

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

September 21, 2021

Disputanta Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM

Board of Trustees

Agenda

September 21, 2021

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 20, 2021 Regular Meeting
Statistical Report – dated September 21, 2021
Financial Report – dated September 21, 2021
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff/Board Update
- R2.** Adult and Children's Programming
- R3.** Meeting/Gathering Space
- R4.** Summer Reading Program
- R5.** ARPA Grant Application
- R6.** Strategic Plan
- R7.** Board Officers Election

Committee Reports:

New Business:

Strategic Plan
Election of Officers

Unfinished Business

Adjournment

Next Meeting: October 19, 2021 at the McKenney Library

**Appomattox Regional Library
Board of Trustees Regular Meeting
Minutes of July 20, 2021**

Call to Order: Vice-Chairman William Thomas called the regular meeting of the Board of Trustees of the Library to order at 1:00 pm at the Rohoic Library.

Trustees Present: Ann Williams (H), Susan Eliades (H), William Thomas (PG), Amanda Binford (PG), Carol King (D), and Dr. Susan Ruffin (D).

Trustees Absent: David Harless (H) and Juanita Thorne (PG)

Staff Present: Brian Manning

Approval of Agenda: Carol King noted that the agenda needed to be amended to show that the Consent Agenda would also include the minutes of the May 18 meeting and statistical and financial reports dated June 15 which were not approved at the last meeting. Ms. Williams made a motion to approve the agenda as amended. Mr. Thomas seconded the motion and it was passed unanimously.

Approval of Consent Agenda: Ms. Williams made a motion to approve the consent agenda as noted above. Mr. Thomas seconded the motion and it was approved unanimously.

Communications: None

Citizen Comments: Mr. Manning reported that the Historic Hopewell Foundation was pleased that the library was able to record many of their programs.

Report of the Library Director:

R1. Mr. Manning reported that Chairman Carly Baskerville was no longer on the Board. He introduced new members, Amanda Binford from Prince George and Dr. Susan Ruffin from Dinwiddie. There is a Board vacancy for a representative from Dinwiddie. There is also a part-time position open at the Dinwiddie Library.

R2. Summer reading is doing exceptionally well with its online programming. Outdoor events are planned in Prince George and Dinwiddie. Participants have a chance to win a tablet, gift cards, and other prizes.

R3. The community cookbook, "Food for Thought" is in its second printing.

R4. Staff appreciation visits were made to individual branch locations instead of a dinner this year.

R5. The audit for last year (FY 2020) should be finished by the end of July. The current audit (FY 2021) should be completed by December or January and presented to the Board in February. The library has made a change in consulting accountants and auditing companies.

R6. Although the library was closed so long this year, online programming did very well. Since reopening, attendance and circulation are trending upwards. Some areas showed decreases in circulation due to increased use of e-content.

R7. The Virginia Library Association Annual Conference will be held October 27-29 in Richmond. The library will cover registration fees if any trustees wish to attend. Currently, in-person and hybrid sessions are planned.

R8. The library has been having outreach programs at local farmer's markets to encourage the summer reading program and feature book sales by the Friends of the Library.

Committee Reports:

Mr. Manning reported that the Strategic Planning Committee should have a draft to present the Board by September.

New Business:

Vice-Chairman Mr. Thomas appointed Carol King, Ann Williams, and Susan Eliades to a nominating committee to develop a proposed slate of officers for the Board. The committee agreed to meet and present their findings at the next Board meeting.

Unfinished Business: None

Adjournment: Vice-Chairman Mr. Thomas adjourned the meeting at 1:53 pm.

Next Meeting: 1 pm September 21, 2021 at the Disputanta Library.

Statistical Report
September 21, 2021

Statistical Report - September 21, 2021
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	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	258	366	270	188	324	265	317	163	66	2	2,908		
	FY21	3	27	21	50	130	126	122	104	153	206	198	308	1,448		
	FY22	213	353	0	0	0	0	0	0	0	0	0	0	566	1207%	1787%
Carson Depot	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	759	836	699	678	810	633	528	340	714	9,553	17,480		
	FY21	7,346	4,776	4,591	469	509	521	595	621	749	705	716	699	22,297		
	FY22	823	958	0	0	0	0	0	0	0	0	0	0	1,781	-80%	-85%
Dinwiddie	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	513	720	683	841	827	649	856	805	868	1,048	8,234		
	FY22	1,340	1,598	0	0	0	0	0	0	0	0	0	0	2,938	331%	593%
Disputanta	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	473	501	429	366	446	303	222	140	74	9	3,937		
	FY21	3	2	29	21	96	175	201	238	379	329	401	415	2,289		
	FY22	454	652	0	0	0	0	0	0	0	0	0	0	1,106	32500%	22020%
Hopewell	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	8,342	7,408	7,438	7,794	7,833	8,113	9,143	8,403	8,878	9,717	96,806		
	FY22	9,015	8,623	0	0	0	0	0	0	0	0	0	0	17,638	-1%	28%

Statistical Report
September 21, 2021

% of Chg
by
TOTAL %
YTD
CHANGE

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR*	MAY	JUN	Total	Month	% of Chg by TOTAL % YTD CHANGE
McKenney	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	605	645	553	527	702	630	496	312	157	3	6,796		
	FY21	6	83	219	210	206	396	354	409	453	460	421	563	3,780		
	FY22	610	738	0	0	0	0	0	0	0	0	0	0	1,348	789%	1415%

Prince George	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	4,455	4,780	4,147	3,023	3,689	3,737	3,016	2,154	1,470	726	41,871		
	FY21	1,479	1,665	3,232	3,218	2,759	2,794	4,814	2,734	3,138	3,050	2,742	3,437	35,062		
	FY22	3,220	3,940	0	0	0	0	0	0	0	0	0	0	7,160	137%	128%

Rohoic	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	821	1,138	864	819	967	1,101	585	366	207	4	9,141		
	FY21	7	95	40	69	46	86	116	194	256	207	251	323	1,690		
	FY22	568	595	0	0	0	0	0	0	0	0	0	0	1,163	526%	1040%

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	1,466	1,501	1,384	1,418	1,376	1,342	1,326	2,437	2,331	2,063	20,116		
	FY21	1,969	1,986	1,859	1,813	2,141	1,757	2,013	2,104	1,985	1,796	1,976	1,943	23,342		
	FY22	1,854	2,101	0	0	0	0	0	0	0	0	0	0	3955	6%	0%

ARLS Totals	FY18	27,163	25,114	21,548	21,642	19,690	19,186	19,170	18,832	20,746	19,556	19,837	23,372	255,856		
	FY19	27,114	24,958	21,711	22,126	19,369	16,420	21,601	20,186	22,379	20,911	18,953	21,796	257,524		
	FY20	26,258	22,950	20,097	21,390	17,958	16,059	19,085	18,601	15,543	13,862	13,634	22,591	228,028		
	FY21	15,860	17,748	18,846	13,978	14,008	14,490	16,875	15,166	17,112	15,961	16,451	18,453	194,948		
	FY22	18,097	19,558	0	0	0	0	0	0	0	0	0	0	37,655	10%	12%

Statistical Report
September 21, 2021

PATRON VISITS FY2022*	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	100	99	0	0	0	0	0	0	0	0	0	0	199
Carson Depot	163	226	0	0	0	0	0	0	0	0	0	0	389
Dinwiddle	257	349	0	0	0	0	0	0	0	0	0	0	606
Disputanta	86	144	0	0	0	0	0	0	0	0	0	0	230
Hopewell	9,991	9,630	0	0	0	0	0	0	0	0	0	0	19,621
McKenney	171	210	0	0	0	0	0	0	0	0	0	0	381
Prince George	3,417	3,392	0	0	0	0	0	0	0	0	0	0	6,809
Roboic	155	238	0	0	0	0	0	0	0	0	0	0	393
TOTAL	14,340	14,288	0	0	0	0	0	0	0	0	0	0	28,628
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	8	10	0	0	0	0	0	0	0	0	0	0	18
Meeting Room Users	128	137	0	0	0	0	0	0	0	0	0	0	265
Book Group **	11	11	0	0	0	0	0	0	0	0	0	0	22
Adult Program**	312	260	0	0	0	0	0	0	0	0	0	0	572
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**	1,280	842	0	0	0	0	0	0	0	0	0	0	2,122
SRP Child**	1,249	1,191	0	0	0	0	0	0	0	0	0	0	2,440
SRP Teen**	0	28	0	0	0	0	0	0	0	0	0	0	28
Community Outreach	738	207	0	0	0	0	0	0	0	0	0	0	945
Database Usage	542	567	0	0	0	0	0	0	0	0	0	0	1,109
TOTALS	4,268	3,253	0	0	0	0	0	0	0	0	0	0	7,521

* Includes patrons using curbside checkout

**Includes online programming

Statistical Report
September 21, 2021

REFERENCE QUESTIONS - FY2022	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	9	24	0	0	0	0	0	0	0	0	0	0	33
Carson Depot	83	56	0	0	0	0	0	0	0	0	0	0	139
Dinwiddie	144	184	0	0	0	0	0	0	0	0	0	0	328
Disputanta	37	68	0	0	0	0	0	0	0	0	0	0	105
Hopewell	1,075	1,003	0	0	0	0	0	0	0	0	0	0	2,078
McKenney	102	108	0	0	0	0	0	0	0	0	0	0	210
Prince George	461	483	0	0	0	0	0	0	0	0	0	0	944
Rohoic	13	33	0	0	0	0	0	0	0	0	0	0	46
TOTALS	1,924	1,959	0	0	0	0	0	0	0	0	0	0	3,883
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	24	6	0	0	0	0	0	0	0	0	0	0	30
WIFI	2	2	0	0	0	0	0	0	0	0	0	0	4
Carson Depot Workstation	33	58	0	0	0	0	0	0	0	0	0	0	91
WIFI	7	9	0	0	0	0	0	0	0	0	0	0	16
Dinwiddie Workstation	42	59	0	0	0	0	0	0	0	0	0	0	101
WIFI	11	12	0	0	0	0	0	0	0	0	0	0	23
Disputanta Workstation	42	70	0	0	0	0	0	0	0	0	0	0	112
WIFI	38	35	0	0	0	0	0	0	0	0	0	0	73
Hopewell Workstation	1,268	1,299	0	0	0	0	0	0	0	0	0	0	2,567
WIFI	270	247	0	0	0	0	0	0	0	0	0	0	517
McKenney Workstation	39	62	0	0	0	0	0	0	0	0	0	0	101
WIFI	8	14	0	0	0	0	0	0	0	0	0	0	22
Prince George Workstation	351	360	0	0	0	0	0	0	0	0	0	0	711
WIFI	73	75	0	0	0	0	0	0	0	0	0	0	148
Rohoic Workstation	118	16	0	0	0	0	0	0	0	0	0	0	134
WIFI	8	14	0	0	0	0	0	0	0	0	0	0	22
TOTALS	2,334	2,338	0	0	0	0	0	0	0	0	0	0	4,672

Appomattox Regional Library System

Revenue and Expenses

July 1, 2020 - June 30, 2021

fund#	Revenue 08/31/21	FY2022 Adopted	Prev. Total Receipts	8/31/21	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	\$649,430	\$162,358	\$0	\$162,358	25.0%	\$487,073
103	Dinwiddie	\$310,646	\$77,662	\$0	\$77,662	25.0%	\$232,985
104	Prince George	\$604,127	\$151,032	\$0	\$151,032	25.0%	\$453,095
105	State Funds	\$430,908	\$113,966	\$0	\$113,966	26.4%	\$316,943
106	Fines/Fees/Lost	\$0	\$888	\$758	\$1,647		(\$1,647)
107	Copying/Fax Receipts	\$16,000	\$2,870	\$2,675	\$5,544	34.7%	\$10,456
108	Endowment Funds	\$18,000	\$21,145	\$0	\$21,145	117.5%	(\$3,145)
109	E-Rate Refunds	\$16,000	\$0	\$0	\$0	0.0%	\$16,000
110	Gifts/Donations	\$5,000	\$0	\$50	\$50	1.0%	\$4,950
111	Grants	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$2,500	\$154	\$96	\$250	10.0%	\$2,250
	TOTALS	\$2,177,611	\$530,073	\$3,579	\$533,652	24.5%	\$1,643,959

Fund#	EXPENSES 08/31/2021	FY22 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 08/2021	TOTAL EXPENSES 08/31/21	PERCENTAGE SPENT	BALANCE
	Personnel						
200	MLS Salaries & Wages	\$491,370	\$53,954	\$37,048	\$91,002	18.5%	\$400,368
201	Non-MLS Salary & Wages	\$637,908	\$67,814	\$48,332	\$116,146	18.2%	\$521,762
202	Benefits for Staff/Retirees	\$329,576	\$27,704	\$26,780	\$54,484	16.5%	\$275,092
	Total Personnel	\$1,458,854	\$149,471	\$112,160	\$261,631	17.9%	\$1,197,223
	Books & Materials						
300	Books	\$97,000	\$267	\$8,432	\$8,698	9.0%	\$88,302
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$2,337	\$1,695	\$4,032	13.4%	\$25,968
303	Print News & Periodicals	\$10,000	\$0	\$0	\$0	0.0%	\$10,000
304	Audiovisual Materials	\$25,000	\$395	\$1,610	\$2,005	8.0%	\$22,995
305	Electronic Materials	\$5,500	\$0	\$0	\$0	0.0%	\$5,500
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
310	Econtent	\$25,000	\$7,200	\$1,662	\$8,862	35.4%	\$16,138
	Total Books & Materials	\$213,500	\$10,199	\$13,398	\$23,597	11.1%	\$189,903
	Capital Expenditures						
	Library Non-Computer Equip.,						
400	Furniture & Fixtures	\$20,000	\$7,955	\$3,015	\$10,971	54.9%	\$9,029
401	Computer Hardware	\$40,000	\$3,142	\$26,993	\$30,135	75.3%	\$9,865
	Total Capital Expenditures	\$60,000	\$11,097	\$30,009	\$41,106	68.5%	\$18,894
	Contractual						
500	Lyrasis ILL Services	\$3,100	\$0	\$0	\$0	0.0%	\$3,100
	Software & Web Based App.						
501	Licensing Contracts	\$35,000	\$6,438	\$14,140	\$20,579	58.8%	\$14,421
502	Audit	\$20,000	\$0	\$10,044	\$10,044	50.2%	\$9,956
503	Cataloging MARC Records	\$3,000	\$2,349	\$0	\$2,349	78.3%	\$651
504	Unique Management	\$2,000	\$716	\$98	\$814	40.7%	\$1,186
505	Computer Support/Service Calls	\$70,000	\$6,303	\$6,654	\$12,957	18.5%	\$57,043

Fund#	EXPENSES 08/31/2021	FY22 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 08/2021	TOTAL EXPENSES 08/31/21	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$25,000	\$2,878	\$2,315	\$5,194	20.8%	\$19,806
508	Printing and Publications	\$4,200	\$0	\$0	\$0	0.0%	\$4,200
	Total Contractual	\$162,300	\$18,685	\$33,252	\$51,937	32.0%	\$110,363
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$1,108	\$476	\$1,584	22.6%	\$5,416
601	TLC Maintenance Contract	\$17,000	\$0	\$16,802	\$16,802	98.8%	\$198
602	Facilities and Rent	\$76,650	\$6,300	\$6,300	\$12,600	16.4%	\$64,050
603	Supplies	\$25,000	\$1,506	\$1,430	\$2,935	11.7%	\$22,065
604	Travel / Workshops / Conf. Fees	\$7,000	\$627	\$664	\$1,291	18.4%	\$5,709
605	Training / Education	\$3,000	\$0	\$0	\$0	0.0%	\$3,000
606	Utilities	\$2,000	\$163	\$228	\$391	19.6%	\$1,609
607	Telephone (Voice)	\$13,000	\$1,031	\$914	\$1,946	15.0%	\$11,054
608	Insurance	\$13,000	\$469	\$0	\$469	3.6%	\$12,531
609	Vehicle Maintenance & Fuel	\$5,000	\$251	\$322	\$572	11.4%	\$4,428
610	Job & Contracting Advertising	\$1,000	\$0	\$0	\$0	0.0%	\$1,000
611	Promotional Advertising	\$2,260	\$0	\$175	\$175	7.7%	\$2,085
612	Organization/Association Dues	\$3,500	\$249	\$0	\$249	7.1%	\$3,251
613	Postage	\$5,500	\$1,083	\$298	\$1,381	25.1%	\$4,119
614	Janitorial	\$76,000	\$6,373	\$7,795	\$14,168	18.6%	\$61,832
615	Other Building Maintenance	\$15,000	\$1,343	\$447	\$1,790	11.9%	\$13,210
	Total	\$271,910	\$20,502	\$35,852	\$56,354	20.7%	\$215,556
	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	\$56	\$102	\$158	3.5%	\$4,342
703	Adult Programming Supplies	\$7,000	\$958	\$1,048	\$2,005	28.6%	\$4,995

Fund#	EXPENSES 08/31/2021	FY22 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 08/2021	TOTAL EXPENSES 08/31/21	PERCENTAGE SPENT	BALANCE
704	Local History Collection/Progs.	\$1,500	\$0	\$0	\$0	0.0%	\$1,500
705	Reserve	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
709	Misc. Professional Serv. & Other	\$9,700	\$133	\$1,519	\$1,652	17.0%	\$8,048
	Total Programs/Activ./Other	\$49,700	\$1,147	\$2,668	\$3,815	7.7%	\$45,885
	GRAND TOTALS	\$2,216,264	\$211,101	\$227,339	\$438,440	19.8%	\$1,777,824

Appomattox Reg Library System
Check Register
For the Period From Jul 1, 2021 to Jul 31, 2021

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
7/1/21	Electronic Federal Tax Payment	200708	9,396.54
7/15/21	Electronic Federal Tax Payment	200709	9,449.42
7/29/21	Electronic Federal Tax Payment	200710	9,771.01
7/1/21	Treasurer of Virginia	2013-677	277.14
7/1/21	Treasurer of Virginia	2013-678	480.96
7/9/21	Treasurer of Virginia	2013-680	6,456.76
7/15/21	Treasurer of Virginia	2013-683	277.14
7/15/21	Treasurer of Virginia	2013-684	480.96
7/22/21	Anthem BlueCross BlueShield	2022-10E	402.00
7/22/21	Anthem BlueCross BlueShield	2022-11E	15,168.00
7/22/21	Comcast Communications	2022-12E	342.08
7/22/21	Comcast Communications	2022-13E	342.08
7/22/21	Comcast Communications	2022-14E	468.68
7/22/21	Comcast Communications	2022-15E	895.84
7/22/21	Comcast Communications	2022-16E	209.32
7/22/21	Comcast Communications	2022-17E	290.36
7/22/21	OverDrive, Inc.	2022-18E	7,200.00
7/22/21	Staples Credit Plan	2022-19E	400.12
7/8/21	Comcast Communications	2022-1E	401.39
7/22/21	Thomson Reuters - West	2022-20E	479.53
7/26/21	ARLS-Payroll	2022-21E	37,238.27
7/8/21	Comcast Communications	2022-2E	336.52
7/8/21	Dominion Energy Virginia	2022-3E	162.94
7/8/21	E-N Computers, Inc.	2022-4E	5,786.03
7/8/21	Pitney Bowes Global Financial Services	2022-5E	351.00
7/8/21	Purchase Power	2022-6E	601.00
7/8/21	SunTrust Bank	2022-7E	7,623.53
7/8/21	Verizon	2022-8E	17.66
7/12/21	ARLS-Payroll	2022-9E	34,069.84
7/1/21	Sam's Club Direct	42700	2,464.04
7/8/21	Baker & Taylor	42701	49.96
7/8/21	Cengage Learning Inc/Gale	42702	108.70
7/8/21	Ingram Library Services	42703	825.23
7/8/21	Midwest Tape	42704	167.32
7/8/21	Centric Business Systems	42705	401.00
7/8/21	Karen Wall	42706	9.60
7/8/21	Nicole Coleman	42707	85.06
7/8/21	Shelly Curtis	42708	50.81
7/8/21	Ginger Mauler	42709	74.33
7/8/21	Granite Telecommunications	42710	114.09
7/8/21	GreatAmerica Financial Svcs.	42711	3,141.03
7/8/21	Heaton's Lawn Maintenance, LLC	42712	979.25
7/8/21	Johnson Printing Service	42713	957.60
7/8/21	US Postal Service	42714	128.00
7/8/21	Petersburg Alarm Company, Inc.	42715	114.00
7/8/21	Professional Maintenance Co., Inc.	42716	5,870.00
7/8/21	Shred-It USA LLC	42717	70.70
7/8/21	Tech Logic	42718	6,018.00

Appomattox Reg Library System

Check Register

For the Period From Jul 1, 2021 to Jul 31, 2021

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
7/8/21	T-Mobile	42719	272.61
7/8/21	Virginia Department of the Treasury	42720	469.00
7/8/21	Worthington Direct	42721	7,058.83
7/22/21	Baker & Taylor	42722	74.08
7/22/21	Cengage Learning Inc/Gale	42723	422.08
7/22/21	Ingram Library Services	42724	903.09
7/22/21	Midwest Tape	42725	205.83
7/22/21	Brodart Co.	42726	896.40
7/22/21	Canon Financial Services, Inc.	42727	204.25
7/22/21	Centric Business Systems	42728	502.32
7/22/21	County of Dinwiddie	42729	900.00
7/22/21	County of Prince George	42730	1,650.00
7/22/21	Ginger Mauler	42731	141.20
7/22/21	Michelle Lawhorn	42732	32.93
7/22/21	Karen Wall	42733	40.22
7/22/21	Sarah Finch	42734	19.34
7/22/21	Nicole Coleman	42735	15.15
7/22/21	Hopewell City Treasurer	42736	4,000.75
7/22/21	Prince George Locksmith	42737	250.00
7/22/21	OCLC, Inc.	42738	2,349.45
7/22/21	Rowena Loyd	42739	87.93
7/22/21	RuralBand	42740	219.00
7/22/21	Virginia Employment Commission	42741	546.00
7/22/21	Unique Management Services	42742	716.00
		Total	192,981.30

Appomattox Reg Library System

Suntrust CK #2022-7E

7/8/21

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/27/21	Office 8719	81100-430	Furniture Set - Disputanta	1,854.60	
5/27/21	Office 8719	20200-400	Office Anything		1,854.60
5/27/21	Read 5/27/21	80210-100	Adult Fiction - SO	86.67	
5/27/21	Read 5/27/21	20200-400	Reader Service		86.67
5/31/21	Google 5/31/21	82020-100	Google E-Mail	390.00	
5/31/21	Google 5/31/21	20200-400	Google		390.00
6/1/21	Amazon 8724	83700-200	Stand, Laptop Case	39.98	
6/1/21	Amazon 8724	20200-400	Amazon.com		39.98
6/2/21	Amazon 6/2/21.1	80020-100	Adult Non-Fiction	59.85	
6/2/21	Amazon 6/2/21.1	20200-400	Amazon.com		59.85
6/2/21	Amazon 6/2/21.2	80025-100	Adult Fiction	11.59	
6/2/21	Amazon 6/2/21.2	20200-400	Amazon.com		11.59
6/2/21	Amazon 6/2/21.3	80025-100	Adult Fiction	26.98	
6/2/21	Amazon 6/2/21.3	20200-400	Amazon.com		26.98
6/2/21	Office 8726	81100-430	Chairs - Disputanta	1,737.60	
6/2/21	Office 8726	20200-400	Office Anything		1,737.60
6/2/21	Office 8728	81100-430	Task Stool - Disputanta	267.30	
6/2/21	Office 8728	20200-400	Office Anything		267.30
6/3/21	Rotary 8779	85800-100	Leadership Luncheon	30.00	
6/3/21	Rotary 8779	20200-400	Rotary District 7600		30.00
6/4/21	Michaels 8738	85210-100	Yarn - Adult Programming	461.37	
6/4/21	Michaels 8738	20200-400	Michael's		461.37
6/7/21	Amazon 8731	85010-100	Supplies - SRP	193.96	
6/7/21	Amazon 8731	20200-400	Amazon.com		193.96
6/7/21	Joann's 8738	85210-100	Yarn - Adult Programming	122.86	
6/7/21	Joann's 8738	20200-400	Joann's		122.86
6/8/21	Target 8734	85010-100	Gift Cards - SRP	105.48	
6/8/21	Target 8734	20200-400	Target		105.48
6/10/21	Amazon6/10/21.1	80030-100	Juvenile Easys	25.82	
6/10/21	Amazon6/10/21.1	20200-400	Amazon.com		25.82
6/10/21	Amazon6/10/21.2	80460-100	Books on CD	15.87	
6/10/21	Amazon6/10/21.2	20200-400	Amazon.com		15.87
6/10/21	Amazon6/10/21.3	80020-100	Adult Non-Fiction	9.98	
6/10/21	Amazon6/10/21.3	20200-400	Amazon.com		9.98
6/11/21	Read 6/11/21	80210-100	4 Inv AFSO	111.89	
6/11/21	Read 6/11/21	20200-400	Reader Service		111.89
6/14/21	Amazon 6/14/21	80015-100	Young Adult-Fiction	35.98	
6/14/21	Amazon 6/14/21	20200-400	Amazon.com		35.98
6/14/21	Amazon 8748	85110-100	Paper, Scissors, Markers, Clay	679.86	
6/14/21	Amazon 8748	20200-400	Amazon.com		679.86
6/14/21	Custom 8752	85010-100	SRP Totes	784.40	
6/14/21	Custom 8752	20200-400	Custom Ink		784.40
6/17/21	Baudeville 8751	83700-100	Anniversary Pins	248.69	
6/17/21	Baudeville 8751	20200-400	Baudeville		248.69

Appomattox Reg Library System

Suntrust CK #2022-7E

7/8/21

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/21/21	Amazon 8762	85110-100	Glu Sticks,Jars,Chalk, Speaker	175.61	
6/21/21	Amazon 8762	20200-400	Amazon.com		175.61
6/22/21	Amazon 6/22/21	80210-100	Adult Fiction - SO	68.85	
6/22/21	Amazon 6/22/21	20200-400	Amazon.com		68.85
6/24/21	Diamond 6/24/21	84000-480	Utilities - Burrowsville	10.38	
6/24/21	Diamond 6/24/21	84000-200	Utilities - HQ	10.39	
6/24/21	Diamond 6/24/21	84000-410	Utilities - Carson	10.39	
6/24/21	Diamond 6/24/21	20200-400	Diamond Springs		31.16
6/24/21	Read 6/24/21	80210-100	Adult Fiction - SO	25.22	
6/24/21	Read 6/24/21	20200-400	Reader Service		25.22
6/26/21	Amazon 6/26/21	80410-100	CDs - Music	21.96	
6/26/21	Amazon 6/26/21	20200-400	Amazon.com		21.96
Total				7,623.53	7,623.53

Smart Beginnings Report
For the Period From Jul 1, 2021 to Jul 31, 2021

Filter Criteria includes: 1) IDs: 12300-100. Report order is by ID. Report i

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/21	Beginning Balance			5,798.89
7/29/21	Payment from SB		5,798.89	
7/31/21	July Salary & Benefits	8,400.13		
7/31/21	Ending Balance			8,400.13

Appomattox Reg Library System

Sam's 7/1/21

Staples 7/22/21

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/26/21	Sams 8718	83700-100	Sugar	9.92	
5/26/21	Sams 8718	84810-100	Soap, Wipes, Lysol	119.56	
5/26/21	Sams 8718	20200-200	Sam's Club Direct		129.48
6/15/21	Sams 8750	83730-100	Supplies - Staff Coffee	15.96	
6/15/21	Sams 8750	85800-100	Upgraded Membership	36.77	
6/15/21	Sams 8750	84810-100	Lysol	38.22	
6/15/21	Sams 8750	81100-100	TVs & Carts	2,243.61	
6/15/21	Sams 8750	20200-200	Sam's Club Direct		2,334.56
Total			CK #42700	2,464.04	2,464.04

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/14/21	Staples 8747	83700-100	Paper	76.47	
6/14/21	Staples 8747	83700-200	Jump Drive	14.99	
6/14/21	Staples 8747	20200-300	Staples, Inc.		91.46
			Tape, Ink, Paper,		
7/2/21	Staples 8776	83700-100	Notepads	199.82	
7/2/21	Staples 8776	84810-100	Paper Towels	108.84	
7/2/21	Staples 8776	20200-300	Staples, Inc.		308.66
Total			CK #2022-19E	400.12	400.12

Appomattox Reg Library System

Check Register

For the Period From Aug 1, 2021 to Aug 31, 2021

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
8/12/21	Electronic Federal Tax Payment	200711	10,178.05
8/26/21	Electronic Federal Tax Payment	200712	10,132.23
8/9/21	Treasurer of Virginia	2013-686	6,480.62
8/12/21	Treasurer of Virginia	2013-688	290.79
8/12/21	Treasurer of Virginia	2013-689	503.86
8/12/21	Treasurer of Virginia	2013-690	25.06
8/26/21	Treasurer of Virginia	2013-691	528.92
8/26/21	Treasurer of Virginia	2013-692	290.79
8/5/21	Diamond Springs	2022-22E	38.95
8/5/21	Comcast Communications	2022-23E	399.83
8/5/21	E-N Computers, Inc.	2022-24E	6,385.88
8/5/21	E-N Computers, Inc.	2022-25E	21,252.10
8/5/21	E-N Computers, Inc.	2022-26E	2,290.60
8/5/21	E-N Computers, Inc.	2022-27E	16,258.29
8/5/21	Richweb Inc.	2022-28E	150.00
8/5/21	Verizon	2022-29E	17.77
8/9/21	ARLS-Payroll	2022-30E	36,517.97
8/19/21	Anthem BlueCross BlueShield	2022-31E	402.00
8/19/21	Anthem BlueCross BlueShield	2022-32E	17,064.00
8/19/21	Comcast Communications	2022-33E	290.36
8/19/21	Comcast Communications	2022-34E	209.32
8/19/21	Comcast Communications	2022-35E	336.27
8/19/21	Comcast Communications	2022-36E	997.00
8/19/21	Dominion Energy Virginia	2022-37E	189.28
8/19/21	Mitchell Wiggins & Company	2022-38E	8,025.00
8/19/21	SunTrust Bank	2022-39E	5,564.02
8/19/21	Thomson Reuters - West	2022-40E	479.53
8/23/21	ARLS-Payroll	2022-41E	36,019.60
8/27/21	Comcast Communications	2022-42E	468.46
8/5/21	Voided Check	42743	
8/5/21	Cengage Learning Inc/Gale	42744	153.68
8/5/21	Ingram Library Services	42745	3,714.19
8/5/21	Midwest Tape	42746	47.91
8/5/21	Baker & Taylor	42747	1,797.25
8/5/21	Connect IT	42748	267.95
8/5/21	Susan Eggleston	42749	22.00
8/5/21	Sarah Finch	42750	34.95
8/5/21	Shelly Curtis	42751	29.49
8/5/21	Michelle Lawhorn	42752	18.58
8/5/21	Karen Wall	42753	39.95
8/5/21	Ginger Mauler	42754	22.82
8/5/21	Rija Mughal	42755	53.70
8/5/21	Melissa Face	42756	50.00
8/5/21	Fort Lee Area Spouses' Club	42757	25.00
8/5/21	Granite Telecommunications	42758	113.91
8/5/21	GreatAmerica Financial Svcs.	42759	2,855.48
8/5/21	Heaton's Lawn Maintenance, LLC	42760	333.00
8/5/21	Mauck & Company	42761	476.36

Appomattox Reg Library System

Check Register

For the Period From Aug 1, 2021 to Aug 31, 2021

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
8/5/21	MCS Services, Inc.	42762	7,367.96
8/5/21	Minor & Associates	42763	1,092.50
8/5/21	Petersburg Alarm Company, Inc.	42764	114.00
8/5/21	Sam's Club Direct	42765	201.90
8/5/21	Shred-It USA LLC	42766	70.07
8/5/21	Virginia Library Association	42767	290.00
8/19/21	Blackstone Publishing	42768	244.60
8/19/21	Baker & Taylor	42769	106.24
8/19/21	Cengage Learning Inc/Gale	42770	517.80
8/19/21	Ingram Library Services	42771	3,468.11
8/19/21	Midwest Tape	42772	1,317.04
8/19/21	Voided Check	42773	
8/19/21	Voided Check	42774	
8/19/21	Voided Check	42775	
8/19/21	County of Dinwiddie	42776	900.00
8/19/21	County of Prince George	42777	1,650.00
8/19/21	EBSCO Information Services	42778	1,662.00
8/19/21	Karen Wall	42779	9.60
8/19/21	Joseph Rickman	42780	31.31
8/19/21	Shelly Curtis	42781	98.55
8/19/21	Nicole Coleman	42782	30.30
8/19/21	Hopewell City Treasurer	42783	4,071.56
8/19/21	Johnson Printing Service	42784	997.50
8/19/21	Kiwanis Club of Hopewell	42785	175.00
8/19/21	Library of Virginia	42786	1,423.96
8/19/21	Miles Ahead Distribution, Inc.	42787	173.70
8/19/21	Minor & Associates	42788	926.25
8/19/21	US Postal Service	42789	86.00
8/19/21	US Postal Service	42790	212.00
8/19/21	RuralBand	42791	219.00
8/19/21	The Library Corporation	42792	16,802.00
8/19/21	T-Mobile	42793	177.84
8/19/21	Unique Management Services	42794	98.45
Total			236,378.01

Smart Beginnings Report
July 1, 2021 to August 2021

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/21	Beginning Balance			5,798.89
7/29/21	Payment from SB		5,798.89	
7/31/21	July Salary & Benefits	8,400.13		
8/23/21	Payment from SB		8,400.13	
8/31/21	August Salary & Benefits	6,019.40		
8/31/21	Ending Balance			6,019.40

Appomattox Reg Library System
Suntrust CK #2022-39E
8/19/21

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/27/21	Amazon 6/27/21	80015-100	Young Adult-Fiction	28.48	
6/27/21	Amazon 6/27/21	20200-400	Amazon.com		28.48
6/27/21	Amazon 6/27/21	80210-100	Adult Fiction - SO	15.99	
6/27/21	Amazon 6/27/21	20200-400	Amazon.com		15.99
6/28/21	Amazon 6/28/21	80015-100	Young Adult-Fiction	37.74	
6/28/21	Amazon 6/28/21	20200-400	Amazon.com		37.74
6/28/21	Amazon 6/28/21	80010-100	Y/S Non Fiction	59.70	
6/28/21	Amazon 6/28/21	80020-100	Adult Non-Fiction	19.95	
6/28/21	Amazon 6/28/21	20200-400	Amazon.com		79.65
6/28/21	Amazon 6/28/21	80440-100	Juvenile A/V	15.00	
6/28/21	Amazon 6/28/21	80200-100	Graphic Novels - SO	132.84	
6/28/21	Amazon 6/28/21	80015-100	Young Adult-Fiction	62.78	
6/28/21	Amazon 6/28/21	80410-100	CDs - Music	22.38	
6/28/21	Amazon 6/28/21	20200-400	Amazon.com		233.00
6/28/21	Brodart 8729	81100-430	Six Tier Rotor Screeen System	3,238.80	
6/28/21	Brodart 8729	20200-400	Brodart Co.		3,238.80
6/29/21	Food 8769	85800-100	Desserts - Staff Appreciation	66.71	
6/29/21	Food 8769	20200-400	Food Lion		66.71
6/30/21	Google 6/30/21	82020-100	Google E-Mail	390.00	
6/30/21	Google 6/30/21	20200-400	Google		390.00
6/30/21	Michaels 8773	83700-100	Supplies for Volunteer Project	168.00	
6/30/21	Michaels 8773	20200-400	Michael's		168.00
7/1/21	Adobe 8774	82000-100	Software Licenses	239.88	
7/1/21	Adobe 8774	20200-400	Adobe Indesign		239.88
7/6/21	SHRM 8772	84600-200	Association Dues - HQ	30.00	
7/6/21	SHRM 8772	20200-400	Richmond SHRM		30.00
7/6/21	SHRM 8777	84600-100	Association Dues	219.00	
7/6/21	SHRM 8777	20200-400	Society for Human Resource Management		219.00
7/8/21	Read 7/8/21	80210-100	2 Inv AFSSO	47.25	
7/8/21	Read 7/8/21	20200-400	Reader Service		47.25
7/12/21	Amazon 8780	84810-100	Trash Bags, Cloths, Spray	27.27	
7/12/21	Amazon 8780	83700-100	Band-aids, Advil, Tylenol, ShowKit	42.84	
7/12/21	Amazon 8780	20200-400	Amazon.com		70.11
7/12/21	Amazon 8793	83700-100	Tape, Clips, Envelopes	57.61	
7/12/21	Amazon 8793	20200-400	Amazon.com		57.61
7/15/21	Amazon 8783	83700-100	Calendar, Craft Paper, ShowKit	78.96	
7/15/21	Amazon 8783	20200-400	Amazon.com		78.96
7/18/21	Amazon 7/18/21	80020-100	Adult Non-Fiction	97.87	
7/18/21	Amazon 7/18/21	20200-400	Amazon.com		97.87
7/19/21	Amazon 8787	85110-100	iPad, Bluetooth Speaker	37.07	
7/19/21	Amazon 8787	20200-400	Amazon.com		37.07
7/21/21	Rotary 8822	83800-100	District Conference	195.00	

Appomattox Reg Library System
Suntrust CK #2022-39E
8/19/21

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/21/21	Rotary 8822	20200-400	Rotary		195.00
7/22/21	Read 7/22/21	80210-100	Adult Fiction - SO	64.64	
7/22/21	Read 7/22/21	20200-400	Reader Service		64.64
7/26/21	Amazon 7/26/21	80025-100	Adult Fiction	10.86	
7/26/21	Amazon 7/26/21	20200-400	Amazon.com		10.86
7/26/21	Zoom 8821	82000-100	Software Licenses	157.40	
7/26/21	Zoom 8821	20200-400	Zoom Video Communications, Inc.		157.40
Total				5,564.02	5,564.02

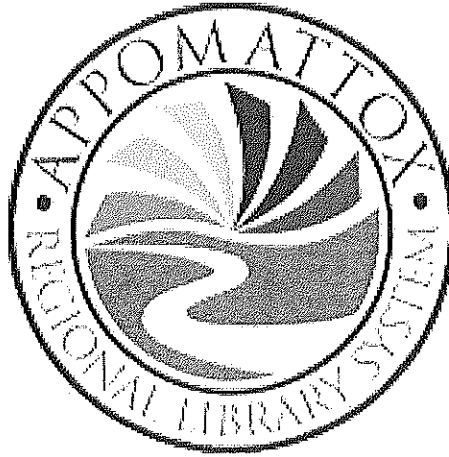
Appomattox Reg Library System

Sam's CK #42765

8/5/21

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/14/21	Sams 8781	83700-100	Tissues	12.64	
7/14/21	Sams 8781	84810-100	Spray, Towels, Wipes, Soap	189.26	
7/14/21	Sams 8781	20200-200	Sam's Club Direct		201.90
Total				201.90	201.90



Appomattox Regional Library System

LONG RANGE PLANNING REPORT

GOALS and OBJECTIVES

FY 2022 - 2025

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INTRODUCTION

This document summarizes a year-long strategic planning process (September 2020 – September 2021) during a highly stressful period in the Appomattox Regional Library System's existence. The entire process had to be completed remotely due to the COVID-19 virus and restrictions in place for meeting in person. The Appomattox Regional Library System (ARLS) was required to use Zoom meetings and online surveys to develop this plan (the Plan).

The purpose of the planning was to assess programs, services, and staffing, and build greater awareness of ARLS's role in its community of the City of Hopewell and the Counties of Dinwiddie and Prince George. The expectation is that ARLS will use this plan and its goals and objectives to measure how well it is meeting the community's interests and informational needs and to adapt and adjust the plan moving forward to address changing circumstances. This plan updates the previous 2016 – 2021 strategic plan and contains the goals and objectives for library development during the next three years as well as revised Vision and Mission.

A 12-person planning committee developed the plan. The committee consisted of the library director and eleven community members of various backgrounds and relationships to the library. The committee included two board of trustees members, one member of a Friends of the Library group, three representatives from community partners of the library and six of the library staff to offer information on youth and adult services already provided, staffing and branch services.

Public libraries continue to face transformational ways in how people access information and these continuous evolution of informational seeking behavior will continue into the foreseeable future. The library patron moves from online resources and available social media as one loses favor and another becomes popular. Therefore, it is impossible for ARLS to rely on the most current method for sharing information as it is subject to change steadily or suddenly. However, those patrons or potential patrons reached recognize the variety of resources ARLS offers, use the resources and tools, and interact with each other to thrive in today's society. Patrons agree ARLS brings great value to their lives and their communities. Beyond books and public computers, the library continues to be a place where people gather to explore, interact, and imagine.

VISION and MISSION

VISION: *A community that is enlightened, empowered, and enriched.*

MISSION: *The Appomattox Regional Library System fosters lifelong learning; provides open access to information, entertainment, and technology; cultivates the exchange of ideas; inspires personal growth; and encourages community engagement and gathering.*

CUSTOMERS and SERVICES

At the time of this plan's preparation, numerous regular services of the library had been suspended due to the COVID-19 pandemic restrictions. ARLS worked to reopen its doors to the general public but was unable to reopen all locations. Also, social distancing requirements were put in place and remain in place as of the end of the planning period.

Notwithstanding the limitations during the planning period, ARLS remained committed to offering services to the same customer groups and types of services as a full service library system for the community it serves.

Organizational customers and services typically offered are identified as follows:

<u>CUSTOMERS:</u>	<u>SERVICES</u>
<ul style="list-style-type: none">• Birth to 4 years• Pre K to Elementary• Middle to High School• College• Adult• Senior (Older Adults)• Homeschoolers	<ul style="list-style-type: none">• Storytime/Plays and Shows• Reading Programs• Teen Space/Programs• Pizza and Poetry• Sign Language• SOL-related programs• Life-Long Learning• Arts & Crafts• Exercise

<ul style="list-style-type: none"> • Job Seekers 	<ul style="list-style-type: none"> • Collections-Books/ Movies/ CDs • Computer Access • Gathering Place-meeting rooms • Training
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The planning committee had to work from the public survey responses collected in the early part of the planning period as the only information on ARLS's strengths, weaknesses, opportunities and challenges. Focus groups and one-on-one interviews were not possible during the past year. The survey responses demonstrated strong support for the library from its regular users and many non-library users. However, the surveys also demonstrated ARLS still faces weaknesses and challenges in the public not being aware of the services the library offers, not being aware of the library itself, and a willingness of the public to perform their own research, gather information, or access entertainment online from non-library resources.

GOALS and OBJECTIVES

The following Goals were derived from the strengths, weaknesses, opportunities, and challenges determined by the committee. The critical issues and goals adopted to create the long range plan are:

1. Fosters Lifelong Learning:

- A. Objective 1 - The library will provide programming for all youth age categories each quarter in each jurisdiction.
- B. Objective 2 - The library will provide adult programming, whether in person or online, on topics of interest to the community.
- C. Objective 3 - The library will develop partnerships with community organizations to provide adult programming quarterly.
- D. Objective 4 - The library will actively promote its Book-a-Librarian service as established by the library's procedure.

2 Provides Open Access to Information, Entertainment, and Technology:

- A. Objective 1 - The library will increase availability of technology internally and for circulation to the community.
- B. Objective 2 - The library will actively promote community involvement in collection development.

- C. Objective 3 - The library will actively promote online educational resources offered by the library.

3 Cultivates Exchange of Ideas:

- A. Objective 1 - The library will provide adult programming on diverse topics.
B. Objective 2 - The library will develop displays, online presentations or informational web pages on diverse topics.

4 Encourages Community Engagement and Gathering:

- A. Objective 1 – The library will encourage community participation through the library with other community organizations to support the needs and interests of the community.
B. Objective 2 - The library will develop additional meeting and programming spaces through partnerships with other community organizations.
C. Objective 3 – The library will encourage outside groups and organizations to use the library's available gathering space as set by the library's policies.

The Goals would be achieved through their respective objectives and measured and reported to the board of trustees each October during the plan. Rather than establish a fixed plan for a fixed number of years, the committee chose instead to set the plan period for only three years. However, the committee also determined to encourage the board of trustees to reevaluate the goals and objectives each year and consider a rolling plan. Under a rolling plan, the board of trustees could determine a goal or objective to be no longer relevant or obsolete and change the goals and objectives to meet the changing services. The initial objectives with measurable goals are:

GOAL 1: Lifelong Learning.	
OBJECTIVE	MEASUREMENT / ACTIONS
A. The library will provide programming for all youth age categories each quarter in each jurisdiction.	The library will track the number of programs by location and age group targeted during the year and track the attendance for each program. Staff will adapt program topics through the plan's schedule as needed to address the interest of the general public. Measured by program's location, target market and attendance.

B. The library will provide adult programming, whether in person or online, on topics of interest to the community.	The library will track the subject matter, location and attendance for adult programs offered during the plan's period. The library staff and board of trustees will review the diversity of topics offered during the previous year and develop suggestions for unrepresented issues or groups within the community. Measured by program diversity and attendance.
C. The library will actively promote online educational resources offered by the library.	Track the number of promotions, advertising, print and social media efforts made to promote the various online resources offered during the year. Measured by number of promotions and number of uses of the online resources during the year.
D. The library will actively promote its Book-a-Librarian service as established by the library's procedure.	Track the number of Book-a-Librarian sessions and topics addressed each year during the plan. Reporting would also include efforts to promote the service and locations where the service is provided. Measured by the number of sessions provided.

GOAL 2: Open Access to Information, Entertainment, and Technology.	
OBJECTIVE	MEASUREMENT / ACTIONS
A. The library will increase availability of technology internally and for circulation to the community.	The library will monitor changes in technology such as software, hardware and internet access resources and implement new or improved technology as permitted by the library's budget. The library will strive to maintain its technology plan and update technology used by the public on a regular schedule. The objective will be measured by changes or additions of technology offered the public and reported in the director's report to the board in October on changes in technology resources.
B. The library will actively promote community involvement in collection development.	The library will develop or improve tools that allow the patrons to recommend or contribute works that are to be added to the collection. The library staff will assess the state of the collection on a regular basis to reflect the interests of the community. The objective will be measured by the number of recommendations contributed by patrons and reported in the director's report in October on the number of items added and removed from the collection and the number added as a result of community recommendations.

C. The library will develop partnerships with community organizations to provide adult programming quarterly	Track the number and variety of partnerships developed in the community and the programs presented as a result of each partnership. The expectation is not that each year will see additional partnerships as potential partnership groups within each community may be limited. The objective is to develop a consistent partnership program within the communities, whether with existing or with new community partners. The objective will be measured by the number of partnership programs per community/jurisdiction and attendance at the programs.
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GOAL 3: Cultivates Exchange of Ideas.	
OBJECTIVE	MEASUREMENT / ACTIONS
A. The library will provide adult programming on diverse topics.	The library will offer staff developed programming or programming developed in partnership with community organizations on diverse topics of interest to the community. The objective will be measured by the number of adult programs offered, variety of topics addressed and attendance at each program.
B. The library will develop displays, online presentations or informational web pages on diverse topics.	Library staff will explore the best format for reaching the widest audience for displays and online presentations and track topics and usage (e.g. circulation from book displays; number of views of online presentations). The objective will be measured by amount of usage.

GOAL 4: Encourages Community Engagement and Gathering.	
OBJECTIVE	MEASUREMENT / ACTIONS
A. The library will encourage community participation through the library with other community organizations to support the needs and interests of the community.	The library will continue its efforts to develop partnerships with community organizations such as the Red Cross and local Recreation & Parks departments to present joint programming both inside library space and at third party locations. The objective will be measured by the number of partnership programs presented and the attendance at such programming.

B. The library will develop additional meeting and programming spaces through partnerships with other community organizations.	<p>The library will seek alternative spaces in the community for presentation of library programming or promotion of library services and materials. The objective will be measured by the number of contacts the library makes with community and governmental organizations and the spaces outside of the traditional library structures used during the plan year.</p>
C. The library will encourage outside groups and organizations to use the library's available gathering space as set by the library's policies.	<p>The library will survey local businesses, churches, and organizations to determine the interest in or need for meeting spaces. The library will develop promotional materials and continue to measure the meeting room usage. The library will also identify patterns of usage and groups. The objective will be measured by the recommendations or responses received and the development of meeting spaces in the community.</p>

APPENDICES

ARLS OVERVIEW

The Appomattox Regional Library System (ARLS) fosters life-long learning, the availability of information, and the exchange of ideas using library resources and emerging technology.

HISTORY: The name was chosen because the Appomattox River flows through each of the three localities that we serve. Library service began in Hopewell-Prince George area in 1930 when Thomas B. Robertson established a Library Association for persons interested in forming a library. In 1931, the city formally took over operation of the library, with Mrs. Maude Langhorne Nelson as its first librarian. The John Randolph Library, as it was then known, was located in the previous State Planters Bank Building on West Poythress Street. In 1957, the library was moved to the annex of the Municipal Building and the name was changed to honor the first librarian, Maude Langhorne Nelson. In 1974, Prince George and Dinwiddie Counties joined the City of Hopewell to form the Appomattox Regional Library System.

The Appomattox Regional Library System (ARLS) operates eight library locations, four in Prince George County, three in Dinwiddie County, and one in the City of Hopewell:

Prince George County - Burrowsville Library, Disputanta Library, Carson Depot Library, and Prince George Library

Dinwiddie County - Dinwiddie Library, McKenney Library, and Rohoic Library

Hopewell - The Maude Langhorne Nelson Library

PLANNING PARTICIPANTS

Appomattox Regional Library System Board of Trustees

The Library Board of Trustees is the governing body of the library system responsible for adopting policies necessary for the operation of the regional library system. There are nine volunteer trustees appointed by the respective City Council or Boards of Supervisors. Three trustees are appointed from Hopewell and three each from Prince George and Dinwiddie. Trustees serve four-year terms, with no more than two successive terms. During the planning process, there were changes in the members of the board. This is reflected in the list of trustees.

Hopewell:

Ann Williams
Dave Harless
Susan Eliades

Dinwiddie County

Martha Sykes
Carly Baskerville
Carol King
Sandra Ruffin

Prince George County

Juanita Thorne
Lillian Boyd
William Thomas
Amanda Binford

Planning Committee for Strategic Plan

The Planning Committee met regularly by Zoom to discuss the objectives, initiatives, measurements, and actions of the plan. The planning committee also worked on updating the organizational mission and vision.

Brian Manning, Regional Library Director

JoAnne Ortiz, Chair of Friends of the Library-Dinwiddie

Carly Baskerville, Board of Trustees

Ann Williams, Board of Trustees

Ann Easterling, Community Representative, John Randolph Foundation

Eliza Lamb, Community Representative, LambArts, Inc.

Tabatha Martinez, Community Representative, Hopewell Recreation & Parks

Sarah Finch, Youth Services Manager, ARLS

Elizabeth Trop, Adult Services Librarian, ARLS

Ginger Mauler, Branch Services Manager, ARLS

Chris Wiegard, Assistant Library Director

Nicole Coleman, Administrative & Personnel Services Manager, ARLS

COMMUNITY SURVEY RESULTS

Strategic Planning Survey

Response Statistics

	Count	Percent
Complete	66	89.20%
Partial	8	10.80%
Disqualified	0	0.00%
Totals	74	

1. I usually use this location as my library.

Value	Percent	Count
Hopewell Library	30.60%	19
Burrowsville Library	1.60%	1
Carson Depot Library	4.80%	3
Dinwiddie Library	22.60%	14
McKenney Library	4.80%	3
Prince George Library	30.60%	19
Rohoic Library	4.80%	3
Totals		62

2. I last visited an ARLS location:

Value	Percent	Count
Within the past week	27.70%	18
Within the past 6 months	41.50%	27
Within the past year	23.10%	15
It's been more than a year	6.20%	4
I never visit any ARLS location.	1.50%	1
Totals		65

3. What brings you to your library?

Value	Percent	Count
To check out books, CDs or DVDs	73.40%	47
To use the computers	7.80%	5
To attend programs	6.30%	4
Other	12.50%	8
Totals		64

COMMUNITY COMMENTS (Regular Library Users)

4. What other services could your library offer the community?

- Not sure of that, but love the art displays at the PG Library.
- Due to covid19, it would be nice if there are free books for children to read online
- More Afrocentric periodicals and other ethnic materials
- More yoga classes
- Textbook rental
- I enjoy free classes and learning opportunities.
- I can't think of any at this time.
- Test proctoring. Virtual learning spaces.
- Educational classes. Teaching people how to use some of the fast evolving technology
- Book-Mobile Outdoor movies after pandemic and weather permitting.
- Can I donate books to Burrowsville?
- Libraries already offer a variety of services to the community. Perhaps fine tuning anyone of the many fine programs already offered
- Some more programs for kids would be nice, and something parents could do with children, like family movie-and-craft nights or board game clubs, those would be great. And I know my parents would love some classic movie evenings for senior citizens to socialize once Covid-19 is past.
- Really think our library is the best
- More classes
- I used to take children to story hour and check out books at the Enhancement Center. I will be glad when they open again even if it's for curbside service only.
- More book fairs. Adult computer software education. Arts and crafts Meet local Authors work with local senior citizens/retirees to provide story time for children. Offer delivery/pick up of books to people who do not have transportation - you may be able to find volunteers willing to do so. Children's contest such as best painting, craft item, history essay, etc. - you may be able to check with local businesses for donations of prizes. There are so many other ways to become more involved in the community and to draw more people into the library. Book club meetings on the lawn. Story time for children on the lawn. Adult art - painting classes on the lawn.
- Longer hours after the pandemic

5. What other comments do you have (What is the library doing well; what areas could we improve; How has the library helped you)?

- The ARLS Libraries are beautiful in most cases and all have super friendly and informative staff.
- Open the Carson Library.
- The library has been very essential to me and my family when we didn't have a computer. It also helped when the children had school projects
- Very pleased with everything about the Dinwiddie branch. It would be nice to have another day of opening before 3.
- More programs maybe some talks from lived history in our area and the city of Hopewell
- I appreciate being able to donate books, especially when a family member that was a book lover passed leaving many books behind.
- When open fully we are pleased with children programs. We wish you all could open these programs again using social distancing.

- I visit weekly when the library is open. Have missed desperately during Covid
- I feel that the library personnel is very rude when I am in the building and checking out.
- Enjoy the yoga class. Can't wait to get back to normal again. Open at 9am at least once or twice a week.
- I have always received excellent service and assistance by phone as well as in person.
- Due to the COVID situation, there was no opportunity to use the library. Without a special situation, the library system does a wonderful service to the community. And, I do use the WiFi while there to update my laptop & iPhone. I enjoy the staff.
- I like the curbside pick up option. I wish the site was more easily accessible on a mobile device where I could browse. Instead of always looking by title. I love the Carson location, we just moved to the area 2 years ago and it was the first place we went. The librarians are always so nice.
- Great customer service and staff in each location.
- I love the library and think it a essential service for the community
- Enjoy the friendly atmosphere and the librarian knowing my tastes and making suggestions of authors, etc I might like to try.
- I really appreciate having a branch of the ARLS located in my local area. Staff has always been friendly and helpful. The atmosphere is very calming and relaxing.
- I think its a beautiful library. Plenty of computers so almost always easy to use at least in mornings. Very happy there is a photo copier, book store, bulletin board to look for news or events. Like the library booklet announcing upcoming classes etc. Have enjoy the classes and lectures held there in past. Excellent job.
- Since I'm disabled I really appreciate the curbside service at the Hopewell Library that's always cheerfully performed for me. ** On another occasion my card had expired, a nice lady informed my son, updated my info and I was able to check the book out next day. ** All the employees I've encountered at Hopewell the branch are always very kind.
- Wonderful because it's local & Ricky is super helpful.

COMMUNITY COMMENTS (Non-users of ARLS Services)

4. What services does your current library offer that Appomattox Regional Library System does not provide?

- None
- Better hours and open locations
- More selection of books.
- Not sure.
- I just indicated that I use the Hopewell library- I don't understand this question.
- n/a
- I use an ARLS library.
- N/A

5. If you said you did not use the library, why don't you use the library system?

- I think the question above is not worded correctly. I use the library, but not another library besides The Hopewell branch of the ARLS.
- honestly always forget they are around.
- I rent/buy books through Amazon/Kindle

6. What services or materials would bring you to the Appomattox Regional Library System?

- I'm not really sure. I find just about everything I need online from home.
- Already go and love it
- Wifi access, book readings, cultural events and social activities
- not sure. Books these days surely don't matter to people.
- There's a great selection! I also use the holds feature a lot.
- Hours that make it easy to visit the library.
- Books for my self, husband and children.
- More audio books - or just trade them around from one library to another. I know everyone wants to read the latest best seller but I think it's important that classics always be included in the collection.
- If my printer was inoperable and I needed to print something, I would visit the library.
- e-books and book clubs
- Books, magazines, dvds,cds, computer,printers, fax, bookstore, meetings, lectures.
- I think the offerings are great at ARLS. If I had to pick something, I would ask for more new releases and/or maybe a section with celebrity book club picks.
- Better more consistent hours

7. What do you think of when someone mentions the public library?

- A quiet space with lots of books.
- Great resources
- Knowledge
- Good use.
- We love it
- Books and reading.
- Access.
- Books and good resources for the city or county it's located in. Also activities for kids!
- Small. Can I request books to check out to be sent to the Dinwiddie library?
- Reading good books.
- Free books for all to read!
- I love the library - it's the best local government service - the library is the heart of the community.
- The Hopewell Library is a very pretty library.
- free books and resources on a variety of different topics, community space, specific programming, book genre specific events
- A wonderful resource.
- Borrowing materials for free for a period of time. My kids love the library.
- A great array of resources available to all community members.
- Books and movies