

## AGENDA

### Wythe-Grayson Regional Library Board of Trustees

Regular Meeting Scheduled at:

**Rural Retreat Public Library**

119 North Greever St

Rural Retreat, VA 24368

Thursday July 21, 2016

Time: 1:30 PM

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#### **I. Meeting Called to Order**

- A. Pledge of Allegiance

#### **II. Approval of Agenda**

#### **III. Public Comment**

#### **IV. Approval of Minutes**

- A. Minutes of April 21, 2016
- B. Minutes of March 17<sup>th</sup> 2016, corrected
- C. Minutes of June 16, 2016

#### **V. Information/ Administrative Items**

- A. Directors Report
  1. Directors Report
  2. Circulation Report
  3. Branch Activities Report
- B. Foundation Report
  1. Wythe-Bland Foundation Grant Application (2016-2017)  
Recommendation to approve the following Grant Submissions:
    - a) *Children Afterschool Enrichment (CASE) and Family Activity Nights (FANS)*  
(1yr)
- C. Financial Report

**VI. Old / Unfinished Business**

- A. Insurance VaCORP - Cost for adding new outreach Van
- B. Board of Trustees Code of Ethics and Code of Conduct
- C. Five Year Plan, review

**VII. New Business**

- A. Recording Secretary  
Director requests review of: Director as recording secretary
- B. Resignation of Brenda Sutherland
- C. Budget FY 2016-2017

**VIII. Announcements**

- A. Next meeting
  - Date: September 22, 2016
  - Place: Whitetop Public Library
  - Time: 1:30 pm

**IX. Adjournment**

Wythe-Grayson Library  
Board Meeting Minutes: June 16, 2016  
1:30 pm at the Grayson County Public Library  
June: Special Meeting of the Board of Trustees

**Board Members**

*Board Members Present:*

Vice Chair, Steven Willis; Linda Boyer, Mike Langford, Mary Kelley, Elizabeth McGee

*Board Members Absent:*

Jackson Case, Rose Lester

*Others Present:*

Director: Mary R. Thomas

Others: Debby Jackson-Ricketts, Anita Libby

**Proceedings:**

Meeting Called to order at 1:35 pm by Vice Chair Steven T Willis. The meeting started with Pledge of Allegiance.

**Reports: Informational and Administrative**

***Statistical Reports***

*Circulation Report*

Circulation Report for May 2016 was presented for review. The Director pointed out the success of the Nature backpacks. One of the board members pointed out the 50% increase in circulation at Whitetop Public Library. Overall the W-GRL system is down 3.76% (comparing May 2015 to May 2016).

*Branch Activity Report (BAR)*

BAR for April and May were presented for review.

*Financial Report*

A print out of the current standing of the Libraries finances for the State and Local monies was passed around for review. It was indicated that all of the state funds have been spent. There are local monies remaining to be spend. Upcoming expenses include, but are not limited to, staff salaries for June and part of July.

## ***Director's Report***

New director's contact information is located at the top of the report. The new director indicated her appreciation from all those she has interacted with, at each library and in the community, in the past few weeks.

Highlighted items included:

- Remaining state funds: purchase of three AWE computers (2 AWE After School Edge computers and 1 AWE Early Literacy computer) and two wireless scanner/printers.
- Indicated a proposal for a change in insurance providers from VML to VACORP

At the meeting the Director brought to the attention of the board:

- A potential grant opportunity for Environmental Literacy: PLACE (Public Libraries Advancing Community Engagement).
  - Several board members suggested potential partnering organizations
- RUOnlineVA survey.

## ***Approval of Meeting Minutes***

Approval of the corrected March 2016 and the April 2016 minutes was not possible at this meeting. This is being postponed until the next board meeting to give all members a chance to view.

## **Public Comments**

No public comments.

## **Old Business**

- All state money has been spent
  - *Question:* Status of local spending and if there is any effect on state allocations in the future due to not spending all of local funding.
    - *Response:* Need to obtain further information
      - Mary Thomas will obtain information from the appropriate state and local officials
    - *Response:* State contribution estimate for FY16/17 increases by \$6060.00 over last year
  - *Question:* How much money is remaining at this point?
    - *Response:* There is about \$70,000.00 remaining in this FY. This money needs to go to cover payroll for June and expenses for part of July.
- Update on Van
  - Being fitted with four wheel drive.
  - *Question:* What is to be done with the old book van?
    - *Response:* Asking Grayson County what options are available, we would like to sell the old van.

- Code of Conduct and Code of Ethics
  - **MOTION:** to table discussion until Brenda Sutherland is at a meeting to, made by Linda Boyer, seconded by Mike Langford; motion passed.
- Five Year Plan review.
  - **MOTION:** to move review of the five year plan until July meeting, made by Mike Langford, seconded by Linda Boyer; motion passed.

### **New Business**

- Insurance with VACORP
  - **MOTION** to accept VACORP proposal made by Mike Langford, seconded by Mary Kelley; motion passed.
- Money Transfer Request
  - **MOTION** to allow the transfer of money from the money market account to the regular account on a contingency basis between today's date and the next scheduled Grayson County Board of Supervisors meeting (July 12, 2016) made by Linda Boyer, seconded by Mary Kelley; motion passed.
- Rekeying 2 outside doors at Grayson County Library
  - No motion required, up to the director.
- James L "Sonny" Buchanan recognition of appreciation
  - **MOTION** to allow Elizabeth McGee: to speak on behalf of the WGRL Board of Trustees and to deliver Resolution of Appreciation at his Celebration of Life Service at Whitetop Community Center. Motion made by Linda Boyer and Seconded by Mike Langford; motion passed.

### **Next Meeting**

The next regular meeting of the Board of Trustees will be at the Rural Retreat Public Library on July 21, 2016 at 1:00 PM

Elizabeth McGee suggested that the board meet every month for the first year of service of the new director. These meetings can be scheduled as special meetings without changing the bylaws of the board.

September 15, 2016 is a regularly scheduled meeting of the board at Whitetop Public Library at 1:30 PM

**Meeting adjourned** at 3:05 PM

### Activities & Training

- **Wythe–Bland Foundation Grant Application (Proposal 1):** This grant proposal is to expand reading and family literacy as well as to encourage children in activities that promote health and wellness. These programs will be over a fourteen month period and will work with community partners and volunteers.
  - **Elementary afterschool programs.** Anita Libby, Sarah Dye and Mary Thomas are working on a grant to piolet expanding afterschool programming including homework help, Health and well-being topics and fun activities. The target age group will be those in 3 – 5 grades but will include activities for younger siblings as necessary. Included in this grant will also be the expansion of family literacy programming through **Library Family Activity Nights (Library FANs)**. This portion will focus on encouraging at home reading by presenting fun activities that are easily reproduced at home. The purpose will be to give parents and guardians the skills to make reading to their children fun and engaging. The target audience for this portion of the grand are families with children aged 3 – 6 years old.
  - For both of these programs we will be encouraging parents/ guardians to participate as much as possible in the programs and activities.
  
- **Wythe–Bland Foundation Grant Application (Proposal 2):** This additional grant, and independent to the above proposal, is to create a suitable environment for everyone to be able to access the WCPL. Specifically this will address needed ADA requirements: Automatic front doors, suitable space in the restrooms. The details are still being worked out and necessary permissions are being sought through Wythe County. The time frame for this process would be three years.
  
- Judy Knutson, president of the Wythe-Grayson Regional Library Foundation, requested a design for the van that reflects the outreach of the regional library. A proposed design was sent to her. This was a joint effort; all the input from everyone was greatly appreciated.
  
- Mary Thomas spent a day with Kim Armentrout, from the Library of Virginia, discussing the tools and resources available to new (and seasoned) directors.

- Rose Schooff has been training Mary Thomas on transferring the current website over to the LVA's WordPress platform. Katie Danner is also being trained on the WordPress Platform. Rose dropped by the Wythe County Public Library to answer questions about the website transfer, evergreen (creating reports) as well as to introduce herself.
- Rose Schooff spent time with Mary Thomas and Anita Libby going over creating Evergreen reports and how reports are created in the system.

### **Library Marketing**

- Library Brochure has been revamped – to make information less cluttered and more accessible (see WGRL Brochure vs 2016-06).

### **Service to Library Clients**

- As many of the Staff and Public Access Computers that were running Windows 7 or 8 have been upgraded to Windows 10. Anita Libby and Phyllis Bobbitt are facilitating staff training on Windows 10 through online training.
- New AWEs have been delivered to their designated libraries.
  - Wythe County Library (1) AWE: Early Learning Station and (1) AWE: AfterSchool Edge
  - Rural Retreat Library (1) AWE: Early Learning Station
  - Grayson County Library (1) AWE: Early Learning Station and (1) AWE: AfterSchool Edge
  - Whitetop Library (1) AWE: Early Learning Station
  - Fries Library (1) AWE: Early Learning Station
- The experiment with providing 2G Flash drives for \$2.50 was a huge success at Wythe County Library, Grayson County Library and Fries Public Library. The respective friends groups have been approached to take this over if they would like to continue this as a fundraiser. The suggestion has been made that the friends groups offer a 4G flash drive. It has not been determined yet if offering flash drives through Rural Retreat Library or Whitetop Library is a convenience that is needed at this time.

## Personnel Changes

- Sarah Dye, Wythe County Public Library, will move from part-time to full-time Youth Services programmer on August 1, 2016.

## Reports and Stats

- **AWE stations (2015-2016)**

- AWE – Grayson County Public Library 2015-2016 - Total Usage by month:

July	210	January	97
August	74	February	71
September	70	March	66
October	82	April	53
November	56	May	51
December	73	June	102

Report pulled:  
6/23/2016

- AWE – Wythe County Public Library 2015-2016 – Total Usage by month

July	305	January	188
August	186	February	114
September	205	March	128
October	201	April	165
November	117	May	224
December	255	June	336

Report pulled  
6/ 30 /2016

- **Circulation Report** – See Attached form
- **Branch Activities Report**- See Attached form



# WGRL Branch Activities Report

Password library

	Jun-16	Fries	Grayson	Regional (Outreach)	Rural Retreat	Whitetop	Wythe	Monthly total	Year to Date total July 2015- June 2016	Compared to 2014-2015	%diff
<b>Computer Use</b>											
In-house computer		31	258		110	132	457	988	11147	13486	-17.34%
Web page visitors				1986				1986	18730	20895	-10.36%
<b>Conference Room Use</b>											
# of groups using		1	40		10	1	24	76	517	476	8.61%
# of hours		2	88		29	1	74	194	1327	1101	20.53%
<b>Displays</b>		8	19		2	7	33	69	848	912	-7.02%
<b>Interlibrary Loans (requested and supplied)</b>				26	0	0	0	26	263	258	1.94%
<b>Programs-Juvenile</b>											
Number		2	12		3	1	14	32	263	260	1.15%
Attendance		36	596		75	24	934	1665	6973	7233	-3.59%
<b>Programs-Young Adult</b>											
Number		0	2		0		3	5	9	8	12.50%
Attendance		0	82		0	0	24	106	154	181	-14.92%
<b>Programs-Adult</b>											
Number		2	3		0	1	21	27	240	288	-16.67%
Attendance		2	63		0	50	335	450	2699	2635	2.43%
<b>Drop Off Free Collections</b>											
Number of visits		6	0		0	0	8	14	129	148	-12.84%
Number of books left		63	0		0	0	286	349	3347	4369	-0.233920806
<b>Staff activities</b>											
Meetings/Workshops attended by staff		0	1		0		3	4	73	103	-29.13%
<b>Patron registrations - Added</b>		8	43		11	3	85	150	922	1219	-24.36%
Patron registrations updated (renewed or deleted)		21	214	9	58	27	429	758	6432	8328	-22.77%
<b>Public Service documents prepared</b>		2	14		0	10	17	43	333	284	17.25%
<b>Reference/Genealogy Questions</b>		0	7		18	16	52	93	886	868	2.07%
<b>Volunteer Hours</b>		2	12		0		142	156	1523	1421.5	0.071403447

WGRL Circulation Report -JUNE 2016

2016 June 2015 June

	FRIES	GRAYSON	OUTREACH	RURAL RETREAT	WHITETOP	WYTHE	TOTALS	Totals	% diff
Biography	1	18	2	3	6	40	70	150	-53.33%
Book on CD	1	31	64	3	24	130	253	298	-15.10%
Book on Cassette Tape		8	4				12	26	-53.85%
DVD	51	508		72	100	962	1,693	2,285	-25.91%
Fiction	98	837	327	126	89	1262	2,739	3,234	-15.31%
Interlibrary Loan		5				1	6	10	-40.00%
Juvenile Biography		2	2		3	28	35	57	-38.60%
Juvenile Book on CD	4	42			4	76	126	43	193.02%
Juvenile Book on Cassette Tape				1			1	1	0.00%
Juvenile DVD	82	242		54	79	458	915	1,039	-11.93%
Juvenile Easy Reader	23	653	2	74	101	898	1,751	1,761	-0.57%
Juvenile Fiction	68	319	17	24	40	656	1,124	1,191	-5.63%
Juvenile Kit		4			1	8	13	2	550.00%
Juvenile Music CD		5				7	12	6	100.00%
Juvenile Non-Fiction	20	164	10	14	44	301	553	601	-7.99%
Juvenile Periodical		2			2	21	25	8	212.50%
Juvenile Video		11			1		12	25	-52.00%
Large Print Fiction	30	188	348	28	63	576	1,233	1,207	2.15%
Large Print Non-Fiction	1	14	10	1		11	37	49	-24.49%
Local History		31	3			3	37	14	164.29%
Music CD		21	4	2	4	20	51	54	-5.56%
Mystery	3	187	84	29	9	253	565	609	-7.22%
Non-Fiction	26	344	98	40	75	512	1,095	1,091	0.37%
Periodical	32	168		21	104	69	394	393	0.25%
Science Fiction	5	21	10			49	85	95	-10.53%
Video		23	1	1	10	8	43	60	-28.33%
Western		49	29	3	2	26	109	66	65.15%
Young Adult Biography			1			1	2	504	-99.60%
Young Adult Book on CD						1	1	17	-94.12%
Young Adult Fiction	32	153		3	9	204	401	261	53.64%
Young Adult Non-Fiction		1		1		1	3	84	-96.43%
KITS (Backpacks)							0	NA	
E-Books		53				212	265	261	1.53%
Downloadable Audiobooks		22				55	77	84	-8.33%
<b>May 2016</b>	477	4,126	1,016	500	770	6,849	13,738	15,241	
<b>May 2015</b>	581	4,494	904	607	571	8,084	15,241		
<b>PERCENTAGE DIFFERENCE</b>	-17.90%	-8.19%	12.39%	-17.63%	34.85%	-15.28%	-9.86%		

WGRL  
Profit & Loss Budget vs. Actual 15-16

**Main Categories Overview**

2015-07-01 through 2016-06-30

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>DISCREPANCY</b>				
Total DISCREPANCY	22.64	0.00	22.64	100.0%
<b>DONATIONS</b>				
Total DONATIONS	1,953.31	1,650.00	303.31	118.38%
<b>E-RATE</b>				
E-RATE-CURRENT YEAR				
Total E-RATE-CURRENT YEAR	0.00	23,960.73	-23,960.73	0.0%
E-RATE-PREVIOUS YEAR				
Total E-RATE-PREVIOUS YEAR	2,303.90	2,300.00	3.90	100.17%
GCPL Friends	295.00	0.00	295.00	100.0%
<b>GOVERNMENT</b>				
LOCAL				
Total LOCAL	551,600.00	551,600.00	0.00	100.0%
STATE				
Total STATE	148,051.00	147,878.00	173.00	100.12%
Total GOVERNMENT	699,651.00	699,478.00	173.00	100.03%
<b>INTEREST INCOME</b>				
Total INTEREST INCOME	28.11	45.00	-16.89	62.47%
<b>MISC. INCOME</b>				
REGIONAL				
Total MISC. INCOME	0.18	0.00	0.18	100.0%
<b>PATRON GENERATED INCOME</b>				
Total CARD REPLACEMENT	263.00	0.00	263.00	100.0%
Total COPIES/PRINTER/FAX	11,410.32	10,975.00	435.32	103.97%
Total FINES	9,099.61	10,125.00	-1,025.39	89.87%
Total MATERIAL REPLACEMENT	222.72	375.00	-152.28	59.39%
Total MATERIAL SALES	53.00	0.00	53.00	100.0%
Total OUT OF STATE CARD	45.00	0.00	45.00	100.0%
Total PATRON GENERATED INCOME	21,093.65	21,475.00	-381.35	98.22%
<b>Total Income</b>	<b>725,347.79</b>	<b>748,908.73</b>	<b>-23,560.94</b>	<b>96.85%</b>
<b>Expense</b>				
Total BUILDING/GROUNDS MAINT	13,346.08	16,000.00	-2,653.92	83.41%
Total COMPUTER EQUIP/HARDWARE	8,199.00	0.00	8,199.00	100.0%
Total COMPUTER SOFTWARE-STATE	519.00	1,200.00	-681.00	43.25%
Total DONATION PURCHASES	1,064.78	0.00	1,064.78	100.0%

<b>Total EQUIP REP/MAINT CONTRACT</b>	20,100.88	18,660.09	1,440.79	107.72%
<b>Total Equipment</b>	184.63	0.00	184.63	100.0%
<b>Total INSURANCE</b>	7,742.00	10,500.00	-2,758.00	73.73%
<b>INTERLIBRARY LOAN</b>	1,223.77	750.00	473.77	163.17%
<b>Total IT Support</b>	15,289.10	14,233.02	1,056.08	107.42%
<b>LATE FEE/PENALTIES</b>	20.11			
<b>Total LIBRARY CATALOGING RECORDS</b>	1,987.93	2,700.00	-712.07	73.63%

**MATERIALS**

<b>LOCAL</b>				
PERIODICALS				
Total PERIODICALS	-111.36			
<b>Total LOCAL</b>	<b>-111.36</b>	<b>0.00</b>	<b>-111.36</b>	<b>100.0%</b>
<b>STATE</b>				
Total BOOKS	38,542.84	38,355.75	187.09	100.49%
Total BOOKS ON CD	1,993.91	1,926.00	67.91	103.53%
Total CD (MUSIC)	133.13	140.00	-6.87	95.09%
Total DVD-ADULT	4,582.18	4,600.00	-17.82	99.61%
Total DVD-JUVENILE	2,635.28	2,700.00	-64.72	97.6%
ELECTRONIC DATABASE				
REGIONAL				
Total ELECTRONIC DATABASE	3,066.80	3,098.00	-31.20	98.99%
OTHER				
Total OTHER	5,123.01	5,149.77	-26.76	99.48%
PERIODICALS				
Total PERIODICALS	4,179.66	4,318.88	-139.22	96.78%
<b>Total STATE</b>	<b>60,256.81</b>	<b>60,288.40</b>	<b>-31.59</b>	<b>99.95%</b>
<b>Total MATERIALS</b>	<b>60,145.45</b>	<b>60,288.40</b>	<b>-142.95</b>	<b>99.76%</b>

**MEMBERSHIP DUES**

<b>STATE</b>	1,152.00	1,000.00	152.00	115.2%
<b>Total MEMBERSHIP DUES</b>	<b>1,152.00</b>	<b>1,000.00</b>	<b>152.00</b>	<b>115.2%</b>

**MISC**

<b>Total MISC</b>	39.02	488.02	-449.00	8.0%
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**PAYROLL EXPENSES**

FICA/MEDICARE				
Total FICA/MEDICARE	28,545.90	31,013.61	-2,467.71	92.04%
HEALTH/RETIRE				
Total HEALTH/RETIRE	129.14	76,741.87	-76,612.73	0.17%
LOCAL				
BENEFITS				
DISABILITY-SHORT AND LONGTERM				
REGIONAL				
Total DISABILITY-SHORT AND LONGTERM	71.28			

HEALTH				
Total HEALTH	56,858.24	0.00	56,858.24	100.0%
LIFE INSURANCE				
Total LIFE INSURANCE	2,411.32	0.00	2,411.32	100.0%
RETIREMENT				
Total RETIREMENT	8,931.27	0.00	8,931.27	100.0%
Total BENEFITS	68,272.11	0.00	68,272.11	100.0%
GROSS WAGES				
Total GROSS WAGES	373,598.71	373,967.75	-369.04	99.9%
Total LOCAL	441,870.82	373,967.75	67,903.07	118.16%
UNEMPLOYMENT				
Total UNEMPLOYMENT	3,467.85	2,380.80	1,087.05	145.66%
<b>Total PAYROLL EXPENSES</b>	<b>474,013.71</b>	<b>484,104.03</b>	<b>-10,090.32</b>	<b>97.92%</b>
<b>POST OFFICE BOX</b>				
Total POST OFFICE BOX	342.00	336.00	6.00	101.79%
<b>POSTAGE</b>				
Total POSTAGE	1,095.53	1,439.00	-343.47	76.13%
<b>PROFESSIONAL SERVICE FEES</b>				
Total PROFESSIONAL SERVICE FEES	1,811.51	2,000.00	-188.49	90.58%
<b>PROGRAMMING</b>				
STATE				
ADULT				
Total ADULT	1,350.00	1,400.00	-50.00	96.43%
JUVENILE				
Total JUVENILE	4,533.43	4,550.00	-16.57	99.64%
Total STATE	5,883.43	5,950.00	-66.57	98.88%
<b>Total PROGRAMMING</b>	<b>5,883.43</b>	<b>5,950.00</b>	<b>-66.57</b>	<b>98.88%</b>
<b>REIMBURSEABLE EXPENSE</b>				
GALAX/CARROLL LIBRARY	-3,185.00	5,000.00	-8,185.00	-63.7%
STAFF PURCHASE	-71.39	0.00	-71.39	100.0%
REIMBURSEABLE EXPENSE - Other	-1,209.99	0.00	-1,209.99	100.0%
<b>Total REIMBURSEABLE EXPENSE</b>	<b>-4,466.38</b>	<b>5,000.00</b>	<b>-9,466.38</b>	<b>-89.33%</b>
<b>RENT</b>				
Total RENT	15,600.00	13,600.00	2,000.00	114.71%
<b>RETURNED CHECK</b>				
	7.00			
<b>SUPPLIES</b>				
LOCAL				
Total MAINTENANCE	3,559.87	3,900.00	-340.13	91.28%
Total LOCAL	3,559.87	3,900.00	-340.13	91.28%

STATE				
Total MAINTENANCE	8,482.81	16,604.12	-8,121.31	51.09%
PROGRAMS				
Total PROGRAMS	1,137.47	1,150.00	-12.53	98.91%
Total STATE	<u>9,620.28</u>	<u>17,754.12</u>	<u>-8,133.84</u>	<u>54.19%</u>
<b>Total SUPPLIES</b>	<b><u>13,180.15</u></b>	<b><u>21,654.12</u></b>	<b><u>-8,473.97</u></b>	<b><u>60.87%</u></b>
<b>TRAVEL</b>				
<b>Total TRAVEL</b>	<b><u>1,938.86</u></b>	<b><u>4,200.00</u></b>	<b><u>-2,261.14</u></b>	<b><u>46.16%</u></b>
<b>UTILITIES</b>				
Total ELECTRICITY/GAS	21,613.15	27,500.00	-5,886.85	78.59%
Total INTERNET	9,322.73	24,930.32	-15,607.59	37.4%
Total TELEPHONE	3,540.32	6,975.84	-3,435.52	50.75%
Total WATER/SEWAGE/TRASH	<u>2,777.44</u>	<u>3,370.00</u>	<u>-592.56</u>	<u>82.42%</u>
<b>Total UTILITIES</b>	<b><u>37,253.64</u></b>	<b><u>62,776.16</u></b>	<b><u>-25,522.52</u></b>	<b><u>59.34%</u></b>
<b>VAN</b>				
OPERATING EXPENSES	1,987.63	1,300.00	687.63	152.9%
REPAIR/MAINTENANCE				
Caravan	66.06	0.00	66.06	100.0%
REPAIR/MAINTENANCE - Other	616.91	0.00	616.91	100.0%
Total REPAIR/MAINTENANCE	<u>682.97</u>	<u>0.00</u>	<u>682.97</u>	<u>100.0%</u>
<b>Total VAN</b>	<b><u>2,670.60</u></b>	<b><u>1,300.00</u></b>	<b><u>1,370.60</u></b>	<b><u>205.43%</u></b>
<b>Total Expense</b>	<b><u>687,597.90</u></b>	<b><u>734,643.84</u></b>	<b><u>-47,045.94</u></b>	<b><u>93.6%</u></b>
<b>Net Income</b>	<b><u>37,749.89</u></b>	<b><u>14,264.89</u></b>	<b><u>23,485.00</u></b>	<b><u>264.64%</u></b>