

# APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

January 19, 2021

Prince George Library

1:00 p.m.

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

**January 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 – December 15, 2020 Regular Meeting  
Statistical Report – dated January 19, 2021  
Financial Report – dated January 19, 2021  
Bills for Review

**Communications:**

**Citizen Comments:**

**Report of Library Director:**

- R1.** Staff Update
- R2.** Online Banking
- R3.** State Aid
- R4.** Refresh of branch furnishings
- R4.** COVID-19
- R5.** Budget Submission

**Committee Reports:**

**New Business:**

**Unfinished Business**

**Adjournment**

**Next Meeting: February 16, 2021 at the Prince George Library**

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

**Call to Order:** Board Chairman Carly Baskerville called the regular meeting of the Board of Trustees of the Library to order at 1:02 pm at the Prince George Library.

**Trustees Present:** David Harless (H), Ann Williams (H), Susan Eliades (H), Lillian Boyd (PG), Juanita Thorne (PG), Martha Sykes (D), Carol King (D), and Carly Baskerville (D)

**Trustees Absent:** William Thomas (PG)

**Staff Present:** Brian Manning

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

**Consent Agenda:** Ms. Boyd made a motion to amend the minutes of October 20 to change the date of the next meeting to December 15. Ms. Sykes seconded the motion and the change was approved unanimously. After discussion, Mr. Harless made a motion to accept the consent agenda. Ms. Thorne seconded the motion and the motion was approved unanimously.

**Communications:** None

**Citizen Comments:** None

**Report of the Library Director:**

**R1.** Due to the resumption of some services at branch libraries, there have been some changes in staffing requirements. There is currently an opening for a courier driver. The library assistant openings at the Dinwiddie and McKenney branches have been filled. Many precautions are already in place but since an employee or patron could come into one of the buildings after being exposed to or testing positive for COVID, a discussion was held about further precautions that might need to be implemented. For example, to limit access to the circulation staff, patrons could be advised to use the self-checkout option. If employees have to be quarantined or go on sick leave due to COVID, temporary staff shortages may occur.

**R2.** Prince George and Hopewell libraries are open with reduced hours. The Dinwiddie and McKenney branches are now open by reservation for hour long time slots for individuals or families. Glass has been installed at circulation desks at all branches. Curbside pickups will soon be available at all locations.

**R3.** The 2021 Appomattox Regional Library holiday schedule has been designed to comply with the Commonwealth of Virginia Holiday Calendar. However, if the actual date of a holiday falls on a Saturday and Virginia celebrates the holiday on the preceding Friday, the libraries will celebrate both days. Mr. Harless made motion to approve the 2021 holiday schedule. Ms. Thorne seconded the motion and the motion was passed unanimously.

**R4.** Several municipalities are now providing wi-fi signals. The Rohoic library has access to county provided wi-fi in the building. The city government of Hopewell is also installing routers to provide wi-fi. This will help to increase wi-fi access, but the library will continue to provide wi-fi at its locations and have more hotspots available for checkout.

**R5.** The FY2022 Budget was provided Board members. Mr. Manning met with the Finance Committee prior to this meeting.

**Committee Reports:** The Finance Committee reported its approval of the FY2022 budget. It is understood that changes to the budget could be necessary if the local jurisdictions do not provide the requested revenues.

**New Business:** Mr. Harless made a motion to approve the FY2022 budget. Ms. Williams seconded the motion and the motion was approved unanimously.

**Unfinished Business:** None

**Adjournment:** Ms. Williams made a motion to adjourn the meeting. Ms. Sykes seconded the motion and the motion was approved unanimously. Ms. Baskerville adjourned the meeting at 2:12 pm.

**Next Meeting:** January 19, 2021 at the Prince George Library.

Statistical Report  
January 19, 2021

Statistical Report - January 19, 2021  
Circulation Data All Locations:

Location	FY	Month												Total	% of Chg by TOTAL % Month	YTD CHANGE
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC			
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	50	130	126	0	0	0	0	0	0	357	-33%	-83%
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	469	509	521	0	0	0	0	0	0	18,212	-23%	272%
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	720	683	841	0	0	0	0	0	0	3,181	-38%	-71%
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	21	96	175	0	0	0	0	0	0	326	-52%	-88%
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	7,408	7,438	7,794	0	0	0	0	0	0	44,719	1%	-24%

Statistical Report  
January 19, 2021

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	210	206	396	0	0	0	0	0	0	1,120	-25%	-75%
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	3,218	2,759	2,794	0	0	0	0	0	0	15,147	-8%	-44%
Rohioic	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	69	45	86	0	0	0	0	0	0	343	-89%	-94%
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	1,813	2,141	1,757	0	0	0	0	0	0	11,525	24%	25%
ARIS 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	22,086	19,785	19,399	18,795	18,518	20,377	19,143	19,623	22,684	269,459		
	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	17,146	16,637	17,158	0	0	0	0	0	0	109,720	7%	-12%

Statistical Report  
January 19, 2021

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	0	0	0	7	28	20	0	0	0	0	0	0	55
Carson Depot	211	165	115	100	88	101	0	0	0	0	0	0	780
Dinwiddie	27	82	94	108	117	124	0	0	0	0	0	0	552
Disputanta	0	0	0	0	0	7	0	0	0	0	0	0	7
Hopewell	165	7,432	7,948	7,130	5,957	6,764	0	0	0	0	0	0	35,396
McKenney	0	0	35	31	30	107	0	0	0	0	0	0	203
Prince George	214	3,186	2,724	2,839	2,017	2,436	0	0	0	0	0	0	13,416
Robotic	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	617	10,865	10,916	10,215	8,237	9,559	0	0	0	0	0	0	50,409
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	0	0	0	0	1	2	0	0	0	0	0	0	3
Meeting Room Users**	45	65	17	7	9	11	0	0	0	0	0	0	154
Book Group ***	0	0	0	11	12	3	0	0	0	0	0	0	26
Adult Program***	299	204	57	38	0	0	0	0	0	0	0	0	598
Non-SRP Child Program	0	0	354	867	178	0	0	0	0	0	0	0	1,399
Non-SRP Teen Program	0	0	37	35	33	0	0	0	0	0	0	0	105
Storytime***	4,657	3,946	3,830	2,563	549	1,532	0	0	0	0	0	0	17,077
SRP Child***	711	458	0	0	0	570	0	0	0	0	0	0	1,739
SRP Teen***	103	49	0	0	0	0	0	0	0	0	0	0	152
Community Outreach	0	0	89	0	0	1,063	0	0	0	0	0	0	1,152
Database Usage	254	88	216	106	635	235	0	0	0	0	0	0	1,534
TOTALS	6,069	4,810	4,600	3,627	1,417	3,416	0	0	0	0	0	0	23,939

\* Includes patrons using curbside checkout  
 \*\*Rooms remained closed for the general public.The Census Bureau, City or Prince George Co. made use of rooms in July - November  
 \*\*\*Includes online programming

Statistical Report  
January 19, 2021

REFERENCE QUESTIONS - FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	*APR	MAY	JUN	TOTAL
Burrowsville	0	0	0	3	17	9	0	0	0	0	0	0	29
Carson Depot	0	0	11	60	54	58	0	0	0	0	0	0	183
Dinwiddie	0	0	20	51	52	57	0	0	0	0	0	0	180
Disputanta	0	0	0	0	0	0	0	0	0	0	0	0	0
Hopewell	569	1,086	911	983	957	953	0	0	0	0	0	0	5,459
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	497	378	0	0	0	0	0	0	0	1,407
Rohoic	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>569</b>	<b>1,306</b>	<b>1,254</b>	<b>1,594</b>	<b>1,458</b>	<b>1,077</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,258</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	0	0	0	0	0	0	0	0	0	0	0	0	0
WIFI	0	5	2	0	1	0	0	0	0	0	0	0	8
Carson Depot Workstation	0	0	11	1	0	2	0	0	0	0	0	0	14
WIFI	0	1	2	3	1	0	0	0	0	0	0	0	7
Dinwiddie Workstation	0	0	6	31	36	64	0	0	0	0	0	0	137
WIFI	7	7	2	3	2	1	0	0	0	0	0	0	22
Disputanta Workstation	0	0	0	0	0	21	0	0	0	0	0	0	21
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Hopewell Workstation	640	813	828	783	703	768	0	0	0	0	0	0	4,535
WIFI	101	139	193	179	205	161	0	0	0	0	0	0	978
McKenney Workstation	0	0	2	2	0	7	0	0	0	0	0	0	11
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George Workstation	9	167	236	309	239	307	0	0	0	0	0	0	1,267
WIFI	10	106	110	128	72	61	0	0	0	0	0	0	487
Rohoic Workstation	0	0	0	0	53	13	0	0	0	0	0	0	66
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>767</b>	<b>1,238</b>	<b>1,392</b>	<b>1,439</b>	<b>1,312</b>	<b>1,405</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,553</b>



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

Fund#	Revenue 01/01/21	FY2020 Adopted	Prev. Total Receipts	12/31/20	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	\$315,258	\$0	\$315,258	50.0%	\$315,258
103	Dinwiddie	\$298,890	\$149,445	\$0	\$149,445	50.0%	\$149,445
104	Prince George	\$604,127	\$302,064	\$0	\$302,064	50.0%	\$302,064
105	State Funds	\$432,866	\$216,433	\$0	\$216,433	50.0%	\$216,433
106	Fines/Fees/Lost	\$12,000	\$1,714	\$460	\$2,174	18.1%	\$9,826
107	Copying/Fax Receipts	\$21,000	\$6,906	\$1,540	\$8,446	40.2%	\$12,554
108	Endowment Funds	\$20,269	\$20,269	\$0	\$20,269	100.0%	\$0
109	E-Rate Refunds	\$40,263	\$40,060	\$0	\$40,060	99.5%	\$203
110	Gifts/Donations	\$5,000	\$3,250	\$50	\$3,300	66.0%	\$1,700
111	Grants	\$5,000	\$8,526	\$0	\$8,526	170.5%	(\$3,526)
112	Other	\$10,000	\$424	\$39	\$464	4.6%	\$9,536
<b>TOTALS</b>		<b>\$2,224,930</b>	<b>\$1,064,348</b>	<b>\$2,089</b>	<b>\$1,066,437</b>	<b>47.9%</b>	<b>\$1,158,493</b>

Fund#	EXPENSES 01/01/2021	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES 12/2020	TOTAL EXPENSES 12/30/20	PERCENTAGE SPENT	BALANCE
<b>Personnel</b>							
200	MLS Salaries & Wages	\$486,000	\$197,830	\$53,954	\$251,784	51.8%	\$234,216
201	Non-MLS Salary & Wages	\$551,000	\$209,745	\$61,699	\$271,444	49.3%	\$279,556
202	Benefits for Staff/Retirees	\$310,000	\$122,091	\$27,391	\$149,482	48.2%	\$160,518
	<b>Total Personnel</b>	<b>\$1,347,000</b>	<b>\$529,666</b>	<b>\$143,044</b>	<b>\$672,710</b>	<b>49.9%</b>	<b>\$674,290</b>
<b>Books &amp; Materials</b>							
300	Books	\$96,096	\$34,142	\$6,384	\$40,526	42.2%	\$55,570
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$11,046	\$1,443	\$12,489	41.6%	\$17,511
303	Print News & Periodicals	\$10,000	\$910	\$0	\$910	9.1%	\$9,090
304	Audiovisual Materials	\$25,000	\$8,553	\$1,701	\$10,254	41.0%	\$14,746
305	Electronic Materials	\$5,000	\$549	\$0	\$549	11.0%	\$4,451
308	Restricted - Donation/Grant	\$8,525	\$107	\$0	\$107	0.0%	\$8,419
310	Econtent	\$25,000	\$22,783	\$0	\$22,783	91.1%	\$2,217
	<b>Total Books &amp; Materials</b>	<b>\$220,621</b>	<b>\$78,090</b>	<b>\$9,528</b>	<b>\$87,618</b>	<b>39.7%</b>	<b>\$133,004</b>
<b>Capital Expenditures</b>							
Library Non-Computer Equip.,							
400	Furniture & Fixtures	\$50,000	\$6,829	\$5,837	\$12,666	25.3%	\$37,334
401	Computer Hardware	\$60,000	\$23,528	\$22,311	\$45,839	76.4%	\$14,161
	<b>Total Capital Expenditures</b>	<b>\$110,000</b>	<b>\$30,357</b>	<b>\$28,147</b>	<b>\$58,505</b>	<b>53.2%</b>	<b>\$51,495</b>
<b>Contractual</b>							
500	Lyrasis ILL Services	\$3,100	\$0	\$0	\$0	0.0%	\$3,100
Software & Web Based App.							
501	Licensing Contracts	\$35,000	\$21,758	\$2,832	\$24,590	70.3%	\$10,410
502	Audit	\$20,000	\$0	\$2,100	\$2,100	10.5%	\$17,900
503	Cataloging MARC Records	\$3,000	\$1,155	\$192	\$1,347	44.9%	\$1,653
504	Unique Management	\$4,500	\$0	\$0	\$0	0.0%	\$4,500
505	Computer Support/Service Calls	\$60,000	\$16,117	\$4,266	\$20,383	34.0%	\$39,617

Fund#	EXPENSES 01/01/2021	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 12/2020	TOTAL EXPENSES 12/31/20	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$25,000	\$10,623	\$1,848	\$12,471	49.9%	\$12,529
508	Printing and Publications	\$4,500	\$375	\$0	\$375	8.3%	\$4,125
	<b>Total Contractual</b>	<b>\$155,100</b>	<b>\$50,028</b>	<b>\$11,239</b>	<b>\$61,267</b>	<b>39.5%</b>	<b>\$93,833</b>
	<b>Facilities/Maint./Operations</b>						
600	Equip. Repair & Maintenance	\$7,000	\$2,283	\$239	\$2,522	36.0%	\$4,478
601	TLC Maintenance Contract	\$20,600	\$16,366	\$0	\$16,366	79.4%	\$4,234
602	Facilities and Rent	\$76,650	\$31,500	\$6,300	\$37,800	49.3%	\$38,850
603	Supplies	\$25,000	\$6,084	\$1,871	\$7,955	31.8%	\$17,045
604	Travel / Workshops /Conf. Fees	\$5,000	\$1,331	\$49	\$1,380	27.6%	\$3,620
605	Training / Education	\$3,000	\$621	\$0	\$621	20.7%	\$2,379
606	Utilities	\$3,000	\$625	\$93	\$718	23.9%	\$2,282
607	Telephone (Voice)	\$13,000	\$4,793	\$960	\$5,753	44.3%	\$7,247
608	Insurance	\$12,250	(\$367)	\$0	(\$367)	-3.0%	\$12,617
609	Vehicle Maintenance & Fuel	\$5,000	\$1,122	\$435	\$1,557	31.1%	\$3,443
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	\$367	\$805	\$1,172	58.6%	\$828
613	Postage	\$5,500	\$1,731	\$0	\$1,731	31.5%	\$3,769
614	Janitorial	\$73,000	\$22,849	\$5,870	\$28,719	39.3%	\$44,281
615	Other Building Maintenance	\$15,000	\$2,415	\$602	\$3,017	20.1%	\$11,983
	<b>Total</b>	<b>\$269,000</b>	<b>\$91,719</b>	<b>\$17,224</b>	<b>\$108,944</b>	<b>40.5%</b>	<b>\$160,056</b>
	<b>Facilities/Maint./Operations</b>						
	<b>Programs/Activites/Other</b>						
700	YS Summer Reading Program	\$7,000	\$190	\$0	\$190	2.7%	\$6,810
701	YS Programming & Supplies	\$4,500	\$541	\$54	\$595	13.2%	\$3,905
703	Adult Programming Supplies	\$7,000	\$147	\$0	\$147	2.1%	\$6,853

Fund#	EXPENSES 01/01/2021	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES 12/2020	TOTAL EXPENSES 12/31/2020	PERCENTAGE SPENT	BALANCE
705 Reserve		\$7,000	\$0	\$0	\$0	0.0%	\$7,000
709 Misc. Professional Serv. & Other		\$9,700	\$1,949	\$1,017	\$2,966	30.6%	\$6,734
Total Programs/Activ./Other		\$35,200	\$2,827	\$1,071	\$3,898	11.1%	\$31,302
GRAND TOTALS		\$2,136,921	\$782,688	\$210,254	\$992,942	46.5%	\$1,143,980

## Appomattox Reg Library System

## Check Register

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

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
12/3/20	Electronic Federal Tax Payment	200691	8,923.79
12/17/20	Electronic Federal Tax Payment	200692	9,454.49
12/31/20	Electronic Federal Tax Payment	200693	9,137.09
12/3/20	Treasurer of Virginia	2013-621	480.96
12/3/20	Treasurer of Virginia	2013-622	277.14
12/10/20	Treasurer of Virginia	2013-625	6,456.76
12/17/20	Treasurer of Virginia	2013-627	277.14
12/17/20	Treasurer of Virginia	2013-628	480.96
12/3/20	Comcast Communications	42365	309.31
12/3/20	GreatAmerica Financial Svcs.	42366	2,855.48
12/3/20	Heaton's Lawn Maintenance, LLC	42367	243.75
12/3/20	Sam's Club Direct	42368	65.90
12/10/20	Baker & Taylor	42369	972.00
12/10/20	Cengage Learning Inc/Gale	42370	94.46
12/10/20	Ingram Library Services	42371	2,071.33
12/10/20	Midwest Tape	42372	1,081.40
12/10/20	Rowman & Littlefield Publishing Group	42373	17.36
12/10/20	Active Screening	42374	68.00
12/10/20	Comcast Communications	42375	225.34
12/10/20	Dominion Energy Virginia	42376	92.94
12/10/20	Sarah Finch	42377	90.98
12/10/20	E-N Computers, Inc.	42378	25,301.46
12/10/20	Milton Fleshman	42379	150.00
12/10/20	Granite Telecommunications	42380	113.43
12/10/20	J. Brocklehurst CPA, PLLC	42381	2,100.00
12/10/20	Librarica LLC	42382	2,432.40
12/10/20	Petersburg Alarm Company, Inc.	42383	114.00
12/10/20	Professional Maintenance Co., Inc.	42384	5,870.00
12/10/20	Reader Service	42385	30.83
12/10/20	RuralBand	42386	219.00
12/10/20	Shred-It USA LLC	42387	65.49
12/10/20	Smart Beginnings	42388	1,020.00
12/10/20	SunTrust Bank	42389	2,073.89
12/10/20	TMA Laser Group, Inc.	42390	699.42
12/10/20	T-Mobile	42391	177.84
12/10/20	Verizon	42392	16.76
12/10/20	Virginia Library Association	42393	160.00
12/14/20	ARLS-Payroll	42394	33,670.42
12/22/20	Blackstone Publishing	42395	30.89
12/22/20	Baker & Taylor	42396	1,974.13
12/22/20	Cengage Learning Inc/Gale	42397	503.80
12/22/20	Ingram Library Services	42398	1,841.14
12/22/20	Midwest Tape	42399	574.50
12/22/20	Carraway Glass Co.	42400	4,256.63
12/22/20	Comcast Communications	42401	1,284.77
12/22/20	County of Dinwiddie	42402	900.00
12/22/20	County of Prince George	42403	1,650.00
12/22/20	DEMCO, Inc.	42404	82.31

Appomattox Reg Library System  
**Check Register**  
 For the Period From Dec 1, 2020 to Dec 31, 2020

Filter Criteria includes: Report order is by Check Number.

<b>Date</b>	<b>Payee</b>	<b>Check #</b>	<b>Amount</b>
12/22/20	Ginger Mauler	42405	40.19
12/22/20	Michelle Lawhorn	42406	9.09
12/22/20	Hopewell City Treasurer	42407	4,184.98
12/22/20	Houchins Pest Control	42408	95.00
12/22/20	Hopewell/PG Chamber Commerce	42409	225.00
12/22/20	OCLC, Inc.	42410	192.43
12/22/20	Reader Service	42411	55.84
12/22/20	Rich's Stitches Inc.	42412	374.00
12/22/20	Thomson Reuters - West	42413	399.53
12/22/20	Virginia Library Association	42414	110.00
12/28/20	ARLS-Payroll	42415	34,583.95
12/28/20	Anthem BlueCross BlueShield	42416	402.00
12/28/20	Anthem BlueCross BlueShield	42417	15,327.00
12/28/20	Comcast Communications	42418	461.68
12/28/20	DEMCO, Inc.	42419	251.20
12/28/20	Canon Financial Services, Inc.	42420	202.12
12/28/20	Staples Credit Plan	42421	302.91
		<b>Total</b>	<b>188,206.61</b>

## Appomattox Reg Library System

Suntrust CK#42389

12/10/20

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/10/20	Amazon 11/10/20	80025-100	Adult Fiction	21.37	
11/10/20	Amazon 11/10/20	20200-400	Amazon.com		21.37
11/10/20	Amazon 11/10/20-1	80025-100	Adult Fiction	20.08	
11/10/20	Amazon 11/10/20-1	20200-400	Amazon.com		20.08
11/10/20	Amazon 11/10/20-3	80015-100	Young Adult-Fiction	134.94	
11/10/20	Amazon 11/10/20-3	20200-400	Amazon.com		134.94
11/11/20	Amazon 11/11/20	80025-100	Adult Fiction	30.98	
11/11/20	Amazon 11/11/20	20200-400	Amazon.com		30.98
11/12/20	Amazon 11/12/20	80025-100	Adult Fiction	103.66	
11/12/20	Amazon 11/12/20	20200-400	Amazon.com		103.66
11/13/20	Amazon 11/13/20	80015-100	Young Adult-Fiction	34.38	
11/13/20	Amazon 11/13/20	20200-400	Amazon.com		34.38
11/9/20	Amazon 11/9/20	80025-100	Adult Fiction	18.98	
11/9/20	Amazon 11/9/20	20200-400	Amazon.com		18.98
11/1/20	Amazon 8448-6	80840-100	John Randolph Fdn - Grant	53.12	
11/1/20	Amazon 8448-6	20200-400	Amazon.com		53.12
11/2/20	Amazon 8552	85110-100	Const. Paper, Pipe Cleaner	99.57	
11/2/20	Amazon 8552	20200-400	Amazon.com		99.57
11/2/20	Amazon 8553	81210-100	Apple iPad Air 2	295.00	
11/2/20	Amazon 8553	20200-400	Amazon.com		295.00
11/5/20	Amazon 8556	83740-100	Gloves	94.74	
11/5/20	Amazon 8556	83700-100	Gavel, Planners	79.07	
11/5/20	Amazon 8556	20200-400	Amazon.com		173.81
11/24/20	Ancestry 8566	80500-100	On-Line Periodicals & Database	199.00	
11/24/20	Ancestry 8566	20200-400	Ancestry.com		199.00
11/14/20	Business 8561	83910-100	W-4 Compliance Training	197.00	
11/14/20	Business 8561	20200-400	Business Management Daily		197.00
10/31/20	Google 10/31/20	82020-100	Google E-Mail	390.00	
10/31/20	Google 10/31/20	20200-400	Google		390.00
11/6/20	Marriott 8524	83810-100	Hotel - District Conference	302.00	
11/6/20	Marriott 8524	20200-400	Marriott		302.00
Total				2,073.89	2,073.89

Appomattox Reg Library System

Sam's 12/3/20

Staples 12/28/20

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/4/20	Sams 8551	84810-100	Soap	19.96	
11/4/20	Sams 8551	83740-100	Plastic Film	33.96	
11/4/20	Sams 8551	83700-100	Tylenol	11.98	
11/4/20	Sams 8551	20200-200	Sam's Club Direct		65.90
Total				65.90	65.90
<b>CK #42368</b>					

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/20/20	Staples 8564	84810-100	Toilet Paper	56.19	
11/20/20	Staples 8564	83700-100	Paper, Ink, Planners	246.72	
11/20/20	Staples 8564	20200-300	Staples, Inc.		302.91
Total				302.91	302.91
<b>CK #42421</b>					



Smart Beginnings Report  
July 1, 2020 to December 31, 2020

<b>Date</b>	<b>Trans Description</b>	<b>Debit Amt</b>	<b>Credit Amt</b>	<b>Balance</b>
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	5,808.89		
10/16/20	Payment from SB		5,808.89	
10/31/20	October Salary & Benefits	5,808.89		
11/16/20	Payment from SB		5,808.89	
11/30/20	November Salary & Benefits	5,808.89		
12/28/20	Payment from SB		5,808.89	
12/31/20	December Salary & Benefits	8,086.10		
12/31/20	Ending Balance			8,086.10

**Community Involvement  
December 2020**

12/4 CALD-TALC meeting (Zoom)  
12/8 Hopewell City Council (as legacy member of the Chamber of Commerce)  
12/17 Downtown Partnership Economic Vitality Committee