

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

October 19, 2021

McKenney Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

October 19, 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 – September 21 Regular Meeting
Statistical Report – dated October 19, 2021
Financial Report – dated October 19, 2021
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Introduction of new board member – Randi Hawkins
- R2.** Staff update
- R3.** Library programming
- R4.** VLA Conference
- R5.** Meeting Schedule
- R6.** FY2023 Budget

Committee Reports:

Development Committee
Personnel Committee

New Business:

Director's evaluation
Committee Assignments

Unfinished Business

Strategic Plan for FY2022-2025

Adjournment

Next Meeting: December 14, 2021 at the Hopewell Library

**Appomattox Regional Library System
Board of Trustees Meeting Minutes
September 21, 2021**

Trustees Present: Mr. William Thomas (Prince George), Ms. Amanda Binford (Prince George), Ms. Juanita Thorne (Prince George), Dr. Sandra Ruffin (Dinwiddie), Ms. Susan Eliades (Hopewell) and Mr. David Harless (Hopewell).

Trustees Absent: Ms. Ann Williams (Hopewell), Ms. Carol King (Dinwiddie)
One Dinwiddie County Trustee position is vacant.

Mr. Thomas, Vice Chair, called the meeting to order at 1:04 pm at the Disputanta Library.

Agenda: The board reviewed the agenda. Mr. Thomas added the Director's Evaluation to New Business of the agenda. He also added Trustee training to New Business. Ms. Binford moved to approve the agenda as amended. Ms. Thorne seconded. The motion passed unanimously.

Consent Agenda: The board reviewed the consent agenda. Dr. Ruffin asked her first name be corrected from Susan to Sandra in the minutes from the July 20, 2021 meeting. Mr. Thomas requested information about whether the increased expenses would result in the library going over budget. Director Manning reported that the eventual receipt of ARPA grant money in October or November would be able to reimburse for the servers, firewall and printing software required to be purchased for the year. Other expenses are single payments and no other expenses will be added to those line items.

After discussion, Ms. Thorne moved to approve the consent agenda and Mr. Harless seconded. The motion passed unanimously.

Communications: None

Citizen Comments: None

Director's Report: The director reported that the board is still one board member short for representation of Dinwiddie County. The Board of Supervisors has an application pending. Consideration of the application was tabled at the August meeting. The Dinwiddie Board of Supervisors are to consider the application at the September 21 meeting. The matter has been tabled twice but the expectation is that the new trustee will be present at the October meeting.

The library continues to have turnover of staff as they move to full time positions in the current market. The library filled three vacancies at Hopewell but now has a vacancy at Prince George

for which it is hiring. Part of the problem currently is that many of the applicants are unavailable on certain days and the library requires some flexibility in scheduling. Those hired came from an excellent application pool.

Adult and youth services programming is moving forward as best as possible, given the circumstances. Story time has restarted either in outside locations or inside in large enough spaces where the attendees can socially distance themselves. Areas include using the large ballroom at the Eastside Community Center, the Guncotton Coffee's large meeting room, and outside of the Dinwiddie Library in the courtyard. However, the youth services programming has been adjusted to have fewer opportunities for crafts or other activities at story time. Adult programming has continued with online programming and hopes to restart in person programs such as Sit and Be Fit and yoga in January. Book Clubs are meeting in person now. Registration may become necessary for adult programs.

Hopewell still plans to hold its Light Up the Night Festival and the library will participate with the city. Depending on content availability, the library will be printing some form of Explore for the winter.

The library has reopened the small meeting rooms to the general public for reservations. This provides three rooms at Hopewell and one room each at the Prince George and McKenney libraries. The library is also working with the Eastside Community Center to promote its meeting spaces. If circumstances continue to improve the plan is to reopen all of the meeting spaces to the general public after the first of the year.

The Summer Reading Program was a success. Adult Summer Reading had 183 participants that finished the program and picked up the book bag incentive in 2021. This is significantly up from the 84 participants in 2019 and 40 participants in 2020. Youth Services Summer Reading had 800 participants that picked up the reading logs and 327 participants returned completed reading logs. 9,858 participants either attended the live programming the library was able to conduct or tuned into the online programming. The library may have to continue recording programming for the foreseeable future, limited by the copyright licensing applicable to the situation.

The library has applied for an ARPA (American Rescue Plan Act) grant through the Library of Virginia. The library is eligible for approximately \$57,000 which the library will use to purchase necessary computer equipment and software for improved firewalls and internet security, a new print management system for the public and for reimbursement for some of the new furniture bought for various branches of the library. The print management system will allow patrons to print from WiFi devices within the library as well as sending print jobs from home. The system will allow patrons to add money to their accounts or pay fines and fees on their accounts.

The board packet includes the draft of the strategic plan for FY2022-2025. The plan is an item on the New Business of the agenda. A portion of the plan, consisting of just the goals and objectives for the plan, for the board's review in its packet. The proposed plan is a "rolling plan" which will allow the board to amend or create new goals and objectives going forward.

Committee Reports: Ms. Eliades reported on the slate for incoming officers. Based on the library's constitution and bylaws, it is not required that the chair rotate through the different jurisdictions although this has become a tradition. Based on this discovery, the committee recommended the following slate:

William Thomas - Chair
Juanita Thorne - Vice Chair
Carol King - Secretary
Ann Williams - Treasurer

Ms. Williams term on the board ends in February and a new treasurer will need to be appointed in January. Ms. Eliades has agreed she would accept the position in January if elected by the board.

New Business: Mr. Thomas requested that the entire board review the Strategic Plan for the next meeting and that the board members bring any changes to the next meeting. Mr. Harless requested that the board be able to add comments prior to the meeting. Mr. Manning agreed to load the Word document as a Google Doc and the board members can add comments to the Google Doc.

The board considered the slate recommended for new officers. Mr. Harless moved to approve the slate of officers as presented. Ms. Eliades seconded the motion. The motion passed unanimously.

The board will be working on the Director's Evaluation for the coming meetings. Mr. Thomas requested more specific information on the director's activities during the activities over the past FY2021.

Mr. Thomas's proposed timeline is to approve the new strategic plan at the October 19, 2021 meeting. Board members will submit their individual comments for the director's evaluation by October 8, 2021. The personnel committee will compile the comments into a single document for the October board meeting. The board may have a closed session at the October meeting to finalize the director's evaluation for FY2021. The personnel committee will be Ms. Eliades, Ms. Binford, and Ms. Thorne. Once the board has reviewed and completed the evaluation and established the director's goals for the year, the board will address any recommendation on changes to the director's salary at the December board meeting.

Mr. Thomas discussed the online training modules available from the Library of Virginia. Mr. Thomas would like the development committee to review the modules and recommend which modules should be reviewed by the individual members of the board or as a group.

Mr. Thomas reminded the board that new members should come prepared to have their pictures taken at the next board meeting for the web page.

Mr. Harless expressed his gratitude to the library, Mr. Manning and Ms. Eliades for the success of the summer Historic Hopewell Foundation's Lunch & Learn lecture series.

Mr. Harless moved that the meeting be adjourned. Ms. Thorne seconded the motion. The motion passed unanimously.

Next meeting: October 19, 2021.

/bkm

Statistical Report
October 19, 2021

Statistical Report -October 19, 2021
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	Month	% of Chg by	CHANGE FROM FY20
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	323	0	0	0	0	0	0	0	0	0	889	25%		-6%
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	873	0	0	0	0	0	0	0	0	0	2,654	-1%		-1%
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	1,380	0	0	0	0	0	0	0	0	0	4,318	-2%		-19%
Disputanta	FY18	486	636	461	487	416	440	520	372	437	476	444	563	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	583	0	0	0	0	0	0	0	0	0	1,689	6%		17%
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	8,765	0	0	0	0	0	0	0	0	0	26,403	-22%		-20%

Statistical Report
October 19, 2021

% of Chg & Change
by
from
Month
FY20

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR*	MAY	JUN	Total	Month	% of Chg & Change by from Month FY20
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	590	0	0	0	0	0	0	0	0	0	1,938	-7%	-30%

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	3,139	0	0	0	0	0	0	0	0	0	10,299	-30%	-32%

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	539	0	0	0	0	0	0	0	0	0	1,702	-41%	-45%

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	1,860	0	0	0	0	0	0	0	0	0	5815	0%	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	18,052	0	0	0	0	0	0	0	0	0	55,707	10%	6%

Statistical Report
October 19, 2021

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2022 *													
Burrowsville	100	99	73	0	0	0	0	0	0	0	0	0	272
Carson Depot	163	226	193	0	0	0	0	0	0	0	0	0	582
Dinwiddie	257	349	326	0	0	0	0	0	0	0	0	0	932
Disputanta	86	144	129	0	0	0	0	0	0	0	0	0	359
Hopewell	9,991	9,630	9,156	0	0	0	0	0	0	0	0	0	28,777
McKenney	171	210	136	0	0	0	0	0	0	0	0	0	517
Prince George	3,417	3,392	2,890	0	0	0	0	0	0	0	0	0	9,699
Rohoic	155	238	249	0	0	0	0	0	0	0	0	0	642
TOTAL	14,340	14,288	13,152	0	0	0	0	0	0	0	0	0	41,780
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	8	10	25	0	0	0	0	0	0	0	0	0	43
Meeting Room Users	128	137	93	0	0	0	0	0	0	0	0	0	358
Book Group **	11	11	11	0	0	0	0	0	0	0	0	0	33
Adult Program **	312	260	40	0	0	0	0	0	0	0	0	0	612
Non-SRP Child Program	0	0	401	0	0	0	0	0	0	0	0	0	401
Non-SRP Teen Program	0	0	67	0	0	0	0	0	0	0	0	0	67
Storytime **	1,280	842	188	0	0	0	0	0	0	0	0	0	2,310
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	224	0	0	0	0	0	0	0	0	0	1,169
Database Usage	542	567	193	0	0	0	0	0	0	0	0	0	1,302
TOTALS	4,268	3,253	1,242	0	0	0	0	0	0	0	0	0	8,763

* Includes patrons using curbside checkout

** Includes online programming

Statistical Report
October 19, 2021

REFERENCE QUESTIONS - FY2022	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	9	24	25	0	0	0	0	0	0	0	0	0	58
Carson Depot	83	56	40	0	0	0	0	0	0	0	0	0	179
Dinwiddie	144	184	69	0	0	0	0	0	0	0	0	0	397
Disputanta	37	68	45	0	0	0	0	0	0	0	0	0	150
Hopewell	1,075	1,003	1,304	0	0	0	0	0	0	0	0	0	3,382
McKenney	102	108	58	0	0	0	0	0	0	0	0	0	268
Prince George	461	483	451	0	0	0	0	0	0	0	0	0	1,395
Rohoic	13	33	48	0	0	0	0	0	0	0	0	0	94
TOTALS	1,924	1,959	2,040	0	0	0	0	0	0	0	0	0	5,923
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	24	6	4	0	0	0	0	0	0	0	0	0	34
WIFI	2	2	2	0	0	0	0	0	0	0	0	0	6
Carson Depot Workstation	33	58	54	0	0	0	0	0	0	0	0	0	145
WIFI	7	9	7	0	0	0	0	0	0	0	0	0	23
Dinwiddie Workstation	42	59	41	0	0	0	0	0	0	0	0	0	142
WIFI	11	12	13	0	0	0	0	0	0	0	0	0	36
Disputanta Workstation	42	70	57	0	0	0	0	0	0	0	0	0	169
WIFI	38	35	23	0	0	0	0	0	0	0	0	0	96
Hopewell Workstation	1,268	1,299	1,395	0	0	0	0	0	0	0	0	0	3,962
WIFI	270	247	276	0	0	0	0	0	0	0	0	0	793
McKenney Workstation	39	62	23	0	0	0	0	0	0	0	0	0	124
WIFI	8	14	14	0	0	0	0	0	0	0	0	0	36
Prince George Workstation	351	360	324	0	0	0	0	0	0	0	0	0	1,035
WIFI	73	75	62	0	0	0	0	0	0	0	0	0	210
Rohoic Workstation	118	16	29	0	0	0	0	0	0	0	0	0	163
WIFI	8	14	7	0	0	0	0	0	0	0	0	0	29
TOTALS	2,334	2,338	2,331	0	0	0	0	0	0	0	0	0	7,003

Appomattox Regional Library System

Revenue and Expenses

July 1, 2021 - June 30, 2022

fund#	Revenue 09/30/21	FY2022	Prev. Total Receipts	9/30/21	Total Receipts	Percentage Received	Balance Due
		Adopted					
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	\$162,358	\$324,715	50.0%	\$324,715
103	Dinwiddie	\$310,646	\$77,662	\$0	\$77,662	25.0%	\$232,985
104	Prince George	\$604,127	\$151,032	\$151,032	\$302,064	50.0%	\$302,064
105	State Funds	\$430,908	\$113,966	\$0	\$113,966	26.4%	\$316,943
106	Fines/Fees/Lost	\$0	\$1,647	\$690	\$2,337		(\$2,337)
107	Copying/Fax Receipts	\$16,000	\$5,544	\$2,177	\$7,721	48.3%	\$8,279
108	Endowment Funds	\$18,000	\$21,145	\$0	\$21,145	117.5%	(\$3,145)
109	E-Rate Refunds	\$16,000	\$0	\$16,257	\$16,257	101.6%	(\$257)
110	Gifts/Donations	\$5,000	\$50	\$0	\$50	1.0%	\$4,950
111	Grants	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$2,500	\$250	\$41	\$291	11.6%	\$2,209
TOTALS		\$2,177,611	\$533,653	\$332,553	\$866,206	39.8%	\$1,311,405

Fund#	EXPENSES 09/30/2021	FY22 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 09/2021	TOTAL EXPENSES 09/30/21	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$491,370	\$91,002	\$37,048	\$128,050	26.1%	\$363,320
201	Non-MLS Salary & Wages	\$637,908	\$116,146	\$46,381	\$162,527	25.5%	\$475,381
202	Benefits for Staff/Retirees	\$329,576	\$54,484	\$26,198	\$80,682	24.5%	\$248,894
	Total Personnel	\$1,458,854	\$261,631	\$109,628	\$371,259	25.4%	\$1,087,595
Books & Materials							
300	Books	\$97,000	\$8,698	\$11,096	\$19,794	20.4%	\$77,206
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$4,032	\$3,110	\$7,141	23.8%	\$22,859
303	Print News & Periodicals	\$10,000	\$0	\$0	\$0	0.0%	\$10,000
304	Audiovisual Materials	\$25,000	\$1,983	\$3,357	\$5,340	21.4%	\$19,660
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	\$8,862	\$0	\$8,862	35.4%	\$16,138
	Total Books & Materials	\$213,500	\$23,575	\$17,563	\$41,137	19.3%	\$172,363
Capital Expenditures							
Library Non-Computer Equip.,							
400	Furniture & Fixtures	\$20,000	\$10,971	(\$67)	\$10,903	54.5%	\$9,097
401	Computer Hardware	\$40,000	\$30,134	\$5,711	\$35,845	89.6%	\$4,155
	Total Capital Expenditures	\$60,000	\$41,105	\$5,644	\$46,749	77.9%	\$13,251
Contractual							
500	Lyrasis ILL Services	\$3,100	\$0	\$0	\$0	0.0%	\$3,100
Software & Web Based App.							
501	Licensing Contracts	\$35,000	\$20,579	\$8,540	\$29,119	83.2%	\$5,881
502	Audit	\$20,000	\$10,044	\$1,700	\$11,744	58.7%	\$8,256
503	Cataloging MARC Records	\$3,000	\$2,349	\$0	\$2,349	78.3%	\$651
504	Unique Management	\$2,000	\$814	\$63	\$877	43.9%	\$1,123
505	Computer Support/Service Calls	\$70,000	\$12,957	\$6,680	\$19,637	28.1%	\$50,363

Fund#	EXPENSES 09/30/2021	FY22 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 09/2021	TOTAL EXPENSES 09/30/21	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$25,000	\$5,194	\$3,351	\$8,545	34.2%	\$16,455
508	Printing and Publications	\$4,200	\$0	\$0	\$0	0.0%	\$4,200
	Total Contractual	\$162,300	\$51,937	\$20,334	\$72,271	44.5%	\$90,029
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$1,584	\$418	\$2,002	28.6%	\$4,998
601	TLC Maintenance Contract	\$17,000	\$0	\$16,802	\$16,802	98.8%	\$198
602	Facilities and Rent	\$76,650	\$12,600	\$6,300	\$18,900	24.7%	\$57,750
603	Supplies	\$25,000	\$2,935	\$1,391	\$4,326	17.3%	\$20,674
604	Travel / Workshops / Conf. Fees	\$7,000	\$1,291	\$748	\$2,039	29.1%	\$4,961
605	Training / Education	\$3,000	\$0	\$0	\$0	0.0%	\$3,000
606	Utilities	\$2,000	\$391	\$305	\$696	34.8%	\$1,304
607	Telephone (Voice)	\$13,000	\$1,946	\$1,166	\$3,112	23.9%	\$9,888
608	Insurance	\$13,000	\$469	\$0	\$469	3.6%	\$12,531
609	Vehicle Maintenance & Fuel	\$5,000	\$572	\$313	\$885	17.7%	\$4,115
610	Job & Contracting Advertising	\$1,000	\$0	\$0	\$0	0.0%	\$1,000
611	Promotional Advertising	\$2,260	\$175	\$0	\$175	7.7%	\$2,085
612	Organization/Association Dues	\$3,500	\$249	\$0	\$249	7.1%	\$3,251
613	Postage	\$5,500	\$1,381	\$0	\$1,381	25.1%	\$4,119
614	Janitorial	\$76,000	\$14,167	\$7,829	\$21,996	28.9%	\$54,004
615	Other Building Maintenance	\$15,000	\$1,790	\$562	\$2,352	15.7%	\$12,648
	Total	\$271,910	\$39,551	\$35,834	\$75,384	27.7%	\$196,526
	Facilities/Maint./Operations						
	Programs/Activities/Other						
700	VS Summer Reading Program	\$7,000	\$0	(\$2,190)	(\$2,190)	-31.3%	\$9,190
701	VS Programming & Supplies	\$4,500	\$158	(\$891)	(\$733)	-16.3%	\$5,233
703	Adult Programming Supplies	\$7,000	\$2,005	(\$848)	\$1,158	16.5%	\$5,842

Fund#	EXPENSES 09/30/2021	FY22 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 09/2021	TOTAL EXPENSES 09/30/21	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	\$1,793	\$169	\$1,962	20.2%	\$7,738
	Total Programs/Activ./Other	\$49,700	\$3,956	(\$3,760)	\$196	0.4%	\$49,504
	GRAND TOTALS	\$2,216,264	\$421,756	\$185,242	\$606,997	27.4%	\$1,609,267

Appomattox Reg Library System

Check Register

For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
9/9/21	Electronic Federal Tax Payment	200713	10,148.92
9/23/21	Electronic Federal Tax Payment	200714	9,760.45
9/9/21	Treasurer of Virginia	2013-695	290.79
9/9/21	Treasurer of Virginia	2013-696	528.92
9/23/21	Treasurer of Virginia	2013-698	290.79
9/23/21	Treasurer of Virginia	2013-699	528.92
9/23/21	Treasurer of Virginia	2013-701	6,959.63
9/2/21	Comcast Communications	2022-43E	342.26
9/2/21	Comcast Communications	2022-44E	342.26
9/2/21	Comcast Communications	2022-45E	399.99
9/2/21	E-N Computers, Inc.	2022-46E	213.75
9/2/21	InPath Devices	2022-47E	599.05
9/2/21	Staples Credit Plan	2022-48E	1,963.96
9/2/21	Verizon	2022-49E	17.81
9/2/21	Diamond Springs	2022-50E	54.53
9/3/21	ARLS-Payroll	2022-51E	36,174.27
9/16/21	Anthem BlueCross BlueShield	2022-52E	16,116.00
9/16/21	Anthem BlueCross BlueShield	2022-53E	402.00
9/16/21	Comcast Communications	2022-54E	468.46
9/16/21	Comcast Communications	2022-55E	209.32
9/16/21	Comcast Communications	2022-56E	290.36
9/16/21	Comcast Communications	2022-57E	897.05
9/16/21	Comcast Communications	2022-58E	336.68
9/16/21	Dominion Energy Virginia	2022-59E	180.62
9/16/21	E-N Computers, Inc.	2022-60E	6,465.86
9/16/21	SunTrust Bank	2022-61E	1,537.65
9/20/21	ARLS-Payroll	2022-62E	34,549.44
9/30/21	Diamond Springs	2022-63E	70.11
9/30/21	Comcast Communications	2022-64E	342.26
9/30/21	Comcast Communications	2022-65E	342.26
9/30/21	Thomson Reuters - West	2022-66E	479.53
9/30/21	Verizon	2022-67E	17.81
9/30/21	Sam's Club Direct	2022-68E	231.38
9/30/21	Staples Credit Plan	2022-69E	234.46
9/2/21	Rija Mughal	42661V	-1,055.00
9/2/21	Blackstone Publishing	42795	108.85
9/2/21	Baker & Taylor	42796	1,389.56
9/2/21	Cengage Learning Inc/Gale	42797	573.36
9/2/21	Ingram Library Services	42798	4,488.04
9/2/21	Midwest Tape	42799	877.55
9/2/21	Rowman & Littlefield Publishing Group	42800	43.32
9/2/21	Canon Financial Services, Inc.	42801	217.49
9/2/21	Rija Mughal	42802	10.55
9/2/21	Shelly Curtis	42803	35.85
9/2/21	Karen Wall	42804	176.03
9/2/21	Sarah Finch	42805	24.17
9/2/21	Emily Maitland	42806	17.17
9/2/21	Shannon Starks	42807	14.50

Appomattox Reg Library System

Check Register

For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
9/2/21	Jenny Sadler	42808	33.33
9/2/21	Joseph Rickman	42809	31.31
9/2/21	Cassandra Bland	42810	22.32
9/2/21	Deborah Wright	42811	70.27
9/2/21	Ginger Mauler	42812	31.51
9/2/21	Sharmeyne Cherry	42813	14.95
9/2/21	Felicia Bouldin	42814	10.50
9/2/21	GreatAmerica Financial Svcs.	42815	2,855.48
9/2/21	Heaton's Lawn Maintenance, LLC	42816	405.00
9/2/21	MCS Services, Inc.	42817	7,594.00
9/2/21	Petersburg Alarm Company, Inc.	42818	114.00
9/2/21	Sam's Club Direct	42819	46.90
9/2/21	Smart Beginnings	42820	1,800.00
9/2/21	ULINE	42821	179.85
9/2/21	Virginia Library Association	42822	230.00
9/2/21	Milliman, Inc	42823	1,700.00
9/16/21	Voided Check	42824	
9/16/21	Voided Check	42825	
9/16/21	Voided Check	42826	
9/16/21	Voided Check	42827	
9/16/21	Blackstone Publishing	42828	356.37
9/16/21	Baker & Taylor	42829	176.38
9/16/21	Ingram Library Services	42830	1,830.08
9/16/21	Midwest Tape	42831	192.36
9/16/21	County of Dinwiddie	42832	900.00
9/16/21	County of Prince George	42833	1,650.00
9/16/21	Cardio Partners	42834	421.50
9/16/21	DEMCO, Inc.	42835	82.74
9/16/21	Rija Mughal	42836	82.82
9/16/21	Granite Telecommunications	42837	114.08
9/16/21	Hopewell City Treasurer	42838	4,062.69
9/16/21	OrangeBoy, Inc.	42839	8,000.00
9/16/21	RuralBand	42840	219.00
9/16/21	T-Mobile	42841	177.84
9/16/21	Unique Management Services	42842	62.65
9/30/21	Baker & Taylor	42843	179.65
9/30/21	Cengage Learning Inc/Gale	42844	152.94
9/30/21	Ingram Library Services	42845	4,771.44
9/30/21	Midwest Tape	42846	1,787.70
9/30/21	Canon Financial Services, Inc.	42847	200.33
9/30/21	Nicole Coleman	42848	22.73
9/30/21	Susan Eggleston	42849	25.00
9/30/21	Sarah Finch	42850	58.52
9/30/21	GreatAmerica Financial Svcs.	42851	2,855.48
9/30/21	Pro-Tect Fire Extinguisher Service, LLC	42852	43.00
9/30/21	Megan Morris	42853	17.99
9/30/21	Smart Beginnings	42854	1,500.00

Appomattox Reg Library System

Check Register

For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
		Total	183,791.70

Appomattox Reg Library System
Staples

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/14/21	Staples 8782	83700-100	Paper, Markers, Toner	822.34	
7/14/21	Staples 8782	20200-300	Staples, Inc.		822.34
7/29/21	Staples 8805	84810-100	Toilet Paper, Soap	161.45	
7/29/21	Staples 8805	20200-300	Staples, Inc.		161.45
			Windex, Cloths,		
8/3/21	Staples 8817	84810-100	Pledge, TP	125.33	
8/3/21	Staples 8817	20200-300	Staples, Inc.		125.33
8/5/21	Staples 8820	83700-100	Labels, Toner	854.84	
8/5/21	Staples 8820	20200-300	Staples, Inc.		854.84
Total			CK #2022-48E	1,963.96	1,963.96
			9/2/2021		

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/9/21	Staples 8844	84810-100	Paper Towels	55.28	
			Highlighters, Binder,		
9/9/21	Staples 8844	83700-100	Paper	179.18	
9/9/21	Staples 8844	20200-300	Staples, Inc.		234.46
Total			CK #2022-69E	234.46	234.46
			9/30/2021		

Appomattox Reg Library System

Sam's CK #2022-68E

9/30/21

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/23/21	Sams 8833	84810-100	Mop Head & Mob Bucket	47.96	
8/23/21	Sams 8833	20200-200	Sam's Club Direct		47.96
			Supplies - Staff Vending		
8/25/21	Sams 8835	83710-100	Mach	78.76	
8/25/21	Sams 8835	83700-100	Tissues	25.28	
8/25/21	Sams 8835	84810-100	Soap, Lysol, Wipes	79.38	
8/25/21	Sams 8835	20200-200	Sam's Club Direct		183.42
Total				231.38	231.38

Appomattox Reg Library System

Suntrust CK #2022-61E

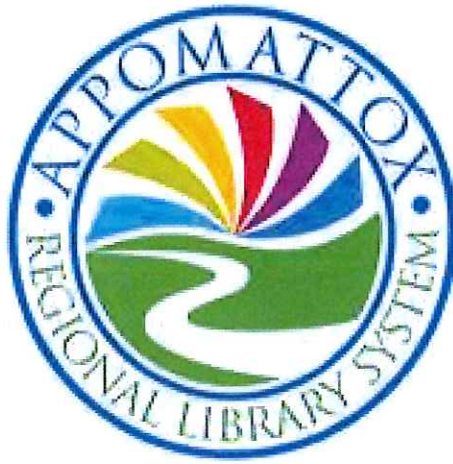
9/16/21

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/27/21	Amazon 8800	84810-100	Cleaning Cloths	15.95	
7/27/21	Amazon 8800	83700-410	Chair Mat -Carson	77.59	
7/27/21	Amazon 8800	83700-100	Supplies - Regional	152.35	
7/27/21	Amazon 8800	20200-400	Amazon.com		245.89
7/31/21	Google 7/31/21	82020-100	Google E-Mail	389.99	
7/31/21	Google 7/31/21	20200-400	Google		389.99
8/2/21	Amazon 8810	85110-100	Paper, Battery, Ball Bearings	84.92	
8/2/21	Amazon 8810	20200-400	Amazon.com		84.92
8/3/21	Amazon 8807	81210-200	Dell USB DVD Drive	77.96	
			Carrying Case, Surge		
8/3/21	Amazon 8807	83700-200	Protector	36.23	
8/3/21	Amazon 8807	20200-400	Amazon.com		114.19
8/5/21	Read 8/5/21	80210-100	Adult Fiction - SO	47.25	
8/5/21	Read 8/5/21	20200-400	Reader Service		47.25
8/6/21	Amazon 8823	83700-100	Ink and Masks	417.66	
8/6/21	Amazon 8823	20200-400	Amazon.com		417.66
8/10/21	Amazon 8826	83700-100	SD Card Reader	16.98	
8/10/21	Amazon 8826	20200-400	Amazon.com		16.98
8/13/21	Amazon 8/13/21	80020-100	Adult Non-Fiction	29.98	
8/13/21	Amazon 8/13/21	20200-400	Amazon.com		29.98
8/17/21	Amazon 8/17/21	80020-100	Adult Non-Fiction	14.08	
8/17/21	Amazon 8/17/21	80010-100	Y/S Non Fiction	53.97	
8/17/21	Amazon 8/17/21	20200-400	Amazon.com		68.05
8/19/21	Read 8/19/21	80210-100	Adult Fiction - SO	64.64	
8/19/21	Read 8/19/21	20200-400	Reader Service		64.64
8/23/21	Amazon 8/23/21	80030-100	Juvenile Easys	22.01	
8/23/21	Amazon 8/23/21	20200-400	Amazon.com		22.01
8/26/21	Amazon 8/26/21	80020-100	Adult Non-Fiction	28.95	
8/26/21	Amazon 8/26/21	20200-400	Amazon.com		28.95
8/26/21	Amazon 8/26/21	80020-100	Adult Non-Fiction	7.14	
8/26/21	Amazon 8/26/21	20200-400	Amazon.com		7.14
Total				1,537.65	1,537.65

Smart Beginnings Report
July 1, 2021 to September 30, 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		
9/17/21	Payment from SB		6,019.40	
9/30/21	September Salary & Benefits	6,019.40		
9/30/21	Ending Balance			6,019.40



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 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.

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.
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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.	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.
C. The library will encourage outside groups	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

and organizations to use the library's available gathering space as set by the library's policies.	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.
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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

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