

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

February 21, 2023

Prince George Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

February 21, 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 – January 17, 2023 Regular Meeting
Statistical Report – dated February 21, 2023
Financial Report – dated February 21, 2023
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1. Staff Update
- R2. January Food for Fine Forgiveness
- R3. VEC Workforce Services Workshops/Hiring Events
- R4. Update on revenue for upcoming fiscal year – E-rate / State Aid
- R5. Ending of Fines and Fees as a Trend in Libraries

Committee Reports:

New Business:

Consideration of the library's fine policy

Unfinished Business:

Adjournment - Next Meeting: March 21, 2023 at the Disputanta Library at 1:00 pm.

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of January 17, 2023**

Call to Order: Chairman William Thomas called the meeting to order at 1 p.m. at the Carson Library in Prince George County.

Trustees present: Chairman William Thomas, (PG), Amanda Binford, (PG), Angela Bennett (PG) Larry Pankey (H), Sandra E. Ruffin (D)

Trustees absent: Susan Eliades (H), David Harless (H), Randi Hawkins (D)

Staff present: Brian Manning, Briana Terry

Approval of Agenda: Ms. Binford moved to accept the agenda as printed; Dr. Ruffin seconded; the motion was carried.

Approval of Consent Agenda: Dr. Ruffin moved to accept the consent agenda: Statistical Report, dated January 17, 2023, Financial Report, dated January 17, 2023; and Bills for Review. Mr. Pankey seconded, and the motion was carried. Mr. Manning provided brief review and responded to several questions concerning the reports.

Communications: None **Citizen comments:** None

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

R1. The Youth Services Assistant position is still open at the Hopewell Library, a part-time position, responsible for providing information services and conducting story time and outreach programming for children and young adults.

R2. The FY2024 Budget has been submitted to each district.

R3. Bids are being sought from companies to update the Library's Website. Primary features sought are ADA compliant and meeting all requirements for passing government certification. Three companies have been interviewed.

R4. A food drive will be sponsored at each library in January. Collections will go to the foodbank in the respective jurisdiction. A report will be given at the February ARLS Board meeting.

R5. The Library of Virginia has collected statewide data that supports the decision made by 77 libraries to result to "fine free." Data shows that fines are a barrier to people who may not be economically able to pay, and if they can't pay, they don't come back. Mr. Manning proposes to present to the Board his recommendation to eliminate late fees on overdue materials at the February or March meetings.

Adjournment: With no further business, Mr. Thomas called for a motion to adjourn. Ms. Binford moved to adjourn; Ms. Bennett seconded; the motion was carried. The meeting adjourned at 2:05 p.m. The next meeting will be held 1 p.m. on February 21, 2023, at the Prince George Library, located at 6605 Courts Dr., Prince George.

Sandra E. Ruffin, Ed.D., Secretary (sandra.ruffin1948@outlook.com)

**Appomattox Regional Library System
Revenue and Expenses
July 1, 2022 - June 30, 2023**

fund#	Revenue 01/31/23	FY2023 Adopted	Receipts to		Monthly Receipts - 01/23	Total Receipts	Percentage Received	Balance Due
			Previous Month	01/23				
100	Carry Over	\$20,000	\$0	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$675,407	\$337,704	\$0	\$337,704	\$337,704	50.0%	\$337,704
103	Dinwiddie	\$323,072	\$161,536	\$80,768	\$242,304	\$242,304	75.0%	\$80,768
104	Prince George	\$645,631	\$322,816	\$161,408	\$484,223	\$484,223	75.0%	\$161,408
105	State Funds	\$453,235	\$258,557	\$129,278	\$387,835	\$387,835	85.6%	\$65,400
106	Fines/Fees/Lost	\$9,000	\$3,732	\$689	\$4,420	\$4,420	49.1%	\$4,580
107	Copying/Fax Receipts	\$25,000	\$11,579	\$1,995	\$13,574	\$13,574	54.3%	\$11,426
108	Endowment Funds	\$21,000	\$22,328	\$0	\$22,328	\$22,328	106.3%	(\$1,328)
109	E-Rate Refunds	\$16,000	\$48,317	\$12,200	\$60,518	\$60,518	378.2%	(\$44,518)
110	Gifts/Donations	\$1,000	\$663	\$50	\$713	\$713	71.3%	\$288
111	Grants	\$1,000	\$0	\$0	\$0	\$0	0.0%	\$1,000
112	Other	\$1,100	\$1,406	\$24	\$1,430	\$1,430	130.0%	(\$330)
	TOTALS	\$2,291,445	\$1,168,636	\$386,412	\$1,555,048	\$1,555,048	67.9%	\$736,397

Fund#	EXPENSES 01/31/2023	FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 01/2023	TOTAL EXPENSES 01/31/23	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$496,209	\$249,245	\$38,183	\$287,427	57.9%	\$208,782
201	Non-MLS Salary & Wages	\$662,055	\$306,056	\$44,739	\$350,795	53.0%	\$311,260
202	Benefits for Staff/Retirees	\$332,464	\$161,005	\$26,767	\$187,772	56.5%	\$144,691
	Total Personnel	\$1,490,728	\$716,306	\$109,688	\$825,995	55.4%	\$664,733
Books & Materials							
300	Books	\$105,000	\$50,090	\$7,617	\$57,707	55.0%	\$47,293
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$13,946	\$1,461	\$15,407	51.4%	\$14,593
303	Print News & Periodicals	\$10,000	\$7,675	\$0	\$7,675	76.8%	\$2,325
304	Audiovisual Materials	\$25,000	\$12,656	\$2,139	\$14,795	59.2%	\$10,205
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	\$116,928	\$11,217	\$128,144	57.9%	\$93,356
Capital Expenditures							
Library Non-Computer Equip.,							
400	Furniture & Fixtures	\$20,000	\$17,993	(\$235)	\$17,758	88.8%	\$2,242
401	Computer Hardware	\$50,000	\$17,937	\$4,336	\$22,273	44.5%	\$27,727
	Total Capital Expenditures	\$70,000	\$35,930	\$4,101	\$40,030	57.2%	\$29,970
Contractual							
500	Lyasis ILL Services	\$3,100	\$23	\$3,274	\$3,297	106.4%	(\$197)
Software & Web Based App.							
501	Licensing Contracts	\$40,000	\$20,898	\$4,850	\$25,748	64.4%	\$14,252
502	Audit	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
503	Cataloging MARC Records	\$3,000	\$2,455	\$0	\$2,455	81.8%	\$545
505	Computer Support/Service Calls	\$70,000	\$38,851	\$12,809	\$51,660	73.8%	\$18,340

Fund#	EXPENSES 01/31/2023	FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 01/2023	TOTAL EXPENSES 01/31/23	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$35,000	\$20,459	\$3,066	\$23,525	67.2%	\$11,475
508	Printing and Publications	\$4,200	\$2,927	\$0	\$2,927	69.7%	\$1,273
	Total Contractual	\$175,300	\$85,613	\$24,000	\$109,612	62.5%	\$65,688
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$3,475	\$0	\$3,475	49.6%	\$3,525
601	TLC Maintenance Contract	\$17,000	\$16,492	\$0	\$16,492	97.0%	\$508
602	Facilities and Rent	\$76,650	\$37,800	\$6,300	\$44,100	57.5%	\$32,550
603	Supplies	\$25,000	\$9,350	\$1,087	\$10,437	41.7%	\$14,563
604	Travel / Workshops /Conf. Fees	\$5,000	\$2,750	\$128	\$2,877	57.5%	\$2,123
605	Training / Education	\$2,000	\$864	\$0	\$864	43.2%	\$1,136
606	Utilities	\$3,750	\$1,509	\$288	\$1,798	47.9%	\$1,952
607	Telephone (Voice)	\$13,000	\$6,683	\$1,112	\$7,795	60.0%	\$5,205
608	Insurance	\$12,750	\$469	\$0	\$469	3.7%	\$12,281
609	Vehicle Maintenance & Fuel	\$5,000	\$1,827	\$280	\$2,106	42.1%	\$2,894
610	Job & Contracting Advertising	\$1,000	\$1,659	\$0	\$1,659	165.9%	(\$659)
611	Promotional Advertising	\$2,000	\$1,175	\$0	\$1,175	58.7%	\$825
612	Organization/Association Dues	\$3,500	\$1,161	\$316	\$1,477	42.2%	\$2,023
613	Postage	\$5,500	\$1,787	\$1,161	\$2,948	53.6%	\$2,552
614	Janitorial	\$94,000	\$45,993	\$7,569	\$53,562	57.0%	\$40,438
615	Other Building Maintenance	\$9,500	\$4,429	\$903	\$5,332	56.1%	\$4,168
	Total	\$282,650	\$137,423	\$19,144	\$156,567	55.4%	\$126,083
	Facilities/Maint./Operations						
	Programs/Activites/Other						
700	YS Summer Reading Program	\$7,000	\$0	\$321	\$321	4.6%	\$6,679
701	YS Programming & Supplies	\$4,500	\$2,813	\$18	\$2,830	62.9%	\$1,670
703	Adult Programming & Supplies	\$8,000	\$1,932	\$484	\$2,415	30.2%	\$5,585

Fund#	EXPENSES 01/31/2023	FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 01/2023	TOTAL EXPENSES 01/31/23	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	\$10,573	\$483	\$11,056	114.0%	(\$1,356)
	Total Programs/Activ./Other	\$49,200	\$15,667	\$1,305	\$16,973	34.5%	\$32,227

**Statistical Report
February 21, 2023**

Statistical Report - FY2023
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg CHANGE by FROM Month FY22	
															Month	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						1,986	18%	-7%
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						5,105	12%	-9%
Dinwiddie	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	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						10,325	13%	5%
Disputanta	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	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						3,400	-17%	-6%
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						57,831	1%	1%

**Statistical Report
February 21, 2023**

% of Chg & Change
by
from

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR*	MAY	JUN	Total	Month	FY22
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						7,394	63%	68%

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						31,005	28%	38%

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						6,488	8%	41%

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						13,195	8%	4%

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	16,890	19,607	19,095	19,106	20,043	217,327		
	FY23	21,589	23,698	19,954	18,926	17,218	16,740	18,604	0	0	0	0	0	136,729	10%	12%

Statistical Report
February 21, 2023

PATRON VISITS FY2023	MONTHS												TOTAL		
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN			
Burrowsville	114	133	82	99	108	99	122	0	0	0	0	0	0	0	757
Carson Depot	203	203	181	171	109	113	172	0	0	0	0	0	0	0	1,152
Dinwiddle	502	519	457	481	366	384	463	0	0	0	0	0	0	0	3,172
Disputanta	113	164	183	143	132	115	155	0	0	0	0	0	0	0	1,005
Hopewell	11,002	12,138	11,701	11,458	8,597	11,003	11,341	0	0	0	0	0	0	0	77,240
McKenney	241	258	298	299	202	225	276	0	0	0	0	0	0	0	1,799
Prince George	4,879	4,174	4,265	3,350	1,408	2,896	3,865	0	0	0	0	0	0	0	24,837
Roboic	310	317	323	371	254	326	414	0	0	0	0	0	0	0	2,315
TOTAL	17,364	17,906	17,490	16,372	11,176	15,161	16,808	0	0	0	0	0	0	0	112,277
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL		
Meetings	165	159	140	129	98	109	141	0	0	0	0	0	0	0	941
Meeting Room Users	513	724	1,058	1,054	686	1,097	967	0	0	0	0	0	0	0	6,099
Book Group **	12	17	12	13	13	0	13	0	0	0	0	0	0	0	80
Adult Program**	608	336	262	301	249	146	393	0	0	0	0	0	0	0	2,295
Non-SRP Child Program**	0	0	338	795	722	3,286	642	0	0	0	0	0	0	0	5,783
Non-SRP Teen Program	0	0	123	96	83	83	111	0	0	0	0	0	0	0	496
Storytime**	357	202	337	337	119	165	302	0	0	0	0	0	0	0	1,819
SRP Child**	2,087	1,555	0	0	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	0	0	374
Community Outreach	3,705	1,130	1,003	2,401	187	87	12	0	0	0	0	0	0	0	8,525
Database Usage	486	417	503	2,269	2,320	2,718	3,617	0	0	0	0	0	0	0	12,330
TOTALS	8,119	4,728	3,776	7,395	4,477	7,691	6,198	0	0	0	0	0	0	0	42,384

**Includes online programming

REFERENCE QUESTIONS - FY2023	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	27	24	27	16	20	33	40	0	0	0	0	0	187
Carson Depot	5	11	9	5	2	7	7	0	0	0	0	0	46
Dinwiddie	131	112	91	112	82	73	96	0	0	0	0	0	697
Disputanta	70	77	57	62	46	37	62	0	0	0	0	0	411
Hopewell	872	1,021	829	837	601	906	1,033	0	0	0	0	0	6,099
McKenney	181	211	233	138	156	158	134	0	0	0	0	0	1,211
Prince George	796	672	605	583	490	500	609	0	0	0	0	0	4,255
Rohoic	76	59	61	116	73	76	81	0	0	0	0	0	542
TOTALS	2,158	2,187	1,912	1,869	1,470	1,790	2,062	0	0	0	0	0	13,448
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	14	3	2	2	1	4	12	0	0	0	0	0	38
WIFI	0	1	5	1	6	0	1	0	0	0	0	0	14
Carson Depot Workstation	64	64	13	32	35	7	40	0	0	0	0	0	255
WIFI	7	6	12	5	13	2	4	0	0	0	0	0	49
Dinwiddie Workstation	58	56	50	40	40	35	47	0	0	0	0	0	326
WIFI	22	10	9	10	40	8	12	0	0	0	0	0	111
Disputanta Workstation	11	49	52	45	45	49	45	0	0	0	0	0	296
WIFI	48	55	50	61	87	37	39	0	0	0	0	0	377
Hopewell Workstation	1,536	1,696	1,537	1,347	1,105	1,285	1,332	0	0	0	0	0	9,838
WIFI	374	409	428	353	377	300	404	0	0	0	0	0	2,645
McKenney Workstation	46	43	55	40	41	52	42	0	0	0	0	0	319
WIFI	25	32	36	16	42	13	20	0	0	0	0	0	184
Prince George Workstation	444	387	369	344	291	312	350	0	0	0	0	0	2,497
WIFI	104	132	163	138	179	100	117	0	0	0	0	0	933
Rohoic Workstation	29	42	30	22	17	21	18	0	0	0	0	0	179
WIFI	12	6	8	9	27	7	14	0	0	0	0	0	83
TOTALS	2,794	2,991	2,819	2,465	2,346	2,232	2,497	0	0	0	0	0	18,144

Wireless Printing

195 222 180 394 502 208 421

2,122

Appomattox Reg Library System
Cash Disbursements Journal

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

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

<u>Date</u>	<u>Check #</u>	<u>Account ID</u>	<u>Line Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
1/12/23	200750	21000-100	Federal Taxes Withheld	3,023.94	
			Social Security Taxes		
1/12/23	200750	22000-100	Withheld	2,652.32	
1/12/23	200750	22000-100	SB Social Security	137.30	
1/12/23	200750	22000-100	ARLS Social Security	2,515.02	
			Medicare Taxes		
1/12/23	200750	23000-100	Withheld	620.31	
1/12/23	200750	23000-100	SB Medicare Taxes	32.11	
1/12/23	200750	23000-100	ARLS Medicare	588.20	
			Electronic Federal Tax		
1/12/23	200750	10006-100	Payment		9,569.20
1/26/23	200751	21000-100	Federal Taxes Withheld	3,104.73	
			Social Security Taxes		
1/26/23	200751	22000-100	Withheld	2,783.95	
1/26/23	200751	22000-100	SB Social Security	137.30	
1/26/23	200751	22000-100	ARLS Social Security	2,646.65	
			Medicare Taxes		
1/26/23	200751	23000-100	Withheld	651.10	
1/26/23	200751	23000-100	SB Medicare Taxes	32.11	
1/26/23	200751	23000-100	ARLS Medicare	618.99	
			Electronic Federal Tax		
1/26/23	200751	10006-100	Payment		9,974.83
1/10/23	2013-821	70540-600	SB Life Insurance	64.21	
1/10/23	2013-821	70540-600	SB VRS Retirement	185.92	
1/10/23	2013-821	27000-200	VRS Withheld	3,128.90	
1/10/23	2013-821	70460-100	ARLS VRS Insurance	865.29	
1/10/23	2013-821	70460-100	ARLS VRS Retirement	1,992.09	
1/10/23	2013-821	10006-100	Treasurer of Virginia		6,236.41
1/12/23	2013-823	27000-300	EZ Link Withheld	169.73	
1/12/23	2013-823	70460-100	EZ Link Retirement	439.20	
1/12/23	2013-823	10006-100	Treasurer of Virginia		608.93
1/12/23	2013-824	27000-400	EZ Link Voluntary	400.00	
1/12/23	2013-824	10006-100	Treasurer of Virginia		400.00
1/26/23	2013-827	27000-400	EZ Link Voluntary	400.00	
1/26/23	2013-827	10006-100	Treasurer of Virginia		400.00
1/26/23	2013-828	27000-300	EZ Link Withheld	169.73	
1/26/23	2013-828	70460-100	EZ Link Retirement	439.20	
1/26/23	2013-828	10006-100	Treasurer of Virginia		608.93
			#8299 60 019 0107136		
1/5/23	2023-166E	84100-430	Telephone - Disputanta	62.90	

Appomattox Reg Library System
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/5/23	2023-166E	82600-430	#8299 60 019 0107136 Internet - Disputanta	283.12	
1/5/23	2023-166E	10006-100	Comcast Communications		346.02
1/5/23	2023-167E	84100-440	#8299 60 021 0013348 Telephone - McKenney	94.85	
1/5/23	2023-167E	82600-440	#8299 60 021 0013348 Internet - McKenney	401.68	
1/5/23	2023-167E	10006-100	Comcast Communications		496.53
1/5/23	2023-168E	84000-410	Utilities - Carson	237.16	
1/5/23	2023-168E	10006-100	Dominion Energy Virginia		237.16
1/5/23	2023-169E	82450-100	Monthly Billing for January	2,321.72	
1/5/23	2023-169E	82450-100	Managed Workstations	3,839.04	
1/5/23	2023-169E	82450-100	Internet	80.00	
1/5/23	2023-169E	82450-100	Labor for Comprise System	6,568.41	
1/5/23	2023-169E	10006-100	E-N Computers, Inc.		12,809.17
1/5/23	2023-170E	84700-100	Postage Leasing	354.15	
1/5/23	2023-170E	10006-100	Pitney Bowes Global Financial Services		354.15
1/5/23	2023-171E	84700-100	Postage	601.00	
1/5/23	2023-171E	10006-100	Purchase Power		601.00
1/5/23	2023-172E	20200-200	Sam's Club 1/8/23	275.58	
1/5/23	2023-172E	10006-100	Sam's Club Direct		275.58
1/5/23	2023-173E	82600-200	Mobile Internet	24.05	
1/5/23	2023-173E	10006-100	T-Mobile Telephone -		24.05
1/5/23	2023-174E	84100-480	Burrowsville	16.11	
1/5/23	2023-174E	10006-100	Verizon		16.11
1/5/23	2023-175E	20200-400	Truist 1/21/23	4,959.36	
1/5/23	2023-175E	10006-100	Truist		4,959.36
1/9/23	2023-176E	10007-100	Gross MLS	14,558.31	
1/9/23	2023-176E	10007-100	Gross Non MLS	7,415.03	
1/9/23	2023-176E	10007-100	Gross Hourly	10,467.76	
1/9/23	2023-176E	10007-100	Gross Smart Beginnings	1,738.65	
1/9/23	2023-176E	10006-100	ARLS-Payroll		34,179.75
1/13/23	2023-177E	83700-100	Deposit Stub Booklets	105.19	
1/13/23	2023-177E	10006-100	Deluxe		105.19
1/19/23	2023-178E	84000-420	Utilities - Dinwiddie	12.82	

Appomattox Reg Library System
Cash Disbursements Journal

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

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1/19/23	2023-178E	84000-430	Utilities - Disputanta	12.82	
1/19/23	2023-178E	84000-440	Utilities - McKenney	12.82	
1/19/23	2023-178E	84000-450	Utilities - PG	12.83	
1/19/23	2023-178E	10006-100	Diamond Springs Server Upgrade		51.29
1/19/23	2023-179E	81210-100	Hardware Server Upgrade	700.00	
1/19/23	2023-179E	81210-100	Software Server Upgrade	1,469.00	
1/19/23	2023-179E	81210-100	Labor/Installation	13,800.00	
1/19/23	2023-179E	10006-100	E-N Computers, Inc.		15,969.00
			#8299 60 017 0199525		
1/19/23	2023-180E	82600-200	HQ - Internet Comcast	318.52	
1/19/23	2023-180E	10006-100	Communications		318.52
			#8299 60 019 0106328		
1/19/23	2023-181E	84100-450	Telephone - PG	154.80	
			#8299 60 019 0106328		
1/19/23	2023-181E	82600-450	Internet - PG Comcast	410.78	
1/19/23	2023-181E	10006-100	Communications		565.58
			#8299 60 020 0356327		
1/19/23	2023-182E	82600-410	Internet - Carson Comcast	300.91	
1/19/23	2023-182E	10006-100	Communications		300.91
			#8299 60 017 0205967		
1/19/23	2023-183E	84100-200	Telephone - HQ	537.65	
			#8299 60 017 0205967		
1/19/23	2023-183E	82600-200	Internet - HQ Comcast	509.30	
1/19/23	2023-183E	10006-100	Communications		1,046.95
			#8299 60 020 0107829		
1/19/23	2023-184E	84100-460	Telephone - Rohoic	64.40	
			#8299 60 020 0107829		
1/19/23	2023-184E	82600-460	Internet - Rohoic Comcast	299.55	
1/19/23	2023-184E	10006-100	Communications		363.95
			#8299 60 020 0108397		
1/19/23	2023-185E	84100-420	Telephone - Dinwiddie	64.40	

Appomattox Reg Library System
Cash Disbursements Journal

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

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			#8299 60 020 0108397		
1/19/23	2023-185E	82600-420	Internet - Dinwiddie	299.55	
			Comcast		
1/19/23	2023-185E	10006-100	Communications		363.95
1/19/23	2023-186E	84700-100	Postage Ink	205.96	
1/19/23	2023-186E	10006-100	Purchase Power		205.96
			Wildcard Renewal EXP		
1/19/23	2023-187E	82070-100	1/13/24	200.00	
1/19/23	2023-187E	10006-100	Richweb Inc.		200.00
1/19/23	2023-188E	20200-300	Staples 2/7/23	844.53	
1/19/23	2023-188E	10006-100	Staples Credit Plan		844.53
1/19/23	2023-189E	85850-100	Monthly Shredding	74.97	
1/19/23	2023-189E	10006-100	Shred-It USA LLC		74.97
			West Law Proflex -		
1/19/23	2023-190E	82070-100	December	508.74	
			Thomson Reuters -		
1/19/23	2023-190E	10006-100	West		508.74
1/23/23	2023-191E	10007-100	Gross MLS	14,558.31	
1/23/23	2023-191E	10007-100	Gross Non MLS	7,919.94	
1/23/23	2023-191E	10007-100	Gross Hourly	11,843.05	
			Gross Smart		
1/23/23	2023-191E	10007-100	Beginnings	1,738.65	
1/23/23	2023-191E	10006-100	ARLS-Payroll		36,059.95
			Retirees Health		
1/27/23	2023-192E	70470-100	Insurance	412.00	
			Anthem BlueCross		
1/27/23	2023-192E	10006-100	BlueShield		412.00
1/27/23	2023-193E	70550-600	SB Health Insurance	1,029.00	
1/27/23	2023-193E	70470-100	ARLS Health Insurance	16,464.00	
			Anthem BlueCross		
1/27/23	2023-193E	10006-100	BlueShield		17,493.00
1/5/23	43491	80020-100	Invoice: 5018114097	413.03	
1/5/23	43491	80020-100	Invoice: 5018116983	49.15	
1/5/23	43491	10006-100	Baker & Taylor		462.18
1/5/23	43492	80260-100	Invoice: 79794658	47.23	
1/5/23	43492	80260-100	Invoice: 79788226	61.47	
1/5/23	43492	80260-100	Invoice: 79787731	74.97	
			Cengage Learning		
1/5/23	43492	10006-100	Inc/Gale		183.67
1/5/23	43493	80230-100	Invoice: 60176634	15.90	
1/5/23	43493	80230-100	Invoice: 60176664	17.94	
1/5/23	43493	80030-100	Invoice: 60176660	40.68	
1/5/23	43493	80015-100	Invoice: 60176636	21.36	
1/5/23	43493	80010-100	Invoice: 67553223	486.73	

Appomattox Reg Library System
Cash Disbursements Journal

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

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1/5/23	43493	80230-100	Invoice: 60176657	13.15	
1/5/23	43493	80010-100	Invoice: 60176661	100.61	
1/5/23	43493	80015-100	Invoice: 60176662	13.18	
1/5/23	43493	80025-100	Invoice: 60176658	23.30	
1/5/23	43493	80025-100	Invoice: 60176635	49.53	
1/5/23	43493	80200-100	Invoice: 60176663	105.47	
1/5/23	43493	80025-100	Invoice: 60176659	703.92	
1/5/23	43493	80230-100	Invoice: 60176665	5.98	
			Ingram Library		
1/5/23	43493	10006-100	Services		1,597.75
1/5/23	43494	80405-100	Invoice: 503128399	175.44	
1/5/23	43494	80440-100	Invoice: 503128402	51.87	
1/5/23	43494	80410-100	Invoice: 503128400	180.32	
1/5/23	43494	10006-100	Midwest Tape		407.63
1/5/23	43495	83700-200	HP63XL Black Ink	48.64	
1/5/23	43495	10006-100	Shawn Showalter		48.64
			Annual Calendar		
			Subscription 2/23 to		
1/5/23	43496	82070-100	1/24	2,000.00	
1/5/23	43496	10006-100	Library Market		2,000.00
1/5/23	43497	84800-200	Janitorial - HQ	4,220.37	
1/5/23	43497	84800-410	Janitorial - Carson	220.00	
1/5/23	43497	84800-420	Janitorial - Dinwiddie	350.00	
1/5/23	43497	84800-430	Janitorial - Disputanta	256.00	
1/5/23	43497	84800-440	Janitorial - McKenney	250.00	
1/5/23	43497	84800-450	Janitorial - PG	1,430.56	
1/5/23	43497	84800-460	Janitorial - Rohoic	220.00	
			Janitorial -		
1/5/23	43497	84800-480	Burrowsville	195.00	
1/5/23	43497	10006-100	MCS Services, Inc.		7,141.93
			Annual Subscription		
1/5/23	43498	82070-100	Renewal 2/23-1/24	2,400.00	
1/5/23	43498	10006-100	Niche Academy		2,400.00
			Monitoring of Alarms -		
1/5/23	43499	84900-450	PG	59.00	
			Monitoring of Alarms -		
1/5/23	43499	84900-200	HQ	55.00	
			Petersburg Alarm		
1/5/23	43499	10006-100	Company, Inc.		114.00
			ITS.MARC CORE Apr		
1/5/23	43500	81410-100	23 to Mar 24	2,186.00	
			Premium AV Access		
1/5/23	43500	81410-100	Apr 23 to Mar 24	1,088.00	
			The Library		
1/5/23	43500	10006-100	Corporation		3,274.00
1/19/23	43501	80460-100	Invoice: 2080605	451.81	

Appomattox Reg Library System
Cash Disbursements Journal

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

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/19/23	43501	10006-100	Blackstone Publishing		451.81
1/19/23	43502	80020-100	Invoice: 5018127929	399.73	
1/19/23	43502	80020-100	Invoice: 5018127930	60.93	
1/19/23	43502	80020-100	Invoice: 5018099579	132.86	
1/19/23	43502	80020-100	Invoice: 5018106857	1,026.88	
1/19/23	43502	10006-100	Baker & Taylor		1,620.40
1/19/23	43503	80260-100	Invoice: 79845151	53.98	
1/19/23	43503	80260-100	Invoice: 79843498	55.98	
1/19/23	43503	80260-100	Invoice: 79844307	100.46	
1/19/23	43503	80260-100	Invoice: 79844577	118.45	
1/19/23	43503	80020-100	Invoice: 79930502	24.74	
1/19/23	43503	80260-100	Invoice: 79959870	155.94	
1/19/23	43503	10006-100	Cengage Learning Inc/Gale		509.55
1/19/23	43504	80025-100	Invoice: 60178119	223.32	
1/19/23	43504	80038-100	Invoice: 60178120	25.23	
1/19/23	43504	80210-100	Invoice: 60178116	20.34	
1/19/23	43504	80210-100	Invoice: 60178115	43.39	
1/19/23	43504	80230-100	Invoice: 60178123	22.74	
1/19/23	43504	80230-100	Invoice: 60178117	22.22	
1/19/23	43504	80200-100	Invoice: 60178122	46.46	
1/19/23	43504	80210-100	Invoice: 60178118	111.85	
1/19/23	43504	80010-100	Invoice: 60178121	652.45	
1/19/23	43504	80025-100	Invoice: 67557583	187.10	
1/19/23	43504	80030-100	Invoice: 67557584	251.88	
1/19/23	43504	80038-100	Invoice: 67557586	51.81	
1/19/23	43504	80038-100	Invoice: 67557585	10.78	
1/19/23	43504	80025-100	Invoice: 67557587	213.10	
1/19/23	43504	80210-100	Invoice: 60181557	10.53	
1/19/23	43504	80230-100	Invoice: 60181560	7.18	
1/19/23	43504	80230-100	Invoice: 60181551	66.38	
1/19/23	43504	80030-100	Invoice: 60181554	611.56	
1/19/23	43504	80038-100	Invoice: 60181555	781.81	
1/19/23	43504	80230-100	Invoice: 60181559	66.38	
1/19/23	43504	80230-100	Invoice: 60181561	14.36	
1/19/23	43504	80210-100	Invoice: 60181552	66.06	
1/19/23	43504	80230-100	Invoice: 60181558	7.18	
1/19/23	43504	80015-100	Invoice: 60181556	35.70	
1/19/23	43504	80025-100	Invoice: 60181553	317.89	
1/19/23	43504	80030-100	Invoice: 60182170	68.66	
1/19/23	43504	80230-100	Invoice: 60182173	5.98	
1/19/23	43504	80015-100	Invoice: 60182172	302.95	
1/19/23	43504	80038-100	Invoice: 60182171	36.88	

Appomattox Reg Library System
Cash Disbursements Journal

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

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1/19/23	43504	10006-100	Ingram Library Services		4,282.17
1/19/23	43505	80405-100	Invoice: 503101440	444.39	
1/19/23	43505	80405-100	Invoice: 503217675	568.46	
1/19/23	43505	80410-100	Invoice: 503217676	47.22	
1/19/23	43505	80440-100	Invoice: 503217678	219.78	
1/19/23	43505	10006-100	Midwest Tape		1,279.85
1/19/23	43506	83500-460	Rent - Rohoic Library	300.00	
1/19/23	43506	83500-440	Rent - McKenney Library	300.00	
1/19/23	43506	83500-420	Rent - Dinwiddie Library	300.00	
1/19/23	43506	10006-100	County of Dinwiddie		900.00
1/19/23	43507	83500-450	Rent - PG Library	1,200.00	
1/19/23	43507	83500-430	Rent - Disputanta Library	150.00	
1/19/23	43507	83500-480	Rent - Burrowsville Library	300.00	
1/19/23	43507	10006-100	County of Prince George		1,650.00
1/19/23	43508	83810-200	Travel - HQ 10/4/22	9.29	
1/19/23	43508	10006-100	Anne Rappe-Epperson		9.29
1/19/23	43509	85110-100	Construction Paper, Paper Bags	17.54	
1/19/23	43509	10006-100	Rija Mughal		17.54
1/19/23	43510	83810-200	Travel - HQ - 12/7/22, 12/11/22	62.42	
1/19/23	43510	10006-100	Sarah Finch		62.42
1/19/23	43511	83810-200	Travel - HQ 1/17/23	20.81	
1/19/23	43511	10006-100	Briana Terry		20.81
1/19/23	43512	84100-410	Telephone - Carson Granite	116.57	
1/19/23	43512	10006-100	Telecommunications		116.57
1/19/23	43513	84900-410	Grounds Maintenance - Carson - Weeds	168.00	
1/19/23	43513	84900-410	Grounds Maintenance - Carson - Leaves & Pruning	526.00	
1/19/23	43513	10006-100	Heaton's Lawn Maintenance, LLC		694.00
1/19/23	43514	84900-410	Termite Warranty - Carson	95.00	
1/19/23	43514	10006-100	Houchins Pest Control		95.00

Appomattox Reg Library System
Cash Disbursements Journal

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

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1/19/23	43515	83500-200	Rent - Hopewell Library	3,750.00	
1/19/23	43515	84300-100	Inv #8255 Fuel - All Vehicles	237.11	
1/19/23	43515	10006-100	Hopewell City Treasurer		3,987.11
1/19/23	43516	82600-480	Internet - Burrowsville	219.00	
1/19/23	43516	10006-100	RuralBand		219.00
1/19/23	43517	85200-100	Sit & Be Fit /Yoga for Beginners	400.00	
1/19/23	43517	10006-100	Terri Spicer		400.00
	Total			<u>190,926.99</u>	<u>190,926.99</u>

Appomattox Reg Library System

Truist CK #2023-175E

1/05/2023

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/28/22	Amazon 9319	85800-100	Christmas Party Dinner	450.00	
11/28/22	Amazon 9319	20200-400	Gray's Kitchen LLC		450.00
11/28/22	Library 9324	83910-100	Webinar - C. Field	49.00	
11/28/22	Library 9324	20200-400	Library Works		49.00
11/29/22	Amazon 11/29/22	80010-100	Y/S Non Fiction	59.86	
11/29/22	Amazon 11/29/22	20200-400	Amazon.com		59.86
11/29/22	School 9322	81100-200	Laptop Depot Pedestal	1,228.43	
11/29/22	School 9322	20200-400	School Outfitters		1,228.43
11/30/22	Google 11/30/22	82020-100	Google E-Mail	390.00	
11/30/22	Google 11/30/22	20200-400	Google		390.00
12/1/22	Amazon 12/1/22	80015-100	Young Adult-Fiction	25.98	
12/1/22	Amazon 12/1/22	20200-400	Amazon.com		25.98
12/1/22	EN 9329	82450-100	Computer Services - EN	330.00	
12/1/22	EN 9329	20200-400	E-N Computers, Inc.		330.00
12/1/22	Indeed 9341	84400-100	Advertising-Ads	60.00	
12/1/22	Indeed 9341	20200-400	indeed.com		60.00
12/1/22	Luca 9338	85800-100	Dinner with H/PG Friends	22.00	
12/1/22	Luca 9338	20200-400	Luca's Italian Restaurant		22.00
12/2/22	Amazon 12/2/22	80038-100	Juvenile Fiction	23.97	
12/2/22	Amazon 12/2/22	20200-400	Amazon.com		23.97
12/5/22	Amazon 9314.1	83700-100	Toner	123.38	
12/5/22	Amazon 9314.1	20200-400	Amazon.com		123.38
12/6/22	Amazon 12/6/22	80010-100	Y/S Non Fiction	14.42	
12/6/22	Amazon 12/6/22	20200-400	Amazon.com		14.42
12/6/22	Amazon 9344.1	85110-100	Supplies - Youth Services	281.15	
12/6/22	Amazon 9344.1	20200-400	Amazon.com		281.15
12/6/22	Amazon 9350	83700-100	Supplies - Regional	9.95	
12/6/22	Amazon 9350	20200-400	Amazon.com		9.95
12/6/22	Dollar 9349	83700-100	Supplies for Christmas Party	112.23	
12/6/22	Dollar 9349	20200-400	Dollar Tree		112.23
12/6/22	Party 9348	83700-100	Supplies for Christmas Party	46.33	
12/6/22	Party 9348	20200-400	Party City		46.33
12/6/22	Target 9347	83700-100	Supplies for Christmas Party	20.38	
12/6/22	Target 9347	20200-400	Target		20.38
12/7/22	Amazon 12/7/22	80025-100	Adult Fiction	20.96	
12/7/22	Amazon 12/7/22	20200-400	Amazon.com		20.96
12/7/22	Amazon 9344	85110-100	Supplies - Youth Services	139.99	
12/7/22	Amazon 9344	20200-400	Amazon.com		139.99
12/8/22	Amazon 12/8/22	80020-100	Adult Non-Fiction	46.98	
12/8/22	Amazon 12/8/22	20200-400	Amazon.com		46.98
12/8/22	Read 12/8/22	80210-100	Adult Fiction - SO	27.36	
12/8/22	Read 12/8/22	20200-400	Reader Service		27.36

Appomattox Reg Library System

Truist CK #2023-175E

1/05/2023

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/12/22	Amazon 9354	85110-100	Canvas, Construction		
12/12/22	Amazon 9354	20200-400	Paper	48.48	
12/12/22	Amazon 9354	20200-400	Amazon.com		48.48
12/12/22	Dollar 9352	85210-100	Drinks/Snacks for Blood		
12/12/22	Dollar 9352	20200-400	Drive	10.61	
12/12/22	Dollar 9352	20200-400	Dollar General		10.61
12/13/22	Panera 9360	85800-100	Food for December Brd		
12/13/22	Panera 9360	20200-400	Mtg	79.67	
12/13/22	Panera 9360	20200-400	Panera Bread		79.67
12/14/22	Amazon 9355	83700-100	Cardstock	93.63	
12/14/22	Amazon 9355	20200-400	Amazon.com		93.63
12/15/22	Amazon 9359	81100-200	Docking Station	234.99	
12/15/22	Amazon 9359	20200-400	Amazon.com		234.99
12/15/22	Target 9358	85800-100	Gifts for Christmas Party	150.00	
12/15/22	Target 9358	20200-400	Target		150.00
12/16/22	Dollar Tree 9357	83700-100	Supplies for Christmas		
12/16/22	Dollar Tree 9357	20200-400	Party	14.48	
12/16/22	Dollar Tree 9357	20200-400	Dollar Tree		14.48
12/16/22	Gray 9319.2	85800-100	Christmas Party	200.00	
12/16/22	Gray 9319.2	20200-400	Gray's Kitchen LLC		200.00
12/19/22	Amazon 9363	83700-100	Toner, Sealing Solution	470.63	
12/19/22	Amazon 9363	20200-400	Amazon.com		470.63
12/20/22	Read 12/20/22	80210-100	Adult Fiction - SO	42.58	
12/20/22	Read 12/20/22	80210-100	Adult Fiction - SO	18.56	
12/20/22	Read 12/20/22	80210-100	Adult Fiction - SO	35.12	
12/20/22	Read 12/20/22	80210-100	Adult Fiction - SO	27.36	
12/20/22	Read 12/20/22	20200-400	Reader Service		123.62
12/21/22	Amazon 12/21/22	80460-100	Books on CD	12.90	
12/21/22	Amazon 12/21/22	20200-400	Amazon.com		12.90
12/21/22	Amazon 12/21/22.2	80020-100	Adult Non-Fiction	37.98	
12/21/22	Amazon 12/21/22.2	20200-400	Amazon.com		37.98
Total				4,959.36	4,959.36

Smart Beginnings Report
July 1, 2022 to January 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		
1/31/2023	Ending Balance			6,041.03

Appomattox Reg Library System

Sam's 1/5/23

Staples 1/19/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/1/22	Sams 9325	83710-100	Supplies - Staff Vending Mach	110.60	
12/1/22	Sams 9325	84810-100	Wipes, Soap, Paper Towels	164.98	
12/1/22	Sams 9325	20200-200	Sam's Club Direct		275.58
	Total	CK #2023-172E		275.58	275.58

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/14/22	Staples 9356	83700-100	Paper, Cardstock, Toner	615.22	
12/14/22	Staples 9356	20200-300	Staples, Inc.		615.22
1/5/23	Staples 9371	83700-100	Highlighters, Paper, Notepads	229.31	
1/5/23	Staples 9371	20200-300	Staples, Inc.		229.31
	Total	CK #2023-188E		844.53	844.53

Fine Free Status - VA Public Libraries						
Library	Information Last Updated / Shared?	Fine Free (x)	As of when?	Notes	Afterwards -- What data are you using to show how going "fine free" has been a positive move for your library?	
Alexandria Library						
Alleghany Highlands Regional Library						
Arlington County Public Library	10.25.22	x (Approved Only)	Oct: October 2022	We will implement in conjunction with the deployment of our new ILLS. Board has not been approached about the question since 2017 when the board reviewed and updated the library's policies on circulation. Fines were left as part of the policy.		
Ashcroft County Public Library	8.4.21		July 1, 2021			
Appomattox Regional Library						
Arlington County Public Library	7.14.21	x	July 1, 2020	Board just voted to make all materials except for new adult books and specialty items fine free as of September 1, 2022. Hope to eventually		
Augusta County Library	8.4.21	x	2020			
Bedford Public Library System	9.1.22	x	Sept 1, 2022			
Blackwater Regional Library	8.4.21					
Bland County Public Library	6.30.22	x (Juvenile Only)	July 1, 2019	We were fine free during the pandemic but went back to charging fines July 1, 2021.		
Blue Ridge Regional Library	8.4.21					
Botetourt County Library	2.3.22	x	March 1, 2019	Fine-free since pandemic, seamless transition to fine-free by not adding revenue fine back in after 2 years' absence		
Bristol Public Library	7.14.21	x	July 1, 2021	Fine Free for all ages July 1, 2021	We reported to our Cities the increase in new library cards as a result of going fine-free. Patron comments about being fine-free, and the increase in return of items that were out. We compiled circulation stats for this information.	
Buchanan County Public Library	6.27.22					
Campbell County Public Library						
Caroline County Library	6.28.22					
Central Rappahannock Regional Library	12/19/2022	X	January 1, 2023	We waived fines while we were closed to the public, but that ended when we reopened. We have been fine free on all teen and juvenile materials since July 1, 2018. Now fine free on all materials. Fine-free since the pandemic. No plans to go back.		
Central Virginia Regional Library	8.4.21	x	March 2020			
Charlotte County Library	2.17.22	x	January 1993			
Chesapeake Public Library	7.14.21	x	March 2020			
Chesterfield County Public Library	7.14.21	x	Pandemic	Fine-free since the pandemic, no plans to go back, but no formal fine-free policy either.		
Clifton Forge Public Library						
Colonial Heights Public Library						
Craig County Public Library						
Calpeper County Library	12.22.22	x	July 2019	Still charge \$1.00/day overdue for ILLS and WiFi units		
Cumberland County Public Library	10.4.22	x	June 22, 2021	Fine-free for any materials returned late that are not needed to fulfill a Hold or that are not damaged (or lost). Since we only purchase one copy of any item, we chose to maintain fines for materials returned late that have a Hold request pending. We inform each patron when this event occurs and give them an opportunity to return the needed item before having to pay fines.	Despite the fact that fine income had decreased for several years because of staff automatically renewing patrons' overdue items (and contacting them with new due dates by phone or email), we actually didn't care whether the move was positive for the library. We cared that it was the right thing to do for our patrons. Unless an item was returned damaged or was needed for a hold and was not returned after being notified that someone else wanted it, all fines are forgiven. The happens. We decided not to penalize people for situations that may have been out of their control and, by going back and removing all overdue fines from accounts, hoped to encourage people who couldn't check out materials because of those fines to come back.	
Eastern Shore Public Library	10.18.22	x	2020	ESPL does not charge overdue fines. We do still charge for lost or damaged items.		
Essex Public Library	12.21.21	x	October 2021			
Fairfax County Public Library	2.18.22	x	Jan 1 2022			
Fauquier County Public Library						
Fluvanna County Public Library	6.30.22			We went fine free during pandemic but they have been reinstated. We also have a grace period and except donations of books, DVD, music CD, puzzles, or even food for the food pantry to waive fines.		
Franklin County Public Library						
Galax-Carroll Regional Library	5.31.22	x				
Gloucester Library						
Halifax County-South Boston Library						
Hampton Public Library	6.28.22	x (juveniles)	June 1, 2022	Juvenile and teen borrower types do not accrue fines and previous fines were waived. All fines were suspended 2020-2021.		
Handley Regional Library	10.4.22	x (juveniles)	July 1, 2022	all youth materials are fine free		

Herrick County Public Library	6.30.22	x (youth items)	Youth Items as of 3/20	all youth materials are fine free	
Heritage Public Library	9.2.21			Fine free during the pandemic. Fines have since been reinstated.	
HIGHLAND COUNTY PUBLIC LIBRARY	8.4.21	x	March 19, 2020, pandemic	Library board adopted fine free policy permanently on 7.20.21	
Iris Brammer Public Library	9.23.22	x	September 1, 2022	All materials are fine free.	
J. Robert Hamrison Memorial Library	2.17.22	x	After 2015, before 2020	No fines for juvenile cards, everyone else paying them... no fines for all of FY21, but reinstated July of 2021	
James L. Hammer Public Library	6.28.22				
Jefferson-Madison Regional Library	9.27.21			Temporary fine free during early stage of pandemic.	
Lancaster Community Library	2.17.22				
Lewis Egerton Smeot Memorial Library	2.18.22				
Lonsome Pine Regional Library	7.14.21	x	August 2019		
Loudoun County Public Library					
Lunenburg County Public Library System, Inc.					
Lynchburg Public Library	8.26.22	x	September 1, 2022	Fine free for all approved for September 2022, with the exception of adult new books and specialty items such as the telescope. Fine free for youth materials implemented July 2019. Fine free during the pandemic. Fines have been reinstated.	
Madison County Library, Inc.					
Manassas Park City Library	7.14.21	x	Since the library opened in 2020	All materials are fine free.	
Mary Riley Styles Public Library	6.30.22	x	July 1, 2020	Board approved fine free overdue juvenile and YA books items will continue to be charged to Lost per ususal.	
Massanutten Regional Library	7.14.21	x	November 2020	Board approved permanent fine free April 2022. Working on when to mark items Lost right now.	
Mathews Memorial Library	8.4.21	x	March 2020	Completely fine free as of July 1, 2022. Started with kids and teens in 2018.	
Mecklenburg County Public Library	12.21.21				
Meherrin Regional Library	7.28.22	x (juvenile/YA only)	Juvenile/YA - July 13, 2022	Board approved fine free overdue juvenile and YA books items will continue to be charged to Lost per ususal.	
Middlesex County Public Library	6.28.22	x	March 2020	Board approved permanent fine free April 2022. Working on when to mark items Lost right now.	
Montgomery-Floyd Regional Library	6.27.22	x	July 1, 2022	Completely fine free as of July 1, 2022. Started with kids and teens in 2018.	
Newport News Public Library System	10.5.22	x (juvenile/YA only)		Test period for fine-free from 7.1.21 - 6.30.22 -- to see how it works out	
Norfolk Public Library	7.14.21	x	July 1, 2021	We still charge \$1.00 a day late fee for multimedia, DVDs and audiobooks, hope to drop that in the next year.	
Northumberland Public Library	8.9.21	x (partially)	June 2020	No fines for children's materials	
Notoway County Public Library		x (partially)	October 2021	Juvenile and YA materials only, Fully Fine Free as of Jan. 1, 2023.	We have not publicized that the materials are fine free - it was difficult enough to get the board to agree - they worried that people would "take advantage" of it
Orange County Public Library	2.24.21	x (partially)	April 1, 2020		
Panmunkey Regional Library					
Pearnsburg Public Library	12/1/2022			We haven't charged fines since the pandemic, but we are not officially fine-free. Hoping to be!	
Petersburg Public Library					
Pittsylvania County Public Library	6.30.22			Fines suspended from March 2020 through November 2020 but then reinstated.	Would note that adding auto-renewal option in spring 2021 has decreased overdues and made patrons happy.
Poquoson Public Library					
Portsmouth Public Library					
Powhatan County Public Library	7.14.21	x	July 1, 2021		
Prince William Public Libraries	2.17.22	x	March 1, 2022		
Pulaski County Public Library System		x			
Radford Public Library	10.4.22	x		Fine free during the pandemic	
Rappahannock County Library	10.4.22	x	<2000	Fine free as long as item(s) returned. After 45 days, items marked "lost" and charged following published fee schedule for lost items.	
Richmond County Public Library	7.14.21	x	January 2020	Officially fine free as of July 1, 2022	
Richmond County Public Library	7.14.21	x	March 2020 - informally	Still change for lost or damaged items and ILL	
Roanoke Public Library	6.28.22	x	July 1, 2022		
Rockbridge Regional Library	12.21.21	x	October 1, 2021		
Ruby B. Archie Public Library					
Russell County Public Library	2.17.22	x	July 1, 2021	Stopped charging 3/2020 due to pandemic and made it a permanent policy as of 7.1.21; if books returned after lost letters are sent, patron charged \$5 admin fee per book	
Salern Public Library	5.31.22	x	July 1, 2022		
Sammies Public Library					

Current Policies

2.1 Borrowing Books and other Materials

REV 6/20/17

Library borrowing privileges shall be granted to any individual who qualifies under sections 1.1 and 1.2 of this document and makes proper application for such privileges.

Proper application for library borrowing privileges includes providing the library with necessary personal information, promising to comply with all library rules, agreeing to pay promptly all fines and damages incurred, and agreeing to give immediate notice of any change of address. Any child under age 15 may be granted library privileges provided the parent or legal custodian of the child makes a proper application or such application is endorsed by the child's parent or legal custodian.

Circulating Items: Library items, with the exception of special equipment, circulate for a period of three weeks. Each patron may check out a total of 50 items at a time with the exception of Best Sellers. A patron may only borrow three Best Sellers at a time. Best Sellers may not be renewed beyond the original three weeks circulation period.

Reference Items: Reference items may be borrowed from an ARLS library only when a supervising reference librarian has given special permission.

Laptop Computers: The library has a limited number of laptop computers which may be borrowed for in-library use during regular library hours. Laptops are loaned on a first come, first served basis. A laptop checked out by the patron may be used for a maximum of two hours. Library laptop cannot be removed from the library. Laptops are limited to one per user. The patron must give staff a State or Federal photo identification such as a driver's license or passport. The same internet and computer use policies for use of library computers apply to the use of library laptops. All created files will be deleted upon the laptop's return. The laptop must be returned by the person who checked it out.

2.2 Renewing or Extending Loan Periods

REV 6120117

Items, unless on request for another patron, may be renewed up to three times. An item on request for another patron may not be renewed.

2.3 Overdue Materials

REV 6/20/17

Items not returned or renewed by their due date are subject to fines. All items are fined at a rate of \$.10 per day not to accumulate over \$4.00 in fines for any one item. The customer may also be charged for long overdue items as "Lost Materials" as provided in 2.4 of these policies. Laptops are fined at \$5.00 for every hour or portion thereof that the laptop is overdue. The laptop becomes automatically "lost" twenty-four hours after checkout and the patron will be assessed a service fee plus full replacement cost of the laptop. The patron assumes full responsibility for the cost of repair or replacement of the laptop should the laptop be lost, stolen, or damaged while checked out to that patron.

2.4 Lost Materials

REV 6/20/17

After notification by a patron, or after a final notice that materials are overdue and maximum fines are owed, the library may declare an item lost. The patron who loses an item is liable for the replacement cost and any fines/fees for the item as determined by the library. If an item is recovered and returned to the library within 90 days, the library will refund only the cost of the lost item. Administration will use outside agencies to assist in the collection of lost items and replacement costs.

2.5 Damaged Materials

REV 5/17/11

If an item is returned in damaged form by a patron and the library determines that the item must be replaced, the patron who had the item on loan when it was damaged is liable for the replacement cost of the item or missing and/or damaged parts as determined by the library.

2.6 Suspension of Borrowing Privileges

REV 6/20/17

It shall be within the authority of the library to suspend library-borrowing privileges of library patrons in the following instances:

- Patrons who are negligent in making payment for damaged or lost materials.
- Patrons whose accumulated fines and penalties are in excess of \$5.00.
- Minors whose library privileges are to be suspended at the written request of the parent or legal custodian.

Any patron whose library borrowing privileges are suspended shall have the right to appeal such action to the ARLS Board of Trustees.

2.7 Reinstatement of Borrowing Privileges

REV 6/20/17

The library shall reinstate library-borrowing privileges as follows:

- For patrons whose library privileges were suspended because of overdue or lost materials, library-borrowing privileges shall be reinstated upon return of the materials in good condition and payment of outstanding fines or fees. If materials are not returned in good condition, the patrons must pay the damaged material charges as provided in 2.5 of these policies.
- For patrons whose accumulated fines or penalties are in excess of \$5.00, privileges shall be reinstated upon payment of these fines or penalties.
- For minors whose privileges have been suspended at the request of a parent or legal custodian, privileges shall be reinstated with the written approval of the parent or legal custodian.

Proposed Revision

2.1 Borrowing Books and other Materials

REV

Library borrowing privileges shall be granted to any individual who qualifies under sections 1.1 and 1.2 of this document and makes proper application for such privileges.

Proper application for library borrowing privileges includes providing the library with necessary personal information, promising to comply with all library rules, agreeing to pay

promptly all fines and damages incurred, and agreeing to give immediate notice of any change of address. Any child under age 15 may be granted library privileges provided the parent or legal custodian of the child makes a proper application or such application is endorsed by the child's parent or legal custodian.

Circulating Items: Library items, with the exception of special equipment, circulate for a period of three weeks. Each patron may check out a total of 50 items at a time. ~~with the exception of Best Sellers. A patron may only borrow three Best Sellers at a time. Best Sellers may not be renewed beyond the original three weeks circulation period.~~

Reference Items: Reference items may be borrowed from an ARLS library only when a supervising reference librarian has given special permission.

Laptop Computers: ~~The library has a limited number of laptop computers which may be borrowed for in-library use during regular library hours. Laptops are loaned on a first come, first served basis. A laptop checked out by the patron may be used for a maximum of two hours. Library laptop cannot be removed from the library. Laptops are limited to one per user. The patron must give staff a State or Federal photo identification such as a driver's license or passport. The same internet and computer use policies for use of library computers apply to the use of library laptops. All created files will be deleted upon the laptop's return. The laptop must be returned by the person who checked it out.~~

2.2 Renewing or Extending Loan Periods

REV 6120117

Items, unless on request for another patron, may be renewed up to three times. An item on request for another patron may not be renewed.

2.3 Overdue Materials

REV

~~Items not returned or renewed by their due date are subject to fines. All items are fined at a rate of \$.10 per day not to accumulate over \$4.00 in fines for any one item. The customer may also be charged for long overdue items as "Lost Materials" as provided in 2.4 of these policies.~~

The Appomattox Regional Library does not charge overdue fines. Items checked and not returned after the original circulation period and renewals as provided in 2.1 and 2.2 will be determined to be Lost Materials as provided in 2.4. However, upon return of the circulated item, any charges for Lost Materials on a patron's account will be removed and the patron will only be subject to Damaged Material charges as provided in 2.5. Refunds of any payments made for Lost Materials is provided in 2.4.

~~Laptops are fined at \$5.00 for every hour or portion thereof that the laptop is overdue. The laptop becomes automatically "lost" twenty four hours after checkout and the patron will be assessed a service fee plus full replacement cost of the laptop. The patron assumes full responsibility for the cost of repair or replacement of the laptop should the laptop be lost, stolen, or damaged while checked out to that patron.~~

2.4 Lost Materials

REV

Circulating items move into Lost Materials status 42 days after the final return date, This includes the initial circulation period and any allowed renewals. After notification by a patron, or after a final notice that materials are overdue and maximum fines are owed, the library may declare an item lost. The patron who loses an item is liable for the replacement cost and any fees for the item as determined by the library and the amount is added to the patron's account. The charges will be removed upon return of the item.

The library does not accept replacement copies purchased by patrons from outside vendors. If a patron pays for a lost item and the an item is recovered and returned to the library within 90 days of payment, the library will refund only the cost of the lost item. The library does not refund payments more than 90 days after receipt. Administration will may use outside agencies to assist in the collection of lost items and replacement costs.

2.5 Damaged Materials

REV 5/17/11

If an item is returned in damaged form by a patron and the library determines that the item must be replaced, the patron who had the item on loan when it was damaged is liable for the replacement cost of the item or missing and/or damaged parts as determined by the library.

2.6 Suspension of Borrowing Privileges

REV

It shall be within the authority of the library to suspend library-borrowing privileges of library patrons in the following instances:

- Patrons who are negligent in making payment for damaged or lost materials.
- Patrons whose accumulated fines and **Lost or Damaged Material charges** penalties are in excess of \$5.00 **\$15.00**.
- Minors whose library privileges are to be suspended at the written request of the parent or legal custodian.

Any patron whose library borrowing privileges are suspended shall have the right to appeal such action to the ARLS Board of Trustees.

2.7 Reinstatement of Borrowing Privileges

REV

The library shall reinstate library-borrowing privileges as follows:

- For patrons whose library privileges were suspended because of ~~overdue or~~ lost materials, library-borrowing privileges shall be reinstated upon return of the materials in good condition and payment of outstanding ~~fines or~~ fees. If materials are not returned in good condition, the patrons must pay the damaged material charges as provided in 2.5 of these policies.
- ~~For patrons whose accumulated fines or penalties are in excess of \$5.00, privileges shall be reinstated upon payment of these fines or penalties.~~
- For minors whose privileges have been suspended at the request of a parent or legal custodian, privileges shall be reinstated with the written approval of the parent or legal custodian.