

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

January 15, 2019

Hopewell Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

January 15, 2019

1:00 p.m.

Call to Order

Approval of Agenda

Consent Agenda: All matters listed under Consent Agenda are considered routine by the Board and will be approved or received by motion on the form listed. Items may be removed from the Consent Agenda for discussion under the Regular Agenda at the request of any Board member.

Minutes – December 4, 2018 Regular Meeting
Statistical Report – dated January 15, 2019
Financial Report – January 15, 2018
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Board of Trustees Vacancies
- R3.** U.S. Parks Service Winter Lecture Series

Committee Reports:

New Business:

Presentations - Kathleen M. Werkheiser – John Randolph Foundation
Kim Armentrout – Library of Virginia

Unfinished Business

Adjournment

ARLS Board of Trustees - Minutes of December 4, 2018
Carson Library

The ARLS regular monthly meeting was called to order by Chair Lillian Boyd on December 4, 2018 at 1:00 PM at the Carson Library.

Trustees present: Lillian Boyd, Chair (PG), William Thomas (PG), Carly Baskerville (D), Martha Sykes (D), Ann Williams (H)

Trustees absent: Juanita Thorne (PG)

Trustee positions vacant: 2 Hopewell, 1 Dinwiddie

Staff present: Brian Manning and Nicole Coleman

Approval of Agenda: Mrs. Williams moved to approve the agenda and Mrs. Sykes seconded the motion. The motion to approve the agenda passed unanimously.

Consent Agenda: After review and discussion of the consent agenda documents, Mr. Thomas moved to approve the consent agenda, including the minutes from the October 16, 2018 meeting and Mrs. Williams seconded the motion. The motion to approve the consent agenda passed unanimously.

- Questions were answered regarding the proposed revenues and expenses. These are based on previous years' histories.

Communications:

- The University of Mary Washington's Professor Bond and his students are working with Ms. Jeannie Langford on studying segregation housing in Hopewell Virginia. They worked extensively with resources in the History Room at Hopewell.
- Ms. Langford's prohibition presentation in Chesterfield County received high regards.

Citizen Comment: None.

Report of the Library Director:

R1. Staff Update. The Library still has one opening, a part-time Youth Services Assistant. Otherwise, the library is fully staffed.

R2. Board of Trustees Vacancies. Two applications are pending before Hopewell City Council. Still no applications for Dinwiddie County.

R3. Board Training. Ms. Kim Armentrout of the Library of Virginia will be at the January 2019 meeting to do a presentation on the roles and responsibilities of a Board of Trustee member.

R4. Hopewell Project. All new furniture is in place and new computers are being installed.

R5. U.S. Parks Service Winter Lecture Series. Four of the U.S. Parks Service's Winter Lecture Series lectures will be at the Hopewell Library.

R6. Ft. Lee Project. ARLS has been approached by Ft. Lee to potentially form a partnership to provide library services. This partnership would allow anyone with a military ID to come into ARLS branches and receive a library card. It is expected that this partnership would bring more activities to Youth Services.

R7. John Randolph Foundation. Mr. Manning distributed a packet with information about the current John Randolph Foundation endowment agreement. A representative from the John Randolph Foundation will come to the January 2019 meeting to present on the proposed changes to the endowment agreement. The proposed changes come from a new policy adopted by the John Randolph Foundation.

R8. Holiday Dinner. The holiday dinner will be held December 14 at 6pm at Luca's Restaurant in Prince George.

R9. Community Involvement. The Board reviewed the Director's activities in the community.

Committee Reports: None.

New Business: None

Unfinished Business: None.

Announcements: The next ARLS Board of Trustees Meeting will be at the Dinwiddie Library on Tuesday, January 15, 2019 beginning at 1:00 PM.

Adjournment: Mr. Williams moved to adjourn, Mrs. Sykes moved to second it. Meeting adjourned at 1:36 pm.

Statistical Report January 15, 2019

Statistical Report - January 15, 2019
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chrg by Month	YTD TOTAL % CHANGE
Burrowsville	FY15	242	234	393	397	419	273	271	183	255	180	256	236	2,466		
	FY16	357	357	374	361	234	275	313	330	424	463	521	664	4,673		
	FY17	507	581	374	536	467	504	477	592	596	463	465	451	8,012		
	FY18	483	493	345	435	497	394	476	326	286	243	229	278	6,244		
	FY19	360	346	280	311	275	232	0	0	0	0	0	0	1,804	-41%	-32%
Carson Depot	FY15	1,598	1,558	1,428	1,409	1,686	1,284	1,115	1,687	1,167	1,164	1,273	1,378	16,747		
	FY16	1,590	1,229	1,137	1,409	898	946	1,102	1,225	1,323	1,464	1,136	1,036	14,495		
	FY17	1,200	1,055	868	720	908	670	739	703	985	848	679	774	10,149		
	FY18	967	753	788	723	583	584	552	559	715	659	482	935	8,300		
	FY19	992	738	697	647	722	603	0	0	0	0	0	0	4,399	3%	0%
Dinwiddie	FY15	2,632	2,489	1,834	1,755	2,197	2,254	1,604	1,768	1,806	1,811	1,856	2,065	24,071		
	FY16	2,809	2,342	2,135	1,997	1,599	1,595	1,629	2,105	2,059	1,891	2,112	2,666	24,939		
	FY17	2,618	2,478	3,172	2,106	1,920	1,982	2,176	1,812	2,367	1,883	1,962	2,034	26,510		
	FY18	1,428	1,951	2,862	1,832	1,580	1,256	1,265	861	1,448	1,311	1,512	1,677	18,983		
	FY19	3,580	1,554	1,736	1,587	1,518	1,272	0	0	0	0	0	0	11,247	1%	3%
Disputanta	FY15	559	693	518	643	576	550	402	301	344	335	482	600	6,003		
	FY16	984	712	645	536	697	508	461	545	755	774	508	784	7,909		
	FY17	608	710	599	454	771	415	550	413	453	471	444	482	6,370		
	FY18	486	636	461	487	416	440	520	372	437	476	444	663	5,838		
	FY19	649	948	598	821	567	647	0	0	0	0	0	0	4,230	47%	45%
Hopewell	FY15	22,538	19,755	16,580	17,641	15,543	14,198	14,647	14,247	14,057	16,372	15,941	16,562	198,081		
	FY16	20,126	18,790	15,280	18,075	16,755	15,307	15,179	14,205	15,882	15,704	14,275	19,051	198,629		
	FY17	13,980	13,461	11,526	11,856	11,331	11,605	11,933	11,906	12,988	11,004	11,699	11,281	144,570		
	FY18	12,389	12,713	12,481	13,200	11,347	9,806	11,288	10,849	11,456	10,926	10,809	12,085	139,349		
	FY19	12,619	12,609	11,278	10,998	9,301	7,882	0	0	0	0	0	0	64,687	-20%	-10%

Statistical Report
January 15, 2019

McKenney	FY15	909	1,043	1,000	941	1,060	1,048	698	675	899	856	770	815	10,714	
	FY16	933	815	711	724	577	496	724	732	771	723	818	897	8,921	
	FY17	878	936	864	959	877	840	677	587	684	568	900	1,090	9,860	
	FY18	1,060	1,181	686	891	727	560	669	721	757	667	802	1,233	9,954	
	FY19	1,107	894	877	846	759	478	0	0	0	0	0	0	4,961	-3%

Prince George	FY15	7,103	5,311	4,395	4,667	4,316	3,980	4,544	4,318	4,339	4,014	4,066	5,397	56,450	
	FY16	6,823	5,887	4,996	5,323	4,253	4,075	4,877	4,590	6,025	4,772	5,484	6,824	63,929	
	FY17	7,301	7,213	6,057	5,556	5,133	4,271	5,098	5,009	5,060	5,112	5,384	5,650	66,844	
	FY18	7,272	5,055	1,933	2,626	2,603	4,503	2,429	3,258	3,576	3,181	3,603	4,390	44,429	
	FY19	5,424	5,353	4,122	4,518	4,269	3,493	0	0	0	0	0	0	27,179	-22%

Roboic	FY15	2,485	1,412	1,225	1,498	1,954	2,000	1,018	964	1,287	1,021	1,018	1,373	17,255	
	FY16	1,952	1,661	1,034	1,192	1,063	1,164	1,027	992	1,419	1,182	1,419	1,384	15,489	
	FY17	1,343	1,669	1,739	1,590	1,201	948	1,178	1,120	1,049	1,029	955	1,525	15,346	
	FY18	1,101	1,357	1,147	875	914	653	814	860	900	1,009	842	936	11,408	
	FY19	1,141	1,212	853	1,127	766	547	0	0	0	0	0	0	5,646	-16%

Outreach SVS	FY15	1,930	831	756	598	524	608	1,261	1,087	904	760	844	511	10,614	
	FY16	199	364	279	287	265	163	278	213	101	64	89	80	2,382	
	FY17	261	179	174	245	179	211	148	115	77	24	140	3	1,756	
	FY18	2	2	0	2	0	15	0	0	0	0	0	1	22	
	FY19	0	0	0	0	0	0	0	0	0	0	0	0	0	

Econtent	FY17	1,232	330	877	823	722	626	675	833	984	924	992	934	9,952	
	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	0	0	0	0	0	0	7,545	28%

ARLS Totals	FY15	39,996	33,326	28,129	29,100	26,391	24,666	25,114	23,450	25,538	25,091	23,760	31,019	335,580	
	FY16	35,773	32,157	25,310	29,100	26,391	24,666	25,114	23,450	25,538	25,091	23,760	29,314	325,664	
	FY17	28,696	28,282	27,073	29,507	25,094	25,992	25,993	23,885	24,963	27,751	26,538	31,610	325,344	
	FY18	26,420	24,471	21,580	21,894	19,389	18,837	18,688	18,639	20,559	19,396	19,715	23,132	254,479	
	FY19	26,849	24,629	21,711	22,126	19,369	16,420	0	0	0	0	0	0	131,104	-13%

Statistical Report
January 15, 2019

PATRON VISITS FY2019													TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Burrowsville	137	198	78	108	98	0	0	0	0	0	0	0	619
Carson Depot	1,035	632	907	939	760	461	0	0	0	0	0	0	4,734
Dinwiddle	939	796	779	745	760	578	0	0	0	0	0	0	4,597
Disputanta	188	232	232	251	187	141	0	0	0	0	0	0	1,231
Hopewell	12,839	12,839	10,713	16,076	13,897	36,298	0	0	0	0	0	0	102,712
McKenney	1,303	757	752	878	530	0	0	0	0	0	0	0	4,220
Prince George	3,984	4,295	5,977	6,788	4,622	4,786	0	0	0	0	0	0	30,452
Rohoic	412	688	486	954	494	304	0	0	0	0	0	0	3,338
TOTAL	20,887	20,437	19,924	26,739	21,348	42,568	0	0	0	0	0	0	151,903
MISC TRANSACTIONS													
Meeting Room users	2,338	2,111	2,122	2,254	2,159	1,712	0	0	0	0	0	0	12,696
Meetings	174	177	163	181	156	121	0	0	0	0	0	0	972
Book Group	14	7	10	7	5	0	0	0	0	0	0	0	43
Adult Program	230	546	1,345	430	315	838	0	0	0	0	0	0	3,704
Non-SRP Child Program	0	0	1,028	702	732	2,604	0	0	0	0	0	0	5,066
Non-SRP Teen Program	0	0	134	166	185	104	0	0	0	0	0	0	589
Storytime	744	336	504	548	377	179	0	0	0	0	0	0	2,688
SRP Child	2,199	1,138	0	0	0	0	0	0	0	0	0	0	3,337
SRP Teen	851	330	0	0	0	0	0	0	0	0	0	0	1,181
Community Outreach	476	764	386	1,376	554	613	0	0	0	0	0	0	4,169
Database Usage	185	143	375	469	472	441	0	0	0	0	0	0	2,085
TOTALS	7,211	5,552	6,067	6,133	4,935	6,612	0	0	0	0	0	0	36,530

Statistical Report
January 15, 2019

REFERENCE QUESTIONS - FY2019	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	29	25	28	35	27	17	0	0	0	0	0	0	161
Carson Depot	140	117	87	95	109	107	0	0	0	0	0	0	655
Dinwiddle	363	189	159	157	145	122	0	0	0	0	0	0	1,135
Disputanta	49	80	44	60	37	37	0	0	0	0	0	0	307
Hopewell	1,045	745	808	948	788	643	0	0	0	0	0	0	4,977
McKenney	94	95	107	90	101	56	0	0	0	0	0	0	543
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	1,624	2,082	1,629	1,942	1,521	1,100	0	0	0	0	0	0	9,898
Rohoic	0	209	144	183	154	84	0	0	0	0	0	0	204
TOTALS	3,344	3,542	3,006	3,510	2,882	2,166	0	0	0	0	0	0	18,450
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	32	25	23	27	18	15	0	0	0	0	0	0	140
WIFI	3	0	0	0	0	1	0	0	0	0	0	0	4
Carson Depot Workstation	121	104	104	102	79	95	0	0	0	0	0	0	605
WIFI	8	2	10	10	4	6	0	0	0	0	0	0	40
Dinwiddle Workstation	194	193	181	142	132	90	0	0	0	0	0	0	932
WIFI	40	30	28	16	6	10	0	0	0	0	0	0	130
Disputanta Workstation	41	44	44	73	51	33	0	0	0	0	0	0	286
WIFI	1	5	6	3	5	4	0	0	0	0	0	0	24
Hopewell Workstation	2,675	2,861	2,524	2,632	2,122	2,028	0	0	0	0	0	0	14,842
WIFI	721	661	617	770	601	489	0	0	0	0	0	0	3,859
McKenney Workstation	146	121	102	155	138	115	0	0	0	0	0	0	777
WIFI	3	7	8	4	7	1	0	0	0	0	0	0	30
Prince George Workstation	680	732	607	749	621	472	0	0	0	0	0	0	3,861
WIFI	262	215	233	282	207	126	0	0	0	0	0	0	1,325
Rohoic Workstation	109	130	118	146	119	62	0	0	0	0	0	0	684
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	5,036	5,130	4,605	5,111	4,110	3,547	0	0	0	0	0	0	27,539

Appomattox Regional Library System
Revenue and Expenses
July 1, 2018 - June 30, 2019

Fund#	Revenue 06/30/19	FY2019 Proposed	Prev. Total Receipts	Monthly Receipts	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	\$606,264	\$303,132	\$151,566	\$454,698	75.0%	\$151,566
103	Dinwiddie	\$276,330	\$138,165	\$0	\$138,165	50.0%	\$138,165
104	Prince George	\$598,146	\$299,073	\$0	\$299,073	50.0%	\$299,073
105	State Funds	\$393,480	\$197,765	\$0	\$197,765	50.3%	\$195,715
106	Fines/Fees/Lost	\$22,700	\$7,417	\$197	\$7,614	33.5%	\$15,086
107	Copying Receipts	\$20,200	\$9,036	\$1,598	\$10,635	52.6%	\$9,565
108	Endowment Funds	\$20,050	\$20,910	\$0	\$20,910	104.3%	(\$860)
109	E-Rate Refunds	\$50,000	\$43,051	\$0	\$43,051	86.1%	\$6,949
110	Gifts/Donations	\$7,000	\$550	\$115	\$665	9.5%	\$6,335
111	Grants	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$9,981	\$1,825	\$11,806	49.2%	\$12,194
TOTALS		\$2,143,170	\$1,029,080	\$155,301	\$1,184,381	55.3%	\$958,789

Fund#	EXPENSES 01/15/19	FY19 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 12/31/18	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
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Personnel

200	MLS Salaries & Wages	\$476,247	\$183,236	\$34,971	\$218,207	45.8%	\$258,040
201	Non-MLS Salary & Wages	\$598,898	\$244,405	\$42,881	\$287,286	48.0%	\$311,612
202	Benefits for Staff/Retirees	\$280,000	\$131,314	\$29,172	\$160,486	57.3%	\$119,514

Total Personnel		\$1,355,145	\$558,955	\$107,024	\$665,979	49.1%	\$689,166
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Books & Materials

300	Books	\$70,700	\$29,628	\$7,471	\$37,099	52.5%	\$33,601
301	Leased Materials	\$27,000	\$0	\$0	\$0	0.0%	\$27,000
302	Standing Order Books	\$36,400	\$14,668	\$2,365	\$17,034	46.8%	\$19,366
303	Print News & Periodicals	\$12,276	\$3,512	\$666	\$4,177	34.0%	\$8,099
304	Audiovisual Materials	\$26,000	\$8,964	\$2,919	\$11,883	45.7%	\$14,117
305	Electronic Materials	\$4,500	\$1,764	\$0	\$1,764	39.2%	\$2,736
306	Microforms	\$1,133	\$0	\$0	\$0	0.0%	\$1,133
307	Binding/Repair	\$0	\$0	\$0	\$0	0.0%	\$0
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
309	Family Resource Books	\$1,010	\$0	\$0	\$0	0.0%	\$1,010
310	Econtent	\$35,600	\$10,800	\$0	\$10,800	30.3%	\$24,800

Total Books & Materials		\$214,619	\$69,336	\$13,421	\$82,757	38.6%	\$131,862
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Capital Expenditures

400	Library Non-Computer Equip.	\$25,000	\$1,569	\$845	\$2,414	9.7%	\$22,586
401	Computer Hardware	\$52,650	\$68,359	\$0	\$68,359	129.8%	(\$15,709)

Total Capital Expenditures		\$77,650	\$69,928	\$845	\$70,773	91.1%	\$6,877
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Contractual

500	Lyrasis ILL Services	\$2,000	\$0	\$2,995	\$2,995	149.8%	(\$995)
501	Software Licensing Contracts	\$30,000	\$15,072	\$3,010	\$18,082	60.3%	\$11,918
502	Audit	\$18,000	\$8,496	\$7,308	\$15,804	87.8%	\$2,196
503	Cataloging MARC Records	\$3,605	\$920	\$185	\$1,105	30.7%	\$2,500
504	Unique Management	\$7,000	\$2,443	\$358	\$2,801	40.0%	\$4,199

505 Computer Support Service Calls	\$25,000	\$29,622	\$0	\$29,622	118.5%	(\$4,622)
506 Other Computer Software Serv.	\$20,000	\$7,181	\$10,473	\$17,654	88.3%	\$2,346
507 Telecomm Internet Line Charges	\$22,000	\$10,646	\$1,620	\$12,266	55.8%	\$9,734
508 Printing and Publications	\$9,500	\$3,015	\$3,440	\$6,455	67.9%	\$3,045
509 Security Guard Service	\$26,500	\$12,442	\$2,107	\$14,549	54.9%	\$11,951

Total Contractual	\$163,605	\$89,837	\$31,497	\$121,334	74.2%	\$42,271
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Facilities/Maint./Operations

600 Equip. Repair & Maintenance	\$5,000	\$2,918	\$201	\$3,119	62.4%	\$1,881
601 TLC Maintenance Contract	\$19,500	\$205	\$0	\$205	1.1%	\$19,295
602 Facilities and Rent	\$76,650	\$31,500	\$6,300	\$37,800	49.3%	\$38,850
603 Supplies	\$32,000	\$7,954	\$3,799	\$11,753	36.7%	\$20,247
604 Travel / Workshops /Conf. Fees	\$9,000	\$6,409	\$322	\$6,732	74.8%	\$2,268
605 Training / Education	\$4,500	\$350	\$0	\$350	7.8%	\$4,150
606 Utilities	\$6,000	\$1,551	\$408	\$1,959	32.7%	\$4,041
607 Telephone (Voice)	\$13,000	\$5,936	\$1,155	\$7,091	54.5%	\$5,909
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$2,610	\$1,293	\$3,903	86.7%	\$597
610 Job & Contracting Advertising	\$2,500	\$378	\$0	\$378	15.1%	\$2,122
611 Promotional Advertising	\$2,000	\$795	\$50	\$845	42.3%	\$1,155
612 Organization/Association Dues	\$3,500	\$764	\$225	\$989	28.3%	\$2,511
613 Postage	\$4,500	\$2,308	\$344	\$2,652	58.9%	\$1,848
614 Janitorial	\$64,500	\$25,045	\$5,004	\$30,049	46.6%	\$34,451
615 Other Building Maintenance	\$12,500	\$4,374	\$114	\$4,488	35.9%	\$8,013

Total Facilities/Maint./Operations	\$272,587	\$93,097	\$19,215	\$112,312	41.2%	\$160,275
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Programs/Activites/Other

700 YS Summer Reading Program	\$7,000	\$1,135	\$0	\$1,135	16.2%	\$5,865
701 YS Programming & Supplies	\$4,864	\$975	\$200	\$1,175	24.2%	\$3,689
702 Adult Programming	\$2,200	\$1,692	\$236	\$1,928	87.6%	\$272
703 Adult Programming Supplies	\$5,000	\$96	\$0	\$96	1.9%	\$4,904

704 Funds for Local History Collection	\$5,000	\$350	\$0	\$350	7.0%	\$4,650
705 Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
706 McKenny Library	\$0	\$0	\$0	\$0	0.0%	\$0
707 Hopewell Project	\$9,000	\$0	\$0	\$0	0.0%	\$9,000
708 Prince George Project	\$0	\$0	\$0	\$0	0.0%	\$0
709 Misc. Professional Serv. & Other	\$16,000	\$6,712	\$701	\$7,413	46.3%	\$8,587
710 Endowment	\$3,500	\$0	\$0	\$0	0.0%	3500
Total Programs/Activ./Other	\$59,564	\$10,960	\$1,137	\$12,096	20.3%	\$47,468
GRAND TOTALS	\$2,143,170	\$892,114	\$173,139	\$1,065,252	49.7%	\$1,077,918

Appomattox Reg Library System

Check Register

For the Period From Dec 1, 2018 to Dec 31, 2018

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
12/4/18	Electronic Federal Tax Payment	200638	8,762.07
12/20/18	Electronic Federal Tax Payment	200639	9,905.56
12/6/18	Treasurer of Virginia	2013-411	236.60
12/6/18	Treasurer of Virginia	2013-412	414.42
12/12/18	Treasurer of Virginia	2013-414	6,408.58
12/20/18	Treasurer of Virginia	2013-417	236.60
12/20/18	Treasurer of Virginia	2013-418	414.42
12/3/18	ARLS-Payroll	40826	32,572.79
12/12/18	Active Screening	40827	34.00
12/12/18	AT & T	40828	47.19
12/12/18	Comcast Communications	40829	180.22
12/12/18	InPath Devices	40830	599.05
12/12/18	The Progress Index	40831	296.40
12/12/18	Shred-It USA LLC	40832	57.21
12/12/18	T-Mobile	40833	5.72
12/12/18	Verizon	40834	14.75
12/12/18	SunTrust Bank	40835	1,058.63
12/14/18	Baker & Taylor	40836	1,386.69
12/14/18	Gale/CENGAGE Learning	40837	233.15
12/14/18	Ingram Library Services	40838	2,961.62
12/14/18	Midwest Tape	40839	947.07
12/14/18	AT & T Mobility	40840	209.02
12/14/18	BambooInk	40841	1,370.00
12/14/18	Comcast Communications	40842	1,452.80
12/14/18	Connect IT	40843	152.95
12/14/18	County of Dinwiddie	40844	900.00
12/14/18	County of Prince George	40845	1,650.00
12/14/18	CS Diamond Enterprises, Inc.	40846	4,740.00
12/14/18	DEMCO, Inc.	40847	620.37
12/14/18	Dominion Energy Virginia	40848	310.53
12/14/18	Anne Rappe-Epperson	40849	42.10
12/14/18	Cassandra Bland	40850	14.34
12/14/18	Cheryl Sculthorpe-Moring	40851	23.84
12/14/18	Jeanine Albiges	40852	13.08
12/14/18	Karen Wall	40853	13.13
12/14/18	Sherry Chappell	40854	16.16
12/14/18	Ginger Mauler	40855	19.80
12/14/18	Brian Manning	40856	55.05
12/14/18	Nicole Coleman	40857	23.23
12/14/18	Sarah Finch	40858	32.64
12/14/18	E-N Computers, Inc.	40859	5,416.23
12/14/18	Hopewell City Treasurer	40860	5,043.05
12/14/18	Hopewell/PG Chamber Commerce	40861	225.00
12/14/18	Johnson Printing Service	40862	161.25
12/14/18	Minor & Associates	40863	807.50
12/14/18	Mitchell Wiggins & Company	40864	6,500.00
12/14/18	OCLC, Inc.	40865	185.32
12/14/18	Reader Service	40866	78.44

Appomattox Reg Library System
Check Register
For the Period From Dec 1, 2018 to Dec 31, 2018

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
12/14/18	Richmond Times Dispatch	40867	369.20
12/14/18	Securitas Security Services USA, Inc	40868	1,071.00
12/14/18	Terri Spicer	40869	280.00
12/14/18	Tech Logic	40870	2,400.00
12/14/18	Unique Management Services	40871	358.00
12/14/18	Verizon	40872	129.99
12/17/18	ARLS-Payroll	40873	38,619.93
12/26/18	Anthem BlueCross BlueShield	40874	603.00
12/26/18	Anthem BlueCross BlueShield	40875	14,140.50
12/26/18	Canon Financial Services, Inc.	40876	200.95
12/26/18	Comcast Communications	40877	305.36
12/26/18	Diamond Springs	40878	97.37
12/26/18	Johnson Printing Service	40879	210.00
12/26/18	PermaCard	40880	1,673.42
12/26/18	Crystal Muir	40881	14.98
12/26/18	Elizabeth Walker	40882	7.99
12/26/18	Securitas Security Services USA, Inc	40883	979.20
12/27/18	Baker & Taylor	40884	1,060.40
12/27/18	Gale/CENGAGE Learning	40885	365.23
12/27/18	Ingram Library Services	40886	3,768.95
12/27/18	Midwest Tape	40887	1,491.96
12/27/18	Sherry Chappell	40888	16.16
12/27/18	Tina Norton	40889	5.45
12/27/18	Susan Eggleston	40890	30.30
12/27/18	Sarah Finch	40891	104.68
12/27/18	Petersburg Alarm Company, Inc.	40892	114.00
12/27/18	Pitney Bowes Global Financial Services	40893	351.00
12/27/18	Scott Fields Design	40894	1,860.00
12/27/18	Staples Credit Plan	40895	1,393.21
12/27/18	The Library Corporation	40896	2,995.00
12/28/18	ARLS-Payroll	40897	32,249.65
	Total		<u>204,115.45</u>

Smart Beginnings Report
December 2018

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/18	Beginning Balance			8,159.03
7/13/18	Payment from SB		8,065.03	
7/31/18	July Salary & Benefits	5,473.87		
7/31/18	Additional July Salary	422.91		
8/29/18	Payment from SB		5,990.78	
8/31/18	August Salary & Benefits	7,647.06		
9/24/18	Payment from SB		7,647.06	
9/28/18	September Salary	5,479.50		
10/25/18	Payment from SB		5,479.50	
10/31/18	October Salary & Benefits	5,479.50		
11/16/18	Payment from SB		5,479.50	
11/30/18	November Salary & Benefits	5,479.50		
12/17/18	Payment from SB		5,479.50	
12/31/18	December Salary & Benefits	5,487.78		
12/31/18	Ending Balance			5,487.78

Appomattox Reg Library System

Suntrust CK #40835

12/12/18

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/31/18	Amazon 7768	81100-200	2 Heaters for HQ	79.98	
10/31/18	Amazon 7768	20200-400	Amazon.com		79.98
10/31/18	Google 10/31/18	82309-200	Google E-Mail	270.83	
10/31/18	Google 10/31/18	20200-400	Google		270.83
10/31/18	Spot 10/31/18	82301-130	Software Licenses	9.99	
10/31/18	Spot 10/31/18	20200-400	Spotify		9.99
11/1/18	Amazon 11/1/18	80104-100	Juvenile Fiction	44.38	
11/1/18	Amazon 11/1/18	20200-400	Amazon.com		44.38
11/1/18	Amazon 11/1/18-2	80103-100	Juvenile Easys	7.98	
11/1/18	Amazon 11/1/18-2	80104-100	Juvenile Fiction	53.26	
11/1/18	Amazon 11/1/18-2	20200-400	Amazon.com		61.24
11/1/18	Universal 11/1/18	84012-100	Supplies - Youth Services	39.00	
11/1/18	Universal 11/1/18	20200-400	Universal Yums		39.00
11/5/18	Facebook 7755	84040-100	Ad for YS PT Assistant	15.00	
11/5/18	Facebook 7755	20200-400	Facebook		15.00
			Ink and Thermal Paper		
11/14/18	Amazon 7784	84010-100	Rolls	169.18	
11/14/18	Amazon 7784	20200-400	Amazon.com		169.18
11/17/18	Ancestry 7753	82301-130	Software Licenses	228.95	
11/17/18	Ancestry 7753	20200-400	Ancestry.com		228.95
11/19/18	Amazon 11/19/18	80102-100	Adult Non-Fiction	16.34	
11/19/18	Amazon 11/19/18	20200-400	Amazon.com		16.34
11/24/18	Amazon 11/24/18	80101-100	Adult Fiction	16.98	
11/24/18	Amazon 11/24/18	20200-400	Amazon.com		16.98
11/24/18	Amazon 11/24/18-10	80101-100	Adult Fiction	7.23	
11/24/18	Amazon 11/24/18-10	20200-400	Amazon.com		7.23
11/24/18	Amazon 11/24/18-2	80104-100	Juvenile Fiction	6.94	
11/24/18	Amazon 11/24/18-2	20200-400	Amazon.com		6.94
11/24/18	Amazon 11/24/18-3	80101-100	Adult Fiction	7.56	
11/24/18	Amazon 11/24/18-3	20200-400	Amazon.com		7.56
11/24/18	Amazon 11/24/18-4	80101-100	Adult Fiction	8.79	
11/24/18	Amazon 11/24/18-4	20200-400	Amazon.com		8.79
11/24/18	Amazon 11/24/18-5	80101-100	Adult Fiction	9.99	
11/24/18	Amazon 11/24/18-5	20200-400	Amazon.com		9.99
11/24/18	Amazon 11/24/18-6	80102-100	Adult Non-Fiction	18.95	
11/24/18	Amazon 11/24/18-6	80101-100	Adult Fiction	19.95	
11/24/18	Amazon 11/24/18-6	20200-400	Amazon.com		38.90
11/24/18	Amazon 11/24/18-7	80101-100	Adult Fiction	13.49	
11/24/18	Amazon 11/24/18-7	20200-400	Amazon.com		13.49
11/24/18	Amazon 11/24/18-8	80104-100	Juvenile Fiction	7.89	
11/24/18	Amazon 11/24/18-8	20200-400	Amazon.com		7.89
11/24/18	Amazon 11/24/18-9	80104-100	Juvenile Fiction	5.97	
11/24/18	Amazon 11/24/18-9	20200-400	Amazon.com		5.97
Total				1,058.63	1,058.63

Appomattox Reg Library System

Staples CK #40895

12/27/18

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/14/18	Staples 7779	84010-100	Paper, Ink, Calendars	381.80	
11/14/18	Staples 7779	84010-300	Jumbo Bath Tissue	120.81	
11/14/18	Staples 7779	20200-300	Staples, Inc.		502.61
			Envelopes, Calendar,		
11/19/18	Staples 7790	84010-100	Cardstock	236.32	
11/19/18	Staples 7790	20200-300	Staples, Inc.		236.32
12/7/18	Staples 7791	81100-410	Chair - Carson	99.99	
12/7/18	Staples 7791	81100-450	Chairs PG	299.97	
12/7/18	Staples 7791	81100-460	Chair - Rohoic	99.99	
12/7/18	Staples 7791	81100-480	Heaters - Burrowsville	79.98	
12/7/18	Staples 7791	84010-450	Hide-a-Key, Cash Box	23.38	
12/7/18	Staples 7791	84010-480	Power Strips - Burrowsville	50.97	
12/7/18	Staples 7791	20200-300	Staples, Inc.		654.28
Total				1,393.21	1,393.21