

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

October 20, 2020

Prince George Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

October 20, 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 – September 15, 2020 Regular Meeting
Statistical Report – dated October 20, 2020
Financial Report – dated October 20, 2020
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Location Update
- R3.** Dinwiddie County law database
- R4.** PGEC hotspot antennae at Prince George locations
- R5.** Author Visit, Rachel Beanland, October 6
- R6.** Strategic Plan Update

Committee Reports:

New Business:

Unfinished Business

Adjournment

Next Meeting: December 10, 2020 at the Prince George Library

Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of September 15, 2020

Board Chairman Carly Baskerville called the regular meeting of the Board of Trustees of the library to order at 1:00 pm at the Prince George Library.

Trustees Present: William Thomas (PG), Lillian Boyd (PG), Ann Williams(H), Susan Eliades (H), Carly Baskerville (D), and Carol King (D)

Trustees Absent: David Harless (H), Juanita Thorne (PG), and Martha Sykes (D)

Trustee Positions Vacant: None

Staff Present: Brian Manning

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

Consent Agenda: After review and discussion of the consent agenda documents, Ms. Williams motioned to approve the consent agenda, including the July meeting minutes. Ms. Boyd seconded the motion and the motion passed unanimously.

Communications: None

Citizen Comments: None

Report of the Director

R1. There currently are openings at the Dinwiddie, Hopewell, and McKenney libraries. One of the current employees at Dinwiddie will be increasing her hours. Interviews are being held for the open position of circulation assistant at Hopewell.

R2. Prince George County has notified ARLS that it is not too late to apply for grant money from the CARES Act. Due to the pandemic, ARLS has had a loss of income from fines, copying, and faxes and an increase in expenses for cleaning supplies and unemployment insurance. Any money received from the grant could be used to pay for installation of glass protective screens at selected branches.

Several locations such as Carson, Disputanta, and Burrowsville may have to open only for pick-ups and by appointment if social distancing proves impossible. Circulation data previously provided for Carson was confirmed to be correct. Starting September 30, the automatic renewal process will return normal procedures.

R3. The final budget for FY2020 was presented in the statistical reports. There is a four- year replacement plan for computers.

R4. Reading log data for the Summer Reading Program is not yet available. There were approximately 14,000 online participants.

R5. Online adult programming has increased to include cooking and yoga classes. An author visit from local author Rachel Beanland will be presented on Facebook and Zoom on October 6. Due to the need for social distancing, programming for adults has shifted from meeting in person to online methods.

R6. A committee has been established to develop the 2022 Strategic Plan. A survey is being developed to help assess community needs. Wide distribution is encouraged with help from our community and civic partners. The online newsletter sent to library patrons who have provided email addresses will also feature information about the survey. The quarterly newsletter, EXPLORE, is currently not being printed but a tri-fold brochure highlighting the survey may be provided for distribution at open libraries. A preliminary meeting will be held September 24.

Committee Reports: None

New Business: Ms. Baskerville reported that a new list of current committee members will be sent to Board members. Mr. Manning's FY19 evaluation has been presented to him. Ms. Boyd will be the new chairman of the personnel committee which will begin the FY20 evaluation. Board members have been asked to complete evaluation forms they will be receiving by email.

Unfinished Business: Ms. Boyd made a motion to approve the revised budget for 2020-2021. Ms. Eliades seconded the motion. It was passed unanimously. Mr. Thomas made a motion that the Board continue to meet at the Prince George Library for 2020. Ms. Boyd seconded the motion and it was approved unanimously.

Adjournment: The meeting adjourned at 1:45 pm.

The next meeting is October 20, 2020 at 1pm at the Prince George Library

Appomattox Regional Library System
Revenue and Expenses
July 1, 2020 - June 30, 2021

Fund#	Revenue 10/01/20	FY2020 Adopted	Prev. Total Receipts	9/30/20	Total Receipts	Percentage Received	Balance Due
100	Carry Over	\$45,000	\$0	\$0	\$0	0.0%	\$45,000
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$630,515	\$157,629	\$0	\$157,629	25.0%	\$472,886
103	Dinwiddie	\$298,890	\$74,723	\$0	\$74,723	25.0%	\$224,168
104	Prince George	\$604,127	\$151,032	\$0	\$151,032	25.0%	\$453,095
105	State Funds	\$432,866	\$108,217	\$0	\$108,217	25.0%	\$324,650
106	Fines/Fees/Lost	\$12,000	\$679	\$357	\$1,036	8.6%	\$10,964
107	Copying/Fax Receipts	\$21,000	\$2,072	\$1,593	\$3,665	17.5%	\$17,335
108	Endowment Funds	\$20,269	\$0	\$20,269	\$20,269	100.0%	\$0
109	E-Rate Refunds	\$40,263	\$40,060	\$0	\$40,060	99.5%	\$203
110	Gifts/Donations	\$5,000	\$3,000	\$250	\$3,250	65.0%	\$1,750
111	Grants	\$5,000	\$53	\$0	\$53	1.1%	\$4,947
112	Other	\$10,000	\$862	\$368	\$1,230	12.3%	\$8,770
TOTALS		\$2,224,930	\$538,326	\$22,837	\$561,163	25.2%	\$1,663,767

Fund#	EXPENSES 10/01/2020	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 09/2020	TOTAL EXPENSES 09/30/20	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$486,000	\$89,923	\$35,969	\$125,892	25.9%	\$360,108
201	Non-MLS Salary & Wages	\$551,000	\$69,166	\$48,238	\$117,404	21.3%	\$433,596
202	Benefits for Staff/Retirees	\$310,000	\$50,170	\$24,113	\$74,283	24.0%	\$235,717
	Total Personnel	\$1,347,000	\$209,259	\$108,320	\$317,579	23.6%	\$1,029,421
Books & Materials							
300	Books	\$96,096	\$6,427	\$7,905	\$14,332	14.9%	\$81,764
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$3,444	\$2,137	\$5,581	18.6%	\$24,419
303	Print News & Periodicals	\$10,000	\$484	\$426	\$910	9.1%	\$9,090
304	Audiovisual Materials	\$25,000	\$3,029	\$1,283	\$4,312	17.2%	\$20,688
305	Electronic Materials	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
308	Restricted - Donation/Grant	\$0	\$0	\$53	\$53	0.0%	(\$53)
310	Econtent	\$25,000	\$7,200	\$14,000	\$21,200	84.8%	\$3,800
	Total Books & Materials	\$212,096	\$20,584	\$25,805	\$46,388	21.9%	\$165,708
Capital Expenditures							
Library Non-Computer Equip.,							
400	Furniture & Fixtures	\$50,000	\$2,893	\$3,882	\$6,775	13.5%	\$43,225
401	Computer Hardware	\$60,000	\$14,666	\$2,855	\$17,521	29.2%	\$42,479
	Total Capital Expenditures	\$110,000	\$17,559	\$6,737	\$24,296	22.1%	\$85,704
Contractual							
500	Lyrasis ILL Services	\$3,100	\$0	\$0	\$0	0.0%	\$3,100
Software & Web Based App.							
501	Licensing Contracts	\$35,000	\$6,479	\$8,390	\$14,869	42.5%	\$20,131
502	Audit	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
503	Cataloging MARC Records	\$3,000	\$385	\$192	\$577	19.2%	\$2,423
504	Unique Management	\$4,500	\$0	\$0	\$0	0.0%	\$4,500
505	Computer Support Service Calls	\$60,000	\$4,358	\$3,667	\$8,025	13.4%	\$51,975

Fund#	EXPENSES 10/01/2020	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 09/20	TOTAL EXPENSES 09/30/20	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$25,000	\$4,207	\$1,760	\$5,967	23.9%	\$19,033
508	Printing and Publications	\$4,500	\$0	\$150	\$150	3.3%	\$4,350
	Total Contractual	\$155,100	\$15,429	\$14,159	\$29,588	19.1%	\$125,512
Facilities/Maint./Operations							
600	Equip. Repair & Maintenance	\$7,000	\$1,091	\$0	\$1,091	15.6%	\$5,909
601	TLC Maintenance Contract	\$20,600	\$16,366	\$0	\$16,366	79.4%	\$4,234
602	Facilities and Rent	\$76,650	\$12,600	\$6,300	\$18,900	24.7%	\$57,750
603	Supplies	\$25,000	\$3,582	\$1,055	\$4,637	18.5%	\$20,363
604	Travel / Workshops /Conf. Fees	\$5,000	\$48	\$275	\$323	6.5%	\$4,677
605	Training / Education	\$3,000	\$399	\$25	\$424	14.1%	\$2,576
606	Utilities	\$3,000	\$242	\$165	\$407	13.6%	\$2,593
607	Telephone (Voice)	\$13,000	\$1,915	\$841	\$2,756	21.2%	\$10,244
608	Insurance	\$12,250	(\$367)	\$0	(\$367)	-3.0%	\$12,617
609	Vehicle Maintenance & Fuel	\$5,000	\$836	\$0	\$836	16.7%	\$4,164
610	Job & Contracting Advertising	\$1,000	\$0	\$0	\$0	0.0%	\$1,000
611	Promotional Advertising	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
612	Organization/Association Dues	\$2,000	\$219	\$0	\$219	11.0%	\$1,781
613	Postage	\$5,500	\$767	\$0	\$767	13.9%	\$4,733
614	Janitorial	\$73,000	\$3,814	\$6,493	\$10,307	14.1%	\$62,693
615	Other Building Maintenance	\$15,000	\$1,094	\$467	\$1,561	10.4%	\$13,440
	Total	\$269,000	\$42,606	\$15,622	\$58,228	21.6%	\$210,772
Facilities/Maint./Operations							
Programs/Activites/Other							
700	YS Summer Reading Program	\$7,000	\$190	\$0	\$190	2.7%	\$6,810
701	YS Programming & Supplies	\$4,500	\$244	\$0	\$244	5.4%	\$4,256
703	Adult Programming Supplies	\$7,000	\$0	\$0	\$0	0.0%	\$7,000

Fund#	EXPENSES 10/01/2020	FY20	TOTAL SPENT TO		MONTHLY		TOTAL EXPENSES		PERCENTAGE		BALANCE
		Projected Expenditures	PREVIOUS MONTH	EXPENSES - 09/20	09/30/20	SPENT					
705 Reserve		\$7,000	\$0	\$0	\$0	0.0%				\$7,000	
709 Misc. Professional Serv. & Other		\$9,700	\$1,269	\$65	\$1,334	13.8%				\$8,366	
Total Programs/Activ./Other		\$35,200	\$1,703	\$65	\$1,768	5.0%				\$33,432	
GRAND TOTALS		\$2,128,396	\$307,140	\$170,709	\$477,848	22.5%				\$1,650,548	

Statistical Report October 20, 2020

Statistical Report - October 20, 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	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	265	317	163	66	2	2,908		
	FY21	3	27	21	0	0	0	0	0	0	0	0	0	51	-92%	-95%
Carson Depot	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	633	528	340	714	9,553	17,480		
	FY21	7,346	4,776	4,591	0	0	0	0	0	0	0	0	0	16,713	505%	522%
Dinwiddie	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	1,596	1,085	747	361	10	15,031		
	FY21	53	371	513	0	0	0	0	0	0	0	0	0	937	-67%	-83%
Disputanta	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	303	222	140	74	9	3,937		
	FY21	3	2	29	0	0	0	0	0	0	0	0	0	34	-94%	-98%
Hopewell	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	8,994	7,968	7,203	8,254	10,221	110,748		
	FY21	4,994	8,743	8,342	0	0	0	0	0	0	0	0	0	22,079	-14%	-35%

Statistical Report
October 20, 2020

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR*	MAY	JUN	Total	% of Chg by Month	YTD TOTAL % CHANGE
McKenney	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	630	496	312	157	3	6,796		
	FY21	6	83	219	0	0	0	0	0	0	0	0	0	308	-64%	-89%
Prince George	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	3,737	3,016	2,154	1,470	726	41,871		
	FY21	1,479	1,665	3,232	0	0	0	0	0	0	0	0	0	6,376	-27%	-58%
Rohoic	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	1,101	585	366	207	4	9,141		
	FY21	7	95	40	0	0	0	0	0	0	0	0	0	142	-95%	-95%
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	2,331	2,063	20,116		
	FY21	1,969	1,986	1,859	0	0	0	0	0	0	0	0	0	5,814	27%	7%
ARLS Totals	FY17	29,171	28,994	25,935	24,466	23,422	22,233	24,056	23,098	24,896	21,954	23,637	33,241	305,334		
	FY18	33,807	29,466	25,776	21,617	19,276	18,878	18,795	18,518	20,377	19,143	19,623	22,684	267,960		
	FY19	26,880	24,388	21,210	21,709	18,839	15,969	20,869	19,424	21,423	21,179	19,120	21,456	252,466		
	FY20	26,258	22,950	20,097	21,390	17,958	16,059	19,085	18,601	15,543	13,862	13,634	22,591	228,028		
	FY21	17,336	19,386	22,057	0	0	0	0	0	0	0	0	0	58,779	10%	-15%

Statistical Report
October 20, 2020

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2020*													
Burrowsville	0	0	0	0	0	0	0	0	0	0	0	0	0
Carson Depot	211	165	115	0	0	0	0	0	0	0	0	0	491
Dinwiddie	27	82	94	0	0	0	0	0	0	0	0	0	203
Disputanta	0	0	0	0	0	0	0	0	0	0	0	0	0
Hopewell	165	7,432	7,948	0	0	0	0	0	0	0	0	0	15,545
McKenney	0	0	35	0	0	0	0	0	0	0	0	0	35
Prince George	214	3,186	2,724	0	0	0	0	0	0	0	0	0	6,124
Robotic	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	617	10,865	10,916	0	0	0	0	0	0	0	0	0	22,398
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	0	0	0	0	0	0	0	0	0	0	0	0	0
Meeting Room Users**	45	65	17	0	0	0	0	0	0	0	0	0	127
Book Group	0	0	0	0	0	0	0	0	0	0	0	0	0
Adult Program***	299	204	57	0	0	0	0	0	0	0	0	0	560
Non-SRP Child Program	0	0	354	0	0	0	0	0	0	0	0	0	354
Non-SRP Teen Program	0	0	37	0	0	0	0	0	0	0	0	0	37
Storytime****	4,657	3,946	3,830	0	0	0	0	0	0	0	0	0	12,433
SRP Child****	711	458	0	0	0	0	0	0	0	0	0	0	1,169
SRP Teen****	103	49	0	0	0	0	0	0	0	0	0	0	152
Community Outreach	0	0	89	0	0	0	0	0	0	0	0	0	89
Database Usage	254	88	216	0	0	0	0	0	0	0	0	0	558
TOTALS	6,069	4,810	4,600	0	0	0	0	0	0	0	0	0	15,479

* Includes patrons using curbside checkout

** Rooms remained closed for the general public. The Census Bureau and City made use of rooms in July, August & September

*** Includes online programming

Statistical Report
October 20, 2020

REFERENCE QUESTIONS - FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	*APR	MAY	JUN	TOTAL
Burrowsville	0	0	0	0	0	0	0	0	0	0	0	0	0
Carson Depot	0	0	11	0	0	0	0	0	0	0	0	0	11
Dinwiddie	0	0	20	0	0	0	0	0	0	0	0	0	20
Disputanta	0	0	0	0	0	0	0	0	0	0	0	0	0
Hopewell	569	1,086	911	0	0	0	0	0	0	0	0	0	2,566
McKenney	0	0	0	0	0	0	0	0	0	0	0	0	0
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	0	220	312	0	0	0	0	0	0	0	0	0	532
RoHoic	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	569	1,306	1,254	0	0	0	0	0	0	0	0	0	3,129
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	0	0	0	0	0	0	0	0	0	0	0	0	0
WIFI	0	5	2	0	0	0	0	0	0	0	0	0	7
Carson Depot Workstation	0	0	11	0	0	0	0	0	0	0	0	0	11
WIFI	0	1	2	0	0	0	0	0	0	0	0	0	3
Dinwiddie Workstation	0	0	6	0	0	0	0	0	0	0	0	0	6
WIFI	7	7	2	0	0	0	0	0	0	0	0	0	16
Disputanta Workstation	0	0	0	0	0	0	0	0	0	0	0	0	0
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Hopewell Workstation	640	813	828	0	0	0	0	0	0	0	0	0	2,281
WIFI	101	139	193	0	0	0	0	0	0	0	0	0	433
McKenney Workstation	0	0	2	0	0	0	0	0	0	0	0	0	2
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George Workstation	9	167	236	0	0	0	0	0	0	0	0	0	412
WIFI	10	106	110	0	0	0	0	0	0	0	0	0	226
RoHoic Workstation	0	0	0	0	0	0	0	0	0	0	0	0	0
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	767	1,238	1,392	0	0	0	0	0	0	0	0	0	3,397

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/10/20	200685	21000-100	Federal Taxes Withheld	2,863.45	
			Social Security Taxes		
9/10/20	200685	22000-100	Withheld	2,310.10	
9/10/20	200685	22000-100	SB Social Secuity	131.30	
9/10/20	200685	22000-100	ARLS Social Security	2,178.80	
9/10/20	200685	23000-100	Medicare Withheld	540.24	
9/10/20	200685	23000-100	SB Medicare	30.71	
9/10/20	200685	23000-100	ARLS Medicare	509.53	
			Electronic Federal Tax		
9/10/20	200685	10006-100	Payment		8,564.13
9/24/20	200686	21000-100	Federal Taxes Withheld	2,795.04	
			Social Security Taxes		
9/24/20	200686	22000-100	Withheld	2,273.82	
9/24/20	200686	22000-100	SB Social Security	131.30	
9/24/20	200686	22000-100	ARLS Social Security	2,142.52	
			Medicare Taxes		
9/24/20	200686	23000-100	Withheld	531.78	
9/24/20	200686	23000-100	SB Medicare Taxes	30.71	
9/24/20	200686	23000-100	ARLS Medicare	501.07	
			Electronic Federal Tax		
9/24/20	200686	10006-100	Payment		8,406.24
9/10/20	2013-597	27000-400	EZ Link Voluntary	277.14	
9/10/20	2013-597	10006-100	Treasurer of Virginia		277.14
9/10/20	2013-598	27000-300	EZ Link Withheld	145.85	
9/10/20	2013-598	70460-100	EZ Link Retirement	335.11	
9/10/20	2013-598	10006-100	Treasurer of Virginia		480.96
9/10/20	2013-601	70540-600	SB Life Insurance	61.42	
9/10/20	2013-601	70540-600	SB Retirement	234.67	
9/10/20	2013-601	27000-200	VRS Withheld	2,839.42	
9/10/20	2013-601	70460-100	ARLS Life Insurance	777.70	
9/10/20	2013-601	70460-100	ARLS Retirement	2,543.55	
9/10/20	2013-601	10006-100	Treasurer of Virginia		6,456.76
			EZ Link Voluntary		
9/24/20	2013-602	27000-400	Withheld	277.14	
9/24/20	2013-602	10006-100	Treasurer of Virginia		277.14
9/24/20	2013-603	27000-300	EZ link Witheld	145.85	
9/24/20	2013-603	70460-100	EZ Link Retirement	335.11	
9/24/20	2013-603	10006-100	Treasurer of Virginia		480.96
9/3/20	42183	80020-100	Invoice: 5016353514	26.46	
9/3/20	42183	80250-100	Invoice: 5016376781	164.33	
9/3/20	42183	80020-100	Invoice: 5016344102	35.38	

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9/3/20	42183	80020-100	Invoice: 5016353515	1,283.02	
9/3/20	42183	10006-100	Baker & Taylor		1,509.19
9/3/20	42184	80260-100	Invoice: 71185180	47.98	
9/3/20	42184	80260-100	Invoice: 71185890	46.48	
			Cengage Learning		
9/3/20	42184	10006-100	Inc/Gale		94.46
9/3/20	42185	80230-100	Invoice: 61765737	30.70	
9/3/20	42185	80030-100	Invoice: 61761088	32.82	
9/3/20	42185	80230-100	Invoice: 67216381	106.28	
9/3/20	42185	80210-100	Invoice: 61759947	47.43	
9/3/20	42185	80210-100	Invoice: 61767098	14.78	
9/3/20	42185	80010-100	Invoice: 67215728	1,464.27	
9/3/20	42185	80015-100	Invoice: 61766205	62.40	
9/3/20	42185	80210-100	Invoice: 61765738	65.36	
9/3/20	42185	80015-100	Invoice: 61764195	20.11	
9/3/20	42185	80230-100	Invoice: 61763316	26.34	
9/3/20	42185	80200-100	Invoice: 61767099	21.58	
9/3/20	42185	80025-100	Invoice: 67217118	47.48	
9/3/20	42185	80210-100	Invoice: 61761413	46.40	
9/3/20	42185	80010-100	Invoice: 67216384	32.31	
9/3/20	42185	80210-100	Invoice: 67216382	32.68	
9/3/20	42185	80025-100	Invoice: 67216383	105.21	
9/3/20	42185	80230-100	Invoice: 67217116	20.80	
9/3/20	42185	80230-100	Invoice: 67216385	65.78	
9/3/20	42185	80010-100	Invoice: 67215729	178.33	
9/3/20	42185	80230-100	Invoice: 61767097	21.88	
9/3/20	42185	80230-100	Invoice: 67217117	28.36	
9/3/20	42185	80210-100	Invoice: 61761412	63.44	
9/3/20	42185	80210-100	Invoice: 61763317	47.43	
9/3/20	42185	80210-100	Invoice: 61759946	11.53	
9/3/20	42185	80025-100	Invoice: 61766204	44.16	
9/3/20	42185	80230-100	Invoice: 61764194	7.73	
9/3/20	42185	80025-100	Invoice: 67215528	91.91	
9/3/20	42185	80200-100	Invoice: 67217119	7.43	
9/3/20	42185	80030-100	Invoice: 61761087	10.77	
9/3/20	42185	80230-100	Invoice: 61765199	21.03	
9/3/20	42185	80010-100	Invoice: 61759948	43.46	
9/3/20	42185	80210-100	Invoice: 67217120	9.91	
9/3/20	42185	80210-100	Invoice: 61766203	56.13	
9/3/20	42185	80025-100	Invoice: 67215727	4.95	
9/3/20	42185	80230-100	Invoice: 67215527	8.81	
9/3/20	42185	80030-100	Invoice: 61763318	41.96	
			Ingram Library		
9/3/20	42185	10006-100	Services		2,941.95
9/3/20	42186	80405-100	Invoice: 99286943	63.36	
9/3/20	42186	80405-100	Invoice: 99266301	24.64	
9/3/20	42186	80440-100	Invoice: 99286945	51.28	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/3/20	42186	80440-100	Invoice: 99286942	37.18	
9/3/20	42186	80405-100	Invoice: 99266227	46.68	
9/3/20	42186	80440-100	Invoice: 99266228	98.36	
9/3/20	42186	80410-100	Invoice: 99266226	28.96	
9/3/20	42186	80410-100	Invoice: 99266229	15.28	
9/3/20	42186	80440-100	Invoice: 99286946	143.78	
9/3/20	42186	10006-100	Midwest Tape		509.52
9/3/20	42187	80460-100	Invoice: 76696552	37.99	
9/3/20	42187	80460-100	Invoice: 76695793	71.48	
9/3/20	42187	10006-100	Recorded Books, Inc.		109.47
9/3/20	42188	81100-460	Safety Glass - Rohoic	2,204.10	
9/3/20	42188	81100-420	Safety Glass - Dinwiddie	1,677.67	
9/3/20	42188	10006-100	Carraway Glass Co.		3,881.77
9/3/20	42189	84100-440	#8299 60 021 0013348 Telephone - McKenney	83.35	
9/3/20	42189	82600-440	#8299 60 021 0013348 Internet - McKenney	225.93	
9/3/20	42189	84100-430	#8299 60 019 0107136 Telephone - Disputanta	58.40	
9/3/20	42189	82600-430	#8299 60 019 0107136 Internet - Disputanta	166.89	
9/3/20	42189	10006-100	Comcast Communications		534.57
9/3/20	42190	82700-100	Trifold Brochure Design	150.00	
9/3/20	42190	10006-100	Content-Aware Graphic Design LLC		150.00
9/3/20	42191	84000-200	Utilities - HQ	30.60	
9/3/20	42191	10006-100	Diamond Springs		30.60
9/3/20	42192	84000-410	Utilities - Carson	133.87	
9/3/20	42192	10006-100	Dominion Energy Virginia		133.87
9/3/20	42193	82450-100	Monthly Billing for September	2,146.94	
9/3/20	42193	82450-100	Managed Workstations	1,519.62	
9/3/20	42193	10006-100	E-N Computers, Inc.		3,666.56
9/3/20	42194	81210-100	Financed Computer Equipment	2,855.48	
9/3/20	42194	10006-100	GreatAmerica Financial Svcs.		2,855.48

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/3/20	42195	84900-410	Grounds Maintenance - Carson	255.00	
9/3/20	42195	10006-100	Heaton's Lawn Maintenance, LLC		255.00
9/3/20	42196	81000-300	Hoopla Digital Advance Payment	14,000.00	
9/3/20	42196	10006-100	Midwest Tape		14,000.00
9/3/20	42197	84900-450	Monitoring of Alarms - PG	59.00	
9/3/20	42197	84900-200	Monitoring of Alarms - HQ	55.00	
9/3/20	42197	10006-100	Petersburg Alarm Company, Inc.		114.00
9/3/20	42198	82210-100	Monthly ILL Subscription	192.43	
9/3/20	42198	10006-100	OCLC, Inc.		192.43
9/3/20	42199	82070-100	Annual Savannah Subscription	8,000.00	
9/3/20	42199	10006-100	OrangeBoy, Inc.		8,000.00
9/3/20	42200	42010-450	Refund of Overpayment of Fines	6.78	
9/3/20	42200	10006-100	Alexius Taylor		6.78
9/3/20	42201	20200-200	Sam's 9/8/20	116.01	
9/3/20	42201	10006-100	Sam's Club Direct		116.01
9/3/20	42202	85850-100	Monthly Shredding	65.49	
9/3/20	42202	10006-100	Shred-It USA LLC		65.49
9/3/20	42203	20200-300	Staples 9/7/20	376.77	
9/3/20	42203	10006-100	Staples Credit Plan		376.77
9/3/20	42204	83000-100	Debt Collection Module Nov 2020-Oct 2021	819.00	
9/3/20	42204	83000-100	Library Solution Software Nov 2020-Oct 2021	13,711.00	
9/3/20	42204	83000-100	Enhanced Content Renewal Nov 2020-Oct 2021	1,836.00	
9/3/20	42204	10006-100	The Library Corporation		16,366.00
9/3/20	42205	84100-480	Telephone - Burrowsville	15.78	
9/3/20	42205	10006-100	Verizon		15.78
9/3/20	42206	70420-100	Unemployment Benefits - Qtr End 6/30/2020	14,570.78	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			Virginia Employment		
9/3/20	42206	10006-100	Commission		14,570.78
9/4/20	42207	10007-100	Gross MLS	13,816.54	
9/4/20	42207	10007-100	Gross Non MLS	6,894.28	
9/4/20	42207	10007-100	Gross Hourly	7,295.41	
			Gross Smart		
9/4/20	42207	10007-100	Beginnings	1,663.53	
9/4/20	42207	10006-100	ARLS-Payroll		29,669.76
9/17/20	42208	80020-100	Invoice: 5016383454	225.07	
9/17/20	42208	10006-100	Baker & Taylor		225.07
9/17/20	42209	80260-100	Invoice: 71745972	179.18	
			Cengage Learning		
9/17/20	42209	10006-100	Inc/Gale		179.18
9/17/20	42210	80230-100	Invoice: 67222511	20.80	
9/17/20	42210	80010-100	Invoice: 67220932	97.77	
9/17/20	42210	80230-100	Invoice: 67220948	5.98	
9/17/20	42210	80230-100	Invoice: 61767482	11.96	
9/17/20	42210	80230-100	Invoice: 61767405	10.42	
9/17/20	42210	80210-100	Invoice: 67220944	29.46	
9/17/20	42210	80210-100	Invoice: 67221674	31.62	
9/17/20	42210	80015-100	Invoice: 67220946	513.80	
9/17/20	42210	80230-100	Invoice: 67220929	21.88	
9/17/20	42210	80210-100	Invoice: 67220947	30.35	
9/17/20	42210	80025-100	Invoice: 67220945	119.40	
9/17/20	42210	80030-100	Invoice: 67222512	924.47	
9/17/20	42210	80210-100	Invoice: 67220930	16.40	
9/17/20	42210	80038-100	Invoice: 61767407	83.21	
9/17/20	42210	80038-100	Invoice: 67220931	8.38	
9/17/20	42210	80210-100	Invoice: 61767406	32.70	
9/17/20	42210	80038-100	Invoice: 67221675	553.85	
9/17/20	42210	80230-100	Invoice: 61768949	5.98	
9/17/20	42210	80030-100	Invoice: 61768948	52.61	
9/17/20	42210	80010-100	Invoice: 67223478	26.98	
9/17/20	42210	80230-100	Invoice: 61769803	90.40	
9/17/20	42210	80210-100	Invoice: 61769804	97.74	
9/17/20	42210	80210-100	Invoice: 61769710	78.14	
9/17/20	42210	80230-100	Invoice: 61769805	5.98	
9/17/20	42210	80230-100	Invoice: 67223474	28.53	
9/17/20	42210	80200-100	Invoice: 61769712	21.58	
9/17/20	42210	80230-100	Invoice: 61769709	97.59	
9/17/20	42210	80030-100	Invoice: 61769711	9.71	
9/17/20	42210	80025-100	Invoice: 67223475	24.46	
9/17/20	42210	80015-100	Invoice: 67223479	19.42	
9/17/20	42210	80025-100	Invoice: 67223476	26.92	
9/17/20	42210	80210-100	Invoice: 61769713	10.54	
9/17/20	42210	80038-100	Invoice: 67223477	24.68	
9/17/20	42210	80230-100	Invoice: 61770346	9.90	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/17/20	42210	80200-100	Invoice: 61770347	43.16	
9/17/20	42210	80025-100	Invoice: 61770977	1,343.62	
9/17/20	42210	80210-100	Invoice: 61770853	45.78	
9/17/20	42210	80210-100	Invoice: 67224930	32.68	
9/17/20	42210	80025-100	Invoice: 67224983	66.21	
9/17/20	42210	80210-100	Invoice: 61771854	49.08	
9/17/20	42210	80025-100	Invoice: 61771856	167.24	
9/17/20	42210	80230-100	Invoice: 61771853	21.88	
9/17/20	42210	80038-100	Invoice: 61771855	19.72	
			Ingram Library		
9/17/20	42210	10006-100	Services		4,932.98
9/17/20	42211	80405-100	Invoice: 99322599	39.18	
9/17/20	42211	80440-100	Invoice: 99322596	37.18	
9/17/20	42211	80410-100	Invoice: 99322597	30.76	
9/17/20	42211	80440-100	Invoice: 99326380	154.42	
9/17/20	42211	80410-100	Invoice: 99342201	39.56	
9/17/20	42211	80410-100	Invoice: 99342204	17.28	
9/17/20	42211	80440-100	Invoice: 99342205	26.08	
9/17/20	42211	80405-100	Invoice: 99342203	147.69	
9/17/20	42211	10006-100	Midwest Tape		492.15
9/17/20	42212	80460-100	Invoice: 76700916	35.99	
9/17/20	42212	80460-100	Invoice: 76701466	68.38	
9/17/20	42212	80460-100	Invoice: 76702761	31.50	
9/17/20	42212	80460-100	Invoice: 76702972	35.99	
9/17/20	42212	10006-100	Recorded Books, Inc.		171.86
9/17/20	42213	70550-600	SB Health Insurance	958.00	
9/17/20	42213	70470-100	ARLS Health Insurance	14,370.00	
			Anthem BlueCross		
9/17/20	42213	10006-100	BlueShield		15,328.00
			Retirees Health		
9/17/20	42214	70470-100	Insurance	402.00	
			Anthem BlueCross		
9/17/20	42214	10006-100	BlueShield		402.00
			#8299 60 017 0205967		
9/17/20	42215	84100-200	Telephone - HQ	447.65	
			#8299 60 017 0205967		
9/17/20	42215	82600-200	Internet - HQ	320.55	
			#8299 60 019 0107169		
9/17/20	42215	82600-410	Internet - Carson	159.32	
			#8299 60 017 0199525		
9/17/20	42215	82600-200	Internet - HQ	257.20	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/17/20	42215	84100-450	#8299 60 019 0106328 Telephone - PG	123.30	
9/17/20	42215	82600-450	#8299 60 019 0106328 Internet - PG	233.34	
9/17/20	42215	10006-100	Comcast Communications		1,541.36
9/17/20	42216	83500-420	Rent - Dinwiddie Library	300.00	
9/17/20	42216	83500-440	Rent - McKenney Library	300.00	
9/17/20	42216	83500-460	Rent - Rohoic Library	300.00	
9/17/20	42216	10006-100	County of Dinwiddie Rent - Burrowsville		900.00
9/17/20	42217	83500-480	Library Rent - Disputanta	300.00	
9/17/20	42217	83500-430	Library	150.00	
9/17/20	42217	83500-450	Rent - PG Library County of Prince	1,200.00	
9/17/20	42217	10006-100	George Labels, Label Protector, Repair Tape, Unlined		1,650.00
9/17/20	42218	83700-100	Jacket	397.81	
9/17/20	42218	10006-100	DEMCO, Inc.		397.81
9/17/20	42219	84100-410	Telephone - Carson Granite	112.85	
9/17/20	42219	10006-100	Telecommunications Rent - Hopewell		112.85
9/17/20	42220	83500-200	Library Inv #4552 Fuel - All	3,750.00	
9/17/20	42220	84300-100	Vehicles Hopewell City	234.40	
9/17/20	42220	10006-100	Treasurer Replaced Front Door		3,984.40
9/17/20	42221	84900-200	Magnet Petersburg Alarm	97.50	
9/17/20	42221	10006-100	Company, Inc.		97.50
9/17/20	42222	84800-200	Janitorial - HQ	3,995.00	
9/17/20	42222	84800-450	Janitorial - PG Professional	1,875.00	
9/17/20	42222	10006-100	Maintenance Co., Inc.		5,870.00
9/17/20	42223	80210-100	3 AFSO Invoices	86.67	
9/17/20	42223	10006-100	Reader Service		86.67
9/17/20	42224	80300-460	Newspaper - Rohoic Richmond Times	426.40	
9/17/20	42224	10006-100	Dispatch		426.40

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/17/20	42225	82600-480	Internet - Burrowsville	219.00	
9/17/20	42225	10006-100	RuralBand		219.00
9/17/20	42226	82600-200	Mobile Internet	177.84	
9/17/20	42226	10006-100	T-Mobile		177.84
9/17/20	42227	20200-400	Suntrust 9/21/20	1,560.96	
9/17/20	42227	10006-100	SunTrust Bank		1,560.96
9/21/20	42228	10007-100	Gross MLS	13,816.54	
9/21/20	42228	10007-100	Gross Non MLS	6,894.28	
9/21/20	42228	10007-100	Gross Hourly	6,823.23	
			Gross Smart		
9/21/20	42228	10007-100	Beginnings	1,663.53	
9/21/20	42228	10006-100	ARLS-Payroll		29,197.58
Total				193,063.18	193,063.18

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Suntrust 9/17/20

CK #42227

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/17/20	Amazon 8/17/20	80025-100	Adult Fiction	42.48	
8/17/20	Amazon 8/17/20	20200-400	Amazon.com		42.48
8/18/20	Amazon 8/18/20	80025-100	Adult Fiction	37.72	
8/18/20	Amazon 8/18/20	80015-100	Young Adult-Fiction	33.98	
8/18/20	Amazon 8/18/20	80020-100	Adult Non-Fiction	49.90	
8/18/20	Amazon 8/18/20	20200-400	Amazon.com		121.60
8/20/20	Amazon 8/20/20	80025-100	Adult Fiction	53.77	
8/20/20	Amazon 8/20/20	80020-100	Adult Non-Fiction	27.95	
8/20/20	Amazon 8/20/20	20200-400	Amazon.com		81.72
8/21/20	Amazon 8/21/20	80025-100	Adult Fiction	21.55	
8/21/20	Amazon 8/21/20	20200-400	Amazon.com		21.55
8/24/20	Amazon 8/24/20	84600-100	Association Dues - N. Coleman	219.00	
8/24/20	Amazon 8/24/20	20200-400	Society for Human Resource Management		219.00
8/24/20	Amazon 8/24/20-1	80460-100	Books on CD	7.98	
8/24/20	Amazon 8/24/20-1	20200-400	Amazon.com		7.98
8/25/20	Amazon 8/25/20	80010-100	Y/S Non Fiction	37.98	
8/25/20	Amazon 8/25/20	20200-400	Amazon.com		37.98
8/26/20	Amazon 8/27/20	80025-100	Adult Fiction	48.10	
8/26/20	Amazon 8/27/20	20200-400	Amazon.com		48.10
8/6/20	Amazon 8/6/20	80015-100	Young Adult-Fiction	22.77	
8/6/20	Amazon 8/6/20	20200-400	Amazon.com		22.77
7/28/20	Amazon 8490	84810-100	Cloths, Spray Bottles	46.89	
7/28/20	Amazon 8490	83700-100	Gloves, Phone Cord	80.95	
7/28/20	Amazon 8490	20200-400	Amazon.com		127.84
7/29/20	Amazon 8492	83730-100	Supplies - Staff Coffee	28.54	
7/29/20	Amazon 8492	20200-400	Amazon.com		28.54
8/13/20	Amazon 8499	84810-100	Micro Cloths	17.99	
8/13/20	Amazon 8499	83700-100	Gloves, Casses	148.15	
8/13/20	Amazon 8499	20200-400	Amazon.com		166.14
7/31/20	Boat 8519	85800-100	Business Lunch	28.57	
7/31/20	Boat 8519	20200-400	Boathouse		28.57
7/31/20	Google 7/31/20	82020-100	Google E-Mail	389.99	
7/31/20	Google 7/31/20	20200-400	Google		389.99
8/13/20	Library 8497	83910-100	Staff Training - Megan Kitchen	49.00	
8/13/20	Library 8497	20200-400	Library Works		49.00
8/3/20	Post 8494	84700-450	Postage-PG	124.00	
8/3/20	Post 8494	20200-400	US Postal Service		124.00
8/26/20	UHaul 8/26/20	85800-100	Boxes for Friends Sale	43.70	
8/26/20	UHaul 8/26/20	20200-400	U-Haul		43.70
Total				1,560.96	1,560.96

Appomattox Reg Library System

Sam's CC

Staples CC

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

9/3/20

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/28/20	Sams 8487	84810-100	Supplies - Janitorial	52.93	
7/28/20	Sams 8487	83730-100	Supplies - Staff Coffee	15.96	
7/28/20	Sams 8487	84810-100	Swiffer Refills	47.12	
7/28/20	Sams 8487	20200-200	Sam's Club Direct		116.01
Total				116.01	116.01
CK #42201					

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/20/20	Staples 8467-1	83700-100	Hand Sanitizer	221.95	
7/20/20	Staples 8467-1	20200-300	Staples, Inc.		221.95
7/16/20	Staples 8482	83700-100	Digital Recorder	54.39	
7/16/20	Staples 8482	84810-100	Trash Bags, 16 Gallon	26.86	
7/16/20	Staples 8482	20200-300	Staples, Inc.		81.25
7/22/20	Staples 8486	83700-100	Scissors, Tape	34.28	
7/22/20	Staples 8486	84810-100	Trashbags	39.29	
7/22/20	Staples 8486	20200-300	Staples, Inc.		73.57
Total				376.77	376.77
CK #42203					

Smart Beginnings Report
July 1, 2020 to September 30, 2020

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/20	Beginning Balance			5,814.38
7/27/20	Payment from SB		5,814.38	
7/31/20	July Salary & Benefits	8,086.10		
8/24/20	Payment from SB		8,086.10	
8/31/20	August Salary & Benefits	5,808.89		
9/21/20	Payment from SB		5,808.89	
9/30/20	September Salary & Benefits	5,809.89		
9/30/20	Ending Balance			5,809.89

Community Involvement
Septemeber 2020

9/17	HDP Economic Vitality Committee
9/17	HDP reception
9/24	Annual Library of Virginia/Library Director's meeting
9/30	VLA Intellectual Freedom Committee meeting