

# APPOMATTOX REGIONAL LIBRARY SYSTEM

## BOARD OF TRUSTEES

June 15, 2021

Prince George Library  
1:00 p.m.

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

**June 15, 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 – May 18, 2021 Regular Meeting  
Statistical Report – dated June 15, 2021  
Financial Report – dated June 15, 2021  
Bills for Review

**Communications:**

**Citizen Comments:**

**Report of Library Director:**

- R1.** Staff Update
- R2.** Summer Reading Program (Youth & Adult)
- R3.** Community Cookbook
- R4.** Check Out Craft Kits
- R5.** Here & There Book Fair
- R6.** Hopewell Library & Movie Production "Tapawingo"
- R6.** Possible Reopening to Regular Hours & Services
- R7.** Staff Appreciation
- R8.** Audit Update

**Committee Reports:**

**New Business:**

**Unfinished Business**

**Adjournment**

**Next Meeting: July 20, 2021 at the Prince George Library**

**Appomattox Regional Library System  
Board of Trustees Regular Meeting  
Minutes of May 18, 2021**

**Call to Order:** Board Chairman Carly Baskerville called the regular meeting of the Board of Trustees of the Library to order at 1:01 pm at the Prince George Library.

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

**Staff Present:** Brian Manning

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

**Consent Agenda:** Ms. Williams made a motion to approve the consent agenda. Ms. Boyd seconded the motion and the motion was approved unanimously.

**Communications:** None

**Citizen Comments:** None

**Report of the Library Director:**

**R1.** An application for the Board vacancy is currently being considered by the Dinwiddie Board of Supervisors. Some staff is on extended sick leave. The vacancy at the Prince George Library has been filled but there is now a vacancy at the Carson Library.

**R2.**

**a.** The Summer Reading program will run from June 1 to August 15. It is currently being publicized. Programs are planned for three age groups. A grand prize drawing will be held for three tablets, one each for children, teens, and adults. Participants will receive a reading log. When the log is completed, it is returned to the library. Participants will receive a book bag and additional prizes are also planned.

**b.** Discussion was held regarding overdue fines and options for recovery as well as for a fine forgiveness program during Summer Reading. Any child who participates in summer reading can have five dollars in fines forgiven for participating. If a child's completed log is returned, an additional five dollars in fines will be forgiven. However, missing items must be returned in order to qualify for a drawing. An adult who returns a completed log is also eligible for forgiveness of five dollars in fines.

**R3.** Since the CDC and State of Virginia have begun to ease COVID restrictions, library meeting rooms may soon be reopening. Small meeting rooms will be first to be available for use by

reservation. Later, as occupancy restrictions are modified or removed, larger rooms may be available for meeting use.

**R4.** The Board was provided with a proposed schedule of Board meeting dates and locations for FY 2022. It was noted that the December meeting will be December 14, not December 21. No objections were made to the schedule.

**R5.** There were no changes noted to the proposed budget for FY2022. We have not yet received all of the requested funds from the localities served by the Library.

**Committee Reports:** None

**New Business:**

The revised Board Meeting schedule was approved by agreement.

**Unfinished Business:**

Board members were provided with a final copy of the proposed Annual Review Form. Mr. Thomas made a motion to approve the form. Ms. Thorne seconded the motion and the motion was approved unanimously.

**Adjournment:** The meeting adjourned at 1:40 pm.

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

**Statistical Report**  
**June 15, 2021**

Statistical Report -June 15, 2021  
Circulation Data All Locations:

| Location     | FY   | JUL    | AUG    | SEPT   | OCT    | NOV    | DEC    | JAN    | FEB    | MAR    | APR    | MAY    | JUN    | Total   | % of Chg<br>by<br>Month |       | YTD<br>TOTAL %<br>CHANGE |
|--------------|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|-------------------------|-------|--------------------------|
|              |      |        |        |        |        |        |        |        |        |        |        |        |        |         | Total                   | Month |                          |
| 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    | 198    | 0      | 1,140   | 200%                    | -61%  |                          |
| 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    | 716    | 0      | 21,598  | 0%                      | 172%  |                          |
| 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    | 868    | 0      | 7,186   | 140%                    | -52%  |                          |
| 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    | 401    | 0      | 1,874   | 442%                    | -52%  |                          |
| 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  | 7,833  | 8,113  | 9,143  | 8,403  | 8,878  | 0      | 87,089  | 8%                      | -13%  |                          |

**Statistical Report**  
**June 15, 2021**

| Location      | FY   | JUL    | AUG    | SEPT   | OCT    | NOV    | DEC    | JAN    | FEB    | MAR    | APR*   | MAY    | JUN    | Total   | % of Chg<br>by Month |        | YTD<br>TOTAL %<br>CHANGE |
|---------------|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|----------------------|--------|--------------------------|
|               |      |        |        |        |        |        |        |        |        |        |        |        |        |         | Month                | 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    | 354    | 409    | 453    | 460    | 421    | 0      | 3,217   | 168%                 |        | -53%                     |
|               |      |        |        |        |        |        |        |        |        |        |        |        |        |         |                      |        |                          |
| 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  | 4,814  | 2,734  | 3,138  | 3,050  | 0      | 0      | 28,883  | 42%                  |        | -27%                     |
|               |      |        |        |        |        |        |        |        |        |        |        |        |        |         |                      |        |                          |
| 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     | 69     | 46     | 86     | 116    | 194    | 256    | 207    | 251    | 0      | 1,367   | 21%                  |        | -85%                     |
|               |      |        |        |        |        |        |        |        |        |        |        |        |        |         |                      |        |                          |
| 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  | 2,013  | 2,104  | 1,985  | 1,796  | 1,976  | 0      | 21,399  | -15%                 |        | 19%                      |
|               |      |        |        |        |        |        |        |        |        |        |        |        |        |         |                      |        |                          |
| ARLS 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 | 20,339 | 22,684 | 272,845 |                      |        |                          |
|               | 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 | 13,511 | 0      | 201,496 | -1%                  |        | -2%                      |

**Statistical Report**  
**June 15, 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     | 54     | 0   | 225     |
| Carson Depot          | 211   | 165    | 115    | 100    | 88    | 101   | 119   | 127   | 122   | 144    | 143    | 0   | 1,435   |
| Dinwiddle             | 27    | 82     | 94     | 108    | 117   | 124   | 132   | 101   | 142   | 135    | 136    | 0   | 1,198   |
| Disputanta            | 0     | 0      | 0      | 0      | 0     | 7     | 35    | 48    | 81    | 89     | 80     | 0   | 340     |
| Hopewell              | 165   | 7,432  | 7,948  | 7,130  | 5,957 | 6,764 | 6,571 | 6,639 | 8,337 | 7,484  | 7,753  | 0   | 72,180  |
| McKenney              | 0     | 0      | 35     | 31     | 30    | 107   | 125   | 117   | 93    | 65     | 46     | 0   | 649     |
| Prince George         | 214   | 3,186  | 2,724  | 2,839  | 2,017 | 2,436 | 2,372 | 2,272 | 876   | 2,709  | 2,590  | 0   | 24,235  |
| Roboic                | 0     | 0      | 0      | 0      | 0     | 0     | 24    | 49    | 52    | 42     | 40     | 0   | 207     |
| TOTAL                 | 617   | 10,865 | 10,916 | 10,215 | 8,237 | 9,559 | 9,413 | 9,376 | 9,723 | 10,706 | 10,842 | 0   | 100,469 |
| 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     | 13     | 0   | 91      |
| Adult Program****     | 299   | 204    | 57     | 56     | 33    | 34    | 663   | 70    | 40    | 631    | 307    | 0   | 2,394   |
| 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    | 733    | 0   | 22,803  |
| SRP Child****         | 711   | 458    | 0      | 0      | 0     | 570   | 0     | 0     | 0     | 0      | 542    | 0   | 2,281   |
| SRP Teen****          | 103   | 49     | 0      | 0      | 0     | 0     | 0     | 0     | 0     | 0      | 13     | 0   | 165     |
| Community Outreach    | 0     | 0      | 89     | 0      | 0     | 1,063 | 0     | 87    | 256   | 256    | 408    | 0   | 2,159   |
| Database Usage        | 254   | 88     | 216    | 106    | 635   | 235   | 222   | 473   | 365   | 437    | 233    | 0   | 3,264   |
| TOTALS                | 6,069 | 4,810  | 4,600  | 3,645  | 1,450 | 3,463 | 3,236 | 2,469 | 2,773 | 2,557  | 2,249  | 0   | 37,321  |

\* 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  
June 15, 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           | 17           | 0          | 97            |
| Carson Depot                 | 0          | 0            | 11           | 60           | 54           | 58           | 65           | 70           | 68           | 61           | 52           | 0          | 499           |
| Dinwiddie                    | 0          | 0            | 20           | 51           | 52           | 57           | 96           | 24           | 82           | 61           | 83           | 0          | 526           |
| Disputanta                   | 0          | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 21           | 28           | 36           | 0          | 85            |
| Hopewell                     | 569        | 1,086        | 911          | 983          | 957          | 953          | 988          | 813          | 1,584        | 1,528        | 1,601        | 0          | 11,973        |
| 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          | 118          | 0          | 3,862         |
| Rohoic                       | 0          | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 5            | 0          | 5             |
| <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>1,912</b> | <b>0</b>   | <b>17,204</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            | 13           | 0          | 17            |
| WIFI                         | 0          | 5            | 2            | 0            | 1            | 0            | 6            | 6            | 1            | 3            | 3            | 0          | 27            |
| Carson Depot Workstation     | 0          | 0            | 11           | 1            | 0            | 2            | 5            | 19           | 12           | 22           | 23           | 0          | 95            |
| WIFI                         | 0          | 1            | 2            | 3            | 1            | 0            | 11           | 4            | 2            | 8            | 9            | 0          | 41            |
| Dinwiddie Workstation        | 0          | 0            | 6            | 31           | 36           | 64           | 64           | 48           | 64           | 84           | 12           | 0          | 409           |
| WIFI                         | 7          | 7            | 2            | 3            | 2            | 1            | 10           | 11           | 11           | 6            | 10           | 0          | 70            |
| Disputanta Workstation       | 0          | 0            | 0            | 0            | 0            | 21           | 0            | 33           | 53           | 36           | 48           | 0          | 191           |
| WIFI                         | 0          | 0            | 0            | 0            | 0            | 0            | 2            | 6            | 2            | 8            | 2            | 0          | 20            |
| Hopewell Workstation         | 640        | 813          | 828          | 783          | 703          | 768          | 792          | 747          | 994          | 852          | 858          | 0          | 8,778         |
| WIFI                         | 101        | 139          | 193          | 179          | 205          | 161          | 171          | 148          | 181          | 173          | 183          | 0          | 1,834         |
| McKenney Workstation         | 0          | 0            | 2            | 2            | 0            | 7            | 15           | 28           | 28           | 9            | 16           | 0          | 107           |
| WIFI                         | 0          | 0            | 0            | 0            | 0            | 0            | 5            | 4            | 9            | 4            | 7            | 0          | 29            |
| Prince George Workstation    | 9          | 167          | 236          | 309          | 239          | 307          | 292          | 237          | 354          | 325          | 342          | 0          | 2,817         |
| WIFI                         | 10         | 106          | 110          | 128          | 72           | 61           | 59           | 44           | 49           | 46           | 51           | 0          | 736           |
| Rohoic Workstation           | 0          | 0            | 0            | 0            | 53           | 13           | 22           | 6            | 8            | 3            | 4            | 0          | 109           |
| WIFI                         | 0          | 0            | 0            | 0            | 0            | 0            | 2            | 3            | 6            | 4            | 9            | 0          | 24            |
| <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>1,590</b> | <b>0</b>   | <b>15,304</b> |



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

| <b>fund#</b>  | <b>Revenue 06/01/21</b> | <b>FY2020<br/>Adopted</b> | <b>Prev. Total<br/>Receipts</b> | <b>5/31/21</b> | <b>Total Receipts</b> | <b>Percentage<br/>Received</b> | <b>Balance Due</b> |
|---------------|-------------------------|---------------------------|---------------------------------|----------------|-----------------------|--------------------------------|--------------------|
| 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                 | \$630,515                       | \$0            | \$630,515             | 100.0%                         | \$0                |
| 103           | Dinwiddie               | \$298,890                 | \$298,890                       | \$0            | \$298,890             | 100.0%                         | \$0                |
| 104           | Prince George           | \$604,127                 | \$604,127                       | \$0            | \$604,127             | 100.0%                         | \$0                |
| 105           | State Funds             | \$432,866                 | \$458,264                       | \$0            | \$458,264             | 105.9%                         | (\$25,398)         |
| 106           | Fines/Fees/Lost         | \$12,000                  | \$4,524                         | \$891          | \$5,415               | 45.1%                          | \$6,585            |
| 107           | Copying/Fax Receipts    | \$21,000                  | \$15,415                        | \$2,921        | \$18,336              | 87.3%                          | \$2,664            |
| 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                   | \$23,526                        | \$0            | \$23,526              | 470.5%                         | (\$18,526)         |
| 112           | Other                   | \$10,000                  | \$719                           | \$94           | \$814                 | 8.1%                           | \$9,186            |
| <b>TOTALS</b> |                         | <b>\$2,224,930</b>        | <b>\$2,099,609</b>              | <b>\$3,906</b> | <b>\$2,103,514</b>    | <b>94.5%</b>                   | <b>\$121,415</b>   |

| Fund#                        | EXPENSES 06/01/2021                | FY20<br>Projected<br>Expenditures | TOTAL SPENT TO<br>PREVIOUS<br>MONTH | MONTHLY<br>EXPENSES -<br>05/2021 | TOTAL EXPENSES<br>05/31/21 | PERCENTAGE<br>SPENT | BALANCE          |
|------------------------------|------------------------------------|-----------------------------------|-------------------------------------|----------------------------------|----------------------------|---------------------|------------------|
| <b>Personnel</b>             |                                    |                                   |                                     |                                  |                            |                     |                  |
| 200                          | MLS Salaries & Wages               | \$486,000                         | \$399,168                           | \$35,969                         | \$435,137                  | 89.5%               | \$50,863         |
| 201                          | Non-MLS Salary & Wages             | \$551,000                         | \$466,633                           | \$47,632                         | \$514,265                  | 93.3%               | \$36,735         |
| 202                          | Benefits for Staff/Retirees        | \$310,000                         | \$249,639                           | \$24,958                         | \$274,597                  | 88.6%               | \$35,403         |
|                              | <b>Total Personnel</b>             | <b>\$1,347,000</b>                | <b>\$1,115,440</b>                  | <b>\$108,559</b>                 | <b>\$1,223,999</b>         | <b>90.9%</b>        | <b>\$123,001</b> |
| <b>Books &amp; Materials</b> |                                    |                                   |                                     |                                  |                            |                     |                  |
| 300                          | Books                              | \$96,096                          | \$85,149                            | \$8,984                          | \$94,133                   | 98.0%               | \$1,963          |
| 301                          | Leased Materials                   | \$21,000                          | \$0                                 | \$20,992                         | \$20,992                   | 100.0%              | \$8              |
| 302                          | Standing Order Books               | \$30,000                          | \$20,067                            | \$2,643                          | \$22,710                   | 75.7%               | \$7,290          |
| 303                          | Print News & Periodicals           | \$10,000                          | \$1,773                             | \$432                            | \$2,205                    | 22.1%               | \$7,795          |
| 304                          | Audiovisual Materials              | \$25,000                          | \$21,225                            | \$2,990                          | \$24,215                   | 96.9%               | \$785            |
| 305                          | Electronic Materials               | \$5,000                           | \$579                               | \$229                            | \$808                      | 16.2%               | \$4,192          |
| 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>\$151,683</b>                    | <b>\$36,269</b>                  | <b>\$187,952</b>           | <b>85.2%</b>        | <b>\$32,669</b>  |
| <b>Capital Expenditures</b>  |                                    |                                   |                                     |                                  |                            |                     |                  |
| Library Non-Computer Equip., |                                    |                                   |                                     |                                  |                            |                     |                  |
| 400                          | Furniture & Fixtures               | \$50,000                          | \$21,275                            | \$4,236                          | \$25,510                   | 51.0%               | \$24,490         |
| 401                          | Computer Hardware                  | \$60,000                          | \$73,112                            | \$4,438                          | \$77,550                   | 129.2%              | (\$17,550)       |
|                              | <b>Total Capital Expenditures</b>  | <b>\$110,000</b>                  | <b>\$94,386</b>                     | <b>\$8,674</b>                   | <b>\$103,060</b>           | <b>93.7%</b>        | <b>\$6,940</b>   |
| <b>Contractual</b>           |                                    |                                   |                                     |                                  |                            |                     |                  |
| 500                          | Lyasis ILL Services                | \$3,100                           | \$3,085                             | \$0                              | \$3,085                    | 99.5%               | \$15             |
| Software & Web Based App.    |                                    |                                   |                                     |                                  |                            |                     |                  |
| 501                          | Licensing Contracts                | \$35,000                          | \$31,860                            | \$690                            | \$32,550                   | 93.0%               | \$2,450          |
| 502                          | Audit                              | \$20,000                          | \$10,636                            | \$0                              | \$10,636                   | 53.2%               | \$9,364          |
| 503                          | Cataloging MARC Records            | \$3,000                           | \$2,117                             | \$192                            | \$2,309                    | 77.0%               | \$691            |
| 504                          | Unique Management                  | \$4,500                           | \$0                                 | \$0                              | \$0                        | 0.0%                | \$4,500          |
| 505                          | Computer Support/Service Calls     | \$60,000                          | \$38,691                            | \$4,574                          | \$43,266                   | 72.1%               | \$16,734         |

| Fund# | EXPENSES 06/01/2021                 | FY20<br>Projected<br>Expenditures | TOTAL SPENT TO<br>PREVIOUS<br>MONTH | MONTHLY<br>EXPENSES -<br>05/2021 | TOTAL EXPENSES<br>05/31/21 | PERCENTAGE<br>SPENT | BALANCE         |
|-------|-------------------------------------|-----------------------------------|-------------------------------------|----------------------------------|----------------------------|---------------------|-----------------|
| 507   | Telecomm Internet Line Charges      | \$25,000                          | \$23,017                            | \$2,785                          | \$25,802                   | 103.2%              | (\$802)         |
| 508   | Printing and Publications           | \$4,500                           | \$375                               | \$210                            | \$585                      | 13.0%               | \$3,915         |
|       | <b>Total Contractual</b>            | <b>\$155,100</b>                  | <b>\$109,781</b>                    | <b>\$8,452</b>                   | <b>\$118,232</b>           | <b>76.2%</b>        | <b>\$36,868</b> |
|       | <b>Facilities/Maint./Operations</b> |                                   |                                     |                                  |                            |                     |                 |
| 600   | Equip. Repair & Maintenance         | \$7,000                           | \$5,416                             | \$620                            | \$6,036                    | 86.2%               | \$964           |
| 601   | TLC Maintenance Contract            | \$20,600                          | \$16,366                            | \$0                              | \$16,366                   | 79.4%               | \$4,234         |
| 602   | Facilities and Rent                 | \$76,650                          | \$63,000                            | \$6,300                          | \$69,300                   | 90.4%               | \$7,350         |
| 603   | Supplies                            | \$25,000                          | \$14,868                            | \$984                            | \$15,852                   | 63.4%               | \$9,148         |
| 604   | Travel / Workshops / Conf. Fees     | \$5,000                           | \$1,719                             | \$494                            | \$2,212                    | 44.2%               | \$2,788         |
| 605   | Training / Education                | \$3,000                           | \$651                               | \$0                              | \$651                      | 21.7%               | \$2,349         |
| 606   | Utilities                           | \$3,000                           | \$1,690                             | \$182                            | \$1,871                    | 62.4%               | \$1,129         |
| 607   | Telephone (Voice)                   | \$13,000                          | \$9,765                             | \$1,031                          | \$10,796                   | 83.0%               | \$2,204         |
| 608   | Insurance                           | \$12,250                          | (\$302)                             | \$0                              | (\$302)                    | -2.5%               | \$12,552        |
| 609   | Vehicle Maintenance & Fuel          | \$5,000                           | \$2,149                             | \$131                            | \$2,280                    | 45.6%               | \$2,720         |
| 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                           | \$2,928                             | \$150                            | \$3,078                    | 153.9%              | (\$1,078)       |
| 613   | Postage                             | \$5,500                           | \$2,797                             | \$0                              | \$2,797                    | 50.9%               | \$2,703         |
| 614   | Janitorial                          | \$73,000                          | \$53,336                            | \$5,990                          | \$59,326                   | 81.3%               | \$13,674        |
| 615   | Other Building Maintenance          | \$15,000                          | \$5,723                             | \$333                            | \$6,056                    | 40.4%               | \$8,944         |
|       | <b>Total</b>                        | <b>\$269,000</b>                  | <b>\$181,067</b>                    | <b>\$16,215</b>                  | <b>\$197,282</b>           | <b>73.3%</b>        | <b>\$71,718</b> |
|       | <b>Facilities/Maint./Operations</b> |                                   |                                     |                                  |                            |                     |                 |
|       | <b>Programs/Activites/Other</b>     |                                   |                                     |                                  |                            |                     |                 |
| 700   | YS Summer Reading Program           | \$7,000                           | \$190                               | \$175                            | \$365                      | 5.2%                | \$6,635         |
| 701   | YS Programming & Supplies           | \$4,500                           | \$862                               | \$2,420                          | \$3,282                    | 72.9%               | \$1,218         |
| 703   | Adult Programming Supplies          | \$7,000                           | \$2,544                             | \$153                            | \$2,696                    | 38.5%               | \$4,304         |

| Fund#                                | EXPENSES 06/01/2021 | FY20<br>Projected<br>Expenditures | TOTAL SPENT TO<br>PREVIOUS<br>MONTH | MONTHLY<br>EXPENSES -<br>05/2021 | TOTAL EXPENSES<br>05/31/21 | PERCENTAGE<br>SPENT | BALANCE   |
|--------------------------------------|---------------------|-----------------------------------|-------------------------------------|----------------------------------|----------------------------|---------------------|-----------|
| 705 Reserve                          |                     | \$7,000                           | \$0                                 | \$0                              | \$0                        | 0.0%                | \$7,000   |
| 709 Misc. Professional Serv. & Other |                     | \$9,700                           | \$5,218                             | \$1,148                          | \$6,366                    | 65.6%               | \$3,334   |
| Total Programs/Activ./Other          |                     | \$35,200                          | \$8,814                             | \$3,896                          | \$12,710                   | 36.1%               | \$22,490  |
| GRAND TOTALS                         |                     | \$2,136,921                       | \$1,661,171                         | \$182,064                        | \$1,843,236                | 86.3%               | \$293,686 |

## Appomattox Reg Library System

## Check Register

For the Period From May 1, 2021 to May 31, 2021

Filter Criteria includes: Report order is by Check Number.

| Date    | Payee                                 | Check #  | Amount    |
|---------|---------------------------------------|----------|-----------|
| 5/6/21  | Electronic Federal Tax Payment        | 200703   | 9,801.84  |
| 5/20/21 | Electronic Federal Tax Payment        | 200704   | 9,915.38  |
| 5/6/21  | Treasurer of Virginia                 | 2013-661 | 277.14    |
| 5/6/21  | Treasurer of Virginia                 | 2013-662 | 480.96    |
| 5/7/21  | Treasurer of Virginia                 | 2013-665 | 6,456.76  |
| 5/20/21 | Treasurer of Virginia                 | 2013-667 | 277.14    |
| 5/20/21 | Treasurer of Virginia                 | 2013-668 | 480.96    |
| 5/3/21  | ARLS-Payroll                          | 2021-63E | 35,254.97 |
| 5/6/21  | Comcast Communications                | 2021-64E | 336.49    |
| 5/6/21  | Comcast Communications                | 2021-65E | 401.35    |
| 5/6/21  | Richweb Inc.                          | 2021-66E | 150.00    |
| 5/6/21  | Safeguard Business Systems, Inc       | 2021-67E | 220.75    |
| 5/6/21  | Verizon                               | 2021-68E | 17.66     |
| 5/6/21  | SunTrust Bank                         | 2021-69E | 1,678.83  |
| 5/17/21 | ARLS-Payroll                          | 2021-70E | 35,911.70 |
| 5/20/21 | Comcast Communications                | 2021-71E | 209.32    |
| 5/20/21 | Comcast Communications                | 2021-72E | 289.91    |
| 5/20/21 | Comcast Communications                | 2021-73E | 893.90    |
| 5/20/21 | Comcast Communications                | 2021-74E | 472.46    |
| 5/20/21 | Thomson Reuters - West                | 2021-75E | 479.53    |
| 5/27/21 | Anthem BlueCross BlueShield           | 2021-76E | 15,328.00 |
| 5/27/21 | Anthem BlueCross BlueShield           | 2021-77E | 402.00    |
| 5/27/21 | Comcast Communications                | 2021-78E | 342.10    |
| 5/27/21 | Comcast Communications                | 2021-79E | 342.10    |
| 5/27/21 | Diamond Springs                       | 2021-80E | 82.27     |
| 5/27/21 | Dominion Energy Virginia              | 2021-81E | 99.40     |
| 5/27/21 | Staples Credit Plan                   | 2021-82E | 286.71    |
| 5/6/21  | Blackstone Publishing                 | 42595    | 147.80    |
| 5/6/21  | Baker & Taylor                        | 42596    | 1,282.66  |
| 5/6/21  | Cengage Learning Inc/Gale             | 42597    | 123.70    |
| 5/6/21  | Ingram Library Services               | 42598    | 3,914.16  |
| 5/6/21  | Midwest Tape                          | 42599    | 636.58    |
| 5/6/21  | Active Screening                      | 42600    | 34.00     |
| 5/6/21  | Centric Business Systems              | 42601    | 429.00    |
| 5/6/21  | E-N Computers, Inc.                   | 42602    | 4,466.36  |
| 5/6/21  | Granite Telecommunications            | 42603    | 114.11    |
| 5/6/21  | GreatAmerica Financial Svcs.          | 42604    | 2,855.48  |
| 5/6/21  | Richmond Times Dispatch               | 42605    | 431.60    |
| 5/6/21  | Sam's Club Direct                     | 42606    | 195.40    |
| 5/6/21  | Shred-It USA LLC                      | 42607    | 65.49     |
| 5/6/21  | Cengage Learning Inc/Gale             | 42608    | 49.48     |
| 5/20/21 | Baker & Taylor                        | 42609    | 435.69    |
| 5/20/21 | Center Point Large Print              | 42610    | 321.31    |
| 5/20/21 | Cengage Learning Inc/Gale             | 42611    | 179.93    |
| 5/20/21 | Ingram Library Services               | 42612    | 503.40    |
| 5/20/21 | Midwest Tape                          | 42613    | 307.42    |
| 5/20/21 | Rowman & Littlefield Publishing Group | 42614    | 100.24    |
| 5/20/21 | Canon Financial Services, Inc.        | 42615    | 190.94    |

## Appomattox Reg Library System

## Check Register

For the Period From May 1, 2021 to May 31, 2021

Filter Criteria includes: Report order is by Check Number.

| Date    | Payee                              | Check # | Amount     |
|---------|------------------------------------|---------|------------|
| 5/20/21 | County of Dinwiddie                | 42616   | 900.00     |
| 5/20/21 | County of Prince George            | 42617   | 1,650.00   |
| 5/20/21 | Heaton's Lawn Maintenance, LLC     | 42618   | 333.00     |
| 5/20/21 | Hopewell City Treasurer            | 42619   | 3,881.32   |
| 5/20/21 | Professional Maintenance Co., Inc. | 42620   | 5,870.00   |
| 5/20/21 | RuralBand                          | 42621   | 219.00     |
| 5/20/21 | T-Mobile                           | 42622   | 177.84     |
| 5/27/21 | Blackstone Publishing              | 42623   | 115.77     |
| 5/27/21 | Baker & Taylor                     | 42624   | 368.32     |
| 5/27/21 | Cengage Learning Inc/Gale          | 42625   | 169.43     |
| 5/27/21 | Ingram Library Services            | 42626   | 3,052.05   |
| 5/27/21 | Midwest Tape                       | 42627   | 1,255.54   |
| 5/27/21 | Baker & Taylor                     | 42628   | 20,991.60  |
| 5/27/21 | Centric Business Systems           | 42629   | 138.00     |
| 5/27/21 | Karen Wall                         | 42630   | 59.58      |
| 5/27/21 | Ginger Mauler                      | 42631   | 95.13      |
| 5/27/21 | Michelle Lawhorn                   | 42632   | 22.02      |
| 5/27/21 | Catherine Field                    | 42633   | 152.93     |
| 5/27/21 | Sarah Finch                        | 42634   | 24.09      |
| 5/27/21 | Deborah Wright                     | 42635   | 27.53      |
| 5/27/21 | Jenny Sadler                       | 42636   | 19.19      |
| 5/27/21 | Emily Maitland                     | 42637   | 15.65      |
| 5/27/21 | Alyssa Noe                         | 42638   | 20.71      |
| 5/27/21 | Cassandra Bland                    | 42639   | 22.32      |
| 5/27/21 | Nancy Grosvenor                    | 42640   | 2.94       |
| 5/27/21 | Sharmeyne Cherry                   | 42641   | 15.10      |
| 5/27/21 | Shannon Starks                     | 42642   | 14.65      |
| 5/27/21 | Lori O'Kennon                      | 42643   | 10.11      |
| 5/27/21 | Anne Rappe-Epperson                | 42644   | 199.11     |
| 5/27/21 | E-N Computers, Inc.                | 42645   | 1,393.93   |
| 5/27/21 | Mad Science of Central Virginia    | 42646   | 175.00     |
| 5/27/21 | MALiA                              | 42647   | 150.00     |
| 5/27/21 | OCLC, Inc.                         | 42648   | 192.43     |
| 5/27/21 | School Outfitters                  | 42649   | 2,231.93   |
| 5/27/21 | Smart Beginnings                   | 42650   | 1,200.00   |
| 5/27/21 | Swank Movie Licensing USA          | 42651   | 927.00     |
| 5/27/21 | Vital Signs                        | 42652   | 210.00     |
| 5/27/21 | Baker & Taylor                     | 42653   | 16.80      |
| Total   |                                    |         | 183,994.40 |

## Appomattox Reg Library System

Suntrust CK#2021-69E

5/6/21

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

| Date    | Check #          | Account ID | Line Description               | Debit Amount | Credit Amount |
|---------|------------------|------------|--------------------------------|--------------|---------------|
| 3/31/21 | Google 3/31/21   | 82020-100  | Google E-Mail                  | 390.00       |               |
| 3/31/21 | Google 3/31/21   | 20200-400  | Google                         |              | 390.00        |
| 4/1/21  | Amazon 4/1/21    | 80025-100  | Adult Fiction                  | 17.03        |               |
| 4/1/21  | Amazon 4/1/21    | 20200-400  | Amazon.com                     |              | 17.03         |
| 4/1/21  | Amazon 4/1/21.2  | 80020-100  | Adult Non-Fiction              | 112.03       |               |
| 4/1/21  | Amazon 4/1/21.2  | 20200-400  | Amazon.com                     |              | 112.03        |
| 4/1/21  | Read 4/1/21      | 80210-100  | 4 Inv - Adult Fiction - SO     | 111.89       |               |
| 4/1/21  | Read 4/1/21      | 20200-400  | Reader Service                 |              | 111.89        |
| 4/5/21  | Amazon 4/5/21    | 80025-100  | Adult Fiction                  | 123.35       |               |
| 4/5/21  | Amazon 4/5/21    | 80038-100  | Juvenile Fiction               | 67.90        |               |
| 4/5/21  | Amazon 4/5/21    | 80410-100  | CDs - Music                    | 85.38        |               |
| 4/5/21  | Amazon 4/5/21    | 80405-100  | DVD's                          | 46.99        |               |
| 4/5/21  | Amazon 4/5/21    | 20200-400  | Amazon.com                     |              | 323.62        |
| 4/8/21  | Amazon 4/8/21    | 80025-100  | Adult Fiction                  | 39.95        |               |
| 4/8/21  | Amazon 4/8/21    | 20200-400  | Amazon.com                     |              | 39.95         |
| 4/9/21  | Amazon 4/9/21    | 80025-100  | Adult Fiction                  | 72.04        |               |
| 4/9/21  | Amazon 4/9/21    | 20200-400  | Amazon.com                     |              | 72.04         |
| 4/9/21  | Amazon 4/9/21.2  | 80025-100  | Adult Fiction                  | 56.50        |               |
| 4/9/21  | Amazon 4/9/21.2  | 80010-100  | Y/S Non Fiction                | 51.78        |               |
| 4/9/21  | Amazon 4/9/21.2  | 20200-400  | Amazon.com                     |              | 108.28        |
| 4/11/21 | Amazon 4/11/21   | 80010-100  | Y/S Non Fiction                | 64.00        |               |
| 4/11/21 | Amazon 4/11/21   | 20200-400  | Amazon.com                     |              | 64.00         |
| 4/11/21 | Amazon 4/11/21.2 | 80025-100  | Adult Fiction                  | 36.18        |               |
| 4/11/21 | Amazon 4/11/21.2 | 20200-400  | Amazon.com                     |              | 36.18         |
| 4/15/21 | Reader 4/15/21   | 80210-100  | Adult Fiction - SO             | 47.25        |               |
| 4/15/21 | Reader 4/15/21   | 20200-400  | Reader Service                 |              | 47.25         |
| 4/15/21 | Rural 4/15/21    | 82600-480  | Internet - Burrowsville        | 219.00       |               |
| 4/15/21 | Rural 4/15/21    | 20200-400  | RuralBand                      |              | 219.00        |
| 4/22/21 | Rotary 8693      | 83910-100  | Leadership Training - Manning  | 5.00         |               |
| 4/22/21 | Rotary 8693      | 20200-400  | Rotary                         |              | 5.00          |
| 4/26/21 | Amazon 8682      | 84820-100  | Spray Bottles                  | 27.07        |               |
| 4/26/21 | Amazon 8682      | 83700-100  | Receipt Rolls                  | 50.49        |               |
| 4/26/21 | Amazon 8682      | 20200-400  | Amazon.com                     |              | 77.56         |
| 4/26/21 | VPLDA 8684       | 84600-100  | Association Dues               | 55.00        |               |
| 4/26/21 | VPLDA 8684       | 20200-400  | VA Public Lib. Directors Assoc |              | 55.00         |
| Total   |                  |            |                                | 1,678.83     | 1,678.83      |

## Appomattox Reg Library System

Sam's 5/6/21

Staples 5/27/21

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

| Date     | Check #   | Account ID | Line Description      | Debit Amount | Credit Amount |
|----------|-----------|------------|-----------------------|--------------|---------------|
| 4/6/21   | Sams 8669 | 83700-100  | Cups                  | 20.60        |               |
| 4/6/21   | Sams 8669 | 83740-100  | Plastic Film          | 52.74        |               |
|          |           |            | Toilet Paper, Swiffer |              |               |
| 4/6/21   | Sams 8669 | 84810-100  | Duster                | 122.06       |               |
| 4/6/21   | Sams 8669 | 20200-200  | Sam's Club Direct     |              | 195.40        |
|          | Total     |            |                       | 195.40       | 195.40        |
| CK#42606 |           |            |                       |              |               |

| Date         | Check #      | Account ID | Line Description | Debit Amount | Credit Amount |
|--------------|--------------|------------|------------------|--------------|---------------|
| 5/5/21       | Staples 8694 | 83700-100  | Paper, Ink       | 286.71       |               |
| 5/5/21       | Staples 8694 | 20200-300  | Staples, Inc.    |              | 286.71        |
|              | Total        |            |                  | 286.71       | 286.71        |
| CK #2021-82E |              |            |                  |              |               |



Smart Beginnings Report  
July 1, 2020 to May 31, 2021

| Date     | Trans Description           | Debit Amt | Credit Amt | Balance         |
|----------|-----------------------------|-----------|------------|-----------------|
| 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  |            |                 |
| 5/25/21  | Payment from SB             |           | 5,808.89   |                 |
| 5/31/21  | May Salary & Benefits       | 5,808.89  |            |                 |
| 5/31/21  | <b>Ending Balance</b>       |           |            | <b>5,808.89</b> |

**Community Involvement**  
**May 2021**

|      |   |
|------|---|
| 5/15 | Saturday Morning Radio Program – WHAP                     |
| 5/17 | Hopewell Downtown Partnership Board                       |
| 5/20 | Hopewell/PG Chamber After Hours                           |
| 5/20 | Third Thursday Farmers Market & Street Festival           |
| 5/25 | Mural Unveiling in Hopewell                               |
| 5/26 | Historic Hopewell Foundation Lunch & Learn Lecture Series |
| 5/27 | HDP Economic Vitality Committee                           |



Brian Manning &lt;bmannings@arls.org&gt;

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**Thanks for the help!**

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**Eastman, Tamara J CIV (US) DeCA HQ CCSA** <Tamara.Eastman@deca.mil>

Wed, Jun 2, 2021 at 7:30 AM

To: "bmannings@arls.org" &lt;bmannings@arls.org&gt;

Dear Mr. Manning...

I wanted to reach out and say thank you to your library - and especially your archivist, Jean Langford, for helping me locate information about the Pine Gardens area of Petersburg and its connection to the Civil War. I am trying to prepare a lecture on the history of Petersburg for a presentation I am giving in July and Ms. Langford was a treasure trove of information! She found information about Foheba Farms, Pine Gardens, Fort Hell and Fort Sedgewick and much more, including the now covered over Civil War tunnels that once stood at the entrance to what is now a housing subdivision.

Keep up the great work over there. Your library is very much appreciated by the community.

Tamara J. Eastman  
Agency Historian  
Defense Commissary Agency  
Fort Lee, Virginia



# MACRAMÉ

Techniques and Projects for the Complete Beginner



**PLANT HANGER**  
**MACRAME HOBBY**

Kit includes cotton cord, scissors, planter, comb, and wood ring. You Need: Macrame by Wilson and Hamilton from the Library!

thing you need to  
 pictured in the  
s of plant hanger  
Simple Cro  
of rope are cut  
to start step  
s in add  
the  
ing on page 99  
an your copy of Macrame: Techniques and  
Complete Beginners by the due date. Everything else  
Kit is yours to keep.

**Library Books to Learn More**  
Macrame for Beginners and Beyond by Amy Mullins  
The New Macrame by Katie DuMont





## WATERCOLOR HOBBY KIT

Kit Includes: 24 color paint set, watercolor paper, 3 brushes, and a palette.  
You Need: No-Fail Watercolor from the Library and water.

Mako, founder of makeoclock

The Ultimate  
Beginner's Guide  
to Painting with  
Confidence

## No-Fail Watercolor



## WATERCOLOR HOBBY KIT

This kit contains everything you need to try your hand at painting with watercolors. Unlike other kits, there is no designated project designed with the kit. Work your way through the projects and enjoy!

Please note the author suggests high quality supplies for the beginner watercolorist. The library has provided good entry level supplies, but they are not exact matches. The flat brush recommended by the author is 1 inch large, and the one provided in the kit is much smaller.

Remember to return No-Fail Watercolor by the due date, and enjoy the kit!

### Library Books to Learn More More books can be found on the shelf at

Watercolor Artist's Flower Handbook by P. Seligman  
Watercolors that Sparkle with Life by C. Agan  
Feathered Buildings in Pen, Ink & Watercolor by N. Claudia  
color by M. Moses  
e Watercolor Wash by J. Garcia





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# THE HERE & THERE BOOK FAIR



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