

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

December 10, 2019

Hopewell Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

December 10, 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 – October 15, 2019 Regular Meeting
Statistical Report – dated December 10, 2019
Financial Report – dated December 10, 2019
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Statistical Data on Library Users and Collections
- R3.** Library Participation in Holiday Events
- R4.** Annual Holiday Dinner
- R5.** Annual Budget

Committee Reports:

Finance Committee – Report on Proposed Budget

New Business:

Approval of Budget

Unfinished Business

Adjournment

Next Meeting: January 21, 2020 – Dinwiddie Library at 1:00 p.m.

ARLS Board of Trustees - Minutes of October 15, 2019
McKenney Library

The ARLS regular monthly meeting was called to order by Chair William Thomas on October 15, 2019 at 1:09 PM at the Disputanta Library.

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

Trustees absent: Carly Baskerville (D)

Trustee positions vacant: None

Staff present: Brian Manning and Nicole Coleman.

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

Communications: Brian Manning, Director presented a letter to the board from Mandy Augst, Librarian from Trinity Episcopal School. The letter was addressed to Jeannie Langford to thank her for visiting the school to speak with students.

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.

R2. Staff Development. Staff Day was held at the Hopewell Library on Monday, October 14 from 9am to 12 Noon and was a success. Staff had the opportunity to attend three sessions. Detective Matt Byrum from the Hopewell Police Department discussed de-escalation and staff security with a Q&A period. Joan Fleshman and Amanda Below facilitated "Is the patron at fault?" Anne Rappe-Epperson and Jeannie Landford facilitated a session on Ancestry database.

R3. Library Card Sign-Up Month. We had 240 patrons who applied for library cards across the system.

R4. Animals Along the Appomattox. This program continues to be a success. Adoption fairs were scheduled at the Prince George Library, Hopewell Library and Dinwiddie Library. Prince George Library fair resulted in 36 adoptions. Hopewell Library fair resulted in 37 adoptions. Dinwiddie Library will be on Friday, October 18.

R5. Annual Budget Process-Finance Committee. The Director, Brian Manning has started planning the budget. He will present the proposed budget to the Finance Committee prior to December 10.

R6. Ancestry/FOLD3/Heritage Quest. Many patrons have an interest in Genealogy. Patrons have the opportunity to access genealogy databases from home or the library.

R7. VLA Annual Conference. The Conference will be held October 23-25 in Norfolk, Virginia at the Hilton Norfolk The Main. Anne Rappe-Epperson, Adult & Digital Services Librarian will be a presenter. Director, Brian Manning encouraged the board to attend next year in the fall. The library will cover the cost in the budget.

R8. Annual Holiday Gathering. The planning process has started for ARLS holiday gathering, board members are encouraged to attend.

Committee Reports: None.

New Business: None.

Unfinished Business: None

Announcements: The next ARLS Board of Trustees Meeting will be at the Hopewell Library on Tuesday, December 10, 2019 beginning at 1:00 PM.

Adjournment: Meeting adjourned at 2:04 pm.

**Statistical Report
December 10, 2019**

Statistical Report - December 10, 2019
Circulation Data All Locations:

															% of	YTD
															Chg by	TOTAL %
Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	Month	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	366	270	0	0	0	0	0	0	0	1,583	-2%	1%
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	836	699	0	0	0	0	0	0	0	4,224	-3%	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		
	F719	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		
	F720	2,128	1,628	1,577	1,582	1,176	0	0	0	0	0	0	0	8,091	-23%	-19%
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		
	F719	649	948	598	821	567	647	580	476	549	620	315	432	7,202		
	FY20	360	614	473	501	429	0	0	0	0	0	0	0	2,377	-24%	-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	10,041	8,436	0	0	0	0	0	0	0	51,438	-9%	-9%

**Statistical Report
December 10, 2019**

															% of	YTD
															Chg by	TOTAL %
Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	Month	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	645	553	0	0	0	0	0	0	0	3,969	-27%	-11%

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	4,780	4,147	0	0	0	0	0	0	0	24,056	-3%	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	1,138	864	0	0	0	0	0	0	0	5,092	13%	0%

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	31	13	0	0	0	0	0	0	0	86	-74%	-45%

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	1,501	1,384	0	0	0	0	0	0	0	7,823	16%	25%

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	22,572	20,051	18,211	18,013	17,806	19,575	18,472	18,723	22,198	250,833		
	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	21,421	17,971	0	0	0	0	0	0	0	108,739	-1%	0%

Statistical Report
December 10, 2019

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2020													
Burrowsville	131	153	126	188	0	0	0	0	0	0	0	0	598
Carson Depot	872	964	721	854	614	0	0	0	0	0	0	0	4,025
Dinwiddie	1,001	729	770	706	592	0	0	0	0	0	0	0	3,798
Disputanta	223	212	226	210	0	0	0	0	0	0	0	0	871
Hopewell	20,357	18,731	16,470	17,267	13,648	0	0	0	0	0	0	0	86,473
McKenney	765	552	420	499	0	0	0	0	0	0	0	0	2,236
Prince George	8,467	7,221	5,869	6,421	0	0	0	0	0	0	0	0	27,978
Rohoic	653	552	457	626	445	0	0	0	0	0	0	0	2,733
TOTAL	32,469	29,114	25,059	26,771	15,299	0	0	0	0	0	0	0	128,712
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meeting Room users	172	171	178	183	169	0	0	0	0	0	0	0	873
Meetings	2,557	2,189	2,448	2,493	2,123	0	0	0	0	0	0	0	11,810
Book Group	14	12	11	15	10	0	0	0	0	0	0	0	62
Adult Program	483	430	501	476	265	0	0	0	0	0	0	0	2,155
Non-SRP Child Program	0	0	1,434	1,583	1,241	0	0	0	0	0	0	0	4,258
Non-SRP Teen Program	0	0	185	15	15	0	0	0	0	0	0	0	215
Storytime	602	326	585	283	314	0	0	0	0	0	0	0	2,110
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	817	122	0	0	0	0	0	0	0	0
Database Usage	392	629	726	423	0	0	0	0	0	0	0	0	2,170
TOTALS	11,214	4,939	6,345	6,288	4,259	0	0	0	0	0	0	0	31,070

Statistical Report
December 10, 2019

REFERENCE QUESTIONS - FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	35	39	32	36	32	0	0	0	0	0	0	0	174
Carson Depot	148	154	101	136	93	0	0	0	0	0	0	0	632
Dinwiddie	171	147	170	165	112	0	0	0	0	0	0	0	765
Disputanta	52	85	44	68	54	0	0	0	0	0	0	0	303
Hopewell	542	524	510	254	355	0	0	0	0	0	0	0	2,185
McKenney	108	89	55	80	54	0	0	0	0	0	0	0	386
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	1,465	1,638	1,386	1,488	1,139	0	0	0	0	0	0	0	7,116
Rohoic	208	177	144	197	116	0	0	0	0	0	0	0	842
TOTALS	2,729	2,853	2,442	2,424	1,955	0	0	0	0	0	0	0	12,403
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	15	21	16	8	19	0	0	0	0	0	0	0	79
WIFI	7	6	4	12	4	0	0	0	0	0	0	0	33
Carson Depot Workstation	99	107	89	93	67	0	0	0	0	0	0	0	455
WIFI	2	5	11	0	3	0	0	0	0	0	0	0	21
Dinwiddie Workstation	179	200	190	173	152	0	0	0	0	0	0	0	894
WIFI	50	33	60	38	14	0	0	0	0	0	0	0	195
Disputanta Workstation	60	52	49	74	53	0	0	0	0	0	0	0	288
WIFI	3	3	2	2	1	0	0	0	0	0	0	0	11
Hopewell Workstation	2,505	2,398	2,207	2,084	1,796	0	0	0	0	0	0	0	10,990
WIFI	669	808	628	556	389	0	0	0	0	0	0	0	3,050
McKenney Workstation	0	0	0	0	0	0	0	0	0	0	0	0	0
WIFI	19	4	3	6	0	0	0	0	0	0	0	0	32
Prince George Workstation	692	705	614	637	492	0	0	0	0	0	0	0	3,140
WIFI	167	192	191	192	111	0	0	0	0	0	0	0	853
Rohoic Workstation	101	116	91	117	94	0	0	0	0	0	0	0	519
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	4,568	4,650	4,155	3,992	3,195	0	0	0	0	0	0	0	20,560

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

fund#	Revenue 10/13/19	FY2020 Adopted	Prev. Total Receipts	Receipts - 10/19	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	\$157,629	\$315,258	50.0%	\$315,258
103	Dinwiddie	\$287,395	\$71,849	\$71,849	\$143,698	50.0%	\$143,698
104	Prince George	\$604,127	\$302,064	\$0	\$302,064	50.0%	\$302,064
105	State Funds	\$405,679	\$101,420	\$101,420	\$202,840	50.0%	\$202,840
106	Fines/Fees/Lost	\$15,000	\$4,269	\$1,458	\$5,727	38.2%	\$9,273
107	Copying/Fax Receipts	\$20,200	\$6,951	\$2,972	\$9,923	49.1%	\$10,277
108	Endowment Funds	\$19,000	\$21,289	\$0	\$21,289	112.0%	(\$2,289)
109	E-Rate Refunds	\$25,000	\$16,284	\$0	\$16,284	65.1%	\$8,716
110	Gifts/Donations	\$5,000	\$200	\$0	\$200	4.0%	\$4,800
111	Grants	\$5,000	\$7,400	\$0	\$7,400	148.0%	(\$2,400)
112	Other	\$20,000	\$5,361	\$284	\$5,645	28.2%	\$14,355
TOTALS		\$2,156,916	\$694,715	\$335,611	\$1,030,326	47.8%	\$1,126,590

Fund#	EXPENSES 10/31/2019	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 10/19	TOTAL EXPENSES 10/31/19	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$480,000	\$125,892	\$35,969	\$161,861	33.7%	\$318,139
201	Non-MLS Salary & Wages	\$623,153	\$163,671	\$48,325	\$211,996	34.0%	\$411,157
202	Benefits for Staff/Retirees	\$300,000	\$78,350	\$23,659	\$102,009	34.0%	\$197,991
Total Personnel		\$1,403,153	\$367,913	\$107,952	\$475,865	33.9%	\$927,288
Books & Materials							
300	Books	\$77,000	\$17,106	\$5,006	\$22,112	28.7%	\$54,888
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$38,000	\$6,570	\$2,876	\$9,446	24.9%	\$28,554
303	Print News & Periodicals	\$12,276	\$2,458	(\$369)	\$2,089	17.0%	\$10,187
304	Audiovisual Materials	\$26,000	\$5,153	\$1,665	\$6,818	26.2%	\$19,182
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	\$2,443	\$0	\$2,443	0.0%	\$4,957
310	Econtent	\$40,000	\$3,600	\$7,200	\$10,800	27.0%	\$29,200
Total Books & Materials		\$229,676	\$38,838	\$16,377	\$55,215	24.0%	\$174,461
Capital Expenditures							
400	Library Non-Computer Equip.	\$6,500	\$585	\$929	\$1,514	23.3%	\$4,986
401	Computer Hardware	\$25,000	\$11,046	\$2,855	\$13,901	55.6%	\$11,099
Total Capital Expenditures		\$31,500	\$11,631	\$3,785	\$15,416	48.9%	\$16,085
Contractual							
500	Lyrasis ILL Services	\$3,000	\$48	\$42	\$90	3.0%	\$2,910
501	Software Licensing Contracts	\$35,000	\$18,653	\$390	\$19,043	54.4%	\$15,957
502	Audit	\$20,000	\$9,946	\$0	\$9,946	49.7%	\$10,054
503	Cataloging MARC Records	\$3,605	\$570	\$192	\$762	21.1%	\$2,843
504	Unique Management	\$5,500	\$1,199	\$555	\$1,754	31.9%	\$3,746
505	Computer Support Service Calls	\$55,000	\$13,195	\$4,906	\$18,101	32.9%	\$36,899
506	Other Computer Software Serv.	\$20,000	\$0	\$150	\$150	0.8%	\$19,850

507 Telecomm Internet Line Charges	\$17,000	\$6,630	\$1,936	\$8,566	50.4%	\$8,434
508 Printing and Publications	\$9,500	\$2,249	\$0	\$2,249	23.7%	\$7,251
509 Security Guard Service	\$28,000	\$20,554	\$884	\$21,438	76.6%	\$6,562
Total Contractual	\$196,605	\$73,044	\$9,055	\$82,099	41.8%	\$114,506
Facilities/Maint./Operations						
600 Equip. Repair & Maintenance	\$5,000	\$2,041	\$990	\$3,031	60.6%	\$1,969
601 TLC Maintenance Contract	\$19,500	\$20,461	\$0	\$20,461	104.9%	(\$961)
602 Facilities and Rent	\$76,650	\$18,900	\$6,300	\$25,200	32.9%	\$51,450
603 Supplies	\$25,000	\$7,151	\$1,303	\$8,454	33.8%	\$16,546
604 Travel / Workshops /Conf. Fees	\$9,000	\$4,914	\$1,575	\$6,489	72.1%	\$2,511
605 Training / Education	\$3,000	\$784	\$30	\$814	27.1%	\$2,186
606 Utilities	\$5,000	\$733	\$206	\$939	18.8%	\$4,061
607 Telephone (Voice)	\$13,000	\$3,012	\$994	\$4,006	30.8%	\$8,994
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$5,000	\$2,147	\$435	\$2,582	51.6%	\$2,418
610 Job & Contracting Advertising	\$2,000	\$100	\$0	\$100	5.0%	\$1,900
611 Promotional Advertising	\$2,000	\$38	\$175	\$213	10.7%	\$1,787
612 Organization/Association Dues	\$3,500	\$468	\$0	\$468	13.4%	\$3,032
613 Postage	\$5,000	\$1,353	\$351	\$1,704	34.1%	\$3,296
614 Janitorial	\$64,500	\$15,693	\$5,044	\$20,737	32.2%	\$43,763
615 Other Building Maintenance	\$12,000	\$1,978	\$557	\$2,535	21.1%	\$9,465
Total						
Facilities/Maint./Operations	\$263,087	\$79,773	\$17,961	\$97,734	37.1%	\$165,353
Programs/Activites/Other						
700 YS Summer Reading Program	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
701 YS Programming & Supplies	\$4,500	\$346	\$284	\$630	14.0%	\$3,870
703 Adult Programming Supplies	\$7,000	\$2,447	\$370	\$2,817	40.2%	\$4,183
704 Funds for Local History Collection	\$5,000	\$1,260	\$350	\$1,610	32.2%	\$3,391
705 Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
709 Misc. Professional Serv. & Other	\$16,000	\$3,158	\$1,087	\$4,245	26.5%	\$11,755

710 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500
Total Programs/Activ./Other	\$50,000	\$7,211	\$2,092	\$9,302	18.6%	\$40,698
GRAND TOTALS	\$2,174,021	\$578,409	\$157,222	\$735,631	33.8%	\$1,438,390

Appomattox Reg Library System
Check Register

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

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
10/10/19	Electronic Federal Tax Payment	200660	9,966.45
10/24/19	Electronic Federal Tax Payment	200661	9,850.42
10/10/19	Treasurer of Virginia	2013-491	229.79
10/10/19	Treasurer of Virginia	2013-492	384.60
10/10/19	Treasurer of Virginia	2013-494	6,901.30
10/24/19	Treasurer of Virginia	2013-496	229.79
10/24/19	Treasurer of Virginia	2013-497	384.60
10/24/19	Treasurer of Virginia	2013-498	24.24
10/24/19	Treasurer of Virginia	2013-499	24.24
10/24/19	Treasurer of Virginia	2013-500	24.24
10/24/19	Treasurer of Virginia	2013-501	24.24
10/2/19	Comcast Communications	41524	300.05
10/2/19	GreatAmerica Financial Svcs.	41525	2,855.48
10/2/19	Kiwanis Club of Hopewell	41526	175.00
10/2/19	OverDrive, Inc.	41527	7,200.00
10/2/19	Staples Credit Plan	41528	718.11
10/2/19	Sam's Club Direct	41529	225.92
10/4/19	Baker & Taylor	41530	1,154.08
10/4/19	Gale	41531	94.46
10/4/19	Ingram Library Services	41532	1,753.78
10/4/19	Midwest Tape	41533	298.08
10/4/19	Recorded Books, Inc.	41534	151.97
10/4/19	AT & T	41535	58.82
10/4/19	CS Diamond Enterprises, Inc.	41536	4,740.00
10/4/19	Comcast Communications	41537	223.08
10/4/19	Dominion Energy Virginia	41538	153.37
10/4/19	Sarah Finch	41539	37.99
10/4/19	Cheryl Sculthorpe-Moring	41540	23.94
10/4/19	Susan Eggleston	41541	30.00
10/4/19	Tina Norton	41542	23.73
10/4/19	Christine Woodydy	41543	17.17
10/4/19	Karen Wall	41544	18.63
10/4/19	Brian Manning	41545	55.91
10/4/19	Joseph Rickman	41546	38.38
10/4/19	Cassandra Bland	41547	14.34
10/4/19	Sharmeyne Cherry	41548	23.68
10/4/19	Felicia Bouldin	41549	21.61
10/4/19	Ginger Mauler	41550	69.48
10/4/19	Sherry Chappell	41551	30.30
10/4/19	E-N Computers, Inc.	41552	4,906.25
10/4/19	Heaton's Lawn Maintenance, LLC	41553	345.00
10/4/19	Hopewell City Treasurer	41554	86.86
10/4/19	Hopewell/PG Friends of the Library	41555	48.00
10/4/19	Petersburg Alarm Company, Inc.	41556	212.00
10/4/19	Pitney Bowes Global Financial Services	41557	351.00
10/4/19	Reader Service	41558	25.22
10/4/19	Shred-It USA LLC	41559	61.20
10/4/19	Terri Spicer	41560	280.00

Appomattox Reg Library System

Check Register

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

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
10/4/19	Prince William County	41561	12.99
10/4/19	Universal Printing Solutions, Inc.	41562	194.74
10/4/19	Verizon	41563	15.51
10/4/19	Virginia Library Association	41564	100.00
10/4/19	Daniel Rene	41565	301.50
10/7/19	ARLS-Payroll	41566	36,287.83
10/16/19	Comcast Communications	41567	1,487.19
10/16/19	SunTrust Bank	41568	5,864.62
10/16/19	T-Mobile	41569	37.44
10/18/19	Baker & Taylor	41570	469.38
10/18/19	Gale	41571	477.56
10/18/19	Ingram Library Services	41572	3,555.79
10/18/19	Midwest Tape	41573	1,143.41
10/18/19	Recorded Books, Inc.	41574	71.50
10/18/19	Rowman & Littlefield Publishing Group	41575	14.26
10/18/19	Brodart Co.	41576	822.35
10/18/19	Centric Business Systems	41577	784.65
10/18/19	Comcast Communications	41578	454.86
10/18/19	County of Dinwiddie	41579	900.00
10/18/19	County of Prince George	41580	1,650.00
10/18/19	DEMCO, Inc.	41581	986.92
10/18/19	Diamond Springs	41582	52.43
10/18/19	Nicole Coleman	41583	20.00
10/18/19	Karen Wall	41584	14.70
10/18/19	Megan Kitchen	41585	26.71
10/18/19	Sarah Finch	41586	164.61
10/18/19	Brian Manning	41587	52.62
10/18/19	Hopewell City Treasurer	41588	4,097.89
10/18/19	OCLC, Inc.	41589	192.43
10/18/19	Reader Service	41590	123.05
10/18/19	RuralBand	41591	219.00
10/18/19	Unique Management Services	41592	554.90
10/18/19	Fauquier County Public Library	41593	29.00
10/18/19	Verizon	41594	134.36
10/21/19	ARLS-Payroll	41595	35,583.60
10/30/19	Anthem BlueCross BlueShield	41596	402.00
10/30/19	Anthem BlueCross BlueShield	41597	14,175.00
10/30/19	Anthem BlueCross BlueShield	41597V	-14,175.00
10/30/19	Canon Financial Services, Inc.	41598	205.51
10/30/19	Corporation for Digital Scholarship	41599	350.00
10/30/19	Rich's Stitches Inc.	41600	447.00
10/30/19	Sam's Club Direct	41601	227.04
10/30/19	Staples Credit Plan	41602	750.81
10/30/19	Anthem BlueCross BlueShield	41603	13,365.00
Total			167,511.96

Appomattox Reg Library System
Sams CK #41529-10/16/19
Staples CK #41528-10/2/19

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/4/19	Sams 8188	85210-100	Popcorn	15.96	
9/4/19	Sams 8188	20200-200	Sam's Club Direct		15.96
9/11/19	Sams 8198	83730-100	Supplies - Staff Coffee	15.96	
9/11/19	Sams 8198	84810-100	Towels, Toilet Tissue, Wipes	116.36	
9/11/19	Sams 8198	83710-100	Supplies - Staff		
9/11/19	Sams 8198	83700-100	Vending Mach	43.70	
9/11/19	Sams 8198	83700-100	Tissues, Advil	33.94	
9/11/19	Sams 8198	20200-200	Sam's Club Direct		209.96
Total				225.92	225.92

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/19/19	Staples 8172	84810-100	Jumbo Toilet Tissue	120.78	
8/19/19	Staples 8172	83700-100	Paper, Tabs,		
8/19/19	Staples 8172	20200-300	Calculator, Labels	58.30	
8/28/19	Staples 8208	83700-100	Staples, Inc.		179.08
8/28/19	Staples 8208	20200-300	Backup Drive	109.99	
9/5/19	Staples 8191	84810-100	Staples, Inc.		109.99
9/5/19	Staples 8191	83700-100	Paper Towels	40.98	
9/5/19	Staples 8191	20200-300	Ink, Paper, Folders, Markers	388.06	
9/5/19	Staples 8191	20200-300	Staples, Inc.		429.04
Total				718.11	718.11

Appomattox Reg Library System
Suntrust CK #41568
10/16/19

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/28/19	Amazon 8181	83700-100	Charger, Ink Roller	39.57	
8/28/19	Amazon 8181	20200-400	Amazon.com		39.57
8/28/19	H/PG Chamber 8182	85800-100	Annual Mixer - 3		
			Guests	105.00	
8/28/19	H/PG Chamber 8182	20200-400	Hopewell/PG Chamber		
			Commerce		105.00
8/28/19	Travel 8180	83810-200	Airplane Tickets -		
8/28/19	Travel 8180	20200-400	TLCU Conf	514.00	
8/29/19	Airbnb 8190	83810-200	Travelocity		514.00
8/29/19	Airbnb 8190	20200-400	Travel -HQ- E. Trop	234.23	
			Airbnb		234.23
8/30/19	ALA 8185	84510-100	Promotional		
			Advertising	38.00	
8/30/19	ALA 8185	20200-400	American Library		
8/31/19	Google 8/31/19	82020-100	Association		38.00
8/31/19	Google 8/31/19	20200-400	Google E-Mail	390.00	
9/1/19	Amazon 9/1/19	80025-100	Google		390.00
9/1/19	Amazon 9/1/19	80200-100	Adult Fiction	73.17	
9/1/19	Amazon 9/1/19	80200-100	Graphic Novels - SO	20.66	
9/1/19	Amazon 9/1/19	80020-100	Adult Non-Fiction	23.40	
9/1/19	Amazon 9/1/19	20200-400	Amazon.com		117.23
9/9/19	Amazon 8193	80840-100	3-D Printer and		
9/9/19	Amazon 8193	20200-400	Filament	1,782.52	
			Amazon.com		1,782.52
9/9/19	Amazon 8194	85110-100	Tape, Paint,		
9/9/19	Amazon 8194	20200-400	Clothespins, Pump	70.42	
9/10/19	Amazon 8197	83700-200	Amazon.com		70.42
9/10/19	Amazon 8197	20200-400	Walkie Talkies	74.99	
			Amazon.com		74.99
9/10/19	NComputing 8196	81210-440	Register for New		
9/10/19	NComputing 8196	20200-400	Server - McK	49.00	
9/12/19	Amazon 9/12/19	80020-100	NComputing		49.00
9/12/19	Amazon 9/12/19	20200-400	Adult Non-Fiction	60.00	
			Amazon.com		60.00
9/12/19	Walmart 8200	83700-450	Frames for PG Exhibit		
9/12/19	Walmart 8200	20200-400	Walmart	18.62	
9/14/19	Amazon 9/14/19	80460-100	Books on CD		18.62
9/14/19	Amazon 9/14/19	20200-400	Amazon.com	11.94	
9/14/19	Amazon 9/14/19-2	80020-100	Adult Non-Fiction		11.94
9/14/19	Amazon 9/14/19-2	20200-400	Amazon.com	30.00	
			USB DVD Drive,		30.00
9/16/19	Amazon 8202	81100-100	Tripod Stand		
9/16/19	Amazon 8202	20200-400	Amazon.com	184.94	
9/16/19	H/PG Chamber 8201	85800-100	2019 Annual Mixer		
			Registration	35.00	
9/16/19	H/PG Chamber 8201	20200-400	Hopewell/PG Chamber		
			Commerce		35.00

Appomattox Reg Library System
Suntrust CK #41568
10/16/19

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/18/19	PLA 8212	83800-100	Conf/Workshop		
			Registration	500.00	
9/18/19	PLA 8212	20200-400	Public Library		
			Association		500.00
9/19/19	Amazon 9/19/19	80025-100	Adult Fiction	27.93	
9/19/19	Amazon 9/19/19	20200-400	Amazon.com		27.93
9/19/19	Amazon 9/19/19-2	80025-100	Adult Fiction	51.19	
9/19/19	Amazon 9/19/19-2	20200-400	Amazon.com		51.19
9/19/19	Panera 8205	85800-100	Lunch for August		
			Board Mtg	189.50	
9/19/19	Panera 8205	20200-400	Panera Bread		189.50
9/19/19	Park 8209	83810-100	Parking for Director's		
			Mtg	20.00	
9/19/19	Park 8209	20200-400	Standard Parking		20.00
9/20/19	Pizza 8207	85800-100	Pizza For Volunteers -		
			Friends	42.23	
9/20/19	Pizza 8207	20200-400	Pizza Hut		42.23
9/23/19	Amazon 9/23/19	80410-100	CDs - Music	17.09	
9/23/19	Amazon 9/23/19	80460-100	Books on CD	11.98	
9/23/19	Amazon 9/23/19	20200-400	Amazon.com		29.07
9/25/19	Amazon 8203	80840-100	Ball Bearings and		
			Filament	180.90	
9/25/19	Amazon 8203	20200-400	Amazon.com		180.90
9/25/19	Amazon 9/25/19	80020-100	Adult Non-Fiction	6.46	
9/25/19	Amazon 9/25/19	20200-400	Amazon.com		6.46
9/25/19	Delta 8213	83810-200	Plane Tickets for		
			Conference	943.14	
9/25/19	Delta 8213	20200-400	Delta.com		943.14
9/25/19	Pizza 8207-2	85800-100	Rebate		-1.69
9/25/19	Pizza 8207-2	20200-400	Pizza Hut	-1.69	
9/26/19	ALA 8212	84600-200	Membership - D.		
			Wright	115.00	
9/26/19	ALA 8212	20200-400	American Library		115.00
			Association		
9/26/19	Amazon 9/26/19	80025-100	Adult Fiction	5.43	
9/26/19	Amazon 9/26/19	20200-400	Amazon.com		5.43
Total				5,864.62	5,864.62

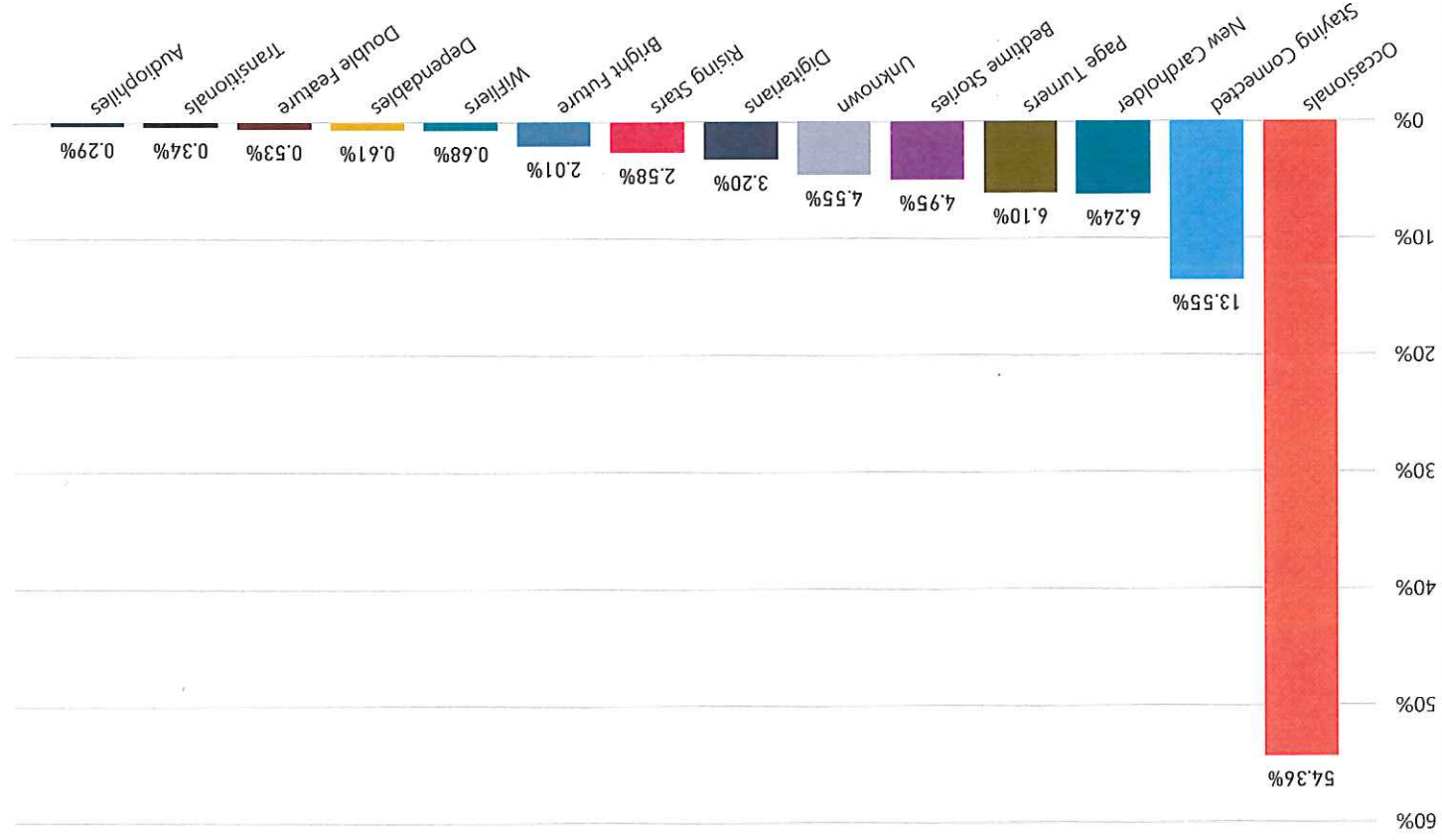
Smart Beginnings Report
July 2019 - October 2019

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		
10/18/19	Payment from SB		5,747.38	
10/31/19	October Salary & Benefits	5,747.38		
10/31/19	Ending Balance			5,747.38

Community Involvement

10/19/19	Prince George Czech/Slovak Folk Festival
10/23 – 25/19	VLA Conference
11/1/19	FOLAR Annual Meeting
11/2/19	Hopewell Downtown Partnership Board Retreat
11/7/19	David A. Harrison Elementary – Rotary Dictionary Distribution
11/13/19	CultureWorks – Hopewell Arts and Culture in the Community Discussion
12/2/19	Hopewell Downtown Partnership Board Meeting
12/3/19	WODA – Freeman Point Ribbon Cutting (Rescheduled)
12/4/19	Meeting with Hopewell Parks & Rec regarding parade/holiday festivals
12/6/19	FOLD Dinwiddie Open House
12/8/19	Hopewell Light Up the Night Festival

< Back to report CLUSTER DISTRIBUTION



	Revenues	Adopted FY2020	Previous Total Receipts - 9/19	Monthly Receipts - 10/19	Total Receipts	Percentage Received	Balance Due	EOY Total Estimate	Estimated Revenue FY2021	FY2020 Notes
Fnd#										
100	Carryover	\$20,000	\$0	\$0	\$0	0.0%	\$20,000	\$20,000	\$20,000	
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000	\$100,000	\$100,000	
102	Hopewell	\$630,515	\$157,629	\$157,629	\$315,258	50.0%	\$315,257	\$630,515	\$649,430	Request for 3% increase
103	Dinwiddie	\$287,395	\$71,849	\$71,849	\$143,698	50.0%	\$143,697	\$287,395	\$296,017	Request for 3% increase
104	Prince George	\$604,127	\$302,064	\$0	\$302,064	50.0%	\$302,063	\$604,127	\$622,251	Request for 3% increase
105	State Funds	\$405,679	\$101,420	\$101,420	\$202,840	50.0%	\$202,839	\$405,679	\$413,384	Based on projection of Library of Virginia
106	Fines/fees/Lost Items	\$15,000	\$4,269	\$1,458	\$5,727	38.2%	\$9,273	\$15,000	\$15,000	
107	Copying Receipts	\$20,200	\$6,951	\$2,972	\$9,923	49.1%	\$10,277	\$20,200	\$20,200	
108	Endowment	\$19,000	\$21,289	\$0	\$21,289	112.0%	-\$2,289	\$21,289	\$19,100	Estimated distribution based on third quarter report from the foundation.
109	E-Rate Funds	\$25,000	\$16,284	\$0	\$16,284	65.1%	\$8,716	\$16,284	\$16,000	Estimated from current costs of eligible services for E-Rate reimbursement
110	Gifts/Donations	\$5,000	\$200	\$0	\$200	4.0%	\$4,800	\$3,000	\$5,000	
111	Grants	\$5,000	\$7,400	\$0	\$7,400	148.0%	-\$2,400	\$7,400	\$5,000	
112	Other	\$20,000	\$5,361	\$284	\$5,645	28.2%	\$14,355	\$20,000	\$15,000	Upgrade of accounting software allows fines/fees/lost charged on credit card to recognized and assigned to proper revenue line item
TOTALS		\$2,156,916	\$694,716	\$335,612	\$1,030,328	47.8%	\$1,126,588	\$2,150,889	\$2,196,382	

	Expenses	FY2020	Total Spent Through 09/19	Monthly Expenses - 10/19	Total Spent Through 10/31/19	Percentage Spent	FY2020 Balance	FY2021 Estimate	Notes
Fnd#									
	Personnel								
200	MLS Salaries & Wages	\$480,000	\$125,892	\$35,969	\$161,861	33.7%	\$318,139	\$490,000	All staff costs anticipate a 2% COLA raise
201	Non MLS Salaries & Wages	\$623,153	\$163,671	\$48,325	\$211,996	34.0%	\$411,157	\$635,000	Library intends to transition the part time material services employee to full time position in order to deal with additional processing of new materials and to allow the Material Services Manager to focus on catalog maintenance. An update of the catalog software discovered approx. 65,000 error in the catalog tha need to be corrected.
202	Benefits - Staff & Retirees	\$300,000	\$78,350	\$23,659	\$102,009	34.0%	\$197,991	\$326,000	
	Total Personnel	\$1,403,153	\$367,913	\$107,953	\$475,866	33.9%	\$927,287	\$1,451,000	
	Books & Materials								
300	Books	\$77,000	\$17,106	\$5,006	\$22,112	28.7%	\$54,888	\$77,000	
301	Leased Books	\$21,000	\$0	\$0	\$0	0.0%	\$21,000	\$21,000	
302	Standing Orders	\$38,000	\$6,570	\$2,876	\$9,446	24.9%	\$28,554	\$38,000	
303	Print Newspapers & Periodicals	\$12,276	\$2,458	-\$369	\$2,089	17.0%	\$10,187	\$12,690	
304	Audiovisual Materials	\$26,000	\$5,153	\$1,665	\$6,818	26.2%	\$19,182	\$26,000	
305	Electronic Materials	\$8,000	\$1,508	\$0	\$1,508	18.9%	\$6,492	\$8,000	
308	Restricted - Donation/Grant	\$7,400	\$2,443	\$0	\$2,443	33.0%	\$4,957	\$0	
310	E-Content	\$40,000	\$3,600	\$7,200	\$10,800	27.0%	\$29,200	\$42,000	

	Total Books & Materials	\$229,676	\$38,838	\$16,378	\$55,216	24.0%	\$174,460	\$224,690	
	Capital Expenditures								
400	Non Computer Equipment	\$6,500	\$585	\$929	\$1,514	23.3%	\$4,986	\$15,000	
401	Computer Hardware	\$25,000	\$11,046	\$2,855	\$13,901	55.6%	\$11,099	\$15,000	
	Total Capital Expenditures	\$31,500	\$11,631	\$3,784	\$15,415	48.9%	\$16,085	\$30,000	
	Contractual								
500	Lyrasis ILL Services	\$3,000	\$48	\$42	\$90	3.0%	\$2,910	\$3,000	
501	Software Licenses	\$35,000	\$18,653	\$390	\$19,043	54.4%	\$15,957	\$35,000	
502	Audit	\$20,000	\$9,946	\$0	\$9,946	49.7%	\$10,054	\$20,000	
503	Cataloging MARC Records	\$3,605	\$570	\$192	\$762	21.1%	\$2,843	\$3,605	
504	Unique Management	\$5,500	\$1,199	\$555	\$1,754	31.9%	\$3,746	\$4,000	
505	Computer Support/Service Calls	\$55,000	\$13,195	\$4,906	\$18,101	32.9%	\$36,899	\$55,000	
506	Other Computer Software Sevices	\$20,000	\$0	\$150	\$150	0.8%	\$19,850	\$20,000	
507	Telecomm/Internet Line Charges	\$17,000	\$6,630	\$1,936	\$8,566	50.4%	\$8,434	\$25,000	The library has added mobile hotspots for patrons to check out for accessing the internet at home where high speed service is not available. This increases the library's monthly interent charges.
508	Printing/Publications	\$9,500	\$2,249	\$0	\$2,249	23.7%	\$7,251	\$9,000	
509	Security Services	\$28,000	\$20,554	\$884	\$21,438	76.6%	\$6,562	\$1,500	Library has ended security guard service but is investing in a camera security system
	Total Contractual	\$196,605	\$73,044	\$9,055	\$82,099	41.8%	\$114,506	\$176,105	

Facilities/Maintenance/Oper.								
600	Equipment Repair & Maintenance	\$5,000	\$2,041	\$990	\$3,031	60.6%	\$1,969	\$5,000
601	TLC Maintenance Contract	\$19,500	\$20,461	\$0	\$20,461	104.9%	-\$961	\$21,000
602	Facilities & Rent	\$76,650	\$18,900	\$6,300	\$25,200	32.9%	\$51,450	\$76,650
603	Supplies	\$25,000	\$7,151	\$1,303	\$8,454	33.8%	\$16,546	\$30,000
604	Travel/Workshops/Conf.	\$9,000	\$4,914	\$1,575	\$6,489	72.1%	\$2,511	\$9,000
605	Training/Education	\$3,000	\$784	\$30	\$814	27.1%	\$2,186	\$3,000
606	Utilities	\$5,000	\$733	\$206	\$939	18.8%	\$4,061	\$5,000
607	Telephone (voice)	\$13,000	\$3,012	\$994	\$4,006	30.8%	\$8,994	\$13,000
608	Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937	\$12,937
609	Vehicle Maintenance/Fuel	\$5,000	\$2,147	\$435	\$2,582	51.6%	\$2,418	\$5,000
610	Job and Contract Advertising	\$2,000	\$100	\$0	\$100	5.0%	\$1,900	\$1,000
611	Promotional Advertising	\$2,000	\$38	\$175	\$213	10.7%	\$1,787	\$1,000
612	Org./Association Dues	\$3,500	\$468	\$0	\$468	13.4%	\$3,032	\$3,500
613	Postage	\$5,000	\$1,353	\$351	\$1,704	34.1%	\$3,296	\$5,000
614	Janitorial	\$64,500	\$15,693	\$5,004	\$20,697	32.1%	\$43,803	\$64,500
615	Other Bldg. Maintenance	\$12,000	\$1,978	\$557	\$2,535	21.1%	\$9,465	\$10,000
	Total Facilities/Maintenance/Oper.	\$263,087	\$79,773	\$17,920	\$97,693	37.1%	\$165,394	\$265,587
Programs, Activities & Other								
700	YS Summer Reading Prog.	\$7,000	\$0	\$0	\$0	0.0%	\$7,000	\$6,000
701	YS Programming & Supplies	\$4,500	\$346	\$284	\$630	14.0%	\$3,870	\$3,500

702	Adult Programming & Supplies	\$7,000	\$2,447	\$370	\$2,817	40.2%	\$7,000	\$9,000	Due to increased demand, library is adding additional exercise programming
704	Local History Collection	\$5,000	\$1,260	\$350	\$1,610	32.2%	\$3,390	\$5,000	
705	Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000	\$6,000	
709	Misc. Professional Services & Other	\$16,000	\$3,158	\$1,087	\$4,245	26.5%	\$11,755	\$16,000	
710	Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500	\$3,500	
	Total Programs, Activities & Other	\$50,000	\$7,211	\$2,091	\$9,302	18.6%	\$40,698	\$49,000	
	Grand Total	\$2,174,021	\$578,410	\$157,181	\$735,591	33.8%	\$1,438,430	\$2,196,382	