

# APPOMATTOX REGIONAL LIBRARY SYSTEM

## BOARD OF TRUSTEES

February 18, 2020

Prince George Library  
1:00 p.m.

**APPOMATTOX REGIONAL LIBRARY SYSTEM**  
**Board of Trustees**  
**Agenda**

**February 18, 2020**

**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 – January 21, 2019 Regular Meeting  
Statistical Report – dated February 18, 2020  
Financial Report – dated February 18, 2020  
Bills for Review

**Communications:**

**Citizen Comments:**

**Report of Library Director:**

- R1.** Staff Update
- R2.** Expansion of circulating hotspots
- R3.** Status on State Aid
- R4.** IMLS Funding
- R5.** Strategic Plan – Policy Review

**Committee Reports:**

**New Business:**

Review of Policies on Reference Services and Outreach

**Unfinished Business**

**Adjournment**

**Next Meeting: March 17, 2020 – Carson Library at 1:00 p.m.**

**ARLS Board of Trustees – Minutes of January 21, 2020**  
**Dinwiddie Library**

The ARLS regular monthly meeting was called to order by Chair William Thomas on January 21, 2020 at 1:00 pm at the Dinwiddie Library.

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

**Trustees absent:** Martha Sykes (D) and David Harless (H)

**Trustee positions vacant:** None

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

**Approval of Agenda:** Ms. Williams 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. Boyd motioned to approve the consent agenda, including the December meeting minutes, and Ms. Williams 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 is one part-time Circulation position open. Preparing to shift a full-time Youth Services Librarian to Prince George.

**R2. FY2021 Budget Status.** The FY21 budget has been submitted to the City of Hopewell, Prince George County, and Dinwiddie County.

**R3. Annual Holiday Dinner.** A great event. Everyone had a good time and the space was very accommodating.

**R4. Facilities Maintenance and Repairs.** Planning to request to replace the carpet during the painting project in the HMA at Hopewell. Currently assessing for additional repairs at other branches.

**R5. Czech Community Project.** ARLS has had a request to assist in the digitization of the Czech collection in Prince George. Mr. Manning will keep the Board updated on the project.

**R6. Upcoming Update of TLC.** The next update for TLC (happening Friday, January 24) will turn on the automatic renewals feature.

**Committee Reports:**

- **Personnel Committee.** Will meet on February 12 at 1pm at the Hopewell Library to conduct the review of the Library Director.

**New Business:**

- **Board Page on Website.** The Board photos on the ARLS website will be updated within the next month.
- **Collection Development Refresh.** Mr. Manning share with the Board that he hopes to begin focusing on refreshing the collections at different branches in the coming years. The collection software shared at the December meeting will play an important role in this future project.

**Unfinished Business:** None

**Announcements:** The next meeting will be held February 18, 2020 at the Prince George Library at 1pm.

**Adjournment:** Meeting adjourned at 2:19pm

# Statistical Report February 18 2020

Statistical Report - February 18, 2020  
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	YTD 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	366	270	188	324	0	0	0	0	0	2,095	-24%	-6%
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	678	810	0	0	0	0	0	5,712	5%	10%
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	1,582	1,176	1,360	1,781	0	0	0	0	0	11,232	6%	-13%
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	501	429	366	446	0	0	0	0	0	3,189	-23%	-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	7,680	8,990	0	0	0	0	0	68,108	-11%	-21%

**Statistical Report**  
**February 18 2020**

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	YTD 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	645	553	527	702	0	0	0	0	0	5,198	-28%	-12%
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	3,023	3,689	0	0	0	0	0	30,768	-22%	0%
Rohioic	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	819	967	0	0	0	0	0	6,878	0%	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	31	13	18	20	0	0	0	0	0	124	-39%	-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	1,418	1,376	0	0	0	0	0	10,617	3%	20%
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	19,629	19,389	17,806	19,575	18,472	18,723	22,198	253,627		
	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	16,077	19,105	0	0	0	0	0	143,921	-6%	0%

Statistical Report  
February 18, 2020

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2020													
Burrowsville	131	153	126	188	120	76	89	0	0	0	0	0	883
Carson Depot	872	964	721	854	614	2,123	744	0	0	0	0	0	6,892
Dirnwidle	1,001	729	770	706	592	667	709	0	0	0	0	0	5,174
Disputanta	223	212	226	210	183	188	123	0	0	0	0	0	1,365
Hopewell	20,357	18,731	16,470	17,267	13,648	15,036	16,179	0	0	0	0	0	117,688
McKenney	765	552	420	499	425	390	521	0	0	0	0	0	3,572
Prince George	8,467	7,221	5,869	6,421	5,420	6,302	5,833	0	0	0	0	0	45,533
Roheic	653	552	457	626	445	464	486	0	0	0	0	0	3,683
TOTAL	32,469	29,114	25,059	26,771	21,447	25,246	24,684	0	0	0	0	0	184,790
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meeting Room users	172	171	178	183	169	129	184	0	0	0	0	0	1,186
Meetings	2,557	2,189	2,448	2,493	2,123	1,809	2,486	0	0	0	0	0	16,105
Book Group	14	12	11	15	10	0	17	0	0	0	0	0	79
Adult Program	483	430	501	476	265	142	345	0	0	0	0	0	2,642
Non-SRP Child Program	0	0	1,434	1,583	1,241	3,219	1,252	0	0	0	0	0	8,729
Non-SRP Teen Program	0	0	185	15	15	160	179	0	0	0	0	0	554
Storytime	602	326	585	283	314	154	447	0	0	0	0	0	2,711
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	69	69	0	0	0	0	0	2,113
Database Usage	392	629	726	423	455	529	559	0	0	0	0	0	3,713
TOTALS	11,214	4,939	6,345	6,288	4,714	6,211	5,538	0	0	0	0	0	45,249

Statistical Report  
February 18, 2020

REFERENCE QUESTIONS - FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	35	39	32	36	32	20	24	0	0	0	0	0	218
Carson Depot	148	154	101	136	93	87	131	0	0	0	0	0	850
Dinwiddie	171	147	170	165	112	147	184	0	0	0	0	0	1,096
Disputanta	52	85	44	68	54	56	52	0	0	0	0	0	411
Hopewell	542	524	510	254	355	523	1,291	0	0	0	0	0	3,999
McKenney	108	89	55	80	54	46	63	0	0	0	0	0	495
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	736	502	0	0	0	0	0	8,354
Rohoic	208	177	144	197	116	0	144	0	0	0	0	0	986
<b>TOTALS</b>	<b>2,729</b>	<b>2,853</b>	<b>2,442</b>	<b>2,424</b>	<b>1,955</b>	<b>1,615</b>	<b>2,391</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,409</b>
<b>Computer Use</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>TOTAL</b>
Burrowsville Workstation	15	21	16	8	19	16	22	0	0	0	0	0	117
WIFI	7	6	4	12	4	12	7	0	0	0	0	0	52
Carson Depot Workstation	99	107	89	93	67	67	84	0	0	0	0	0	606
WIFI	2	5	11	0	3	5	10	0	0	0	0	0	36
Dinwiddie Workstation	179	200	190	173	152	137	136	0	0	0	0	0	1,167
WIFI	50	33	60	38	14	24	28	0	0	0	0	0	247
Disputanta Workstation	60	52	49	74	53	57	51	0	0	0	0	0	396
WIFI	3	3	2	2	1	2	2	0	0	0	0	0	15
Hopewell Workstation	2,505	2,398	2,207	2,084	1,796	1,733	2,418	0	0	0	0	0	15,141
WIFI	669	808	628	556	389	297	518	0	0	0	0	0	3,865
McKenney Workstation	0	0	0	0	0	0	58	0	0	0	0	0	58
WIFI	19	4	3	6	0	55	3	0	0	0	0	0	90
Prince George Workstation	692	705	614	637	492	482	672	0	0	0	0	0	4,294
WIFI	167	192	191	192	111	117	195	0	0	0	0	0	1,165
Rohoic Workstation	101	116	91	117	94	93	95	0	0	0	0	0	707
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>4,568</b>	<b>4,650</b>	<b>4,155</b>	<b>3,992</b>	<b>3,195</b>	<b>3,097</b>	<b>4,299</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,956</b>



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

fund#	Revenue 01/21/20	FY2020	Prev. Total Receipts	Receipts - 01/20	Total Receipts	Percentage Received	Balance Due
		Adopted					
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	\$472,886	\$0	\$472,886	75.0%	\$157,629
103	Dinwiddie	\$287,395	\$143,698	\$71,849	\$215,547	75.0%	\$71,848
104	Prince George	\$604,127	\$453,095	\$0	\$453,095	75.0%	\$151,032
105	State Funds	\$405,679	\$202,840	\$101,420	\$304,260	75.0%	\$101,419
106	Fines/Fees/Lost	\$15,000	\$8,160	\$1,192	\$9,352	62.3%	\$5,648
107	Copying/Fax Receipts	\$20,200	\$14,380	\$2,589	\$16,969	84.0%	\$3,231
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	\$300	\$2,500	\$2,800	56.0%	\$2,200
111	Grants	\$5,000	\$8,900	\$0	\$8,900	178.0%	(\$3,900)
112	Other	\$20,000	\$6,937	\$496	\$7,433	37.2%	\$12,567
<b>TOTALS</b>		\$2,156,916	\$1,348,770	\$180,045	\$1,528,815	70.9%	\$628,101

Fund#	EXPENSES 01/31/2020	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 01/20	TOTAL EXPENSES 01/31/20	PERCENTAGE SPENT	BALANCE
<b>Personnel</b>							
200	MLS Salaries & Wages	\$480,000	\$233,799	\$53,954	\$287,753	59.9%	\$192,247
201	Non-MLS Salary & Wages	\$623,153	\$306,223	\$69,792	\$376,015	60.3%	\$247,138
202	Benefits for Staff/Retirees	\$300,000	\$152,302	\$28,785	\$181,087	60.4%	\$118,913
	<b>Total Personnel</b>	<b>\$1,403,153</b>	<b>\$692,324</b>	<b>\$152,531</b>	<b>\$844,855</b>	<b>60.2%</b>	<b>\$558,298</b>
<b>Books &amp; Materials</b>							
300	Books	\$77,000	\$40,368	\$7,311	\$47,679	61.9%	\$29,321
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$38,000	\$13,773	\$2,186	\$15,959	42.0%	\$22,041
303	Print News & Periodicals	\$12,276	\$3,923	\$0	\$3,923	32.0%	\$8,353
304	Audiovisual Materials	\$26,000	\$11,828	\$2,675	\$14,503	55.8%	\$11,497
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	\$2,888	\$1,530	\$4,418	59.7%	\$2,982
310	Econtent	\$40,000	\$10,800	\$0	\$10,800	27.0%	\$29,200
	<b>Total Books &amp; Materials</b>	<b>\$229,676</b>	<b>\$85,088</b>	<b>\$13,701</b>	<b>\$98,789</b>	<b>43.0%</b>	<b>\$130,887</b>
<b>Capital Expenditures</b>							
400	Library Non-Computer Equip.	\$6,500	\$1,980	\$700	\$2,680	41.2%	\$3,820
401	Computer Hardware	\$25,000	\$25,845	\$5,711	\$31,556	126.2%	(\$6,556)
	<b>Total Capital Expenditures</b>	<b>\$31,500</b>	<b>\$27,825</b>	<b>\$6,411</b>	<b>\$34,236</b>	<b>108.7%</b>	<b>(\$2,736)</b>
<b>Contractual</b>							
500	Lyasis ILL Services	\$3,000	\$89	\$2,995	\$3,084	102.8%	(\$84)
501	Software Licensing Contracts	\$35,000	\$27,994	\$4,014	\$32,008	91.5%	\$2,992
502	Audit	\$20,000	\$11,514	\$6,600	\$18,114	90.6%	\$1,886
503	Cataloging MARC Records	\$3,605	\$1,147	\$192	\$1,339	37.2%	\$2,266
504	Unique Management	\$5,500	\$2,569	\$537	\$3,106	56.5%	\$2,394
505	Computer Support Service Calls	\$55,000	\$27,736	\$4,986	\$32,722	59.5%	\$22,278
506	Other Computer Software Serv.	\$20,000	\$300	\$2,000	\$2,300	11.5%	\$17,700

507 Telecomm Internet Line Charges	\$17,000	\$12,438	\$1,945	\$14,383	84.6%	\$2,617
508 Printing and Publications	\$9,500	\$4,529	\$0	\$4,529	47.7%	\$4,971
509 Security Guard Service	\$28,000	\$23,281	\$61	\$23,342	83.4%	\$4,658
<b>Total Contractual</b>	<b>\$196,605</b>	<b>\$111,597</b>	<b>\$23,331</b>	<b>\$134,928</b>	<b>68.6%</b>	<b>\$61,677</b>
<b>Facilities/Maint./Operations</b>						
600 Equip. Repair & Maintenance	\$5,000	\$3,608	\$872	\$4,480	89.6%	\$520
601 TLC Maintenance Contract	\$19,500	\$20,592	\$0	\$20,592	105.6%	(\$1,092)
602 Facilities and Rent	\$76,650	\$37,800	\$6,300	\$44,100	57.5%	\$32,550
603 Supplies	\$25,000	\$12,457	\$1,584	\$14,041	56.2%	\$10,959
604 Travel / Workshops /Conf. Fees	\$10,500	\$9,008	\$229	\$9,237	88.0%	\$1,263
605 Training / Education	\$3,000	\$814	\$59	\$873	29.1%	\$2,128
606 Utilities	\$5,000	\$1,320	\$207	\$1,527	30.5%	\$3,473
607 Telephone (Voice)	\$13,000	\$6,101	\$921	\$7,022	54.0%	\$5,978
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$5,000	\$3,391	\$261	\$3,652	73.0%	\$1,348
610 Job & Contracting Advertising	\$2,000	\$100	\$0	\$100	5.0%	\$1,900
611 Promotional Advertising	\$2,000	\$213	\$0	\$213	10.7%	\$1,787
612 Organization/Association Dues	\$3,500	\$1,691	(\$210)	\$1,481	42.3%	\$2,019
613 Postage	\$5,000	\$2,305	\$354	\$2,659	53.2%	\$2,341
614 Janitorial	\$64,500	\$30,574	\$5,113	\$35,687	55.3%	\$28,813
615 Other Building Maintenance	\$12,000	\$3,186	\$323	\$3,509	29.2%	\$8,491
<b>Total</b>	<b>\$264,587</b>	<b>\$133,160</b>	<b>\$16,012</b>	<b>\$149,172</b>	<b>56.4%</b>	<b>\$115,415</b>
<b>Facilities/Maint./Operations</b>						
<b>Programs/Activities/Other</b>						
700 YS Summer Reading Program	\$7,000	\$0	\$150	\$150	2.1%	\$6,850
701 YS Programming & Supplies	\$4,500	\$1,233	\$409	\$1,642	36.5%	\$2,858
703 Adult Programming Supplies	\$7,000	\$3,693	\$235	\$3,928	56.1%	\$3,072
<b>Funds for Local History Collection</b>						
704	\$5,000	\$1,610	\$0	\$1,610	32.2%	\$3,391
705 Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
709 Misc. Professional Serv. & Other	\$16,000	\$5,311	\$1,498	\$6,809	42.6%	\$9,191

710 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500
Total Programs/Activ./Other	\$50,000	\$11,847	\$2,293	\$14,139	28.3%	\$35,861
GRAND TOTALS	\$2,175,521	\$1,061,840	\$214,278	\$1,276,119	58.7%	\$899,402

## Appomattox Reg Library System

## Check Register

For the Period From Jan 1, 2020 to Jan 31, 2020

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
1/2/20	Electronic Federal Tax Payment	200666	9,488.47
1/16/20	Electronic Federal Tax Payment	200667	9,721.81
1/30/20	Electronic Federal Tax Payment	2012-135	9,940.23
1/2/20	Treasurer of Virginia	2013-532	277.14
1/2/20	Treasurer of Virginia	2013-533	480.96
1/10/20	Treasurer of Virginia	2013-535	6,901.30
1/16/20	Treasurer of Virginia	2013-538	277.14
1/16/20	Treasurer of Virginia	2013-539	480.96
1/6/20	GreatAmerica Financial Svcs.	41760	2,855.48
1/6/20	Sam's Club Direct	41761	365.20
1/6/20	Staples Credit Plan	41762	555.40
1/6/20	World Book Inc.	41763	998.00
1/9/20	Baker & Taylor	41764	1,364.02
1/9/20	Center Point Large Print	41765	50.00
1/9/20	Cengage Learning Inc/Gale	41766	95.21
1/9/20	Ingram Library Services	41767	3,018.65
1/9/20	Midwest Tape	41768	641.71
1/9/20	County of Dinwiddie	41769	900.00
1/9/20	County of Prince George	41770	1,650.00
1/9/20	Comcast Communications	41771	527.42
1/9/20	CS Diamond Enterprises, Inc.	41772	4,790.00
1/9/20	Dominion Energy Virginia	41773	184.10
1/9/20	E-N Computers, Inc.	41774	4,986.23
1/9/20	Rachel Vaughan Estes	41775	80.00
1/9/20	William Foster	41776	150.00
1/9/20	Granite Telecommunications	41777	110.91
1/9/20	Heaton's Lawn Maintenance, LLC	41778	208.75
1/9/20	Hopewell City Treasurer	41779	3,750.00
1/9/20	McKay Hardware, Inc.	41780	5.84
1/9/20	Mitchell Wiggins & Company	41781	6,600.00
1/9/20	Niche Academy	41782	2,400.00
1/9/20	Petersburg Alarm Company, Inc.	41783	114.00
1/9/20	Pitney Bowes Global Financial Services	41784	351.00
1/9/20	Reader Service	41785	47.26
1/9/20	RuralBand	41786	219.00
1/9/20	Shred-It USA LLC	41787	61.20
1/9/20	Terri Spicer	41788	240.00
1/9/20	SunTrust Bank	41789	1,294.02
1/9/20	Tech Logic	41790	1,224.00
1/9/20	The Library Corporation	41791	2,995.00
1/9/20	T-Mobile	41792	37.44
1/9/20	Verizon	41793	15.61
1/9/20	Virginia Library Association	41794	80.00
1/13/20	ARLS-Payroll	41795	35,201.69
1/24/20	Baker & Taylor	41796	211.40
1/24/20	Cengage Learning Inc/Gale	41797	369.01
1/24/20	Ingram Library Services	41798	3,163.21
1/24/20	Midwest Tape	41799	1,800.84

## Appomattox Reg Library System

## Check Register

For the Period From Jan 1, 2020 to Jan 31, 2020

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
1/24/20	Recorded Books, Inc.	41800	231.99
1/24/20	Canon Financial Services, Inc.	41801	216.12
1/24/20	Centric Business Systems	41802	656.22
1/24/20	Comcast Communications	41803	1,955.74
1/24/20	DEMCO, Inc.	41804	406.11
1/24/20	Diamond Springs	41805	22.47
1/24/20	Sarah Finch	41806	84.75
1/24/20	Anne Rappe-Epperson	41807	5.11
1/24/20	Susan Butterworth	41808	26.36
1/24/20	Christine Wooddy	41809	8.59
1/24/20	Karen Wall	41810	43.59
1/24/20	Sherry Chappell	41811	17.73
1/24/20	Cassandra Bland	41812	34.44
1/24/20	Hopewell City Treasurer	41813	260.65
1/24/20	HR Specialist: Employment Law	41814	211.00
1/24/20	Library Market	41815	2,000.00
1/24/20	Personnel Concepts	41816	45.55
1/24/20	Reader Service	41817	64.64
1/24/20	Rich's Stitches Inc.	41818	233.00
1/24/20	RVA Film Works	41819	100.00
1/24/20	Staples Credit Plan	41820	635.68
1/24/20	Unique Management Services	41821	537.00
1/24/20	United States Treasury	41822	0.43
1/27/20	ARLS-Payroll	41823	37,732.83
1/29/20	Anthem BlueCross BlueShield	41824	15,288.00
1/29/20	Anthem BlueCross BlueShield	41825	402.00
1/29/20	GreatAmerica Financial Svcs.	41826	2,855.48
1/29/20	OCLC, Inc.	41827	192.43
Total			<u>185,547.52</u>

## Appomattox Reg Library System

## Staples

CK #41762 - 1/6/20

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

CK #41820 - 1/24/20

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/13/19	Staples 8266	83700-100	Paper, Ink, Cards,		
			Notebooks	143.11	
11/13/19	Staples 8266	20200-300	Staples, Inc.		143.11
11/26/19	Staples 8283	81100-200	Computer Chair - YS	224.98	
11/26/19	Staples 8283	20200-300	Staples, Inc.		224.98
12/10/19	Staples 8304	83700-100	Sign, Stamp Pad, Paper	114.54	
			PT, TP, Air Freshner,		
12/10/19	Staples 8304	84810-100	Spray	72.77	
12/10/19	Staples 8304	20200-300	Staples, Inc.		187.31
Total				555.40	555.40

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			Planners, Paper, Files,		
1/8/20	Staples 8321	83700-100	Paper	286.18	
1/8/20	Staples 8321	20200-300	Staples, Inc.		286.18
1/8/20	Staples 8329	83700-100	50 Sign Holders	349.50	
1/8/20	Staples 8329	20200-300	Staples, Inc.		349.50
Total				635.68	635.68

## Sam's Club

CK #41761 - 1/6/20

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/20/19	Sams 8278	83700-100	Water, Cardstock , Bags	52.78	
11/20/19	Sams 8278	83730-100	Supplies - Staff Coffee	15.96	
11/20/19	Sams 8278	84810-100	Wipes, Bath Tissue	84.48	
11/20/19	Sams 8278	20200-200	Sam's Club Direct		153.22
12/18/19	Sams 8312	83700-100	Sanitizer, Sugar, Tissue	62.38	
12/18/19	Sams 8312	84810-100	TP, Soap, Wipes, Spray, PT	149.60	
12/18/19	Sams 8312	20200-200	Sam's Club Direct		211.98
Total				365.20	365.20



## Appomattox Reg Library System

## Suntrust

CK #41789 - 1/9/20

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/26/19	Amazon 8286	81100-200	Mini Projector	79.99	
11/26/19	Amazon 8286	20200-400	Amazon.com		79.99
11/30/19	Google 11/30/19	82020-100	Google E-Mail	390.00	
11/30/19	Google 11/30/19	20200-400	Google		390.00
			Standing Desk		
12/2/19	Amazon 8288	81100-200	Converter	110.49	
12/2/19	Amazon 8288	20200-400	Amazon.com		110.49
12/5/19	Airbnb 12/05/19	85800-100	Accidental Charge	188.56	
12/5/19	Airbnb 12/05/19	20200-400	Airbnb		188.56
			Wipes, Paint, Eggs, CD		
12/5/19	Amazon 8298	85110-100	Player	184.64	
12/5/19	Amazon 8298	20200-400	Amazon.com		184.64
			Lunch for Dec Board		
12/5/19	Panera 8303	85800-100	Mtg	166.22	
12/5/19	Panera 8303	20200-400	Panera Bread		166.22
12/9/19	Amazon 12/9/19	81100-200	Refund - Projector		-79.99
12/9/19	Amazon 12/9/19	20200-400	Amazon.com	-19.99	
12/10/19	Amazon 12/10/19	80015-100	Young Adult-Fiction	6.98	
12/10/19	Amazon 12/10/19	20200-400	Amazon.com		6.98
12/10/19	Amazon 12/10/19-2	80030-100	Juvenile Easys	23.97	
12/10/19	Amazon 12/10/19-2	80025-100	Adult Fiction	41.34	
12/10/19	Amazon 12/10/19-2	80015-100	Young Adult-Fiction	54.67	
12/10/19	Amazon 12/10/19-2	80038-100	Juvenile Fiction	19.90	
12/10/19	Amazon 12/10/19-2	20200-400	Amazon.com		139.88
12/12/19	Amazon 12/12/19	80025-100	Adult Fiction	14.98	
12/12/19	Amazon 12/12/19	20200-400	Amazon.com		14.98
12/16/19	Amazon 12/16/19	80025-100	Adult Fiction	78.78	
12/16/19	Amazon 12/16/19	20200-400	Amazon.com		78.78
12/18/19	Amazon 12/18/19	80025-100	Adult Fiction	13.49	
12/18/19	Amazon 12/18/19	20200-400	Amazon.com		13.49
Total				1,354.02	1,294.02

Smart Beginnings Report  
July 1, 2019 to January 31, 2020

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/19	<b>Beginning Balance</b>			<b>5,513.50</b>
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		
11/19/19	Payment from SB		5,747.38	
11/30/19	November Salary & Benefits	5,747.38		
12/17/19	Payment from SB		5,747.38	
12/31/19	December Salary & Benefits	5,747.38		
1/13/20	Payment from SB		5,747.38	
1/31/20	January Salary & Benefits	8,023.84		
1/31/20	<b>Ending Balance</b>			<b>8,023.84</b>

### **Cash Disbursement Journal Key**

- Niche Academy – Online training videos linked on the library's homepage
- Tech Logic (CircIT Software) – Self checkout and circulation pad software
- ITS MARC/AV ACCESS – Catalog records
- Centric Business System – Administration copier/printer
- Library Market – new online library calendar of events

Dear library you are the Best  
Place i ever Ben you make  
me happy when i Read your  
Books People should treat you  
With Care You are the Best  
Place i ever went i Love  
you very much

---

From: Nevada J green

to: The Library

P.S., you're the Best ~~ever~~

ever



## PROPOSED:SECTION 6: REFERENCE SERVICES

### 6.1 Scope of Reference Services

3/2101-Rev: \_\_\_\_\_

The Appomattox Regional Library System strives to answer all informational questions from the public in a timely manner. The library will make reasonable effort to answer patron's questions either by showing the patron how to retrieve the information themselves or by directly providing the information as suits the situation. This includes: showing informational sources to patrons, showing patrons how to use reference sources, and if requested, directly looking up information for patrons. When necessary, the library system will make referrals and/or contact outside sources to fully satisfy the patron's informational needs. Information questions will be answered using the best resources the library can access within reason considering time of request and cost of materials, other departments such as Inter-Library Loan may be utilized in such situations. Staff provide reference services in person, by phone, or online through email and the library's social media accounts.

### 6.2 Depth of Reference Services

312/01

The Appomattox Regional Library System strives to acquire and maintain as many sources to answer informational questions as possible. These sources include all formats such as print, digital, microform, and the telephone.

### 6.3 Type of Reference Services

312/01

All informational questions will be answered in a timely and accurate way by professional library staff. As much as possible, the library system will have professional reference librarians available to answer patron's informational requests.

### 6.4-6.2 "Book a Librarian" Service

Library users who require in-depth training from a librarian to master a task may request a session from a librarian. Examples of such tasks include:

- Setting up an email account
- Filling out an online job application
- Opening an account with an ebook provider.

These are intended only as training sessions and librarians will not complete personal tasks for the patron.



## PROPOSED: SECTION ELEVEN: OUTREACH SERVICES

### 11.1 Homebound

3/2/01

The Appomattox Regional Library System supports and fully cooperates with community programs to deliver library materials to shut-ins. The Library System will do everything possible to insure that shut-ins have equal access to library materials.

### 11.2 11.1 Institutions

3/2/01-Rev: \_\_\_\_\_

The Appomattox Regional Library System will work with the administrators of local institutions to assure that people in their charge have full access to library materials. This may take the form of issuing institutional library cards or welcoming group visits to the library. Institutionalized patrons and institutions themselves are governed by the same library policies as all other patrons of the Library System.

ARLS will work with local institutions such as nursing homes etc., to provide access to library materials for people in their charge. This may take the form of institutional library cards. Such service will be carried out under the same policies as all patrons of the library system, with one caveat: the library may drop transportation service to sites that do not have enough patronage to be cost effective.

### 11.3 Disabled

3/16/10

All individuals, regardless of physical or mental disabilities are accorded the same library use privileges as any other library patron. The library will do everything possible to give full and equal service to all handicapped patrons.

### 11.4 Bookmobile Services

3/2/01

The Appomattox Regional Library System's bookmobile operates on a regular schedule. Bookmobile stops are chosen on the basis of geographic locations, proximity to populated areas and other library facilities, available parking, safety considerations, routing considerations, and usage levels.

### 11.5 11.2 Delivery Services between System Libraries

Rev. 6/24/03-Rev: \_\_\_\_\_

In order to assure full access to all library materials of the library system by citizens of Hopewell, Prince George County, and Dinwiddie County, the Appomattox Regional Library System operates a regular delivery system between system libraries. Normal operation consists of ~~two~~ three deliveries per week between all branches and Petersburg Public Library, but the number of deliveries may be altered at any time at the discretion of the Director or Assistant Director.

**Programs for teens at  
ARLS**

**HOPEWELL** - The Appomattox Regional Library System presents programs for teens at the library.

**Terrarium Fun:** All supplies are provided, just come prepared to create. This program will be at the Hopewell Library on Jan. 18 at 2 p.m.

**Art Journaling Basics:** Learn basic techniques and start your own art journal creating visually creative backgrounds using mixed media and stencils. This

program will be at the Prince George Library on Feb. 15 at 2 p.m.

**Culture Club:** Learn about different cultures and try some of their foods. Please inform Youth Services of any food allergies at programs start. This program will be at the Hopewell Library on Jan. 29 and Feb. 26 at 5 p.m.

**Teen Scene Movie:** There will be snacks and a movie at the Prince George Library on Feb. 8. A list of films to be shown will be listed on arls.org.

For additional information visit [www.arls.org](http://www.arls.org) or call 804-458-6329.

Programs  
Index  
1/17/20

Progrcos

**ARLS presents "Invest  
in Yourself: Financial  
Wellness Series"**

**HOPEWELL** - The Appomattox Regional Library System presents "Invest in Yourself: Financial Wellness Series." These seminars will take place at the Hopewell Library. Register online by visiting the library's Facebook page.

**Introduction to Homeownership:**

Explore the decision to buy or not buy and the early steps towards pursuing homeownership such as financial readiness, the importance of the credit report and score, introduction to loan options and lender guidelines and available resources.

Dates: Wednesday, Jan 22 5:30-7 p.m. and Saturday, Feb. 22 10:30 a.m. - noon.

**Credit and Credit Reporting:** Unravel the mysteries of credit and credit reporting. Join CCCSMD to learn what appears on the credit report, how to dispute inaccuracies, how a healthy credit report is important in finding, sustaining and maintaining affordable housing and in meeting other credit needs. Dates: Saturday, Jan. 25 10:30 - noon and Wednesday, Feb. 19 5:30 - 7 p.m.

For additional information on events and resources at the Appomattox Regional Library System, visit [www.arls.org](http://www.arls.org) or call 804-458-6329.

02/20/20

**Poetry, Prose and Pizza**

**PRINCE GEORGE** - The Appomattox Regional Library System (ARLS) presents "Poetry, Prose, and Pizza" at 6 p.m. Thursday.

Nathan Richardson, published poet and youth mentor, will host an evening to share original or favorite poetry or prose selections. Participants can register to read upon arrival.

For additional information on events and resources at the Appomattox Regional Library System, please visit [www.arls.org](http://www.arls.org) or call (804) 458-6329.

02/21/20

D  
S  
ei  
pr  
in  
L  
I  
E  
t



**ARLS presents  
Genealogy 102**

**HOPEWELL** - Join local historian Jeanie Langford and librarian Anne Rappe-Epperson for a Genealogy 102 at the Prince George Library on Thursday, Jan. 30 at 6 p.m. For additional information, visit [www.arls.org](http://www.arls.org) or call 804-458-0329.

progress  
1/27/20

Feb 2

# Appomattox Regional Library System Presents Family Craft Night

The Appomattox Regional Library System (ARLS) presents family craft nights at the Hopewell library. Family night has never been this fun!

February 13 at 6 p.m. – Alternative sculpting methods/ sculpting with paper and cardboard

For additional information on events and resources at the Appomattox Regional Library System, please visit [www.arls.org](http://www.arls.org) or call 804-458-6329.

Progress Index

Feb 3

ARLS presents mobile  
phone photography  
workshop

HOPEWELL –  
The Appomattox  
Regional Library  
System presents a  
mobile phone pho-  
tography workshop at  
the Hopewell Library  
on Friday, Feb. 7  
from 10-11:30 a.m.

Chuck Rudisill is a  
local photographer who  
will explain how to get  
the most out of your  
photos. He will show  
participants when and  
how to use the zoom,  
how to compose a  
picture, basic editing,  
settings and printing.  
There will be time for  
questions and answers.

For additional infor-  
mation on events  
and resources at the  
Appomattox Regional  
Library System,  
visit [www.arls.org](http://www.arls.org) or  
call 804-458-6329.

## **Community Involvement**

02/05	VPLDA Planning Committee Meeting
02/06	VLA Intellectual Freedom Committee