

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

March 19, 2019

McKenney Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

March 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 – Ms. King
- R3.** U.S. Parks Service Winter Lecture Series
- R4.** Hopewell-Prince George Chamber of Commerce support
- R5.** Staff Presentation – Jean Langford, Leake Local History & Genealogy Collection and Services
- R6.** Circulating mobile hotspots
- R7.** FY2020 Budget

Committee Reports:

New Business:

Unfinished Business

Proposed Interlibrary Loan Policy

Adjournment

ARLS Board of Trustees - Minutes of February 19, 2019
Dinwiddie Library

The ARLS regular monthly meeting was called to order by Chair Lillian Boyd on February 19, 2019 at 1:00 PM at the Dinwiddie Library.

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

Trustees absent: Susan Eliades (H), Ann Williams (H)

Trustee positions vacant: 1 Dinwiddie

Staff present: Brian Manning, Chris Weigard, and Elizabeth Trop

Approval of Agenda: Mr. Harless 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, Ms. Sykes moved to approve the consent agenda, including the minutes from the January 15, 2019 meeting and Ms. Thorne 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 currently has 1 full-time position (Administrative Personnel Services Manager) vacant and 5 part-time positions (Library Assistant) vacant. A number of applications were received for these positions and interviews will happen in the upcoming weeks.

R2. Board of Trustees Vacancies. There is still one vacancy on the Board for Dinwiddie County. It is the hope of the Library Director that this vacancy will be filled by our next meeting.

R3. U.S. Parks Service Winter Lecture Series. The first lecture occurred on Thursday, February 14 and was very successful. Lectures will continue over the next few months.

R4. Food for Fines event. The Food for Fines event was very successful, resulting in 638 pounds of food being donated across the entire system. All donations went to food banks within the branch location's jurisdiction.

R5. Staff Presentation--Elizabeth Trop, Interlibrary Loan. Ms. Trop, Adult Services Librarian, presented to the Board on the Interlibrary Loan process.

R6. Long Range Plan Policy Review--Interlibrary Loan Policy. The Board suggested a few changes to the updated Interlibrary Loan Policy. Mr. Manning will update the policy with the proposed changes and send the most recent version to the Board. Ms. Thorne motioned that the Board table the vote on the policy changes until the next meeting. Mr. Thomas seconded the motion. The motion passed unanimously.

R7. FY2020 Budget. The Finance Committee (Ms. Baskerville, Ms. Thorne, and Ms. Williams) will meet with the Board Chair and Library Director prior to the March meeting to discuss the FY2020 budget. The FY2020 budget will be proposed to the Board at the March meeting.

R8. FY2020 Board Meeting Schedule. The Library Director proposed the FY2020 meeting schedule. Mr. Harless motioned to approve the FY2020 meeting schedule; Mr. Thomas seconded. The motion was unanimously passed.

Committee Reports: None.

New Business: None.

Unfinished Business:

- The Board still needs to discuss and vote on the administrative fee for the John Randolph Foundation. The Board has requested that this be added to the March meeting agenda.

Announcements: The next ARLS Board of Trustees Meeting will be at the McKenney Library on Tuesday, March 19, 2019 beginning at 1:00 PM.

Adjournment: Meeting adjourned at 2:07 pm.

Statistical Report
March 19, 2019

Statistical Report - March 19, 2019
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	FY15	242	234	333	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	227	0	0	0	0	2,459	-30%	-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	1,484	1,136	1,036	14,495		
	FY17	1,200	1,055	888	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	833	0	0	0	0	6,006	49%	9%
Dinwiddle	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	1,457	0	0	0	0	14,377	69%	10%
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	476	0	0	0	0	5,286	28%	38%
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	9,421	0	0	0	0	84,243	-13%	-21%

Statistical Report
March 19, 2019

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	677	0	0	0	0	6,609	-6%
															2%

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	4,846	0	0	0	0	36,766	49%
															24%

Rohoic	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	978	0	0	0	0	7,589	14%
															-2%

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	1,271	0	0	0	0	10,150	24%
															34%

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	26,538	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	20,186	0	0	0	0	173,115	8%
															2%

Statistical Report
March 19, 2019

PATRON VISITS FY2019	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	137	198	78	108	98	46	117	82	0	0	0	0	864
Carson Depot	1,035	632	907	939	760	461	937	829	0	0	0	0	6,500
Dinwiddie	939	796	779	745	760	578	768	636	0	0	0	0	6,001
Disputanta	188	232	232	251	187	141	193	195	0	0	0	0	1,619
Hopewell	12,889	12,839	10,713	16,076	13,897	36,298	10,720	16,648	0	0	0	0	130,080
McKenney	1,303	757	752	878	530	330	688	505	0	0	0	0	5,743
Prince George	3,984	4,295	5,977	6,788	4,622	4,786	6,229	5,173	0	0	0	0	41,854
Rohoic	412	688	486	954	494	304	481	486	0	0	0	0	4,305
TOTAL	20,887	20,437	19,924	26,739	21,348	42,944	20,133	24,554	0	0	0	0	196,966
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	2,289	0	0	0	0	17,345
Meetings	174	177	163	181	156	121	173	186	0	0	0	0	1,331
Book Group	14	7	10	7	5	0	13	9	0	0	0	0	65
Adult Program	230	546	1,345	430	315	838	343	397	0	0	0	0	4,444
Non-SRP Child Program	0	0	1,028	702	732	2,604	711	1,862	0	0	0	0	7,639
Non-SRP Teen Program	0	0	134	166	185	104	40	19	0	0	0	0	648
Storytime	744	336	504	548	377	179	439	439	0	0	0	0	3,566
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	497	0	0	0	0	5,372
Database Usage	185	143	375	469	472	441	409	540	0	0	0	0	3,034
TOTALS	7,211	5,552	6,067	6,133	4,955	6,612	5,194	6,238	0	0	0	0	47,962

Statistical Report
March 19, 2019

REFERENCE QUESTIONS - FY2019	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	29	25	28	35	27	17	24	32	0	0	0	0	217
Carson Depot	140	117	87	95	109	107	99	103	0	0	0	0	857
Dinwiddie	363	189	159	157	145	122	196	149	0	0	0	0	1,480
Disputanta	49	80	44	60	37	37	40	38	0	0	0	0	385
Hopewell	1,045	745	808	948	788	643	733	764	0	0	0	0	6,474
McKenney	94	95	107	90	101	56	95	86	0	0	0	0	724
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	1,749	0	0	0	0	13,520
Rohoic	0	209	144	183	154	84	143	176	0	0	0	0	204
TOTALS	3,344	3,542	3,006	3,510	2,882	2,166	3,203	3,097	0	0	0	0	24,750
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	32	25	23	27	18	15	19	18	0	0	0	0	177
WIFI	3	0	0	0	0	1	0	0	0	0	0	0	4
Carson Depot Workstation	121	104	104	102	79	95	72	85	0	0	0	0	762
WIFI	8	2	10	10	4	6	11	5	0	0	0	0	56
Dinwiddie Workstation	194	193	181	142	132	90	114	139	0	0	0	0	1,185
WIFI	40	30	28	16	6	10	0	2	0	0	0	0	132
Disputanta Workstation	41	44	44	73	51	33	30	37	0	0	0	0	353
WIFI	1	5	6	3	5	4	1	2	0	0	0	0	27
Hopewell Workstation	2,675	2,861	2,524	2,632	2,122	2,028	2,596	2,359	0	0	0	0	19,797
WIFI	721	661	617	770	601	489	702	648	0	0	0	0	5,209
McKenney Workstation	146	121	102	155	138	115	145	157	0	0	0	0	1,079
WIFI	3	7	8	4	7	1	0	0	0	0	0	0	30
Prince George Workstation	680	732	607	749	621	472	598	680	0	0	0	0	5,139
WIFI	262	215	233	282	207	126	261	228	0	0	0	0	1,814
Rohoic Workstation	109	130	118	146	119	62	141	137	0	0	0	0	962
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	4,497	0	0	0	0	36,726

Appomattox Regional Library System

Revenue and Expenses

July 1, 2018 - June 30, 2019

fund#	Revenue 06/30/19	FY2019 Proposed	Prev. Total Receipts	Monthly Receipts	Total Receipts	Percentage Received	Balance Due
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	\$207,248	\$0	\$207,248	75.0%	\$69,083
104	Prince George	\$598,146	\$448,610	\$0	\$448,610	75.0%	\$149,537
105	State Funds	\$393,480	\$296,648	\$0	\$296,648	75.4%	\$96,833
106	Fines/Fees/Lost	\$22,700	\$8,961	\$927	\$9,888	43.6%	\$12,812
107	Copying Receipts	\$20,200	\$12,377	\$1,756	\$14,133	70.0%	\$6,067
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	\$665	\$215	\$880	12.6%	\$6,120
111	Grants	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$14,258	\$2,151	\$16,409	68.4%	\$7,591
TOTALS		\$2,143,170	\$1,507,425	\$5,048	\$1,512,473	70.6%	\$630,697

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	\$270,015	\$34,709	\$304,724	64.0%	\$171,523
201	Non-MLS Salary & Wages	\$598,898	\$350,467	\$43,672	\$394,139	65.8%	\$204,759
202	Benefits for Staff/Retirees	\$280,000	\$188,084	\$22,909	\$210,993	75.4%	\$69,007
	Total Personnel	\$1,355,145	\$808,566	\$101,290	\$909,856	67.1%	\$445,289
Books & Materials							
300	Books	\$70,700	\$42,708	\$7,946	\$50,654	71.6%	\$20,046
301	Leased Materials	\$27,000	\$0	\$0	\$0	0.0%	\$27,000
302	Standing Order Books	\$36,400	\$18,902	\$1,634	\$20,536	56.4%	\$15,864
303	Print News & Periodicals	\$12,276	\$4,832	\$239	\$5,071	41.3%	\$7,205
304	Audiovisual Materials	\$26,000	\$14,715	\$2,649	\$17,364	66.8%	\$8,636
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	\$194	\$0	\$194	19.2%	\$816
310	Econtent	\$35,600	\$10,800	\$0	\$10,800	30.3%	\$24,800
	Total Books & Materials	\$214,619	\$93,915	\$12,468	\$106,382	49.6%	\$108,237
Capital Expenditures							
400	Library Non-Computer Equip.	\$25,000	\$2,580	\$0	\$2,580	10.3%	\$22,421
401	Computer Hardware	\$52,650	\$71,214	\$2,882	\$74,096	140.7%	(\$21,446)
	Total Capital Expenditures	\$77,650	\$73,794	\$2,882	\$76,675	98.7%	\$975
Contractual							
500	Lyrasis ILL Services	\$2,000	\$2,995	\$0	\$2,995	149.8%	(\$995)
501	Software Licensing Contracts	\$30,000	\$18,082	\$4,695	\$22,777	75.9%	\$7,223
502	Audit	\$18,000	\$15,804	\$0	\$15,804	87.8%	\$2,196
503	Cataloging MARC Records	\$3,605	\$1,290	\$185	\$1,475	40.9%	\$2,130
504	Unique Management	\$7,000	\$3,302	\$474	\$3,776	53.9%	\$3,224

505 Computer Support Service Calls	\$25,000	\$31,769	\$3,055	\$34,824	139.3%	(\$9,824)
506 Other Computer Software Serv.	\$20,000	\$21,084	\$22,821	\$43,905	219.5%	(\$23,905)
507 Telecomm Internet Line Charges	\$22,000	\$14,300	\$1,879	\$16,179	73.5%	\$5,821
508 Printing and Publications	\$9,500	\$6,455	\$0	\$6,455	67.9%	\$3,045
509 Security Guard Service	\$26,500	\$16,282	\$1,654	\$17,936	67.7%	\$8,564
Total Contractual	\$163,605	\$131,363	\$34,763	\$166,126	101.5%	(\$2,521)
Facilities/Maint./Operations						
600 Equip. Repair & Maintenance	\$5,000	\$3,809	\$204	\$4,013	80.3%	\$987
601 TLC Maintenance Contract	\$19,500	\$205	\$0	\$205	1.1%	\$19,295
602 Facilities and Rent	\$76,650	\$44,100	\$6,300	\$50,400	65.8%	\$26,250
603 Supplies	\$32,000	\$12,958	\$2,277	\$15,235	47.6%	\$16,765
604 Travel / Workshops /Conf. Fees	\$9,000	\$7,263	\$860	\$8,123	90.3%	\$877
605 Training / Education	\$4,500	\$350	\$150	\$500	11.1%	\$4,000
606 Utilities	\$6,000	\$2,668	\$650	\$3,318	55.3%	\$2,682
607 Telephone (Voice)	\$13,000	\$8,289	\$1,187	\$9,476	72.9%	\$3,524
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$4,079	\$213	\$4,292	95.4%	\$208
610 Job & Contracting Advertising	\$2,500	\$478	\$592	\$1,070	42.8%	\$1,430
611 Promotional Advertising	\$2,000	\$1,020	\$0	\$1,020	51.0%	\$980
612 Organization/Association Dues	\$3,500	\$989	\$528	\$1,517	43.3%	\$1,983
613 Postage	\$4,500	\$2,652	\$698	\$3,350	74.4%	\$1,150
614 Janitorial	\$64,500	\$34,981	\$4,986	\$39,967	62.0%	\$24,533
615 Other Building Maintenance	\$12,500	\$4,488	\$678	\$5,166	41.3%	\$7,334
Total	\$272,587	\$128,329	\$19,322	\$147,651	54.2%	\$124,936
Facilities/Maint./Operations						
Programs/Activities/Other						
700 YS Summer Reading Program	\$7,000	\$1,135	\$36	\$1,171	16.7%	\$5,829
701 YS Programming & Supplies	\$4,864	\$2,346	(\$24)	\$2,322	47.7%	\$2,542
702 Adult Programming	\$2,200	\$2,269	\$316	\$2,585	117.5%	(\$385)
703 Adult Programming Supplies	\$5,000	\$315	\$53	\$368	7.4%	\$4,632

Appomattox Reg Library System

Check Register

For the Period From Feb 1, 2019 to Feb 28, 2019

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
2/14/19	Electronic Federal Tax Payment	200643	9,228.70
2/28/19	Electronic Federal Tax Payment	200644	8,683.77
2/14/19	Treasurer of Virginia	2013-428	237.85
2/14/19	Treasurer of Virginia	2013-429	416.42
2/14/19	Treasurer of Virginia	2013-431	6,419.04
2/28/19	Treasurer of Virginia	2013-433	416.42
2/28/19	Treasurer of Virginia	2013-434	237.85
2/4/19	Comcast Communications	40955	353.57
2/4/19	GreatAmerica Financial Svcs.	40956	2,855.48
2/4/19	Sam's Club Direct	40957	683.81
2/8/19	Baker & Taylor	40958	1,973.87
2/8/19	Gale/CENGAGE Learning	40959	44.98
2/8/19	Ingram Library Services	40960	2,376.41
2/8/19	Midwest Tape	40961	225.11
2/8/19	AT & T	40962	45.17
2/8/19	BambooInk	40963	85.00
2/8/19	Centric Business Systems	40964	188.22
2/8/19	Coast to Coast	40965	720.00
2/8/19	American Library Association	40966	320.00
2/8/19	County of Dinwiddie	40967	900.00
2/8/19	County of Prince George	40968	1,650.00
2/8/19	CS Diamond Enterprises, Inc.	40969	4,740.00
2/8/19	Dominion Energy Virginia	40970	597.23
2/8/19	Sarah Finch	40971	113.48
2/8/19	Karen Wall	40972	13.13
2/8/19	Ginger Mauler	40973	29.69
2/8/19	E-N Computers, Inc.	40974	5,390.39
2/8/19	Hopewell City Treasurer	40975	3,750.00
2/8/19	Heaton's Lawn Maintenance, LLC	40976	475.00
2/8/19	JanWay Company USA, Inc.	40977	360.00
2/8/19	Petersburg Alarm Company, Inc.	40978	203.00
2/8/19	Purchase Power	40979	600.00
2/8/19	Pitney Bowes Global Financial Services	40980	15.98
2/8/19	The Progress Index	40981	148.00
2/8/19	Reader Service	40982	36.26
2/8/19	Richmond Times Dispatch	40983	239.20
2/8/19	Richweb Inc.	40984	150.00
2/8/19	Securitas Security Services USA, Inc	40985	642.60
2/8/19	Shred-It USA LLC	40986	57.21
2/8/19	Terri Spicer	40987	360.00
2/8/19	SunTrust Bank	40988	2,763.81
2/8/19	Verizon	40989	14.74
2/8/19	Virginia Library Association	40990	100.00
2/8/19	World Book Inc.	40991	1,198.00
2/11/19	ARLS-Payroll	40992	34,633.11
2/22/19	Baker & Taylor	40993	672.45
2/22/19	Gale/CENGAGE Learning	40994	270.64
2/22/19	Ingram Library Services	40995	3,454.68

Appomattox Reg Library System
Check Register
For the Period From Feb 1, 2019 to Feb 28, 2019

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
2/22/19	Midwest Tape	40996	1,803.29
2/22/19	American Library Association	40997	228.00
2/22/19	Anthem BlueCross BlueShield	40998	12,845.00
2/22/19	Anthem BlueCross BlueShield	40999	603.00
2/22/19	AT & T Mobility	41000	209.03
2/22/19	Canon Financial Services, Inc.	41001	204.09
2/22/19	Comcast Communications	41002	1,772.54
2/22/19	DEMCO, Inc.	41003	371.42
2/22/19	Diamond Springs	41004	52.43
2/22/19	Elizabeth Trop	41005	28.86
2/22/19	Catherine Field	41006	81.27
2/22/19	Ginger Mauler	41007	29.19
2/22/19	Christine Wooddy	41008	34.44
2/22/19	Cassandra Bland	41009	34.44
2/22/19	Sherry Chappell	41010	36.36
2/22/19	Karen Wall	41011	43.28
2/22/19	Brian Manning	41012	69.94
2/22/19	E-N Computers, Inc.	41013	22,061.79
2/22/19	Rachel Vaughan Estes	41014	80.00
2/22/19	Hopewell City Treasurer	41015	212.98
2/22/19	OCLC, Inc.	41016	185.32
2/22/19	PGEC Enterprises, LLC	41017	74.00
2/22/19	Reader Service	41018	46.33
2/22/19	Richmond Times Dispatch	41019	344.00
2/22/19	Securitas Security Services USA, Inc	41020	954.20
2/22/19	Staples Credit Plan	41021	196.75
2/22/19	Tech Logic	41022	757.66
2/22/19	T-Mobile	41023	37.44
2/22/19	Unique Management Services	41024	474.35
2/22/19	Verizon	41025	129.16
2/22/19	Virginia Library Association	41026	245.00
2/22/19	U.S. Postal Service	41027	82.00
2/25/19	Niche Academy	41028	2,400.00
2/25/19	ARLS-Payroll	41029	32,637.65
2/26/19	Vantagepoint Transfer Agents - SPST	41030	288.57
Total			178,744.05

Appomattox Reg Library System

Sam's Ck #40957 2/4/19

Staples Ck #41021 2/22/19

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/26/18	Sams 7847	84010-100	Sugar, Medicines	41.86	
12/26/18	Sams 7847	84010-300	Wipes, TP, Paper Towels	169.82	
12/26/18	Sams 7847	20200-200	Sam's Club Direct		211.68
1/11/19	Sams 7869	84010-100	Laptop Backpacks	65.96	
1/11/19	Sams 7869	81100-200	Non-Computer Equip - HQ	165.57	
1/11/19	Sams 7869	20200-200	Sam's Club Direct		231.53
1/16/19	Sams 7873	84010-300	Wipes, Soap, PT, TP	180.58	
1/16/19	Sams 7873	84010-450	Coffee, Creamer	16.70	
1/16/19	Sams 7873	84010-100	Water, Batteries	43.32	
1/16/19	Sams 7873	20200-200	Sam's Club Direct		240.60
Total				683.81	683.81

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/29/19	Staples 7894	84010-300	Carpet Cleaner	10.99	
1/29/19	Staples 7894	84010-100	Paper, Fax Ink	202.36	
1/29/19	Staples 7894	84010-450	Cups/Lids - PG	11.38	
1/29/19	Staples 7894	20200-300	Staples, Inc.		224.73
2/8/19	Staples 7894-2	84010-100	Refund of Paper		-27.98
2/8/19	Staples 7894-2	20200-300	Staples, Inc.	-27.98	
Total				196.75	196.75

Appomattox Reg Library System

Suntrust CC Ck #40988

2/8/19

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/31/18	Google 12/13/18	82309-200	Google E-Mail	270.83	
12/31/18	Google 12/13/18	20200-400	Google		270.83
12/31/18	Spot	82301-130	Software Licenses	9.99	
12/31/18	Spot	20200-400	Spotify		9.99
			Supplies - Youth		
1/1/19	Universal 7798	84012-100	Services	39.00	
1/1/19	Universal 7798	20200-400	Universal Yums		39.00
			Refund for error		
1/3/19		84045-100	12/2018		-12.99
1/3/19		20200-400	Amazon.com	-12.99	
1/3/19	Amazon 1/3/19	80114-100	Juvenile A/V - Credit		-19.90
1/3/19	Amazon 1/3/19	20200-400	Amazon.com	-19.90	
1/5/19	Amazon 1/5/19	80101-100	Adult Fiction		-0.89
1/5/19	Amazon 1/5/19	20200-400	Amazon.com	-0.89	
1/5/19	Amazon 1/5/19-2	80101-100	Adult Fiction	50.51	
1/5/19	Amazon 1/5/19-2	20200-400	Amazon.com		50.51
			Anne Rappe-Epperson		
1/7/19	Information 7863	84020-200	Conference	499.00	
1/7/19	Information 7863	20200-400	Information Today		499.00
			1000 Books Before		
1/7/19	Read 7867	84012-100	Kindergarten	308.95	
			The Reading		
1/7/19	Read 7867	20200-400	Warehouse		308.95
1/11/19	Amazon 1/11/19	80119-100	Books on CD	6.29	
1/11/19	Amazon 1/11/19	20200-400	Amazon.com		6.29
1/11/19	Amazon 1/11/19-2	80119-100	Books on CD	14.74	
1/11/19	Amazon 1/11/19-2	20200-400	Amazon.com		14.74
1/14/19	Amazon 7870	84012-100	Legos for Dinwiddie	286.04	
1/14/19	Amazon 7870	20200-400	Amazon.com		286.04
1/15/19	Amazon 7871	84010-100	Laptop Charger	17.18	
1/15/19	Amazon 7871	20200-400	Amazon.com		17.18
			Lunch for Januard		
1/15/19	Panera 7872	84045-100	Board Mtg	179.30	
1/15/19	Panera 7872	20200-400	Panera Bread		179.30
1/17/19	B&H 7874	84010-100	Toner for Poster Printer	199.50	
1/17/19	B&H 7874	20200-400	B & H Photo		199.50
1/19/19	Amazon 1/19/19	80114-100	Juvenile A/V	23.02	
1/19/19	Amazon 1/19/19	20200-400	Amazon.com		23.02
1/22/19	Luca 7879	82505-100	Poetry, Pizza, Prose	44.00	
			Luca's Italian		
1/22/19	Luca 7879	20200-400	Restaurant		44.00
1/23/19	Amazon 7881	84010-100	Laptap Charger	37.12	
1/23/19	Amazon 7881	20200-400	Amazon.com		37.12
1/23/19	Amazon 7883	84045-100	1099 Filing	26.00	
1/23/19	Amazon 7883	20200-400	Aatrix E-File Center		26.00
1/23/19	Amazon 7884	84045-100	W-2 Filing	155.90	
1/23/19	Amazon 7884	20200-400	Aatrix E-File Center		155.90

Appomattox Reg Library System

Suntrust CC Ck #40988

2/8/19

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/23/19	Amazon 7886	84012-100	Legos, Bins, Stamp		
1/23/19	Amazon 7886	20200-400	Pads	419.79	
1/23/19	Amazon 7886	20200-400	Amazon.com		419.79
1/23/19	Kroger 7893	84010-100	Drinks, Plates for		
1/23/19	Kroger 7893	20200-400	Meeting	12.13	
1/23/19	Kroger 7893	20200-400	Kroger		12.13
1/24/19	H/PG Chamber 7890	84045-100	Chamber Annual		
1/24/19	H/PG Chamber 7890	84045-100	Meeting	38.00	
1/24/19	H/PG Chamber 7890	20200-400	Hopewell/PG Chamber		
1/24/19	H/PG Chamber 7890	20200-400	Commerce		38.00
1/24/19	Panera 7889	84045-100	Breakfast for		
1/24/19	Panera 7889	20200-400	SOVALUe Meeting	84.45	
1/24/19	Panera 7889	20200-400	Panera Bread		84.45
1/25/19	Amazon 1/25/19	80102-100	Adult Non-Fiction	26.97	
1/25/19	Amazon 1/25/19	20200-400	Amazon.com		26.97
1/25/19	Amazon 1/25/19-3	80102-100	Adult Non-Fiction	55.32	
1/25/19	Amazon 1/25/19-3	20200-400	Amazon.com		55.32
1/25/19	Amazon 1/25/29-2	80102-100	Adult Non-Fiction	10.74	
1/25/19	Amazon 1/25/29-2	20200-400	Amazon.com		10.74
1/25/19	Amazon 7872-1	84010-100	Laptop Charger		
1/25/19	Amazon 7872-1	84010-100	Returned		-17.18
1/25/19	Amazon 7872-1	20200-400	Amazon.com	-17.18	
Total				2,763.81	2,763.81

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		
2/25/19	Payment from SB		7,647.06	
2/28/19	February Salary & Benefits	5,479.50		
2/28/19	Ending Balance			5,479.50

TABLE 2: REVENUES FY2020

		FY2019 BUDGET IN DOLLARS	FY2020 BUDGET IN DOLLARS	NOTES
FND#				
100	Carryover	20,000	20,000	
101	Reserve	100,000	100,000	
102	Hopewell	606,264	630,515	4% increase for completion of technology upgrades and expansion of programming
103	Dinwiddie	276,330	287,395	4% increase for completion of technology upgrades and expansion of programming
104	Prince George	598,146	622,093	4% increase for completion of technology upgrades and expansion of programming
105	State Funds	393,480	393,418	Based on projection provided by the Library of Virginia
106	Fines/Fees/Lost Items	22,700	15,000	Changes in borrowing habits and improved collection efforts have reduced the fines and fees collected in each of the past two years. This is expected to be a continuing trend.
107	Copying Receipts	20,200	20,200	
108	Endowment	20,050	19,000	Projected from 3 rd quarter earnings report provided by John Randolph Foundation. Market value affects annual distribution amount.
109	Erate Funds	50,000	25,000	Decrease due to reduction of eligible expenses paid in FY2019
110	Gifts/Donations	7,000	5,000	
111	Grants	5,000	5,000	
112	Other	24,000	20,000	
	TOTALS	2,143,170	2,166,621	

TABLE 3: EXPENSES FY2020

FND#		FY2019 BUDGET IN DOLLARS	FY2020 BUDGET IN DOLLARS	NOTES
	Personnel			
200	MLS Salaries and Wages	476,247	480,000	Adjusted for 2% COLA raise and changes in administrative costs
201	Non MLS Salaries and Wages	598,898	623,153	Adjusted for a 2% COLA raise for current employees and the addition of one full-time and one part-time staff member to increase programming and cataloging
202	Benefits – Staff & Retires	280,000	300,000	Anticipated increase in health costs and costs associated with adding a new full-time employee
	Total Personnel	1,355,145	1,403,153	
	Books & Materials			
300	Books	70,700	77,000	Includes shifting of funds previously identified as “Family Resource Books”
301	Leased Book	27,000	21,000	Represents shifting of funds from leased materials to purchased materials
302	Standing Orders	36,400	38,000	
303	Print Newspapers & Periodicals	12,276	12,276	
304	Audiovisual Materials	26,000	26,000	
305	Electronic Materials	4,500	8,000	Includes purchase of new software needed for collection development
306	Microforms	1,133	-0-	
309	Family Resources Center	1,000	-0-	Funds shifted to regular book budget
310	E-Content	35,600	40,000	Continued demand for downloadable books, music, movies and other content. Circulation increased by 34% for the same time period in last fiscal year
	Total Books Materials	214,619	222,276	
	Capital Expenditures			
400	Library non-computer equipment	25,000	6,500	

401	Computer hardware	52,650	50,000	Third phase of updating of all public computers and related equipment
	Total Capital Expenditures	77,650	56,500	
	Contractual			
500	Lyrasis ILL Services	2,000	3,000	Increase in contract associated with interlibrary loan
501	Software Licenses	30,000	35,000	Additional software related to improved computer and network system and replacement of software no longer supported by vendor
502	Audit	18,000	20,000	
503	Cataloging MARC Records	3,605	3,605	
504	Unique Management	7,000	5,500	
505	Computer Support/Service Calls	25,000	30,000	Necessary increase until completion of equipment upgrade installation
505	Other Computer Software Services	20,000	20,000	
507	Telecomm/Internet Line Charges	22,000	17,000	
508	Printing/Publication	9,500	9,500	
509	Security Services	26,500	28,000	Increase in hourly charge for security
	Total Contractual	163,605	171,605	
	Facilities/Maint./Operations			
600	Equip. Repair & Maintenance	5,000	5,000	
601	TLC Maintenance Contract	19,500	19,500	
602	Facilities & Rent	76,650	76,650	
603	Supplies	32,000	25,000	
604	Travel/Workshops/Conference fees	9,000	9,000	
605	Training/Education	4,500	3,000	
606	Utilities	6,000	5,000	
607	Telephone (voice)	13,000	13,000	
608	Insurance	12,937	12,937	
609	Vehicle Maintenance/Fuel	4,500	5,000	
610	Job and Contract Advertising	2,500	2,000	
611	Promotional Advertising	2,000	2,000	
612	Organization/Association Dues	3,500	3,500	
613	Postage	4,500	5,000	Increased postage costs

614	Janitorial		64,500	64,500	
615	Other Building Maintenance		12,500	12,000	
	Total Facilities/Maint./Operations		272,587	263,087	
	Programs/Activities/Other				
700	YS Summer Reading Program		7,000	7,000	
701	YS Programming Supplies		4,864	4,500	
702	Adult Programming		2,200	5,000	
703	Adult Programming Supplies		5,000	2,000	
704	Local History Collection/Programs		5,000	5,000	
705	Reserve		7,000	7,000	
707	Hopewell Project		9,000	0	
709	Misc. Prof. Services & Other		16,000	16,000	
709	Endowment		3,500	3,500	
	Total Progs., Activities & Other		59,014	50,000	
	Grand Total		2,143,170	2,166,621	

INTERLIBRARY LOAN POLICY

SECTION FOUR: INTERLIBRARY LOAN

4.1 Borrowing from Other Library Systems

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. ARLS fines are \$.10 per late business day with a maximum fine 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

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.

Community Involvement

2/19/19	Presentation to the Dinwiddie Board of Supervisors
2/21/19	Hopewell Downtown Partnership Mural Committee meeting; Main Street accreditation meeting
2/25/19	Hopewell Downtown Partnership board meeting
2/28/19	Hopewell-Prince George Chamber of Commerce annual meeting
3/5/19	Hopewell City Council
3/7/19	Hopewell/Prince George Friends of the Library meeting
3/8/19	Capital Area Library Directors meeting
3/20/19	Hopewell City Public Schools Intersessions meeting