

# APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

September 18, 2018

Rohoic Library  
Eastside Enhancement Center  
1:00 p.m.

**APPOMATTOX REGIONAL LIBRARY SYSTEM**  
**Board of Trustees**  
**Agenda**

**September 18, 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 – July 17, 2018 Regular Meeting  
Statistical Report – dated September 18, 2018  
Financial Report – dated September 18, 2018  
Bills for Review

**Communications:**

**Citizen Comments:**

**Report of Library Director:**

- R1.** New Prince George County Board Member
- R2.** Staff Update
- R3.** Hopewell Adult Area Project
- R4.** Hopewell Technology upgrade
- R5.** Strategic Plan – Patron Surveys/Comment Cards
- R6.** Sarah Finch – Youth Services Manager presentation
- R7.** Community Involvement

**Committee Reports:**

**New Business:**

**Unfinished Business**

Request for meeting room policy exception

**Adjournment**

## APPOMATTOX REGIONAL LIBRARY SYSTEM

Board of Trustees Meeting

Prince George Library

July 17, 2018

The library's board of trustees convened at 1:01 p.m. The chair called the meeting to order with the following board members present: Lillian Boyd, Chair – Prince George County, Martha Sykes – Dinwiddie County, Ann Williams – Hopewell, Libbie Dragoo – Hopewell, Fran Halupka – Hopewell, William Thomas – Prince George County.

Board members absent: Mary Benjamin – Dinwiddie County, Carly Baskerville – Dinwiddie County

Ms. Dragoo moved to approve the agenda and Ms. Sykes seconded the motion. The motion to approve the agenda passed unanimously.

Ms. Williams moved to approve the consent agenda, including the minutes of the June 19, 2018 meeting and Ms. Dragoo seconded the motion. After discussion, the motion passed unanimously.

### Communications/Public Comments

The board's meeting packet included a letter from the Woman's Club of Prince George County regarding use of the meeting room at the Prince George Library. Ms. Connie Leonard as president of the club, accompanied by Ms. Beth Hoover Lipp and Maggie Albright, spoke in support of the club's request from the letter. The Woman's Club of Prince George County has supported public libraries in Prince George County throughout the club's history and continues to support the Library to the present. The club played an active role in raising funds and community support for the library in its current location. Since the opening of the Prince George Library in 2013, the club has met periodically in the library's large meeting room. The meetings occur after the library's scheduled operating hours and after staff have left the property.

The library policies adopted by the board in 2008 and which are still in place require all public use of the library system's meeting spaces to occur during hours the library is open. The Woman's Club of Prince George County ask the board to authorize an exception to the policies for the Woman's Club in consideration of the years of support the club has provided to the library system.

Dr. Boyd asked that the matter be tabled until the September 2018 meeting in order for the board to consider the proposal and to receive a written opinion from the director on his position on the matter. Ms. Lipp stated the club had made arrangements for its September 2018 meeting to be held at a location other than the Prince George Library. There being no objection, the request by the Woman's Club of Prince George County was tabled until the September 18, 2018 meeting at the Rohoic Library.

### Director's Report

The director reported that Adult Services Librarian Nan Agaram accepted a position with the Richmond Public Library. The library has begun the recruitment process and hopes to fill the vacant position before the end of August. The library was in the process of finishing the hiring for the vacant library assistant positions.

The library is waiting in the final delivery of the furniture refreshing the Hopewell Library. Most of the existing computer lab and public area table chairs have been reupholstered. The library is exploring the proper way of removing the older furniture and some, if not all, will have to be disposed of as surplus furniture as required by law and the contracts with the jurisdictions.

The next part of the project will be the updating of the technology in the Hopewell Library as budgeted for FY2019.

The final statistical report for FY2018 showed a continued annual decrease in circulation of physical items but continued growth in circulation of downloadable items such as e-books, audiobooks, and music. The library had increased attendance at its programs and heavier use of its meeting spaces.

The director submitted the recommendation that the library's policy on Best Seller circulation be changed to increase the number of checkouts allowed of best sellers at one time by a patron be increased from three to a limit of five. The library has increased the number of copies of best sellers purchased since adoption of the original policy and the decrease in demand means more best sellers are available on a regular basis to the patrons. After discussion, Ms. Dragoo moved the policy be changed to allow a patron to have five best sellers checked out on the patron's account, Ms. Williams seconded the motion and the motion passed unanimously.

Lastly, the director requested the board adopt the schedule of meetings for the 2019 fiscal year. Previously the board discussed limiting the rotation of the meetings to three locations. However, several board members expressed interest in continuing the rotation of the meetings to multiple locations in order for the board members to have an opportunity to visit as many locations as practical during the year. After discussion, Ms. Williams moved the board adopt Recommendation 2 submitted at the June 2018 meeting. Ms. Dragoo seconded the motion and the motion passed unanimously. The September 18, 2018 board meeting will be at the Rohoic Library and the October 16, 2018 board meeting will be at the Burrowsville Library.

There being no further business or discussion Ms. Williams moved that the meeting be adjourned and Ms. Dragoo seconded the motion. The motion passed unanimously.

The next meeting of the Appomattox Regional Library System's Board of Trustees will be on September 18, 2018 at 1:00 p.m. at the Rohoic Library, Eastside Enhancement Center.

**Board of Trustees Meeting Locations  
FY2019  
(Recommendation 2)**

<b>Date</b>	<b>Location</b>	<b>Time</b>
July 17, 2018	Prince George	1:00 p.m.
August 2018	NO MEETING	
September 18, 2018	Rohoic	1:00 p.m.
October 16, 2018	Burrowsville	1:00 p.m.
November 2018	NO MEETING	1:00 p.m.
December 4, 2018	Carson	1:00 p.m.
January 15, 2019	Dinwiddie	1:00 p.m.
February 19, 2019	Hopewell	1:00 p.m.
March 19, 2019	McKenney	1:00 p.m.
April 16, 2019	Disputanta	1:00 p.m.
May 21, 2019	Prince George	1:00 p.m.
June 18, 2019	Hopewell	TBD – preceding the Staff Appreciation Dinner

Statistical Report  
September 18, 2018

Statistical Report - September 18, 2018  
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	Total	% of Circ by Month	% of Circ by Total	% Change
Burrowsville	FY15	242	234	393	397	419	273	271	183	255	180	256	236	2466				
	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	0	0	0	0	0	0	0	0	0	0	706	-30%		-28%	
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	0	0	0	0	0	0	0	0	0	0	1,730	-2%		1%	
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	0	0	0	0	0	0	0	0	0	0	5,134	-20%		52%	
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	0	0	0	0	0	0	0	0	0	0	1,597	49%		42%	
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	0	0	0	0	0	0	0	0	0	0	25,228	-1%		1%	

Statistical Report  
September 18, 2018

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	0	0	0	0	0	0	0	0	0	0	2,001	-24%
															-11%

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	3,481	3,603	4,390	44,429	
	FY19	5,424	5,353	0	0	0	0	0	0	0	0	0	0	10,777	6%
															-13%

Rohioic	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	0	0	0	0	0	0	0	0	0	0	2,353	-11%
															-4%

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	0	0	0	0	0	0	0	0	0	0	0	0	0	

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	0	0	0	0	0	0	0	0	0	0	2,546	34%
															30%

ARLS 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	26,338	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	26,849	24,629	0	0	0	0	0	0	0	0	0	0	51,478	1%

Statistical Report  
September 18, 2018

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
5/2019													
Burrowsville	137	198	0	0	0	0	0	0	0	0	0	0	335
Carson Depot	1,035	632	0	0	0	0	0	0	0	0	0	0	1,667
Dinwiddie	939	796	0	0	0	0	0	0	0	0	0	0	1,735
Disputanta	188	232	0	0	0	0	0	0	0	0	0	0	420
Hopewell	12,889	12,839	0	0	0	0	0	0	0	0	0	0	25,728
McKenney	1,303	757	0	0	0	0	0	0	0	0	0	0	2,060
Prince George	3,984	4,295	0	0	0	0	0	0	0	0	0	0	8,279
Rohoic	412	688	0	0	0	0	0	0	0	0	0	0	1,100
TOTAL	20,887	20,437	0	0	0	0	0	0	0	0	0	0	41,324
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meeting Room users	2,338	2,111	0	0	0	0	0	0	0	0	0	0	4,449
Meetings	174	177	0	0	0	0	0	0	0	0	0	0	351
Book Group	14	7	0	0	0	0	0	0	0	0	0	0	21
Adult Program	230	546	0	0	0	0	0	0	0	0	0	0	776
Non-SRP Child Program	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-SRP Teen Program	0	0	0	0	0	0	0	0	0	0	0	0	0
Storytime	744	336	0	0	0	0	0	0	0	0	0	0	1,080
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	0	0	0	0	0	0	0	0	0	0	1,240
Database Usage	185	143	0	0	0	0	0	0	0	0	0	0	328
TOTALS	7,211	5,552	0	0	0	0	0	0	0	0	0	0	12,763



Statistical Report  
September 18, 2018

REFERENCE QUESTIONS- FY2019	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	29	25	0	0	0	0	0	0	0	0	0	0	54
Carson Depot	140	117	0	0	0	0	0	0	0	0	0	0	257
Dinwiddie	363	189	0	0	0	0	0	0	0	0	0	0	552
Disputanta	49	80	0	0	0	0	0	0	0	0	0	0	129
Hopewell	0	0	0	0	0	0	0	0	0	0	0	0	0
McKenney	94	95	0	0	0	0	0	0	0	0	0	0	189
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	1,624	2,082	0	0	0	0	0	0	0	0	0	0	3,706
Rohoic	0	209	0	0	0	0	0	0	0	0	0	0	204
<b>TOTALS</b>	<b>2,299</b>	<b>2,797</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,096</b>
<b>Computer Use</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>TOTAL</b>
Burrowsville Workstation	32	25	0	0	0	0	0	0	0	0	0	0	57
WIFI	3	0	0	0	0	0	0	0	0	0	0	0	3
Carson Depot Workstation	121	104	0	0	0	0	0	0	0	0	0	0	225
WIFI	8	2	0	0	0	0	0	0	0	0	0	0	10
Dinwiddie Workstation	194	193	0	0	0	0	0	0	0	0	0	0	387
WIFI	40	30	0	0	0	0	0	0	0	0	0	0	70
Disputanta Workstation	41	44	0	0	0	0	0	0	0	0	0	0	85
WIFI	1	5	0	0	0	0	0	0	0	0	0	0	6
Hopewell Workstation	2,675	2,861	0	0	0	0	0	0	0	0	0	0	5,536
WIFI	721	661	0	0	0	0	0	0	0	0	0	0	1,382
McKenney Workstation	146	121	0	0	0	0	0	0	0	0	0	0	267
WIFI	3	7	0	0	0	0	0	0	0	0	0	0	10
Prince George Workstation	680	732	0	0	0	0	0	0	0	0	0	0	1,412
WIFI	262	215	0	0	0	0	0	0	0	0	0	0	477
Rohoic Workstation	109	130	0	0	0	0	0	0	0	0	0	0	239
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>5,036</b>	<b>5,130</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,166</b>

# Appomattox Regional Library System

## Revenue and Expenses

July 1, 2018 - June 30, 2019

Fund#	Revenue 06/30/19	FY2019		Prev. Total		Monthly		Total		Percentage Received	Balance Due
		Proposed		Receipts		Receipts		Receipts			
100	Carry Over	\$20,000	\$0		\$0		\$0		\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0		\$0		\$0		\$0	0.0%	\$100,000
102	Hopewell	\$606,264	\$151,566		\$0		\$151,566		\$151,566	25.0%	\$454,698
103	Dinwiddie	\$276,330	\$69,083		\$0		\$69,083		\$69,083	25.0%	\$207,248
104	Prince George	\$598,146	\$149,537		\$0		\$149,537		\$149,537	25.0%	\$448,610
105	State Funds	\$393,480	\$98,883		\$0		\$98,883		\$98,883	25.1%	\$294,598
106	Fines/Fees/Lost	\$22,700	\$1,035		\$2,305		\$3,340		\$3,340	14.7%	\$19,360
107	Copying Receipts	\$20,200	\$1,802		\$2,304		\$4,106		\$4,106	20.3%	\$16,094
108	Endowment Funds	\$20,050	\$20,910		\$0		\$20,910		\$20,910	104.3%	(\$860)
109	E-Rate Refunds	\$50,000	\$0		\$0		\$0		\$0	0.0%	\$50,000
110	Gifts/Donations	\$7,000	\$400		\$100		\$500		\$500	7.1%	\$6,500
111	Grants	\$5,000	\$0		\$0		\$0		\$0	0.0%	\$5,000
112	Other	\$24,000	\$2,419		\$2,105		\$4,524		\$4,524	18.8%	\$19,476
TOTALS		\$2,143,170	\$495,633		\$6,815		\$502,448		\$502,448	23.4%	\$1,640,722

Fund#	EXPENSES 08/31/18	FY19 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES 08/31/18	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
<b>Personnel</b>							
200	MLS Salaries & Wages	\$476,247	\$33,134	\$49,954	\$83,087	17.4%	\$393,160
201	Non-MLS Salary & Wages	\$598,898	\$44,360	\$66,956	\$111,316	18.6%	\$487,582
202	Benefits for Staff/Retirees	\$280,000	\$33,624	\$26,512	\$60,136	21.5%	\$219,864
	<b>Total Personnel</b>	<b>\$1,355,145</b>	<b>\$111,117</b>	<b>\$143,421</b>	<b>\$254,539</b>	<b>18.8%</b>	<b>\$1,100,606</b>
<b>Books &amp; Materials</b>							
300	Books	\$70,700	\$3,000	\$3,547	\$6,547	9.3%	\$64,153
301	Leased Materials	\$27,000	\$0	\$0	\$0	0.0%	\$27,000
302	Standing Order Books	\$36,400	\$1,798	\$2,662	\$4,460	12.3%	\$31,940
303	Print News & Periodicals	\$12,276	\$68	\$1,170	\$1,238	10.1%	\$11,038
304	Audiovisual Materials	\$26,000	\$77	\$1,343	\$1,420	5.5%	\$24,580
305	Electronic Materials	\$4,500	\$0	\$0	\$0	0.0%	\$4,500
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	\$7,200	\$3,600	\$10,800	30.3%	\$24,800
	<b>Total Books &amp; Materials</b>	<b>\$214,619</b>	<b>\$12,143</b>	<b>\$12,323</b>	<b>\$24,466</b>	<b>11.4%</b>	<b>\$190,153</b>
<b>Capital Expenditures</b>							
400	Library Non-Computer Equip.	\$25,000	\$0	\$232	\$232	0.9%	\$24,768
401	Computer Hardware	\$52,650	\$2,855	\$1,058	\$3,914	7.4%	\$48,736
	<b>Total Capital Expenditures</b>	<b>\$77,650</b>	<b>\$2,855</b>	<b>\$1,290</b>	<b>\$4,146</b>	<b>5.3%</b>	<b>\$73,504</b>
<b>Contractual</b>							
500	Lyrasis ILL Services	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
501	Software Licensing Contracts	\$30,000	\$10	\$4,121	\$4,131	13.8%	\$25,869
502	Audit	\$18,000	\$7,950	\$0	\$7,950	44.2%	\$10,050
503	Cataloging MARC Records	\$3,605	\$179	\$185	\$364	10.1%	\$3,241
504	Unique Management	\$7,000	\$403	\$618	\$1,020	14.6%	\$5,980
505	Computer Support Service Calls	\$25,000	\$18,040	\$6,186	\$24,226	96.9%	\$774

506 Other Computer Software Serv.	\$20,000	\$271	\$271	\$542	2.7%	\$19,458
507 Telecomm Internet Line Charges	\$22,000	\$1,910	\$2,534	\$4,444	20.2%	\$17,556
508 Printing and Publications	\$9,500	\$0	\$0	\$0	0.0%	\$9,500
509 Security Guard Service	\$26,500	\$2,169	\$2,260	\$4,429	16.7%	\$22,071
<b>Total Contractual</b>	<b>\$163,605</b>	<b>\$30,934</b>	<b>\$16,174</b>	<b>\$27,105</b>	<b>28.8%</b>	<b>\$116,500</b>

#### **Facilities/Maint./Operations**

600 Equip. Repair & Maintenance	\$5,000	\$807	\$598	\$1,405	28.1%	\$3,595
601 TLC Maintenance Contract	\$19,500	\$0	\$0	\$0	0.0%	\$19,500
602 Facilities and Rent	\$76,650	\$6,300	\$6,300	\$12,600	16.4%	\$64,050
603 Supplies	\$32,000	\$1,018	\$1,917	\$2,935	9.2%	\$29,065
604 Travel / Workshops /Conf. Fees	\$9,000	\$1,662	\$342	\$2,004	22.3%	\$6,996
605 Training / Education	\$4,500	\$0	\$0	\$0	0.0%	\$4,500
606 Utilities	\$6,000	\$307	\$308	\$615	10.3%	\$5,385
607 Telephone (Voice)	\$13,000	\$1,177	\$1,178	\$2,354	18.1%	\$10,646
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$284	\$0	\$284	6.3%	\$4,216
610 Job & Contracting Advertising	\$2,500	\$100	\$163	\$263	10.5%	\$2,237
611 Promotional Advertising	\$2,000	\$565	\$175	\$740	37.0%	\$1,260
612 Organization/Association Dues	\$3,500	\$0	\$334	\$334	9.5%	\$3,166
613 Postage	\$4,500	\$1,071	\$286	\$1,357	30.2%	\$3,143
614 Janitorial	\$64,500	\$5,051	\$5,051	\$10,103	15.7%	\$54,397
615 Other Building Maintenance	\$12,500	\$1,177	\$1,271	\$2,448	19.6%	\$10,052

<b>Total</b>	<b>\$272,587</b>	<b>\$19,519</b>	<b>\$17,923</b>	<b>\$37,442</b>	<b>13.7%</b>	<b>\$235,145</b>
<b>Facilities/Maint./Operations</b>						

#### **Programs/Activities/Other**

700 YS Summer Reading Program	\$7,000	\$0	\$1,103	\$1,103	15.8%	\$5,897
701 YS Programming & Supplies	\$4,864	\$112	\$317	\$430	8.8%	\$4,434
702 Adult Programming	\$2,200	\$346	\$258	\$604	27.5%	\$1,596
703 Adult Programming Supplies	\$5,000	\$0	\$27	\$27	0.5%	\$4,974
704 Funds for Local History Collection	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
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	\$0	\$0	0.0%	\$9,000
708 Prince George Project	\$0	\$0	\$0	\$0	0.0%	\$0
709 Misc. Professional Serv. & Other	\$16,000	\$4,641	\$84	\$4,725	29.5%	\$11,275
710 Endowment	\$3,500	\$0	\$0	\$0	0.0%	3500
Total Programs/Activ./Other	\$59,564	\$5,100	\$1,790	\$6,889	11.6%	\$52,675
GRAND TOTALS	\$2,143,170	\$181,665	\$192,922	\$374,587	17.5%	\$1,768,583

Smart Beginnings Report  
July 2018 to August 2018

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/18	<b>Beginning Balance</b>			<b>8,159.03</b>
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		
8/31/18	<b>Ending Balance</b>			<b>7,647.06</b>

Appomattox Reg Library System  
Check Register  
For the Period From Jul 1, 2018 to Jul 31, 2018

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
7/5/18	Electronic Federal Tax Payment	200627	8,976.89
7/18/18	Electronic Federal Tax Payment	200628	8,748.08
7/6/18	Treasurer of Virginia	2013-370	195.75
7/6/18	Treasurer of Virginia	2013-371	40.85
7/6/18	Treasurer of Virginia	2013-372	349.38
7/6/18	Treasurer of Virginia	2013-373	145.14
7/19/18	Treasurer of Virginia	2013-377	236.60
7/19/18	Treasurer of Virginia	2013-378	334.84
7/2/18	ARLS-Payroll	40443	33,857.60
7/13/18	Baker & Taylor	40444	184.94
7/13/18	Gale/CENGAGE Learning	40445	346.36
7/13/18	Ingram Library Services	40446	841.76
7/13/18	Midwest Tape	40447	31.16
7/13/18	Active Screening	40448	238.00
7/13/18	Anthem BlueCross BlueShield	40449	13,712.00
7/13/18	Anthem BlueCross BlueShield	40450	603.00
7/13/18	AT & T	40451	54.14
7/13/18	AT & T Mobility	40452	198.60
7/13/18	Comcast Communications	40453	1,426.40
7/13/18	County of Dinwiddie	40454	900.00
7/13/18	County of Prince George	40455	1,650.00
7/13/18	CS Diamond Enterprises, Inc.	40456	4,740.00
7/13/18	Dominion Energy Virginia	40457	201.72
7/13/18	Jeanine Albiges	40458	11.53
7/13/18	Catherine Field	40459	51.98
7/13/18	Sarah Finch	40460	186.69
7/13/18	Megan Kitchen	40461	37.02
7/13/18	Sherry Chappell	40462	54.84
7/13/18	Elizabeth Trop	40463	15.60
7/13/18	B-N Computers, Inc.	40464	18,751.20
7/13/18	Heaton's Lawn Maintenance, LLC	40465	1,088.00
7/13/18	Hopewell City Treasurer	40466	4,033.88
7/13/18	OCLC, Inc.	40467	178.63
7/13/18	Petersburg Alarm Company, Inc.	40468	89.00
7/13/18	Reader Service	40469	102.04
7/13/18	Pamela Hite	40470	17.95
7/13/18	Richmond Times Dispatch	40471	565.00
7/13/18	Rich's Stitches Inc.	40472	446.00
7/13/18	Securitas Security Services USA, Inc	40473	1,101.60
7/13/18	Shred-It USA LLC	40474	57.21
7/13/18	Smart Beginnings	40475	3,746.00
7/13/18	Terri Spicer	40476	280.00
7/13/18	SunTrust Bank	40477	4,383.49
7/13/18	Tech Logic	40478	3,394.00
7/13/18	Unique Management Services	40479	402.75
7/13/18	Verizon	40480	145.23
7/13/18	Virginia Library Association	40481	808.00
7/13/18	Webster Integrated Technologies	40482	598.63
7/17/18	ARLS-Payroll	40483	32,967.73
7/24/18	Anthem BlueCross BlueShield	40484	13,712.00
7/24/18	Anthem BlueCross BlueShield	40485	603.00
7/24/18	Canon Financial Services, Inc.	40486	208.52

Appomattox Reg Library System  
Check Register  
For the Period From Jul 1, 2018 to Jul 31, 2018

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
7/24/18	Comcast Communications	40487	305.02
7/24/18	DEMCO Software	40488	1,064.00
7/24/18	OverDrive, Inc.	40489	7,200.00
7/24/18	US Postal Service	40490	120.00
7/27/18	Baker & Taylor	40491	1,249.45
7/27/18	Gale/CENGAGE Learning	40492	73.47
7/27/18	Ingram Library Services	40493	2,046.15
7/27/18	Comcast Communications	40494	374.03
7/27/18	DEMCO, Inc.	40495	629.96
7/27/18	Diamond Springs	40496	104.86
7/27/18	Christine Wooddy	40497	19.52
7/27/18	Sarah Finch	40498	167.21
7/27/18	Catherine Field	40499	34.85
7/27/18	Megan Kitchen	40500	29.54
7/27/18	Elizabeth Trop	40501	47.88
7/27/18	Joanna L. Alderman-Klein	40502	17.67
7/27/18	Graphic Products, Inc.	40503	318.41
7/27/18	Library of Virginia	40504	3,636.28
7/27/18	Pitney Bowes Global Financial Services	40505	351.00
7/27/18	Purchase Power	40506	600.00
7/27/18	Sam's Club Direct	40507	265.84
7/27/18	Securitas Security Services USA, Inc	40508	1,009.80
7/27/18	Society for Human Resource Management	40509	209.00
7/27/18	Smart Beginnings	40510	3,298.00
7/27/18	Sprint	40511	582.91
7/27/18	Staples Credit Plan	40512	831.60
7/27/18	Virginia Library Association	40513	530.00
7/27/18	Womack Publishing Company, Inc.	40514	68.00
7/30/18	ARLS-Payroll	40515	34,315.90
Total			225,551.08



Appomattox Reg Library System  
Check Register  
For the Period From Aug 1, 2018 to Aug 31, 2018

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
8/1/18	Electronic Federal Tax Payment	200629	9,060.20
8/15/18	Electronic Federal Tax Payment	200630	9,005.77
8/30/18	Electronic Federal Tax Payment	200631	8,816.04
8/2/18	Treasurer of Virginia	2013-380	236.60
8/2/18	Treasurer of Virginia	2013-381	414.42
8/9/18	Treasurer of Virginia	2013-382	6,398.67
8/16/18	Treasurer of Virginia	2013-384	414.42
8/16/18	Treasurer of Virginia	2013-385	236.60
8/30/18	Treasurer of Virginia	2013-387	236.60
8/30/18	Treasurer of Virginia	2013-388	414.42
8/10/18	Baker & Taylor	40516	255.81
8/10/18	Gale/CENGAGE Learning	40517	45.73
8/10/18	Ingram Library Services	40518	2,386.30
8/10/18	AT & T Mobility	40519	208.43
8/10/18	AT & T	40520	47.43
8/10/18	Comcast Communications	40521	496.86
8/10/18	CS Diamond Enterprises, Inc.	40522	4,740.00
8/10/18	DearReader.com	40523	3,600.00
8/10/18	Dominion Energy Virginia	40524	254.07
8/10/18	Nicole Coleman	40525	60.60
8/10/18	Megan Kitchen	40526	56.33
8/10/18	Christine Wooddy	40527	34.44
8/10/18	Cassandra Bland	40528	34.44
8/10/18	Karen Wall	40529	16.56
8/10/18	Sherry Chappell	40530	78.63
8/10/18	E-N Computers, Inc.	40531	5,620.09
8/10/18	GreatAmerica Financial Svcs.	40532	2,855.48
8/10/18	Heaton's Lawn Maintenance, LLC	40533	695.00
8/10/18	Mayo & Associates, Inc.	40534	363.75
8/10/18	Charles Koutnik	40535	200.00
8/10/18	Mitchell Wiggins & Company	40536	7,950.00
8/10/18	OCLC, Inc.	40537	185.32
8/10/18	Petersburg Alarm Company, Inc.	40538	114.00
8/10/18	US Postal Service	40539	78.00
8/10/18	US Postal Service	40540	208.00
8/10/18	Reader Service	40541	108.74
8/10/18	Richweb Inc.	40542	150.00
8/10/18	Securitas Security Services USA, Inc	40543	1,101.60
8/10/18	Shred-It USA LLC	40544	57.21
8/10/18	Terri Spicer	40545	320.00
8/10/18	SunTrust Bank	40546	2,473.97
8/10/18	Unique Management Services	40547	617.55
8/10/18	Verizon	40548	143.41
8/10/18	Virginia Employment Commission	40549	700.00
8/13/18	ARLS-Payroll	40550	33,393.56
8/16/18	ARLS-Investment	40551	100.00
8/22/18	Baker & Taylor	40552	381.11
8/22/18	Gale/CENGAGE Learning	40553	358.36
8/22/18	Ingram Library Services	40554	2,525.83
8/22/18	Midwest Tape	40555	934.85
8/22/18	Anthem BlueCross BlueShield	40556	603.00
8/22/18	Anthem BlueCross BlueShield	40557	12,855.00

## Appomattox Reg Library System

## Check Register

For the Period From Aug 1, 2018 to Aug 31, 2018

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
8/22/18	Canon Financial Services, Inc.	40558	209.47
8/22/18	Comcast Communications	40559	1,609.38
8/22/18	Diamond Springs	40560	54.40
8/22/18	County of Dinwiddie	40561	900.00
8/22/18	County of Prince George	40562	1,650.00
8/22/18	Sarah Finch	40563	44.67
8/22/18	Shelly Curtis	40564	61.30
8/22/18	Susan Eggleston	40565	9.09
8/22/18	E-N Computers, Inc.	40566	415.50
8/22/18	Hopewell City Treasurer	40567	3,750.00
8/22/18	Kiwanis Club of Hopewell	40568	175.00
8/22/18	Mauck & Company	40569	388.80
8/22/18	Petersburg Alarm Company, Inc.	40570	98.00
8/22/18	The Progress Index	40571	795.60
8/22/18	The Progress Index	40572	163.00
8/22/18	Reader Service	40573	53.90
8/22/18	Beth Murray	40574	19.99
8/22/18	Richmond Times Dispatch	40575	306.80
8/22/18	Securitas Security Services USA, Inc	40576	1,101.60
8/22/18	Sprint	40577	1,206.02
8/22/18	TMA Laser Group, Inc.	40578	390.00
8/22/18	Womack Publishing Company, Inc.	40579	68.00
8/28/18	ARLS-Payroll	40580	34,142.74
	Total		170,256.46

Appomattox Reg Library System  
Suntrust Credit  
CK #40477  
7/13/18

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/31/18	Google 5/31/18	82309-200	Google E-Mail	270.83	
5/31/18	Google 5/31/18	20200-400	Google		270.83
5/31/18	Spot 5/31/18	82301-130	Software Licenses	9.99	
5/31/18	Spot 5/31/18	20200-400	Spotify		9.99
5/31/18	Universal 7572	84012-100	Supplies - Youth Services	39.00	
5/31/18	Universal 7572	20200-400	Universal Yums		39.00
6/1/18	Amazon 6/1/18	80118-355	Large Print - SO	173.82	
6/1/18	Amazon 6/1/18	80103-100	Juvenile Easys	12.69	
6/1/18	Amazon 6/1/18	80101-100	Adult Fiction	35.40	
6/1/18	Amazon 6/1/18	20200-400	Amazon.com		221.91
6/1/18	Amazon 6/1/18-2	80101-100	Adult Fiction	15.00	
6/1/18	Amazon 6/1/18-2	80118-300	Graphic Novels - SO	24.94	
6/1/18	Amazon 6/1/18-2	20200-400	Amazon.com		39.94
6/1/18	Amazon 6/1/18-3	80000-100	Y/S Non Fiction	35.90	
6/1/18	Amazon 6/1/18-3	20200-400	Amazon.com		35.90
6/1/18	Amazon 6/1/18-4	80103-100	Juvenile Easys	4.99	
6/1/18	Amazon 6/1/18-4	20200-400	Amazon.com		4.99
6/4/18	Amazon 7576	84012-100	Supplies - Youth Services	188.96	
6/4/18	Amazon 7576	20200-400	Amazon.com		188.96
6/4/18	Harry 7574	84045-100	Gift Tower - J. Fleshman	61.49	
6/4/18	Harry 7574	20200-400	Harry & David		61.49
6/6/18	Amazon 6/6/18	80118-330	Y/S - SO	12.47	
6/6/18	Amazon 6/6/18	20200-400	Amazon.com		12.47
6/6/18	Amazon 6/6/18-2	80103-100	Juvenile Easys	16.74	
6/6/18	Amazon 6/6/18-2	80101-100	Adult Fiction	31.99	
6/6/18	Amazon 6/6/18-2	20200-400	Amazon.com		48.73
6/6/18	Amazon 6/6/18-3	80114-100	Juvenile A/V	7.00	
6/6/18	Amazon 6/6/18-3	20200-400	Amazon.com		7.00
6/10/18	Amazon 6/10/18	80102-100	Adult Non-Fiction	24.75	
6/10/18	Amazon 6/10/18	20200-400	Amazon.com		24.75
6/11/18	Amazon 6/11/18	80103-100	Juvenile Easys	14.06	
6/11/18	Amazon 6/11/18	20200-400	Amazon.com		14.06
6/12/18	Amazon 6/12/18	80101-100	Adult Fiction	14.33	
6/12/18	Amazon 6/12/18	20200-400	Amazon.com		14.33
6/12/18	Lowes 7590	84010-200	Trash Can	21.04	
6/12/18	Lowes 7590	20200-400	Lowes		21.04
6/13/18	Amazon 6/13/18	80000-100	Y/S Non Fiction	11.95	
6/13/18	Amazon 6/13/18	20200-400	Amazon.com		11.95
6/13/18	Amazon 6/13/18-2	80104-100	Juvenile Fiction	9.01	
6/13/18	Amazon 6/13/18-2	20200-400	Amazon.com		9.01
6/13/18	Amazon 6/13/18R	80103-100	Juvenile Easys		4.99
6/13/18	Amazon 6/13/18R	20200-400	Amazon.com	4.99	
6/15/18	Walmart 7623	84045-100	Gift Cards for Staff Dinner	100.00	
6/15/18	Walmart 7623	20200-400	Walmart		100.00
6/18/18	Advantage 7589	81100-100	Check Signer	982.95	
6/18/18	Advantage 7589	20200-400	Advantage Business		982.95
6/18/18	Advantage 7589	20200-400	Equipment		982.95
6/18/18	Amazon 6/18/18	80118-330	Y/S - SO	12.99	
6/18/18	Amazon 6/18/18	20200-400	Amazon.com		12.99
6/18/18	Amazon 6/18/18-2	80102-100	Adult Non-Fiction	21.70	
6/18/18	Amazon 6/18/18-2	20200-400	Amazon.com		21.70
6/18/18	Amazon 6/18/18-3	80103-100	Juvenile Easys	28.98	

## Appomattox Reg Library System

## Suntrust Credit

CK #40477

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

7/13/18

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/18/18	Amazon 6/18/18-3	20200-400	Amazon.com		28.98
6/18/18	Amazon 6/18/18-4	80101-100	Adult Fiction	13.88	
6/18/18	Amazon 6/18/18-4	20200-400	Amazon.com		13.88
6/19/18		84045-100	Staff Appreciation Dinner	672.00	
6/19/18		20200-400	Rosa's Italian Ristorante Pizz		672.00
6/19/18	Amazon 7605	84012-100	Snacks & Supplies - YS	197.91	
6/19/18	Amazon 7605	82503-100	iPad Mini	125.00	
6/19/18	Amazon 7605	20200-400	Amazon.com		322.91
6/20/18	ALA 7608	84021-200	Membership Dues - S. Finch American Library	180.00	
6/20/18	ALA 7608	20200-400	Association		180.00
6/20/18	Amazon 6/20/18	80101-100	Adult Fiction	176.81	
6/20/18	Amazon 6/20/18	80118-330	Y/S - SO	35.98	
6/20/18	Amazon 6/20/18	80111-100	DVD's	95.76	
6/20/18	Amazon 6/20/18	20200-400	Amazon.com		308.55
6/20/18	Amazon 6/20/18-2	80101-100	Adult Fiction	8.84	
6/20/18	Amazon 6/20/18-2	20200-400	Amazon.com		8.84
6/20/18	VLA 7609	84021-200	Association Dues - S. Finch	80.00	
6/20/18	VLA 7609	20200-400	Virginia Library Association		80.00
6/22/18	ALA 7612	84021-200	Association Dues -J. Albiges American Library	111.00	
6/22/18	ALA 7612	20200-400	Association		111.00
6/22/18	Amazon 7595	80107-450	Birds & Bloom	17.98	
6/22/18	Amazon 7595	80107-450	Fine Gardening	29.95	
6/22/18	Amazon 7595	80107-450	Horticulture	17.96	
6/22/18	Amazon 7595	80107-450	Country Gardens	39.94	
6/22/18	Amazon 7595	20200-400	Amazon.com		105.83
6/22/18	B&H 7611	84010-100	Canon Print Head	402.50	
6/22/18	B&H 7611	20200-400	B & H Photo		402.50
Total				4,393.47	4,393.47

## Appomattox Reg Library System

## Suntrust Credit

CK #40546

Filter Criteria includes: Report order is by Check Number. Report i

8/10/18

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/12/18	Amazon 7641	84010-100	Toner, Badges, Poster Paper	286.25	
7/12/18	Amazon 7641	20200-400	Amazon.com		286.25
6/27/18	B&H 7616	84010-100	Maintenance Cartridge	59.80	
6/27/18	B&H 7616	20200-400	B & H Photo		59.80
6/30/18	Google 6/30/18	82309-200	Google E-Mail	270.83	
6/30/18	Google 6/30/18	20200-400	Google		270.83
7/24/18	Luca 7650	82505-100	Pizza for Poetry & Prose	66.00	
7/24/18	Luca 7650	20200-400	Luca's Italian Restaurant		66.00
7/26/18	Lucas 7650-2	82505-100	Charged in Error	72.14	
7/26/18	Lucas 7650-2	20200-400	Luca's Italian Restaurant		72.14
7/17/18	Panera 7644	84045-100	Lunch for Board Meeting	161.01	
7/17/18	Panera 7644	20200-400	Panera Bread		161.01
6/26/18	Read 7613	82503-100	Books for SRP	458.95	
6/26/18	Read 7613	20200-400	Reading Warehouse		458.95
7/11/18	Reading 7630	82503-100	Books for SRP	1,050.00	
7/11/18	Reading 7630	20200-400	Reading Warehouse		1,050.00
6/30/18	Spot 6/30/18	82301-130	Software Licenses	9.99	
6/30/18	Spot 6/30/18	20200-400	Spotify		9.99
6/30/18	Universal 6/30/18	84012-100	Univeral Yums	39.00	
6/30/18	Universal 6/30/18	20200-400	Universal Yums		39.00
Total				2,473.97	2,473.97

## MEMORANDUM

To: The Library Board of Trustees  
From: Brian Manning, Regional Library Director  
Date: July 19, 2018  
Re: Request of the Prince George Woman's Club

You asked me to prepare a list of the pros and cons regarding the request of the Prince George Woman's Club to continue to use the Prince George Library's large meeting room for the club's meetings from September through May. Specifically, the club requests continued use of the room following the library closing for the evening on eight dates during the time period.

First, I want to provide some background for the board that may not be clear from the club's letter as well as for board members who were unable to attend the July meeting. The members of the Prince George Woman's Club played a significant role in supporting the construction of the Prince George Library in its present location and in the fundraising for the construction. Other organizations and individuals in the community also financially supported the construction.

Ms. Leonard said at the July board meeting the club has met at the library since 2010. I believe she misspoke in that the library did not open in its present location until July 2011. However, it is clear that the club has met in the large meeting room after hours since the library's opening. The Prince George Woman's Club is the only private organization for which the library's staff made an exception to remain on library property after closing and may be the only organization that has requested such a use of library meeting space. The Prince George Historic Society has contacted me twice about using the meeting space on days the library was closed and I have refused the use each time. I was not aware of the Woman's Club exception until the board began reviewing the meeting room policy as part of the Strategic Plan. Staff used the library's meeting room reservation software administrative settings to create the scheduled meetings into 2023 by overriding the limits applicable to the general public on the library's webpage.

The library board adopted a room use policy in 2007 that required all private meetings occur during the library location's regular operating hours. I believe that the Hopewell Library was the only location at that time that offered meeting space and the Hopewell Library's hours extended past 7:00 p.m. As far as I can determine, the Prince George Library has always closed at 7:00 p.m.

The practice at the Prince George Library has been since July 2011 to not follow the 2007 policy and to allow the Prince George Woman's Club to remain in the library's meeting room after closing; staff would lock the library's exterior doors and leave. The library's staff did not set the fire and burglar alarm as they left for the evening. I do not know if the club accessed the bathrooms in the public area during its meetings. I do not know what steps the club took to verify all doors were secured as the club exited the building. The club's letter states the meetings run from 7:00 p.m. to 8:30 p.m. but I have received information that the meetings sometimes have gone much later than 8:30 p.m. If the board determines that the library should accommodate the Prince George Woman's Club in some manner or should change the current policy on meeting room use, my analysis of options are listed below.

Possible Action	Pros	Cons
Continue with the current practice and allow the Prince George Woman's Club access to the Prince George Library's large meeting room after the library closes.	<p>The Woman's Club and its members provided significant support in the building of the library and received the concession of using the room since the building's opening. The scheduled meets are recorded in the administrative login of the Evanced Room Reservation System; Staff overrides the meeting room time limits and create the reservations for the club. Staff and library administration would be aware of the club's schedule for being on library property after hours.</p> <p>The meeting room policy currently includes exception to the rules for the governmental jurisdictions which own the buildings. However, the library has started requiring the County of Prince George to turn off the alarms and/or reset the alarms as the governmental agencies leave. The City of Hopewell already sets and unsets the alarms as its agencies enter and leave the building. The library can hold the Woman's Club to the same requirement</p> <p>The recently revised meeting room policy now gives the director the discretion to deny use of the meeting spaces to the government agencies if the use interferes with the library's operations. The library can insist the Woman's Club abide by the same limitations.</p> <p>This requires amending the meeting room policy.</p>	<p>I strongly oppose this option even though the Prince George Woman's Club has been given an exception to the meeting room policy since the Prince George Library opened in 2011. The library's liability coverage requires notifying the insurance company as soon as reasonably possible of any incident on library property including description of the incident, the person reporting the incident, and a list of names and addresses of witnesses to the incident. I cannot hold any member of the Woman's Club responsible for reporting any incident. I can require staff to do so and to notify me.</p> <p>Also, continuing the current practice means the library leaves the alarm system off for the night. I am against providing a code to an organization since there is no way of verifying who has the code within the group. Recently, departing staff discovered the alarm in a "Not Ready" status because a daytime meeting room user propped the emergency exit door open with a rock. I cannot hold the Woman's Club responsible for verifying all doors are secure at closing as I can staff. I have experienced the cost in time and loss of services due to a fire closing a library for 10 months.</p> <p>In addition to these concerns is the question of equity. Notwithstanding the contributions the Woman's Club made to achieve the library's construction, this action sets a standard that other groups in the community could use to request access to the building</p>

		after hours. I mentioned in the paragraph above that the Prince George Historic Society has approached me twice about using the meeting space outside of library hours.
Alter the overall operational hours of the Prince George Library to extend Monday hours throughout the year to accommodate the Woman's Club eight meetings per year.	<p>Adding hours or shifting hours on Monday evening would allow the community one night per week to access library services past 7:00 p.m.</p> <p>This is a change in operating ours and would not require any change to the library's policies.</p>	Libraries in general are seeing declining circulation and ARLS is no exception. Also, door count shows use of the Prince George location has been trending downwards for the past three years. This may be an anomaly or an ongoing trend for the community. ARLS staff is increasing programming at Prince George to encourage library use but it is hard to justify additional staff costs or changes of schedules if general public use is not increasing while the Woman's Club is using the meeting room.
Extend operating hours only on the nights that the Woman's Club holds it meetings.	<p>There is precedent for this approach, ARLS extends Burrowsville hours and Dinwiddie hours when the general public holds special events on the property. For example, the Burrowsville Library stays open later when the Community Center hosts the National Night Out in August and Dinwiddie Library stays open later when Dinwiddie County has its Christmas Tree Lighting on the Historic Courthouse property outside the library's door.</p> <p>Again, this relates to operating hours and does not require a policy change.</p>	<p>Extension of library hours has always been in conjunction with an event with public admission. The events draw a public crowd that may make use of the library. The extension of Prince George hours on the eight nights would be in conjunction with a private organization using the meeting space. It is not clear that the opening would attract additional library users other than the club.</p> <p>There remains the question of whether other groups in the community would expect similar accommodation and what justification the library would use for denying other nonprofits equal access and extension of hours.</p>
Maintain the Prince George Library hours as currently in place but schedule a staff member or an agent of the library to remain on the premises during the meeting room use. The staff member or agent would exit with the club, verify all doors are secure, and set the alarm.	<p>Assigning a staff member to work the additional time could be absorbed into the current budget and would be included for future budgets.</p> <p>Alternatively, the library could contract with the same security company providing a security</p>	First is the question of proper scheduling of such staff or security. The Woman's Club letter lists the current meeting time to be from 7:00 p.m. to 8:30 p.m. So long as the Woman's Club can adhere to this schedule, the library should be able to adjust schedules of full time librarians or, possibly, part time



	<p>guard at the Hopewell Library to provide a guard on the eight nights in question. The security company is fully bonded and the library could provide an alarm code for a security guard to set the alarm as the group leaves.</p> <p>The Woman's Club also may be able to accommodate the library and begin its meeting prior to the library closing at 7:00 p.m. This action could minimize the additional staff or security time after 7:00 p.m. on the eight nights when the Woman's Club meets.</p> <p>This would require amending the current policy.</p>	<p>library assistants, to cover the time.</p> <p>Second, it is not clear what work would be available to be performed during this time. It is preferable that the library use the security guard since such workers are often assigned to just stand and wait whereas using library staff could require creation of "make work" to keep the staff productively occupied during the time.</p> <p>Third, if the Woman's Club begins to go past the 8:30 p.m. time, either the club would have to follow staff's/security's directions to leave the building or personnel cost will go past the amount budgeted. Clear definition of the time of use allowed would have to be established.</p> <p>Third, as always, remains the question of equity to other groups in the community.</p>
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At this time, these options represent the best I can create to answer the Prince George Woman's Club's request to continue its use of the Prince George Library's meeting room. I may think of additional options prior to the September meeting.

Please let me know if you have any questions or if you have additional suggestions that did not come to my mind.

Brian Manning  
Regional Library Director