

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

September 17, 2019

Disputanta Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

September 17, 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 – July 16, 2019 Regular Meeting
Statistical Report – dated September 27, 2019
Financial Report – dated September 17, 2019
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Summer Reading Program
- R3.** Profiles of Honor Scanning Project
- R4.** Update/Upgrade of Catalog/Circulation Software
- R5.** Animals Along the Appomattox
- R6.** Hopewell Light Up the Night Celebration
- R7.** Policy Review – Annual Closings

Committee Reports:

New Business:

Unfinished Business

Adjournment

ARLS Board of Trustees - Minutes of July 16, 2019
Rohoic Library

The ARLS regular monthly meeting was called to order by Chair William Thomas on May 21, 2019 at 1:01 PM at the Rohoic Library.

Trustees present: William Thomas (PG), Carol King (D), Martha Sykes (D), and Ann Williams (H)

Trustees absent: Lillian Boyd (PG), Juanita Thorne (PG), Carly Baskerville (D), David Harless (H), and Susan Eliades (H)

Trustee positions vacant: None

Staff present: Brian Manning, Chris Wiegard

Due to a lack of a quorum, the board took no action at the meeting.

Communications: None.

Citizen Comment: None.

Report of the Library Director:

R1. Staff Update. The library is in the process of filling one vacancy in circulation at the Prince George Library.

R2. End of Year Review. The director discussed the library's performance in FY2019. Circulation increased overall with an increase in physical items from the library's collection. Usage of the library's desktop computer labs is down while access of the library Wi-Fi hotspots has increased. Attendance at programming for adults, teens, and children increased from FY2018 as well as number of visitors.

R3. Summer Reading Program. The library's Summer Reading Program began at the beginning of July and the library is already seeing an increase in participation by teens and children.

R4. One Thousand Books Before Kindergarten. The Library of Virginia is now supporting the One Thousand Books Before Kindergarten program. The state library provided nine boxes of children's books to be used to support ARLS's program as free books to participants.

R5. Virginia Museum of Fine Arts on the Road. LambArts has received a grant to provide for the Virginia Museum of Fine Arts on the Road tractor-trailer to visit Hopewell in October, 2019. The vehicle will be parked in the lot across the street from the Hopewell Library and the youth services staff are coordinating with LambArt holding children's programming at the library.

R6. Animals Along the Appomattox. The library will not be presenting a community read program in the fall as it has done so in the past. Instead the library is partnering with local animal shelters to present a month of programming on the theme of animals and pet adoptions.

R7. September Board Meeting. The Board does not meet in August. The next board meeting will be on September 17, 2019.

Committee Reports: None.

Announcements: The next ARLS Board of Trustees Meeting will be at the Disputanta Library on Tuesday, September 17, 2019 beginning at 1:00 PM.

Adjournment: Meeting adjourned at 1:35 PM.

Appomattox Regional Library System

Revenue and Expenses

July 1, 2019 - June 30, 2020

fund#	Revenue 09/01/19	FY2020 Adopted	Prev. Total Receipts	Receipts - 08/19	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	\$630,515	\$157,629	\$0	\$157,629	25.0%	\$472,886
103	Dinwiddie	\$287,395	\$71,849	\$0	\$71,849	25.0%	\$215,546
104	Prince George	\$604,127	\$151,032	\$0	\$151,032	25.0%	\$453,095
105	State Funds	\$405,679	\$101,420	\$0	\$101,420	25.0%	\$304,259
106	Fines/Fees/Lost	\$15,000	\$1,173	\$1,354	\$2,527	16.8%	\$12,473
107	Copying/Fax Receipts	\$20,200	\$1,844	\$1,875	\$3,719	18.4%	\$16,481
108	Endowment Funds	\$19,000	\$0	\$21,289	\$21,289	112.0%	(\$2,289)
109	E-Rate Refunds	\$25,000	\$0	\$16,284	\$16,284	65.1%	\$8,716
110	Gifts/Donations	\$5,000	\$200	\$0	\$200	4.0%	\$4,800
111	Grants	\$5,000	\$7,400	\$0	\$7,400	148.0%	(\$2,400)
112	Other	\$20,000	\$1,814	\$3,186	\$5,000	25.0%	\$15,000
	TOTALS	\$2,156,916	\$494,359	\$43,988	\$538,347	25.0%	\$1,618,569

Fund#	EXPENSES 08/31/2019	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 08/19	TOTAL EXPENSES 08/31/19	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$480,000	\$35,969	\$53,954	\$89,923	18.7%	\$390,077
201	Non-MLS Salary & Wages	\$623,153	\$44,647	\$71,143	\$115,790	18.6%	\$507,363
202	Benefits for Staff/Retirees	\$300,000	\$24,269	\$28,439	\$52,708	17.6%	\$247,292
	Total Personnel	\$1,403,153	\$104,885	\$153,535	\$258,420	18.4%	\$1,144,733
Books & Materials							
300	Books	\$77,000	\$5,871	\$2,835	\$8,706	11.3%	\$68,294
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$38,000	\$1,576	\$1,774	\$3,349	8.8%	\$34,651
303	Print News & Periodicals	\$12,276	\$1,165	\$346	\$1,511	12.3%	\$10,765
304	Audiovisual Materials	\$26,000	\$827	\$2,105	\$2,932	11.3%	\$23,068
305	Electronic Materials	\$8,000	\$0	\$0	\$0	0.0%	\$8,000
306	Microforms	\$0	\$0	\$0	\$0	0.0%	\$0
308	Restricted - Donation/Grant	\$7,400	\$0	\$479	\$0	0.0%	\$7,400
310	Econtent	\$40,000	\$0	\$3,600	\$0	0.0%	\$40,000
	Total Books & Materials	\$229,676	\$9,438	\$11,139	\$20,577	9.0%	\$209,099
Capital Expenditures							
400	Library Non-Computer Equip.	\$6,500	\$230	\$170	\$400	6.2%	\$6,100
401	Computer Hardware	\$25,000	\$3,926	\$2,935	\$6,861	27.4%	\$18,139
	Total Capital Expenditures	\$31,500	\$4,156	\$3,105	\$7,261	23.1%	\$24,239
Contractual							
500	Lyrasis ILL Services	\$3,000	\$0	\$48	\$48	1.6%	\$2,953
501	Software Licensing Contracts	\$35,000	\$6,373	\$3,890	\$10,263	29.3%	\$24,737
502	Audit	\$20,000	\$9,875	\$71	\$9,946	49.7%	\$10,054
503	Cataloging MARC Records	\$3,605	\$185	\$192	\$378	10.5%	\$3,227
504	Unique Management	\$5,500	\$385	\$492	\$877	15.9%	\$4,623
505	Computer Support Service Calls	\$55,000	\$5,493	\$4,946	\$10,439	19.0%	\$44,561
506	Other Computer Software Serv.	\$20,000	\$0	\$150	\$150	0.8%	\$19,850

507 Telecomm Internet Line Charges	\$17,000	\$2,146	\$2,568	\$4,714	27.7%	\$12,286
508 Printing and Publications	\$9,500	\$0	\$179	\$179	1.9%	\$9,321
509 Security Guard Service	\$28,000	\$6,847	\$5,483	\$12,331	44.0%	\$15,669
Total Contractual	\$196,605	\$31,305	\$18,020	\$49,324	25.1%	\$147,281
Facilities/Maint./Operations						
600 Equip. Repair & Maintenance	\$5,000	\$1,208	\$625	\$1,833	36.7%	\$3,167
601 TLC Maintenance Contract	\$19,500	\$15,823	\$1,000	\$16,823	86.3%	\$2,677
602 Facilities and Rent	\$76,650	\$6,300	\$6,300	\$12,600	16.4%	\$64,050
603 Supplies	\$25,000	\$1,510	\$4,017	\$5,527	22.1%	\$19,473
604 Travel / Workshops /Conf. Fees	\$9,000	\$1,496	\$1,249	\$2,745	30.5%	\$6,255
605 Training / Education	\$3,000	\$0	\$784	\$784	26.1%	\$2,217
606 Utilities	\$5,000	\$223	\$266	\$490	9.8%	\$4,510
607 Telephone (Voice)	\$13,000	\$993	\$1,012	\$2,005	15.4%	\$10,995
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$5,000	\$1,000	\$288	\$1,287	25.7%	\$3,713
610 Job & Contracting Advertising	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
611 Promotional Advertising	\$2,000	\$0	\$38	\$38	1.9%	\$1,962
612 Organization/Association Dues	\$3,500	\$114	\$239	\$353	10.1%	\$3,147
613 Postage	\$5,000	\$1,010	\$351	\$1,361	27.2%	\$3,639
614 Janitorial	\$64,500	\$5,404	\$5,017	\$10,421	16.2%	\$54,079
615 Other Building Maintenance	\$12,000	\$273	\$1,068	\$1,341	11.2%	\$10,659
Total	\$263,087	\$35,355	\$22,252	\$57,607	21.9%	\$205,480
Facilities/Maint./Operations						
Programs/Activites/Other						
700 YS Summer Reading Program	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
701 YS Programming & Supplies	\$4,500	\$140	\$61	\$201	4.5%	\$4,299
703 Adult Programming Supplies	\$7,000	\$400	\$1,471	\$1,871	26.7%	\$5,129
704 Funds for Local History Collection	\$5,000	\$630	\$630	\$1,260	25.2%	\$3,741
705 Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
709 Misc. Professional Serv. & Other	\$16,000	\$260	\$2,487	\$2,747	17.2%	\$13,253

710 Endowment	\$3,500	\$0	\$0	\$0	\$0	0.0%	\$3,500
Total Programs/Activ./Other	\$50,000	\$1,430	\$4,649	\$6,078	\$43,922	12.2%	\$43,922
GRAND TOTALS	\$2,174,021	\$186,568	\$212,700	\$399,268	\$1,774,753	18.4%	\$1,774,753

**Statistical Report
September 17, 2019**

Statistical Report - September 17, 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	FY16	357	357	374	361	234	275	313	330	424	463	521	664	5,813		
	FY17	507	581	374	536	467	504	477	592	596	463	465	451	6,244		
	FY18	483	493	345	435	497	394	476	326	286	243	229	278	4,485		
	FY19	360	346	280	311	275	232	428	227	238	187	346	290	3,520		
	FY20	386	303	0	0	0	0	0	0	0	0	0	0	689	-12%	-2%
Carson Depot	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	782	981	9,373		
	FY20	959	971	0	0	0	0	0	0	0	0	0	0	1,930	32%	12%
Dinwiddie	FY16	2,809	2,342	2,135	1,997	1,599	1,595	1,629	2,105	2,059	1,891	2,112	2,666	24,939		
	FY17	2,618	2,478	3,172	2,106	1,920	1,982	2,176	1,812	2,367	1,883	1,962	2,034	26,510		
	FY18	2,428	1,951	2,862	1,832	1,580	1,256	1,265	861	1,448	1,311	1,512	1,677	19,983		
	FY19	3,580	1,554	1,736	1,587	1,518	1,272	1,673	1,457	1,621	1,339	1,250	1,539	20,126		
	FY20	2,128	1,628	0	0	0	0	0	0	0	0	0	0	3,756	5%	-27%
Disputanta	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	315	432	7,202		
	FY20	360	614	0	0	0	0	0	0	0	0	0	0	360	-35%	-39%
Hopewell	FY16	22,538	19,755	16,580	17,641	15,543	14,198	14,647	14,247	14,057	16,372	15,941	16,562	198,081		
	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	9,275	10,732	125,072		
	FY20	12,196	11,082	0	0	0	0	0	0	0	0	0	0	23,278	-12%	-8%

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Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	YTD TOTAL % CHANGE
McKenney	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	800	773	9,636		
	FY20	1,369	797	0	0	0	0	0	0	0	0	0	0	2,166	-11%	8%

Prince George	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	3,961	4,625	55,264		
	FY20	5,604	5,070	0	0	0	0	0	0	0	0	0	0	10,674	-5%	-1%

Rohoic	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	842	1,002	11,530		
	FY20	1,256	1,013	0	0	0	0	0	0	0	0	0	0	2,269	-16%	-4%

Outreach SVS	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	30	26	351		
	FY20	9	21	0	0	0	0	0	0	0	0	0	0	30	-13%	-30%

Econtent	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	1,382	1,422	15,801		
	FY20	2,000	1,472	0	0	0	0	0	0	0	0	0	0	3,472	13%	36%

ARLS Totals	FY16	39,162	34,097	28,736	30,043	26,152	24,410	26,215	26,005	28,105	28,789	29,142	32,072	352,928		
	FY17	29,938	29,586	26,643	25,293	23,979	22,712	24,310	23,528	25,776	22,732	24,010	24,712	303,219		
	FY18	27,430	25,613	20,703	21,071	18,667	18,211	18,013	17,806	19,575	18,472	18,723	22,198	246,482		
	FY19	25,891	23,678	20,473	20,885	18,227	15,190	20,300	18,940	20,888	19,601	17,601	20,400	242,074		
	FY20	26,267	22,971	0	0	0	0	0	0	0	0	0	0	49,238	-3%	-1%

Statistical Report
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PATRON VISITS FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	131	153	0	0	0	0	0	0	0	0	0	0	284
Carson Depot	872	964	0	0	0	0	0	0	0	0	0	0	1,836
Dinwiddie	1,001	729	0	0	0	0	0	0	0	0	0	0	1,730
Disputanta	223	212	0	0	0	0	0	0	0	0	0	0	435
Hopewell	20,357	18,731	0	0	0	0	0	0	0	0	0	0	39,088
McKenney	765	552	0	0	0	0	0	0	0	0	0	0	1,317
Prince George	8,467	7,221	0	0	0	0	0	0	0	0	0	0	15,688
Rohioic	653	552	0	0	0	0	0	0	0	0	0	0	1,205
TOTAL	32,469	29,114	0	0	0	0	0	0	0	0	0	0	61,583
MISC. TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meeting Room users	172	171	0	0	0	0	0	0	0	0	0	0	343
Meetings	2,557	2,189	0	0	0	0	0	0	0	0	0	0	4,746
Book Group	14	12	0	0	0	0	0	0	0	0	0	0	26
Adult Program	483	430	0	0	0	0	0	0	0	0	0	0	913
Non-SRP Child Program	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-SRP Teen Program	0	0	0	0	0	0	0	0	0	0	0	0	0
Storytime	602	326	0	0	0	0	0	0	0	0	0	0	928
SRP Child	6,204	676	0	0	0	0	0	0	0	0	0	0	6,880
SRP Teen	524	13	0	0	0	0	0	0	0	0	0	0	537
Community Outreach	266	493	0	0	0	0	0	0	0	0	0	0	0
Database Usage	392	629	0	0	0	0	0	0	0	0	0	0	1,021
TOTALS	11,214	4,939	0	0	0	0	0	0	0	0	0	0	15,394

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REFERENCE QUESTIONS - FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	35	39	0	0	0	0	0	0	0	0	0	0	74
Carson Depot	148	154	0	0	0	0	0	0	0	0	0	0	302
Dinwiddie	171	147	0	0	0	0	0	0	0	0	0	0	318
Disputanta	52	85	0	0	0	0	0	0	0	0	0	0	137
Hopewell	542	524	0	0	0	0	0	0	0	0	0	0	1,066
McKenney	108	89	0	0	0	0	0	0	0	0	0	0	197
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	1,465	1,638	0	0	0	0	0	0	0	0	0	0	3,103
Rohoic	208	177	0	0	0	0	0	0	0	0	0	0	385
TOTALS	2,729	2,853	0	0	0	0	0	0	0	0	0	0	5,582
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	15	21	0	0	0	0	0	0	0	0	0	0	36
WIFI	7	6	0	0	0	0	0	0	0	0	0	0	13
Carson Depot Workstation	99	107	0	0	0	0	0	0	0	0	0	0	206
WIFI	2	5	0	0	0	0	0	0	0	0	0	0	7
Dinwiddie Workstation	179	200	0	0	0	0	0	0	0	0	0	0	379
WIFI	50	33	0	0	0	0	0	0	0	0	0	0	83
Disputanta Workstation	60	52	0	0	0	0	0	0	0	0	0	0	112
WIFI	3	3	0	0	0	0	0	0	0	0	0	0	6
Hopewell Workstation	2,505	2,398	0	0	0	0	0	0	0	0	0	0	4,903
WIFI	669	808	0	0	0	0	0	0	0	0	0	0	1,477
McKenney Workstation	0	0	0	0	0	0	0	0	0	0	0	0	0
WIFI	19	4	0	0	0	0	0	0	0	0	0	0	23
Prince George Workstation	692	705	0	0	0	0	0	0	0	0	0	0	1,397
WIFI	167	192	0	0	0	0	0	0	0	0	0	0	359
Rohoic Workstation	101	116	0	0	0	0	0	0	0	0	0	0	217
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	4,568	4,650	0	0	0	0	0	0	0	0	0	0	9,218

Community Involvement

08/14/19 Hopewell Downtown Partnership Strategic Planning Meeting
08/20/19 Hopewell Schools Convocation
08/28/19 Prince George County Youth Summer Work Program Graduation
08/30/19 Virginia Public Library Directors Association committee meeting

15.2 Holiday Closings

9/1/2008

The Appomattox Regional Library System is closed for the following:

- New Year's Day (January 1)
- Martin Luther King Jr (3rd Monday in January)
- President's Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4th)
- Labor Day (First Monday in September)
- Columbus Day (Schedule Staff Development Day)
- Veteran's Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Friday after Thanksgiving
- Christmas Eve (December 24th)
- Christmas Day (December 25th)

If New Year's Day, or Independence Day, fall on a Saturday the preceding Friday will be observed as a closed holiday. If one of these two holidays falls on a Sunday, the following Monday will be observed as a closed holiday. Note: the library will in addition not be open on Saturdays or Sundays on which actual holiday dates fall.

If Dec. 24 and 25 fall on a Friday and a Saturday, Friday and Monday will be observed as closed holidays. If Dec. 24 and 25 fall on a Saturday and a Sunday, Friday and Monday will be observed as closed holidays. If Dec. 24 and 25 fall on a Sunday and a Monday, Monday and Tuesday will be observed as closed holidays. Note: the library will in addition not be opened on Saturdays or Sundays on which the 24th and 25th fall.

Proposed 15.2 Holiday Closings

Rev. _____

With the exception of Lee-Jackson Day in January, the Appomattox Regional Library System will be closed on the Holiday Closing Schedule adopted annually by the Commonwealth of Virginia and the three jurisdictions the library serves. If any local jurisdiction varies its holiday closing schedule from the schedule adopted by the Commonwealth, the library will follow the schedule adopted by the majority of the jurisdictions it serves.

The library will annually update its web page and its publications to post the holiday schedule for the public.