

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

May 21, 2019

Prince George Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM

Board of Trustees

Agenda

May 21, 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 – April 16, 2019 Regular Meeting

Statistical Report – dated May 21, 2019

Financial Report – May 21, 2019

Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Staff Presentation – Carol Farmer – Technical Services Manager
- R3.** Staff Presentation – Sarah Finch – Youth Services Manager
- R4.** Policy Update – Minor Corrections / Revisions

Committee Reports:

New Business:

- Proposed Policy Revisions
- June 18, 2019 Board Meeting / Staff Appreciation Dinner

Unfinished Business

Requested Modification of Endowment Agreement from the John Randolph Foundation

Adjournment

ARLS Board of Trustees - Minutes of April 16, 2019
Disputanta Library

The ARLS regular monthly meeting was called to order by Chair Lillian Boyd on April 16, 2019 at 1:04 PM at the Disputanta Library.

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

Trustees absent: David Harless (H)

Trustee positions vacant: None

Staff present: Brian Manning, Chris Wiegard, Jeanie Langford, and Lindsay Aspinwall

Approval of Agenda: Ms. Sykes 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. Williams 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: Jean Langford's presentation on the Titanic resulted in a research request from a seventh grader at Swift Creek Middle School, who is doing a project on the Titanic. The student's parent expressed how wonderful Ms. Langford's presentation was and how excited her child was to work with Ms. Langford on her project.

Citizen Comment: None.

Report of the Library Director:

R1. Staff Update--Lindsay Aspinwall. Ms. Aspinwall has started her role as the new Administrative and Personnel Services Manager. She introduced herself to the Board. The system is fully staffed.

R2. Internet Connectivity. Each branch is now equipped with high speed internet.

R3. Staff Presentation--Jean Langford, Ann K and Preston H Leake Local History & Genealogy Collection and Services. Jean Langford gave a presentation on the history of the Leake Local History & Genealogy Services and outreach and engagement she has been involved with.

R4. John Randolph Foundation proposal on amending endowment agreement. The Board will need to discuss and vote on the administrative fee for the John Randolph Foundation no later than the June board meeting.

R5. Virginia Public Library Directors Association meeting. Mr. Manning recently attended the Virginia Public Library Directors Association meeting in Staunton, Virginia. At the meeting, he was nominated and elected as the President Elect for 2021.

R6. Proposed Harassment Policy. The updated Harassment Policy was reviewed and discussed by the Board. No changes were made to the proposed policy. Ms. Thorne moved to approve the proposed Harassment Policy, and Mr. Thomas seconded the motion. The motion to approve the Harassment Policy passed unanimously.

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. It was originally thought that the Board had until the end of the calendar year to make a final decision; however, a vote must occur no later than the June meeting.

Announcements: The next ARLS Board of Trustees Meeting will be at the Prince George Library on Tuesday, May 21, 2019 beginning at 1:00 PM.

Adjournment: Meeting adjourned at 2:06 pm.

Statistical Report
May 21, 2019

Statistical Report - May 21, 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	394	476	326	286	243	229	278	6,244		
	FY19	360	346	280	311	275	232	428	227	238	187	0	0	2,884	-23%	-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	697	647	722	603	774	833	765	839	0	0	7,610	27%	11%
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	1,339	0	0	17,337	2%	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	549	620	0	0	6,455	30%	36%
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	10,701	10,121	0	0	105,065	-7%	-18%

Statistical Report
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McKenney	FY15	909	1,043	1,000	941	1,060	1,048	698	675	899	856	770	815	10,714		
	FY16	933	815	711	724	577	496	724	732	771	723	818	897	8,921		
	FY17	878	936	864	959	877	840	677	587	684	568	900	1,090	9,860		
	FY18	1,060	1,181	686	891	727	560	669	721	757	667	802	1,233	9,954		
	FY19	1,107	894	877	846	759	478	971	677	749	705	0	0	8,063	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	4,725	0	0	46,678	49%	29%

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	1,052	1,045	0	0	9,686	4%	1%

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	25	26	20	0	0	295		

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	1,330	0	0	12,997	23%	32%

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	20,211	22,405	20,931	0	0	216,476	8%	3%

Statistical Report
May 21, 2019

PATRON VISITS		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2019														
Burrowsville		137	198	78	108	98	46	117	82	90	110	0	0	1,064
Carson Depot		1,035	632	907	939	760	461	937	829	2,241	411	0	0	9,152
Dinwiddie		939	796	779	745	760	578	768	636	774	588	0	0	7,363
Disputanta		188	232	232	251	187	141	193	195	218	226	0	0	2,063
Hopewell		12,889	12,839	10,713	16,076	13,897	36,298	10,720	16,648	16,652	18,143	0	0	164,875
McKenney		1,303	757	752	878	530	330	688	505	637	558	0	0	6,938
Prince George		3,984	4,295	5,977	6,788	4,622	4,786	6,229	5,173	6,935	3,856	0	0	52,645
Rohoic		412	688	486	954	494	304	481	486	546	540	0	0	5,391
TOTAL		20,887	20,437	19,924	26,739	21,348	42,944	20,133	24,554	28,093	24,432	0	0	249,491
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	2,803	0	0	22,825
Meetings		174	177	163	181	156	121	173	186	205	235	0	0	1,771
Book Group		14	7	10	7	5	0	13	9	16	10	0	0	91
Adult Program		230	546	1,345	430	315	838	343	397	360	405	0	0	5,209
Non-SRP Child Program		0	0	1,028	702	732	2,604	711	1,862	1,620	1,741	0	0	11,000
Non-SRP Teen Program		0	0	134	166	185	104	40	19	157	113	0	0	918
Storytime		744	336	504	548	377	179	439	439	585	508	0	0	4,659
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	870	0	0	7,292
Database Usage		185	143	375	469	472	441	409	540	478	454	0	0	3,966
TOTALS		7,211	5,552	6,067	6,133	4,955	6,612	5,194	6,238	7,148	7,139	0	0	62,249

Statistical Report
May 21, 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	25	0	0	272
Carson Depot	140	117	87	95	109	107	99	103	157	104	0	0	1,118
Dinwiddie	363	189	159	157	145	122	196	149	201	166	0	0	1,847
Disputanta	49	80	44	60	37	37	40	38	44	49	0	0	478
Hopewell	1,045	745	808	948	788	643	733	764	651	636	0	0	7,761
McKenney	94	95	107	90	101	56	95	86	112	68	0	0	904
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	1,463	0	0	16,761
Rohoic	0	209	144	183	154	84	143	176	184	202	0	0	204
TOTALS	3,344	3,542	3,006	3,510	2,882	2,166	3,203	3,097	3,183	2,713	0	0	30,646
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	17	0	0	220
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	75	0	0	946
WIFI	8	2	10	10	4	6	11	5	3	2	0	0	61
Dinwiddie Workstation	194	193	181	142	132	90	114	139	198	143	0	0	1,526
WIFI	40	30	28	16	6	10	0	2	22	20	0	0	174
Disputanta Workstation	41	44	44	73	51	33	30	37	68	70	0	0	491
WIFI	1	5	6	3	5	4	1	2	3	1	0	0	31
Hopewell Workstation	2,675	2,861	2,524	2,632	2,122	2,028	2,596	2,359	2,390	2,344	0	0	24,531
WIFI	721	661	617	770	601	489	702	648	613	586	0	0	6,408
McKenney Workstation	146	121	102	155	138	115	145	157	169	197	0	0	1,445
WIFI	3	7	8	4	7	1	0	0	0	4	0	0	34
Prince George Workstation	680	732	607	749	621	472	598	680	741	622	0	0	6,502
WIFI	262	215	233	282	207	126	261	228	232	197	0	0	2,243
Rohoic Workstation	109	130	118	146	119	62	141	137	119	103	0	0	1,184
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	4,381	0	0	45,800

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%	\$20,000
101	Reserve	\$100,000		\$0		\$0		\$0		0.0%	\$100,000
102	Hopewell	\$606,264		\$606,264		\$0		\$606,264		100.0%	\$0
103	Dinwiddie	\$276,330		\$207,248		\$69,083		\$276,331		100.0%	(\$1)
104	Prince George	\$598,146		\$598,146		\$0		\$598,146		100.0%	\$0
105	State Funds	\$393,480		\$296,648		\$98,883		\$395,530		100.5%	(\$2,050)
106	Fines/Fees/Lost	\$22,700		\$11,352		\$984		\$12,336		54.3%	\$10,364
107	Copying Receipts	\$20,200		\$16,041		\$2,044		\$18,085		89.5%	\$2,115
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		\$1,125		\$6,255		\$7,380		105.4%	(\$380)
111	Grants	\$5,000		\$0		\$0		\$0		0.0%	\$5,000
112	Other	\$24,000		\$17,843		\$2,527		\$20,370		84.9%	\$3,630
TOTALS		\$2,143,170		\$1,818,628		\$179,775		\$1,998,403		93.2%	\$144,767

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	\$339,695	\$34,971	\$374,666	78.7%	\$101,581
201	Non-MLS Salary & Wages	\$598,898	\$435,185	\$45,346	\$480,531	80.2%	\$118,367
202	Benefits for Staff/Retirees	\$280,000	\$233,404	\$24,470	\$257,874	92.1%	\$22,126
	Total Personnel	\$1,355,145	\$1,008,284	\$104,787	\$1,113,071	82.1%	\$242,074
Books & Materials							
300	Books	\$70,700	\$57,104	\$6,407	\$63,511	89.8%	\$7,189
301	Leased Materials	\$27,000	\$0	\$0	\$0	0.0%	\$27,000
302	Standing Order Books	\$36,400	\$23,149	\$2,242	\$25,391	69.8%	\$11,009
303	Print News & Periodicals	\$12,276	\$5,071	\$328	\$5,399	44.0%	\$6,877
304	Audiovisual Materials	\$26,000	\$19,476	\$1,693	\$21,169	81.4%	\$4,831
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	\$228	\$228	\$456	45.1%	\$554
310	Econtent	\$35,600	\$10,800	\$0	\$10,800	30.3%	\$24,800
	Total Books & Materials	\$214,619	\$117,592	\$10,897	\$128,489	59.9%	\$86,130
Capital Expenditures							
400	Library Non-Computer Equip.	\$25,000	\$2,580	\$100	\$2,679	10.7%	\$22,321
401	Computer Hardware	\$52,650	\$76,951	\$5,775	\$82,726	157.1%	(\$30,076)
	Total Capital Expenditures	\$77,650	\$79,531	\$5,875	\$85,405	110.0%	(\$7,755)
Contractual							
500	Lyrasis ILL Services	\$2,000	\$2,995	\$0	\$2,995	149.8%	(\$995)
501	Software Licensing Contracts	\$30,000	\$22,787	\$426	\$23,213	77.4%	\$6,787
502	Audit	\$18,000	\$16,252	\$27	\$16,279	90.4%	\$1,721
503	Cataloging MARC Records	\$3,605	\$1,661	\$186	\$1,847	51.2%	\$1,758
504	Unique Management	\$7,000	\$4,224	\$251	\$4,475	63.9%	\$2,525

505 Computer Support Service Calls	\$25,000	\$36,971	\$2,204	\$39,175	156.7%	(\$14,175)
506 Other Computer Software Serv.	\$20,000	\$24,114	\$3,070	\$27,184	135.9%	(\$7,184)
507 Telecomm Internet Line Charges	\$22,000	\$18,315	\$2,652	\$20,967	95.3%	\$1,033
508 Printing and Publications	\$9,500	\$9,345	\$0	\$9,345	98.4%	\$155
509 Security Guard Service	\$26,500	\$19,632	\$310	\$19,942	75.3%	\$6,558
Total Contractual	\$163,605	\$156,296	\$9,125	\$165,421	101.1%	(\$1,816)
Facilities/Maint./Operations						
600 Equip. Repair & Maintenance	\$5,000	\$4,226	\$2,057	\$6,283	125.7%	(\$1,283)
601 TLC Maintenance Contract	\$19,500	\$205	\$0	\$205	1.1%	\$19,295
602 Facilities and Rent	\$76,650	\$56,700	\$6,300	\$63,000	82.2%	\$13,650
603 Supplies	\$32,000	\$17,081	\$4,115	\$21,196	66.2%	\$10,804
604 Travel / Workshops /Conf. Fees	\$9,000	\$9,969	\$619	\$10,588	117.6%	(\$1,588)
605 Training / Education	\$4,500	\$500	\$0	\$500	11.1%	\$4,000
606 Utilities	\$6,000	\$4,524	\$77	\$4,601	76.7%	\$1,399
607 Telephone (Voice)	\$13,000	\$10,682	\$1,290	\$11,972	92.1%	\$1,028
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$4,515	\$1,014	\$5,529	122.9%	(\$1,029)
610 Job & Contracting Advertising	\$2,500	\$1,070	\$0	\$1,070	42.8%	\$1,430
611 Promotional Advertising	\$2,000	\$1,020	\$250	\$1,270	63.5%	\$730
612 Organization/Association Dues	\$3,500	\$2,822	\$359	\$3,181	90.9%	\$319
613 Postage	\$4,500	\$3,414	\$351	\$3,765	83.7%	\$735
614 Janitorial	\$64,500	\$45,719	\$5,105	\$50,824	78.8%	\$13,676
615 Other Building Maintenance	\$12,500	\$5,825	\$656	\$6,481	51.8%	\$6,019
Total	\$272,587	\$168,272	\$22,193	\$190,465	69.9%	\$82,122
Facilities/Maint./Operations						
Programs/Activities/Other						
700 YS Summer Reading Program	\$7,000	\$1,186	\$88	\$1,274	18.2%	\$5,726
701 YS Programming & Supplies	\$4,864	\$3,336	\$463	\$3,799	78.1%	\$1,065
702 Adult Programming	\$2,200	\$2,905	\$381	\$3,286	149.4%	(\$1,086)
703 Adult Programming Supplies	\$5,000	\$368	\$379	\$747	14.9%	\$4,253

704	Funds for Local History Collection	\$5,000	\$470	\$0	\$470	9.4%	\$4,530
705	Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
706	McKenny Library	\$0	\$0	\$0	\$0	0.0%	\$0
707	Hopewell Project	\$9,000	\$0	\$7,392	\$7,392	82.1%	\$1,608
708	Prince George Project	\$0	\$0	\$0	\$0	0.0%	\$0
709	Misc. Professional Serv. & Other	\$16,000	\$9,434	\$1,341	\$10,776	67.3%	\$5,224
710	Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500.00
	Total Programs/Activ./Other	\$59,564	\$17,699	\$10,044	\$27,744	46.6%	\$31,820
	GRAND TOTALS	\$2,143,170	\$1,547,674	\$162,922	\$1,710,596	79.8%	\$432,574

Appomattox Reg Library System

Check Register

For the Period From Apr 1, 2019 to Apr 30, 2019

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
4/10/19	Electronic Federal Tax Payment	200647	9,308.85
4/24/19	Electronic Federal Tax Payment	200648	9,351.81
4/11/19	Treasurer of Virginia	2013-442	6,103.01
4/11/19	Treasurer of Virginia	2013-445	229.79
4/11/19	Treasurer of Virginia	2013-446	408.36
4/25/19	Treasurer of Virginia	2013-448	229.79
4/25/19	Treasurer of Virginia	2013-449	408.36
4/3/19	Sam's Club Direct	41101	383.86
4/3/19	Active Screening	41102	201.50
4/3/19	Connect IT	41103	57.50
4/3/19	GreatAmerica Financial Svcs.	41104	2,855.48
4/3/19	Heaton's Lawn Maintenance, LLC	41105	542.00
4/5/19	Baker & Taylor	41106	735.21
4/5/19	Gale/CENGAGE Learning	41107	290.14
4/5/19	Ingram Library Services	41108	3,156.71
4/5/19	Midwest Tape	41109	576.10
4/5/19	Rowman & Littlefield Publishing Group	41110	92.61
4/5/19	AT & T	41111	68.81
4/5/19	Coast to Coast	41112	720.00
4/5/19	Comcast Communications	41113	524.91
4/5/19	CS Diamond Enterprises, Inc.	41114	4,740.00
4/5/19	Dinwiddie Chamber of Commerce	41115	150.00
4/5/19	Dominion Energy Virginia	41116	576.78
4/5/19	Megan Kitchen	41117	16.85
4/5/19	Anne Rappe-Epperson	41118	1,258.82
4/5/19	E-N Computers, Inc.	41119	5,439.95
4/5/19	HR Specialist: Employment Law	41120	211.00
4/5/19	Petersburg Alarm Company, Inc.	41121	114.00
4/5/19	PGEC Enterprises, LLC	41122	209.00
4/5/19	Pitney Bowes Global Financial Services	41123	351.00
4/5/19	The Progress Index	41124	250.00
4/5/19	Reader Service	41125	31.90
4/5/19	Safeguard Business Systems, Inc	41126	198.00
4/5/19	Shred-It USA LLC	41127	57.21
4/5/19	Terri Spicer	41128	320.00
4/5/19	SunTrust Bank	41129	2,002.18
4/5/19	Verizon	41130	14.74
4/8/19	ARLS-Payroll	41131	34,153.23
4/17/19	Baker & Taylor	41132	1,133.73
4/17/19	Gale/CENGAGE Learning	41133	424.33
4/17/19	Ingram Library Services	41134	1,940.88
4/17/19	Midwest Tape	41135	1,066.05
4/17/19	Anthem BlueCross BlueShield	41136	14,569.00
4/17/19	Anthem BlueCross BlueShield	41137	603.00
4/17/19	AT & T Mobility	41138	209.03
4/17/19	BambooInk	41139	85.00
4/17/19	Canon Financial Services, Inc.	41140	207.24
4/17/19	Centric Business Systems	41141	1,850.16

Appomattox Reg Library System

Check Register

For the Period From Apr 1, 2019 to Apr 30, 2019

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
4/17/19	Comcast Communications	41142	1,454.39
4/17/19	DEMCO, Inc.	41143	250.21
4/17/19	County of Dinwiddie	41144	900.00
4/17/19	County of Prince George	41145	1,650.00
4/17/19	Rachel Vaughan Estes	41146	80.00
4/17/19	Catherine Field	41147	103.00
4/17/19	Sarah Finch	41148	49.13
4/17/19	Brian Manning	41149	230.59
4/17/19	William Foster	41150	150.00
4/17/19	Hopewell City Treasurer	41151	4,763.70
4/17/19	OCLC, Inc.	41152	185.32
4/17/19	Reader Service	41153	82.59
4/17/19	Monique Urton	41154	30.47
4/17/19	Richmond Times Dispatch	41155	327.60
4/17/19	Saucy's	41156	400.85
4/17/19	Tech Logic	41157	2,150.00
4/17/19	T-Mobile	41158	37.44
4/17/19	Treasurer of Virginia	41159	153.07
4/17/19	Unique Management Services	41160	250.60
4/17/19	Verizon	41161	132.24
4/22/19	ARLS-Payroll	41162	34,471.74
4/30/19	Comcast Communications	41163	860.91
4/30/19	GreatAmerica Financial Svcs.	41164	2,855.48
4/30/19	Sam's Club Direct	41165	173.44
4/30/19	Staples Credit Plan	41166	941.60
4/30/19	United States Treasury	41167	24.86
	Total		161,137.11

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Mar 10, 2019 to Apr 10, 2019

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/15/19	Staples 7965	84010-460	Pencil Sharpener	20.99	
			Tape, Labels, Clock,		
3/15/19	Staples 7965	84010-100	USB	188.82	
3/15/19	Staples 7965	20200-300	Staples, Inc.		209.81
4/4/19	Staples 7994	81100-460	Stool	99.99	
4/4/19	Staples 7994	20200-300	Staples, Inc.		99.99
			Jumbo Roll Toilet		
4/1/19	Staples7984	84010-300	Tissue	174.36	
4/1/19	Staples7984	84010-440	Cork Board	59.99	
4/1/19	Staples7984	84045-100	Membership	49.00	
			Paper, Tape, USB,		
4/1/19	Staples7984	84010-100	Labels, Tabs	348.45	
4/1/19	Staples7984	20200-300	Staples, Inc.		631.80
Total				941.60	941.60

Appomattox Reg Library System

Sam's CK #41101

Sam's CK #41165

Filter Criteria includes: Report order is by Check Number. Repo 4/3/19 and 4/30/19

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/27/19	Sams 7932	84010-310	Supplies - Staff Vending Mach	103.96	
2/27/19	Sams 7932	84010-300	Paper Towels, Wipes, Lysol	246.02	
2/27/19	Sams 7932	84010-100	Tissues, Sugar	33.88	
2/27/19	Sams 7932	20200-200	Sam's Club Direct		383.86
Total				383.86	383.86

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/3/19	Sams 7990	84010-300	Wipes, TP, Soap, Dusters	77.96	
4/3/19	Sams 7990	84010-100	Coin wrappers, tylenol, advil,	80.54	
4/3/19	Sams 7990	84010-310	Peanut M&Ms	14.94	
4/3/19	Sams 7990	20200-200	Sam's Club Direct		173.44
Total				173.44	173.44

Smart Beginnings Report

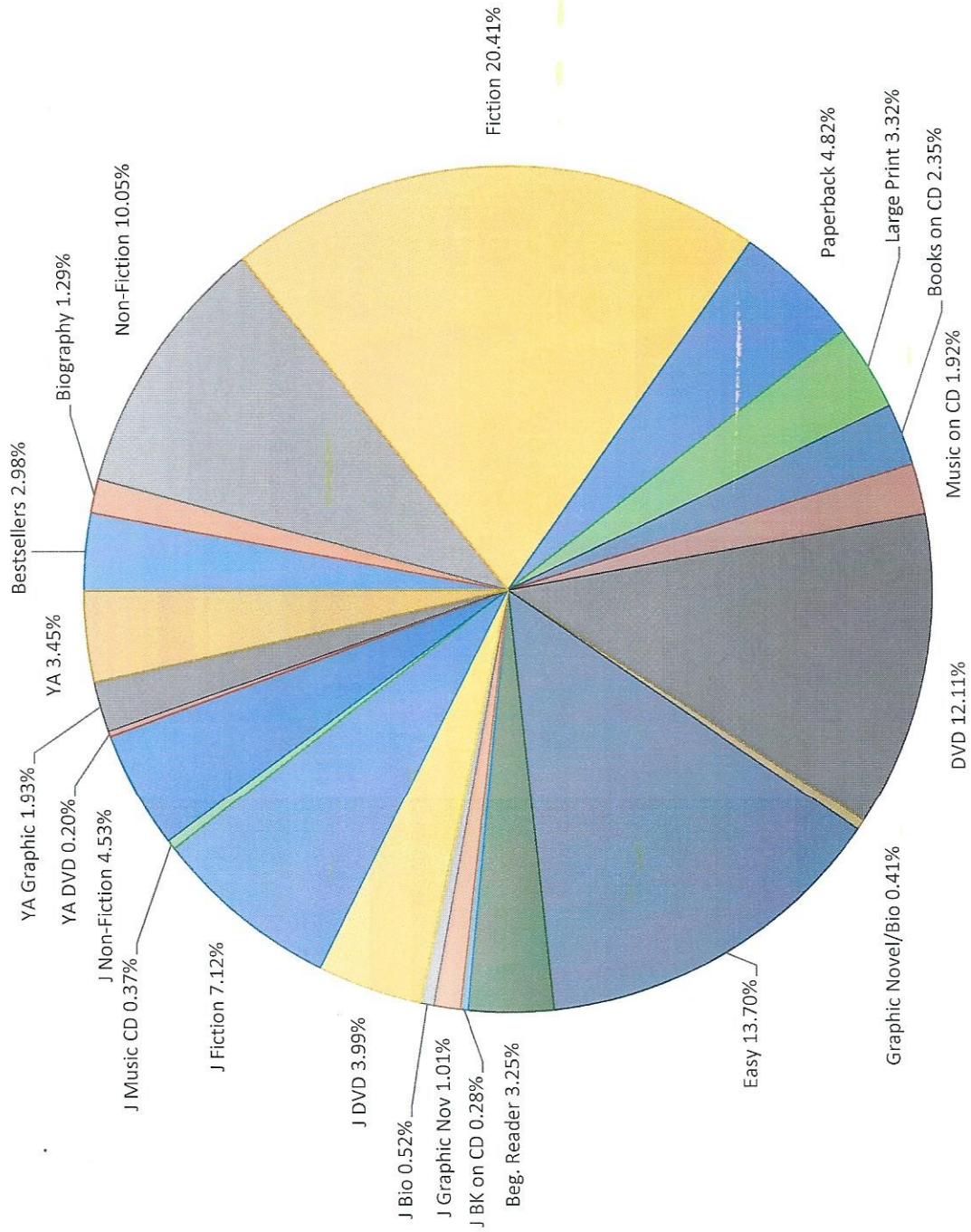
July 2018 to April 2019

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		
4/18/19	Payment from SB		5,479.50	
4/30/19	April Salary & Benefits	5,479.50		
4/30/19	Ending Balance			5,479.50

Community Involvement

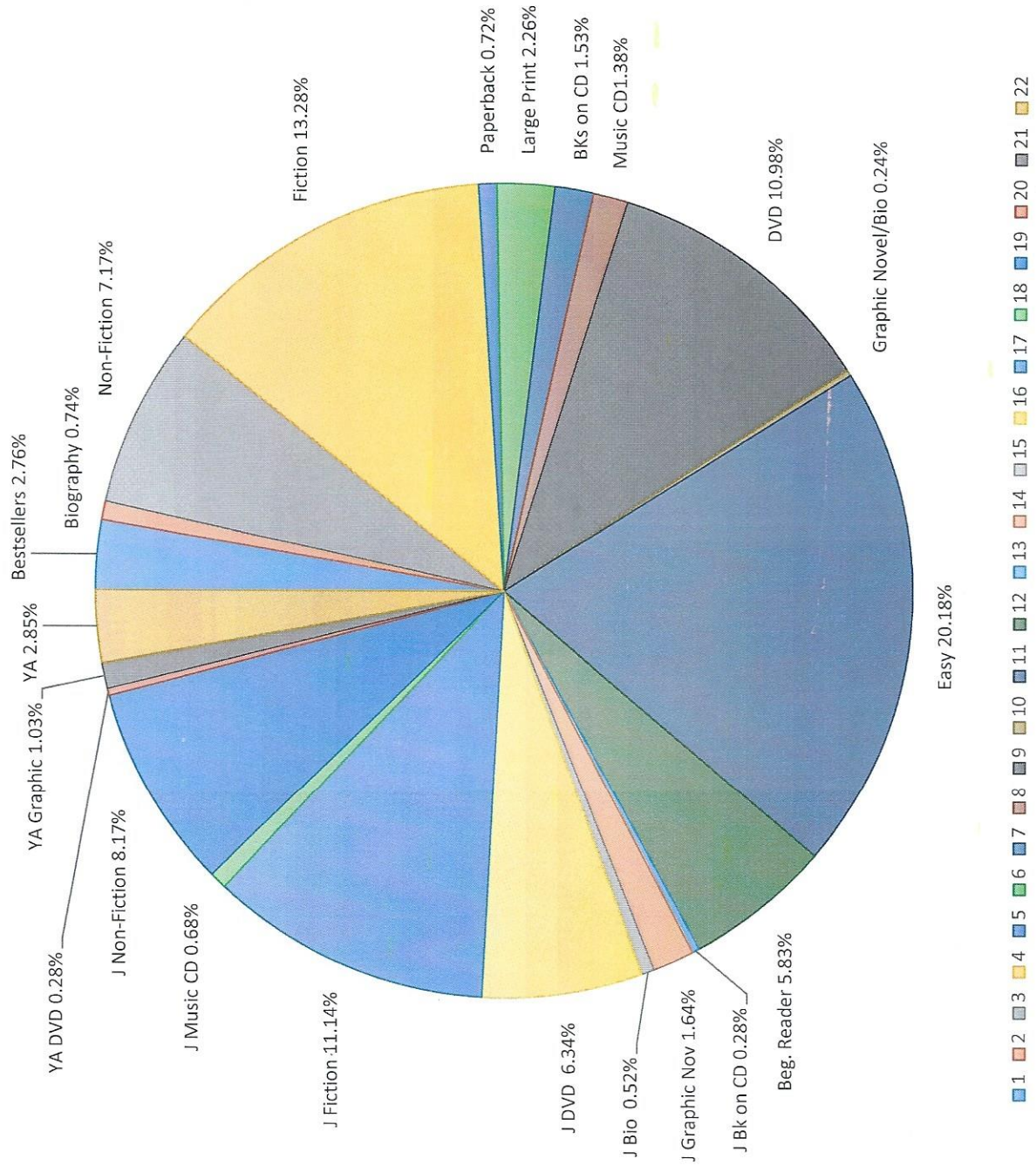
4/23/19	City of Hopewell Youth in Government Day – Opening Session & Luncheon
4/25/19	Presentation to the James River Council
4/29/19	Hopewell Downtown Partnership Social
5/2/19	Downtown Partnership board meeting
5/4/19	Prince George Community Day
5/7/19	McKenney 2 nd Anniversary
5/10/19	Hosting Capital Area Library Directors (CALD) meeting
5/16/19	RIPL online preliminary meeting
5/18/19	Volunteer Appreciation Luncheon

Hopewell Circulation 2018

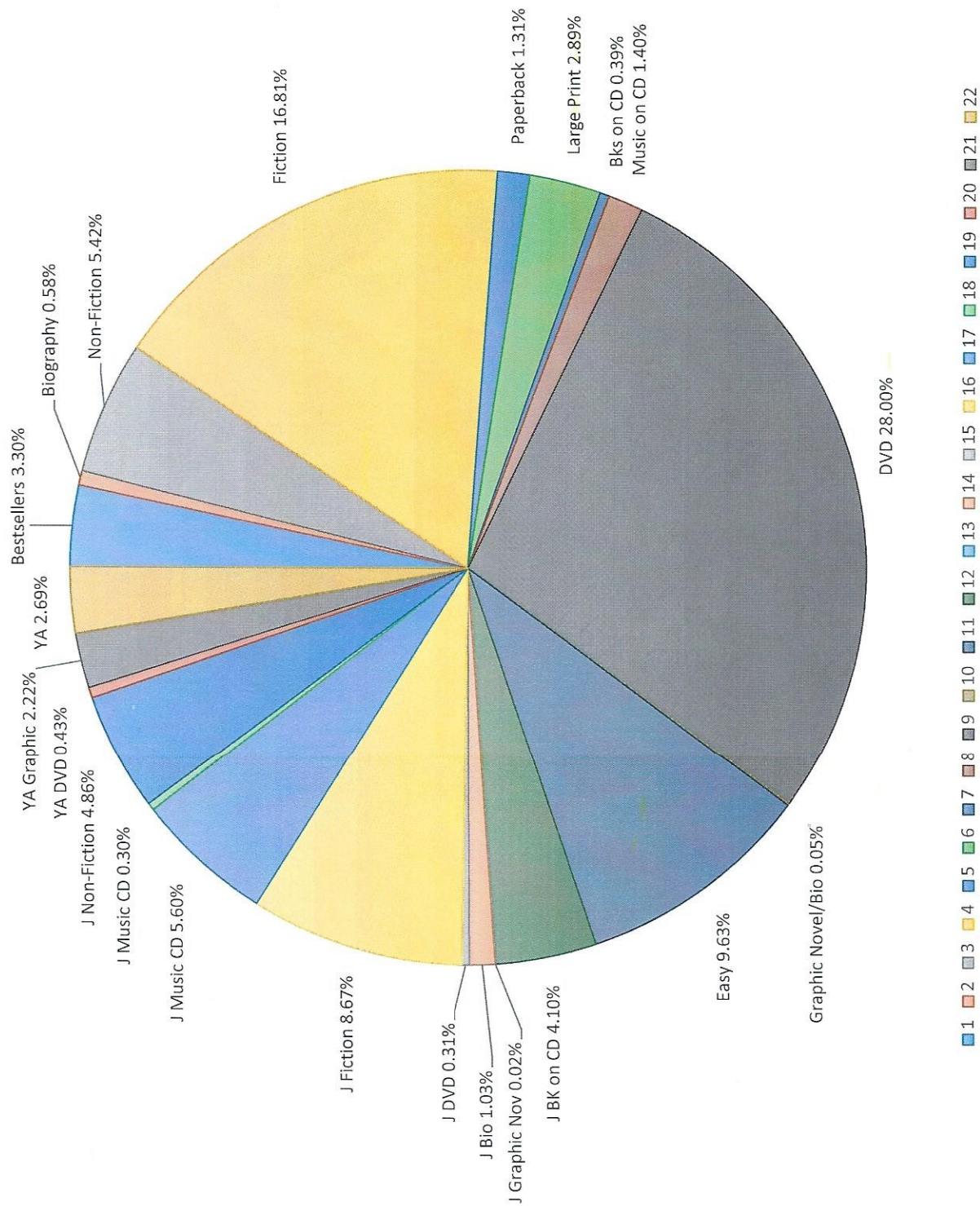


1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Prince George Library Circulation - 2018



McKenney Circulation 2018



8.1 Library Sponsored Programs and Events **Rev. _____**

The Appomattox Regional Library System will offer special programs and events throughout the year to promote reading, literacy, education, and other efforts supported by the mission of the library system. All of these programs will be open to the public and free of charge. Due to space restrictions, there may be programs and events that will require advance registration. The library system reserves the right to limit attendance at a program, either through advance registration, or on a first-come first-served basis. ~~Normally this will be done if attendance at an event may violate fire occupation capacity codes or is otherwise deemed unsafe for the public.~~

8.2 Other Events and Programs **Rev. _____**

The library system reserves the right to schedule programs and events sponsored by outside organizations if they are consistent with the mission of the library system. All outside groups must adhere to the policies of this document including 8.1. ~~and 11.1.~~

10.2 Disposal of Library Items 2/28/01

Discarded library materials and gift items may be sold or donated to nonprofit or public-interest organizations, which sponsor book sales for fundraising purposes. Organizations supporting library services and located in the region will have priority.

Discarded library materials determined to have little or no potential for sale will be discarded by the library system in an appropriate fashion **and recycled whenever possible.**

Disposal of newspapers and periodicals will be determined by a ~~Senior~~ librarian **as assigned by the Assistant Director.** When possible, these materials will be recycled or given to groups which will be responsible for picking up in a timely manner.

13.4 Smoking **Rev. _____**

Smoking, **vaping, or e-cigarettes** are not permitted in any areas of the library, public or non-public.

14.2 Website **Rev. _____**

The Appomattox Regional Library System has a freely accessible internet website at www.arls.org. Patrons may send in reference questions, comments, or suggestions by accessing this page.

14.3 By Telephone

Rev. _____

Routine reference and other questions should be called at 804-458-6329 or ~~804-861-0322~~.

A patron may call directly at ~~804-458-0110~~ 804-458-6329, Ext. 2005 to speak with the Regional Library Director concerning a serious complaint or comment

14.4 In-Person

Rev. _____

A patron may request to directly speak with the Regional Library Director in person concerning a serious complaint or comment. Appointments can be made by calling ~~804-458-0110~~ 804-458-6329, Ext. 2005.

SECTION SEVENTEEN: PUBLIC USE OF FAX TRANSMISSIONS

17.1 Location Availability **Rev.** _____

- Because public fax facilities are not readily available in most areas of the ARLS service region, the Library System offers public fax services at all ~~or selective~~ locations.
- The library only provides fax service to destinations in the United States.

17.2 Cover Sheet

4/30/02

- Each fax must have a cover sheet, either provided by the patron or the library.

17.3 Costs **Rev.** _____

- Transmissions of outgoing faxes to within the United States are ~~as follows: \$2 for the cover sheet and \$1 for each additional page.~~ \$1 for the cover sheet and 1\$ for each additional page.

17.4 ~~Service Availability~~ Incoming Faxes **Rev.** _____

- Service is primarily available only for outgoing faxes.
- If the library receives an incoming fax it will be held on the reserve shelf for no longer than seven days.
- The library will not contact a patron to let them know that a fax has been received. It is the responsibility of the sender to notify a patron that a fax is awaiting them at the library.
- There is a charge of \$0.10 per page for receiving faxes.

17.5 Content Responsibility 4/30/02

- The Appomattox Regional Library System provides fax facilities as a public service, but is not responsible for transmitted content.

~~SECTION THREE: AUDIOVISUAL SERVICES~~

~~3.1 Visual Materials 3/1/01~~

~~Visual materials are selected for the Library System under the guidance of the Appomattox Regional Library System's Collection Development Policy.~~

~~3.2 Audio Materials 3/1/01~~

~~Audio materials are selected for the Library System under the guidance of the Appomattox Regional Library System's Collection Development Policy.~~

Reason for deletion: The policy was incorporated into the Collection Development Policy adopted by the Board in January 2018. The section is redundant and unnecessary.