

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

May 18, 2021

Prince George Library  
1:00 p.m.

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

**April 20, 2021**

**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 – April 20, 2021 Regular Meeting  
Statistical Report – dated May 18, 2021  
Financial Report – dated May 18, 2021  
Bills for Review

**Communications:**

**Citizen Comments:**

**Report of Library Director:**

- R1.** Staff Update
- R2.** Summer Reading Program (Youth & Adult)
- R3.** Meeting Rooms / Continued Monitoring of State Guidelines on COVID-19
- R4.** Proposed Meeting Schedule for FY2022
- R5.** Budget update

**Committee Reports:**

**New Business:**

Proposed Meeting Schedule and locations

**Unfinished Business**

Proposed Annual Review Form

**Adjournment**

**Next Meeting: June 15, 2021 at the Prince George Library**

**Appomattox Regional Library System  
Board of Trustees Regular Meeting  
Minutes of April 20, 2021**

**Call to Order:** Board Chairman Carly Baskerville called the regular meeting of the Board of Trustees of the Library to order at 1:03 pm at the Prince George Library.

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

**Staff Present:** Brian Manning

**Approval of Agenda:** Ms. Thorne moved to approve the agenda. Mr. Thomas seconded the motion and the motion was approved unanimously.

**Consent Agenda:** Discussion was held about various items in the reports for review. Ms. Boyd made a motion to approve the consent agenda. Ms. Williams seconded the motion and the motion was approved unanimously.

**Communications:** None

**Citizen Comments:** None

**Report of the Library Director:**

**R1.** The circulation position in Prince George will remain open until filled. One employee is currently on extended sick leave. An application to fill the vacant trustee position is currently being considered for approval by the Dinwiddie Board of Supervisors.

**R2.** A virtual visit with local author, Melissa Face will be held April 22 at 7 pm. She will discuss her book, "I love you more than coffee".

**R3.** Furniture replacements have been selected for the Disputanta Library. A lectern with a sound system is being purchased for the Prince George Library. New computers are scheduled to be installed at the Dinwiddie and Burrowsville branch libraries. This will complete the system wide computer update. Additional furniture replacements are being considered for the branch libraries.

**R4.** The Board was presented a sample Director's performance review form for consideration. Using this form, the director completes a yearly self-evaluation. The Board would then meet in a closed session for an open discussion with the Director about the results. It was suggested that an additional line be added to the form for comments on management of general operations. Ms. Baskerville said the personnel committee would review the form and present the Board with a final version for their approval.

**R5.** The Board completed their review of the proposed revisions to Section 9 (Displays and Exhibits) and Section 16 (Technology) of Appomattox Regional Library System policies. After discussion, all desired changes to the documents were noted by Mr. Manning.

**Committee Reports:** None

**New Business:** None

**Unfinished Business:** Ms. Williams made a motion to approve the above agreed on revisions to Sections 9 and 16 of ARLS policies. Mr. Thomas seconded the motion and the motion was approved unanimously. Discussion was held regarding possible resumption of rotating meeting locations. It was decided that Board meetings would remain at the Prince George Library through June and changes would be considered at a later date.

**Adjournment:** Ms. Boyd made a motion to adjourn the meeting. Ms. Williams seconded the motion and the motion was unanimously approved. The meeting adjourned at 1:54 pm.

**Next Meeting:** May, 18 2021 1pm at the Prince George Library

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

fund#	Revenue 05/01/21	FY2020 Adopted	Prev. Total Receipts	4/30/21	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	\$472,886	\$157,629	\$630,515	100.0%	\$0
103	Dinwiddie	\$298,890	\$224,168	\$74,723	\$298,890	100.0%	\$0
104	Prince George	\$604,127	\$453,095	\$151,032	\$604,127	100.0%	\$0
105	State Funds	\$432,866	\$337,349	\$120,916	\$458,264	105.9%	(\$25,398)
106	Fines/Fees/Lost	\$12,000	\$3,894	\$630	\$4,524	37.7%	\$7,476
107	Copying/Fax Receipts	\$21,000	\$13,474	\$1,934	\$15,408	73.4%	\$5,592
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	\$3,300	\$0	\$3,300	66.0%	\$1,700
111	Grants	\$5,000	\$8,526	\$15,000	\$23,526	470.5%	(\$18,526)
112	Other	\$10,000	\$666	\$50	\$716	7.2%	\$9,284
	<b>TOTALS</b>	\$2,224,930	\$1,577,686	\$521,912	\$2,099,598	94.4%	\$125,332

Fund#	EXPENSES 05/01/2021	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 04/2021	TOTAL EXPENSES 04/30/21	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$486,000	\$363,199	\$35,969	\$399,168	82.1%	\$86,832
201	Non-MLS Salary & Wages	\$551,000	\$417,262	\$49,371	\$466,633	84.7%	\$84,367
202	Benefits for Staff/Retirees	\$310,000	\$224,731	\$24,908	\$249,639	80.5%	\$60,361
	<b>Total Personnel</b>	<b>\$1,347,000</b>	<b>\$1,005,192</b>	<b>\$110,248</b>	<b>\$1,115,440</b>	<b>82.8%</b>	<b>\$231,560</b>
Books & Materials							
300	Books	\$96,096	\$69,804	\$15,346	\$85,149	88.6%	\$10,947
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$17,125	\$2,942	\$20,067	66.9%	\$9,933
303	Print News & Periodicals	\$10,000	\$1,960	(\$187)	\$1,773	17.7%	\$8,227
304	Audiovisual Materials	\$25,000	\$15,618	\$5,607	\$21,225	84.9%	\$3,775
305	Electronic Materials	\$5,000	\$579	\$0	\$579	11.6%	\$4,421
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>\$127,975</b>	<b>\$23,708</b>	<b>\$151,683</b>	<b>68.8%</b>	<b>\$68,938</b>
Capital Expenditures							
Library Non-Computer Equip.,							
400	Furniture & Fixtures	\$50,000	\$21,275	\$0	\$21,275	42.5%	\$28,725
401	Computer Hardware	\$60,000	\$54,690	\$18,421	\$73,112	121.9%	(\$13,112)
	<b>Total Capital Expenditures</b>	<b>\$110,000</b>	<b>\$75,965</b>	<b>\$18,421</b>	<b>\$94,386</b>	<b>85.8%</b>	<b>\$15,614</b>
Contractual							
500	Lyrrasis ILL Services	\$3,100	\$3,085	\$20	\$3,105	100.2%	(\$5)
Software & Web Based App.							
501	Licensing Contracts	\$35,000	\$31,080	\$780	\$31,860	91.0%	\$3,140
502	Audit	\$20,000	\$10,636	\$0	\$10,636	53.2%	\$9,364
503	Cataloging MARC Records	\$3,000	\$1,924	\$192	\$2,117	70.6%	\$883
504	Unique Management	\$4,500	\$0	\$0	\$0	0.0%	\$4,500
505	Computer Support/Service Calls	\$60,000	\$34,166	\$4,525	\$38,691	64.5%	\$21,309

Fund#	EXPENSES 05/01/2021	FY20	TOTAL SPENT TO	MONTHLY	TOTAL EXPENSES	PERCENTAGE	BALANCE
		Projected Expenditures	PREVIOUS MONTH	EXPENSES - 04/2021	04/30/21	SPENT	
507	Telecomm Internet Line Charges	\$25,000	\$19,667	\$3,349	\$23,017	92.1%	\$1,983
508	Printing and Publications	\$4,500	\$375	\$0	\$375	8.3%	\$4,125
	<b>Total Contractual</b>	<b>\$155,100</b>	<b>\$100,934</b>	<b>\$8,867</b>	<b>\$109,801</b>	<b>70.8%</b>	<b>\$45,299</b>
	<b>Facilities/Maint./Operations</b>						
600	Equip. Repair & Maintenance	\$7,000	\$3,745	\$1,670	\$5,416	77.4%	\$1,584
601	TLC Maintenance Contract	\$20,600	\$16,366	\$0	\$16,366	79.4%	\$4,234
602	Facilities and Rent	\$76,650	\$56,700	\$6,300	\$63,000	82.2%	\$13,650
603	Supplies	\$25,000	\$10,471	\$4,397	\$14,868	59.5%	\$10,132
604	Travel / Workshops /Conf. Fees	\$5,000	\$1,625	\$94	\$1,719	34.4%	\$3,281
605	Training / Education	\$3,000	\$546	\$5	\$551	18.4%	\$2,449
606	Utilities	\$3,000	\$1,456	\$233	\$1,690	56.3%	\$1,310
607	Telephone (Voice)	\$13,000	\$8,618	\$1,148	\$9,765	75.1%	\$3,235
608	Insurance	\$12,250	(\$302)	\$0	(\$302)	-2.5%	\$12,552
609	Vehicle Maintenance & Fuel	\$5,000	\$1,981	\$168	\$2,149	43.0%	\$2,851
610	Job & Contracting Advertising	\$1,000	\$468	\$0	\$468	46.8%	\$532
611	Promotional Advertising	\$2,000	\$494	\$0	\$494	24.7%	\$1,506
612	Organization/Association Dues	\$2,000	\$2,770	\$158	\$2,928	146.4%	(\$928)
613	Postage	\$5,500	\$2,434	\$363	\$2,797	50.9%	\$2,703
614	Janitorial	\$73,000	\$41,275	\$12,061	\$53,336	73.1%	\$19,664
615	Other Building Maintenance	\$15,000	\$4,905	\$818	\$5,723	38.2%	\$9,277
	<b>Total</b>	<b>\$269,000</b>	<b>\$153,552</b>	<b>\$27,416</b>	<b>\$180,968</b>	<b>67.3%</b>	<b>\$88,032</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	\$862	\$0	\$862	19.2%	\$3,638
703	Adult Programming Supplies	\$7,000	\$1,291	\$1,253	\$2,544	36.3%	\$4,457

Fund#	EXPENSES 05/01/2021	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 04/2021	TOTAL EXPENSES 04/30/21	PERCENTAGE SPENT	BALANCE
705 Reserve		\$7,000	\$0	\$0	\$0	0.0%	\$7,000
709 Misc. Professional Serv. & Other		\$9,700	\$4,966	\$252	\$5,218	53.8%	\$4,482
Total Programs/Activ./Other		\$35,200	\$7,309	\$1,505	\$8,814	25.0%	\$26,386
GRAND TOTALS		\$2,136,921	\$1,470,928	\$190,164	\$1,661,092	77.7%	\$475,830



**Statistical Report  
May 18, 2021**

Statistical Report -May 18, 2021  
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
															Month	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	50	130	126	122	104	153	206	0	0	942	26%		-67%
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	595	621	749	705	0	0	20,882	107%		190%
Dinwiddie	FY17	2,618	2,478	3,172	2,106	1,920	1,982	2,176		2,367	1,883	1,962	2,034	24,698			
	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	827	649	856	805	0	0	6,318	8%		-57%
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	201	238	379	329	0	0	1,473	135%		-62%
Hopewell	FY17	13,980	13,461	11,526	11,856	11,351	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	7,833	8,113	9,143	8,403	0	0	78,211	17%		-15%

Statistical Report  
May 18, 2021

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR*	MAY	JUN	Total	Month	YTD
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	354	409	453	460	0	0	2,796	47%	-58%
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	3,669	3,737	3,016	2,154	1,470	726	41,871		
	FY21	1,479	1,665	3,232	3,218	2,759	2,794	4,814	2,734	3,138	3,050	0	0	28,883	42%	-27%
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	46	86	116	194	256	207	0	0	1,116	-43%	-88%
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	1,336	2,437	2,331	2,063	20,116		
	FY21	1,969	1,986	1,859	1,813	2,141	1,757	2,013	2,104	1,985	1,796	0	0	19,423	-26%	24%
ARIS Totals	FY17	29,171	28,994	25,935	24,466	23,422	22,233	24,056	21,286	24,896	21,954	23,637	33,241	303,522		
	FY18	33,807	29,466	25,776	22,086	19,785	19,399	19,390	19,139	21,126	19,848	19,623	22,684	272,129		
	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	21,567	17,796	20,097	18,805	0	0	187,985	36%	-2%

Statistical Report  
May 18, 2021

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2021*													
Burrowsville	0	0	0	7	28	20	35	23	20	38	0	0	171
Carson Depot	211	165	115	100	88	101	119	127	122	144	0	0	1,292
Dinwiddie	27	82	94	108	117	124	132	101	142	135	0	0	1,062
Disputanta	0	0	0	0	0	7	35	48	81	89	0	0	260
Hopewell	165	7,432	7,948	7,130	5,957	6,764	6,571	6,639	8,337	7,484	0	0	64,427
McKenney	0	0	35	31	30	107	125	117	93	65	0	0	603
Prince George	214	3,186	2,724	2,839	2,017	2,436	2,372	2,272	876	2,709	0	0	21,645
Rohoic	0	0	0	0	0	0	24	49	52	42	0	0	167
TOTAL	617	10,865	10,916	10,215	8,237	9,559	9,413	9,376	9,723	10,706	0	0	89,627
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	0	0	0	0	1	2	0	2	1	0	0	0	6
Meeting Room Users**	45	65	17	7	9	11	0	12	8	0	0	0	174
Book Group ***	0	0	0	11	12	16	11	4	13	11	0	0	78
Adult Program***	299	204	57	56	33	34	663	70	40	631	0	0	2,087
Non-SRP Child Program	0	0	354	867	178	0	657	571	662	549	0	0	3,838
Non-SRP Teen Program	0	0	37	35	33	0	22	0	0	19	0	0	146
Storytime***	4,657	3,946	3,830	2,563	549	1,532	1,661	1,250	1,428	654	0	0	22,070
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	87	256	256	0	0	1,751
Database Usage	254	88	216	106	635	235	222	473	365	437	0	0	3,031
TOTALS	6,069	4,810	4,600	3,645	1,450	3,463	3,236	2,469	2,773	2,557	0	0	35,072

\* Includes patrons using curbside checkout

\*\*Rooms remained closed for the general public: The Census Bureau, City of Hopewell or Prince George Co. made use of rooms in July - February

\*\*\*Includes online programming

Statistical Report  
May 18, 2021

REFERENCE QUESTIONS - FY2021	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	*APR	MAY	JUN	TOTAL
Burrowsville	0	0	0	3	17	9	12	8	18	13	0	0	80
Carson Depot	0	0	11	60	54	58	65	70	68	61	0	0	447
Dinwiddie	0	0	20	51	52	57	96	24	82	61	0	0	443
Disputanta	0	0	0	0	0	0	0	0	21	28	0	0	49
Hopewell	569	1,086	911	983	957	953	988	813	1,584	1,528	0	0	10,372
Mckenney	0	0	0	0	0	0	0	0	67	90	0	0	157
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	0	220	312	497	378	0	514	390	757	676	0	0	3,744
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>1,675</b>	<b>1,305</b>	<b>2,597</b>	<b>2,457</b>	<b>0</b>	<b>0</b>	<b>15,292</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	4	0	0	4
WIFI	0	5	2	0	1	0	6	6	1	3	0	0	24
Carson Depot Workstation	0	0	11	1	0	2	5	19	12	22	0	0	72
WIFI	0	1	2	3	1	0	11	4	2	8	0	0	32
Dinwiddie Workstation	0	0	6	31	36	64	64	48	64	84	0	0	397
WIFI	7	7	2	3	2	1	10	11	11	6	0	0	60
Disputanta Workstation	0	0	0	0	0	21	0	33	53	36	0	0	143
WIFI	0	0	0	0	0	0	2	6	2	8	0	0	18
Hopewell Workstation	640	813	828	783	703	768	792	747	994	852	0	0	7,920
WIFI	101	139	193	179	205	161	171	148	181	173	0	0	1,651
Mckenney Workstation	0	0	2	2	0	7	15	28	28	9	0	0	91
WIFI	0	0	0	0	0	0	5	4	9	4	0	0	22
Prince George Workstation	9	167	236	309	239	307	292	237	354	325	0	0	2,475
WIFI	10	106	110	128	72	61	59	44	49	46	0	0	685
Rohoic Workstation	0	0	0	0	53	13	22	6	8	3	0	0	105
WIFI	0	0	0	0	0	0	2	3	6	4	0	0	15
<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>1,456</b>	<b>1,344</b>	<b>1,774</b>	<b>1,587</b>	<b>0</b>	<b>0</b>	<b>13,714</b>

## Appomattox Reg Library System

## Check Register

For the Period From Apr 1, 2021 to Apr 30, 2021

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
4/8/21	Electronic Federal Tax Payment	200701	9,762.13
4/22/21	Electronic Federal Tax Payment	200702	9,819.36
4/8/21	Treasurer of Virginia	2013-654	277.14
4/8/21	Treasurer of Virginia	2013-655	480.96
4/8/21	Treasurer of Virginia	2013-656	6,456.76
4/22/21	Treasurer of Virginia	2013-658	277.14
4/22/21	Treasurer of Virginia	2013-659	480.96
4/1/21	Comcast Communications	2021-39E	401.01
4/1/21	Comcast Communications	2021-40E	341.33
4/1/21	Comcast Communications	2021-41E	341.33
4/1/21	Diamond Springs	2021-42E	30.60
4/1/21	Pitney Bowes Global Financial Services	2021-43E	351.00
4/1/21	Staples Credit Plan	2021-44E	1,155.26
4/1/21	Verizon	2021-45E	17.47
4/5/21	ARLS-Payroll	2021-46E	35,206.20
4/15/21	Comcast Communications	2021-47E	289.90
4/15/21	Comcast Communications	2021-48E	335.82
4/15/21	Comcast Communications	2021-49E	209.32
4/15/21	Comcast Communications	2021-50E	893.57
4/15/21	Dominion Energy Virginia	2021-51E	141.50
4/15/21	Pitney Bowes Global Financial Services	2021-52E	12.18
4/15/21	SunTrust Bank	2021-53E	3,025.87
4/15/21	Thomson Reuters - West	2021-54E	479.53
4/19/21	ARLS-Payroll	2021-55E	35,421.13
4/29/21	Anthem BlueCross BlueShield	2021-56E	402.00
4/29/21	Anthem BlueCross BlueShield	2021-57E	15,328.00
4/29/21	Comcast Communications	2021-58E	472.39
4/29/21	Comcast Communications	2021-59E	342.05
4/29/21	Comcast Communications	2021-60E	342.05
4/29/21	Diamond Springs	2021-61E	61.20
4/29/21	Staples Credit Plan	2021-62E	683.46
4/1/21	Blackstone Publishing	42544	257.67
4/1/21	Baker & Taylor	42545	379.58
4/1/21	Cengage Learning Inc/Gale	42546	267.64
4/1/21	Ingram Library Services	42547	5,700.57
4/1/21	Midwest Tape	42548	1,366.39
4/1/21	Rowman & Littlefield Publishing Group	42549	50.21
4/1/21	Active Screening	42550	34.00
4/1/21	Canon Financial Services, Inc.	42551	201.11
4/1/21	Centric Business Systems	42552	401.00
4/1/21	DEMCO, Inc.	42553	426.51
4/1/21	Ginger Mauler	42554	29.90
4/1/21	E-N Computers, Inc.	42555	9,972.11
4/1/21	GreatAmerica Financial Svcs.	42556	2,855.48
4/1/21	Heaton's Lawn Maintenance, LLC	42557	590.00
4/1/21	Petersburg Alarm Company, Inc.	42558	114.00
4/1/21	Professional Maintenance Co., Inc.	42559	5,870.00
4/1/21	Sam's Club Direct	42560	50.34

## Appomattox Reg Library System

## Check Register

For the Period From Apr 1, 2021 to Apr 30, 2021

Filter Criteria includes: Report order is by Check Number.

<b>Date</b>	<b>Payee</b>	<b>Check #</b>	<b>Amount</b>
4/1/21	Shred-It USA LLC	42561	65.49
4/15/21	Blackstone Publishing	42562	123.76
4/15/21	Baker & Taylor	42563	1,628.01
4/15/21	Cengage Learning Inc/Gale	42564	28.49
4/15/21	Ingram Library Services	42565	3,830.88
4/15/21	Midwest Tape	42566	2,039.06
4/15/21	Centric Business Systems	42567	868.51
4/15/21	Connect IT	42568	258.75
4/15/21	County of Dinwiddie	42569	900.00
4/15/21	County of Prince George	42570	1,650.00
4/15/21	DEMCO, Inc.	42571	615.68
4/15/21	Catherine Field	42572	134.07
4/15/21	E-N Computers, Inc.	42573	9,985.10
4/15/21	Hopewell/PG Friends of the Library	42574	750.00
4/15/21	Hopewell City Treasurer	42575	3,917.95
4/15/21	Mockingbird Fly LLC	42576	494.36
4/15/21	OCLC, Inc.	42577	192.43
4/15/21	Professional Maintenance Co., Inc.	42578	5,870.00
4/15/21	Tech Logic	42579	2,835.00
4/15/21	T-Mobile	42580	177.84
4/29/21	Blackstone Publishing	42581	268.01
4/29/21	Baker & Taylor	42582	824.88
4/29/21	Cengage Learning Inc/Gale	42583	400.34
4/29/21	Ingram Library Services	42584	4,342.17
4/29/21	Midwest Tape	42585	1,389.74
4/29/21	Better Impact USA, Inc.	42586	240.00
4/29/21	Canon Financial Services, Inc.	42587	199.84
4/29/21	Ginger Mauler	42588	63.83
4/29/21	Granite Telecommunications	42589	113.80
4/29/21	James Madison University	42590	20.00
4/29/21	Petersburg Alarm Company, Inc.	42591	114.00
4/29/21	Smart Beginnings	42592	1,800.00
4/29/21	Virginia Employment Commission	42593	2,366.00
4/29/21	American Library Association	42594	103.00
		<b>Total</b>	<b>201,016.12</b>

Appomattox Reg Library System  
 Suntrust CK#2021-53E  
 4/15/21

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/28/21	Google 2/28/21	82020-100	Google E-Mail	390.00	
2/28/21	Google 2/28/21	20200-400	Google		390.00
3/1/21	Amazon 3/1/21	80440-100	Juvenile A/V	3.74	
3/1/21	Amazon 3/1/21	20200-400	Amazon.com		3.74
			Camcorder, Case, Memory		
3/1/21	Amazon 8644	85210-100	Card	896.27	
3/1/21	Amazon 8644	20200-400	Amazon.com		896.27
3/2/21	Acorn 8647	83700-100	Notary Stamp	29.22	
3/2/21	Acorn 8647	20200-400	Acorn Sales Company		29.22
3/4/21	Chamber 8646	84600-100	Association Dues	150.00	
			Dinwiddie Chamber of		
3/4/21	Chamber 8646	20200-400	Commerce		150.00
3/4/21	Post 8652	84700-410	Postage-Carson - PO Rental	66.00	
3/4/21	Post 8652	20200-400	US Postal Service		66.00
3/4/21	RTD 3/4/21	80300-200	Periodicals/Nsp - HQ	442.00	
3/4/21	RTD 3/4/21	20200-400	Richmond Times Dispatch		442.00
3/6/21	Amazon 8668	85800-100	Prime Membership	179.00	
3/6/21	Amazon 8668	20200-400	Amazon.com		179.00
3/7/21	Custom 8656	85110-100	1000 Books Totes	267.65	
3/7/21	Custom 8656	20200-400	Customink.com		267.65
3/8/21	ALA 8653	83700-100	Bookmarks	34.30	
			American Library		
3/8/21	ALA 8653	20200-400	Association		34.30
3/10/21	Amazon 8657	83740-100	Gloves	239.85	
3/10/21	Amazon 8657	83700-100	Push Pins, Air Freshner	23.22	
3/10/21	Amazon 8657	20200-400	Amazon.com		263.07
3/15/21	Amazon 3/15/21	80020-100	Adult Non-Fiction	46.20	
3/15/21	Amazon 3/15/21	20200-400	Amazon.com		46.20
3/18/21	Read 3/18/21	80210-100	Adult Fiction - SO	39.42	
3/18/21	Read 3/18/21	20200-400	Reader Service		39.42
3/18/21	Rural 3/18/21	82600-480	Internet - Burrowsville	219.00	
3/18/21	Rural 3/18/21	20200-400	RuralBand		219.00
	Total			3,025.87	3,025.87

Appomattox Reg Library System

Staples

4/1/21

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

4/29/21

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/16/21	Staples 8635	83700-100	Pens, Paper, Labels	202.21	
2/16/21	Staples 8635	84810-100	Toilet Paper	45.95	
2/16/21	Staples 8635	20200-300	Staples, Inc.		248.16
2/25/21	Staples 8642	83700-200	Ink for HQ Copiers	737.11	
2/25/21	Staples 8642	20200-300	Staples, Inc.		737.11
3/8/21	Staples 8654	81100-450	File Cabinet - PG	169.99	
3/8/21	Staples 8654	20200-300	Staples, Inc.		169.99
Total				1,155.26	1,155.26

**CK# 2021-44E**

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/16/21	Staples 8660	84810-100	Lysol Wipes	98.97	
3/16/21	Staples 8660	83700-100	Labels, folders, Toner, Tape	141.45	
3/16/21	Staples 8660	20200-300	Staples, Inc.		240.42
4/2/21	Staples 8666	83700-100	Paper, Fax Ink Toilet Paper, Paper	271.08	
4/2/21	Staples 8666	84810-100	towels	171.96	
4/2/21	Staples 8666	20200-300	Staples, Inc.		443.04
Total				683.46	683.46

**CK# 2021-62E**



Appomattox Reg Library System

Sam's CK#42560

4/1/21

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

<b>Date</b>	<b>Check #</b>	<b>Account ID</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
2/20/21	Sam'a 8641	83730-100	Supplies - Staff Coffee	15.96	
2/20/21	Sam'a 8641	84810-100	Cleaners for PG	34.38	
2/20/21	Sam'a 8641	20200-200	Sam's Club Direct		50.34
	<b>Total</b>			<b>50.34</b>	<b>50.34</b>

Smart Beginnings Report  
July 1, 2020 to April 30, 2021

<b>Date</b>	<b>Trans Description</b>	<b>Debit Amt</b>	<b>Credit Amt</b>	<b>Balance</b>
7/1/20	<b>Beginning Balance</b>			<b>5,814.38</b>
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		
1/25/21	Payment from SB		8,086.10	
1/31/21	January Salary & Benefits	5,808.89		
2/22/21	Payment from SB		5,808.89	
2/28/21	February Salary & Benefits	5,808.89		
3/25/21	Payment from SB		5,808.89	
3/31/21	March Salary & Benefits	5,808.89		
4/19/21	Payment from SB		5,808.89	
4/30/21	April Salary & Benefits	5,808.89		
4/30/21	<b>Ending Balance</b>			<b>5,808.89</b>



**CONFIDENTIAL**

REVIEW YEAR . 2020-21

**Annual Review of Accomplishments and Goals**

NAME  
 TIME IN POSITION

POSITION  
 SUPERVISOR/  
 BOARD

**ACCOMPLISHMENTS**  
 Include progress on goals, continuing education, other achievements & activities, and lessons learned.

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**GOALS NOT COMPLETED**  
 Describe activities to achieve goals as well as lessons learned.

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**FUTURE GOALS**  
 Include performance goals, how they will be achieved, and continuing education.

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**COMMENTS ON GENERAL OPERATIONS & MANAGEMENT OF LIBRARIES**

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OTHER COMMENTS							
SIGNATURES							
Employee/Date		Supervisor - Board Chair/Date					

**Board of Trustees Meeting Locations  
FY2021**

<b>Date</b>	<b>Location</b>	<b>Time</b>
July 20, 2021	Rohoic	1:00 p.m.
August 2021	NO MEETING	
September 21, 2021	Disputanta	1:00 p.m.
October 19, 2021	McKenney	1:00 p.m.
November 2021	NO MEETING	
December 21, 2021	Hopewell	1:00 p.m.
January 18, 2022	Dinwiddie	1:00 p.m.
February 15, 2022	Prince George	1:00 p.m.
March 15, 2022	Carson	1:00 p.m.
April 19, 2022	Burrowsville	1:00 p.m.
May 17, 2022	Rohoic	1:00 p.m.
June 21, 2022	Hopewell	TBD – precedes Staff Appreciation Dinner