

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

April 16, 2019

Disputanta Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

April 16, 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 – March 19, 2019 Regular Meeting
Statistical Report – dated April 16, 2019
Financial Report – April 16, 2019
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update – Lindsay Aspinwall
- R2.** Internet Connectivity
- R3.** Staff Presentation – Jean Langford, Leake Local History & Genealogy Collection and Services
- R4.** John Randolph Foundation proposal on amending endowment agreement
- R5.** Virginia Public Library Directors Association meeting
- R6.** Proposed Harassment Policy

Committee Reports:

New Business:

Unfinished Business

Adjournment

ARLS Board of Trustees - Minutes of March 19, 2019
McKenney Library

The ARLS regular monthly meeting was called to order by Chair Lillian Boyd on March 19, 2019 at 1:14 PM at the McKenney Library.

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

Trustees absent: Martha Sykes (D)

Trustee positions vacant: None

Staff present: Brian Manning and Chris Weigard

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

Consent Agenda: After review and discussion of the consent agenda documents, Ms. Baskerville moved to approve the consent agenda, including the minutes from the February 19, 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 Administrative Personnel Services Manager position has been hired. Two part-time, circulation positions are open at Hopewell. Otherwise, the system is fully staffed.

R2. Board of Trustees Vacancies--Ms. King. Ms. Carol King was appointed as the representative to fill the Dinwiddie vacancy.

R3. U.S. Parks Service Winter Lecture Series. The lectures continue to be successful and well attended. The next lectures will be held in April and May.

R4. Hopewell-Prince George Chamber of Commerce Support. In an effort to promote National Library Week (and the system in general), the Hopewell-Prince George Chamber of Commerce created a promotional video about the library system. In addition, it is also sponsoring a contest challenging all chamber members and their employees to sign up for a library card.

R5. Staff Presentation--Jean Langford, Leake Local History & Genealogy Collection and Services. Postponed to April.

R6. Circulating mobile hotspots. ARLS has acquired 4 mobiles hotspots that will be distributed to the Prince George, Burrowsville, and McKenney branches for checkout. Results from this pilot will help ARLS determine whether or not to invest in additional hotspots to make available for checkout.

R7. FY2020 Budget. After review and discussion, the FY2020, Ms. Thorne motioned that the Board approve the proposed FY2020 budget. Mr. Thomas seconded the motion. The motion to approve the proposed FY 2020 budget passed unanimously.

Committee Reports: The Finance Committee met with the Director on March 6 to review and discuss the proposed FY2020 budget. The Committee agreed that the proposed budget should be presented to the Board for final discussion and approval.

New Business: None.

Unfinished Business:

- The proposed updates to the Interlibrary Loan Policy were reviewed and discussed by the Board. No further updates were made. Ms. Williams motioned that the Board approve the updated Interlibrary Loan Policy. Ms. Thorne seconded the motion. The motion to approve the updated Interlibrary Loan Policy passed unanimously.
- 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 June or July meeting agenda for discussion.

Announcements: The next ARLS Board of Trustees Meeting will be at the Disputanta Library on Tuesday, April 16, 2019 beginning at 1:00 PM.

Adjournment: Meeting adjourned at 2:24 pm.

Statistical Report
April 16, 2019

Statistical Report - April 16, 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	393	397	419	273	271	183	255	180	256	236	2,466		
	FY16	357	357	374	361	234	275	313	330	424	463	521	664	4,673		
	FY17	507	581	374	536	467	504	477	592	596	463	465	451	8,012		
	FY18	483	493	345	435	497	384	476	326	286	243	229	278	6,244		
	FY19	360	346	280	311	275	232	428	227	238	0	0	0	2,697	-17%	-28%
Carson Depot	FY15	1,598	1,558	1,428	1,409	1,586	1,284	1,115	1,687	1,167	1,164	1,273	1,378	16,747		
	FY16	1,590	1,229	1,137	1,409	898	946	1,102	1,225	1,323	1,464	1,136	1,036	14,495		
	FY17	1,200	1,055	868	720	908	670	739	703	985	848	679	774	10,149		
	FY18	967	753	788	723	583	584	552	559	715	659	482	935	8,300		
	FY19	992	738	697	647	722	603	774	833	765	0	0	0	6,771	7%	9%
Dinwiddie	FY15	2,632	2,489	1,834	1,755	2,197	2,254	1,604	1,768	1,806	1,811	1,856	2,065	24,071		
	FY16	2,809	2,342	2,135	1,997	1,599	1,595	1,629	2,105	2,059	1,891	2,112	2,666	24,939		
	FY17	2,618	2,478	3,172	2,106	1,920	1,982	2,176	1,812	2,367	1,883	1,962	2,034	26,510		
	FY18	1,428	1,951	2,862	1,832	1,580	1,256	1,265	861	1,448	1,311	1,512	1,677	18,983		
	FY19	3,580	1,554	1,736	1,587	1,518	1,272	1,673	1,457	1,621	0	0	0	15,998	12%	10%
Disputanta	FY15	559	693	518	643	576	550	402	301	344	335	482	600	6,003		
	FY16	984	712	645	556	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	549	0	0	0	5,835	26%	37%
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	11,286	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	10,701	0	0	0	94,944	-7%	-20%

Statistical Report
April 16, 2019

McKenney	FY15	509	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	956	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	5,187	0	0	0	41,953	45%	27%

Roboic	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	1,052	0	0	0	8,641	17%	0%

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	26	0	0	0	0	250		

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	1,517	0	0	0	11,667	30%	34%

ARIS 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	19,386	19,715	23,132	254,479		
	FY19	26,868	24,653	21,743	22,156	19,419	16,456	21,634	20,212	21,650	0	0	0	194,771	5%	2%

Statistical Report
April 16, 2019

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
PT2019													
Burrowsville	137	198	78	108	98	46	117	82	90	0	0	0	954
Carson Depot	1,035	632	907	939	760	461	937	829	2,241	0	0	0	8,741
Dinwiddie	939	796	779	745	760	578	768	636	774	0	0	0	6,775
Disputanta	188	232	232	251	187	141	193	195	218	0	0	0	1,837
Hopewell	12,889	12,839	10,713	15,076	13,897	36,298	10,720	16,648	16,652	0	0	0	146,732
McKenney	1,303	757	752	878	530	330	688	505	637	0	0	0	6,380
Prince George	3,984	4,295	5,977	6,788	4,622	4,786	6,229	5,173	6,935	0	0	0	48,789
Rohio	412	688	486	954	494	304	481	486	546	0	0	0	4,851
TOTAL	20,887	20,437	19,924	26,739	21,348	42,944	20,133	24,554	28,093	0	0	0	225,059
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	2,677	0	0	0	20,022
Meetings	174	177	163	181	156	121	173	186	205	0	0	0	1,536
Book Group	14	7	10	7	5	0	13	9	16	0	0	0	81
Adult Program	230	546	1,345	430	315	838	343	397	360	0	0	0	4,804
Non-SRP Child Program	0	0	1,028	702	732	2,604	711	1,862	1,620	0	0	0	9,259
Non-SRP Teen Program	0	0	134	166	185	104	40	19	157	0	0	0	805
Storytime	744	336	504	548	377	179	439	439	585	0	0	0	4,151
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	1,050	0	0	0	6,422
Database Usage	185	143	375	469	472	441	409	540	478	0	0	0	3,512
TOTALS	7,211	5,552	6,067	6,133	4,955	6,612	5,194	6,238	7,148	0	0	0	55,110

Statistical Report
April 16, 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	30	0	0	0	247
Carson Depot	140	117	87	95	109	107	99	103	157	0	0	0	1,014
Dinwiddie	363	189	159	157	145	122	196	149	201	0	0	0	1,681
Disputanta	49	80	44	60	37	37	40	38	44	0	0	0	429
Hopewell	1,045	745	808	948	788	643	733	764	651	0	0	0	7,125
Mckenney	94	95	107	90	101	56	95	86	112	0	0	0	836
Outreach	0	0	0	0	0	0	0	0	26	0	0	0	26
Prince George	1,624	2,082	1,629	1,942	1,521	1,100	1,873	1,749	1,778	0	0	0	15,298
Rohoic	0	209	144	183	154	84	143	176	184	0	0	0	204
TOTALS	3,344	3,542	3,006	3,510	2,882	2,166	3,203	3,097	3,183	0	0	0	27,933
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	26	0	0	0	203
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	109	0	0	0	871
WIFI	8	2	10	10	4	6	11	5	3	0	0	0	59
Dinwiddie Workstation	194	193	181	142	132	90	114	139	198	0	0	0	1,383
WIFI	40	30	28	16	6	10	0	2	22	0	0	0	154
Disputanta Workstation	41	44	44	73	51	33	30	37	68	0	0	0	421
WIFI	1	5	6	3	5	4	1	2	3	0	0	0	30
Hopewell Workstation	2,675	2,861	2,524	2,632	2,122	2,028	2,596	2,359	2,390	0	0	0	22,187
WIFI	721	661	617	770	601	489	702	648	613	0	0	0	5,822
Mckenney Workstation	146	121	102	155	138	115	145	157	169	0	0	0	1,248
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	741	0	0	0	5,880
WIFI	262	215	233	282	207	126	261	228	232	0	0	0	2,046
Rohoic Workstation	109	130	118	146	119	62	141	137	119	0	0	0	1,081
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	4,693	0	0	0	41,419

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	\$151,566	\$606,264	100.0%	\$0
103	Dinwiddie	\$276,330	\$207,248	\$0	\$207,248	75.0%	\$69,083
104	Prince George	\$598,146	\$448,610	\$149,537	\$598,146	100.0%	\$0
105	State Funds	\$393,480	\$296,648	\$0	\$296,648	75.4%	\$96,833
106	Fines/Fees/Lost	\$22,700	\$9,888	\$1,464	\$11,352	50.0%	\$11,348
107	Copying Receipts	\$20,200	\$14,133	\$1,908	\$16,041	79.4%	\$4,159
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	\$880	\$245	\$1,125	16.1%	\$5,875
111	Grants	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$16,409	\$1,434	\$17,843	74.3%	\$6,157
	TOTALS	\$2,143,170	\$1,512,474	\$306,154	\$1,818,628	84.9%	\$324,542

Fund#	EXPENSES 03/31/19	FY19 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 03/31/19	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
	Personnel						
	200 MLS Salaries & Wages	\$476,247	\$304,724	\$34,971	\$339,695	71.3%	\$136,552
	201 Non-MLS Salary & Wages	\$598,898	\$394,139	\$41,046	\$435,185	72.7%	\$163,713
	202 Benefits for Staff/Retirees	\$280,000	\$210,993	\$22,411	\$233,404	83.4%	\$46,596
	Total Personnel	\$1,355,145	\$909,856	\$98,428	\$1,008,284	74.4%	\$346,861
	Books & Materials						
	300 Books	\$70,700	\$50,654	\$6,450	\$57,104	80.8%	\$13,596
	301 Leased Materials	\$27,000	\$0	\$0	\$0	0.0%	\$27,000
	302 Standing Order Books	\$36,400	\$20,536	\$2,613	\$23,149	63.6%	\$13,251
	303 Print News & Periodicals	\$12,276	\$5,071	\$0	\$5,071	41.3%	\$7,205
	304 Audiovisual Materials	\$26,000	\$17,364	\$2,112	\$19,476	74.9%	\$6,524
	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	\$34	\$228	22.6%	\$782
	310 Econtent	\$35,600	\$10,800	\$0	\$10,800	30.3%	\$24,800
	Total Books & Materials	\$214,619	\$106,383	\$11,209	\$117,592	54.8%	\$97,027
	Capital Expenditures						
	400 Library Non-Computer Equip.	\$25,000	\$2,580	\$0	\$2,580	10.3%	\$22,421
	401 Computer Hardware	\$52,650	\$74,096	\$2,855	\$76,951	146.2%	(\$24,301)
	Total Capital Expenditures	\$77,650	\$76,676	\$2,855	\$79,531	102.4%	(\$1,881)
	Contractual						
	500 Lyrasis ILL Services	\$2,000	\$2,995	\$0	\$2,995	149.8%	(\$995)
	501 Software Licensing Contracts	\$30,000	\$22,777	\$10	\$22,787	76.0%	\$7,213
	502 Audit	\$18,000	\$15,804	\$448	\$16,252	90.3%	\$1,749
	503 Cataloging MARC Records	\$3,605	\$1,475	\$186	\$1,661	46.1%	\$1,944
	504 Unique Management	\$7,000	\$3,776	\$448	\$4,224	60.3%	\$2,777

505 Computer Support Service Calls	\$25,000	\$34,824	\$2,147	\$36,971	147.9%	(\$11,971)
506 Other Computer Software Serv.	\$20,000	\$21,084	\$3,030	\$24,114	120.6%	(\$4,114)
507 Telecomm Internet Line Charges	\$22,000	\$16,179	\$2,136	\$18,315	83.3%	\$3,685
508 Printing and Publications	\$9,500	\$6,455	\$2,890	\$9,345	98.4%	\$155
509 Security Guard Service	\$26,500	\$17,936	\$1,696	\$19,632	74.1%	\$6,868
Total Contractual	\$163,605	\$143,305	\$12,990	\$156,295	95.5%	\$7,310
Facilities/Maint./Operations						
600 Equip. Repair & Maintenance	\$5,000	\$4,013	\$213	\$4,226	84.5%	\$774
601 TLC Maintenance Contract	\$19,500	\$205	\$0	\$205	1.1%	\$19,295
602 Facilities and Rent	\$76,650	\$50,400	\$6,300	\$56,700	74.0%	\$19,950
603 Supplies	\$32,000	\$15,235	\$1,846	\$17,081	53.4%	\$14,919
604 Travel / Workshops / Conf. Fees	\$9,000	\$8,123	\$1,846	\$9,969	110.8%	(\$969)
605 Training / Education	\$4,500	\$500	\$0	\$500	11.1%	\$4,000
606 Utilities	\$6,000	\$3,318	\$1,206	\$4,524	75.4%	\$1,476
607 Telephone (Voice)	\$13,000	\$9,476	\$1,206	\$10,682	82.2%	\$2,318
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$4,292	\$223	\$4,515	100.3%	(\$15)
610 Job & Contracting Advertising	\$2,500	\$1,070	\$0	\$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	\$1,517	\$1,305	\$2,822	80.6%	\$678
613 Postage	\$4,500	\$3,350	\$64	\$3,414	75.9%	\$1,086
614 Janitorial	\$64,500	\$39,967	\$5,752	\$45,719	70.9%	\$18,781
615 Other Building Maintenance	\$12,500	\$5,166	\$659	\$5,825	46.6%	\$6,675
Total						
Facilities/Maint./Operations	\$272,587	\$147,652	\$20,621	\$168,273	61.7%	\$104,314
Programs/Activities/Other						
700 VS Summer Reading Program	\$7,000	\$1,171	\$15	\$1,186	16.9%	\$5,814
701 VS Programming & Supplies	\$4,864	\$2,322	\$1,014	\$3,336	68.6%	\$1,528
702 Adult Programming	\$2,200	\$2,585	\$320	\$2,905	132.0%	(\$705)
703 Adult Programming Supplies	\$5,000	\$368	\$0	\$368	7.4%	\$4,632

704 Funds for Local History Collection						
705 Reserve	\$5,000	\$470	\$0	\$470	9.4%	\$4,530
706 McKenny Library	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
707 Hopewell Project	\$0	\$0	\$0	\$0	0.0%	\$0
708 Prince George Project	\$9,000	\$0	\$7,392	\$7,392	82.1%	\$1,608
709 Misc. Professional Serv. & Other	\$0	\$0	\$0	\$0	0.0%	\$0
710 Endowment	\$16,000	\$9,434	\$0	\$9,434	59.0%	\$6,566
	\$3,500	\$0	\$0	\$0	0.0%	3500
Total Programs/Activ./Other	\$59,564	\$16,350	\$8,741	\$25,091	42.1%	\$34,473
GRAND TOTALS	\$2,143,170	\$1,400,222	\$154,845	\$1,555,067	72.6%	\$588,103

Appomattox Reg Library System
Check Register
For the Period From Mar 1, 2019 to Mar 31, 2019

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
3/13/19	Electronic Federal Tax Payment	200645	8,764.83
3/27/19	Electronic Federal Tax Payment	200646	8,889.51
3/11/19	Treasurer of Virginia	2013-436	6,419.04
3/14/19	Treasurer of Virginia	2013-437	229.79
3/14/19	Treasurer of Virginia	2013-438	376.12
3/28/19	Treasurer of Virginia	2013-440	376.12
3/28/19	Treasurer of Virginia	2013-441	229.79
3/6/19	PermaCard	40880V	-1,673.42
3/5/19	Comcast Communications	41031	364.11
3/5/19	GreatAmerica Financial Svcs.	41032	2,855.48
3/5/19	Heaton's Lawn Maintenance, LLC	41033	450.00
3/5/19	Sam's Club Direct	41034	81.98
3/8/19	Baker & Taylor	41035	350.14
3/8/19	Gale/CENGAGE Learning	41036	215.16
3/8/19	Ingram Library Services	41037	3,418.35
3/8/19	Midwest Tape	41038	260.59
3/8/19	Active Screening	41039	102.00
3/8/19	AT & T	41040	58.97
3/8/19	BambooInk	41041	1,370.00
3/8/19	Centric Business Systems	41042	144.00
3/8/19	Comcast Communications	41043	242.30
3/8/19	CS Diamond Enterprises, Inc.	41044	4,740.00
3/8/19	DEMCO, Inc.	41045	398.80
3/8/19	Dominion Energy Virginia	41046	631.46
3/8/19	Sarah Finch	41047	63.10
3/8/19	Candice Bailey	41048	9.09
3/8/19	Susan Butterworth	41049	26.36
3/8/19	Megan Kitchen	41050	14.01
3/8/19	E-N Computers, Inc.	41051	5,336.25
3/8/19	Gun Cotton Coffee Shop	41052	75.00
3/8/19	Hopewell/PG Friends of the Library	41053	12.00
3/8/19	Hopewell City Treasurer	41054	222.79
3/8/19	JanWay Company USA, Inc.	41055	400.32
3/8/19	Minor & Associates	41056	475.00
3/8/19	PermaCard	41057	1,673.42
3/8/19	Petersburg Alarm Company, Inc.	41058	114.00
3/8/19	Reader Service	41059	114.49
3/8/19	Scott Fields Design	41060	1,520.00
3/8/19	Securitas Security Services USA, Inc	41061	1,060.62
3/8/19	Shred-It USA LLC	41062	57.21
3/8/19	Terri Spicer	41063	320.00
3/8/19	SunTrust Bank	41064	1,682.24
3/8/19	Verizon	41065	14.74
3/8/19	Virginia Library Association	41066	1,305.11
3/11/19	ARLS-Payroll	41067	32,167.42
3/19/19	AT & T Mobility	41068	214.04
3/19/19	Comcast Communications	41069	1,996.90
3/19/19	T-Mobile	41070	37.44

Appomattox Reg Library System

Check Register

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

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
3/22/19	Baker & Taylor	41071	858.32
3/22/19	Gale/CENGAGE Learning	41072	299.13
3/22/19	Ingram Library Services	41073	3,590.02
3/22/19	Midwest Tape	41074	1,778.41
3/22/19	Rowman & Littlefield Publishing Group	41075	45.15
3/22/19	Anthem BlueCross BlueShield	41076	12,865.00
3/22/19	Anthem BlueCross BlueShield	41077	603.00
3/22/19	Canon Financial Services, Inc.	41078	212.64
3/22/19	CS Diamond Enterprises, Inc.	41079	925.00
3/22/19	County of Dinwiddie	41080	900.00
3/22/19	County of Prince George	41081	1,650.00
3/22/19	Diamond Springs	41082	74.90
3/22/19	Elizabeth Trop	41083	40.30
3/22/19	Sarah Finch	41084	113.48
3/22/19	Hopewell City Treasurer	41085	3,750.00
3/22/19	Ginger Mauler	41086	41.26
3/22/19	Rachel Vaughan Estes	41087	80.00
3/22/19	William Foster	41088	150.00
3/22/19	Houchins Pest Control	41089	95.00
3/22/19	Cameron Koch	41090	100.00
3/22/19	OCLC, Inc.	41091	185.32
3/22/19	PGEC Enterprises, LLC	41092	74.00
3/22/19	US Postal Service	41093	64.00
3/22/19	Colten Hedrick	41094	12.95
3/22/19	Securitas Security Services USA, Inc	41095	578.52
3/22/19	Staples Credit Plan	41096	683.74
3/22/19	The Library Corporation	41097	299.00
3/22/19	Unique Management Services	41098	447.50
3/22/19	Verizon	41099	133.11
3/25/19	ARLS-Payroll	41100	32,996.19
	Total		151,852.61

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		
3/25/19	Payment from SB		5,479.50	
3/31/19	March Salary & Benefits	5,479.50		
3/31/19	Ending Balance			5,479.50

Appomattox Reg Library System

Suntrust CK #41064

3/8/19

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/30/19	Amazon 1/30/19	80111-100	DVD's	23.99	
1/30/19	Amazon 1/30/19	20200-400	Amazon.com		23.99
1/31/19	Amazon 1/31/19	80102-100	Adult Non-Fiction	26.99	
1/31/19	Amazon 1/31/19	20200-400	Amazon.com		26.99
1/31/19	Amazon 1/31/19-2	80000-100	Y/S Non Fiction	102.11	
1/31/19	Amazon 1/31/19-2	20200-400	Amazon.com		102.11
1/31/19	Amazon 1/31/19-3	80102-100	Adult Non-Fiction	9.99	
1/31/19	Amazon 1/31/19-3	20200-400	Amazon.com		9.99
1/31/19	Dinwiddie 7895	84045-100	Chamber Event	90.00	
			Dinwiddie Chamber of		
1/31/19	Dinwiddie 7895	20200-400	Commerce		90.00
1/31/19	Google 1/31/19	82309-200	Google E-Mail	270.83	
1/31/19	Google 1/31/19	20200-400	Google		270.83
1/31/19	Spot 1/31/19	82301-130	Software Licenses	9.99	
1/31/19	Spot 1/31/19	20200-400	Spotify		9.99
2/1/19	Amazon 7798-3	84012-100	Supplies - Youth Services	39.00	
2/1/19	Amazon 7798-3	20200-400	Universal Yums		39.00
2/6/19	Amazon 2/6/19	80111-100	DVD's	121.63	
2/6/19	Amazon 2/6/19	20200-400	Amazon.com		121.63
2/6/19	Amazon 2/6/19-2	80101-100	Adult Fiction	10.30	
2/6/19	Amazon 2/6/19-2	80118-310	Adult Fiction - SO	10.97	
2/6/19	Amazon 2/6/19-2	20200-400	Amazon.com		21.27
2/6/19	Amazon 2/6/19-3	80102-100	Adult Non-Fiction	9.98	
2/6/19	Amazon 2/6/19-3	20200-400	Amazon.com		9.98
2/6/19	Amazon 2/6/19-4	80100-100	Young Adult-Fiction	12.91	
2/6/19	Amazon 2/6/19-4	20200-400	Amazon.com		12.91
2/7/19	Amazon 2/7/19	80100-100	Young Adult-Fiction		-1.14
2/7/19	Amazon 2/7/19	20200-400	Amazon.com	-1.14	
2/11/19	Amazon 2/11/19	80101-100	Adult Fiction	15.99	
2/11/19	Amazon 2/11/19	80118-310	Adult Fiction - SO	25.40	
2/11/19	Amazon 2/11/19	20200-400	Amazon.com		41.39
2/11/19	Grava 7907	84020-200	Workshop	5.52	
2/11/19	Grava 7907	20200-400	GRAVA		5.52
2/12/19	County 7914	84045-100	Lunch at CALD Meeting	10.53	
2/12/19	County 7914	20200-400	County Seat Restaurant		10.53
2/12/19	UPS 7910	84010-100	Return Shipping on Supplies	38.14	
2/12/19	UPS 7910	20200-400	UPS		38.14
2/13/19	Amazon 2/13/19	80101-100	Adult Fiction	7.14	
2/13/19	Amazon 2/13/19	20200-400	Amazon.com		7.14
2/13/19	Amazon 7909	84012-100	Soap Base	29.02	
2/13/19	Amazon 7909	20200-400	Amazon.com		29.02
			Lunch for February Board		
2/13/19	Panera 2/13/19	84045-100	Mtg	164.19	
2/13/19	Panera 2/13/19	20200-400	Panera Bread		164.19
			Chamber Meeting -		
2/14/19	H/PG 7954	84045-100	A.Rappe	38.00	

Appomattox Reg Library System

Suntrust CK #41064

3/8/19

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/14/19	H/PG 7954	20200-400	Hopewell/PG Chamber		
2/15/19	Amazon 2/15/19	80111-100	Commerce		38.00
2/15/19	Amazon 2/15/19	20200-400	DVD's	70.86	
2/20/19	Amazon 2/20/19	80000-100	Amazon.com		70.86
2/20/19	Amazon 2/20/19	20200-400	Y/S Non Fiction	5.98	
2/20/19	Amazon 2/20/19	20200-400	Amazon.com		5.98
2/20/19	Amazon 2/20/19-2	80000-100	Y/S Non Fiction	5.98	
2/20/19	Amazon 2/20/19-2	20200-400	Amazon.com		5.98
2/20/19	Constant 2/20/19	82301-140	Software	-761.00	
2/20/19	Constant 2/20/19	20200-400	Constant Contact		-761.00
2/21/19	Amazon 7951	84045-100	Prime Membership	119.00	
2/21/19	Amazon 7951	20200-400	Amazon.com		119.00
2/21/19	Conservation 7930	80129-110	Webinar - Jeanie Langford	120.00	
2/21/19	Conservation 7930	20200-400	Conservation Center for		
2/21/19	Event 7924	82500-100	Arts		120.00
2/21/19	Event 7924	20200-400	RIPL Training - C. Field	75.00	
2/21/19	Event 7924	20200-400	Eventbrite		75.00
2/22/19	Ripl 7925	82500-100	Training on Library Stats -		
2/22/19	Ripl 7925	20200-400	BM	75.00	
2/22/19	Ripl 7925	20200-400	RIPL		75.00
2/25/19	Amazon 2/25/19	80000-100	Y/S Non Fiction	23.97	
2/25/19	Amazon 2/25/19	20200-400	Amazon.com		23.97
2/25/19	Constant 2/25/19	82301-140	Software		761.00
2/25/19	Constant 2/25/19	20200-400	Constant Contact	761.00	
2/25/19	IRead 7929	84013-100	SRP Resource Guide	36.25	
2/25/19	IRead 7929	20200-400	iRead Illinois Library		
2/25/19	VPLDA 7933	84021-100	Association		36.25
2/25/19	VPLDA 7933	84021-100	Association Dues	55.00	
2/25/19	VPLDA 7933	20200-400	VA Public Lib. Directors		
2/25/19	VPLDA 7933	20200-400	Assoc		55.00
2/26/19	Amazon 7931	84012-100	Construction Paper	23.72	
2/26/19	Amazon 7931	20200-400	Amazon.com		23.72
Total				1,682.24	1,682.24

Appomattox Reg Library System
 Sam's CK #41034 - 3/5/19
 Staples CK #41096 - 3/22/19

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/11/19	Sams 7908	84045-100	Cake for Nicole's		
2/11/19	Sams 7908	20200-200	Departure	21.98	
2/14/19	Sam's 2/27/19	84045-100	Sam's Club Direct		21.98
2/14/19	Sam's 2/27/19	84045-100	Annual Membership	60.00	
2/14/19	Sam's 2/27/19	20200-200	Sam's Club Direct		60.00
Total				81.98	81.98

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/12/19	Staples 7911	84010-100	Paper, Pencils,		
2/12/19	Staples 7911	20200-300	Markers, Box	362.96	
3/1/19	Staples 7944	84010-300	Staples, Inc.		362.96
3/1/19	Staples 7944	84010-300	Toilet Tissue	87.18	
3/1/19	Staples 7944	84010-100	Paper, Scissors, Ink,		
3/1/19	Staples 7944	84010-100	Cardstock	233.60	
3/1/19	Staples 7944	20200-300	Staples, Inc.		320.78
Total				683.74	683.74

John Randolph Foundation Endowed Fund Agreement

This Agreement to create an Endowed Fund for the benefit of Appomattox Regional Library System (the "Agreement") is made as of August 23, 2004 between John H. Clements (the "Donor"), and John Randolph Foundation, a Virginia not-for-profit charitable corporation (hereafter referred to as the "Foundation").

I. Endowed Fund Creation

The Donor hereby contributes to the Foundation the property specified in Attachment "A" to create an endowed fund for the benefit of the Appomattox Regional Library System, organized as a regional library under Chapter 2, Title 42.1 of the Code of Virginia (1950), as amended (hereafter referred to as the "Library"). That property and all additional property contributed to the Foundation by the Donor or other entities or individuals pursuant to this Agreement shall comprise the "Appomattox Regional Library System Endowed Fund" (hereafter referred to as the "Fund").

II. Distributions from the Fund

1. All contributions, the annual earnings allocable to the Fund (net of investment management fees), and the net allocable appreciation (realized and unrealized), shall be accumulated as principal in the Fund until the balance reaches a minimum of two hundred and fifty thousand dollars (\$250,000). If, however, the Fund does not reach such amount within a time deemed reasonable by the Board after consultation with the Library, the Fund will be terminated and the net assets shall be distributed to the Library, its successor in interest, one or more entities that are described in Sections 170(c)(2) and 501(c)(3) of the Internal Revenue Code, or the Foundation's unrestricted fund balance for the general support of the Foundation's mission.
2. Thereafter, five percent (5%) of the market value of the fund (based on a three-year moving average) will be distributed annually to the Library. The Foundation's Board of Trustees (hereafter the "Board") reserves the right to adjust this percentage if, after consultation with the Library, the Board deems, in its sole discretion, such adjustment to be in the best interest of the Library. In addition, the Foundation's Board reserves the right to vary the terms of any distribution if continued adherence to any condition or restriction is in the judgment of the Foundation's Board unnecessary, incapable of fulfillment, or inconsistent with the charitable or other exempt purposes of the Foundation or needs of the Library. No distributions shall be made from the Fund if such distribution will, in the judgment

of the Foundation, endanger the Foundation's Code section 501(c)(3) status under the Internal Revenue Code.

3. The first payment to the Library shall be made following the end of the Foundation's first taxable year after the Fund has reached the minimum of two hundred and fifty thousand dollars (\$250,000), and each subsequent payment shall be made annually on or around the anniversary of the first payment.
4. Notwithstanding the preceding paragraph, no distribution shall be made to the Library from the Fund if such a distribution causes the Fund balance to fall below two hundred and fifty thousand dollars (\$250,000).
5. Distributions to the Library may be used for operating expenses of the Library, including, but not limited to, programmatic initiatives, staffing, purchases, and other operational needs requested by donors or identified by the Library.
6. If the Library fails to remain a government instrumentality as a regional library under the Code of Virginia, or as a local public library (or libraries) under the auspices of one or more of its constituent localities (Hopewell, Prince George, Dinwiddie), any remaining assets of the Fund shall be added to the Foundation's unrestricted fund balance for the general support of the Foundation's mission. In the event the Library reorganizes as a local public library or libraries as defined the Code of Virginia, the subsequent distributions of the fund shall be distributed to the reorganized local library or libraries per the terms of the Regional Library Contract with the constituent localities in force at the time of the reorganization.
7. If the Foundation dissolves, the net assets of the Fund shall be distributed to the Library, or its successor in interest, if then in existence; but if not, the Foundation shall distribute such assets to one or more entities that are described in Sections 170(c)(2) and 501(c)(3) of the Internal Revenue Code that, in the good faith opinion of the Board, have missions that are consistent with the mission of the Foundation.

III. Administration and Investment of the Fund

1. The Foundation, by resolution of its Board, has approved the acceptance of the Donor's initial contribution for the creation of the Fund. Subject to the right of the Foundation to reject any particular gift, the Donor or other entities or individuals, may make additional contributions to the Foundation for the purposes of the Fund. The Foundation shall accept contributions and administer the Fund in accordance with resolutions of the Board, and such resolutions and policies may be amended as required by the Board.

2. All contributions to this Fund shall be irrevocable once accepted by the Foundation.
3. The Foundation shall manage the earnings and investments of the Fund under the direction of the Foundation's Investment Committee.
4. The Fund shall be a component part, and the exclusive property, of the Foundation, subject to the control of the Foundation with respect to all distributions of income and principal from the Fund. While the Fund is a component fund of the Foundation, the assets may be commingled for investment purposes and invested in units of any common investment of the Foundation. The Foundation shall have the right to convert any contributed property to securities or other assets of a common fund.
5. It is understood and agreed that the Fund shall share a fair portion of the investment management fees or other investment-related fees charged to the Foundation by its investment advisors, managers, custodians or others. Those costs annually charged against the Fund shall be determined in accordance with the then current fee schedule identified by the Foundation as applicable to funds of this type. The Foundation shall not charge the Fund any additional fees incurred as a result of the Foundation's staff time to administer the Fund.
6. The Foundation will provide quarterly Fund statements to the Donor and the Library.

IV. Additional Fund Provisions

This Agreement is irrevocable. Nevertheless, solely to insure that the Fund is a qualified component of the Foundation for federal tax purposes, the Foundation, acting alone, but in consultation with the Library, shall have the power to modify the terms of the agreement to the extent not inconsistent with endowed fund tax laws. The Agreement shall be governed by the laws of the State of Virginia.

IN WITNESS WHEREOF, John H. Clements and an authorized representative of the Foundation have executed this Agreement on the date specified below.

Date: 8-13-04


JOHN H. CLEMENTS

Date: 8-23-04

JOHN RANDOLPH FOUNDATION

By: 

Brenda S. Pelham, President

Attachment "A"

Description of Property:

\$25,000 cash

STATEMENT OF ENDOWMENT POLICY

THIS STATEMENT OF ENDOWMENT POLICY established by John Randolph Foundation, Inc., a Virginia not-for-profit charitable corporation (hereinafter referred to as "JRF" or "Foundation") sets forth the policies and parameters for the administration of Endowments (hereinafter referred to as "Endowment" or "Fund"). This policy does not cover Scholarship Funds (Please see the Foundation's Scholarship Policy.)

1. MODIFICATION. While this is a general policy applicable to all Endowments established by the Foundation, it is recognized that facts and circumstances may vary for any given Endowment. As a result, this policy may be amended or modified to address the specific facts or requirements of a particular Endowment.

2. ESTABLISHMENT. The minimum contribution required to establish an Endowment is as follows:

Administrative	\$5,000	Supports the Foundation's operations
Agency	\$10,000	Donor and beneficiary are the same organization
Designated	\$10,000	Supports one or more specific organizations
Donor Advised	\$10,000	Donor recommends grants with flexibility
Field of Interest	\$10,000	Supports a general area of interest
Unrestricted	\$5,000	Supports the area of greatest need

The Foundation may establish Funds below these minimums, sometimes referred to as "acorn funds". Funds below the required minimum are not endowed and will not distribute grants until they are fully funded. Donors are encouraged to reach their fund minimum within five years. Donors may discuss an alternative timeline during the Fund's establishment, which may be noted in their file. If the Fund has not reached the minimum within five years, the Foundation will contact the founding contributor(s) to recommend the following options:

- Create a plan to reach the minimum balance in place at the time the fund was created,
- Spend down the balance on the original charitable purpose(s),
- Transfer the balance to another JRF endowment, or
- Transfer the balance to the JRF unrestricted account.

If the founding contributor is deceased, cannot be located, or is unresponsive within 90 days of initial outreach, the Fund will be terminated, and the Foundation shall devote any remaining assets in the Fund as outlined in Section 12.

3. CORPUS OR PRINCIPAL. Contributions received to establish an Endowment shall be designated as the Principal and may not be expended. Any additional contributions to the Endowment will be added to the temporarily restricted portion of the Fund unless it is restricted to the Principal by the donor.

4. PURPOSE. The primary purpose of each Endowment shall be clearly defined by the Foundation. An Endowment is a permanent fund established to carry out the purpose stated by the donor. The Principal is invested, and a portion of the investment earnings and returns, less fees and expenses, is distributed annually. There will be no distribution which requires an expenditure of the Principal.

5. INVESTMENT. The Foundation shall manage the investment and earnings of the Fund under the direction of the JRF Investment Advisory Committee and the Board of Trustees (hereinafter referred to as the "Board"). While the Fund is a component part of the Foundation, the assets may be commingled for investment purposes and invested in units of any common investment of the Foundation. The Foundation reserves the right to convert any contributed property to securities or other assets of a common Fund. Investment income shall include interest and dividend income, realized appreciation, and unrealized appreciation, less investment management fees. It is understood and agreed that the Funds shall share a pro-rata portion of the investment management fees or other investment related fees charged to the Foundation by its investment advisors, managers, custodians and others. Costs annually charged against the Fund shall be determined in accordance with the then current fee schedule identifiable by the Foundation as applicable to Funds of this type.

A statement showing investment results will be produced and mailed to the beneficiary at least annually.

JRF investment of the Fund entails risk and uncertainty, there is no guarantee of a positive return. While JRF endeavors to make well-informed investment decisions, a negative return which could reduce the balance or value of the Fund below the Principal value is a possibility.

6. DISTRIBUTION. The Foundation shall make the initial and subsequent distributions solely from net investment earnings and returns consistent with the purpose of the Endowment and the policy guidelines established by the Foundation. There will be no distribution in years where there is a negative investment return for the prior calendar year.

Distribution amounts may be determined by March 31 of each year based on the net assets of the Fund, as well as investment earnings and returns, as of December 31 of the prior calendar year with a targeted distribution by June 30 of each year.

The first distribution will not take place until the Endowment has been established and funded for one full calendar year. The Foundation reserves the right to require submission of a proposal for the use of any distribution to insure it is consistent with the purpose of the endowment.

The annual distribution, which includes the administrative fee, may be up to 4.8% of the net assets of the Fund for the previous calendar year-end balance and cannot result

in an expenditure of the Principal. Any excess earnings over 4.8% will remain in the Fund's net assets.

7. VARIANCE. The Foundation's Board has the authority to vary the terms of any fund if continued adherence to any condition or restriction is in the judgment of the Foundation's Board unnecessary, incapable of fulfillment or inconsistent with the charitable or other exempt purposes of the Foundation or the fund. In this regard, it is understood that the Foundation is explicitly granted unilateral variance power, which is the power to redirect the use of the Endowment to another beneficiary and to override the original intent of the fund without approval of any interested party. No distribution shall be made from the fund to any individual or entity if such distribution will in the judgment of the Foundation endanger the Foundation's Code Section 501(c)(3) status.

8. ADMINISTRATIVE PROVISIONS. The parameters described in this statement are irrevocable. Nevertheless, solely to insure that the Fund is a qualified component of the Foundation for federal tax purposes, the Foundation, acting alone, shall have the power to modify the terms of this policy to the extent not inconsistent with endowed fund tax laws. Notwithstanding anything herein to the contrary, the Foundation shall hold and manage the Fund, and all contributions to the Fund, subject to the provisions of the applicable Virginia law and the Foundation's Articles of Incorporation and Bylaws. The Foundation's Board shall monitor the distribution of the Fund to ensure it is used exclusively for charitable or other exempt purposes (within the meaning of Code section 170(c)(1) or (2)B), and shall have all powers of modification and removal specified in United States Treasury Regulations Section 1.170A-9(e)(11)(v)(B).

9. ADMINISTRATIVE FEES. The Foundation assesses an annual fee to manage and administer all Funds. The fee is based on the total net assets of the Fund as of December 31 of each year. The fee for each Endowment shall be established by the Board of the Foundation annually based on the following schedule:

Administrative	0.00%
Agency	1.00%
Designated	1.00%
Donor Advised	1.50%
Field of Interest	1.00%
Unrestricted	1.00%

Tiered Fees: Donor advised funds with balances of \$500,000 up to \$3 million will be charged an annual fee of 1.00%, and donor advised funds with balances of \$3 million or more will be charged an annual fee of 0.75%. All other types of funds with balances of \$500,000 up to \$3 million will be charged an annual fee of 0.75%, and funds with balances of \$3 million or more will be charged an annual fee of 0.50%.

10. LEGAL: Legal fees and expenses incurred in establishing, managing or administering the endowment including inquiries, challenges or litigation to the

endowment or its terms shall be an expense of the endowment and will be deducted from the annual distribution.

11. **CONDITIONS FOR ACCEPTANCE OF FUNDS:** The establishment of a Fund is made in recognition of, and subject to, the terms and conditions of the Articles of Incorporation, Bylaws of the Foundation and this document as from time to time amended, and that a Fund shall at all times be subject to such terms and conditions, including, but not by way of limitation, provisions for:

a) Amendments by the Foundation acting in its sole discretion.

12. **CONTINUITY.** The Fund shall continue so long as assets are available in the Fund and the purposes of the Fund can be served by its continuation. If the Fund is terminated, the Foundation shall devote any remaining assets in the Fund exclusively for charitable or other exempt purposes that:

a) Are within the scope of the charitable or other exempt purposes of the Foundation's Articles of Incorporation; and,

b) Most nearly approximate, solely in the good faith opinion of the Board, the original purpose of the Fund as envisioned by the founder of the Endowment.

13. **NOT A SEPARATE TRUST.** The Fund shall be a component part of the Foundation's investments. All money and property in the Fund shall be held as general assets of the Foundation and not segregated as trust property of a separate trust; provided that for purposes of determining the share of the Foundation's earnings allocable to the Fund and the value of the principal of the Fund, the interest of the Fund in the general assets of the Foundation shall be a percentage determined by dividing the total Fund, by the then value of the total investment assets of the Foundation, such percentage interest being subject to adjustment at the time of each addition to or reduction of the assets of the Foundation. The receipts and disbursements of this Fund, however, shall be accounted for separately and apart from those of other gifts to the Foundation.

Approved by the Board of Trustees October 18, 2018

13.2 Workplace Violence Policy

Rev.8/31/04

It is the policy of the Appomattox Regional Library System to seek to maintain a safe workplace, free from any threat of physical violence, emotional abuse, or any form of potentially violent intimidation. Therefore the following policies will be followed:

- Acts of violence, verbal intimidation, obscenity, vandalism, sabotage, damage to library property, or the threat of such acts are prohibited. All complaints, reports, or advisements will be thoroughly investigated and reported to the proper law enforcement authorities as is warranted by the circumstances.
- Library staff members are advised to report any such acts, or threats of such acts as stated above, to the supervising librarian immediately. Failure to comply with this policy is a direct violation of library rules and may result in the activation of disciplinary procedures up to and including termination of employment.
- Any such acts or threats of such acts as described above which are committed by library patrons or visitors, will not only be reported to law enforcement officials, but may result in the suspension or revocation of library privileges.

Community Involvement

- 3/20/19 Hopewell Board of Education meeting on moving school system to “Balanced Schedule” and organization’s support during intersessions.
- 3/25/19 Hopewell/Prince George Chamber of Commerce morning coffee
- 3/28/19 Opportunity Zone Workshop presented by the City of Hopewell
- 4/4/19 Downtown Partnership engagement committee
- 4/4/19 Martin Luther King, Jr. Memorial Service at the Beacon
- 4/5/19 Riverwalk Dedication – City Park
- 4/5/19 Friends of the Hopewell/Prince George Libraries annual meeting
- 4/10/19 Hosting Hopewell/Prince George Chamber of Commerce board meeting at the Hopewell Library
- 4/11-12/19 Virginia Public Library Directors Association meeting – Staunton
- 4/13/19 Prince George County Toddlers Fair – Prince George Library

13.2.1 Proposed Library Harassment Policy

Adopted _____

The Appomattox Regional Library System is committed to providing and sustaining a work and public service environment that is free from discrimination, harassment, intimidation or coercion in any form.

Sexual Harassment - Section 703 of Title VII of the Civil Rights Act specifically defines sexual harassment as "Unwelcome sexual advances, requests for favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment."

Examples of verbal sexual harassment that are prohibited include, but are not limited to, suggestive comments, jokes of a sexual nature, lewd remarks or threats. Verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sex oriented and considered unwelcome, is also prohibited.

Examples of non-verbal harassment that are prohibited include, but are not limited to, suggestive or insulting sounds, leering, staring, obscene gestures, written remarks on social media, email, or in letters or notes that are sexual in nature.

Examples of physical behavior that are prohibited include, but are not limited to, unwelcome physical contact, including but not limited to touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault.

Appomattox Regional Library System prohibits harassment based on race, religion, color, gender identity, sexual orientation, national origin, age, or disability. Any conduct by way of words, actions, gestures, pictures, or other behavior that creates or has the potential to create an intimidating, hostile, or offensive environment for any individual or group of individuals is not allowed in the library.

Examples of harassment that are prohibited include, but are not limited to, disparaging statements about a person's heritage, race, religion, color, gender identity, sexual orientation, etc. This includes jokes, gestures, and epithets that have negative connotations.

Unlawful discrimination or harassment of any kind by or directed at ARLS personnel, contractors, vendors, patrons, or any other person interacting with any staff member of ARLS, whether on or off library property, will be addressed by library management as soon as possible. Any such behavior from a patron, whether directed towards staff or other patrons, will result in the offending patron being barred from library property as determined by library management.