

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

April 18, 2023

Dinwiddie Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

April 18, 2023

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 – March 21, 2023 Regular Meeting
Statistical Report – dated April 18, 2023
Financial Report – dated April 18, 2023
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Auditors Memo and Report to the Board
- R3.** Libraries United available training
- R4.** Summer Reading Program Update
- R5.** Possible pursuit of grant

Committee Reports:

New Business:

Unfinished Business:

Adjournment - Next Meeting: April 18, 2023 at the Burrowsville Library at 1:00 pm.

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of March 21, 2023**

Call to Order: The regular monthly meeting of the Board of Trustees was held on Tuesday, March 21, 2023, at the Prince George Library located at 6605 Courts Dr., in Prince George County with Chairman William Thomas in the chair and the secretary being present. The meeting was called to order at 1 p.m.

Trustees present: Chairman William Thomas (PG), Angela Bennett (PG), Susan Eliades (H), David Harless (H), Randi Hawkins (D), Larry Pankey (H), Sandra Ruffin (D)

Trustees absent: Amanda Binford (P)

Staff present: Brian Manning and Briana Terry

Approval of agenda: Mr. Harless moved to accept the agenda as printed; Ms. Bennett seconded; the motion was adopted.

Approval of consent agenda: Mr. Harless moved to approve the Minutes of February 21, 2023, as written and to receive the Statistical Report, dated March 21, 2023; Financial Report, dated March 21, 2023, and Bills for review as printed. Ms. Bennett seconded, and the motion was adopted.

Communications: None

Citizen comments: Mrs. Eliades commented on the STREAM Program (Science, Technology, Reading, Engineering, Art, and Math) "Excellent, the program was great," grandchildren had a ball.

Report of the Director: Mr. Manning reported on the following:

- R1. Staff update
- R2. Improvements at the Prince George Library
- R3. Presentation to the Dinwiddie County Supervisors
- R4. Summer reading program
- R5. Ending of fines and fees as a trend in libraries

The Director recommends that ARLS not charge overdue fines; consider "fine free" policies. Items not returned after circulation period will be determined "lost materials". Upon return of items, any charge for lost material will be removed from the patron's account and the patron will only be subject to charges for damaged items. If an item is lost, the patron is responsible for the replacement cost and any assessed fees. All charges will be removed from the patron's account upon return of the item. ARLS does not accept replacement copies from the patron. If a lost item is returned to the library within 90 days, the library will refund the cost of the lost item.

Chairman Thomas called for a motion on Mr. Manning's proposal for "fine free" library policies, effective July 1, 2023.

ARLS Board of Trustees Meeting

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Minutes of March 21, 2023

Mr. Harless moved to accept Mr. Manning's proposal for "fine free" library policies, effective July 1, 2023; Ms. Bennett, seconded. The motion was adopted after debate.

Adjournment: With no further business, Mr. Thomas called for a motion to adjourn. Mr. Harless moved to adjourn; Ms. Bennett seconded; the motion was adopted. The meeting was adjourned at 2 p.m.

The next meeting will be held on April 18, 2023, at 1 p.m. at the Dinwiddie Library, located at 14103 Boydton Plank Road, Dinwiddie.

Sandra E. Ruffin, Ed.D., Secretary

**Statistical Report
April 18, 2023**

Statistical Report - FY2023
Circulation Data All Locations:

% of Chg
by
Month

CHANGE
FROM
FY22

Location FY JUL AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUN Total % of Chg FROM FY22

Burrowsville	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	308	1,448	
	FY22	213	353	323	319	297	342	297	351	326	294	265	324	3,704	
	FY23	250	244	286	275	307	274	350	329	400				2,715	23%

Carson Depot	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	699	22,297	
	FY22	823	958	873	936	660	665	666	731	635	711	607	735	9,000	
	FY23	766	863	849	732	539	612	744	663	791				6,559	25%

Dinwiddie	F719	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	
	F720	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	1,048	8,234	
	FY22	1,340	1,598	1,380	1,561	1,395	1,324	1,233	1,327	1,789	1,745	1,445	1,650	17,787	
	FY23	1,603	1,677	1,436	1,491	1,392	1,336	1,390	1,542	1,685				13,552	-6%

Disputanta	F719	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	415	2,289	
	FY22	454	652	583	551	409	424	554	602	751	682	622	598	6,882	
	FY23	447	669	536	494	411	382	461	437	463				4,300	-38%

Hopewell	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	9,717	96,806	
	FY22	9,015	8,623	8,765	8,452	7,098	7,442	7,902	7,490	7,523	7,321	8,050	8,143	95,824	
	FY23	9,157	9,812	8,657	8,174	6,969	7,096	7,966	7,714	8,427				73,972	12%

**Statistical Report
April 18, 2023**

% of Chg
by
Month

Change
from
FY22

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	Month
McKenney	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	563	3,780	
	FY22	610	738	590	594	687	568	619	596	694	849	860	1,030	8,435	
	FY23	1,088	1,236	1,164	1,088	957	852	1,009	971	1,343				9,708	94%

Prince George	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	2,742	3,437	35,062	
	FY22	3,220	3,940	3,139	3,309	2,889	3,020	2,950	3,082	4,943	4,891	3,897	4,728	44,008	
	FY23	5,401	6,096	4,360	3,827	3,883	3,649	3,789	3,809	4,630				39,444	-6%

Rohoic	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	323	1,690	
	FY22	568	595	539	789	616	626	863	866	1,077	967	1,114	970	9,590	
	FY23	1,005	888	884	984	889	910	928	1,176	1,419				9,083	32%

Econtent	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	1,943	23,342	
	FY22	1,854	2,101	1,860	1,686	1,725	1,586	1,825	1,845	1,869	1,635	2,246	1,865	22,097	
	FY23	1,872	2,213	1,782	1,861	1,871	1,629	1,967	1,833	2,062				17,090	10%

ARLS Totals	FY19	27,114	24,958	21,711	22,126	19,369	16,420	21,601	20,186	22,379	20,911	18,953	21,796	257,524	
	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	15,860	17,748	18,846	13,978	14,008	14,490	16,875	15,166	17,112	15,961	16,451	18,453	194,948	
	FY22	18,097	19,558	18,052	18,197	15,776	15,997	16,909	16,909	16,890	19,607	19,095	20,043	217,327	
	FY23	21,589	23,698	19,954	18,926	17,218	16,740	18,604	18,474	21,220	0	0	0	176,423	8%

Statistical Report
April 18, 2023

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2023													
Burrowsville	114	133	82	99	108	99	122	111	136	0	0	0	1,004
Carson Depot	203	203	181	171	109	113	172	172	197	0	0	0	1,521
Dinwiddie	502	519	457	481	366	384	463	541	614	0	0	0	4,327
Disputanta	113	164	183	143	132	115	155	129	172	0	0	0	1,306
Hopewell	11,002	12,138	11,701	11,458	8,597	11,003	11,341	17,712	12,708	0	0	0	107,660
McKenney	241	258	298	299	202	225	276	344	401	0	0	0	2,544
Prince George	4,879	4,174	4,265	3,350	1,408	2,896	3,865	3,795	4,175	0	0	0	32,807
Rohoic	310	317	323	371	254	326	414	490	562	0	0	0	3,367
TOTAL	17,364	17,906	17,490	16,372	11,176	15,161	16,808	23,294	18,965	0	0	0	154,536
MISC TRANSACTIONS													
Meetings	165	159	140	129	98	109	141	141	141	0	0	0	1,223
Meeting Room Users	513	724	1,058	1,054	686	1,097	967	865	865	0	0	0	7,829
Book Group	12	17	12	13	13	0	13	13	13	0	0	0	106
Adult Program**	608	336	262	301	249	146	393	197	210	0	0	0	2,702
Non-SRP Child Program	0	0	338	795	722	3,286	642	692	682	0	0	0	7,157
Non-SRP Teen Program	0	0	123	96	83	83	111	101	81	0	0	0	678
Storytime	357	202	337	337	119	165	302	426	464	0	0	0	2,709
SRP Child	2,087	1,555	0	0	0	0	0	0	0	0	0	0	3,642
SRP Teen	186	188	0	0	0	0	0	0	0	0	0	0	374
Community Outreach	3,705	1,130	1,003	2,401	187	87	12	0	689	0	0	0	9,214
Database Usage	486	417	503	2,269	2,320	2,718	3,617	3,799	4,031	0	0	0	20,160
TOTALS	8,119	4,728	3,776	7,395	4,477	7,691	6,198	6,234	7,176	0	0	0	55,794

**Includes online programming

Statistical Report
April 18, 2023

REFERENCE QUESTIONS - FY2023	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	27	24	27	16	20	33	40	29	40	0	0	0	256
Carson Depot	5	11	9	5	2	7	7	1	1	0	0	0	48
Dinwiddie	131	112	91	112	82	73	96	109	105	0	0	0	911
Disputanta	70	77	57	62	46	37	62	67	56	0	0	0	534
Hopewell	872	1,021	829	837	601	906	1,033	1,142	1,194	0	0	0	8,435
McKenney	181	211	233	138	156	158	134	137	180	0	0	0	1,528
Prince George	796	672	605	583	490	500	609	611	668	0	0	0	5,534
Rohoic	76	59	61	116	73	76	81	127	165	0	0	0	834
TOTALS	2,158	2,187	1,912	1,869	1,470	1,790	2,062	2,223	2,409	0	0	0	18,080
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	14	3	2	2	1	4	12	2	2	0	0	0	42
WIFI	0	1	5	1	6	0	1	7	4	0	0	0	25
Carson Depot Workstation	64	64	13	32	35	7	40	54	50	0	0	0	359
WIFI	7	6	12	5	13	2	4	11	16	0	0	0	76
Dinwiddie Workstation	58	56	50	40	40	35	47	51	79	0	0	0	456
WIFI	22	10	9	10	40	8	12	38	42	0	0	0	191
Disputanta Workstation	11	49	52	45	45	49	45	34	54	0	0	0	384
WIFI	48	55	50	61	87	37	39	56	73	0	0	0	506
Hopewell Workstation	1,536	1,696	1,537	1,347	1,105	1,285	1,332	1,307	1,513	0	0	0	12,658
WIFI	374	409	428	353	377	300	404	521	619	0	0	0	3,785
McKenney Workstation	46	43	55	40	41	52	42	31	28	0	0	0	378
WIFI	25	32	36	16	42	13	20	43	83	0	0	0	310
Prince George Workstation	444	387	369	344	291	312	350	353	423	0	0	0	3,273
WIFI	104	132	163	138	179	100	117	159	218	0	0	0	1,310
Rohoic Workstation	29	42	30	22	17	21	18	23	32	0	0	0	234
WIFI	12	6	8	9	27	7	14	34	32	0	0	0	149
TOTALS	2,794	2,991	2,819	2,465	2,346	2,232	2,497	2,724	3,268	0	0	0	24,136

Wireless Printing 195 222 180 394 502 208 421 184 169 2,475

Appomattox Regional Library System

Revenue and Expenses

July 1, 2022 - June 30, 2023

fund#	Revenue 03/31/23	FY2023 Adopted	Receipts to Previous Month	Monthly Receipts - 03/23	Total Receipts	Percentage Received	Balance Due
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$675,407	\$506,555	\$168,852	\$675,407	100.0%	\$0
103	Dinwiddie	\$323,072	\$242,304	\$0	\$242,304	75.0%	\$80,768
104	Prince George	\$645,631	\$484,223	\$161,408	\$645,631	100.0%	\$0
105	State Funds	\$453,235	\$387,835	\$129,278	\$517,113	114.1%	(\$63,878)
106	Fines/Fees/Lost	\$9,000	\$4,944	\$969	\$5,913	65.7%	\$3,087
107	Copying/Fax Receipts	\$25,000	\$15,587	\$2,124	\$17,711	70.8%	\$7,289
108	Endowment Funds	\$21,000	\$22,328	\$0	\$22,328	106.3%	(\$1,328)
109	E-Rate Refunds	\$16,000	\$61,700	\$0	\$61,700	385.6%	(\$45,700)
110	Gifts/Donations	\$1,000	\$913	\$50	\$963	96.3%	\$38
111	Grants	\$1,000	\$0	\$0	\$0	0.0%	\$1,000
112	Other	\$1,100	\$1,468	\$75	\$1,543	140.3%	(\$443)
	TOTALS	\$2,291,445	\$1,727,858	\$462,755	\$2,190,613	95.6%	\$100,832

Fund#	EXPENSES 03/31/2023	FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 03/2023	TOTAL EXPENSES 03/31/23	PERCENTAGE SPENT	BALANCE
	Personnel						
200	MLS Salaries & Wages	\$496,209	\$328,032	\$34,102	\$362,135	73.0%	\$134,074
201	Non-MLS Salary & Wages	\$662,055	\$401,220	\$48,300	\$449,520	67.9%	\$212,535
202	Benefits for Staff/Retirees	\$332,464	\$214,088	\$24,591	\$238,679	71.8%	\$93,785
	Total Personnel	\$1,490,728	\$943,341	\$106,993	\$1,050,334	70.5%	\$440,394
	Books & Materials						
300	Books	\$105,000	\$69,047	\$17,170	\$86,218	82.1%	\$18,782
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$17,686	\$3,747	\$21,434	71.4%	\$8,566
303	Print News & Periodicals	\$10,000	\$8,346	\$0	\$8,346	83.5%	\$1,654
304	Audiovisual Materials	\$25,000	\$17,182	\$3,385	\$20,567	82.3%	\$4,433
305	Electronic Materials	\$5,500	\$5,615	\$0	\$5,615	102.1%	(\$115)
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
310	Econtent	\$25,000	\$26,945	\$0	\$26,945	107.8%	(\$1,945)
	Total Books & Materials	\$221,500	\$144,822	\$24,302	\$169,125	76.4%	\$52,375
	Capital Expenditures						
	Library Non-Computer Equip.,						
400	Furniture & Fixtures	\$20,000	\$18,448	\$2,401	\$20,849	104.2%	(\$849)
401	Computer Hardware	\$50,000	\$22,273	(\$466)	\$21,807	43.6%	\$28,193
	Total Capital Expenditures	\$70,000	\$40,721	\$1,935	\$42,656	60.9%	\$27,344
	Contractual						
500	Lyrasis ILL Services	\$3,100	\$3,297	\$0	\$3,297	106.4%	(\$197)
	Software & Web Based App.						
501	Licensing Contracts	\$40,000	\$32,245	\$1,379	\$33,624	84.1%	\$6,376
502	Audit	\$20,000	\$6,190	\$0	\$6,190	31.0%	\$13,810
503	Cataloging MARC Records	\$3,000	\$2,455	\$0	\$2,455	81.8%	\$545
505	Computer Support/Service Calls	\$70,000	\$57,922	\$5,923	\$63,844	91.2%	\$6,156

Fund#	EXPENSES 03/31/2023	FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 03/2023	TOTAL EXPENSES 03/31/23	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$35,000	\$26,578	\$3,529	\$30,107	86.0%	\$4,893
508	Printing and Publications	\$4,200	\$3,185	\$807	\$3,992	95.0%	\$208
	Total Contractual	\$175,300	\$131,872	\$11,637	\$143,510	81.9%	\$31,790
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$3,498	\$517	\$4,015	57.4%	\$2,985
601	TLC Maintenance Contract	\$17,000	\$16,492	\$0	\$16,492	97.0%	\$508
602	Facilities and Rent	\$76,650	\$50,400	\$6,300	\$56,700	74.0%	\$19,950
603	Supplies	\$25,000	\$14,372	\$2,969	\$17,341	69.4%	\$7,659
604	Travel / Workshops /Conf. Fees	\$5,000	\$2,962	\$1,080	\$4,042	80.8%	\$958
605	Training / Education	\$2,000	\$864	\$0	\$864	43.2%	\$1,136
606	Utilities	\$3,750	\$2,207	\$310	\$2,517	67.1%	\$1,233
607	Telephone (Voice)	\$13,000	\$8,907	\$1,224	\$10,131	77.9%	\$2,869
608	Insurance	\$12,750	\$469	\$0	\$469	3.7%	\$12,281
609	Vehicle Maintenance & Fuel	\$5,000	\$2,264	\$200	\$2,465	49.3%	\$2,535
610	Job & Contracting Advertising	\$1,000	\$1,673	\$0	\$1,673	167.3%	(\$673)
611	Promotional Advertising	\$2,000	\$1,175	\$0	\$1,175	58.7%	\$825
612	Organization/Association Dues	\$3,500	\$2,941	\$140	\$3,081	88.0%	\$419
613	Postage	\$5,500	\$3,052	\$1,101	\$4,153	75.5%	\$1,347
614	Janitorial	\$94,000	\$61,255	\$7,485	\$68,740	73.1%	\$25,260
615	Other Building Maintenance	\$9,500	\$6,391	\$818	\$7,208	75.9%	\$2,292
	Total	\$282,650	\$178,923	\$22,142	\$201,065	71.1%	\$81,585
	Facilities/Maint./Operations						
	Programs/Activites/Other						
700	YS Summer Reading Program	\$7,000	\$321	\$3,000	\$3,321	47.4%	\$3,679
701	YS Programming & Supplies	\$4,500	\$3,234	\$329	\$3,563	79.2%	\$937
703	Adult Programming & Supplies	\$8,000	\$2,699	\$122	\$2,821	35.3%	\$5,179

Fund#	EXPENSES 03/321/2023	FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 03/2023	TOTAL EXPENSES 03/31/23	PERCENTAGE SPENT	BALANCE
704	Local History Collection/Progs.	\$0	\$350	\$0	\$350		(\$350)
705	Reserve	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
709	Misc. Professional Serv. & Other	\$9,700	\$11,964	\$581	\$12,544	129.3%	(\$2,844)
	Total Programs/Activ./Other	\$49,200	\$18,568	\$4,031	\$22,599	45.9%	\$26,601

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Mar 1, 2023 to Mar 31, 2023

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/30/23	2023-249E	84100-480	Telephone - Burrowsville	16.58	
3/30/23	2023-249E	10006-100	Verizon		16.58
3/2/23	43552	80460-100	Invoice: 2087060	42.95	
3/2/23	43552	10006-100	Blackstone Publishing		42.95
3/2/23	43553	80025-100	Invoice: 5018190803	67.98	
3/2/23	43553	80250-100	Invoice: 5018213422	15.98	
3/2/23	43553	80020-100	Invoice: 5018204676	1,796.85	
3/2/23	43553	10006-100	Baker & Taylor		1,880.81
3/2/23	43554	80260-100	Invoice: 80710304	61.47	
3/2/23	43554	80260-100	Invoice: 80709774	74.97	
3/2/23	43554	80260-100	Invoice: 80720616 Cengage Learning	47.23	
3/2/23	43554	10006-100	Inc/Gale		183.67
3/2/23	43555	80210-100	Invoice: 60204918	38.28	
3/2/23	43555	80038-100	Invoice: 62897192	626.11	
3/2/23	43555	80230-100	Invoice: 60203081	7.90	
3/2/23	43555	80230-100	Invoice: 60204919	82.48	
3/2/23	43555	80230-100	Invoice: 60199659	106.78	
3/2/23	43555	80010-100	Invoice: 62895775	30.09	
3/2/23	43555	80015-100	Invoice: 60204923	19.42	
3/2/23	43555	80210-100	Invoice: 60203082	147.10	
3/2/23	43555	80210-100	Invoice: 60199657	22.34	
3/2/23	43555	80038-100	Invoice: 60203084	94.89	
3/2/23	43555	80015-100	Invoice: 62897194	97.34	
3/2/23	43555	80010-100	Invoice: 60203085	59.87	
3/2/23	43555	80010-100	Invoice: 62893435	28.06	
3/2/23	43555	80030-100	Invoice: 60199662	74.75	
3/2/23	43555	80010-100	Invoice: 67574430	85.61	
3/2/23	43555	80025-100	Invoice: 60203083	163.63	
3/2/23	43555	80230-100	Invoice: 60203088	5.98	
3/2/23	43555	80015-100	Invoice: 62895776	506.35	
3/2/23	43555	80210-100	Invoice: 62895774	32.91	
3/2/23	43555	80200-100	Invoice: 60203087	59.96	
3/2/23	43555	80210-100	Invoice: 62894402	102.32	
3/2/23	43555	80010-100	Invoice: 62894403	16.17	
3/2/23	43555	80210-100	Invoice: 60199658	21.58	
3/2/23	43555	80030-100	Invoice: 62897191	405.83	
3/2/23	43555	80210-100	Invoice: 60204920	160.88	
3/2/23	43555	80010-100	Invoice: 60199663	84.68	
3/2/23	43555	80230-100	Invoice: 60203089	7.18	
3/2/23	43555	80025-100	Invoice: 60204921	116.40	
3/2/23	43555	80015-100	Invoice: 60199664	19.18	
3/2/23	43555	80210-100	Invoice: 60199660	131.06	

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<u>Date</u>	<u>Check #</u>	<u>Account ID</u>	<u>Line Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
3/2/23	43555	80210-100	Invoice: 60203080	23.58	
3/2/23	43555	80015-100	Invoice: 60203086	21.36	
3/2/23	43555	80025-100	Invoice: 60199661	1,606.60	
3/2/23	43555	80010-100	Invoice: 62897193	117.56	
3/2/23	43555	80010-100	Invoice: 67574431	370.79	
3/2/23	43555	80200-100	Invoice: 60199665	86.94	
3/2/23	43555	80010-100	Invoice: 62893436	29.98	
3/2/23	43555	80230-100	Invoice: 60204924	5.98	
			Ingram Library		
3/2/23	43555	10006-100	Services		5,617.92
3/2/23	43556	80410-100	Invoice: 503404921	197.52	
3/2/23	43556	80440-100	Invoice: 503376062	27.08	
3/2/23	43556	80440-100	Invoice: 503404920	197.52	
3/2/23	43556	80440-100	Invoice: 503376064	85.34	
3/2/23	43556	80405-100	Invoice: 503404079	230.58	
3/2/23	43556	80410-100	Invoice: 503376065	27.22	
3/2/23	43556	80405-100	Invoice: 503376063	255.87	
3/2/23	43556	10006-100	Midwest Tape		1,021.13
3/2/23	43557	83810-450	Travel - PG - 2/15/23	8.08	
3/2/23	43557	10006-100	Michelle Lawhorn		8.08
3/2/23	43558	83810-200	Travel - HQ - 2/21/23	19.69	
3/2/23	43558	10006-100	Briana Terry		19.69
3/2/23	43559	83810-440	Travel - McKenney - 2/23/23	16.67	
3/2/23	43559	10006-100	Jenny Sadler		16.67
3/2/23	43560	85110-100	Ziplocs, Snacks, Bookmarks, Stylus	80.71	
3/2/23	43560	10006-100	Sarah Finch		80.71
3/2/23	43561	82070-100	LibraryIQ Implementation Fee	800.00	
3/2/23	43561	10006-100	Library Systems Services		800.00
3/2/23	43562	84800-200	Janitorial - HQ	4,382.69	
3/2/23	43562	84800-410	Janitorial - Carson	220.00	
3/2/23	43562	84800-420	Janitorial - Dinwiddie	350.00	
3/2/23	43562	84800-430	Janitorial - Disputanta	256.00	
3/2/23	43562	84800-440	Janitorial - McKenney	250.00	
3/2/23	43562	84800-450	Janitorial - PG	1,485.58	
3/2/23	43562	84800-460	Janitorial - Rohoic	220.00	
3/2/23	43562	84800-480	Janitorial - Burrowsville	195.00	
3/2/23	43562	10006-100	MCS Services, Inc. Monitoring of Alarms -		7,359.27
3/2/23	43563	84900-200	HQ	55.00	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/2/23	43563	84900-450	Monitoring of Alarms - PG	59.00	
3/2/23	43563	10006-100	Petersburg Alarm Company, Inc.		114.00
3/16/23	43564	80460-100	Invoice: 2088837	375.56	
3/16/23	43564	10006-100	Blackstone Publishing		375.56
3/16/23	43565	80020-100	Invoice: 5018187121	96.75	
3/16/23	43565	80020-100	Invoice: 5018221823	125.49	
3/16/23	43565	10006-100	Baker & Taylor		222.24
3/16/23	43566	80260-100	Invoice: 80826235	100.46	
3/16/23	43566	80260-100	Invoice: 80827072	53.23	
3/16/23	43566	80260-100	Invoice: 80826516	119.20	
3/16/23	43566	80260-100	Invoice: 80848658	240.66	
3/16/23	43566	10006-100	Cengage Learning Inc/Gale		513.55
3/16/23	43567	80010-100	Invoice: 62898133	205.16	
3/16/23	43567	80015-100	Invoice: 62898134	42.10	
3/16/23	43567	80010-100	Invoice: 67578628	657.89	
3/16/23	43567	80015-100	Invoice: 60204922	39.10	
3/16/23	43567	80038-100	Invoice: 62898132	95.13	
3/16/23	43567	80030-100	Invoice: 67578626	250.33	
3/16/23	43567	80038-100	Invoice: 67578627	28.74	
3/16/23	43567	80230-100	Invoice: 67578625	28.85	
3/16/23	43567	80030-100	Invoice: 62898131	114.11	
3/16/23	43567	80230-100	Invoice: 60181559.1	25.76	
3/16/23	43567	80210-100	Invoice: 62898130	22.38	
3/16/23	43567	80010-100	Invoice: 67578629	55.74	
3/16/23	43567	80200-100	Invoice: 67578630	9.74	
3/16/23	43567	80210-100	Invoice: 60208098	13.15	
3/16/23	43567	80025-100	Invoice: 60208101	46.32	
3/16/23	43567	80210-100	Invoice: 60208103	30.29	
3/16/23	43567	80230-100	Invoice: 60208105	7.18	
3/16/23	43567	80210-100	Invoice: 60208100	99.10	
3/16/23	43567	80230-100	Invoice: 60208099	42.35	
3/16/23	43567	80200-100	Invoice: 60208102	92.30	
3/16/23	43567	80230-100	Invoice: 60208104	17.94	
3/16/23	43567	80030-100	Invoice: 62901368	359.99	
3/16/23	43567	80015-100	Invoice: 62901370	247.26	
3/16/23	43567	80038-100	Invoice: 62901369	66.66	
3/16/23	43567	80010-100	Invoice: 67582105	1,780.05	
3/16/23	43567	80030-100	Invoice: 67582104	13.96	
3/16/23	43567	80025-100	Invoice: 62901612	1,031.28	
3/16/23	43567	10006-100	Ingram Library Services		5,422.86
3/16/23	43568	80405-100	Invoice: 503441631	60.16	

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3/16/23	43568	80440-100	Invoice: 503441632	78.08	
3/16/23	43568	80410-100	Invoice: 503404921CM	-71.64	
3/16/23	43568	80410-100	Invoice: 503470047	30.22	
3/16/23	43568	80410-100	Invoice: 503470045	24.22	
3/16/23	43568	80440-100	Invoice: 503470044	78.08	
3/16/23	43568	80405-100	Invoice: 503470049	279.83	
3/16/23	43568	80440-100	Invoice: 503470046	223.94	
3/16/23	43568	10006-100	Midwest Tape Maintenance on		702.89
3/16/23	43569	82910-200	Copiers Canon Financial	16.72	
3/16/23	43569	10006-100	Services, Inc.		16.72
3/16/23	43570	83500-460	Rent - Rohoic Library	300.00	
3/16/23	43570	83500-440	Rent - McKenney Library	300.00	
3/16/23	43570	83500-420	Rent - Dinwiddie Library	300.00	
3/16/23	43570	10006-100	County of Dinwiddie		900.00
3/16/23	43571	83500-430	Rent - Disputanta Library	150.00	
3/16/23	43571	83500-480	Rent - Burrowsville Library	300.00	
3/16/23	43571	83500-450	Rent - PG Library County of Prince	1,200.00	
3/16/23	43571	10006-100	George		1,650.00
3/16/23	43572	83810-450	Travel - PG - 3/1/23	8.08	
3/16/23	43572	10006-100	Michelle Lawhorn Candy, Paper Bags,		8.08
3/16/23	43573	85110-100	Paint, Markers Stickers, Glycerin,	56.70	
3/16/23	43573	85110-100	Notebooks	66.73	
3/16/23	43573	10006-100	Sarah Finch		123.43
3/16/23	43574	84100-410	Telephone - Carson Granite	116.57	
3/16/23	43574	10006-100	Telecommunications Inv #8657 Fuel - All		116.57
3/16/23	43575	84300-100	Vehicles Rent - Hopewell	200.29	
3/16/23	43575	83500-200	Library Hopewell City	3,750.00	
3/16/23	43575	10006-100	Treasurer Explore - March to		3,950.29
3/16/23	43576	82700-100	May Flyers for Friends	772.50	
3/16/23	43576	82700-100	Meetings	34.50	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/16/23	43576	10006-100	Johnson Printing Service		807.00
3/16/23	43577	82910-200	Maintenance on Ricoh Copier 12/22 to 3/23	500.00	
3/16/23	43577	10006-100	Mauck & Company		500.00
3/16/23	43578	82600-480	Internet - Burrowsville	219.00	
3/16/23	43578	10006-100	RuralBand		219.00
3/16/23	43579	20500-100	Due to SB - VFHY	1,950.00	
3/16/23	43579	10006-100	Smart Beginnings		1,950.00
3/16/23	43580	84700-410	PO Box 58 Rental	80.00	
3/16/23	43580	10006-100	US Postal Service		80.00
3/30/23	43581	80020-100	Invoice: 5018242716	22.78	
3/30/23	43581	80020-100	Invoice: 5018260231	47.40	
3/30/23	43581	80020-100	Invoice: 5018263099	1,826.88	
3/30/23	43581	10006-100	Baker & Taylor		1,897.06
3/30/23	43582	80260-100	Invoice: 80866484	23.09	
3/30/23	43582	80260-100	Invoice: 80889875	29.24	
3/30/23	43582	80260-100	Invoice: 80898269	61.47	
3/30/23	43582	80260-100	Invoice: 80897763	74.22	
3/30/23	43582	80260-100	Invoice: 80903850	45.73	
3/30/23	43582	80260-100	Invoice: 80904910	73.47	
3/30/23	43582	80260-100	Invoice: 80936983	28.49	
3/30/23	43582	10006-100	Cengage Learning Inc/Gale		335.71
3/30/23	43583	80025-100	Invoice: 74953193CM	-17.12	
3/30/23	43583	80210-100	Invoice: 60211780	223.68	
3/30/23	43583	80025-100	Invoice: 60211783	45.36	
3/30/23	43583	80025-100	Invoice: 60211782	50.10	
3/30/23	43583	80230-100	Invoice: 60211785	5.98	
3/30/23	43583	80210-100	Invoice: 60211784	21.06	
3/30/23	43583	80230-100	Invoice: 60211779	133.55	
3/30/23	43583	80230-100	Invoice: 60211781	22.84	
3/30/23	43583	80025-100	Invoice: 67583989	201.30	
3/30/23	43583	80010-100	Invoice: 67583990	377.45	
3/30/23	43583	80010-100	Invoice: 62904199	32.41	
3/30/23	43583	80210-100	Invoice: 62904195	64.76	
3/30/23	43583	80038-100	Invoice: 62904197	31.71	
3/30/23	43583	80010-100	Invoice: 62904198	33.33	
3/30/23	43583	80025-100	Invoice: 62904196	243.77	
3/30/23	43583	80210-100	Invoice: 62904194	22.38	
3/30/23	43583	80015-100	Invoice: 62904200	20.50	
3/30/23	43583	80200-100	Invoice: 60214334	29.98	

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3/30/23	43583	80210-100	Invoice: 60214331	110.89	
3/30/23	43583	80025-100	Invoice: 60214332	50.60	
3/30/23	43583	80230-100	Invoice: 60214330	80.77	
3/30/23	43583	80038-100	Invoice: 60214333	30.09	
3/30/23	43583	80210-100	Invoice: 60214329	99.05	
3/30/23	43583	80010-100	Invoice: 75117528CM	-27.87	
3/30/23	43583	80025-100	Invoice: 62906056	111.42	
3/30/23	43583	80010-100	Invoice: 62906057	144.22	
3/30/23	43583	80015-100	Invoice: 62906058	19.42	
3/30/23	43583	80025-100	Invoice: 62906428	85.17	
3/30/23	43583	80030-100	Invoice: 62906429	173.10	
3/30/23	43583	80038-100	Invoice: 62906430	386.91	
3/30/23	43583	80010-100	Invoice: 62906431	29.13	
3/30/23	43583	80015-100	Invoice: 62907464	23.30	
3/30/23	43583	80015-100	Invoice: 62907465	375.46	
3/30/23	43583	80038-100	Invoice: 62907463	17.97	
3/30/23	43583	80025-100	Invoice: 62907462	197.21	
3/30/23	43583	80210-100	Invoice: 62907461	13.78	
3/30/23	43583	80038-100	Invoice: 60216482	21.14	
3/30/23	43583	80210-100	Invoice: 60216481	118.32	
3/30/23	43583	80210-100	Invoice: 60216484	21.58	
3/30/23	43583	80200-100	Invoice: 60216483	29.98	
3/30/23	43583	80230-100	Invoice: 60216480	83.98	
3/30/23	43583	80010-100	Invoice: 62908097	59.12	
3/30/23	43583	80038-100	Invoice: 62908096	36.34	
3/30/23	43583	80210-100	Invoice: 62908094	23.38	
3/30/23	43583	80030-100	Invoice: 62908095	133.32	
3/30/23	43583	80025-100	Invoice: 62908098	39.92	
3/30/23	43583	10006-100	Ingram Library Services		4,030.74
3/30/23	43584	80405-100	Invoice: 503503887	340.06	
3/30/23	43584	80410-100	Invoice: 503503885	119.88	
3/30/23	43584	80440-100	Invoice: 503503884	138.62	
3/30/23	43584	80410-100	Invoice: 503535039	38.22	
3/30/23	43584	80405-100	Invoice: 503535037	235.27	
3/30/23	43584	80440-100	Invoice: 503535038	370.12	
3/30/23	43584	10006-100	Midwest Tape		1,242.17
3/30/23	43585	83810-450	Travel - PG 3/10/23	7.83	
3/30/23	43585	10006-100	Lori O'Kennon		7.83
3/30/23	43586	83810-440	Travel - McKenney 3/10/23, 3/13/23	12.22	
3/30/23	43586	83810-440	Travel - McKenney 3/15/23, 3/16/23	12.22	
3/30/23	43586	10006-100	Jenny Sadler		24.44
3/30/23	43587	83810-200	Travel - HQ 3/14/23	25.75	
3/30/23	43587	10006-100	Allen Woods		25.75

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3/30/23	43588	83810-440	Travel - McKenney		
3/30/23	43588	10006-100	3/10/23 Cassandra Bland	37.78	37.78
3/30/23	43589	83810-420	Travel - Dinwiddie		
3/30/23	43589	83810-420	3/10/23 Travel - Dinwiddie	29.95	
3/30/23	43589	10006-100	3/16-17/23 Shelly Curtis	61.40	91.35
3/30/23	43590	83810-450	Travel - PG 3/10/23	12.12	
3/30/23	43590	10006-100	Megan Emerson		12.12
3/30/23	43591	83810-450	Travel - PG 3/15/23	8.08	
3/30/23	43591	10006-100	Michelle Lawhorn		8.08
3/30/23	43592	83810-410	Travel - Carson 3/10/23	17.17	
3/30/23	43592	10006-100	Alyssa Noe		17.17
3/30/23	43593	83810-200	Travel - HQ 3/20/23- 3/22/23	51.91	
3/30/23	43593	10006-100	Briana Terry		51.91
3/30/23	43594	85200-100	Yoga Classes	160.00	
3/30/23	43594	10006-100	Sharon Jadrnak		160.00
3/30/23	43595	84900-200	Monitoring of Alarms - HQ	55.00	
3/30/23	43595	84900-450	Monitoring of Alarms - PG	59.00	
3/30/23	43595	84900-450	Replaced Transmitter, Checked system - PG	318.00	
3/30/23	43595	84900-200	Replaced Transmitter - HQ	141.50	
3/30/23	43595	10006-100	Petersburg Alarm Company, Inc.		573.50
3/30/23	43596	85000-100	General Admission Tickets for Library Night	3,000.00	
3/30/23	43596	10006-100	Tri-City Chili Peppers		3,000.00
	Total			182,077.78	182,077.78

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/9/23	200754	21000-100	Federal Taxes Withheld	2,756.42	
			Social Security Taxes		
3/9/23	200754	22000-100	Withheld	2,613.72	
3/9/23	200754	22000-100	SB Social Security	137.30	
3/9/23	200754	22000-100	ARLS Social Security	2,476.42	
			Medicare Taxes		
3/9/23	200754	23000-100	Withheld	611.26	
3/9/23	200754	23000-100	SB Medicare Taxes	32.11	
3/9/23	200754	23000-100	ARLS Medicare	579.15	
			Electronic Federal Tax		
3/9/23	200754	10006-100	Payment		9,206.38
3/23/23	200755	21000-100	Federal Taxes Withheld	2,928.52	
			Social Security Taxes		
3/23/23	200755	22000-100	Withheld	2,791.04	
3/23/23	200755	22000-100	SB Social Security	137.30	
3/23/23	200755	22000-100	ARLS Social Security	2,653.74	
			Medicare Taxes		
3/23/23	200755	23000-100	Withheld	652.77	
3/23/23	200755	23000-100	SB Medicare Taxes	32.11	
3/23/23	200755	23000-100	ARLS Medicare	620.66	
			Electronic Federal Tax		
3/23/23	200755	10006-100	Payment		9,816.14
3/9/23	2013-837	70540-600	SB Life Insurance	64.21	
3/9/23	2013-837	70540-600	SB VRS Retirement	185.92	
3/9/23	2013-837	27000-200	VRS Withheld	3,128.90	
3/9/23	2013-837	70460-100	ARLS VRS Insurance	865.29	
3/9/23	2013-837	70460-100	ARLS VRS Retirement	1,915.70	
3/9/23	2013-837	10006-100	Treasurer of Virginia		6,160.02
3/9/23	2013-838	27000-300	EZ Link Withheld	169.73	
3/9/23	2013-838	70460-100	EZ Link Retirement	439.20	
3/9/23	2013-838	10006-100	Treasurer of Virginia		608.93
3/9/23	2013-839	27000-400	EZ Link Voluntary	400.00	
3/9/23	2013-839	10006-100	Treasurer of Virginia		400.00
3/23/23	2013-843	27000-300	EZ Link Withheld	169.73	
3/23/23	2013-843	70460-100	EZ Link Retirement	439.20	
3/23/23	2013-843	10006-100	Treasurer of Virginia		608.93
3/23/23	2013-844	27000-400	EZ Link Voluntary	400.00	
3/23/23	2013-844	10006-100	Treasurer of Virginia		400.00
			#8299 60 021 0013348		
3/2/23	2023-219E	84100-440	Telephone - Mckenney	94.85	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Mar 1, 2023 to Mar 31, 2023

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/2/23	2023-219E	82600-440	#8299 60 021 0013348 Internet - McKenney	401.94	
3/2/23	2023-219E	10006-100	Comcast Communications		496.79
3/2/23	2023-220E	84700-100	Property Tax - Postage Meter	65.65	
3/2/23	2023-220E	10006-100	Pitney Bowes Global Financial Services		65.65
3/2/23	2023-221E	20200-200	Sams 3/8/23	889.84	
3/2/23	2023-221E	10006-100	Sam's Club Direct Telephone -		889.84
3/2/23	2023-222E	84100-480	Burrowsville	16.58	
3/2/23	2023-222E	10006-100	Verizon		16.58
3/6/23	2023-223E	10007-100	Gross MLS	13,015.54	
3/6/23	2023-223E	10007-100	Gross Non MLS	7,609.42	
3/6/23	2023-223E	10007-100	Gross Hourly Gross Smart	11,616.87	
3/6/23	2023-223E	10007-100	Beginnings	1,743.36	
3/6/23	2023-223E	10006-100	ARLS-Payroll Retirees Health		33,985.19
3/16/23	2023-224E	70470-100	Insurance	412.00	
3/16/23	2023-224E	10006-100	Anthem BlueCross BlueShield		412.00
3/16/23	2023-225E	70550-600	SB Health Insurance	1,029.00	
3/16/23	2023-225E	70470-100	ARLS Health Insurance Anthem BlueCross	14,406.00	
3/16/23	2023-225E	10006-100	BlueShield		15,435.00
3/16/23	2023-226E	82600-200	#8299 60 017 0199525 Internet - HQ	318.53	
3/16/23	2023-226E	10006-100	Comcast Communications		318.53
3/16/23	2023-227E	82600-410	#8299 60 020 0356327 Internet - Carson	300.91	
3/16/23	2023-227E	10006-100	Comcast Communications		300.91
3/16/23	2023-228E	84100-420	#8299 60 020 0108397 Telephone - Dinwiddie	64.40	
3/16/23	2023-228E	82600-420	#8299 60 020 0108397 Internet - Dinwiddie	299.55	
3/16/23	2023-228E	10006-100	Comcast Communications		363.95

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Mar 1, 2023 to Mar 31, 2023

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/16/23	2023-229E	84100-450	#8299 60 019 0106328 Telephone - PG	154.80	
3/16/23	2023-229E	82600-450	#8299 60 019 0106328 Internet - PG	410.78	
3/16/23	2023-229E	10006-100	Comcast Communications		565.58
3/16/23	2023-230E	84100-200	#8299 60 017 0205967 Telephone - HQ	537.65	
3/16/23	2023-230E	82600-200	#8299 60 017 0205967 Internet - HQ	509.30	
3/16/23	2023-230E	10006-100	Comcast Communications		1,046.95
3/16/23	2023-231E	84100-430	#8299 60 019 0107136 Telephone - Disputanta	62.90	
3/16/23	2023-231E	82600-430	#8299 60 019 0107136 Internet - Disputanta	283.50	
3/16/23	2023-231E	10006-100	Comcast Communications		346.40
3/16/23	2023-232E	84100-460	#8299 60 020 0107829 Telephone - Rohoic	64.40	
3/16/23	2023-232E	82600-460	#8299 60 020 0107829 Internet - Rohoic	299.55	
3/16/23	2023-232E	10006-100	Comcast Communications		363.95
3/16/23	2023-233E	83700-450	Signage Letters	155.65	
3/16/23	2023-233E	81100-450	Double Sided Aisle Display	3,331.93	
3/16/23	2023-233E	83700-100	Classification Labels, Book Supports	250.49	
3/16/23	2023-233E	83700-100	Book Supports	471.34	
3/16/23	2023-233E	10006-100	DEMCO, Inc.		4,209.41
3/16/23	2023-234E	84000-410	Utilities - Carson Dominion Energy	227.92	
3/16/23	2023-234E	10006-100	Virginia		227.92
3/16/23	2023-235E	83700-200	Power Cord	25.23	
3/16/23	2023-235E	82450-100	Monthly Billing for March	2,321.72	
3/16/23	2023-235E	82450-100	Managed Workstations	3,430.42	
3/16/23	2023-235E	82450-100	Cloud Storage	10.44	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Mar 1, 2023 to Mar 31, 2023

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/16/23	2023-235E	82450-100	Internet	160.00	
3/16/23	2023-235E	10006-100	E-N Computers, Inc.		5,947.81
3/16/23	2023-236E	20200-300	Staples 4/7/23	1,883.58	
3/16/23	2023-236E	10006-100	Staples Credit Plan		1,883.58
3/16/23	2023-237E	85850-100	Monthly Shredding	74.97	
3/16/23	2023-237E	10006-100	Shred-It USA LLC		74.97
3/16/23	2023-238E	82070-100	Westlaw Proflex - February	508.74	
3/16/23	2023-238E	10006-100	Thomson Reuters - West		508.74
3/16/23	2023-239E	83700-100	Xerox, 55X, HP972 XL Toner	664.83	
3/16/23	2023-239E	10006-100	TMA Laser Group, Inc.		664.83
3/16/23	2023-240E	20200-400	Truist 3/24/23	2,034.14	
3/16/23	2023-240E	10006-100	Truist		2,034.14
3/20/23	2023-241E	10007-100	Gross MLS	13,015.54	
3/20/23	2023-241E	10007-100	Gross Non MLS	7,895.00	
3/20/23	2023-241E	10007-100	Gross Hourly	13,785.15	
3/20/23	2023-241E	10007-100	Gross Smart		
3/20/23	2023-241E	10007-100	Beginnings	1,743.36	
3/20/23	2023-241E	10006-100	ARLS-Payroll		36,439.05
3/30/23	2023-242E	84000-420	Utilities - Dinwiddie	20.53	
3/30/23	2023-242E	84000-430	Utilities - Disputanta	20.53	
3/30/23	2023-242E	84000-440	Utilities - McKenney	20.53	
3/30/23	2023-242E	84000-450	Utilities - PG	20.54	
3/30/23	2023-242E	10006-100	Diamond Springs		82.13
3/30/23	2023-243E	84100-440	#8299 60 021 0013348 Telephone - McKenney	94.85	
3/30/23	2023-243E	82600-440	#8299 60 021 0013348 Internet - McKenney	401.94	
3/30/23	2023-243E	10006-100	Comcast Communications		496.79
3/30/23	2023-244E	84700-100	Postage	601.00	
3/30/23	2023-244E	10006-100	Purchase Power		601.00
3/30/23	2023-245E	84700-100	Postage Meter Leasing Pitney Bowes Global	354.15	
3/30/23	2023-245E	10006-100	Financial Services		354.15
3/30/23	2023-246E	20200-200	Sam's 4/8/23	426.53	
3/30/23	2023-246E	10006-100	Sam's Club Direct		426.53
3/30/23	2023-247E	82600-200	Mobile Hotspots	67.33	
3/30/23	2023-247E	10006-100	T-Mobile		67.33
3/30/23	2023-248E	82600-200	Mobile Hotspots	16.40	
3/30/23	2023-248E	10006-100	T-Mobile		16.40

Appomattox Reg Library System

Truist CK #2023-240E

3/16/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/29/23	Amazon 1/29/23	80015-100	Young Adult-Fiction	16.49	
1/29/23	Amazon 1/29/23	20200-400	Amazon.com		16.49
1/29/23	Amazon 1/29/23.3	80038-100	Juvenile Fiction	13.98	
1/29/23	Amazon 1/29/23.3	20200-400	Amazon.com		13.98
1/29/23	Amazon 1/29/23.4	80015-100	Young Adult-Fiction	5.59	
1/29/23	Amazon 1/29/23.4	20200-400	Amazon.com		5.59
			Allen Wrench		
1/30/23	Amazon 9403	83700-200	Keychain	5.99	
1/30/23	Amazon 9403	20200-400	Amazon.com		5.99
1/31/23	Google 1/31/23	82020-100	Google E-Mail	390.00	
1/31/23	Google 1/31/23	20200-400	Google		390.00
2/2/23	Read 2/2/23	80210-100	Adult Fiction - SO	18.56	
2/2/23	Read 2/2/23	20200-400	Reader Service		18.56
2/3/23	VPLDA 9408	83800-100	Directors Meeting	85.00	
2/3/23	VPLDA 9408	84600-100	VPLDA Dues	55.00	
			VA Public Lib.		
2/3/23	VPLDA 9408	20200-400	Directors Assoc		140.00
2/4/23	Amazon 2/4/23	80015-100	Young Adult-Fiction	10.99	
2/4/23	Amazon 2/4/23	20200-400	Amazon.com		10.99
2/5/23	Amazon 2/5/23	80015-100	Young Adult-Fiction	69.96	
2/5/23	Amazon 2/5/23	20200-400	Amazon.com		69.96
2/6/23	Hobby 9416	85110-100	Crafts, Jewelry	45.90	
2/6/23	Hobby 9416	20200-400	Hobby Lobby		45.90
2/7/23	Amazon 2/7/23	80038-100	Juvenile Fiction	17.98	
2/7/23	Amazon 2/7/23	20200-400	Amazon.com		17.98
2/8/23	Amazon 2/8/23	80025-100	Adult Fiction	69.98	
2/8/23	Amazon 2/8/23	20200-400	Amazon.com		69.98
2/11/23	Amazon 2/11/23.1	80030-100	Juvenile Easys	71.03	
2/11/23	Amazon 2/11/23.1	80200-100	Graphic Novels - SO	45.81	
2/11/23	Amazon 2/11/23.1	20200-400	Amazon.com		116.84
2/11/23	Amazon 2/11/23.2	80030-100	Juvenile Easys	33.96	
2/11/23	Amazon 2/11/23.2	80038-100	Juvenile Fiction	28.97	
2/11/23	Amazon 2/11/23.2	20200-400	Amazon.com		62.93
2/13/23		82000-100	Software Licenses	29.99	
2/13/23		20200-400	Adobe Indesign		29.99
2/13/23	Amazon 2/13/23	80038-100	Juvenile Fiction	6.78	
2/13/23	Amazon 2/13/23	20200-400	Amazon.com		6.78
2/15/23	Amazon 2/15/23.1	80010-100	Y/S Non Fiction	12.34	
2/15/23	Amazon 2/15/23.1	20200-400	Amazon.com		12.34
2/15/23	Amazon 2/15/23.2	80038-100	Juvenile Fiction	26.85	
2/15/23	Amazon 2/15/23.2	20200-400	Amazon.com		26.85
2/16/23	Amazon 2/16/23.1	80010-100	Y/S Non Fiction	32.01	
2/16/23	Amazon 2/16/23.1	20200-400	Amazon.com		32.01
2/16/23	Amazon 2/16/23.2	80010-100	Y/S Non Fiction	12.34	
2/16/23	Amazon 2/16/23.2	20200-400	Amazon.com		12.34
2/16/23	Amazon 2/16/23.3	80038-100	Juvenile Fiction	7.98	
2/16/23	Amazon 2/16/23.3	20200-400	Amazon.com		7.98
2/16/23	Amazon 9415	85110-100	Canvas, Toy Storage	54.95	
2/16/23	Amazon 9415	20200-400	Amazon.com		54.95

Appomattox Reg Library System

Truist CK #2023-240E

3/16/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/16/23	Amazon 9429	83700-200	Allen Wrench		
2/16/23	Amazon 9429	83700-200	Keychain	7.99	
2/16/23	Amazon 9429	20200-400	Amazon.com		7.99
2/16/23	Cubicle 9427	83700-200	Keys for Cabinets	17.10	
2/16/23	Cubicle 9427	20200-400	Cubicle Keys		17.10
2/16/23	Dinwiddie 9425	84600-100	Association Dues - 2023	150.00	
2/16/23	Dinwiddie 9425	20200-400	Dinwiddie Chamber of Commerce		150.00
2/16/23	Facebook 9424	84400-100	Ad - Digital Librarian	14.00	
2/16/23	Facebook 9424	20200-400	Facebook		14.00
2/17/23	Amazon 2/17/23	80010-100	Y/S Non Fiction	31.36	
2/17/23	Amazon 2/17/23	20200-400	Amazon.com		31.36
2/17/23	Amazon 9410	83700-450	Laminator,Door Chimes,M-Wheel	172.62	
2/17/23	Amazon 9410	20200-400	Amazon.com		172.62
2/17/23	Read 2/17/23.1	80210-100	Adult Fiction - SO	42.60	
2/17/23	Read 2/17/23.1	20200-400	Reader Service		42.60
2/17/23	Read 2/17/23.2	80210-100	Adult Fiction - SO	35.12	
2/17/23	Read 2/17/23.2	20200-400	Reader Service		35.12
2/17/23	Read 2/17/23.3	80210-100	Adult Fiction - SO	18.56	
2/17/23	Read 2/17/23.3	20200-400	Reader Service		18.56
2/20/23	Amazon 2/20/23	80230-100	Y/S - SO	13.96	
2/20/23	Amazon 2/20/23	80020-100	Adult Non-Fiction	30.62	
2/20/23	Amazon 2/20/23	20200-400	Amazon.com		44.58
2/20/23	Amazon 2/20/23.1	80010-100	Y/S Non Fiction	23.47	
2/20/23	Amazon 2/20/23.1	20200-400	Amazon.com		23.47
2/21/23	Amazon 2/21/23	80020-100	Adult Non-Fiction	65.96	
2/21/23	Amazon 2/21/23	80025-100	Adult Fiction	22.00	
2/21/23	Amazon 2/21/23	80010-100	Y/S Non Fiction	31.36	
2/21/23	Amazon 2/21/23	20200-400	Amazon.com		119.32
2/21/23	Amazon 2/21/23.2	80038-100	Juvenile Fiction	10.49	
2/21/23	Amazon 2/21/23.2	20200-400	Amazon.com		10.49
2/22/23	Amazon 2/22/23	80010-100	Y/S Non Fiction	11.74	
2/22/23	Amazon 2/22/23	20200-400	Amazon.com		11.74
2/23/23	Amazon 2/23/23	80010-100	Y/S Non Fiction	11.66	
2/23/23	Amazon 2/23/23	20200-400	Amazon.com		11.66
2/23/23	Lucas 9433	85800-100	Lunch for February Board Mtg	63.51	
2/23/23	Lucas 9433	20200-400	Luca's Italian Restaurant		63.51
2/23/23	Sunoco 9434	85800-100	Water for Board Meeting	6.02	
2/23/23	Sunoco 9434	20200-400	Sunoco		6.02
2/24/23	Amazon 2/24/23	80230-100	Y/S - SO	9.16	
2/24/23	Amazon 2/24/23	20200-400	Amazon.com		9.16
2/26/23	Amazon 2/26/23.1	80010-100	Y/S Non Fiction	11.73	
2/26/23	Amazon 2/26/23.1	20200-400	Amazon.com		11.73
2/26/23	Amazon 2/26/23.2	80010-100	Y/S Non Fiction	11.67	

Appomattox Reg Library System

Truist CK #2023-240E

3/16/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/26/23	Amazon 2/26/23.2	20200-400	Amazon.com		11.67
2/26/23	Amazon 2/26/23.3	80020-100	Adult Non-Fiction	44.14	
2/26/23	Amazon 2/26/23.3	20200-400	Amazon.com		44.14
2/26/23	Amazon 2/26/23.4	80038-100	Juvenile Fiction	8.87	
2/26/23	Amazon 2/26/23.4	20200-400	Amazon.com		8.87
Total				2,034.14	2,034.14

Appomattox Reg Library System

Sam's Club

3/2/23

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

3/30/23

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/21/23	Sams 9385	81210-100	Laptop for Friends	499.00	
1/21/23	Sams 9385	20200-200	Sam's Club Direct		499.00
1/30/23	Sams 9399	83700-100	Tissues	14.98	
1/30/23	Sams 9399	84810-100	Wipes	75.92	
1/30/23	Sams 9399	81210-100	External Hard Drive	117.98	
1/30/23	Sams 9399	20200-200	Sam's Club Direct		208.88
2/9/23	Sams 9419	83700-100	Tylenol, Spoons	26.96	
2/9/23	Sams 9419	20200-200	Sam's Club Direct		26.96
2/14/23	Sams 9439	85800-100	Membership Fee	155.00	
2/14/23	Sams 9439	20200-200	Sam's Club Direct		155.00
Total			CK #2023-221E	889.84	889.84

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/23/23	Sams 9432	84810-100	Paper Towels	39.96	
2/23/23	Sams 9432	81100-100	Cash Registers	259.96	
2/23/23	Sams 9432	83730-100	Supplies - Staff Coffee	21.96	
2/23/23	Sams 9432	20200-200	Sam's Club Direct		321.88
3/7/23	Sams 9448	84810-100	TP, Soap, Pledge	104.65	
3/7/23	Sams 9448	20200-200	Sam's Club Direct		104.65
Total			CK #2023-246E	426.53	426.53

Appomattox Reg Library System

Staples CK #2023-236E

3/16/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/13/23	Staples 9418	83700-100	Labels, Spoons, Toner	145.12	
2/13/23	Staples 9418	20200-300	Staples, Inc.		145.12
			Binders, Tabs, Folders, C		
2/16/23	Staples 9428	83700-450	ardstock	156.91	
2/16/23	Staples 9428	20200-300	Staples, Inc.		156.91
2/24/23	Staples 9435	84810-100	Trash Bags, TP	205.25	
			Paper, Label Maker,		
2/24/23	Staples 9435	83700-100	Poster Strips	113.95	
2/24/23	Staples 9435	20200-300	Staples, Inc.		319.20
2/27/23	Staples 9437	81100-430	Vacuum - Disputanta	200.79	
2/27/23	Staples 9437	20200-300	Staples, Inc.		200.79
3/3/23	Staples 9442	83700-200	Toner Ink	718.44	
3/3/23	Staples 9442	20200-300	Staples, Inc.		718.44
3/8/23	Staples 9451	81100-200	Chair - MS	129.99	
			Envelopes, Adhesive,		
3/8/23	Staples 9451	83700-100	Ink, Tape	213.13	
3/8/23	Staples 9451	20200-300	Staples, Inc.		343.12
	Total			1,883.58	1,883.58

Smart Beginnings Report
July 1, 2022 to March 31, 2023

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/2022	Beginning Balance			8,481.17
7/28/2022	Payment from SB		8,481.17	
7/31/2022	July Salary & Benefits	6,041.03		
8/25/2022	Payment from SB		6,041.03	
8/31/2022	August Salary & Benefits	6,041.03		
9/22/2022	Payment from SB		6,041.03	
9/30/2022	September Salary & Benefits	6,041.03		
10/14/2022	Payment from SB		6,041.03	
10/31/2022	October Salary & Benefits	6,041.03		
11/22/2022	Payment from SB		6,041.03	
11/30/2022	November Salary & Benefits	6,041.03		
12/27/2022	Payment from SB		6041.03	
12/31/2022	December Salary & Benefits	8,421.76		
1/23/2023	Payment from SB		8421.76	
1/31/2023	January Salary & Benefits	6,041.03		
2/23/2023	Payment from SB		6041.03	
2/28/2023	February Salary & Benefits	6,041.03		
3/20/2023	Payment from SB		6041.03	
3/31/2023	March Salary & Benefits	6,041.03		
3/31/2023	Ending Balance			6,041.03

Board of Trustees Meeting Locations
July 2023 – June 2024

Date	Location	Time
July 18, 2023	McKenney	1:00 p.m.
August 2023	NO MEETING	-
September 19, 2023	Rohoic	1:00 p.m.
October 17, 2023	Hopewell	1:00 p.m.
November 2023	NO MEETING	-
December 12, 2023	Carson	1:00 p.m.
January 16, 2024	Prince George	1:00 p.m.
February 20, 2024	Dinwiddie	1:00 p.m.
March 19, 2024	Burrowsville	1:00 p.m.
April 16, 2024	McKenney	1:00 p.m.
May 21, 2024	Prince George	1:00 p.m.
June 18, 2024	Hopewell	TBD – precedes Staff Appreciation Dinner



ROBINSON, FARMER, COX ASSOCIATES, PLLC
Certified Public Accountants

DATE: February 24, 2023

MEMORANDUM TO: Board of Trustees
Appomattox Regional Library System
Hopewell, Virginia

FROM: Robinson, Farmer, Cox Associates

REGARDING: FY 22 Audit of Appomattox Regional Library System

In planning and performing our audit of the financial statements of Appomattox Regional Library System for the year ended June 30, 2022, we considered the Library's internal control structure to plan our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal controls of the Library.

However, during our audit, we noted certain matters that are opportunities for strengthening internal controls and operating efficiencies. Said matters are not deemed to be material weaknesses or significant deficiencies in internal control. Further, this letter does not affect our report dated February 24, 2023 on the financial statements of Appomattox Regional Library System.

We have already discussed these recommendations with appropriate members of management and we will review the status of these comments during our next audit engagement.

Purchasing Policy

There does not appear to be a written purchasing policy document on file. We recommend that a purchasing policy be approved by the Board of Trustee and implemented by management and staff.

Bank Accounts Reported as Public Deposits

The Library has multiple bank accounts with a local credit union. This bank is not listed under the banks covered under the Security for Public Deposits Act (SPDA). There is also a savings account held by the Library which is with a bank covered under SPDA, but the account itself is not being reported as a public deposit. Which recommend that all bank accounts maintained by the Library be covered by SPDA and reported as public deposits.

Unclaimed Property

The Library's primary checking account has several outstanding checks that are over one year old. We recommend that all outstanding checks that are over one year old be reported and sent to the state as unclaimed property.



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

Communication with Those Charged with Governance

To the Board of Trustees Appomattox Regional Library System

We have audited the financial statements of the governmental activities and each major fund of the Appomattox Regional Library System for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 26, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Appomattox Regional Library System are described in Note 1 to the financial statements. As described in Note 14 to the financial statements, Appomattox Regional Library System changed accounting policies by adopting Statement of Governmental Accounting Standards (GASB Statement) Nos. 87, *Leases*. We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Library's financial statements was:

Management's estimate of the depreciation expense is based on useful lives of depreciable assets. We evaluated the key factors and assumptions used to develop the depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Our audit procedures were tailored to address the following significant risks of material misstatement identified as part of our audit process:

1) Management override of controls

2) Improper revenue recognition

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Our procedures disclosed no misstatements that required correction by management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 24, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI. Our responsibility with respect to the budgetary comparison information, which also supplements the basic financial statements, is to evaluate the presentation of the schedules in relation to the financial statements as a whole and to report on whether it is fairly stated, in all material respects, in relation to the financial statements as a whole.

Restriction on Use

This information is intended solely for the use of the Board of trustees and management of Appomattox Regional Library System and is not intended to be, and should not be, used by anyone other than these specified parties.

Robinson, Farmer, Cox Associates

Richmond, Virginia
February 24, 2023

Having trouble getting signed up for a United for Libraries course or webinar? Can't see the various resources available?

Make sure you've registered for both an *ALA Website Login* and the *Virginia Statewide Access Registration Form*.

- ALA Website Login:
 - You need to have a membership ID with ALA in order to access their eLearning platform on which all of the United for Libraries, as well as all other ALA, education materials are kept.
 - Watch this [video](#) for help – (signing up for a new login begins at 1:31)
 - Go here to sign up for the website login and follow the instructions:
 - <https://www.ala.org/Template.cfm?Section=login&template=/CustomSource/register/register.cfm>
- Virginia Statewide Access Registration Form:
 - Use this link for the form: <https://www.ala.org/united/virginia>
 - Use the same e-mail information you signed up for your ALA Website Login with
 - It asks for a code at the end of the form. That code is **R8MA5PT3**.
- Save your login information for all of the above!

Once you've made sure you've done both of the above, you should be able to get in to register and access everything on the [ALA eLearning platform](#). Go ahead and bookmark the ALA eLearning platform for ease of future access.

Don't forget you've got access to the following resources:

- [Virginia Statewide Access List of Resources](#)



UNITED FOR LIBRARIES

ALL-ACCESS STATEWIDE TRAINING



LIBRARY OF VIRGINIA



Welcome to free access to United for Libraries resources,
provided by the Library of Virginia.

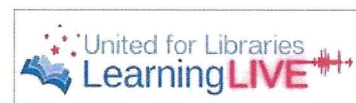
Resources include:



10 short videos that can be shown during Trustee meetings to stimulate discussion about the role Trustees play in the governance of libraries.



Online courses to help Trustees become exceptionally proficient in their roles on behalf of their libraries. Each course is taught by a professional in the field.



Live access to sessions held the second Tuesday of each month at 2 p.m. ET covering a hot topic of interest to Trustees, Friends and/or Foundations.



Over 20 Tip Sheets for Trustees, with more coming soon!

Over 30 Tip Sheets for Friends Groups and/or Library Foundations, with more coming soon!

On-Demand Webinars

- Friends and Trustees Under 40: Recruit Them, Retain Them, Engage Them
- Crafting a Compelling Case for Support
- What's Your E? - The E's of Libraries
- and over 40 more!



Visit <https://www.ala.org/united/virginia>

Code: R8MA5PT3

Contact us

☎ 312-280-2161

✉ united@ala.org

United for Libraries
Association of Library Trustees,
Advocates, Friends and Foundations



UNITED FOR LIBRARIES

ALL-ACCESS STATEWIDE TRAINING

Register:

<https://www.ala.org/united/virginia>

Code: R8MA5PT3

Trustee Training

Short Takes for Trustees

- What It Means to Be a Trustee
- Board Meetings
- Board Ethics
- Library Advocacy
- Library Policies
- Strategic Planning
- Working with Friends
- Evaluating the Library Director
- Board Self Evaluation
- Succession Planning and New Board Orientation

Trustee Academy

- Trustee Competencies
- The Library's Budget for Trustees
- Everyday Advocacy - Why the Library Matters!
- Working Effectively with the Library Director
- Equity, Diversity, and Inclusion
- Vendor Negotiation that Supports Patron Privacy & Intellectual Freedom

Learning Live

United for Libraries Learning Live is held the second Tuesday of each month at 2:00 pm eastern. Each month's session will cover a hot topic of interest to Trustees, Friends and/or Foundations, followed by a Q&A and/or discussions.

As a statewide training partner, you have FREE registration to attend live *and* 30 days of on-demand access to the recording. Register for each month's live session by clicking on "Live Webinars" in the course menu.

TOOLS FOR TRUSTEES

FRAMEWORK FOR FOUNDATIONS

FOCUS ON FRIENDS

Publications

Books

- 101+ Great Ideas for Libraries and Friends
- Even More Great Ideas for Libraries and Friends

Library Board Practical Guides

- Finding the Right Library Director
- Strategic Planning
- Evaluating the Library Director
- Board Self-Evaluation
- Hiring Outside Experts

Toolkits

- Effective Meetings for Library Boards of Trustees
- Expanded Model Friends' Cooperative Network
- Friends and Libraries: Working Effectively Together
- Friends Groups: Critical Support for School Libraries
- How to Sell Books on the Internet: Online Book Seller Tells All
- Incorporating and Tax Exempting Procedures for Friends
- Insurance for Libraries with an editable sample Request for Quote for Insurance Services
- Selecting, Cataloging, and Pricing Books for Online Sales
- Starting a Friends Group or Revitalizing the One You Have
- Tapping Into the Biggest and Most Active Group of Volunteers in Town - The Baby Boomers

Other

- Getting Grants in Your Community
- Making Our Voices Heard: Citizens Speak Out for Libraries

Phone: (312) 280-2161

Email: united@ala.org