

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

December 4, 2018

Carson Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM

Board of Trustees

Agenda

December 4, 2018

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 – October 16, 2018 Regular Meeting

Statistical Report – dated December 4, 2018

Financial Report – December 4, 2018

Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Board of Trustees Vacancies
- R3.** Board Training
- R4.** Hopewell Project
- R5.** U.S. Parks Service Winter Lecture Series
- R6.** Ft. Lee Project
- R7.** John Randolph Foundation
- R8.** Holiday Dinner
- R9.** Community Involvement

Committee Reports:

New Business:

Unfinished Business

Adjournment

ARLS Board of Trustees – Minutes

October 16, 2018

Burrowsville Library

The ARLS regular monthly meeting was called to order by Chair Lillian Boyd on October 16, 2018 at 1:02 PM at the Burrowsville Library.

Trustees present: Lillian Boyd, Chair (PG), William Thomas (PG), Juanita Thorne (PG), Mary Benjamin (D), Martha Sykes (D), Libbie Dragoo (H), Fran Halupka (H), Ann Williams (H)

Trustees absent: Carly Baskerville (D)

Trustee positions vacant: None

Staff present: Brian Manning, Chris Wiegard, and Nicole Coleman

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

Consent Agenda: After review of the documents, Mrs. Dragoo moved to approve the consent agenda, including the minutes from the September 18, 2018 meeting and Mrs. Benjamin seconded the motion.

- Mr. Thomas requested clarification on the Carry Over, Endowment and E-Rate amounts listed on the monthly revenue/expense statement. Mr. Manning explained the \$20,000 listed as Carry Over represented an expected balance in the budget in revenue from year to year that is kept in savings as a contingency. The library also maintains the savings account listed as Reserve available for each budget year to cover unexpected costs.
- The John Randolph Foundation manages the library's endowment fund. Each year the library receives its third quarter statement in or around November, with the fund operating on a calendar year. Based on the projected final income to be calculated in January, the director estimates the return will receive and the amount that will be dispersed in July of the coming year. The actual return and amount due may vary slightly with the budget calculations due to changes in the market during the final quarter of the year.
- E-Rate is a program created by the federal government in an effort to provide universal access to internet and communication services to every community. The program allows libraries and schools to seek reimbursement for up to 90% of costs associated with the institutions providing public access to the technology. The reimbursements relate to both internet services and the equipment needed to provide access to the service. The program

has changed over the years since its creation. For example, the original program allowed for recovery of costs associated with phone service but has been eliminated in recent years. The federal government funds the program from fees assessed on the telecommunication companies. Companies are not required to participate in the program. Most of the library's vendors of internet services and equipment do participate. The library has to periodically post notices through the program for bids on the services. However, limited number of vendors in the library's market area means the library only receives bids from its current vendors. Multiple bids require the library to weigh the cost/benefits of each bid with lowest cost being given the higher weight. The amount changes as costs from the previous year goes up or down. Mr. Manning makes the best calculation possible for each year based on expected investments and costs.

After further review and discussion of the consent agenda documents, Ms. Williams moved and Ms. Benjamin seconded approving the consent agenda. The motion passed unanimously.

Communications: None

Citizen Comment: None

Closed Session: At 1:23 p.m. Ms. Sykes moved and Ms. Benjamin seconded the board going into closed session to discuss a personnel matter. The motion passed unanimously. At 1:42 p.m. Ms. Benjamin moved and Ms. Williams seconded the board coming out of closed session. The motion passed unanimously.

Report of the Library Director:

R1. Staff Update: Mr. Manning reported that the library was still in the process of hiring a new part time Youth Services Assistant. Otherwise, the library is fully staffed.

R2. Board of Trustees Vacancies: With the end of terms for Ms. Dragoo, Ms. Halupka and Ms. Benjamin, the library is seeking two new board members from Hopewell and one from Dinwiddie County. Mr. Manning reported that as of the October board meeting neither jurisdiction had received applications. Mr. Manning is pursuing several suggestions from other community members. Mr. Manning hopes to fill the positions in time for the December board meeting.

R3. Board training: Mr. Manning is working to schedule Ms. Kim Armentrout of the Library of Virginia to provide a session on the responsibilities of a library board member. Mr. Manning is trying to schedule the training for the January 2019 meeting.

R4. Hopewell Technology Update. All of the equipment for the improvement of the public computer labs has been purchased. The library expects installation by the end of November or beginning of December.

R5. Changes to databases/FindIt Virginia. The Library of Virginia provides research databases available to all of the public libraries through its FindIt Virginia service. FindIt Virginia is the principle online research tool for ARLS patrons. The Library of Virginia has entered into a contract with a new database provider and now offers more resources than the previous service. The library plans to highlight the new services in its Explore, to the schools, and in its programming.

R6. Strategic Plan-Patron Surveys/Comment Cards. The library continues to collect and record responses to the online patron surveys and comment cards. The library has also started its survey of Prince George patrons on hours of operations.

R7. The board reviewed the director's activities in the community.

Committee Reports: None.

New Business: None

Unfinished Business:

- The board determined to not consider any changes to the library's meeting room policies including any exceptions for community groups in the area.

Announcements: The next ARLS Board of Trustees Meeting will be at the Carson Library on December 4, 2018 at 1:00 p.m.

Adjournment: Mrs. Benjamin moved to adjourn; Mr. Thomas moved to second it. Meeting adjourned at 2:19

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

Fund#	Revenue 06/30/19	FY2019	Prev. Total	Monthly	Total	Percentage	Balance Due
		Proposed	Receipts	Receipts	Receipts	Received	
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	\$0	\$303,132	50.0%	\$303,132
103	Dinwiddie	\$276,330	\$69,083	\$69,083	\$138,165	50.0%	\$138,165
104	Prince George	\$598,146	\$149,537	\$149,537	\$299,073	50.0%	\$299,073
105	State Funds	\$393,480	\$98,883	\$98,883	\$197,765	50.3%	\$195,715
106	Fines/Fees/Lost	\$22,700	\$5,582	\$1,835	\$7,417	32.7%	\$15,283
107	Copying Receipts	\$20,200	\$4,106	\$1,415	\$5,521	27.3%	\$14,679
108	Endowment Funds	\$20,050	\$20,910	\$0	\$20,910	104.3%	(\$860)
109	E-Rate Refunds	\$50,000	\$0	\$43,051	\$43,051	86.1%	\$6,949
110	Gifts/Donations	\$7,000	\$550	\$0	\$550	7.9%	\$6,450
111	Grants	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$6,095	\$1,938	\$8,033	33.5%	\$15,967
TOTALS		\$2,143,170	\$657,877	\$365,741	\$1,023,618	47.8%	\$1,119,552

Statistical Report December 4, 2018

Statistical Report - December 4, 2018
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of YTD Chg by TOTAL % Month 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	0	0	0	0	0	0	0	0	1,297	-29%	-26%
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	0	0	0	0	0	0	0	0	3,074	-11%	-5%
Dinnwiddie	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	0	0	0	0	0	0	0	0	8,457	-13%	5%
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	0	0	0	0	0	0	0	0	3,016	69%	46%
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	0	0	0	0	0	0	0	0	47,504	-17%	-6%

Statistical Report
December 4, 2018

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	0	0	0	0	0	0	0	0	3,724	-5%	-2%

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	0	0	0	0	0	0	0	0	19,417	72%	15%

Rohioic	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	0	0	0	0	0	0	0	0	4,333	29%	-3%

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	0	0	0	0	0	0	0	0	5,087	122%	51%

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	25,952	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	0	0	0	0	0	0	0	0	95,315	1%	32%

**Statistical Report
December 4, 2018**

PATRON VISITS		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2019														
Burrowsville		137	198	78	108	0	0	0	0	0	0	0	0	521
Carson Depot		1,035	632	907	939	0	0	0	0	0	0	0	0	3,513
Dinwiddle		939	796	779	745	0	0	0	0	0	0	0	0	3,259
Disputanta		188	232	232	251	0	0	0	0	0	0	0	0	903
Hopewell		12,889	12,839	10,713	16,076	0	0	0	0	0	0	0	0	52,517
McKenney		1,303	757	752	878	0	0	0	0	0	0	0	0	3,690
Prince George		3,984	4,295	5,977	6,788	0	0	0	0	0	0	0	0	21,044
Roboic		412	688	486	954	0	0	0	0	0	0	0	0	2,540
TOTAL		20,887	20,437	19,924	26,739	0	0	0	0	0	0	0	0	87,987
MISC TRANSACTIONS		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meeting Room users		2,338	2,111	2,122	2,254	0	0	0	0	0	0	0	0	8,825
Meetings		174	177	163	181	0	0	0	0	0	0	0	0	695
Book Group		14	7	10	7	0	0	0	0	0	0	0	0	38
Adult Program		230	546	1,345	430	0	0	0	0	0	0	0	0	2,551
Non-SRP Child Program		0	0	1,028	702	0	0	0	0	0	0	0	0	1,730
Non-SRP Teen Program		0	0	134	166	0	0	0	0	0	0	0	0	300
Storytime		744	336	504	548	0	0	0	0	0	0	0	0	2,132
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	0	0	0	0	0	0	0	0	3,002
Database Usage		185	143	375	469	0	0	0	0	0	0	0	0	1,172
TOTALS		7,211	5,552	6,067	6,133	0	0	0	0	0	0	0	0	24,963

Statistical Report
December 4, 2018

REFERENCE QUESTIONS - FY2019	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	29	25	28	35	0	0	0	0	0	0	0	0	117
Carson Depot	140	117	87	95	0	0	0	0	0	0	0	0	439
Dinwiddle	363	189	159	157	0	0	0	0	0	0	0	0	868
Disputanta	49	80	44	60	0	0	0	0	0	0	0	0	233
Hopewell	1,045	745	808	948	0	0	0	0	0	0	0	0	3,546
McKenney	94	95	107	90	0	0	0	0	0	0	0	0	386
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	1,624	2,082	1,629	1,942	0	0	0	0	0	0	0	0	7,277
Rohoic	0	209	144	183	0	0	0	0	0	0	0	0	204
TOTALS	3,344	3,542	3,006	3,510	0	0	0	0	0	0	0	0	13,402
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	32	25	23	27	0	0	0	0	0	0	0	0	107
	WIFI	0	0	0	0	0	0	0	0	0	0	0	3
Carson Depot Workstation	121	104	104	102	0	0	0	0	0	0	0	0	431
	WIFI	8	2	10	0	0	0	0	0	0	0	0	30
Dinwiddle Workstation	194	193	181	142	0	0	0	0	0	0	0	0	710
	WIFI	40	30	28	16	0	0	0	0	0	0	0	114
Disputanta Workstation	41	44	44	73	0	0	0	0	0	0	0	0	202
	WIFI	1	5	6	3	0	0	0	0	0	0	0	15
Hopewell Workstation	2,675	2,861	2,524	2,632	0	0	0	0	0	0	0	0	10,692
	WIFI	721	661	617	770	0	0	0	0	0	0	0	2,769
McKenney Workstation	146	121	102	155	0	0	0	0	0	0	0	0	524
	WIFI	3	7	8	4	0	0	0	0	0	0	0	22
Prince George Workstation	680	732	607	749	0	0	0	0	0	0	0	0	2,768
	WIFI	262	215	233	282	0	0	0	0	0	0	0	992
Rohoic Workstation	109	130	118	146	0	0	0	0	0	0	0	0	503
	WIFI	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	5,036	5,130	4,605	5,111	0	0	0	0	0	0	0	0	19,882

Fund#	EXPENSES 10/31/18	FY19 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 10/31/18	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$476,247	\$114,005	\$34,812	\$148,817	31.2%	\$327,430
201	Non-MLS Salary & Wages	\$598,898	\$154,335	\$45,407	\$199,742	33.4%	\$399,156
202	Benefits for Staff/Retirees	\$280,000	\$82,144	\$25,632	\$107,776	38.5%	\$172,224
	Total Personnel	\$1,355,145	\$350,484	\$105,852	\$456,336	33.7%	\$898,809
Books & Materials							
300	Books	\$70,700	\$11,741	\$9,607	\$21,348	30.2%	\$49,352
301	Leased Materials	\$27,000	\$0	\$0	\$0	0.0%	\$27,000
302	Standing Order Books	\$36,400	\$7,795	\$4,163	\$11,958	32.9%	\$24,442
303	Print News & Periodicals	\$12,276	\$1,824	\$616	\$2,440	19.9%	\$9,836
304	Audiovisual Materials	\$26,000	\$3,236	\$2,633	\$5,869	22.6%	\$20,131
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	\$37,160	\$17,020	\$54,180	25.2%	\$160,439
Capital Expenditures							
400	Library Non-Computer Equip.	\$25,000	\$1,298	\$3,126	\$4,424	17.7%	\$20,576
401	Computer Hardware	\$52,650	\$59,793	\$0	\$59,793	113.6%	(\$7,143)
	Total Capital Expenditures	\$77,650	\$61,091	\$3,126	\$64,217	82.7%	\$13,433
Contractual							
500	Lyrasis ILL Services	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
501	Software Licensing Contracts	\$30,000	\$12,381	\$20	\$12,401	41.3%	\$17,599
502	Audit	\$18,000	\$7,950	\$0	\$7,950	44.2%	\$10,050
503	Cataloging MARC Records	\$3,605	\$549	\$185	\$734	20.4%	\$2,871
504	Unique Management	\$7,000	\$1,378	\$349	\$1,727	24.7%	\$5,273
505	Computer Support Service Calls	\$25,000	\$29,622	\$0	\$29,622	118.5%	(\$4,622)

506 Other Computer Software Serv.	\$20,000	\$812	\$6,369	\$7,181	35.9%	\$12,819
507 Telecomm Internet Line Charges	\$22,000	\$6,978	\$1,663	\$8,641	39.3%	\$13,359
508 Printing and Publications	\$9,500	\$0	\$3,015	\$3,015	31.7%	\$6,485
509 Security Guard Service	\$26,500	\$6,629	\$2,154	\$8,782	33.1%	\$17,718

Total Contractual	\$163,605	\$66,299	\$13,755	\$80,053	48.9%	\$83,552
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Facilities/Maint./Operations						
600 Equip. Repair & Maintenance	\$5,000	\$1,622	\$1,088	\$2,710	54.2%	\$2,290
601 TLC Maintenance Contract	\$19,500	\$0	\$0	\$0	0.0%	\$19,500
602 Facilities and Rent	\$76,650	\$18,900	\$6,300	\$25,200	32.9%	\$51,450
603 Supplies	\$32,000	\$4,589	\$1,070	\$5,659	17.7%	\$26,341
604 Travel / Workshops /Conf. Fees	\$9,000	\$3,501	\$1,559	\$5,060	56.2%	\$3,941
605 Training / Education	\$4,500	\$0	\$0	\$0	0.0%	\$4,500
606 Utilities	\$6,000	\$987	\$331	\$1,318	22.0%	\$4,682
607 Telephone (Voice)	\$13,000	\$3,542	\$1,135	\$4,677	36.0%	\$8,323
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$469	\$2,141	\$2,610	58.0%	\$1,890
610 Job & Contracting Advertising	\$2,500	\$263	\$100	\$363	14.5%	\$2,137
611 Promotional Advertising	\$2,000	\$740	\$55	\$795	39.8%	\$1,205
612 Organization/Association Dues	\$3,500	\$334	\$0	\$334	9.5%	\$3,166
613 Postage	\$4,500	\$1,357	\$951	\$2,308	51.3%	\$2,192
614 Janitorial	\$64,500	\$15,125	\$4,909	\$20,034	31.1%	\$44,466
615 Other Building Maintenance	\$12,500	\$3,485	\$405	\$3,890	31.1%	\$8,610

Total Facilities/Maint./Operations	\$272,587	\$54,914	\$20,044	\$74,958	27.5%	\$197,629
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Programs/Activities/Other						
700 VS Summer Reading Program	\$7,000	\$1,103	\$32	\$1,135	16.2%	\$5,865
701 VS Programming & Supplies	\$4,864	\$589	\$226	\$815	16.8%	\$4,049
702 Adult Programming	\$2,200	\$964	\$445	\$1,409	64.0%	\$791
703 Adult Programming Supplies	\$5,000	\$45	\$0	\$45	0.9%	\$4,955
704 Funds for Local History Collection	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
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	\$5,244	\$1,273	\$6,517	40.7%	\$9,483
710 Endowment	\$3,500	\$0	\$0	\$0	0.0%	3500
Total Programs/Activ./Other	\$59,564	\$7,945	\$1,975	\$9,921	16.7%	\$49,643
GRAND TOTALS	\$2,143,170	\$577,893	\$161,772	\$739,665	34.5%	\$1,403,505

Appomattox Reg Library System

Check Register

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

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
10/9/18	Electronic Federal Tax Payment	200634	9,184.88
10/25/18	Electronic Federal Tax Payment	200635	9,214.48
10/8/18	Treasurer of Virginia	2013-396	5,935.56
10/11/18	Treasurer of Virginia	2013-398	236.60
10/11/18	Treasurer of Virginia	2013-399	414.42
10/25/18	Treasurer of Virginia	2013-400	236.60
10/25/18	Treasurer of Virginia	2013-401	414.42
10/4/18	Baker & Taylor	40648	1,730.53
10/4/18	Gale/CENGAGE Learning	40649	118.45
10/4/18	Ingram Library Services	40650	4,239.61
10/4/18	Midwest Tape	40651	239.19
10/4/18	Active Screening	40652	144.00
10/4/18	Marie Albiges	40653	60.00
10/4/18	AT & T	40654	54.10
10/4/18	Comcast Communications	40655	171.17
10/4/18	CS Diamond Enterprises, Inc.	40656	4,740.00
10/4/18	Dominion Energy Virginia	40657	253.30
10/4/18	GreatAmerica Financial Svcs.	40658	2,855.48
10/4/18	Megan Kitchen	40659	13.93
10/4/18	Brian Manning	40660	142.41
10/4/18	Sherry Chappell	40661	35.45
10/4/18	Elizabeth Trop	40662	96.65
10/4/18	Sarah Finch	40663	229.95
10/4/18	Ginger Mauler	40664	112.61
10/4/18	Nicole Coleman	40665	28.28
10/4/18	Anne Rappe-Epperson	40666	268.01
10/4/18	E-N Computers, Inc.	40667	3,901.03
10/4/18	Heaton's Lawn Maintenance, LLC	40668	291.25
10/4/18	Hopewell City Treasurer	40669	1,716.42
10/4/18	JanWay Company USA, Inc.	40670	229.57
10/4/18	JWC of Hopewell	40671	55.00
10/4/18	Petersburg Alarm Company, Inc.	40672	114.00
10/4/18	Pitney Bowes Global Financial Services	40673	351.00
10/4/18	Purchase Power	40674	600.00
10/4/18	Reader Service	40675	74.30
10/4/18	Elizabeth McCormack	40676	19.99
10/4/18	Securitas Security Services USA, Inc	40677	1,009.80
10/4/18	Shred-It USA LLC	40678	57.21
10/4/18	Terri Spicer	40679	320.00
10/4/18	TMA Laser Group, Inc.	40680	209.69
10/4/18	Verizon	40681	14.46
10/4/18	Virginia Library Association	40682	180.00
10/4/18	Womack Publishing Company, Inc.	40683	34.00
10/5/18	ARLS-Payroll	40684	34,332.82
10/8/18	SunTrust Bank	40685	1,824.64
10/8/18	AT & T Mobility	40686	213.44
10/8/18	Comcast Communications	40687	180.05
10/22/18	ARLS-Payroll	40688	34,439.79
10/24/18	Baker & Taylor	40689	1,163.77
10/24/18	Gale/CENGAGE Learning	40690	617.76
10/24/18	Ingram Library Services	40691	6,259.58
10/24/18	Midwest Tape	40692	1,725.21

Appomattox Reg Library System

Check Register

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

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
10/24/18	Anthem BlueCross BlueShield	40693	603.00
10/24/18	Anthem BlueCross BlueShield	40694	13,712.00
10/24/18	BambooInk	40695	170.00
10/24/18	Canon Financial Services, Inc.	40696	206.68
10/24/18	Comcast Communications	40697	1,605.48
10/24/18	Centric Business Systems	40698	881.20
10/24/18	DEMCO, Inc.	40699	320.21
10/24/18	Diamond Springs	40700	77.92
10/24/18	County of Dinwiddie	40701	900.00
10/24/18	County of Prince George	40702	1,650.00
10/24/18	Jeanine Albiges	40703	6.32
10/24/18	Elizabeth Trop	40704	9.29
10/24/18	Nicole Coleman	40705	54.14
10/24/18	Karen Wall	40706	66.05
10/24/18	Tina Norton	40707	16.71
10/24/18	Joanna Alderman-Klein	40708	18.38
10/24/18	Catherine Field	40709	194.30
10/24/18	E-N Computers, Inc.	40710	1,255.00
10/24/18	Melissa Face	40711	100.00
10/24/18	Hopewell City Treasurer	40712	4,174.69
10/24/18	Johnson Printing Service	40713	185.00
10/24/18	OCLC, Inc.	40714	185.32
10/24/18	The Progress Index	40715	582.40
10/24/18	Reader Service	40716	58.04
10/24/18	Jessica Barnes	40717	7.99
10/24/18	Rich's Stitches Inc.	40718	319.00
10/24/18	Securitas Security Services USA, Inc	40719	1,086.30
10/24/18	Staples Credit Plan	40720	979.68
10/24/18	Talkingtech US Ltd. LLC	40721	1,643.00
10/24/18	Unique Management Services	40722	349.05
10/24/18	Verizon	40723	129.47
10/24/18	Virginia Employment Commission	40724	2,275.00
10/24/18	Virginia Library Association	40725	100.00
	Total		165,026.48

Appomattox Reg Library System

Suntrust CK #40685

10/08/18

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/28/18	Amazon 7688	84012-100	Supplies - Youth Services	93.13	
8/28/18	Amazon 7688	20200-400	Amazon.com		93.13
8/30/18	Amazon 8/30/18	80119-100	Books on CD		-2.36
8/30/18	Amazon 8/30/18	20200-400	Amazon.com	-2.36	
8/31/18	Google 8/31/18	82309-200	Google E-Mail	270.83	
8/31/18	Google 8/31/18	20200-400	Google		270.83
8/31/18	Spot 8/31/18	82301-130	Software Licenses	9.99	
8/31/18	Spot 8/31/18	20200-400	Spotify		9.99
9/1/18	Amazon 9/1/18	80104-100	Juvenile Fiction	19.99	
9/1/18	Amazon 9/1/18	20200-400	Amazon.com		19.99
9/1/18	Amazon 9/1/18-2	80118-330	Y/S - SO	5.49	
9/1/18	Amazon 9/1/18-2	20200-400	Amazon.com		5.49
9/1/18	Universal 7696	84012-100	Supplies - Youth Services	39.00	
9/1/18	Universal 7696	20200-400	Universal Yums Gift Cards/Library Card		39.00
9/4/18	Target 7693	84045-100	Month	75.00	
9/4/18	Target 7693	20200-400	Target		75.00
9/10/18	Amazon 9/10/18	80102-100	Adult Non-Fiction	19.75	
9/10/18	Amazon 9/10/18	20200-400	Amazon.com		19.75
9/10/18	Amazon 9/10/18-2	80101-100	Adult Fiction	63.98	
9/10/18	Amazon 9/10/18-2	20200-400	Amazon.com		63.98
9/11/18	Saucys 7702	84045-100	EPA Grant Lunch	19.00	
9/11/18	Saucys 7702	20200-400	Saucy's		19.00
9/12/18	Amazon 9/12/18	80102-100	Adult Non-Fiction	23.04	
9/12/18	Amazon 9/12/18	20200-400	Amazon.com		23.04
9/12/18	American 7701	84010-100	Payroll Acct Deposit Tickets	28.00	
9/12/18	American 7701	20200-400	American Bank Checks		28.00
9/12/18	Dinwiddie 7745	84045-100	2018 Chamber Mixer Dinwiddie Chamber of	25.00	
9/12/18	Dinwiddie 7745	20200-400	Commerce		25.00
9/14/18	Amazon 9/14/18	80100-100	Young Adult-Fiction	12.91	
9/14/18	Amazon 9/14/18	20200-400	Amazon.com		12.91
9/17/18	Amazon 7712	84012-100	Blocks, Maracas, Sticks, Eva	110.02	
9/17/18	Amazon 7712	20200-400	Amazon.com		110.02
9/17/18	Panera 7711	84045-100	Lunch Sept Board Meeting	197.10	
9/17/18	Panera 7711	20200-400	Panera Bread		197.10
9/18/18	Amazon 7744	84010-100	Lamp/Bulbs for Dir. Office	77.39	
9/18/18	Amazon 7744	20200-400	Amazon.com		77.39
9/19/18	Amazon 7715	84010-100	Toner for Fax, Printer	236.93	
9/19/18	Amazon 7715	20200-400	Amazon.com		236.93
9/19/18	Amazon 9/19/18	80000-100	Y/S Non Fiction	130.87	
9/19/18	Amazon 9/19/18	20200-400	Amazon.com		130.87
9/19/18	Amazon 9/19/18-2	80000-100	Y/S Non Fiction	45.43	
9/19/18	Amazon 9/19/18-2	20200-400	Amazon.com		45.43
9/19/18	Amazon 9/19/18-3	80101-100	Adult Fiction	5.99	
9/19/18	Amazon 9/19/18-3	20200-400	Amazon.com		5.99
9/25/18	Amazon 7722	81100-200	Space Heater	31.58	
9/25/18	Amazon 7722	20200-400	Amazon.com		31.58
9/25/18	Amazon 9/25/18	80111-100	DVD's	14.89	
9/25/18	Amazon 9/25/18	20200-400	Amazon.com		14.89
9/25/18	Amazon 9/25/18-2	80111-100	DVD's	5.90	
9/25/18	Amazon 9/25/18-2	20200-400	Amazon.com		5.90

Appomattox Reg Library System

Suntrust CK #40685

10/08/18

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/26/18	Amazon 9/26/18	80111-100	DVD's	4.45	
9/26/18	Amazon 9/26/18	20200-400	Amazon.com		4.45
9/26/18	Amazon 9/26/18-2	80111-100	DVD's	5.43	
9/26/18	Amazon 9/26/18-2	20200-400	Amazon.com		5.43
9/26/18	Amazon 9/26/18-3	80111-100	DVD's	5.96	
9/26/18	Amazon 9/26/18-3	20200-400	Amazon.com		5.96
9/26/18	Autonomy 9/26/18	80133-100	Online Backups - Sage	249.95	
9/26/18	Autonomy 9/26/18	20200-400	Autonomy Online Backup		249.95
Total				1,824.64	1,824.64

Smart Beginnings Report
October 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		
10/31/18	Ending Balance			5,479.50

Community Involvement

9/23	Hopewell Downtown Partnership Board Meeting
9/30	Hopewell/Prince George Chamber of Commerce Mixer
10/18	Hopewell Community Board Appreciation Dinner
11/5	Local Food/Local Choices committee meeting
11/15	HDP committee meeting
12/2	Light Up the Nights Celebration (LambArt & Office of Youth)
12/3	Hopewell Mural Project
12/6	Hopewell Citizens Academy
12/7	James House Open House