

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

October 15, 2019

McKenney Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

October 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 – September 17, 2019 Regular Meeting
Statistical Report – dated October 15, 2019
Financial Report – dated October 15, 2019
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1. Staff Update
- R2. Staff Development
- R3. Library Card Sign-Up Month
- R4. Animals Along the Appomattox
- R5. Annual Budget Process – Finance Committee
- R6. Ancestry/FOLD3/Heritage Quest
- R7. VLA Annual Conference
- R8. Annual Holiday Gathering

Committee Reports:

New Business:

Unfinished Business

Adjournment

Next Meeting: December 10, 2019 – Hopewell at 1:00 p.m.

ARLS Board of Trustees - Minutes of September 17, 2019
Disputanta Library

The ARLS regular monthly meeting was called to order by Chair William Thomas on September 17, 2019 at 1:00 PM at the Disputanta Library.

Trustees present: William Thomas, Chair (PG), Lillian Boyd (PG), Juanita Thorne (PG), Carly Baskerville (D), Carol King (D), Susan Eliades (H), David Harless (H), and Ann Williams (H)

Trustees absent: Martha Sykes (D)

Trustee positions vacant: None

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

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

Ms. Boyd moved to approve the September 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. Williams moved to approve the consent agenda, including the minutes from the July 2019 meeting and Ms. Boyd 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. There are two openings in Youth Services--one full-time position and one part-time position. The system has one new hire, a part-time position in Circulation.

R2. Summer Reading Program. Participation in the 2019 Summer Reading Program was up by over 4,000 patrons compared to Summer 2018. Programming was offered at every library branch, and programming overall was increased by 25%. It was also noted that there was an increase in participation for teen programming.

R3. Profiles of Honor Scanning Project. The Library of Virginia is spearheading this digitization project in order to gather and digitize resources related to WWI and WWII.

Representatives from the Library of Virginia will be at the Hopewell Branch the week of Veteran's Day to digitize resources brought in by patrons.

R4. Update/Upgrade of the Catalog/Circulation Software. The upgrade has been delayed due to an issue with serial checkouts; however, the upgrade is expected to occur by the beginning of October.

R5. Animals Along the Appomattox. In place of a community read, this year the system is hosting Animals Along the Appomattox. The initiative includes the selection of a mascot (congratulations, Max!), adoption events with local animal shelters, and programming related to animals.

R6. Hopewell Light Up the Night Celebration. Due to a scheduling conflict with the Beacon, the City of Hopewell will now be hosting several Light Up the Night events in the Hopewell Library. The City will handle all logistics related to the event.

R7. Policy Review--Annual Closings. The Director proposed changes to the current Annual Closings Policy to align library closings with city/county closings. After discussion, Ms. Boyd made a motion to approve the changes proposed by the Director; Ms. Thorne seconded the motion. The motion to change the Annual Closings Policy passed unanimously.

Committee Reports: None.

New Business: None.

Unfinished Business:

- The Personnel Committee still needs to conduct the evaluation of the Library Director.

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

Adjournment: Meeting adjourned at 2:27 pm.

Statistical Report
September 17, 2019

Statistical Report - September 17, 2019
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of YTD	
															Chg by Month	TOTAL % CHANGE
Burrowsville	FY16	357	357	374	361	234	275	313	330	424	463	521	664	5,813		
	FY17	507	581	374	536	467	504	477	592	596	463	465	451	6,244		
	FY18	483	493	345	435	497	394	476	326	286	243	229	278	4,485		
	FY19	360	346	280	311	275	232	428	227	238	187	346	290	3,520		
	FY20	386	303	258	0	0	0	0	0	0	0	0	0	947	-8%	-4%
Carson Depot	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	981	9,373		
	FY20	959	971	759	0	0	0	0	0	0	0	0	0	2,689	9%	11%
Dinwiddie	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	2,428	1,951	2,862	1,832	1,580	1,256	1,265	861	1,448	1,311	1,512	1,677	19,983		
	FY19	3,580	1,554	1,736	1,587	1,518	1,272	1,673	1,457	1,621	1,339	1,250	1,539	20,126		
	FY20	2,128	1,628	1,577	0	0	0	0	0	0	0	0	0	5,333	-9%	-22%
Disputanta	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	432	7,202		
	FY20	360	614	473	0	0	0	0	0	0	0	0	0	360	-21%	-34%
Hopewell	FY16	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		
	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	10,732	125,072		
	FY20	12,196	11,082	9,683	0	0	0	0	0	0	0	0	0	32,961	-14%	-10%

Statistical Report
September 17, 2019

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of YTD	
															Chg by Month	TOTAL % CHANGE
McKenney	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	773	9,636		
	FY20	1,369	797	605	0	0	0	0	0	0	0	0	0	2,771	-31%	-4%

Prince George	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	4,625	55,264		
	FY20	5,604	5,070	4,455	0	0	0	0	0	0	0	0	0	15,129	8%	2%

Rohoic	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	1,002	11,530		
	FY20	1,256	1,013	821	0	0	0	0	0	0	0	0	0	3,090	-4%	-4%

Outreach SVS	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	26	351		
	FY20	9	21	12	0	0	0	0	0	0	0	0	0	42	-63%	-44%

Econtent	FY18	977	975	845	573	1,023	990	1,157	1,026	1,171	1,084	1,114	1,175	12,110		
	FY19	1,242	1,304	1,270	1,271	1,192	1,266	1,334	1,271	1,517	1,330	1,382	1,422	15,801		
	FY20	2,000	1,472	1,466	0	0	0	0	0	0	0	0	0	4,938	15%	29%

ARLS Totals	FY16	39,162	34,097	28,736	30,043	26,152	24,410	26,215	26,005	28,105	28,789	29,142	32,072	352,928		
	FY17	29,938	29,586	26,643	25,293	23,979	22,712	24,310	23,528	25,776	22,732	24,010	24,712	303,219		
	FY18	27,430	25,613	22,169	21,071	18,667	18,211	18,013	17,806	19,575	18,472	18,723	22,198	247,948		
	FY19	25,891	23,678	20,473	20,885	18,227	15,190	20,300	18,940	20,888	19,601	17,601	20,400	242,074		
	FY20	26,267	22,971	20,109	0	0	0	0	0	0	0	0	0	69,347	-2%	-1%

Statistical Report
September 17, 2019

PATRON VISITS FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	131	153	126	0	0	0	0	0	0	0	0	0	410
Carson Depot	872	964	721	0	0	0	0	0	0	0	0	0	2,557
Dinwiddie	1,001	729	770	0	0	0	0	0	0	0	0	0	2,500
Disputanta	223	212	226	0	0	0	0	0	0	0	0	0	661
Hopewell	20,357	18,731	16,470	0	0	0	0	0	0	0	0	0	55,558
McKenney	765	552	420	0	0	0	0	0	0	0	0	0	1,737
Prince George	8,467	7,221	5,869	0	0	0	0	0	0	0	0	0	21,557
Rohoic	653	552	457	0	0	0	0	0	0	0	0	0	1,662
TOTAL	32,469	29,114	25,059	0	0	0	0	0	0	0	0	0	86,642
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meeting Room users	172	171	178	0	0	0	0	0	0	0	0	0	521
Meetings	2,557	2,189	2,448	0	0	0	0	0	0	0	0	0	7,194
Book Group	14	12	11	0	0	0	0	0	0	0	0	0	37
Adult Program	483	430	501	0	0	0	0	0	0	0	0	0	1,414
Non-SRP Child Program	0	0	1,434	0	0	0	0	0	0	0	0	0	1,434
Non-SRP Teen Program	0	0	185	0	0	0	0	0	0	0	0	0	185
Storytime	602	326	585	0	0	0	0	0	0	0	0	0	1,513
SRP Child	6,204	676	0	0	0	0	0	0	0	0	0	0	6,880
SRP Teen	524	13	0	0	0	0	0	0	0	0	0	0	537
Community Outreach	266	493	277	0	0	0	0	0	0	0	0	0	0
Database Usage	392	629	726	0	0	0	0	0	0	0	0	0	1,747
TOTALS	11,214	4,939	6,345	0	0	0	0	0	0	0	0	0	21,462

Statistical Report
September 17, 2019

REFERENCE QUESTIONS - FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	35	39	32	0	0	0	0	0	0	0	0	0	106
Carson Depot	148	154	101	0	0	0	0	0	0	0	0	0	403
Dinwiddie	171	147	170	0	0	0	0	0	0	0	0	0	488
Disputanta	52	85	44	0	0	0	0	0	0	0	0	0	181
Hopewell	542	524	510	0	0	0	0	0	0	0	0	0	1,576
McKenney	108	89	55	0	0	0	0	0	0	0	0	0	252
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	1,465	1,638	1,386	0	0	0	0	0	0	0	0	0	4,489
Rohoic	208	177	144	0	0	0	0	0	0	0	0	0	529
TOTALS	2,729	2,853	2,442	0	0	0	0	0	0	0	0	0	8,024
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	15	21	16	0	0	0	0	0	0	0	0	0	52
WIFI	7	6	4	0	0	0	0	0	0	0	0	0	17
Carson Depot Workstation	99	107	89	0	0	0	0	0	0	0	0	0	295
WIFI	2	5	11	0	0	0	0	0	0	0	0	0	18
Dinwiddie Workstation	179	200	190	0	0	0	0	0	0	0	0	0	569
WIFI	50	33	60	0	0	0	0	0	0	0	0	0	143
Disputanta Workstation	60	52	49	0	0	0	0	0	0	0	0	0	161
WIFI	3	3	2	0	0	0	0	0	0	0	0	0	8
Hopewell Workstation	2,505	2,398	2,207	0	0	0	0	0	0	0	0	0	7,110
WIFI	669	808	628	0	0	0	0	0	0	0	0	0	2,105
McKenney Workstation	0	0	0	0	0	0	0	0	0	0	0	0	0
WIFI	19	4	3	0	0	0	0	0	0	0	0	0	26
Prince George Workstation	692	705	614	0	0	0	0	0	0	0	0	0	2,011
WIFI	167	192	191	0	0	0	0	0	0	0	0	0	550
Rohoic Workstation	101	116	91	0	0	0	0	0	0	0	0	0	308
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	4,568	4,650	4,155	0	0	0	0	0	0	0	0	0	13,373

Appomattox Regional Library System
Revenue and Expenses
July 1, 2019 - June 30, 2020

fund#	Revenue 09/01/19	FY2020 Adopted	Prev. Total Receipts	Receipts - 08/19	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	\$157,629	\$0	\$157,629	25.0%	\$472,886
103	Dinwiddie	\$287,395	\$71,849	\$0	\$71,849	25.0%	\$215,546
104	Prince George	\$604,127	\$151,032	\$151,032	\$302,064	50.0%	\$302,064
105	State Funds	\$405,679	\$101,420	\$0	\$101,420	25.0%	\$304,259
106	Fines/Fees/Lost	\$15,000	\$2,527	\$1,742	\$4,269	28.5%	\$10,731
107	Copying/Fax Receipts	\$20,200	\$3,719	\$3,232	\$6,951	34.4%	\$13,249
108	Endowment Funds	\$19,000	\$0	\$21,289	\$21,289	112.0%	(\$2,289)
109	E-Rate Refunds	\$25,000	\$0	\$16,284	\$16,284	65.1%	\$8,716
110	Gifts/Donations	\$5,000	\$0	\$200	\$200	4.0%	\$4,800
111	Grants	\$5,000	\$7,400	\$0	\$7,400	148.0%	(\$2,400)
112	Other	\$20,000	\$3,186	\$2,175	\$5,361	26.8%	\$14,639
	TOTALS	\$2,156,916	\$498,761	\$195,954	\$694,715	32.2%	\$1,462,201

Fund#	EXPENSES 08/31/2019	FY20	TOTAL SPENT TO	MONTHLY	TOTAL EXPENSES	PERCENTAGE	BALANCE
		Projected	PREVIOUS	EXPENSES -	08/31/19	SPENT	
		Expenditures	MONTH	08/19			
	Personnel						
200	MILS Salaries & Wages	\$480,000	\$89,923	\$35,969	\$125,892	26.2%	\$354,108
201	Non-MILS Salary & Wages	\$623,153	\$115,790	\$47,881	\$163,671	26.3%	\$459,482
202	Benefits for Staff/Retirees	\$300,000	\$52,708	\$25,642	\$78,350	26.1%	\$221,650
	Total Personnel	\$1,403,153	\$258,421	\$109,492	\$367,913	26.2%	\$1,035,240
	Books & Materials						
300	Books	\$77,000	\$8,706	\$8,400	\$17,106	22.2%	\$59,894
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$38,000	\$3,349	\$3,221	\$6,570	17.3%	\$31,430
303	Print News & Periodicals	\$12,276	\$1,511	\$947	\$2,458	20.0%	\$9,818
304	Audiovisual Materials	\$26,000	\$2,932	\$2,221	\$5,153	19.8%	\$20,847
305	Electronic Materials	\$8,000	\$1,508	\$0	\$1,508	18.9%	\$6,492
306	Microforms	\$0	\$0	\$0	\$0	0.0%	\$0
308	Restricted - Donation/Grant	\$7,400	\$479	\$1,963	\$2,442	0.0%	\$4,958
310	Econtent	\$40,000	\$0	\$3,600	\$3,600	9.0%	\$36,400
	Total Books & Materials	\$229,676	\$18,485	\$20,352	\$38,837	16.9%	\$190,839
	Capital Expenditures						
400	Library Non-Computer Equip.	\$6,500	\$400	\$185	\$585	9.0%	\$5,915
401	Computer Hardware	\$25,000	\$6,861	\$4,185	\$11,046	44.2%	\$13,954
	Total Capital Expenditures	\$31,500	\$7,261	\$4,370	\$11,631	36.9%	\$19,869
	Contractual						
500	Lyrasis ILL Services	\$3,000	\$0	\$48	\$48	1.6%	\$2,953
501	Software Licensing Contracts	\$35,000	\$10,263	\$8,390	\$18,653	53.3%	\$16,347
502	Audit	\$20,000	\$9,946	\$0	\$9,946	49.7%	\$10,054
503	Cataloging MARC Records	\$3,605	\$378	\$192	\$570	15.8%	\$3,035
504	Unique Management	\$5,500	\$877	\$322	\$1,199	21.8%	\$4,301
505	Computer Support Service Calls	\$55,000	\$10,439	\$2,756	\$13,195	24.0%	\$41,805
506	Other Computer Software Serv.	\$20,000	\$0	\$150	\$150	0.8%	\$19,850
507	Telecomm Internet Line Charges	\$17,000	\$4,714	\$1,916	\$6,630	39.0%	\$10,370

508 Printing and Publications	\$9,500	\$179	\$2,070	\$2,249	23.7%	\$7,251
509 Security Guard Service	\$28,000	\$12,331	\$8,223	\$20,554	73.4%	\$7,446
Total Contractual	\$196,605	\$49,127	\$24,068	\$73,195	37.2%	\$123,410
Facilities/Maint./Operations						
600 Equip. Repair & Maintenance	\$5,000	\$1,833	\$208	\$2,041	40.8%	\$2,959
601 TLC Maintenance Contract	\$19,500	\$16,823	\$3,638	\$20,461	104.9%	(\$961)
602 Facilities and Rent	\$76,650	\$12,600	\$6,300	\$18,900	24.7%	\$57,750
603 Supplies	\$25,000	\$5,527	\$1,624	\$7,151	28.6%	\$17,849
604 Travel / Workshops /Conf. Fees	\$9,000	\$2,745	\$2,169	\$4,914	54.6%	\$4,086
605 Training / Education	\$3,000	\$0	\$784	\$784	26.1%	\$2,217
606 Utilities	\$5,000	\$490	\$243	\$733	14.7%	\$4,267
607 Telephone (Voice)	\$13,000	\$2,005	\$1,007	\$3,012	23.2%	\$9,988
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$5,000	\$1,287	\$860	\$2,147	42.9%	\$2,853
610 Job & Contracting Advertising	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
611 Promotional Advertising	\$2,000	\$0	\$38	\$38	1.9%	\$1,962
612 Organization/Association Dues	\$3,500	\$353	\$115	\$468	13.4%	\$3,032
613 Postage	\$5,000	\$1,361	(\$8)	\$1,353	27.1%	\$3,647
614 Janitorial	\$64,500	\$10,421	\$5,272	\$15,693	24.3%	\$48,807
615 Other Building Maintenance	\$12,000	\$1,341	\$637	\$1,978	16.5%	\$10,022
Total	\$263,087	\$56,786	\$22,888	\$79,674	30.3%	\$183,413
Programs/Activites/Other						
700 YS Summer Reading Program	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
701 YS Programming & Supplies	\$4,500	\$201	\$145	\$346	7.7%	\$4,154
703 Adult Programming Supplies	\$7,000	\$1,871	\$576	\$2,447	35.0%	\$4,553
704 Funds for Local History Collection	\$5,000	\$1,260	\$0	\$1,260	25.2%	\$3,741
705 Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
709 Misc. Professional Serv. & Other	\$16,000	\$2,747	\$411	\$3,158	19.7%	\$12,842
710 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500
Total Programs/Activ./Other	\$50,000	\$6,079	\$1,132	\$7,211	14.4%	\$42,789
GRAND TOTALS	\$2,174,021	\$396,159	\$182,301	\$578,460	26.6%	\$1,595,561

Appomattox Reg Library System
Check Register
 For the Period From Sep 1, 2019 to Sep 30, 2019

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
9/12/19	Electronic Federal Tax Payment	200658	9,775.99
9/26/19	Electronic Federal Tax Payment	200659	10,025.72
9/12/19	Treasurer of Virginia	2013-482	229.79
9/12/19	Treasurer of Virginia	2013-483	408.36
9/12/19	Treasurer of Virginia	2013-484	6,569.14
9/26/19	Treasurer of Virginia	2013-488	229.79
9/26/19	Treasurer of Virginia	2013-489	408.36
9/4/19	Content-Aware Graphic Design LLC	41465	500.00
9/4/19	GreatAmerica Financial Svcs.	41466	2,855.48
9/4/19	Heaton's Lawn Maintenance, LLC	41467	523.00
9/4/19	HRC Cleaning & Odor Control, LLC	41468	375.00
9/4/19	Sam's Club Direct	41469	338.84
9/4/19	Staples Credit Plan	41470	844.13
9/6/19	Baker & Taylor	41471	836.57
9/6/19	Gale	41472	186.67
9/6/19	Ingram Library Services	41473	4,322.92
9/6/19	Midwest Tape	41474	177.85
9/6/19	AT & T	41475	69.51
9/6/19	BambooInk	41476	1,655.00
9/6/19	Comcast Communications	41477	300.05
9/6/19	CS Diamond Enterprises, Inc.	41478	4,740.00
9/6/19	Dominion Energy Virginia	41479	166.41
9/6/19	Sarah Finch	41480	26.71
9/6/19	Ginger Mauler	41481	57.73
9/6/19	Shelly Curtis	41482	23.23
9/6/19	Nicole Coleman	41483	52.12
9/6/19	E-N Computers, Inc.	41484	7,564.25
9/6/19	Infogroup	41485	390.00
9/6/19	Shred-It USA LLC	41486	61.20
9/6/19	Petersburg Alarm Company, Inc.	41487	114.00
9/6/19	Terri Spicer	41488	360.00
9/6/19	SunTrust Bank	41489	2,827.12
9/6/19	Verizon	41490	15.51
9/6/19	Virginia Library Association	41491	190.00
9/9/19	ARLS-Payroll	41492	35,173.38
9/10/19	Womack Publishing Company, Inc.	41493	68.00
9/10/19	Infinity Graphics	41494	200.00
9/20/19	Baker & Taylor	41495	465.87
9/20/19	Gale	41496	355.36
9/20/19	Ingram Library Services	41497	4,642.06
9/20/19	Midwest Tape	41498	1,688.23
9/20/19	Recorded Books, Inc.	41499	313.83
9/20/19	Anthem BlueCross BlueShield	41500	17,256.00
9/20/19	Brodart Co.	41501	8,162.25
9/20/19	Canon Financial Services, Inc.	41502	207.67
9/20/19	Cardio Partners	41503	809.00
9/20/19	Comcast Communications	41504	2,167.32
9/20/19	County of Dinwiddie	41505	900.00
9/20/19	County of Prince George	41506	1,650.00
9/20/19	Diamond Springs	41507	76.87
9/20/19	EBSCO Information Services	41508	1,508.00
9/20/19	Anne Rappe-Epperson	41509	289.77

Appomattox Reg Library System
Check Register
For the Period From Sep 1, 2019 to Sep 30, 2019

Filter Criteria includes: Report order is by Check Number.

<u>Date</u>	<u>Payee</u>	<u>Check #</u>	<u>Amount</u>
9/20/19	Nicole Coleman	41510	73.63
9/20/19	Sarah Finch	41511	48.23
9/20/19	James Robinson	41512	5.05
9/20/19	William Foster	41513	75.00
9/20/19	Hopewell City Treasurer	41514	4,610.30
9/20/19	OCLC, Inc.	41515	192.43
9/20/19	OrangeBoy, Inc.	41516	8,000.00
9/20/19	The Progress Index	41517	878.80
9/20/19	Reader Service	41518	123.05
9/20/19	RuralBand	41519	199.00
9/20/19	T-Mobile	41520	37.44
9/20/19	Unique Management Services	41521	322.20
9/20/19	Verizon	41522	134.30
9/23/19	ARLS-Payroll	41523	<u>36,112.52</u>
		Total	<u><u>183,966.01</u></u>

Appomattox Reg Library System
 Sams CK #41469 - 9/4/19
 Staples CK #41470 - 9/4/19

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/23/19	Sams 8131	81100-450	Water Cooler - PG	149.98	
7/23/19	Sams 8131	20200-200	Sam's Club Direct		149.98
8/7/19	Sams 8146	84810-100	TP, PT, Wipes	156.32	
8/7/19	Sams 8146	83700-100	Advil, Napkins Supplies - Staff	20.96	
8/7/19	Sams 8146	83710-100	Vending Mach	11.58	
8/7/19	Sams 8146	20200-200	Sam's Club Direct		188.86
Total				338.84	338.84

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/16/19	Staples 8123	84810-100	Toilet Tissue	120.78	
			Paper, tape, pens envelopes	334.17	
7/16/19	Staples 8123	20200-300	Staples, Inc.		454.95
7/26/19	Staples 8134	83700-100	Paper, Envelopes	99.47	
7/26/19	Staples 8134	83700-450	Notebooks, Folders	30.00	
7/26/19	Staples 8134	20200-300	Staples, Inc.		129.47
8/1/19	Staples 8141	81100-430	Fax - Disputanta Tape, Cardstock, Paper	169.99	
8/1/19	Staples 8141	83700-100	Clips	89.72	
8/1/19	Staples 8141	20200-300	Staples, Inc.		259.71
Total				844.13	844.13

Appomattox Reg Library System
Suntrust CK #41489
9/6/19

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/29/19	Amazon 8136	85110-100	Baby Wipes	34.18	
7/29/19	Amazon 8136	20200-400	Amazon.com		34.18
7/31/19	ALA 8138	83910-100	Workshop - J. Albiges American Library	58.50	
7/31/19	ALA 8138	20200-400	Association		58.50
7/31/19	Google 7/31/19	82020-100	Google E-Mail	316.95	
7/31/19	Google 7/31/19	20200-400	Google VLA Conference - A.		316.95
7/31/19	Hilton 8139	83810-200	Rappe-E Hilton Norfolk The	175.10	
7/31/19	Hilton 8139	20200-400	Main		175.10
8/2/19	Amazon 8/2/19	80025-100	Adult Fiction	36.72	
8/2/19	Amazon 8/2/19	20200-400	Amazon.com		36.72
8/5/19	Amazon8/5/19	80015-100	Young Adult-Fiction	11.98	
8/5/19	Amazon8/5/19	80020-100	Adult Non-Fiction	83.08	
8/5/19	Amazon8/5/19	20200-400	Amazon.com 3-D Magic Pens, Lux		95.06
8/7/19	Stem 8145	80840-100	Blox Kits	479.47	
8/7/19	Stem 8145	20200-400	Stem Supplies		479.47
8/8/19	Amazon 8152	83700-100	Charcoal Bags	49.90	
8/8/19	Amazon 8152	20200-400	Amazon.com Misc Prof Serv. and		49.90
8/9/19	Boat 8166	85800-100	Other	201.00	
8/9/19	Boat 8166	20200-400	Boathouse Conf/Workshop		201.00
8/12/19	Event 8170	83800-200	Registration- HQ	20.00	
8/12/19	Event 8170	20200-400	Eventbrite		20.00
8/13/19	Amazon 8/13/19	80025-100	Adult Fiction	35.47	
8/13/19	Amazon 8/13/19	20200-400	Amazon.com		35.47
8/14/19	RVA 8149	85210-100	T-Shirts Reading Along	646.01	
8/14/19	RVA 8149	20200-400	RVA Threads		646.01
8/14/19	Rich 8158	84600-200	Dues - N. Coleman	30.00	
8/14/19	Rich 8158	20200-400	Richmond SHRM Button and Magnetic		30.00
8/15/19	ABM 8164	85210-100	Set American Button	198.47	
8/15/19	ABM 8164	20200-400	Machine Fax and Toner		198.47
8/16/19	Amazon 8169	83700-100	Cartridges	63.06	
8/16/19	Amazon 8169	20200-400	Amazon.com		63.06
8/22/19	Cut 8177	85210-100	Cut Out Pics	346.25	
8/22/19	Cut 8177	20200-400	Snap PLC		346.25
8/22/19	Teleflora 8178	85800-100	Flowers for Volunteer	40.98	
8/22/19	Teleflora 8178	20200-400			40.98
Total				2,827.12	2,827.12

Smart Beginnings Report
July 2019 - September 2019

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/19	Beginning Balance			5,513.50
7/15/19	Payment from SB		5,513.50	
7/31/19	July Salary & Benefits	5,747.38		
8/27/19	Payment from SB		5,747.38	
8/31/19	August Salary & Benefits	8,024.59		
9/24/19	Payment from SB		8,024.59	
9/30/19	September Salary & Benefits	5,747.38		
9/30/19	Ending Balance			5,747.38

Community Involvement

09/19- 20/19 Library of Virginia Director's meeting
09/19/19 VPLDA Executive Committee meeting
10/01/19 VLA Intellectual Freedom Committee meeting
10/01/19 Hopewell Downtown Partnership Committee Meeting
10/01/19 Hopewell/Prince George Chamber of Commerce Social
10/03/19 Library of Virginia – State Fair Booth
10/12/19 WHAP Morning radio program
10/14/19 ARLS Staff Development Day
10/15/19 Freedman Point Grand Opening