Regional Library System.

In a meeting with Mr. Manning on July 10, we were made aware the library will begin enforcing the stated policies which include no use of library facilities after hours. Mr. Manning shared with us that current ARLS policy leaves his hands tied to approve use of the library after hours when no library personnel are working. He also shared a concern about fire and safety when no library personnel are present in the event a safety issue arises and to set the alarm at the conclusion of the meeting.

We ask the Board of Trustees to give consideration to two possible solutions:

1. Change the hours of operation on Mondays to Noon to 9 p.m. or extend the existing closing time two additional hours to 9 p.m. This option provides patrons access to the library for a few additional hours at the end of a week day for those who have busy schedules, who need additional broadband WIFI access for school work, and would otherwise have to wait to a

Saturday to visit. This option also makes the community meeting rooms available to more clubs and organizations one night a week when there is a need for meeting space at later hours.

2. Adopt a change in policy that would allow the Woman's Club to meet after hours and issue us a security code so we can secure the building at the conclusion of our meeting. The Club has been meeting after hours without library personnel present since 2011 and have never been made aware of any issue, problem, or emergency that required outside assistance. We feel the close proximity to the Policy Department would give us quick access to any assistance if a security issue should arise. Our members include wives and mothers-in-law of the Sheriff and several deputies, and the executive assistant to the Chief of Police so we feel very comfortable our call for assistance would be quickly met.

Included below are the Monday dates our meetings are scheduled.

We plan to attend the Board of Trustee meeting on Tuesday, July 17 at the Prince George Library to answer any additional questions you may have. Please call me at 804-458-6676 if I can answer any additional questions in the interim.

Thank you for your consideration.

Sincerely,

Connie Leonard

Connie Leonard
President

2019-2019 Meeting Dates:

Monday, September 17, 7 p.m.
Monday, October 15, 7 p.m.
Monday, November 19, 7 p.m.
Monday, January 14, 7 p.m. (2nd Monday)
Monday, February 11, 7 p.m. (2nd Monday)
Monday, March 18, 7 p.m.
Monday, April 15, 7 p.m.
Monday, May 20, 7 p.m.

POLICY MAKING

BASICS OF POLICY MAKING

Policy making is one of the most important functions of a governing library board. Advisory boards often recommend policies to the city or county governing body. Some advisory boards may be authorized to make policies. Policies are general statements governing library operations, rules, and use. They are vital tools that do much to determine the orderly success of the library and the course of its future development. Policies should be flexible rather than overly rigid, and should be reviewed on a regular basis. It is the governing board of trustees that is responsible for adopting written policies to govern and guide all phases of library operation.

Policies should be tailored to local conditions and should flow from the library's roles and mission statement. It is the responsibility of the library director to implement board policies through the development of library procedure. When all elements of the process are in place, the library director and staff have direction of the day-to-day operation of the library, and both the public and the staff are assured of consistent treatment in all aspects of library service.

Policies are not carved in stone!
Resources, communities, and goals change and grow.
Policies must reflect current needs and services.

Who Develops Policy?

While only governing boards of trustees usually have the legal responsibility and authority to make policy, experience shows that the process works best when the library director and staff are involved in researching options, drafting policies, and presenting a report, including recommendations to the board. The library's staff has access to manuals and samples from various communities and can adapt them to the needs of the library.

Organization

All policies should be recorded, compiled, and organized for ready access in a policy manual. A loose-leaf binder provides a useful format because it allows easy revision. The contents of a policy manual are probably best categorized and numbered under some form of topical heading for easy reference. As each new policy or revision is adopted, the policy should be numbered and the date of adoption noted.

What Should You Do If Your Library Does Not Have a Policy Manual?

1. Ask your library director to review all of the board minutes and list all policies (with the date of adoption) and categorize them into topical headings.
2. Bring your document to the board so that the policies can be reviewed for legality, clarity, completeness, and comprehensive.

Distribution

Every trustee should have a copy of the policy manual and be completely familiar with the rationale for each statement. A thorough understanding of all policies is essential in order to adopt new policies or revise existing ones in a knowledgeable manner. Trustees may also be called upon to defend or interpret policies to the public or governing officials.

Copies of the policy manual should also be available in all libraries in the system. The director is responsible for instructing personnel in the rationale of policies so that staff members understand the basis for procedures.

How Are Policies Developed?

Policy development and changes are major decisions affecting established practice and policies. Trustees should allow adequate time for policy consideration. Systematic policy development includes:

1. A statement of the condition or problem, past or present, that requires policy consideration.
2. A statement telling how any policy will contribute to the accomplishment of the library's mission, goals, and objectives.
3. A statement of all existing policies related to or affected by the policy decision.
4. A listing of policy options available, with an analysis of:
 - a) long- and short-range effects of enacting new policy,
 - b) potential side effects—good or bad—of passing each policy,
 - c) relevant legal ramifications, and
 - d) cost in terms of library resources: staff, budget, collections, and buildings.
5. A recommendation from the library director, accompanied by a summary of the corresponding rationale for changes in related policies.
6. Draft of concisely worded statement.

Just remember, policies benefit the library by:

- supporting the library's mission, goals, and objectives
- guiding the library director and staff in implementation of board judgments

- providing direction and consistency in day-to-day service to community and library operation
- reducing uninformed decision-making and crisis responses to problem situations
- protecting the rights and assuring fair treatment of all patrons and staff members

Once adopted, the policies should have the unqualified support of the entire board.

Does your library have a comprehensive policy manual?

Does the board periodically reevaluate policies?

**Is a copy of the latest policy manual on file
at the Library of Virginia?**

Are you familiar with all the policies adopted by the board?

**Do you stand ready to defend the policies
if they are challenged?**



Brian Manning <bmannings@arls.org>

Bestsellers

1 message

Nandhitha Agaram <nagaram@arls.org>

Fri, Jun 15, 2018 at 5:47 PM

To: Brian Manning <bmannings@arls.org>

Brian,

We started our Bestseller program with 130 items in May 2016 and that is why we limited the number of checkouts to 3. Currently we have 1153 items in our Bestseller collection and only 262 items are currently checked out. Our power users would like to increase their checkout limit to 5 since we have a three week checkout time now.

*Nandhitha Agaram**Electronic Resources Librarian**Appomattox Regional Library**804-458-6329 ext 2020**nagaram@arls.org*