

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

May 19, 2020

**Online Meeting through Google Meet
(Pursuant to amended Open Public Meeting statute during
declared times of emergency)**

1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

May 19, 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 – February 18, 2020 Regular Meeting

Statistical Report – dated May 19, 2020

Financial Report -- dated May 19, 2020

Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1. Library Response to COVID-19 Closure Order - Staff Update
- R2. Expansion of library services on governor's Phase 1 announcement
- R3. Staff Protection Efforts
- R4. Summer Reading Program
- R5. Online Programming
- R6. Anticipated Revision of FY2021 budget
- R7. Strategic Planning

Committee Reports:

New Business:

Unfinished Business

Adjournment

Next Meeting: June, 16 2020 – To be determined at 1:00 p.m. (State of emergency may require the library board to meet online)

ARLS Board of Trustees – Minutes of February 18, 2020
Prince George Library

The ARLS regular monthly meeting was called to order by Chair William Thomas on February 18, 2020 at 1:00 pm at the Prince George Library.

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

Trustees absent: Carly Baskerville (D) and David Harless (H)

Trustee positions vacant: None

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

Approval of Agenda: Ms. Boyd moved to approve the agenda, and Ms. Williams 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 January meeting minutes, and Ms. Thorne seconded the motion. The motion to approve the consent agenda passed unanimously.

Communications: The Hopewell Library received a letter from a child in the community expressing her love of the library.

Citizen Comment: None.

Report of the Library Director:

R1. Staff Update. There are three part-time Circulation positions open.

R2. Expansion of circulating hotspots. The library is currently circulating three hotspots. The plan is to move to have at least one for circulation at each location.

R3. Status on State Aid. The annual report due to the Library of Virginia was approved and the library will qualify for state aid once all necessary documentation is submitted to the Library of Virginia. However, the audit has not been submitted. We are waiting for documents submitted from the accountant.

R4. IMLS Funding. The current proposed federal budget from the President eliminates federal aid to public libraries. The board will be kept up to date on the matter. The library's only federal funds is its E-Rate payment but federal funding pays for most of the databases the library offers through the Library of Virginia.

R5. Strategic Plan – Policy Review. All board members received copies of the Reference Services Policy for review.

Committee Reports:

- **Personnel Committee.** Met on February 12 at 1pm at the Hopewell Library to conduct the review of the Library Director. At this meeting, it was decided more information was required and a second meeting was necessary.

New Business:

Review of the Strategic Plan – Reference Services Policy Review. After review and discussion of the Reference Services Policy, Mrs. Williams motioned to approve and accept the policy as advised and Ms. Boyd seconded the motion. The motion to approve the Reference Services Policy passed unanimously.

Unfinished Business: None

Announcements: The next meeting will be held March 17, 2020 at the Carson Library at 1pm.

Adjournment: Meeting adjourned at 2:19pm

Appomattox Regional Library System
Director's Report
May 19, 2020

1. The library's locations remain closed to the general public until further notice. Administration is monitoring the governor's press meetings and releases on a daily basis. The library and its staff began planning for the state's Phase 1 reopening. Until the library can allow patrons into the buildings there is no plan to change the current staffing.
2. In anticipation of Phase 1 beginning May 18, 2020, the library will begin offering curbside checkout service at three locations, Hopewell, Prince George and Carson. Dinwiddie County has initiated its reopening plan and the plan does not allow authorization of library staff to work out of any of the Dinwiddie County locations at this time. Carson was selected as the next location closest to the most Dinwiddie residents. Checkout curbside service will be reviewed and revised as the library gains access to the Dinwiddie County locations.
3. Curbside checkout will follow procedures to maintain social distancing. Staff have begun gathering holds place prior to closure and contacting patrons by phone to verify the patron still wants the materials. The library will first clear holds placed prior to the pandemic closing, then holds placed since the closing and then new holds. Procedures will be published on the webpage and through social media and the library's newsletters. Patrons will be encouraged to place holds online. Patrons without internet access can call the Hopewell location for assistance placing holds. Librarians will be assigned to answer the phones and assist with Reader's Advisory. Curbside will be available on a schedule with staff pulling holds and creating bundles on the off days. Most assembly will occur at the Hopewell Library. Only the Hopewell Library will have Saturday hours for now.
4. The library will not be accepting returns at this time. All items checked out will continue to be automatically renewed until the library begins accepting returns. Once the library begins accepting returns, it will follow the guidelines recommended by the Northeast Document Conservation Center, a copy of which is attached. The library's circulation system will be adjusted so that items will not go into overdue status, once the library begins accepting materials, until four days after the due date.
5. Unfortunately, the library is having to substantially curtail and may have to completely cancel its Summer Reading Program. Sarah Finch, Youth Services Manager, is contacting all performers contracted before the closure to cancel, reschedule or provide for streaming or recording of the performances. The action taken with the performers will depend on the costs associated with the cancellation terms in the contracts.

6. The library is having great success with its online children's programs. It is exploring offering adult programs as well. The library's Sit and Be Fit and its yoga instructor is willing to allow the library to record the program and broadcast it on the library's social media. The library is exploring whether it will be possible to do the same with the Historic Hopewell Foundation's Lunch & Learn Series. There has been no interest from the current book groups to conduct their discussions online.
7. The library, in anticipation of reopening, is beginning to purchase as available disinfectant wipes, other cleaning supplies and Personal Protective Equipment. The City of Hopewell is installing a Plexiglas screen at the circulation desk. Prince George County has ordered temporary screens for the Prince George locations at a cost of \$108 each to the library. Carraway Glass is coordinating with the Dinwiddie County Parks & Recreation Department so that the company can provide a quote for installing screens at the three Dinwiddie locations. Depending on cost, the library will either install screens or purchase additional temporary screens.
8. The library has not received its FY2021 budget amounts from Prince George County, the City of Hopewell or the Commonwealth of Virginia. Once the library has a reliable estimate of total revenue available in the coming fiscal year, the director will present a revised proposed budget to the board at the June meeting.



PRESERVATION LEAFLET

EMERGENCY MANAGEMENT

3.5 Disinfecting Books and Other Collections

Last updated: March 26, 2020

The advice below is based on the current research available from the medical and scientific communities regarding COVID-19, and as their understanding of the virus evolves, NEDCC's advice for the cultural heritage community will, too.

QUARANTINE

The Northeast Document Conservation Center (NEDCC) recommends a 72-hour quarantine of collection items as the safest and most effective way to disinfect them after handling by staff and patrons.

For specific material types, a quarantine period of less than 72 hours may be appropriate. A [study](#) published as a Correspondence in the *New England Journal of Medicine* on March 17, 2020 shows that COVID-19 will persist on cardboard surfaces for 24 hours and on plastic surfaces for up to 72 hours. Based on this research, an appropriate quarantine time for paper or plain cardboard products would be a minimum of 24 hours, while an appropriate quarantine time for books covered in polyester (e.g. Mylar) or other plastics, as well as plastic-based materials such as CD's and DVD's, is 72 hours. A 72-hour quarantine is appropriate for any other type of collection item or any item about which a curator is uncertain.

STAFF SAFETY

Staff should be directed to wear gloves when moving items into quarantine and to remove the gloves immediately afterwards so as not to accidentally touch anything else (like door handles). After removing the gloves, staff should wash their hands for 20 seconds, following [CDC guidelines](#).

If a dedicated quarantine space cannot be established, staff can place items in bags until the 24- to 72-hour period is over so that staff do not accidentally handle the items during the quarantine period.

DISINFECTING

Do not attempt to disinfect archival materials, museum objects, or other valuable collections unless under the guidance of a conservator.

The use of liquid disinfectants is harmful to library and archives materials and is not recommended. UV ray exposure as a means of sterilization is also not recommended. Not only are UV rays harmful to the materials, but [in correspondence on the Preservation Administrators' Interest Group list-serv](#), the Chair of the American Institute for Conservation Health and Safety Committee indicated that [40 minutes of exposure at high doses](#) is required to kill bacteria using UV rays, and this will not disinfect the places that the UV rays miss during exposure.

ADDITIONAL RESOURCES

Kampf, D. Todt, S. Pfaender, and E. Steinmann. "Persistence of coronaviruses on inanimate surfaces and their inactivation with biocidal agents," *Journal of Hospital Infection* 104 (2020) 246-251.
[https://www.journalofhospitalinfection.com/article/S0195-6701\(20\)30046-3/fulltext](https://www.journalofhospitalinfection.com/article/S0195-6701(20)30046-3/fulltext)

An analysis of 22 studies documenting the persistence of human coronaviruses such as Severe Acute Respiratory Syndrome (SARS) coronavirus, Middle East Respiratory Syndrome (MERS) coronavirus, and endemic human coronaviruses (HCoV), on a range of surfaces. The current SARS-CoV-2 ("COVID-19") virus is not one of the coronaviruses that was studied.

Neeltje van Doremale, Dylan H. Morris, Myndi G. Holbrook, et. al. "Aerosol and Surface Stability of SARS-CoV-2 as Compared with SARS-CoV-1" (Correspondence). *The New England Journal of Medicine*. March 17, 2020.
<https://www.nejm.org/doi/full/10.1056/NEJMc2004973>. PDF version at
<https://www.nejm.org/doi/pdf/10.1056/>

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

Revenue Fund #	05/19/20	FY2020 Adopted	Prev. Total Receipts	Total Receipts 05/20	Receipts - Total Receipts	Percentage Received	Balance Due
100 Carry Over		\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101 Reserve		\$100,000	\$0	\$0	\$40,000	40.0%	\$60,000
102 Hopewell		\$630,515	\$630,515	\$0	\$630,515	100.0%	\$0
103 Dinwiddie		\$287,395	\$215,546	\$71,849	\$287,395	100.0%	\$0
104 Prince George		\$604,127	\$453,095	\$151,032	\$604,127	100.0%	\$0
105 State Funds		\$405,679	\$405,679	\$0	\$405,679	100.0%	\$0
106 Fines/Fees/Lost		\$15,000	\$12,145	\$0	\$12,145	81.0%	\$2,855
107 Copying/Fax Receipts		\$20,200	\$21,552	\$0	\$21,552	106.7%	(\$1,352)
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	\$2,951	\$0	\$2,951	59.0%	\$2,049
111 Grants		\$5,000	\$8,900	\$0	\$8,900	178.0%	(\$3,900)
112 Other		\$20,000	\$8,289	\$416	\$8,705	43.5%	\$11,295
TOTALS		\$2,156,916	\$1,796,245	\$223,297	\$2,019,542	93.6%	\$137,374

Fund#	EXPENSES 04/30/2020	Projected Expenditures	FY20	TOTAL SPENT TO DATE	MONTHLY EXPENSES - PREVIOUS MONTH	TOTAL EXPENSES 04/30/20	PERCENTAGE SPENT	BALANCE
			04/20	04/20	04/20	04/20	04/20	04/20
Personnel								
200 MLS Salaries & Wages	\$480,000	\$359,691	\$35,969	\$395,660	\$82.4%	\$84,340		
201 Non-MLS Salary & Wages	\$623,153	\$474,234	\$44,886	\$519,120	83.3%	\$104,033		
202 Benefits for Staff/Retirees	\$300,000	\$229,409	\$25,925	\$255,334	85.1%	\$44,666		
Total personnel	\$1,403,153	\$1,063,334	\$106,779	\$1,170,113	83.4%	\$233,040		
Books & Materials								
300 Books	\$77,000	\$60,581	\$4,303	\$64,884	84.3%	\$12,116		
301 Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000		
302 Standing Order Books	\$38,000	\$19,852	\$3,515	\$23,367	61.5%	\$14,633		
303 Print News & Periodicals	\$12,276	\$3,968	\$0	\$3,968	32.3%	\$8,308		
304 Audiovisual Materials	\$26,000	\$17,691	\$1,713	\$19,404	74.6%	\$6,596		
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	\$6,000	\$0	\$6,000	81.1%	\$1,400		
310 Econtent	\$40,000	\$10,800	\$0	\$10,800	27.0%	\$29,200		
Total Books & Materials	\$229,676	\$120,400	\$9,532	\$129,932	56.6%	\$99,744		
Capital Expenditures								
400 Library Non-Computer Equip.	\$6,500	\$2,854	\$0	\$2,854	43.9%	\$3,646		
401 Computer Hardware	\$25,000	\$34,411	\$5,711	\$40,122	160.5%	(\$15,122)		
Total Capital Expenditures	\$31,500	\$37,265	\$5,711	\$42,976	136.4%	(\$11,476)		
Contractual								
500 Lyrasis ILL Services	\$3,000	\$3,084	\$0	\$3,084	102.8%	(\$84)		
501 Software Licensing Contracts	\$35,000	\$32,528	\$390	\$32,918	94.1%	\$2,082		
502 Audit	\$20,000	\$18,114	\$0	\$18,114	90.6%	\$1,886		
503 Cataloging MARC Records	\$3,605	\$1,724	\$385	\$2,109	58.5%	\$1,496		
504 Unique Management	\$5,500	\$3,858	\$233	\$4,091	74.4%	\$1,409		
505 Computer Support Service Calls	\$55,000	\$4,226	\$3,572	\$47,798	86.9%	\$7,202		
506 Other Computer Software Serv.	\$20,000	\$6,141	\$178	\$6,319	31.6%	\$13,681		

Fund#	EXPENSES 04/30/2020	Projected Expenditures	FY20 TOTAL SPENT TO DATE	MONTHLY EXPENSES - PREVIOUS MONTH	MONTHLY EXPENSES - 04/20	TOTAL EXPENSES 04/30/20	PERCENTAGE SPENT	BALANCE
507 Telecom Internet Line Charges	\$17,000	\$18,068	\$2,191	\$20,259	119.2%	\$3,259		
508 Printing and Publications	\$9,500	\$6,599	\$0	\$6,599	69.5%	\$2,901		
509 Security Guard Service	\$28,000	\$23,465	\$61	\$23,526	84.0%	\$4,474		
Total Contractual	\$196,605	\$157,807	\$7,010	\$164,817	83.8%	\$31,788		
Facilities/Maint./Operations								
600 Equip. Repair & Maintenance	\$5,000	\$4,903	\$213	\$5,116	102.3%		(\$116)	
601 TLC Maintenance Contract	\$19,500	\$20,592	\$0	\$20,592	105.6%		(\$1,092)	
602 Facilities and Rent	\$76,650	\$56,700	\$6,300	\$63,000	82.2%		\$13,650	
603 Supplies	\$25,000	\$17,216	\$0	\$17,216	68.9%		\$7,784	
604 Travel / Workshops /Conf. Fees	\$10,500	\$10,735	\$220	\$10,955	104.3%		(\$455)	
605 Training / Education	\$3,000	\$921	\$0	\$921	30.7%		\$2,079	
606 Utilities	\$5,000	\$2,085	\$173	\$2,258	45.2%		\$2,742	
607 Telephone (Voice)	\$13,000	\$8,857	\$1,014	\$9,871	75.9%		\$3,129	
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%		\$12,937	
609 Vehicle Maintenance & Fuel	\$5,000	\$4,601	\$664	\$5,265	105.3%		(\$265)	
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	\$1,481	\$339	\$1,820	52.0%		\$1,680	
613 Postage	\$5,000	\$3,562	\$351	\$3,913	78.3%		\$1,087	
614 Janitorial	\$64,500	\$45,492	\$4,740	\$50,232	77.9%		\$14,268	
615 Other Building Maintenance	\$12,000	\$6,095	\$816	\$6,911	57.6%		\$5,089	
Total Facilities/Maint./Operations	\$264,587	\$183,553	\$14,830	\$198,383	75.9%	\$66,204		
Programs/Activites/Other								
700 YS Summer Reading Program	\$7,000	\$0	\$150	\$150	2.1%		\$6,850	
701 YS Programming & Supplies	\$4,500	\$2,785	\$0	\$2,785	61.9%		\$1,715	
703 Adult Programming Supplies	\$7,000	\$4,884	\$0	\$4,884	69.8%		\$2,116	

Fund#	EXPENSES 04/30/2020	FY20		TOTAL EXPENSES 04/30/20	MONTHLY EXPENSES 04/20	BALANCE 04/30/20
		Projected Expenditures	Spent to Previous Month			
704 Funds for Local History Collection	\$5,000	\$4,110	\$0	\$4,110	82.2%	\$891
705 Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
709 Misc. Professional Serv. & Other	\$16,000	\$7,401	\$540	\$7,941	49.6%	\$8,059
710 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500
Total Programs/Activ/Other	\$50,000	\$19,179	\$690	\$19,870	39.7%	\$30,130
GRAND TOTALS	\$217,521	\$158,1539	\$144,552	\$1726,091	79.3%	\$449,430

Statistical Report
April 21, 2020

Statistical Report - April 21, 2020
Circulation Data All Locations:

Location	FY16	FY17	FY18	FY19	FY20	Current Month							X of Chg.	% Chg.	NTD Total	TOTAL % CHANGE
						JAN	FEB	MAR	APR*	MAY	JUN	JUL				
Burrowsville	357	374	361	294	275	313	330	424	463	521	664	664	5,813			
	507	581	536	467	504	477	592	596	463	465	451	6,244				
	483	493	435	497	394	476	326	286	243	229	278	4,485				
	360	346	280	311	275	232	428	227	238	187	346	290	3,520			
	386	303	258	366	270	188	324	265	317	163	0	0	2,840	-13%	-2%	

Carson Depot	Current Month												X of Chg.	% Chg.	NTD Total	TOTAL % CHANGE
	JAN	FEB	MAR	APR*	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC				
	1,590	1,229	1,137	1,409	898	945	1,102	1,225	1,323	1,464	1,136	1,036	14,495			
	1,200	1,055	868	720	908	670	739	703	985	848	679	774	10,149			
	967	753	788	723	583	584	552	559	715	659	482	935	8,300			
	992	738	697	647	722	603	774	833	765	839	782	981	9,373			
	959	971	759	836	699	678	810	633	528	340	0	0	7,213	-59%	-5%	

Dinwiddie	Current Month												X of Chg.	% Chg.	NTD Total	TOTAL % CHANGE
	JAN	FEB	MAR	APR*	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC				
	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			
	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			
	2,428	1,951	2,862	1,832	1,580	1,256	861	1,448	1,311	1,512	1,677	19,983				
	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			
	2,128	1,628	1,577	1,582	1,176	1,360	1,781	1,596	1,085	747	0	0	14,660	-44%	-16%	

Disputanta	Current Month												X of Chg.	% Chg.	NTD Total	TOTAL % CHANGE
	JAN	FEB	MAR	APR*	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC				
	984	712	645	536	697	508	461	545	755	774	508	784	7,909			
	608	710	599	454	771	415	550	413	453	471	444	482	6,370			
	486	636	461	487	416	440	520	372	437	476	444	663	5,838			
	649	948	598	821	567	647	580	476	549	620	315	432	7,202			
	360	614	473	501	428	366	446	303	222	140	0	0	3,854	-77%	-40%	

Hopewell	Current Month												X of Chg.	% Chg.	NTD Total	TOTAL % CHANGE
	JAN	FEB	MAR	APR*	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC				
	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			
	13,980	13,461	11,526	11,856	11,331	11,605	11,933	11,906	12,588	11,004	11,699	11,281	144,570			
	12,389	12,713	12,481	13,200	11,347	9,806	11,288	10,849	11,456	10,926	10,809	12,065	139,349			
	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			
	12,196	11,082	9,683	10,041	8,436	7,680	8,990	8,994	7,968	7,203	0	0	92,273	-29%	-21%	

*Although all library locations are closed, the library continues to automatically renew all items currently checked out

Statistical Report
April 21, 2020

Location	FY	JUL	AUG	SEPT.	OCT.	NOV	DEC.	JAN	FEB	MAR	APR	MAY	JUN	Total	% of YTD Total	% of Month Change
															Change	Total
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	1,359	797	605	645	553	527	702	630	496	312	0	0	6,636	-56%	-18%

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	5,153	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	4,289	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	3,737	3,016	2,154	0	0	39,675	-54%	-21%

Roholt	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	850	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	1,101	585	366	0	0	8,930	-65%	-8%

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	18	16	0	0	0	158	-100%	-46%

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	1,342	1,326	2,437	0	0	15,722	83%	21%

ARLSTotals	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	19,148	20,901	20,909	18,723	22,198	258,732		
	FY19	25,891	23,678	20,473	20,885	18,227	15,190	20,300	18,940	20,888	19,601	17,501	20,400	242,074		
	FY20	26,267	22,971	20,109	21,421	17,971	16,077	19,105	18,619	15,559	13,862	0	0	191,961	-29%	-6%

*Although all library locations are closed, the library continues to automatically renew all items currently checked out

Statistical Report
April 21, 2020

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
	FY2020																								
Burrowsville	131	153	126	188	120	76	89	124	48	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,055
Carson Depot	872	964	721	854	614	2,123	744	759	475	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8,126
Dinwiddie	1,001	729	770	592	667	709	575	312	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,061
Disputanta	223	212	226	210	183	188	123	141	85	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,591
Hopewell	20,357	18,731	16,470	17,267	13,648	15,036	16,179	14,411	8,421	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	140,520
McKenney	765	552	420	499	425	390	521	426	273	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,271
Prince George	8,467	7,221	5,859	6,421	5,420	6,302	5,833	5,760	2,613	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	53,906
Rohoic	653	552	457	626	445	464	486	569	0*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,252
TOTAL	32,469	29,114	25,059	26,771	21,447	25,246	24,684	22,765	12,227	0	0	0	0	0	0	0	0	0	0	0	0	0	0	219,782	
VISIT TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	172	171	178	183	169	129	184	107	42	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,335
Meeting Room Users	2,557	2,189	2,448	2,493	2,123	1,809	2,436	1,259	495	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17,859
Book Group	14	12	11	15	10	0	17	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	87
Adult Program	483	430	501	476	265	142	345	350	174	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,166
Non-SRP Child Program	0	0	1,434	1,583	1,241	3,219	1,252	1,614	1,021	637	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12,001
Non-SRP Teen Program	0	0	185	15	15	160	179	25	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	581
Storytime **	602	326	585	283	314	154	447	245	469	1,675	0	0	0	0	0	0	0	0	0	0	0	0	0	5,100	
SRP Child	6,204	676	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	537
Community Outreach	266	493	277	817	122	69	69	227	116	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,456
Database Usage	392	629	726	423	455	529	559	648	913	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,274
TOTALS	11,214	4,939	6,345	6,288	4,714	6,211	5,538	4,483	3,232	2,312	0	55,276													

*Due to the closure of the Eastside Community Center, Rohoic Library's door count was not recorded before closure

** Storytime for March 2020 includes 295 attendees on the library's Facebook broadcasted storytimes. It is anticipated the remaining storytimes for the year will be online.

REFERENCE QUESTIONS - FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	*APR	MAY	JUN	TOTAL
Burrowsville	35	39	32	36	32	20	24	24	15	0	0	0	257
Carson Depot	148	154	101	136	93	87	131	89	38	0	0	0	977
Dinwiddie	171	147	170	165	112	147	184	175	89	0	0	0	1,360
Disputanta	52	85	44	68	54	56	52	38	30	0	0	0	479
Hopewell	542	524	510	254	355	523	1,291	1,298	526	28	0	0	5,851
McKenney	108	89	55	80	54	46	63	82	31	0	0	0	608
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	492	207	0	0	0	9,053
Rohoic	208	177	144	197	116	0	144	128	69	0	0	0	1,183
TOTALS	2,729	2,853	2,442	2,424	1,955	1,615	2,391	2,326	1,005	28	0	0	19,768
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	*APR	MAY	JUN	TOTAL
Burrowsville Workstation	15	21	16	8	19	16	22	19	6	775	0	0	917
Carson Depot Workstation	99	107	89	93	67	67	84	83	44	0	0	0	733
Dinwiddie Workstation	179	200	190	173	152	137	136	120	79	248	0	0	1,614
Disputanta Workstation	60	52	49	74	53	57	51	32	23	0	0	0	291
Hopewell Workstation	2,505	2,398	2,207	2,084	1,796	1,733	2,418	2,093	1,000	0	0	0	18,234
McKenney Workstation	0	0	0	0	0	0	58	57	21	0	0	0	136
Prince George Workstation	19	4	3	6	0	55	3	0	0	0	0	0	90
Rohoic Workstation	692	705	614	637	492	482	672	654	271	58	0	0	5,277
TOTALS	4,568	4,650	4,155	3,992	3,195	3,097	4,299	3,899	1,864	1,374	0	0	35,093

*Although the library remained closed, the librarians continued to answer reference questions by email or over the phone

Appomattox Reg Library System
Cash Disbursements Journal
 For the Period From Apr 1, 2020 to Apr 30, 2020

Filter Criteria includes: Report order is by Check Number, Repor

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/9/20	200673	21000-100	Federal Taxes Withheld	3,039.01	
			Social Security		
4/9/20	200673	22000-100	Withheld	2,639.87	
4/9/20	200673	22000-100	SB Social Security	131.30	
4/9/20	200673	22000-100	ARLS Social Security	2,508.57	
			Medicare Taxes		
4/9/20	200673	23000-100	Withheld	617.35	
4/9/20	200673	23000-100	SB Medicare	30.71	
4/9/20	200673	23000-100	ARLS Medicare	586.64	
			Electronic Federal Tax		
4/9/20	200673	10006-100	Payment		9,553.45
4/23/20	200674	21000-100	Federal Taxes Withheld	3,039.01	
			Social Security		
4/23/20	200674	22000-100	Withheld	2,639.87	
4/23/20	200674	22000-100	SB Social Security	131.30	
4/23/20	200674	22000-100	ARLS Social Security	2,508.57	
			Medicare Taxes		
4/23/20	200674	23000-100	Withheld	617.35	
4/23/20	200674	23000-100	SB Medicare	30.71	
4/23/20	200674	23000-100	ARLS Medicare	586.64	
			Electronic Federal Tax		
4/23/20	200674	10006-100	Payment		9,553.45
4/9/20	2013-557	27000-300	EZ Link Withheld	145.85	
4/9/20	2013-557	70460-100	EZ Link Retirement	335.11	
4/9/20	2013-557	10006-100	Treasurer of Virginia		480.96
4/9/20	2013-558	27000-400	EZ Link Voluntary	277.14	
4/9/20	2013-558	10006-100	Treasurer of Virginia		277.14
4/9/20	2013-559	70540-600	SB Life Insurance	60.04	
4/9/20	2013-559	70540-600	SB Retirement	241.54	
4/9/20	2013-559	27000-200	VRS Withheld	2,883.40	
4/9/20	2013-559	70460-100	ARLS Life Insurance	765.50	
4/9/20	2013-559	70460-100	ARLS VRS Retirement	2,626.12	
4/9/20	2013-559	10006-100	Treasurer of Virginia		6,576.60
			EZ Link Voluntary		
4/23/20	2013-562	27000-400	Withheld	277.14	
4/23/20	2013-562	10006-100	Treasurer of Virginia		277.14
4/23/20	2013-563	27000-300	EZ Link Withheld	145.85	
4/23/20	2013-563	70460-100	EZ Link Retirement	335.11	
4/23/20	2013-563	10006-100	Treasurer of Virginia		480.96
4/1/20	41957	80250-100	Invoice: 5016099709	33.81	
4/1/20	41957	80020-100	Invoice: 5016100576	47.19	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Apr 1, 2020 to Apr 30, 2020

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/1/20	41957	80020-100	Invoice: 5016100577	12.48	
4/1/20	41957	80020-100	Invoice: 5016091485	89.07	
4/1/20	41957	80020-100	Invoice: 5016091486	228.77	
4/1/20	41957	80020-100	Invoice: 5016100578	1,162.93	
4/1/20	41957	10006-100	Baker & Taylor		1,574.25
4/1/20	41958	80260-100	Invoice: 70134782	48.73	
4/1/20	41958	80260-100	Invoice: 70115471	517.86	
4/1/20	41958	80260-100	Invoice: 70161067	83.97	
4/1/20	41958	80260-100	Invoice: 70141508	44.98	
			Cengage Learning		
4/1/20	41958	10006-100	Inc/Gale		695.54
4/1/20	41959	80010-100	Invoice: 61721763	149.27	
4/1/20	41959	80230-100	Invoice: 61725842	11.96	
4/1/20	41959	80200-100	Invoice: 61721764	64.74	
4/1/20	41959	80210-100	Invoice: 61719330	48.00	
4/1/20	41959	80230-100	Invoice: 61723181	7.18	
4/1/20	41959	80200-100	Invoice: 61725841	21.58	
4/1/20	41959	80230-100	Invoice: 61725838	9.90	
4/1/20	41959	80230-100	Invoice: 61721765	5.98	
4/1/20	41959	80200-100	Invoice: 61723180	19.18	
4/1/20	41959	80210-100	Invoice: 61724322	31.62	
4/1/20	41959	80210-100	Invoice: 61723174	9.89	
4/1/20	41959	80210-100	Invoice: 61722139	14.78	
4/1/20	41959	80230-100	Invoice: 61724174	21.42	
4/1/20	41959	80230-100	Invoice: 61725843	5.98	
4/1/20	41959	80230-100	Invoice: 61723175	10.44	
4/1/20	41959	80230-100	Invoice: 61719329	18.24	
4/1/20	41959	80200-100	Invoice: 61721760	23.98	
4/1/20	41959	80010-100	Invoice: 61725840	20.50	
4/1/20	41959	80010-100	Invoice: 67185276	93.33	
4/1/20	41959	80010-100	Invoice: 61723179	11.98	
4/1/20	41959	80025-100	Invoice: 61725042	30.52	
4/1/20	41959	80010-100	Invoice: 61721761	22.96	
4/1/20	41959	80210-100	Invoice: 61725839	108.05	
4/1/20	41959	80010-100	Invoice: 61722141	88.20	
4/1/20	41959	80210-100	Invoice: 61723173	10.51	
4/1/20	41959	80200-100	Invoice: 61725043	15.29	
4/1/20	41959	80010-100	Invoice: 61721762	1,203.91	
4/1/20	41959	80210-100	Invoice: 61724175	161.07	
4/1/20	41959	80025-100	Invoice: 61722140	81.30	
4/1/20	41959	80210-100	Invoice: 61725041	30.07	
4/1/20	41959	80025-100	Invoice: 61723177	31.56	
4/1/20	41959	80025-100	Invoice: 61721759	59.94	
4/1/20	41959	80210-100	Invoice: 61721758	136.89	

Appomattox Reg Library System
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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/1/20	41959	80010-100	Invoice: 61723178	14.99	
4/1/20	41959	80210-100	Invoice: 61723176	32.68	
4/1/20	41959	80230-100	Invoice: 61721766	5.98	
4/1/20	41959	80038-100	Invoice: 67185275	10.40	
			Ingram Library		
4/1/20	41959	10006-100	Services		2,644.27
4/1/20	41960	80405-100	Invoice: 98700113	150.09	
4/1/20	41960	80410-100	Invoice: 98700115	109.28	
4/1/20	41960	80440-100	Invoice: 98755982	26.78	
4/1/20	41960	80440-100	Invoice: 98736349	222.18	
4/1/20	41960	80405-100	Invoice: 98756680	24.29	
4/1/20	41960	80440-100	Invoice: 98700114	316.61	
4/1/20	41960	80440-100	Invoice: 98756682	183.66	
4/1/20	41960	80440-100	Invoice: 98756681	26.78	
4/1/20	41960	80405-100	Invoice: 98736348	221.90	
4/1/20	41960	80410-100	Invoice: 98736345	49.04	
4/1/20	41960	80410-100	Invoice: 98736346	49.24	
4/1/20	41960	80405-100	Invoice: 98755981	97.16	
4/1/20	41960	80405-100	Invoice: 98700112	83.97	
4/1/20	41960	10006-100	Midwest Tape		1,560.98
4/1/20	41961	80460-100	Invoice: 76628059	36.99	
4/1/20	41961	80460-100	Invoice: 76623053	77.28	
4/1/20	41961	80460-100	Invoice: 76621855	38.00	
4/1/20	41961	10006-100	Recorded Books, Inc.		152.27
			Financed Computer		
4/1/20	41962	81210-100	Equipment	2,855.48	
			GreatAmerica Financial		
4/1/20	41962	10006-100	Svcs.		2,855.48
			Grounds Maintenance -		
4/1/20	41963	84900-410	Carson	248.00	
			Heaton's Lawn		
4/1/20	41963	10006-100	Maintenance, LLC		248.00
			Monthly ILL		
4/1/20	41964	82210-100	Subscription	192.43	
4/1/20	41964	10006-100	OCLC, Inc.		192.43
			Leasing of Postage		
4/1/20	41965	84700-100	Meter	351.00	
			Pitney Bowes Global		
4/1/20	41965	10006-100	Financial Services		351.00
4/1/20	41966	80210-100	4 Inv AFSO	111.89	
4/1/20	41966	10006-100	Reader Service		111.89
4/1/20	41967	20200-300	Staples 4/7/20	838.55	
4/1/20	41967	10006-100	Staples Credit Plan		838.55
4/16/20	41968	80020-100	Invoice: 5016112653	91.92	
4/16/20	41968	80020-100	Invoice: 5016112654	116.28	

Appomattox Reg Library System
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For the Period From Apr 1, 2020 to Apr 30, 2020

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/16/20	41968	10006-100	Baker & Taylor		208.20
4/16/20	41969	80260-100	Invoice: 70222854	128.95	
4/16/20	41969	80260-100	Invoice: 70228485	53.23	
4/16/20	41969	80260-100	Invoice: 70227551	49.48	
4/16/20	41969	80260-100	Invoice: 70228088	45.73	
			Cengage Learning		
4/16/20	41969	10006-100	Inc/Gale		277.39
4/16/20	41970	80210-100	Invoice: 61726696	31.18	
4/16/20	41970	80010-100	Invoice: 61726823	31.14	
4/16/20	41970	80210-100	Invoice: 61726822	95.99	
4/16/20	41970	80230-100	Invoice: 61726695	9.90	
4/16/20	41970	80210-100	Invoice: 61726496	15.87	
4/16/20	41970	80210-100	Invoice: 61726499	19.18	
4/16/20	41970	80230-100	Invoice: 61726497	10.44	
4/16/20	41970	80210-100	Invoice: 67187210	19.18	
4/16/20	41970	80230-100	Invoice: 61726495	32.82	
4/16/20	41970	80025-100	Invoice: 61726498	17.98	
4/16/20	41970	80230-100	Invoice: 61727275	7.18	
4/16/20	41970	80230-100	Invoice: 61727269	59.92	
4/16/20	41970	80230-100	Invoice: 61727272	5.98	
4/16/20	41970	80230-100	Invoice: 61727046	10.98	
4/16/20	41970	80210-100	Invoice: 61727274	9.91	
4/16/20	41970	80210-100	Invoice: 61727270	82.71	
4/16/20	41970	80030-100	Invoice: 61727047	21.58	
4/16/20	41970	80230-100	Invoice: 61727045	10.44	
4/16/20	41970	80010-100	Invoice: 61727048	66.18	
4/16/20	41970	80025-100	Invoice: 61727271	31.30	
4/16/20	41970	80200-100	Invoice: 61727273	19.18	
4/16/20	41970	80210-100	Invoice: 61727460	9.92	
4/16/20	41970	80210-100	Invoice: 61727461	81.45	
4/16/20	41970	80210-100	Invoice: 67188248	9.91	
4/16/20	41970	80025-100	Invoice: 67188247	52.46	
			Ingram Library		
4/16/20	41970	10006-100	Services		762.78
			#8299 60 020 0107829		
4/16/20	41971	84100-460	Telephone - Rohoic	58.40	
			#8299 60 020 0107829		
4/16/20	41971	82600-460	Internet - Rohoic	171.30	
			#8299 60 021 0013348		
4/16/20	41971	84100-440	Telephone - McKenney	83.35	
			#8299 60 021 0013348		
4/16/20	41971	82600-440	Internet - McKenney	224.66	

Appomattox Reg Library System
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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/16/20	41971	84100-430	#8299 60 019 0107136 Telephone - Disputanta	58.40	
4/16/20	41971	82600-430	#8299 60 019 0107136 Internet - Disputanta	165.88	
4/16/20	41971	84100-200	#8299 60 017 0205967 Telephone - HQ	447.65	
4/16/20	41971	82600-200	#8299 60 017 0205967 Internet - HQ	408.94	
4/16/20	41971	84100-450	#8299 60 019 0106328 Telephone - PG	123.30	
4/16/20	41971	82600-450	#8299 60 019 0106328 Internet - PG	230.62	
4/16/20	41971	82600-200	#8299 60 017 0199525 Internet - HQ	257.24	
4/16/20	41971	82600-410	#8299 60 019 0107169 Internet - Carson Comcast	159.32	
4/16/20	41971	10006-100	Communications Reboot PBX after Comcast Loss,		2,389.06
4/16/20	41972	82470-100	Firmware Update	86.25	
4/16/20	41972	10006-100	Connect IT		86.25
4/16/20	41973	83500-460	Rent - Rohoic Library	300.00	
4/16/20	41973	83500-440	Rent - McKenney Library	300.00	
4/16/20	41973	83500-420	Rent - Dinwiddie Library	300.00	
4/16/20	41973	10006-100	County of Dinwiddie Rent - Burrowsville		900.00
4/16/20	41974	83500-480	Library	300.00	
4/16/20	41974	83500-430	Rent - Disputanta Library	150.00	
4/16/20	41974	83500-450	Rent - PG Library	1,200.00	
4/16/20	41974	10006-100	County of Prince George		1,650.00
4/16/20	41975	84800-200	Janitorial - HQ	3,000.00	
4/16/20	41975	84800-410	Janitorial - Carson	210.00	
4/16/20	41975	84800-420	Janitorial - Dinwiddie	200.00	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Apr 1, 2020 to Apr 30, 2020

Filter Criteria includes: Report order is by Check Number. Report

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/16/20	41975	84800-430	Janitorial - Disputanta	90.00	
4/16/20	41975	84800-440	Janitorial - McKenney	160.00	
4/16/20	41975	84800-450	Janitorial - PG	750.00	
4/16/20	41975	84800-460	Janitorial - Rohoic	200.00	
			Janitorial -		
4/16/20	41975	84800-480	Burrowsville	130.00	
			CS Diamond		
4/16/20	41975	10006-100	Enterprises, Inc.		4,740.00
4/16/20	41976	84000-420	Utilities - Dinwiddie	13.39	
4/16/20	41976	84000-430	Utilities - Disputanta	13.39	
4/16/20	41976	84000-440	Utilities - McKenney	13.39	
4/16/20	41976	84000-450	Utilities - PG	13.38	
4/16/20	41976	10006-100	Diamond Springs		53.55
4/16/20	41977	84000-410	Utilities - Carson	119.29	
			Dominion Energy		
4/16/20	41977	10006-100	Virginia		119.29
			Monthly Billing for		
4/16/20	41978	82450-100	April	2,146.94	
4/16/20	41978	82450-100	Managed Workstations	1,339.29	
4/16/20	41978	10006-100	E-N Computers, Inc.		3,486.23
4/16/20	41979	84100-410	Telephone - Carson	110.88	
			Granite		
4/16/20	41979	10006-100	Telecommunications		110.88
			Rent - Hopewell		
4/16/20	41980	83500-200	Library	3,750.00	
			Hopewell City		
4/16/20	41980	10006-100	Treasurer		3,750.00
			Monitoring of Alarms -		
4/16/20	41981	84900-450	PG	59.00	
			Monitoring of Alarms -		
4/16/20	41981	84900-450	HQ	55.00	
			Petersburg Alarm		
4/16/20	41981	10006-100	Company, Inc.		114.00
4/16/20	41982	80210-100	3 AFSO Invoices	86.67	
4/16/20	41982	10006-100	Reader Service		86.67
4/16/20	41983	82600-480	Internet - Burrowsville	219.00	
4/16/20	41983	10006-100	RuralBand		219.00
4/16/20	41984	20200-200	Sam's 4/8/20	121.94	
4/16/20	41984	10006-100	Sam's Club Direct		121.94
4/16/20	41985	82810-100	Monthly Shredding	61.20	
4/16/20	41985	10006-100	Shred-It USA LLC		61.20
4/16/20	41986	20200-400	Suntrust 4/21/20	886.91	
4/16/20	41986	10006-100	SunTrust Bank		886.91

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Apr 1, 2020 to Apr 30, 2020

Filter Criteria includes: Report order is by Check Number. Report

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			2020 TLCU		
			Conference		
			Registration - C.		
4/16/20	41987	83800-200	Farmer	299.00	
			The Library		
4/16/20	41987	10006-100	Corporation		299.00
4/16/20	41988	82600-200	Mobile Internet	177.84	
4/16/20	41988	10006-100	T-Mobile		177.84
4/16/20	41989	82300-100	26 Placement in March	232.70	
			Unique Management		
4/16/20	41989	10006-100	Services		232.70
			Telephone -		
4/16/20	41990	84100-480	Burrowsville	15.05	
4/16/20	41990	10006-100	Verizon		15.05
			Transfer from		
4/20/20	41991	10007-100	Operating to Payroll	25,300.00	
4/20/20	41991	10006-100	ARLS-Payroll		25,300.00
4/20/20	41992	70550-600	SB Health Insurance	891.00	
4/20/20	41992	70470-100	SB Health Insurance	15,147.00	
			Anthem BlueCross		
4/20/20	41992	10006-100	BlueShield		16,038.00
			Retirees Health		
4/20/20	41993	70470-100	Insurance	402.00	
			Anthem BlueCross		
4/20/20	41993	10006-100	BlueShield		402.00
4/30/20	41994	80020-100	Invoice: 5016124771	258.94	
4/30/20	41994	80020-100	Invoice: 5016124770	216.32	
4/30/20	41994	80250-100	Invoice: 5016127660	21.36	
4/30/20	41994	10006-100	Baker & Taylor		496.62
4/30/20	41995	80260-100	Invoice: 70267247	48.73	
			Cengage Learning		
4/30/20	41995	10006-100	Inc/Gale		48.73
4/30/20	41996	80200-100	Invoice: 61728103	23.98	
4/30/20	41996	80210-100	Invoice: 61728099	40.57	
4/30/20	41996	80210-100	Invoice: 61728101	154.69	
4/30/20	41996	80230-100	Invoice: 61728100	22.48	
4/30/20	41996	80230-100	Invoice: 61728104	5.98	
4/30/20	41996	80010-100	Invoice: 61728102	21.58	
4/30/20	41996	80210-100	Invoice: 61728704	224.46	
4/30/20	41996	80210-100	Invoice: 61728568	4.95	
4/30/20	41996	80230-100	Invoice: 61728569	8.27	
4/30/20	41996	80210-100	Invoice: 61728572	19.18	
4/30/20	41996	80210-100	Invoice: 61728570	58.80	
4/30/20	41996	80210-100	Invoice: 61728707	9.91	

Appomattox Reg Library System
 Cash Disbursements Journal
 For the Period From Apr 1, 2020 to Apr 30, 2020

Filter Criteria includes: Report order is by Check Number. Report

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/30/20	41996	80230-100	Invoice: 61728703	40.60	
4/30/20	41996	80200-100	Invoice: 61728571	70.83	
4/30/20	41996	80200-100	Invoice: 61728705	45.92	
4/30/20	41996	80230-100	Invoice: 61728708	11.96	
4/30/20	41996	80010-100	Invoice: 61728706	18.34	
4/30/20	41996	80210-100	Invoice: 61729228	16.40	
4/30/20	41996	80210-100	Invoice: 61729229	50.58	
4/30/20	41996	80210-100	Invoice: 61729225	15.71	
4/30/20	41996	80230-100	Invoice: 61729224	21.72	
			Ingram Library		
4/30/20	41996	10006-100	Services		886.91
4/30/20	41997	82900-200	Copier Lease	210.24	
			Canon Financial		
4/30/20	41997	10006-100	Services, Inc.		210.24
			#8299 60 020 0108397		
4/30/20	41998	84100-420	Telephone - Dinwiddie	58.40	
			#8299 60 020 0108397		
4/30/20	41998	82600-420	Internet - Dinwiddie	171.11	
			#8299 60 020 0107829		
4/30/20	41998	84100-460	Telephone - Rohoic	58.40	
			#8299 60 020 0107829		
4/30/20	41998	82600-460	Internet - Rohoic	182.59	
			Comcast		
4/30/20	41998	10006-100	Communications		470.50
			Financed Computer		
4/30/20	41999	81210-100	Equipment	2,855.48	
			GreatAmerica Financial		
4/30/20	41999	10006-100	Svcs.		2,855.48
			Grounds Maintenance -		
4/30/20	42000	84900-410	Carson	340.00	
			Heaton's Lawn		
4/30/20	42000	10006-100	Maintenance, LLC		340.00
4/30/20	42001	84300-100	Fuel - All Vehicles	178.55	
4/30/20	42001	84330-100	Ram - Labor & Parts	486.00	
			Hopewell City		
4/30/20	42001	10006-100	Treasurer		664.55
			Monthly ILL		
4/30/20	42002	82210-100	Subscription	192.43	
4/30/20	42002	10006-100	OCLC, Inc.		192.43
			Monitoring of Alarms -		
4/30/20	42003	84900-200	HQ	55.00	
			Monitoring of Alarms -		
4/30/20	42003	84900-450	PG	59.00	

Appomattox Reg Library System
Cash Disbursements Journal
 For the Period From Apr 1, 2020 to Apr 30, 2020

Filter Criteria includes: Report order is by Check Number, Repor

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			Petersburg Alarm		
4/30/20	42003	10006-100	Company, Inc.		114.00
4/30/20	42004	80210-100	1 AFSO Invoice	25.22	
4/30/20	42004	10006-100	Reader Service		25.22
4/30/20	42005	20200-200	Sam's 5/8/20	21.07	
4/30/20	42005	10006-100	Sam's Club Direct		21.07
4/30/20	42006	20200-300	Staples 5/7/20	49.00	
4/30/20	42006	10006-100	Staples Credit Plan		49.00
			Underpayment of 1st		
4/30/20	42007	70480-100	Quarter - 941	0.32	
4/30/20	42007	10006-100	United States Treasury		0.32
Total				<u>107,287.37</u>	<u>107,287.37</u>

Appomattox Reg Library System

Suntrust CK #41986

4/16/2020

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/28/20	Google 2/28/20	82020-100	Google E-Mail	390.00	
2/28/20	Google 2/28/20	20200-400	Google		390.00
3/2/20	Universal 8398	85110-100	Annual Subscription	429.00	
3/2/20	Universal 8398	20200-400	Universal Yums		429.00
			H/PG Chamber Richmond		
3/5/20	PO 8404	83810-100	Trip	25.00	
3/5/20	PO 8404	20200-400	Standard Parking		25.00
			Nat'l Library Week		
3/6/20	ALA 8406	83700-100	Bookmarks	34.30	
			American Library		
3/6/20	ALA 8406	20200-400	Association		34.30
3/10/20	Amazon 3/10/20	80405-100	DVD's	13.68	
3/10/20	Amazon 3/10/20	80410-100	CDs - Music	14.98	
3/10/20	Amazon 3/10/20	20200-400	Amazon.com		28.66
3/11/20	Amazon 3/11/20	80020-100	Adult Non-Fiction	21.88	
3/11/20	Amazon 3/11/20	20200-400	Amazon.com		21.88
3/11/20	Amazon 8414	83700-100	Screen Kleen Wipes	36.52	
3/11/20	Amazon 8414	20200-400	Amazon.com		36.52
3/13/20	Hotel 3/13/20	83810-100	Refund VLPDA		-78.45
3/13/20	Hotel 3/13/20	20200-400	Reservations.com	-78.45	
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Total				886.91	886.91
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Appomattox Reg Library System

Staples Credit Card

4/1/2020

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

4/30/2020

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/25/20	Staples 8390	83700-100	Tape, Paper, Pens, Cards	251.53	
2/25/20	Staples 8390	20200-300	Staples, Inc.		251.53
3/4/20	Staples 8403	83700-100	Paper, Tape, HP Toner	207.77	
3/4/20	Staples 8403	84810-100	Clorox Wipes	69.54	
3/4/20	Staples 8403	20200-300	Staples, Inc.		277.31
3/10/20	Staples 8409	83700-100	Sharpies, Pens, Rubberbands	75.52	
3/10/20	Staples 8409	84810-100	Paper Towels, Soap, TP	234.19	
3/10/20	Staples 8409	20200-300	Staples, Inc.		309.71
Total				CK #41967	838.55
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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/1/20	Staples 8424	85800-100	Staples Membership	49.00	
4/1/20	Staples 8424	20200-300	Staples, Inc.		49.00
Total				CK #42006	49.00
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Appomattox Reg Library System

Sam's CC

4/16/2020

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

4/30/2020

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/4/20	Sams 8402	83700-100	Bags, Cardstock, Sugar	84.40	
3/4/20	Sams 8402	83730-100	Supplies - Staff Coffee	15.96	
3/4/20	Sams 8402	84810-100	Toilet Paper	21.58	
3/4/20	Sams 8402	20200-200	Sam's Club Direct		121.94
Total				CK #41984	121.94

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/23/20	Sams 8407	83700-200	Case for Laptop	21.07	
3/23/20	Sams 8407	20200-200	Sam's Club Direct		21.07
Total				CK #42005	21.07

Smart Beginnings Report
July 1, 2019 to April 30, 2020

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		
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	8,024.59		
2/21/20	Payment from SB		8,024.59	
2/28/20	Feburary Salary & Benefits	5,747.38		
3/19/20	Payment from SB		5,747.38	
3/31/20	March Salary & Benefits	5,747.38		
4/20/20	Payment from SB		5,747.38	
4/30/20	April Salary & Benefits	5,747.38		
4/30/20	Ending Balance			5,747.38