

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

June 18, 2019

Hopewell Library
4:30 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

June 18, 2019

4:30 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 – May 21, 2019 Regular Meeting
Statistical Report – dated June 18, 2019
Financial Report – June 18 , 2019
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** FY2020 Budget update
- R3.** Report on Audit

Committee Reports:

Finance Committee on audit

New Business:

Unfinished Business

Requested Modification of Endowment Agreement from the John Randolph Foundation

Adjournment

ARLS Board of Trustees - Minutes of May 21, 2019
Prince George Library

The ARLS regular monthly meeting was called to order by Vice Chair William Thomas on May 21, 2019 at 1:01 PM at the Prince George Library.

Trustees present: William Thomas (PG), Juanita Thorne (PG), Carly Baskerville (D), Carol King (D), Martha Sykes (D), and Susan Eliades (H)

Trustees absent: Lillian Boyd, Chair (PG), David Harless (H), and Ann Williams (H)

Trustee positions vacant: None

Staff present: Brian Manning, Chris Wiegard, Carol Farmer, Sarah Finch, and Lindsay Aspinwall

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

Consent Agenda: After review and discussion of the consent agenda documents, Ms. Thorne moved to approve the consent agenda, including the minutes from the April 16, 2019 meeting and Ms. Sykes seconded the motion. The motion to approve the consent agenda passed unanimously.

Communications: None.

Citizen Comment: None.

Report of the Library Director:

R1. Staff Update. The system is fully staffed.

R2. Staff Presentation--Carol Farmer--Technical Services Manager. Ms. Farmer presented to the Board on the roles and responsibilities of the Technical Services department. She also discussed major projects the department is working on, including record updates and clean-up in preparation for upgrades to the integrated library system (ILS).

R3. Staff Presentation--Sarah Finch--Youth Services Manager. Ms. Finch presented to the Board on the roles and responsibilities of the Youth Services department and spoke in depth on

the upcoming Summer Reading Program. One highlight of the presentation is that programming related to the Summer Reading Program will occur at all branches this year.

R4. Policy Update--Minor Corrections / Revisions. Mr. Manning presented to the Board several minor corrections/revisions to ARLS policies in preparation for the Board to discuss and vote.

Committee Reports: None.

New Business:

- **Proposed Policy Revisions. Mr. Manning reviewed the proposed policy revisions with the Board.** Ms. King proposed several small changes to the revisions proposed. Ms. Thorne motioned to approve the proposed policy revisions as revised with Ms. King's suggestions and Ms. Eliades seconded the motion. The motion passed unanimously.
- **June 18, 2019 Board Meeting / Staff Appreciation Dinner.** In order to better align with the June 18, 2019 Staff Appreciation Dinner, Ms. Eliades motioned that the June 18, 2019 Board meeting be moved to 4:30pm, and Ms. Thorne seconded the motion. The motion passed unanimously.

Unfinished Business:

- **Requested modification of endowment agreement from the John Randolph Foundation.** Ms. Eliades motioned that the Board table the discussion on the modification to the June Board meeting and Ms. Thorne seconded the motion. The motion to move the discussion and vote on the requested modification of the endowment agreement from the John Randolph Foundation passed unanimously.

Announcements: The next ARLS Board of Trustees Meeting will be at the Hopewell Library on Tuesday, June 18, 2019 beginning at 4:30 PM.

Adjournment: Meeting adjourned at 2:15 PM.

Statistical Report
June 18, 2019

Statistical Report - June 18, 2019
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	% of 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	428	227	238	187	346	0	3,230	51%	-23%
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	774	833	765	839	782	0	8,392	62%	14%
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	1,673	1,457	1,621	1,339	1,250	0	18,587	-17%	7%
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	580	476	549	620	315	0	6,770	-29%	31%
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	10,135	9,421	10,701	10,121	9,275	0	114,340	-14%	-18%

Statistical Report
June 18, 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	971	677	749	705	800	0	8,863	0%	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	4,269	3,493	4,741	4,846	5,187	4,725	3,961	0	50,639	10%	27%

Rohoic	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	965	978	1,052	1,045	842	0	10,528	0%	1%

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	19	24	32	30	50	36	33	25	26	20	30	0	325		

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	1,334	1,271	1,517	1,330	1,382	0	14,379	24%

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	21,884	19,389	18,837	18,688	18,639	20,559	19,396	19,715	23,132	254,479	
FY19	26,868	24,653	21,743	22,156	19,419	16,456	21,634	20,211	22,405	20,931	18,983	0	235,459	-4%	3%

Statistical Report
June 18, 2019

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2019													
Burrowsville	137	198	78	108	98	46	117	82	90	110	89	0	1,153
Carson Depot	1,035	632	907	939	760	461	937	829	2,241	411	809	0	9,961
Dinwiddie	939	796	779	745	760	578	768	636	774	588	709	0	8,072
Disputanta	188	232	232	251	187	141	193	195	218	226	214	0	2,277
Hopewell	12,889	12,839	10,713	16,076	13,897	36,298	10,720	16,648	16,652	18,143	16,402	0	181,277
McKenney	1,303	757	752	878	530	330	688	505	637	558	855	0	7,793
Prince George	3,984	4,295	5,977	6,788	4,622	4,786	6,229	5,173	6,935	3,856	6,083	0	58,728
Rohoic	412	688	486	954	494	304	481	486	546	540	548	0	5,939
TOTAL	20,887	20,437	19,924	26,739	21,348	42,944	20,133	24,554	28,093	24,432	25,709	0	275,200
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	2,159	1,712	2,360	2,289	2,677	2,803	2,373	0	25,198
Meetings	174	177	163	181	156	121	173	186	205	235	210	0	1,981
Book Group	14	7	10	7	5	0	13	9	16	10	12	0	103
Adult Program	230	546	1,345	430	315	838	343	397	360	405	433	0	5,642
Non-SRP Child Program	0	0	1,028	702	732	2,604	711	1,862	1,620	1,741	1,458	0	12,458
Non-SRP Teen Program	0	0	134	166	185	104	40	19	157	113	134	0	1,052
Storytime	744	336	504	548	377	179	439	439	585	508	440	0	5,099
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	706	497	1,050	870	512	0	7,804
Database Usage	185	143	375	469	472	441	409	540	478	454	556	0	4,522
TOTALS	7,211	5,552	6,067	6,133	4,955	6,612	5,194	6,238	7,148	7,139	6,128	0	68,377

Statistical Report
June 18, 2019

REFERENCE QUESTIONS - FY2019	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	29	25	28	35	27	17	24	32	30	25	36	0	308
Carson Depot	140	117	87	95	109	107	99	103	157	104	128	0	1,246
Dinwiddie	363	189	159	157	145	122	196	149	201	166	160	0	2,007
Disputanta	49	80	44	60	37	37	40	38	44	49	67	0	545
Hopewell	1,045	745	808	948	788	643	733	764	651	636	534	0	8,295
Mckenney	94	95	107	90	101	56	95	86	112	68	88	0	992
Outreach	0	0	0	0	0	0	0	0	26	0	0	0	26
Prince George	1,624	2,082	1,629	1,942	1,521	1,100	1,873	1,749	1,778	1,463	1,182	0	17,943
Rohoic	0	209	144	183	154	84	143	176	184	202	164	0	204
TOTALS	3,344	3,542	3,006	3,510	2,882	2,166	3,203	3,097	3,183	2,713	2,359	0	33,005
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	32	25	23	27	18	15	19	18	26	17	38	0	258
WIFI	3	0	0	0	0	1	0	0	0	0	8	0	12
Carson Depot Workstation	121	104	104	102	79	95	72	85	109	75	90	0	1,036
WIFI	8	2	10	10	4	6	11	5	3	2	0	0	61
Dinwiddie Workstation	194	193	181	142	132	90	114	139	198	143	164	0	1,690
WIFI	40	30	28	16	6	10	0	2	22	20	43	0	217
Disputanta Workstation	41	44	44	73	51	33	30	37	68	70	70	0	561
WIFI	1	5	6	3	5	4	1	2	3	1	4	0	35
Hopewell Workstation	2,675	2,861	2,524	2,632	2,122	2,028	2,596	2,359	2,390	2,344	2,186	0	26,717
WIFI	721	661	617	770	601	489	702	648	613	586	576	0	6,984
Mckenney Workstation	146	121	102	155	138	115	145	157	169	197	109	0	1,554
WIFI	3	7	8	4	7	1	0	0	0	4	2	0	36
Prince George Workstation	680	732	607	749	621	472	598	680	741	622	600	0	7,102
WIFI	262	215	233	282	207	126	261	228	232	197	179	0	2,422
Rohoic Workstation	109	130	118	146	119	62	141	137	119	103	86	0	1,270
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	4,690	4,497	4,693	4,381	4,155	0	49,955

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	\$606,264	\$0	\$606,264	100.0%	\$0
103	Dinwiddie	\$276,330	\$207,248	\$69,083	\$276,331	100.0%	(\$1)
104	Prince George	\$598,146	\$598,146	\$0	\$598,146	100.0%	\$0
105	State Funds	\$393,480	\$296,648	\$98,833	\$395,530	100.5%	(\$2,050)
106	Fines/Fees/Lost	\$22,700	\$12,336	\$1,184	\$13,520	59.6%	\$9,180
107	Copying Receipts	\$20,200	\$18,085	\$1,754	\$19,839	98.2%	\$361
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	\$7,380	\$0	\$7,380	105.4%	(\$380)
111	Grants	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$20,395	\$1,680	\$22,075	92.0%	\$1,926
TOTALS		\$2,143,170	\$1,830,463	\$172,583	\$2,003,045	93.5%	\$140,125

Fund#	EXPENSES 03/31/19	FY19 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 03/31/19	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$476,247	\$374,666	\$34,557	\$409,223	85.9%	\$67,024
201	Non-MLS Salary & Wages	\$598,898	\$480,531	\$47,488	\$528,019	88.2%	\$70,879
202	Benefits for Staff/Retirees	\$280,000	\$257,874	\$23,796	\$281,670	100.6%	(\$1,670)
	Total Personnel	\$1,355,145	\$1,113,071	\$105,841	\$1,218,912	89.9%	\$136,233
Books & Materials							
300	Books	\$70,700	\$63,511	\$6,798	\$70,309	99.4%	\$391
301	Leased Materials	\$27,000	\$0	\$23,639	\$23,639	87.6%	\$3,361
302	Standing Order Books	\$36,400	\$25,391	\$6,754	\$32,145	88.3%	\$4,255
303	Print News & Periodicals	\$12,276	\$5,399	\$97	\$5,496	44.8%	\$6,780
304	Audiovisual Materials	\$26,000	\$21,169	\$2,941	\$24,110	92.7%	\$1,890
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	\$228	\$228	\$456	45.1%	\$554
310	Econtent	\$35,600	\$10,800	\$20,000	\$30,800	86.5%	\$4,800
	Total Books & Materials	\$214,619	\$128,262	\$60,457	\$188,719	87.9%	\$25,900
Capital Expenditures							
400	Library Non-Computer Equip.	\$25,000	\$2,679	\$0	\$2,679	10.7%	\$22,321
401	Computer Hardware	\$52,650	\$82,726	\$2,855	\$85,581	162.5%	(\$32,931)
	Total Capital Expenditures	\$77,650	\$85,405	\$2,855	\$88,261	113.7%	(\$10,611)
Contractual							
500	Lyrasis ILL Services	\$2,000	\$2,995	\$0	\$2,995	149.8%	(\$995)
501	Software Licensing Contracts	\$30,000	\$23,213	\$445	\$23,658	78.9%	\$6,342
502	Audit	\$18,000	\$16,279	\$831	\$17,110	95.1%	\$890
503	Cataloging MARC Records	\$3,605	\$1,847	\$185	\$2,032	56.4%	\$1,573
504	Unique Management	\$7,000	\$4,475	\$394	\$4,869	69.6%	\$2,131

505 Computer Support Service Calls	\$25,000	\$39,175	\$13,708	\$52,883	211.5%	(\$27,883)
506 Other Computer Software Serv.	\$20,000	\$27,184	\$14,481	\$41,665	208.3%	(\$21,665)
507 Telecomm Internet Line Charges	\$22,000	\$20,967	\$1,913	\$22,880	104.0%	(\$880)
508 Printing and Publications	\$9,500	\$9,345	\$500	\$9,845	103.6%	(\$345)
509 Security Guard Service	\$26,500	\$19,942	\$1,148	\$21,090	79.6%	\$5,410
Total Contractual	\$163,605	\$165,422	\$33,605	\$199,027	121.7%	(\$35,422)
Facilities/Maint./Operations						
600 Equip. Repair & Maintenance	\$5,000	\$6,283	\$836	\$7,119	142.4%	(\$2,119)
601 TLC Maintenance Contract	\$19,500	\$205	\$13,082	\$13,287	68.1%	\$6,213
602 Facilities and Rent	\$76,650	\$63,000	\$6,300	\$69,300	90.4%	\$7,350
603 Supplies	\$32,000	\$21,196	\$505	\$21,701	67.8%	\$10,299
604 Travel / Workshops /Conf. Fees	\$9,000	\$10,588	\$569	\$11,157	124.0%	(\$2,157)
605 Training / Education	\$4,500	\$500	\$0	\$500	11.1%	\$4,000
606 Utilities	\$6,000	\$4,601	\$391	\$4,992	83.2%	\$1,008
607 Telephone (Voice)	\$13,000	\$11,972	\$1,171	\$13,143	101.1%	(\$143)
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$5,529	\$375	\$5,904	131.2%	(\$1,404)
610 Job & Contracting Advertising	\$2,500	\$1,070	\$0	\$1,070	42.8%	\$1,430
611 Promotional Advertising	\$2,000	\$1,020	\$250	\$1,270	63.5%	\$730
612 Organization/Association Dues	\$3,500	\$3,181	\$150	\$3,331	95.2%	\$169
613 Postage	\$4,500	\$3,765	\$744	\$4,509	100.2%	(\$9)
614 Janitorial	\$64,500	\$50,824	\$7,631	\$58,455	90.6%	\$6,045
615 Other Building Maintenance	\$12,500	\$6,481	\$483	\$6,964	55.7%	\$5,536
Total	\$272,587	\$190,215	\$32,488	\$222,703	81.7%	\$49,884
Facilities/Maint./Operations						
Programs/Activites/Other						
700 VS Summer Reading Program	\$7,000	\$1,274	\$1,065	\$2,339	33.4%	\$4,661
701 VS Programming & Supplies	\$4,864	\$3,799	\$454	\$4,253	87.4%	\$611
702 Adult Programming	\$2,200	\$3,286	\$276	\$3,562	161.9%	(\$1,362)
703 Adult Programming Supplies	\$5,000	\$747	\$9	\$756	15.1%	\$4,244

704 Funds for Local History Collection	\$5,000	\$470	\$135	\$605	12.1%	\$4,395
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	\$7,392	\$0	\$7,392	82.1%	\$1,608
708 Prince George Project	\$0	\$0	\$0	\$0	0.0%	\$0
709 Misc. Professional Serv. & Other	\$16,000	\$10,776	\$2,340	\$13,116	82.0%	\$2,884
710 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500.00
Total Programs/Activ./Other	\$59,564	\$27,744	\$4,279	\$32,023	53.8%	\$27,541
GRAND TOTALS	\$2,143,170	\$1,710,119	\$239,525	\$1,949,644	91.0%	\$193,526

Smart Beginnings Report
July 2018 - May 2019

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		
1/11/19	Payment from SB		5,487.78	
1/31/19	January Salary & Benefits	7,647.06		
2/25/19	Payment from SB		7,647.06	
2/28/19	February Salary & Benefits	5,479.50		
3/25/19	Payment from SB		5,479.50	
3/31/19	March Salary & Benefits	5,479.50		
4/18/19	Payment from SB		5,479.50	
4/30/19	April Salary & Benefits	5,479.50		
5/17/19	Payment from SB		5,479.50	
5/31/19	May Salary & Benefits	5,479.50		
5/31/19	Ending Balance			5,479.50

Appomattox Reg Library System

Check Register

For the Period From May 1, 2019 to May 31, 2019

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
5/8/19	Electronic Federal Tax Payment	200649	9,470.55
5/23/19	Electronic Federal Tax Payment	200650	9,666.58
5/9/19	Treasurer of Virginia	2013-450	6,435.17
5/9/19	Treasurer of Virginia	2013-451	229.79
5/9/19	Treasurer of Virginia	2013-452	408.36
5/23/19	Treasurer of Virginia	2013-455	408.36
5/23/19	Treasurer of Virginia	2013-456	229.79
5/3/19	Baker & Taylor	41168	1,557.51
5/3/19	Gale/CENGAGE Learning	41169	95.96
5/3/19	Ingram Library Services	41170	4,225.14
5/3/19	Midwest Tape	41171	1,061.59
5/3/19	CS Diamond Enterprises, Inc.	41172	4,740.00
5/3/19	AT & T	41173	57.99
5/3/19	Diamond Springs	41174	69.38
5/3/19	Lindsay Aspinwall	41175	52.72
5/3/19	Ginger Mauler	41176	69.84
5/3/19	Anne Rappe-Epperson	41177	9.45
5/3/19	Cassandra Bland	41178	14.34
5/3/19	Karen Wall	41179	35.76
5/3/19	Sherry Chappell	41180	15.65
5/3/19	Felicia Bouldin	41181	21.51
5/3/19	Cheryl Sculthorpe-Moring	41182	23.79
5/3/19	Joseph Rickman	41183	38.38
5/3/19	Susan Eggleston	41184	30.00
5/3/19	Elizabeth Trop	41185	14.75
5/3/19	Rocio Baez-Moreno	41186	9.19
5/3/19	E-N Computers, Inc.	41187	18,458.48
5/3/19	Gun Cotton Coffee Shop	41188	135.00
5/3/19	Heaton's Lawn Maintenance, LLC	41189	320.00
5/3/19	MALiA	41190	150.00
5/3/19	Petersburg Alarm Company, Inc.	41191	163.00
5/3/19	Reader Service	41192	114.49
5/3/19	Richweb Inc.	41193	150.00
5/3/19	Shred-It USA LLC	41194	114.42
5/3/19	Terri Spicer	41195	320.00
5/3/19	Vantagepoint Transfer Agents - SPST	41196	14.14
5/3/19	Verizon	41197	14.56
5/6/19	ARLS-Payroll	41198	34,867.03
5/15/19	Comcast Communications	41199	1,713.24
5/15/19	Purchase Power	41200	600.00
5/15/19	Rich's Stitches Inc.	41201	855.00
5/15/19	T-Mobile	41202	37.44
5/17/19	Baker & Taylor	41203	497.77
5/17/19	Gale/CENGAGE Learning	41204	310.38
5/17/19	Ingram Library Services	41205	1,542.83
5/17/19	Midwest Tape	41206	905.16
5/17/19	Rowman & Littlefield Publishing Group	41207	40.17
5/17/19	AT & T Mobility	41208	208.68

Appomattox Reg Library System

Check Register

For the Period From May 1, 2019 to May 31, 2019

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
5/17/19	Baker & Taylor	41209	20,638.80
5/17/19	Content-Aware Graphic Design LLC	41210	500.00
5/17/19	County of Dinwiddie	41211	900.00
5/17/19	County of Prince George	41212	1,650.00
5/17/19	CS Diamond Enterprises, Inc.	41213	2,500.00
5/17/19	Diamond Springs	41214	74.90
5/17/19	Dominion Energy Virginia	41215	246.92
5/17/19	Ginger Mauler	41216	43.63
5/17/19	Hopewell City Treasurer	41217	3,750.00
5/17/19	William Foster	41218	75.00
5/17/19	Midwest Tape	41219	20,000.00
5/17/19	Minor & Associates	41220	831.25
5/17/19	OCLC, Inc.	41221	185.32
5/17/19	Maynard Elrod	41222	22.99
5/17/19	SunTrust Bank	41223	3,307.75
5/17/19	Unique Management Services	41224	393.80
5/17/19	Verizon	41225	133.05
5/17/19	Volgistics	41226	216.00
5/17/19	Womack Publishing Company, Inc.	41227	48.00
5/20/19	ARLS-Payroll	41228	35,286.21
5/28/19	Anthem BlueCross BlueShield	41229	15,297.00
5/28/19	Anthem BlueCross BlueShield	41230	603.00
5/28/19	Canon Financial Services, Inc.	41231	211.71
5/28/19	Centric Business Systems	41232	395.00
5/28/19	Comcast Communications	41233	440.73
5/30/19	Baker & Taylor	41234	1,173.36
5/30/19	Gale/CENGAGE Learning	41235	121.45
5/30/19	Ingram Library Services	41236	3,662.52
5/30/19	Midwest Tape	41237	588.10
5/30/19	Recorded Books, Inc.	41238	376.91
5/30/19	AT & T	41239	48.34
5/30/19	Susan Eggleston	41240	9.00
5/30/19	Elizabeth Trop	41241	35.45
5/30/19	Sherry Chappell	41242	17.68
5/30/19	Cassandra Bland	41243	34.44
5/30/19	Christine Wooddy	41244	34.44
5/30/19	Karen Wall	41245	28.28
5/30/19	Sarah Finch	41246	78.79
5/30/19	William Foster	41247	300.00
5/30/19	GreatAmerica Financial Svcs.	41248	2,855.48
5/30/19	Herald Post	41249	49.00
5/30/19	Hopewell City Treasurer	41250	374.96
5/30/19	OverDrive, Inc.	41251	3,000.00
5/30/19	Purchase Power	41252	143.98
5/30/19	Sam's Club Direct	41253	286.78
5/30/19	Staples Credit Plan	41254	399.98
5/30/19	Swank Movie Licensing USA	41255	882.00
5/31/19	ARLS-Payroll	41256	34,079.44

Appomattox Reg Library System
Check Register
For the Period From May 1, 2019 to May 31, 2019

Filter Criteria includes: Report order is by Check Number.

<u>Date</u>	<u>Payee</u>	<u>Check #</u>	<u>Amount</u>
		Total	<u>256,854.78</u>

Appomattox Reg Library System

Suntrust CK #41223

5/17/19

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/27/19	Amazon 3/27/19	80101-100	Adult Fiction	28.72	
3/27/19	Amazon 3/27/19	20200-400	Amazon.com		28.72
3/27/19	Amazon 7976	84012-100	Supplies - Youth Services	141.57	
3/27/19	Amazon 7976	20200-400	Amazon.com		141.57
3/28/19	Amazon 7978	84012-100	Streamers, Glue Sticks	32.96	
3/28/19	Amazon 7978	20200-400	Amazon.com		32.96
3/28/19	Amazon 7979	84010-100	Thermal Receipt Paper	127.98	
3/28/19	Amazon 7979	20200-400	Amazon.com		127.98
3/31/19	Google 3/31/19	82309-200	Google E-Mail	270.83	
3/31/19	Google 3/31/19	20200-400	Google		270.83
3/31/19	Spotify 3/31/19	82301-130	Software Licenses	9.99	
3/31/19	Spotify 3/31/19	20200-400	Spotify		9.99
4/1/19	Amazon 4/01/19	80101-100	Adult Fiction	8.97	
4/1/19	Amazon 4/01/19	20200-400	Amazon.com		8.97
4/2/19	Amazon 4/02/19	80104-100	Juvenile Fiction	49.90	
4/2/19	Amazon 4/02/19	20200-400	Amazon.com		49.90
4/4/19	Amazon 4/4/19	80104-100	Juvenile Fiction	8.97	
4/4/19	Amazon 4/4/19	20200-400	Amazon.com		8.97
4/4/19	SHRM 7993	84021-200	Association Dues -L. Aspinwall Society for Human Resource Management	209.00	
4/4/19	SHRM 7993	20200-400			209.00
4/8/19	Amazon 4/8/19	80000-100	Y/S Non Fiction	25.78	
4/8/19	Amazon 4/8/19	20200-400	Amazon.com		25.78
4/8/19	Amazon 4/8/19-2	80102-100	Adult Non-Fiction	55.00	
4/8/19	Amazon 4/8/19-2	20200-400	Amazon.com		55.00
4/8/19	Brodart 8001	84046-200	Security Case Decoupler	253.00	
4/8/19	Brodart 8001	20200-400	Brodart		253.00
4/8/19	Publix 8000	84045-100	Food for Library Worker Day	62.05	
4/8/19	Publix 8000	20200-400	Publix		62.05
4/9/19	Amazon 7997	84010-100	USB Drives	59.98	
4/9/19	Amazon 7997	20200-400	Amazon.com		59.98
4/10/19	Amazon 4/10/19	80101-100	Adult Fiction		-27.05
4/10/19	Amazon 4/10/19	20200-400	Amazon.com	-27.05	
4/10/19	Out 8002	84013-100	Shirts for SRP	88.00	
4/10/19	Out 8002	20200-400	Outofprint.com		88.00
4/12/19	Amazon 8005	84010-200	iPad Cases	40.98	
4/12/19	Amazon 8005	84010-410	Batteries - Carson	6.95	
4/12/19	Amazon 8005	20200-400	Amazon.com		47.93
4/15/19	Amazon 4/15/19	80101-100	Adult Fiction	29.95	
4/15/19	Amazon 4/15/19	20200-400	Amazon.com		29.95
4/15/19	Panera 8008	84045-100	Lunch for April Board Mtg	178.95	
4/15/19	Panera 8008	20200-400	Panera Bread		178.95
4/15/19	Stonewall 8009	84060-100	VPI.DA Meeting - Hotel	111.28	
4/15/19	Stonewall 8009	20200-400	Stonewall Jackson Hotel		111.28
4/16/19	Amazon 4/16/19	80101-100	Adult Fiction	46.50	
4/16/19	Amazon 4/16/19	20200-400	Amazon.com		46.50
4/17/19	Amazon 8018	84012-100	Felt, Foam, Paint, Sticks	184.26	
4/17/19	Amazon 8018	20200-400	Amazon.com		184.26
4/18/19	Amazon 4/18/19	80101-100	Adult Fiction	13.00	
4/18/19	Amazon 4/18/19	20200-400	Amazon.com		13.00
4/22/19	Amazon 4/21/19	80101-100	Adult Fiction	14.00	
4/22/19	Amazon 4/21/19	20200-400	Amazon.com		14.00
4/22/19	Amazon 8016	84010-300	Rug Doctor, Bottles, Cloths	49.18	
4/22/19	Amazon 8016	20200-400	Amazon.com		49.18
4/22/19	American 8015	84014-100	Button Machine, Buttons	287.28	
4/22/19	American 8015	20200-400	American Button Machines		287.28
4/22/19	Lucas 8013	82505-100	Adult Programming Other	44.00	
4/22/19	Lucas 8013	20200-400	Luca's Italian Restaurant		44.00
4/23/19	Amazon 4/23/19	80102-100	Adult Non-Fiction	202.49	
4/23/19	Amazon 4/23/19	20200-400	Amazon.com		202.49
4/24/19	Amazon 4/24/19	80101-100	Adult Fiction	42.05	

Appomattox Reg Library System

Suntrust CK #41223

5/17/19

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

<u>Date</u>	<u>Check #</u>	<u>Account ID</u>	<u>Line Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
4/24/19	Amazon 4/24/19	20200-400	Amazon.com		42.05
4/24/19	Amazon 4/24/19-2	80102-100	Adult Non-Fiction	142.71	
4/24/19	Amazon 4/24/19-2	80101-100	Adult Fiction	55.99	
4/24/19	Amazon 4/24/19-2	20200-400	Amazon.com		198.70
4/24/19	Amazon 4/24/19-3	80101-100	Adult Fiction	104.44	
4/24/19	Amazon 4/24/19-3	80100-100	Young Adult-Fiction	7.40	
			Professional Materials -		
4/24/19	Amazon 4/24/19-3	84019-100	Books	64.99	
4/24/19	Amazon 4/24/19-3	80102-100	Adult Non-Fiction	48.57	
4/24/19	Amazon 4/24/19-3	20200-400	Amazon.com		225.40
4/24/19	American 8019	84010-410	Blinds for Carson	220.34	
4/24/19	American 8019	20200-400	Americanblinds.com		220.34
4/25/19	Amazon 4/25/19	80101-100	Adult Fiction	6.79	
4/25/19	Amazon 4/25/19	20200-400	Amazon.com		6.79
	Total			<u>3,307.75</u>	<u>3,307.75</u>

Appomattox Reg Library System

Sam's CK #41253

Staples CK 41254

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

5/30/19

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			Supplies for McKenney		
5/2/19	Sams 8014	84010-440	Anniv	30.94	
5/2/19	Sams 8014	84045-100	Cake for McKenney Anniv	21.98	
5/2/19	Sams 8014	20200-200	Sam's Club Direct		52.92
5/15/19	Sams 8043	84010-100	Plates, T-Shirt Bags	29.32	
5/15/19	Sams 8043	84010-300	PT, Freshner, Wipes, TP	204.54	
5/15/19	Sams 8043	20200-200	Sam's Club Direct		233.86
	Total			286.78	286.78

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/16/19	Staples 8010	84010-300	Paper Towels, Soap	63.44	
4/16/19	Staples 8010	84010-100	Paper, Envelopes, Tabs, Ink	289.17	
4/16/19	Staples 8010	20200-300	Staples, Inc.		352.61
5/10/19	Staples 8035	84010-100	iPad Case and Keyboard	47.37	
5/10/19	Staples 8035	20200-300	Staples, Inc.		47.37
	Total			399.98	399.98

Appomattox Regional Library System
 Board Adopted Budget Revenues for FY2020
 July 1, 2019 - June 30, 2020

fund#	Revenue 07/01/19	FY2020 Adopted	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	\$630,515	\$0	\$0	\$0	0.0%	\$630,515
103	Dinwiddie	\$287,395	\$0	\$0	\$0	0.0%	\$287,395
104	Prince George	\$622,093	\$0	\$0	\$0	0.0%	\$622,093
105	State Funds	\$393,418	\$0	\$0	\$0	0.0%	\$393,418
106	Fines/Fees/Lost	\$15,000	\$0	\$0	\$0	0.0%	\$15,000
107	Copying Receipts	\$20,200	\$0	\$0	\$0	0.0%	\$20,200
108	Endowment Funds	\$19,000	\$0	\$0	\$0	0.0%	\$19,000
109	E-Rate Refunds	\$25,000	\$0	\$0	\$0	0.0%	\$25,000
110	Gifts/Donations	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
111	Grants	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
TOTALS		\$2,162,621	\$0	\$0	\$0	0.0%	\$2,162,621

Community Involvement

5/25/19 VPLDA Committee Meeting
6/01/19 Prince George County Rotary Day at Scott Park
6/04 -05/19 RIPL Seminar on evaluating library services