

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

September 15, 2020

Prince George Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

September 15, 2020

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 21, 2020 Regular Meeting
Statistical Report – dated September 15, 2020
Financial Report – dated September 15, 2020
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Location Update/Circulation at Carson
- R3.** Budget Update
- R4.** Summer Reading Program Final Report
- R5.** Online Adult Programming – Author Rachel Beanland, October 6
- R6.** Strategic Plan – FY2022

Committee Reports:

New Business:

Unfinished Business

Adoption of Revised Budget

Adjournment

Next Meeting: October 20, 2020 at the Prince George Library

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of July 21, 2020**

Board Chair William Thomas called the regular meeting of the Board of Trustees of the library to order at 1:03 p.m. at the Prince George Library.

Trustees Present: William Thomas (PG), Juanita Thorne (PG), Lillian Boyd (PG), Ann Williams (H), Carol King (D)

Trustees Absent: David Harless (H), Susan Eliades (H), Martha Sykes (D) and Carly Baskerville (D)

Trustee Positions Vacant: None

Staff Present: Brian Manning

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

Consent Agenda: Ms. Boyd moved to approve the consent agenda and Ms. Thorne seconded. The board asked questions regarding the large circulation showing at the Carson Depot Library. The board also asked questions regarding the costs associated with the audit for FY2019. After review and discussion of the consent agenda, including the minutes of the June meeting, the motion passed unanimously.

Communications: None

Citizens Comments: None

Report of the Director:

R1. The director reported the library is moving to open the locations as efficiently as possible. All staff positions are technically filled but some positions remain on furlough. Staff are now able to use sick leave accrued if their unemployment benefits have ended. Some staff have expressed some concern of returning due to their health concerns.

Hopewell Library is open and Prince George Library will open once glass is installed at the desk. Curbside checkout continues to be available at Carson and Dinwiddie libraries. The goal is to have open a location in each jurisdiction as soon as possible. Dinwiddie Library would be the ideal location

due to its popularity and central location to the county. However, the structure and spacing in the Dinwiddie Library makes social distancing difficult if not impossible.

Patrons at the Hopewell Library have cooperated with mask requirements and the city have provided extra masks to distribute on request. The library has also implemented new cleaning protocols during and at the end of each day.

R2. Glass is being installed at the Dinwiddie locations by Carraway Glass. The library is exploring having the company install shields at the remaining locations but the expense may be cost prohibitive and the library will use movable shields on the desks.

R3. The Summer Reading Program is continuing with online programs and curbside pick-up of packets. The program is moving well with high attendance for the online programs and with children picking up the packets and reading logs.

R4. Online Programming is proving to be a great success. Hopefully, the patrons will return to the regular programs and not rely on or look only for online programming in the future. The library is exploring offering adult online programs.

R5. Revision of the budget continues as there are still some revenue amounts that have not been confirmed. The projected state aid amount increased due to a library in the state not receiving any funds. However, the official state budget has not been adopted as of the meeting. There may be changes to the projected revenues which will be fully reflected on the reports for the September meeting. The library also has not heard from the John Randolph Foundation as to the amount to be received from the endowment. If the library is able to find savings during the year, the library will work to improve the locations. Rohoic's computers have to be replaced and the library is working with the County to have Disputanta Library painted.

R6. The board does not meet in August. The next meeting will be on September 15, 2020. After discussion, the board agreed that it would meet at the Prince George Library in its large meeting room until further notice. The Prince George meeting room provides the best opportunity to maintain social distancing.

As part of the discussion, the board noted the director's community involvement and actions of the Hopewell Downtown Partnership.

The board also discussed whether all of the remaining meetings for year should be held at the Prince George Library. Upon motion and second, the matter was tabled until the September meeting.

Unfinished Business:

Ms. Boyd reported the Committee's slate of officers as:

Carly Baskerville, Chair
William Thomas, Vice-Chair
Ann Williams, Treasurer
Carol King, Secretary

Mr. Thomas moved to accept the recommended slate and Ms. Williams seconded. The slate was adopted as the new officers effective July 1, 2020 to serve until June 30, 2022. The board requested that the director pursue having future appointments of new trustees be for terms that expired at the end of the fiscal year on June 30th so as to make the terms of the officers coincide with the terms of office. Ms. Sykes's term as a board member expires in December of this year which affects the ability to serve a term as an officer.

Executive Closed Session:

Ms. Boyd moved to go into closed session to discuss matters exempt under Virginia Law from the open meeting laws. Ms. Thorne seconded. Following a roll call, the motion to go into closed session passed unanimously.

Following the completion of the board's business exempt from the open meeting requirements, Ms. Boyd moved and Ms. Williams seconded the board coming out of closed session. Following a roll call of members, the motion to come out of closed session passed unanimously.

Ms. Thorne moved that the meeting adjourn and Ms. Boyd seconded. The motion passed unanimously.

Minutes recorded by Brian Manning.

Appomattox Regional Library System
Revenue and Expenses
July 1, 2020 - June 30, 2021

fund#	Revenue 09/01/20	FY2020 Adopted	Prev. Total Receipts	8/31/20	Total Receipts	Percentage Received	Balance Due
100	Carry Over	\$45,000	\$0	\$0	\$0	0.0%	\$45,000
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	\$298,890	\$74,723	\$0	\$74,723	25.0%	\$224,168
104	Prince George	\$604,127	\$151,032	\$0	\$151,032	25.0%	\$453,095
105	State Funds	\$432,866	\$108,217	\$0	\$108,217	25.0%	\$324,650
106	Fines/Fees/Lost	\$12,000	\$375	\$304	\$679	5.7%	\$11,321
107	Copying/Fax Receipts	\$21,000	\$783	\$1,289	\$2,072	9.9%	\$18,928
108	Endowment Funds	\$20,269	\$0	\$20,269	\$20,269	100.0%	\$0
109	E-Rate Refunds	\$40,263	\$40,060	\$0	\$40,060	99.5%	\$203
110	Gifts/Donations	\$5,000	\$3,000	\$0	\$3,000	60.0%	\$2,000
111	Grants	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$10,000	\$465	\$397	\$862	8.6%	\$9,138
TOTALS		\$2,224,930	\$536,281	\$22,259	\$558,540	25.1%	\$1,666,389

Fund#	EXPENSES 09/01/2020	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 08/2020	TOTAL EXPENSES 08/31/20	PERCENTAGE SPENT	BALANCE
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Personnel							
200	MLS Salaries & Wages	\$486,000	\$53,954	\$35,969	\$89,923	18.5%	\$396,077
201	Non-MLS Salary & Wages	\$551,000	\$36,608	\$32,558	\$69,166	12.6%	\$481,834
202	Benefits for Staff/Retirees	\$310,000	\$26,060	\$24,110	\$50,170	16.2%	\$259,830
Total Personnel		\$1,347,000	\$116,622	\$92,637	\$209,259	15.5%	\$1,137,741

Books & Materials							
300	Books	\$96,096	\$1,342	\$5,085	\$6,427	6.7%	\$89,669
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$1,801	\$1,643	\$3,444	11.5%	\$26,556
303	Print News & Periodicals	\$10,000	\$484	\$0	\$484	4.8%	\$9,516
304	Audiovisual Materials	\$25,000	\$2,460	\$569	\$3,029	12.1%	\$21,971
305	Electronic Materials	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
310	Econtent	\$25,000	\$7,200	\$0	\$7,200	28.8%	\$17,800
Total Books & Materials		\$212,096	\$13,287	\$7,297	\$20,583	9.7%	\$191,513

Capital Expenditures							
Library Non-Computer Equip.,							
400	Furniture & Fixtures	\$50,000	\$1,140	\$1,753	\$2,893	5.8%	\$47,107
401	Computer Hardware	\$60,000	\$2,855	\$11,811	\$14,666	24.4%	\$45,334
Total Capital Expenditures		\$110,000	\$3,995	\$13,564	\$17,559	16.0%	\$92,441

Contractual							
500	Lyrais ILL Services	\$3,100	\$0	\$0	\$0	0.0%	\$3,100
Software & Web Based App.							
501	Licensing Contracts	\$35,000	\$5,939	\$540	\$6,479	18.5%	\$28,521
502	Audit	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
503	Cataloging MARC Records	\$3,000	\$192	\$192	\$385	12.8%	\$2,615
504	Unique Management	\$4,500	\$0	\$0	\$0	0.0%	\$4,500
505	Computer Support Service Calls	\$60,000	\$2,392	\$1,967	\$4,358	7.3%	\$55,642

Fund#	EXPENSES 09/01/2020	FY20 Projected	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 08/20	TOTAL EXPENSES 08/31/20	PERCENTAGE SPENT	BALANCE
507 Telecomm Internet Line Charges	\$25,000	\$2,102	\$2,105	\$4,207	16.8%	\$20,793	
508 Printing and Publications	\$4,500	\$0	\$0	\$0	0.0%	\$4,500	
Total Contractual	\$155,100	\$10,626	\$4,804	\$15,429	9.9%	\$139,671	
Facilities/Maint./Operations							
600 Equip. Repair & Maintenance	\$7,000	\$902	\$189	\$1,091	15.6%	\$5,909	
601 TLC Maintenance Contract	\$20,600	\$0	\$0	\$0	0.0%	\$20,600	
602 Facilities and Rent	\$76,650	\$6,300	\$6,300	\$12,600	16.4%	\$64,050	
603 Supplies	\$25,000	\$1,556	\$2,026	\$3,582	14.3%	\$21,418	
604 Travel / Workshops / Conf. Fees	\$5,000	\$48	\$0	\$48	1.0%	\$4,952	
605 Training / Education	\$3,000	\$0	\$399	\$399	13.3%	\$2,601	
606 Utilities	\$3,000	\$157	\$86	\$242	8.1%	\$2,758	
607 Telephone (Voice)	\$13,000	\$957	\$958	\$1,915	14.7%	\$11,085	
608 Insurance	\$12,250	\$469	(\$836)	(\$367)	-3.0%	\$12,617	
609 Vehicle Maintenance & Fuel	\$5,000	\$31	\$571	\$601	12.0%	\$4,399	
610 Job & Contracting Advertising	\$1,000	\$0	\$0	\$0	0.0%	\$1,000	
611 Promotional Advertising	\$2,000	\$0	\$0	\$0	0.0%	\$2,000	
612 Organization/Association Dues	\$2,000	\$0	\$219	\$219	11.0%	\$1,781	
613 Postage	\$5,500	\$351	\$416	\$767	13.9%	\$4,733	
614 Janitorial	\$73,000	\$636	\$3,178	\$3,814	5.2%	\$69,186	
615 Other Building Maintenance	\$15,000	\$447	\$647	\$1,094	7.3%	\$13,906	
Total	\$269,000	\$11,853	\$14,153	\$26,006	9.7%	\$242,994	
Programs/Activities/Other							
700 VS Summer Reading Program	\$7,000	\$0	\$190	\$190	2.7%	\$6,810	
701 VS Programming & Supplies	\$4,500	\$244	\$0	\$244	5.4%	\$4,256	
703 Adult Programming Supplies	\$7,000	\$0	\$0	\$0	0.0%	\$7,000	

Fund#	EXPENSES 09/01/2020	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 08/20	TOTAL EXPENSES 08/31/20	PERCENTAGE SPENT	BALANCE
705 Reserve		\$7,000	\$0	\$0	\$0	0.0%	\$7,000
709 Misc. Professional Serv. & Other		\$9,700	(\$375)	\$1,644	\$1,269	13.1%	\$8,431
Total Programs/Activ./Other		\$35,200	(\$132)	\$1,834	\$1,702	4.8%	\$33,498
GRAND TOTALS		\$2,128,396	\$156,251	\$134,288	\$290,539	13.7%	\$1,837,857

Statistical Report
September 15, 2020

Statistical Report - September 15, 2020
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR*	MAY	JUN	Total	Month	CHANG
	FY21	3	27	0	0	0	0	0	0	0	0	0	0	30	-91%	-96%
	FY20	386	303	258	366	270	188	324	265	317	163	66	2	2,908		
	FY19	360	346	280	311	275	232	428	227	187	346	290		3,520		
	FY18	483	493	345	435	497	394	476	326	286	243	229	278	4,485		
Burrowsville	FY17	507	581	374	536	467	504	477	592	596	463	465	451	6,244		

	FY21	7,346	4,776	0	0	0	0	0	0	0	0	0	0	12,122	392%	528%
	FY20	959	971	759	836	699	678	810	633	528	340	714	9,553	17,480		
	FY19	992	738	697	647	722	603	774	833	765	839	782	981	9,373		
	FY18	967	753	788	723	583	584	552	559	715	659	482	935	8,300		
Carson Depot	FY17	1,200	1,055	868	720	908	670	739	703	985	848	679	774	10,149		

	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	1,577	1,582	1,176	1,360	1,781	1,596	1,085	747	361	10	15,031		
	FY21	53	371	0	0	0	0	0	0	0	0	0	0	424	-77%	-89%

	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	482	5,838		
	FY19	649	948	598	821	567	647	580	476	549	620	315	432	7,202		
	FY20	360	614	473	501	429	366	446	303	222	140	74	9	3,937		
	FY21	3	2	0	0	0	0	0	0	0	0	0	0	5	-100%	-99%

	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	9,683	10,041	8,436	7,680	8,990	8,994	7,968	7,203	8,254	10,221	110,748		
	FY21	4,994	8,743	0	0	0	0	0	0	0	0	0	0	13,737	-21%	-41%

Page 2 of 4

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Statistical Report
September 15, 2020

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	0	0	0	0	0	0	0	0	0	0	0	0	0
Carson Depot	211	165	0	0	0	0	0	0	0	0	0	0	376
Dinwiddie	27	82	0	0	0	0	0	0	0	0	0	0	109
Disputanta	0	0	0	0	0	0	0	0	0	0	0	0	0
Hopewell	165	7,432	0	0	0	0	0	0	0	0	0	0	7,597
McKenney	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	214	0	0	0	0	0	0	0	0	0	0	0	214
Roboic	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	617	7,679	0	0	0	0	0	0	0	0	0	0	8,296
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	0	0	0	0	0	0	0	0	0	0	0	0	0
Meeting Room Users**	45	65	0	0	0	0	0	0	0	0	0	0	110
Book Group	0	0	0	0	0	0	0	0	0	0	0	0	0
Adult Program***	0	204	0	0	0	0	0	0	0	0	0	0	204
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***	4,657	3,946	0	0	0	0	0	0	0	0	0	0	8,603
SRP Child***	711	458	0	0	0	0	0	0	0	0	0	0	1,169
SRP Teen***	103	49	0	0	0	0	0	0	0	0	0	0	152
Community Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Database Usage	254	0	0	0	0	0	0	0	0	0	0	0	254
TOTALS	5,770	4,722	0	0	0	0	0	0	0	0	0	0	10,492

* Includes patrons using curbside checkout

**Rooms remained closed for the general public.The Census Bureau and City make use of rooms in July and August
**Includes online programming

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**Community Involvement
July & August 2020**

7/14	VPLDA Executive Committee
7/15	Hopewell Downtown Partnership Board Meeting
7/27	Hopewell Downtown Partnership Bylaws Committee
8/7	TALDC/CALD Zoom meeting
8/25	Concord University Zoom Alumni Speaker Series

Activity Summary for Location

Carson Depot Library

Include Auto-Renewals

Jul 1, 2020 through Jul 31, 2020

Circulations *	
Circulation Type	Counts
Check Out	585
Check In	992
Renewal	6,756
In-House Use	5
Circulations Total 8,338	

Holds *	
Hold Type	Counts
Hold Added	501
Hold Arrived	555
Hold Canceled	72
Hold Checked Out	538

Fines Paid/Waived *	
Transaction Type	Total
Fines Paid	\$0.00
Fines Waived	\$9.70

Overdue Notices **	
Notice Number	Items Notified
Courtesy Notice	11
Items Notified Total 11	

Borrower Maintenance *		
Borrower Maintenance Type	Borrower Type	Counts
Borrower Update	ADULT	36
	JUVENILE	4
	STAFF	2
Borrower Maintenance Total		42

Stats Only Check Outs
No Data matches Selection Criteria

Titles Added ***

No Data matches Selection Criteria

Items Added ***	
Item Add Type	Counts
Item Added - Cat	23
Items Added Total 23	

Titles Deleted ***

No Data matches Selection Criteria

Items Deleted ***	
Item Delete Type	Counts
Item Deleted - Circ	2
Items Deleted Total 2	

* If done in LS2 Staff, tracked by Location setup in Station option. If done in PAC, tracked by Borrower Location. Check Out Counts include Stats Only Check Outs. Renewals count include Auto-Renewals.

** Tracked by Borrower Location

*** If done in LS2 Cataloging, tracked by Statistics setup. If done in LS2 Staff, tracked by Location setup in Station option.



APPOMATTOX
REGIONAL LIBRARY SYSTEM

LOCAL AUTHOR, RACHEL BEANLAND

Zoom Talk & Facebook Livestream
October 6th at 7 pm.



"One of the best historical fiction novels I've read in a long time... An exceptional read!"
— *Booklist*

FLORENCE ADLER SWIMS FOREVER



RACHEL BEANLAND

"FLORENCE ADLER SWIMS FOREVER beautifully brings to life Atlantic City in the 1930s, offering the sights, sounds and smells of the beach and the boardwalk, as well as the daily life of Atlantic City's Jewish community...It's a worthy tribute and a satisfying historical family drama." -
Review from Booklist